

Committee Agenda



**Epping Forest
District Council**

Local Plan Cabinet Committee Thursday, 22nd November, 2018

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

**Council Chamber - Civic Offices
on Thursday, 22nd November, 2018
at 7.30 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

Democratic Services Manager
Tel: (01992) 564243 Email:
democraticservices@eppingforestdc.gov.uk

Members:

Councillors J Philip (Chairman), A Grigg, A Lion, S Stavrou and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

WEBCASTING/FILMING NOTICE

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If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

1. WEBCASTING INTRODUCTION

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, and if you have any concerns then please speak to the Webcasting Officer.

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

4. MINUTES (Pages 5 - 24)

To confirm the minutes of the last meeting of the Cabinet Committee held on 14 May 2018 (previously circulated).

5. TERMS OF REFERENCE (Pages 25 - 26)

To note the Cabinet Committee’s Terms of Reference, as agreed by the Leader of the Council in June 2012.

6. RECENT GOVERNMENT CONSULTATIONS (Pages 27 - 58)

To consider the report (attached).

7. 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.

8. 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.

Background Papers

Article 17 of the Constitution (Access to Information) 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Local Plan Cabinet Committee **Date:** Monday, 14 May 2018

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.00 pm

Members Present: J Philip (Chairman), A Grigg, A Lion, S Stavrou and C Whitbread

Other Councillors: R Brookes, H Kauffman, S Murray, J M Whitehouse and D Wixley

Apologies: -

Officers Present: D Macnab (Acting Chief Executive), A Blom-Cooper (Interim Assistant Director (Planning Policy)), N Richardson (Assistant Director (Development Management)), D Coleman (Planning Policy Manager), G J Woodhall (Senior Democratic Services Officer) and S Kits (Webcasting Officer)

Also in attendance: J Dagley and P Thomson (Conservators of Epping Forest)

1. WEBCASTING INTRODUCTION

The Chairman made a short address to remind attendees that this meeting would be broadcast live to the Internet and would be capable of repeated viewing, which could infringe their human and data protection rights.

2. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Member Code of Conduct.

3. MINUTES

Resolved:

(1) That the minutes of the meeting held on 25 March 2013 be taken as read and signed by the Chairman as a correct record.

4. TERMS OF REFERENCE

The Cabinet Committee noted its Terms of Reference.

The Chairman advised that the Terms of Reference would be reviewed in due course and modelled on the Terms of Reference for the Council Housebuilding Cabinet Committee.

5. ANY OTHER BUSINESS

Resolved:

(1) That, as agreed by the Chairman and in accordance with Section 100B(4) of the Local Government Act 1972, the following item of urgent business be considered

following the publication of the agenda:

- (a) Epping Forest Special Area of Conservation (SAC) – Mitigation Strategy.

6. EPPING FOREST SPECIAL AREA OF CONSERVATION (SAC) - MITIGATION STRATEGY

The Cabinet Committee received a presentation from Mr P Thomson, Superintendent of Epping Forest, and Mr J Dagley, Head of Conservation, on their proposals for an Action Plan to mitigate the impacts on the Epping Forest Special Area of Conservation (SAC) from increased recreational pressure. The slides from the presentation have been attached at Appendix 1 to these minutes.

The Planning Policy Manager welcomed the presentation from the Conservators of Epping Forest, and highlighted that the Council was working hard to put a Mitigation Strategy in place as soon as possible. The progress outlined this evening was welcomed and it was essential to identify some initial projects to begin progressing.

The Conservators outlined the difference between themselves and Natural England. The Conservators were the landowners of the Forest and had a duty to manage the Forest, whereas Natural England were the body which advised on the management of sites such as the SAC and oversaw the implementation of the Habitat Regulations.

In respect of effective mitigation, the Conservators informed the Cabinet Committee that they did not have enough information yet on Air Quality and Traffic movements, but had more information on the potential recreation pressures faced by the Forest, especially at 'hot spots' and sensitive areas. Possible mitigation measures included the provision of alternative sites to relieve the pressure at the 'hot spots' or the development of 'buffer land' on the edge of the Forest to accommodate more visitors than at present. Robust monitoring would also need to be put in place to ensure that the agreed measures, when implemented, was having the desired effect.

The Conservators highlighted that, although further modelling needed to be performed, an extended Forest Transport Strategy could potentially be a useful mitigation measure. Some helpful work had been performed with the Six Counties Group, but further work needed to be performed with the neighbouring London Boroughs to manage the Forest's approach to visitors. Visitor surveys had also indicated that cycling within the Forest was on the increase. The Conservators were looking to improve the pathways for cyclists and pedestrians to share, and dedicated routes for cyclists could be provided in the future. The Conservators would seek to cater for all users of the Forest, whether they were walkers, cyclists or horse riders.

The Conservators stated that they were aware of the work of Fields in Trust and their evaluation of different spaces. The Conservators were planning on publishing something similar themselves, highlighting the value of biodiversity within the Forest as well as the value of visitors to the Forest. The Conservators were very aware of the degradation of some verges within the Forest caused by parking.

In respect of the demand for technology and mobile coverage / capacity within the Forest, the Conservators acknowledged that technology could help in the use of the Forest, such as the use of Google or Apple Maps by visitors, as well as measure and manage the impact of visitors on the Forest. It was acknowledged that there were some mobile blackspots within the Forest, but there were three masts within the Forest and mast sharing agreements had been signed to avoid a plethora of masts throughout the Forest.

When asked about the impact on the Lower Forest from the possible development of new housing, the Conservators informed the Cabinet Committee that the Lower Forest was a Special Site of Scientific Interest (SSSI) and therefore a site of national importance. It did not quite meet the criteria to be designated a Special Area of Conservation, but as increased traffic volumes in the Lower Forest would impact upon the SSSI then it would probably be included in the Forest Transport Strategy in the future.

The Acting Chief Executive was concerned that the Council was receiving planning applications for the Special Area of Conservation but there was not the opportunity to extract contributions from developers as the Mitigation Strategy was not in place. Was there anything in the Conservators' current Management Plan that could be brought forward and implemented quickly? The Superintendent of Epping Forest informed the Cabinet Committee that the Masterplan for High Beach was now complete, and a number of other projects and plans were due to be completed in July 2018.

The Planning Policy Manager agreed that time was critical and the work involved in the Mitigation Strategy was complex. The Council had issued a position statement the previous week setting out the impact for Development Management, whereby there were limitations on granting planning permission until the Mitigation Strategy was in place. Under the Habitat Regulations, the Council had a statutory duty to protect the Special Area of Conservation from development, and until a jointly agreed Mitigation Strategy was in place for the Special Area of Conservation then the Council could not secure financial contributions from developers to mitigate impacts and planning permission could not be granted unless the requirements of the Habitat Regulations had been fulfilled. There were two possible short-term measures for mitigating the potential impacts from planning applications:

- (i) Applications had to include an individual Habitat Regulations assessment; and / or
- (ii) Applicants had to sign a Legal Agreement to agree to make financial contributions in the future to mitigate the impact of their planning application when the Strategy had been agreed and implemented.

There was an urgency to have the mitigation measures in place and it was important to highlight this to the Cabinet Committee.

The Chairman thanked the Conservators for attending the meeting and providing the Cabinet Committee with their presentation.

Resolved:

- (1) That the presentation on the Mitigation Strategy for the Epping Forest Special Area of Conservation by the Conservators of Epping Forest be noted.

Reasons for Decision:

To provide the Cabinet Committee with an update on the progress with the implementation of the Mitigation Strategy.

Other Options Considered and Rejected:

None, as the purpose of the presentation was simply to provide the Cabinet

Committee with an update on the progress with the implementation of the Mitigation Strategy.

7. EPPING FOREST DISTRICT LOCAL PLAN SUBMISSION VERSION - REPORT ON THE REGULATION 19 PUBLICATION

The Interim Assistant Director of Neighbourhoods (Planning Policy) presented a report on the Regulation 19 publication of the Epping Forest District Local Plan submission version.

The Interim Assistant Director advised the Cabinet Committee that the Local Plan Submission Version 2017 had been published under Regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2012 for a period of six weeks between 18 December 2017 and 29 January 2018. The Council had received over 1,000 responses to the Local Plan Submission Version from a wide range of stakeholders, and the Cabinet Committee was provided with an overview of the responses received. Aside from the responses relating to specific settlements or allocations, the other key issues raised by respondents were:

- (a) the Council had not consulted fairly in the course of preparing the Local Plan Submission Version and not taken into account previous consultation responses;
- (b) the Council's approach to infrastructure remained unclear in relation to where and when infrastructure would come forward and how it would be funded;
- (c) objections to the level of Green Belt release and claims that the new Green Belt boundaries were not robust;
- (d) objections to the Council not publishing the site selection appendices before the Regulation 19 publication period commenced; and
- (e) concern over how the Council would tackle the issue of air quality and representations from statutory bodies on how to strengthen its approach.

The Interim Assistant Director highlighted that the report on the agenda covered in detail the number, format and subject of all representations received, along with an update on how the Council took into account representations made to the draft Local Plan. The Cabinet Committee was also advised that the Council had received representations from the expected statutory consultees.

Decision:

- (1) That the report analysing the responses received to the Local Plan Submission Version Regulation 19 Publication be noted.

Reasons for Decision:

To update the Cabinet Committee on the responses received and key issues raised from the recent publication of Local Plan Submission Version.

Other Options Considered and Rejected:

To not advise the Cabinet Committee of the responses received and key issues raised in relation to the Local Plan Submission Version.

8. EPPING FOREST DISTRICT LOCAL PLAN UPDATE

The Planning Policy Manager presented an update on the work being undertaken to support the progression and implementation of the Epping Forest District Local Plan.

The Planning Policy Manager reminded the Cabinet Committee that the Local Plan Submission Version (LPSV) established the policies and allocations that would be subject to independent examination. However, plan-making was an ongoing and iterative process, and work had continued on developing the Evidence Base to support the Plan, and to develop the Implementation Strategy.

The Planning Policy Manager provided a short summary of the ongoing work, which included the anticipated dates for the publication of further reports and information that would need to be taken into account during the Independent Examination process following the submission of the Plan. Updates were also provided on several areas of work being undertaken across local authority boundaries and work to implement the Local Plan and ensure the timely delivery of the planned housing and infrastructure. The Cabinet Committee was advised to consider the report in conjunction with the existing Evidence Base, particularly the Duty to Cooperate Compliance Statement (EB119) and the Housing Implementation Strategy (EB410).

The Planning Policy Manager informed the Cabinet Committee on the progression of the Neighbourhood Plans within the District. There were currently ten designated Neighbourhood Plan areas within the District. The Neighbourhood Plan for Moreton, Bobbingworth and the Levers was the most advanced, having been examined in public in 2016, and was in the process of being revised. The Neighbourhood Plan for Chigwell had been submitted to the Council for publication under Regulation 16, which would take place for a period of six weeks following the Local Elections in May 2018. All of the other Neighbourhood Plans were in their early stages of preparation, with the Plans for Epping, North Weald Bassett and Ongar being the most advanced and intending to undertake public engagement exercises in the coming months. The Planning Policy Team, together with the Rural Community Council for Essex, continued to provide support for Town and Parish Councils wherever possible.

Cllr Kauffman enquired about the terms of reference that had been given to Essex County Council for the traffic assessments, and whether more detail could be given to Members about these. Cllr Kauffman stated that he had an interest in the assessments for the Loughton area, as there was development planned but the roads were insufficient to cope with current traffic levels. The Planning Policy Manager responded that the current work being undertaken by Essex County Council was building upon previous traffic assessments undertaken and completed, which were now published on the Council's website. Particular emphasis would be on those junctions where it was felt further development would increase the pressure of traffic, but the terms of reference for Essex County Council could be provided to Members if they so wished.

In respect of the Quality Review Panel, Cllr J M Whitehouse queried how its discussions would be disseminated to Members, and how Members and Town/Parish Councillors could make their views known to the Panel. The Interim Assistant Director (Planning Policy) stated that the Panel would produce a report of its deliberations for each scheme or application, which would be published by the Council as a material planning consideration for that application. A Development Management Forum had been set up by the Council to consider the same schemes before the Quality Review Panel did, which would allow Local and District Member input. The first meeting of the Development Management Forum would take place

the following evening to consider the Waltham Abbey employment site, to which all local Members had been invited as well as the public and other interested parties.

The Planning Policy Manager acknowledged that the draft Infrastructure Technical Paper was very important, however it would not provide all of the answers but a mechanism to use during Master Planning exercises. The draft Paper was currently awaiting a response from Essex County Council, but it was expected that it would be published within the next month or two.

Cllr Wixley highlighted a recent report in the local newspaper which stated that the size of the proposed Garden Town was to be doubled and requested some reassurance. The Interim Assistant Director reassured the Cabinet Committee that the initial plan was for 16,000 new homes to be provided in the Garden Town up to 2033, of which 3,000 would be in Gilston (East Herts District Council). The current version of the Local Plan for East Herts stated that a further 7,000 homes would be provided after 2033 in Gilston, giving a final total of 23,000 new homes (and an increase of 44%).

Decision:

(1) That the current progress made with the Epping Forest District Local Plan be noted.

Reasons for Decision:

To provide members with an update on work being undertaken to support the progression and implementation of the Local Plan.

To update members on Neighbourhood Planning in the District.

Other Options Considered and Rejected:

To not advise members of the work being undertaken to support the progression and implementation of the Local Plan; however, the Cabinet had previously committed to providing all Members with regular updates on the progress with the development of the Epping Forest District Local Plan.

9. EXCLUSION OF PUBLIC AND PRESS

The Cabinet Committee noted that there was no business which necessitated the exclusion of the public and press from the meeting.

CHAIRMAN



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Epping Forest (SAC) Special Area of Conservation: protection and the Local Plan

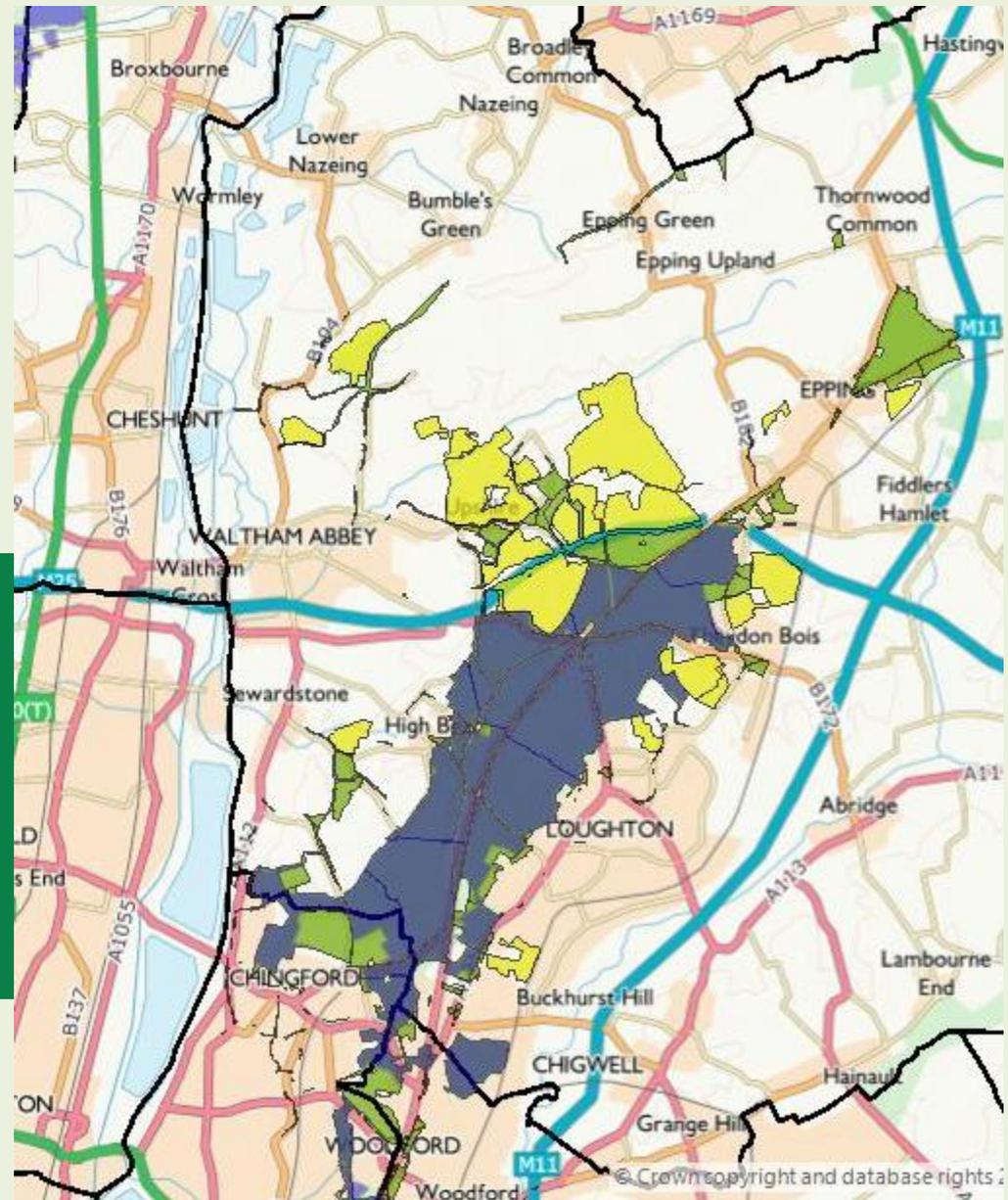
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Presentation by
Paul Thomson, Superintendent of Epping Forest
Jeremy Dagley, Head of Conservation
14th May 2018



Epping Forest

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- Forest area - 2,466 ha/9.5 sq miles
- Special Area of Conservation SAC 1,605 ha
- 5% of EFDC area
- >40% of EFDC open green space

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Special Area of Conservation (SAC) designated features (habitats and species)

- Atlantic Beech Forest
- Wet heathlands
- Dry heathlands
- Stag Beetle

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Epping Forest SAC & Epping Forest District Council

- Favourable Conservation Status of SAC needs to be *restored and maintained*
 - all public bodies responsible
- Favourable Conservation Status means long-term viability of habitats and species
- Mitigation hierarchy – *avoidance* of harm - priority

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Habitats Directive & Habitats Regulations 2017 & EFDC Local Plan

- The *precautionary principle* applies
- No adverse effect on protected sites
– e.g. Epping Forest SAC (EF SAC)
- ‘Competent Authorities’ need to decide whether adverse effects either alone or ‘in combination’
- Epping Forest District Council is the competent authority for EF SAC under Local Plan

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Habitats Directive & Habitats Regulations 2017 & EFDC Local Plan

- Habitats Regulations Assessment (HRA) required for Local Plan
- Screen for Likely Significant Effects (LSE) 'alone or in combination' with other plans
- Mitigation proposals are not relevant to screening process
- Appropriate Assessment (AA) required to consider adverse impacts on integrity of site

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Memorandum of Understanding (MoU) for impacts on Epping Forest SAC

Impacts on SAC integrity agreed in MoU:

"There are known current challenges to the integrity of the part of the SAC which falls within the boundary of Epping Forest District Council."



MoU signatories agreed on the need to avoid adverse impacts

"...that the joint strategy will address both the requirement to avoid, or effectively mitigate, adverse impacts on the integrity of the SAC from Local Plan-led development and the requirement to prevent deterioration of the SAC features."

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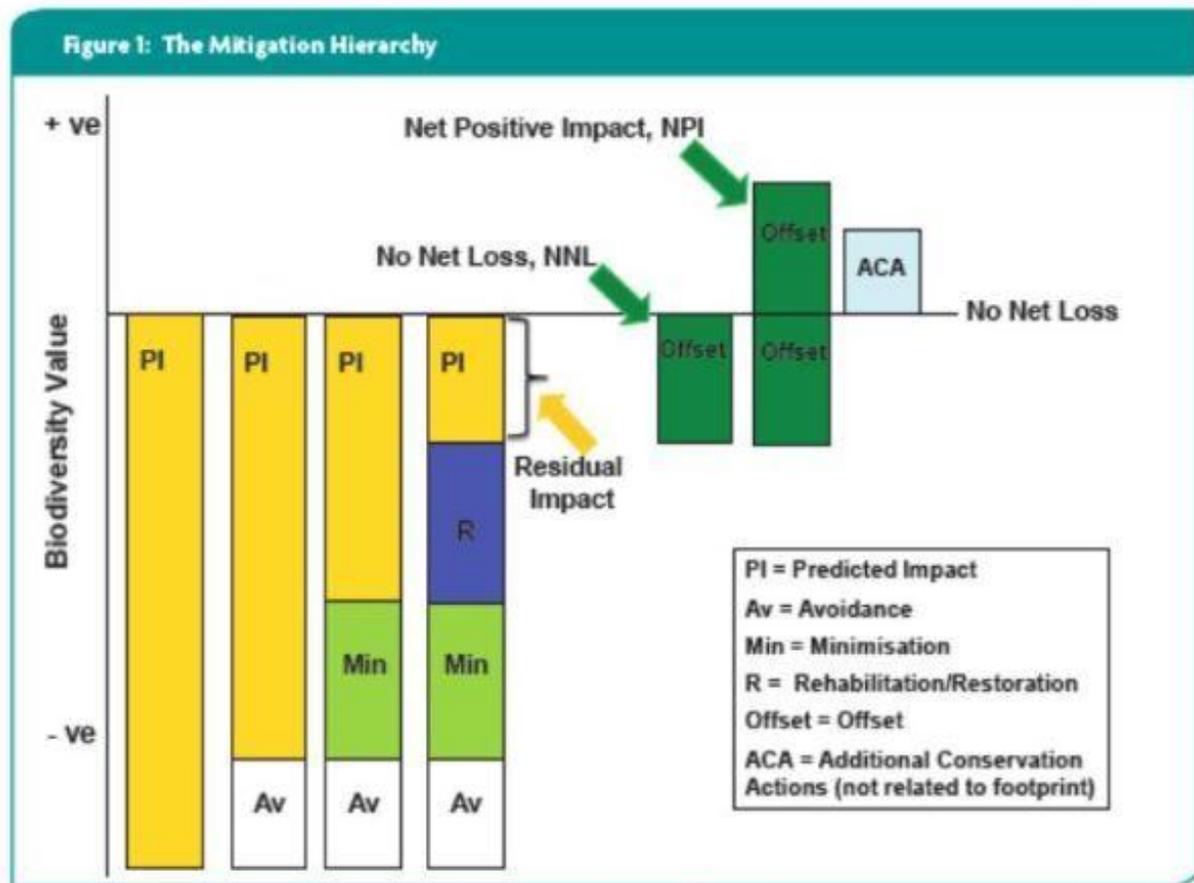
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City Corporation response to Local Plan

Starting from the wrong place

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Adapted from Rio Tinto & Government of Australia



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City Corporation response to Local Plan

Detailed response to Local Plan:

- three areas for adverse impacts
- recreation; urbanisation; air pollution
- Habitats Regulations Assessment (HRA)
not adequate
- Appropriate Assessment not undertaken
- No Mitigation Strategy Policy
- Uncertainty about traffic & road impacts

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City Corporation's response on Mitigation

Two separate issues for Epping Forest SAC, as stated in the MoU:

1. Additional recreation pressure
 - HRA needs updating to reflect 6.2km Zone of Influence (a conservative estimate)
 - mitigation possible – strategic and site-specific
 - delegated approval for CoL officers to work on an interim mitigation strategy & tariff
2. Additional traffic & adverse air quality impacts
 - HRA and AA not completed
 - effects and impacts unclear or unknown
 - avoidance should be considered first
 - mitigation measures uncertain

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Conservators' response on Mitigation - interim

- Mitigation Strategy – recreation only
- Project development phase required
- Ø Sustainable Alternative Natural Greenspace (SANG) provision
- Ø Location-specific amelioration – through Forest site master-planning
- Ø Forest-wide infrastructure resilience

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Conservators' response on Mitigation – long-term

- Improved HRA and AA on air quality impacts and traffic modelling
- Avoidance of air quality impacts
- Increasing environmental resilience
- Enhancing biodiversity
- Continuous monitoring of impacts

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Thank you

Presentation by
Paul Thomson, Superintendent of Epping Forest
Jeremy Dagley, Head of Conservation
14th May 2018

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Local Plan Cabinet Committee – Terms of Reference

- 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 (ie 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 the Issues and Options; and
 - (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 will 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.

N.B. (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.

Report to the Local Plan Cabinet Committee



**Epping Forest
District Council**

Report reference: **LPC-004-2018/19**
Date of meeting: **22 November 2018**
Portfolio: **Planning and Governance**
Subject: **Recent Government consultations**
Responsible Officer: **Alison Blom-Cooper (01992 564066)**
Democratic Services: **Vivienne Messenger (01992 564265)**

Recommendations/Decisions Required:

- (1) To agree the proposed EFDC response to the MHCLG technical consultation set out in paragraphs 5-10 of this report on ‘Changes to planning policy and guidance including the standard method for assessing local housing need’.**
- (2) To note the consultation on proposed planning reforms to support the high street and increasing the delivery of new homes and delegate the Council’s response to the Planning Services Director in conjunction with the Portfolio Holder**
- (3) To note the publication of the Government’s response to the consultation on supporting housing delivery through developer contributions**

Executive Summary:

This report seeks:

- a) Members approval of the proposed response to the MHCLG technical consultation ‘Changes to planning policy and guidance including the standard method for assessing local housing need’ which was published on 26 October and invites comments by 7 December 2018.
- b) To note the consultation on proposed planning reforms and increasing the delivery of new homes published on 29 October 2018 with a closing date for comments of 14 January 2019
- c) To update members on the Government’s response to the consultation on supporting housing delivery through developer contributions.

Reasons for Proposed Decision:

This MHCLG technical consultation and the consultation on proposed reforms will inform further updates to national planning policy guidance, which will have a significant bearing on local plan-making as well as decision-making. It is therefore prudent for the Council to provide a formal response to this consultation.

The Government also published its response to a previous consultation on ‘Supporting housing delivery through developer contributions: Reforming developer contributions to affordable

housing and infrastructure' (Consultation ran from 5 March to 10 May 2018). In its response the Government proposes a number of potential changes to Community Infrastructure Levy and S106 pooling restrictions. If implemented, these proposed changes could have a significant impact on how the way this Council collects developer contributions for infrastructure delivery.

Other Options for Action:

Not to update members on the MHCLG consultations and the Government response to the consultation on supporting housing delivery through developer contributions.

MHCLG technical consultation on changes to planning policy and guidance including the standard method for assessing local housing need'

1. Following the publication of the revised NPPF in July 2018 and the release of the 2016 based household projection in September, the Government published a technical consultation on 26 October 2018 '*Changes to planning policy and guidance including the standard method for assessing local housing need*' with responses to the consultation due on Friday 7 December 2018.
2. The consultation sets out how the proposals to alter the standard method for assessing local housing need to ensure that it is consistent with increasing the supply of homes. This will mean that local authorities would continue to use the 2014 based household projections when using the standard method to assess the minimum number of homes needed in their area rather than using the 2016 based household projections which were published in September. Plans submitted on or before 24 January 2019 can be based on existing assessments of housing need.
3. The Government considers that the best way of responding to the new ONS 2016 household projections published in September 2018 and delivering on the three principles it has identified (providing stability and certainty for local planning authorities and communities; ensuring that planning responds not only to movements in projected household but also to price signals; and ensuring planning policy supports a housing market that works for everyone) is to make the following three changes:
 - a. For the short-term, the 2014-based household projection (instead of the recently published 2016-based projection) will be used as a baseline for assessment of local housing need.
 - b. That lower numbers through the 2016-based projections do not qualify as an exceptional circumstance that justifies a departure from the standard methodology; and
 - c. In the longer term, the Government will review the formula for assessing local housing need with a view to establishing a new method by the time the next projections are issued.
4. The consultation document also included a number of proposed clarifications of national planning policy on:
 - Housing land supply - proposed amendments to footnote 37 and the glossary definition of local housing need to clarify the relationship between local housing need and the standard methodology.

- Proposed amendment to the glossary definition of ‘deliverable’ to clarify that, in essence, smaller sites with planning permission and larger sites with detailed permission will be deemed deliverable unless there is evidence to suggest otherwise. On the other hand, larger sites with outline permission, and allocated sites without permission can only be treated as deliverable if there is clear evidence to justify.
 - Appropriate Assessment – A proposed amendment to paragraph 177 of the NPPF following the ruling of the European Court of Justice in the matter of People Over Wind and Sweeman v Coillte Teoranta (C-323/17) to clarify that the presumption in favour of sustainable development does not apply where the plan or project is likely to have a significant effect on a habitats site (either alone or in combination with other plans or projects), unless an appropriate assessment has concluded that there will be no adverse effect from the plan or project on the integrity of the habitats site.
5. A number of questions are set out in the consultation and proposed EFDC responses to these questions are set out below:

Q1: Do you agree that planning practice guidance should be amended to specify that 2014-based projections will provide the demographic baseline for the standard method for a time limited period?

Q2: Do you agree with the proposed approach to not allowing 2016-based household projections to be used as a reason to justify lower housing need?

Q3: Do you agree with the proposed approach to applying the cap to spatial development strategies?

EFDC proposed response

6. The Council welcomes the clarifications provided. However, it is unclear as to how the Government is going to achieve its target of delivering 300,000 homes per annum by maintaining the current standard methodology. The annual local housing need for England as identified through the standard methodology with 2014 based demographic data would deliver approximately 266,000 per annum, some 11% short of the 300,000 target. The consultation document provides no indication as to how this gap will be bridged. Coupled with the proposed review of the formula, the consultation document risks generating additional uncertainty as a significant number of Local Planning Authorities will be left wondering whether their local housing need will change significantly (again) within the next two years.
7. The Council considers that the Government should provide much needed certainty and stability to LPAs, developers, infrastructure providers and other key stakeholders by establishing, through this consultation as opposed to a latter review, a robust methodology for assessing local housing need, which is also sufficiently flexible so that it does not require frequent updating.

Q4: Do you agree with the proposed clarifications to footnote 37 and the glossary definition of local housing need?

EFDC proposed response

8. The Council welcomes proposed clarifications to footnote 37 and the glossary definition of local housing need.

Q5: Do you agree with the proposed clarification to the glossary definition of deliverable?

EFDC proposed response

9. The Council welcomes proposed clarification to the glossary definition of deliverable.

Q6: Do you agree with the proposed amendment to paragraph 177 of the National Planning Policy Framework?

EFDC proposed response

10. The Council welcomes proposed amendments to paragraph 177 of the National Planning Policy Framework.

Planning Reform: Supporting the high street and increasing the delivery of new homes

11. On 29 October 2018 MHCLG launched a consultation setting out proposals for permitted development rights to support the high street including allowing greater flexibility for change of use, extending buildings upwards to create new homes and removing the permitted development right for telephone kiosks and associated advertising consent. In addition, there are proposals to increase the height limit for electric vehicle charging points in off street parking spaces to accommodate rapid charging points and make permanent two time-limited rights to change use from storage or distribution to residential use and for larger home extensions. Views are also invited on the feasibility of a permitted development right for the redevelopment of a commercial site to create new homes.
12. The consultation also proposes to extend local authorities' freedoms to dispose of surplus land at less than best consideration without the Secretary of State's consent, invites comments on a draft listed building consent order to allow routine works to the Canal and River Trust's structures without the need for individual applications and on draft guidance on new town development corporations' compulsory purchase powers. The consultation closes on 14 January 2019. The consultation questions are appended to this report. It is proposed that a response will be drafted and agreed with the Portfolio Holder for submission before the deadline.

Government response to the consultation on developer contributions

13. In Spring 2018, the Government published a consultation on a series of proposed reforms to the existing system of developer contributions. The aim of the reform was to ensure that developers know what contributions they are expected to make, that local communities are clear about the infrastructure and affordable housing they will get, and that local authorities can hold them to account. The Government has now set out how it intends to take forward the reforms in their response to the consultation. These include:
- Introducing a new tariff (Strategic Infrastructure Tariff) that will allow combined authorities to collect funds from developers towards strategic infrastructure that benefits multiple areas.
 - Removing restrictions on how planning obligations can be used, so that local authorities have greater flexibility to secure the funds they need to deliver infrastructure. These pooling restrictions will be lifted across all areas.

- Measures to make Community Infrastructure Levy (CIL) rates more responsive to changes in the value of development. We will consult on indexation proposals.
- Increasing transparency, by requiring authorities to publish more details on what has been collected and spent, so that local communities can see the value of developer contributions secured.
- Increasing certainty for developers on the contributions that they are required to make, by clarifying regulations.

14. Legislation will be required to implement the changes set out in the consultation document. Consultation on the draft regulations is expected to take place later this year.

Resource Implications:

There are no resource implications

Legal and Governance Implications:

The National Planning Policy Framework and relevant guidance are material consideration for in determining planning application.

Safer, Cleaner and Greener Implications:

There are no Safer, Cleaner and Greener Implications

Consultation Undertaken:

No consultation undertaken

Background Papers:

The MHCLG technical consultation document is available at <https://www.gov.uk/government/consultations/changes-to-planning-policy-and-guidance-including-the-standard-method-for-assessing-local-housing-need>

The Governments' response to the consultation on developer contributions is available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752183/Developer_Contributions_Government_Response.pdf

Planning reform: supporting the high street and increasing the delivery of new homes <https://www.gov.uk/government/consultations/planning-reform-supporting-the-high-street-and-increasing-the-delivery-of-new-homes>.

All relevant Submission documents, including the evidence base, are available to view from the EFDC Local Plan website at <http://www.efdclocalplan.org/>

Risk Management:

The Council needs to be aware of any potential changes in national planning policy and regulations so that these changes, once implemented can be swiftly incorporated in local plan making and the decision-making process.

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Planning Reform: Supporting the high street and increasing the delivery of new homes

Consultation response pro forma

Thank you for responding to the consultation. Online responses via Survey Monkey at <https://www.surveymonkey.co.uk/r/PlanCon18> are particularly welcomed. If you are responding by email or in writing, please reply using this pro forma, which should be read alongside the consultation document at <https://www.gov.uk/government/consultations/planning-reform-supporting-the-high-street-and-increasing-the-delivery-of-new-homes>. You are able to expand the comments box should you need more space. Required fields are indicated with an asterix(*). You may respond to one or more of the respective parts of the consultation.

The consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office. Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes. The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. Further information is included at Annex A and a full privacy notice is included at Annex B.

The completed pro forma should be returned to:
planningconsultation2018@communities.gov.uk

Or posted to:

Planning Consultation
Planning Development Management Division
Ministry of Housing, Communities and Local Government
3rd floor, North East
Fry Building
2 Marsham Street
London
SW1P 4DF

The consultation runs from 29 October 2018 and closes at 23.45 on 14 January 2019

Your details

First name*	
Family name (surname)*	

Title	
Address	
City/Town*	
Postal Code*	
Telephone Number	
Email Address*	

Are the views expressed on this consultation your own personal views or an official response from an organisation you represent?*

Please select an option from this drop down menu

If you are responding on behalf of an organisation, please select the option which best describes your organisation.*

Please select an option from this drop down menu

If you selected other, please state the type of organisation

Click here to enter text.

Please provide the name of the organisation (if applicable)

Click here to enter text.

Part 1: Permitted development rights and use classes

Allow greater change of use to support high streets to adapt and diversify

Question 1.1: Do you agree that there should be a new permitted development right to allow shops (A1) financial and professional services (A2), hot food takeaways (A5), betting shops, pay day loan shop and launderettes to change to office use (B1)?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.2: Do you agree that there should be a new permitted development right to allow hot food takeaways (A5) to change to residential use (C3)?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.3: Are there any specific matters that should be considered for prior approval to change to office use?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.4: Do you agree that the permitted development right for the temporary change of use of the premises listed in paragraph 1.9 should allow change to a public library, exhibition hall, museum, clinic or health centre?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.5: Are there other community uses to which temporary change of use should be allowed?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.6: Do you agree that the temporary change of use should be extended from 2 years to 3 years?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.7: Would changes to certain of the A use classes be helpful in supporting high streets?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.8: If so, which would be the most suitable approach:
a. that the A1 use class should be simplified to ensure it captures current and future retail models; or,
b. that the A1, A2 and A3 use classes should be merged to create a single use class?
Please give your reasons.

Please select an answer from this drop down menu

Click here to enter text.

A new permitted development right to support housing delivery by extending buildings upwards to create additional new homes

Question 1.9: Do you think there is a role for a permitted development right to provide additional self-contained homes by extending certain premises upwards?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.10: Do you think there is a role for local design codes to improve outcomes from the application of the proposed right?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.11: Which is the more suitable approach to a new permitted development right:

- a. that it allows premises to extend up to the roofline of the highest building in a terrace; or
- b. that it allows building up to the prevailing roof height in the locality?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.12: Do you agree that there should be an overall limit of no more than 5 storeys above ground level once extended?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.13: How do you think a permitted development right should address the impact where the ground is not level?

Click here to enter text.

Question 1.14: Do you agree that, separately, there should be a right for additional storeys on purpose built free standing blocks of flats? If so, how many storeys should be allowed?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.15: Do you agree that the premises in paragraph 1.21 of the consultation document would be suitable to include in a permitted development right to extend upwards to create additional new homes?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.16: Are there other types of premises, such as those in paragraph 1.22 of the consultation document that would be suitable to include in a permitted development right to extend upwards to create additional new homes?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.17: Do you agree that a permitted development right should allow the local authority to consider the extent of the works proposed?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.18: Do you agree that in managing the impact of the proposal, the matters set out in paragraphs 1.25 -1.27 of the consultation document should be considered in a prior approval?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.19: Are there any other planning matters that should be considered?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.20: Should a permitted development right also allow for the upward extension of a dwelling for the enlargement of an existing home?

Please select an answer from this drop down menu

If so, what considerations should apply?

Click here to enter text.

The permitted development right to install public call boxes, and associated advertisement consent

Question 1.21: Do you agree that the permitted development right for public call boxes (telephone kiosks) should be removed?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.22: Do you agree that deemed consent which allows an advertisement to be placed on a single side of a telephone kiosk should be removed?

Please select an answer from this drop down menu

Click here to enter text.

Increasing the height threshold for the permitted development right for electric vehicle charging points in areas used for off-street parking

Question 1.23: Do you agree the proposed increased height limit for an electrical vehicle charging point upstand in an off-street parking space that is not within the curtilage of a dwellinghouse?

Please select an answer from this drop down menu

Click here to enter text.

Making permanent two time-limited permitted development rights

Question 1.24: Do you agree that the existing time-limited permitted development right for change of use from storage or distribution to residential is made permanent?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.25: Do you agree that the time-limited permitted development right for larger extensions to dwellinghouses is made permanent?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.26: Do you agree that a fee should be charged for a prior approval application for a larger extension to a dwellinghouse?

Please select an answer from this drop down menu

Click here to enter text.

Supporting housing delivery by allowing for the demolition of commercial buildings and redevelopment as residential

Question 1.27: Do you support a permitted development right for the high quality redevelopment of commercial sites, including demolition and replacement build as residential, which retained the existing developer contributions?

Please select an answer from this drop down menu

Click here to enter text.

Question 1.28: What considerations would be important in framing any future right for the demolition of commercial buildings and their redevelopment as residential to ensure that it brings the most sites forward for redevelopment?

Click here to enter text.

Impact assessment

Question 1.29: Do you have any comments on the impact of any of the measures?

Please select an answer from this drop down menu

i. Allow greater change of use to support high streets to adapt and diversify

Click here to enter text.

ii. Introducing a new right to extend existing buildings upwards to create additional new homes

Click here to enter text.

iii. Removing permitted development rights and advertisement consent in respect of public call boxes (telephone kiosks)

Click here to enter text.

iv. Increasing the height limits for electric vehicle charging points in off-street parking spaces

Click here to enter text.

v. Making permanent the right for the change of use from storage to residential

Click here to enter text.

vi. Making permanent the right for larger extensions to dwellinghouses

Click here to enter text.

Public sector equality duty

Question 1.30: Do you have any views about the implications of our proposed changes on people with protected characteristics as defined in the Equality Act 2010?

Please select an answer from this drop down menu

What evidence do you have on these matters?

Click here to enter text.

Is there anything that could be done to mitigate any impact identified?

Click here to enter text.

Part 2. Disposal of local authority land

Question 2.1: Do you think that the threshold for the existing general consent for the disposal of land held for purposes other than planning or housing at undervalue (under section 123 of the Local Government Act 1972) should:

- a. remain at the current level?
- b. be increased?
- c. be removed completely?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 2.2: If you consider it should be increased, do you think the new threshold should be:

- a. £5 million or less?
- b. £10 million or less?
- c. other threshold? (please state level)

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 2.3: Do you agree that the Secretary of State should issue a new general consent under section 233 of the Town and Country Planning Act 1990 for the disposal of land held for planning purposes?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 2.4: If yes, do you think any new general consent should apply to:

- a. disposals at an undervalue of £2 million or less?
- b. disposals at an undervalue of £5 million or less?
- c. disposals at an undervalue of £10 million or less?
- d. disposals at some other undervalue threshold? (please state level)

e. all disposals regardless of the undervalue?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 2.5: Do you agree that the economic, social or environmental well-being criteria which apply to the existing general consent should also apply to any new general consent for the disposal of land held for planning purposes?

Please select an answer from this drop down menu

Click here to enter text.

Question 2.6: Do you have any additional comments about the current system governing disposals of land at an undervalue by local authorities, and our proposals to amend it?

Please select an answer from this drop down menu

Click here to enter text.

Question 2.7: Do you consider that the current £10m threshold contained in the general consent governing disposals by the Greater London Authority remains appropriate?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 2.8: If you consider the current threshold is no longer appropriate, or that the limit should be removed completely, please specify what you think the alternative should be and give reasons.

Click here to enter text.

Public sector equality duty

Question 2.9: Do you have any views about the implications of our proposed changes on people with protected characteristics as defined in the Equality Act 2010?

Please select an answer from this drop down menu

What evidence do you have on these matters?

Click here to enter text.

Is there anything that could be done to mitigate any impact identified?

Click here to enter text.

Part 3. Canal & River Trust: Draft listed building consent order

Question 3.1: Do you agree that the types of work set out in paragraph 3.8 should be granted a general listed building consent?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 3.2: Do you agree that the safeguards mentioned included in the order are appropriate?

Please select an answer from this drop down menu

Please give your reasons.

Click here to enter text.

Question 3.3: Do you consider that any additional safeguards are required?

Please select an answer from this drop down menu

Please provide details.

Click here to enter text.

Public sector equality duty

Question 3.4: Do you have any views about the implications of our proposed changes on people with protected characteristics as defined in the Equality Act 2010?

Please select an answer from this drop down menu

What evidence do you have on these matters?

Click here to enter text.

Is there anything that could be done to mitigate any impact identified?

Click here to enter text.

Part 4. New town development corporations: Draft compulsory purchase guidance

Question 4.1: Do you have any comments on the draft text at Annex D of the consultation document?

Please select an answer from this drop down menu

Click here to enter text.

Public sector equality duty

Question 4.2: Do you have any views about the implications of the proposed guidance on people with protected characteristics as defined in the Equality Act 2010?

Please select an answer from this drop down menu

What evidence do you have on these matters?

Click here to enter text.

Is there anything that could be done to mitigate any impact identified?

Click here to enter text.

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex B.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

Privacy notice

Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.

3. With whom we will be sharing your personal data

Your personal data will not be shared with any organisation outside of MHCLG.

4. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation.

5. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

6. The Data you provide directly will be stored by Survey Monkey on their servers in the United States. We have taken all necessary precautions to ensure that your rights in terms of data protection will not be compromised by this.

7. Your personal data will not be used for any automated decision making.

8. Your personal data will moved from Survey Monkey 6 months from the date the consultation closes and stored in a secure government IT system.

Section 1: Identifying details

Your function, service area and team: Planning Policy

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

Title of policy or decision: Recent Government consultations

Officer completing the EqlA: Tai Tsui Tel: 01992 564547 Email: ttsui@eppingforestdc.gov.uk

Date of completing the assessment: 7 November 2018

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>These are Government consultations in relation to potential changes proposed for national planning policy and guidance</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><i>The main aims of the report are to update members on the following Government consultations:</i></p> <ol style="list-style-type: none"> 1. Changes to planning policy and guidance including the standard method for assessing local housing need' (update and proposed response) 2. Planning reform: supporting the high street and increasing the delivery of new homes (update and request delegated power for a response to be agreed by Planning Services Director in conjunction with the Portfolio Holder) 3. Government's response to the consultation on supporting housing delivery through developer contributions (update only) <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><i>To note all three documents, to agree proposed response to (1) and to agree to grant delegated power for a response to (2).</i></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities?

	<p>Changes in national planning policy guidance will have an impact on all residents in the District as it will affect future plan-making and decision making.</p> <p><i>Will the policy or decision influence how organisations operate?</i></p> <p>Yes – Officer and Members will need to take into account new national policy and guidance for plan-making and decision making in the future.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><i>No</i></p>
2.5	<p>Is this policy or decision associated with any of the Council’s other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p><i>Changes in Government policy could affect how future Local Plans and other planning documents will be formulated in the District.</i></p>

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

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

3.1	<p>What does the information tell you about those groups identified?</p> <p>Changes in national planning policy guidance will have an impact on all residents in the District as it will affect future plan-making and decision making.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>This public consultation is open to the general public and residents who wish to make their comments can respond directly to the consultation.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p><i>See section 3.2 above</i></p>

Section 4: Impact of policy or decision

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

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

Section 5: Conclusion

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

No actual or likely adverse impacts have come to light.

Section 6: Action plan to address and monitor adverse impacts

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

Section 7: Sign off

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

Signature of Head of Service: Alison Blom-Cooper

Date: 9 November 2018

Signature of person completing the EqIA: Tai Tsui

Date: 7 November 2018

Advice

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

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