



PLANNING POLICY AND LOCAL PLAN COMMITTEE

DATE: Thursday, 11 November 2021
TIME: 6.00 pm
VENUE: Council Chamber - Council Offices,
Thorpe Road, Weeley, CO16 9AJ

MEMBERSHIP:

Councillor Turner (Chairman)	Councillor I Henderson
Councillor Fairley (Vice-Chairman)	Councillor Nash
Councillor Allen	Councillor Newton
Councillor Bush	Councillor Scott
Councillor Chapman	Councillor Winfield
Councillor C Guglielmi	

Most Council meetings are open to the public and press. The space for the public and press will be made available on a “first come, first served” basis. The meeting will normally be live streamed and the link to this is available at www.tendringdc.gov.uk/livemeetings. Those attending the meeting may therefore be filmed. After the meeting the recording of the live stream will normally be available using the same link.

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For further details and general enquiries about this meeting, contact Ian Ford on 01255 686584.

DATE OF PUBLICATION: Thursday, 4 November 2021

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 1 - 6)

To confirm and sign as a correct record, the minutes of the meeting of the Committee, held on

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests or Personal Interest, and the nature of it, in relation to any item on the agenda.

4 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

5 Public Speaking (Pages 7 - 10)

The Council's Public Speaking Scheme for the Local Plan Committee gives the opportunity for members of the public and other interested parties/stakeholders to speak to the Council's elected members on the Local Plan Committee on any specific agenda item to be considered at that public meeting.

6 Report of the Deputy Chief Executive & Monitoring Officer - A.1 - Tendring Colchester Borders Garden Community: Proposed Preparation of a Development Plan Document and Proposed Establishment of a Joint Committee (Pages 11 - 40)

To enable the Planning Policy and Local Plan Committee to formally recommend to Full Council that a joint Development Plan Document is prepared together with Colchester Borough Council; and that a Joint Committee is established with Colchester Borough Council and Essex County Council in relation to the Tendring Colchester Borders Garden Community.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.

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**MINUTES OF THE MEETING OF THE PLANNING POLICY AND LOCAL PLAN COMMITTEE,
HELD ON TUESDAY, 19TH OCTOBER, 2021 AT 6.02 PM
IN THE COUNCIL CHAMBER AT THE COUNCIL OFFICES, THORPE ROAD,
WEELEY, CO16 9AJ**

Present:	Councillors Turner (Chairman), Fairley (Vice-Chairman), Allen (except items 9 - 14), Bush, Davidson, Newton, Scott, Steady and Winfield
Also Present:	Councillor White
In Attendance:	Lisa Hastings (Deputy Chief Executive & Monitoring Officer), Gary Guiver (Acting Director (Planning)), Ian Ford (Committee Services Manager), Will Fuller (Planning Officer), Paul Woods (Planning Officer) and Keith Durran (Committee Services Officer)

9. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Chapman (with Councillor Steady substituting), G V Guglielmi (with no substitute), I J Henderson (with Councillor Davidson substituting) and Nash (with no substitute).

In addition, the Committee was informed that Councillor Nash had recently replaced Councillor S A Honeywood as a serving member of the Committee.

10. CHAIRMAN'S OPENING, INTRODUCTORY & CLOSING REMARKS

The Chairman of the Committee (Councillor Turner) made the following opening remarks:-

“Good Evening Fellow Councillors and Officers. I have once again invited the Planning Committee to join us and in line with previous meets I will invite Councillor White to bring to our attention any comments that he and his colleagues might like to make prior to us going to the vote.”

At the appropriate juncture in the meeting, the Chairman made the following introductory remarks in relation to report item A.1:-

“We do have good news here to impart. We have improved our 5 Year Land Supply from 6.5 years to 6.66 years. We err on the side of caution with these figures, but it seems everyone likes building in Tendring!

We are still lagging behind our target by 116 houses. That means that in 2021/22 we have to build 666, an interesting number, houses and thereafter only need to hit our target of 550 dpa.”

At the appropriate juncture in the meeting, the Chairman made the following introductory remarks in relation to report item A.2:-

“You will be pleased to have read that we do have 20 Conservation Areas (CAs) in our District. Tonight we have the first 5, which have been ‘flagged up’ by Historic England as being ‘at risk’. We will review 5 CAs every three months.

In 15 months’ time we will have a report that shows a way forward to repair, maintain and enhance our 20 CAs in line with the recommendations in those reports, the comments made by Cabinet and the results of the various public consultations.

One of the first steps to achieving a thorough and workable document / policy is to prepare a Local Heritage List. This is where Councillors whose wards have a Conservation Area will be able through their local knowledge to be of great value to this Committee.”

At the appropriate juncture in the meeting, the Chairman made the following introductory remarks in relation to item 8 on the Agenda:-

“We are well on our way to receiving the final letter from the Inspector telling us finally how to make the second part of our Local Plan sound. Again, the Planning Inspectorate have delayed. I was hoping to have it before us for this meeting.

We are also making good progress on the TCBGC and have had several meets both online and face-to-face with our confreres both Officers and Members from Colchester Borough Council and Essex County Council. We had a good introductory meet with Mersea Homes, Clarion and their development arm Latimer Homes but I will not steal Mr Guiver’s thunder any further.”

At the end of the meeting the Chairman of the Committee made the following closing remarks:-

“As always my thanks go to Mr Guiver and his team and you, the committee, for your considerations, work, insights and interest. Stay safe. I close the meeting at 7.26 p.m.”

11. MINUTES OF THE LAST MEETING

It was moved **RESOLVED** that the Minutes of the last meeting of the Committee held on 29 June 2021 be approved as a correct record and be signed by the Chairman.

12. DECLARATIONS OF INTEREST

There were no Declarations of Interest made on this occasion.

13. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

On this occasion no Councillor had submitted notice of a question pursuant to Council Procedure Rule 38.

14. PUBLIC SPEAKING

Pursuant to the provisions of the Council’s public speaking scheme for the Planning Policy & Local Plan Committee, no member of the public had registered to ask at this meeting a question or to make a statement regarding the items contained in the report of the Acting Director (Planning).

15. **REPORT OF THE ACTING DIRECTOR (PLANNING) - A.1 - UPDATED HOUSING SUPPLY POSITION AND HOUSING TRAJECTORY**

The Committee had before it a detailed report of the Acting Director (Planning) (A.1) which reported to it:-

- (a) the number of new homes built in Tendring during the 2020/21 financial year and the up-dated year-by-year 'trajectory' for future housebuilding; and
- (b) the current housing land supply position (the 'five-year' supply).

Housing Requirement

Members were aware that, following successful examination, Section 1 of the Local Plan had been adopted by the full Council on 26 January 2021. Section 1 set out the 'objectively assessed housing need' (OAN) for the District of Tendring of 550 homes a year, and the housing requirement for the period of the Local Plan (i.e. 2013-2033) was therefore 11,000 homes.

It was reported that, with approximately 4,300 homes already built between 2013 and 2021, the remaining requirement between now and 2033 stood at approximately 6,700.

Housing Completions and Future Trajectory

The Committee was informed that in the period 1 April 2020 to 31 March 2021, a net total of 646 new homes had been completed in the Tendring District. This meant that the housebuilding target of 550 homes a year had now been achieved for a fifth year in succession. Subsequently, COVID-19 and the associated lockdowns (particularly at the start of the pandemic) had had an impact on housing delivery as many building sites had been forced to shut down operations. However, the impact had not been as severe as expected, and housing delivery last year had been stronger than the Council's estimates in the 2020 'Strategic Housing Land Availability Assessment' (SHLAA). In fact, many developers were expecting to see strong delivery this year and build out rates on some of the larger sites in the District appeared to be strong.

Members were made aware that Officers had updated the Council's SHLAA, which contained a trajectory of predictions for the coming years for future housing building, based on information from developers as well as Officers' own monitoring of building sites.

Five Year Housing Supply and Decision Making

The Committee was reminded that the Government required Councils to demonstrate an ongoing 'five year supply' of deliverable housing sites in order to ensure that they were well placed to meet their future housing needs. Following the adoption of Section 1 of the Local Plan in January 2021, the Council's local housing need had been confirmed as 550 homes per year.

It was reported that, taking into account the future trajectory set out in the SHLAA, the Council could demonstrate a 6.66 year supply of deliverable housing sites. Around 4,000 homes were expected to be built within the next five years (i.e. 2021/22 to 2025/26), against a five year requirement of about 3,000 homes.

Having duly considered and discussed the contents of the report:-

It was moved by Councillor Scott, seconded by Councillor Fairley and:-

RESOLVED unanimously that the Planning Policy and Local Plan Committee endorses the contents of the report and the new Strategic Housing Land Availability Assessment (SHLAA) in order to demonstrate an up-to-date housing land supply position for the purposes of determining planning applications and contesting planning appeals.

16. REPORT OF THE ACTING DIRECTOR (PLANNING) - A.2 - CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PLANS AND CRITERIA FOR LOCAL LISTING OF 'NON DESIGNATED HERITAGE ASSETS'

The Committee had before it a comprehensive report (and appendices) of the Acting Director (Planning) (A.2) which reported to it the first five in a series of 'Conservation Area Appraisal and Management Plans' that had been prepared for the Council by Essex Place Services, as well as the proposed criteria for the inclusion of buildings and structures on a 'Local Heritage List'. The report also sought the Committee's recommendation to Cabinet that they be published for public consultation purposes and that proposals for a Local List of non-designated heritage assets be invited.

Members were aware that the District of Tendring contained a wealth of 'heritage assets' which included over 900 listed buildings, 20 Conversation Areas, four Registered Parks and Gardens and a variety of scheduled monuments for which the Council had a duty to preserve, or enhance, through its decision making as the Local Planning Authority.

Members recalled that, following its recommendation by this Committee, the Cabinet had agreed to formally adopt the Council's 'Heritage Strategy' in March 2020. That Strategy contained a number of recommended actions for the Council and its partners which included reviewing and updating Conservation Area Appraisals and preparing a 'Local List' of non-designated heritage assets within the District.

It was reported that Officers had worked with Essex Place Services to review and update the Conservation Area Appraisals and Management Plans for all 20 of the District's Conservation Areas and it was now proposed that these were published for consultation before being finalised and formally adopted by the Council.

The Committee was informed that the first five of the new Conservation Area Appraisal and Management Plans proposed for publication related to the:-

- Clacton Seafront Conservation Area;
- Dovercourt Conservation Area;
- St Osyth Conservation Area;
- Thorpe-le-Soken Conservation Area; and
- Thorpe Station and Maltings Conservation Area.

Members were informed that those Conservation Areas had been put forward for consideration and publication first because they had been identified on Historic England's Register of Conservation Areas at Risk. It was proposed that the appraisals undertaken for the remainder of the District's Conservation Areas would be presented to

the Committee and, subject to Cabinet approval, published for consultation in batches over the course of the next 12 months.

The Committee was reminded that, throughout the District, there were also many historically important buildings which were not 'Listed' i.e. protected through their formal identification on Historic England's National List'. However, Local Planning Authorities had the power to prepare their own 'Local Heritage List' of 'non-designated' heritage assets which would give them a level of protection through the planning system when they were the subject of, or affected by, development proposals.

It was reported that the first stage of preparing a Local List was to agree a set of Criteria against which all proposed Locally Listed buildings and structures would be assessed against. It was proposed that those criteria were also published for consultation before the Council began compiling the Local List, for which suggestions from the community would be invited in due course.

With the permission of the Chairman (Councillor Turner), Councillor White, speaking in his capacity as the Chairman of the Planning Committee, addressed the Committee in relation to this item and, particularly, in relation to the St Osyth Conservation Area Character Appraisal and Management Plan.

Having duly considered and discussed the contents of the report and its appendices:-

It was moved by Councillor Allen, seconded by Councillor Fairley and:-

RESOLVED unanimously that the Planning Policy and Local Plan Committee –

- a) approves, in principle, the new Conservation Area Appraisal and Management Plans for: Clacton Seafront (Appendix 1); Dovercourt (Appendix 2); St. Osyth (Appendix 3); Thorpe-le-Soken (Appendix 4); and Thorpe Station & Maltings (Appendix 5); as well as the proposed Criteria for assessing buildings and structures for inclusion on a 'Local Heritage List' of non-designated heritage assets (Appendix 6);
- b) recommends to Cabinet that the above documents (forming Appendices 1-6) be published for consultation with the public and other interested parties;
- c) recommends further to Cabinet that a six month exercise be undertaken to invite suggestions from the community and other interested parties for structures to include on the Local Heritage List of non-designated heritage assets; and
- d) notes that Conservation Area Appraisal and Management Plans for the District's other Conservation Areas will be brought before the Committee in due course over the next 12 months.

17. UPDATES FROM THE ACTING DIRECTOR (PLANNING)

The Acting Director (Planning) (Gary Guiver) gave an oral update to Members on the Local Plan and the ongoing work being carried out in relation to the Colchester / Tendring Border Garden Community project as follows:-

Section 2 – Local Plan

The Acting Director (Planning) reported in some disappointment that his latest communication with the Programme Officer for the Local Plan Inquiry Inspector had indicated that the Inspector's final letter to this Council was not quite yet ready for issuing. This meant that it would not be possible to submit the final report on Section 2 of the Local Plan to the next meeting of this Committee due to be held on 11 November 2021. This also meant that Section 2 of the Local Plan would now not be able to be submitted for formal adoption to the meeting of the Full Council due to be held on 30 November 2021.

Colchester / Tendring Border Garden Community project

The Acting Director (Planning) informed the Committee that the next reports for this project would be submitted to the forthcoming meeting of the Committee on 11 November 2021. He also reported that work was underway on the Draft Development Plan Document which it was expected would be ready for consultation purposes early in 2022.

At the request of Councillor Scott, the Acting Director (Planning) gave an update on the proposed new A120/A133 Link Road and informed Members that the planning application was due to be considered by Essex County Council's Development and Regulatory Committee on 1 November 2021.

The Committee noted the foregoing.

The meeting was declared closed at 7.26 pm

Chairman

Tendring **District Council**



PUBLIC SPEAKING SCHEME – PLANNING POLICY & LOCAL PLAN COMMITTEE

JANUARY 2016

GENERAL

The Public Speaking Scheme (“the Scheme”) is made pursuant to Council Procedure Rule 40 and gives the opportunity for a member of the public and other interested parties/stakeholders to speak to the Council’s elected members on the Planning Policy & Local Plan Committee on any specific agenda item to be considered at that public meeting.

The Scheme covers both questions and statements to the Committee on a particular agenda item. Any individual wishing to speak must contact Committee Services (see details below).

NOTICE OF QUESTION

If an individual wishes to ask a question, at the Planning Policy & Local Plan Committee meeting, prior notification of that question must be received. The principle is to provide the Chairman (or an Officer, if the Chairman decides appropriate) the ability to fully answer questions, which have been received in advance.

Notice of a question is received by delivering it in writing or by email to Committee Services on democraticservices@tendringdc.gov.uk, by midday on Monday 8 November 2021.

At the meeting, you will be given an opportunity to read out your question to the Committee and an answer will be provided. Supplementary questions are not permitted and there is no debate by the Committee at this stage.

STATEMENTS

Advance notification of the content of a statement on specific agenda items is not required, but to assist the running of the agenda, notification of wishing to speak should

be given prior to the meeting. Please contact Committee Services (email democraticservices@tendringdc.gov.uk or telephone 01255 686584).

NUMBER AND TIMING OF QUESTIONS

At any Planning Policy & Local Plan Committee meeting an individual is limited to asking one question **or** making a statement per agenda item. On each agenda item, no public speaker may speak for longer than three minutes.

Consistent with the Council Procedure Rules, the time allocated for receiving and disposing of questions shall be a maximum 45 minutes. Any question not disposed of at the end of this time shall be the subject of a written response, and published with the minutes of the meeting.

SCOPE OF STATEMENTS OR QUESTIONS

Please be straightforward and concise and keep your comments to the content of the agenda item. Please be courteous and do not make personal remarks. You may wish to come to the meeting with a written statement of exactly what you wish to say or read out, having checked beforehand that it will not overrun the three minutes allowed.

Any question or statement which is not directly related to an agenda item for that meeting of the Committee will be rejected. For questions, any rejection will be communicated in advance of the meeting by Officers, and for statements made at the meeting, this will be confirmed by the Chairman.

The Council also reserves its right to reject questions or statements if in its opinion the content is defamatory, frivolous or offensive or requires the disclosure of confidential or exempt information.

PLANNING POLICY & LOCAL PLAN COMMITTEE MEMBERS & POINTS OF CLARIFICATION

No public speaker can be questioned by the Committee however, through the Chairman, relevant points of clarification arising out of the public speaking can be requested at the specific agenda item, before the debate commences. Points of clarification can be given by Officers, with the Chairman's permission.

WHO DO I CONTACT FOR MORE INFORMATION

The Council's website will help you access documents (web: www.tendringdc.gov.uk)

If you have a query with regard to public speaking, or wish to register to speak, please email democraticservices@tendringdc.gov.uk or telephone 01255 686584.

If your query is in relation to the Local Plan, please contact:

Tendring District Council, Planning Services, Council Offices Thorpe Road, Weeley,
Essex CO16 9AJ Tel: 01255 686177 email: planning.policy@tendringdc.gov.uk

**Monitoring Officer, Tendring District Council, in consultation with Head of
Planning and Chairman of the Planning Policy & Local Plan Committee**

(Council Procedure Rule 40)

(January 2016)

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PLANNING POLICY AND LOCAL PLAN COMMITTEE

11 NOVEMBER 2021

REPORT OF THE DEPUTY CHIEF EXECUTIVE & MONITORING OFFICER

A.1 – TENDRING COLCHESTER BORDERS GARDEN COMMUNITY JOINT DEVELOPMENT PLAN DOCUMENT & JOINT COMMITTEE

(Report prepared by Lisa Hastings)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

For the Planning Policy and Local Plan Committee to formally recommend to Full Council that a joint Development Plan Document is prepared together with Colchester Borough Council; and that a Joint Committee is established with Colchester Borough Council and Essex County Council in relation to the Tendring Colchester Borders Garden Community.

EXECUTIVE SUMMARY

The Tendring Colchester Borders Garden Community (TCBGC) is located across Tendring and Colchester's Local Planning Authority's area, accordingly the District/Borough Councils can consider establishing a Joint Committee made up of members from each of their Councils.

Both Tendring and Colchester have now adopted a common Section 1 of their Local Plan, which has the shared vision of sustainable development and allocation of TCB Garden Community, which will be further defined through a joint Development Plan Document (DPD) providing detailed parameters and policies (as required within Section 1 – Policies SP7 & 8).

The Planning Policy and Local Plan Committee, at its meeting on 29th June 2021 approved the updated Local Development Scheme for 2021-24, which made reference to the jointly prepared Development Plan Document (DPD) with Colchester for the TCBGC however, a formal agreement is required under Section 28 of the Planning and Compulsory Purchase Act 2004. The Committee need to formally recommend this to Full Council, the outcome of this will be updated to Cabinet at its meeting also considering the Joint Committee for TCBGC on 12th November 2021.

Because of the joint nature of Section 1 there is a case to be made for a Joint Committee for Tendring and Colchester, and include members from Essex County Council, continuing with the existing partnership working on this project. This format has been adopted elsewhere and links into decisions around infrastructure and possibly other County matters.

- (i) It is possible to delegate various functions to a Joint Committee but at this stage the proposed Terms of Reference would be limited to planning functions related to: preparing for plan making through the DPD process; and
- (ii) development control and determination of planning applications for TCBGC against the common Section 1 and adopted DPDs.

Essex County Council have also proposed to transfer/delegate their relevant planning functions to the Joint committee for Tendring Colchester Borders Garden Community.

The alternative to establishing a Joint Committee, is to leave the current arrangements in place such that Cabinet and/or the relevant Committee of both Councils would be involved in the decision making process for production of the Draft DPD. Once the DPD is adopted, the relevant Council's Planning Committee would deal with any individual planning application in their area. This latter option could present some complications associated with managing the practicalities, delay the process and it is considered beneficial to advance the joined up and partnership approach through to decision making.

The Tendring Colchester Borders Garden Community Member Group have assessed the various options and consider the Joint Committee approach for both the TCBGC joint DPD and Development Control functions will demonstrate the Councils continued partnership commitment to delivering the Garden Community, provide increased confidence to the developers and Government, remove delayed individual decision making through working together for the benefit of the residents in both areas.

The establishment of the Joint Committee will be limited to the TCBGC with all other local planning authority functions remaining unaffected and resting with Tendring District and Colchester Borough Councils.

The proposed Terms of Reference and Scheme of Delegation of the TCBGC Joint Committee are set out in Appendix A and consequential amendments to the District Council's Planning Policy and Local Plan Committee are set out in Appendix B.

Further executive functions related to the TCBGC can be delegated by the Leader, as the project develops and a partnership agreement may be deemed necessary between the Councils to formulate arrangements between them.

RECOMMENDATION

That the Planning Policy and Local Plan Committee recommends to Full Council:

- (a) that a joint Development Plan Document is prepared together with Colchester Borough Council in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004; and**
- (b) that a Joint Committee is established with Colchester Borough Council and Essex County Council in relation to the Tendring Colchester Borders Garden Community for the discharge of executive and non-executive functions related to TCBGC, pursuant to Sections 101(5), 102(1)(b) and 102(2) of the Local Government Act 1972 on the terms of reference and attached as Appendix A.**

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

North Essex Garden Communities forms part of the Council's Corporate Plan under Building Sustainable Communities for the Future. The Councils' 'Place Shaping' role is key to planning for the future needs of our communities. The Joint Committee will assist in ensuring a cohesive approach to the housing and infrastructure needed to make a successful community.

The Joint Committee will provide appropriate governance and decision making arrangements between partner Councils in relation to the Tendring Colchester Borders Garden Community.

Section 1 of the Local Plan adopted by Full Council in January 2021 contains a specific Policy (SP 8) for the Development & Delivery of a New Garden Community in North Essex, which states:

“Tendring/Colchester Borders, a new garden community which will deliver between 2,200 and 2,500 homes, 7 hectares of employment land and provision for Gypsies and Travellers within the Plan period (as part of an expected overall total of between 7,000 and 9,000 homes and 25 hectares of employment land to be delivered beyond 2033).

The garden community will be holistically and comprehensively planned with a distinct identity that responds directly to its context and is of sufficient scale to incorporate a range of homes, employment, education & community facilities, green space and other uses to enable residents to meet the majority of their day-to-day needs, reducing the need for outward commuting. It will be comprehensively planned from the outset, with delivery phased to achieve the whole development, and will be underpinned by a comprehensive package of infrastructure. A Development Plan Document (DPD) will be prepared for the garden community, containing policies setting out how the new community will be designed, developed and delivered in phases, in accordance with the principles in paragraphs i-xiv below. No planning consent for development forming part of the garden community will be granted until the DPD has been adopted”.

All development forming part of the garden community will comply with the principles set out in SP8.

Requirements of the Tendring/Colchester Borders Garden Community Development Plan Document (DPD) are set out in Policy SP 9 of the adopted Section 1 of the Local Plan and states:

“The adoption of the DPD will be contingent on the completion of a Heritage Impact Assessment carried out in accordance with Historic England guidance. The Heritage Impact Assessment will assess the impact of proposed allocations upon the historic environment, inform the appropriate extent and capacity of the development and establish any mitigation measures necessary. The DPD will be produced in consultation with the local community and stakeholders and will include a concept plan showing the disposition and quantity of future land-uses, and give a three dimensional indication of the urban design and landscape parameters which will be incorporated into any future planning applications; together with a phasing and implementation strategy which sets out how the rate of development will be linked to the provision of the necessary social, physical and environmental infrastructure to ensure that the respective phases of the development do not come forward until the necessary infrastructure has been secured. The DPD and any application for planning permission for development forming part of the garden community must be consistent with the requirements set out in this policy. For the Plan period up to 2033, housing delivery from the garden community, irrespective of its actual location, will be distributed equally between Colchester Borough Council and Tendring District Council. If, after taking into account its share of delivery from the garden community, either of those authorities has a shortfall in delivery against the housing requirement for its area, it will need to make up the shortfall within its own area. It may not use the other authority’s share of delivery from the garden community to make up the shortfall.”

RESOURCES AND RISK

Joint DPD work is already being funded through the Local Plan budget and the new Joint Committee would be serviced within the normal committee administration process.

The administration costs of the Joint Committee will be funded through the project costs however, the responsibility for administration of the Committee will sit with Tendring District Council until agreed otherwise.

LEGAL

Every Local Planning Authority must prepare and maintain a Local Development Scheme (LDS) in accordance with Section 15 of Planning and Compulsory Purchase Act 2004 (as amended). The LDS is the Council's rolling project plan (often covering a period of three years) for producing its Local Development Documents and sets out a timetable for the delivery. The LDS must identify:

- Which of their Local Development Documents are local plans or supplementary planning documents;
- The subject matter and geographical area to which any local plan relates;
- Which local plans (if any) are to be prepared jointly with another Council and
- The timetable for the preparation and revision of the local plans.

Local Planning Authorities must revise their LDS at such time as they consider appropriate and make available to the public the up-to-date text and a copy of any amendments made and published on the Council's website, together with up-to-date information showing compliance (or non-compliance) with the timetable.

Under Section 28 of the Planning and Compulsory Purchase Act 2004 ("the 2004 Act"), two or more local authorities may agree to prepare one or more joint local development documents. Pursuant to Regulation 4(4A) and (4C) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the making of an agreement to prepare one or more joint development plan documents shall not be the responsibility of an executive of the authority. The decision therefore to agree to prepare a joint development plan document must be made by Full Council. Tendring District Council's Planning Policy and Local Plan Committee, at its meeting on 29th June 2021 approved the updated LDS for 21-24, which made reference to the jointly prepared DPD with Colchester for the TCBGC however, a formal agreement is required under Section 28 of the 2004 Act. The Committee need to formally recommend this to Full Council, the outcome of this will be updated to Cabinet at its meeting considering its report on the establishment of a Joint Committee for TCBGC.

The DPD process and Development Control functions involve both executive and non-executive responsibilities therefore it is important to ensure the correct decision making body is delegating the right functions to any Joint Committee. Only planning functions relating to TCBGC are proposed for delegation at this time however, this can be expanded once the governance arrangements with the developer and their partners evolve.

The Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended) specify functions which are not to be the responsibilities of an authority's Cabinet or are to be the responsibility of such an executive only to a limited extent or only in limited circumstances.

Paragraphs (1) to (3) of Regulation 4 allocate responsibility for various aspects of functions relating to the formulation and preparation of plans and strategies of the descriptions specified in Schedule 3 between a Council and their Cabinet. Schedule 3 lists Development Plan Documents as defined by Section 15 of the 2004 Act. Therefore, whilst the formulation and preparation of the DPDs are executive functions and can be discharged by a Joint Committee, some actions relating to the DPD process are designated to Full Council and these have been reflected in the Terms of Reference as proposed in Appendix A.

Full Council, upon recommendation from Cabinet, can agree to the appointment of the Joint Committee for the Development Control functions and act as planning authority in that regard.

The proposed Terms of Reference for the Joint Committee are attached to the Report as Appendix A. Consequently, some changes will be required to the Terms of Reference to the Planning Policy and Local Plan Committee and these are attached as Appendix B.

OTHER IMPLICATIONS

Area or Ward affected:

Alresford & Elmstead
Ardleigh & Little Bromley

Consultation/Public Engagement:

No public consultation has been undertaken for the establishment of a Joint Committee however, it is important to recognise that the work of the Joint Committee will still involve public consultation, statutory and otherwise through a detailed community engagement strategy. All environmental and equality considerations are taken into account through plan making and individual decision making of the Joint Committee.

PART 3 – SUPPORTING INFORMATION

Local Development Scheme (LDS) inc. TCBGC DPD

The Council's Local Development Scheme (LDS) was approved by Tendring's Planning Policy and Local Plan Committee in June 2021, which sets out an indicative timetable for preparing key planning documents. It is particularly useful for the public, partner organisations and third parties to understand, broadly, the programme of work and how the Council proposes to resource and manage it. The LDS covers the adoption of the new Local Plan, the Tendring Colchester Borders Garden Community Development Plan Document (DPD); the future review of the Local Plan and the production of other key planning documents. It includes the anticipated timetable of consultation periods, examinations and expected dates of adoption.

The LDS refers to the Tendring Colchester Borders Development Plan Document (DPD) for the Garden Community in west Tendring. A DPD follows the same process for preparation as a Local Plan. It builds on policy or policies in the Local Plan and provides significantly more implementation detail. Any DPD for west Tendring will require the co-operation and collaboration with Colchester Borough Council. This DPD in Colchester's LDS is described as a 'Strategic Growth Development Plan Document'. In Section 1 of the Adopted Local Plan, Policy SP8 states:

"The Strategic Growth DPD will set out the nature, form and boundary of the new community. The document will be produced in consultation with stakeholders and will include a concept plan showing the disposition and quantity of future land-uses, and give a three dimensional indication of the urban design and landscape parameters which will be incorporated into any future planning applications; together with a phasing and implementation strategy which sets out how the rate of development will be linked to the provision of the necessary social, physical and environmental infrastructure, to ensure that the respective phases of the development do not come forward until the necessary

infrastructure has been secured. The DPD will provide the framework for the subsequent development of more detailed masterplans and other design and planning guidance for the Tendring / Colchester Borders Garden Community.”

The LDS sets out the following timetable for the production, consultation and approval of the TCBGC joint DPD:

Tendring Colchester Garden Community Development Plan Document Joint (DPD)	
Subject and scope	This document will contain policies and allocations to guide the new Garden Community proposed at the Tendring/Colchester border. This DPD will be produced jointly with Colchester Borough Council and Essex County Council.
Geographical area	The broad location for the Garden Community is identified in the Section 1 Local Plan. The precise boundaries will be designated in this DPD
Chain of conformity	Tendring and Colchester Local Plans The relevant Planning Acts and Regulations Essex Minerals and Waste Plans National Planning Policy Framework (NPPF).
Indicative timetable for production	
Document Preparation	Winter 2020/21 – Winter 2021/22
Member approval of draft DPD	Winter 2021/22
Draft DPD Consultation	Winter 2021/22
Document Preparation	Spring 2022 – Autumn 2022
Member approval of submission DPD	Autumn 2022
Submission DPD Consultation	Autumn 2022
Submission to Secretary of State	Winter 2022
Examination	Winter 2022
Inspector’s report	Spring 2023

TCBGC Member Group:

Colchester, Essex and Tendring Councils (the Partner Councils) recognise their strategic executive objectives, contractual responsibilities and statutory functions covering highways, education, and planning functions and the inter-relationship between these in delivering the Garden Community.

Essex County Council (ECC) has been working with Homes England (acting on behalf of MHCLG) to enter into formal contract (Grant Determination Agreement (GDA)) with one another for the Housing Infrastructure Fund (HIF). Within the GDA there are a number of responsibilities on ECC as the Grant Recipient which will impact upon the delivery of the programme and ECC will ensure they keep the TDC & CBC (the LPAs) informed of progress or delays in this regard.

The Partner Councils have signed a Memorandum of Understanding setting out how they will work together towards their intended objective of unlocking development at TCBGC as well as demonstrating the LPAs agreement with the content of the Housing Delivery Statement and the Recovery and Recycling Strategy but was not intended to create any contractual arrangement between the Partner Councils.

The Partner Councils have established a TCBGC Member Group whose purpose is to continue the strong partnership working arrangements which existed prior to the formation of NEGC Ltd and during its trading and provide political oversight of the delivery of the Garden Community at Tendring Colchester Borders. The Group is not a formal decision-making body.

The Partner Councils are committed to the Garden Community Principles and will collectively work together to deliver and oversee the programme in an open and transparent manner. The Member Group will continue its role alongside any newly established Joint Planning Committee.

HIF

The Tendring Colchester Borders Garden Community indicative housing trajectory, produced based on evidence to support the shared Section 1 of the Local Plans states that the first 100 homes will be delivered on site by 2024/25.

At Essex County Council's Development and Regulation Committee on 1st November 2021, the planning application for the Link road was approved.

CURRENT POSITION

The options for a Joint Committee have been considered by the TCBGC Member Group, which Councillors G. Guglielmi and Turner attend on behalf of Tendring District Council. Through assessment of the options the proposed Terms of Reference have been discussed and it is recommended that those attached as **Appendix A** are adopted by Tendring, Colchester and Essex Councils to formally appoint the Joint Committee to exercise these functions delegated to it.

Essex County Council are also proposing to delegate their Local Planning Authority functions to the Joint Committee for Tendring Colchester Borders Garden Community.

In exercising the above functions, the kind of matters that would fall to the Joint Committee to consider, in the determination of planning applications would include:

- Housing – all tenures (market, affordable, and specialist housing for elderly persons etc);
- New schools (primary, secondary, special education needs early years and post 16);
- Community centre, community hub and library;
- leisure uses, sports provision, and allotments;
- Country parks, recreation and public open space;
- Any waste development proposals;
- Sustainable Urban Drainage;
- Town/neighbourhood centre(s) and associated shops (all shapes and sizes);
- Public realm, footpaths and dedicated cycle routes/network;
- All new roads and road crossing within the Garden Community;
- Any segregated/dedicated bus routes;
- Commercial and employment sites, including energy for waste proposals; and
- Minerals planning applications.

In addition the Joint Committee would also have a role in considering:

- The heads of terms for S106 obligations relating to the mitigation measures, necessary infrastructure and affordable housing required to deliver a policy compliant development.
- Development viability, where relevant, in relation to S106 obligations.
- Stewardship model aligned to the S106 and associated permissions.
- Ongoing monitoring of the compliance of development with agreed permissions, related obligations/conditions and its implementation to an agreed standard.

The proposed Joint Committee will be appointed by both Cabinet and Council with regards to the executive and non-executive functions, as set out and will consist of 3 members from each Council, one of which has to be a member of each Council's respective Cabinets, appointed by the Leader. Each authority will have equal voting rights with the Chairman rotating annually.

It is not currently proposed that the Joint Committee will replace the TCBGC Member Group, as the role of the former will be to oversee the preparation of the statutory process for both the joint DPD production and determining subsequent planning applications within the Garden Community. The TCBGC Member Group consists of Cabinet Members and Chairman of the Tendring District Council's Planning Policy and Local Plan Committee with responsibility for the delivery of the Garden Community providing overarching strategic direction, working collaboratively across the 3 Councils and with the developers, where such involvement does not compromise the Councils' statutory decision making processes.

Although is not currently being suggested that this partnership approach is formalised beyond the existing terms of reference of the TCBGC Member Group, this will be kept under review as discussions with the Developers progress.

The development of the TCBGC will be underpinned by a comprehensive 'master-planned' approach informed by technical research and evidence as well as the feedback received through stakeholder engagement. The master-planning work already being undertaken by the authorities working with consultants Prior + Partners will inform key elements of the Joint Development Plan Document (DPD) that will go before the proposed Joint Committee for consideration, including the overall spatial layout of the TCBGC and the policies within the joint DPD that will be used in the determination of future planning applications. In turn, there will be an expectation for applicants for planning permission to also follow a master-planned approach both in conforming to the requirements of the joint DPD and in generating more detailed proposals and design approaches for relevant phases of the development.

Mersea Homes hold options over the majority of the land within the TCBGC area and they have recently announced they are working with a lead development partner, Latimer to develop the TCBGC.

Latimer is the development arm of Clarion Housing Group. Clarion Housing is the UK's largest housing association, owning and managing 125,000 homes. The Councils will work closely and effectively with the Developers in overseeing the planning and delivery of the TCBGC. This partnership will be governed by planning and/or delivery agreements. From a planning perspective Planning Performance Agreements (PPAs) and Memoranda of Understanding (MoUs) set out how the parties will work together to comprehensively plan the TCBGC through the strategic and development management phases.

Due to a new Joint Committee being established the terms of reference of the Council's Planning Policy and Local Plan Committee will need to amended, as proposed in **Appendix B**. Cabinet should recommend these to Council to formally approve as part of the Constitution in the normal manner.

APPENDICES

Appendix A: DRAFT TERMS OF REFERENCE FOR TENDRING COLCHESTER BORDERS GARDEN COMMUNITY JOINT COMMITTEE

Appendix B: PROPOSED AMENDMENTS TO THE PLANNING POLICY & LOCAL PLAN COMMITTEE

Background Documents

None

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<p>PROPOSED TERMS OF REFERENCE FOR TENDRING COLCHESTER BORDERS GARDEN COMMUNITY JOINT COMMITTEE</p>
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1. Parties:

- (1) Tendring District Council (“TDC”)
- (2) Colchester Borough Council (“CBC”)
- (3) Essex County Council (“ECC”)

2. Status:

This Committee is a joint committee for Tendring Colchester Borders Garden Community (TCBGC) formed by resolutions of the Cabinets and Full Councils of TDC, CBC and ECC pursuant to sections 101(5), 102(1)(b) and 102(2) of the Local Government Act 1972. The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, Regs 11 (7) and 12 (4) (*These regulations determine arrangements involving joint committees and membership*).

TDC and CBC have agreed pursuant to Section 28 of the Planning and Compulsory Purchase Act 2004 to prepare a joint local development document, for the purposes of these Terms of Reference to be known as a joint TCBGC DPD, although the name of the Garden Community may change throughout the process.

3. Membership:

- 2 Members appointed by TDC (one of which must be the Chairman of the Planning Policy and Local Plan Committee) plus 1 Cabinet member appointed by the Leader
- 2 Members appointed by CBC (one of which must be the Chairman of the Local Plan Committee) plus 1 Cabinet member appointed by the Leader
- 2 Members appointed by ECC plus 1 Cabinet member appointed by the Leader

3.1 All members of the Committee shall have undertaken suitable training which shall have been approved by the parties.

4. Terms of reference:

4.1 The Committee’s remit is to jointly discharge the functions (‘the Functions’) set out in Appendix 1 in relation the Tendring Colchester Borders Garden

Community, the exercise of which have been delegated to the Committee by TDC, CBC and ECC, subject to the limitation in paragraphs 4.3 and 4.4.

4.2 The functions delegated by TDC, CBC and ECC include:-

- (a) To exercise the Council's functions relating to overseeing the preparation of the joint TCBGC DPD and ensuring it:
 - a. is in accordance with the Local Development Schemes;
 - b. includes policies designed to secure that the development and the use of land in the garden community area contribute to the mitigation of, and adaption, to climate change;
 - c. meets the "tests of soundness" as set out in legislation, national and planning policy and advice contained within guidance issued by the Secretary of State;
 - d. has regard to the adopted Section 1 of CBC & TDC's Local Plan;
 - e. has regard to the resources likely to be available for implementing the proposals in the document;
 - f. other such matters the Secretary of State prescribes; and
 - g. complies with the Council's Statement of Community Involvement
- (b) the power to formulate and prepare a draft Joint Development Plan Document for consultation under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- (c) carry out an appraisal of the sustainability of the proposals within the joint TCBGC DPD and approve the findings of the appraisal;
- (d) make recommendations to TDC and CBC in relation to the approval of the TCBGC DPD for the purpose of its submission to the Secretary of State for independent examination under Section 20 of the 2004 Act, and consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- (e) consideration of amendments or modifications of the joint TCBGC DPD recommended by the person carrying out the independent examination under section 20 of the 2004 Act;
- (f) recommend to CBC and TDC adoption of Joint Development Plan Documents in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012; and
- (g) the power of the TDC and CBC as local planning authority to determine planning applications by virtue of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

- (h) To exercise TDC, CBC and ECC's local planning authorities' powers and duties in relation to development control including for the avoidance of doubt the power to approve authorise and direct the respective Local Planning Authorities to enter into agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990 and related powers.
- 4.3 Note that the following are the sole responsibility of TDC and CBC's full Council's:
- a) Responsibility for giving of instructions to the Cabinet and Joint Committee to reconsider the draft plan submitted by the Joint Committee for the Council's consideration.
 - b) The amendment of the draft joint development plan document submitted by the Joint Committee for the full Council's consideration.
 - c) The approval of the joint development plan document for the purposes of consultation submission to the Secretary of State for independent examination.
 - d) The adoption of the joint development plan document.
- 4.4 Committee shall discharge the functions relating to town and country planning and development control as specified in *Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)*, falling wholly or substantially within the Tendring Colchester Borders Garden Community area shown coloured purple on the plan contained at Appendix 2.
- 4.5 The Committee may exercise the subsidiary powers authorised pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.
- 4.6 The Committee may exercise the powers of delegation contained in section 101(2), Local Government Act 1972 and agree a Scheme of delegation to officers.
- 4.7 TDC, CBC or ECC may request an application to be considered by the Committee in accordance with an agreed scheme.
- 4.8 All members of the Committee shall be entitled to vote on any matter to be determined by the Committee.

5. Standing Orders

- 5.1 The Committee shall be governed by the Standing Orders set out in Appendix 3.
- 5.2 The Committee shall have the power to amend the Standing Orders from time to time within the scope of these Terms of Reference following consultation with the Council's Monitoring Officers.

6. Administration

- 6.1 The Council which is the local planning authority shall receive applications relating to the functions in the usual way and shall be responsible for all administrative stages leading to and flowing from the exercise of the functions.
- 6.2 The administration of the Committee will be undertaken by TDC who shall be responsible for all matters connected with the administration of the Committee, including the preparation and dispatch of agendas and securing premises at which the Committee may meet.

Functions delegated by Tendring District Council and
Colchester Borough Council to the Joint Committee in relation to
Tendring Colchester Borders Garden Community.

1. The functions delegated by TDC and CBC: -

- (a) To exercise the Council's functions relating to overseeing the preparation of the joint TCBGC DPD and ensuring it:
 - a. is in accordance with the Local Development Schemes;
 - b. includes policies designed to secure that the development and the use of land in the garden community area contribute to the mitigation of, and adaption, to climate change;
 - c. meets the "tests of soundness" as set out in legislation, national and planning policy and advice contained within guidance issued by the Secretary of State;
 - d. has regard to the adopted Section 1 of CBC & TDC's Local Plan;
 - e. has regard to the resources likely to be available for implementing the proposals in the document;
 - f. other such matters the Secretary of State prescribes; and
 - g. complies with the Council's Statement of Community Involvement
- (b) the power to formulate and prepare a draft Joint Development Plan Document for consultation under Regulation 18 of the Town and Country Planning (Local Planning)(England) Regulations 2012;
- (c) carry out an appraisal of the sustainability of the proposals within the joint TCBGC DPD and approve the findings of the appraisal;
- (d) make recommendations to TDC and CBC in relation to the approval of the TCBGC DPD for the purpose of its submission to the Secretary of State for independent examination under Section 20 of the 2004 Act, and consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- (e) consideration of amendments or modifications of the joint TCBGC DPD recommended by the person carrying out the independent examination under section 20 of the 2004 Act;
- (f) recommend to CBC and TDC adoption of Joint Development Plan Documents in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012; and

(g) the power of the TDC and CBC as local planning authority to determine planning applications by virtue of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

2. The functions delegated by TDC, CBC & ECC: -

(a) To exercise TDC, CBC and ECC's local planning authorities' powers and duties in relation to development control including for the avoidance of doubt the power to approve authorise and direct the respective Local Planning Authorities to enter into agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990 and related powers within the Tendring Colchester Borders Garden Community area showed coloured purple on the plan in Appendix 2.

3. In exercising the functions in paragraph 2(a) the kind of matters that would fall to the Joint Committee to consider, in the determination of planning applications would include:

- Housing – all tenures (market, affordable, and specialist housing for elderly persons etc.)
- New schools (primary, secondary, special education needs early years and post 16)
- Community centre, community hub and library
- leisure uses, sports provision, and allotments
- Country parks, recreation and public open space
- Any waste development proposals.
- Sustainable Urban Drainage
- Town/neighbourhood centre(s) and associated shops (all shapes and sizes)
- Public realm, footpaths and dedicated cycle routes/network
- All new roads and road crossing within the Garden Community
- Any segregated/dedicated bus routes
- Commercial and employment sites, including energy for waste proposals.
- Minerals planning applications.

4. In addition the Joint Planning Committee would also have a role in considering:

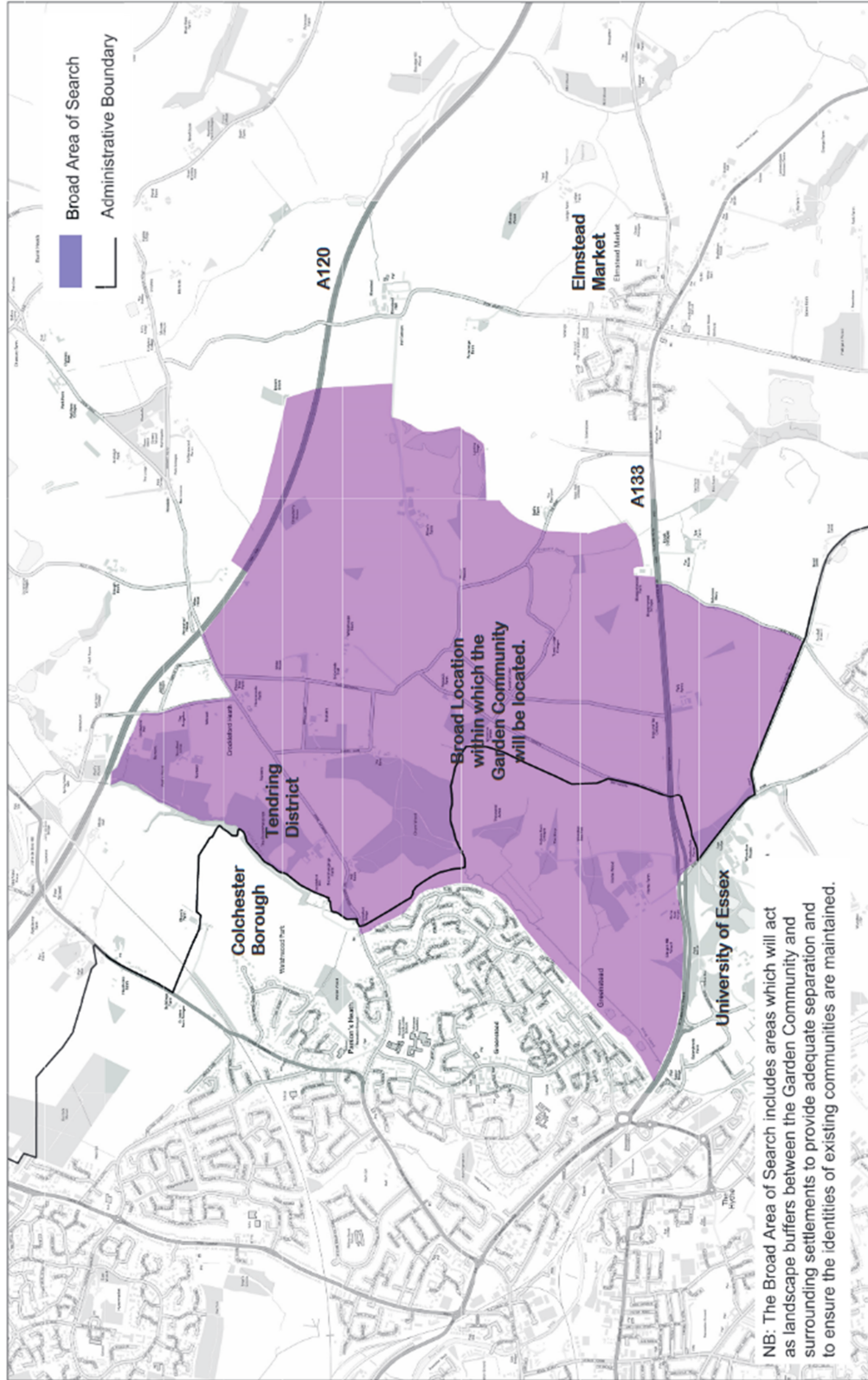
- The heads of terms for S106 obligations relating to the mitigation measures, necessary infrastructure and affordable housing required to deliver a policy compliant development.
- Development viability, where relevant, in relation to S106 obligations.
- Stewardship model aligned to the S106 and associated permissions.

- Ongoing monitoring of the compliance of development with agreed permissions, related obligations/conditions and its implementation to an agreed standard.

Plan showing Tendring Colchester Borders Garden Community



Tendring Colchester Borders Garden Community - Broad Area of Search



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<p style="text-align: center;">Standing Orders for Tendring Colchester Borders Garden Community Joint Committee</p>
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1. Appointment of Chair and Deputy Chair

- 1.1 The Committee shall, at its first meeting in each municipal year, and from time to time as it considers necessary, elect a Chair and Deputy Chair. The Chair and Deputy Chair shall rotate between the Council's.
- 1.2 In the absence from any meeting of the Chair and Deputy Chair, a Chair for that meeting shall be appointed by the meeting but shall relinquish the chair if the Chair or Deputy Chair subsequently arrives at the meeting.

2. Appointment of Spokespersons

- 2.1 Each of the Councils shall nominate one of the committee members which it appoints as its spokesperson.

3. Notice of and Summons to Meetings

- 3.1 The administration of the Committee shall be undertaken by Tendring District Council who will give notice to the public of the time and place of any meeting in accordance with the access to information rules applicable to local authorities. At least five clear days before a meeting, the Committee Service will send an agenda by post and/or electronically to every member of the Committee. The agenda will give the date, time and location of each meeting and specify the business to be transacted and will be accompanied by such details as are available.
- 3.2 The Committee Service will take reasonable steps to ensure that a copy of the agenda and accompanying papers are placed on deposit at the offices of each of the councils for public inspection at least five clear days before the meeting and are published on the Council's web sites. The Committee Service will ensure that arrangements are put in place for the inspection of background papers in accordance with section 100D, Local Government Act, 1972 and to ensure compliance with all other provisions of Part VA, of that Act.
- 3.3 Dates, times and venues for meetings shall be determined by the Committee. In the absence of agreement or in cases of urgency, meetings may be called by the Committee Service following consultation with the Chair and Deputy Chair.

3.4 If at any time Tendring District Council was unable to fulfil its role in providing the administration to the Committee, Colchester Borough Council or Essex County Council will perform the functions.

4. Membership

4.1 Committee members shall be appointed by the Councils from time to time in accordance with the Committee's terms of reference. A Council may at any time replace one or more of its nominated members by notice given to the Committee Service.

5. Substitute Members

5.1 Each Council will appoint one substitute member. Each Council will notify the Committee Service of substitute members appointed.

5.2 Substitute members will have all the powers and duties of an ordinary member of the Committee. For the purposes of briefing meetings and circulation of papers, substitute members shall be treated in the same manner as ordinary members.

5.3 Substitute members may attend meetings in the capacity of an ordinary member of the Committee. The substitute member should withdraw from participation as a member of the Committee in the business at that meeting during any period at which the ordinary member is in attendance.

6. Quorum

6.1 The quorum of a meeting of the Committee shall be as follows: -

2 Members from Tendring District Council
2 Members from Colchester Borough Council
2 Member from Essex County Council

7. Public speaking rights

7.1 Members of the public have the public speaking rights set out in Annex A.

7.2 The Committee shall have the power to amend the public speaking rights.

8. Voting

8.1 All members of the Committee shall be entitled to vote upon any decision due to be made by the Committee.

8.2 Every question shall be decided by a show of hands, subject to Rule 8.3.

- 8.3 If any member demands a named vote and is supported by two other members, the question shall be determined by a named vote and the Committee Service shall record and enter in the minutes the names of each member present and whether they voted for or against or abstained.
- 8.4 Any member may, immediately after any vote is taken, require a record to be made in the minutes of whether they voted for or against or abstained.
- 8.5 If there are equal numbers of votes for and against, the Chair will have a second and casting vote.

9.0 Tenure of office

- 9.1 A member shall cease to be a member of the Committee if the person—
(a) resigns in accordance with paragraph 9.3;
(b) is removed or replaced by the Council which made the appointment; or
(c) ceases to be a member of a constituent Council (and does not on the same day again become a member of that or any other Council).
- 9.2 A person who ceases to be a member of the Committee shall be eligible for reappointment.
- 9.3 A member may resign from the Committee by sending written notice delivered to the proper officer of the Council which appointed the member;
- 9.4 Any casual vacancy shall be filled as soon as practicable by the body which appointed the member of the Committee whose membership has ceased.

10. Minutes

- 10.1 The Chair will sign the minutes of the Committee at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

11. Exclusion of Public

- 11.1 Members of the public and press may only be excluded either in accordance with the Access to Information provisions of the Local Government Act 1972 (consideration of 'exempt information') or Rule 13 (Disturbance by Public).

12. Disorderly Conduct: Misconduct of a Member

- 12.1 If at any meeting of the Committee any member, in the opinion of the Chair, misconducts themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Committee, the Chair or any other member may move "That

the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

12.2 If the member named continues their misconduct after a motion under the foregoing Rule has been carried, the Chair shall either move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Committee for such period as in their discretion shall consider expedient.

12.3 In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in him/her, may adjourn the meeting of the Committee for such period as in their discretion shall consider expedient.

13. Disorderly Conduct: Disturbance by members of the public

13.1 If a member of the public interrupts the proceedings at any meeting the Chair shall warn them. If a member of the public continues the interruption the Chair shall order their removal from the meeting.

13.2 In case of a general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.

14. Suspension of Standing Orders

14.1 Any of these Standing Orders may, so far as is lawful, be suspended by motion passed unanimously by those entitled to vote on the application in question. Any motion to suspend any part of these rules shall specify the purpose of their suspension. Any suspension shall only be to the extent and for the length of time necessary to achieve the stated purpose.

15. Attendance at the Committee by other members of the Councils

15.1. A member of any of the Councils who is not a member of the Committee may speak at a meeting of the Committee at the request or with the permission of the Committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak.

16. Attendance at the Committee by Council Officers

16.1 The relevant Officers from the Councils will attend the Committee meetings to present the reports and advise the Committee in relation to its decision making.

17. Statements of Community Involvement

17.1 Public consultation in relation to pre application matters shall be dealt with in accordance with the Statement of Community Involvement or other appropriate procedures of the Council responsible for issuing the consent.

<p style="text-align: center;">Tendring Colchester Borders Garden Community Joint Committee</p>
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PART A

Public Speaking Arrangements- General

1. Members of the public, who want to speak about an item which is to be considered at a meeting of the Committee can do so if they have notified the Committee Service by 12.00 noon on the day before the meeting.

At the Committee Meeting

2. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.
3. Each speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair. The Chair has discretion to extend this time limit.
4. The Chair will ask the speaker to come to the table at the beginning of the discussion of the report of the relevant item. The Chair will then invite them to speak following the Officer's introduction to the report on the item.
5. The speaker should address the Chair of the Committee, which is the normal convention for Committees.
6. Speakers should remember to:
 - Keep to 3 minutes or whatever other period has been agreed.
 - Highlight the main points they wish to raise and be as brief and concise as possible.
 - Be courteous.

At the conclusion of the public speaking, the Committee will discuss and determine the item.

<p style="text-align: center;">Tendring Colchester Borders Garden Community Joint Committee</p>
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PART B

Public Speaking Arrangements- Planning Applications

1. Members of the public, or applicants or their agents, who want to speak about an application which is to be considered at a meeting of the Committee can do so if they have:
 - (a) in the case of members of the public, already submitted a written representation on an application; and
 - (b) notified the Committee Service by 12.00 noon on the day before the meeting.
2. A member of the public who has made a written representation on a planning application which is to be determined by the Committee, will be notified in writing about the committee date and their public speaking rights in the week before the Committee meeting.

At the Committee Meeting

3. A list of public speakers is available at the meeting. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.
4. Each speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair. The Chair has discretion to extend this time limit.
5. If more than one person wants to make a representation about the same application, then they should choose someone to act as a spokesperson. When several people wish to speak on the same application but wish to raise different issues, the Chair may agree to those speakers making representations. In these circumstances, less time may need to be given to each speaker.
6. The Chair will ask the speaker to come to the table at the beginning of the discussion of the report on the relevant application. The Chair will then invite them to speak following the Officer's introduction to the report on the application.
7. The speaker should address the Chair of the Committee, which is the normal convention for Committees.
8. Speakers should remember to:

- Keep to 3 minutes or whatever other period has been agreed.
- Keep to the planning issues raised by the application.
- Highlight the main points they wish to raise and be as brief and concise as possible.
- Be courteous.

At the conclusion of the public speaking, the Committee will discuss and determine the planning application.

<p>Planning Policy and Local Plan Committee</p>	<p>To exercise the Council's functions relating to overseeing the preparation of the Local Plan* and ensuring it meets the "tests of soundness" from national and planning policy.</p> <p>The exercise of the Council's functions, powers and duties in relation to the following:</p> <ol style="list-style-type: none"> 1. To oversee the preparation of the new Tendring District Local Plan* to ensure that it meets the "tests of soundness" set out in the National Planning Policy Framework. 2. To ensure that the Local Plan* is "positively prepared", based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development. 3. To ensure the Local Plan* is "justified", promoting the most appropriate strategy for growth, when considered against reasonable alternatives, based on proportionate evidence. 4. To ensure that the Local Plan* is "effective", being deliverable over the plan period and based on effective joint working on cross- boundary strategic priorities. 5. To ensure that the Local Plan* is "consistent with national policy" enabling the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework. 6. To ensure that the Council effectively complies with the statutory duty to co-operate. 7. To consider and recommend the content of the Local Plan*, in consultation with the Cabinet, for consideration and formal approval by Full Council for either public consultation (preferred options or pre-submission versions), submissions to the Secretary of State (to be examined by a Planning Inspector), or final adoption (following receipt of the Planning Inspector's report). 8. To recommend Supplementary Planning Documents (SPDs) and other planning documents to Cabinet for public consultation and final adoption (**). 9. To approve the preparation, commissioning and subsequent publication of studies, surveys and other technical documents that form part of the "evidence base" needed to justify the content of the Local Plan*, Supplementary Planning Documents (SPDs) and other planning documents (**).
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(Green)

(July 2020) Part 3.13

10. To scrutinise, note and understand the recommendations and conclusions of the “evidence base” to ensure that it provides a robust platform upon which to base policies and proposals in the Local Plan*, SPDs and other planning documents (**).
11. To approve the publication of the Annual Monitoring Report (AMR) each year and to consider whether or not it highlights development trends that may or may not require changes to policies or proposals in the Local Plan*, SPDs or other planning documents.
12. To consider representations submitted in response to public consultation exercises on the Local Plan*, SPDs or other planning documents and consider the need for any changes to these documents in response to any issues that they raise (**).
13. Approve the work programme required for the Committee to undertake its functions effectively and in a timely manner.
14. Refer to Cabinet any recommendations in respect of the Council’s overall strategy, policies and guidance, where functions are the responsibility of the Cabinet, such as Supplementary Planning Documents (**).
15. Approve for recommendation of non-statutory planning policy and guidance to be considered by the Council, the Planning Committee, Cabinet (for executive functions), officers in the discharge of its statutory planning functions, including (but not limited to) avoiding detriment to local neighbourhoods (as long as they are not contrary to the National Planning Policy Framework).

**The Local Plan can consist of one or more “Development Plan Documents” which could include one document for the majority of the Tendring District and a separate document, if necessary, prepared jointly with Colchester Borough Council, for any major development crossing the Tendring/Colchester border. A Joint Committee has been established with Colchester Borough and Essex County Councils for the Tendring Colchester Borders Garden Community DPD and other Local Planning Authority matters.*

*(** With the exception of matters related to the Tendring Colchester Borders Garden Community which are delegated to the Joint Committee).*

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