

**Committee:** Scrutiny Committee (Local Plan) **Date:**  
**Title:** Local Plan Issues and Options Programme Thursday, 10  
December 2020  
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## 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 Committee 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**

<b>Source/input</b>	<b>Participants</b>	<b>Inputs</b>	<b>Timing</b>	<b>Comments</b>
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.
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## Risk Analysis

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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.