

**ESSEX PLANNING OFFICERS ASSOCIATION****Great Notley Discovery Centre,  
Great Notley Country Park, Braintree, CM77 7FS.****MINUTES – 13<sup>th</sup> December 2018****ATTENDEES**

Graham Thomas – Chairman Richard Greaves – ECC Sandra Scott (for Ian Vipond) – Colchester Diane Cooper – Harlow Christine Lyons – Basildon Amanda Parrott – EPOA Policy Chair Jeremy Potter – Chelmsford Gordon Glenday – Uttlesford Matt Leigh – Maldon Nigel Richardson – Epping Forest	<b>Guests:</b>  Chris Maidment – Anglia Ruskin University Stephen McKenna - Herts University
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	<b>Agenda item</b>	<b>Owner</b>
1.	<b>Introductions &amp; Apologies</b>  Andy Millard – Thurrock Emma Gooding - Braintree Peter Geraghty – Southend Cath Bicknell – Tendring Ian Butt – Castle Point	
2.	<b>Minutes and Matters Arising from previous meeting</b> <ul style="list-style-type: none"> <li><b>Agreed:</b> Minutes accurate record of meeting on 13 September.</li> </ul> <b>Outstanding actions:</b> <ul style="list-style-type: none"> <li><b>Mobile Internet Connectivity</b> – Outstanding action – there is a need for a one-off meeting with interested parties to draw up an action plan. Connie Kerbst to organise with interested local authorities – and will follow-up email to all LPAs'.</li> </ul>	All  CK
3.	<b>Notice of AOB:</b>	
4.	<b>Recreation Avoidance Mitigation Strategy</b>  Amanda introduced the update report which contained several proposals for EPOA to consider, including the need to have a governance structure and the request for EPOA to provide Board level governance for this work.  AP explained that good progress with the RAMS work has been made with the technical work and the RAMS strategy. She also reported that the Supplementary Planning Document (SPD) is being prepared to support this is due to be consulted on early in 2019.  AP said some local authorities including Chelmsford and Colchester are already using the technical RAMS strategy on an interim operating arrangement.  Reference was made to the RAMS scheme operating on the Isle of White which identified a mitigation contribution of £100.00 per new home built. It was felt that the Governance of this operational scheme would prove useful to review.	Amanda Parrot

	<p>Following a full and helpful discussion, it was agreed the following principles would apply for the family of Essex local authorities engaged with the RAMS, with more detail being brought back to the next EPOA meetings for endorsement:</p> <ul style="list-style-type: none"> <li>• The need to establish an operational RAMS Steering Group that will be tasked with providing EPOA with a programme of work/projects annually (each September). And each September part of the EPOA meeting will be set-a-side to consider the RAMS project recommendations on which schemes to prioritise in the coming financial year(s).</li> <li>• The Chair of the RAMS Steering Group be invited to the EPOA meeting(s) where the work programme of this RAMS Partnership is considered and determined. And the Chair to introduce and explain the SG recommendations.</li> <li>• The current RAMS “Task and Finish Group” be asked to prepare a structure and terms of reference for the SG for EPOA to consider at our March 2019 meeting.</li> <li>• A Communication Plan – be produced and shared with EPOA – March 2019.</li> </ul>	<p>AC to follow-up with RAMS chair.</p>
<p>5.</p>	<p><b>Chris Maidment - Anglia Ruskin University and Steve McKenna Hertfordshire University</b></p> <p>Presentations were given by Stephen and Chris on what their respective Universities were offering to both undergraduate and post graduate town planning training. Both were thanked for their presentations.</p> <p>Stephen explained that he was both a surveyor and town planner and his focus was on the 2020 intake. Hertfordshire University has a student population of 24,000 with 2,500 staff.</p> <p>Hertfordshire have strong links with Oaklands College which is currently offering 20 planning apprenticeships to planning technicians (to level 3) which the university view as being one of the feeder courses into their apprenticeship degree.</p> <p>The University are working with the RTPI to secure accreditation for their new apprenticeship degree (level 4 to 7) which will be take 5 years to complete on a day release basis.</p> <p>Christine explained that she was part of the national RTPI team working to deliver/secure the planning trailblazer apprenticeship degree, which to date has not yet been approved.</p> <p>Chris explained that ARU operate a two year MSc Master Planning degree. Student numbers fluctuate with most students attending this being part time.</p> <p>ARU are looking at the future content of the course components of which include:</p> <ul style="list-style-type: none"> <li>• New technology – autonomous vehicles, large scale data, advanced manufacturing, remote sensing, these and others are having an impact on planning.</li> </ul> <p>The University is looking to develop Planning degree apprenticeship (level7) with the intention to offer this from September 2019. This will primarily make best use of existing university modules.</p> <p>Following a discussion, it was felt that Town Planning Degrees/Master degrees need to offer stronger components of their courses to focus on:</p> <ul style="list-style-type: none"> <li>• Planning for Public Health;</li> <li>• Development Viability;</li> <li>• Project Management – skills and capabilities;</li> <li>• Development Management – particularly dealing with the large-scale development and delivery;</li> </ul>	<p>Chris Maidment - ARU Stephen McKenna Herts University</p> <p>CL</p>

	<ul style="list-style-type: none"> <li>• Understanding the demographic challenges and understanding the different housing requirements, including planning for an aging population</li> <li>• Infrastructure Planning;</li> <li>• Addressing the loss of strategic planning skills and capabilities.</li> </ul> <p>SS enquired whether a non-qualified person with experience of working in a planning service would be able to apply for the degree course. To which the answer, was yes. Any experience would need to be evidenced to demonstrate the level of ability and provide a route onto the apprenticeship degree.</p>	
6.	<p><b>Mechanism for the consideration of Unmet Gypsy and Traveller Need</b></p> <p>Amanda introduced the Task and Finish teams report on the proposed mechanism to be applied when addressing unmet Gypsy and Traveller pitch needs.</p> <p>After a short discussion Amanda and her colleagues were thanked for their hard work in producing this work and other than adding a flow chart similar to the unmet housing needs report, this work was signed-off and endorsed by EPOA for all to use.</p> <p><b>Note</b> the adopted Mechanism for the consideration of Unmet Gypsy and Travellers' Need is available now available for use on the EPOA website hosted by Uttlesford. This can be found at:</p> <p>In relation to the gypsy and traveller transit site work, AP reported that the MOU has been drafted and agreed.</p>	Amanda Parrot
7.	<p><b>Local Plan Updates</b></p> <p><b>Harlow</b> – the Examination is due to commence in March 2019.</p> <p>Epping and Harlow are holding joint meetings throughout February to May, with both local authorities likely to turning-up to each other's Local Plan Examination.</p> <p><b>North Essex</b> – SS gave an update for the three North Essex Authorities. Since the last inspector's letter, the Local Plan Examination has now been paused/suspended whilst the evidence and SA work is being updated/completed. It is anticipated the work will be undertaken to allow the Local Plan Examination to re-open in the summer – June/July.</p> <p><b>Uttlesford</b> – the Reg 19 Plan consultation was undertaken over the summer. Further work is being undertaken by AECOM to provide a strong/robust Sustainability Appraisal. The intention is to submit the Local Plan to the Planning Inspectorate on 24 January 2019.</p> <p><b>Basildon</b> - in response the latest consultation on the revised Reg 19 Local Plan this has generated 700 further representations. The Plan is due to be submitted by the end of March 2019 with an expected 5 -week Local Plan Examination.</p>	All
8.	<p><b>AONB</b></p> <p>Dianne reported that she will be retiring at the end of February next year. EPOA colleagues thanked Dianne for her support given to EPOA over the years, and her passion to deliver Great Places for the people of Harlow, and her enthusiasm to redress the development viability challenges presented. EPOA colleagues wished her a very happy, health and enjoyable retirement, giving her more time for her passion - sailing.</p> <p>The EPOA - HIA item was deferred to March 2019.</p>	
	<p><b><u>Next EPOA meeting</u></b></p> <p>Thursday 14 March 2019 Discovery Centre</p>	