

**LOCAL PLAN WORKING GROUP held at COUNCIL OFFICES LONDON  
ROAD SAFFRON WALDEN at 9.00am on 26 JUNE 2014**

Present: Councillor J Ketteridge – Chairman.  
Councillors S Barker, J Cheetham, K Eden, E Godwin, J Menell,  
E Oliver, V Ranger, H Rolfe and J Rose.

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

**LP1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Mackman and Watson.

**LP2 MINUTES**

The minutes of the meeting held on 14 April 2014 were approved and signed  
as a correct record.

**.LP3 SUMMARY OF MAIN ISSUES RAISED BY REPRESENTATIONS**

The working group considered a report, which set out the main issues that had  
been raised in the representations on the pre-submission Local Plan  
consultation. This document would be sent to the Secretary of State when the  
plan was submitted for examination by the Planning Inspector and was part of  
the test of legal compliance and soundness before the plan could be taken to  
the next stage.

In response to the consultation 1230 people or organisations had made a total  
of 1824 representations. The representations from Elsenham Parish Council,  
the Joint Parish Councils of Henham, Ugley and Widdington and Save  
Newport Village were supported by a number of signatories.

Members considered the report and in particular discussed the  
representations made by NHS England and ECC as highway authority.

The report was noted.

**.LP4 SCHEDULE OF PROPOSED MINOR MODIFICATIONS**

The working group received the report of minor modifications. This set out the  
changes made to the text and supporting map of the Local Plan pre-  
submission document. The corrections were non-material and either

corrected typos, offered clarification or were in response to representations received to the consultation.

This document would be given to Inspector, to demonstrate an up to date position prior to the commencement of the Inquiry.

The report was noted.

.LP5

## **HOUSING SUPPLY**

The Senior Planning Policy Officer presented for information a report on the district's housing supply. This would be presented as evidence supporting the Local Plan and could be used when determining planning applications.

The report comprised 3 documents

### The Housing Trajectory and 5 year land supply

This report showed past and future housing performance. At the date of the report it was estimated that 3592 dwellings would be provided over the next 5 years, which would provide the district with 6.2 years of supply.

It was noted that going forward extra care/ residential homes were included in the figures.

Members questioned the council's approach to speculative applications now that it had a 5 year land supply. The Assistant Director Planning and Building Control advised that the starting point was to consider applications in terms of sustainability. There was a general definition of sustainability in the National Planning Policy Framework but each application would need to be assessed on its own merits. Members said it would be useful to have a discussion covering the issues that should be taken in to account and it was confirmed that this was planned as a topic for a future planning workshop.

### The Housing Supply Statement

This statement gave details of the sites with planning applications, sites considered deliverable during the plan period, new sites identified in the emerging local plan and the windfall allowance based on historic rates and current planning policy.

### Windfall Development Sites.

The report considered whether it was realistic to include an allowance for windfall sites in the housing supply and calculation of the 5 year land supply. These were sites which had not been specifically identified as being available, and which became unexpectedly available over time and not anticipated in the local plan in preparation. The report explained the sites that were included in the calculation and Members noted some of the anomalies with the definitions.

It was concluded that windfall sites made a significant impact on the annual supply of housing. The data had been collected since 2001 and the average annual completion rate was 46 dwellings on windfall sites and 80 dwellings on small sites. It was anticipated that these would still come forward and on that basis a windfall allowance of 50 dwellings was considered to be realistic.

#### Other matters

The Senior Planning Officer reported some relevant issues which had come out of recent planning appeals.

The NPPF required local authorities to supply between 5 – 20% additional dwellings, based on the authority's housing delivery rate. Uttlesford's rate of 5% had been supported at recent appeals.

The Inspector, at a number of appeals, had accepted the council's housing targets, which was an indication that the council was moving in the right direction on this issue.

The report was noted.

LP6

#### **GYPSEY AND TRAVELLER ACCOMMODATION ASSESSMENT AND ALLOCATION PROCESS**

The Assistant Director Planning and Building Control reported that the Essex wide Gypsy and Traveller Accommodation Assessment was expected to be published in July. This would be considered by the working group and made publically available.

The council is also in the process of commissioning a consultant to consider the existing sites and sites that had come forward and to produce a draft allocation document.

Once approved, this document would be subject to a period of public consultation.

Councillor Rolfe stressed the importance of publicity around the consultation and the need to provide a clear explanation of the process going forward.

LP7

#### **CHAIRMAN'S ANNOUNCEMENT**

The Chairman reported that the draft Local Plan was expected to be submitted on 4 July 2014. He said it had taken a long time to get to this point and thanked officers for all their hard work throughout this process.

The meeting ended at 10.15 am.