

# Special Meeting of Full Council AGENDA



**THIS MEETING IS OPEN TO THE PUBLIC**

*(Please note this meeting will be webcast)*

<http://www.braintree.gov.uk>

**Date: Monday 20th June 2016**

**Time: 7.15pm**

**Venue: Council Chamber, Braintree District Council, Causeway House,  
Bocking End, Braintree, Essex, CM7 9HB**

## **Membership:**

Councillor J Abbott	Councillor J Goodman	Councillor Mrs J Pell
Councillor Mrs J Allen	Councillor A Hensman	Councillor R Ramage
Councillor C Bailey	Councillor P Horner	Councillor F Ricci
Councillor M Banthorpe	Councillor D Hufton-Rees	Councillor B Rose
Councillor J Baugh	Councillor D Hume	Councillor Miss V Santomauro
Councillor Mrs J Beavis	Councillor H Johnson	Councillor Mrs W Scattergood
Councillor D Bebb	Councillor Mrs A Kilmartin	Councillor Mrs W Schmitt
Councillor R Bolton	Councillor S Kirby	Councillor P Schwier
Councillor K Bowers	Councillor D Mann	Councillor C Siddall
Councillor Mrs L Bowers-Flint	Councillor G Maclure	Councillor Mrs G Spray
Councillor G Butland	Councillor J McKee	Councillor P Tattersley
Councillor S Canning	Councillor R Mitchell	Councillor Miss M Thorogood
Councillor J Cunningham	Councillor Mrs J Money	Councillor R van Dulken
Councillor Mrs M Cunningham	Councillor Lady Newton	Councillor Mrs L Walters
Councillor T Cunningham	Councillor J O'Reilly-Cicconi	Councillor Mrs S Wilson
Councillor M Dunn	Councillor Mrs I Parker	
Councillor J Elliott	Councillor Mrs S Paul	

**Members of the Council are requested to attend this meeting to transact the business set out in the Agenda.**

N BEACH  
Chief Executive

**Health and Safety.** Any persons attending meetings in the Council offices are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding during the meeting, you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building. Any persons unable to use the stairs will be assisted to the nearest safe refuge.

**Mobile Phones.** Please ensure that your mobile phone is switched to silent.

**Documents.** Agendas, reports and minutes for all the Council's public meetings can be accessed via the internet at <http://www.braintree.gov.uk>

We welcome comments from members of the public to make our services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please let us have your comments setting out the following information:

Meeting Attended .....Date of Meeting.....

Comments.....

.....

.....

.....

Contact details.....

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk)

### **INFORMATION FOR MEMBERS**

#### **Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest:-**

Any member with a Disclosable Pecuniary Interest or other Pecuniary Interest to indicate in accordance with the Code of Conduct. Such Member must not participate in any discussion of the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

**1 Apologies for Absence**

**2 Declarations of Interest**

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of Full Council held on 25th April 2016 (copy previously circulated).

**4 Public Question Time**

Only confirmed registered speakers will be permitted to speak at this meeting.

To register to speak, members of the public should contact the Governance and Members Team on 01376 552525 or email [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk) by **5.00pm on Wednesday 15th June 2016**. Any requests received after this time and date will be declined. Confirmation will be emailed to the registered speakers.

In order to exercise fairness to all those wishing to speak and to manage this Special Meeting of Full Council, it may be necessary to restrict the number of speakers. Only one speakers slot will be given to a Parish Council including any specialist groups formed by that Parish Council. Where there are two or more people wishing to speak on the same specific site, the Council reserves the right to request that the speakers collaborate and address the Council in a single speakers slot.

In the event of large public attendance at this meeting priority will be given to the registered speakers to be seated in the Council Chamber. For those members of the public who cannot be accommodated in the Council Chamber, seating and facilities to view the webcast of the meeting will be made in the reception area of Causeway House.

**Notice to Members:**

This meeting will be conducted in accordance with the procedures as agreed by Full Council on 18th April 2016.

<b>5</b>	<b>Draft Braintree District Local Plan for Consultation</b>	<b>5 - 10</b>
<b>6</b>	<b>Braintree District Draft Local Plan – Proposed Consultation Strategy</b>	<b>11 - 15</b>

<b>Draft Braintree District Local Plan for Consultation</b>		<b>Agenda No: 5</b>
<b>Portfolio:</b>	<b>Planning and Housing</b>	
<b>Corporate Outcome:</b>	<b>A sustainable environment and a great place to live, work and play</b> <b>A well connected and growing district with high quality homes and infrastructure</b> <b>A prosperous district that attracts business growth and provides high quality employment opportunities</b> <b>Residents live well in healthy and resilient communities where residents feel supported</b>	
<b>Report Presented by:</b>	<b>Councillor Mrs L Bowers-Flint, Chairman of the Local Plan Sub-Committee</b>	
<b>Report Prepared by:</b>	<b>Emma Goodings, Planning Policy Manager</b>	
<b>Background Papers:</b>		<b>Public Report</b>
<ul style="list-style-type: none"> <li>• National Planning Policy Framework (NPPF)</li> <li>• National Planning Practise Guidance (NPPG)</li> <li>• Localism Act (2011)</li> <li>• Planning and Compulsory Purchase Act (2004)</li> <li>• Local Plan Review (2005)</li> <li>• Core Strategy (2011)</li> <li>• Reports and Minutes of the Local Plan Sub Committee</li> </ul>		<b>Key Decision: No</b>
<b>Executive Summary:</b>		
<p>The Council has been working on a draft Local Plan to replace the 2005 Local Plan and 2011 Core Strategy and that draft Plan is now completed. The draft Local Plan includes a section of strategic policies to apply across north Essex (Braintree, Colchester and Tendring), as well as the detailed District specific policies and allocations. Members of the Local Plan Sub-Committee at their meeting on the 26<sup>th</sup> May 2016 have recommended that the Plan including all site allocations and policies contained within it, are approved by Council for consultation.</p> <p>If approved, the draft Local Plan, accompanying Sustainability Appraisal/Strategic Environmental Appraisal (SA/SEA) and evidence base will be published for an 8 week consultation period commencing Monday 27<sup>th</sup> June and finishing on Friday 19<sup>th</sup> August 2016.</p>		

<b>Recommended Decision:</b>
To approve the draft Local Plan for the Braintree District as set out in Appendix 1 to this document, including all policies and allocations contained within it, for public consultation commencing Monday 27 <sup>th</sup> June and finishing on Friday 19 <sup>th</sup> August 2016.
<b>Purpose of Decision:</b>
To approve a draft Local Plan for consultation.

<b>Any Corporate implications in relation to the following should be explained in detail.</b>	
<b>Financial:</b>	The preparation of the Plans set out within the Local Development Scheme will be a significant cost which will be met through the Local Plan budget.
<b>Legal:</b>	To comply with Governments legislation and guidance.
<b>Equalities/Diversity</b>	The Councils policies should take account of equalities and diversity.
<b>Safeguarding</b>	None.
<b>Customer Impact:</b>	There will be public consultation during various stages of the emerging Local Plan.
<b>Environment and Climate Change:</b>	This will form part of the evidence base for the emerging Local Plan and will inform policies and allocations.
<b>Consultation/Community Engagement:</b>	There will be public consultation during various stages of the emerging Local Plan.
<b>Risks:</b>	The Local Plan examination may not take place. The Local Plan could be found unsound. Risk of High Court challenge.
<b>Officer Contact:</b>	Emma Goodings
<b>Designation:</b>	Planning Policy Manager
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## **1. Background**

- 1.1 The Council has been working on a new Local Plan which will guide development in the District between now and 2033. This document will be the single Local Plan for the District, setting out strategic and non-strategic policies and allocations within a single document. Once adopted this will replace the Core Strategy from 2011 and the 2005 Local Plan Review. As part of the Local Plan, the Council is required to boost significantly the supply of housing, as set out in the National Planning Policy Framework.
- 1.2 At the Local Plan Sub Committee meetings and Full Council on the 20<sup>th</sup> January 2016, members approved a number of policies for inclusion within the Plan. These policies and the amendments made at that meeting are incorporated into the draft Local Plan. These were subject to minor amendments for spelling, grammar etc. Supporting text was included within that report for information only and has been further amended.
- 1.3 Since March 2016, the Local Plan Sub Committee has held a number of meetings which set out first the total numbers of homes that need to be provided, a broad spatial strategy, and then has gone through each individual town, village and Parish within the District to look in detail at the proposed allocations. Additional site specific and other policies have also been added. These decisions have been incorporated into the draft Local Plan for consultation which is before you today.

## **2. Site Selection Methodology**

- 2.1 At the Local Plan Sub Committee on the 14<sup>th</sup> March 2016, Members agreed a recommendation that the Local Plan should deliver the Objectively Assessed Need of 845 new homes between 2016 and 2033. This requires the Council to allocate land for approximately 10,000 new homes within the District over the Local Plan period, given the sites that are already in the pipeline.
- 2.2 Sites for open space, employment, education, retail and community facilities to support the new homes are also required to be allocated, as well as ensuring the infrastructure requirements arising from the sites are able to be met.
- 2.3 There were no specific housing targets for each area and all sites were assessed on their merits. Planning policy officers have visited each site as well as carrying out a desk based assessment of the constraints and opportunities. The development boundary for each village has been assessed using the criteria set out in the published development boundary assessment methodology.
- 2.4 Informal consultation was carried out with all Town and Parish Councils in the District whose comments were reported to the Local Plan sub-committee. Many Town and Parish Councils also took the opportunity to speak during question time at committee, along with District and County Members.

### **3. Format of the Local Plan**

- 3.1 Maps – Each area which is enclosed by a development boundary has two Inset Maps included within the draft Local Plan. Braintree, Witham and Halstead have several maps given their size. The first map for each town or village are the preferred options that officers are proposing. A key is also included; but broadly housing sites of 10 or more are orange, employment sites are blue and recreation sites are yellow stripes or spots. In this draft Local Plan there is also a second map which includes in red hatching, all the sites which have been submitted but not taken forward. This allows comment on both the draft and alternatives available during the consultation.
- 3.2 Policies – The Local Plan is split into several sections;
- 3.2.1 Introduction and Background  
This provides a broad portrait of the District and an explanation of what is a Local Plan and where we are in the process
- 3.2.2 Shared Strategic Plan  
Officers and Members from Braintree, Colchester and Tendring District Councils and Essex County Council have been working closely together during the preparation of the draft Local Plans, particularly in relation to the proposals for new garden communities. In recognition of that work, the cross border nature of some of the allocations and when considering how the examination of the Plans would take place by the Planning Inspectorate, it is proposed to have a single joint strategic section of each individual Local Plan known as the North Essex Strategic Part 1. This is a series of identical policies and text which will be contained within the Braintree, Colchester and Tendring Local Plans. The strategic policies relate to sustainable development and place making, as well as housing and employment requirements and policies in relation to garden communities. Work was undertaken with Chelmsford City Council as the fourth local authority within our strategic housing market area, but as the Chelmsford Local Plan will now be published later than the other Local Plans, they are not formally included within this strategic section.
- 3.2.3 Vision and Objectives  
This includes an ambitious vision for what the District will be like in 2033 and includes 12 key objectives which should run through the policies and allocations within the Local Plan
- 3.2.4 The Spatial Strategy  
This sets out the hierarchy of the settlements in the District, the broad spatial strategy and the key diagram, setting out where the main settlements and areas of growth are located.
- 3.2.5 A Prosperous District  
This includes policies on a Strong Economy, Shops and Services, Homes and Transport and Infrastructure.



### 3.2.6 Creating Better Places

This section includes the policies on a Healthy and Active District, (which were not available at the January Council meeting), Creating High Quality Spaces and Community Facilities.

### 3.2.7 The Districts Natural Environment

Including policies on landscape, biodiversity, climate change and renewable energy.

### 3.2.8 Delivery and Implementation

Sets out the way in which the document and policies within it will be monitored throughout the Plan period.

### 3.2.9 Housing Trajectory

This sets out the sites in the District and when they may deliver new homes.

3.3 It should be noted that this is a draft Local Plan and further changes to the document can be made either as a result of the consultation or from new evidence which continues to be gathered on the Plan.

## 4. Sustainability Appraisal

4.1 Alongside the draft Local Plan, the Council must publish a Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). This is a detailed document which assesses the environmental implications of every policy and site allocation in the Local Plan, together with all reasonable alternatives. This is currently being completed by our expert consultants.

## 5. Next Steps

5.1 If Council approves the draft Local Plan for consultation, the consultation will start from Monday 27<sup>th</sup> June 2016 closing on Friday 19<sup>th</sup> August at 5pm. The statutory consultation period for a Local Plan document such as this is 6 weeks, therefore this period exceeds the statutory minimum.

5.2 Full details of the consultation strategy are set out in the next report, but will briefly include a leaflet sent to every household in the District, public exhibitions across the District where residents and businesses can come and speak to a planning policy officer about the proposals, direct notification to all those on the consultation database and extensive publicity through the website, social media, posters and newspapers.

5.3 Consultation responses will be reported to the Local Plan Sub-Committee in the Autumn, along with further evidence base, to support the Local Plan before the final version is considered by the Local Plan Sub-Committee and Full Council later in 2016. A further final period of public engagement will take place before the Local Plan is submitted to the Planning Inspectorate for examination.

## **6. Recommendation**

- 6.1 To approve the draft Local Plan for the Braintree District as set out in Appendix 1 to this document, including all policies and allocations contained within it, for public consultation commencing Monday 27<sup>th</sup> June and finishing on Friday 19<sup>th</sup> August 2016.

<b>Braintree District Draft Local Plan – Proposed Consultation Strategy</b>		<b>Agenda No: 6</b>
<b>Portfolio Corporate Outcome:</b>	<b>Planning and Housing</b> <b>A sustainable environment and a great place to live, work and play</b> <b>A well connected and growing district with high quality homes and infrastructure</b> <b>A prosperous district that attracts business growth and provides high quality employment opportunities</b> <b>Residents live well in healthy and resilient communities where residents feel supported</b>	
<b>Report presented by:</b>	<b>Councillor Mrs L Bowers-Flint, Chairman of the Local Plan Sub Committee</b>	
<b>Report prepared by:</b>	<b>Carolyn Johnson, Planning Policy Technician</b>	
<b>Background Papers:</b> <ul style="list-style-type: none"><li>• National Planning Policy Framework (NPPF)</li><li>• National Planning Practise Guidance (NPPG)</li><li>• Localism Act (2011)</li><li>• Braintree District Statement of Community Involvement (2013)</li></ul>		<b>Public Report</b>  <b>Key Decision: No</b>
<b>Executive Summary:</b> <p>This report sets out the proposed Consultation Strategy for the forthcoming consultation on the Draft Local Plan for the Braintree District, on the assumption that Council has approved the document. It is proposed that in addition to contacting statutory consultees, a public consultation will be held between 27th June and 19<sup>th</sup> August 2016.</p> <p>As part of the consultation, a series of exhibitions will be held to enable the public to look at proposals and talk directly to officers. These will take place in the main towns, service villages, Silver End, Great Saling and Marks Tey (shared with Colchester Borough Council). These settlements also act as focus points for the surrounding villages, which may have smaller amounts of growth proposed. Each exhibition will have general information on the Plan together with information that is tailored specifically to the location in which it is being held. To support and promote these exhibitions, a district wide mail-out to every household is proposed, including a brief background, location of the largest proposed sites, directions to the website to look at the document and details on how to respond. Responses will be encouraged to be made via the Council’s online consultation portal, “Objective”, although written responses will also be accepted.</p>		

<b>Recommended Decision:</b>	
To note the consultation strategy for the draft Local Plan for the Braintree District as set out in this report.	
<b>Purpose of Decision:</b>	
To note the consultation strategy for the Draft Local Plan for the Braintree District.	

Any Corporate implications in relation to the following should be explained in detail.	
<b>Financial:</b>	The preparation of the Local Plans set out within the Local Development Scheme will be a significant cost which will be met through the Local Plan budget.
<b>Legal:</b>	To comply with Government legislation and guidance.
<b>Safeguarding:</b>	None.
<b>Equalities/Diversity:</b>	The Council's policies should take account of equalities and diversity.
<b>Customer Impact:</b>	There will be public consultation during various stages of the emerging Local Plan.
<b>Environment and Climate Change:</b>	This will form part of the evidence base for the emerging Local Plan.
<b>Consultation/Community Engagement:</b>	Strategy set out in this document.
<b>Risks:</b>	That the consultation will not reach some members of the public. That the format or method of consultation will be challenged.
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## 1 Proposed Consultation Strategy

- 1.1 In line with the requirements set out in Planning Regulation 18<sup>1</sup> and in the Council's Statement of Community Involvement, it is proposed that the Draft Local Plan will be published for an eight-week period of public consultation, between Monday 27<sup>th</sup> June and Friday 19<sup>th</sup> August 2016. The Plan will set out the draft policies, which will be used to determine planning applications when the plan is adopted, together with District-wide Proposals Map and Inset maps identifying development boundaries and land use allocations for all the towns and villages.
- 1.2 As this is a draft document, there will also be a second map for most settlements identifying alternative areas for housing and other development, which have been proposed by landowners, but not included as draft allocations by the Council. This will give the public the opportunity to comment on the proposed allocations and to consider whether they prefer alternative sites, or to suggest any other sites that have not already been put forward. The full document including the Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) will be available to view and comment upon through the Council's online consultation tool "Objective". The full document and supporting evidence base will also be available to view and download from the Council's website or in hard copy at Causeway House.
- 1.3 The following will be carried out to publicise the consultation;
- All Statutory Consultees, Parish Councils and neighbouring Districts and Parishes will be informed of the consultation by letter/email including a link to the online consultation portal. Parish and Town Councils will also be sent hard copies of the maps relating to their Town or Parish. The document is by its nature large, containing over 130 full colour maps and as such it is not possible to send consultees hard copies of the full document due to printing and postage costs.
  - Site notices (explaining that this is the site of a proposed development allocation) will be put up at the beginning of the consultation period at all residential sites of 10 or more dwellings, which do not already have planning permission and at the proposed new employment allocations.
  - The Council will send a special edition of the Contact magazine to every household (approx. 62,000) in the District. The booklet will include a brief background, location of the largest proposed sites and direct readers to the website to look at the document plus give information on exhibition dates and how to respond.
  - The Council will also write to/email all landowners, members of the public and agents who have asked to be kept informed on the progress of the New Local Plan. The letter will be sent out at the beginning of the consultation period and will include a link to the online consultation portal. There are over 3,000 people on this database.

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

- Parish Councils will be asked to publicise the plan consultation and details of exhibitions in Parish Magazines, on village notice boards, websites etc. as appropriate. A5 and A4 posters advertising the exhibition dates and how to read and respond to the draft document will be distributed.
- The consultation events and links to the document will be included in a prominent position on the Council's website, throughout the consultation period.
- Details of the consultation and the public events will be published as part of the Council section in both the Braintree and Witham Times and Halstead Gazette plus the Suffolk Free Press. Press releases will also be issued to stimulate media interest in the consultation.
- A paper copy of the document will be available to view at the Council's offices at Causeway House between 8.30am – 5pm Monday to Friday. Libraries at Braintree, Witham, Halstead, Coggeshall, Earls Colne, Hatfield Peverel, Kelvedon, Sible Hedingham and Silver End will be supplied with a copy of the document on CD, which will be available to view during their normal opening hours. They can be supplied with hard copies on request.
- Details highlighting the upcoming publication of the draft Local Plan and how to respond will be promoted on social media including Facebook and Twitter directing people towards the website. Those signed up to the Council's mobile text alert system will also receive notification at the beginning and towards the end of the consultation
- Businesses will be informed through direct notification of groups such as the Essex Chamber of Commerce and through the business contact database held by Economic Development. A business specific consultation event is also being organised.

1.4 As this is an important consultation on the Local Plan, a series of staffed exhibitions will be held across the District to enable the public to discuss proposals directly with officers. It is intended that these will be held at the following locations;

- Braintree (2 sessions) 13<sup>th</sup> & 14<sup>th</sup> July 2016
- Witham (2 sessions) 29<sup>th</sup> & 30<sup>th</sup> June 2016
- Halstead - 4<sup>th</sup> July 2016
- Coggeshall - 18<sup>th</sup> July 2016
- Hatfield Peverel - 21<sup>st</sup> July 2016
- Kelvedon - 6<sup>th</sup> July 2016
- Earls Colne - 28<sup>th</sup> June 2016
- Sible Hedingham - 27<sup>th</sup> June 2016
- Silver End - 12<sup>th</sup> July 2016
- Great Saling - 7<sup>th</sup> July 2016
- Marks Tey - 9<sup>th</sup> July 2016 (10am – 2pm)

- 1.5 These locations have been chosen as they are the 3 main towns and the villages that have the most proposed growth and they act as service centres for other more rural areas. Timings of the events are between 2.30pm and 7.30pm to ensure that as many people as possible are able to attend. All venues will have suitable access arrangements for those with mobility problems. Large maps on Local Plan proposals provided at each event will be area specific to where the event is taking place. But copies of the whole document will also be available to view and discuss.
- 1.6 Static, unstaffed displays will also be available during parts of the consultation period at Braintree Witham and Halstead libraries. Causeway House will have a display throughout.
- 1.7 Respondents will be asked which part of the plan (specific site, policy or paragraph) they are making a representation to. What changes to the plan they would support and to set out the revised wording, or sites they are requesting. They will be encouraged to add their responses directly to the online consultation portal. This is because the online responses can be checked and then published directly to the website quickly for others to view rather than having to be typed out in full, which can be very time consuming. However, responses by email or hard copy will still be accepted. A standard form will be prepared for responses to ensure consistent questions are asked across all mediums, but comments will also be accepted via letter.
- 1.8 The Council also has a duty to co-operate with a list of prescribed bodies. Officers continue to have dialogue with statutory consultees, including neighbouring authorities, health authorities and bodies like the Environment Agency and Highways England to seek their views on how the Plan will impact upon them and to arrange meetings with them to discuss this further where necessary.

## **2. Next steps**

- 2.1 The consultation responses will be published in full through the online consultation portal. Comments will be summarised and reported to the Local Plan Sub-Committee, together with any further sites put forward in the Autumn of this year. Proposed changes to the Proposals Map or policies resulting from the consultation will be set out.
- 2.2 A final round of public consultation will then take place at the end of 2016/early 2017 before the Local Plan is submitted to the Planning Inspectorate for examination.

## **3. Recommendation:**

To note the consultation strategy for the draft Local Plan as set out in this report.