

**TANGMERE STEERING GROUP MEETING**  
**Wednesday 20 February 2019**

<b>Attendees:</b>	Mike Allgrove	Planning Policy Manager, Chichester District Council (CDC)
	Tracey Flitcroft	Principal Planning Officer (Planning Policy), CDC
	Nicholle Phillips	Director (Strategic Land), Countryside
	Dan Hagger	Senior Land Manager, Countryside
	Ellen Timmins	Planning Manager, Countryside
	Alex Simpson	Land Manager, Countryside

**Venue:** Chichester District Council, East Pallant House, Chichester PO19 1TY

**Minutes**

**1.0 Review minutes from Tangmere Partners Launch Workshop**

ET reviewed the actions from the Partners Launch Workshop held on 4 October 2018.

***Action: DH to circulate draft property acquisition strategy prepared by DWD for comment***

**2.0 Development Agreement**

**2.1 Countryside obligations**

DH provided an overview of relevant Countryside obligations, including preparing a baseline appraisal and phasing strategy. It was agreed that the phasing strategy would be a relatively high-level document which could be refined going forwards to reflect the ongoing site surveys and future masterplanning process.

***Action: DH/NP to liaise with Knight Frank regarding format of baseline appraisal***

NP queried when CDC were intending to invoice for the Council's costs to date. MA and TF advised they would be reviewing costs with their accountant and would notify Countryside before any invoice is issued.

It was agreed that ET and DH will coordinate and issue concise written updates towards the end of each calendar month, which TF will use to update Members via CDC's internal Development Planning & Infrastructure Panel meetings.

**2.2 Joint obligations**

It was noted that the first and second Sponsor Board meetings have been arranged for 9am on Wednesday 6 March 2019 (provisional date) and 9:30am on Thursday 9 May 2019.

***Action: TF to confirm CDC availability for 6 March and suggest alternative dates if no longer suitable. ET to look at holding meetings at Chichester Park Hotel if no meeting rooms available at East Pallant House.***

It was agreed that Countryside will produce agendas and minutes for each Sponsor Board meeting, and that ET and DH will also be invited to attend Sponsor Board meetings to provide planning and land assembly updates respectively.

### 2.3 CPO – Review of key dates / actions

MA advised that CDC will be refreshing the land referencing work previously undertaken.

***Action: DH/NP to circulate a detailed CPO programme and liaise with TF to reflect committee dates and lead-in times for committee reports for discussion at the first Sponsor Board meeting***

It was acknowledged that a revised timetable could be agreed if it transpires that the timescales previously envisaged need to be pushed back to allow for additional survey works or committee cycles etc.

### **3.0 Update on landowner discussions**

#### 3.1 Section 172-179 notices / access for site surveys

ET confirmed that three rounds of notices have been served on all landowners relating to various survey works including geophysical and topographical surveys, site visits by the consultant team, and intrusive ground investigations including bore holes, trial pits and cone penetrometer testing.

ET thanked TF and CDC's legal team for their time in coordinating and distributing the notices to date and confirmed that survey works are being grouped together as far as possible to minimise the number of notices that need to be served. At least two further rounds of notices will be required before the outline planning application is submitted relating to arboricultural, acoustic and lighting surveys, archaeological trial trenching, and any phase 2 ecology surveys required.

No significant concerns have been raised by the landowners to date. Mr Heaver, CS East and CS South had commissioned Savills to undertake photographic record of condition surveys and DH advised that Countryside will be appointing a rural surveyor to assist with any compensation negotiations if required.

#### 3.2. Private treaty negotiations

DH and NP provided an update on the private treaty negotiations.

MA advised that Bloor Homes have sought a meeting with MA and TF in a few weeks' time.

### **4.0 Planning update**

#### 4.1. Local Plan Review

MA advised that CDC had recently published an updated Local Plan 5 Year Housing Land Supply position statement, confirming that the Council had a 5.7-year supply as at 1 April 2018. This has been reviewed by DLP and does not include planning applications approved or developments commenced since this date.

MA noted that the Council is in the process of reviewing the representations received in respect of the recent Local Plan Review Preferred Approach consultation.

ET noted that Countryside's representations had been necessarily high-level given the early stage of the masterplanning process and confirmed that technical reports would be shared with CDC as the surveys and ongoing assessment work progresses towards submission of the outline planning application.

MA advised that the current timetable for the Local Plan Review will slip as CDC is looking at commissioning additional transport work, including feasibility work relating to the Chichester bypass, and further engagement with Natural England regarding sewage treatment for other sites in

the District. A new timetable will be published in due course once all the Preferred Approach representations have been reviewed.

ET confirmed that Countryside had provided some inputs into Dixon Searle's recent survey regarding their proposed assumptions for the viability assessment of the Local Plan Review.

**Action: ET to forward TF a copy of the completed viability survey**

#### 4.2. Overview of planning programme

**Action: ET to forward a copy of the draft planning application programme previously sent to Jo Bell (Development Manager, Majors and Business)**

#### 4.3. PPA / pre-application advice

ET confirmed that, following the inception meeting with Tony Whitty and Jo Bell held on 10 January 2019, a PPA fee had been agreed in principle with the Development Management team to fund a dedicated project manager throughout the pre-application and application process, through to the determination of the outline planning application. Turley are in the process of drafting the PPA for comment by CDC.

#### 4.4. Site surveys

ET advised that Terence O'Rourke will be liaising with James Kenny (Archaeological Officer) regarding the findings of the archaeological geophysical survey once the full survey results are available. The draft planning programme will be kept under review accordingly.

#### 4.5. Masterplanning

ET noted that the masterplanning process will commence once the initial surveys have been completed and the site's constraints identified. The latest programme envisages having a clearer idea of what constraints and opportunities the masterplan will need to address by the end of April 2019.

#### 4.6. Community engagement

ET confirmed that Turley have been appointed as community engagement consultants and will be coordinating a website and newsletter to introduce Countryside, explain what surveys have been taking place on the site and set out an indicative programme for future engagement and submission of the outline planning application.

ET confirmed that the engagement strategy may include 2-3 workshops with the Parish Council, the first of which will take place once the bulk of the initial survey work is complete to enable an informed discussion on site constraints and opportunities.

**Action: ET to circulate a copy of the draft engagement strategy once available to TF and Jo Bell**

### **5.0 AOB**

#### 5.1 Dates of future meetings

It was agreed that future Steering Group meetings would be held quarterly, roughly halfway between the quarterly Sponsor Board meetings.

**Action: TF/ET to coordinate further quarterly Sponsor Board and Steering Group meetings throughout 2019 and 2020**

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**TANGMERE STEERING GROUP MEETING**

**Tuesday 25 June 2019**

**Attendees:** Mike Allgrove                      Planning Policy Manager, Chichester District Council (CDC)  
Hannah Chivers                              Senior Planning Policy Officer, CDC  
Nicholle Phillips                              Director (Strategic Land), Countryside  
Dan Hagger                                      Senior Land Manager, Countryside  
Ellen Timmins                                  Planning Manager, Countryside

**Venue:** Chichester District Council, East Pallant House, Chichester PO19 1TY

Minutes

**1.0 Review minutes of last meeting**

- ET reviewed the actions from the Steering Group Meeting held on 20 February 2019.

**2.0 CPO**

- **Review of CPO Strategy** – ET suggested that this was included as an agenda item going forwards to ensure the overall CPO strategy remains on track and aligned with the objectives of the Development Agreement NP indicated that the overall CPO strategy would be dependent on whether all of the land needs to be acquired via CPO and the planning phasing programme. DH referred to and explained the CPO Phasing Strategy submitted under the Development Agreement which currently envisaged acquiring the site in up to four phases.
- **Equalities assessment** – HC has prepared a draft Equalities Assessment that has been issued to Robin de Wreede (RdW) and CDC's internal solicitors for comment. Once this has been reviewed the relevant information can then be copied across into the revised draft Statement of Reasons provided by John Webster (JW).
- **CDC narrative / records of landowner negotiations** – ET noted that the revised draft Statement of Reasons requires further input from CDC on the Council's discussions with the respective landowners to date. HC confirmed that she has compiled a timeline of CDC meetings with landowners since 2010 which has been forwarded to RdW. RdW has identified the key milestones which will be incorporated into the revised draft Statement of Reasons.
- **Viability exercise** – MA confirmed the Council had received a revised quote from Knight Frank to refresh the viability exercise and that this is in the process of being instructed.
- **Land referencing** – HC noted that Persona Associates' quote for the refreshed land referencing exercise was the same as previously, and so HC is seeking confirmation from CDC's legal team as to whether a procurement waiver is required.
- **Statement of Reasons** – MA confirmed that RdW had forwarded the revised draft Statement of Reasons to Officers and advised that he would be reviewing it this Thursday (27<sup>th</sup> June). HC noted that the revised draft would also need to be reviewed by Andrew Frost before it can be issued to Counsel for comment.

- **Timescales** – HC advised that the next DPIP meeting is early September, so it is likely that the earliest the Council could resolve to make the CPO would be at its November meeting (allowing for it to go to Cabinet in October beforehand). MA and HC acknowledged that the Council’s procurement rules can risk slowing progress. . ET noted that Countryside may have to review the timetable for the submission of the outline planning application if the CPO programme was subject to further delays.
- **Extent of CPO** – Regarding the existing access to Saxon Meadow, ET explained that this land and the pond to the north formed part of Pitts’ wider land ownership and so CPPLC is negotiating to acquire this as part of the private treaty negotiations. If the land is acquired via private treaty then the existing right of access for Saxon Meadow residents would remain, and if the land is acquired via CPO then CDC and CPPLC will enter into a deed with Saxon Meadows Tangmere Limited that confirms the re-granting of rights of access to residents after a CPO. MA advised that CDC was keen to avoid unnecessary objections to the CPO. ET explained the risk of leaving a partial access strip and pond which would leave residual maintenance obligations and that CDC could be required to acquire this land as a consequence.
- **Engagement with Landowners** – NP advised that none of the three principal landowners are looking for Countryside to make freehold land transactions at this stage. The principal landowners and Countryside agree that a hybrid or option agreement is the most appropriate deal structure. .
- **Engagement with Members** – ET noted that Countryside is seeking to engage with both ward members regarding the emerging masterplan and outline planning application, and queried how other members were being kept updated regarding the progress of the CPO, particularly as there are a lot of new members following May’s local elections. MA advised that members were still fully supportive of the CPO and are being kept updated via the internal DPIP meetings. ET noted that Countryside would be happy to meet with the relevant Cabinet Member or other members to update them on land assembly if that would be helpful.

### 3.0 Update on landowner discussions

- NP advised that negotiations are ongoing with all parties regarding private treaty deals.
- DH noted that there is another meeting with Heaver’s representatives this week and that Countryside are hopeful that they will be able to commence discussions with Bloor soon.

### 4.0 Planning update

- **Local Plan Review** – MA advised that further evidence base studies are ongoing and an updated spatial distribution and list of proposed site allocations will be presented to Council later this year, followed by a Regulation 19 consultation in early 2020. CDC intend to submit the Local Plan Review during or before July 2015, which will be within 5 years of adoption of the Local Plan: Key Policies.
- **Application programme** – ET confirmed that the outline planning application programme remained on track for submission in November 2019, but that this will be dependent on receiving timely responses to pre-application submissions from various consultees.

- **EIA scoping** – ET advised that the EIA scoping request will be submitted in early July following legal review, and that Jo Bell and Mike Bleakley are aware it will be submitted soon.
- **PPA / pre-application advice** – ET advised that a formal request for pre-application advice on the masterplan will be submitted following the third parish workshop.
- **Masterplanning** – ET confirmed that the masterplan framework is progressing and that initial views are being sought from the local community via the three informal drop-in sessions held on 24 and 25 June.
- **Site surveys** – ET confirmed that the only surveys ongoing were the phase 2 ecology surveys.
- **Archaeology update** – ET noted that Terence O'Rourke and Countryside had received conflicting advice regarding the timing of future archaeological investigations, which has the potential to delay the masterplanning process and programme for submission of the outline planning application. Countryside are in the process of trying to resolve this via ongoing pre-application discussions and ET noted that further clarity would be provided once the full report of the preliminary trial trenching was issued.
- **Community engagement** – ET provided an update on the first community drop in session and welcomed Cllr Oakley's attendance throughout the first session.
- **Arsenal condition** – ET explained that in both the multi-phased and single phased GVD approach, CDC can consider the use of an arsenal condition to allow outline planning permission to be granted whilst the land is being acquired to allow Reserved Matters applications to be submitted/determined and ultimately ensure the site starts to deliver housing as early as possible. It may not be necessary but it would appear sensible not to discount this as a potential option if required. It was agreed that discussions would continue via the development management process.

## 5.0 AOB

- **Review arrangements for future meetings** – MA advised that Toby Ayling (currently Planning Policy Manager at Portsmouth City Council) has been appointed as his replacement and so will take up his role on future Steering Group and Sponsor Board meetings when he starts in August.

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**TANGMERE STEERING GROUP MEETING**

**Friday 4 October 2019**

**Attendees:** Toby Ayling                      Planning Policy Manager, Chichester District Council (CDC)  
Hannah Chivers                      Senior Planning Policy Officer, CDC  
Nicholle Phillips                      Director (Strategic Land), Countryside  
Dan Hagger                              Senior Land Manager, Countryside  
Ellen Timmins                          Planning Manager, Countryside

**Venue:** Chichester District Council, East Pallant House, Chichester PO19 1TY

Minutes

**2.0 CPO**

- **CPO programme** – HC advised that officers are currently proposing to present the committee report recommending that the Council resolves to make the CPO to the next DPIP meeting scheduled for Thursday 31 October, followed by a Special Cabinet and Full Council on Tuesday 26 November. Countryside agreed to target these dates but noted that these timescales would be challenging for CDC given the various workstreams outstanding and allowing time for Counsel to fully review the committee report and supporting Appendices prior to it being presented to Cabinet / Council. The next Cabinet and Full Council meetings after 26 November are on 3 December and 28 January 2020 respectively.
- **Land referencing** – HC confirmed that the land referencing refresh was underway, and that Persona were still working to the updated programme previously circulated.
- **Knight Frank viability report** – HC thanked Countryside for the responses provided to Knight Frank's queries and confirmed that a draft report would be circulated for comment prior to the report being finalised.
- **Equalities assessment** – HC advised that Mott MacDonald have been instructed to undertake the independent review of CDC's draft Equalities Impact Assessment and that the work will take approximately 2 days to complete once they have been set up on the Council's payment system.
- **Statement of Reasons** – ET confirmed that Countryside are in the process of providing further inputs into the revised draft Statement of Reasons, prior to it being re-issued to Counsel for final comments. DH noted that some sections would need to be finalised just prior to the final Council decision to make the CPO, to ensure they are fully up to date.
- **Committee report** – ET thanked HC for circulating the draft committee report and confirmed that Countryside would revert with any comments by 8 October as requested. HC confirmed that Robin de Wreede had also issued the draft report to Counsel for comment. It was noted that the timescales for finalising the committee report for DPIP would be dependent on Counsel's availability to review the draft report.
- **Saxon Meadow** – ET confirmed that Countryside's letter to residents of Saxon Meadows has been issued. No specific responses have been received to date although several residents referred to the letter at Countryside's recent masterplan consultation event. Some residents

also advised that they are in the process of making a claim for adverse possession of the field to the west of Saxon Meadow. DH advised that he had written to the management company of Saxon Meadow with regards to entering into an agreement with CDC and Countryside to ensure residents' existing rights of access are regranted if the relevant title is secured via CPO, but no response has been received to date.

### 3.0 Update on landowner discussions

- HC advised that no response had been received from Colin Wilkins following Andrew Frost's letter of 23 September 2019. Seaward Properties had also contacted CDC requesting an update on the CPO process.
- DH and NP confirmed the following:
  - Countryside has been able to meet with Bloor and Heaver together and discussions continue regarding private treaty discussions.
  - Negotiations are ongoing with Pitts and Church. Countryside has requested again to have sight of the agreements in place between Seaward Properties and Pitts to enable Countryside to assess Seaward's interest in the land.
  - Despite continued efforts, Countryside has not received a meaningful response from a member of the Highways England Property team.
  - All offers made for the land adjacent to Saxon Meadows have so far been refused.

### Planning policy

- **Update on Local Plan Review** – TA confirmed that CDC are still working towards the updated programme set out in the latest Local Development Scheme. A report will be presented to Members at Cabinet and Council on 26 November 2019 regarding responses to representations to the Preferred Approach consultation and agreement of the distribution of development to be included in the Publication Plan.
- **DSP viability review** – ET noted that Countryside have provided responses to two separate requests for information from DSP to date to inform the draft viability assessment for the emerging Local Plan Review. DSP had since provided a table setting out the assumptions they are proposing to apply to the Tangmere SDL for the purposes of their assessment. TA invited ET to submit any initial comments on DSP's assumptions to him in the first instance.

### 4.0 Masterplan update

- **Community consultation** – ET advised that around 122 people attended the consultation event on the latest masterplan on 26 September, with around 100 people also attending Countryside's stall at the Tangmere Village Fair on 21 September. The majority of those who attended the events appeared to appreciate the opportunity to have their say on the new development. All comments are in the process of being reviewed and Countryside are considering how best to respond to the feedback received. ET expected that the masterplan presented to the community on 21 and 26 September will be broadly similar to the final version submitted to CDC except for a few minor changes, and commended the work that Mike Bleakley and James Kenny had done to identify the area of in situ archaeological preservation to ensure this could be accounted for in the revised masterplan prior to Countryside's public consultation. ET confirmed that the latest masterplan was still expected

to deliver up to 1,300 homes, as additional developable area had been regained from elsewhere in the masterplan to offset the additional area of in situ preservation.

- **Engagement with members** – ET noted that three District Councillors attended the community consultation event, with a further email from one other Councillor enquiring whether there would be a further briefing for Members. This has been discussed with officers as part of the pre-application process and it has been agreed to hold a public briefing session once the masterplan has been submitted, ahead of it being presented to Planning Committee for endorsement.
- **Phasing** – ET noted that the phasing of the development was still under consideration and would be dependent on the final masterplan. DH advised that the CPO phasing plan would appear different to the development phasing plan due to the need to acquire whole titles in one go wherever possible, which may overlap multiple development phases. The masterplan does not take account of existing landownership boundaries, as it is assumed that the site will come forward comprehensively, and so several of the residential parcels on the emerging masterplan traverse existing title boundaries.

## 5.0 Planning application update

- **Programme** – ET advised that the planning application programme remains under review pending CDC's endorsement of the final masterplan and the timetable for the CPO. Countryside have been advised by Officers that the masterplan must be endorsed by Planning Committee before the outline planning application is submitted. To avoid abortive work if members have comments that require changes to the masterplan, the Environmental Impact Assessment will not be commenced until the masterplan is endorsed by CDC. The updated planning application programme is still subject to discussion with officers as part of the Planning Performance Agreement, but an initial review suggests that the earliest Countryside will be in a position to issue CDC with a draft copy of the planning application (as required under the Development Agreement) will be May 2020 to allow time for the EIA to take place, ahead of formal submission in June.
- **EIA scoping** – The EIA Scoping Opinion was issued by CDC on Friday 20 September 2019. Countryside is in the process of clarifying a small number of queries on the Scoping Opinion with officers as part of the pre-application process.
- **Engagement with Southern Water** – It was noted that Southern Water would not be able to confirm that capacity will be made available for the additional 300 dwellings at the Tangmere SDL until planning permission is granted or the Local Plan Review is adopted, but that no issues were foreseen in providing the necessary upgrades to make further capacity available at the appropriate point in time. ET noted that it would be helpful to receive confirmation of this in writing from Southern Water and queried whether CDC could encourage Southern Water to do this through their own discussions.
- **Highways modelling** – It was noted that discussions were ongoing between RPS and WSCC on the highways model, and that the most recent update to the model made by PBA was in the process of being reviewed by Guy Parfect at WSCC. ET noted that RPS were unable to begin the traffic modelling work to begin to identify any off-site highway improvements required until the revised reference case has been agreed between PBA and WSCC.

- **Planning obligations workshop** – ET thanked HC for arranging the date for the planning obligations workshop. HC confirmed that Andrew Frost would be attending. ET to prepare a draft agenda with Osborne Clarke and circulate to HC and TA for comment.

#### **6.0 AOB**

- **Date of next meeting** – 9 January 2020

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**TANGMERE STEERING GROUP MEETING**

**Wednesday 8 January 2020**

**Attendees:** Toby Ayling                      Planning Policy Manager, Chichester District Council (CDC)  
Hannah Chivers                      Principal Planning Policy Officer, CDC  
Nicholle Phillips                      Director (Strategic Land), Countryside  
Ellen Timmins                      Senior Planning Manager, Countryside

**Apologies:** Dan Hagger                      Senior Land Manager, Countryside

**Venue:** Chichester District Council, East Pallant House, Chichester PO19 1TY

Minutes

**1.0 CPO**

- **CPO programme** – Council resolution to make the CPO still targeted for 3 March 2020.
- **Statement of Reasons** – Countryside have provided further input to the draft Statement of Reasons in response to the latest comments from Counsel over Christmas, which has been passed on to Robin de Wreede. The draft Statement of Reasons can be finalised for final review by all parties once the land referencing schedule and Equalities Impact Assessment is available.
- **Land referencing** – HC confirmed that the Council had received an updated draft schedule which she would circulate. Persona were continuing to receive responses after the deadline indicated in their letters. Any further updates can be addressed in the final version of the Statement of Reasons, although land interests in the TSDL itself appear largely unchanged from the original land referencing exercise.
- **Equalities assessment** – HC and ET to provide further details to Mott MacDonald on consultation with landowners and local community to date for inclusion within their report.
- **Knight Frank viability report** – HC advised that Knight Frank had a couple of outstanding queries, but the updated report was expected to be issued shortly. HC to forward further query on infrastructure costs to ET and Dan Hagger. HC noted that the assumptions within the report had been cross-checked with those proposed by DSP in respect of viability review for the emerging Local Plan for consistency. ET confirmed that Countryside's comments had been consistent in respect of each but noted that as the DSP report was intended to cover the wider local plan area, and not just the TSDL itself, some variances between the two reports were to be expected.
- **Committee report** – HC advised that the updated committee report had been issued to Robin, and ET confirmed Robin had sought comments from Countryside via John Webster. HC noted that reference to the Council's objectively assessed housing need had been updated to refer to the Local Plan area only, i.e. excluding that within the South Downs National Park, for consistency with the adopted plan. ET to review and provide any further comments via John Webster.

## 2.0 Planning policy

- **Update on Local Plan Review** – TA advised that the timescales for the Local Plan Review were currently being reviewed, but that no change was anticipated in respect of the total number of homes being planned for at Tangmere.
- **DSP viability review** – TA advised that Countryside’s comments on the assumptions DSP were proposing to use in respect of the TSDL were still under review by the Council’s policy team.

## 3.0 Masterplan update

- **Outcomes of CDC Planning Committee meeting** – ET confirmed that Countryside’s Masterplan Document was endorsed by the Planning Committee, with 11 members voting in favour, 0 against and 1 abstention.

## 4.0 Planning application update

- **Programme** – ET confirmed that, following the discussion at the latest Sponsor Board meeting, Countryside had reviewed the application programme and brought forward the outline application submission to April 2020. ET to confirm to HC the date when the draft application is likely to be issued to the Council for review in accordance with the Development Agreement.
- **Updated PPA timetable** – ET advised that the PPA timetable is in the process of being updated to reflect an April 2020 submission, with a target Planning Committee date in September 2020.
- **Section 106 agreement** – As agreed at the most recent Sponsor Board meeting, ET confirmed that Countryside are keen to commence s106 negotiations as soon as possible, and in advance of the outline application being submitted, in order for the wording of the s106 agreement to be settled by the time the application is presented to planning committee. ET advised that Countryside is agreeable to providing an undertaking to cover the Council’s legal costs in advance of the application being submitted and is currently awaiting confirmation of costs via Mike Bleakley.

## 5.0 Update on landowner discussions

- TA and HC noted that the Council had received a letter from King & Co on behalf of John Heaver. It was agreed the Council respond with input from Robin de Wreede.
- NP and ET confirmed the following:
  - Countryside is due to meet Heaver this week and discussions continue regarding private treaty discussions.
  - Negotiations are ongoing with Pitts and Church and a meeting is arranged for later in January to progress discussions.
  - Countryside has received an initial response from Highways England and is currently reviewing options for the area of land within their control.
  - All offers made for the land adjacent to Saxon Meadows have so far been refused.

## 6.0 AOB

- **Date of next meeting** – 31 March 2020

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**TANGMERE STEERING GROUP MEETING**

**Tuesday 31 March 2020**

<b>Attendees:</b>	Andrew Frost	Director of Planning and the Environment, CDC
	Toby Ayling	Planning Policy Manager, CDC
	Hannah Chivers	Principal Planning Policy Officer, CDC
	Andrew Carrington	Managing Director (Strategic Land), Countryside
	Nicholle Phillips	Director (Strategic Land), Countryside
	Dan Hagger	Senior Land Manager, Countryside
	Ellen Timmins	Senior Planning Manager, Countryside

**Venue:** N/A (conference call)

Minutes

**1.0 Current working arrangements**

- **CDC** – AF advised that the majority of planning staff were working from home and are available for work. Work is continuing on the Local Plan Review and processing planning applications as far as possible. The Council offices are operating with skeleton staff and so there are some difficulties with logistics in terms of site notices and consultation letters. Applicants are being asked to put up site notices themselves and staff are not expected to visit site unless in exceptional circumstances.
- **Countryside** – AC advised that all Countryside staff were working from home and that all active sites and sales offices had been closed. Some offices are still open with minimum staffing where necessary.
- AC noted that a key point of discussion across projects for Countryside generally is how we should approach consultation at the moment in light of the current circumstances. AF agreed that it was important to ensure that people are not denied having effective means to engage.

**2.0 CPO**

- **Programme** – In light of the current national situation as a result of the Coronavirus pandemic, it was agreed to delay the current project programme and keep the programme under rolling review for the time being. It was agreed that it was right to postpone the making of the CPO until the situation has improved and a further resolution made at Council if necessary.
- **Next Steps** – It was agreed that:
  - Communications will be agreed between CDC and Countryside to update relevant parties, including landowners, CDC members, the parish council and local community
  - An additional conference call would be agreed for 3 to 4 weeks' time to review the situation

### 3.0 Update on landowner discussions

- **CDC** – HC advised that Savills had contacted the Council last week on behalf of Bloor to enquire as to what would happen with the CPO in light of the Coronavirus pandemic. No further contact has been received from landowners since the last meeting.
- **Countryside** – NP and DH provided an update on Countryside’s discussions with each of the landowners. Whilst there had been increased momentum on the part of some landowners prior to the Council’s resolution to make the CPO on 3 March, it was anticipated this may slow down again in light of the current situation.

### 4.0 Outline planning application

- It was agreed that the application submission would be delayed until the situation regarding the timing for the CPO had become clearer.
- ET confirmed that a considerable amount of work to support the outline planning application has been completed, with further work required to complete the full suite of technical reports and Environmental Statement. Discussions were ongoing with planning officers and statutory consultees regarding specific elements of the application.

### 5.0 AOB

- Date of additional conference call in 3 to 4 weeks’ time to be agreed.
- Date of next quarterly meetings:
  - Sponsor Board – 13 May 2020
  - Steering Group – 30 June 2020

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**TANGMERE STEERING GROUP MEETING**

**Wednesday 10 June 2020**

<b>Attendees:</b>	Andrew Frost	Director of Planning and the Environment, CDC
	Toby Ayling	Planning Policy Manager, CDC
	Hannah Chivers	Principal Planning Policy Officer, CDC
	Andrew Carrington	Managing Director (Strategic Land), Countryside
	Martin Leach	Managing Director (Strategic Land), Countryside
	Nicholle Phillips	Director (Strategic Land), Countryside
	Dan Hagger	Senior Land Manager, Countryside
	Ellen Timmins	Senior Planning Manager, Countryside
<b>Venue:</b>	N/A (zoom call)	

Minutes

**1.0 Introductions**

- AF welcomed ML, who explained that he has recently re-joined Countryside and will be taking over AC's role moving forwards. ML was previously Managing Director of Wates Developments, prior to which he spent 16 years working for Countryside.

**2.0 CPO**

- **Updated CPO guidance** – The latest update to the Government's Coronavirus CPO guidance was discussed with regards to CPO documents being made available for inspection. AF confirmed that the updated guidance had been discussed with Robin de Wreede and that officers are satisfied that, in a practical and legal sense, CDC can now proceed to make the CPO, subject to a new resolution by Cabinet and full Council. HC noted that there are additional provisions in the guidance which may result in the CPO process taking longer than usual. It was agreed that the evidence supporting the CPO should be reviewed and updated where necessary by the relevant consultants, ahead of presenting the CPO to Cabinet and Council again.
- **Programme** – AF advised that it would not be possible to meet the relevant committee deadlines for the July Cabinet and Council meetings. It was agreed to target the next Cabinet meeting after this, scheduled for 8 September. Subject to Cabinet approving the recommendation to make the CPO, it will then be presented to full Council (22 September).
- **Potential workstreams**
  - **Land referencing** – HC noted that the land referencing evidence prepared to support the previous Council resolution was last updated in February. It was noted that the ownership of the Heaver land had been in the process of being transferred, so CDC will instruct Persona to review the land referencing schedule to ensure this is up to date along with any other updates.
  - **Viability report** – HC and ET had agreed for CDC to approach Knight Frank with regards to preparing an addendum to the previous viability report to reflect current market conditions

- **Equalities report** – ET suggested that Mott MacDonald be asked to prepare an addendum note to their report to cover any implications resulting from the Government’s Coronavirus CPO guidance from an equalities perspective, such as publishing a copy of the order and map online with hard copies available on request, instead of making a hard copy available for inspection at the Council offices.
- **Cabinet / council resolution** – HC noted that the previous Cabinet and Council reports would need to be refreshed to address the updated evidence base.
- **Comms strategy** – CDC to write to all those with an interest in the site to advise them of the updated programme for making the CPO, as well as other stakeholders who were previously advised of the CPO being postponed as part of the previously agreed comms strategy (parish council and ward members). HC to provide a copy of updated wording to ET for Countryside to update the landowners’ agents and the consultation website accordingly. .

### 3.0 Update on landowner discussions

- **CDC** – CDC confirmed that no contact has been received from landowners since the last meeting.
- **Countryside** – NP and DH provided an update on Countryside’s discussions with each of the landowners and an overview of the advice recently received from Counsel with regards to strategy moving forwards.

### 4.0 Planning update

- **Outline planning application** – ET confirmed that the application would be submitted shortly after the CPO is made, likely October assuming the CPO is made within 3-4 weeks of the Council resolution. ET to review the planning application programme with the project team and update Mike Bleakley on timescales.

### 5.0 AOB

- Date of next Steering Group meeting: Tuesday 30 June (TA, HC, NP, DH and ET to attend).
- TA advised that CDC would be publishing a draft Interim Policy Statement (IPS) for consultation on Friday (21 June) as the existing Local Plan will be more than 5 years’ old as of July. All those on the planning policy database will be notified. ET confirmed that Countryside will review the draft IPS and provide any comments to TA and HC.

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**TANGMERE STEERING GROUP MEETING**

**Tuesday 29 September 2020**

**Attendees:** Toby Ayling                      Planning Policy Manager, CDC  
Hannah Chivers                      Principal Planning Policy Officer, CDC  
Nicholle Phillips                      Director (Strategic Land), Countryside  
Ellen Timmins                      Senior Planning Manager, Countryside  
Rory Abbey                      Senior Land Manager, Countryside

**Venue:**                      N/A (Microsoft Teams call)

Minutes

**1.0 Introductions**

- NP introduced RA who will be taking over from Dan Hagger (DH) on the project moving forwards

**2.0 CPO**

- **Council resolution to proceed with CPO** – The Council resolution to proceed with the CPO was discussed. TA and HC confirmed that officers had received no other queries in advance of the Council meeting other than those by Cllr Oakley as previously discussed with ET.
- **Making of the Order** – The steps required to make the Order were discussed. TA and HC confirmed that the Council offices will be the deposit point for the purposes of the CPO, with appointments to be made to ensure the documentation can be viewed in a COVID-secure manner. The relevant public notice will be published in the Chichester Observer which is published on Thursdays, with a booking deadline of the previous Friday, which will have a bearing on the actual date the Order is made depending on when the other workstreams are completed.
- **EqIA Action Plan Recommendations** – The other recommendations set out in the EqIA and EqIA Addendum action plans were discussed. HC confirmed that the objection period would be extended from 21 to 35 days and that hard copies of the relevant documentation will be provided to those who request them. Details of the CPO on the Tangmere SDL webpage on the Council’s website will also be updated. The potential of adding illustrative drawings and material to the CPO webpage was discussed. It was agreed that the illustrative material will be added to Countryside’s public engagement website once the application is submitted, and a hyperlink will be added from the CDC CPO webpage. A link to the outline planning application will also be added once the application is validated.

**3.0 Update on landowner discussions**

- **CDC** – CDC confirmed that no further contact has been received from any landowners since the last Sponsor Board meeting.
- **Countryside** – NP provided an update on Countryside’s discussions with each of the landowners. Countryside to advise CDC once Heads of Terms have been agreed with any

landowners and to keep CDC updated on the progress of contract negotiations as appropriate.

#### 4.0 Planning update

- **Outline planning application** – ET provided an update on the preparation of the outline planning application. ET confirmed that Mike Bleakley had now resumed work on the project and that pre-application discussions were ongoing in relation to various matters, including the EIA cumulative assessment and the sports pavilion provision. It was noted that discussions surrounding the EIA cumulative assessment have the potential to delay the application submission date, but this will be confirmed once further information on committed developments has been received from CDC. ET advised that the first draft of the S106 agreement is currently being circulated amongst officers and that Osborne Clarke will be providing an undertaking to cover CDC's initial legal fees. ET noted that Countryside remain keen to have sight of the draft S106 as soon as possible so the proposed structure can be agreed with CDC, with further details to be discussed as part of the application determination process. WSCC will also need to be engaged in respect of the County Council obligations.
- **Draft planning application: timescales for issue to CDC and feedback** – ET confirmed that Countryside is still intending to issue the draft planning application to CDC as required under the development agreement on 13 October, with a target application submission date of 21 October. ET to advise if either date is likely to change pending the outcome of the ongoing pre-application discussions.

#### 5.0 AOB

- **2021 Steering Group / Sponsor Board meeting dates** – ET to provide suggested meeting dates to HC for all meetings in 2021. It was agreed to assume that all meetings will continue to be held virtually for the time being.

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**TANGMERE STEERING GROUP MEETING**

**Wednesday 6 January 2021**

<b>Attendees:</b>	Toby Ayling	Planning Policy Manager, CDC
	Hannah Chivers	Principal Planning Policy Officer, CDC
	Nicholle Phillips	Director (Strategic Land), Countryside
	Ellen Timmins	Senior Planning Manager, Countryside
	Rory Abbey	Senior Land Manager, Countryside
	Janice Arthur	Graduate Trainee, Countryside

**Venue:** N/A (Microsoft Teams call)

Minutes

**1.0 CPO**

- **Review of any additional objections received** – No additional objections had been received to the Order.
- **Actions following con with Counsel** – It was confirmed that the majority of the actions were being processed by Robin de Wreede and John Webster. HC advised that CDC had written to Knight Frank to confirm that their viability advice will be included as part of the Council’s Statement of Case for any public inquiry and will confirm once a response has been received. NP and ET confirmed that Countryside are content for the viability report to be made public when required. ET confirmed that Countryside would also speak to Debbie Harper at Saxon Meadow Tangmere Ltd (SMTL) to clarify the position regarding the objection submitted by Terry Pickering on behalf of the residents of Saxon Meadow and SMTL, as part of the ongoing private treaty negotiations.
- **CDC webpage** – HC confirmed that the Tangmere SDL webpage will be updated to confirm that the outline planning application has now been submitted and is available to view on the council’s planning application webpage, using the reference 20/02893/OUT.

**3.0 Update on landowner discussions**

- **CDC** – HC and TA confirmed that no further contact has been received from any landowners.
- **Countryside** – RA provided an update on Countryside’s discussions with each of the landowners:
  - Signed Heads of Terms were received from Seaward before Christmas. An estimate of their legal fees is currently awaited so an undertaking can be agreed / given.
  - Heads of Terms negotiations continue in relation to the Heaver interests. There are several outstanding issues unresolved at present.
  - In the meantime, terms have been agreed in principle for a separate agreement with Bloor, with signed Heads of Terms expected imminently.

- The initial undertaking for the Church Commissioners' and Pitts' legal fees has been agreed and was issued prior to Christmas. The draft agreement is now awaited from their lead solicitor.
- RA will be following up with SMTL regarding the Heads of Terms and the CPO objection received as previously discussed.

#### 4.0 Planning update

- **Outline planning application** – ET provided an update on the preparation of the outline planning application:
  - **Consultation responses to date** – ET advised that the deadline for consultation responses on the application was 11 December 2020 although several responses are still outstanding, including several from WSCC. Natural England and Historic England were not on the original consultation list however this has now been rectified. No significant issues have been raised to date. Where further information has been requested by consultees to date, such as Highways England and WSCC Highways, Countryside is in the process of working through this with CDC to submit additional information where required.
  - **Engagement with Tangmere Parish Council** – ET advised that Countryside were invited to attend the virtual Tangmere Parish Council meeting observations on the planning application were discussed. Having attended the meeting, ET understood that the Parish Council raised no objections to any of the proposed access points, for which detailed approval is being sought, although their formal consultation response is yet to be received. ET to circulate once submitted. A further meeting is to be arranged with Parish Council representatives this month to discuss detailed matters relevant to the s106 agreement, including community centre provision and open space management.
  - **Draft s106** – ET confirmed that an initial draft of the s106 was received in December and that this is in the process of being reviewed by Osborne Clarke. It has been agreed with CDC that Countryside will revert back with initial comments in full once the meeting has been held with Tangmere Parish Council, as it has relevance for several aspects of the s106.
  - **Public Members' Briefing** – ET confirmed that the Public Members' Briefing has been confirmed for Thursday 18 February at 10am. It will take place virtually and be chaired by Andrew Frost.
  - **Programme** – ET noted that the overall programme had been reviewed following the making of the CPO and the submission of the outline planning application, and confirmed that this was still in line with the latest programme reported to Members at the Full Council meeting in October 2020. Countryside consider that the start on site could potentially take place slightly ahead of schedule. The current programme anticipates start on site in February 2023. For the purposes of the EIA, the outline planning application assumes start on site in (Q4) 2022, with the first occupation in 2023 and the last occupation in 2034.

## 5.0 AOB

- **CDC's CPO legal advisors** – NP enquired whether CDC had made a decision as to whether they would be continuing to use Davitt Jones Bould to provide legal advice on the CPO, or retain Robin de Wreede on the project, following her previous email to Andrew Frost (dated 18 December 2020). TA advised that the Council's initial corporate position was that the Council's relationship is with Davitt Jones Bould. NP asked whether this could be re-considered and reiterated the comments made in her previous email. TA noted Countryside's comments and agreed to follow up to provide a response to NP's email.
- **Date of next Steering Group meeting** – Wednesday 31 March 2021

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**TANGMERE STEERING GROUP MEETING**

**Monday 29 March 2021**

**Attendees:** Hannah Chivers           Principal Planning Policy Officer, CDC  
Martin Cumberworth    Director (Strategic Land), Countryside  
Ellen Timmins           Senior Planning Manager, Countryside  
Rory Abbey               Senior Land Manager, Countryside

**Apologies:** Toby Ayling                Planning Policy Manager, CDC

**Venue:**                    N/A (Microsoft Teams call)

Minutes

**1.0 CPO**

- **Update to PINS on CPO objections** – It was noted that an update on the current status of each of the CPO objections was issued to PINS last week by Yohanna Weber (YW) in response to the Inspector’s query, including confirmation of the withdrawal of the objection by Saxon Meadow Tangmere Ltd
- **CPO inquiry** – It was noted that the inquiry date is still awaited, but a date is anticipated to be received from PINS imminently now it appears that an Inspector has been appointed, and following the update on the status of the CPO objections
- **QC advice re: committee report & recommendation** – ET noted that a call had taken place with Alex Booth QC (AB) on Friday afternoon with YW and John Webster (JW). AB advised that the approach to the recommendation was sensible in the circumstances (i.e. the resolution to grant would be conditional on the Highways England holding objection being withdrawn), and that appropriate steps should be taken as soon as possible to allow the holding objection to be withdrawn in advance of the CPO inquiry. HC confirmed that YW had briefed her on the discussion with AB. ET advised that she had emailed Mike Bleakley to suggest some potential items for the Committee Update Sheet following the call with AB and HC confirmed that she had seen these and had no other points to add.

**2.0 Update on landowner discussions**

- **CDC** – HC confirmed that she had emailed Andrew Thomas at Henry Adams regarding Saxon Meadow Tangmere Ltd, and had also emailed the neighbour who had objected to the CPO regarding his existing access gate to confirm that the Council do not consider the retention of the gate to be compatible with the scheme. Other than that, HC advised that there had been no other correspondence with any landowners since the last meeting.
- **Countryside** – RA provided an update on Countryside’s discussions with each of the landowners:
  - **Church & Pitts** – RA confirmed that the Hybrid agreement was progressing well and that the document was now in its third draft. RA advised that the document is currently with the Landowner’s solicitor having been returned the previous week, and that Countryside are therefore awaiting comments.

- **Saxon Meadow** – RA stated that their advisor Ged Denning was contacting the landowner’s agent Andrew Thomas again to pursue their response on a revised financial proposal for the purchase of the land.
- **Seaward** – RA advised the Pre-Emption agreement is in draft form and being circulated between solicitors. RA confirmed Countryside are currently awaiting a response from Seaward’s solicitor this week.
- **Bloor** – RA noted that Countryside were still awaiting a signed copy of the Heads of Terms in relation to the direct deal. RA confirmed that he would continue to chase Bloor to return the document and that he anticipated he would receive that shortly. RA advised HC that Bloor’s CPO objection would be removed on exchange of the Agreement.
- **Heaver** – RA confirmed that as expected Countryside have heard nothing further from Heaver since the previous update.
- **SGN** – RA advised that Countryside’s solicitor had received the draft Asset Protection Agreement from SGN and confirmed a review would be taking place shortly.
- **Tangmere Medical Centre/Heaver entities** – RA confirmed that Countryside have issued Heads of Terms to the relevant parties that have objected to the CPO. RA advised that the proposed terms would allow Countryside to re-grant the rights that would be lost for those parties as a result of the CPO. RA confirmed that Countryside have not heard anything further from any of the parties since issuing the terms.

### 3.0 Planning update

- **Planning committee** – ET advised that Countryside was liaising with Mike Bleakley to help answer a number of queries that had arisen following the publication of the committee report. A briefing document has also been circulated to members of the Planning Committee, which has been shared with HC and TA. ET confirmed that she has registered to speak in support of the application and that Tangmere Parish Council have also registered to speak.
- **Highways England holding objection** – ET advised that the holding objection relates to a fallback scenario which is not predicted in the Chichester Area Transport Model and so Countryside is confident a resolution can be reached, and is pushing for a meeting with Highways England as soon as possible. A letter prepared by RPS summarising the matters raised in the holding objection and Countryside’s response has been submitted to the Council and circulated to all Members of the Planning Committee along with the briefing document, to set the comments in context to help assist their consideration of the application. HC welcomed the letter and the clarification it provided on the information set out in the committee report. ET to keep HC and TA updated as discussions with Highways England progress.
- **Draft press release / reactive statement** – HC advised that, as the application has not yet been presented to committee, the Council would prefer not to provide a quote for the draft press release at this time, but had no comments on the rest of the draft. ET to remove CDC quote from press release. ET confirmed that the full press release would only be issued in the event that the committee resolved to approve the application and that Countryside has also prepared a draft reactive statement in the event the application is refused.

- **S106** – ET advised that an interim response to Countryside’s comments had been made by Nicola Golding but that the committee report had been prioritised over the last few weeks. A series of fortnightly meetings will be arranged following any committee resolution to seek to settle the wording of the S106 prior to the CPO inquiry, and an undertaking has been issued for both CDC’s and WSCC’s initial legal fees in this regard.

#### **4.0 AOB**

- **Date of next Steering Group meeting** – Wednesday 21 July 2021

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## TANGMERE STEERING GROUP MEETING

Monday 26 July 2021 – 10:30am

Venue: Microsoft Teams meeting

### Attendees:

Toby Ayling (TA)	Planning Policy Manager, Chichester District Council
Hannah Chivers (HC)	Principal Planning Policy Officer, Chichester District Council
Jon Callcutt (JC)	Associate Director (Strategic Land), Countryside
Rory Abbey (RA)	Senior Land Manager, Countryside
Ellen Timmins (ET)	Senior Planning Manager, Countryside
Edgar Starmes (ES)	Planning Manager, Countryside

### Agenda

#### 1. CPO

- **Case Management Conference** - Procedure was outlined by PINS in a Pre enquiry meeting held Tuesday 20<sup>th</sup> July. The formalities have been understood by all the parties.
- **Proofs of Evidence** –Drafts are in progress. HC on leave after Friday 30<sup>th</sup> July, would like to get draft proof finalised a.s.a.p. ET to chase John Webster regarding EIA input required.

ET confirmed Ged Denning's evidence would need to be finalised to reflect the latest position on private treaty negotiations at the date it is submitted to PINS.

- **Arrangements for public inquiry** - HC has booked rooms at the Council offices for the inquiry, the witness' will have a separate room for giving evidence. ET confirmed key members of the Countryside team will be located in and around Chichester for the duration of the inquiry to be on hand to answer questions that arise in person.

#### 2. Update on landowner discussions

- **CDC** - HC confirmed no further update from the Council.
- **Countryside** – RA provided update:
  - Church/Pitts – RA confirmed drafting agreement is nearly completed, a few outstanding items need to be resolved before exchange can occur in relation to the Seaward agreement, the CDC Deed of Undertaking and landowner tenant matters.
  - Seaward agreement - RA confirmed one commercial point to agree which Countryside have offered a compromise on.
  - Heavers – RA mentioned Countryside are awaiting a response from the landowner's solicitor as to whether Heaver will pursue heads of terms for a Hybrid agreement or seek an upfront purchase of the land ahead of the CPO process. Discussions with



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Heavers ongoing and they have stated they would review this week and come back with their approach by 30<sup>th</sup> July 2021. Countryside undertaking financial analysis relating to direct purchase of site and have a follow up session with Ged Denning.

- Bloor – One point outstanding, a commercial matter. Aiming to conclude this by Friday 30<sup>th</sup> July.
- SGN – One point remaining relating to SGN having power of attorney to sign on CDC's behalf. Yohanna Weber is engaging on this matter with them, aiming to then exchange.
- Saxon Meadows – resolve issues post inquiry is the aim.

### 3. Planning update

- **Highways England holding objection** - ET confirmed revised modelling has now been agreed by Highways England. Countryside now looking at wording and agreeing planning conditions with Mike Bleakley (MB). MB's suggestions have gone back to Highways England for their consideration. Aside from the completion of the Road Safety Audit for the fall-back scheme, Highways England should now have everything they need to then withdraw the objection.
- **Road safety audit** – ET confirmed that Highways England need to instruct this themselves, waiting to hear back from Highways England on this based on the brief prepared by Countryside's transport consultants, RPS.
- **S106** - ET explained this is still being worked on with the council. A clean version of the 106 is needed due to the number of stakeholders involved. Aim to send back round by end of this week (30<sup>th</sup>). Some more detailed points needed from Highways perspective. Aim to get finalised by the CPO inquiry.
- **First Homes** - ET explained the application may not be determined until after the transitional period for first homes has ended due to the timescales necessary to acquire any land necessary under the CPO, has been raised as part of post-application discussions with Mike Bleakley but understood that the council's view on the application of first homes is not yet fully established.

TA confirmed the council is still establishing its position on first homes and need to consider this relating to Tangmere. TA to revert with Council's position once considered further.

- **Local Plan Review** - TA stated that a report on was being presented to Members this Thursday (29<sup>th</sup> July), looking at housing needs (OAN figure). Scheme of works to the A27 and transport matters being looked at, council members are being advised to secure funding for needs for the plan area. There is a need to understand how to manage housing growth from a Highways perspective, as there are high levels of needs for housing in the area. Tangmere seen as a deliverable site and good option based on Highways arrangements established with Highways England to date, so no specific implications envisaged for the TSDL.



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**AOB** – there are no other outstanding matters

Date of next Sponsor Board meeting: Wednesday 18 August 2021

Date of next Steering Group meeting: Wednesday 13 October 2021

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