



Uttlesford District Council

Chief Executive: Dawn French

Local Plan Leadership Group Remote Meeting

Date: Thursday, 26th November, 2020

Time: 7.00 pm

Venue: Zoom - <https://zoom.us/>

Chairman: Councillor G Bagnall

Members: Councillors M Caton, R Freeman, P Lees, M Lemon, B Light,
S Merifield, R Pavitt (Vice-Chair), N Reeve, M Sutton and M Tayler

Public Participation

At the start of the meeting there will be an opportunity for up to 10 members of the public to ask questions and make statements subject to having given notice by 2pm the working day before the meeting. Each speaker will have 4 minutes to make their statement. Please write to committee@uttlesford.gov.uk to register your intention to speak with Democratic Services.

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, or to attend the meeting over Zoom to read out their questions or statement themselves.

Members of the public who would like to listen to the meeting live can do so [here](#). The broadcast will be made available as soon as the meeting begins.

AGENDA PART 1

Open to Public and Press

1 Apologies for absence and declarations of interest

To receive any apologies and declarations of interest.

2 Minutes of the previous meeting

4 - 6

To consider the minutes of the previous meeting.

3 Issues & Options 7 - 12

To consider the Issues and Options report.

4 Call for Sites 13 - 34

To consider the Call for Sites report.

5 Local Plan Leadership Group: Draft meeting schedule 35

To consider the LPLG's draft meeting schedule for February – June 2021.

REMOTE MEETINGS AND THE PUBLIC

Members of the public are welcome to listen to the debate of any of the Council's Cabinet or Committee meetings. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510410.

Members of the public and representatives of parish and town councils are permitted to speak or ask questions at meetings of the Local Plan Leadership Group. A maximum of 10 speaking slots are available on a first come, first served basis. You will need to register your intention to speak with the Democratic Services Officer by 2pm the working day before the meeting. Please register your intention to speak by writing to committee@uttlesford.gov.uk.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

Facilities for people with disabilities

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510410 as soon as possible prior to the meeting.

For information about this meeting please contact Democratic Services

Telephone: 01799 510410 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

Agenda Item 2

LOCAL PLAN LEADERSHIP GROUP held at ZOOM - [HTTPS://ZOOM.US/](https://zoom.us/), on MONDAY, 26 OCTOBER 2020 at 7.00 pm

Present: Councillor R Pavitt (Acting Chair)
Councillors G Bagnall, M Caton, P Lees, M Lemon, S Merifield, N Reeve, M Sutton and M Tayler

Guest (non-voting): Councillor J Evans

Officers: G Glenday (Assistant Director – Planning), S Nicholas (New Communities Senior Planner), J Reynolds (Locum Lawyer), L Bowser (Principal Planning Officer, New Settlements)

Others present: Councillor C Day (observing)

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

Apologies for absence were received from Councillors Light and Freeman.

2 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were approved.

3 **PLANNING FOR THE FUTURE**

The Chair explained that the deadline for the consultation response to the White Paper was Thursday 29th October at midnight. The meeting should therefore only consider anything still to be addressed and the implications of the response.

A discussion was held and the following points were highlighted:-

Members were impressed with the report and the responses.

Lois Bowser, Principal Planning Officer, New Settlements attended the meeting and had compiled the document with the Planning Policy team.

Councillor Lees noted that some questions had no response. The Assistant Director, Planning and Principal Planning Officer, New Settlements explained that this related to generic questions not aimed at Local Authorities. These could be added if members wanted to, however it was decided this was not necessary but needed to be clarified.

Councillor Caton was pleased that the report was now more focused on residents who have modest incomes. He raised two points:-

- The inconsistency with previous discussions, as the report now seemed to imply that infrastructure would be set on a national basis as opposed to a local basis.
- Asked for a reference to social housing in addition to the term 'affordable' housing, in question 4, point 3 to be added.

Councillor Evans said he would take the points made to a meeting being held the following day so that issues could be addressed and dealt with before the deadline.

In reply to a question from Councillor Bagnall, he said it was not known which Town and Parish Councils had responded to the consultation. A copy of the Uttlesford District Council draft response had been circulated.

Councillor Tayler asked for the definition of sustainability to be reconsidered (question 16) to include the additional factors of the retention of landscape and views; the retention of farmland and the setting of heritage costs. Councillor Evans agreed to review the definition.

Additionally Councillor Reeve asked for both aspects of sustainability in planning terms to be reviewed so that both employment and social factors were included.

In response to Councillor Reeves' concern, which related to the timescale of a national design guide, Councillor Evans said there was an Essex design guide in place, which could be built on. The Assistant Director, Planning said this related to question 17 and the response had stated that the national design guide code should be an advisory element only.

Councillor Merifield was pleased that the issue of Land Banking was raised in the report which she felt was a very important issue, as well as the need for the threshold on affordable housing being kept at 40%.

The Chair asked for a timescale for the report to be implemented. The Assistant Director, Planning said it was unlikely that all items would be completed. Some items could be carried out within six months but it was difficult to tell with other competing priorities for the Government.

Councillor Bagnall asked for clarification regarding the nearly automatic path to permission for developers under the zoning system. The proposals needed to be clearer to demonstrate that the Council were not supportive of zoning. Councillor Evans undertook to look at the wording but said zoning had some good points and bad points, and each potential development should be considered on its own merits.

Councillor Caton raised a concern regarding question 6, and the Countryside Protection Zone around the airport if the Council was not allowed to have local protection zones. He said there must be some flexibility of local planning policy to develop and control. He said the report did not contest strongly enough the government view that the planning system changes are good.

The Assistant Director, Planning suggested the addition of Stansted Airport Countryside Protection Zone as an example to show the unique issue and agreed to look at the wording again to make sure it was robust.

Councillor Merifield said the opening statement emphasised that the new system must not favour the more affluent at the expense of those with average or modest incomes.

Councillor Merifield suggested that Uttlesford is an area of outstanding heritage and thought this was not stressed in the report. Councillor Evans agreed, he said there were no questions in the paper about heritage or landscape but thought more weight would be given to them in the new government MPPF which would include further protections.

Councillor Reeve agreed, and said there were a high number of grade II listed buildings within the district.

Councillor Evans said debates were also carried out at a County level, and the majority of districts had subscribed to a shared draft letter written by the Chairman of the Essex Portfolio Holders. The letter will be addressed to Mr Jenrick MP and was in line with the report UDC were submitting independently. The Ministry of Housing and Local Government Parliamentary Committee, had recently carried out a consultation and asked for responses, however it was not widely publicised. Councillor Evans said this would be circulated to members for information and response if they chose.

The Chair thanked all attendees and closed the meeting at 20:02.

Committee: Local Plan Leadership Group
Title: Local Plan Issues and Options Programme
Report Author: Simon Payne, Local Plan Project Manager
spayne@uttlesford.gov.uk

Date:
Thursday 26
November 2020

Summary

1. Work has commenced on the Issues and Options stage of the new local plan and this report describes how the outputs of this work will be brought into a formal Issues and Options document for consideration by this Leadership Group.

Recommendations

2. The Group is invited to note and comment on the proposed approach set out in this report.

Financial Implications

3. The costs of the work described in this report are included within the local plan budget in the Project Initiation Document approved by Cabinet On 20 October 2020.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report:
 - [Local Plan Project Initiation Document](#)

Impact

- 5.

Communication/Consultation	This document sets out how the outputs of the Issues and Options work will be brought into a formal document for consideration by this Leadership Group.
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a

- Leisure, culture and healthy lifestyles
 - Biodiversity
 - Local economy
 - Homes
 - Creating new places and communities
8. In the case of each topic an online presentation is being made by an external speaker, and then this is followed by an online discussion by a panel of individuals from selected interest groups. The panel is not intended to be an alternative to elected members who represent the whole community. The panel is simply intended to generate a conversation for the public to comment on.
9. The public and all stakeholders, are then invited to comment by making written representations. The presentation and the discussion are recorded and available on line for everyone to view. After four weeks, a summary of all the comments made on each theme are reported to the Forum. In turn this summary, and the Forums response, will be reported and discussed at Local Plan Leadership Group. It will therefore be necessary to timetable regular meetings of the Group to cover each topic. Finally the whole conversation, with the deliberations of the Leadership Group, will be published for inclusion in the Issues and Options Document.
10. The Forum is an innovative approach which is intended to broaden consultation in the local plan and allow everyone the opportunity to be involved at the earliest stage of plan making before proposals have been formulated. It is hoped it will give a voice to stakeholders who may not otherwise get involved across a wider range of age groups and social backgrounds. The approach reflects the principle of 'Co-design' which is seen as best practice when involving the community to participate in plan making.
11. One further important point is that the approach also takes account of advice from the East of England Local Government Association Peer Review Group who advocated a long consultation phase with a formal document at the end to set out the results of the consultation. Traditionally the approach is for a Council to draft a formal Issues and Options document at the beginning for consultation and then to ask stakeholders for comments. In the case of the new local plan we are seeking stakeholders comments first.
12. The Community Stakeholder Forum only represents one, albeit very important, part of the conversations that will be taking place during the next seven month period of the Issues and Options stage. The following table sets out the other main elements of engagement together with the expected outputs for inclusion in the formal Issues and Options Document to be reported to LPLG and Cabinet.

Table: Inputs into the Issues and Options Summary Document

Source/input	Participants	Inputs	Timing	Comments
Community Stakeholder Forum	Specialist Community Interest Groups	Formal Summary Document on 9 topics following online representations by public and all stakeholders	November 2020 – June 2021	First topic meeting took place on 11.11.20
Parish and Town Councils Forum	All local Councils	Minutes of Forum meetings based on selected topics	November 2020 – April 2021	Programme in preparation. Likely to be two meetings. It is hoped local councils will input into the Stakeholder Forum and the value in this additional forum will allow conversations on matters of collective interest that will be identified by the local councils themselves. Care will be taken to ensure the conversations allow all types of local councils to express their views.
Call for Sites	Landowners, developers and agents	Register of Sites and Proposals across the district	December 2020 – March 2021	Likely to include call for 'green' sites as well as housing, employment and other development.
Planning Agents Forum	Planning Agents	Minutes of Forum meetings based on selected topics	March 2021	One meeting of the Forum.
All Member Briefings	All district councillors	Update briefings on	January - March	Possibly two, one on strategic options and one on from the

		selected topics	2021	call for sites and setting out process going forward
Infrastructure Providers	To include water companies, transport operators, energy companies etc...	Meetings as and when required. Minutes of meetings	October 2020 – April 2021	First meeting with Water companies/agencies was held on 20.10.20. Other meetings being planned.
Duty to Co-operate Partners	Adjacent local authorities and statutory bodies	Meetings as and when required. Minutes of meetings	July 2020 – April 2020	Two meetings held with Greater Cambridge Planners. Separate meetings held with Historic England and Natural England. Further meetings being planned including meetings with other partners.
Evidence Base Work	Range of issues such as Sustainability Appraisal. Transport accessibility studies (TRACC)	Formal reports	October 2020 – April 2021	Some of this work will inform later stages. Issues and Options document may include baseline information such as sub district profiles. Housing land availability updates are part of this too.
Strategic Infrastructure Delivery Group	Strategic issues on topics such as transport, energy, water	Formal reports and studies	December – April 2021	Some of this work will inform later stages. The Issues and Options document may include baseline information such as Infrastructure Delivery Plan work.
Other	Especially	Formal reports	October	Some of this work

Engagement Forums	cross boundary groups such as EPOA, Transport East and SHMA.	and studies	2020 – April 2021	will inform later stages. Issues and Options document may include baseline information such as housing market areas.
-------------------	--	-------------	-------------------	--

Risk Analysis

13.

Risk	Likelihood	Impact	Mitigating actions
The Issues and Options stage may not identify all the necessary matters or allow all stakeholders to effectively contribute	2 – significantly reduced risk given proposed programme	4 – Failure at this stage could ultimately lead to an unsound local plan	Implementation of programme of action as described in the foregoing report.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Local Plan Leadership Group

Date:

Title: Call for sites

Thursday, 26
November 2020

Report Author Luke Mills, New Communities Senior Planning Officer
lmills@uttlesford.gov.uk

Summary

1. The purpose of this report is to seek views on the information that should accompany the call for sites, thereby enabling the Council to proceed with issuing the call for sites in accordance with the Local Development Scheme.
2. The report follows the Group's consideration of *Areas of Search and the Local Plan Development Strategy* on 28 September, and a subsequent workshop which was held on 14 October.

Recommendations

3. That the Group confirms its preference from three alternative options for the mapping to accompany the call for sites, and endorses the proposed approach to preparing a site submission form (subject to any amendments to be agreed with the Portfolio Holder).

Financial Implications

4. None.

Background Papers

5. The following appendices accompany this report:

Appendix A – Desktop sources of sites

Appendix B – Connectivity map (formerly referred to as 'Areas of Search')

Appendix C – Context maps

Appendix D – Example site submission form

Impact

- 6.

Communication/Consultation	Mapping would be an important form of communication with site promoters and the community. It could also harm community engagement activities if its purpose is not clearly understood.
----------------------------	---

Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	The call for sites is integral to the approach of identifying all potential sites, which will allow sites and alternative spatial strategies to be compared in terms of their sustainability as the Local Plan is prepared.
Ward-specific impacts	All wards. The call for sites will be District-wide.
Workforce/Workplace	N/A

Situation

Background

7. The Planning Practice Guidance (PPG) sets out a method for assessing housing and economic land availability, which planning authorities should use to inform decisions on the allocation of sites in Local Plans.
8. The PPG describes how the process should start with identifying “as wide a range of sites and broad locations for development as possible”. This is to be achieved by first carrying out a desktop review using various sources (such as those listed in Appendix A), and then issuing a ‘call for sites’ aimed at as wide an audience as possible to identify as many opportunities as possible.
9. Once the sites have been identified, planning authorities can carry out assessments of their suitability, availability and achievability. These assessments can then be considered alongside other factors, such as a preferred spatial strategy, to inform decisions on which sites should be allocated in the Local Plan.
10. With the now-withdrawn Local Plan, the Council adopted an unconventional approach among planning authorities of identifying ‘Areas of Search’ at an early stage.
11. At the Group’s meeting on 28 September and subsequent workshop on 14 October, officers outlined how an ‘Areas of Search’ map could be used alongside a call for sites. The advantages and disadvantages of the approach were described and discussed.

12. The meeting and workshop did not produce a clear consensus. A number of alternative suggestions were made, ranging from the use of no maps to the use of highly-detailed maps.
13. This report sets out three options for the use of mapping alongside the call for sites, all of which are considered to be appropriate.

The options

14. **Option 1** is to use no maps. This is considered the conventional approach, for two main reasons: first, the guidance in the PPG does not refer to the use of maps to guide the call for sites; and, second, it is a common approach among planning authorities.
15. **Option 2** is to use the map previously presented to the Group and included here as Appendix B, albeit without the title 'Areas of Search' which was inherited from the now-withdrawn Local Plan and was considered potentially misleading.
16. The potential advantage of Option 2 is that mapping the better-connected areas of the District improves the proposals put forward by site promoters. For example, it may encourage people with land in those areas to put it forward for consideration. It may also make those with land elsewhere seek to address the poorer connectivity in their submissions, perhaps by providing for additional infrastructure.
17. The main disadvantage with Option 2 is that the appearance of areas on a map can be seen as a predetermined decision on where development will be located. This is not the case and clear communication is therefore important to build the understanding that no such decision has been made.
18. **Option 3** is to use a set of context maps. This is considered to fall somewhere between Option 1 and Option 2, in that it provides mapping to inform and hopefully improve site submissions but does not go as far as plotting areas.
19. It is envisaged that the context maps would comprise two elements:
 - i) The existing interactive constraints map, which is available on the Council's website and is routinely used in connection with decisions on planning applications. Link available at:
www.uttlesford.gov.uk/article/5010/My-maps
 - ii) The three maps in Appendix C, which display the following additional information:
 - Train stations
 - Planned rapid transport route (Cambridge South East)
 - Major employment areas
 - Landfill sites
 - Overhead power lines

- 2017 population estimates, by parish
- Primary schools
- Secondary schools
- National cycle route

20. By having ready access to the context mapping on the call for sites webpage, it is expected that site promoters would be encouraged to make better-informed submissions than they would otherwise.

Selecting an option

21. In selecting a preferred option, Councillors should be mindful that given where we are in the Local Plan process the call for sites should be neutral regarding the future spatial strategy. It will only be possible to confirm the strategy taking into account a range of other factors and evidence, and not before the first consultation ('Issues and Options') has concluded.

22. With this in mind, any mapping for the call for sites should not be used to indicate what may or may not be deemed appropriate locations for development.

Site submission form

23. Whichever option is selected, the site submission form that the Council publishes alongside the call for sites is a useful tool for ensuring well-informed submissions. Many of the details requested in the form will be relatively basic, such as contact details, site area, known constraints etc. However, the form also provides an opportunity to seek information capable of adding value to the site assessment and allocation processes.

24. For reference, a copy of the site submission form used for the Council's last call for sites is included at Appendix D.

25. Full Council noted at its meeting on 30 April 2020 that "Council is committed to holistically planned new developments which enhance the natural environment, provide timely and necessary physical and social infrastructure, and offer high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. This will involve implementing the TCPA's Garden City Principles on all applicable developments, regardless of scale."

26. Bearing in mind this commitment, and noting its application to all scales of development, it is proposed to amend and improve the question on Garden City principles in section 8 of the previous form as follows:

- Remove the threshold (500 dwellings/ 2,500 m² employment floor space) so that all submissions must explain how the Garden City principles would be applied.

- ii) Increase the prominence of the question and expand it to a series of nine sub-questions, such that each principle must be addressed in turn.
- iii) Elaborate on each of the nine principles in the guidance notes, to help site promoters understand how they can be relevant to sites of all scales. For example, 'long-term stewardship' could take the form of a new community interest company in the case of a new settlement, but it is also relevant for a small edge-of-village development containing a public open space because it would require appropriate ownership and funding arrangements to become a valued community asset.
- iv) If either of the mapping approaches described in Option 2 and Option 3 above is selected, highlight that the mapping should be taken into account as reference material when answering the question.

Risk Analysis

27.

Risk	Likelihood	Impact	Mitigating actions
The approach is not agreed in time to allow the call for sites to proceed	1 – The call for sites can be issued quickly using internal resources	3 – Issuing the call for sites too late could undermine the Local Plan timetable in the Local Development Scheme	A number of alternative options have been presented in this report, each of which is considered appropriate.
The mapping described in Option 2 could harm community engagement on the spatial strategy	3 – The map could be seen as a predetermined decision on development locations	4 – A loss of trust could undermine efforts to prepare a Local Plan with effective and inclusive community engagement	Defining a clear role for the map as a means of informing site submissions. Communicating this role clearly when issuing the call for sites and throughout the Issues and Options consultation.

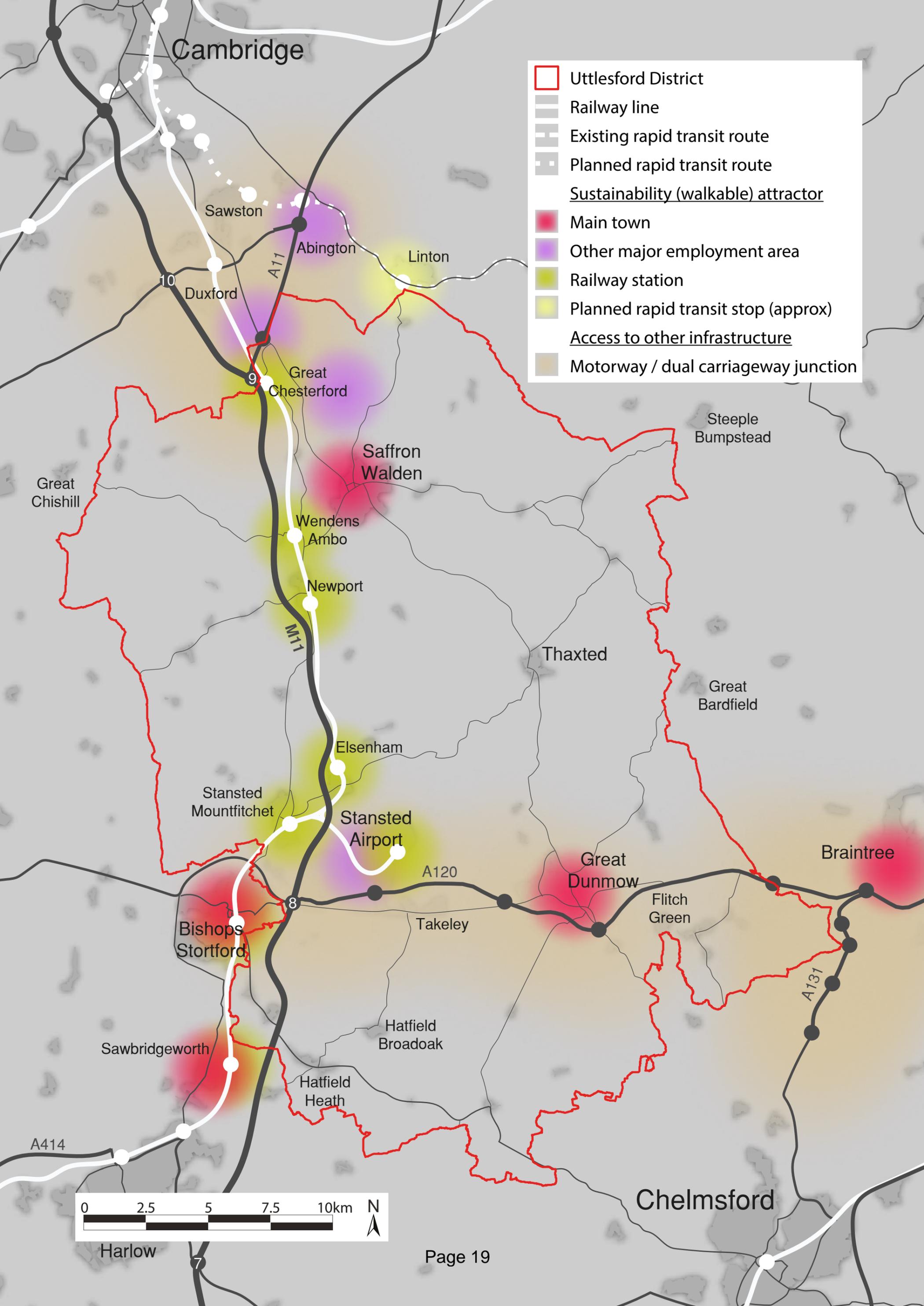
1 = Little or no risk or impact

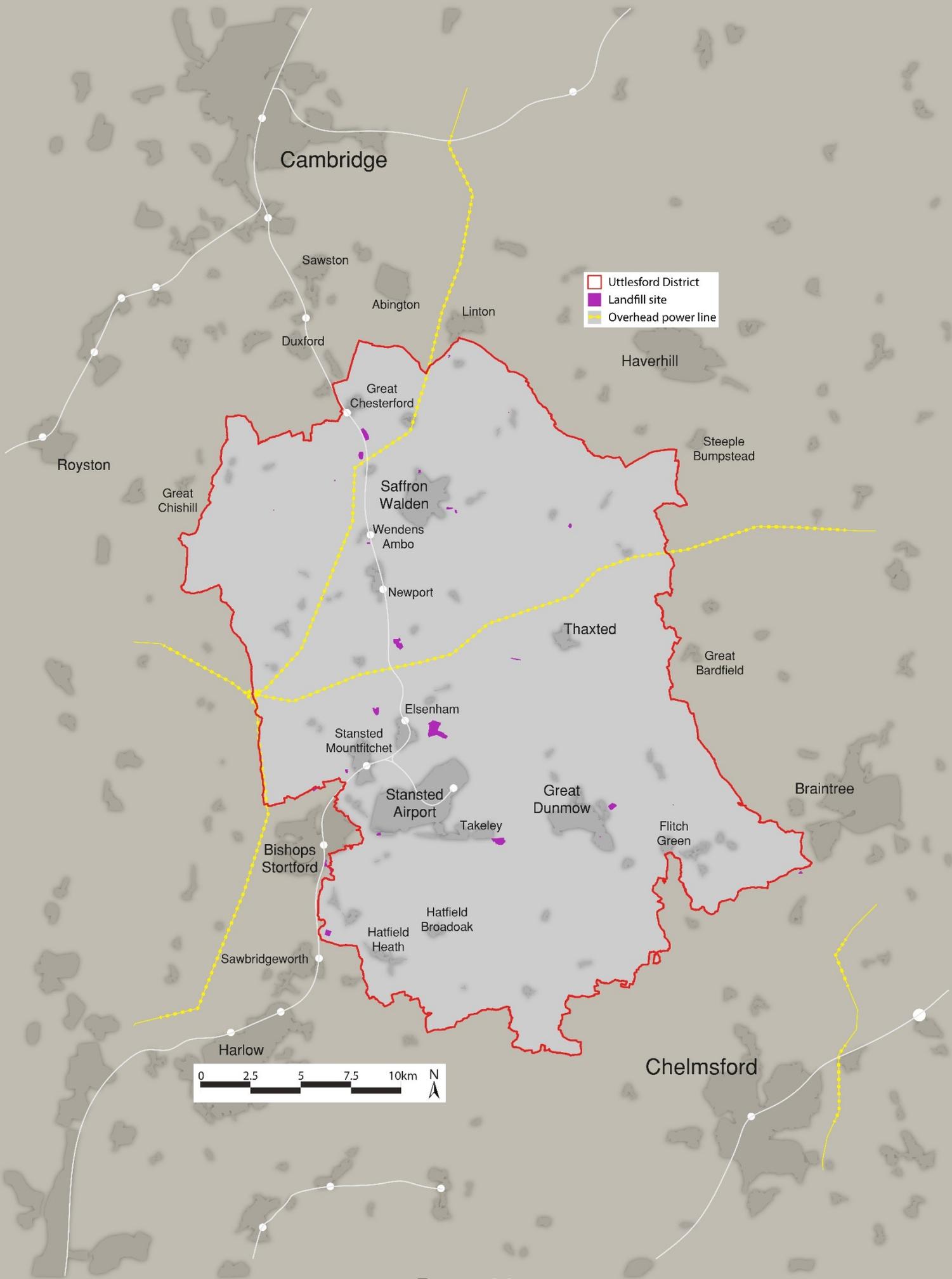
2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Type of site	Potential data source
Existing housing and economic development allocations and site development briefs not yet with planning permission	Local and neighbourhood plans Planning applications records Development Briefs
Planning Permissions for housing and economic development that are unimplemented or under construction	Planning application records Development starts and completions records
Planning applications that have been refused or withdrawn	Planning application records
Land in the local authority's ownership	Local authority records
Surplus and likely to become surplus public sector land	National register of public sector land Engagement with strategic plans of other public sector bodies such as county councils, central government, National Health Service, police, fire services, utilities services, statutory undertakers
Sites with permission in principle, and identified brownfield land	Brownfield land registers (parts 1 and 2) National Land Use Database Valuation Office database Active engagement with sector
Vacant and derelict land and buildings (including empty homes, redundant and disused agricultural buildings, potential permitted development changes, eg offices to residential)	Local authority empty property register English Housing Survey National Land Use Database Commercial property databases (eg estate agents and property agents) Valuation Office database Active engagement with sector Brownfield land registers
Additional opportunities for un-established uses (eg making productive use of under-utilised facilities such as garage blocks)	Ordnance Survey maps Aerial photography Planning applications Site surveys
Business requirements and aspirations	Enquiries received by local planning authority Active engagement with sector
Sites in rural locations	Local and neighbourhood plans
Large scale redevelopment and redesign of existing residential or economic areas	Planning applications Ordnance Survey maps Aerial photography
Sites in adjoining villages and rural exceptions sites	Site surveys
Potential urban extensions and new free-standing settlements	





Cambridge

- Uttlesford District
- Parish 2017 population estimate (proportionate to circle area)
- Strategic employment area
- Large employment area
- Small employment area
- Secondary school
- Primary school

Royston

Great Chishill

Chrishall

Sawston

Abington

Linton

Duxford

Wellcome Genome

Great Chesterford

Chesterford Research Park

Ashdon

Haverhill

Steeple Bumpstead

Wendens Ambo

Radwinter

Great Sampford

Clavering

Newport

Wimbish

Thaxted

Great Bardfield

Quendon

Henham

Manuden

Elsenham

Great Easton

Stebbing

Farnham

Stansted Mountfitchet

Stansted Airport

Little Canfield

Flitch Green

Braintree

Birchanger

Takeley

Great Dunmow

Felsted

Bishops Stortford

Little Hallingbury

Hatfield Broadoak

Sawbridgeworth

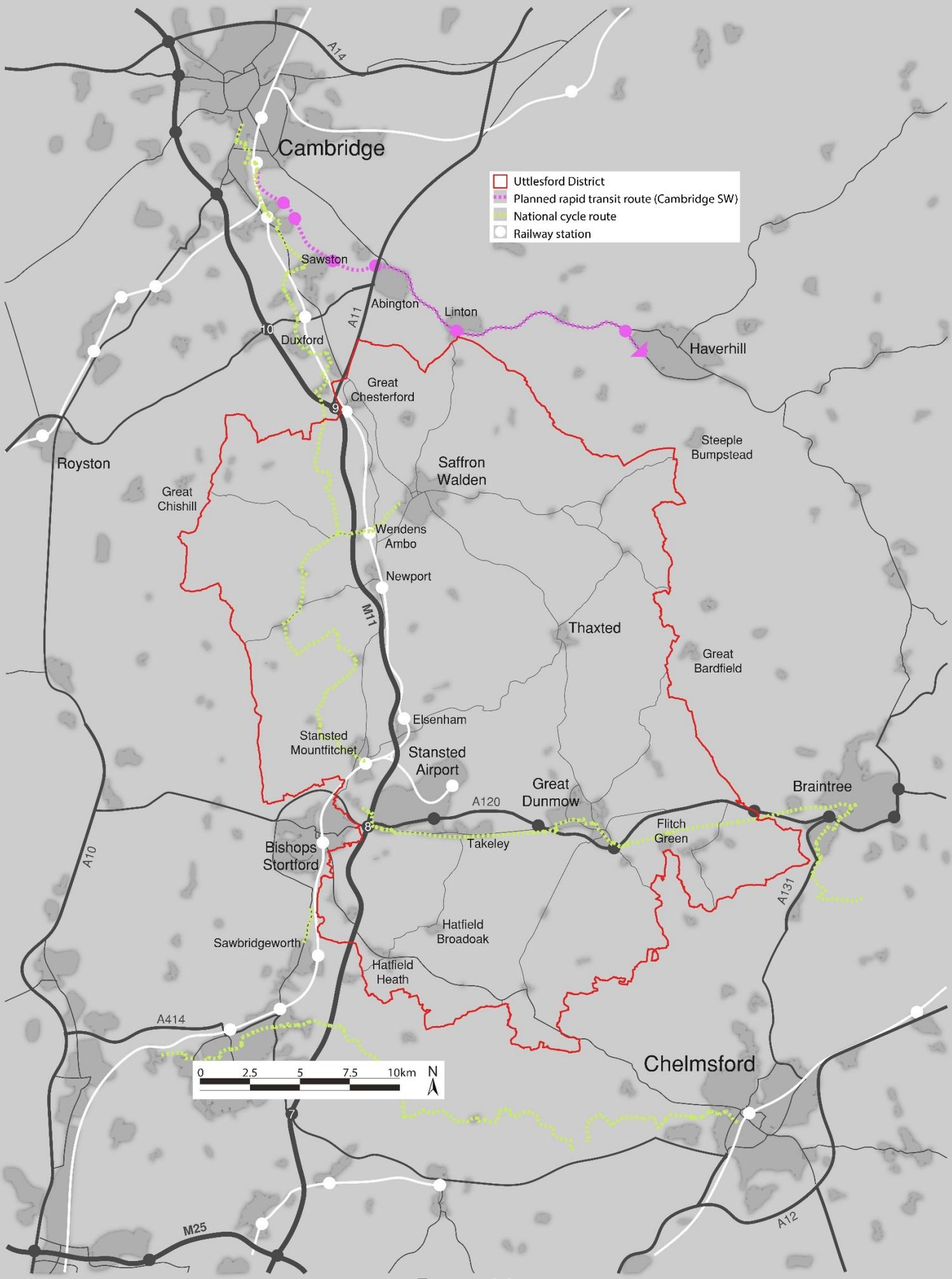
Hatfield Heath

Leaden Roding

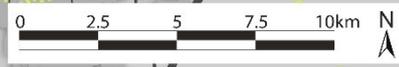
Harlow

Chelmsford





- Uttlesford District
- Planned rapid transit route (Cambridge SW)
- National cycle route
- Railway station





For official use only	
Reference	_____
Received	_____

HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT 2015

Call for sites - Availability of Potential Sites Form

The purpose of this form is to invite you to submit new sites that you, or your client(s), believe may be suitable for residential or employment development, and which you anticipate could be brought forward prior to 2033.

NOTE: Please complete a form and return with supporting evidence even if the site features within the current Strategic Housing Land Availability Assessment (SHLAA). No sites in the current SHLAA will be automatically carried forward to the new SHLAA.

1. Only sites meeting the following criteria should be submitted:-
 - Which could accommodate 5 or more dwellings
 - Economic development on sites of 0.25 ha (or 500m² floorspace) or above
 - Gypsy and Traveller sites which could accommodate 1 or more pitches
2. All submissions must be accompanied by a map. This map should be of an appropriate and recognizable scale (no larger than 1:10,000) showing the site boundary in red. The map should show the immediate context of the site showing adjacent uses and roads (with names), as well as a scale and north arrow. Failure to provide a map may delay the consideration of your site.
3. Complete a separate form for
 - each site or
 - different scales of development of the same site
4. You must give your name and address for your comments to be considered.
5. Additional forms are available on the Council's website or from the Planning Policy Team on 01799 510454/637 or planningpolicy@uttlesford.gov.uk

This form should be returned on or before 1 June 2015

to planningpolicy@uttlesford.gov.uk

or

Planning Policy Team,

Uttlesford District Council,

Council Offices, London Road, Saffron Walden, CB11 4ER

DISCLAIMER

If the Strategic Housing Land Availability Study identifies land as having potential, it will not imply that the land will be allocated for development. We will be assessing the constraints and deciding whether sites should be developed as part of work on the Local Plan.

DATA PROTECTION AND FREEDOM OF INFORMATION

By responding you are accepting that your response and the information within it will be available for public inspection and published on line. However, any published information will not contain personal details (telephone number, email) of individuals.



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

For official use only

Received _____

Reference _____

1. YOUR DETAILS	
Name	
Company / Agent Name (if applicable)	
Representing (if applicable)	
Your Contact address	
Telephone number	
Email	

2. Are You ...	YES ✓
Site owner	
Planning Consultant	
Developer	
Housing Association	
Parish or Town Council	
Amenity or Community Group	
Other (please specify)	

3. SITE DETAILS	
Site Address	
Site postcode (if known)	
Site OS grid reference (if known)	
Please attach an up-to-date Ordnance Survey based map outlining the precise boundaries of the site in its entirety and the part which may be suitable for housing or employment (if this is less than the whole). Without this mapped information we are unable to register the site.	



4. OWNERSHIP OF SITE		
Are you/your client the landowner of the site?	Yes	
	No	
If YES are you/your client	Sole Owner	
	Part Owner	
<p>If you/your client are part owner please provide name(s) and address(es) of all the other owners together with evidence to demonstrate that the land is available such as a signed statement from all the landowners.</p>		
<p>If you/your client are not the landowner then please provide name(s) and address(es) of landowner(s) together with evidence to demonstrate that the land is available, such as a signed statement from the landowners.</p>		

5. CURRENT AND POTENTIAL USE		
What is the current use of the site?		
Is there a use on site which needs to be re-provided elsewhere?		
What is the estimated area of the site (hectares)?	Whole Site	
	Area suitable for development	
What use are you proposing		
Use (tick/mark all that apply)	Yes ✓	Details (number of houses proposed, employment floorspace in m ² etc)
Market Housing		
Affordable Housing		
Self-Build / Custom Build		
Housing for older people (use class C3)		
Residential care home, nursing home (use class C2)		
Gypsy or Traveller pitch		
Employment (use class B1)		
Employment (use class B2)		
Employment (use class B8)		



Employment (use class other)		
------------------------------	--	--

6. POSSIBLE CONSTRAINTS

To the best of your knowledge, are there any constraints that may prevent or restrict development on the site? Please provide details on the following:

Access	Can the site be safely accessed by pedestrians and vehicles? Where would the site be accessed from?
Public rights of way	Do any public rights of way such as footpaths and bridleways cross the site or run adjacent to it?
Topography / gradient	Does the site have a slope and would it have any implications for development?
Natural features	Does the site and adjacent land have any natural features such as woodland, hedgerows, trees, ponds, streams?
Heritage Assets	Does the site contain or is it adjacent to any listed buildings, ancient monuments or archaeological sites? Does any part of the site lie within or adjoin a conservation area?
Flood risk	Is any part of the site within an identified Flood Zone? (As defined by the Environment Agency and available on their website.);



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

Surface Water Drainage	Does the site have any issues with surface water drainage? Does the site become water logged? Does run-off from the site impact neighbouring uses, or highways?
Contamination/ pollution	Is the site contaminated or is there potential for contamination from a previous or nearby use? Has any survey work been done? Has any remedial measures taken place?
Legal or ownership issues	Is the site subject to any ransom strips? Do third parties have access rights over the land? Are there any unresolved multiple ownerships; any restrictive covenants affecting the land; tenancies or operational requirements of landowners?
Utilities (Water, sewerage, electricity, gas, telecommunications)	Are utilities available on site? Please give details of any discussions with utility providers regarding provision on site.
Any other considerations	
Do you believe constraints on the site could be overcome? If so, please explain.	



--

7. AVAILABILITY	
Please indicate which period of time you think the site could come forward in, factoring in overcoming any ownership or physical constraints and the planning process.	
Before end of March 2017	
Within a period of 1-5 years ie 2017 - 2022	
Within a period of 5 – 10 years ie 2022 - 2027	
Within a period of 10-15 years ie 2027 – 2033	
After 15 years ie after 2033	
If you anticipate the site could become available for development within the first 5 years of the adopted Local Plan, what would be your best estimate of a more precise year? Please indicate the number of dwellings or floorspace to be delivered each year.	
	number of dwellings or floorspace
Before the end of March 2017	
Between April 2017 and March 2018	
Between April 2018 and March 2019	
Between April 2019 and March 2020	
Between April 2020 and March 2021	
After March 2021	
Once commenced, how many years do you think it would take to develop the site?	
Please provide an average annual completion rate for the development (i.e. dwellings or floorspace constructed per year).	



8. DELIVERABILITY

The Council will assess each site submitted for its deliverability. The Council considers that the following information is required for each site submitted in order to fully assess deliverability. The absence of any of these documents could call into question the deliverability of the site.

Guidance notes are provided at the end of the form

- Flood Risk Assessment
- Phase 1 Contaminated Land Assessment
- Viability Assessment
- Transport information

Proposals of 500 or more dwellings and/or over 2500m² economic development must also include a

- Transport Assessment
- Assessment against Garden Development principles

9. SURVEY

In identifying such a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability.

Are there any issues which would prevent officers of the Council undertaking a site visit? (For instance where the site is secured and not visible from a public highway),	YES	
	NO	

If yes please provide contact details of the person who should be contacted to arrange a site visit.

10. OTHER ISSUES

Please provide details of any other issues that we should be aware of



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

A large, empty rectangular box intended for providing details on the availability of potential sites.



Guidance notes on Deliverability

Flood Risk Assessment

A flood risk assessment (FRA) needs to identify and assess the risks of all forms of flooding to and from the development and demonstrates how any flood risks will be managed, taking climate change into account. Please see the Environment Agency website <https://www.gov.uk/planning-applications-assessing-flood-risk> for further advice and guidance.

Phase 1 Contaminated Land Assessment (desk top study)

The purpose of the assessment is to identify current and former uses and its potential to cause contamination. The level of detail of the assessment needs to be proportionate to the size of site and scale of development. The assessment should include:-

- The condition of soil and vegetation, and any evidence of fly-tipped or similar material;
- The condition of structures on site, including any potential for the presence of asbestos, fuel storage (including heating oil);
- Previous, present and proposed uses of the site and direct vicinity;
- Previous and current industrial processes carried out on site;
- Details of any waste disposal practices;
- Details of any spillage or pollution incidents;
- Any excavation and infilling activities (including current or historic landfill within 250m);
- A review of any previous investigations;
- An appreciation of all potential receptors on and outside of the site.

Viability Assessment

The purpose of the viability assessment is to confirm that the site can be developed, within a reasonable time and provide for any necessary services and infrastructure. The level of detail of the assessment needs to be proportionate to the size of site and scale of development.

At its most basic, the assessment needs to show that the *sales value* of the completed development exceeds the *existing value* of the land plus the *cost of construction*.

For larger sites the cost of providing the necessary infrastructure and the variety of land uses needs to be taken into account.



Strategic Housing Land Availability Assessment 2015 Call for Sites - Availability of Potential Sites Form

Please inform the Council if you consider that any of the information included in the viability assessment is commercially confidential so that this can be taken into account when publishing documents.

Transport Assessment

Proposals for 500 dwellings and/or 2500m² economic development and above

A Transport Assessment is required for all proposals over 500 dwellings and/or economic development exceeding 2500m².

The growth period should cover the Local Plan period to 2033 and a housing growth factor of 580 dwellings per annum assumed.

A factor of **1.36** has been calculated as a universal growth rate for Uttlesford between 2015 and 2033 using NTM/TEMPRO. This should be used in all Transport Assessments to provide consistency.

The latest assumptions of annual dwelling numbers have been incorporated into the calculations (along with wider traffic growth and fuel/income factors). Therefore, for each development proposed, it is advisable that the TEMPRO planning assumptions are revised down by removing the number of households attributed to the submitted development before applying the new growth rate to background traffic flows. Then the submitted development trips should be added in on top. This will prevent any double-counting of development traffic.

No airport passengers are considered in NTEM, therefore these should be added. The growth factors that should be used in relation to Stansted Airport are below; these are based on Stansted's own estimates and expressed in million passengers per annum (mppa)

- 2013 – 17 mppa;
- 2025 – 35 mppa;
- 2030 – 45 mppa

In regards to airport growth beyond 2025 (35mppa) sites should assume growth continuing at a regular rate until 2030 up to the maximum of 45mppa, beyond 2030 no growth is assumed at the airport. The regular TEMPRO growth should still be applied beyond 2030 up to 2033.

A capacity assessment of Junction 8 will not be required, however the flows on to the arms into junction 8 should be provided to allow an assessment to be undertaken on the existing model as required. The airport growth should be applied to the local network and included within your assessment.

For this exercise the only assessments needed are the base assessment (2015) and at the end of the local plan (2033). Please note that the Uttlesford Local Plan Highways Impact Assessment (2013 and 2014) uses a baseline of 2012 which can be factored up to get a 2015 base line.



Strategic Housing Land Availability Assessment 2015 Call for Sites - Availability of Potential Sites Form

The Transport Assessment should include Information on accessibility of the site including:

- a. Walking distance to nearest bus stop (with at least hourly day time service)
- b. Distance to the nearest rail station – bus service available yes/no
- c. Distance to the nearest town centre – bus service available yes/no
- d. Distance to the nearest GP – bus service available yes/no
- e. Distance to the nearest primary and secondary schools - bus service available to secondary school yes/no
- f. Connectivity to cycling and pedestrian infrastructure

Please explain if any of the facilities are to be provided within the development.

Proposals for less than 500 dwellings and/or economic development below 2500m²

Transport information is still required but this should be proportionate to the size of the development, therefore a full Transport Assessment is not required and instead the following data should accompany the submission.

- b) A forecast of the number of trips that will be generated by the site (in the am and pm peak hour: 08:00 – 09:00 and 17:00 – 18:00 unless local circumstances indicate otherwise), including the calculation used to attain the figure and the trip rates used in the calculation.
- c) A distribution for these trips on the network and the reasoning behind the distribution.
- d) Access arrangement to the site, number of accesses and which roads they are likely to be on.
- e) Information on accessibility of the site including:
 - a. Walking distance to nearest bus top (with at least hourly day time service)
 - b. Distance to the nearest rail station – bus service available yes/no
 - c. Distance to the nearest town centre – bus service available yes/no
 - d. Distance to the nearest GP – bus service available yes/no
 - e. Distance to the nearest primary and secondary schools bus service available to secondary school yes/no
 - f. Connectivity to cycling and pedestrian infrastructure

Garden Development principles

Proposals for 500 dwellings and above

All proposals for 500 dwellings and above must show how all the principles of Garden Development can be met.



Strategic Housing Land Availability Assessment 2015 Call for Sites - Availability of Potential Sites Form

The Garden Development principles are a distillation of the key elements that have made the Garden Development model of development so successful, articulated for a 21st century context. Modern Garden Developments should be predicated on a fusion of the very high social and environmental standards of Gardens Developments combining the lessons of what has worked in the past and what has not.

Further background information is available here:

<http://www.tcpa.org.uk/pages/garden-cities-the-art-of-building-a-garden-city-garden-city-standards-for-the-21st-century-241.html>

A Garden Development is a holistically planned new settlement which enhances the natural environment and offers high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. The Garden Development principles are an indivisible and interlocking framework for their delivery, and include:

Garden Development principles

- 1: Land value capture for the benefit of the community
- 2: Strong vision, leadership and community engagement
- 3: Long-term stewardship
- 4: Mixed-tenure homes and housing types that are genuinely affordable for everyone
- 5: A wide range of local jobs in the Garden Developments within easy commuting distance from homes
- 6: Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy, vibrant communities
- 7: Development that enhances the natural environment, providing net biodiversity gains and using zero-carbon and energy-positive technology to ensure climate resilience
- 8: Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods
- 9: Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport

Agenda Item 5

<u>Local Plan Leadership Group – Draft Schedule: February to June 2021</u>			
Day	Date	Time	Meeting
February			
Monday	8	7.00pm	Local Plan Leadership Group
Monday	22	7.00pm	Local Plan Leadership Group
March			
Wednesday	3	7.00pm	Local Plan Leadership Group
Tuesday	23	7.00pm	Local Plan Leadership Group
April			
Tuesday	6	7.00pm	Local Plan Leadership Group
Monday	19	7.00pm	Local Plan Leadership Group
May			
Tuesday	4	7.00pm	Local Plan Leadership Group
Monday	17	7.00pm	Local Plan Leadership Group
June			
Tuesday	1	7.00pm	Local Plan Leadership Group