

Meeting	LOCAL PLAN ADVISORY COMMITTEE
Time/Day/Date	6.30 pm on Tuesday, 3 June 2014
Location	Council Chamber Council Offices Coalville
Officer to contact	Democratic Services (01530 454512)

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item		Pages
1. APOLOGIES FOR ABSENCE	To receive and note any apologies for absence.	
2. DECLARATION OF INTERESTS	Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. MINUTES OF PREVIOUS MEETING	To approve the minutes of the meeting held on 29 April 2014	3 - 10
4. COMMITTEE TERMS OF REFERENCE	Terms of Reference attached.	11 - 12
5. STRATEGIC HOUSING MARKET ASSESSMENT	Report of the Director of Services.	13 - 18
6. LOCAL PLAN TIMETABLE	Report of the Director of Services.	19 - 24



Circulation:

Councillor R D Bayliss
Councillor J Bridges (Chairman)
Councillor D De Lacy
Councillor C Large
Councillor J Legrys
Councillor T J Pendleton (Observer)
Councillor V Richichi
Councillor S Sheahan

MINUTES of a meeting of the LOCAL PLAN ADVISORY COMMITTEE held in the Council Chamber, Council Offices, Coalville on TUESDAY, 29 APRIL 2014

Present: Councillor J Bridges (Chairman)

Councillors R D Bayliss, D De Lacy, C Large, J Legrys, V Richichi and S Sheahan

In Attendance: Councillors R Adams, J Geary, D Howe, R Johnson, T Neilson, L Spence, R Woodward and M B Wyatt

Officers: Mr M Sharp (Consultant), Mr S Bambrick, Mrs M Meredith, Mr I Nelson and Mr S Stanion

Councillor J Bridges noted that a number of members of the public were in attendance. He stated however that it would not be practical to invite everyone in attendance to speak at the meeting. He encouraged all interested parties to speak to their Ward Members with any concerns and these could then be fed into the Committee and on to Council. He advised that members of the public would have an opportunity to ask questions at any full Council meeting.

Councillor J Bridges announced that he had invited Councillor M B Wyatt to participate in future meetings of the Local Plan Advisory Committee in a non-voting capacity. He stated that he had used his discretion as Chairman to make this decision in the interests of fairness as this was a cross-party Committee.

Councillor J Legrys stated that the Chairman was entitled to make this decision, however it had not been discussed with the Labour Group at all. He added that if this were truly to be a cross-party Committee, Councillor A C Saffell should also be invited to participate. He wished to formally nominate Councillor A C Saffell.

Councillor D De Lacy stated that it had been difficult to persuade the Labour Group to participate in this process and the decision had been finely balanced. He added that the constitution of the Committee had been negotiated and agreed and it appeared that the Chairman had now unilaterally varied this without any engagement with the Labour Group. He stated that this would be reported back to the Labour Group and there may be consequences.

The Director of Services referred Members to the Terms of Reference of the Committee which had been agreed by full Council, in particular the provision within the Terms of Reference which allowed the Chairman to invite other Members to attend and participate in the meeting in a non-voting capacity at his discretion.

Councillor D De Lacy stated that he had envisaged that Members would be invited to participate at certain points in the process, rather than permanently.

Councillor J Bridges stated that he had made it clear at the previous meeting that this was to be an open, cross-party Committee and he could not see any issue with other Members participating in the same way that Members were being allowed to speak at this meeting. He advised that it would not be practical to accept a nomination for Councillor A C Saffell to sit on the Committee without a request from him to participate.

Councillor J Legrys acknowledged that this was a matter of interpretation and it was unfortunate that this had not been discussed prior to the meeting.

8. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

9. DECLARATION OF INTERESTS

Councillor S Sheahan sought clarification from the Legal Advisor that if a particular site in the SHLAA was under discussion which a Member had an interest in, at that point it would be appropriate to declare a pecuniary disclosable interest and leave the room.

The Legal Advisor clarified that as the Committee was not a decision-making body, Members should feel able to make any comments they wished to.

Councillor J Legrys declared a non-pecuniary interest as a volunteer at Hermitage FM, should there be any discussion on Coalville Town Centre.

10. MINUTES OF PREVIOUS MEETING

Councillor S Sheahan referred to minute number 4 and his request that the minutes of the Housing Planning and Infrastructure Group be made available to this Committee. He clarified that this should include the minutes of the Members Advisory Group. He also asked if the minutes were likely to be available soon.

Councillor J Bridges advised that they should be available in the coming week.

Councillor D De Lacy referred to the discussion about the limits to development at the previous meeting and asked at what stage the Committee would consider this matter. He also asked if officers were in a position to produce a road map of the tasks that needed to be completed.

The Director of Services advised that he anticipated that a programme would be brought to the next meeting of the Committee.

11. COMMITTEE TERMS OF REFERENCE

The Director of Services referred Members to the Terms of Reference of the Committee which were attached for information.

12. STATEMENT OF COMMUNITY INVOLVEMENT

The Director of Services presented the report to Members, drawing their attention to the purpose of the Statement of Community Involvement (SCI) and that it was considered appropriate to prepare a new SCI as there had been changes in legislation since the current SCI had been adopted in 2006. He sought comments from the Committee on what a revised SCI should include.

Councillor J Legrys welcomed the opportunity to have this issue discussed by the Committee. He commented that he had discussed this issue in a briefing with the Director of Services. He stated that it was essential to revise the consultation process as early as possible, as there were deep concerns about the length of time that the consultation would take. He added that the Labour Group would want to put forward proposals for consultation and he sought clarification on the timescales and how this would be undertaken. He felt that if the Committee was meeting again in 1 month this may be too early, however it was important not to drag the process out. He stated that he wanted to see Councillors much more involved in the consultation, engagement with Town and Parish Councils and involvement in the Neighbourhood Plan process.

Councillor J Bridges stated that risk management was an issue. He added that the consultation process needed to be done effectively, consistently and it was imperative to get the SCI right. He appreciated the concerns expressed by Councillor J Legrys.

The Director of Services advised that it was intended to bring a report to the next meeting of the Committee which would clarify the content of the SCI and report any comments received.

There was a discussion around the timescales for providing comments for the next meeting. The Director of Services advised that in order to produce a meaningful report for the meeting, he would need to receive comments 2 weeks beforehand. He added that a final decision would not be sought at this meeting, however Members would be asked to agree a document which would then be consulted upon.

It was moved by Councillor R D Bayliss, seconded by Councillor J Legrys and

RESOLVED THAT:

- a) The Council prepare a new Statement of Community Involvement;
- b) A further report on the possible content of the new Statement of Community Involvement be brought to a meeting of this Advisory Committee and;
- c) The Advisory Committee comment on any issues and approaches to consultation which they would wish to see reflected in a new Statement of Community Involvement.

13. STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

The Director of Services presented the report to Members, drawing their attention to the revised recommendation circulated at the meeting which reflected the fact that the Advisory Committee was not a decision-making body. He advised that the SHLAA was a delegated decision and outlined its role in the preparation of a Local Plan. He referred to correspondence which had been received from representatives of Friends of Snibston relating to 3 sites in the SHLAA. He explained that the SHLAA itself was a technical document and the process was set out in national guidance, which all Local Authorities were required to follow. He emphasised that the SHLAA sets out a list of sites that had the potential to be included in the Local Plan and had the potential to be developed, and at this stage there was no commitment that any of the sites would be developed. He added that as the process was followed, the list of sites would get shorter until the Council decided which of the sites to include in the Local Plan. He emphasised that it was not appropriate at this stage to make decisions about which sites should be included in the Local Plan or the SHLAA as this was a future debate.

Councillor R D Bayliss agreed that it would be most unwise to start eliminating sites at this point.

Councillor S Sheahan stated that the Director of Services had reassured Members about the status of sites in the SHLAA, however he asked how the current position had been arrived at as the previous SHLAA was very detailed. He sought clarification on the reasons why sites had not been included, and what had changed.

The Planning Policy and Business Focus Team Manager gave a presentation to Members outlining the purpose of the SHLAA and the findings of the assessment. In response to Councillor S Sheahan's question he explained that the starting point had been the previous SHLAA in 2011. He added that the same reference numbers had been retained from the previous version where possible for consistency and for ease of reference. He explained that because of this, there were gaps in the numbering due to sites having been developed or no longer being considered suitable for other reasons.

The Consultant added that from his broader experience, it would be very unwise to start excluding sites at this stage. He explained that doing so could put the Council at risk considering that the work on the evidence base was yet to be completed and the policies which would set out why sites should be excluded from the SHLAA were not yet in place.

The Legal Advisor endorsed the Consultant's comments and added that a clear understanding of the purpose of the SHLAA was essential at the outset. He added that a proportionate evidence base was required to inform Members in respect of the strategy for determining the sites to be included in the Local Plan. He explained that the SHLAA would form part of the evidence base and the number of sites would naturally reduce as they were assessed. He stated that excluding sites now would deprive Members of the widest possible number of sites to choose from and that would be unwise at this stage.

Councillor C Large stated that she completely agreed with the officers' standpoint. She explained that she was professionally involved with planning and had herself put forward sites for inclusion in the SHLAA that had subsequently been refused planning permission, which demonstrated that inclusion in the SHLAA was not a 'rubber stamp' for development of the site. She asked if the guidance on rural housing was being taken into account and hoped that smaller settlements would not be dismissed. She added that she would much rather see developments spread out and development in rural villages would make them more sustainable.

The Planning Policy and Business Focus Team Manager explained that sites of less than 10 dwellings had previously been excluded from the SHLAA but it had been decided not to employ that threshold in the revised SHLAA. He added that the excluded sites would be reviewed to see which ones may have been excluded on the grounds of sustainability and to see whether this remained a valid reason. He explained that this guidance had very recently been published and as such it may be necessary to report back to the Advisory Committee.

Councillor S Sheahan sought clarification on the role of the Advisory Committee, as Members were being asked to accept the list of sites. He added that Members had not had an opportunity to consider maps and had not been provided with the full detail of which sites had been excluded. He stated that he was disappointed and felt that the SHLAA was just a 'landowner shopping list' that Members were being asked to rubberstamp.

The Director of Services clarified that the role of the Advisory Committee was to advise on the preparation of a new Local Plan. He explained that the foundations were being set for the Advisory Committee to make recommendations to Council. He added that the Advisory Committee were not at the stage of making recommendations to Council, as the groundwork would need to be done first. It was his view that it was imperative for the Advisory Committee to build upon their understanding of the purpose of the SHLAA, the associated processes and the evidence base to ensure that Members were in a better position to make recommendations to Council.

Councillor S Sheahan referred to the original recommendation which asked Members to approve the SHLAA for publication and highlighted that Members were now being asked only to note the report. He felt that this was not an issue if a further report was to be brought back to the Advisory Committee with the full detail prior to publication.

The Director of Services clarified that the SHLAA would be published following this meeting, however there would be an opportunity to refer back to the published SHLAA and scrutinise individual sites.

Councillor S Sheahan sought clarification on which body was responsible for making decisions on the SHLAA. The Director of Services advised that this decision was delegated to officers as it had been previously.

Councillor M B Wyatt stated that he had also put forward sites for inclusion in the SHLAA and referred to in particular to the site off Waterworks Road that did not appear in this list and the site owned by Leicestershire County Council. He asked if the Council had identified the sites owned by the Council that could potentially be developed.

The Planning Policy and Business Focus Team Manager advised that he was aware of the site referred to by Councillor M B Wyatt, however he was unsure of its status and whether it had been notified to him.

Councillor M B Wyatt clarified that this issue had been discussed at Cabinet and the local community had been consulted. He added that if the land owned by Leicestershire County Council was sold, the site would become landlocked and the opportunity would be lost. He referred to the smaller sites in Greenhill owned by the Housing department and asked if these had been considered.

The Director of Services advised that any sites with the potential to be developed would have been put forward, however this would be checked and reported back to Councillor M B Wyatt.

Councillor J Bridges stated that departments needed to work together and expressed the importance of checking all sites.

Councillor J Legrys felt it could be argued that the SHLAA had already been published by including it in the agenda documents for this meeting. He accepted the legality of the action being taken and the requirement to publish the SHLAA, however he expressed deep concern and felt that trust needed to be built up. He added that Members were not aware of the sites that had already been rejected from this process and he shared the concerns raised by Councillor C Large in respect of the smaller sites being omitted from the document. He expressed the importance of Members being in receipt of the full information available. He expressed concerns regarding building trust with the public and referred to the fact that the details of the SHMA had not yet been published. He felt that it was necessary to clearly explain the process to the members of the public who were present. He referred to the fact that more land had been identified than was required to accommodate the number of houses to be built and added that he would welcome a clear understanding of all the sites put forward before any decisions were made. He also requested clarity on who had been active in making applications to put sites forward. He added that Members would want to see the applications made by landowners and the justification for its inclusion in the SHLAA. He felt this information was necessary if rural areas were to be developed.

Councillor J Bridges stated that this information would be made available if it was reasonable to do so. He emphasised that the Advisory Committee needed to take care not to get tied down in the detail as it was critical to deliver on the Local Plan.

Councillor R D Bayliss referred to the comments made earlier regarding small parcels of land. He reported that the Housing department were currently undertaking a piece of work in respect of affordable housing provision and were reviewing all parcels of land as part of this.

Councillor D De Lacy stated that if the SHLAA had been compiled and insufficient land had been identified to meet the housing requirement, then presumably there would have been a duty to co-operate with neighbouring local authorities. He added that he had listened to the warnings about reducing the number of available sites, however this had

already been done as a third of sites had already been removed. He stated that he did not wish to note the report as Members were being told to accept the list. He added that he did not understand why these sites had been excluded but the green wedge was still included. He stated that if Members did not have a full understanding of the process and method there would always be mistrust. He added that he considered that the green wedge was not achievable and under this criteria it should have been excluded from the SHLAA. He stated that the Labour Group members did not wish to see the SHLAA published.

The Consultant stated that the green wedge was a good example. He clarified that Members should not be excluding sites on a policy basis at this stage as it was not yet known what the policies were. He added that the Local Plan may well include a policy on the green wedge, but until that was known, it could not be excluded on that basis. He referred to the appeal in respect of the green wedge which had succeeded even without a housing land supply. He added that the green wedge may well survive, however he advised that it could not be excluded at this stage.

Councillor D De Lacy sought clarification that all the other sites had not been excluded on a policy basis and felt that this needed to be demonstrated.

Councillor C Large referred to the list of excluded sites available on the Council's website. She felt that publishing the SHLAA would put the Council back in control as everything was being approved at the Planning Committee at present.

Councillor S Sheahan stated that the list of excluded sites on the website related to the previously adopted SHLAA.

The Planning Policy and Business Focus Team Manager confirmed that this was the case. He advised that when the SHLAA was published, a list of the excluded sites and the reasons for exclusion would be included.

Councillor R Woodward was invited to speak to this item. He stated that he had listened to the reasons why officers did not want to take the green wedge out of the SHLAA, however residents and Members had fought long and hard to protect it. He added that the green wedge was unique and it had to come out of the list, as developers had free rein to submit applications while the Core Strategy was withdrawn. He referred to the previous Judicial Review and stated that it would murder Whitwick if the green wedge was included in the SHLAA after everything that had been done to protect the green wedge. He added that developers could not be stopped and urged Members to remove the site from the SHLAA now.

The Director of Services advised that taking a site out of the SHLAA at this point would not guarantee that Members would never have to consider it for development; it would simply exclude the site from considerations in respect of the Local Plan. He added that this would make a very premature decision about the policy constraints. He reiterated that including the green wedge in the SHLAA did not indicate any commitment to develop the site and would make no difference to its status. He emphasised that whether or not the site was included in the SHLAA would be irrelevant when planning applications were considered but it would be very relevant in terms of making robust decisions about the Local Plan. He reiterated that not following the correct process would lead to a risk of the Local Plan being challenged.

Councillor R Woodward asked what guarantee Members would have that the green wedge would not be developed if it remained in the SHLAA.

Councillor J Bridges stated that there was no guarantee, however the risk to the soundness of the Local Plan was guaranteed. He referred to the implications of this in

that there would be no control and the green wedge would certainly be lost. He stated that all Members felt the same about the green wedge and would defend it as rigorously as possible, however the position was weak at present.

Councillor R Johnson was invited to speak to this item. He referred to 3 specific sites which he had requested be removed from the SHLAA, namely C8 which was part of Snibston Discovery Museum, C56 which was currently subject to consultation, the results of which were not yet known, and C52 which was a landfill site and therefore unfit for development.

Councillor J Bridges clarified that landfill sites could potentially be developed. He took on board the comments made.

Councillor J Legrys spoke on behalf of Ravenstone residents in respect of site C30 which was in Ravenstone parish but had been included with the Coalville urban area within Snibston ward. He felt that the list needed to be much clearer in respect of whether it was based on wards or parishes. He also made reference to the issues around defining the limits to development and expressed concern that the villages of Hugglescote, Ravenstone, Ibstock and Heather would eventually join up. He added that residents wanted to retain a genuine village identity and with the planning permissions already granted, the villages were already at their limit.

Councillor J Bridges stated that this would be much clearer on the maps and he would be experiencing the same issue in his ward across the County boundary.

Councillor J Legrys sought clarification once more on whether the list was ward or parish based as the green wedge was located within 3 separate parishes.

The Planning Policy and Business Focus Team Manager clarified that the list was settlement based and was therefore not constrained by administrative boundaries. He advised that he would look into the issues with the Ravenstone site referred to by Councillor Legrys.

Councillor V Richichi asked how pending and future applications that were not currently listed in the SHLAA, and that the Council was not aware of, would affect the document.

Councillor J Bridges advised that all pending and future development sites that the Council was aware of were included in the document. Any future applications that the Council was not currently aware of would be considered on their own merits and would ultimately affect the SHLAA.

Councillor J Legrys referred to the document issued by the LLEP in which the Secretary of State referred to a number of sites in Leicestershire. He expressed deep concerns that the application by the LLEP had pre-empted the actions of the Council in developing the Local Plan.

The Director of Services advised that the Council had already applied a policy in the Ashby – Coalville corridor of increased contributions to infrastructure and the application was simply another contribution that the LLEP was seeking towards the costs of delivering growth that was currently planned for. He emphasised that the future Local Plan was still a decision of the Council and the LLEP was not pre-empting and development that had not already been planned for.

Councillor S Sheahan stated that the Woodville Woodlands site was administratively located in Albert Village and requested that these be grouped together. He took the opportunity to refer to the works that needed to be completed on the roundabout. He stated that he would have to vote against the recommendation due to the quality of the

report and the manner in which it had been presented. He requested that his objections be noted.

It was moved by Councillor R D Bayliss, seconded by Councillor C Large and

RESOLVED THAT:

The Strategic Housing Land Availability Assessment and its future role in preparing the new Local Plan be noted.

14. DATE OF NEXT MEETING AND FUTURE WORK PROGRAMME ITEMS

It was agreed that the next meeting of the Local Plan Advisory Committee take place on 3 June 2014 at 6.30pm.

Councillor T Neilson entered the meeting at 7.15pm during the debate on item 6 – Strategic Housing Land Availability Assessment.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.07 pm

LOCAL PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

Purpose of the Local Plan Advisory Committee

To enable cross-party discussion, guidance and support for the development of the North West Leicestershire Local Plan.

Role of the Local Plan Advisory Committee

- To consider and comment on documents that relate to the North West Leicestershire Local Plan including (but not restricted to) policy options, draft policies and evidence prepared to support the Plan.
- To make recommendations as required to Council in respect of the North West Leicestershire Local Plan.
- To monitor progress on the preparation of the North West Leicestershire Local Plan.
- To provide updates to other Members who do not sit on the Local Plan Advisory Committee.
- To consider and comment on responses to plans being prepared by other local planning authorities as part of the Duty to Cooperate.

Membership of the Local Plan Advisory Committee

- The Advisory Committee comprises four Members of the ruling group and three Members from the opposition group.
- The Council's Substitution Scheme will apply.
- The Advisory Committee will select a Chair at its first meeting of each civic year.
- Other members may be invited to attend and participate in meetings of the Advisory Committee in a non-voting capacity at the discretion of the Chair.
- The Advisory Committee meetings must have at least 3 members to be quorate.

Operation of the Local Plan Advisory Committee

- Council Procedure Rule 4 will apply to the Local Plan Advisory Committee
- The Advisory Committee will meet at least once every two months, but will meet more frequently where necessary to enable continued progress on the North West Leicestershire Local Plan.
- The Advisory Committee will have no direct decision-making powers but will consider documents and information relating to the Local Plan and make recommendations to Council. Any such report will include specific comments and issues raised by the minority group.
- The Advisory Committee will be supported by the Director of Service and officers in the Planning Policy Team.
- Meetings will be organised, administered and minuted by Democratic Services with agendas and minutes being made available on the Council's website.
- The Portfolio Holder may attend as an observer.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

LOCAL PLAN ADVISORY COMMITTEE – 3 JUNE 2014

Title of report	STRATEGIC HOUSING MARKET ASSESSMENT
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk</p> <p>Planning Policy and Business Focus Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk</p>
Purpose of report	To advise members of the findings of the Strategic Housing Market Assessment
Council Priorities	<p>Value for Money Business and Jobs Homes and Communities Green Footprints Challenge</p>
<p>Implications:</p> <p>Financial/Staff</p> <p>Link to relevant CAT</p> <p>Risk Management</p> <p>Equalities Impact Assessment</p>	<p>The Council has contributed towards the preparation of the Strategic Housing Market Assessment along with all other authorities in the Housing Market Area. The cost of this has been met from within existing budgets.</p> <p>None</p> <p>The preparation of the Strategic Housing Market Assessment (SHMA) is a key piece of evidence to demonstrate that the Council is making adequate provision for housing as part of the local plan. Failure to have an up-to-date SHMA would represent a significant risk that the local plan would be found unsound.</p> <p>None</p>

Human Rights	None
Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	On the advice of external solicitors, the report is satisfactory.
Consultees	None
Background papers	<p>National Planning Policy Framework which can be found at http://www.planningguidance.planningportal.gov.uk/</p> <p>National Planning Practice Guidance which can be found at http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/</p> <p>Leicester and Leicestershire Strategic Housing Market Assessment – copies of the report are held by the Planning policy Team (Room 102).</p>
Recommendations	<p>THAT THE ADVISORY COMMITTEE NOTES;</p> <p>(I) THE FINDINGS OF THE SHMA; AND</p> <p>(II) THE NEXT STEPS FOR AGREEING THE AMOUNT AND DISTRIBUTION OF HOUSING ACROSS THE HOUSING MARKET AREA.</p>

1.0 BACKGROUND

1.1 Members will be aware that a key concern of the Planning Inspector appointed to consider the Council's Core Strategy was that there was not an up-to-date Strategic Housing Market Assessment (SHMA) upon which the housing requirements in the Core Strategy were based. Therefore, he recommended that the Council withdraw the Core Strategy (a request which the Council agreed to).

1.2 The SHMA is a technical piece of work which covers a housing market area (HMA). According to the National Planning Policy Framework (NPPF) a SHMA should "*identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period which:*

- *meets household and population projections, taking account of migration and demographic change;*

- *addresses the need for all types of housing, including affordable housing and the needs of different groups in the community (such as, but not limited to, families with children, older people, people with disabilities, service families and people wishing to build their own homes); and*
- *caters for housing demand and the scale of housing supply necessary to meet this demand”*

1.3 In the case of North West Leicestershire, the previous Regional Plan identified the district as being part of the Leicester and Leicestershire HMA. Therefore a new SHMA was commissioned jointly by all of the authorities which make up the Leicester and Leicestershire HMA.

1.4 The government has recently published as part of the National Planning Practice Guidance advice regarding undertaking housing and economic development needs assessments such as SHMAs. The approach taken in undertaking the SHMA is consistent with this advice.

1.5 A number of iterations of the SHMA report have been viewed and commented on by officers of the HMA local authorities. It is anticipated that the final report will have been received by the time of the meeting of this committee. The following section summarises the findings on the basis of the last report reviewed by officers. In the event that there are changes to any of the key findings these will be reported verbally at the meeting.

2.0 THE SHMA FINDINGS

2.1 The key finding in respect of the SHMA relates to the amount of new housing which it is estimated is needed to ensure that the ‘objectively assessed needs’ (as referred to in the NPPF) for the HMA and each authority are identified.

2.2 Two different projections have been produced; one covering the period 2011 to 2031 and one covering 2011 to 2036. The tables below set out the findings:

Table 1 – housing needs 2011-2031

	Recommended level of need per annum	Recommended level of need 2011-2031
HMA	3,775 - 4,215	75,500 – 84,300
Blaby	360 - 420	7,200 – 8,400
Charnwood	810 – 820	16,200 – 16,400
Harborough	415 – 475	8,300 – 9,500
Hinckley & Bosworth	375 – 450	7,500 – 9,000
Leicester City	1,250 – 1,350	25,000 – 27,000
Melton	200 – 250	4,000 – 5,000
NWL	285 – 350	5,700 – 7,000
Oadby & Wigston	80 - 100	1,600 – 2,000

Table 2 – housing needs 2011-2036

	Recommended	Recommended level
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	level of need per annum	of need 2011-2036
HMA	3,630 – 4,060	90,750 – 101,500
Blaby	340 – 400	8,500 – 10,000
Charnwood	770 – 780	19,250 – 19,500
Harborough	400 – 460	10,000 – 11,500
Hinckley & Bosworth	350 – 420	8,750 – 10,500
Leicester City	1,230 – 1,330	30,750 – 33,250
Melton	195 – 245	4,875 – 6,125
NWL	270 – 330	6,750 – 8,250
Oadby & Wigston	75 - 95	1,875 – 2,375

2.3 To put these figures into context, the Council's Core Strategy of 2013 was proposing an annual figure of 388 dwellings per annum which is very close to the above figures.

2.4 Other key findings relate to the type and amount of housing required. For North West Leicestershire it is suggested that the following percentage provision would be required for market and affordable housing.

	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
Market housing	5-10%	35-40%	45-50%	5-10%
Affordable Housing	30-35%	35-40%	20-25%	5-10%

2.5 The report also identifies a potential need for between 1,312 and 2,593 specialist housing for older people.

2.6 Comparable figures were not available from the previous SHMA so it is not possible to make any comparison as to how the structure of the housing market area has changed in respect of these matters.

3.0 NEXT STEPS

3.1 The completion of the SHMA represents a significant step forward in the evidence base for the new local plan. However, at this stage the figures for individual districts need to be treated with caution as they do not necessarily represent the final requirement that will need to be provided in the new local plan.

3.2 The SHMA is a technical piece of work. Whilst it identifies what the housing need is for the HMA as a whole and the constituent local authorities, in itself it does not determine the actual level of provision to be made across the HMA or how it will be distributed. Instead that is a matter which needs to be determined and agreed by all of the constituent HMA authorities, particularly having regard to Duty to Cooperate as required under the Localism Act.

3.3 HMA wide it has been accepted that there is a need for some form of agreement in respect of both the amount and distribution of housing in order to demonstrate compliance with the Duty to Cooperate.

3.4 The first step in reaching such an agreement will require each authority to consider, having regard to its most recent Strategic Housing Land Availability Assessment (SHLAA),

whether the amount identified in the SHMA is capable of being met from the potential sites which have been identified in the SHLAAs. In addition, each authority will need to consider whether there are any constraints which would restrict the amount of development in a particular local authority (for example, highways issues or recognised environmental constraints such as flooding issues or infrastructure constraints).

- 3.5 It is expected that each authority should accommodate its own needs as identified in the SHMA if at all possible. However, it should be appreciated that the outcome of the above exercise may be that one or more local authority is not able to do this. In order to ensure that the overall HMA need is still met; consideration will need to be given to redistributing the shortfall amongst other authorities.
- 3.6 In the event that some redistribution is required it will be essential to ensure that whatever is agreed it is properly justified in planning terms. This will necessitate looking at range of technical issues including transportation, infrastructure and environmental constraints.
- 3.7 At the end of this process there will need to be some formal agreement amongst all of the authorities in the HMA. To oversee this process a Member Advisory Group (MAG) consisting of Councillors from all the HMA authorities has been established.
- 3.8 The results of the SHMA are to be discussed at a meeting of MAG on 26 June 2014. In addition, the meeting will consider the results of each authority's assessment against their respective SHLAAs. At that point in time it will be clearer what (if any) redistribution may be required.
- 3.9 At the MAG meeting of 26 June 2014 the timetable and process for reaching an agreement will be discussed. The outcome of this and its potential impact upon the timetable and the Council's process for the Local Plan will then need to be considered.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

LOCAL PLAN ADVISORY COMMITTEE – 3 JUNE 2014

Title of report	LOCAL PLAN TIMETABLE
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk</p> <p>Planning Policy and Business Focus Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk</p>
Purpose of report	To advise members of the proposed timetable for producing the new Local Plan
Council Priorities	<p>Value for Money Business and Jobs Homes and Communities Green Footprints Challenge</p>
<p>Implications:</p> <p>Financial/Staff</p> <p>Link to relevant CAT</p> <p>Risk Management</p> <p>Equalities Impact Assessment</p> <p>Human Rights</p>	<p>Budget provision has been made for 2014/15. Future costs will be assessed and the Council makes budget provision each year in anticipation of these costs.</p> <p>None</p> <p>Having an agreed timetable will ensure that the new Local Plan is in place as soon as possible and so minimise the risk to the Council from proposed developments which the Council would wish to resist.</p> <p>None</p> <p>None</p>

Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	On the advice of external solicitors, the report is satisfactory.
Consultees	None
Background papers	<p>The Town and Country Planning (Local Planning)(England) Regulations 2012 which can found at http://www.legislation.gov.uk/ukxi/2012/767/pdfs/ukxi_20120767_en.pdf</p> <p>The Planning and Compulsory Purchase Act 2004 which can be found at http://www.legislation.gov.uk/ukpga/2004/5/contents</p>
Recommendations	<p>THAT THE ADVISORY COMMITTEE NOTES</p> <p>(I) THE SUGGESTED TIMETABLE FOR PRODUCING THE LOCAL PLAN AND</p> <p>(II) THE DATES FOR FUTURE MEETINGS OF THE LOCAL PLAN ADVISORY COMMITTEE</p>

1.0 BACKGROUND

- 1.1 A report to the 1 July 2014 Council meeting will report on the outcome of the two meetings of the Local Plan Advisory Committee (LPAC) that have been held so far, including the recommendation of the 18 March 2014 meeting that a new Local Plan be prepared .
- 1.2 On the assumption that Council agree to this recommendation it will be essential that a timetable for the production of the new Local Plan is established. This report outlines the suggested timetable.

2.0 FACTORS INFLUENCING A TIMETABLE

- 2.1 It is important that the Council gets a new local plan in place as early as possible in order to provide an up-to-date framework for making planning decisions. However, speed of production needs to be balanced against other considerations, in particular the need to ensure that both the process and the final document are robust so as to minimise the risk that the local plan is found unsound.

- 2.2 There are a number of factors which need to be taken in to account in determining the timetable. Some of these factors are within the control of the Council, but others are not. The key factors to be considered are:
- Legal requirements including the Duty To Cooperate;
 - Evidence base and
 - Staff and financial resources.

Legal requirements

- 2.3 In terms of the overall process this is governed by legislation and regulations. Members will be aware that it is necessary for a local plan to be submitted to the Secretary of State for independent examination (Section 20 of the Planning and Compulsory Purchase Act 2004). Before submission the Town and Country Planning (Local Planning) (England) Regulations 2012 requires a local planning authority to:
- invite “*representations ... about what a local plan ... ought to contain*” and to take any representations in to account (Regulation18);
 - make the plan available for inspection and that representations be invited; (Regulation19)
- 2.4 There is also a need to undertake a Strategic Environmental Assessment/ Sustainability Appraisal (SEA/SA) of the local plan and to produce a report of the findings of such an appraisal. In effect, this appraisal report sets out the environmental, social and economic implications of the plan and its policies and how any adverse impacts will be managed. The first stage in the production of this is the preparation of a Scoping Report. The Scoping Report used to inform the SEA/SA of the Core Strategy dates from 2005 and can now be considered out of date. Therefore, a new Scoping Report has been commissioned. The Scoping Report will, once completed, be required to be subject to consultation.
- 2.5 It will also be necessary to demonstrate that the Council has complied with the Duty to Cooperate on matters of strategic significance. A key issue in respect of this will be in relation to the amount and distribution of housing across the Housing Market Area. This matter is considered in more detail in item 5 of this agenda.

Evidence base

- 2.6 Members will be aware that a local plan needs to be supported by an appropriate evidence base. The evidence base will be wide ranging and some evidence will need to be in place before other evidence can be gathered.
- 2.7 A key piece of evidence will be in relation to housing requirements. Item 5 of this agenda details progress to date on the Strategic Housing Market Assessment (SHMA). It is only when this has been finalised that it will be possible to be absolutely clear about the districts housing requirements and hence how much land needs to be allocated for development.
- 2.8 Other parts of the evidence base will not be able to be put in to place until later on in the process. For example, there will be a requirement to undertake a viability assessment of the policies and proposals contained in the local plan. However, this cannot be done until quite late on in the process when policies and proposals have been drafted. These in turn will be dependent upon evidence to justify them.

Staff and financial resources

- 2.9 There will be a need to ensure that sufficient resources are available to produce the local plan as speedily as possible. Resources are not finite and so resource availability needs to be taken in to account in determining the timetable for production of the local plan.

3.0 THE TIMETABLE

- 3.1 Having regard to all of the above factors a timetable has been prepared as set out at Appendix A to this report. As noted in Item 5, the meeting of MAG on 26 June 2014 will determine the timetable and process for reaching agreement across the HMA on the distribution of housing. The timetable set out at Appendix A may; therefore, need to be reviewed in the light of the outcome of these discussions.
- 3.2 In terms of the timetable it will be noted that it is planned to commence engagement on both the new Statement of Community Involvement (SCI) and an initial consultation on the Local Plan shortly. In respect of the latter, this will address the requirement, as noted in paragraph 2.3 above, to invite representations on what the local plan ought to contain.
- 3.3 The Council is required to set out its timetable for preparing a local plan in a Local Development Scheme (LDS). A new LDS will be prepared and made available as soon as practicable based on this timetable. Under the Council's constitution this is a matter delegated to the Portfolio Holder for Regeneration and Planning.
- 3.4 Moving forward it is anticipated that a number of special Member's Planning Forums will be arranged to provide a forum for members and officers to consider issues such as limits to development and the future development strategy.

4.0 FUTURE MEETINGS OF THIS ADVISORY COMMITTEE

- 4.1 Having established a timetable for the production of the local plan it is considered that it would also be appropriate to agree dates for future meetings of the Advisory Committee. Having regard to the Terms of Reference which require a meeting every two months the following dates are suggested:
- Tuesday 9 September 2014
 - Wednesday 12 November 2014
 - Tuesday 20 January 2015
 - Wednesday 4 March 2015
- 4.2 At this time it is not possible to say what matters will be considered at each meeting, but it is intended that there will be regular progress updates. In addition, it is envisaged that as options for possible policies are developed these will be brought to meetings to obtain the views of the Advisory Committee in order that these can be fed in to the decisions of Council, initially on a draft plan (June 2015) and on the Council's preferred plan (December 2015).

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