

Committee Agenda



**Epping Forest
District Council**

Local Development Framework Cabinet Committee Monday, 28th March, 2011

Place: Council Chamber
Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services Officer: Gary Woodhall (The Office of the Chief Executive)
Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

Members:

Councillors Mrs D Collins (Chairman), R Bassett, B Rolfe, Mrs M Sartin, Ms S Stavrou and Mrs L Wagland

PLEASE NOTE THE START TIME OF THIS MEETING

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To confirm the minutes of the last meeting of the Cabinet Committee on 15 March 2011 (if available and previously circulated).

4. TERMS OF REFERENCE

To note the Terms of reference for the Cabinet Committee, as agreed by the Council on 17 February 2009; minute 113(a) refers.

(1) That a Local Development Framework Cabinet Committee be appointed with the following terms of reference:

(a) To oversee and submit recommendations to the Cabinet as appropriate on:

(i) the preparation of the Local Development Framework (LDF);

(ii) the preparation of the Core Strategy including agreement of consultation stages and documentation, and the responses that should be

made to any representations received;

(iii) the preparation of other Development Plan Documents including agreement of consultation stages and documentation, and the responses that should be made to any representations received;

(iv) the preparation of Supplementary Planning Documents including agreement of consultation stages and documentation, and the responses that should be made to any representations received; and

(v) the revision of the Local Development Scheme and monitoring the achievement of milestones;

(b) To consider and provide input to consultants' reports which contribute to the establishment of an up-to-date evidence base to influence preparation of the LDF;

(c) To consider options for joint or coordinated working with other councils, which best meet the needs of this District, as required by the East of England Plan and (where relevant) the London Plan and to make recommendations to the Cabinet thereon;

(d) To consider the comprehensive review of the East of England Plan, and make recommendations to the Cabinet on any responses to be made;

(e) To liaise with the Planning Services Scrutiny Standing Panel as appropriate; and

(f) To work within the budgetary provision for the LDF, as approved by the Cabinet and the Council.

5. LOCAL DEVELOPMENT FRAMEWORK ISSUES AND OPTIONS CONSULTATION STRATEGY (Pages 5 - 16)

(Director of Planning & Economic Development) To consider the attached report (LDF-023-2010/11).

6. LOCAL DEVELOPMENT FRAMEWORK - LOCAL DEVELOPMENT SCHEME (Pages 17 - 24)

(Director of Planning & Economic Development) To consider the attached report (LDF-024-2010/11).

7. LEE VALLEY WHITE WATER CENTRE UPDATE & OLYMPICS REGENERATION OFFICER (Pages 25 - 30)

(Director of Planning & Economic Development) To consider the attached report (LDF-025-2010/11).

8. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) 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 Cabinet Committee and the Chairman of the Cabinet Committee. Two weeks' notice of non-urgent items is required.

9. 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 Information Paragraph Number
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 10.00pm 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.

Report to the LDF Cabinet Committee

Report reference: **LDF-023-2010/11**

Date of meeting: **28 March 2011**



**Epping Forest
District Council**

Portfolio: Leader

Subject: Local Development Framework Issues and Options Consultation Strategy

Responsible Officer: Kate Hallé (01992 564481).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the principles and methods set out in the LDF Core Planning Strategy Issues and Options Consultation Strategy be approved as an approach for consulting the community in the forthcoming preparation of spatial development plans.

Executive Summary:

This strategy sets out an approach to engaging with key stakeholders, interested parties and the community at the Issues and Options stage of the Core Planning Strategy. The Council is committed to providing local communities with opportunities to shape the places in which they live and has developed an approach to engagement designed to make this achievable.

The coalition government has made it one of its priorities to make sure that local people have more say in the decisions that affect where they live. The government has abolished regional housing targets and it is now the responsibility of the Council to work with local communities to determine options for future development.

The strategy has taken into account lessons learned from the successful 'Community Visioning' exercise carried out from November 2010 to January 2011. The next stage builds upon this with a 'Community Choices' exercise that seeks the views of the local community on the planning issues facing the district and the most appropriate policy options for addressing them.

The results of the Issues and Options consultation will be used to produce the Core Planning Strategy Preferred Options document in Spring 2012. The consultation and methods will be expanded upon to form the Council's LDF Statement of Community Involvement (SCI).

It should be noted that the increased requirements to engage with local people will have an impact on officer time and resources. The aim is to produce a communication strategy that:

- a) is focused using both tested and innovative methods;
- b) provides an adopted structure/format for officers and the community to work with; and
- c) is cost effective.

Reasons for Proposed Decision:

To provide a formalised strategy for engaging with key local stakeholders and the general public in the production of the LDF Core Planning Strategy.

Other Options for Action:

To not approve the Issues and Options Consultation Strategy. However, stakeholder and public engagement is a statutory requirement in the production of the LDF, and the Core Planning Strategy may be found unsound if there is no robust evidence of this.

Report:

Overview

1. Engaging with the community in the preparation and evidence gathering stage is the second element of consultation in the production of an LDF Core Planning Strategy. It follows the successful community visioning exercise which took place between November 2010 and January 2011. The results of that exercise and the views of the local community have been used as part of the evidence base on which the Issues and Options are being developed.

2. There is currently a statutory requirement to engage with the community in the production of a Core Strategy Development Plan Document (DPD). PPS12 states that:

(a) Key stakeholders should engage in timely and effective discussions with local planning authorities on the deliverability of options for core strategies;

(b) There is no point in proceeding with options for the core strategy which cannot be delivered as a result of failure to obtain the agreement of key delivery agencies; and

(c) Local authorities are strongly encouraged to seek out major landowners and developers and engage them fully in the generation and consideration of options.

3. The Council's spatial planning policies are required to be formulated with regard to the views of the community as part of the Government's localism agenda. The Issues and Options consultation will seek to build upon the Community Visioning exercise to gain a more in-depth understanding of community and stakeholder views on the best options for addressing planning issues in the District over the next 20 years.

Community Visioning - Lessons Learned

4. Despite the success of the Community Visioning exercise there are a number of lessons that can be learned from the process. The LDF team will seek to build upon these and improve its engagement for the Issues and Options consultation.

5. Parish Councils should be significantly more involved from the outset of the community engagement process. This will take place as follows:

(a) informing them of our approach and timescales once they are approved;

(b) starting an early dialogue when formalising the detailed elements of the engagement such as workshops and exhibitions;

(c) seeking their assistance with engaging with the local community where appropriate;

(d) providing more time between committee members approving the content of the

consultation materials and print deadlines.

- (e) ensure that workshops are better attended by providing the local community with more time to register whilst improving publicity by working more closely with Parish Councils;
- (f) provide more resource effective workshop areas following the cancellation of all rural area workshops due to low attendance;
- (g) make better use of local media and reduce reliance on press releases by placing a full page advert in local papers; and
- (h) work more closely with local schools to seek the views of younger people - the youth forum reported that this would be the best way to achieve this.

6. The photography competition received very little interest and as such it is recommended that this method is not used again at this stage.

Issues and Options Engagement Approach

7. Whilst the Issues and Options document is being prepared the LDF team is seeking approval of the approach to engaging with the community. This has been formulated in accordance with the LDF 'principles of engagement' approved by the LDF Committee in October 2010.

Consultees

8. Government planning guidance identifies four main types of consultee groups for DPD production. The LDF team already maintains an up-to-date database of relevant consultees and this will be used to form the groups set out below:

- (a) **Statutory consultees** – The Council must consult with all bodies in this group. Consultees include adjoining local authorities, English Heritage, Thames Water.
- (b) **General consultees** – The Council has statutory discretion over which general consultees it consults, although as the Core Planning Strategy is such a significant part of the LDF it is suggested that they are all involved. They include local voluntary bodies, religious groups, residents' associations, local businesses and action groups.
- (c) **Other interested parties** – The Council has statutory discretion over which other interested parties it consults with. This group is mostly comprised of regional/national bodies including CABI, National Trust, Friends of the Earth, etc.
- (d) **General public** – The Council is required to consult with the local community at the Issues and Options stage.

Consultation methods

9. There are a variety of consultation methods proposed for each consultee group at the preparation and evidence gathering stage. This engagement strategy divides them into two groups:

- (i) Community choices (general public); and
- (ii) Statutory/general consultees (Statutory, general and interested parties).

10. Budget information for each method can be found in Appendix 1 where appropriate.

Community Choices

Core Planning Strategy Leaflet and 'Community Choices' Questionnaire

11. It is important that local communities have as clear an understanding as possible of what the LDF Core Planning Strategy (CPS) Issues and Options consultation is and how they can have their say. Production of a CPS Issues and Options 'Community Choices' leaflet in plain English can clearly explain this information to the wider community. The information in the leaflet will also be available on the LDF website and at exhibitions.

12. The content of the leaflet will differ from the community visioning leaflet distributed in November 2010. It will need to be very carefully developed in order to ensure the right balance is struck between providing the local community with enough detail about the Issues and Options and not distributing a long, confusing and resource-intensive document.

13. Potential approaches for achieving this are:

- (a) explain options for spatial development and seek views; and/or
- (b) simplify major themes of document and seek views on options.

14. This may take the form of a short 8 page leaflet or a slightly more comprehensive 'Executive Summary' version of the full Issues and Option report that would be approximately 20 pages but allow for more information. The print cost may be the determining factor between these two approaches.

15. The leaflet also needs to provide information about community workshops and exhibitions and other opportunities for people to have their say such as online and through social media.

16. It is recommended that, in order to inform and give the opportunity to comment to as many people as possible, the leaflet and questionnaire are sent to each household in the District – approximately 55,000.

Community Workshops

17. A series of community workshops will be held at different locations within the district to discuss the thematic and spatial development choices facing the District. The workshops will be publicised through the leaflet, website and other channels. All residents are welcome to attend, however they will be required to register as places will be limited to approximately 50-60 per event.

18. Community workshops will be held during the evening (7-9pm) in order to ensure that residents are more likely to be able to attend. Following difficulty attracting participants to attend the three rural area workshops during the community visioning exercise it is recommended that these areas are amalgamated into one 'rural' area and the workshop publicised accordingly.

19. The suggested workshop areas are as follows:

- Waltham Abbey/Nazeing;
- Epping / Theydon Bois;
- Loughton / Chigwell / Buckhurst Hill; and

- Rural communities (Roydon/Sheering/Ongar/Stapleford Abbotts).

Community Choices Postcards

20. It's recommended that following a positive response the 'busy' hard-to-reach commuter segment of residents are again targeted through the distribution of postcards at underground and rail stations in the district during the morning rush hour.

21. Considerable thought will be required with regards to the content of the postcards. At present it is considered likely that they will only seek views on spatial development options. The design may need to be altered to accommodate the content required – e.g. fold in half to create the postcard.

Website

22. The Council website provides space for information on the LDF. Officers are proposing to continue with the updated design and 'planning our future' branding. The proposed structure will remain as follows:

- (a) **Home page** - LDF/CPS overview text taken from CPS leaflet;
- (b) **Get involved** - Information on 'Community Choices' exercise including upcoming workshops / exhibitions / choices questionnaire and opportunity to join the mailing list;
- (c) **Download** - Electronic versions of any relevant materials – e.g. full Issues and Options report, leaflets, exhibitions;
- (d) **Evidence base** – Plain English list of all evidence base studies plus previous consultation results with links to view the documents where appropriate;
- (e) **Timescales** - Indicative timescales for the CPS and LDF; and
- (f) **Contact us** - Generic links for tel / email / address for LDF team.

23. The website address will continue to be advertised on printed materials and contact details where appropriate - www.eppingforestdc.gov.uk/planningourfuture.

Publicity Exhibitions

24. Information about the Community Choices exercise and how people can have their say will be on display at several locations within the District. It is likely that three exhibition panels will be used per display and they will be accompanied by copies of the questionnaire and a questionnaire post-box where people can submit their views.

25. It is proposed that the six exhibition venues from the Community Visioning exercise are used in order to provide consistency and awareness throughout the District. The basic format of the exhibition will be:

- Community choices – overview of CPS Issues and Options;
- Thematic and spatial development options; and
- How to have your say.

Social Media

26. It is proposed that the LDF team continue to work closely with the PR team to use the existing EFDC Facebook and Twitter accounts as another method of providing information on

the Community Choices exercise.

27. A new Community Choices tab will be created for the Facebook page and the link for this advertised on all communications materials. The page will allow people to leave their comments and point them towards more information and the questionnaire on the Planning Our Future website.

28. Facebook can now be used more frequently and effectively than during the Community Visioning exercise as the LDF team has access to the site. This will allow the LDF team to share photos and initial feedback from community workshops after they happen, hopefully generating more interest and discussion.

29. It is recommended that Twitter is used to inform local residents about the Community Choices when launched and also to provide reminders of community workshops and the location of the exhibition.

LDF Email Newsletter

30. Over 750 people stated that they wished to be kept informed of progress with the Core Planning Strategy and future consultations as a result of the Community Visioning exercise. Of these approximately 500 also included an email address and have been added to the LDF database to be kept informed of news items relating to the Issues and Options consultation.

31. The email newsletter is an excellent way of keeping people informed as it requires minimal resources to produce and can also provide feedback on how many people chose to view the website / get involved as a direct result of receiving it.

32. The distribution of the email will be managed through the Council's existing MailChimp software account and the content will be simple for people to read and understand. Links through to the Planning Our Future website and Facebook and Twitter pages will also be included.

Local Media Launch

33. In order to increase awareness within the community and encourage local people to get involved it is suggested that a series of co-ordinated activities take place to 'launch' the Community Choices exercise. These could include the following:

- (a) interview with local press two weeks prior to the launch in order to communicate the importance of the engagement process and the Council's commitment to understanding local views;
- (b) place a full page advertisement in the press during the launch week;
- (c) issue an EFDC press release through the Public Relations department;
- (d) ensure all online materials such as the Planning Our Future website, Facebook and Twitter pages are displaying the correct information and are set up to receive comments where necessary;
- (e) issue an LDF email newsletter to people on the Core Planning Strategy database;
- (f) ensure that all leaflets/questionnaires are sent out within two weeks of the launch in order to maintain momentum and give people time to register to attend workshops and return

questionnaires; and

(g) work with Public Relations to provide a briefing pack for Councillors and the LDF team - the pack will include all the consultation materials to be distributed, information about the process and a brief FAQ to deal with the questions which are most likely to be asked.

Statutory/General Consultees

Formal Letter and Document

34. A formal letter will set out the subject of the Core Planning Strategy Issues and Options consultation along with a copy of the full document and questionnaire (Relevant group: Statutory consultees, general consultees, other interested parties).

Stakeholder Meetings

35. It is important to undertake meaningful dialogue with key stakeholders in order to discuss the Issues and Options. A programme of meetings will be developed with appropriate statutory consultees such as neighbouring planning authorities. The meetings should use a pro-forma to ensure that discussion remains focused and that there is useful output for informing the next stage of the Core Planning Strategy (Relevant group: Statutory consultees, general consultees).

Leaflet and Choices Questionnaire

36. It is important to ensure that the organisations within the general consultee group are well informed about the Issues and Options consultation and have the opportunity to submit their views. This can be achieved through the use of the same Community choices leaflet and questionnaire that is to be distributed to the general public.

37. It is important to offer this group two methods of commenting as some organisations will be quite formal and expect to receive the full document, whilst others will be less so and will require a more accessible and less time-consuming approach (Relevant group: General consultees).

Stakeholder Options Workshops

38. All General Consultees (plus adjoining LPAs) should be invited to attend a Stakeholder Options workshop. It is likely that there will be two workshops, one for technical stakeholders such as developers and other local authority departments and another for community groups in the area.

39. The purpose of the workshops will be (a) to identify the key issues for the Core Planning Strategy to address and (b) get feedback on the development of a vision for the plan. Registration prior to the workshop will be mandatory for health and safety management and to enquire whether particular access arrangements are required (Relevant group: General consultees).

Hard-to-reach Focus Groups

40. It is important to identify any hard-to-reach groups prior to the consultation period through discussions between the LDF team and the Performance Improvement Officer - Equality and Diversity. Guidance from CLG identifies 'hard-to-reach groups' as bodies which represent the interests of the following within the local authority's area:

- (a) Different ethnic or national groups;
- (b) Different religious groups;
- (c) Disabled people; and
- (d) People carrying on business.

41. The Community Choices postcard scheme will be used to engage with commuters, who have also been identified as a hard-to-reach group (Relevant group: General consultees).

Timescales

42. At this stage, it is anticipated that the engagement period will run for 12 weeks from Monday 5 September to Friday 25 November.

43. This is a relatively long period of engagement, however it is considered that there are several benefits of the proposed timescale:

- (a) the Issues and Options consultation is more complex than the previous Community Visioning exercise and as such people will require more time to respond;
- (b) local people will have more time to hear about the Community Choices exercise and participate through community workshops;
- (c) there are more detailed requirements to consult with statutory and general consultee groups and as such more meetings and workshops are likely to be required than previously; and
- (d) as August can be a quiet time with people away on holiday it is important to make sure that there is time either side of this month.

Resource Implications:

An estimate for the costs of public engagement throughout the preparation of the LDF was presented to Cabinet in December 2007. It will be appropriate to reconsider this budget and the amounts that have been attributed to various functions once the proposals of the Coalition government become clear. The Community Visioning exercise carried out between November 2010 and January 2011 was within the agreed budget.

A draft budget for the Community Choices consultation exercise is set out in Appendix 1.

Legal and Governance Implications:

No relevant implications.

Safer, Cleaner and Greener Implications:

No relevant implications.

Consultation Undertaken:

None.

Background Papers:

- Planning Policy Statement 12: Local Spatial Planning (June 2008)
- Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008
- Communities and Local Government – Plan Making Manual
- EFDC Consultation Strategy – A Guide to Consultation 2006/2007

Impact Assessments:

Risk Management

Risk to the LDF not being found “sound” by the Inspector at the public examination due to non compliance with statutory consultation requirements and insufficient consideration of the views of the local community.

Equality and Diversity

Preparation of the Local Development Framework as a whole will be subject to an on-going Equality Impact Assessment, as part of the Sustainability Appraisal. The finalised Engagement Strategy will identify issues relating to equality and diversity in spatial planning. It will then set out methods for ensuring that these issues are considered throughout any consultation undertaken, e.g. the provision of materials in a format suitable for blind or visually impaired people.

This will include partnership working between the LDF team and the Performance Improvement Officer - Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
None.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
None.

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APPENDIX A

LDF CORE PLANNING STRATEGY : ISSUES AND OPTIONS CONSULTATION DRAFT BUDGET

Estimated Notes / assumptions

Community choices

1. Leaflet / questionnaire	£15,580
FREEPOST service	£1,380 Response rate 10% (likely to be less)
Prize incentive	£200 Meal for four
Print	£10,000 60,000 copies
Distribution	£4,000 D2D
2. Community workshops	£1,450
Venue (x4)	tbc
Catering (x4)	£1,450 Tea/coffee/soft drinks, basic buffet
Workshop materials - print	tbc In-house
Workshop poster - print	tbc In-house
3. Postcards	£401
FREEPOST service	£58 Response rate 10% (likely to be less)
Prize incentive	£100 Meal for two
Print	£243 2,500 copies: 500 each station
4. Website	£0
No cost	£0
5. Publicity exhibitions	£1,022
Roll up banners - print	£822 Three banner exhibition (3 sets)
Display	£200 Loughton library charge
6. Social media	£0
No cost	£0
7. LDF email newsletter	£0
No cost	£0
8. Local media / launch	£900
Press advertisement (full page)	£900 Estimate from PR

COMMUNITY CHOICES TOTAL £19,353

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Report to the Local Development Framework Cabinet Committee



**Epping Forest
District Council**

Report reference: *LDF-024-2010/11*
Date of meeting: *28 March 2011*

Portfolio: Leader

Subject: Local Development Framework - Local Development Scheme

Responsible Officer: Kate Hallé (01992 564481).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the approach to the Local Development Scheme (LDS) be approved and the Local Development Framework be produced in accordance with this content and timescales.

Executive Summary:

This report sets out the need to update the existing LDS following the election of the coalition government and updates to LDF production.

The best approach to the production of key LDF documents such as the Core Planning Strategy over the next five years is set out and justified in terms of resources, flexibility and community engagement.

Reasons for Proposed Decision:

The LDS is a statutory requirement and will guide the production of all LDF documents.

Other Options for Action:

To not approve the recommended approach set out in this report and put forward a different option.

Report:

1. The Planning and Compulsory Purchase Act 2004 states that all local authorities have to produce a Local Development Scheme (LDS). The LDS sets out the programme and timetable for the production of the documents that will form the Local Development Framework (LDF).

2. The Epping Forest District Council LDS was last amended in October 2007 as a result of a government requirement to produce a Gypsy & Traveller Development Plan Document (DPD) by September 2009. Since then the new coalition government have made several key changes that will impact on the production of the LDF in Epping Forest District; these are as follows:

(a) removal of housing and employment targets through the revocation of Regional Spatial Strategies;

(b) cancellation of the Direction for Epping Forest District Council to produce a separate Gypsy and Traveller Development Plan Document (DPD); and

(c) Increased responsibility for the Council to work more closely with local communities in preparation of plans for the future of the area.

3. The Council need to produce a revised LDS in order to reflect these significant changes.

Towards a New Planning Policy Framework

4. Planning policy decisions in Epping Forest District are currently made with regard to the Local Plan, adopted in 1998 and amended by the Local Plan Alterations in 2006. The Planning and Compulsory Purchase Act 2004 introduced a new system requiring local authorities to produce a Local Development Framework (LDF).

5. An LDF is comprised of the following documents that combine to deliver the planning strategy for the area.

(a) ***Development Plan Documents (DPDs):***

(i) These set out planning policies for the area. The most important of these is the Core Planning Strategy which provides policies for strategic issues such as the level and location of growth, infrastructure and green spaces. This includes a proposals map.

(ii) Other DPDs may be prepared to provide additional detail that would not be suitable in the Core Planning Strategy but requires the status of a development plan. All DPDs are subject to a Sustainability Appraisal and must have regard to national planning policy and the views of the local community.

(b) ***Area Action Plans (AAPs)*** - set out the proposals for areas that will undergo change or require specific protection.

(c) ***Supplementary Planning Documents (SPDs)*** - may be prepared to provide greater details on policies set out in DPDs. This could include design guidance or detail on planning contributions.

(c) ***Statement of Community Involvement (SCI)*** - sets out how the Council will involve the community and other key stakeholders in the production of the LDF and major planning applications.

(d) ***Annual Monitoring Report (AMR)*** - assesses the Council's progress against the timetable set out in the LDS and the implementation of planning policies. Information from the AMR is used to decide whether new policies are required.

(e) ***Sustainability Appraisal (SA)*** - sets out how planning policies can be assessed to ensure that they meet national and local sustainable development objectives.

(f) ***Neighbourhood Plans (NPs)*** - The Localism Bill 2010 sets out the devolution of greater powers to neighbourhoods and local communities to have a say in decisions which affect where they live, particularly where this relates to the delivery of new development. More detail on Neighbourhood Plans is expected to be forthcoming, however it is likely that they will be formed at a Parish Council level and will need to be in-line with the aims and

objectives of the Core Planning Strategy. The legal and resource requirements to prepare Neighbourhood Plans are not yet clear.

Proposed and Emerging Planning Documents

6. This section sets out the proposed and emerging planning documents that Epping Forest District Council intends to prepare over the course of the period covered by this LDS:

- (a) Local Development documents:
 - PD1 Core Planning Strategy;
 - PD2 Site Allocations DPD; and
 - PD3 Development Management DPD.
- (b) Supplementary Planning documents:
 - PD4 Community Infrastructure Levy; and
 - PD5 St Johns Development Framework.
- (c) Procedural and supporting documents:
 - PD6 Statement of Community Involvement;
 - PD7 Annual Monitoring Report (ongoing);
 - PD8 Conservation Area Appraisals and Management Plans; and
 - PD9 Neighbourhood Plans.

Timescales for Local Development Documents

- 7. PD1 Core Planning Strategy:
 - Autumn 2011 – Issues and Options;
 - Summer 2012 – Preferred Options;
 - Winter 2012 – Submission;
 - Summer 2013 – Examination; and
 - Spring 2014 – Adoption.
- 8. PD2 Site Allocations and PD3 Development Management:
 - Autumn 2013 – Issues and Options;
 - Summer 2014 – Preferred Options;
 - Spring 2015 – Submission;
 - Autumn 2015 – Examination; and
 - Summer 2016 – Adoption.

Why This is the Best Approach

9. The case for this approach is based upon the following benefits:

- **Flexibility** - producing separate documents for strategic, site-specific and development management policies provides greater flexibility for the LDF team when dealing with any revisions that may be required in the future;
- **Community Engagement** - The type of community engagement required for understanding local views on broad issues such as the location of growth and more detailed development management policies is very different. Any attempt to consult on planning issues at such wide ranging levels would be counter-productive and confusing for the audience; and
- **Resources** - Production of the Core Planning Strategy is highly resource intensive for

the LDF team. Attempts to produce other DPD documents at the same time would put so much pressure on current resources that they may potentially cause a delay to this key document.

10. Other options for managing the production of the LDF would be:

(i) incorporate PD3 Development Management Policies within the Core Planning Strategy; or

(ii) incorporate both PD3 Development Management Policies and PD2 Site Allocations within the Core Planning Strategy.

11. However, the case for not following these alternative options is set out in paragraph 9 above.

Timescales

12. See Appendix 1 for a draft project programme.

Resource Implications:

It is considered that the approach set out is the best option for working within the resources available. Alternative approaches would place more pressure on resources and potentially delay the production of the Core Planning Strategy.

Legal and Governance Implications:

The LDS is a statutory requirement.

Safer, Cleaner and Greener Implications:

No relevant implications.

Consultation Undertaken:

N/A.

Background Papers:

- Planning Policy Statement 12: Local Spatial Planning (June 2008)
- Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008
- Communities and Local Government – Plan Making Manual
- Localism Bill 2010

Impact Assessments:

Risk Management

Risk to the LDF not being found “sound” by the Inspector at the public examination due to not having an LDS in place.

Equality and Diversity:

Preparation of the Local Development Framework as a whole will be subject to an on-going Equality Impact Assessment, as part of the Sustainability Appraisal.

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
None.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
None.

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Local Development Scheme : Draft March 2011

	2011				2012				2013				2014				2015				2016			
	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	
PD1 Core Planning Strategy																								
Issues and options																								
Preferred options																								
Submission																								
Examination																								
Adoption																								
PD2 Site Allocations DPD																								
Issues and options																								
Preferred options																								
Submission																								
Examination																								
Adoption																								
PD3 Development Management DPD																								
Issues and options																								
Preferred options																								
Submission																								
Examination																								
Adoption																								
PD4 Community Infrastructure Levy SPD																								
tbc																								
PD5 St John's Development Framework SPD																								
tbc																								
PD6 Statement of Community Involvement																								
Draft to LDF Committee																								
Final SCI adopted																								
PD7 Conservation Area Appraisals and Management Plans																								
tbc																								
PD8 Neighbourhood Plans																								
tbc																								

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Report to the LDF Cabinet Committee

Report reference: **LDF-025-2010/11**

Date of meeting: **28th March 2011**



**Epping Forest
District Council**

Portfolio: Leader

Subject: Lee Valley White Water Centre update & Olympics Regeneration Officer

Responsible Officer: Kassandra Polyzoides (01992 564119)

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To note the appointment of the Olympics Regeneration Officer and emerging workstreams; and**
- (2) To note the update on the Lee Valley White Water Centre Economic Development Study.**

Executive Summary:

The Olympics Regeneration Officer was appointed in December 2010 and has been working jointly for Epping Forest District Council, Broxbourne and Hertfordshire County Council and in partnership with the Lee Valley Regional Park. In December 2010 Nathaniel Litchfield & Partners were jointly appointed to deliver the Lee Valley White Water Centre (LVWWC) Economic Development Study. Some initial key findings following their feasibility and baseline work are reported here along with key considerations for progressing further work.

Reasons for Proposed Decision:

To note the progress on the LVWWC Economic Development Study and be introduced to the Olympic Regeneration Officer and be brought up to speed on their workstreams. The Local Development Framework Cabinet Committee requested an update on the economic development study and the wider work being delivered by this post.

Other Options for Action:

None.

Report:

1. The post of Olympic Regeneration Officer was put forward by the Olympic Legacy Partnership Board; a multi agency partnership established by Broxbourne Borough Council with membership from Epping Forest District Council, Essex County Council, Hertfordshire County Council, Enfield Council, Lee Valley Regional Park, and Waltham Abbey Town Council amongst others. The Board created the 2 year post understanding the importance and need to maximise the legacy potential and development opportunities created in the area by the hosting of the Olympics, and the building of the Lee Valley White Water Centre. Funding for the post has been provided by Broxbourne Borough Council £20,000 p.a.,

Hertfordshire County Council £20,000 p.a., and Epping Forest District Council £10,000 p.a. The post was appointed to in November 2010 and the Olympic Regeneration Officer, Max Houseago, took up the position on the 13th December 2010. The officer is based within Broxbourne Council, but will work collaboratively across all funding partners and with other partner agencies to ensure delivery of key projects.

2. In the first 12 weeks. the officer has been focusing on projects that generally benefit all Parties:

(a) an Economic Development Study, coordinating work with the consultants Nathaniel Lichfield & Partners;

(b) developing Olympic Web pages for Broxbourne Council;

(c) assisting in organising the business breakfast/seminar, on 16 March, which is a joint venture between Epping Forest District Council, Lee Valley Regional Park Authority, Broxbourne District Council, Essex County Council, and Hertfordshire County Council; and

(d) assisting the British Canoe Union with creating their presentation and sponsorship list for the 2015 Canoe Slalom World Championships bid.

3. From mid March the Officer proposes undertaking the following work for Epping Forest District Council in partnership with Planning Officers:

- Obtain a confirmation from Heritage Lottery that a bid to Heritage Lottery Fund, Townscape Heritage Initiative, for Waltham Abbey is feasible. Look at obtaining funding, as above, but also from other potential sources for a Waltham Abbey Town Centre strategy. The Olympics Regeneration Officer is delivering a similar strategy for Waltham Cross. There are ideal opportunities for joint working on these strategies and identifying synergies and common opportunities for the wider area as well as creating more coherent physical links.

- Waltham Abbey walk about with Waltham Abbey Town Council and Epping Forest District Council to identify key issues and additional quick win projects.

Lee Valley White Water Canoe Centre Economic Development Study

4. An Economic Development Study to identify the legacy benefits that could be provided by the Lee Valley White Water Centre was requested by the Olympic Legacy Board. As owners of the facility the Lee Valley Regional Park Authority were given the lead in procuring the consultants, along with the Olympic Regeneration Officer and representatives from Epping Forest District Council, Essex County Council, and Hertfordshire County Council all as members of a steering group.

5. A brief with invitation to tender was sent out to 15 Consultants in November 2010. The responses were evaluated by the steering group and four consultants were short listed. Following interviews on 17 December 2011, Nathaniel Lichfield & Partners were appointed.

6. Nathaniel Lichfield provided a strong, clear practical methodology, and they also have extensive knowledge in undertaking such studies and advising on successful strategies for similar types of facilities to those of the white water centre. They advise on leisure attractions including Alton Towers, Legoland, Chessington World of Adventure, and Thorpe Park. Nathaniel Lichfield are also working on behalf of the Football Association assessing the socio-economic impacts of The National Football Centre near Burton on Trent; development associated with the football centre includes hotel and conference facilities, and a sports clinic to increase the overall viability of the centre.

7. Nathaniel Lichfield & Partners have been looking explicitly at how the white water centre can be part of, and contribute to, a popular visitor destination; and will be providing further advice on the opportunities for attracting further leisure attractions into the area. They will be looking at ways in which to maximise visitor numbers and spend in the area, and how local people can benefit from this through job, and training opportunities. They will also establish where the development opportunities are, both physically and sector wise, for business that will support the development of the area economically.

8. With regard to consultation the consultants have engaged with relevant local council economic development departments, commercial property agents, chambers of commerce that can provide avenues for inward investment, tourism, sports and business organisations (i.e. Gunpowder Mills) which could provide potential pointers to future potential. Contact will also be made with operators of similar sports/leisure venues/developments elsewhere to identify planned initiatives or experiences of developments linked to the venues.

9. The Olympic Regeneration officer has been aiming to provide updates to key parties, such as Town Centre Partnerships and Town Councils on the progress of the study.

10. The consultants Nathaniel Lichfield were present at a business seminar event at Waltham Abbey on 16 March 2011 where local businesses and Members had the opportunity to put forward their ideas about how development and regeneration opportunities might be created for the wider area.

11. The consultants have produced some initial research findings; however it is important to recognise that the draft report won't be produced until 25 April 2011, and a final report produced on 30 May 2011. The consultants also presented initial findings at the Olympics Legacy Board meeting on 17 March 2011.

The Work So Far

12. A review of a wide range of white water centres in UK and overseas, which has found little evidence white water centre visitors by themselves attract significant new facilities to the site or surrounding area; most have nothing other than a cafe or small shop.

13. Only two white water centres were found to have a fairly extensive range of outdoor activities on their sites - Charlotte in USA and Cergy near Paris - these were both planned as leisure sites with a set of mixed uses, other uses were not attracted afterwards by the centres; neither have hotels or much commercial leisure uses, and they are not planning further expansion, but do attract visitors by holding non-sporting events.

14. Other participatory sports facilities looked at - e.g. Xscape snowdomes support a range of leisure/retail uses on their sites but are not really comparable with the LVWWC, being in locations with many times more visitors (3 million +); the Castle Indoor Climbing Centre in North London attracts over 150,000 visitors p.a. but has attracted nothing else nearby, with its own shop/cafe within the building.

15. The area around the LVWWC does not appear to have significant unmet demand for leisure uses at present. It has fairly good hotel provision nearby, although mainly high quality with conference facilities, health & fitness centres in the area, the second largest canoe/sailing equipment shop in the UK, and a golf driving range planned at Waltham Abbey. So some potential areas of demand are already met. The consultants are still talking to operators of other leisure facilities (e.g. aerial ropes/zip wires) that appear to have some potential.

16. The profile of a canoeist visiting the white water centres indicates a mainly young adult male market, with relatively few family visitors; they also tend not to spend large amounts on accommodation/food etc locally, and tend not to travel far from the white water centre site. However, the white water rafting offer will appeal to a wider market. Initial work undertaken for Lee Valley Regional Park Authority has given anticipated visitor numbers to the Lee Valley White Water Centre as 70,000p.a. Initial work undertaken by consultants Nathaniel Lichfield has found that other white water facilities across the world obtain visitor numbers in the region of 40,000 visitors p.a.

17. Therefore the picture emerging is a need to increase visitor numbers to the LVWWC site with a range of other activities close by to widen the age range of visitors, and to provide enough attractions on the site to keep visitors there for a day rather than a few hours. Taking into account constraints, and the need for branding, this suggests creating an active sports/adventure activities destination that raises the profile of the area. It would also be good to include some indoor activities, such as climbing walls etc, on site or nearby, to reduce seasonality, effects of bad weather, and hours of operation. Branding is central to bringing together this wider vision, and active marketing will also be of key importance. A small scale conference venue on site may also have some scope, and is being further evaluated for feasibility.

18. The initial findings also suggest that most economic impacts will be fairly localised, in the short-medium term. If the destination builds up visitor numbers and raises its profile over a longer period, it may be possible to attract some more commercial uses spread over a wider area e.g. budget hotel and some retail.

19. Potential constraints will have to be taken into account in developing a likely range of activities for the site e.g. Green Belt constraints on very large buildings, environmental constraints on noisy/disturbing activities, high trees and high pylons nearby for aerial ropes/zip wires, limited large sites within park and surrounding area for land hungry uses, limited car parking at the white water centre for activities with large visitor numbers.

20. The initial view is that the more likely range of adrenalin/adventure activities for the site will not be greatly affected by different pictures of national economic growth.

Resource Implications:

- Cost of study: £40,000
- EFDC contribution: £12,000

Legal and Governance Implications:

The study and study outcomes will not have a legal status and there are no legal and governance implications.

Safer, Cleaner and Greener Implications:

The outcomes of the study may lead to development and regeneration proposals and business development opportunities that will promote the improvement of the wider area including Waltham Abbey.

Consultation Undertaken:

Economic development, commercial property agents, tourism, sports and business organisations (i.e. Gunpowder Mills). Sports operators of similar sports/leisure venues/developments. Updates provided to Councillors, town councils and Town Centre

Partnerships.

Background Papers:

None.

Impact Assessments:

Risk Management

The apparent risk would be that without subsequent work around the study outputs the districts, including EFDC would miss out on the momentum built up as a result of this work. Following the final report in May therefore the client team will discuss with senior officers and Members regarding the required next steps and ongoing work to support the key outputs.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?

Nathaniel Lichfield Partners have an Equal Opportunities Policy and are aware of the client group Equal Opportunities Policies.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

N/A.

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