

## ESSEX PLANNING OFFICERS ASSOCIATION

Great Notley Discovery Centre,

Great Notley Country Park, Braintree, CM77 7FS.

### MINUTES – 6<sup>th</sup> September 2018

ATTENDEES	
<p>Graham Thomas – Chairman                      Richard Greaves – ECC                      Ben Brook - ECC                      Nigel Richardson – Epping Forest                      Karen Syrett – Colchester                      Richard Hatter – Thurrock                      Diane Cooper – Harlow                      Matthew Winslow – Basildon                      Amanda Parrott – EPOA Policy Chair                      Jeremy Potter – Chelmsford                      Gordon Glenday – Uttlesford                      Kath Bicknell - Tendring                      Diane Logue – Castle Point                      Emma Goodings - Braintree                      Matt Leigh – Maldon</p>	<p><b>Guests:</b>                      Adrian Coggins (Gypsy and Travellers) ECC                      Alastair Gordon (Essex Growth Model) ECC                      Lewis Herbert – Anglia Ruskin University</p>

	Agenda item	Owner
1.	<p><b>Introductions &amp; Apologies</b></p> <p>Andrew Millard – Thurrock                      Paul Dodson – Maldon                      Peter Geraghty - Southend</p>	
2.	<p><b>Minutes and Matters Arising from previous meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Agreed:</b> Minutes accurate record of meeting on 28<sup>th</sup> June</li> <li>• <b>Update - EPOA Viability Protocol</b> previously approved by EPOA has been aligned with the new NPPF(2) and is available on the EPOA website</li> </ul> <p><b>Outstanding actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Mobile Internet Connectivity</b> – Need a dedicated one-off meeting with interested parties to draw up an action plan. Connie will coordinate with interested local authorities – and will follow-up email to all LPAs’.</li> <li>• <b>EPOA Health Impact Assessment 2018</b> – As endorsed partner on the current EPOA HIA, RH confirmed he would find out his Councils position on the new EPOA HIA and Wellbeing guide is.</li> </ul>	<p>All</p> <p>CK</p> <p>RH</p>
3.	<p><b>Notice of AOB:</b></p> <ul style="list-style-type: none"> <li>• Self-build</li> <li>• London Plan</li> <li>• Pre-app Payments</li> <li>• Planning Portal</li> </ul>	
4.	<p><b>Transit sites for Travellers</b></p> <p>Adrian explained that he had recently taken on the management of the County Gypsy and Traveller team. And has been working with the nominated EPOA officers engaged with the G&amp;T task and finish work. He explained that this work</p>	<p>Adrian                      Coggins                      ECC</p>

	<p>has:</p> <ul style="list-style-type: none"> <li>• Come to collective view that transit sites are needed and need to be supported.</li> <li>• Offer of support from ECC to assess need for transit sites</li> <li>• Giving consideration to conditions under which they will work:             <ol style="list-style-type: none"> <li>1. Need to be enough pitches (typically up to 60 unauthorised encampments on any summer's day in Essex)</li> <li>2. Assumption of 100% conversion from unauthorised encampments to use of transit sites</li> <li>3. Should be close to major transport routes</li> <li>4. Availability allows police to move travellers on more quickly</li> </ol> </li> <li>• Need more depth to analysis beyond looking at number and location of unauthorised pitches</li> <li>• Wider implications need to be considered, given the outcomes for Gypsies and Travellers across range of measures are generally poor.</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• KS was under the impression the PCC dealing with this, through a single site in Harlow, going through due diligence. AC explained he was not aware of any such plans.</li> <li>• RH – Need to be aware there are lots of different types of transit sites establish what we are catering for based on evidence, including impact on Essex of East London use of injunctions</li> <li>• MW - Basildon commissioned Peter Brett Associates to undertake a study – should not forget importance of a management regime on the sites – also considering in Basildon lobbying for changes to trespassing legislation - do use injunctions on public land but does not deal with symptom nor cause.</li> <li>• AC – Study expected to cost a few thousand from each EPOA member – suggestion to ask police for contribution as well</li> <li>• DC - engagement with housing colleagues important EPOA Policy Planning Forum to engage with Essex Housing Officers Group (request a nominee)</li> <li>• AP – Clarification that work will be carried out through EPOA Policy Planning Forum - Thurrock, Chelmsford Basildon and Harlow part of the core commissioning team</li> <li>• MW – suggestion that need to think about design of traveller sites – Govt guidance was cancelled in 2015 – Basildon happy to put money towards this as part of Essex Design Guide update</li> <li>• KS – referenced the site in Colchester good example on design and management</li> </ul> <p><b>AGREED:</b> Commissioning work will be carried out through EPOA Policy Planning Forum and standard methodology for calculating unmet Gypsy and Traveller need, currently being updated, will pass through same forum then adoption.</p>	<p><b>AC</b> to confirm position</p> <p>EHO G nominee sought</p> <p><b>AC/AP</b></p>
5	<p><b>EPOA – Training Programme for 2018/19</b></p> <p>Lewis Herbert introduce the proposed EPOA training programme for 2019</p> <ul style="list-style-type: none"> <li>• ARU have delivered the training programme to EPOA for the past 15 years</li> <li>• Strong steer towards more emphasis on development viability skills and understanding</li> <li>• Looking to make a clearer join between series of training and current challenges being faced</li> <li>• Request for lead manager for each of the different aspects of the training and for a steer on the content of training, input to session and review of each session</li> <li>• Want to discuss view on a member training event</li> <li>• Planning for delivery from early 2019, up to 35 officers attending each session, running through to May</li> </ul> <p><b>Discussion</b></p>	<p>Lewis Herbert ARU</p>

	<ul style="list-style-type: none"> <li>• AP – on Strategic Planning - what is the development opportunity? Some parts of Essex already joining-up planning, suggestion to widen up where we look for good practice (wherever this is found).</li> <li>• GG – suggestion for training with a financial focus, budget management, income generation, land value capture, PPAs</li> <li>• MW added to point suggesting link to application of planning protocol</li> <li>• It was also felt better to keep member session separate – and would be an option to discuss at the Planning Portfolio Holders meeting.</li> <li>• Additional topics – Ecology and Planning (link to Habitat Regulations Assessment and Recreational Avoidance and Mitigation Strategy) [see Item 9 on SAC].</li> </ul> <p><b>ACTION:</b> ARU to send questionnaire to EPOA to focus training and share feedback from last year.</p>	LH
6	<p><b>Building the Essex Growth Model – Update and next steps</b></p> <p>Introduction buy Alastair Gordon who is the commissioning lead for the Essex Growth Model</p> <ul style="list-style-type: none"> <li>• The Growth model was developed in recognition of the GIF infrastructure funding gap and the recognition that there needs to be a mechanism to evaluate the worth of competing schemes to ensure we are achieving the biggest impact in the right places.</li> <li>• The Growth Model looks at growth-enabling infrastructure schemes and matched these with housing sites to give indication of benefits across areas such as employment, GVA, business rate uplift, council tax uplift, helps with prioritisation of investment in infrastructure</li> <li>• Used to assess capital investment packages (individual or aggregated schemes)</li> <li>• Can look at appraisals over different time frames</li> <li>• It inform the prioritisation and sequencing of infrastructure investment.</li> <li>• Looks also at relationship between providing infrastructure and unlocking new housing – and has been used to support Housing Infrastructure Fund bids</li> <li>• Want to provide guidance on the model and encourage wider use.</li> <li>• ECC will still provide the analytical support, the ask of EPOA is for a group to oversee roll out and manage the update process - want to recruit volunteers from EPOA planning managers forum</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• For some authorities there was a lack of awareness of model's existence</li> <li>• EG - lots of the data should be available in via the annual monitoring reports - most around January</li> <li>• Currently data is collected and presented in non-standard way across Las'</li> <li>• AG explained that input data is list of sites (200+ units or equivalent in business space) with expected phasing with and without infrastructure</li> <li>• MW – view that it would be useful for system to be hosted on website – Essex Design Guide on option – but behind a firewall</li> </ul> <p><b>ACTION:</b> AG agreed to provide a demonstration of the system and to develop a more prescriptive ask of EPOA, share the input sheets and share who has responded from each local authority. Update – a presentation has since been provided to the EPOA Policy Forum.</p>	Alastair Gordon ECC
7.	<p><b>NPPF (2) – Key messages and implications</b></p> <ul style="list-style-type: none"> <li>• The NPPF (2) was published on 24 July 2018</li> <li>• The Structure is the same as the earlier draft revision</li> <li>• Testing of policies in emerging Local Plans against old NPPF but once live, application of policies tested against new NPPF(2)</li> <li>• On adoption of Local Plan, some grace up to the review point but NPPF requests review as quickly as possible</li> </ul>	Jeremy Potter CCC

	<ul style="list-style-type: none"><li>• The focus on housing at expense of economic development remains.</li><li>• Garden Community principles have been added back in.</li><li>• Old para 14 now para 10 has split plan making from decision making</li><li>• There is now a good section on design which is very much welcomed</li><li>• Housing - standard methodology is the same as proposed formula but housing projections out this month (and population last month) expect Government will be changing the formula to make overall number of homes needed each year to be 300,000</li><li>• New definition of affordable housing needs more understanding (20% less than market rate defined as affordable) and requirement that 10% of any affordable housing ask has to be affordable home ownership</li><li>• Also makes reference to “entry level exception sites” (para 71) - two or more types of affordable housing</li><li>• Town centres - removal of need for frontages</li><li>• Clarifies process to make change to green belt</li></ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• This new housing need number will be recalculated and republished by MHCLG, but individual LAs are already recalculating for their own Local Plans</li><li>• Affordability ratio the biggest criteria affecting numbers</li><li>• RG – asked is anyone has seen comparison of old and new NPPF to help work to ensure conformity of policy – only version like this was a tracked changed version but limited help</li><li>• 10% small sites is based on 10% of housing number through such sites and not as a % of total number of sites</li></ul> <p><b>ACTION:</b> Add NPPF as item to the next Planning Portfolio Holders meeting.</p>	<b>GT</b>
8.	<p><b>Discussion items on calculating the new standard methodology for housing need.</b></p> <p><b>Housing Delivery Test - implications</b></p> <ul style="list-style-type: none"><li>• Item covered in discussion above</li></ul>	
9.	<p><b>Natural England - SAC Implications for Local Plans</b></p> <p><i>Introduction</i></p> <ul style="list-style-type: none"><li>• Epping Forest – has a designated Special Area of Conservation (SAC)</li><li>• Looking at increased visitors to the forest coming from new development and impact on flora and fauna due to air pollution from new traffic</li><li>• Survey carried out, most visitors from 6kms and so original requirement for contribution to mitigate impact covered lots of local authorities – later reduced to 3kms covering Epping, Waltham Forest, Redbridge</li><li>• Until resolved (Natural England and Conservators of Epping Forest working on costing) cannot reach decision on planning applications with residential implications, expecting contribution of around £500/unit</li></ul> <p><i>Discussion</i></p> <ul style="list-style-type: none"><li>• Need to add this (alongside HRA and RAMS) to the training offer from ARU</li><li>• Consideration to durability of the mitigation (implications of cost to local authority if requires ongoing maintenance)</li></ul> <p><b>ACTION:</b> Agree it would be helpful to send a letter from EPOA to MHCLG on the impact of this on the housing market by restrict planning permissions from being granted.</p>	Nigel Richardson EFDC             <b>NR</b>
10.	<p><b>EPOA Budget 2018/19</b></p> <ul style="list-style-type: none"><li>• Training expected at around £33k</li><li>• £2250 per authority contribution</li></ul>	Graham Thomas ECC

	<b>ACTION:</b> Invoice to be arranged.	<b>GT</b>
11.	<p><b>AOB</b></p> <p><b>Self-build</b></p> <ul style="list-style-type: none"> <li>• Question about how people are thinking of spending their grant</li> <li>• Basildon, one developer is proposing 200 customer build units, just keeping register up to date</li> <li>• Not much self- build interest or activity at all going on across Essex presently.</li> <li>• Maldon are looking to match up those wanting to self-build with sites with planning permission</li> </ul> <p><b>London Plan</b></p> <ul style="list-style-type: none"> <li>• The GLA are not consulting on minor mods, which also includes the fact that London cannot meet housing needs (1,000 shortfall presently)</li> <li>• The GLA are looking to get regions to sign-up to statement of common ground but don't have clarity on shortfall yet - London only has duty to involve not DtC.</li> <li>• Nov 2018 Draft</li> <li>• Jan 2019 Examination</li> </ul> <p><b>Pre-app payments</b></p> <ul style="list-style-type: none"> <li>• Example of EFDC discussion with ECC (as client) on Waltham Abbey housing site, wavered pre-app fees for ECC</li> <li>• ECC Highways policy was to charge EFDC for pre-app discussion on highways matters</li> </ul> <p><b>Planning Portal</b></p> <ul style="list-style-type: none"> <li>• From next week, will collect the fee on behalf of LPA and charging for planning apps coming through system</li> <li>• There is a likely expected impact on paper and email applications increasing.</li> </ul>	
	<p><b><u>Next EPOA meeting</u></b></p> <p><i>Thursday 13 December 2018 Discovery Centre</i></p>	