

FROM MEMORANDUM OF
UNDERSTANDING DATED

12th / 01 / 2009

Appendix 2
GATWICK AIRPORT JOINT LIAISON ARRANGEMENTS
("The Protocol")

Introduction

This document gives guidance on liaison and consultation arrangements which will be implemented by Crawley Borough Council and West Sussex County Council arising from the 'Memorandum of Understanding' signed by all the Airport Authorities.

The 'Memorandum of Understanding' was signed by the following Authorities:

Crawley Borough Council
West Sussex County Council
Surrey County Council
East Sussex County Council
Mole Valley District Council
Reigate and Banstead District Council
Tandridge District Council
Mid Sussex District Council
Horsham District Council

Development Control

1. Consultation Procedures on major planning applications as defined in the General Permitted Development Order 1995 and consultations regarding permitted development.
 - a) CBC will advertise all major planning applications and those applications involving a departure from the Development Plan in the Crawley Observer.
 - b) The Head of Planning Services at CBC will ensure that the neighbouring Airport Local Authorities will be notified about developments at the airport where they:
 - ◇ exceed 300 square metres of built development or a site greater than 1 hectare; or
 - ◇ could have a significant impact on the progress of the Development Strategy; or
 - ◇ could have a significant impact on an adjacent Local Authority area; or
 - ◇ would involve land beyond the current allocated areas as defined in the Crawley Borough Local Plan 2000 Proposals Map.

NB East Sussex County Council need only be notified on planning proposals upon request.

The notification will include copies of the application form, supporting statements and a site plan. Where an Airport Local Authority wishes to look at the detailed plans, they should contact the relevant case officer who will make arrangements to forward the plans to them.

- e) CBC will ensure that the weekly list of planning applications is circulated to all the Airport Local Authorities including East Sussex County Council. Should any Airport Local Authority wish to be formally notified of a proposal the Head of Planning Services will ensure the appropriate planning application details are sent to the requesting Airport Local Authority;
- c) Where an Airport Local Authority requires further information regarding a planning proposal, they may contact BAA Gatwick directly, but are asked to copy the request to CBC and ensure that CBC are copied any response from BAA Gatwick.
- d) Where an Airport Local Authority requires further information, they should contact the relevant case officer within the formal notification period. Where further information has been requested CBC will consider whether the time for considering the proposed development can be extended.
- e) CBC will ensure that those Airport Local Authorities who have either requested further information or raised objections within the notification period, will be advised of the likely committee date for considering the proposal;
- f) Where appropriate an Airport Local Authority may request to meet BAA Gatwick to discuss applications or consultations. The Authority is asked to invite CBC and provide brief notes of the meeting within one week of the meeting taking place.
- g) Where supplementary information is provided on applications to which an Airport Local Authority has raised objections or sought further information, CBC will ensure the information is circulated to the appropriate Airport Local Authorities.
- h) Where Environmental Impact Assessments are required to be submitted with a proposed development, CBC will ensure that the Airport Local Authorities are consulted on the scope of such studies.

- i) Where other environmental assessments and studies are prepared for major planning applications, CBC will consult those Airport Local Authorities most directly affected by the proposal.
 - j) All Airport Local Authorities will inform each other on all proposals for off-airport car parking proposals and of the intended action against unauthorised car parking development within their area.
2. Revision of Supplementary Planning Development Note on development at Gatwick Airport

Any proposed revisions to the SPD will be progressed initially through the Gatwick Officers Group (GOG). All Airport Local Authorities will be consulted on any proposed amendments to the Guidance before the revisions are formally considered by CBC.

3. Joint Authorities Member Meetings

Crawley Borough Council has responsibility for administering and providing secretariat services for the Joint Member meetings. It is intended that there will be at least two meetings per year timed to coincide with the production of BAA Gatwick's Annual Monitoring Report. These meetings are likely to take place in April, to consider actions arising from the draft AMR [as per monitoring arrangements] and in September to consider progress on the commitments/targets and obligations following publication of the final verified Annual Monitoring report. The agenda for the meeting will be agreed between CBC and WSCC following consultation with the Gatwick Officers Group.

4. Gatwick Officers Group

It is intended that the Gatwick Officers Group meet at least 4 times a year. Meetings will be arranged in advance of the Joint Authority Member Meetings and to discuss any major issues arising from:

- any reports published by BAA Gatwick in relation to the Gatwick Airport Master Plan, Gatwick New Commitments, Action Plans and Surface Access Strategy;
- the submission of major planning applications or consultations;
- co-ordination of liaison arrangements between Authorities;
- any remedial measures put forward by BAA Gatwick;

- other issues relating to the development of the airport of common interest.

Monitoring

1. Consideration of Annual Monitoring Report Remedial Measures by BAA Gatwick

CBC will distribute a Draft Verified Annual Monitoring Statement published by the independent consultants. The report will be examined by the two Planning Authorities for errors or lack of clarity. The final verified Annual Monitoring Statement will be circulated to all the Airport Local Authorities by CBC through the GOG representatives.

The Statement will be reported to the Joint Local Authorities Members meeting. Each Authority will then consider the report individually and send comments to the two planning Authorities and BAA Gatwick. The two planning Authorities will consider the Verified Annual Monitoring report taking into account the comments of the surrounding Airport Local Authorities, GATCOM and the Gatwick Area Transport Forum (or their representative sub-groups). CBC will ensure that BAA Gatwick are presented with copies of each of the Authorities responses.

2. Participation by Authorities in Monitoring

Where appropriate all Airport Local Authorities will provide or participate in the monitoring process where appropriate in accordance with the Memorandum of Understanding.

Surface Access

1. Traffic counts and surveys

The results of all traffic counts and surveys undertaken by WSCC or SCC required to support initiatives in the Horley/Gatwick/Crawley area will be made available to each other, and notified to the Gatwick Airport Transport Forum and CBC.

2. Extension of Fastway to adjoining areas

WSCC will initiate liaison arrangements with all Gatwick Authorities and other local Authorities (e.g. Brighton and Hove Council) to consider opportunities for extending Fastway proposals to other Districts.

3. Access provision Povey Cross

Within the confines of Obligation 5.5 of the Gatwick Airport Legal Agreement, WSCC and SCC must jointly agree to any new public

bus services using the Povey Cross access to the airport following consultation with CBC and MVDC.

4. Noise attenuation measures along the M23

CBC will co-ordinate negotiations with DfT and RBBC and TDC to discuss noise attenuation along M23.

5. Action plan for off-airport parking in residential areas

CBC will continue to arrange at least one meeting a year with other Officers from the surrounding Gatwick Authorities and BAA Gatwick to discuss and monitor unauthorised airport car parking in residential areas surrounding the airport. The minutes of the meeting will be passed onto the Gatwick Co-Ordination Group for information and where appropriate comment.

Note: The new Agreement requires 2 meetings a year

6. Gatwick Airport car parking survey

CBC will continue to coordinate and facilitate regular annual meetings to discuss the arrangements for undertaking a Gatwick Airport passenger car parking survey (including unauthorised off-airport sites) and to issue the results of that survey.

Air Quality

1. Monitoring and modelling

(a) CBC will arrange at least 1 meeting a year (normally Nov/Dec) to discuss Air Quality Monitoring and Modelling issues and outcomes with the surrounding Gatwick Authorities and BAA Gatwick.

(b) CBC will circulate to all Gatwick Local Authorities any reports submitted by BAA Gatwick regarding Air Quality within 3 weeks of receipt.

(c) All Gatwick Authorities will circulate any reports concerning Air Quality monitoring in their Area to other Gatwick Authorities within 3 weeks of their publication

Ground and Air Noise

1. Liaison and Consultation

CBC will circulate to all Gatwick Local Authorities any reports submitted by BAA Gatwick regarding Ground and Air Noise within 3 weeks of receipt.

2. Joint Lobbying

CBC will co-ordinate negotiations between the surrounding Local Authorities, BAA Gatwick and DfT with a view to discuss potential measures to improve the noise climate for residents in the surrounding area and to improve detection rates for the monitoring of noise levels on departures. The agenda for the meeting to be agreed at an appropriate GOG meeting.

Landscaping

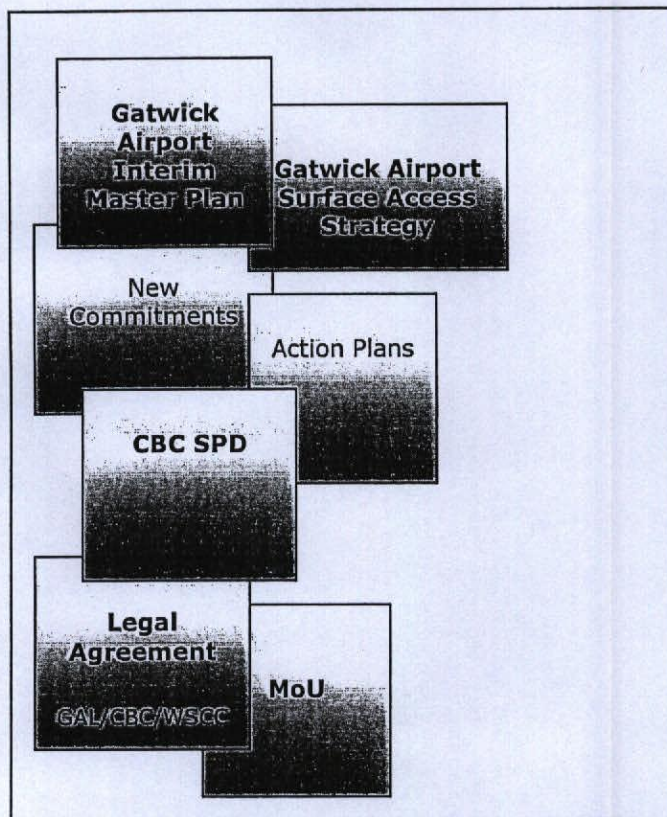
1. Consultations

CBC will circulate to all appropriate Local Authorities any reports, action plans or management plans prepared by BAA Gatwick regarding landscaping (both on and off airport), bio-diversity, countryside management and lighting.

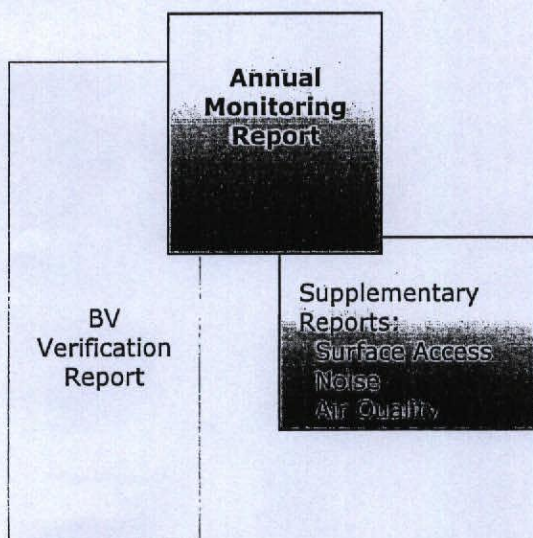
Monitoring of the Procedures and Programme

It is intended that CBC and WSCC will review the procedures and programme contained within this document over the next 12 months, in consultation with the other Airport Authorities.

**Appendix 3
SCHEMATIC OF GATWICK KEY DOCUMENTS**



External independent verification and audit



DATED

12th January

2008/9

WEST SUSSEX COUNTY COUNCIL
and
CRAWLEY BOROUGH COUNCIL
and
SURREY COUNTY COUNCIL
and
MOLE VALLEY DISTRICT COUNCIL
and
REIGATE AND BANSTEAD BOROUGH COUNCIL
and
TANDRIDGE DISTRICT COUNCIL
and
HORSHAM DISTRICT COUNCIL
and
MID SUSSEX DISTRICT COUNCIL
and
EAST SUSSEX COUNTY COUNCIL

**MEMORANDUM OF
UNDERSTANDING**

relating to

Gatwick Airport

A KERSHAW
HEAD of LEGAL SERVICES
West Sussex County Council