

HANDLING ARRANGEMENTS

LONDON BOROUGH OF HILLINGDON

Handling Arrangements in relation to *Broadwater Lake Application Ref. 2382/APP/2023/2906*

Regulation 64(2) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017

INTRODUCTION

1. BACKGROUND

This document sets out the administrative arrangements (**Handling Arrangements**) made by the London Borough of Hillingdon (**LBH**) under Regulation 64(2) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (**EIA Regulations**) for the separation of functions between persons acting for or assisting LBH in its capacity as Local Planning Authority (**LPA**) and persons acting for or assisting LBH in its capacity as planning applicant (**Applicant**) in connection with plans or proposals for the redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre (*"the Proposed Development"*).

2. EIA REGULATIONS

Regulation 64(2) provides that where an authority is bringing forward a proposal for development and that authority will also be responsible for determining its own proposal, the authority must make appropriate administrative arrangements to ensure there is a functional separation, where performing any duty under the EIA Regulations, between the persons bringing forward a proposal for development and the persons responsible for determining that proposal.

3. ACTIONS

3.1 LBH is both the Applicant and the LPA in connection with the planning application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre (**Planning Application**). In accordance with the provisions of Regulation 64(2), LBH has put in place these Handling Arrangements to ensure the separation of functions between the Applicant and the LPA and to thereby safeguard the independence and objectivity of decisions made by the LPA in connection with the Planning Application.

3.2 LBH has put measures in place to ensure that:

- 3.2.1 the functions of the LPA are undertaken by identified persons with the necessary resources and acting impartially and objectively;
- 3.2.2 any person acting or assisting in the handling and determination of the Planning Application is not involved in promoting or assisting in the promotion of the Planning Application;
- 3.2.3 any person involved in promoting or assisting in the promotion of the Planning Application does not give any instructions to, or put pressure upon, any person acting or assisting in the handling of the Planning Application;
- 3.2.4 any discussions or communications about the Planning Application between persons acting for or assisting:
 - (a) the LPA in its handling and determination of the Planning Application;
 - (b) the Applicant in its promotion of the Planning Application and between persons acting for or assisting;
 - (c) the LPA and the Applicant in their respective functions; and

(d) any other member of LBH,

do not take place, otherwise than in accordance with these Handling Arrangements.

4. ACCEPTABLE INTERACTIONS

4.1 The measures put in place will not prevent discussions or communications about the Planning Application between the LPA and the Applicant through the formal channels commiserate with the ordinary planning application process.

4.2 Such interactions may include but are by no means limited to:

4.2.1 the terms of any planning performance agreement;

4.2.2 pre-application meetings or correspondence;

4.2.3 screening and scoping for the purposes of the EIA Regulations;

4.2.4 post- application correspondence to discuss and agree actions in respect of consultation responses; and

4.2.5 discussion on planning conditions or s106 obligations.

4.3 The Handling Arrangements do not prevent:

4.3.1 communications between the LPA and/or the Applicant and other officers of LBH in order to provide factual updates, for example, timetable queries;

4.3.2 communications as is necessary to inform any executive or non-executive decisions by LBH directly or indirectly in connection with the plans or proposals for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre. It should be noted that such decisions are separate to the LPA's determination of the Planning Application; or

4.3.3 performance of ordinary staff management functions at LBH subject to these Handling Arrangements.

PART ONE

The Handling Arrangements for the Planning Application

Resourcing and Allocation of Roles and Responsibilities*

A. Officials acting for or assisting the LPA

Name	Role
Michael Briginshaw	Deputy Team Leader (Case Officer)
Katie Crosbie	Area Planning Service Manager (Management)
Grace Liu	Area Planning Service Manager (Management)
Roz Johnson	Head of Development Management and Building Control (Management)

Name	Role
Noel Kelly	Associate Director of Planning and Sustainable Growth (Management)
Julia Johnson	Director of Planning and Sustainable Growth (Management)

B. External persons appointed to act for or assist the LPA

Name	Role
Amy Cook	Associate (Arup) – instructed by LPA for third party review of Environmental Impact Assessment
Ben De Feu	Barrister (Cornerstone Barristers) – instructed by LPA for Counsel review of Committee Report
Sarah White	Partner (Womble Bond Dickinson (UK) LLP) – instructed by LPA for drafting of legal agreement to secure planning obligations
Jessica Rose	Managing Associate (Womble Bond Dickinson (UK) LLP) – instructed by LPA for drafting of legal agreement to secure planning obligations

C. Officials acting for or assisting the Applicant

Name	Role
Michael Naughton	Assistant Director of Capital Programme Works Service
Richard Weston	Development Programme Manager
Ann Higgins	Planning Lawyer (Legal) – instructed by Applicant for drafting of legal agreement to secure planning obligations

D. External persons appointed to act for or assist the Applicant

Name	Role
Angie Fenton	Senior Director (Quod – Planning Consultant)
Charlotte Williams	Associate (Quod – Planning Consultant)

* To be kept under regular review and amended as necessary when changes occur.

For the purposes of this Planning Application, those persons listed in groups A and B are the "LPA Team".

For the purposes of this Planning Application, those persons listed in groups C and D are the "Applicant's Team".

Both teams are able to receive information on the Planning Application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre in order for each to effectively deliver their respective roles and to undertake their responsibilities.

No person on the Applicant's Team will be involved in the case work or decision making in connection with the Planning Application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre.

No person on the LPA Team will be involved in promoting the Planning Application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre.

Any discussion or communication between the LPA Team and the Applicant's Team shall be carried out in accordance with these Handling Arrangements.

PART TWO

Detailed Handling Arrangements

1. PUBLICATION

- 1.1 These Handling Arrangements shall be made available to the public subject to the redaction of personal information as appropriate for data protection reasons.
- 1.2 All persons on the Applicant's Team and the LPA Team shall be provided with a copy of these Handling Arrangements and where necessary training will be offered/provided in order to ensure compliance with Handling Arrangements.

2. UPDATES

These Handling Arrangements will be republished and recirculated to the Applicant's Team and the LPA Team if material amendments are made to them.

3. INFORMATION SHARING

- 3.1 Information can be shared orally or in writing.
- 3.2 Written information can take the form of words or images (maps, plans, drawings, photos, etc.).
- 3.3 Written information includes information shared electronically (by e-mail, data sharing or information exchange platforms, social media, etc.).
- 3.4 All information on the Planning Application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre shall be shared between the Applicant's Team and the LPA Team through the formal channels appropriate to the planning application process.
- 3.5 Discussion or other communication about the merits of the planning application for redevelopment of the Broadwater Lake site to create the Hillingdon Watersports Facility and Activity Centre shall not take place between the Applicant's Team and the LPA Team (or with other members of LBH) outside of the parameters set out in these Handling Arrangements.
- 3.6 In respect of written information, persons on the Applicant's Team and the LPA Team shall clearly identify the intended recipient of the information. This can be done, for example, by marking the information for the attention of the Applicant's Team/Land Owner's Team / the LPA Team, as applicable.

4. DOCUMENT STORAGE BY THE APPLICANT

- 4.1 All documents, correspondence, technical assessments, draft reports and other material relating to the Proposed Development held by the Applicant's Team are stored on systems controlled by the Applicant and/or its professional advisers.
- 4.2 Access to those systems is restricted to members of the Applicant's Team and persons acting for or assisting the Applicant in the promotion of the Planning Application.
- 4.3 Members of the LPA Team do not have access to the Applicant's document storage systems and may only receive information submitted through the formal planning application process, including pre-application submissions, planning application submissions, consultation responses, technical reports and other correspondence provided by the Applicant in connection with the Planning Application.
- 4.4 Information shared by the Applicant with the LPA shall be submitted through the appropriate formal planning process and retained by the LPA in accordance with its normal procedures.

5. DOCUMENT STORAGE BY THE LPA

- 5.1 All documents, correspondence, consultation responses, assessments, draft reports and other material relating to the Planning Application held by the LPA Team are stored on the Council's Ocella planning system.
- 5.2 Access to Ocella is restricted to officers and persons acting for or assisting the LPA in the exercise of its planning functions. Members of the Applicant's Team do not have access to the LPA's records on Ocella except through the formal planning application process and publication of documents on the planning register where applicable.
- 5.3 Planning application information submitted by the Applicant shall be received, managed and recorded through the normal planning application process and retained on Ocella as the authoritative record of the LPA's consideration of the application.

6. MANAGEMENT AND GOVERNANCE

- 6.1 LBH has and will continue to put in place a range of appropriate governance, administrative and line management structures as required to safeguard the independence and objectivity of the LPA's decision-making.