

**LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP held at  
COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN AT 9.30 am on  
8 MARCH 2013**

Present: Councillor J Ketteridge – Chairman.  
Councillors S Barker, K Eden, E Godwin, J Menell, H Rolfe, J  
Rose and D Watson.

Officers in attendance: M Cox (Democratic Services Officer), R Harborough  
(Director of Public Services), H Haydon (Planning officer), S  
Nicholas (Senior Planning Officer) and A Taylor (Assistant  
Director Planning and Building Control).

**LDF59 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors J Cheetham, K  
Mackman and V Ranger.

Councillor Barker declared a non-pecuniary interest as a member of Essex  
County Council.

**LDF60 MINUTES**

The minutes of the meeting held on 8 February 2013 were signed by the  
Chairman as a correct record subject to the reference to M11 Junction 9 in the  
5<sup>th</sup> paragraph of LDF 55 being changed to Junction 10.

**LDF61 ANNUAL MONITORING REPORT**

The Senior Planning Officer presented for information the 2012 Annual  
Monitoring report which covered the period from April 2011 to March 2012.  
This was one of the reports required under the 2012 Planning Regulations and  
it monitored a number of issues to demonstrate whether the Local Plan was  
achieving its aims.

She explained some of the key findings in the report relating to Uttlesford in  
respect of employment, retail, housing, environment and renewable energy.  
The report also monitored the effectiveness of the adopted planning policies.  
Members discussed the information contained in the report.

The report referred to the 5 year supply of ready to develop housing sites.  
Under the NPPF local authorities were required to identify and update an  
annual supply of specific deliverable sites sufficient to provide 5 years' worth  
of housing against their housing requirements to ensure choice and  
completion. The 5 year period covered 2013/14 – 2017/18 and the figures  
showed that Uttlesford was currently about two years short of achieving this

supply. It was necessary to increase the approval and completion of houses, and the working group noted the action required to achieve this, including bringing forward preferred sites, smaller sites which were likely to be built and approving more sites than required.

LDF62

## **STATEMENT OF COMMUNITY INVOLVEMENT**

The Council had adopted its Statement of Community Involvement (SCI) in July 2006. This set out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications. The Planning Officer highlighted the changes required to the SCI to take account of changes in national legislation, planning guidance and progress on the Local Plan.

In relation to methods of consultation, Members discussed the best way to involve the local community and how to improve communication with the Parish and Town Councils. It was explained that there was already a considerable amount of consultation with local councils including the Parish Forum, attendance at local council meetings and email correspondence. Some members felt that the best way to communicate with the local community was through local newspapers and parish magazines.

AGREED that the amendments to the Statement of Community Involvement be approved and the document be subject to a period of public consultation.

LDF63

## **STRATEGIC LAND AVAILABILITY ASSESSMENT**

The working group noted the Strategic Housing Availability Assessment (SHLAA) 2012. This was a study of potential housing on sites within the district over a 15 year period and reflected the period covered by the Council's 5 year land supply statement 2012.

This study updated the 2011 version and took account of the annual Residential Land Availability Survey 2011/12 and additional information. The 2012 assessment had considered 311 sites, which included 31 new sites identified from representations received from the June 2012 consultation on draft proposals for the local plan.

The key finding was that there was a potential supply of 8631 dwellings on identified deliverable and developable sites, which was sufficient to meet the outstanding requirement of dwellings set out in the 2012 report on the Demographic Study. The sites identified would not necessarily be developed but would form part of the evidence used in the preparation of Local Plan.

LDF64 **DUTY TO CO-OPERATE**

Members were informed that North Herts District Council was currently consulting on a housing options paper as part of its early stage consultation on the North Hertfordshire Local Plan. It was also consulting on strategic and non-strategic sites, with Royston being the nearest location to Uttlesford. There was no direct impact for Uttlesford arising from the consultation but officers would continue to monitor progress and respond to the review as necessary under the duty to cooperate.

LDF65 **DATE OF NEXT MEETINGS**

The next meeting of the working group would be held on Friday 12 April. A workshop for all members on the progress of the Local Plan preparations had been arranged for 21 March 2013 at 6.00pm.

The meeting ended at 11.05 am.