



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber, Civic Offices, High Street, Epping **Date:** Monday, 16th November, 2015

Room: Council Chamber **Time:** 7.30 pm

Democratic Services Officer: S. Tautz (Governance Directorate)
Tel: (01992) 564243 Email: democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors E Webster (Chairman), K Angold-Stephens, A Boyce, B Rolfe and M Sartin

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor M McEwen
Epping and Theydon Bois:	Councillor J M Whitehouse
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor J Knapman
Waltham Abbey:	Councillor R Gadsby

**PLEASE NOTE THE START TIME OF THE MEETING
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM
7.00 P.M IN THE MEMBERS ROOM**

1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it. If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in

the possibility that your image will become part of the broadcast. This may infringe your human and data protection rights and if any member of the public wishes to avoid this they should move to the upper public gallery".

2. APOLOGIES FOR ABSENCE

To report any apologies for absence for the meeting.

Members, County Councillors and Town/Parish Council representatives are reminded to sign the attendance register, in order to ensure that the minutes of the meeting accurately reflect attendance.

3. MINUTES (Pages 5 - 56)

Subject to the following amendment to Minute 4 (Local Plan), to confirm the minutes of the meeting of the Committee held on 15 June 2015 (attached) and any matters arising:

'During a question and answer session, the Committee was informed that a new junction for the M11 was being considered as part of the Strategic Transport Assessment for the Harlow area'.

The published minute incorrectly stated that a new junction for the M25 would be considered as part of the Transport Assessment.

4. ESSEX POLICE AND CRIME COMMISSIONER

Mr. Nick Alston, the Police and Crime Commissioner for Essex, will be attending the meeting of the Committee.

Members of the Committee and representatives of local councils have been invited to submit specific questions that they would like to raise with Mr. Alston at the meeting. In accordance with the usual practice of the District Council, notice of all questions submitted were provided to Mr. Alston in advance of the meeting.

5. RURAL AFFORDABLE HOUSING SCHEMES - PLANNING EXCEPTIONS POLICY (Pages 57 - 58)

(District Council) To consider the attached report in connection with the provision of local affordable housing schemes.

6. TOWN & COUNTRY PLANNING ACT 1990 - SECTION 106 AGREEMENTS

(Local Councils) In view of the recent judgement handed down to West Berkshire and Reading Borough Councils and the subsequent removal of the Government's Planning Practice Guidance on planning obligations relating to affordable housing due to this High Court ruling, local councils seek clarification of the percentage of affordable housing required in new developments in the District and details of Section 106 requirements.

The District Council's Assistant Director of Governance (Development Management) will report to the Committee in this respect.

7. GREATER ESSEX DEVOLUTION

(Local Councils) Following Essex County Council's commitment to progress its devolution agenda, the District Council is invited to share its own plans for taking over services from Essex County Council and/or devolving others to local councils.

The Leader of the District Council and the Director of Neighbourhoods will report to the Committee in this respect.

8. PUBLIC CONSULTATION AND ENGAGEMENT (Pages 59 - 62)

(District Council) To consider the attached report in connection with local consultation and engagement arrangements.

9. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS (Pages 63 - 66)

(District Council) To consider the attached report setting out the current position with regard to progress on the development of the new Local Plan for the Epping Forest District.

10. ANY OTHER BUSINESS

11. DATE OF NEXT MEETING

To note that the next meeting of the Committee will be held at 7.30pm on 29 March 2016.

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EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Monday, 15 June 2015 **Time:** 7.30 - 9.15 pm

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

Members Present:

Representing Epping Forest District Council:

Councillor(s): E Webster (Chairman), K Angold-Stephens, B Rolfe and M Sartin

Other Councillors:

Councillor(s): Mrs S Jackman, A Grigg, G Mohindra, R Morgan, J Philip, C P Pond, B Surtees, L Wagland, G Waller, C Whitbread and J H Whitehouse

Representing Essex County Council:

County Councillor(s): M McEwen and J M Whitehouse

Representing Local Councils:

J Dagley (City of London - Epping Forest), S Patel, A Patel, S Watson (Buckhurst Hill Parish Council), R Alvin, K White (Chigwell Parish Council), D Baird, L Burrows (Epping Town Council), V Evans, A Pegrum, A Jones (Epping Upland Parish Council), M Burgess (Lambourne Parish Council), E K Walsh (Loughton Town Council), A Jones (Moreton, Bobbingworth & The Lavers Parish Council), T Arnold, C Evans (Nazeing Parish Council), T Blanks, A J Buckley, S De Luca, G Mulliner, R Spearman (North Weald Bassett Parish Council), J Browning, C Feetham, A Middlehurst (Ongar Town Council), H Nicholas, N Wilkinson (Roydon Parish Council), R Northwood (Sheering Parish Council), M Francis, R E Russell (Stapleford Abbots Parish Council), D Davenport (Stapleford Tawney Parish Council), M Fitch, K Richmond and G Shiell (Waltham Abbey Town Council)

Apologies: Epping Forest District Council –

Councillor(s): A Boyce

Essex County Council –

Councillor(s): J Knapman and Mrs V Metcalfe

Parish/Town Councils: -

A Raven (Lambourne Parish Council) and G McEwen (High Ongar Parish Council)

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), K Polyzoides (Assistant Director (Policy & Conservation)), K Bean (Planning Policy Manager), A Thorn (Principal Planning Officer), A Botha (Planning Officer) and G J Woodhall (Democratic Services Officer)

By Invitation: A Blom-Cooper (Consultant) and Hayes (Consultant)

1. WEBCASTING INTRODUCTION

The Deputy Chief Executive explained that this meeting would not be webcast as it was a special single item meeting in the form of a briefing. The meeting was originally intended to be held in the Committee Rooms in a different format, but the many responses to attend had led to the relocation to the Council Chamber. It was never the intention to webcast this meeting, however, the standard Local Councils Liaison Committee agenda template had been used without amendment. All the Local Councils in attendance would be issued with a Green Belt Review pack at the end of the meeting, which would include:

- the Green Belt Review presentation from this evening;
- the draft Green Belt Review Stage I report;
- the Settlement Hierarchy Technical Paper; and
- a Questionnaire for feedback on the Settlement Hierarchy.

The Chairman apologised for the agenda stating that the meeting would be webcast.

2. MINUTES

Resolved:

(1) That the minutes of the meeting held on 26 March 2015 be taken as read and signed by the Chairman as a correct record.

3. ISSUES RAISED BY LOCAL COUNCILS

The Deputy Chief Executive provided the Committee with an update on the current progress with the Local Plan and the proposed next steps following the agreement of the Local Development Scheme by the Cabinet on 11 June 2015. An overview of the important lessons learnt from recent Examinations in Public of Local Plans would be given, along with the advice received from Counsel regarding the development of the Epping Forest Local Plan. The next item on the agenda would brief the Committee on Stage I of the Green Belt Review and the evidence for the Settlement Hierarchy.

The Council's Local Plan Consultant stated that the Local Plan would have a presumption in favour of sustainable development, would look to meet the development needs of the District until 2033 whilst also protecting the District's most precious assets, and would provide a framework for where, when and how future development occurred in the District. An overview of the history of the Local Plan preparation was given, before the Committee was reminded that the process also included the Duty to Co-Operate and a forum for discussions with neighbouring authorities on cross boundary issues had already been established. An update on the Evidence Base was provided, and the Local Development Scheme recently agreed by the Cabinet envisaged the public consultation on the draft Local Plan taking place between July and September in 2016, before the

Examination In Public in the early months of 2018. The following steps in the development of the Local Plan were scheduled for the next twelve months:

- July 2015 – Green Belt Review Stage I and Local Plan Viability;
- September 2015 – the Objectively Assessed Housing & Employment Need;
- April 2016 – Workshops on the draft Local Plan; and
- July 2016 – agreement of the draft Local Plan for public consultation.

The Planning Policy Manager informed the Committee that District Councillors had recently attended a Briefing given by Counsel on the lessons for the Council from recent Examinations in Public for Local Plans prepared by other local authorities, and further advice on producing a sound Local Plan based on these experiences. The main points of that Briefing was summarised for the Committee, and the theme running throughout the Briefing for the Council was “Do it once, do it right, do it well!”

During a question and answer session, the Committee was informed that a new junction for the M25 would be considered as part of the Transport Assessment, and that the London Borough of Enfield was also considering this as well. The Committee was reassured that there would be a full public consultation on the draft Local Plan prior to its Examination in Public, and that the length of this consultation had been extended as it was scheduled for the Summer period. The Committee was informed that the purpose of this meeting was to report on the Stage I Review of the Green Belt to the Local Councils, and that the Local Councils would be fully involved in Stage II. This was reiterated by the Leader of the District Council.

Resolved:

- (1) That the update on the preparation of the new Local Plan be noted.

4. EPPING FOREST LOCAL PLAN - GREEN BELT REVIEW PHASE I

The Committee received a presentation from the Planning Policy Officer concerning Stage I of the Review of the Green Belt. This presentation started with some background information for the Committee before reporting on:

- the next steps and the timetable for Stage II of the Review;
- the methodology utilised for Stage I of the Review;
- the five purposes of the Green Belt, as defined by paragraph 80 of the National Planning Policy Framework;
- the coverage of the Green Belt in the Epping Forest District;
- assessment of the 61 Green Belt parcels within the District against the first four purposes of the Green Belt;
- a map showing the boundaries of the Green Belt parcels within the District;
- assessment against the first purpose of the Green Belt;
- a map showing the contribution of each parcel to the first purpose;
- assessment against the second purpose of the Green Belt;
- a map showing the current distances between the towns within the District;
- a map showing the contribution of each parcel to the second purpose;
- assessment against the third purpose of the Green Belt;
- a map showing the current encroachment upon the countryside;
- a map showing the contribution of each parcel to the third purpose;
- assessment against the fourth purpose of the Green Belt;
- a map showing the contribution of each parcel to the fourth purpose;
- assessment against the fifth purpose of the Green Belt, although it was highlighted that this was not actually performed.
- The aggregate scores for each parcel of Green Belt; and

- A map indicating the aggregated scores for each parcel as either weak, moderate or strong in their contribution towards the purposes of the Green Belt.

The Senior Planning Policy Officer then continued the presentation regarding Stage II of the Review of the Green Belt, reporting on:

- the methodology for identifying broad locations for Stage II;
- establishing a settlement hierarchy;
- the five categories of services and facilities for the Epping Forest District settlement hierarchy;
- the scores for the 26 settlements that had been assessed;
- the draft settlement categories and what each settlement was classified as;
- a map of the draft settlement hierarchy;
- the environmental constraints for development;
- a map showing the location of the environmental constraints;
- the parameters used to define the areas of search for new development, adjusted for the existence of defensible boundaries where appropriate;
- a map indicating the broad locations for Stage II of the Green Belt Review; and
- three questions for consideration by the Local Councils during the consultation period for Stage I of the Review:
 - have the right type of services and facilities been identified for assessment?
 - have the existing services and facilities been correctly identified for each of the settlements? has anything been missed?
 - have the settlements within the District been placed in appropriate categories?

The Committee expressed concern about the requirement to respond to the Stage I Review by 29 June, in order to draft a report for the Cabinet meeting scheduled for 23 July 2015; this was only 2 weeks from the date of this meeting and would require additional meetings to be organised by the Local Councils.

The Deputy Chief Executive acknowledged that some of the timescales within the recently agreed Local Development Scheme were short, but Planning Policy Officers would need to include the comments from the Local Councils in their report to the Cabinet next month. However, the Deputy Chief Executive recognised the concern of the Committee and undertook to consult with the Planning Policy Portfolio Holder on this matter.

The Committee expressed a number of further concerns, which included the top-down approach seemingly employed by the District Council for the Review of the Green Belt, as it was felt to be critical that each Town or Parish Council was consulted about their area. It was also suggested that as four years had elapsed since the initial Issues and Options Consultation, an extra two or three months to allow the Local Councils to be consulted properly over the first stage of the Green Belt Review would not have a detrimental impact upon the Local Plan process. It was opined that there always seemed to be a lack of consultation with the Local Councils, and that it was more important to get the Review right with input from the Town and Parish Councils.

It was also felt that the text on the printed copies of the presentations handed out was too small, and that this meeting should have been webcast to allow the presentations to be reviewed. The Deputy Chief Executive reassured the Committee that electronic copies of the presentations would be made available to the Local Councils. The process required input from Local Councils to ensure that sound judgements were reached. It was highlighted that a delay until September would benefit the Local Councils in considering their response, and would enable the consultation period to be reduced from the 14 weeks currently planned.

In response to questions from the Committee, the Senior Planning Policy Officer stated that Air and Noise Pollution had been excluded at this stage as it required a site by site analysis, but would be assessed at a later stage. As Chigwell and Chigwell Row were separate District Council wards, they had been considered as two separate settlements. However, if Local Councillors felt that they should be classified as one settlement then they were urged to make that clear in their response to the Consultation. It was agreed that names would be added to the various maps to improve legibility.

The Senior Planning Policy Officer stated that Stage II of the Green Belt Review would look at a wider range of factors, such as landscape impact. It was reiterated that all the parcels of land included in Stage II of the Review would undergo further analysis before a decision was taken to release. It was important to stress that sites being put forward to Phase II were not necessarily considered solely for potential release, but sites might be put through on the basis of their importance to be reaffirmed or to explore the potential of developing better defensible boundaries. The Review itself was a single piece of evidence to be used for the Local Plan. It was accepted that a simplistic approach had been taken to the analysis of services and facilities in settlements. For example, if a settlement had a Primary School then that was classed as a facility, regardless of the size of the school or how many pupils it had. Only medical or educational facilities provided by the State had been included, although Dentists were an exception to this.

The Committee had further concerns about the engagement of the public with the Local Plan. It was felt that there needed to be better communication regarding timescales and processes to the Local Councils and the public if the Council was to avoid implementing a contentious Local Plan. It was also noted that no consideration had been given to the location of listed buildings, and that no Local Plan workshops including Town and Parish Councils had been organised by the District Council since 2013.

The Leader of the District Council informed the Committee that he would examine the options for both the date of the July Cabinet meeting and the timescale for that Cabinet meeting over the next few days. However, the Leader warned that the next scheduled Cabinet meeting after July was not until 3 September, and the Council would get criticised if the Local Plan process was unduly delayed.

Resolved:

(1) That the technical analysis of the Stage I Review of the Green Belt be noted and that the date for feedback on the documents would be advised.

5. ANY OTHER BUSINESS

The Committee noted that there was no other urgent business for consideration.

6. DATES OF FUTURE MEETINGS

The Chairman noted that the Local Councils had expressed a desire that the meetings of this Committee should not be held on a Monday evening, and a number of alternative dates had been provided for the remaining meetings in the municipal year. It was highlighted that the Essex Police & Crime Commissioner had already agreed to attend the meeting scheduled for Monday 16 November 2015, and that this date would have to remain in situ. However, the Chairman suggested that the meetings scheduled for July 2015 and March 2016 be moved to Tuesday 7 July and Tuesday 29 March respectively.

Resolved:

(1) That the meetings of the Local Councils Liaison Committee currently programmed for Monday 6 July 2015 and Monday 21 March 2016 be rescheduled to Tuesday 7 July 2015 and Tuesday 29 March 2016 respectively.

CHAIRMAN

Epping Forest District Local Plan update 15 June 2015



Objectives for today

- Brief on the current progress with the Local Plan and next steps
- Provide an overview of key messages from recent examinations and Counsel advice
- Provide a briefing on Stage 1 of the Green Belt Review and Settlement hierarchy evidence



EF District Local Plan

- Context of a presumption in favour of sustainable development
- Will plan ahead positively, to meet development needs to 2033, whilst protecting the most precious assets
- A framework for where, when and how development occurs in the District – used for planning applications and land allocations



The journey so far

Community Visioning 2010

Evidence Gathering including
Sustainability Appraisal

Community Choices July to October 2012

Analysis of community and stakeholder
views and further evidence gathering

Duty to cooperate

- Setting up of officer and member group of the Cooperation for Sustainable Development Board
- Terms of reference/governance arrangements agreed
- Forum for discussions on cross boundary strategic issues e.g. green belt, transport, housing and employment need

Update on the evidence base

- Strategic Housing Market Assessment
- Economic assessment
- Strategic Transport Assessment
- Green Belt Review
- Provision for GRT
- Viability assessment
- Strategic Flood Risk Assessment
- Strategic Land Availability Assessment

The Local Development Scheme

- Cabinet report with revised timetable agreed on 11 June 2015
- Consultation on a draft plan/preferred option July - September 2016
- Pre-submission publication April/May 2017
- Submission for examination October 2017
- Examination early 2018

The next steps (1)

- Reports to Cabinet on 23 July 2015 on Green Belt Review Stage 1 and on Plan Viability
- Agree the District's objectively assessed housing and employment need – September 2015

The next steps (2)

- The preferred approach draft plan – workshop briefings April 2016
- Draft plan setting out preferred approach and options considered by Cabinet for consultation in July 2016



Lessons from recent examinations – Counsel’s advice

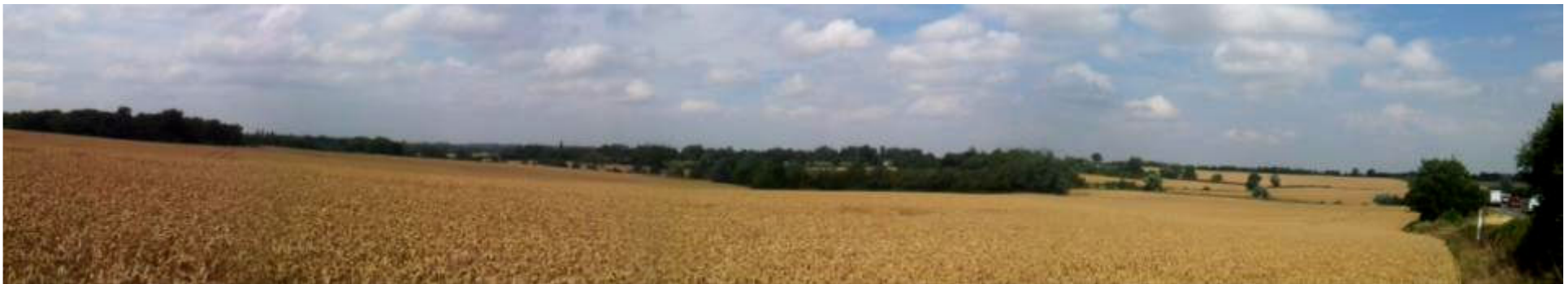
- Government Policy and Guidance
- Objectively assessed need
- Duty to cooperate/Delivery
- Need for a comprehensive Green Belt Review
- Provision for the Gypsy Romany Traveller Community
- Relationship between Local and Neighbourhood Plans

Producing a sound plan – Counsel’s advice

- Evidence base – up to date, accepted and proportionate
- Progression – from draft plan to adoption
- Do it once, do it right, do it well!

Questions?

DRAFT GREEN BELT REVIEW (STAGE 1) 15 June 2015



Background

- Methodology approach agreed at 23 June 2014 Cabinet
- Methodology developed further following Counsel advice
- Draft Methodology circulated to ‘Co-operation for Sustainable Development Group’
- Physical site surveys from June - Nov 2014
- Officer Workshops 12 March 2015



Next Steps & Timetable



Local Council Liaison Committee briefing:
15 June 2015

Interviews consultants for Stage 2 Green Belt Review:
w/c 22 June 2015

Cabinet to consider Green Belt Review Stage 1 Report
and Broad Areas for further assessment in Stage 2:
23 July 2015

Preparation of Stage 2 Green Belt Review:
August - November 2015

Final Report:
December 2015



GBR Stage 1 Methodology

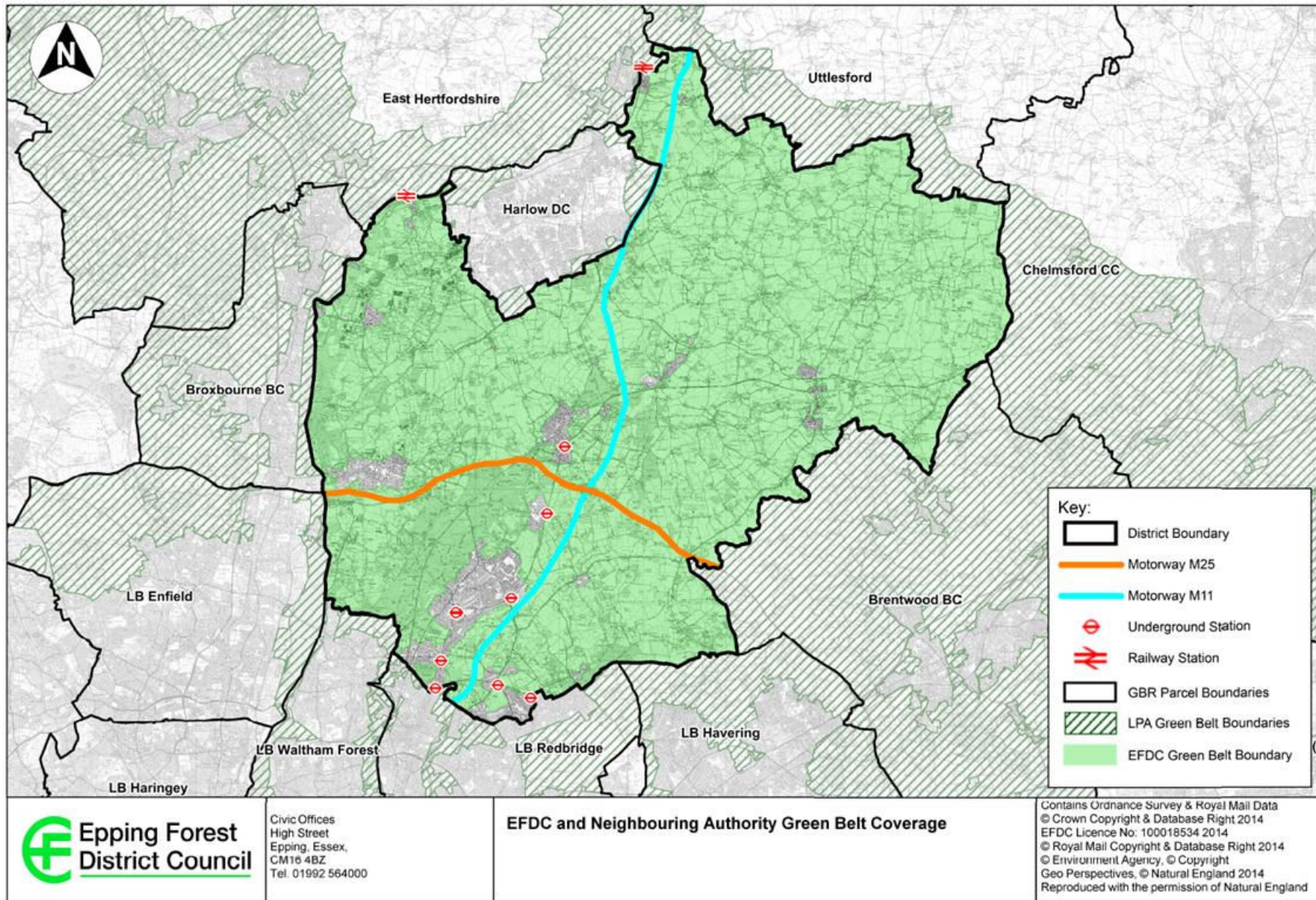
Appraise the District's Green Belt against the national GB purposes whilst also taking into account environmental constraints to accommodate further development.

Five Purposes of the Green Belt

NPPF Para 80:

1. to check the unrestricted sprawl of large built-up areas
2. to prevent neighbouring towns merging into one another
3. to assist in safeguarding the countryside from encroachment
4. to preserve the setting and special character of historic towns;
and
5. to assist in urban regeneration by encouraging the recycling of derelict and other urban land

Metropolitan Green Belt

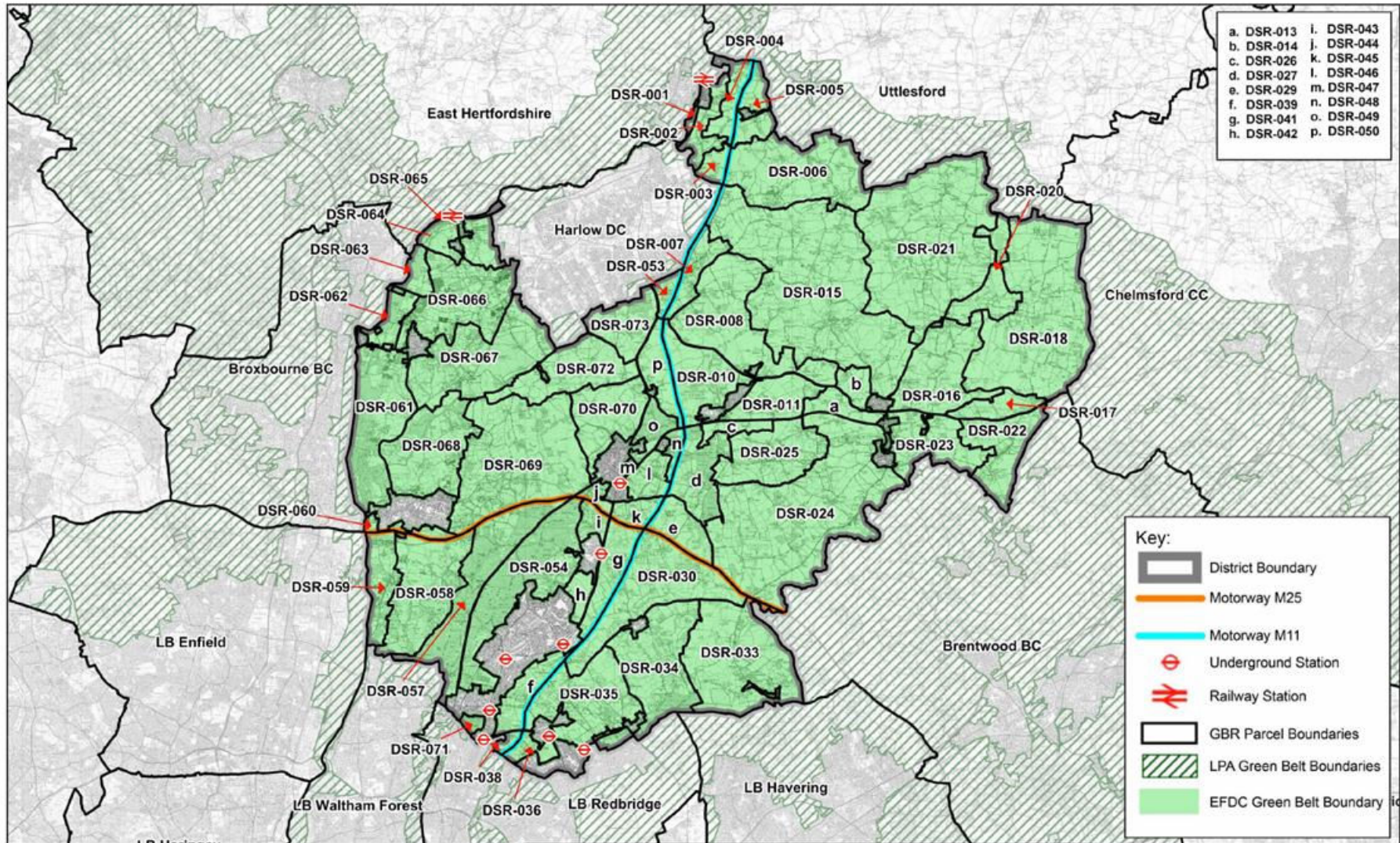


Green Belt Parcels

- Landscape Character Assessment (2010) as starting point
- 61 total parcels in the report (as a result of refinement and merging of some parcels)
- Parcel Assessment Criteria (17 Questions)
- Each parcel assessed against the first 4 purposes of the Green Belt with Purpose 5 assessed on a strategic basis

Score	
0	No Contribution
1	Weak
2	Relatively Weak
3	Moderate
4	Relatively Strong
5	Strong

Green Belt Parcels



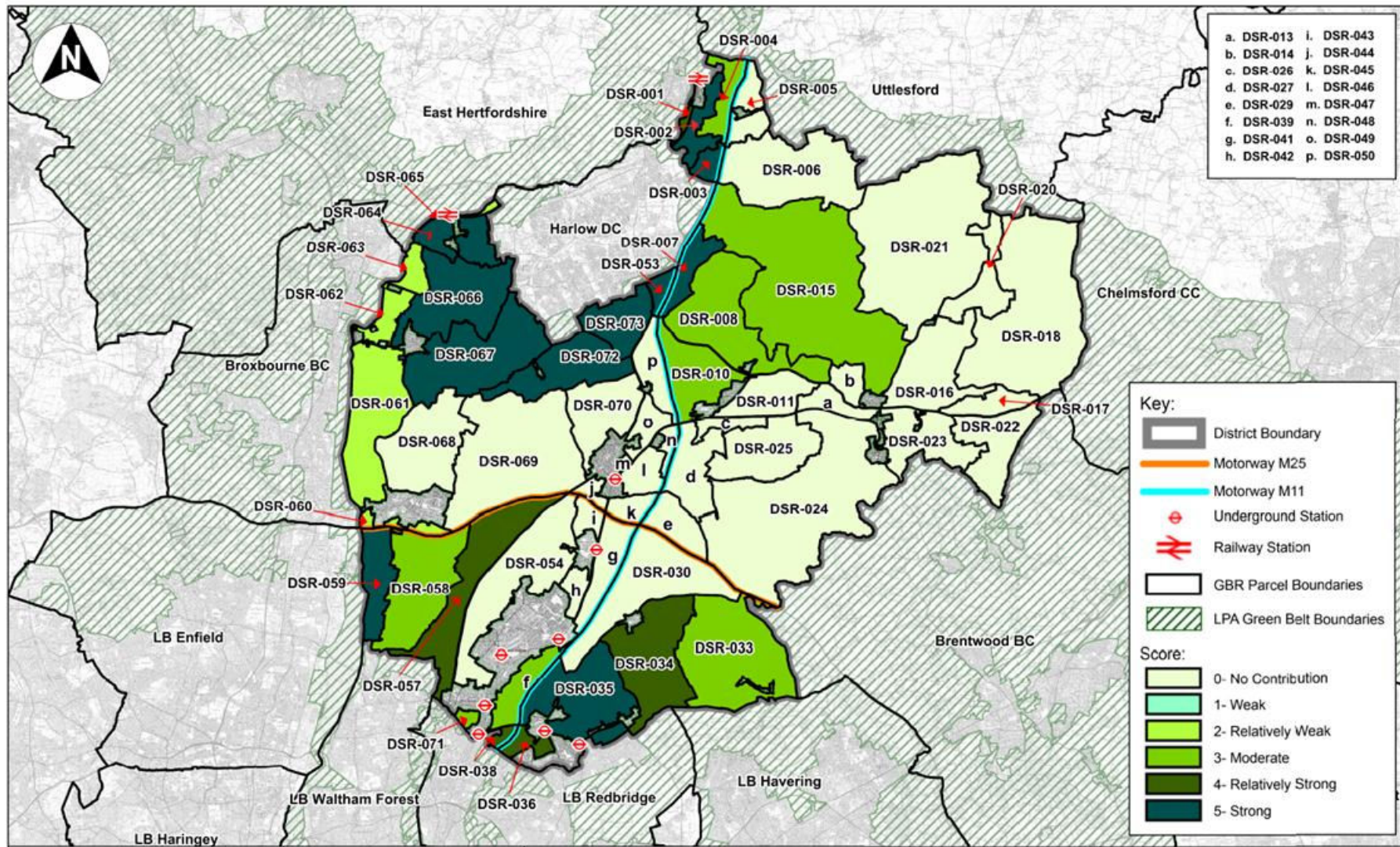
- a. DSR-013 i. DSR-043
- b. DSR-014 j. DSR-044
- c. DSR-026 k. DSR-045
- d. DSR-027 l. DSR-046
- e. DSR-029 m. DSR-047
- f. DSR-039 n. DSR-048
- g. DSR-041 o. DSR-049
- h. DSR-042 p. DSR-050

Assessment – 1st purpose

Check the unrestricted sprawl of large built up areas

- Does the parcel prevent sprawl from large built up areas outside of the study area? – London, Harlow, Cheshunt & Hoddesdon
- Are there defensible boundaries which prevent the sprawl of these settlements?

Assessment – 1st purpose

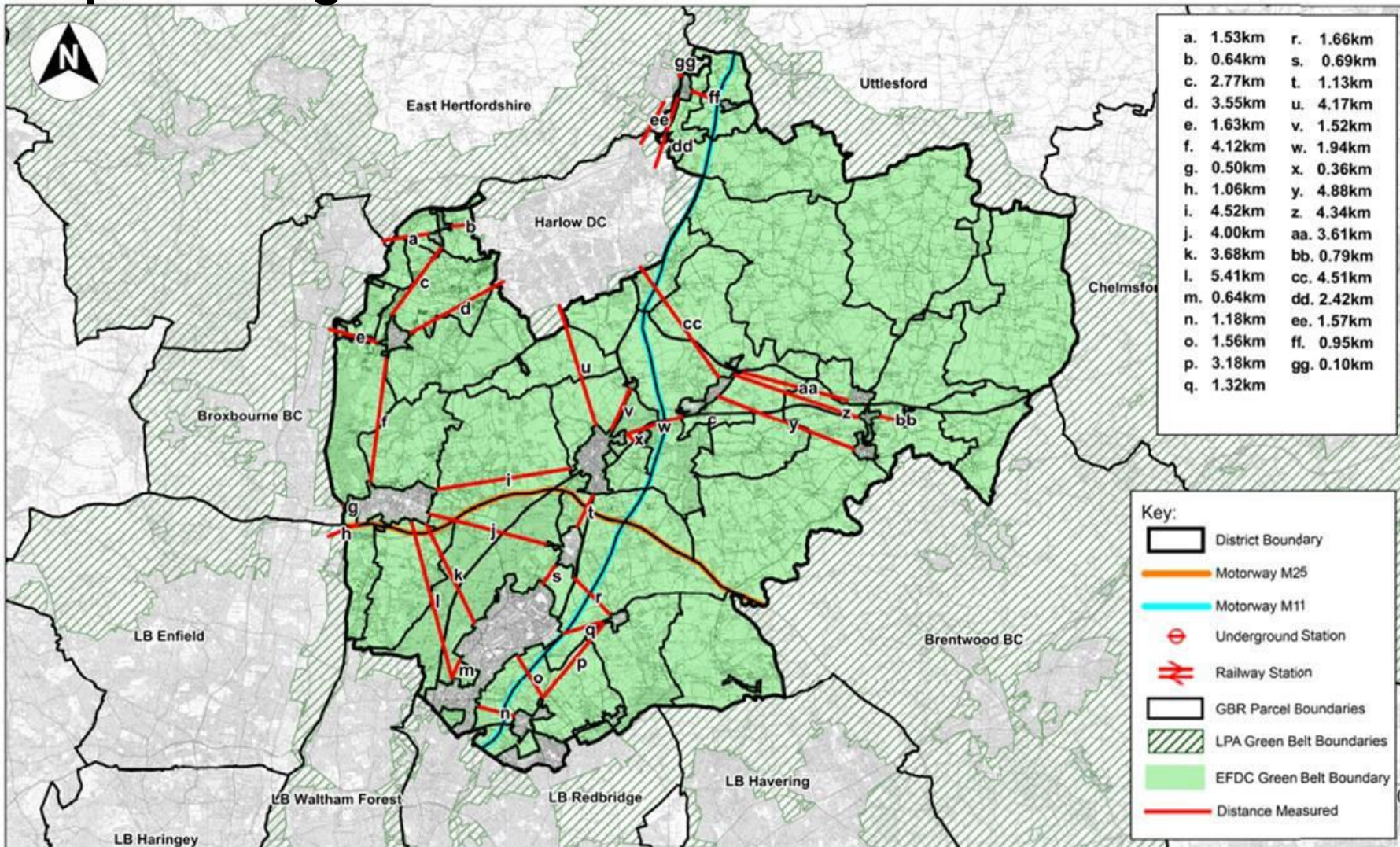


Assessment – 2nd purpose

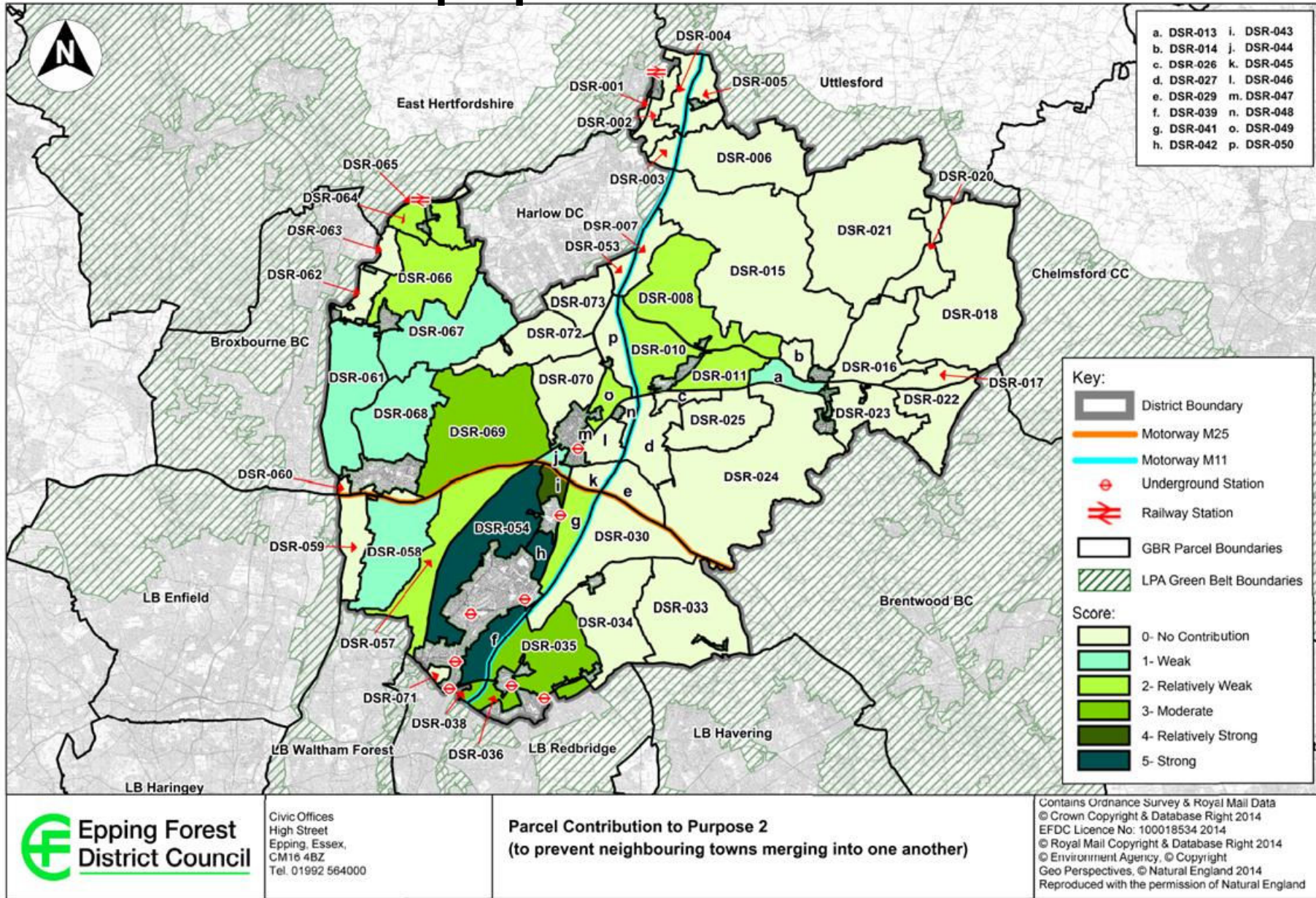
Prevent neighbouring towns from merging

- “Towns” are Epping, Waltham Abbey, Loughton / Debden, Chigwell, Buckhurst Hill, Chipping Ongar, North Weald Bassett, Theydon Bois, Roydon and Lower Nazeing
- Does the parcel form a gap between these “towns”, are there any defensible boundaries, and how wide is any gap?
- Is there evidence of ribbon development, and what is the perception of any gap between the “towns”?

Map showing distances between towns



Assessment – 2nd purpose

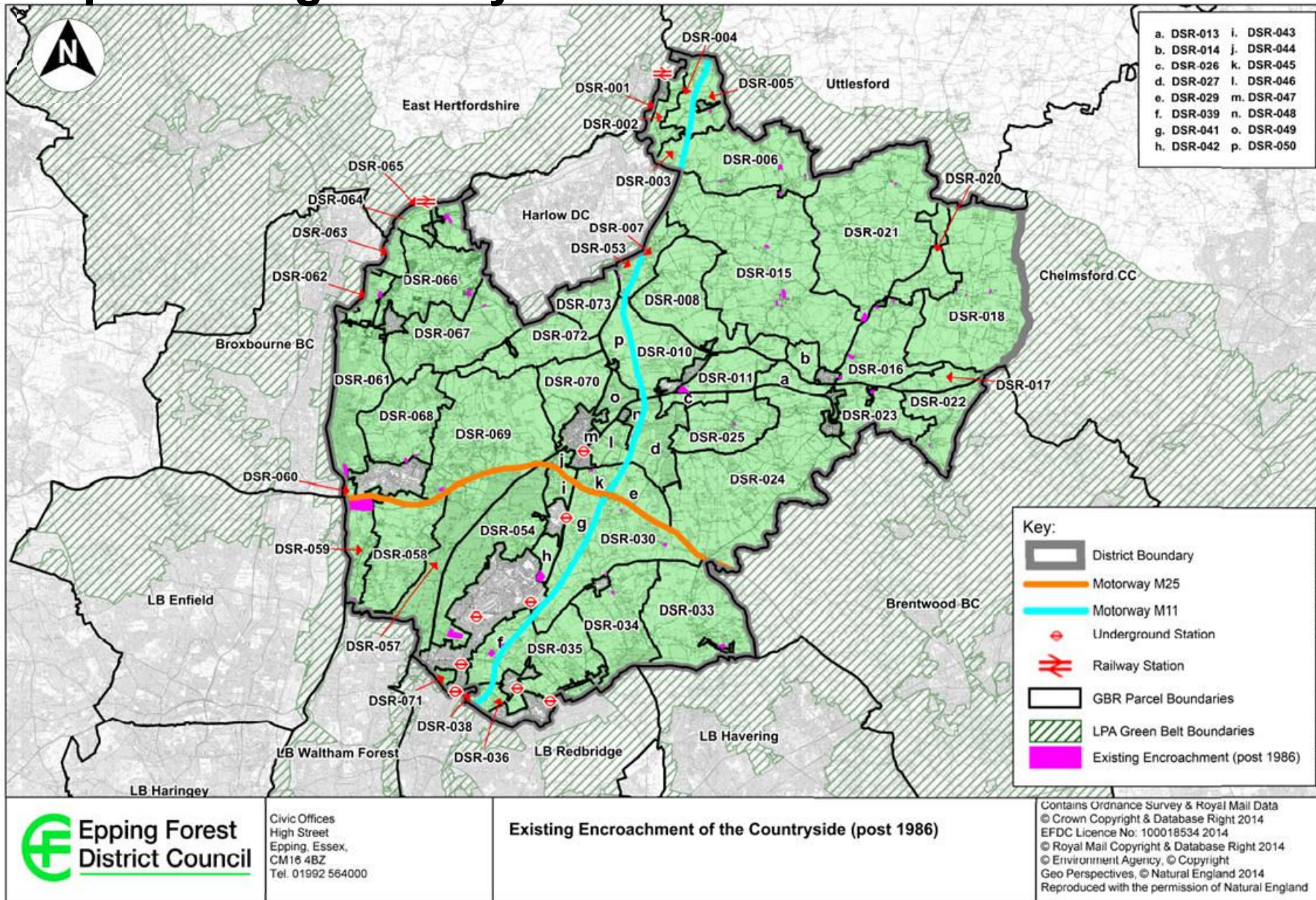


Assessment – 3rd purpose

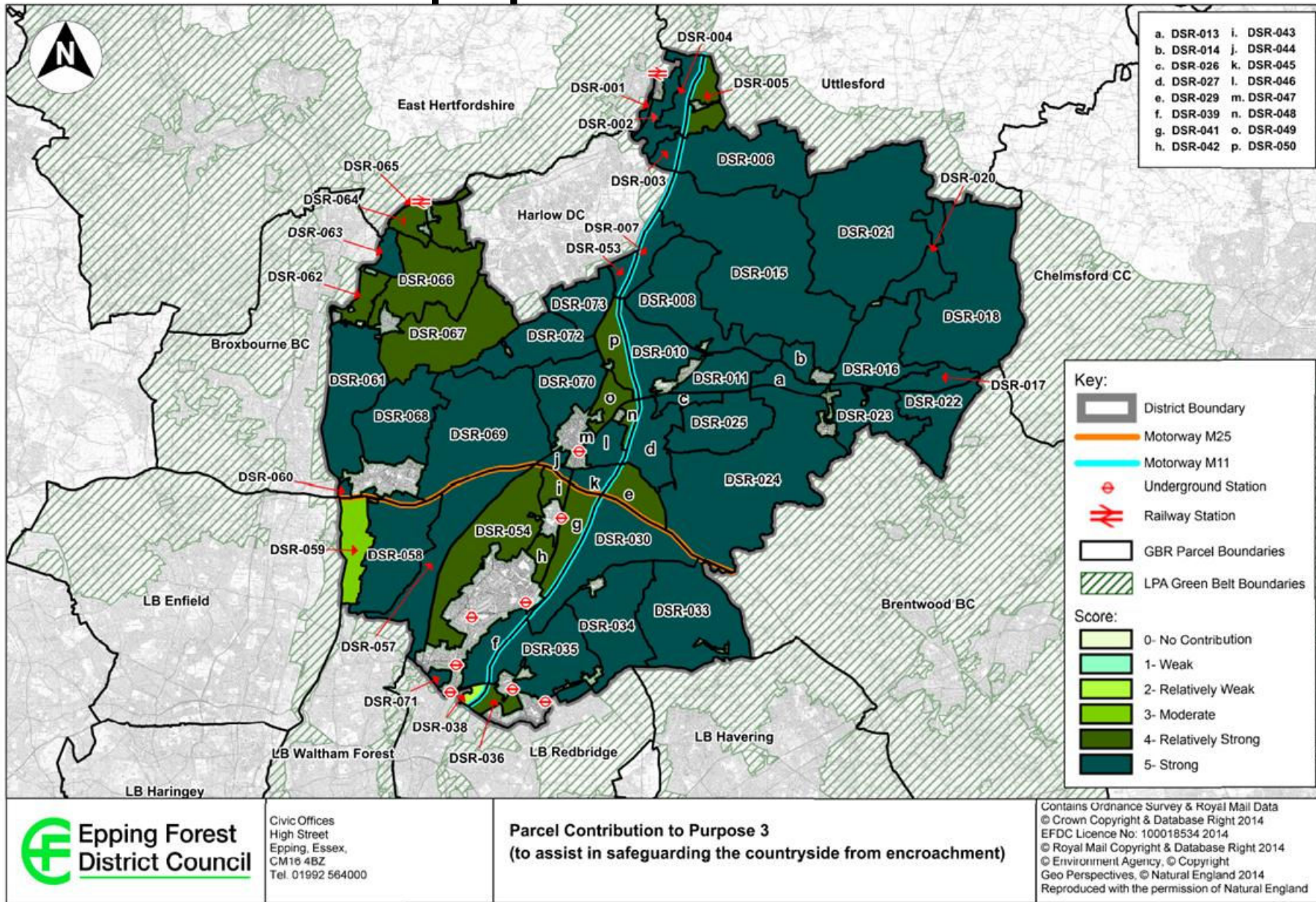
Assist in safeguarding the countryside from encroachment

- Are there existing uses that are considered appropriate in the Green Belt?
- Does the topography of the land provide a mechanism to prevent encroachment?
- Has there already been significant encroachment by built development?

Map showing countryside encroachment



Assessment – 3rd purpose

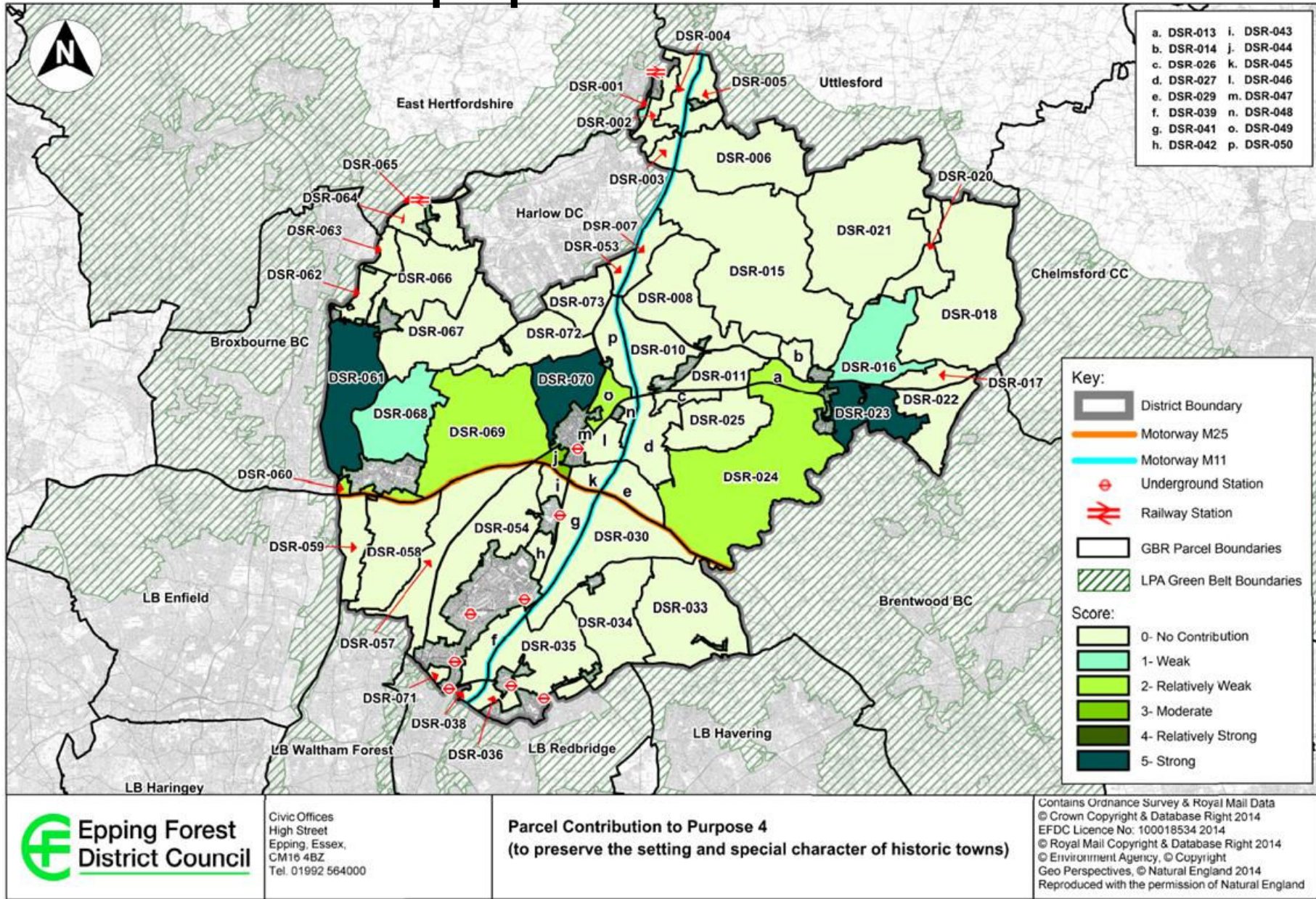


Assessment – 4th purpose

Preserve the setting and special character of historic towns

- Chipping Ongar, Epping and Waltham Abbey within the district, and Sawbridgeworth on the district boundary to the north, are identified as historic towns
- How does the Green Belt designation contribute to the setting of historic towns?
- Would the removal of the Green Belt designation cause harm to the setting and significance of the historic towns?

Assessment – 4th purpose



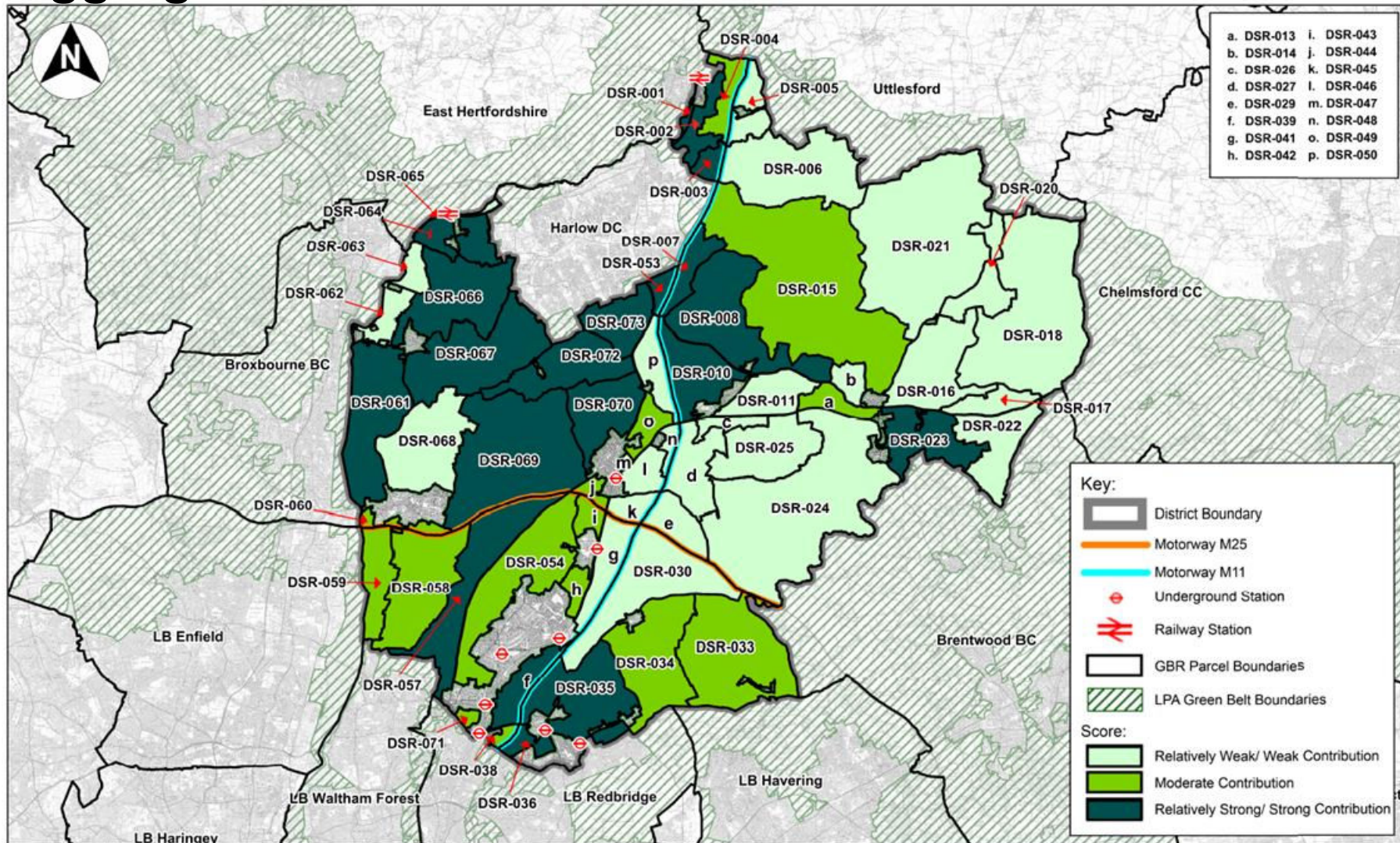
Assessment – 5th purpose

To assist in urban regeneration by encouraging the recycling of derelict and other urban land

Aggregate scores

- Each of the first 4 purposes have been scored between 0-5
- Aggregate score out of 20 possible
- Highest score 13 (E of Buckhurst Hill, N W & E Chigwell, Lee Valley Park)
- Lowest score 4 (N E & S Thornwood, E of Coopersale, NE M11/M25 interchange)
- No parcel scored a 0 against every purpose
- Further sieving exercise was required to determine broad locations that should be considered in more detail

Aggregate scores



Methodology for identifying broad locations for Stage 2

1. Establish a settlement hierarchy
2. Identify and map environmental constraints
3. Application of distance buffers from key services
4. Areas adjusted using defensible boundaries where they exist

Establishing a settlement hierarchy

- There is no set methodology for identifying a settlement hierarchy
- Services and facilities that have been identified all contribute to how a settlement functions

EFDC Draft Settlement Hierarchy - Services & facilities

Category	
Education	Nursery, Primary School, Secondary School, Higher Education
Health	GP, Dentist, Opticians, Pharmacy, Hospital
Transport	Bus service, Rail Station, Underground Station
Retail	Post Office, Local Shop, Supermarket, ATM, Bank
Community facilities/Services	Community Hall, Fire Station, Leisure Centre, Library, Police Station, Pub, Public Car Park, Recycling Facilities, Youth Centre

EFDC Draft Settlement Hierarchy - Scores

Categories:

Town:	20 - 26	points
Large village:	12 - 19	points
Small village:	6 - 11	points
Hamlet:	0 - 5	points

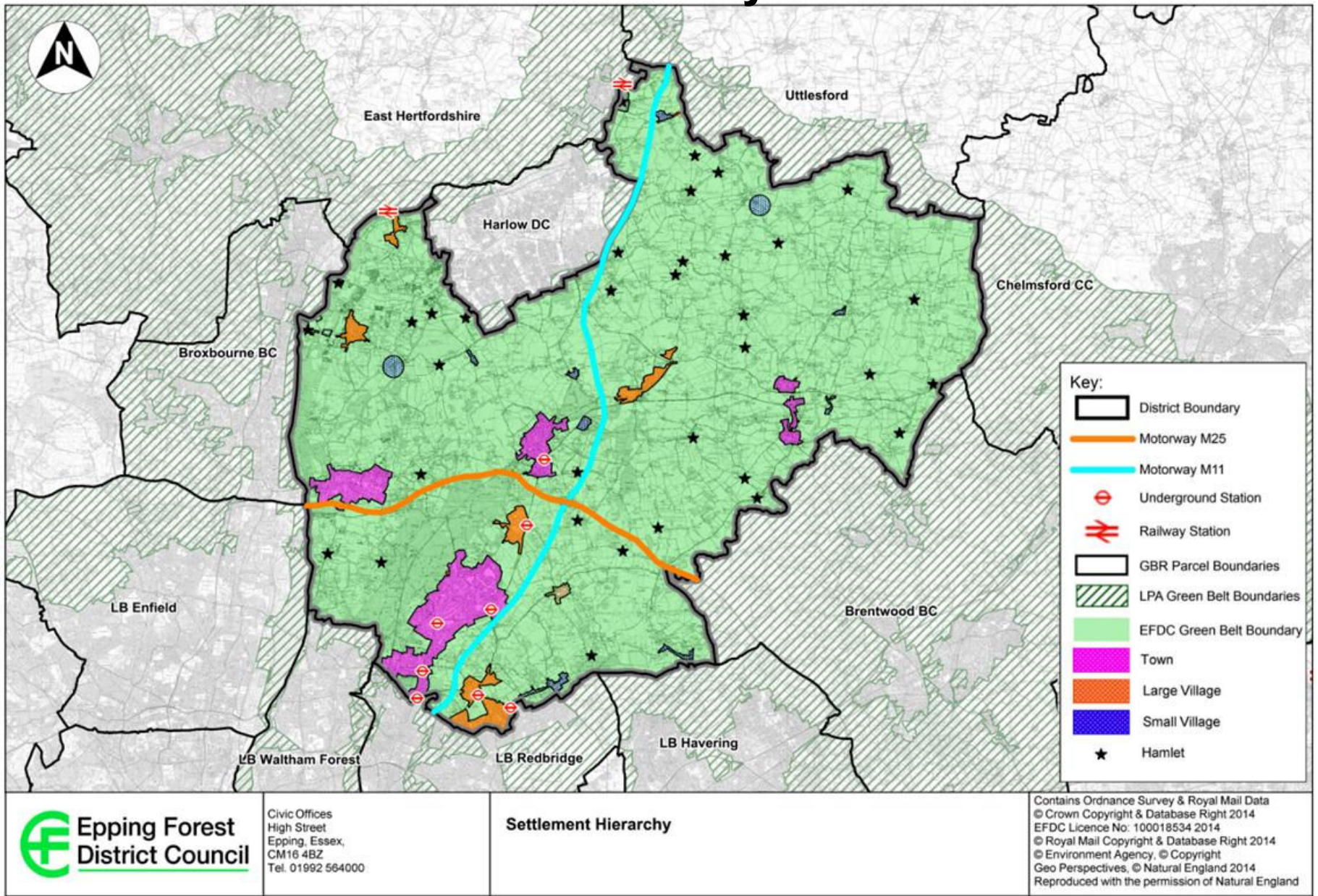
Settlement	Score
Abridge	12
Buckhurst Hill	21
Bumbles Green	6
Chigwell	21
Chigwell Row	6
Chipping Ongar	23
Coopersale	9
Epping	26
Epping Green	7
Fyfield	8
High Beach	4
High Ongar	8
Loughton-Debden	26
Lower Nazeing	12
Lower Sheering	4
Matching Green	6
Moreton	5
North Weald	15
Roydon	16
Sewardstone	7
Sheering	9
Stapleford Abbots	8
Theydon Bois	17
Thornwood	9
Waltham Abbey	24
Willingale	5

Draft Settlement Categories

Category	Settlement
<p><u>Town</u> (20-26)</p> <p>Good service and facilities, including good public transport access. Settlements provide higher order services & facilities.</p>	<p>Buckhurst Hill, Chipping Ongar, Epping, Loughton-Debden, Waltham Abbey</p>
<p><u>Large village</u> (12-19)</p> <p>Moderate facilities including reasonable public transport access (bus or train/Central Line). Can meet moderate local demands for “everyday” services.</p>	<p>Abridge, Chigwell, Lower Nazeing, North Weald, Roydon, Theydon Bois</p>
<p><u>Small Village</u> (6-11)</p> <p>Few facilities, and patchy public transport access.</p>	<p>Bumbles Green, Chigwell Row, Coopersale, Epping Green, Fyfield, High Ongar, Matching Green, Sheering, Stapleford Abbots, Thornwood.</p>
<p><u>Hamlet</u> (0-5)</p> <p>Very limited services/facilities, often no discernible centre.</p>	<p>Abbess Roding, Beauchamp Roding, Berners Roding, Bobbingworth, Broadley Common, Bumble’s Green, Dobb’s Weir, Fiddlers Hamlet, Foster Street, Hare Street, Hastingwood, High Beach, High Laver, Jacks Hatch, Lambourne End, Little Laver, Long Green, Lower Sheering, Magdalen Laver, Matching, Matching Tye, Moreton, Newman End, Nine Ashes, Norton Heath, Norton Mandeville, Roydon Hamlet, Sewardstone, Sewardstonebury, Stanford Rivers, Stapleford Tawney, Theydon Garnon, Theydon Mount, Tilegate Green, Toot Hill, Upper Nazeing, Upshire, Willingale.</p>

EFDC Draft Settlement Hierarchy

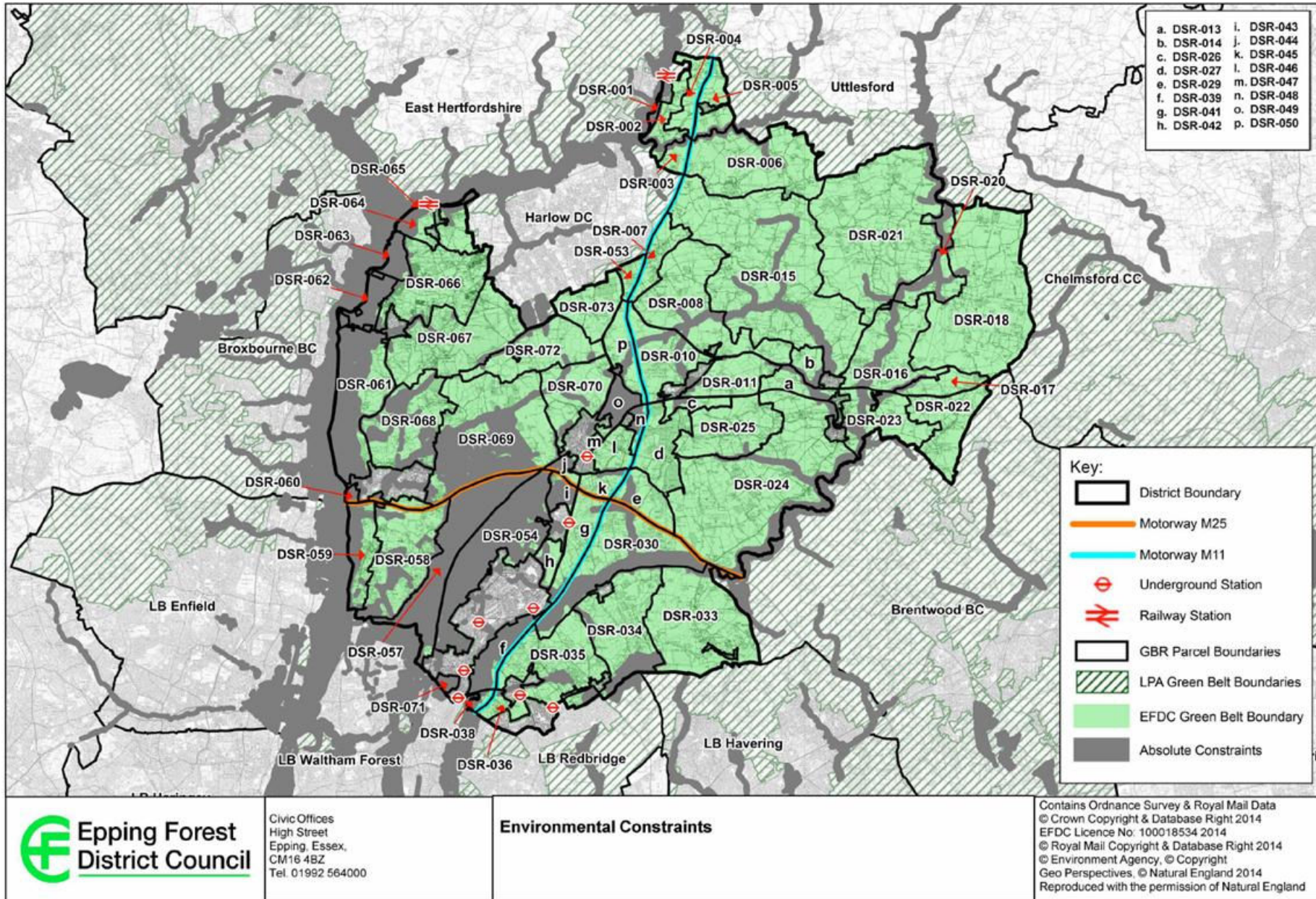
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Environmental constraints

- Strategic Flood Risk Assessment (April 2015) – showing zones 2, 3 and 3b (Zone 1 applies to all land outside of zones 2, 3 and 3b)
- Special Protection Areas (SPA)
- Special Areas of Conservation (SAC)
- Sites of Special Scientific Interest (SSSI)
- Local Nature Reserves (LNR)
- City of London Corporation Epping Forest Buffer land (land owned and managed by the City of London Corporation, which is not part of the formal part of the Forest, but is not available for development)

Environmental Constraints

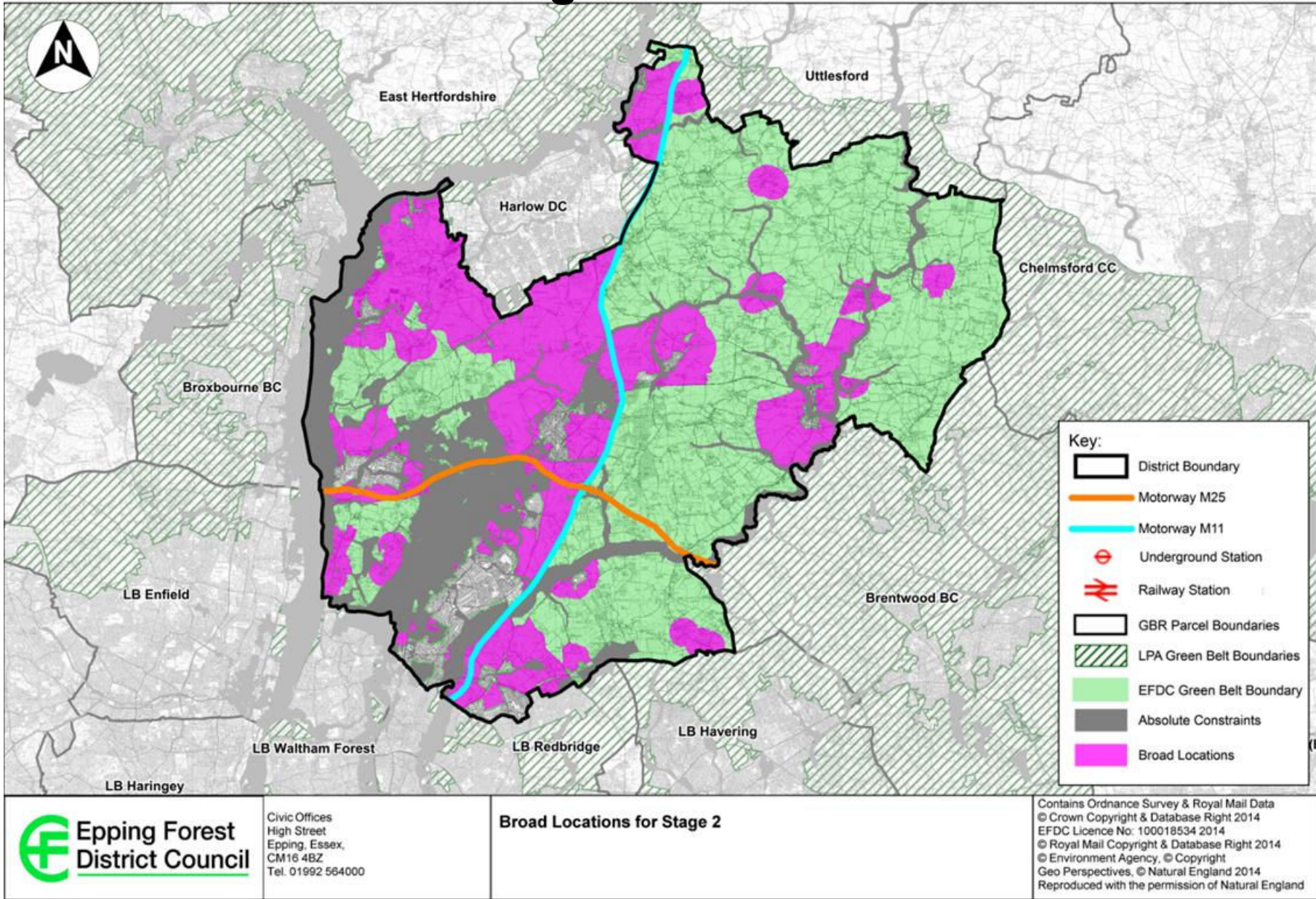


Areas of Search

- Towns – 2km from rail/Central Line station, bus stops & existing town centre boundary
- Large village – 1 km from rail/Central Line station, bus stops & existing local shopping parades
- Small village – 0.5km from rail/Central Line station, bus stops & existing local shopping parades

All to be adjusted to defensible boundaries where available/appropriate

Broad locations for Stage 2



Questions to consider...

- Have the right types of services and facilities been identified for assessment?
- Have the existing services and facilities have been correctly identified for each of the settlements? Has anything been missed?
- Have the settlements in the district been placed in appropriate categories?

Questions?

Comments to be received
by the Planning Policy team
no later than
Monday 29 June 2015.

LDFconsult@eppingforestdc.gov.uk

Report to Local Councils Liaison Committee

Date of meeting: 16 November 2015

Subject: Rural Affordable Housing Schemes - Planning Exceptions Policy

Officer contact for further information: A. Hall (Director of Communities (01992) 564004))

Recommendations/Decisions Required:

That the Committee note the opportunities available for the provision of local affordable housing schemes.

Report:

1. The District Council's Director of Communities, Alan Hall, and Ulrike Maccariello, Development Manager with Hastoe Housing Association will give a presentation to the Committee on the opportunities available to provide affordable housing schemes - comprising affordable rented, shared ownership and low-cost market housing – in rural areas, that are restricted to residents of the village (and possibly neighbouring villages if there is insufficient demand). This is to help meet the local housing need of people living in rural areas.
2. This opportunity arises as a result of the Council's current Local Plan's "planning exceptions policy", which recognises that the lack of affordable housing in villages is likely to have a greater effect on individuals and the community than in urban areas, and that the opportunities for increasing the amount of affordable housing is less than in urban areas. This is because less suitable sites for development usually become available, and local inhabitants are more likely to have to move away from their local area than in larger areas.
3. Under the planning exceptions policy, planning permission may be granted on sites that only provide affordable housing (plus some market housing, if necessary, in order to make the development viable) to meet a local housing need, for which planning applications for developments comprising predominantly market housing would be refused.
4. However, certain conditions set out in the Local Plan must be met, including that the development must be:
 - in smaller settlements that have a recognisable community, distinct and separate from the metropolitan area;
 - small scale;
 - in response to a demonstrable local housing need (identified through a rural housing survey);
 - supported by the Parish Council;
 - well-related to the existing settlement; and
 - providing predominantly affordable housing in perpetuity.
5. The Local Plan states that settlements which could therefore be suitable include Epping Green, Matching Tye, Matching Green, Moreton, Sheering, Fyfield, Willingale, Toot Hill,

Little End and Stapleford Abbots – and that those which would specifically not be appropriate include Lower Nazeing, Theydon Bois, Chigwell Row, North Weald Bassett, Sewardstone and Chipping Ongar.

6. In order to ensure that these rural affordable housing schemes only provide accommodation for local residents, applicants must be:
 - long-established local residents (i.e. those who have lived in the village for at least five of the preceding ten years) requiring separate accommodation;
 - immediate family dependents of long-established local residents;
 - former long-established residents; or
 - living elsewhere, who cannot otherwise take up, or continue to, work in the village.
7. To date, four rural housing schemes have been provided in Epping Forest under the planning exceptions policy (providing a total of 26 affordable homes), namely: Mann's Yard, Willingale; Houchin Drive, Fyfield; Harlow Rd, Matching Tye; and School Lane, Abbess Roding. Affordable Housing Grant is available from the Homes & Communities Agency to fund rural housing schemes in certain circumstances.
8. A number of years ago, the Council selected Hastoe Housing Association to be its Preferred Partner to deliver rural housing schemes, who have a wealth of experience in working closely with parish councils to assess their local housing needs and to provide rural housing schemes, including three of the four schemes provided in the Epping Forest District in the past, referred to above.
9. The presentation will include details of how local housing needs are assessed (through a bespoke rural housing survey), the identification of suitable sites, the role of parish councils, the forms of tenure provided for the accommodation, the development process and the safeguards put in place to ensure that only local residents are eligible for the housing when they are available for occupation.

Report to Local Councils Liaison Committee

Date of meeting: 16 November 2015

Subject: Public Consultation and Engagement

Officer: V. Loftis (Consultation Officer (01992) 564471))

Recommendations/Decisions Required:

That the Committee consider the ways in which local town and parish councils can support the District Council in undertaking consultation and engagement with local residents.

Report

1. Epping Forest District Council carries out a great deal of public consultation. It relies on the support of other organisations to assist, not only by providing responses in their own right but also by helping Epping Forest District Council raise awareness of consultation through their own channels of communication. The purpose of this report is to raise awareness of the invaluable role local Town and Parish Councils can play in helping the District Council publicise its consultation exercises to their local residents, businesses and other stakeholders through Parish-based newsletters, noticeboards, meetings, websites, social media and other local communication tools.

Background

2. In 2006, the Council adopted a Public Engagement and Consultation Policy which identified and registered all public consultation carried out by the Council during the year and all planned consultation for the following twelve months. An annual report is then submitted to a Members Panel which scrutinises the methods, costs and effectiveness of the consultation.
3. Each year there is an expectation to manage the costs of consultation within officer time and resources. The Council has therefore to find cost effective ways in which to consult its stakeholders, both users and non-users of its services. Agreeing a common, co-ordinated approach to public engagement can become more efficient and save money.
4. In engaging with the public about a service, policy or any other issue, the focus is on finding out the current needs, concerns, priorities or satisfaction levels of current and potential service users. Giving people a voice in decisions that concern them is an effective way of helping them to become involved in improving their quality of life and the quality of services we provide. The benefits of effective public involvement can improve local democracy and help with community integration and cohesion. There are many and varied reasons why we as a local authority consult our stakeholders either in general or specific terms e.g.:
 - openness, transparency and accountability are good for democracy;
 - key communities and individuals will be included, and more people have the opportunity to be involved in policy and decision-making; and
 - making better decisions based on 'informed' information;

- engagement activity will provide value for money;
 - through public engagement there will be confidence in the results; and
 - as it is a legal duty to consult.
5. Epping Forest District Council carries out consultation with a wide range of individuals and groups and organisations such as:
- residents;
 - tenants;
 - leaseholders;
 - park home owners;
 - businesses;
 - shoppers;
 - commuters, and
 - young people.
6. Town and Parish Councils are among the key Council organisations consulted on a range of issues along with other statutory agencies such as the Health Services and Police. Recent consultation has included:
- Residents, tenants and leaseholders feedback and satisfaction, e.g., Housing and Homelessness;
 - surveys on housing policies, repairs and maintenance. Park Home owner's policies;
 - crime and disorder prevention surveys;
 - young people and their representatives through the Youth Council, (in schools and in Conference). For example, The HealthWorks Survey; Women and Girls in Sport; and transport consultation;
 - targeted surveys on equality issues;
 - Local Plan surveys;
 - local boundary changes consultation; and
 - other surveys involved taxi drivers and dog owners, Gambling Licence holders and groups concerned with conservation and economic and business regeneration.
7. The Council uses a range of ways to raise consultation awareness, taking into account the size and scale of the consultation and the groups needed to be consulted, e.g.:
- social media;
 - the Council's website;
 - the local press;
 - emails;
 - business breakfasts and conferences;
 - meetings; and
 - webcasting.
8. The methods the Council use include:
- focus groups;
 - vox pops;
 - interactive surveys using cloud-based technology; and paper-based questionnaires; and
 - canvassing, face-to-face.
9. The services local authorities provide have an impact on people's lives. Impact assessments are carried out as part of the statutory 'Equality Duty', which ensures people are treated equally. Protecting people's identity and opinion by following the guidelines of the 'Data Protection' and 'Freedom of Information Act', is important to us.

10. The Council has developed its website to include a consultation page called WebHub which is a base for information around public engagement and consultation. Each piece of consultation registered shows a process of quality assured compliance with the Council's Public Engagement Policy and Strategy. A record of each phase of the engagement eg, the overview and reasons for consultation, the start and finish dates, the contact details and joining instructions, and upon conclusion, the results and feedback to our respondents. The Webhub also contains consultation news. You can subscribe to any or all of the RSS feeds about consultations of interest to you. There is also a link to any e-petitions or regular meetings such as tenant and leaseholder participation forums. The WebHub can be accessed via: <http://www.eppingforestdc.gov.uk/index.php/contact-us/consultation>
11. Public engagement plans are included in the annual budget reports for submission to the Councils business planning process. The Council has carried out 103 separate surveys over the last five years. 43 were registered in the last two years. A budget of £208K was estimated to cover the overall consultation cost over this period. The 43 surveys were as follows:
 - 7 surveys were housing related;
 - 6 were annual surveys e.g., The Community Safety Crime and Disorder Public Perception Survey; Homelessness Strategy; Local Council Tax Support Scheme etc;
 - 7 Local Area Neighbourhood Plans in association with Town and Parish Councils;
 - 5 surveys were open to all residents/stakeholders;
 - 38 were targeted surveys to specific groups e.g., Taxi drivers, Park Home Owners etc.
 - 22 surveys were interactive (online) digital, paperless surveys; and
 - 18 were statutory surveys (including the Local Plan).
12. Epping Forest District Council uses targeted surveys and approaches to engaging the public to keep the cost of consultation low. The majority of the Council's consultation is carried out by council officers. The Council has invested in a cloud-based questionnaire creator called 'Snap Webhost'. This software provides a unique reference or 'url', which can be attached to any digital or paper-based communication. In attaching 'urls' to correspondence, the Council is able to reach its targets groups via email or social media.
13. The 'Market Research Society', considers that two years is the maximum time period when public opinion from historic consultation may be reliable. The reason behind this thinking is that changes in people's attitudes and opinions may be affected by specific events. For example, 'feeling safe in your area after dark', in the responses to the 'Crime and Disorder Prevention Surveys', changed after the riots and arson attacks in London and Enfield in 2012, and were markedly different from the previous year. The emphasis therefore, placed on collecting feedback on current responses gives validity and credibility to the research being done.
14. Town and Parish Councils work at the heart of local communities and therefore are well placed to communicate and share important information affecting communities locally. With this in mind a questionnaire was sent to Town and Parish Councils in October to gain information about the platforms that could be used to inform and engage residents and businesses locally. Co-operation and co-ordination helps to maximise the reach of consultation with tenants, businesses and partners in the District. The preferred outcomes will be that:
 - key communities and individuals will be included;
 - the public will experience a reasonable amount of engagement;
 - relevant information will be provided;
 - there will be public confidence in the results;
 - the engagement activity will provide value for money.

15. As part of our engagement we asked Town and Parish Councils what platforms were available for consultation purposes. Just over a third of Town and Parishes in the District responded.
- 7 said they used a newsletter;
 - 7 have use of a website;
 - 8 used notice boards;
 - 8 Council agenda; and
 - 5 use Social Media.
16. Other platforms for communication were:
- town and parish magazines and newsletters;
 - personal visits, meeting with local interest groups;
 - community and church magazines eg, Link Up; and
 - local press releases, Everything Epping Forest.
17. You also told us what you thought people would be interested in locally: The Local Plan, Local Neighbourhood Area Plan, Conservation, Waste and Recycling, Crime and Disorder Prevention.
18. Other topics of interest were:
- housing, development sites;
 - the Green Belt;
 - parking and road management measures;
 - transport, street lighting;
 - activities for Young People and Senior Citizens;
 - leisure activities and facilities;
 - community events;
 - open spaces, trees;
 - highways and roads but also local highways panels, parking; and
 - new issues, projects.

Next steps

19. The information that Town and Parish Councils provided in the questionnaire will be used to help officer's in future public consultation and be helpful in planning communication and working together to promote and publicise consultation.

Report to Local Councils Liaison Committee

Date of meeting: 16 November 2015

Subject: Epping Forest District Local Plan - Progress

Officer contact for further information: K. Bean (Planning Policy Manager (01992) 564410))

Recommendations/Decisions Required:

That the Committee note the current position with regard to progress on the development of the new Local Plan for the Epping Forest District.

Report:

Local Plan Timetable

1. The revised Local Development Scheme agreed by the Cabinet on 11 June 2015 proposes that the next Local Plan consultation stage on the draft plan preferred approach is to be undertaken during summer 2016.

Reasons for delay in Local Plan Production

2. For a number of reasons, the principal ones for which are explained below, it has not been possible to meet the previous timetable; consequently the timings for each of the key stages have slipped by about a year. However, having now reviewed the position reached, the revised programme leading to adoption of the Local Plan in Sept 2018 represents a realistic and achievable timetable. A number of other districts have encountered similar problems with their timetable.
3. Production of the consultation draft preferred approach is dependent on completion of a number of key pieces of supporting evidence needed to underpin the policies in the draft plan. In particular the Strategic Housing Market Assessment (SHMA); undertaking a comprehensive district wide Green Belt Review and strategic transport work being undertaken by Essex County Council. Progress made on producing these key pieces of evidence is reported below.
4. There is also the need to take very seriously the statutory Duty to Cooperate – a number of Local Plans, including in Essex Uttlesford and Maldon, have been found unsound by Inspectors at examination because they have been perceived to be lacking robust, credible up to date evidence and/or failed in meeting the Duty to Cooperate.
5. Government policy changes, requirements and expectations signalled through both changes to the Government's online Planning Practice Guidance (PPG) and the recently published Housing and Planning Bill, brief details of which are provided below. Experience from recent Local Plan examinations indicates that Inspectors are attaching great weight to ensuring that guidance given in the PPG is being adhered to.
6. Delays in the strategic transport assessment focussed around Harlow and a potential new junction 7a on the M11. Essex County Council understands from discussions with Highways England that the £50million allocation previously identified is for Junction 7

where there is a 5 year plan considering improvement works. In terms of future growth however, it is not yet clear from the modelling, what capacity improvements to Junction 7 would support prior to bringing Junction 7A on stream.

Member Briefings and Workshops

7. Dates during November have now been set and advertised for holding a series of all Member, (including Town and Parish Council representation), evening briefing and workshop sessions. The first of these on 2nd November considered the Historic Environment, the Natural Environment and Green Networks. The purpose of these workshops are to inform members of emerging key issues that the draft Local Plan will need to cover and to ensure that Member views and concerns are aired at this formative stage so that they might be taken account of in the policy drafting.

Duty to Cooperate

8. Officers and Members continue to meet regularly with appropriate authorities, principally through the Cooperation for Sustainable Development officer group and Member Board, to consider a wide range of cross boundary issues. In addition to the SHMA, Employment and Green Belt Review work reported above, the Lea Valley Food taskforce continues to develop a programme for growth around one of the District's historic and still important sectors. The Lea Valley glass house industry was one of the matters considered at the Enfield, Essex and Hertfordshire Border Liaison Group Member meeting held on 29th October. This meeting also received presentations on Crossrail 2 and the Hertfordshire Transport Vision, both of which are currently the subject of public consultation.
9. Officers have also been involved in transport work being undertaken by the London Borough of Enfield, opposing reference to construction of a new access road in the North East Enfield Area Action Plan and are keeping a watching brief on wider transport work being undertaken as part of Enfield's Northern Gateway Access Package (NGAP). An update of the NGAP transport work was also provided at the recent Border Liaison Group Meeting.

Update on key evidence work

Strategic Housing Market Assessment, Economic and Employment evidence

10. The work has now been completed on these key pieces of technical evidence relating to housing and jobs numbers.
11. In relation to housing, an updated Strategic Housing Market Assessment (SHMA) has been produced in conjunction with the other authorities within our Housing Market Area: East Herts, Harlow and Uttlesford. The final SHMA was formally considered by the SHMA partners at the Cooperation for Sustainable Development Board meeting on 22nd September and was then subsequently added as part of the Local Plan evidence base together with the related economic and employment evidence following consideration at the 8 October Cabinet meeting.
12. What the SHMA provides us with is figures for Objectively Assessed Housing Need (OAHN) for Epping Forest District and the other three Districts named above. The OAHN figure in Epping Forest District is 11,300 dwellings up to 2033 but it is important to understand that this is not the housing target for the District. Although the Council has yet to determine its housing target, the production of the SHMA represents an important milestone towards doing so. Deductions can be made from the OAHN figure to take account of completions since April 2011, permissions already granted and also a windfalls allowance. Having established the housing need the next steps that need to be taken in order to establish a housing target include determining affordable housing need, considering constraints, policy aims and other evidence. It is therefore necessary

to take account of constraints such as areas of green belt and flood plains which indicate that development should be restricted. If, having completed the other pieces of evidence, it is demonstrated that our need cannot be met in Epping Forest District it will be necessary to discuss with our SHMA partners whether the objectively assessed need could be met by the wider SHMA area.

13. An Economic Evidence report for West Essex and East Herts commissioned jointly by EFDC and East Herts, Harlow and Uttlesford Councils has also now been finalised. Local Plan Inspectors pay particular attention to the need for jobs and housing requirements to be aligned. Therefore, this study was commissioned on the same basis as the Strategic Housing Market Assessment, to cover the four authorities and to inform all four Local Plans across the 'Functional Economic Market Area'. A second more detailed report covering 'Economic and Employment Evidence to Support the Local Plan and Economic Development Strategy' has also been completed for EFDC alone. It identifies jobs growth in the range of 400-455 additional jobs per year from 2011-2033 and provides a detailed analysis of the assessed economic need, in terms of employment floorspace and type to be provided through the EFDC Local Plan. This document also provides the floorspace breakdown of what this need might be in order to inform the new Local Plan.
14. These housing and economic evidence reports can be viewed via the Local Plan pages of the Council's website.

Green Belt Review

15. Government guidance and emerging Inspectors' reports make clear the need to undertake a comprehensive Green Belt Review of the entire District before the release of any Green Belt land is considered. It is important to remember that the outcome of the Green Belt Review is only one, albeit an extremely important, piece of the evidence base that will inform the Council's future plan-making decisions.
16. Following completion of stage 1 of the Green Belt Review for the District external consultants have now been appointed and over the autumn will be undertaking a more detailed assessment of the broad locations identified in stage 1. This stage 2 work will confirm at a more detailed level:
 - the areas where the Green Belt policy designation should remain;
 - any historic anomalies in the existing boundaries or locations where development has taken place, which may therefore suggest minor amendments to the Green Belt boundaries are required; and
 - areas that may be least harmful in Green Belt terms for potential development purposes.
17. If a parcel or part of the parcel is appraised as part of the more detailed work this does not mean necessarily that the parcel should or will be allocated for development in the emerging Local Plan or that the Council would look favourably on a planning application.
18. The Council is also undertaking a settlement capacity analysis of the 10 largest settlements in the District, namely Epping, Theydon Bois, Buckhurst Hill, Chigwell, Loughton/Debden, Waltham Abbey, North Weald Bassett, Chipping Ongar, Lower Nazeing and Roydon. The purpose of the work is to ensure that the District can address as much of its housing requirement as possible within our existing settlements, and so minimise the potential need to utilise Green Belt land for development. Like stage 2 of the Green Belt Review, the results of this work will be used to inform, and published alongside, the consultation Draft Plan Preferred Approach.

Neighbourhood Plans

19. Moreton, Bobbingworth and the Lavers have finalised their draft Plan which, following publication for a six week period for representations, goes forward to independent examination.
20. There are seven other Parish and Town Councils that have applied to designate neighbourhood planning areas for their areas which have been approved (Chigwell, Epping, Buckhurst Hill, Theydon Bois, Loughton, North Weald Bassett and Epping Upland). With the exception of North Weald Bassett and Epping Upland Parishes the areas approved cover the entire parish. Given the location of North Weald Bassett and Epping Upland Parishes, immediately adjacent to Harlow's administrative boundary, a number of important strategic cross boundary matters were identified that are not within the remit of a Neighbourhood Plan to address. The Council therefore decided that the northern edges of these parishes bordering Harlow should be excluded from the Neighbourhood Area designation.

Housing & Planning Bill

21. The Housing & Planning Bill was published on 13 October 2015. The Bill makes clear that the Government is serious about increasing housing and improving the housing regime in general. Measures have been included to streamline the planning process; to facilitate starter homes, self builds and building on brownfield land. It is proposed that more powers are given to the Secretary of State to take over plan making, decision taking and effectively impose financial penalties on local authorities with high-value vacant buildings.
22. Comprising of eight parts, the main planning changes included in part 6 of the Bill, include:
 - Neighbourhood planning - concerned that the neighbourhood planning process is too slow, Government has introduced changes which it hopes will combat this delay;
 - Local planning - changes to local planning are included to give the Secretary of State more power to intervene if local plans are not delivered effectively;
 - Local registers of brownfield land and permission in principle – a key element of the Bill is the creation of a new "permission in principle" provision which provides that planning permission in principle may be granted for development of land in England;
 - Planning permission - changes under this heading relate to the grant of planning permission by permitted development rights and by the Secretary of State when a local planning authority is deemed to be underperforming; and
 - Nationally significant infrastructure projects - as another means of boosting housing supply, the Bill provides the Secretary of State with a new power to grant development consent for housing which is linked to an application for a nationally significant infrastructure project.
23. Changes to the compulsory purchase regime are also included in part 7 of the Bill and are aimed at making compulsory purchase "clearer, fairer and faster".
24. The Bill will need to pass through three readings in both the House of Commons and the House of Lords and obtain Royal Assent before being enacted. This process is expected to take between 12 and 18 months. It seems likely that most of the planning provisions would subsequently require secondary legislation in the form of regulations to bring into effect.