



## **Uttlesford Strategic Housing Land Availability Assessment Panel**

### **Appendix 3 - Panel Terms of Reference and membership**

#### **Terms of Reference (amended Dec 2008)**

##### **Context**

The purpose of the Panel is to establish the potential developability of sites put forward for housing development, as part of the evidence base being prepared by Uttlesford District Council for the Local Development Framework Core Strategy and other Development Plan Documents.

The Panel will facilitate the delivery of the Uttlesford SHLAA through giving advice and opinions of the deliverability and developability of identified potential sites for housing.

##### **Objectives**

The Panel will have the following objectives:-

1. To provide advice and opinions on the deliverability and developability of identified sites in an efficient and timely manner.
2. To add value to the SHLAA process through the skills, expertise and knowledge of each of the Panel members.

##### **Scope (roles and responsibilities)**

The roles and responsibilities of the Panel will be:-

1. To act as an independent body appointed by Uttlesford District Council that is representative of key stakeholders in the District, for the sole purpose of the preparation of SHLAA report.
2. To consider and give advice and opinions on the findings of the initial assessment undertaken by Uttlesford District Council of the "suitability" of potential housing sites within the District.
3. To consider and give advice on the availability of the potential housing sites by indicating by what period for development (if any) the site should be included (ie prior to adoption of Core Strategy; or years 0-5; 5-10; 10-15; or after 15 years from the adoption of the Core Strategy; or not at all).
4. To assess the "achievability" of potential sites for housing which are being assessed for the purpose of the SHLAA.



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5. This will essentially be a judgment about
- Market demand for housing within Uttlesford
  - Potential costs associated with site development, including physical/infrastructure constraints, contamination etc
  - the economic viability of each site
  - Potential housing capacity of a site
  - Known ownership/attitude of owners

In considering the developability of the sites, each Panel Member will have regard to any relevant published documents and draw from their own experience. Panel members will not be expected to advise on areas beyond their experience.

Uttlesford Council will aim for a consensus on the result amongst relevant members.

Uttlesford will consider the advice and opinions of all Panel Members when making its final assessment of identified sites. The Council will attach the appropriate weight to such advice and opinions, relative to other evidence and considerations.

Final assessment of sites and their inclusion in the published SHLAA report will be the responsibility of the District Council.

The Panel will consider and give advice and opinions on the Draft SHLAA Report prior to its consideration and approval by Uttlesford District Council.

The role and responsibility of Panel Members and the preparation of the SHLAA report will be prepared in accordance with Planning Policy Statement 3 – Housing; the government's practice guidance on Strategic Housing Land Availability Assessments (DCLG July 2007) and the District Council's Methodology (UDC 2008).

### **Panel Membership**

The Panel will be made up of 12-14 members as representatives from:-

- Uttlesford District Council officers (planning officers, Engineering & Safety Officer)
- Volume house builders
- Small scale house builders
- Land Agents
- Registered Social Landlord involved in new build projects



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- Planning consultants
- Uttlesford Association of Local Councils
- National/Regional agencies – Government Office for the East of England; Environment Agency; Essex County Council; Highways Agency; Natural England. An invitation will be made to each of these “agencies” to be represented on the Panel. However, it is recognised they may not be able to accept this invitation or attend Panel meetings due to limited resources.

Should an individual member not be able to attend a meeting, a substitute may be sought from the same organisation of sector.

The names and contact details of panel members will be recorded and made available in the final report.

### **Panel guidance and behaviour**

Panel meetings will be led by Uttlesford District Council.

Interest in the development of one or more potential sites in the District for housing will not preclude Membership on the Panel. However, where such an interest exists either as the controller of land or as agent for a landowner then this interest must be declared to the Panel. Prior to discussion of a site, the member should declare this interest. S/he may then make a statement about the site, answer any questions and then must withdraw from the room while the Panel discusses the site.

Panel members will be provided with unpublished information about identified sites and other draft documentation relating to the preparation of the SHLAA report. They will be required to keep this information confidential until publication of the SHLAA report.

The SHLAA databases will remain the property of the authorities, which will be responsible for changes to the SHLAA databases as a result of the panel decisions.

Membership of the Panel will be on a voluntary/unpaid basis. The Council will not be liable for any expenses incurred by Panel Members during the SHLAA process



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Panel Membership

Organisation	Name	
Uttlesford District Council (UDC)		
UDC	Sarah Nicholas	Senior Planning Officer
UDC	Melanie Jones	Principle Planning Officer
UDC	Phil Hunt	Engineering Officer
Volume House Builders		
Bloor Homes	Tim Bluff	
Croudace Homes	Ben Yallop	
Small scale developer		
Pelham Structures	Seb Vallance	
Prime Crest Ltd	Charles Nash	
Land Agents		
Bidwells	Andy Butcher	
Sworders	Claire Hutchinson	
Planning Consultants		
RW Land and Planning	Richard Winsborough	
Brian Christian Building Surveyor	Brian Christian	
Registered Social Landlord		
Hastoe Housing Assoc	Ulrika Maccariello	
Rural Community Council for Essex	Moira Groborz *	
Parish Councils		
Uttlesford Association of Local Councils	Phillip Leeder	
Uttlesford Association of Local Councils	Mel Sullivan	
Agencies		
Environment Agency	Andrew Hunter	
Essex County Council Highways	Matthew Bradley Liz Chapman Clare Jenkins Emma Featherstone	
English Nature	Phil Sturgess *	
<p>* Absentee members from Panel Meetings but had electronic access to all information on which to comment upon.</p>		