

Report to the Cabinet**Report reference: C-015-2018/19****Date of Meeting: 18 October 2018**

**Epping Forest
District Council**

Portfolio: Planning and Governance

Subject: Governance arrangements for Local Plan Implementation

Responsible Officer: Alison Blom-Cooper (01992 564066)

Democratic Services: Adrian Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) That the process and minimum requirements for the preparation of Strategic Masterplans and Concept Frameworks in the District set out in this report (and attached guidance notes – see Appendix 4) be noted;
- (2) That the arrangements for the preparation, consultation, endorsement and approval process of the Strategic Masterplans and Concept Frameworks be agreed;
- (3) That the Local Plan Cabinet Committee's Terms of Reference be amended by the deletion of paragraph 3.5 of the current Terms of Reference and its replacement with " 3.5 To approve draft strategic masterplans and concept frameworks for consultation and to recommend to Cabinet on the endorsement of final masterplans as a material planning consideration or Supplementary Planning Documents";
- (4) That the Service Director for Planning (or any another Service Director (in their absence) or an officer at level 2 or above or an officer duly authorised by the Service Director for Planning) be given delegated authority to enter into Planning Performance Agreements with developers on behalf of the Council;
- (5) That the terms of reference and the approach for the Quality Review Panel and the Development Management Forum be noted (Appendix 5 and Appendix 6) and;
- (6) That the proposed governance arrangements for documentation associated with the Harlow and Gilston Garden Town be noted and endorsed (Appendix 2 and Appendix 3).

Executive Summary

Alongside the progression of the Local Plan, the Council needs to establish the governance arrangements to prepare for the implementation and delivery of the growth identified in the Local Plan. Cabinet agreed on 15 June 2017 (see C-001-2017/18) the overall approach to the production of Strategic Masterplans in the District, including the identification of sites/areas requiring their production. Cabinet also agreed the approach to the introduction of Planning Performance Agreements. This report therefore provides proposed amendments to existing governance processes and procedures to enable the masterplanning and PPA processes to be undertaken efficiently and effectively. Principally this requires consideration to be given to: the arrangements for the preparation, consultation, endorsement and approval of the Strategic Masterplans and Concept Frameworks in the District; the proposed governance arrangements for documentation associated with the Harlow and Gilston Garden Town; and appropriate delegated responsibility to nominated officers to act as a signatory on behalf of the Council for future Planning Performance Agreements.

Reasons for Proposed Decision:

- To ensure that the appropriate governance arrangements are in place to agree draft strategic masterplans and concept frameworks for consultation and following consultation to endorse the documents as material planning considerations for the use in determining planning applications
- To put in place appropriate arrangements for the signing of Planning Performance Agreements
- To note the proposed arrangements for documentation associated with the Harlow and Gilston Garden Town

Other Options for Action:

Not to put in place the appropriate governance arrangements would mean that masterplans could not be used as material planning considerations in determining applications. To adopt a less pro-active approach to managing and overseeing the development and infrastructure proposals emerging as part of the Local Plan would carry a risk of poorly coordinated development being delivered, potentially of lower quality.

In addition it may mean that the Local Plan is not seen as deliverable at examination and is therefore not found sound.

Background

1. In accordance with the National Planning Policy Framework, the Council is required through the Local Plan to plan to meet short and long term objectively assessed development needs in the District. This requires a step-change in the future levels and complexity of development which will need to be managed and overseen by the Council. During the Independent Examination of the Local Plan, the appointed Planning Inspector will require evidence to demonstrate that the Council is able to deliver the required levels of development set out in the Plan, and provide for a five year supply of deliverable housing land against objectively assessed housing need targets. Otherwise, there is a risk that the Local Plan will not be found to be 'sound'.

2. Cabinet has previously agreed that the most effective way for the strategic sites in the District to be taken forward is through Strategic Masterplans and Concept Frameworks for a number of identified large scale developments, as defined in the Local Plan Submission Version 2017 (LPSV). Further details on this process are contained within the report to Cabinet on 15 June 2017 (see C-001-2017/18). Cabinet also agreed to the establishment of a Strategic Sites Implementation Team to ensure the effective delivery of the required growth in housing and employment with supporting infrastructure proposed in the new Local Plan (see C-036-2017/18 on 7 December 2017). Funds from the District Development Fund were agreed and a new Team was established from 1 April 2018.
3. A guidance note on the processes and minimum requirements for Strategic Masterplans (and Concept Frameworks) has been prepared. This expands on the previous information that has been produced to provide clarity on the process to be followed and is appended to this Report (see Appendix 4). This supplements the requirements set out in the Local Plan Submission Version 2017 and guidance previously issued.
4. Paragraphs 2.89 to 2.97 and Figure 2.1 (page 35) of the LPSV 2017 set out the proposed approach and planning process for the preparation of strategic masterplans and the proposal that the Strategic Masterplans will be endorsed as material planning considerations for the determination of subsequent planning applications and potentially adopted as SPDs following adoption of the Local Plan. Any planning proposal brought forward in a Masterplan Area (or Concept Framework area) would need to demonstrate compliance with the Strategic Masterplan or Concept Framework.
5. It has always been intended that site promoters would produce the Masterplans in conjunction with the Council, and this process would be linked to the use of Planning Performance Agreements (PPAs). A PPA provides a project management framework and timetable for progressing and delivering development of sites, as well as a cost recovery mechanism whereby site promoters provide payments to cover officer time and resource. The PPAs will provide a mechanism to manage the delivery of the Strategic Masterplans and Concept Frameworks, pre-application engagement with the Local Planning Authority, Members and local residents as well as subsequent submission and determination of planning applications for the site.
6. As part of the work for the Garden Town, EFDC is working with both Harlow Council and East Herts Council. Appendix 2 sets out the proposed governance arrangements for agreement of the documents associated with the Garden Town. Given the fact that the Garden Town straddles three local authority boundaries, this is an important step towards ensuring consistency across the Garden Town as a whole and is an essential step towards securing the delivery of high quality design through a robust planning framework.

Strategic Masterplans and Concept Frameworks

7. The Local Plan Submission Version 2017 promotes a joined-up, collaborative, cohesive and proactive approach to the planning and implementation of key strategic sites across the District. The production of the Masterplans will ensure that development proposals are brought forward in accordance with the Council's priorities and policies and facilitate the delivery of the appropriate infrastructure. Such an approach is an important step towards boosting the timely delivery of high quality development and infrastructure within the district, a key requirement of Government Policy and therefore the Local Plan.
8. The LPSV has identified the following site allocations as being subject to the Strategic Masterplanning approach (see LPSV paragraph 2.90 and 2.91):
 - East of Harlow
 - Latton Priory
 - Water Lane Area
 - South Epping
 - Waltham Abbey North
 - North Weald Bassett; and

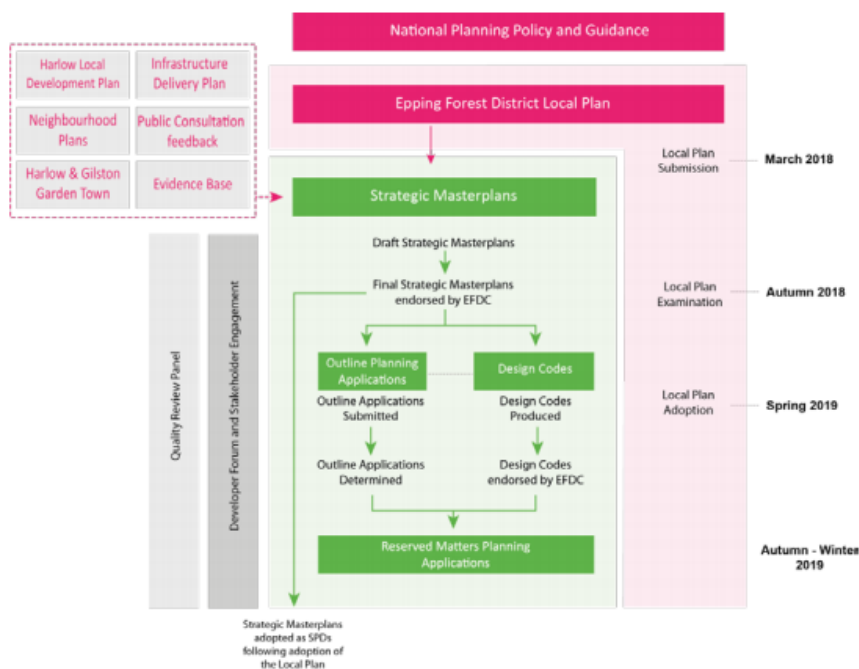
Concept Frameworks (see LPSV paragraphs 2.99 and 2.100) will be required for sites in West Ongar and South Nazeing. Work has started on the above masterplans and South Nazeing Concept Framework (see Appendix 1 which provides an update on progress).

The Council will look to progress the following Masterplans towards the end of the plan period:

- Jessel Green;
 - Limes Farm; and
 - North Weald Airfield.
9. Policy SP 3 of the Local Plan Submission Version 2017 sets out the place shaping principles against which the Strategic Masterplans and Concept Frameworks must conform.

10. Figure 2.1 of the Local Plan (reproduced below) shows the Strategic Masterplanning and Concept Framework process. As illustrated by the diagram, an integral part of the process will be consultation with the community and stakeholder engagement. Prior to any informal community and stakeholder engagement, it is proposed that Members are engaged. As a minimum, it is expected that Ward Members, Cabinet Members and relevant town and parish councils would be fully briefed (see Stage 6, Para 2.1, Appendix 4). The briefing would provide an overview of work undertaken to date by the site promoter(s) and outline the option that had been identified for the community and stakeholder engagement. A full programme of informal community and stakeholder engagement would be planned in accordance with the adopted Statement of Community Involvement. This engagement would be used to inform the development and production of the Draft Strategic Masterplan which would be reported to Cabinet/Local Plans Cabinet Committee to agree the formal consultation. This will ensure that the voice of the community is heard, and their comments will help shape the final masterplan. The consultation requirements are set out in more detail in Appendix 4. The proposed arrangements are designed to meet the regulations so that Masterplans and Concept Frameworks are capable of adoption as Supplementary Planning Documents (SPD) if the Council considers this to be appropriate. In order to align with the relevant legal requirements for SPDs, a formal six week consultation exercise will therefore be undertaken.

11. The Strategic Masterplanning Briefing Note and Concept Framework Note (see Appendix 4) provides guidance on the nature and extent of the community and



stakeholder engagement that the Council will expect each Masterplan and Concept Framework to undertake, whilst also setting out the key principles that should be followed. Members will be expected to play a key role throughout this process, and regular briefings will be held. It is not proposed to utilise the Council's Development Management Forum through the preparation of the Masterplan itself, though the

forum will have an important role once proposals are firmed up at pre-application stage

12. Endorsement of the Strategic Masterplans and Concept Frameworks (and potential adoption as SPDs) is an essential stage if the documents are to be a material planning considerations against which future planning applications will be assessed. The Local Plan Submission Version makes it clear that sites identified as requiring a Strategic Masterplan must have the Masterplan completed and endorsed by the Council prior to the submission of a planning application. The Strategic Masterplans and Concept Frameworks therefore set the fundamental parameters that each subsequent planning application will need to adhere to.
13. At present, responsibility for approving Strategic Masterplans and Concept Frameworks lies with the Cabinet, which meets on a monthly basis.
14. As set out in paragraph 6, the Strategic Masterplans and Concept Frameworks are firmly linked to the timely delivery of high quality development and infrastructure, a key requirement of central government policy and the Local Plan. It will therefore be critical that the Council can move quickly and can commit to endorsing a finalised masterplan in a timely manner. This will be essential so as not to introduce an unnecessary delay to the submission of planning applications by ensuring that the Masterplans can be endorsed without having to wait until the next meeting of the Cabinet. It is therefore essential that the Council identifies a defined procedure for the endorsement (and potential adoption) of Strategic Masterplans and Concept Frameworks.
15. The Council's Local Plan Cabinet Committee (LPCC) could provide a suitable option that could be utilised to fulfil this role. It is proposed that this committee is given the necessary authority to approve Draft Strategic Masterplans and Concept Frameworks for consultation. It is intended that Cabinet would be responsible for final endorsement as a material planning consideration. As part of this process the Implementation Team will commit to providing regular updates to the committee on progress in the preparation of masterplans and concept frameworks to ensure that Members are kept fully up-to-date with the progression of each plan. Upon completion of the final draft document for consultation, it is proposed that this is taken to the LPCC to agree consultation on the draft Strategic Masterplan. Following a six week consultation period, and subsequent amendments made to address issues arising, it is proposed that the Masterplan will then be taken to Cabinet for formal endorsement as a material planning consideration. The Cabinet would also adopt the masterplan as a SPD should this be required after the adoption of the Local Plan. The process would be broadly similar for a Concept Framework, however owing to their smaller scale, it is envisaged that these will only be taken to LPCC once for final endorsement only. This would require an adjustment to the Terms of Reference for the Cabinet Committee. A suggested form of words is outlined within the recommendations.

Planning Performance Agreements (PPAs)

16. A key component of the PPA is the provision of a 'front-loaded', project managed approach to the delivery of development proposals with landowners/site promoters, together with the resources required to achieve this. Through the agreement of PPAs. The Council is seeking to ensure that planning proposals are developed as appropriate in coordination with other Council services, as well as with key stakeholders such as Essex County Council wherever possible. By putting in place PPAs at the earliest possible stage in the process, the Council is able to provide the services required to provide clarity to landowners/site promoters through the planning process, whilst also seeking to ensure that the production of proposals for sites identified for allocation within the Local Plan are high quality, reflecting both the policy requirements of the Council, and the requirements and aspirations of the local community.
17. Members will recall that a key tenet of PPAs is the associated cost recovery mechanism, through which the Council (and Harlow District Council and Essex County Council where they are party to the Agreement) can recoup reasonable costs for officer time. As stated within the 7 December 2017 report to Cabinet (C-036-2017/18), the revenue received from the signed Agreements in EFDC will be an important step in providing funding for the Implementation Team and input from the relevant disciplines across the Council.
18. The signing of a PPA and associated cost recovery formally commits the Council to the provision of an agreed level of resource. The Council therefore needs to be able to demonstrate that it is able to provide this level of resource; if it is not in a position to act quickly when it comes to the signing of an agreement, this represents a potential reputational risk and could jeopardise the willingness of promoters and developments to enter into an agreement. For each PPA, the Project Team (with officer and promoter leads) is identified within each Agreement, with specific specialisms identified on a site by site and call-off basis.
19. The Council's constitution and standing orders currently do not include explicit provision to delegate the signing of PPAs to Service Director level (or other officer duly authorised by a Service Director to do so). The only officer currently able to undertake this role is the Acting Chief Executive. Given that the Council has publicly stated its support for the PPA process for complex schemes, it is likely that site promoters will seek to utilise PPAs in the promotion and delivery of their sites with increased frequency. In order to service this anticipated increase in requests, it is therefore recommended that appropriate delegated decision making authority is granted to the Service Director Planning (or other Service Director or other officer duly authorised by the Service Director for Planning). This will ensure that Agreements can be signed quickly, thereby underlining the Council's commitment to the PPA process.
20. As part of this process it is envisaged that the Local Plans Cabinet Committee ('LPCC') will be kept fully briefed on the numbers of PPAs that the Council has

entered into, and the associated resourcing requirements that each agreement entails.

Development Management Forum

21. The Development Management Forum allows the local community to contribute to shaping development proposals and aims to ensure input from local residents on large or difficult proposals for development. Comments received through the Development Management Forum are made available to the Quality Review Panel ahead of their own review of the scheme.
22. Forum meetings occur mostly at the pre-application stage and occasionally once the application has been made but before the Committee meeting. They do not remove the opportunity for objectors, supporters and applicants to submit representations once an application is submitted or address the Committee when an application is to be determined.
23. A short briefing note setting out how the Development Management Forum will operate and what circumstances development proposals will be subject to discussions is included at Appendix 5.

Quality Review Panel

24. Quality Review Panels ('QRP') were established in April 2018 for both EFDC and the Harlow and Gilston Garden Town. The panels comprise 18 built environment professionals who provide independent advice to support the delivery of high quality developments. They are independent and managed by Frame Projects. The Terms of Reference for the EFDC Quality Review Panel are available as Appendix 6.
25. It is the Council's expectation that schemes comprising 50 or more residential units or 5,000 sqm of commercial/other floorspace to be considered by the QRP. Smaller schemes that are complex, contentious or locally significant may also be deemed appropriate for review. Reports from the Quality Review Panel will be appended to applications when reported to the relevant Committee and will be a material planning consideration.

Approach and proposed governance arrangements for documentation associated with the Harlow and Gilston Garden Town

26. Members should note that a review of governance arrangements is being undertaken by Harlow and East Herts Councils for their own administrative areas. This is seen as an essential step in supporting the delivery of the Garden Town and is currently being overseen by the Garden Town delivery workstream. The proposed approach for this authority for the endorsement of documents is appended to this report (Appendix 2).
27. Given the Garden Town's cross boundary nature, it will be important to ensure that endorsement and adoption processes both align and are streamlined as far as possible. There will be a number of policy documents produced for the Garden Town

which will need to be endorsed by the three Districts in order that they can be used as material planning considerations and thus have equal weight and standing across each local authority area. The first of these will be the Spatial Vision and Design Charter, which is due to go to the Garden Town Board on 12 November 2018.

28. At the site specific level, aligning a consistent approach across each local authority area is particularly important. From an EFDC perspective this is vital to shape the delivery of the East of Harlow site, where a single masterplan will straddle both Harlow and EFDC's administrative boundary. A report considering the approach to the determination of planning applications on the East of Harlow site was taken to the Garden Town Member Board on 18 June 2018 (see Appendix 3), and concluded that it would be preferable for two separate (but otherwise identical) planning applications to be submitted to each respective local authority. It is therefore important that the Strategic Masterplan is given equal status and weight in each authority area to enable planning decisions to be made that are consistent.
29. It should be noted that for applications within the EFDC administrative area, due to their size and scale they would be determined by the EFDC DDMC. However, whilst EFDC would only be considering applications within its own administrative area, it would still need to take account of the impact on adjoining districts.

Resource Implications:

The successful delivery of the Garden Town and several other Strategic sites within the EFDC district require a significant commitment of EFDC Officer time. It has previously been agreed that the Council will utilise PPAs to enable cost recovery for this resource commitment. The Council has already agreed that this will also provide funding towards the dedicated Implementation Team.

Whilst the approval of the recommendations contained within this report will not give rise to additional resource implications, it should be noted that failure to approve the report recommendations could deter promoters from entering into PPAs and thus jeopardise the Implementation Team's ability to recover its costs.

Legal and Governance Implications:

The Local Plan, together with the emerging Strategic Masterplans and Concept Frameworks, has been developed in accordance with Government Policy (NPPF) and Planning Law. Planning Performance Agreements will be required to be developed between the Council and promoters. These will be contractually binding.

Safer, Cleaner, and Greener Implications:

The Local Plan contains a policy designed to promote the notion of making good places to live, work and visit. This will include safer by design principles, sustainable development, the provision of alternatives to the car, energy efficiency and environmental considerations as well as sustainable drainage systems and quality green infrastructure. Strategic

Masterplans and Concept Frameworks will be the mechanism for these place-making measures to be delivered in identified Masterplan Areas.

Consultation Undertaken:

The Local Plan has been developed in partnership with other Local Authorities under the Duty to Co-operate, Local Stakeholders and in consultation with residents.

Background Papers:

- C-001-2017/18: Epping Forest District Local Plan – Implementation, 15 June 2017
- C-036-2017/18: Resourcing The Delivery of the Local Plan, 7 December 2017

Risk Management:

If the Council was not to take a pro-active stance on the delivery of Masterplans and major applications arising from the Local Plan, there is a real risk of being found unsound at Examination and/or development occurring of a type that does not extract maximum value for the provision of social infrastructure and poor quality development may occur.

Equality Impact Assessment for 18 October report to Cabinet on Governance arrangements for Local Plan Implementation

Section 1: Identifying details

Your function, service area and team: Planning Policy, Neighbourhoods

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Governance arrangements for Local Plan Implementation

Officer completing the EqIA: Tel: Alison Blom-Cooper Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: 11 September 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes – new policy
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><i>The main aims of the report are to agree and endorse a number of protocols regarding the implementation of the Local Plan. These arrangements are necessary in order to implement processes that have already been agreed by Cabinet.</i></p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><i>To agree the necessary processes to implement the Local Plan</i></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p><i>Endorsement of the Strategic Masterplanning Briefing Note (Appendix 4) provides guidance on the minimum standards of consultation that the Council will expect to see undertaken through the Strategic Masterplans. This will assist in ensuring that the community will have a say in how these Masterplans will be shaped.</i></p> <p><i>Will the policy or decision influence how organisations operate?</i></p> <p><i>The decisions will provide the necessary authority to the Service Director (or authorised officer) to sign and</i></p>

	<i>behalf of the District Council .</i>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><i>No – The Council has already committed at 7 December 2017 Cabinet Meeting to the creation of an Implementation Team. Agreement of these processes will enable the Implementation Team to undertake their roles and responsibilities more effectively and efficiently.</i></p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p><i>The decision supports the implementation of policies within the Council's Local Plan, the adoption of which is a key corporate priority as set out in the Council Plan</i></p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p><i>Throughout the production of the Local Plan, a significant body of evidence has been amassed which considers the population likely to be affected by the implementation of the recommendations in the Governance report.</i></p> <p><i>The decisions requested will inform the delivery and implementation of the Local Plan. Throughout the production of the Local Plan, no actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033. The Local Plan must plan positively for future needs around housing and employment and is required to meet the needs that have been identified in the evidence base, including the consultations. Given that the focus of this report relates to the measures necessary to implement the Local Plan, which has itself been subject to detailed EqlA, it is not considered that the recommendations within this report will give rise to actual or likely adverse impacts to groups identified as potentially being affected.</i></p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p><i>Yes – through the Council’s Local Plan process.</i></p> <p><i>As set out in the Epping Forest District Local Plan – Implementation Report to Cabinet (15 June 2017) and the Resourcing The Delivery of the Local Plan Report to Cabinet (7 December 2017) an informal consultation with site promoters regarding the nature and arrangements of the Masterplanning process was held in early summer 2017. This has been supplemented by a number of discussions have been held with site promoters through the Masterplan process, who have also provided input.</i></p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p><i>As above and section 3.1</i></p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	None	N/A
Disability	None	N/A
Gender	None	N/A
Gender reassignment	None	N/A
Marriage/civil partnership	None	N/A
Pregnancy/maternity	None	N/A
Race	None	N/A
Religion/belief	None	N/A
Sexual orientation	None	N/A

Section 5: Conclusion			
		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	✓ No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

No actual or likely adverse impacts have come to light.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Alison Blom-Cooper

Date: 11 September 2018

Signature of person completing the EqIA:

Date: 11 September 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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APPENDIX 1: MASTERPLANNING/CONCEPT FRAMEWORK UPDATE

Garden Town Masterplan Areas	
Latton Priory Masterplan Area	<ul style="list-style-type: none"> • PPA agreed and signed by EFDC, HDC and ECC. • Series of masterplanning meetings have been agreed, and the initial meetings have commenced – 1 October session will be on school provision with ECC. • A community/member engagement programme is being prepared. • Quality Review Panel on 11 October 2018 to consider emerging options
Water Lane Masterplan Area	<ul style="list-style-type: none"> • West Sumners site has signed PPA. • Next step is to set out a programme of topic based meetings • West Katherines have provided comments on PPA . • Forward programme of meetings to be arranged
East of Harlow Masterplan Area	<ul style="list-style-type: none"> • Discussions ongoing re PPA • Preferred option for location of Princess Alexandra Hospital likely to be agreed in October 2018
Other Masterplanning Areas	
North Weald Bassett Masterplan Area	<ul style="list-style-type: none"> • 2 initial masterplanning meetings have been held; • Site walkover with promoters and officers (August 2018); • Meeting with Parish Council and site promoters programmed for 19 September; further meeting likely to be late Sept • PPA still to be signed but pre-application charges have been agreed for initial meetings
North Weald Airfield	<ul style="list-style-type: none"> • Not yet started – programmed for 2019

APPENDIX 1: MASTERPLANNING/CONCEPT FRAMEWORK UPDATE

South Epping Masterplan Area	<ul style="list-style-type: none"> • 2 masterplanning meetings held to agree process going forward. • A PPA has been prepared, but not yet signed. • Engagement has been had with all landowners and Epping Town Council. • Timetable of topic based meetings has been agreed • Meeting on 25 September 2018 to discuss proposed engagement strategy
Waltham Abbey Masterplan Area	<ul style="list-style-type: none"> • Meeting held with promoters end of June. A PPA is under discussion.
Limes Farm Masterplan Area	<ul style="list-style-type: none"> • Not yet required
Jessel Green Masterplan Area	<ul style="list-style-type: none"> • Not yet required
Concept Framework Plans	
West Ongar Concept Framework	<ul style="list-style-type: none"> • Draft PPA issued
South Nazeing Concept Framework	<ul style="list-style-type: none"> • Discussions ongoing with landowners, PPA has been issued

Organisation / body		Garden Town Documentation										Masterplan Documentation					
		Transport Strategy	Spatial Vision	Design Charter	Sustainable Transport Corridor Study	Delivery Model Report	Consultation & Engagement Framework and Programme	Housing Plan	Epping Forest SAC Mitigation Strategy	Economic Development Plan	Stewardship Arrangements	Water Lane Area Strategic Masterplan - Draft for Consultation	Water Lane Area Strategic Masterplan - Final Document	Latton Priors Strategic Masterplan - Draft for Consultation	Latton Priors Strategic Masterplan - Final Document	East Harlow Strategic Masterplan - Draft for Consultation	East Harlow Strategic Masterplan - Final Document
Cooperation for Sustainable Development	Cooperation for Sustainable Development Officer Group	x	x	x	x	x	x	✓	✓	✓	x	x	x	x	x	x	x
	Cooperation for Sustainable Development Member Board	x	x	x	x	x	x	✓	✓	✓	x	x	x	x	x	x	x
Harlow and Gilston Garden Town	Garden Town Officer Group	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓
	Garden Town Board	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓
District Council	Epping Forest District Council (Local Plan Cabinet Committee)	x	x	x	x	x	x	x	✓	x	x	✓	x	✓	x	✓	x
	Epping Forest District Council (Cabinet)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	x	✓	x	✓

NB. Documentation to be endorsed by Cooperation for Sustainable Development Board and / or Harlow and Gilston Garden Town Board (as indicated) prior to endorsement by the District

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Harlow and Gilston Garden Town Member Board

Approach to Cross-Boundary Planning Applications at East of Harlow

18 June 2018

1 Background:

Located within the Harlow and Gilston Garden Town, the East of Harlow site spans both the administrative areas of Harlow Council and Epping Forest District Council. Land located within the Harlow Council administrative area comprises the authority's only strategic site.

National guidance cautions against determining cross-boundary applications without joint working as it does not promote a coordinated approach to development management. Such an approach could risk inconsistency between the permissions granted by each LPA. It is therefore the purpose of this paper to consider the various determination options for cross-boundary applications, and to establish a mechanism for the East of Harlow site. This will play a key role in mitigating risk by ensuring a joined up approach is taken between Harlow Council and Epping Forest District Council. To this end, a brief is currently being prepared to procure external support to provide advice on ensuring that S106 negotiations undertaken by the developer and each respective local authority are coordinated.

2 Potential Options

The options set out below have been provided by Homes England and are based on strategic scale, cross boundary planning applications elsewhere in the country.

- **Option One:** Applicant submits two distinct planning applications to each LPA. Each application seeks consent for the development proposed within each LPA's administrative area.
- **Option Two:** One over-arching proposal is prepared within two identical applications submitted to each LPA. The LPAs then determine the part of the proposal relating to the land within their respective administrative boundaries.
- **Option Three:** Development Management functions are delegated to the LPA with the largest site area within their administrative boundary.
- **Option Four:** Joint Development Management Committee. As a further alternative, two or more authorities could decide to exercise functions jointly such as via a joint Development Management Committee.

3 The Preferred Option

Having discussed the various options set out above with representatives from Harlow Council at the April 2018 Garden Town Delivery Workstream meeting, colleagues from both Epping Forest District Council and Harlow Council stated a preference for Option Two. Broadly, the justification for pursuing this approach is:

- Whilst Option One is lawful it is not necessarily consistent with the paragraph 178 of the NPPF, or Paragraph 011 Reference ID: 14-011-20140306 of the Planning Practice Guidance, which states that for cross-border applications between LPAs identical applications should be submitted, one to each LPA, seeking planning permission for the development of land falling within each LPA's administrative area and identifying the relevant area on a site plan (as with Option 2).
- Local decision making: delegating decision making to a neighbouring authority may not be considered locally acceptable, and given the complexity of the site, Members may wish to exercise control in decision making.
- Establishing a Joint Development Management Committee would provide considerable consistency in decision making, however this may be challenging within the relatively limited time available before planning applications are submitted. There may also be some resource implications. There may be a role for such a committee in the future subject to ongoing work being undertaken through the Governance workstream.

In order to implement this approach, the following key considerations should be taken into account:

- The LPA which has the larger application boundary would receive the planning fee so the LPAs will need to consider how the fee will be allocated between Councils to reflect resources required and costs incurred.
- Both authorities should jointly prepare reports/material that can be used by both LPAs
- Both LPAs should seek to undertake joint meetings with the promoters to avoid duplication and assist in resolving potential conflicts.
- Both LPAs should seek to ensure that the conditions are common to both consents where possible to aid the developer through the discharge process.

4 Proposed arrangements

Recommendations:

It is recommended that the Garden Town Board notes and endorses the following approach:

- One over-arching proposal is prepared by the applicant for the East of Harlow site with two identical applications submitted to each local planning authority. The local planning authorities then determine the part of the proposal relating to the land within their respective administrative boundaries.

David Coleman, Garden Town Delivery Workstream Lead

Strategic Masterplanning Briefing Note

August 2018

This Briefing Note is in 'draft' format and subject to formal endorsement prior to publication.

1. Introduction

- 1.1 The purpose of this note is to provide guidance on the processes and minimum requirements that Strategic Masterplans must undertake. A separate note has been produced which provides guidance for Concept Frameworks. The guidance note covers the Masterplan Areas identified within the Epping Forest District Local Plan, including relevant sites within the Harlow and Gilston Garden Town. The note therefore applies to sites which will be subject to a Strategic Masterplan which includes land in both Epping Forest District and Harlow District. The guidance note is not intended to apply to development planned at Gilston which is located in East Herts District.
- 1.2 This note consolidates the guidance as set out in the Local Plan, Planning Performance Agreements and other key documents into a single note in order to ensure consistency in the overall approach for each Strategic Masterplan. It also supplements and updates guidance provided on the Strategic Masterplan Process in [May 2017](#) and January 2018 (see Appendix 1). The briefing note is not intended to be prescriptive, and where Planning Performance Agreements are in place, these should also be referred to.
- 1.3 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 (and where appropriate the Harlow and Gilston Garden Town), development proposals will be required to be in accordance with Policy SP 3 ('Place Shaping'), and where relevant SP 4 ('Development and Delivery of Garden Communities in the Harlow and Gilston Garden Town') and SP 5 ('Garden Town Communities') of the Local Plan Submission Version 2017 (LPSV).
- 1.4 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 (and where applicable Harlow District Council and the Harlow and Gilston Garden Town team).
- 1.5 The Strategic Masterplan shall be produced in accordance with the site specific requirements set out in Appendix 6 of the LPSV 2017 along with all other relevant Local Plan policies. Site areas located within Harlow District must be in accordance with policy requirements in the emerging Harlow Local Development Plan.

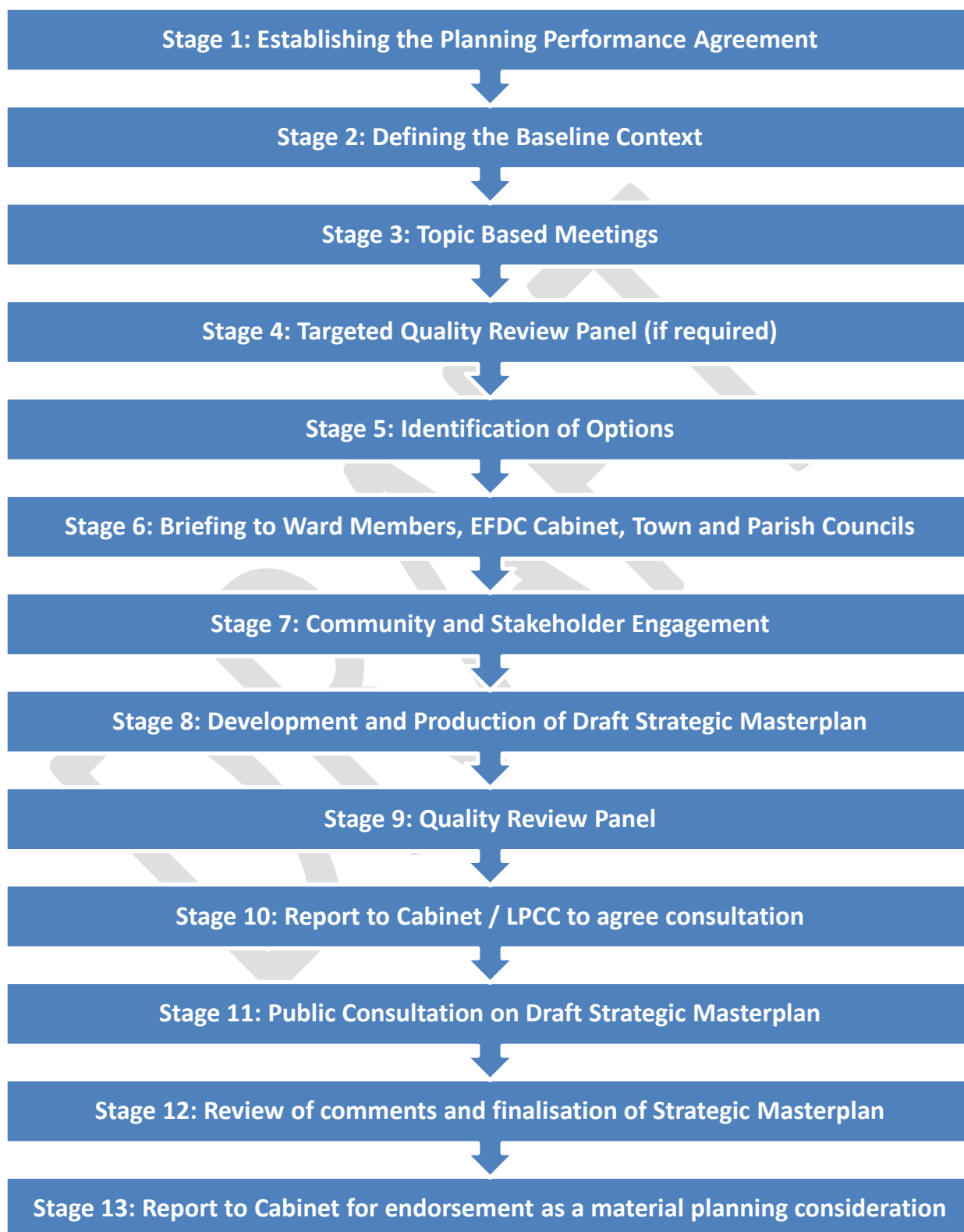
1.6 Where the Masterplan Area extends beyond Epping Forest District into Harlow, a joint approach will be taken with Harlow Council to ensure that the Masterplanning process will be coordinated, and to reduce the potential for duplication.

1.7 The Strategic Masterplanning process seeks to achieve the following outcomes:

- establish a Development Framework/Outline Scoping for the site;
- set out the broad distribution of different types of development across the site;
- provide a high level overarching framework to ensure that planning and delivery of development and infrastructure is properly coordinated, distributed and timed across the Masterplan area;
- ensure that the development is 'front-loaded' and where possible accelerated, so that key planning issues are considered and where possible resolved jointly by all relevant parties prior to the submission of planning applications;
- provide the spatial vision and development objectives for the area at the outset, complementing the Local Plan allocations/spatial strategy and vision;
- incorporate appropriate effective engagement and consultation with stakeholders and the local community, including town and parish councils, in order to build a sense of community ownership and inform the progress of the preparation of the Strategic Masterplan;
- incorporate appropriate and effective engagement with elected Members, including through regular update reporting to the Local Plan Cabinet Committee;
- be informed through review by the Quality Review Panel;
- set out the rationale and structure for the Site's planning and delivery as a comprehensive development;
- incorporate placemaking principles and guidance for individual phases of development; and
- enable the Council to endorse the Masterplan as a material planning consideration and reflect the relevant requirements so that it can be adopted in future as a Supplementary Planning Document if required.

2. Stages in Strategic Masterplan Process

2.1 The key stages in the Masterplanning process are as follows:



- 2.2 The Key stages in the Masterplanning process summarised above are based upon the Strategic Masterplan milestones and indicative Project Plan stages as set out in the PPA templates issued to developers. The stages provide further detail on the timing of community and stakeholder engagement as well as the Council's approach to Member consultation and Cabinet/Committee reporting and endorsement.
- 2.3 The above stages will not always be sequential. For instance, it is likely that topic based meetings will continue beyond stage 3, and equally community and stakeholder engagement should be ongoing through the Strategic Masterplan process. However, the diagram provides a visual illustration of the various stages which will be followed in order to arrive at a final endorsed Strategic Masterplan. The following section provides further clarity and guidance on each of the stages presented above.

Stage 1: Establishing the Planning Performance Agreement

- 2.4 EFDC will work with site promoters to scope and agree the broad level of support each Strategic Masterplan requires. The Agreement will identify named officers to lead the delivery of each workstream. Time for input from Harlow Council / Essex County Council will be incorporated as required.

Stage 2: Defining the Baseline Context

- 2.5 At Stage 2 the Strategic Masterplan will need to undertake a full baselining exercise to consider site specific context. This should include as a minimum the identification of site constraints, local character, movement and policy considerations. From this a series of opportunities should be identified.

Stage 3: Topic Based Meetings

- 2.6 At Stage 3 EFDC and site promoters will have agreed through contextual analysis the specific issues that the Masterplan will need to address. Stage 3 will therefore focus upon the identification of the forward support that EFDC, Essex County Council and Harlow Council (as appropriate) will need to provide. This will culminate in agreeing a forward programme of topic based meetings. The output of each meeting will be documented and will shape the emerging Strategic Masterplan.
- 2.7 As a guide, it is envisaged that meetings may be required to cover the following topics to inform the production of Strategic Masterplans (in addition to outline planning applications where possible). The following topics are not listed sequentially - for example it is anticipated that '10 - Infrastructure Delivery' will be a key consideration throughout the Masterplanning process to ensure the delivery of infrastructure to support the planned level of housing and employment is considered on an ongoing basis from the outset:

1. Constraints and Opportunities

- Review of baseline information / evidence
- Scoping of additional evidence where required. Eg:
 - Ecological surveys
 - Topographic surveys
 - Flood modelling
 - Transport surveys
 - Contamination risk assessment (high level)
 - Heritage and archaeology assessment
 - Housing need

2. Landscape, levels strategy and SuDS – High Level

- Flooding
- Drainage
- Landscape sensitivity
- Views

3. Natural Environment

- Green and Blue Infrastructure
- Ecology
- SANGs where applicable

4. Transport and Movement – key principles and access

- Highways impacts
- Parking standards

5. Stakeholder and Community Engagement

- Agree a strategy and programme

6. Social Infrastructure

- Education
- Health
- Local Centre

7. Housing Needs

- Specialist housing need – older people, accessible homes
- Affordable Housing
- Community Led Housing
- Self-build and Custom-build

8. Physical Infrastructure

- Utilities
- Public Transport
- Highways
- Active Transport – cycling / PROWs / Bridleways
- Playing Pitches and Sports Facilities

9. Urban Design

- Land Uses
- Density and character
- Key spaces and routes – public realm and street scape

- Views
- Development parameters
- Precedent Case Studies

10. Infrastructure Delivery

- Phasing
- Viability
- Apportionment

NB. Green relates to meetings agreeing process / principles

Turquoise is for meetings relating to establishing spatial principles

2.8 The above list is intended to provide an indicative sequence and priority order starting point for discussion. It is not intended to be prescriptive. The actual sequencing and content of topic based meetings will vary, taking into account site specific circumstances.

2.9 Wherever possible, topic based meetings should be programmed and sequenced to enable wider joint consideration of cross-cutting issues with other Strategic Masterplan processes. This will reduce the potential for duplication, ensuring the cross-cutting issues are considered effectively and comprehensively across wider areas. This will be particularly important for issues of infrastructure planning and delivery across the Garden Town.

Stage 4: Targeted Quality Review Panel

2.10 Depending upon the complexity and nature of the Spatial Masterplan being produced, it may be prudent for the site promoter and / or Council(s) to utilise the Quality Review Panel (QRP) at an early stage to explore issues which will be fundamental to the Strategic Masterplan. For instance, the QRP may be utilised to review options for providing access into the site, or options for the locations of key infrastructure within the site. Depending upon the nature of the issue to be explored, it may be beneficial for the Council(s) to seek the views of the QRP directly. For instance, where there is a potential conflict between what is desirable in transport planning and land-use planning / urban design terms.

Stage 5: Identification of Options

2.11 As part of the early stages of Strategic Masterplan production it is anticipated that options will be developed. These options will be informed by the early contextual / baseline work undertaken, topic based meetings and potentially QRP. Following review, the initial set of options may then be consolidated in consultation with Council Officers in preparation for Community and Stakeholder Engagement. Options produced should all be in compliance with emerging Local Plans, and should be presented in a clear and accessible format.

Stage 6: Briefing to Ward Members, EFDC Cabinet, Town and Parish Councils

2.12 It is anticipated that the site promoter(s), together the relevant Council Officers, would provide a briefing to relevant ward Members, the Cabinet and relevant Parish and Town Councils. The briefing would provide an overview of work undertaken to date by the site promoter(s), and outline the options that have been identified for further community and

stakeholder engagement. Attendance at the briefing should be by invitation only. The briefings are not intended to be open to attendance by members of the public.

- 2.13 It may be beneficial to hold separate briefings for different audiences at this stage. It would be advisable to extend the invitation to attend the briefing to all relevant Town and Parish Councils, including those neighbouring or adjacent to the Masterplan Area. Suitable venues and times for the briefing(s) should be discussed and agreed with the Implementation Team Manager, Democratic Services Manager and Planning and Governance Portfolio Holder in advance.
- 2.14 For sites within the Harlow and Gilston Garden Town, the nature and timings for briefings required to the Harlow and Gilston Garden Town Board and Harlow District Councillors should be considered and agreed at the earliest possible opportunity. Opportunities to hold joint briefings for relevant Councillors and stakeholders representing Epping Forest District and Harlow District should be pursued wherever possible.
- 2.15 In addition to briefings held at Stage 6, regular progress reports will also be provided to the Local Plan Cabinet Committee. The reports will be produced by the Implementation Manager, in consultation with relevant Masterplan lead officers.

Stage 7: Community and Stakeholder Engagement

- 2.16 Community and stakeholder engagement must be planned in accordance with the adopted [Statement of Community Involvement](#). In addition, for sites within the Harlow and Gilston Garden Town, community and stakeholder engagement must be planned in accordance with the [Harlow Council Statement of Community Involvement](#), and the emerging Harlow and Gilston Garden Town Stakeholder Engagement Strategy.

- 2.17 Key principles for all engagement activities include:

- Any consultation and engagement events will be advertised widely to ensure they reach their target audience;
- Any communication or engagement activity will be easily accessible to the community, both through how it's shared and in the way it is written. At each stage it will be made clear whether there is an opportunity to provide comments/feedback and how these comments will be used or responded to;
- Should engagement be face to face, it will take place within close proximity of the community/stakeholders, such as in a village hall or community centre;
- Timing will to be considered to ensure information is supplied with enough notice; and
- Communication and engagement will be co-ordinated across the Council(s) and with developers in advance of making arrangements to ensure this can be delivered effectively and does not compete with other planned engagement on the Garden Town or Strategic Masterplanning / Concept Framework areas.
- The scope, nature and location of consultation and engagement events (including consultation and engagement materials) must be agreed in advance by the Council(s).

- 2.18 The Council will assist promoters in undertaking a stakeholder mapping exercise. This will ensure that full consideration is given to identifying all stakeholders who should be

consulted through the masterplanning process. Target groups will include relevant Town and Parish Councils, community groups, resident associations, statutory consultees, youth groups, local business and commerce representatives and hard to reach groups.

- 2.19 It is expected that at least one public engagement event, and one formal stakeholder engagement event should be undertaken to inform the production of each Strategic Masterplan.
- 2.20 The public engagement event may take the form of an exhibition in a local community hall or other accessible and appropriate venue. A key benefit of an exhibition is that they are able to reach large numbers of people if well- advertised and they can facilitate face to face feedback of information. In addition they can be particularly useful for targeting those who might have difficulties in responding to other approaches, (e.g. a mobile road show could enable those with mobility difficulties to attend). For these reasons the Council will require promoters to undertake at least one formal exhibition. Exhibitions will be jointly branded as EFDC/Promoter and could be either mobile or stationary. This will assist in creating community buy-in. The Council will make staff available to attend events where necessary. The site promoter(s) will be responsible for producing materials required for the exhibition, such as banners or boards. The use of feedback forms should be encouraged where appropriate. The promoter(s) will also be responsible for collating and analysing any feedback received through the public engagement. The Council(s) will be responsible for the cost of venue hire.
- 2.21 Care must be taken to ensure that the scope and purpose of public engagement is clearly articulated in order to avoid confusion or 'consultation fatigue' within the local community. The Public Relations Manager should be consulted from the outset, and a Press Release will be prepared and agreed in order to publicise the event appropriately, together with any other measures deemed necessary. The site promoter(s) and Council(s) must give consideration as to how the public engagement event is to be managed to ensure that feedback received will be as productive as possible, whilst ensuring that resources are utilised as effectively as possible, and that health and safety measures are appropriately planned for. Depending upon the level of interest, it may be prudent to ensure that attendees are required to register their attendance.
- 2.22 Promoters will be expected to undertake at least one targeted stakeholder workshop with key target groups (that will as a minimum comprise the Parish and Town Council). The workshop will be used to seek feedback on options presented for the Strategic Masterplan, and to inform the production and development of the Strategic Masterplan itself. Findings from the workshop will be written up by the site promoter(s) and agreed with the Council(s). This will then be used as a key piece of evidence moving forward towards Masterplan preparation. Where a Masterplan Area extends beyond Epping Forest District into Harlow District, the requirement for separate consultation arrangements will need to be considered and agreed as appropriate.
- 2.23 The Council will welcome alternative innovative methods of consultation in addition to those set out above. This may include the utilisation of Higher Education researchers to undertake bespoke elements of community engagement, focussing on a particular topic area. Where a

new innovative method is being proposed, this should be agreed with the Council in advance.

Stage 8: Development and Production of Draft Strategic Masterplan

- 2.24 Following Community and Stakeholder Engagement, the promoter(s) will develop and produce the Draft Strategic Masterplan document. This will require analysis and consideration of the findings from engagement, as well as further ongoing discussions with Council Officers.
- 2.25 A number of plans shall be prepared as part of the Strategic Masterplanning process and shall include but not be limited to:

Context Plans	Parameter Plans ¹
<ul style="list-style-type: none"> - Site constraints and opportunities - Contextual analysis - Vision and development objectives - Key strategic design principles (informed by QRP input as appropriate) - Development concept plans(s) - Character areas plan 	<ul style="list-style-type: none"> - Land use plan - Movement plan (including main access points, road hierarchy and non-vehicular routes) - Indicative phasing plan - Landscape and ecology framework - Green infrastructure plan - Drainage plan - Development and infrastructure phasing and delivery plan - Overall indicative strategic masterplan

- 2.26 Site promoters should work collaboratively to produce a Masterplan that broadly accords with the structure set out below. Whilst this is not prescriptive, the Council will expect to see the each of the following stages addressed within the completed document as a minimum.

Indicative Content Structure

- I. **Introduction** – Overview / purpose and status of the document / scope of document / collaborative working / planning policy context / local plan site selection justification
- II. **Vision** – The vision for the Site / key objectives
- III. **The masterplan site(s)** – The site's and context description / designations / flood risk / topography / landscape / transport and access / responding to the constraints / utilities / land ownership
- IV. **Consultation and engagement** – a summary of the engagement and consultation that has helped to shape the Strategic Masterplan
- V. **Movement and access** – Self-contained and walkable neighbourhoods / main access arrangements / pedestrian and cycle routes / PROWs / street hierarchy / car parking / public transport
- VI. **Landscape strategy** – Landscape and biodiversity strategy / proposed planting areas / sensitive edges / public open spaces / lighting strategy (if necessary for ecology) / play strategy / drainage strategy and biodiversity enhancement / Mitigation of impact upon Epping Forest
- VII. **Framework masterplan** – Framework Masterplan / land use
- VIII. **Urban form** – Urban form principles / character areas / building heights / block structure /

¹ where appropriate will form part of a subsequent planning application)

- architectural principles / cohesion
- IX. **Infrastructure delivery** – including infrastructure phasing plan
- X. **Application** – Application check list

Stage 9: Quality Review Panel

- 2.27 A Quality Review Panel (QRP) for EFDC and for the Garden Town has been established and is managed by Frame Projects. The QRP is a multi-disciplinary panel of 18 Members and is chaired by Peter Maxwell, Director of Design at the London Legacy Development Corporation. Up to 5 members are drawn from the Panel for each review, with panel members selected in accordance with the issues raised by the scheme.
- 2.28 The Principles of Design Review are: independent; expert; multidisciplinary; accountable; transparent; proportionate; timely; advisory; objective; and accessible.
- 2.29 All Strategic Masterplans are expected to be subject to formal review by the panel on at least one occasion, and where appropriate a subsequent Chair's review. Developers may wish to utilise surgery reviews to consider specific issues in more detail.
- 2.30 In advance of reviews Frame will make available:
- an agenda providing briefing on scheme(s)
 - potential conflicts of interest identified
- 2.31 The full review will comprise:
- site visit;
 - briefing by planning officers on planning context;
 - client introduction;
 - design team presentation and questions; and
 - discussion and summing up by chair.
- 2.32 After the review a report will be drafted by Frame Projects and approved by chair.

Formal Review	Chair's review	Surgery review
Formal Review: Chair + four panel members <ul style="list-style-type: none"> - 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 + one panel member <ul style="list-style-type: none"> - 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 - £2,500 + VAT per scheme 	Chair + one panel member <ul style="list-style-type: none"> - This type of review might be used for the discharge of planning conditions, where required - £1,300 + VAT per scheme

- 2.33 Further information is available at the links below:

- EFDC Districtwide QRP: http://www.efdclocalplan.org/wp-content/uploads/2018/04/Epping-Forest-District-QRP_Terms-of-Reference.pdf
- Harlow & Gilston Garden Town QRP: http://www.efdclocalplan.org/wp-content/uploads/2018/04/Harlow-and-Gilston-Garden-Town-QRP_Terms-of-Reference.pdf

Stage 10: Report to Cabinet / LPCC to agree consultation

- 2.34 Following the QRP amendments will be made to reflect feedback received, before the Draft Strategic Masterplan is finalised. Once finalised, the Draft Strategic Masterplan will be considered by the Local Plan Cabinet Committee and / or Cabinet as appropriate for agreement that the public consultation can commence. Draft consultation materials should also be provided for agreement at this stage. For Strategic Masterplans within the Harlow and Gilston Garden Town, the Draft Strategic Masterplans and consultation materials will also need to be agreed by Harlow District Councils Cabinet and the Harlow and Gilston Garden Town Board as appropriate.

Stage 11: Public Consultation on Draft Strategic Masterplan

- 2.35 Following agreement by the respective Council(s), the draft Strategic Masterplan will be published for public consultation in accordance with relevant Statement(s) of Community Involvement and Regulations. It is anticipated that public consultation should last for a minimum of six weeks, and incorporate a variety of methods to maximise participation and feedback. As a minimum copies of documentation should be made available at the reception of respective Council(s), on Council(s) website(s), in local libraries, and at local Parish / Town Council offices. The use of a static and / or staffed exhibition will be encouraged.
- 2.36 The site promoter(s) will be responsible for designing and printing materials required for the public consultation, such as leaflets, banners or boards. The use of feedback forms should be encouraged where appropriate. The Council(s) will be responsible for collating and analysing any feedback received through consultation. All consultation materials should be approved and signed off by Officers from respective Council(s) (and where necessary the Harlow and Gilston Garden Town team) as required prior to the commencement of public consultation. It is important that sufficient time is incorporated into the programme to enable this.
- 2.37 Care must be taken to ensure that the scope and purpose of public engagement is clearly articulated in order to avoid confusion or 'consultation fatigue' within the local community. The Public Relations Manager should be consulted from the outset, and a Press Release will be prepared and agreed in order to publicise the event appropriately, together with any other measures deemed necessary. The site promoter(s) and Council(s) must give consideration as to how the public engagement event is to be managed to ensure that feedback received will be as productive as possible, whilst ensuring that resources are utilised as effectively as possible, and that health and safety measures are appropriately planned for.

- 2.38 It is the intention of the Councils that the Strategic Masterplans will be formally endorsed to become a material planning consideration in the consideration of pre-application proposals and the determination of subsequent Planning Applications. The Council(s) may also choose to adopt the Masterplans as a Supplementary Planning Document ('SPD') at a future point in time. To that effect, the Council require the Strategic Masterplan to be prepared in a form and manner that will allow future adoption as a SPD (ref: para 2.96, LPSV 2017).

DRAFT

Requirements for Supplementary Planning Documents

Supplementary Planning Documents (SPDs) can be prepared to build upon and provide more detailed advice or guidance on the policies within the Local Plan. The National Planning Policy Framework (NPPF) states:

“Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development” (paragraph 153 of 2018 NPPF).

LPSV policies have already been subject to Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). There is no legal requirement for Supplementary Planning Documents to be accompanied by Sustainability Appraisal, and this is reinforced in Planning Practice Guidance (PPG ref: 11-008-20140306). However, “in exceptional circumstances” there may be a requirement for SPDs to undertake Strategic Environmental Assessment “where it is felt they may have a likely significant effect on the environment that has not been assessed within the SEA/SA of the Local Plan”.

If the Council is to adopt the Masterplans as SPD public consultation will therefore be required under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 before the Masterplan can be formally adopted.

Notwithstanding the statutory requirements for SPD consultation being not less than four weeks, as set out in Regulation 13 – the Council has set out a requirement for Masterplan SPD consultation period of 6 weeks.

Stage 12: Review of comments and finalisation of Strategic Masterplan

- 2.39 Following conclusion of the public consultation, the site promoter(s) will consider all responses received and agree with the Council(s) where amendments are required to the Strategic Masterplan.
- 2.40 On completion of the amendments, the final Strategic Masterplan will then be submitted to the Council(s) for formal endorsement.

Stage 13: Report to Cabinet for endorsement as material planning consideration

- 2.41 On receipt of the final Strategic Masterplan, the Implementation Manager will prepare a report to the Local Plan Cabinet Committee and / or Cabinet to seek formal endorsement of the Strategic Masterplan as a material planning consideration. For Strategic Masterplans within the Garden Town, endorsement should be sought from the Harlow and Gilston Garden Town Board prior to EFDC / Harlow Cabinet.
- 2.42 Briefings for Ward Members, Cabinet, Town and Parish Councils should be considered in consultation with the Implementation Manager, Garden Town Director and relevant Planning and Governance Portfolio Holder(s) as required.

Branding and Corporate Guidelines for Consultation and SPD Production

It is expected that Strategic Masterplans will adhere to corporate branding and design guidelines. Documents should be formatted to be landscape in layout, with text font size 12 and should avoid the use of ornate serif fonts. Underlining should be avoided as this can be confused for hyperlinks. Emboldened text should instead be used for emphasis. In all cases it should be ensured that there is a clear contrast between the page background colour and the text colour. EFDC will provide a front cover template for each masterplan (for sites in the Harlow and Gilston Garden Town the Garden Town team will provide the cover template). This will ensure that upon completion, each masterplan is consistent. Consultant's Quality Assurance verification sheets should not be included within the final document.

As a minimum it will be expected that the Epping Forest District Council logo (and where appropriate the logos for Harlow District Council and the Harlow and Gilston Garden Town) is included at appropriate locations throughout the documents. It is expected that this will appear on the front and rear covers, however there may be opportunities for appropriate usage at other locations within the masterplan document.

The Strategic Masterplan should feature a location plan early within the document, and make use of colour photographs at key locations. Whilst the masterplan may include pages of text, it is expected that these will be punctuated with imagery as frequently as possible. Text heavy pages should be avoided.

The Council will provide an appropriate paragraph that should be included within the inside cover to provide guidance for document users who wish to request copies of the masterplan in alternative formats (e.g. languages, braille etc). Costs associated with the provision of alternative formats will be borne by the Council.

Links to Further Information Sources and Case Studies

Town and Country Planning Association – Creating Garden Cities and Suburbs Today:

<https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=5cf68359-ae59-4d2c-bd3c-bee52e531017>

Town and Country Planning Association – Garden City Standards for the 21st Century – Design and

Masterplanning: <https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=79f031bb-14de-496c-b8dd-0ce34c4801f9>

Creating Successful Masterplans – CABE:

<http://webarchive.nationalarchives.gov.uk/20110118095517/http://www.cabe.org.uk/masterplans>

Design Reviewed Masterplans – CABE:

<http://webarchive.nationalarchives.gov.uk/20110118155352/http://www.cabe.org.uk/files/design-review-ed-masterplans.pdf>

South Maldon and North Heybridge Strategic Masterplan Frameworks:

https://www.maldon.gov.uk/info/20048/planning_policy/9226/urban_design/4

Hackney Wick Fish Island Masterplan SPD, LLDC: [http://www.queenelizabetholympicpark.co.uk/-/media/lldc/planning/supplementary-planning-documents/hwfi-spd-adopted-march-](http://www.queenelizabetholympicpark.co.uk/-/media/lldc/planning/supplementary-planning-documents/hwfi-spd-adopted-march-2018.ashx?la=en)

[2018.ashx?la=en](http://www.queenelizabetholympicpark.co.uk/-/media/lldc/planning/supplementary-planning-documents/hwfi-spd-adopted-march-2018.ashx?la=en)

Accordia, Cambridge (CABE Case study):

<http://webarchive.nationalarchives.gov.uk/20110118101705/http://www.cabe.org.uk/case-studies/accordia>

Woodbury Down Design Code, Hackney (CABE case study):

<http://webarchive.nationalarchives.gov.uk/20110118122429/http://www.cabe.org.uk/masterplans/woodberry-down-hackney>

Concept Framework Briefing Note

September 2018

This Briefing Note is in 'draft' format and subject to formal endorsement prior to publication.

1. Introduction

- 1.1 The purpose of this note is to provide guidance on the process for preparing Concept Framework Plans for the Local Plan Submission Version 2017 (LPSV) allocated sites at West Ongar and South Nazeing. A separate note has been produced which provides guidance for Strategic Masterplans.
- 1.2 This note consolidates the guidance as set out in the LPSV, Planning Performance Agreements and other key documents into a single note in order to ensure consistency in the overall approach for each Concept Framework Plan area. The briefing note is not intended to be prescriptive, and where Planning Performance Agreements are in place, these should also be referred to.
- 1.3 In order to ensure that a comprehensive approach is taken to the planning and delivery of the Concept Framework Areas and associated infrastructure across the District, the Concept Framework Plan should address key place shaping issues in accordance with Policy SP 3 ('Place Shaping') of the LPSV. The Concept Framework Plans for West Ongar and South Nazeing should also be prepared in accordance with Policy P 4 and P 10 respectively.
- 1.4 Where the Concept Framework Area comprises more than one allocation site, the Concept Framework should be undertaken jointly between all landowners/promoters of the site allocations with oversight by EFDC.
- 1.5 The Concept Framework shall be produced in accordance with the site specific requirements set out in Appendix 6 of the LPSV 2017 along with all other relevant Local Plan policies.
- 1.6 The Concept Framework process seeks to achieve the following outcomes:

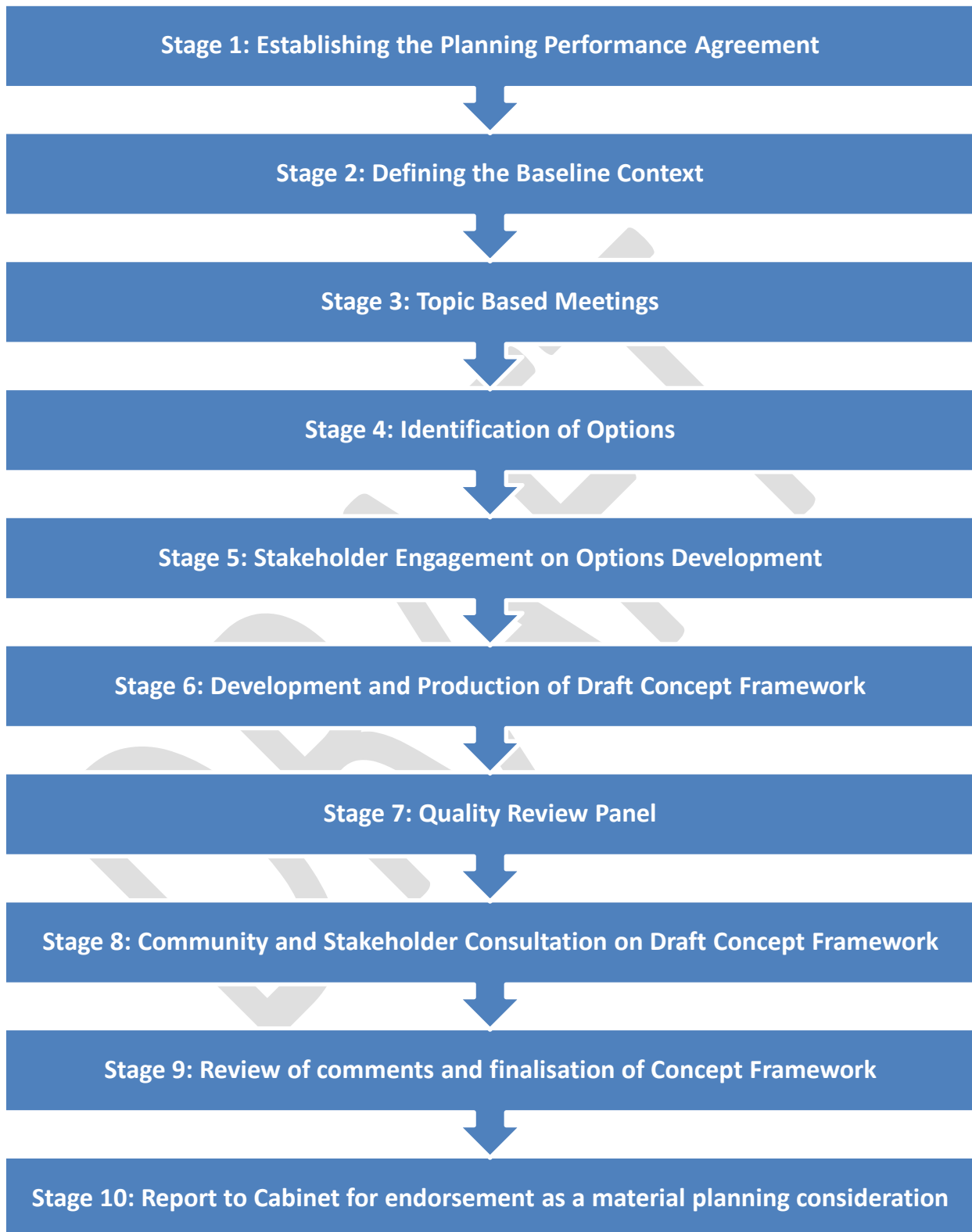
- establish a Development Framework/Outline Scoping for the site;
- set out the broad distribution of different types of development across the site;
- provide a high level overarching framework to ensure that planning and delivery of development and infrastructure is properly coordinated, distributed and timed across the Concept Framework Area;
- ensure that the development is 'front-loaded' and where possible accelerated, so that key planning issues are considered and where possible resolved jointly by all relevant parties prior to the submission of planning applications;

- provide the spatial vision and development objectives for the area at the outset, complementing the Local Plan allocations/spatial strategy and vision;
- incorporate appropriate effective engagement and consultation with stakeholders and the local community, including town and parish councils, in order to build a sense of community ownership and inform the progress of the preparation of the Concept Framework;
- incorporate appropriate and effective engagement with elected Members, including through regular update reporting to the Local Plan Cabinet Committee;
- be informed through review by the Quality Review Panel; and
- enable the Council to endorse the Concept Framework as a material planning consideration.

DRAFT

2. Stages in Concept Framework Process

2.1 The key stages in the Concept Framework process are as follows:



2.2 The above stages will not always be sequential. For instance, it is likely that topic based meetings will continue beyond stage 3, and equally community and stakeholder engagement

should be ongoing through the Concept Framework process. However, the diagram provides a visual illustration of the various stages which will be followed in order to arrive at a final endorsed Concept Framework. The following section provides further clarity and guidance on each of the stages presented above.

Stage 1: Establishing the Planning Performance Agreement

- 2.3 EFDC will work with site promoters to scope and agree the broad level of support each Concept Framework requires. The Agreement will identify named officers to lead the delivery of each workstream.

Stage 2: Defining the Baseline Context

- 2.4 At Stage 2 the Concept Framework will need to undertake a full baselining exercise to consider site specific context. This should include as a minimum the identification of site constraints, local character, movement and policy considerations. From this a series of opportunities should be identified.

Stage 3: Topic Based Meetings

- 2.5 At Stage 3 EFDC and site promoters will have agreed through contextual analysis the specific issues that the Concept Framework will need to address. Stage 3 will therefore focus upon the identification of the forward support that EFDC (and in some instances Essex County Council) will need to provide. This will culminate in agreeing a forward programme of topic based meetings. The output of each meeting will be documented and will shape the emerging Concept Framework.
- 2.6 As a guide, it is envisaged that meetings may be required to cover the following topics to inform the production of Concept Frameworks (in addition to outline planning applications where possible). The following topics are not listed sequentially - for example it is anticipated that 'Infrastructure Delivery' will be a key consideration throughout the Concept Framework process to ensure the delivery of infrastructure to support the planned level of housing and employment is considered on an ongoing basis from the outset:

1. Stakeholder and Community Engagement

- Agree a strategy and programme

2. Constraints and Opportunities

- Review of baseline information / evidence
 - Scoping of additional evidence where required (e.g. Ecological surveys, Topographic surveys, Flood modelling, Transport surveys, Contamination risk assessment (high level), Heritage and archaeology assessment, and Housing need)

3. Landscape, Natural Environment, SuDS and Green Infrastructure levels strategy and SuDS

- (E.g. Flooding, Drainage, Landscape sensitivity, Views, Green and Blue Infrastructure, Ecology, SANGs where applicable)

4. Transport and Movement – key principles and access

- (E.g. Highways impacts, Parking standards)

5. Social and Physical Infrastructure

- (E.g. Utilities, Public Transport, Highways, Active Transport – cycling/PROWs/Bridleways, Playing Pitches and Sports Facilities, Education, Health, Local Centre)

6. Urban Design principles and layout

- (E.g. Land Uses, Density and character, Key spaces and routes – public realm and streetscape, Views, Development parameters, Precedent Case Studies)

7. Infrastructure Delivery

- (E.g. Phasing, Viability, Apportionment)

NB. Green relates to meetings agreeing process / principles

Turquoise is for meetings relating to establishing spatial principles

2.7 The above list is intended to provide an indicative sequence and priority order starting point for discussion. It is not intended to be prescriptive. The actual sequencing and content of topic based meetings will vary, taking into account site specific circumstances.

Stage 4: Identification of Options

2.8 As part of the early stages of Concept Framework production it is anticipated that options will be developed. These options will be informed by the early contextual / baseline work undertaken and topic based meetings and potentially QRP. Following review, the initial set of options may then be consolidated in consultation with Council Officers in preparation for Community and Stakeholder Engagement. Options produced should all be in compliance with the emerging Local Plan, and should be presented in a clear and accessible format.

Stage 5: Stakeholder Engagement on Options Development

2.9 It is anticipated that the site promoter(s), together the relevant Council Officers, would provide a briefing to relevant ward Members, the Cabinet and relevant Parish and Town

1. Stakeholder and Community Engagement

- Agree a strategy and programme

2. Constraints and Opportunities

- Review of baseline information / evidence
 - Scoping of additional evidence where required (e.g. Ecological surveys, Topographic surveys, Flood modelling, Transport surveys, Contamination risk assessment (high level), Heritage and archaeology assessment, and Housing need)

3. Landscape, Natural Environment, SuDS and Green Infrastructure levels strategy and SuDS

- (E.g. Flooding, Drainage, Landscape sensitivity, Views, Green and Blue Infrastructure, Ecology, SANGs where applicable)

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Stage 5: Stakeholder Engagement on Options Development

2.9 It is anticipated that the site promoter(s), together the relevant Council Officers, would provide a briefing to relevant ward Members, the Cabinet and relevant Parish and Town

Councils. The briefing would provide an overview of work undertaken to date by the site promoter(s), and outline the options that have been identified.

2.10 Key principles for all engagement activities include:

- Any consultation and engagement events will be advertised widely to ensure they reach their target audience;
- Any communication or engagement activity will be easily accessible to the community, both through how it's shared and in the way it is written. At each stage it will be made clear whether there is an opportunity to provide comments/feedback and how these comments will be used or responded to;
- Should engagement be face to face, it will take place within close proximity of the community/stakeholders, such as in a village hall or community centre;
- Timing will to be considered to ensure information is supplied with enough notice;
- Communication and engagement will be co-ordinated with EFDC and developers in advance of making arrangements to ensure this can be delivered effectively and does not compete with other planned engagement on the Garden Town or Strategic Masterplanning / Concept Framework areas.
- The scope, nature and location of consultation and engagement events (including consultation and engagement materials) must be agreed in advance by the EFDC.

2.11 It may be beneficial to hold separate briefings for different audiences at this stage. It would be advisable to engage with all relevant Town and Parish Councils, including those neighbouring or adjacent to the Concept Framework Area. Suitable venues and times for the briefing(s) should be discussed and agreed with the Implementation Team Manager, Democratic Services Manager and Planning and Governance Portfolio Holder in advance.

2.12 In addition to briefings held at Stage 5, regular progress reports will also be provided to the Local Plan Cabinet Committee. The reports will be produced by the Implementation Manager, in consultation with relevant lead officers.

2.13 Community and stakeholder engagement must be planned in accordance with the adopted [Statement of Community Involvement](#).

2.14 It is expected that at least one public engagement event and formal stakeholder engagement event should be undertaken to inform the production of each Concept Framework. The form, nature and timing of these events will need to be agreed with the Council.

2.15 The public engagement event may take the form of an exhibition in a local community hall or other accessible and appropriate venue. A key benefit of an exhibition is that they it is able to reach large numbers of people.

2.16 Care must be taken to ensure that the scope and purpose of public engagement is clearly articulated in order to avoid confusion or 'consultation fatigue' within the local community. The Public Relations Manager should be consulted from the outset.

2.17 Promoters will be expected to undertake at least one targeted stakeholder workshop with key target groups (that will as a minimum comprise the Parish and Town Council). The workshop will be used to seek feedback on options presented for the Concept Framework,

and to inform the production and development of the Concept Framework itself. Findings from the workshop will be written up by the site promoter(s) and agreed with the Councils. This will then be used as a key piece of evidence moving forward towards Concept Framework preparation.

Stage 6: Development and Production of the Draft Concept Framework

- 2.18 Following Community and Stakeholder Engagement, the promoter(s) will develop and produce the Draft Concept Framework document. This will require analysis and consideration of the findings from engagement, as well as further ongoing discussions with Council Officers.
- 2.19 A number of plans shall be prepared as part of the Concept Framework process and shall include but not be limited to:
- Site constraints and opportunities
 - Contextual analysis
 - Key strategic design principles
 - Land use plan
 - Movement plan (including main access points, road hierarchy and non-vehicular routes)
 - Landscape, ecology Green infrastructure framework plan
 - Overall indicative Concept Framework
- 2.20 Site promoters should work collaboratively to produce a Concept Framework that broadly accords with the structure set out below. Whilst this is not prescriptive, the Council will expect to see each of the following stages addressed within the completed document as a minimum.

Indicative Content Structure

- I. **Vision** – The vision for the Site / key objectives
- II. **The Concept Framework site(s)** – The site's and context description / designations / flood risk / topography / landscape / transport and access / responding to the constraints / utilities / land ownership
- III. **Consultation and engagement** – a summary of the engagement and consultation that has helped to shape the Concept Framework
- IV. **Movement and access** – Self-contained and walkable neighbourhoods / main access arrangements / pedestrian and cycle routes / PROWs / street hierarchy / car parking / public transport
- V. **Landscape strategy** – Landscape and biodiversity strategy / proposed planting areas / sensitive edges / public open spaces / lighting strategy (if necessary for ecology) / play strategy / drainage strategy and biodiversity enhancement / Mitigation of impact upon Epping Forest
- VI. **Concept Framework Plan**
- VII. **Urban Form** – urban form principles/character areas/building heights/block structure/architectural principles/cohesion
- VIII. **Infrastructure delivery** – including infrastructure phasing plan
- IX. **Application** – application checklist

Stage 7: Quality Review Panel

- 2.21 A Quality Review Panel (QRP) for EFDC has been established and is managed by Frame Projects. The QRP is a multi-disciplinary panel of 18 Members and is chaired by Peter Maxwell, Director of Design at the London Legacy Development Corporation. Up to 5 members are drawn from the Panel for each review, with panel members selected in accordance with the issues raised by the scheme.
- 2.22 The principles of design review are: independent; expert; multidisciplinary; accountable; transparent; proportionate; timely; advisory; objective; and accessible.
- 2.23 All Concept Frameworks are expected to be subject to formal review by the panel on at least one occasion. Depending upon the nature of the Concept Framework being produced, it may be prudent to utilise the Quality Review Panel (QRP) at an early stage to explore issues or options which will be fundamental to the Concept Framework.
- 2.24 In advance of reviews Frame will make available:
- an agenda providing briefing on scheme(s)
 - potential conflicts of interest identified
- 2.25 The full review will comprise:
- site visit;
 - briefing by planning officers on planning context;
 - client introduction;
 - design team presentation and questions; and
 - discussion and summing up by chair.
- 2.26 After the review a report will be drafted by Frame Projects and approved by chair.

Formal Review	Chair's review	Surgery review
Formal Review: Chair + four panel members <ul style="list-style-type: none"> - 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 + one panel member <ul style="list-style-type: none"> - 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 - £2,500 + VAT per scheme 	Chair + one panel member <ul style="list-style-type: none"> - This type of review might be used for the discharge of planning conditions, where required - £1,300 + VAT per scheme

- 2.27 Further information is available at the links below:

- EFDC Districtwide QRP: http://www.efdclocalplan.org/wp-content/uploads/2018/04/Epping-Forest-District-QRP_Terms-of-Reference.pdf

Stage 8: Community and Stakeholder Consultation on Draft Concept Framework

- 2.28 Following agreement by EFDC, the draft Concept Framework will be published for public consultation in accordance with the Statement of Community Involvement. It is anticipated that public consultation should last for a minimum of four weeks, and incorporate a variety of methods to maximise participation and feedback. As a minimum copies of documentation should be made available at the EFDC reception, on EFDCs website, in local libraries, and at local Parish / Town Council offices. The use of a static exhibition will be encouraged.
- 2.29 The site promoter(s) will be responsible for designing and printing materials required for the public consultation, such as leaflets, banners or boards. The use of feedback forms should be encouraged where appropriate. EFDC will be responsible for collating and analysing any feedback received through consultation. All consultation materials should be approved and signed off by Officers as required prior to the commencement of public consultation. It is important that sufficient time is incorporated into the programme to enable this.
- 2.30 Care must be taken to ensure that the scope and purpose of public engagement is clearly articulated in order to avoid confusion or 'consultation fatigue' within the local community. The Public Relations Manager should be consulted from the outset, and a Press Release will be prepared and agreed in order to publicise the event appropriately, together with any other measures deemed necessary. The site promoter(s) and EFDC must give consideration as to how the public engagement event is to be managed to ensure that feedback received will be as productive as possible, whilst ensuring that resources are utilised as effectively as possible, and that health and safety measures are appropriately planned for.
- 2.31 It is the intention of EFDC that the Concept Frameworks will be formally endorsed to become a material planning consideration in the consideration of pre-application proposals and the determination of subsequent Planning Applications. EFDC may also choose to adopt the Frameworks as Supplementary Planning Documents ('SPD') at a future point in time. To that effect, EFDC requires Concept Frameworks to be prepared in a form and manner that will allow future adoption as a SPD.

Stage 9: Review of comments and finalisation of Concept Framework

- 2.32 Following conclusion of the public consultation, the site promoter(s) will consider all responses received and agree with the Council where amendments are required to the Concept Framework.
- 2.33 On completion of the amendments, the final Concept Framework will then be submitted to the Council for formal endorsement.

Stage 10: Report to Cabinet for endorsement as material planning consideration

- 2.34 On receipt of the final Concept Framework, the Implementation Manager will prepare a report to the Local Plan Cabinet Committee and / or Cabinet to seek formal endorsement of the Concept Framework as a material planning consideration.

Branding and Corporate Guidelines for Consultation and Concept Framework Production

It is expected that Concept Frameworks will adhere to corporate branding and design guidelines. Documents should be formatted to be landscape in layout, with text font size 12 and should avoid the use of ornate serif fonts. Underlining should be avoided as this can be confused for hyperlinks. Emboldened text should instead be used for emphasis. In all cases it should be ensured that there is a clear contrast between the page background colour and the text colour. EFDC will provide a front cover template for each Concept Framework. This will ensure that upon completion, each document is consistent. Consultant's Quality Assurance verification sheets should not be included within the final document.

As a minimum it will be expected that the Epping Forest District Council logo is included at appropriate locations throughout the documents. It is expected that this will appear on the front and rear covers, however there may be opportunities for appropriate usage at other locations within the document.

The Concept Framework should feature a location plan early within the document, and make use of colour photographs at key locations. Whilst the document may include pages of text, it is expected that these will be punctuated with imagery as frequently as possible. Text heavy pages should be avoided.

The Council will provide an appropriate paragraph that should be included within the inside cover to provide guidance for document users who wish to request copies of the document in alternative formats (e.g. languages, braille etc). Costs associated with the provision of alternative formats will be borne by the Council.

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EPPING FOREST DISTRICT QUALITY REVIEW PANEL

Terms of Reference 2018

In partnership with

Frame Projects
6/7 Hatton Garden
London EC1N 8AD
020 7405 1697



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1 INTRODUCTION

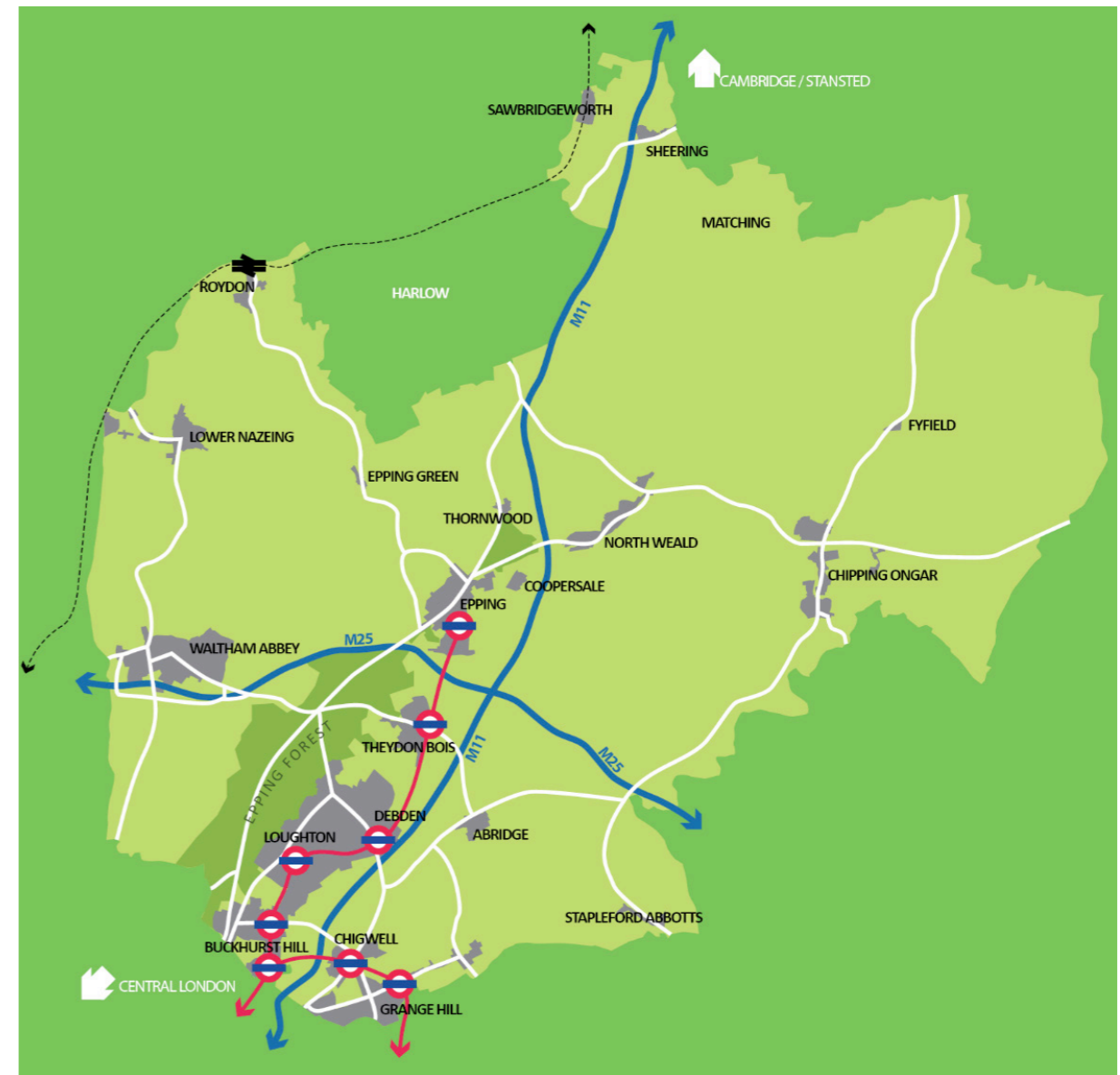
1.1 Epping Forest District Council's vision is for a place where residents enjoy a good quality of life, with new homes of an appropriate mix of sizes, types and tenures, as part of well integrated communities. Development will be in sustainable locations, and respecting the attributes of the different towns and villages, and conserving its natural and historic assets.

1.2 The District Council is committed to ensuring that development, including the realisation of strategic, masterplan and major schemes, is of the highest standard. It is committed to high quality design - in its broadest sense: architectural, urban and landscape design, planning, transport, environment and deliverability will all be essential elements.

1.3 To help ensure that these aspirations are fulfilled, the Epping Forest District Council has established a Quality Review Panel – to provide 'critical friend' advice and design guidance to support the delivery of strategic sites, including masterplan review, and other major projects within the District.

1.4 The Quality Review Panel process will require a broad range of expertise. The panel brings together leading practitioners across those disciplines that have a particular relevance to the area.

1.5 The composition and remit of the panel reflects a review process that is multidisciplinary, collaborative and enabling. As well as formal reviews, the panel will provide support to Council officers through chair's reviews and surgery reviews.



Epping forest district map © Epping forest District Council

2 PRINCIPLES OF QUALITY REVIEW

Independent – it is conducted by people who are unconnected with the scheme’s promoters and decision makers and it ensures that conflicts of interest do not arise.

Expert - the advice is delivered by suitably trained people who are experienced in design, who know how to criticise constructively and whose standing and expertise is widely acknowledged.

Multidisciplinary – the advice combines the different perspectives of architects, urban designers, town planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – the design review panel and its advice must be clearly seen to work for the benefit of the public. This should be ingrained within the panel’s terms of reference.

Transparent – the panel’s remit, membership, governance processes and funding should always be in the public domain.

Proportionate – it is used on projects whose significance, either at local or national level, warrants the investment needed to provide the service.

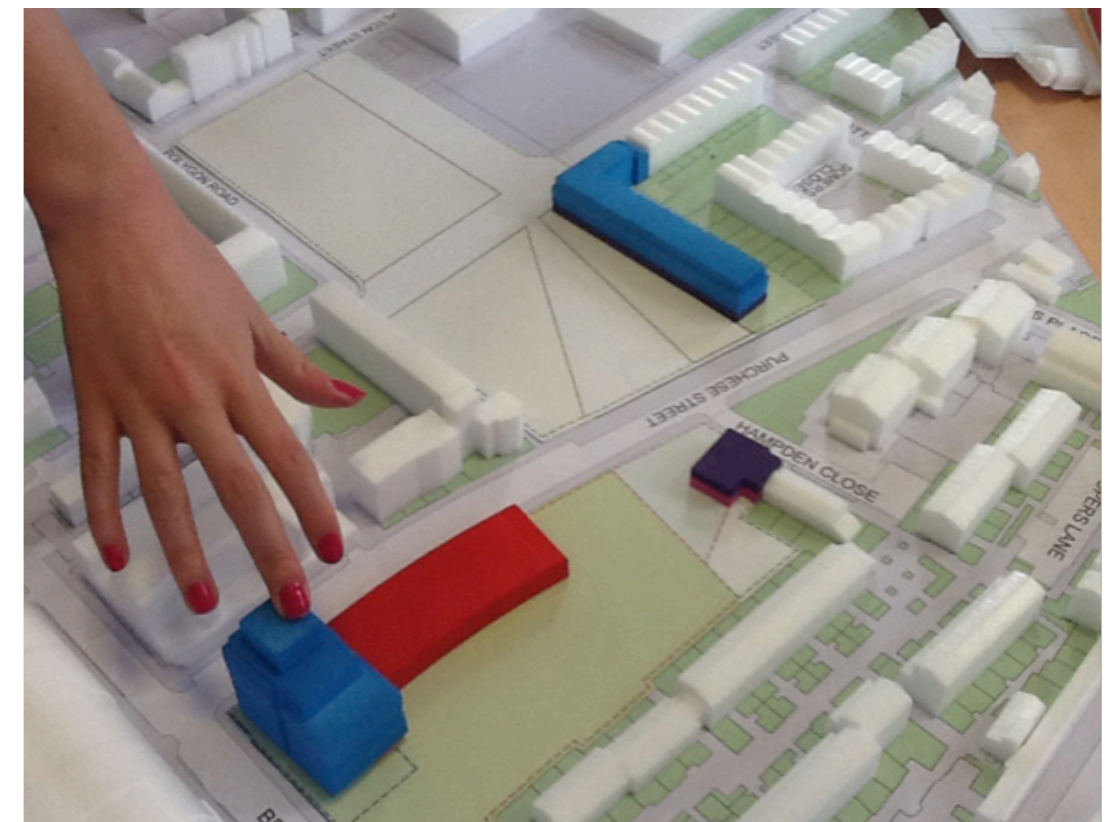
Timely – the advice is conveyed as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – a design review panel does not make decisions, but offers impartial advice for the people who do.

Objective – it appraises schemes according to reasoned, objective criteria rather than the stylistic tastes of individual panel members.

Accessible – its findings and advice are clearly expressed in terms that design teams, decision makers and clients can all understand and make use of.

Design Review: Principles and Practice, Design Council CABE / Landscape Institute / RTPI / RIBA (2013).



3 PANEL COMPOSITION

3.1 The Epping Forest District Quality Review Panel brings together leading professionals, working at the highest level in their field. It is made up of around 18 panel members, including the chair.

3.2 Panel members are chosen to provide a broad range of expertise including:

- urban design / town planning
- landscape architecture
- transport infrastructure
- social infrastructure
- sustainability
- development delivery
- heritage

3.3 Many of those appointed to the panel will have expertise and experience in more than one of these areas. The composition of the panel for each review is chosen as far as possible to suit the project / issue being reviewed.

3.4 Membership of the panel is reviewed regularly, at least once a year, to ensure that it provides all the necessary expertise and experience to undertake the panel's work effectively.

3.5 From time to time, it may also be of benefit for specialist advice to be provided beyond the panel membership. In such cases, a professional with the relevant expertise may be invited to attend a review meeting, participating in the discussion with the status of an adviser to the panel.

3.6 In support of the District Council's commitment towards community engagement, there may also be potential, on occasion, to invite the chair of a community group to attend panel review meetings as an observer.



St John's in Epping © Steve Cadman, Wikimedia Commons

4 PANEL REMIT

4.1 The Quality Review Panel has been established to support Epping Forest District Council in achieving high quality, innovative and sustainable placemaking. The panel provides independent and objective advice during the policy development, planning application and delivery programme.

4.2 The panel supports the District Council by advising on masterplans, pre-application development proposals, and planning applications. Officers are encouraged to refer schemes, including masterplans, to the panel at an early stage in the design process to identify and test the proposed design's key assumptions.

4.3 Advice is likely to be most effective before a scheme becomes too fixed. Early engagement with the panel should reduce the risk of delay at application stage by supporting the development of schemes of a high quality. The planning authority may also request a review once an application is submitted.

4.4 The panel's advice to District Council officers will support sound planning decisions in respect of design quality. It may assist officers in negotiating design improvements and support planning committee decisions, where design quality is a key consideration.

4.5 Where possible, the review process will be informed by briefings on consultation and engagement by the District Council, so that local views can be taken into consideration in the panel's comments.

4.6 The panel considers significant development proposals at the request of the District Council. The Council's Local Plan (submission version) sets out that schemes of more than 50 homes or 5000 sqm of commercial/other floorspace should generally be informed by review. Other smaller schemes which are complex or contentious, may also be appropriate for review.

4.7 Significance is not necessarily only related to scale – but may also fall into the following categories.

- any scheme developed as part of a masterplan, this includes outline application stage and reserved matters
- large buildings or groups of buildings
- infrastructure projects such as bridges or transport hubs
- large public realm proposals
- design codes or design guidance



Epping High Street © Epping Forest District Council

4.8 The panel will also comment on proposals that are significant because of their site, for example:

- proposals affecting sensitive views
- developments with a major impact on their context
- schemes involving significant public investment

4.9 The District Council may also refer projects to the panel where, for example, they require advice on:

- building typologies, for example, single aspect units
- environmental sustainability
- design for climate change adaptation and mitigation
- accessibility and inclusive design
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on the quality of everyday life
- landscape / public space design
- supplementary planning documents and other policy related documents, including those providing design related guidance
- strategies or feasibility studies on area wide projects, such as connectivity

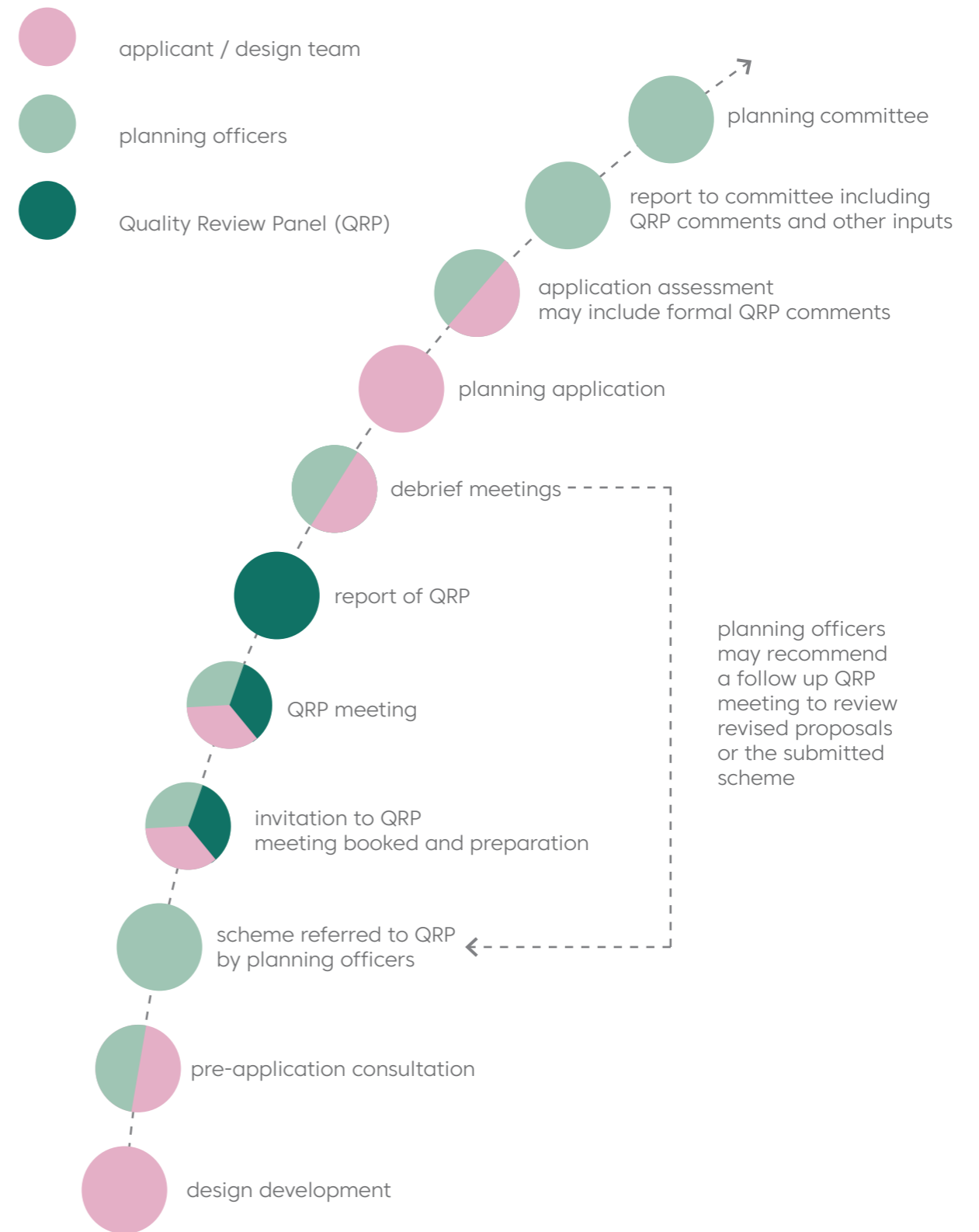
4.10 As with normal pre-application procedure, Quality Review Panel advice before an application is submitted remains confidential with the applicant and the District Council. This encourages applicants to share proposals openly and honestly with the panel – and ensures that they receive the most useful advice.

4.11 Once an application has been submitted, the panel’s comments on the submission are published on Epping Forest District Council’s website.

4.12 Exceptions may occur, however, where a review of a submitted application is not requested by the planning authority. In this case, the planning authority may ask for the report of the pre-application review to be made public as the panel’s formal response to the submitted application.

4.13 The panel’s role in the context of the overall planning process is shown in the diagram opposite.

Quality review in the planning process



5 ROLE OF THE PANEL

5.1 The Quality Review Panel provides independent and impartial advice to Epping Forest District Council at key stages of the planning process.

5.2 The panel plays an advisory role in the planning process. It is for planning officers and the planning committee to decide what weight to place on the panel's comments and recommendations – balanced with other planning considerations.

5.3 If any comments made by the panel require clarification, it is the responsibility of the applicant and their project team, as appropriate, to draw this to the attention of the panel chair (if during the meeting) or the panel project manager, Frame Projects, (if the report of the meeting requires clarification).

6 INDEPENDENCE, CONFIDENCE AND PROBITY

6.1 The Epping Forest District Quality Review Panel is an independent and impartial service provided to the District Council by Frame Projects, an external consultancy.

6.2 The processes for managing the panel, the appointment of panel members, including the selection of the chair, and the administration of meetings are agreed in partnership with the District Council.

6.3 Panel members shall keep confidential all information acquired in the course of their role on the panel, with the exception of reports that are in the public domain.

6.4 Further details are provided in the confidentiality procedure included at Appendix A.

North West Cambridge © Pollard Thomas Edwards Architects



7 CONFLICTS OF INTEREST

7.1 The Epping Forest District Quality Review Panel is intended to provide a constructive forum for applicants and their project teams and planning officers seeking advice and guidance on strategy, policy and design quality.

7.2 In order to ensure the panel's independence and professionalism, it is essential that panel members avoid any actual or perceived conflicts of interest that may arise in relation to schemes considered during the meetings that they attend. Minimising the potential for conflicts of interest will be important to the impartiality of the panel.

7.3 Panel members are asked to ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them. When panel members join the panel they are asked to complete a register of interests form.

7.4 Meeting agendas provided in advance of reviews will include sufficient project information to allow any potential conflicts of interest to be identified and declared.

7.5 In cases where there is a conflict, a panel member may be asked to step down from a review. In other cases, a declaration of interest may be sufficient. If in doubt, panel members should contact the panel project manager, Frame Projects, to discuss this.

7.6 The process for managing conflicts of interest is described at Appendix B.

8 FREEDOM OF INFORMATION

8.1 A public authority Epping Forest District Council is subject to the Freedom of Information Act 2000 (the Act). All requests made to the Council for information with regard to the Quality Review Panel will be handled according to the provisions of the Act. Legal advice may be required on a case by case basis to establish whether any exemptions apply under the Act.



Epping Forest District Museum, housed in a Grade II* listed Tudor building in Waltham Abbey

9 TYPES OF REVIEW

9.1 Three different formats of review are offered:

- formal reviews
- chair's reviews
- surgery reviews

9.2 Typically, the chair or vice chair and four panel members attend formal reviews; the chair and one panel member attend chair's and surgery reviews.

Formal reviews

9.3 Formal reviews take place for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and to the planning authority – whether at pre-application or application stage.

9.4 Formal reviews usually take place at a stage when an applicant and design team have decided their preferred option for development of a site, and have sufficient drawings and models to inform a comprehensive discussion. There will often be a second pre-application review, to allow discussion of more detailed design matters, before submission of the planning application. The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

9.5 Presentations may be made with drawings and / or pdf or PowerPoint and models as appropriate. At least one printed copy of the presentation should be provided, for ease of reference during the panel discussion.

9.6 Planning officers, and where appropriate, other relevant stakeholders / organisations will be invited to attend and asked to give their views after presentation of the project / issue.

9.7 A typical formal review will last 90 minutes: 10 minutes introductions and briefing by planning officers; 35 minutes presentation; 45 minutes discussion and summing up by the chair.

9.8 Large projects may be split into smaller elements for the purposes of review, to ensure each component receives adequate time for discussion e.g. schemes with several development plots.

Chair's reviews

9.9 In the case of smaller development proposals, or schemes previously presented at a formal review, a chair's review may be arranged to provide advice on the quality of proposals.

9.10 Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards. These meetings will be attended by a chair of the Quality Review Panel, and one other panel member.

9.11 Planning officers will be invited, but other stakeholders will not normally attend. However, the planning case officer may brief the panel on any comments made by other stakeholders.

9.12 For schemes that are the subject of a current planning application, the presentation should be based on the submitted drawings and documents, either paper copies or as a pdf or PowerPoint. At least one printed copy of the presentation should be provided, for ease of reference during the panel discussion.

9.13 A typical chair's review will last 60 minutes: 10 minutes introductions and briefing by planning officers; 20 minutes presentation; 30 minutes discussion and summing up by the chair.

Surgery reviews

9.14 Very small schemes, or schemes where planning officers request the panel's advice on discharge of planning conditions, may be more suited to a surgery review. A flexible approach to presentation methods will allow for pin up of drawings / discussions around a table / PowerPoint presentations as appropriate.

9.15 A typical surgery review will last 40 minutes: 10 minutes introductions and briefing by planning officers; 15 minutes presentation; 15 minutes discussion and summing up by the chair.

9.16 A surgery review will be summarised in a brief document, of up to two sides of A4, rather than a full report.



10 SITE VISITS

10.1 Wherever possible, a site visit will be arranged for formal and chair's reviews (unless a site visit has already taken place before an earlier review). All panel members participating in the review are required to attend.

11 MEETINGS IN 2018

11.1 One Epping Forest District Quality Review Panel meeting is provisionally scheduled for each month. These meetings may be used for either a formal review, chair's review or surgery review, as appropriate. In the case of a surgery review a minimum of two schemes would be arranged per meeting.

11.2 Exceptionally, additional meetings may be required to respond to specific requirements for advice at key points in the masterplan, policy development, planning application and delivery programme.

11.3 The following dates are currently set for Quality Review Panel meetings during 2018:

- 26 April
- 24 May
- 21 June
- 19 July
- 16 August
- 27 September
- 11 October
- 22 November
- 20 December



Epping town centre © Epping Forest District Council

12 REVIEW AGENDAS

12.1 Detailed agendas will be issued to panel members, with an aim that this should be one week in advance of each review.

12.2 For formal and chair's reviews, a detailed agenda will be provided that includes notes on the planning context, details of the project to be considered, the applicant and consultant team, and those presenting the project, as appropriate.

12.3 Information provided by planning officers will include relevant planning history and planning policy.

12.4 A project description provided by the design team will set out factual information about the project. Key plans and images will also be provided to help to give a sense of the scope and nature of the project under review.

12.5 For surgery reviews, the agenda will be briefer, providing details of the scheme(s) to be considered, applicant and consultant team.

12.6 Where a project returns for a second or subsequent review, the report of the previous review will be provided with the agenda.



St Chad's, Tilbury, Essex designed by Bell Phillips Architects for Thurrock Council © Kilian O'Sullivan

13 PANEL REPORTS

13.1 During the Quality Review Panel meeting the panel manager, Frame Projects, will take notes of the discussion – these form the basis of panel reports. Reports will be drafted, approved by the panel chair and issued within 10 working days.

13.2 At pre-application stage, reports will provide clear, independent advice on ways in which the quality of projects could be improved, referring where appropriate to Epping Forest District Council policies and expectations of high quality placemaking and design. This may assist planning officers in negotiating amendments to the scheme.

13.3 The report at this stage is not normally made public and is shared only with the District Council, the applicant and design team, and any other stakeholders that have been involved in the project.

13.4 Once planning applications are submitted, the report may provide guidance to District Council planning officers in reviewing the planning application. This may include suggesting planning conditions or in some cases advising, that the panel does not support the planning application, if the placemaking and design quality is not of an acceptably high standard. This report becomes a public document and is published on the District Council's website.



Connaught Gardens, designed by Pollard Thomas Edwards © Tim Crocker

14 QUALITY REVIEW PANEL CHARGES

14.1 Charges for Quality Review Panel meetings are benchmarked against comparable panels providing design review services. These include Design Council CABE, and design review panels for the London boroughs of Camden, Hackney, Newham and Waltham Forest.

14.2 Charges are reviewed every two years; from 1 January 2018 to 1 January 2020 charges are:

£5,500 + VAT	first formal review
£4,000 + VAT	second formal review
£2,500 + VAT	chair's review
£1,300 + VAT	surgery review

14.3 Applicants are referred to the Quality Review Panel by Epping Forest District Council as an external service and fees are paid by the applicant to Frame Projects for delivering this service.

14.4 Payment should be made in advance of the review, and the review may be cancelled if payment is not received five days in advance of the meeting. Full details will be provided when an invitation to present to the panel is confirmed.

14.5 Where a scheduled review is subsequently cancelled or postponed by the applicant, an administrative charge will be applied:

Full cost	less than 2 weeks in advance of the meeting
£600 + VAT	between 2 and 4 weeks in advance of the meeting
£300 + VAT	over 4 weeks in advance of the agreed meeting



A pigeoncote or dovecote on a cottage at Matching Tye, Essex © Acabashi, Wikimedia Commons

15 PANEL MEMBERSHIP

15.1 The panel brings together 18 professionals, covering a range of disciplines and expertise. Each review panel will be selected from the people listed below, according to the requirements of the project or issue being reviewed.

CHAIR



Peter Maxwell

Director of Design, London Legacy Development Corporation

Peter Maxwell is an architect, town planner and urban designer with over 15 years' senior level experience. He has led implementation of major projects in the UK, Middle East and New Zealand. He currently leads on masterplanning, architecture and public realm for redevelopment of Queen Elizabeth Olympic Park. www.queenelizabetholympicpark.co.uk



Peter Studdert

Director, Peter Studdert Planning

Peter is an independent adviser on city planning. Qualified as an architect as well as a town planner, he was formerly Director of Planning at Cambridge City Council where he played a leading role in developing the current growth strategy for Cambridge. He also has extensive experience of design review. www.peterstuddertplanning.co.uk



Sue Rowlands

Director, Tibbalds Planning and Urban Design

As an architect and town planner, Sue Rowlands brings planning and design together to deliver high quality development. Her expertise includes providing design advice on major planning applications and she has led multidisciplinary teams to deliver residential and mixed use masterplans. www.tibbalds.co.uk



Vivienne Ramsey OBE

Urban design consultant

Vivienne Ramsey has 40 years' experience as a town planner. In her previous role as Director of Planning, Policy and Decisions at the London Legacy Development Corporation she established and led the local planning authority and development of its Local Plan. As Director of Planning Decisions, she set up and led the Olympic Delivery Authority as a local planning authority.

LANDSCAPE ARCHITECTS



Frazer Ozment
Board Director, LDA Design

Frazer Ozment has 24 years' experience as an urban designer and landscape architect. He heads LDA Design's development and regeneration team and has particular expertise in the design and delivery of new settlements, including the 4,500 home Wichelstowe Urban Extension and the 6,000 home Welborne Garden Village. www.lda-design.co.uk



Jennette Emery-Wallis
Director of Landscape Architecture, LUC

Jennette Emery-Wallis has over 20 years' experience in landscape design, including historic landscapes, masterplanning, housing, mixed use development, play design and education. She has worked on complex design projects, often within sensitive sites, requiring creative solutions. www.landuse.co.uk

TRANSPORT EXPERTS



Derek Griffiths
Associate, Momentum

Derek Griffiths is a chartered civil engineer, and leads Momentum's engineering team, working on multidisciplinary engineering and urban realm design projects. He works with developers and local authorities to deliver schemes that are practical, within technical and budgetary constraints, and sustainable. www.momentum-transport.com



Richard Smith
Transport consultant

Richard Smith has some 45 years' experience as an expert in transport planning, appraisal and economics. As Director of Planning at Transport for London he developed the Mayor of London's transport strategy. He has also worked as a transport specialist advising HS2 Ltd and local planning authorities in east London.

SOCIAL INFRASTRUCTURE



Dr Jan Kattein
Founder, Jan Kattein Architects

Dr Jan Kattein has 15 years' experience working on regeneration, housing, and urban design projects, with his work helping to redefine how social and environmental policy is implemented. Jan Kattein Architects is an award-winning design studio that advocates socially engaged working methods. www.jankattein.com



Jayne Bird
Partner, Nicholas Hare Architects

Among Jayne Bird's broad spectrum of experience are education, arts and commercial projects. She was responsible for the award winning Golden Lane Campus in Islington and led the Somers Town masterplanning project – a residential, school and mixed use regeneration scheme – for the London Borough of Camden. www.nicholashare.co.uk

SUSTAINABILITY



Kirsten Henson
Director, KLH Sustainability

Kirsten Henson is the founding director of KLH Sustainability, a multidisciplinary consultancy practice specialising in sustainable development. She has extensive experience in development, integration and delivery of challenging sustainability objectives on complex construction projects. She also lectures at Cambridge University. www.klhsustainability.com



Tony Burton CBE
Consultant

Tony Burton works on community, design and environmental projects, including as a leading neighbourhood planner. Previous roles include Director of Strategy and External Affairs at the National Trust and Director of Policy and Communications at the Design Council. He is vice chair of the HS2 Independent Design Panel.

ARCHITECTS



Chris Snow
Director, Chris Snow Architects

Before establishing his own practice in 2011, Chris Snow held senior positions in practices including Tony Fretton Architects and Allies and Morrison. He has lived in Harlow for 11 years, and is a member of the Hertfordshire design panel. He has taught in schools of architecture at Kingston and Nottingham universities. www.chrissnowarchitects.com



Richard Lavington
Director, Maccreanor Lavington Architects

Richard Lavington's expertise includes housing design, masterplanning, urban regeneration and social infrastructure. In 2008, Maccreanor Lavington was part of the team that won the RIBA Stirling Prize for Accordia in Cambridge. In 2017 he was appointed as a Mayor's Design Advocate. www.maccreanorlavington.com



Hari Phillips
Director, Bell Phillips Architects

Hari Phillips and Tim Bell formed their award-winning practice in 2004 following success in an RIBA competition to regenerate a large housing estate in east London. The practice recently completed a new public space in Gasholder No. 8, King's Cross, and are at the forefront of architects delivering a new wave of council housing. www.bellphillips.com



Roland Karthaus
Director, Matter Architecture

Founded with Jonathan McDowell in 2016, Matter Architecture's work includes masterplanning, housing, education, commercial and bridge projects. Roland Karthaus has worked at a strategic level on complex regeneration projects as both a designer and a client. At the London Borough of Lewisham he oversaw a £50 million capital investment programme. www.matterarchitecture.uk

DEVELOPMENT DELIVERY



Andrew Beharrell

Senior Partner, Pollard Thomas Edwards

Andrew Beharrell has over 30 years' experience in housing, regeneration and mixed-use development, and has designed and delivered a series of award winning projects. He has expanded the practice's expertise to include masterplanning urban extensions, and new settlements in rural areas.
www.pollardthomasedwards.co.uk

HERITAGE EXPERT



Richard Wilson

Strategic Lead, Regeneration and Place, London Borough of Camden

With over 20 years' experience as a planner and urban designer, Richard Wilson has worked with seven local authorities – from major cities to shires. At the London Borough of Camden, he manages a multidisciplinary team of planners, urban designers, architects and conservation officers – and is strategic lead for heritage.

16 KEY REFERENCES

Epping Forest District Council

<http://www.efdclocalplan.org/>

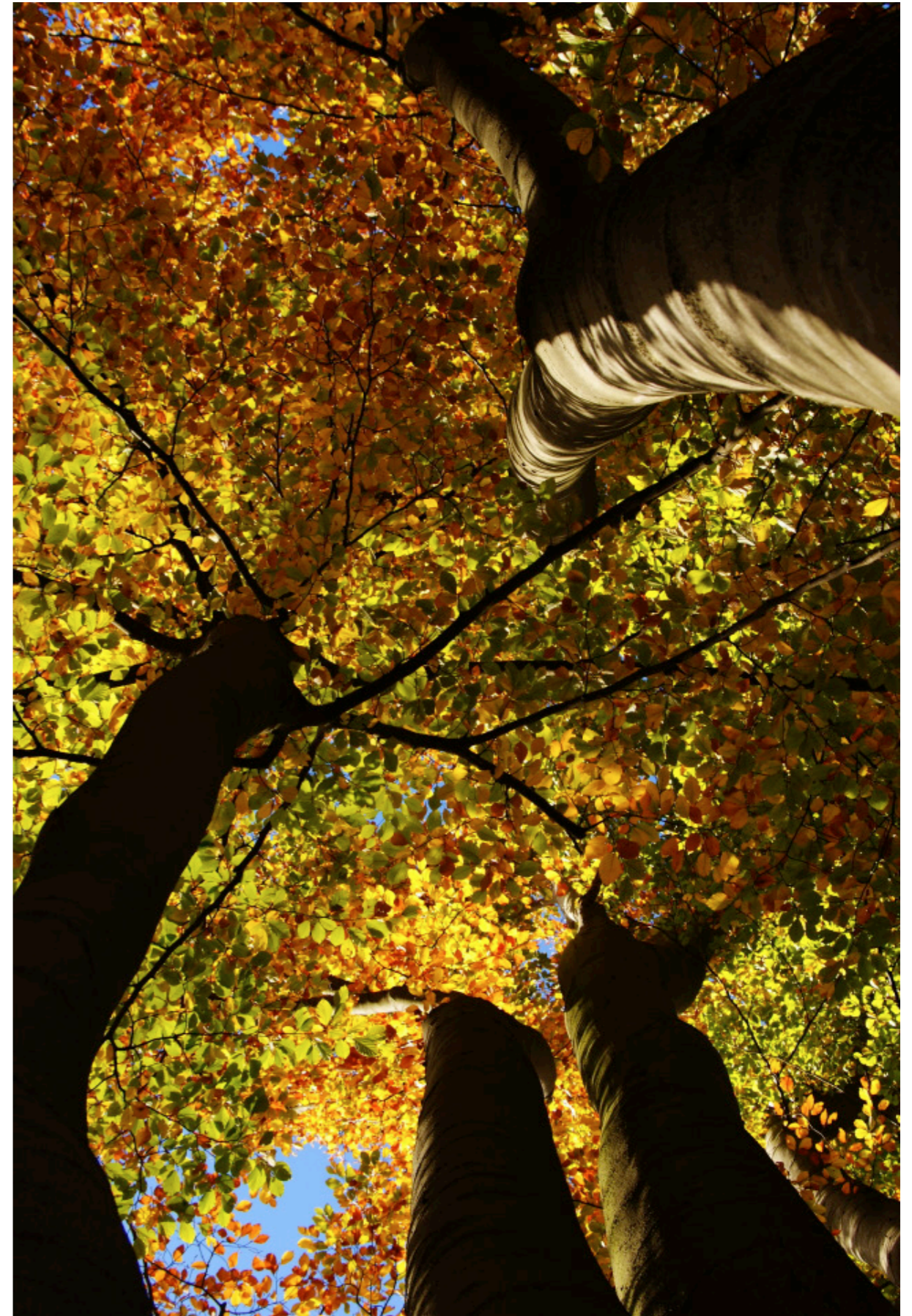
Essex Design Guide

<https://www.essexdesignguide.co.uk/>

Principles of design review

Design Review: Principles and Practice, Design Council CABE /
Landscape Institute / RTPI / RIBA (2013)

<http://www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice>



Beech Trees in Epping Forest © Peter Trimming, Wikimedia Commons

APPENDIX A

Procedure regarding confidentiality

The Epping Forest District Quality Review Panel provides a constructive and reliable forum for advice and guidance to be provided at an early stage, when the panel's advice can have the most impact. It is therefore significant that appropriate levels of confidentiality are maintained. The following procedure shall apply.

1. Panel meetings are only to be attended by the panel members, District Council officers, and officers from stakeholder organisations involved in the project, as well as the applicant and their design team. If any additional individual is to attend, it should be approved by the panel chair and the panel manager.
2. Panel members shall keep confidential all information provided to them as part of their role on the panel and shall not use that information for their own benefit, nor disclose it to any third party (with the exception of reports that are in the public domain – see points 6 and 7).
3. The panel's advice is provided in the form of a report written by the panel manager, containing key points arrived at in discussion by the panel. If any applicant, architect or agent approaches a panel member for advice on a project subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager. This should not restrict panel members from professionally working on projects within the area. However, if such a scheme comes up for review, that panel member should not be involved and must declare a conflict of interest.
4. Following the meeting, the panel manager writes a draft report, circulates it to the chair for comments and then makes any amendments. The panel project manager will then distribute it to all relevant stakeholders. Until that time, the report is confidential.
5. If the proposal is at the pre-application stage, the report is not made public and is only shared with the District Council, the applicant and design team, and any other stakeholder bodies that have involved in the project.
6. If the proposal is reviewed at the application stage or once a reviewed project is submitted as a planning application, the report becomes a public document, is kept within the proposal's case file and published on the relevant website. However, only the final report is made public. Any other information from the panel meeting that is not expressed in this report remains confidential.
7. If a panel member wishes to share a final report with a third party, they must seek approval from the panel manager, who will confirm whether or not the report is public.

APPENDIX B

Procedure regarding conflicts of interest

To ensure the integrity and impartiality of advice given by the panel, potential conflicts of interest will be checked before each panel meeting. The following process will apply:

1. All panel members will be required to declare any conflicts of interest, and these will be formally recorded at each meeting.
2. Panel members are notified of the schemes coming before the panel at least a week in advance. It is expected that at this time panel members should declare any possible interest in a project to the panel manager.
3. The panel manager, in collaboration with the panel chair and District Council officers, will determine if the conflict of interest is of a personal or prejudicial nature.
4. A panel member may have a prejudicial interest in a proposal if s/he has: a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site; a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact; a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.
5. If the conflict of interest is of a prejudicial nature, the panel member should not participate in reviews for the proposal. S/he should also not take part in private discussions of the project and should not be in the room during the discussion of the project.
6. If the conflict of interest is personal, but not prejudicial, the panel member may be allowed to participate in the review. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting teams and formally recorded in the review report.

APPENDIX C

Responding to media inquiries

Panel members should not speak to journalists on behalf of the panel, talk to them about their role as a panel member or discuss any project with which they are involved, without specific approval.

The chair of the panel may respond to media inquiries:

- to describe the role of the panel
- to confirm that the panel has been asked to comment on a particular project
- to reiterate the panel's public comments on planning applications (for pre-application schemes, no details of the project or panel's view should be given)



**Epping Forest District Council
Development Management Forum**

1. The Council believes that local people have a key role to play in shaping the quality of their environment and is committed to involving the community in planning proposals. The Development Management Forum allows the local community to contribute to shaping development proposals and aims to ensure input from local residents on large or difficult proposals for development.
2. This note:
 - a) Explains in what circumstances development proposals will be subject to discussions at the Development Management Forum
 - b) Explains how the Development Management Forum will operate
3. The Council holds Development Management Forums to facilitate the discussion of large-scale or contentious development proposals – generally the Council will expect schemes of more than 50 homes or 5,000 sq metres of commercial/other floorspace to be the subject of such discussions. The forum does not reach a decision about an application. Its purpose is to allow participants to raise issues of concern and obtain answers to questions about the particular proposal. Wherever possible this will be prior to the review of a development proposal by the Quality Review Panel and the submission of a formal application. The aim is to allow early discussion by Councillors and members of the public on planning issues related to these proposals and to explore the scope for amendments and agreement between all parties in a positive and constructive way prior to the later decision being made at the District Development Management Committee.
4. Forum meetings occur mostly at the pre-application stage and occasionally once the application has been made but before the Committee meeting. They do not remove the opportunity for objectors, supporters and applicants to submit representations once an application is submitted or address the Committee when an application is to be determined.

What applications does the forum consider?

5. Proposals that may be considered by the forum include major developments and those of significant local interest. It is not possible to prescribe the exact type of proposals but they may include the following:
 - Proposals which involve more than 50 residential units or over 5,000 sq m of floor space;
 - The Assistant Director, in consultation with the Portfolio Holder Planning and Governance considers that a forum would be beneficial in resolving issues on a particular development proposal.
 - Developments that will not be considered by the forum include:
 - Minor developments such as those to alter or extend houses

- Amendments to existing planning permissions or those which have already been the subject of a forum discussions

Who can attend?

6. Meetings are open to all Members of the Council including Ward Councillors, local businesses and residents. Notification will be given direct to Councillors, Parish/Town Councils and Community Groups and may also include notices around the site and leafleting of adjacent residential areas (as appropriate).

Time and Location

7. Forum meetings are normally scheduled in the evening in a suitable venue in the District close to the site. A Forum meeting is generally held for 1.5 hours with one proposal being considered.

Format of the meeting

8. To assist the running of the meeting an agenda is prepared and a short briefing note on the proposal is available.

The format of the meeting is as follows:

- A senior officer chairs the forum. They ensure that all planning issues arising from the proposal are raised but that there is no discussion on the merits of the application.
 - The applicant is invited to make a presentation of the proposal for a maximum of 15 minutes.
 - Planning officers provide information on the progress of the proposal
 - Local residents and organisations have an opportunity to present their views either for or against the proposal.
 - The applicant responds to questions from members, parish/town councillors and ward councillors and local businesses and residents.
9. An attendance record is kept and a note of the meeting is made which is reported to the Quality Review Panel and the Committee, together with the planning application, when it is submitted for decision.

Members Role

10. All members can attend Development Management Forum meetings which are called to promote early exploration of issues relevant to a particular development. They do not seek to reach any decision about the likely outcome of an application.
11. The particular role that members can play at the meetings is dependent on whether or not they are likely to sit on the Committee which will have a formal role in

determining a subsequent planning application for example are a member of District Development Management Committee or the Cabinet, but all members will need to take account of the generic guidelines for example, publicly clarifying their particular role.

12. All members can:
 - use the meeting to understand the development, the issues important to local people and to the developers, and how the relevant policies are being applied by asking questions;
 - give advice about adopted planning policies and local priorities and clarify or seek clarification of policies and priorities;
 - give advice about planning processes or direct those present to relevant officers or other sources of advice and information both present or outside the meeting;
 - refer local objectors or supporters to ward colleagues who are in a position to take a wider role if theirs is limited and further Member assistance is required; and
 - seek advice from officers as to the process to be followed, issues being reviewed and the likely policy position.
13. Members should not use the forum to undertake negotiations or appear to put undue pressure on the officers in relation to any future decision on the scheme. Members are however entitled to robustly question developers and officers in order to fully understand issues before the forum.
14. Ward Members who are not on the District Development Management Committee can greatly assist this process by taking an active part in the forum meeting, asking questions, commenting on planning policies and local priorities, and advising on the planning process. They can usefully draw attention to local circumstances and issues, and comment on the appropriate weight to be given to those. It will be important that ward members ensure that their remarks and advice are based on adopted Council planning policies as far as possible, or if not that the divergence is made clear. This is important to avoid creating any confusion in the minds of developers or local people about who speaks for the Council in negotiations or about the Council's negotiating position.