

## Meeting Note

### Local Plan Developer Forum: Other Sites 19<sup>th</sup> May 2017 Epping Hall 1400 – 1600



Epping Forest  
District Council

#### Attendees:

Steven Marsh		Adam Dias	Miriad Property
Elaine Marsh		Gary Smith	Lambert Smith Hampton
Jenny Thompson	Thompson Planning	Jane Probe	JW Kenning
William Wood	Countryside Properties	Kevin Coleman	Phase 2 Planning
Jane Osborn		Rachel Bryan	Sworders
Peter Healey		Claire Hutchinson	Sworders
Catherine Williams	Savills	Philip Copey	David Lock Associates
Andy Butcher	Strutt & Parker	Liz Fitzgerald	Vincent & Gorbing
Mr. Eldred		Olivier Spencer	Andrew Martin Planning
Danny Simmonds	RPS	Jane Orsborn	
Graham Bloomfield	Pigeon Investments	Peter Heanly	
Paul Webster	Scott Properties	TM Nicholls	Leaside Leisure Ltd.
Andy Garraway	Turnberry	David Coleman	EFDC
Niamh Burke	Carter Jonas	Nick Smithson	EFDC
Janice Amitts		Nigel Richardson	EFDC
Michael Amitts		<b>Apologies</b>	
		East Herts. District Council	
		Uttlesford District Council	

		Action
1.	<p><b>Introduction</b> DC welcomed attendees, and set out the scope and purpose of the meeting. Attendees introduced themselves and apologies were received from East Herts. District Council and Uttlesford District Council. Nick Smithson was introduced as an additional EFDC resource to assist with Local Plan implementation. Nick will be seconded to EFDC on a part-time basis.</p>	
2.	<p><b>Notes of Last Meeting</b> The notes from the previous Developer Forum (24th February 2017) were agreed as an accurate record.</p>	

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3.	<p><b>HMA Update</b></p> <p>Work is currently being undertaken to consider the future distribution of employment needs across the FEMA. As part of this work, a technical addendum will be produced to support the MOU on the distribution of housing need. Discussions are also underway in relation to extending the coverage of the MOU on Epping Forest impacts.</p> <p>The three councils have successfully been allocated funding by DCLG to support community led housing developments. This will be used to undertake a research project looking at community led housing, including self-build and Community Land Trusts to identify existing and new participants for these models of housing delivery a joint project across the 'SHMA' area.</p> <p>Research will include a series of events and provide information to inform Councillors, Neighbourhood Plan groups, self-builders, site promoters / landowners and local residents about the potential for community led schemes. A project plan, timeline, terms of reference and a brief for this work is being prepared. In particular it is likely that community-led housing will be incorporated into the Strategic Sites</p>	
4.	<p><b>ECC Transport Update</b></p> <p>Essex County Council gave an update on the Transport work currently being undertaken. Pinch-point funding has been agreed for junction 7a and it is currently being advanced through the planning process. Early works are scheduled to commence in 2018/19, with main works undertaken in 2019/20. A target completion date has been set for 2020.</p> <p>Further modelling work is underway to examine site option and mitigation testing, particularly with regard to the Epping Forest. Further work in particular is being undertaken on the Loughton area. Initial traffic surveys were completed in late February, but were affected by Storm Doris. Further surveys were completed during the week beginning 24 April 2017. The first outputs from model runs of the Draft Local Plan scenarios are expected shortly. The remainder of the timetable has been elongated to align with the Site Selection work. In particular it forms a key input to final site selection, viability work and sustainability appraisal and Habitats Regulation Assessment in addition to the infrastructure delivery plan. This work is a key element in the preparation of the Regulation 19 Plan.</p> <p>Wider modelling work has been undertaken in the Harlow area, with a number of runs considering different strategic options. The next outputs, considering south and south west Harlow, and east Harlow are scheduled to be completed in June. The next stage will be to undertake model-run 'TN-7' that will consider east/west sustainable corridors and traffic impact and is expected to complete in summer. Model run TN-3, Stortford Crossing and Northern bypass will also be updated.</p> <p>Developer testing will be ready in autumn 2017, with model runs to cost in the region of £10-£15k per test</p>	

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5.	<p><b>Local Plan Update</b></p> <p>A revised LDS was agreed on 9<sup>th</sup> March 2017. This shows the date for publication of the Pre-Submission Plan as January/February 2018, followed by Submission for Examination in May 2018.</p> <p>The analysis of consultation responses is fast nearing completion and a full report is being prepared to be presented to Cabinet in July.</p> <p>Further site selection work is scheduled to commence in June. Since the last Forum, consultants have been appointed to undertake an Employment Review.</p> <p>Work on the Infrastructure Delivery Plan is ongoing, and stakeholder engagement will be undertaken throughout June. An officer workshop will be undertaken on Friday 2nd June, whilst a developer forum workshop will be undertaken on Friday 16th June. A further workshop will be undertaken for Members in early July</p> <p>Local Plan Sustainability Appraisal and Habitats Regulation Assessment work is underway. This is an iterative process and in addition to giving rise to understanding of the impacts of proposals it brings to light required mitigation measures to protect key ecological assets such as the Epping Forest Special Area of Conservation.</p> <p>The Council's retail evidence is to be reviewed and an assessment made of any further requirements in the light of recent developments at Chelmsford and Westfield. This is required to supplement the Town Centres Study produced by Arup in 2016, and ensure that the Retail policy in the Draft Local Plan is underpinned by robust and up to date evidence</p> <p>Consultants are progressing three separate studies to inform the evidence base for the provision of sports facilities and open space (including future standards), that will support the Pre-Submission Plan. All winter site assessments have been undertaken for the playing pitch strategy, with summer site assessments and sports club engagement scheduled for May. Site visits for both the Indoor Sports Facility Study and the Open Space Study have been scheduled, providing the final stage of the audit of provision across the district. Engagement with national governing bodies, sports clubs and other key stakeholders is ongoing. As part of the programme of stakeholder engagement, a workshop with both Town and Parish Councils and District Councillors to learn more about the supply and demand for indoor and outdoor sports facilities and open space in the district took place on 18 May 2017. 4 Global have indicated that the timeline for the studies is on track, with final reports for sports facilities and open space expected to be published in summer.</p> <p>In response to a comment raised, <b>DC</b> reminded those present that the Council would not be inviting further representations on Objectively Assessed Need in the interim. A further point was raised with regard to landowner input into the site selection methodology, however it was clarified that with the exception of the IDP workshops, further input at this stage was not required.</p>	

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<p><b>6.</b></p>	<p><b>PPA Framework</b></p> <p>A document setting out an initial framework for PPAs in Epping Forest District has been circulated for informal consultation amongst forum members, and comments are invited (POST MEETING EDIT: DEADLINE NOW PASSED). Comments received will be reported to Cabinet on 15th June 2017 for agreement.</p> <p>The structure of the agreement aims to promote pro-active, positive planning which is 'front-loaded' and ensure coordination in provision of development &amp; infrastructure.</p> <p>The actual content of each PPA is likely to vary, depending on circumstances and context. This will include payment structure and the inclusion of cross boundary membership. In response to a question, <b>DC</b> reiterated that the PPA route is being endorsed in principle by other relevant authorities such as the County Council, and suggested that the first wave of PPAs would likely be agreed this year on the large strategic sites, with smaller sites also being invited to enter into an agreement. Further discussions are required in order to determine how other local authorities will be encouraged on PPAs, and also timescales for putting in place PPAs. A key part of the agreeing the PPA will be the payment structure and the administration of payments between authorities.</p> <p>Forum members voiced general support for the principle of PPAs, however some felt further clarity is needed on detailed points. <b>DC</b> reiterated that many of these concerns would be dealt with on an agreement-by-agreement basis.</p> <p>DCLG/HCA have each confirmed that they are supportive of the intended approach, and it will strongly link into the Governance and Design Charter workstreams (see section 5). Prior to the council committing to individual PPAs, the initial governance work will need to have been undertaken and produced key recommendations. EFDC will also need to ensure that necessary resources are in place to enable discussions to progress.</p>	

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7.	<p><b>Strategic Masterplans</b> The document sets out where Strategic Masterplans will be required to help plan and deliver sites proposed for allocation. It is expected that the document should be read in conjunction with PPA Framework. In some cases a concept framework may be required in absence of masterplan. It is expected that the strategic masterplans will be of adoptable SPD quality, and will inform housing implementation and phasing. Whilst not all sites will be required to produce a strategic masterplan, the council would still support entering into PPA agreements for 'non-masterplan' sites.</p> <p>Council will seek to recover costs incurred and direct resources as effectively as possible. The Council is undertaking a skills audit to determine the additional resources it requires to effectively manage and input into the masterplans.</p> <p>The strategic masterplans report will be reported to Cabinet on 15th June 2017 for agreement.</p> <p>The timescales for the production of a masterplan were queried. It is difficult to predict at this stage, but it will depend upon subject matter, and the need for engagement and consultation. Potentially, the production of a masterplan may take considerably longer, but EFDC are conscious of the need to not elongate the process unnecessarily. <b>DC</b> clarified that if possible the Council would like to see masterplans in place prior to EiP.</p>	
8.	<p><b>Discussions and Questions</b> A question was raised regarding Strategic Masterplans where sites are in multiple ownerships. <b>DC</b> confirmed that the Council may be happy if one landowner took the lead provided that the remaining landowners endorsed the final output. However, this will depend upon the relevant circumstances and will be determined on a case-by case basis.</p> <p>Forum Members queried the relationship between the Strategic Masterplans and the site selection work, raising concerns that time and financial resource could be targeted at producing a masterplan only for the site to be removed from the plan through further site selection work. <b>DC</b> reassured the forum that if it became clear a site advancing a plan was going to be removed, the landowner would be contacted at the earliest possible opportunity to avoid abortive work.</p> <p>Questions were raised regarding the site selection decision making process and who was ultimately responsible for selecting sites. <b>DC</b> reminded the Forum that officers were undertaking work in line with the published site selection methodology. As part of this process Members would be consulted through informal workshops.</p>	
9.	<p><b>Date of Next Meeting</b> Friday 8th September 2017, 10am (adjusted to take account of August holiday period)</p> <p>Friday 24th November 2017, 10am</p> <p>The Council recognises that additional meetings on specific items, or on an individual basis may be needed in between these QUARTERLY meetings</p>	

		Action
<b>10.</b>	<b>Any Other Business</b> Nigel Richardson (EFDC) gave an update on the current consultation on the validation checklist. This is available on the EFDC website. EFDC's DM function will also be revising its approach to dealing with contamination, and is drawing up a 'cleared list' of consultants who the Council approves as competent to undertake contamination reports. The aim of this process is to improve the quality of assessments and reduce the need for EFDC scrutiny. Alan Hall (EFDC) informed the Forum that EFDC was due to implement draft detailed guidance on viability appraisals. This is available for comment on the EFDC website.	