



**ESSEX PLANNING OFFICERS ASSOCIATION****Minutes of meeting held on 4<sup>th</sup> June 2015  
at the Discovery Centre, Great Notley**

<p><b>PRESENT:</b></p> <p>Andrew Taylor – Uttlesford DC (Chair)  Shaun Scrutton – Rochford DC  Jeremy Potter – Chelmsford CC  Richard Hatter – Thurrock BC  Simon Meecham – Maldon DC  Cath Bicknell – Tendring DC  Dianne Cooper – Harlow DC  Ian Vipond – Colchester BC  Emma Goodings – Braintree DC  Ken Bean – Epping Forest DC  Gordon Glenday – Brentwood BC  Matthew Winslow – Basildon BC  Peter Geraghty – Southend BC  Steve Rogers, Castlepoint BC  Graham Thomas, Essex CC  Jodie Allum – ECC (notes)</p>	<p><b>Guests:</b></p> <p>Lewis Herbert, ARU  Deborah Fox, ECC</p>
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No.	Agenda item	Action
1.	<p><b>Introduction &amp; Apologies:</b>  Introductions were made and the following apologies noted:</p> <p>Andrew Cook and Dominic Collins.</p>	
2.	<p><b>Notice of AOB:</b></p> <ul style="list-style-type: none"> <li>• IT Systems – Dianne</li> <li>• GIS Mapping - Shaun</li> </ul>	
3.	<p><b>Minutes and Actions from Previous Meeting – 3.03.15</b></p> <p>  EPOA minutes 3.3.15  - Final version.doc</p> <p>The minutes were accepted as an accurate record of the last meeting.</p>	

<p><b>4.</b></p>	<p><b>ARU Training Programme</b></p> <p> Indicative Programme.pdf</p> <p>Lewis attended for this item. Lewis advised that there was a series of training events run last year. Lewis circulated attached draft programme which included a list of 11 potential programs and ran through each session. Final dates will be circulated within the next 3 weeks.</p> <p>Ken advised that it is quite DM focussed and requested the inclusion of more policy matters, for example CIL or neighbourhood planning – focussing on lessons learnt / sharing good practice. Lewis advised that neighbourhood planning was covered in the session held in March.</p> <p>Graham advised that there could be an item on flood and that his team could help with this if needed.</p> <p>It was confirmed that the cost will come out of the overall bill for capitation; £31,000 will be divided across all LA's.</p> <p>Lewis asked for any other thoughts on the program to be emailed to him within a week.</p>	
<p><b>5.</b></p>	<p><b>ECC SuDS Adoption Policy</b></p> <p>Deborah is the Head of Commissioning for Sustainable Environment within ECC. Deborah apologised for not circulating the policy prior to the meeting but final tweaks were being made up to a few days ago.</p> <p>1 year ago ECC took the decision to become a fully commissioning council. Deborah's team covers emergency management, flood, trading standards, country parks and outdoor centres.</p> <p>The policy is to provide clarity on what ECC can do with developer's suds. Developers will need to put forward adoption arrangement in their planning proposals and they should consider if another organisation can adopt the suds. The policy will apply to new developments and be used to reopen conversation with some of the developments being built at the moment. Once developers consider if another organisation can adopt the suds, they will then start discussions with ECC.</p> <p>Deborah advised that Anglian Water are in favour of adoption and are being proactive.</p> <p>If ECC is going to adopt, the application fee will be:  1 to 9 units - £478  10 to 99 units - £858  200 plus unit s- £1824</p> <p>These fees include all vetting then an 8% fee will be added on top.</p> <p>In terms of decision making, there are 2 cabinet members – one for</p>	

	<p>highways, and one for planning. Where it's a difficult decision, they will look at the case on its merit.</p> <p>All discussed the problems and thoughts of the policy.</p>	
<p><b>6.</b></p>	<p><b>Joint working, shared resources, Duty to co-operate activity and Planning Sub Group progress</b></p> <p>Ian - Colchester, Tendring, Braintree, Chelmsford and Maldon are all signed up for appointing John Williamson to do work.</p> <p>Dianne – Coop Board agreed to continue meeting for another year and re-agreed TOR. Looking at method of being able to finance it. Working with ATLAS to look at ways of taking forward joint research.</p> <p>Graham – 2 duty to cooperate areas. If North approach was applied across the County, it would be more strategic.</p> <p>Richard - New South Partnership. Still issues around TOR. Currently have monthly meeting. Looking at the bigger issues across authorities and how we could work better together.</p> <p>Steve – the need of talking to each other is evident to make strategic issues better. Alignment of plans to ensure all work is in place.</p> <p>Shaun – how will all this be aligned to bigger agenda around evolution etc. has been linked to this. Still working in dispute groups.</p> <p>Simon – training taken place in Basildon at present but bit of way to go.</p> <p>Jeremy – multiple groups overlapping causing confusion. Need to scope out main strategic cross bound issues over Essex. Will be core area of housing marketing area.</p> <p>Ian – challenge to this group is defining our role in terms of senior planning officials in Essex. We don't have a forum for pulling together strategic planning. Occasionally intervene to get polices accepted over wider Essex but feels it would be better for a collection of authorities to come together. Have to recognise what is happening over the borders.</p> <p>Cath – Colchester and Tending looking at shared plan of specific users. Working at looking at ourselves as individual districts, instead of aligning timetables, producing joint plans.</p> <p>Andrew – a sub planning group was set up which Dominic took the lead on Greater Essex – what has happened to this?</p> <p><b>Action:</b> Dominic to update the group on this.</p>	<p><b>Dominic</b></p>
<p><b>7.</b></p>	<p><b>National Planning Update</b></p> <p>A general update was provided:</p> <p>Ian advised that they are starting to prepare for CIL. Every time they have</p>	

	<p>got close to adopting something, it's always queried whether it's the right time. Over time, it's thought that section 106 has service them better.</p> <p>Ken advised that in his opinion, CIL has been increasingly watered down by subsequent revisions since it was first introduced in 2010.</p> <p>Peter advised that they were about to adopt CIL in July but they are relooking at how the Government will dispose to CIL. They haven't heard anything that they wouldn't continue with it.</p> <p>Andrew advised that the other things seem to be affordable housing issues – right to buy and the impact on losing houses.</p> <p>Steve advised that he is interested how the right to build will be put into practice. Affordable housing will be hit due to this. They will negotiate on a site by site basis for self-builders.</p> <p>Gordon advised their experience with section 106 and polling of schemes means they are not in the position to move forward with CILs.</p> <p>Matthew advised that Basildon have been quite specific. Pooling is still happening but on very specific matters.</p> <p>Dianne advised that they are doing to the same.</p> <p>There were no other updates.</p>	
<p><b>8.</b></p>	<p><b>EPOA Budget Update:</b></p> <p><b>Purchase Order no. requests for 2015 / 16 subscriptions</b></p> <p>Andrew reminded all to send in their PO numbers to Andrew Cook sharply if this hasn't already been completed.</p> <p>There is no money left to do grand projects; the subs money is being used to fund training.</p>	<p><b>All</b></p>
<p><b>9.</b></p>	<p><b>2014 GTAA – Experiences from recent Gypsy and Traveller Appeals</b></p> <p>Jeremy advised that feeding back from the policy forum, the main points were assumptions that have been built in, how accounting for these that want to move back to traveller sites and doubling up issues; more than one household living on a pitch, not been assessed in an appropriate way. The conclusion was that there are 167 pitches for Epping compared to 112 up to period 3.</p> <p>Ken advised that there is a clear expectation that the change of definition will come in and that it probably makes sense to wait for this to happen and then re-assess the position. Ken advised that to get as up to date and accurate information as possible Epping have devised a questionnaire that they intend completing this with all travellers in their district.</p> <p>A discussion around the issues in each area, particularly highlighting the issues in Maldon.</p>	

<p><b>10.</b></p>	<p><b>Local Plan progress and Duty to co-operate</b></p> <p>Harlow – Dianne advised that the moment they are waiting for the transport model. Junction 7 is at its capacity and any future development is an issue. Only green belt site is access via Epping Forest.</p> <p>Basildon – Matthew advised that the local plan would be consolidated. They are due to deliver the consolidation document but the end of the year. They are waiting for a SHMA update for South Essex and are in ongoing discussions with Brentwood.</p> <p>Rochford – Shaun advised that their local plan goes out in the next 2 to 3 weeks. They are also waiting on SHMA. Taking legal advice on not offering evidence.</p> <p>Chelmsford – Jeremy advised that they are currently preparing evidence for the DLF plot – working with Colchester, Tendring and Braintree.</p> <p>Southend – Peter advised that they are also waiting SHMA. They are working with ECC on replacement waste local plan and are about to embark on SCAP (Southend Central Area Access Plan). They are looking at an ambitious regeneration plan. Planning for growth around the airport.</p> <p>Castle Point – Steve advised that last year the council set up a task and finish group and they are still going through this piece of work. In March, resolution was put by cabinet members and a plan should be redrawn to remit all the virgin green belt sites and have a more realistic housing number.</p> <p>Graham – waste plan for Essex and Southend. Last year core sites and land survey work were completed and people engaged with this. Going out to consultation on 16<sup>th</sup> June for 6 weeks.</p> <p>Epping – Ken advised that they only got knowledge of consultation on the waste plan in the middle of April including a new proposed site. Concerns were around duty to cooperate. The site in question is located in a parish bordering Harlow where the Council were considering a Neighbourhood Area designation and were intending excluding an area immediately adjacent to the proposed waste site. Ken expressed his frustration of not knowing before it was made public.</p> <p>Colchester – Ian advised they are pushing forward with their preferred option at the start of next year. The work on the transportation side needs to speed up.</p> <p>Tendring – Cath advised that they are hoping to issue an adoption paper late summer and preferred option next year. The biggest threats are politics and every part said not to deliver the 12,000 homes.</p> <p>Maldon – Simon advised the issue they have recently had. They have called the Secretary of State to make a decision on the preferred way forward as the inspector didn't have the right approach. (post meeting note: The Secretary of State has called the plan in).</p>	
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	<p>Thurrock – Richard advised that their consolidation plan is moving slowly, it's currently under review and waiting clarity. Waiting to commission technical work.</p> <p>Braintree –Emma advised that they are working on evidence based plan. They have suffered staffing loss to the private sector.</p> <p>Epping – Ken advised that they are about to revise the local development scheme and are not now expecting to adopt the district plan until mid to late 2018. Just reached end of stage 1 of the district wide green belt review and intend appointing consultations to do the more detailed stage 2 review work in the autumn.</p> <p>Gordon advised that they are looking at the preferred option at the end of this year, start of next year.</p> <p>Uttlesford – Andrew advised that they have a new planning team leader from East Herts who starts next week. They have commissioned joint work on behalf of the 4 authorities. Looking at the growth of Stansted. SHMA figure will be roughly the same as what they thought it was. Will be putting out to consultation in September with housing numbers. Draft local plan will be early next year.</p>	
<p><b>11.</b></p>	<p><b>The London Plan and Wider South East engagement including the roundtables workshops</b></p> <p>Richard advised that he is attending a meeting with the GLA but because of the elections this year; they are not looking at getting their plan underway before the end of 2016.</p> <p>Following the summit it was agreed with members to have two roundtable workshops this year – 12<sup>th</sup> July and 7<sup>th</sup> September (3 for South East and 3 for South West). The intention is to invite all LA leaders for EoE. Invites have gone out to Leaders and Chief Executives.</p> <p>Officer Level – following regional summit, members wanted officer input at these workshops. Both EoE and South East group had their first meeting in April. The main focus is how we support roundtable workshops and also looking at arrangements coming out of this.</p> <p>GLA are preparing background papers for these workshops.</p> <p>It was confirmed that the next GLA meeting has been moved to 26<sup>th</sup> June.</p>	
<p><b>12.</b></p>	<p><b>Planning Policy Forum minutes (12.5.15)</b></p> <p>  EPOA PPF Final  Meeting Note 12 5 15</p> <p>Jeremy advised that the phase 7 report has been circulated in draft asking for comments to be returned. Amanda (from Basildon) has taken over from Jeremy for the planning policy forum. Hoping the phase 7</p>	

	<p>report can be agreed very quickly.</p> <p>Richard advised that GLA has their own report – now looking at further work on population and housing.</p> <p>Andrew advised that a new range of SHMAs is coming out – its about what role it plays and how essential it is. The concern is that different consultants are doing different parts.</p> <p>Jeremy advised the issues are that the report is being used more widely for planning. It does provide standard methodology across Essex and can be used for series of different reasons. Strategic demographic modelling has been completed for Essex but it isn't sure what this looks like. Graham to enquire.</p> <p>It was agreed this may be best sat with ECC.</p> <p>It was confirmed that Jeremy will no longer be attending this group unless he is subbing for his colleagues. Andrew thanked Jeremy for all the work he has done supporting the group over many years.</p>	<b>Graham</b>
13.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>IT Systems</b> Dianne asked whether other LA's use uniform and whether they have a public LAN charge.</li> </ul> <p>Emma advised that they used to have a station for the public but this was limited. They decided it was too much work, so now it is pulled electronically and emailed out. Emma to provide contact details for the LAN charges supervisor.</p> <ul style="list-style-type: none"> <li>• <b>GIS Mapping</b> Shaun has been asked by Blue Marble whether it's possible to produce a GIS map of essex to show allocated sites.</li> </ul> <p>It was agreed that the only LA who could do this is ECC. Graham to follow up.</p>	<b>Emma</b>      <b>Graham</b>
15.	<p><b>Items for future meetings</b></p> <ul style="list-style-type: none"> <li>• Strategic discussion on strategic planning – substantive item, is it being done through this group or done elsewhere.</li> <li>• Devolution and impacts on planning.</li> <li>• Emergency budget.</li> </ul>	
16.	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>• Thursday 3<sup>rd</sup> September</li> </ul>	