

Meeting Note

Local Plan Developer Forum
26th February 2018
Committee Room 1 14:00 – 16:00

**Attendees:**

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|--------------------------|----------------------------------|-------------------------|-----------------------------------|
| Gaby Medforth | David Lock Associates | Kevin Milligan | EFDC Estates |
| William Wood | Countryside Properties | Charles Padfield | Padfield |
| Andy Butcher | Strutt & Parker | Jim Padfield | Padfield |
| Emma Woods | Countryside Properties | Roger Brown | Park Hill Homes |
| Toni Nicholls | Leaside Leisure Ltd. | Adam Dias | Jenna Properties |
| Clare Hutchinson | Sworders | Mark Lewis | Jenna Properties |
| Francesca Hill | Sworders | Steven and Elaine Marsh | Tudor House, Thornwood |
| Rachel Bryan | Sworders | Alison Blom-Cooper | Epping Forest District Council |
| Beth Francis | Padfield | David Coleman | Epping Forest District Council |
| John Padfield | Padfield | Nick Smithson | Epping Forest District Council |
| Stewart Rowe | Planning & Design Bureau Ltd. | Liam O'Malley | Sherry Green Homes |
| Jane Osborn | | Kevin Coleman | Phase 2 Planning |
| Sam Bampton | City & Country | Ryan Jones | |
| Janice & Michael Annetts | Greenacres, Ivy Chimneys | Peter Heaney | |

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| 1. | Introduction | |
| 2. | Notes of Last Meeting The notes of the last meeting were agreed as read. | |

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| 3. | <p>Local Plan Update</p> <ul style="list-style-type: none"> • The Regulation 19 representation period has now closed and the Council has received c.1,000 responses. • Analysis is currently underway to understand the key issues raised, following which the Council will be looking to agree statements of common ground with promoters of strategic sites prior to Examination. • Louise St. John-Howe has been appointed as Programme Officer. Louise previously oversaw the East Herts examination. • Submission to the Planning Inspectorate is scheduled to be made prior to 31st March 2018, with examination indicatively scheduled for autumn 2018. • In order to hit this deadline, the following work is currently being finalised: <ul style="list-style-type: none"> • Transport assessment work continuing • Green Belt background paper being finalised • Infrastructure Delivery Plan – further work on pooling and delivery of infrastructure • A mitigation strategy for the Epping Forest SAC is currently under development with Natural England and the Epping Forest Conservators. This is in accordance with the existing MoU • This workstream is key to ensuring that planned development can commence, and takes into consideration issues such as air quality and visitor pressure • A visitor survey has been undertaken which seeks to identify where users of the forest are travelling from. This then informs air quality monitoring to be undertaken. • It is likely that contributions will be required within a catchment area (to be defined) | |

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| 4. | <p>Quality Review Panel ('QRP')</p> <ul style="list-style-type: none"> • A Quality Review Panel has been set up to provide independent and impartial advice relating to design in development proposals. • The QRP will be managed externally by Frame Projects, and is formed of 18 Members in total covering multiple disciplines: <ul style="list-style-type: none"> - Urban design - Planning - Landscape architecture - Transport - Public realm - Social Infrastructure - Sustainability - Architecture - Heritage - Development delivery • The Panel will be chaired by Peter Maxwell, Director of Design at the London Legacy Development Corporation, and Member of two other Design Panels: HS2 and LB Barking & Dagenham. • There are a number of types of review: <ul style="list-style-type: none"> Formal Review <ul style="list-style-type: none"> • Chair + four panel members • For major development proposals, one or more 'formal review' meeting is likely to be needed at a pre-application stage. • First Formal Review - £5,500 + VAT per scheme • Second formal review - £4,000 + VAT per scheme Chair's review <ul style="list-style-type: none"> • Chair + one panel member • This type of review could be suitable for assessing planning application schemes which have already been to a formal review at pre-application stage, depending on the issues to be addressed Surgery review <ul style="list-style-type: none"> • £2,500 + VAT per scheme • Chair + one panel member • This type of review might be used for the discharge of planning conditions, where required • £1,300 + VAT per scheme • A 'Terms of Reference' document will be produced and made available publically | |

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| <p>5. Strategic Masterplans</p> <ul style="list-style-type: none"> In order to ensure that a comprehensive approach is taken to the planning and delivery of Strategic Masterplan Areas and associated infrastructure across the District, development proposals will be required to be in accordance with Policy SP 3 ('Place Shaping') of the Local Plan Submission Version 2017 (LPSV). Where the Masterplan Area comprises more than one allocation site, the Strategic Masterplan should be undertaken jointly between all promoters of the site allocations with oversight by EFDC. EFDC will work with site promoters to scope and agree the broad level of support each Strategic Masterplan requires. Through use of Planning Performance Agreements ('PPAs'), the Council will set out key milestones and include an indicative Project Plan to move towards delivery. The Council will identify named officers to lead the delivery of each workstream. Time for input from Essex County Council will be incorporated as required. The broad stages of the Strategic Masterplanning process and indicative timescales are set out in Figure 2.1 of the Local Plan (<i>reproduced below for reference</i>). The key stages and principles that are established in the Local Plan will be reflected in PPAs. | <p>The diagram illustrates the Strategic Masterplanning process. It begins with National Planning Policy and Guidance, leading to the Epping Forest District Local Plan. A dashed box highlights supporting documents: Harlow Local Development Plan, Infrastructure Delivery Plan, Neighbourhood Plans, Public Consultation feedback, Harlow & Gilston Garden Town, and Evidence Base. The main process flow is: Draft Strategic Masterplans → Final Strategic Masterplans endorsed by EFDC → Outline Planning Applications (Submitted) and Design Codes (Produced) → Outline Applications Determined and Design Codes endorsed by EFDC → Reserved Matters Planning Applications. Key milestones on the right are: Local Plan Submission (March 2018), Local Plan Examination (Autumn 2018), Local Plan Adoption (Spring 2019), and Strategic Masterplans adopted as SPDs following adoption of the Local Plan (Autumn - Winter 2019). Supporting panels include Quality Review Panel and Developer Forum and Stakeholder Engagement.</p> | |

*NB, all timescales are indicative and for illustrative purposes only.

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| | <ul style="list-style-type: none"> • Planning applications are required to be in general conformity with the final Strategic Masterplan/Concept Framework. It is the intention of the Council to endorse each masterplan/concept framework. Community engagement and consultation will be key stages, however this will be coordinated together with EFDC • In terms of next steps, sites within Strategic Masterplan/Concept Framework areas will be engaged via EFDC initiated meetings. PPAs will be discussed and agreed and cover the processes required • For other allocated sites, EFDC will discuss timings for pre-application discussions in light of the Local Plan housing trajectory and site context. PPAs may also be a beneficial tool for other large/more complex sites | |

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| 6. | <p>Planning Performance Agreements</p> <ul style="list-style-type: none"> • A PPA template being developed. This will be applied to Garden Town sites first, and will be rolled out across other areas for discussion. In summary, the template comprises: <ul style="list-style-type: none"> ○ Project teams and governance arrangements; ○ Vision and objectives; ○ Community, member and stakeholder engagement; ○ Processes, project programme and key milestones. • Agreements will be shared following area specific masterplan meetings for comment and subsequent agreement • PPAs will be bespoke depending on site context and circumstances; however the template provides a consistent starting point. Charges will reflect complexity of scheme and nature/scale of required input. ECC officer time to be incorporated where possible | |
| 7. | <p>Implementation Team</p> <ul style="list-style-type: none"> • On 7th December 2017, the EFDC Cabinet resolved to approve formation of new 'Implementation Team'. The team will take forward implementation of Local Plan – close working with Planning Policy, Development Management and Council teams. • New posts within the team will include: <ul style="list-style-type: none"> ○ Manager ○ Planners ○ Urban Designer ○ S106 / CIL Officer ○ Countryside Officer ○ Land Drainage Engineer • Meetings will be arranged with promoters to discuss the initiation of Strategic Masterplans with relevant promoters / landowners • Production of Masterplans will be phased – initial prioritisation for North Weald and South Epping (largest and most complex) • Meetings to discuss other areas to be programmed | |
| 8. | <p>Date of next meeting</p> <ul style="list-style-type: none"> • Tbc | |

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| 9. | Any Other Business <ul style="list-style-type: none">• None | Action |
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