

**ESSEX PLANNING OFFICERS ASSOCIATION****Minutes of meeting held on 4<sup>th</sup> December 2014  
at the Discovery Centre, Great Notley**

<b>PRESENT:</b>  Andrew Cook – ECC (Chair) Richard Hatter – Thurrock Matthew Winslow – Basildon Dominic Collins – ECC Jeremy Potter – Chelmsford Emma Goodings – Braintree Steve Rogers – Castle Point Andrew Taylor – Uttlesford Dianne Cooper - Harlow	Shaun Scrutton - Rochford Nigel Richardson – Epping Forest Ken Bean – Epping Forrest Phil Drane – Brentwood Nick Fenwick – Maldon Ian Vipond – Colchester John Lett – GLA Keith Blackburn – ECC Gwyn Owen - ECC Sue Garwood – ECC (notes)
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No.	Agenda item	Action
1.	<b>Introduction &amp; Apologies:</b> Peter Geraghty – Southend Catherine Bicknell – Tendring Gordon Glenday - Brentwood	
2.	<b>Notice of AOB:</b> <ul style="list-style-type: none"> <li>- Heritage Statement</li> <li>- Shared Working</li> <li>- SUDS</li> <li>- Essex Growth Strategy</li> </ul>	
3.	<b>Minutes and Actions from Previous Meeting – 4.9.14:</b>  The minutes from the previous meeting were agreed as an accurate record. Amendment to item 4 (Questions/discussion on BiM) – no. 3(i) should read CLG not COG. Any outstanding actions were picked up under relevant agenda items.	
4.	<b>ECC Guide to Infrastructure Contributions (Keith Blackburn)</b>   ECC Guide to Developer Contributic  There have been some major changes since guide was last revised 4-5 years ago. No hard copies of guide will be produced but ECC are hoping to put a draft on the website for 8 weeks within the next couple of weeks.	

	<p>Main difference is that all sections have been brought together into one document, including education. Also includes templates for all the relevant legal documents. Consultation will close mid/late January with the final document being published in March 2015. The presentation today provides an opportunity for all EPOA members to feedback their thoughts and comments.</p> <p>There was some concern and discussion regarding the restriction of just five developments. It was agreed that the wording of the 106 application would need to be more specific and a query over whether smaller units could be pooled under a generic title. There was a question raised about how multiple developers on big sites would share the 106 and it was thought that developers should be encouraged to talk to each other. ECC have a 5 year plan for expansion of education – AC will speak to the team responsible for that. It was questioned whether we could look further into the future. It would be helpful to have a list of schools where expansion isn't an option in order to pin point where new schools are needed.</p> <p>Keith confirmed that all districts/boroughs will be formally consulted by e-mail in the next two weeks.</p>	<b>AC</b>
<p><b>5.</b></p>	<p><b>Planning Compact Sub Group Update (Dominic Collins)</b></p> <p>DC gave an update on the progress of the PC sub group. Notes of the previous meeting had been circulated separately and the group would next meet on the 22<sup>nd</sup> January.</p>	
<p><b>6.</b></p>	<p><b>Update on the FALP and Draft London Infrastructure Plan (John Lett – GLA)</b> <i>(presentation circulated separately)</i></p> <p>DTC is absolutely crucial - for practical purposes, there is no difference to our duty to consult. GLA are taking this seriously and happy to have ongoing dialogue. Underlying all these concerns is the demographic issue. Substantial inflow as well as outflow. Since 2000 population going up and up. Oxford Plan is employment driven. We should be thinking about a 10 year window – are happy to loose industrial land. Need a better understanding, to share our own regional demographic study.</p> <p>JL has been asked to go out and take soundings with wider colleagues to find out what are the common themes we could work on. If anyone has any ideas, then please let John know. Question over whether the private sector should be consulted in infrastructure plan as well as planners. Should LEPs be included in the current arrangement? Currently using EELGA and SEEC leaders for engagement. GLA have to respond to DTC comments- is there a way we can do it in a more positive way?</p> <p>JL mentioned the possibility of holding a wider south east summit in Spring 2015. It was agreed by all that this would be useful and authorities would be pleased to assist in arranging events.</p> <p>Regarding volunteers of growth, SR said a useful discussion could be had about the contribution Thames Gateway makes to London. A shared understanding of river crossings would be good.</p>	

	<p>RH mentioned the green belt – it is all about partnership working and he would very much welcome the approach. He said the London Plan would have been better if the south east had been consulted at the start. Partnership working for strategic issues is the way forward</p> <p>JP said that in terms of technical work, Chelmsford have invited one of JL’s colleagues to the Planning Forum in February. He mentioned that Chelmsford benefits from being very close to London.</p> <p>A lack of health reference was mentioned and it was agreed that the NHS should be involved in infrastructure plan. JL confirmed that the Planning and Health Co-ordinator, Bernard Herbert, DCE of Westminster, is interested.</p>	
<p><b>7.</b></p>	<p><b>Housing &amp; Public Sector Land Project (Gwyn Owen)</b></p> <p> 2014-12-04 - EPOA Update.pptx</p> <p>Aim of the project is to develop a sustainable model to release land, asking the questions - What are the local needs within a specific area, what are their priorities and how are we going to get our needs met? The project has looked at population data and extra care and learning disability needs from 2010 to 2030. They have latched on to the One Public Estate pilot and are carrying on that work.</p> <p>There are currently over 65 sites – not the resources to take on all the sites but taking the most promising sites forward. They look at commercial value and then review the analysis. Sites have been identified by Locality Reviews – they are currently doing feasibility studies on 25 sites, possibly more. They involve partnership consultation. Best price is now always best value – need to look at long term benefits including NHS and extra care savings.</p> <p>Next steps – full implementation plan and business case will be prepared by 2015 then, depending on the decision, it will either move to implementation or close.</p> <p>There is no specific programme for locality reviews and if any authority wants a locality review then it will be programmed in. It is very much an open book, focusing on how do we derive best value from this site and how do we achieve long term objectives?</p> <p>A query was raised over how the NHS extra care information is obtained and if actual examples, rather than scenarios, could be obtained, it would be more useful.</p> <p>All agreed that it would be helpful if GO could come back to the next meeting on 3<sup>rd</sup> March with an update. SG to add to next agenda.</p>	<p><b>GO</b> <b>SG</b></p>
<p><b>8.</b></p>	<p><b>Feedback from first of the ARU Training Sessions</b></p> <p>AC had received negative feedback about new series of training but after discussion it was agreed that it was just the session on Local Plan Examination training. Other courses had been well attended and were</p>	

	<p>found to be very useful, with excellent speakers. AC will e-mail Lewis expressing concerns about the Local Plan Examination session, but will tell him that the rest of the sessions had positive feedback. SG to put on March agenda for further review.</p>	<b>SG</b>
<p><b>9.</b></p>	<p><b>Planning update</b>  SR mentioned the consultation on Self Build and the requirement to hold a register. This is not a legal requirement. Chelmsford are sited as demonstrating best practice in this/</p> <p>AC mentioned the infrastructure announcement this week – the A12 widening in Essex by 2019. Also development of A120 and Chelmsford NE by pass - starting to increase activity on those two schemes.</p> <p>Pot holes - proposed an increase in spend at last Capital Programme Board meeting.</p> <p>RH mentioned the TfL East London Crossings consultation out at the moment. Letter received last week to say that HA were starting feasibility work on the Lower Thames Crossing - going to consultation at the end of next year on the route. RH would welcome a national approach to crossings in general - no joined up thinking at the moment.</p>	
<p><b>10.</b></p>	<p><b>EPOA Budget Update and Subscription Reminder</b>  Contributions to the EPOA subscription had been received from all but 2 authorities – Rochford and Maldon. AC to re-send details to NF. SS and NF to action. There is a residual of £4.5k left in the kitty in case anything crops up.</p>	
<p><b>11.</b></p>	<p><b>Local Plan Progress and Duty to Co-operate</b></p> <p><b>Uttlesford (AT)</b> - Examination was stopped yesterday as the Inspector had things to type up. He had raised some concerns, one regarding a major site. The Inspector’s letter will be received by Christmas. He liked the Self B policy. No comment on air quality. Critical about highways and wanted planning application evidence to support. In SEA process you have to make sure that every site is mentioned in the document - not acceptable to be part of the SA.</p> <p><b>Castle Point (SR)</b> - New Local Plan drafted in January this year but significant objections to locations for new development in the Green Belt. The Task and Finish Group examining representations has begun its work - 130 policies in the plan and have covered 4 so far. Next meeting postponed and will do a member briefing instead. Unsure if progress will be made before May next year. Not helped as court of appeal Green Belt case has been delayed and new date has not been fixed - probably won’t be until Feb next year - outcome of case will be significant for plan..</p> <p><b>Harlow (DC)</b> – Were thinking of going out to consultation but going to have to reconsider timetable - watch this space. Meetings taking place in near future to discuss.</p> <p><b>Rochford (SS)</b> – Advised that you may want to consider what consultation you had on the SEA – don’t scrimp on the consultation in relation to that. Allocations plan was listed for judging on 16<sup>th</sup> Nov but was pulled the same</p>	

morning. Need to reconsider but still haven't had it handed down - hopefully later this month. On a more positive note, the London Joint Action Plan with Southend should be adopted this month (16<sup>th</sup> Dec) all being well. It has been 10 years in the making.

**Epping Forest (NR)** – In the middle of undertaking SLAA, SFRA and green belt review supporting evidence.

**Brentwood (PD)** – last options being reconsidered - consultation programme was amended. Had change of administration in May – from that have been having key discussions with Basildon DC about cross boundary opportunities - having joint consultation on 6th January on that issue. In addition, going back to Issues and Options type document to reconsider where we are. Document going to be broad and will run along same timescale as joint one with Basildon at the beginning of the year. Council to agree next week - will send out notifications soon.

**Maldon (NF)** – liP starts in January - 45 to respond to – all hands to the pump. 2 garden suburbs making up about 3000 houses. Getting a few applications in already so by February we expect to have had most of the applications in.

**Thurrock (RH)** – TGSE just put out to tender. Review consultation on December 19 – interviews next week. Still working on MOU - ongoing piece of work. Decided to stop work on waste plans and work towards the consolidated plan – currently in stage of programming technical work. Several of the technical studies may go out in the new year. Not a lot happening on moving draft plans at this stage. Keeping an eye on the Lower Thames Crossing – consultation late next year or year after. A draft of our own DTC will be completed in February and will be circulated to everyone for comments.

**Basildon (MW)** – Cabinet have agreed to move to consolidated local plan. Currently have 4 documents plus CIL, but will move to one document plus CIL. Paper to propose consultation with Brentwood on the Dunton Crossing - supported on both sides of the boundary.

**Chelmsford (JP)** – Working on evidence based review plan. Issues & Options paper to go out to consultation in autumn next year. Just about to commission with Brentwood and Colchester for Housing Needs assessment. Out to consultation on DTC strategy which all here will have been consulted on. Leads to the first stage of the Issues and Options consultation.

**Braintree (EG)** – knee deep in document at the moment - working with Chelmsford and Colchester. Had over 300 sites in, settlements with Colchester which we are investigating. Doing a broad Issues and Options consultation which should be starting mid to late January. Get that over before election in May.

**Colchester (IV)** – trying to co-ordinate with Braintree & Tendring. Braintree with Issues and Options in January. Tendring are due to go out with their options in January but put back to May now. Meeting held and protestors turned up with banners. High level meeting took place with leaders from Chelmsford, ECC and Maldon about how we continue

	<p>strategic co-operation.</p> <p>It was confirmed that Cllr Roger Hirst is the Strategic Planning portfolio holder.</p>	
12.	<p><b>Planning Policy Forum Minutes (18.11.14)</b></p> <p>JP met with Edge Analytics to talk about Phase 7 work and what happens after end of phase 7. Edge were talking about different ways of doing work going forward - rather than having scenarios that were just data, they are talking about bringing them into other areas of work. We have asked them to do some sensitive testing on Phase 7 work. They reported back that work is going on but will be delayed until they get the household projections which will be Feb next year. Problem is, if Phase 7 work gets delayed, then other pieces of work rely on that information. The GLA scenario was discussed and a London scenario will be included in the next sweep.</p>	
13.	<p><b>Development Management Forum Minutes (23.10.14)</b></p> <p>NR – Tom McCarthy has set up a Google Group with a generic e-mail address to allow planning staff across Essex to raise questions in the interests of shared knowledge. Initial problems encountered with IT blocking access but solved now.</p>	
14.	<p><b>AOB:</b></p> <p><b>Heritage Statement:</b></p> <p>NR met with Adrian Gascoyne on pre application charging and has asked for help with that. They are unsure what should be in the statement and are receiving poor quality statements. Have any EPOA members got a Heritage Statement that could be used countywide? AT mentioned the Essex Conservation Officers Forum might be able to help and he will find out who chairs the group and if there are any minutes available from recent meetings.</p> <p><b><i>(Post meeting note: Tim Howson from Maldon chairs the group – AT circulated various papers to EPOA members on 8<sup>th</sup> Dec).</i></b></p> <p><b>Shared Working</b> – SS mentioned recent discussions about what can be done to help other authorities with capacity issues. This is a discussion that has happened in years gone by. There are some ad hoc arrangements within some authorities but it was thought a framework could be adopted as to how this might be managed. It was agreed that all authorities struggle with resources and it would be useful to obtain help elsewhere. SG to add to next agenda for further discussion.</p> <p><b>SUDS</b> – Outcome of consultation raised concerns about whether geared up to take it on. If it gets to be back into Development management’s court, it might be useful to see if something can be agreed throughout the county jointly. Need to wait for consultation response.</p> <p><b>Essex Growth Strategy</b> – For information - Regenerists are doing a form of consultation on behalf of ECC asking planning questions about growth plans on 5 key sites.</p>	SG
15.	<p><b>Items for future meetings</b></p> <ul style="list-style-type: none"> <li>• Joint working and shared resources</li> <li>• SUDS (if movement on legislation)</li> </ul>	

	<ul style="list-style-type: none"><li>• Housing &amp; Public Sector Land Project Update (invite Gwyn Owen)</li></ul>	<b>SG</b>
<b>16.</b>	<b>Date of next meeting</b> 9.30 to 1.00 on Tuesday 3 <sup>rd</sup> March 2015 – Discovery Centre, Great Notley.	