

committee agenda



District Development Control Committee Tuesday, 7th April, 2009

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.30 pm

Democratic Services Officer: Graham Lunnun, The Office of the Chief Executive
Tel: 01992 564244 Email: glunnun@eppingforestdc.gov.uk

Members:

Councillors B Sandler (Chairman), M Colling (Vice-Chairman), K Chana, Mrs A Cooper, R Frankel, Mrs R Gadsby, A Green, Mrs A Haigh, J Hart, J Markham, R Morgan, P Turpin, H Ulkun, J Wyatt and Mrs L Wagland

A BRIEFING WILL BE HELD FOR THE CHAIRMAN, VICE-CHAIRMAN AND GROUP SPOKESPERSONS OF THE-COMMITTEE, AT 6.30 P.M. IN COMMITTEE ROOM 1 PRIOR TO THE MEETING

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery”

2. ADVICE TO PUBLIC AND SPEAKERS AT COUNCIL PLANNING SUBCOMMITTEES (Pages 5 - 6)

General advice to people attending the meeting is attached together with a plan showing the location of the meeting.

3. MINUTES (Pages 7 - 10)

To confirm the minutes of the last meeting of the Committee held on 2 March 2009 (attached).

4. APOLOGIES FOR ABSENCE

5. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

6. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

7. HIGHWAY AUTHORITY SERVICE LEVEL AGREEMENT (Pages 11 - 22)

(Head of Planning and Economic Development) To consider the attached report.

8. CAR PARKING STANDARDS - CONSULTATION DRAFT (Pages 23 - 26)

(Head of Planning and Economic Development) To consider the attached report.

9. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

10. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information
Nil	Nil	Nil	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

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Advice to Public and Speakers at Council Planning Subcommittees

Are the meetings open to the public?

Yes all our meetings are open for you to attend. Only in special circumstances are the public excluded.

When and where is the meeting?

Details of the location, date and time of the meeting are shown at the top of the front page of the agenda along with the details of the contact officer and members of the Subcommittee.

Can I speak?

If you wish to speak **you must register with Democratic Services by 4.00 p.m. on the day before the meeting**. Ring the number shown on the top of the front page of the agenda. Speaking to a Planning Officer will not register you to speak, you must register with Democratic Service. Speakers are not permitted on Planning Enforcement or legal issues.

Who can speak?

Three classes of speakers are allowed: One objector (maybe on behalf of a group), the local Parish or Town Council and the Applicant or his/her agent.

Sometimes members of the Council who have a prejudicial interest and would normally withdraw from the meeting might opt to exercise their right to address the meeting on an item and then withdraw.

Such members are required to speak from the public seating area and address the Sub-Committee before leaving.

What can I say?

You will be allowed to have your say about the application but you must bear in mind that you are limited to three minutes. At the discretion of the Chairman, speakers may clarify matters relating to their presentation and answer questions from Sub-Committee members.

If you are not present by the time your item is considered, the Subcommittee will determine the application in your absence.

Can I give the Councillors more information about my application or my objection?

Yes you can but it must not be presented at the meeting. If you wish to send further information to Councillors, their contact details can be obtained through Democratic Services or our website www.eppingforestdc.gov.uk. Any information sent to Councillors should be copied to the Planning Officer dealing with your application.

How are the applications considered?

The Subcommittee will consider applications in the agenda order. On each case they will listen to an outline of the application by the Planning Officer. They will then hear any speakers' presentations.

The order of speaking will be (1) Objector, (2) Parish/Town Council, then (3) Applicant or his/her agent. The Subcommittee will then debate the application and vote on either the recommendations of officers in the agenda or a proposal made by the Subcommittee. Should the Subcommittee propose to follow a course of action different to officer recommendation, they are required to give their reasons for doing so.

The Subcommittee cannot grant any application, which is contrary to Local or Structure Plan Policy. In this case the application would stand referred to the next meeting of the District Development Control Committee.

Further Information?

Can be obtained through Democratic Services or our leaflet 'Your Choice, Your Voice'

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: District Development Control **Date:** 2 March 2009
Committee

Place: Council Chamber, Civic Offices, **Time:** 7.30 - 8.30 pm
High Street, Epping

Members Present: B Sandler (Chairman), K Chana, R Frankel, Mrs R Gadsby, A Green, J Hart, J Markham, P Turpin and J Wyatt

Other Councillors: Mrs C Pond

Apologies: M Colling, Mrs A Haigh, R Morgan and Mrs L Wagland

Officers Present: N Richardson (Principal Planning Officer), R Rose (Senior Lawyer), S G Hill (Senior Democratic Services Officer), J Boreham (Assistant Public Relations and Information Officer) and A Hendry (Democratic Services Officer)

40. WEBCASTING INTRODUCTION

The Chairman made a short address to remind all present that the meeting would be broadcast on the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

41. MINUTES

Resolved:

That the minutes of the Committee meeting held on 12 December 2008 be taken as read and signed by the Chairman as a correct record.

42. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

It was noted that Councillor J M Whitehouse was substituting for Councillor A Haigh for this meeting.

43. DECLARATIONS OF INTEREST

Pursuant to the Councils Code of Member Conduct, Councillors C Pond and J Markham declared a personal interest in agenda item 8 (Advertisement application EPF/2432/08 - Installation of sponsorship information signage at 15 locations in the District) by virtue of being members of the LRA and Loughton Town Council and, in the case of Councillor Mrs Pond, acquainted with an objector. Both members of the Committee stayed in the meeting and took part in the debate on those items.

44. NORTH WEALD REDOUBT (PART OF FORMER RADIO STATION SITE), NORTH WEALD – REQUEST FOR REPAYMENT OF OUTSTANDING SECTION 106 MONIES

The Committee noted that in July 1998, Council had granted permission for the redevelopment of the former radio station at North Weald Bassett including a Section 106 Agreement providing the payment of £100,000 to this Council for (a) £30,000 to be used for the future management and maintenance of the Essex Redoubt (a Scheduled Monument) in accordance with a management strategy that the Council was previously to have approved; and (b) £70,000 for the laying out and future maintenance of a pocket park and car park.

The money for the Redoubt had been retained by this Council. The Peer Group and English Heritage had tried to identify the best way to use the money in the longer-term interests of the Redoubt and had asked that the remaining Section 106 monies be used to prepare a Conservation Management Plan for the Redoubt.

Officers had presented a report to the Committee on 5 February 2008 proposing that £20,000 of the Section 106 monies should be used for preparation of the Management Plan, provided it was matched by a similar sum from the Peer Group. At that time, the Committee concluded that, rather than spending part of the retained sum on the preparation of such a plan, it would be better spent on enhancements to the site, and that officers should consider how the Management Plan might be prepared without recourse to the retained monies.

The Peer Group had now requested the return of the retained monies so that it could be spent on the management and maintenance of the Redoubt. The Committee considered the request in light of officer advice and concluded that as, in this case the Council could not spend the contribution itself, and the owner retained the maintenance and security responsibilities, it was appropriate for the Council to return the contribution, given the period of time which had elapsed since the original permission was granted.

Resolved:

- (1) That the negotiations with the Peer Group regarding the future of The Redoubt on the basis of the following options be noted:
 - (a) utilising £20,000 of Section 106 funds to develop a management plan for the site;
 - (b) returning £30,000 of section 106 agreement funds to Peer Group;
- (2) That it be noted that the Peer Group favour option 1(b) above;
- (3) That the outstanding Section 106 sum of £30,000 be returned to the Peer Group; and
- (4) That the company be reminded of its responsibilities for the security of, safety and maintenance of the Redoubt under the Section 106 Agreement.

45. ADVERTISEMENT APPLICATION EPF/2432/08 - INSTALLATION OF SPONSORSHIP INFORMATION SIGNAGE AT 15 LOCATIONS IN THE DISTRICT

The Committee considered an application for sponsored advertisement signs at 15 locations in the district including roundabouts and highway verges. The Committee's attention was drawn to 3 letters of representation from Loughton Town Council, Ongar Town Council and a resident in Englands Lane, Loughton.

The Committee considered each location separately having taken representations at the meeting. It was considered that some of the locations were appropriate for signs and should be granted but some were inappropriate to their proposed setting.

Resolved:

(1) That Advertisement Consent for the signage at the following locations be granted:

Signs at locations at 2, 3, 6, 9 10, 11

Location 2. Roundabout: Honey Lane South of M25. 3 signs type A.
Location 3. Roundabout: Honey Lane north of M25. 4 signs type A.
Location 6. Roundabout: Abbeyview/Highbridge Street. 4 signs type A.
Location 9. Roundabout: The Talbot/A414. 4 signs type A.
Location 10. Roundabout: Four Wantz/A414. 4 signs type A.
Location 11. Roundabout: London Road A113/A1112. 3 signs type B.

Subject to the following condition:

Before the signs hereby approved are placed on the roundabouts, details of landscaping enhancement of the roundabout shall be submitted to, and agreed in writing by, the Local Planning Authority. The details as agreed shall be carried out within 2 months of the erection of the signs, in respect of each roundabout.

Reason: In the interest of visual amenity.

(2) That Advertisement Consent for the signage at the following locations be refused for the reasons listed:

Signs at locations at 4, 5, 7, 15

Location 4. Roundabout: Sewardstone Road/A121. 4 Signs type A.
Location 5. Roundabout: Lower Island Way/A121. 4 signs type A.
Location 7. Roundabout: Abbeyview/Crooked Mile. 4 Signs type A.
Location 15. Central Reservation: Chigwell Lane, opposite exit from M11. 2-4 signs type B.

Reason for Refusal:

The proposed signage, given its location, is likely to be a distraction to drivers, that may result in early braking that could result in harm to highway safety, contrary to policies DBE13 and ST4 of the Adopted Local Plan and Alterations.

Signs at locations at 1, 8

Location 1. Roundabout: Epping New Road/Earls Path. 2 signs type B.
Location 8. Roundabout: Epping New Road/Woodridden Hill. 5 signs type A.

Reason for Refusal:

The proposed adverts would fail to protect or enhance the historic nature and unique character of Epping Forest and therefore will be contrary to policy HC5 of the Adopted Local Plan and Alterations.

Signs at locations at 12, 13, 14

Location 12. Roundabout: Ongar Road, Stapleford Aerodrome. 3 Signs type A.
Location 13. Roundabout: Rayley Lane North/ A414. 3 signs type A.
Location 14. Roundabout: Rayley Lane South/Vicarage Lane. 3 signs type A.

Reason for Refusal:

The proposed signs would be harmful to the rural landscape and surrounding countryside, contrary to policies LL2 of the Adopted Local Plan and Alterations.

46. ANY OTHER BUSINESS

There was no further business to be transacted at the meeting.

CHAIRMAN

Report to District Development Control Committee

Date of meeting: 7 April 2009

Subject: Highway Authority Service Level Agreement

**Officer contact for further information: N Richardson
Committee Secretary: S Hill Ext 4249**



**Epping Forest
District Council**

Recommendation(s):

That the Head of Planning and Economic Development be authorised to enter into the 'Highway Authority Development Management Service Level Agreement with District & Borough Local Planning Authorities' with Essex County Council Highway Authority

Report Detail

Background

1. At present there is no Service Level Agreement (SLA) or operating protocol between this council and the highway authority on matters relating to planning and highway development control or management.
2. This has led to a certain amount of interpretation, misunderstanding and confusion, which in the past has had a resultant impact on timescales for responses from ECC Highways, quality of information provided and relationships between authorities.
3. The purpose of the SLA is to create a level playing field of understanding between the authorities where roles and responsibilities are clearly defined and everyone knows what to expect from each other. In reality it is formalising to some extent what is now occurring in any case, but in this way, it ought to lead to a more efficient process on both sides.

Detail

4. The attached document is the conclusion of various drafts discussed with the Essex Planning Officers Association over the last year resulting in this final version. It is therefore being rolled out across all the Essex authorities, not just this council and therefore is not being presented as a draft for revision to members.
5. Without repeating the contents of the attached document, there is now clarity on a number of key issues:
 - Recognition of performance indicators in respect of the time frame to make decisions on planning applications and therefore a commitment from Essex Highways Authority to provide a formal response to the Planning Officers within 21 days of being notified.

- Attendance of Highway Officers at pre-planning application meetings when required.
- Attendance at Planning Committees, when requested. (in recent months, this has already taken place at Area South and Area East meetings).
- Monitoring of highway and transportation related to legal agreements to be done by the Highway Authority and financial contributions will be spent in accordance with the requirements of the legal agreement.
- Present and defend the highway case at all types of appeals, unless the planning application has been refused on highway grounds against Highway Authority recommendation or where not consulted (though where not consulted, the Highway Authority will provide support and assistance in preparing appeal statements).
- Generally, the Highway Authority will not normally pay towards appeal costs awarded against the Council on highway grounds, but cost sharing on a case by case basis, where highway matters would be the only reason for objection and subsequent appeal, can be agreed.
- A commitment to assist with the resolution of highway related enforcement issues.

Summary

6. The benefit of a SLA is that it clearly defines the relationship between this council and Essex County Council on highway matters. There are no extra cost implications for this council as their service is part of the Highway Authorities statutory function with the Essex authorities.

7. Adherence to the SLA will ensure that this Council's highway advice needs are identified and defined, areas of possible conflict are reduced and that there is a framework of understanding and dialogue between the two parties. Development Control Planning Officers consider there have been difficulties at times in liaising with Highway Officers since the area highways office was relocated out of the Civic Centre to their present offices in Harlow a few years ago, and that this SLA goes a long way to re-establishing clearer and more frequent consultation.

8 The Committee is therefore requested to agree for the Head of Planning and Economic Development to sign and enter into the SLA.

The Essex County Council Environment, Sustainability & Highways

Highway Authority Development Management Service Level Agreement with District & Borough Local Planning Authorities

1.0 Introduction

- 1.1 Each year the Highway Authority receives several thousand planning applications for consultation. The Highway Authority needs to ensure that future development permitted through the planning process creates a safe and sustainable transport system that is accessible for all.
- 1.2 Essex County Council (ECC) as the Highway Authority is a statutory consultee to Local Planning Authorities. The Highway Authority considers all planning applications in line with National, Regional and Local Policy together with the County Council's own Highway Development Control Policies.
- 1.3 The scale and nature of the proposed development determines which office of the Highway Authority will deal with the application, as follows:
- Large scale applications are dealt with at County Hall.
 - Other applications on County Routes and Local Roads are dealt with at the Highway Authority's Area Offices.
 - Minor applications on Local Roads may be dealt with under the de minimus code of practice by the Local Planning Authority (LPA).
- 1.4 The service aims to be professional, efficient and of a consistent high quality regardless at which office the application is considered.

2.0 Responding to Planning Applications

2.1 The Highway Authority recognises that Local Planning Authorities have an obligation to meet targets set by Central Government and understands that in order to determine major planning applications within 13 weeks and other applications within 8 weeks consultees need to respond within certain timescales. Therefore:

- Mindful of the significance of all development on the highway network, the Highway Authority will respond within 21 days of being notified of an application in order to give Local Planning Authority officers & Members sufficient time to fully appreciate the nature and impact on the highway network.
- The Highway Authority will provide a formal response to the Local Planning Authority within 21 days even if this target cannot be met with a detailed response. This may take the form of a recommendation of refusal if consideration has not been possible because of a lack of required information within the application.
- In order to achieve these challenging timescales, the Highway Authority encourages pre-planning application discussions and will work with Local Planning Authority officers as and when necessary.

2.2 It is essential that when registered by the Local Planning Authority, applications are dispatched to the Highway Authority without delay; applications supported by copies of all relevant documentation will ensure that the Highway Authority can provide the best possible service to Local Planning Authorities.

2.3 It is anticipated that more consultation in an electronic format will occur in the future and Local Planning Authorities will work with the Highway Authority to ensure that this process is fit for purpose and allows the Highway Authority to fulfil its role as statutory consultee in the most efficient manner. To ensure this, the Local Planning Authority will undertake to provide scale plans to the Highway Authority in each case.

3.0 Promoting Partnership Working

3.1 In order to promote an efficient partnership between the Local Planning Authority and the Highway Authority both parties should adhere to the following procedures:

- Highway Authority Area Office staff will visit the local planning office on a weekly basis to discuss planning applications and share information. Local Planning Authority staff should use this opportunity to raise urgent matters.
- Highway Authority staff will be invited to attend pre-planning application meetings as applicable.
- Local Planning Authorities will be mindful of the Highway Authorities requirements in relation to an application (as contained in both national and local validation requirements) prior to registration taking place.
- Local Planning Authorities should inform the Highway Authority when the Planning Application is to be considered at Planning Committee.
- Highway Authority officers will where possible, attend relevant Planning Committee meetings when requested.
- Where insufficient information is included with an application, the Highway Authority will request further information as soon as possible and/or issue a recommendation of refusal (this is more likely on larger planning applications).
- The Local Planning Authority is to provide the Highway Authority with a copy of the relevant committee resolutions and planning decision notices if these are not posted on the Local Authority's web site.
- The Local Planning Authority will undertake to respond to queries regarding applications from the Highway Authority in a timely manner.
- The Local Planning Authority will undertake to provide explanation to the Highway Authority if recommendation content is not taken forward to planning committee.
- The Highway Authority will undertake to use previously agreed Standard Conditions within its recommendations, where applicable.

4.0 Allocation of Applications within the Highway Authority

4.1 Strategic Development Team based at County Hall:

Will respond to all planning applications proposing or having:

- Residential development over 50 dwellings.
- Other development that triggers the thresholds for a transport assessment, as detailed in “Guidance on Transport Assessment” published in March 2007 by Communities and Local Government/Department for Transport. Further details can be found in Appendix 1 of this document and the Highway Authority will be happy to provide guidance for this on a case by case basis.
- All Essex County Council Planning Applications

4.2 Area Office Teams based at Mid, West, East and South Area offices:

Will respond to all planning applications other than those identified above that have an impact on:

- A County Route (defined on the County Functional Route Hierarchy within the current Local Transport Plan 2006-2011)
- Any local road planning application that falls outside of the de minimus code of practice.

4.3 Local Planning Authorities:

Planning applications that fall within the de minimus code of practice can be dealt with by the Local Planning Authority following agreement and training from the Highway Authority.

- It is for each Local Planning Authority to formally request where they wish to operate this code of practice. In cases where the Local Planning Authority chooses not to operate the de minimus code, applications will be dealt with by the Highway Authority’s Area Office teams.
- The full code of practice, produced by the Highway Authority, indicates the scope of proposals and provides technical guidance to allow Planning Officers to consider minor highway issues on certain types of road. Copies will be supplied where operation is agreed by both parties.

- The Highway Authority must provide appropriate training for those Borough/District Planning Officers prior to operation of the de minimus code of practice.
- A suitable financial contribution should be sought for specified local area transportation needs as identified by the Highway Authority and in compliance with Central Government Circular 05/2005.

5.0 Policy, Practices and Standards

- 5.1 All staff working within the Highway Authority development control function will apply highway and development control policies and will adhere to ECC working practices and standard procedures.
- 5.2 The Highway Authority development control policies, which are at present part of the Local Transport Plan, are currently being reviewed and prepared for consultation so that they can be adopted as an Essex County Council Supplementary Planning Document (SPD). This will afford them greater weight when being used by both the Highway Authority and Local Planning Authority to justify refusal.
- 5.3 In addition to this, the Highway Authority will work with the Local Planning Authority to ensure that emerging Local Development Frameworks contain appropriate transport policies.

6.0 Legal Agreements

- 6.1 All legal agreements that relate to Highway Authority matters will be required to use ECC standard agreements. Within the highways legal agreement there are standard clauses that are non-negotiable to the Highway Authority (these will be highlighted on the draft) and final decision on transportation wording lies with ECC Legal Services.
- 6.2 The Highway Authority must be a party to all legal agreements relating to the provision of highway works.
- 6.3 All legal agreements with highway and transportation related works or that have transportation related financial contributions will be monitored by the Highway Authority.
- 6.4 All financial contributions held by the Highway Authority will be spent in accordance with the requirements of the legal agreement.

7.0 Planning Appeals

7.1 When a recommendation of refusal on highway grounds has been made by the Highway Authority:

- The Highway Authority will present and defend the highway case at any subsequent appeal.

7.2 If a situation arises when the Local Planning Authority has refused an application on highway grounds against Highway Authority recommendation or an instance when the Highway Authority was not consulted:

- The Highway Authority will not be required to provide evidence or appear at any hearing/inquiry to support the refusal.

7.3 In line with the recently published DCLG consultation to revise the Circular on Costs Awards in Appeals and other Planning Proceedings, the Highway Authority will not normally pay towards costs that may be incurred by the Local Planning Authority if a case is lost at appeal on highway grounds; this view is taken for the following reason:

- Although the Highway Authority is a statutory consultee on planning applications it has no power of direction.
- The Highway Authority provides advice and this can be adhered too or overridden by the Local Planning Authority or its Members.

7.4 Notwithstanding the above position, this does not preclude discussions regarding cost sharing, on a case by case basis, where highway matters would be the only reason for objection and subsequent appeal. Any agreement would need to be reached prior to the appeal hearing.

7.5 Where the Local Planning Authority has refused an application within the guidelines of the de minimus code of practice, the Highway Authority will undertake to provide support and assistance in the preparation of any subsequent appeal.

8.0 Discharge of Conditions

- 8.1 The Highway Authority will operate the same protocol for response on requests for the discharge of conditions to that outlined above for the original planning applications.

9.0 Enforcement

- 9.1 Where development takes place without the benefit of planning permission and enforcement action is required, the Highway Authority commit to working with the Local Planning Authority to assist with the successful resolution of such issues.
- 9.2 The Local Planning Authority will provide copies of the relevant enforcement notices to the Highway Authority where their support is required.
- 9.3 Mindful of the need for the Local Planning Authority to take swift action on unauthorised development sites, the Highway Authority will respond promptly to requests for information.
- 9.4 Where appropriate, the Highway Authority will attend hearings or appeals to defend their position with regard to enforcement notices issued on unauthorised development.

10.0 Declaration:

On behalf of the Highway Authority

Name: Keith Lawson

Position: Development Management & External Funding Manager

On Behalf of the Local Planning Authority

Name:.....

Position:.....

District or Borough Council:.....

Appendix A

Split between County Hall and Area Offices based on Traffic Generation

Use Class	Area Office	County Hall (and provision of a Transport Assessment*)
A		
A1 Food retail	Less than 800m ²	Greater than 800m ²
A2 Non-food retail	Less than 1500m ²	Greater than 1500m ²
A2 financial and professional services	Less than 2,500m ²	Greater than 2,500m ²
A3 restaurants and cafes	Less than 2,500m ²	Greater than 2,500m ²
A4 drinking establishments	Less than 600m ²	Greater than 600m ²
A5 hot food takeaway	Less than 500m ²	Greater than 500m ²
B		
B1 business	Less than 2,500m ²	Greater than 2,500m ²
B2 gen industry	Less than 4,000m ²	Greater than 4,000m ²
B8 storage and distribution	Less than 5,000m ²	Greater than 5,000m ²
C		
C1 Hotels	Less than 100 bedrooms	Greater than 100 bedrooms
C2 residential - hosp, nursing homes	Less than 50 beds	Greater than 50 beds
C2 residential -education	Less than 150 students	Greater than 150 students
C2 residential - institution hostel	Less than 400 residents	Greater than 400 residents
C3 Residential	Less than 50 units	Greater than 50 units
D		
D1 non-residential institutions	Less than 1000m ²	Greater than 1000m ²
D2 Leisure and assembly	Less than 1500m ²	Greater than 1500m ²
Others	Discuss with LHA	Discuss with LHA
Stadia	Discuss with LHA	Discuss with LHA
Cinema and conference	Discuss with LHA	Discuss with LHA
Primary and secondary education	Discuss with LHA	Discuss with LHA
Higher and further education	Discuss with LHA	Discuss with LHA

* Requirement for a Transport Assessment relates to CLG Circular Guidance 02/07.

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Report to District Development Control Committee

Date of meeting: 7 April 2009

Subject: Car Parking Standards - Consultation Draft



**Epping Forest
District Council**

Officer contact for further information: Kevin Wright (Ext 4095) or Nigel Richardson (Ext 4018)

Committee Secretary: S Hill Ext 4249

Recommendation(s):

1. **That the Committee raise no objection to the revised Car Parking Standards, entitled "Parking Standards Design and Good Practice for Essex" being issued by ECC.**

Report Detail

1. The first Parking Standards Document was produced in 1960 in consultation with the Essex Planning Officers Association (EPOA) and since then there have been revisions in 1970/78 and the last one 2001. The 2001 revision was a desk top exercise to bring the standards in line with PPG13 – Transport, which sort to use parking restraint as a tool to reduce car usage. The recent changes in the planning system have placed the responsibility on the Districts to produce parking standards in the suite of planning documents. By 2008 there was a need to review the standards both to assist the District authorities but also to address the general concern being expressed about residential parking.

2. A working group of County and District officers via EPOA was set up to review standards. In considering new parking standards a wider view was taken of the role that parking has to play in place shaping as well as a tool for promoting travel choice. Case studies were used to assess the impact of current parking standards and their functional relationship to the development they serve. The outcome of this are revised standards in a new draft document for consultation entitled "Parking Standards Design and Good Practice For Essex", issued by ECC in conjunction with EPOA.

3. This Council is therefore being consulted on the draft document. The consultation runs between 13th March until the 24th April and hence Officers have had only a limited time to view this document and report it to members. A hard copy of the document is available in the Members Room to view. Alternatively, it can be viewed on-line at:

[http://www.essexcc.gov.uk/vip8/ecc/ECCWebsite/content/binaries/documents/Sustainability Appraisal Non Technical Summary.pdf?channelOid=null](http://www.essexcc.gov.uk/vip8/ecc/ECCWebsite/content/binaries/documents/Sustainability%20Appraisal%20Non%20Technical%20Summary.pdf?channelOid=null)

4. A fundamental change included in the revised standard is a move to minimum standards for trip origins (residential parking) and a greater emphasis on advice and best practice examples rather than just a list of standards. The move to minimum standards for housing was supported by members of the working party and Essex County Council believe this to be in line with emerging Government thinking, albeit

that PPG 13 - Transport, for the moment, supports maximum parking standards for residential areas.

5. The suggested minimum standards for residential areas will help to overcome the problem of parking on verges and curtilages in existing developments where insufficient car parking has been provided. However the minimum standard specified will create a greater land take for new development and result in over provision in some areas where car ownership is below the average. Encouraging unallocated parking for a development rather than allocations for each dwelling will ensure provision better reflects the numbers needed and will result in less land being required and less wastage of space. This embraces the advice in PPS3 – Housing, to take account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently.

6. The new title "Parking Standards Design and Good Practice" reflects the new approach to this subject which is being closely watched by neighbouring Counties as an example of emerging best practice. Essex County Council's intention is that Sustainability Appraisal/Strategic Environmental Assessment is carried out to enable the final document to become a Supplementary Planning Document in accordance with the revised PPS12 – Local Spatial Planning.

Changes from Adopted 2001 to 2009 consultation draft document:

7. The main changes are as follows:

Residential

8. There is proposed a shift back to the pre-2001 standards by changing back from maximum to minimum standards. The current approved standard is 1.5 spaces per dwelling as a maximum, whereas the proposal is for 1 bed = 1 space, 2 bed + = 2 spaces per dwelling as a minimum (only garages 3m x 7m or larger will be considered a parking space). There is in addition a requirement for 0.25 spaces per dwelling for visitor parking (subject to appropriate design, it can be located on or near the road frontage).

Garages

9. Currently, these are a minimum size = 5m x 2.5m. The proposal is that the min. size = 7m x 3m internal dimension. Garages provided at a smaller dimension will not be considered a parking space or count towards the parking space allocation.

Parking Bay sizes and Areas

10. This is proposed to be increased from a minimum of 4.8m x 2.4m to 5m x 2.5m to take into account increasing car sizes (various car models dimensions were investigated to get to this conclusion).

11. Disabled parking bay sizes have been increased in line with a standard parking bay. There is also guidance on integrated and secure parking areas in residential developments, which reduces the currently occurring isolated rear parking courts which few residents use.

12. In respect of setbacks with driveways/garages, previous guidance of 1.5m setback lead to widespread abuse of vehicles overhanging driveways and parking

over pavements and cycleways. The proposed guidance sets out that setbacks should be no more than 0.5m (to allow for the opening of a garage door), 0m (with gates) or at least 6m.

Cycle parking standards

13. The standards for some class uses have been revised to allow for a more realistic level of parking. Previous standards in some class uses required an overly onerous quantity. The proposed standards still require generous amounts of cycle parking to encourage sustainable travel.

Powered Two-wheeler standards

14. These have been revised to reflect realistic provision requirements. Previous standards required a large amount of provision (generally an excessive amount at larger car parks).

Part time employees

15. In the current standard, spaces were only allocated for full time staff in certain class uses. The revised standards take account of the fact there is increased part time working and look for space to be allocated on a "full time equivalent" basis.

Summary

16. Members and officers have worked with the current parking standards for some 8 years now and have generally felt somewhat uncomfortable applying certainly the residential maximum standards when in this district there is high car ownership. It is clear that restricting parking spaces at home does not discourage people from owning a car and therefore parking spaces should at origin return to a minimum standard. The proposed draft standards are more a sense of the "real world", but they still encourage the use of more sustainable modes of transport and parking spaces to destinations, other than homes, remain at a maximum standard.

17. The only concern is the spaces per dwelling ratio for residential areas perhaps should be used in a more precise manner. The rigid use of 2 spaces per dwelling, which will apply for all dwellings with 2 or more bedrooms, will result in greater land take and inefficient use of land, particularly in areas where car ownership is on average lower. Perhaps in these cases, the 1.5 space per dwelling ratio should be used but in unallocated parking areas. This will provide an overall number of car parking spaces sufficient to meet need for the development without wasting land. This may be therefore on a case-by-case or by area basis.

18. However, overall, Officers consider that no objection be raised to the new standards. This is because they add more clarity and advice to members of the public in a more easily understandable approach, as well as assist Planning officers and Members in determining appropriate standards for our District and developers in preparing proposed development of sites. Perhaps most importantly, they should ensure that planning applications include an appropriate level and location of car parking provision and ultimately contribute to improved amenity and environmental quality in residential areas.

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