

**EPOA PLANNING POLICY FORUM**  
**19<sup>th</sup> October 2012**

**Note of Meeting held at Essex Record Office**

**1. Attendance:**

Jeremy Potter (JP)	Chelmsford City Council (Chair)
Karen Syrett (KS)	Colchester Borough Council
Roy Leavitt (RL)	Essex County Council
Eleanor Dash (ED)	Braintree District Council
Kate Gordon (KG)	Brentwood District Council
Lesley Stenhouse (LS)	Essex County Council
Gary Guiver (GG)	Tendring District Council
Amanda Raphael (AR)	Castle Point District Council
David Coleman (DC)	Maldon District Council
Paul McBride (PM)	Harlow District Council
John Preston (JP)	Epping Forest Council

**Apologies:**

Roy Lewis	Essex County Council
Jenny Rudder	EDI/ Essex County Council
Ian White	Epping Forest District Council

2. Jenny Ruder was unable to attend but asked for volunteers for working group – proposed amendments to Essex Design Guide. Check if anyone volunteered from each council [jenny.ruder@essex.gov.uk](mailto:jenny.ruder@essex.gov.uk)

**3. Future Arrangements for EPOA Policy Forum**

- It was identified there is a need for Terms of Reference for the Policy Forum
- Agenda and minutes of EPOA Policy Forum should be placed regularly on the internet (along with ToR)
- Agenda should include standing item on Duty to Co-operate
- Duty to co-operate – standing item on the agenda
- JP suggested no round table LDF/Local Plan update at each meeting – instead circulate spreadsheet in advance with updated information
- Different venue to be tried – Chelmsford Museum, Moulsham Street, Chelmsford – JP will investigate
- Meeting dates to be agreed for the year in advance – to be held 2-3 weeks before the main EPOA meeting
- Chairperson – 2 year term agreed

#### **Actions:**

- **JP to circulate ToR for comment**
- **JP to investigate different venue for meeting**
- **JP to circulate 2013 meeting dates**

#### **4. Gypsy & Traveller Working Group 6 September 2012**

- A working group of the Policy Forum has been established and met for the first time on 6 September 2012. At this meeting there was discussion on the way forward for moving forward the County-wide evidence base for Gypsy & Traveller accommodation.
- Full EPOA met 13/09/12 – general feeling there should be an Essex wide approach following the format of the current demographic project and Duty to Co-operate.
- Basildon BC is in the process of commissioning their own accommodation assessment.
- Joint meeting arranged with EHOG (7 November 2012)
- Joint EPOA/EHOG money left from previous study could contribute towards potential cost of new study.
- The Policy Forum discussed the following issues:
  1. Any new study should incorporate more interviewing with Gypsy families
  2. Any new study should be produced in partnership with EHOG members.
  3. A better understanding of the reasons behind the existing spatial distribution of Gypsy and Travellers.
- It was noted that very few consultants undertake GTAA work – and if individual local authorities appoint their own studies there could be conflict of interest.

#### **Actions:**

- **The consultancy brief for Basildon Assessment to be circulated to Policy Forum**
- **Following meeting with EHOG on 7 November and draft brief for an Essex-wide Study to be prepared for Full EPOA meeting 13 December.**
- **Forum representatives are advised to make their Portfolio Holders aware of these on-going discussions for a new assessment.**

#### **5. Essex Wildlife Partnership**

- Looking for a representative from EPOA PP Forum to sit on partnership. ECC already involved. It was agreed to ask Beverley McClean (Colchester BC) to be the EPOA rep which has been subsequently confirmed.

## 6. **Local Plan Prep: National News**

- Government announcement 6 September 2012 a Plan to Boost British Housebuilding, Jobs and the Economy
- Growth and Infrastructure Bill published 18/10/12
- North London Waste Plan – decision September 2012 – failed to comply with Duty to Co-operate
- New CIL Amendments Regulations published – new formula; addresses S73 applications. Still no decision on whether affordable housing is included or what the meaningful proportion is
- Viability Testing of Local Plans – important document in relation to viability references in NPPF, used in examinations
- Report published on standards i.e. Code for Sustainable Homes – need to consider if writing policies in relation to this.

## 7. **Demographic Study**

- Phases 1, 2 & 3 now published. Phase 4 being worked on – probably available in draft form end of November. Member workshop in January. Looking to simplify report for Phase 4 i.e. less scenarios. There will not be new scenarios, because not enough census information is available until March which would result in a report available middle of next year. Baseline data will be updated using census but projections won't be updated. There will be more commentary in Phase 4 report. Decision to be made by EPOA about how the study is taken forward: Policy forum may want to provide comments to EPOA (to discuss at next meeting once Phase 4 released)

## 8. **Local Plan/LDF**

### ECC

- Focus on Minerals Plan
- Stakeholders meeting to be re-arranged for November. Proposed submission document published in January. PINS visit undertaken.
- Local Aggregates Assessment being prepared as required by NPPF
- Waste Plan – currently on hold – will publish Employment Land review.
- SCI out for consultation

### Braintree

- Finalising Site Allocations and Development Policies – Preferred Options January 2013
- Retail Study & Employment Viability Study completed
- SCI being revised – consultation in January 2013
- CIL on hold

### Castle Point

- Withdrew Core Strategy. Now identified 5 year housing land supply
- Includes some green belt will now look at 6-15 years.
- About to appoint consultants on Economic Viability of sites including infrastructure and traffic modelling

### Tendring

- Local Plan submission version will be consulted on in November – short plan period up to 2021 – hope to submit by March 2013
- Commissioning SHMA update and infrastructure update & habitats

### Maldon

- Looking at responses and how to take forward
- SHMA update being progressed
- CIL identified as priority
- Looking at housing need and developed Developers Forum

### Brentwood

- Working towards preferred options – probably March.
- SCI consultation before Christmas.
- Infrastructure work being undertaken with Chelmsford CC

### Chelmsford

- Consultation on SCI review currently underway.
- Working towards focused review submission of Draft Local Plan – consultation before Christmas. Full review 2015/16
- Next CIL consultation delayed until January 2013

### Harlow

- Issues and options local plan – February/March.
- Joint SHMA – Epping and East Herts.
- Employment land review

### Colchester

- Looking to review SCI;
- Waiting for decision on Tiptree DPD;
- Starting to review evidence base leading in to review of Local Plan;
- CIL - revised viability work undertaken and now Affordable Housing study

### Epping

- Finished issues and Options consultation. Pressure to extend and improve consultation (3000 responses).
- Consulting on SCI review

### **Item for Next meeting**

Discussion on consultation techniques – AR to lead

**9. Any other business**

- DC – transport modelling – concerns raised about resources and gaining modelling information to inform plan-making earlier on in the process rather than when local plans are finalised. LS to feedback to relevant contacts at ECC.
- Examination training – Contact David Coleman at Maldon DC if interested.

**Dates for 2013 meetings will be circulated**