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Supplement 2

Dear Councillor

EXTRAORDINARY COUNCIL - WEDNESDAY, 13TH DECEMBER, 2017

I am now able to enclose, for consideration at next Wednesday, 13th December, 2017 meeting of the Extraordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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| 3. | <u>Local Development Plan (LDP) Update (Pages 3 - 10)</u> |
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Yours sincerely



Chief Executive

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STATUS OF REPORT

1. This briefing report has been prepared to expand on the Local Development Plan (LDP) Update item debated at Extraordinary Council on 15 November 2017 (Item 162), which included approved recommendations and a suite of accompanying appendices providing a detailed update on the LDP status. This report should be read in conjunction with Appendix A of Item 162. The item (report and appendices) can be viewed on the Council's website at <https://brentwood.moderngov.co.uk/ieListDocuments.aspx?CIId=274&MIId=1976>.
2. In addition to the content of Extraordinary Council Item 162, this report focuses on the resources (in their broadest sense) in place to deliver the Brentwood LDP now and that planned for the future.
3. It should be noted that the Chief Executive (CE), and the Planning Policy Team Leader meet on a weekly basis to review progress and resource. The CE reiterates his views, expressed at committee, that the LDP, continues to be adequately resourced in terms of personnel, ICT (systems) and funding. Most importantly he has confidence in the team appointed to deliver in a very demanding environment.

EVIDENCE

Evidence and stages of the plan-making process

4. Table 1 of Appendix A to the LDP Update (Item 162, Extraordinary Council, 15 November 2017) sets out a list of the evidence base supporting the LDP process in terms of whether work is in progress, published, or under review. The production of a sound plan rests upon a solid foundation base of evidence that is up-to-date and reflects changes in national policy and guidance.
5. It is accepted in national policy and guidance that this evidence will change over time and as the LDP process continues certain elements of the evidence will need to be updated. Evidence should be up-to-date, proportionate and relevant to have informed proposals at the different consultation phases in the production of the plan, such as a Regulation 18 consultation. By Regulation 19 stage (publication/submission) the authority needs to show that decisions on strategy, policies and development locations, have been based on firm evidence, and so the full suite of evidence will need to be completed and published at this stage.

6. Table A below provides an overview of all the evidence base and its current status, including at what stage it is to be published (i.e. Regulation 18 or Regulation 19). The work is split into themes, although it should be noted that there is a degree of cross-over between themes for several pieces of work. All the finalised evidence plus some of the draft versions of work are published on the Council's website.

Table A: Evidence Base Status

Title	Lead	Timescales	Status
Sustainability Appraisal (SA)			
An SA (and other associated work) is required alongside the LDP at submission, informing decisions. Draft versions of the SA are prepared to sit alongside each consultation stage.			
Brentwood Scoping Report	AECOM (formally known as URS)	N/A	Published May 2013
Brentwood Local Plan Interim SA Report	AECOM	N/A	Published Aug 2013
Strategic Growth Options – Interim SA	AECOM	N/A	Published Jan 2015
Draft Local Plan Interim SA and Non-Technical Summary	AECOM	N/A	Published Feb 2016
Local Plan Interim SA	AECOM	Jan 2018 (Reg 18)	Under development
Final SA report	AECOM	Summer 2018 (Reg 19)	Under development
Duty to Cooperate			
Evidence of how the Council has complied with the duty to cooperate			
Duty to Cooperate Statement and Action Plan	Brentwood BC	Draft version to be published Jan 2018 (Reg 18), final version to accompany submission (Reg 19)	In progress
Consultation			
Evidence of how the Local Plan consultation has been undertaken and informed the plan-making process			
Draft Local Plan Consultation Statement	Brentwood BC	Jan 2018 (Reg 18)	Summarising the Strategic Growth Options (2015) and Draft Local Plan (2016) consultations
LDP Consultation Statement	Brentwood BC	Summer 2018 (Reg 19)	Final version, summarising previous consultations
Economy			
Brentwood & Epping Forest Employment Land Review	Atkins	N/A	Published Sep 2010
Heart of Essex Economic Futures Study	Lichfields (formally known as NLP)	N/A	Published Jun 2012
Brentwood Economic Futures 2015-2030	Lichfields	N/A	Published Dec 2014
Brentwood Economic Futures 2013-2033	Lichfields	Draft published Nov 2017,	Under development
Retail & Commercial Leisure Study	Lichfields	N/A	Published Dec 2014
Retail and Leisure Study Update	<i>To be confirmed</i>	2018	Brief under development
Housing & Employment Land Availability Assessment (HELAA)	Brentwood BC	To be published for Reg 18 consultation in Jan 2018, kept up-to-date going forward	In progress

Title	Lead	Timescales	Status
Environment			
Green Belt Review Part 1 (Strategic and Overview)	Crestwood Environmental	Draft published Nov 2017.	Final report to be published January 2018
Green Belt Review Part 2 (Parcels)	Crestwood Environmental	Draft published Nov 2017, further work to be published in 2018	In progress
Green Belt Review Part 3 (Site Assessments)	Crestwood Environmental	Draft published Nov 2017, further work to be published in 2018	In progress
Green Belt Review Part 4 (Boundaries)	Crestwood Environmental	Draft published Nov 2017, further work to be published in 2018	In progress
Green Belt Assessment	Crestwood Environmental	N/A	Published Mar 2016
Green Infrastructure Strategy	Groundwork	N/A	Published Sep 2015
Green Infrastructure Audit and Action Plan	<i>To be confirmed</i>	Summer 2019 (Reg 19)	Under development, also to inform Dunton Hills Garden Village work
Surface Water Management Plan	Essex CC	N/A	Published Jan 2015
Strategic Flood Risk Assessment (SFRA)	Wood (formally known as Amec Foster Wheeler)	Jan 2018 (Reg 18)	Updates earlier work published Feb 2011
Water Cycle Study Update	Wood	Jan 2018 (Reg 18)	Updates earlier work published Feb 2011
Renewable Energy Study	University of Exeter	N/A	Published Apr 2014
Local Wildlife Sites Update	<i>To be confirmed</i>	Summer 2018 (Reg 19)	To update work published Dec 2012
Mid-Essex Landscape Character Assessment	Chris Blandford Associates	N/A	Published Sep 2006
Brentwood Landscape Capacity Study	Crestwood Environmental	Summer 2018 (Reg 19)	Under development
Conservation Appraisals and Management Plans	Brentwood BC	Summer 2018 (Reg 19) and beyond – longer term use	Updating work completed by Essex CC at various points over past 10 years
Heritage Assets (Local List)	Brentwood BC	Summer 2018 (Reg 19) and beyond – longer term use	Under development
Habitats Regulation Assessment (HRA)	<i>To be confirmed</i>	Summer 2018 (Reg 19)	Under development
Housing and Demography			
Strategic Housing Market Assessment (SHMA) Part 1	PBA	Jan 2018 (Reg 18)	Work informing objectively assessed needs - various versions published, most recently summary document Nov 2017, to be further updated
SHMA Part 2	PBA / SDH Planning	Summer 2018 (Reg 19)	Published Jun 2016, to be updated
Heart of Essex Housing Growth Scenarios	PBA (formally known as Rojer Tym & Partners) / Edge Analytics	N/A	Published June 2012
Greater Essex Demographic Forecasts 2012-2037	Edge Analytics	N/A	Commissioned by Essex Planning Officers Association, various stages published
Strategic Housing Land Availability Assessment (SHLAA)	Atkins	N/A	Published Oct 2011
HELAA [see above under Economy]			

Title	Lead	Timescales	Status
Affordable Housing Viability Assessment	<i>To be confirmed</i>	Summer 2018 (Reg 19)	To update work published in Aug 2010
Gypsy & Traveller Needs Assessment (GTAA)	ORS	Draft work published Nov 2017, additional work being carried out (commissioned by Essex Planning Officers Association)	Under development
Brownfield Register	Brentwood BC	To be published Dec 2017, updated regularly and reported in AMR	Under development
Self & Custom Build Register	Brentwood BC	Updated through year (live online form)	Published in 2016, updated regularly and reported in AMR
Site Assessment Methodology and Review	Brentwood BC	Jan 2018 (Reg 18) and reviewed for Summer 2018 (Reg 19)	
Transport			
Highways Modelling Draft Report	PBA	N/A	Published Feb 2016
Highways Modelling and Multi-Modal Study	Brentwood BC / PBA	Summer 2018 (Reg 19)	Under development with partners, including Essex CC and Highways England
Cycling Action Plan	Essex CC	Summer 2018 (Reg 19)	Under development, informed by work carried out by Brentwood Cycling Furtherance Group
Leisure, Recreation and Town Centres			
Indoor Facilities Study	4Global / Active Essex	Early 2018	Under development alongside Leisure Strategy, to update work published in Aug 2016
Playing Pitches Strategy	4Global / Active Essex	Early 2018	Under development alongside Leisure Strategy, to update work published in Aug 2016
Hotel & Visitor Accommodation Futures Study	Hotel Solutions		Published April 2008
Brentwood Town Centre Design Plan	Levitt Bernstein (supported by GVA and Project Centre)	N/A	Completed, now informing Design Guide and strategic assets work
Brentwood Town Centre Design Guide	Levitt Bernstein	Consultation early 2018, adoption mid 2018	In progress
Retail and Commercial Leisure Study [see above under economy]			
Strategic Growth Areas			
Growth Capacity Study: A127 Corridor / SPD	<i>To be confirmed</i>	2018	Brief under development
Dunton Hills Garden Village Masterplan / SPD	<i>To be confirmed</i>	2018	Brief under development
Delivery Viability and Infrastructure Planning			
Dunton Hills Viability Study	<i>To be confirmed</i>	2018	Under development
Whole Plan and CIL Viability Assessment	<i>To be confirmed</i>	2018	Under development
CIL Land and Property Value Appraisal Study	<i>To be confirmed</i>	2018	Under development

Title	Lead	Timescales	Status
CIL Viability Construction Cost Study	<i>To be confirmed</i>	2018	Expected for commission in March 2018
Draft Infrastructure Delivery Plan (IDP)	Brentwood BC	2018	An update note was published in October 2016, key infrastructure chapters to be published alongside Reg 18 consultation in Jan 2018

Deliverable and Developable Housing Sites

- 7. Table 2 of Appendix A to the LDP Update (Item 162, Extraordinary Council, 15 November 2017) sets out a list of the Draft Plan (2016) proposed housing allocations, the original approximate dwellings for each site, an updated dwellings figure, and a brief explanation. This updated figure considers ongoing work that the team has undertaken to review delivery capacity of previously identified sites. The work has focused on understanding how deliverable and developable each site is to satisfy the requirements of the National Planning Policy Framework (need for robust evidence on housing sites that are deliverable within first five years of the plan and developable in years 6-10).
- 8. Evidence to inform this updated knowledge on site capacity has come from numerous sources, including more up-to-date masterplanning from those promoting sites in the case of a planning application or updated site work, or simply where a site has a planning permission or has been completed (in which case the housing numbers are still counted towards need but moved to a different column to avoid double-counting). This element of the technical work is officer-driven at this stage awaiting Member-led decisions on consultation and eventually publication of the LDP for submission.

STAFF & SUPPORT

- 9. Table B provides an overview of the staff resource currently in place to deliver the Brentwood LDP. Staff listed under the core team and specialist support are full-time unless otherwise stated, in which case the days per week (dpw) are provided. Legal and consultant support is provided under separate contract arrangements (funded by the hour). Outside partner support occasionally involves costs but not usually.
- 10. Going forward some short-term additional resource has been identified which may be useful at specific times to undertake specific tasks. However, the structure set out (Table B) provides adequate knowledge and expertise to deliver an LDP in the timescales agreed. Several other local authorities are in a similar plan-making position and the available pool of experienced professional staff to support plan production in England is finite – particularly at senior, principal and

management levels. The nature of the plan-making process is that it requires specific skills and expertise. Adding staff without prior planning is unlikely to increase productivity quickly because of the time it can take to either train or thoroughly inform new staff about local circumstances and processes.

Table B: Staff & Support Resource

	Planning Policy Team (leading on plan-making process)	Economic Development Team (support LDP economic functions)
Core Team	3x Senior Officers 1x Assistant	1x Team Leader (1x Town Centre Coordinator (4 dpw)) 1x Intern
Specialist Support	1x Senior Planner (infrastructure) 1x Urban Design / Heritage (2 dpw) 1x Transport Planning Project Enabler (2.5 dpw)	
Legal	1x Barrister/QC (plus support from team)	
Potential Future Need	1x technical officer support 1 x senior officer (temporary to support finalising plan production and policy drafting) 2x officer support (representation analysis post consultations) 1x urban design support 1x project officer (legal requirement for duration of Examination in Public)	
Consultant Support	Sustainability Appraisal: AECOM Housing Need: PBA Green Belt and Landscape: Crestwood Environmental Highways Modelling: PBA	
Partner Support	Highways: Essex CC Education: Essex CC Drainage and Surface Water Management: Essex CC Waste and Minerals: Essex CC Health: Clinical Commissioning Groups and NHS England Various organisations: Infrastructure advice	
	A variety of other organisations provide the Council support in terms of statutory functions for environment, heritage, process etc.	

11. In addition to the (Table B) structure and partners working on specific areas of the plan-making process, it is also important to note the wider resource the Council draws on as part of preparing the LDP that includes Planning Development Management support; in-house legal support; housing strategy (including crossover with strategic housing projects); and assets knowledge (including crossover with the Corporate Assets Programme).
12. The project to deliver an LDP is a corporate priority and so the project is monitored each month in terms of progress and pressures, including staff resource. As specific needs are identified solutions are then prioritised. The Head of Paid Service signs-off these reviews and confirms the resource in place is sufficient to deliver an LDP along with specific resources being brought in at the appropriate time over the coming year.

FINANCE

13. The above staff (core team) structure is funded from the Council's 2017/18 establishment. Resource outside of this is funded from the Planning Policy budget, which includes a reserve in case of the need for additional monies to fund process or evidence etc.
14. The earmarked reserve for the overall Planning Policy Team budget at April 2017 was approximately £227,500. This amount is in place to cover unforeseen costs associated with LDP preparation, such as additional resource required at specific times or to respond to a specific situation/change.

IT/SOFTWARE

15. The Council has invested in specialist software to collate and assess representations received in response to LDP consultations. The Team has now been using this since 2013, which is funded each year in the budget. The software enables the Team to process and consider a large number of comments in an efficient way. Following This software will be particularly useful when grouping comments together for the Planning Inspectorate once the plan is submitted for examination in public. Additional staff resource has been identified to help with this element of the plan-making process when the Regulation 18 consultation has been completed.
16. Specific LDP mapping support will be required as the Council reaches the later stages of the plan-Making process. This is likely to be in the form of specialist GIS software.

CONSULTATION

17. Consultation processes are undertaken in line with statutory requirements, which include a stipulation about what should be considered at each (regulation) stage and the fact that consultation should be a minimum of six weeks. These elements of the process are not negotiable and so efforts to speed up the plan-making process need to consider realistic timeframes for undertaking statutory requirements.
18. Representations received in response to previous LDP consultations (comments, objections, support) will be relevant as part of the overall process having been considered and informing the preceding stage of consultation. However, it is suggested that those interested in proposals published for consultation in January 2018 should still comment regardless of whether they have made representations in the past, because certain elements of the proposal(s) and published evidence may be different.

DUNTON HILLS GARDEN VILLAGE

19. The team is also progressing work to deliver a new garden village, which is critical to the LDP strategy. In addition to the above resource and support, the Homes & Communities Agency are helping to add value to the project in terms of expertise and specialist knowledge. Design Council CABE has also been providing facilitation support to help stakeholders/partners work together and identify key outputs for the project.
20. A separate Project Board has been created involving key stakeholders, including Essex CC. This will help to accelerate the project and provides the necessary governance at these initial stages.
21. Funding for this project is assisted by the grant awarded by the Department for Communities and Local Government and the Homes and Communities Agency. A further application was made for additional capacity funding this summer. The Council has recently received confirmation that this application was successful with a further £230,000 of funding to be added to the monies received to date.
22. These funding awards will assist the programme to fund the necessary resources to deliver agreed outcomes over the next year and beyond. Further dedicated resources and time will need to be allocated to this project during the early development stages.