

Committee Agenda



**Epping Forest
District Council**

Local Plan Cabinet Committee Monday, 3rd September, 2012

You are invited to attend the next meeting of **Local Plan Cabinet Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Monday, 3rd September, 2012
at 7.00 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

Gary Woodhall
Tel: 01992 564470 Email:
democraticservices@eppingforestdc.gov.uk

Members:

Councillors R Bassett (Chairman), W Breare-Hall, Mrs A Grigg, D Stallan and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

BUSINESS

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) 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 subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet Committee held on 2 July 2012 (previously circulated).

5. TERMS OF REFERENCE

To note the Terms of reference for the Cabinet Committee, as agreed by the Leader of the Council.

“3.1 To oversee and submit recommendations to the Cabinet as appropriate on:

(a) agreement of documentation for consultation on the draft plan/preferred option and documentation to seek pre - submission representations on the proposed Local Plan;

(b) the final form of the Council’s Local Plan (i.e. the version to be submitted to the Planning Inspectorate for Examination in Public); and

(c) responses that should be made to any representations received following consultation on the Local Plan and related documents and supplementary planning documents;

3.2 To be responsible for all aspects (except those matters specified in 3.1 above) including but not restricted to:

(a) monitoring of the achievement of milestones within the Local Plan and Community Infrastructure Levy preparation and review process;

(b) agreement of engagement strategies for consultation periods as necessary;

(c) agreement of documentation for consultation on (i) the Issues and Options;

(d) agreement of draft options and policy wording to be used as the basis for Sustainability Appraisal.

3.3 To note, receive and, if necessary, agree officer reports on consultants’ studies which contribute to the establishment of an up-to-date evidence base to influence preparation of the Local Plan.

3.4 To agree options for joint or co-ordinated working with neighbouring Councils, which comply with the Council’s duty to co-operate and which best meet the

needs of this District.

- 3.5 To respond to the Planning Services Standing Scrutiny Standing Panel as appropriate.
- 3.6 To monitor within the budgetary provision for the Local Plan, as approved by the Cabinet and the Council.
- 3.7 That the membership of the Committee comprise of members of the Cabinet, the number to be determined by the Leader of the Council.
- 3.8 That the Committee will be chaired by the Portfolio Holder responsible for Planning matters.

NB (1) In the event that the Council's Cabinet is constituted according the pro rata membership requirements of the Local Government & Housing Act 1989, any political group not having representation on the Committee by virtue of one of the named Cabinet portfolios shall nominate one member of the Cabinet to serve on this Committee.

(2) In the event that seats on the Cabinet are allocated by the Leader of Council solely to one political group, or to an alliance of one or more groups forming an administration, seats on the Sub Committee shall only be allocated to members of that group or alliance who have seats on the Cabinet.”

6. PORTFOLIO HOLDER DECISIONS AGREED SINCE THE LAST MEETING

To noted the agreed Portfolio Holder Decisions since the last meeting on 2 July 2012 as follows;

(a) Inclusion of the Heritage Asset Review as part of the Local Plan Evidence Base

Decision: To note the findings and conclusions of the Heritage Asset Review and to include the study as part of the Evidence Base for the new Local Plan.

(b) Open Space Sport and Recreation Assessment

Decision: That the findings of the Open Space, Sport and Recreation Assessment are noted and approved for inclusion in the Council's Local Plan Evidence Base.

(c) Local Plan Evidence Base report – The Lea Valley Glasshouse Industry: Planning for the Future

Decision: To note the main findings and recommendations of the study on the future of the Lea Valley Glasshouse Industry and include the study as part of the Evidence Base for the new Local Plan.

7. LOCAL PLAN ISSUES & OPTIONS – COMMUNITY CHOICES (Pages 7 - 12)

(Planning Portfolio Holder) To consider the attached report (LPC-003-2012/13).

8. ASSESSMENT OF PURPOSES OF INCLUDING LAND WITHIN THE GREEN BELT

(Planning Portfolio Holder) To consider the attached report (LPC-004-2012/13). (report to follow)

9. 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.

10. EXCLUSION OF PUBLIC AND PRESSExclusion

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.

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Report to the Local Plan Cabinet Committee



Report reference: *LPC-003-2012/13*
Date of meeting: *3 September 2012*

**Epping Forest
District Council**

Portfolio: Planning

Subject: Local Plan Issues & Options – Community Choices

Responsible Officer: Amanda Thorn (01992 564543)

Democratic Services Officer: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- 1. To note progress with consultation on the Local Plan Issues & Options – Community Choices document**

Executive Summary:

The consultation for the Local Plan Issues & Options – Community Choices is currently underway, and will last for just over 11 weeks until midday 15 October 2012. This report provides a brief update on the actions undertaken so far.

Reasons for Proposed Decision:

To keep the Committee updated on the progress of the consultation.

Other Options for Action:

None.

Report:

1. The Forward Planning team commenced public consultation on the Local Plan Issues & Options – Community Choices document on 30 July 2012. The consultation ends at midday on 15 October 2012, providing a period of just over 11 weeks for comments and representations to be made.
2. Press briefings were held on 18 and 20 July, resulting in some fair and balanced articles in the local newspapers.
3. Leaflets advertising the consultation period, and the dates and locations of public drop-in sessions have been delivered to every household and business in the district. An issue has been identified around the distribution of leaflets in the Chigwell area, and the delivery company has apologised and undertaken to redeliver to this area a no additional cost.
4. Further to this initial leaflet, a further six drop-in sessions have been added to the schedule making a total of 13 sessions in all. See Appendix 1 for a copy of the revised leaflet which has been sent by email and post to each Town & Parish Council

for display and distribution. The Council's website, and Facebook and Twitter pages have been updated to advertise these additional dates, and a further press release has been published.

5. All of the documentation is available on the Council's website, and following some comments about its ease of use some changes have been made. This was followed by a noticeable increase in "hits" on the consultation section of the website.
6. Letters have been sent to a variety of consultees, planning agents, individual residents and community/resident groups in notification of the consultation period. Town/Parish Councils and known resident associations/groups have been provided with large consultation packs which include multiple copies of documentation, posters and leaflets. Similarly, copies of documentation have been distributed to all libraries and Council offices. Identified "hard-to-reach" groups have been specifically targeted to ensure they are aware of the consultation period. For example, leaflets have been handed out at a number of rail and Central Line stations in and close to the district, to ensure that commuters are aware of the consultation period. A DVD for the Gypsy, Roma & Traveller community is being prepared, as this method of engagement proved quite successful for the previous consultation on a DPD under the previous Government's Direction.
7. There is an exhibition in the Civic Offices for the duration of the consultation period, and temporary exhibitions are being staged in the district's libraries.
8. Meetings with individual Town & Parish Councils are being organised on request, with the intention being that officers will attend to give an overview of the consultation period and answer subsequent questions. Technical and non-technical workshops were held on 6 and 7 August, to discuss the key strategic issues raised by the Community Choices document.
9. Very few completed responses have been received, although this is to be expected at this early stage. Key messages that have been expressed so far from the meetings held and responses received are around the possible levels of growth, potential development in the Green Belt and infrastructure deficits/future provision.
10. Further oral updates are likely to be available at the Committee meeting.

Resource Implications:

Costs for the consultation period are within amounts allocated in the Local Plan budget.

Legal and Governance Implications:

The Planning & Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) Regulations 2012 dictate the way in which the new Local Plan must be prepared.

The National Planning Policy Framework requires that all local planning authorities prepare an up-to-date Local Plan as quickly as possible.

Safer, Cleaner and Greener Implications:

The current consultation period will provide evidence to support the preparation of the new Local Plan, which will encourage sustainable development in the district.

Consultation Undertaken:

The Issues & Options consultation is currently underway, and will end at midday on 15 October 2012.

Background Papers:

Previous Local Plan Cabinet Committee reports

Planning Our Future: Community Choices – Issues & Options for the Local Plan – July 2012

Impact Assessments:

Risk Management

The consultation period is being carried out in accordance with the methods previously agreed by Councillors, in order that it is as comprehensive as possible. The potential risks of not carrying out the consultation robustly could be significant, hence the resources (both staff and financial) that are being focused on this at present.

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? **Yes** **No**

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

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

The consultation period is for all residents, businesses and those with an interest in the district, and is not restricted to any particular groups. In recognising that some people/groups may have more difficulty engaging with the process, some additional measures have been taken to seek comprehensive engagement.

Additional measures include consultation materials being available in a variety of formats, both online and in hard copy. Copies have been distributed around the district in public locations for view and collection.

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?

Hard-to-reach groups have been identified include those that work during the day, and the Gypsy, Roma, Traveller community. Leaflets have been handed out at rail/Central Line stations during morning & evening peak travel times, and a DVD for the GRT community is being prepared.

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epping forest district
planning our future
local plan



We are starting the preparation of the new Local Plan.

This will deal with growth and development in the district over the next 20 years, including how many new homes and jobs are likely to be needed.

The first stage of public consultation, which we are calling Community Choices, requires your input.

The new Local Plan will affect everyone in the district. Please **Get involved!** in its preparation!



The consultation runs for 11 weeks from 30th July to midday on 15th October.

Consultation on the Statement of Community Involvement (SCI) will also run during the same period.

All consultation documents will be available on the Council's website and paper copies will be distributed to Council offices and libraries.

Public drop in sessions in your area

4 September	5 - 9pm	Sheering Village Hall, Sheering
5 September	5 - 9pm	Jack Silley Pavilion, Epping
6 September	5 - 9pm	Roding Valley Hall, Buckhurst Hill
10 September	5 - 9pm	Fyfield Village Hall, Fyfield
11 September	5 - 9pm	Waltham Abbey Town Hall, Waltham Abbey
12 September	5:45 - 9pm	Abridge Village Hall, Abridge
13 September	5 - 9pm	Roydon Marina Village, Roydon
17 September	5 - 9pm	Epping Hall, Epping <i>Additional date</i>
18 September	5 - 9pm	Loughton Council Chamber, Loughton <i>Additional date</i>
19 September	5 - 9pm	Nazeing Leisure Centre, Bumble's Green <i>Additional date</i>
20 September	5 - 9pm	Chigwell Parish Council Offices, Chigwell <i>Additional date</i>
25 September	5 - 9pm	Ongar Town Council, Chipping Ongar <i>Additional date</i>
27 September	5 - 9pm	North Weald Village Hall Lounge, North Weald <i>Additional date</i>

You can also read and respond to the documents on our website:

www.eppingforestdc.gov.uk/planningourfuture

Telephone: 01992 564517



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