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| Meeting: | Local Development Plan Members Working Group |
| Venue: | Online via Microsoft Teams |
| Date: | 30 October 2023 |
| Time: | 18:00-19:30 |

Members Present: Cllr Keith Barber, Cllr Dr Tim Barrett, Cllr Martin Cuthbert, Cllr Roger McCheyne, Cllr Philip Mynott

Officers Present: Jonathan Quilter (JQ), Corporate Manager – Strategic Planning
Andrea Pearson (AP), Senior Policy Planner
Camilla Carruthers (CC), Senior Policy Planner

Apologies: Cllr Thomas Bridge

1. Updated Terms of Reference (2023/24)

- a) JQ provided an overview of the draft updated terms of reference.
- b) In relation to point two of the Terms of Reference Cllr Barber asked if a Legal view had been sought by the Council on what the implications and costs could be in defending any potential challenges made by developers if allocated sites were substituted or taken out of the adopted Local Plan through the review process.
- c) JQ stated that no legal advice has been obtained currently, however this is something that would have to be dealt with through the Local Plan process and justified by evidence. This ultimately would be tested through a further Examination process overseen by an appointed Planning Inspector.
- d) Cllr Mynott stated he did not view this to be the appropriate stage in the process to seek a legal view as no decisions have been made by the Council on whether this is even a proposed approach.
- e) Cllr Barber and Cllr McCheyne requested that it is recorded in the minutes that they asked for a legal opinion to establish an understanding of the costs and risks involved in exploring the removal of allocated sites through the Local Plan Review.
- f) The proposed updates to the Terms of Reference were agreed by all those present.

2. Call for Sites

- a) JQ explained that at the FAIR Committee held on the 13 September members agreed to progress with the Local Plan Review and undertake a call for sites consultation. A presentation was given on what the call for sites process is, what is set out within



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national planning policy and guidance, why Brentwood needs to undertake a call for sites, how we consult, what types of sites can be submitted, what information is being collected, and what happens after the call for sites consultation.

- b) Cllr Barber asked if there still was a shortfall in identified housing supply and therefore if a call for sites is even needed.
- c) Cllr McCheyne asked if the shortfall of housing can be addressed through windfall sites.
- d) JQ confirmed that a call for sites is required as addressed within the recent FAIR committee report and the identified shortfall in housing supply was confirmed through the Examination of the Local Plan and set out in Local Plan policy MG06: Local Plan Review. Windfall sites were already considered in the calculations for housing supply. Delivery is monitored and reported on an annual basis. The identified shortfall represents a starting point and there are still further questions to consider such as what the plan period for the Local Plan review should be and also factoring in emerging proposed changes to national policy and guidance. This could increase the level of housing need that needs to be addressed.
- e) Cllr Mynott asked whether the Objectively Assessed Need (OAN) needs to be re-evaluated for the Local Plan Review?
- f) JQ explained that current policy and guidance still requires the standard method to be the starting point for establishing need.
- g) Discussion on the pros and cons of housing projection methods and how other authorities have begun to question the standard method. Approach taken will need to be justified by evidence.
- h) **ACTION** Cllr Mynott requested that there be a future discussion on housing need in terms of understanding how the calculations are made and the options available to the Council.
- i) Cllr Mynott asked if the council consultation database includes everyone who has previously made comments on Local Plan consultations.
- j) JQ confirmed that this is correct, and they will be notified of the consultation. Also confirmed that the database is maintained in line with GDPR requirements.
- k) Cllr McCheyne asked questions regarding CIL and how the neighbourhood portion would be distributed to Parish Council areas and non-parished areas.
- l) JQ confirmed that all areas, Parish and ward areas, would be due 15% of CIL receipts collected in their area. This is subject to some capping as per the regulations. Those areas with Neighbourhood Plans, such as Ingatestone and Fryerning, would have that portion increased to 25%.
- m) Cllr Barrett clarified the position on percentage of Parish Council funding/spending through CIL.
- n) Cllr McCheyne asked for clarification on what is the definition of biodiversity net-gain and what potential there is for renewable energy proposals given the Green Belt constraints.



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- o) JQ provided a summary explanation of what comprises biodiversity net-gain. With regards to renewable energy this is currently defined in national policy as not being compatible with the purposes of the Green Belt, however, these proposals if being pursued could be submitted through the call for sites.
- p) JQ explained that once the call for sites consultation has been completed and officers have had the opportunity to assess the sites, the list of sites submitted for consideration will be presented to the working group in advance of a preferred option being determined through the Local Plan process.
- q) Cllr Mynott asked if there could be some communication sent to all members to inform them of the call for sites consultation.
- r) **ACTION** JQ confirmed that a summary form of the information contained within the presentation along with details of the consultation itself can be sent out to all members in advance via email.
- s) JQ confirmed that the intention is for the call for sites consultation to start before Christmas.

3. AOB

- a) Cllr Cuthbert asked whether there were any estimates on how many sites are likely to be submitted as part of the call for sites?
 - b) JQ outlined that for the adopted Local Plan by the time the plan was submitted there were approximately 300 sites submitted for consideration. However, this level of sites was accumulated over a number of years. It is important that this process is refreshed to update the evidence of what is now available.
 - c) JQ gave a brief update on preparations taking place for the implementation of CIL on the 15 January 2024 and advised to view the website for regular updates.
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