

Statement of Common Ground

**On matters relating to housing delivery, employment land and the Thames
Basin Heaths Special Protection Area**

as agreed between
Rushmoor Borough Council,
Hart District Council and
Surrey Heath Borough Council

24th January 2018

1. Introduction

- 1.1. This Statement of Common Ground has been prepared jointly between Rushmoor Borough Council (“Rushmoor” or “the Council”), Hart District Council (“Hart”) and Surrey Heath Borough Council (“Surrey Heath”). It sets out the agreed position between the parties on the strategic matters of housing, economy and the mitigation of impacts on the Thames Basin Heaths SPA, and helps to demonstrate how Rushmoor has complied with the Duty to Co-operate in preparing the submitted Rushmoor Local Plan.

2. Background

- 2.1. Rushmoor is preparing a new Local Plan. The Rushmoor Local Plan will guide the location, scale and type of future development in Rushmoor Borough up to 2032, as well as providing detailed development management policies to be used in determining planning applications. Once adopted, the Local Plan will replace two existing planning documents; the Rushmoor Core Strategy (adopted 2011), and “saved” policies in the Rushmoor Local Plan Review, 2000.
- 2.2. The Council has a legislative duty to co-operate on planning issues that cut across administrative boundaries, particularly those relating to strategic priorities set out in paragraph 156 of the National Planning Policy Framework. The Council has therefore worked with adjoining local authorities and other agencies to plan at a level that is wider than just Rushmoor’s administrative boundary for certain land uses, most notably housing and employment.
- 2.3. Rushmoor and Hart are districts located within North Hampshire and Surrey Heath is located within the County of Surrey. All three authorities share an administrative boundary.
- 2.4. Surrey Heath Borough Council adopted the Core Strategy and Development Management Policies (2011-2028) in February 2012 and the Camberley Town Centre Area Action Plan in July 2014. The Council proposes to produce a new Local Plan to cover the period to 2032. The Council will be consulting on an Issues and Options version of the New Local Plan in late spring 2018.
- 2.5. Hart is publishing a ‘Regulation 19’ Local Plan Strategy and Sites 2016-2032 (Proposed Submission Version) on 9 February 2018. Hart has a number of saved local plan policies in use from the Hart District Local Plan (Replacement) 1996-2006, and First Alteration to that Plan.
- 2.6. Rushmoor is a relatively small, highly urbanised and densely populated Borough, with a comparatively well defined built-up area made up of two major settlements, Aldershot and Farnborough, whose boundaries adjoin one another.
- 2.7. Hart is a predominately rural district within North Hampshire (west of Rushmoor), the two largest towns being Fleet and Yateley.
- 2.8. Surrey Heath lies in the north west corner of Surrey. The western half of the Borough is mostly urban in nature and comprises Camberley and Frimley and the villages of Frimley Green, Mytchett and Deepcut. The eastern half of the Borough is predominantly Green Belt.

- 2.9. There are a number of examples of collaboration between the three authorities and this provides an indication of the amount of joint working that has taken place.
- Establishment of the Joint Member Liaison Group and regular officer meetings held to discuss duty to cooperate matters.
 - Agreement on extent of Housing Market Area and publication of a Joint Strategic Housing Market Assessment
 - Agreement on extent of Functional Economic Area and publication of a Joint Employment Land Review
 - Agreement on standard methodology for Strategic Housing and Employment Land Availability Assessment/Strategic Housing Land Availability Assessments
 - Delivery of, and agreement to share, Suitable Alternative Natural Greenspace (SANG)
 - Production of a Joint Water Cycle Study
 - Production of a Joint Retail and Leisure Study (Part 1 Development Needs) with Hart District Council
- 2.10. Further detail is provided in the Duty to Cooperate Statement 2018.

Duty to Cooperate

- 2.11. The National Planning Policy Framework (NPPF) requires local authorities to work together on strategic planning issues. National Planning Practice Guidance (NPPG) clarifies the need for local authorities in the same functional housing and economic market areas to work together to identify development needs, because such needs "are rarely constrained precisely by local authority administrative boundaries".
- 2.12. Work under the "Duty" has continued to evolve through constructive and active work with both authorities in connection with the preparation of the Plan, and has focused on achieving outcomes that are deliverable, in order to address effectively planning issues that cross local authority boundaries. This is set out in detail in the Duty to Co-operate Statement 2018.

Housing Market Area

- 2.13. In 2013, the Council commissioned consultants to identify the HMA within which Rushmoor sits (in line with para 47 of the NPPF). This study provided a recommendation and justification¹ for the three authorities of Hart, Rushmoor and Surrey Heath to continue to work together as a housing market area. Subsequent analysis was also undertaken for Hart and Surrey Heath, which supported this view, and the three authorities therefore agreed to continue to work collectively as a housing market area. The HMA partners have jointly commissioned three Strategic Housing Market Assessments (SHMA). The first report was published in 2008, the second in 2014 and the most recent update dated November 2016 was published in January 2017.

¹ The evidence for this is incorporated into Section 2 and Appendix A of the Hart, Rushmoor and Surrey Heath Strategic Housing Market Assessment, 2016 (SHMA).

- 2.14. In the first instance, national planning policy requires unmet housing needs to be addressed by adjoining local planning authorities forming part of a housing market area. Only once these opportunities have been exhausted through the plan making process would the search area extend in terms of a wider request to establish opportunities to meet any unmet housing needs. For the purpose of this Local Plan, work on establishing and meeting housing needs has therefore focused on joint working with Hart and Surrey Heath Councils. More detail on the process taken to achieve this, and the outcomes arising from it, are documented in more detail in the Duty to Cooperate Statement 2018. The strategy in the Local Plan reflects the outcome of this work under the Duty to Cooperate.

Functional Economic Area

- 2.15. Rushmoor Borough Council consulted neighbouring authorities and key economic stakeholders on a Functional Economic Area Analysis that examined the different ways in which the functional economic area, of which Rushmoor is part, could be defined. The final report was published in October 2014 and presents conclusions and recommendations to be taken forward in planning for economic development. One of the recommendations of the FEA Analysis is that the authorities of Hart, Rushmoor and Surrey Heath should update the joint Employment Land Review (ELR) to reflect changes to planning policy and guidance, and the substantial changes that have occurred within the commercial property market.
- 2.16. The authorities of Hart, Rushmoor and Surrey Heath have all published Functional Economic Area reports that identify strong linkages between the three local authority areas. Officers, in consultation with Members, therefore decided to update the Employment Land Review (which was previously undertaken jointly in 2009).

Hart, Rushmoor and Surrey Heath Joint Member Liaison Group

- 2.17. In May 2014, a joint Member Liaison Group was established and terms of reference agreed by the three authorities. The group's initial purpose was to provide a joint forum under the duty to co-operate for exploring how the objectively assessed need for housing in the Hart, Rushmoor and Surrey Heath Housing Market Area (HMA) could be delivered. The objectives of the group are:
- To reach an informal agreement between the three authorities on what the objectively assessed housing need is across the HMA, and within each authority area, over relevant time periods;
 - To informally agree whether each authority is doing all it can, consistent with policies in the NPPF and other material considerations, to meet the objectively assessed housing needs for its area;
 - That in the event of any shortfalls arising in one authority area, to explore how cross boundary working can help address those shortfalls.
- 2.18. In January 2015, the terms of reference of the group were extended to include future employment needs across the Functional Economic Area (FEA). The agreed Terms of Reference are available as an appendix to this statement (Appendix A).

3. Determining Housing Need

- 3.1. The SHMA (2016) identifies an objectively assessed housing need of 1,200 homes per annum across the HMA between 2014 and 2032. Of these, 436 homes per annum are identified as being required within Rushmoor, which equates to a total need of 7,850 dwellings to be provided in the Borough over the Plan period (2014 to 2032).

Table 1: Objectively Assessed Housing Need in the Hart, Rushmoor and Surrey Heath HMA

Local Authority Area	Dwellings per annum
Hart	382
Rushmoor	436
Surrey Heath	382
Total (HMA)	1,200

- 3.2. The three authorities have held regular joint officer meetings and joint member liaison group meetings to deliver an up to date SHMA for the HMA. In November 2016, the Joint Member Liaison Group approved the findings of the SHMA and agreed to its publication.

Consultation on Planning for the Right Homes in the Right Places

- 3.3. In September 2017, the Government published a consultation on Planning for the right homes in the right places. This consultation paper arises from matters raised in the Housing White Paper, published earlier in 2017. Proposals set out in the planning for the right homes consultation include a standard methodology for calculating local authorities' housing need.
- 3.4. The consultation paper is accompanied by a summary of housing need for each local authority, based on the proposed methodology. The data for the three authorities is published below, with a comparison against the objectively assessed housing need established through the most recent Strategic Housing Market Assessment.

Table 2: Comparison between the proposed standard methodology and the SHMA OAHN for the HMA

Local Authority Area	New Methodology ² (dwellings per annum)	OAHN ³ – SHMA 2017 (dwellings per annum)	Net Difference (-/+)
Hart	292	382	-90
Rushmoor	294	436	-142
Surrey Heath	352	382	-30

² Which is based from the year 2016

³ Based on the period 2014 to 2032

- 3.5. Transitional arrangements are proposed in the consultation paper for implementing the new methodology. These are set out in the table below.

Table 3: Proposed transitional arrangements (Planning for the right homes in the right places: consultation proposals, 2017)

Plan stage	Proposed transitional arrangements
No plan, or plan adopted more than five years ago and has not yet reached publication stage	The new standardised method should be used, unless the plan will be submitted for examination on or before 31 March 2018, or before the revised Framework is published (whichever is later).
Plan has been published, but not yet submitted	If the plan will be submitted for examination on or before 31 March 2018 or before the revised Framework is published (whichever is later), continue with the current plan preparation – otherwise, use the new standardised method.
Plan is at examination stage	Progress with the examination using the current approach.
Plan adopted in the last five years	Use the new standardised method when next reviewing or updating the plan.

- 3.6. In November 2017, the three authorities commissioned a review of the SHMA 2016, focussed on seeking to establish whether the OAN set out in the HRSH SHMA 2016 is still appropriate, in light of the Planning for the Right Homes consultation, representations on Hart and Rushmoor Plans, new data available and recent decisions at Local Plan Examinations. This review concluded that the OAN for the HRSH HMA remains valid and robust, given the requirements for SHMA preparation set out in Planning Practice Guidance, which currently inform how OAN should be determined.
- 3.7. Following careful consideration, and in line with the proposed transitional arrangements set out in Planning for the Right Homes, Rushmoor has chosen to continue with submission of the current Local Plan, which is based on meeting objectively assessed need identified in the SHMA. More information on this decision is set out in a Cabinet Report (dated 17th October 2017)⁴.
- 3.8. When the consultation paper came out Hart had not yet reached the Publication Stage. Accordingly, in line with the transition arrangements, Hart’s Regulation 19 Proposed Submission Version (to be published on 9 February 2018) is based on the proposed standard methodology.
- 3.9. Surrey Heath is proceeding towards a Local Plan Issues and Options consultation in late Spring 2018. It is therefore expected that Surrey Heath will also prepare its Plan based on

⁴ <https://democracy.rushmoor.gov.uk/documents/s3048/Item%206%20-%20Planning%20for%20the%20right%20homes%20in%20the%20right%20places%20consultation%20-%20Report%20No.%20PLN1733.pdf>

the proposed standard methodology or any amended methodology subsequently adopted by Government.

4. Meeting Housing Need across the HMA

4.1. The NPPF requires that local planning authorities meet their full, 'objectively assessed' needs for both market and affordable housing in their housing market area, as far as is consistent with other policies in the NPPF.

4.2. The Terms of Reference of the Joint Member Liaison Group (Appendix A) was established to meet the following outcome:

“Where all three authorities are satisfied that each one is doing all it reasonably can to meet its own housing needs, and that any shortfalls in one area are addressed as far as possible through joint working, so that across the HMA as a whole needs are met as far as possible, consistent with policies in the NPPF. In the event that the objectively assessed housing need within the HMA is judged as being impossible to meet, the Group will establish how to approach adjacent HMAs.”

4.3. The current objectively assessed housing need is set out in the SHMA 2016. However, proposals set out in the Planning for the Right Homes consultation include a standard methodology for calculating local authorities' housing need and, therefore, the way housing need is calculated and resulting housing requirements are subject to change as the Hart and Surrey Heath Local Plans are progressed, and the Government's methodology is confirmed.

4.4. The Rushmoor Local Plan identifies a potential capacity in the Borough of about 9,000 new dwellings between 2014 and 2032. This is sufficient to meet the objectively assessed need for 7,848 dwellings identified in the SHMA. The Housing Delivery Topic Paper sets out in more detail the justification for the Rushmoor Local Plan Spatial Strategy, including how the Council has considered and exhausted the potential supply of land for new residential development outside the Defined Urban Area.

4.5. It is agreed that, by maximising housing delivery in Rushmoor, the Council is meeting, with a degree of flexibility, its share of the HMA's SHMA based OAHN within the Borough. Hart and Surrey Heath are content that Rushmoor has made all reasonable endeavours within the parameters set by 'sustainable development' to maximise its contribution to meeting the needs of the wider HMA within which it sits.

4.6. Surrey Heath has indicated that, despite best endeavours, there is the *potential* for unmet housing need due to the extent of constraints within the Borough⁵. Surrey Heath's Local Plan is at an early stage, with a Regulation 18 Issues and Options consultation scheduled for spring 2018⁶; Surrey Heath Council will continue to identify and assess every possible opportunity within the Borough to reduce further the level of shortfall throughout the Plan preparation process.

⁵ Namely, the extent that the Borough is designated as Green Belt and Thames Basin Heaths Special Protection Area and the amount of operational MOD land.

⁶ To date, emerging work undertaken by Surrey Heath to support the development of the Regulation 18 Surrey Heath Local Plan identifies a potential shortfall of around 1,500 units against the OAHN set out within the SHMA 2016 or around 950 units against the consultation version of the Government's proposed methodology for assessing housing need.

- 4.7. In the event that Surrey Heath has demonstrated that it is unable to eliminate the remaining shortfall, and the Housing Market Area partners are satisfied that Surrey Heath has taken all reasonable steps to meet its own share of the housing need, the three authorities will work together to ensure that the shortfall is addressed elsewhere within the HMA. Based on current information all three authorities are confident that this will be achieved (see paragraph 4.10 below).
- 4.8. Hart will publish a Proposed Submission Version (Regulation 19) of its Local Plan on 9th February 2018. The Plan, agreed by Council on 4th January 2018, is based on the consultation version of the new standard methodology for determining local housing needs.
- 4.9. Hart's indicative figure in the Government consultation is 292 dwellings per annum, which equates to 4,672 homes between 2016 and 2032. However, Hart has uplifted its housing target to 388 dwellings per annum to provide some contingency for the Government figures increasing, to enhance delivery of affordable housing, and to reflect the availability of previously developed land and committed sites. Hart's Plan shows an anticipated supply of 6,346 between 2016 and 2032, and in addition, includes a commitment to plan for a new settlement through a separate Development Plan Document. This new settlement is expected to start delivering new homes from around mid-way through Hart's Local Plan period.
- 4.10. It is important to note that the housing need figures for all three authorities have decreased under the proposed standard methodology (see Table 2 above). The HMA as a whole is on track to exceed the indicative housing need figures as set out in the Government's consultation, with a substantial contingency to allow for the fact that the Government figures could increase when the methodology is finalised. On this basis, if, despite best endeavours, there is a shortfall of housing in Surrey Heath, there is still expected to be a significant surplus of planned supply to across the HMA as a whole.
- 4.11. In conclusion, Hart and Surrey Heath are preparing their local plans mindful of the need to meet their own share of the HMA's housing needs as far as is reasonably possible, and to aim to meet HMA housing needs within the HMA, both of which are obligated by the Terms of Reference of the Joint Member Liaison Group. It is important to consider this in the context of the Government's consultation proposals to change how local housing need is determined.

5. Employment Land and Premises

- 5.1. The Council jointly commissioned an Employment Land Review (ELR) with Hart District Council and Surrey Heath Borough Council to provide a detailed assessment of the supply of employment floorspace and land within the Hart, Rushmoor and Surrey Heath FEA and the likely future demands. The first report was published in 2009, the second in 2015 and the most recent update in November 2016. The three authorities have held regular joint officer meetings and Joint Member Liaison Group meetings to deliver an up to date ELR for the FEA. In November 2016, the Joint Member Liaison Group approved the findings of the ELR and agreed to its publication.
- 5.2. The ELR (2016) identifies a forecast floorspace requirement for the FEA for between 210,640 and 229,029 square metres of B-class floorspace. This translates into a land requirement of

between 47 and 49.2 hectares. This level of requirement can be met from the existing supply of land allocations and extant permissions, but without there being a significant surplus of employment land.

6. Suitable Alternative Natural Greenspace (SANG)

- 6.1. The whole of Rushmoor Borough lies within five kilometres of the Thames Basin Heaths Special Protection Area (SPA), and all net new dwellings therefore require mitigation in the form of Suitable Alternative Natural Greenspace (SANG). Whilst this has not been used to constrain the housing target, the urban nature of Rushmoor means that work will need to continue over the lifetime of the Plan to ensure ongoing provision of sufficient SANG sites in order to mitigate potential recreational impact on the Thames Basin Heaths SPA of net new residential development.
- 6.2. A number of SANG sites have been delivered to mitigate the impact on the SPA. This has included three areas of SANG: Hawley Meadows, Rowhill Nature Reserve and Southwood Woodlands. In addition, a bespoke SANG, known as the Wellesley Woodlands, has been delivered to mitigate the impact of the Wellesley development. Hawley Meadows is a shared SANG, which provides mitigation for development in the Surrey Heath, Rushmoor and Hart authority areas. A Memorandum of Understanding (MoU) relating to this was signed in 2010.
- 6.3. In addition, in November 2017, Hart District Council and Rushmoor Borough Council signed a Memorandum of Agreement (MOA). This MOA sets out the principles which shall govern the support that Hart will give Rushmoor through access to Suitable Alternative Natural Greenspace (SANG) capacity in Hart District as habitat mitigation for 3,600 people (around 1,500 new homes) arising from anticipated developments within Rushmoor Borough. This has established an arrangement to enable developers pursuing schemes in parts of the borough to contribute to new SANG projects within the district of Hart.
- 6.4. The Council continues to explore options to deliver additional SANG to support the delivery of new homes.

7. Joint Plan

- 7.1. It has not been considered appropriate to prepare a joint plan for the three authorities. It is acknowledged that this could have been one mechanism to enable constructive, active and ongoing engagement on housing and other strategic matters. However, given that the authorities sit across different County boundaries, this would have potentially added a layer of complexity that could have been counterproductive in terms of decision making and the appropriate mechanisms to deliver expediently an up to date development plan.
- 7.2. On this basis, the three Councils have come to a mutual decision to prepare individual Local Plans for each area. However, extensive collaboration has taken place between the three authorities at Officer and Member level, and the Rushmoor Plan is an expression of this cross boundary working. It therefore represents an appropriate strategy to deal with the particular characteristics of the Borough, and for delivery of growth in the wider context.
- 7.3. An alternative option could have been to align the Local Plans, so they were examined and adopted at broadly the same time. However, the three Local Plans are at different stages

and have been progressing at different rates. This would have resulted in a significant delay to delivering the Rushmoor Plan.

- 7.4. In conclusion, Rushmoor Borough Council considered that preparing a Local Plan for Rushmoor, was the most effective and expedient way to ensure that an up to date Local Plan could be put in place to deal with some of the key challenges for the Borough (such as the need for regeneration of Aldershot and Farnborough Town Centres).

8. Monitoring and Ongoing Co-operation

- 8.1 Joint working between the three authorities will continue under the Terms of Reference of the Hart, Rushmoor and Surrey Heath Housing and Employment Joint Member Liaison Group (Appendix A). This states that where all three authorities are satisfied that each one is doing all it reasonably can to meet its own housing needs, any shortfalls in one area are addressed as far as possible through joint working, so that within the HMA as a whole needs are met as far as possible, consistent with policies in the NPPF. In the event that the objectively assessed housing need within the HMA is judged as being impossible to meet, the Group will then establish how to approach adjacent HMAs. However, it is anticipated that housing need should be able to be accommodated within the HMA, and that this scenario is unlikely to materialise in the context of current plan making.
- 8.2 The Council's Authority Monitoring Report (AMR) will be used to report on the effectiveness of the policies to deliver against the objectives of the Local Plan. This includes Objective A - To address local housing needs by planning for at least 7,850 new homes of an appropriate housing mix and tenure, including specialist housing needs, between 2014 and 2032.
- 8.3 The Council is also committed to ensure that there is proportionate and robust evidence available to support the emerging Rushmoor Local Plan and to support planning across the HMA and FEA. Where appropriate, the Council will work with both authorities to prepare further joint evidence or update existing joint evidence.

9. Conclusions

- 9.1 In summary, Rushmoor Borough Council considers that the information provided in this statement and the evidence provided in the Duty to Cooperate Statement, demonstrates clearly that the Council has met both the legal and soundness requirements of the Duty to Cooperate, as follows:

Constructive

The Council has worked constructively with both HMA authorities from the outset and much of the co-operation is built on longstanding existing working relationships and arrangements in place prior to the development of the Rushmoor Local Plan. The Council has sought to approach co-operation in a meaningful and positive way, focusing on actions and achieving outcomes as part of working groups and focused meetings.

Active

The Council has been active throughout the process in order to tackle strategic matters with both authorities. This has included the establishment of forums to enable decisions and agreements to be made at both the officer and Member level.

Ongoing

Co-operation has been ongoing and founded, in many cases, on longstanding partnerships built prior to preparation of the Rushmoor Local Plan. Work under the Duty has continued to evolve through constructive and active work with neighbouring authorities and key partners in connection with the preparation of the Plan.

Collaborative

Section 33A(6) of the 2004 Act requires local planning authorities and other public bodies to consider entering into agreements on joint approaches. Local planning authorities are also required to consider whether to prepare local planning policies jointly under powers provided by section 28 of the 2004 Act.

Hart, Rushmoor and Surrey Heath Housing and Employment

Joint Member Liaison Group

TERMS OF REFERENCE 2014 (updated January 2015)

Background

1. The National Planning Policy Framework requires local authorities to ensure that their Local Plans meet the full objectively assessed needs for housing (in the housing market area), and employment (in the functional economic area), as far as is consistent with policies in the Framework.
2. In order to identify the objectively assessed housing needs across the housing market area, Hart, Rushmoor and Surrey Heath Councils commissioned Wessex Economics to carry out a Strategic Housing Market Area Assessment for the three authorities. A draft was published in May 2014, with the final report completed in December 2014.
3. In order to identify economic development needs, the three Councils have jointly prepared an Employment Land Review. A draft is to be published in February 2015 with the final report to be completed April 2015.

Purpose of the Joint Member Liaison Group

4. To provide a joint forum under the duty to co-operate for:
 - exploring how the objectively assessed need for housing in the Hart/Rushmoor/Surrey Heath Housing Market Area (HMA) could be delivered;
 - exploring how the objectively assessed need for employment in the Hart/Rushmoor/Surrey Heath Functional Economic Area (FEA) could be delivered; and
 - recognising the need to balance housing and employment provision across the three authorities.

The nature of the group

5. The liaison group is not a decision-making body. Any agreement by the Group will be subject to the democratic and local plan processes within each local authority.

Specific objectives

- i. To reach an informal agreement between the three authorities on what the objectively assessed housing need is across the HMA, and within each authority area, over relevant time periods⁷;

⁷ Different authorities in the HMA are currently working to different local plan periods, so it may be necessary to agree figures for housing need that cover different time periods.

Appendix A – HRSJ Joint Member Liaison Group Terms of Reference

- ii. To informally agree whether each authority is doing all it reasonably can, consistent with policies in the NPPF and other material considerations, to meet the objectively assessed housing needs for its area;
- iii. That in the event of any housing shortfalls arising in one authority area, to explore how cross boundary working can help address those shortfalls;
- iv. To reach an informal agreement between the three authorities on what the likely employment need (jobs target/floorspace requirement) is across the FEA up until 2032 and how this target is apportioned to each local authority area; based on evidence including land availability (supply) and information on the commercial property market (demand). It is anticipated that the targets will be ranges to provide flexibility.

Outcomes

6. Where all three authorities are satisfied that each one is doing all it reasonably can to meet its own housing needs, and that any shortfalls in one area are addressed as far as possible through joint working, so that across the HMA as a whole needs are met as far as possible, consistent with policies in the NPPF. In the event that the objectively assessed housing need within the HMA is adjudged as being impossible to meet, the Group will establish how to approach adjacent HMAs.
7. Where all three authorities are satisfied that each one is doing all it reasonably can to meet its own employment needs, so that across the FEA as a whole needs are met as far as possible, consistent with policies in the NPPF.

Membership

8. The Joint Member Liaison Group will:
 - Comprise two elected Members from each authority. Substitutes may attend if appropriate.
 - Meet at intervals to be agreed at the first meeting.