



**Melton Local Plan**

*The Borough's Future*

# Melton Local Plan Submission Duty to Cooperate Statement

October 2017



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## MELTON LOCAL PLAN 2011-2036

### DRAFT DUTY TO COOPERATE STATEMENT OCTOBER 2017

#### 1. Introduction

- 1.1 Melton Borough Council is submitting its draft Local Plan to the Planning Inspectorate for examination and this statement is to be submitted alongside the Local Plan. This document brings together and supersedes the previous Duty to Cooperate (DtC) statements published alongside the Pre-submission Plan in November 2016 as well as the Addendum to the DtC that was published at the Focused Changes Consultation in July-August 2017.
- 1.2 The Localism Act 2011 and the NPPF place a duty on and require local planning authorities to work constructively with the neighbouring authorities and other prescribed bodies in preparing their development plan documents.
- 1.3 This statement sets out how Melton Borough Council has discharged its Duty in relation to the preparation of the Melton Local Plan. This statement must be read in conjunction with the Community Consultation and Engagement Statement.
- 1.4 This document “consolidates” and updates the statement published alongside the Local Plan in November 2016 as well as the Addendum published in July-August 2017 with respect to the layout, and to take account of more recent engagements in respect of the issue of the HMA wide cooperation on housing, Historic England and the educational capacities. The structure of the statement has followed the PAS guidance in the preparation of the statement which incorporates strategic background of the Borough as well as the compliance information.

#### 2. What is “Duty to Cooperate”?

- 2.1 Section 110 of the Localism Act 2011 introduced a new Section 33A to the Planning and Compulsory Purchase Act 2004, namely a ‘Duty to Cooperate’ which requires local planning authorities to work with other neighbouring authorities and other prescribed bodies on preparing development plan documents.
- 2.2 Section 33A (1) of the 2004 Planning and Compulsory Purchase Act imposes a duty on a local planning authority to cooperate with other local planning authorities and other prescribed bodies when it undertakes certain activities, including the preparation of development plan documents. Relevant planning issues identified for consideration under the duty include the development or use of land that would have a significant impact on at least two planning areas (and in particular on strategic infrastructure) according to Section 33A (4). Section 33A (2) requires a local planning authority to ‘engage constructively, actively and on an on-going basis’ in respect of the activities that are subject to the duty.

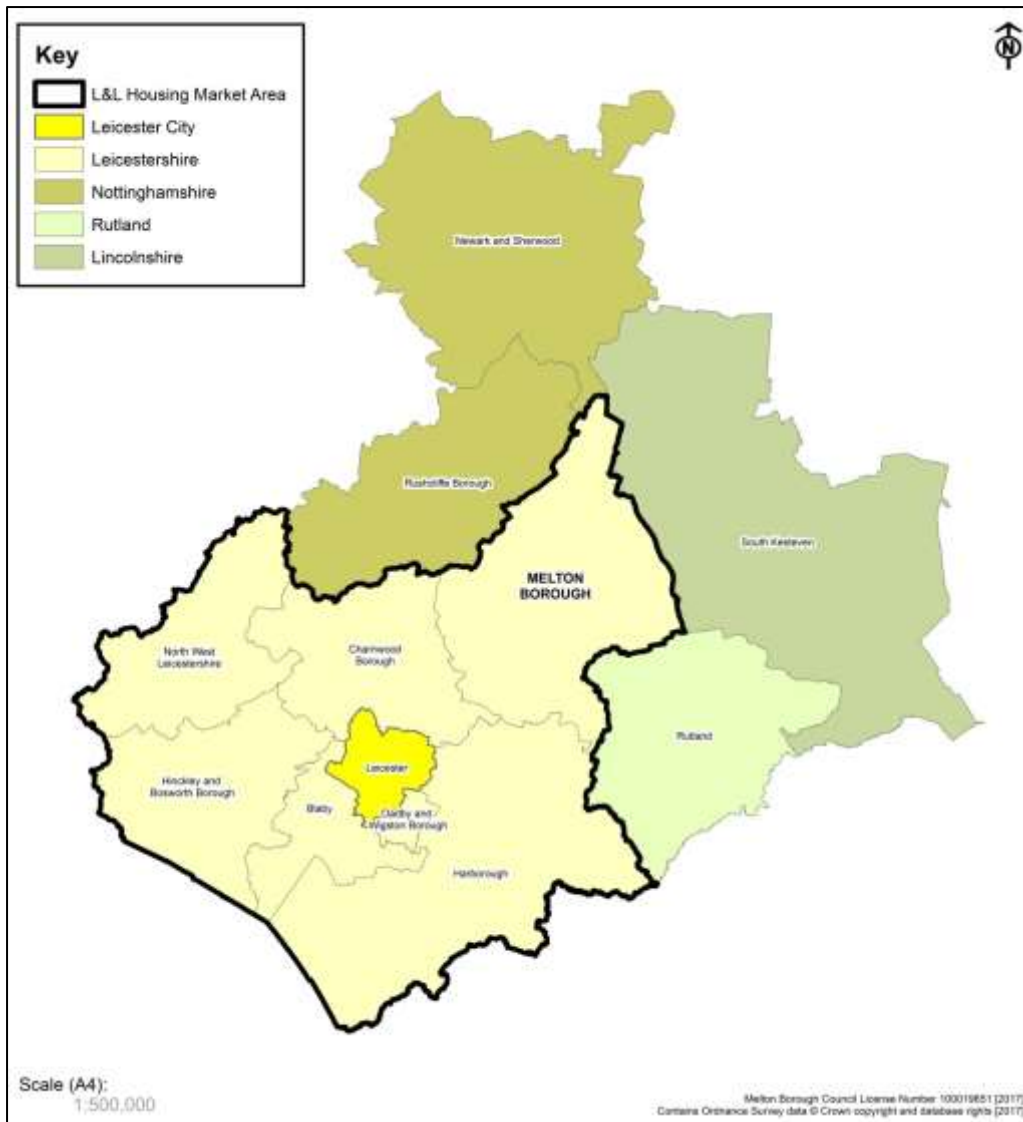
### **3. Melton's Strategic Geography and Context**

3.1 Melton Borough is an attractive rural area covering 48,138ha in the north-east part of Leicestershire and at the heart of the East Midlands. The Borough has a total population of approximately 50,376 (Census 2011). The main activities of the Borough are centred on the market town of Melton Mowbray. There are some 70 villages within the surrounding rural area. The population is split approximately 50/50 between Melton Mowbray and the rural villages.

3.2 Melton Borough is a part of the Leicester and Leicestershire Housing Market Area (L&L HMA) and shares boundaries with Rutland County Council, South Kesteven District Council, Rushcliffe Borough Council and Newark and Sherwood District Council as shown in Figure 1.

3.3 With respect to the road network, the Borough is crossed by the A606 Nottingham to Oakham road and the A607 Leicester to Grantham road. The A52 Nottingham to Grantham road runs through the Borough at the northern edge. The M1 Motorway is about 25 minutes' drive time to the west of Melton Mowbray, the A1 Trunk road is about 25-30 minutes' drive time to the east, and Nottingham and East Midlands Airport is about 30- 45 minutes' drive time to the north west. Traffic is known to cross the Borough to link from the M1 to the A1 and east coast ports.

3.4 The Borough's employment base is primarily in food and drink related manufacturing, focused at Melton Mowbray. This main town is also where most retail, leisure and service sector jobs are located. Tourism, which makes a vital contribution to the Borough's economy, occurs at locations more widely spread across the Borough, as well as at Melton Mowbray.



**Figure 1: Neighbouring Authorities**

#### **4. Melton Local Plan**

4.1 The Melton Local Plan sets out a Vision, Objectives and strategic policies for development in the Borough between 2011 and 2036.

4.2 The Melton Local Plan has been developed following withdrawal of a core strategy in 2013 and a decision then to embark on a new Local Plan. Reference groups were formed within the Borough at the outset of the process to progress on the new Local Plan. Key stages have included:

- Melton Local Plan Issues and Options 2014
- Melton Local Plan Emerging Options (draft plan) – Jan 2016
- Pre-Submission Draft Melton Local Plan published – Nov 2016
- Melton Local Plan Addendum of Focused Changes published – July 2017
- Melton Local Plan submitted for Examination – October 2017

## 5. Statutory organisations and prescribed bodies

5.1 The Duty is to be met with the neighbouring authorities within and outside of the Leicester and Leicestershire Housing Market Area (HMA). Melton Borough Council has been engaging with partner organisations as well as the neighbouring authorities within and outside the HMA. Melton's strategic partners are those that share the administrative boundary with the Borough, as well as those that are a part of the HMA but do not share the boundary with the Borough. These are North West Leicestershire District Council, Hinckley and Bosworth Council, Oadby and Wigston Borough Council, Blaby District Council and Leicester City. However these partners have been a part of the HMA since before the onset of the Local Plan and share similar opportunities and challenges with respect to most of the strategic matters including future housing growth, economic growth, infrastructure and natural resources including environment and historic assets. HEDNA has identified Leicester and Leicestershire as the relevant Housing Market Area (HMA) and Functional Economic Market Area (FEMA) for plan-making purposes. Table 6 on page 32 of the HEDNA appendices identifies statistically significant migration flows into Melton Borough from Leicester, Rutland, Rushcliffe and South Kesteven and out of Melton to all those authority areas, plus Charnwood. Paragraph 1.85 of the HEDNA Appendices also recognises that there is overlap of the L&L HMA and that for Rushcliffe. Table 9 on page 37 of HEDNA appendices identifies statistically significant commuting flows into Melton from Rushcliffe, Charnwood, Leicester and South Kesteven and outward flow to all these areas plus Blaby, Nottingham, and Rutland. Paragraph 1.89 of the appendices also mentions links between Melton and Rushcliffe. Paragraph 2.38 of HEDNA appendices identifies the overlap in the peripheral parts of FEMA with Leicestershire's influence on Rushcliffe and that of Nottingham and other centres on parts of Leicestershire. Based on these following duty to cooperate partners for Melton have been identified:

5.2 The local authorities **within HMA** are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley and Bosworth Council
- Leicester City Council
- Leicestershire County Council
- North West Leicestershire District Council
- Oadby and Wigston Borough Council

5.3 The adjoining local authorities **outside HMA** are:

- Lincolnshire County Council
- Newark and Sherwood District Council
- Nottinghamshire County Council
- Rushcliffe Borough Council
- Rutland County Council
- South Kesteven District Council



5.4 The Town and Country Planning (Local Planning) (England) Regulations 2012 also sets out a list of prescribed bodies. These bodies need to be consulted and involved in the Plan making process. Those which are of relevance to Melton are:

- Environment Agency
- Historic England
- Natural England
- Primary Care Trust (East Leicestershire & Rutland Clinical Commissioning Group and South Lincolnshire Clinical Commissioning Group)
- Highways England
- Sport England
- Office of Rail and Road
- Network Rail

5.5 The Regulations also make clear that when preparing plans, local authorities should also have regard to Local Enterprise Partnerships (LEP) and Local Nature Partnerships (LNP). The relevant LEP is Leicester and Leicestershire LEP and the relevant LNP is Leicestershire Local Nature Partnership.

## **6. Melton's strategic priorities**

6.1 The strategic priorities are the main and high level objectives that the Local Plan seeks to achieve over 20 years to realise its vision for the Borough.

6.2 The following strategic objectives and priorities for Melton Borough set out in Melton Borough Sustainable Community Strategy 2015-2025 flow through the plan into various chapters:

- Improve the local economy and infrastructure
- Revitalise Melton Mowbray town centre
- Improve learning opportunities to help individuals achieve their potential
- Making existing structures and projects more accessible
- Reduce traffic congestion in Melton Mowbray
- Focus our work in the priority neighbourhoods
- Create a safer and stronger community
- Enable and support the provision of affordable housing
- Improve the health and well-being of local people

6.3 Within Leicestershire generally, key areas where cross boundary issues have been identified and which have resulted in joint working is not new. All nine authorities in Leicester & Leicestershire have a long-standing, strong commitment to joint working in the preparation of development plans and delivering growth. As mentioned above the strategic issues identified have been the themes across the HMA based on the common opportunities and challenges faced within the county, and have been considered by all partners on an ongoing basis since regional spatial strategy was revoked. Taking into account the character and self-containment nature of Leicestershire as identified in HEDNA considering the Travel to Work Areas, commuting patterns, growth and infrastructure, and the environment, the issues have been identified and consulted upon for cross-border joint working. Also, as explained above, based on linkages with the

neighbouring authorities, the same issues have been identified and consulted on for joint working with the authorities outside HMA. These include:

- Meeting HMA wide housing needs;
- Assessing the accommodation needs of Gypsies, travellers and travelling showpeople;
- Meeting strategic employment needs;
- Addressing cross boundary transportation issues;
- Assessing the viability of introducing a Community Infrastructure Levy;
- Addressing strategic green infrastructure issues and other cross boundary environmental issues.

6.4 In view of the above, the following cross boundary strategic planning issues that have the potential to affect areas beyond Melton's borough boundary have been identified and have formed the basis of ongoing engagement with Melton Borough Council's partners. The identification of these issues were consulted on and agreed with the partners as part of the Duty to cooperate consultation alongside Emerging Options consultation in March-April 2016, details of which are included in Appendix 1:

- i. Strategic housing need and land supply (including Strategic housing land availability assessment (SHLAA), affordable housing and specialist provision for the elderly);
- ii. General employment;
- iii. Gypsy, traveller, travelling showpeople accommodation needs;
- iv. Transport infrastructure;
- v. Other infrastructure, for example, schools and health centres.
- vi. Green wedges/green infrastructure;
- vii. Minerals planning which is covered by a separate local plan, prepared by Leicestershire County Council (LCC); and
- viii. Flood risk/strategic flood risk assessment.

## **7. Engagement with partners on strategic matters**

7.1 Melton Borough Council has actively engaged with the partners on the preparation of the Local Plan and its supporting evidence base.

7.2 Melton Borough Council is a member of three officer forums within the Leicester and Leicestershire Housing Market Area (HMA):

- 1) Leicester and Leicestershire Strategic Planning Group (SPG) (formerly known as the Housing, Planning and Infrastructure Group (HPIG))
- 2) Planning Officers' Forum (POF)
- 3) Development Plans Forum (DPF)

7.3 The role of Strategic Planning Group is to oversee information collection and policy development for spatial planning, housing and infrastructure amongst the Leicester and Leicestershire local authorities. The Group meets regularly and is attended by senior management team representatives from all authorities across the HMA (including Leicestershire County Council) - the highways authorities and the Leicester and Leicestershire Local Enterprise Partnership (LLEP). The Group oversees the

commissioning and carrying out of joint work, for example the Housing and Economic Development Needs Assessment, and provides a high level forum for discussing common issues and developing understanding. It provides a direct link to the work of the LLEP and is currently leading officer work on the preparation of a Combined Authority bid and the development of a Strategic Growth Plan for the HMA.

7.4 The Planning Officers' Forum (POF) is a formal meeting of Chief Officers responsible for planning and transport services within the HMA (and Rutland County Council). The Forum provides professional advice to the Strategic Planning Group to support its overall direction and work programme. The Chair of POF represents the wider Forum at meetings of SPG. POF meets regularly in step with SPG meetings.

7.5 The Development Plans Forum is a formal meeting of the managers responsible for planning and transport policy within the HMA (and Rutland County Council) and reports to POF with the Chair attending POF as required.

7.6 The work of SPG and the subsidiary officer groups is overseen by a Member Advisory Group (MAG) which comprises of one representative from each local authority, plus an observer from the LLEP. The MAG meets on a regular frequency and its role is advisory. Any proposals or recommendations of MAG are not binding on the constituent member authorities. Any decisions regarding proposals for the development and/or implementation of any statutory or non-statutory Strategic Growth Plan remain the responsibility of each individual member authority.

7.7 The 'Leicester & Leicestershire Authorities Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing'<sup>1</sup> in respect of housing requirements was agreed through MAG in January 2017 and was subsequently agreed by all of the constituent authorities through their own governance arrangements. :

## **8. Compliance with the Duty**

8.1 The Council's compliance with the Duty has been in accordance with the guidance in the NPPF and PPG. Relevant planning policy issues to be considered under the Duty to Cooperate are explained in paragraphs 178-181 and 156 and are listed in paragraph 6.4 above.

8.2 The following section summarises how Melton Borough Council has complied with the duty on strategic matters. Most of the issues are summarised within the section below, however some details can be found in Appendix 2.

8.3 An audit trail of various stages of the Local Plan has been included in Appendix 3.

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<sup>1</sup> <http://www.lstrategicgrowthplan.org.uk/wp-content/uploads/2017/01/Joint-Statement-of-Co-operation.pdf>

## 9. Strategic priorities and engagement with the partners

### 9.1 Housing and economic development needs

<b>Future development needs (housing)</b>
<p><b>What have we cooperated on?</b></p> <ul style="list-style-type: none"><li>(a) Preparation of a Strategic Housing Market Assessment (SHMA) (June 2014) and a subsequent Memorandum of Understanding (MoU) (July 2014).</li><li>(b) Preparation and publication of Leicester and Leicestershire Housing and Economic Development Needs Assessment (January 2017) and the subsequent Joint Statement of Cooperation (January 2017) (Appendix 4)</li><li>(c) Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning (October 2017) (Appendix 5) in advance of the Strategic Growth Plan.</li></ul>
<p><b>Who has been involved?</b></p> <ul style="list-style-type: none"><li>(a) All local planning and highways authorities across the Leicester &amp; Leicestershire Housing Market Area including Leicester City Council, Leicestershire County Council and the LLEP.</li><li>(b) Local authorities adjoining Melton Borough but outside the HMA – Rutland County, South Kesteven, Rushcliffe Borough Council, Newark and Sherwood District Council, Lincolnshire County Council and Nottinghamshire County Council.</li></ul>
<p><b>Process/Working Arrangements:</b></p> <ul style="list-style-type: none"><li>(a) The SHMA (now superseded by HEDNA) was overseen by a Steering Group comprising officers from each of the local planning authorities. The SHMA and the subsequent MOU as mentioned above were signed off by the Member Advisory Group in July 2014 before the MOU was then signed off by individual authorities through their own internal processes.</li><li>(b) The HEDNA was commissioned by the Leicestershire authorities and was overseen by a Steering Group comprising officers from each local planning authority. HEDNA work was also overseen by the Strategic Planning Group (SPG). HEDNA and the Joint Statement of Cooperation were signed off by MAG in January 2017. HEDNA has subsequently been accepted as evidence by all of the Authorities represented in the SPG and the associated Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' agreed similarly.</li><li>(c) The Council has engaged continuously as part of all of the statutory and non-statutory consultations with the non-HMA authorities and has had email and telephone conversations with regard to housing needs. The purpose of engagement with non-HMA authorities was to check if they had any unmet needs and if they were happy with the contents of Melton Local Plan.</li><li>(d) As part of the Focused Changes consultation representations were received from Charnwood Borough Council expressing concern about the Plan exceeding the identified OAN within HEDNA.</li></ul>
<p><b>Outcome:</b></p> <ul style="list-style-type: none"><li>(a) SHMA as well as HEDNA identify Melton Borough as forming part of the L&amp;L HMA. SHMA identified an Objectively Assessed Need (OAN) for the equivalent of 245 new dwellings each year, equalling 6,125 dwellings for the Borough of Melton and 51 hectares of employment land between 2011 and 2036. SHMA was used to inform the Pre-submission draft Local Plan. In January 2017, HEDNA was published along with the Melton Council's own report on 'Towards the Housing Requirement for Melton' outlining the implications of HEDNA and suggesting the appropriate requirement for the borough. The report recommended a housing requirement for Melton within the</li></ul>

range of 230-280 dwellings per annum (5,750-7,000 over the period 2011-2036). A housing requirement of 245 dpa has been identified based on the latest evidence. 'Towards the Housing Requirement for Melton' fulfilled the content of the January 2017 Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' para.2.9 by allowing MBC to base its Local Plan housing requirement on the HEDNA and other relevant evidence. This was also evidenced in the minutes of the HEDNA working group meeting on 2<sup>nd</sup> December 2017 (Appendix 6).

- (b) The HEDNA did however indicate that in the longer term some areas within the HMA will not be able to accommodate all of their OAN identified in the study. The Authorities agreed that this would be resolved through the production of a non statutory 'Strategic Growth Plan' and have agreed a Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' confirming this. This includes a commitment to review local plans if the distribution of provision arising from this exercise cannot be accommodated by the plans already in place through an agreed methodology and a recognition that Authorities involved in the process of producing local plans should continue. A revised Joint Statement of Co-operation has been agreed by SPG to reflect current circumstances in October 2017 and will be agreed by the constituent partners through their own governance arrangements.

In the meantime, the draft Local Plan requirement provides enough headroom to meet any unmet need within the HMA over and above the demographic OAN suggested within HEDNA by 2,775 homes within the plan period, apart from the flexibility provided by the reserve site policy C1(B) within the Plan.

- (c) Non-HMA authorities confirmed through consultation responses and through separate conversations that they are happy to meet their own needs within their area and do not have any cross-boundary matters of concern with us.
- (d) Charnwood Borough Council are the signatories to the new Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' (October 2017) confirming their acceptance to the Council's approach.

**Ongoing:** The work on the Strategic Growth Plan (SGP) – a non-statutory document which will set out a longer term view of development needs up to 2050 for the HMA area and will resolve the issues arising from unmet need from the HMA area through its distribution within the HMA. In common with partner Authorities and the Joint Statement of Co-operation, Melton Local Plan has a trigger policy (Policy SS6) that will trigger an early review of the local plan should it be needed after the SGP is published. The Council remains committed to working with all of the HMA authorities to collectively ensure that the future development needs of the HMA will be met. The timetable for agreement of the draft SGP is late 2017 with the intention to publish for consultation in January 2018 and finalise later in 2018.

## **Economic development needs**

### **What have we cooperated on?**

Identification of the Borough's employment land requirements through the preparation of the:

- a) 'Leicester and Leicestershire HMA Employment Land Study' undertaken in 2012 by the Public and Corporate Economic Consultants (PACEC).
- b) Leicestershire Rural Economy Evidence Base, June 2014
- c) L&L Strategic Economic Plan 2014-2020
- d) Melton Employment Land Study (2015) that was consulted as part of the evidence base during statutory and non-statutory consultations with partner organisations
- e) HEDNA January 2017
- f) Towards Melton's Housing Requirement Report (January 2017)

**Who has been involved?**

- a) The Leicester and Leicestershire Enterprise Partnership (LLEP) (who commissioned and coordinated the PACEC study)
- b) All of the local planning and highways authorities and LLEP across the Leicester & Leicestershire Housing Market Area were involved in all of the studies except (d & f).

**Process/Working Arrangements:**

- a) PACEC study was commissioned by the LLEP in 2012 who chaired a Steering Group attended by officers from each of the local planning authorities and the consultants. The Steering Group met throughout the preparation of the study until it was completed. The study was signed off by the then Housing Planning and Infrastructure Group in December 2012
- b) The studies were consulted as part of the statutory and non-statutory consultation exercises at every stage of the local plan making process.

**Outcome:** Identification and underpinning of employment land requirements for the Borough for the plan period.

'Towards the Housing Requirement for Melton' study fulfilled the content of the January 2017 'Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' para.2.9 by allowing MBC to base its Local Plan employment land requirement on the HEDNA and other relevant evidence.

The Authorities agreed that longer term provision of employment land would be resolved through the production of a non statutory 'Strategic Growth Plan' and have agreed a Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' confirming this. This includes a commitment to review local plans if the distribution of provision arising from this exercise cannot be accommodated by the plans already in place through an agreed methodology and a recognition that Authorities involved in the process of producing local plans should continue. A revised Joint Statement of Co-operation has been agreed by SPG to reflect current circumstances in September 2017 and will be agreed by the constituent partners' governance arrangements. Para 2.13 of this Statement relates to the provision of employment land.

**Ongoing:** The work on SGP is still ongoing. It will take into account the findings of the HEDNA itself partly informed by the individual employment studies of the local authorities.

**Affordable housing needs and delivery****What have we cooperated on?**

- a) Preparation of a Strategic Housing Market Assessment (SHMA) (June 2014).
- b) Preparation and publication of L&L Housing and Economic Development Needs Assessment and a subsequent Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' (January 2017) and its update (September 2017).
- c) Melton Borough Council Housing Needs Study (2016)
- d) Revised Local Plan and CIL Viability Study (May 2017)

**Who has been involved?**

- a) All local planning authorities across the Leicester & Leicestershire Housing Market Area including Leicestershire County Council and LLEP in the production of HEDNA.
- b) Registered providers
- c) All of the duty to cooperate prescribed bodies through statutory consultation.

**Process/Working Arrangements:**

- a) The SHMA which is now outdated evidence for housing was overseen by a Steering Group comprising officers from each of the local planning authorities. The SHMA and the MOU were signed off by the member Advisory Group in July 2014, before the MOU was then signed off by individual authorities through their own internal processes.
- b) The HEDNA was commissioned by Leicestershire authorities and was overseen by a Steering Group comprising officers from each local planning authority. HEDNA work was also overseen by the Strategic Planning Group (SPG). HEDNA and the Joint Statement of Cooperation were signed off by MAG in January 2017.
- c) The council has engaged continuously as part of all of the statutory and non-statutory consultations with the non-HMA authorities and has had email and telephone conversations with regard to housing needs.
- d) The Council commissioned Cushman & Wakefield to review the impact on development viability of the draft policies in the Local Plan and to assess the potential of charging a Community Infrastructure Levy (CIL) on new development across the Borough.
- e) The Council commissioned JG Consulting to produce a Housing Needs Assessment study for the Borough to assess the local housing needs including affordable housing and housing mix.

**Outcome:**

- a) The HEDNA has identified an affordable housing need for Melton Borough of 70dpa, which equates to a total of 1750 dwellings over the plan period (2011-2036). Read alongside the 'Towards a Housing Requirement' the Council concluded that its housing requirement within the Local plan should be 245 dpa in order to make a substantial contribution towards meeting affordable housing needs. As stated above, the 'Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing' invites Local Authorities to progress their Local Plan based on HEDNA and other relevant evidence and the Council considers the above has fulfilled this approach.
- b) The Revised Local Plan and CIL Viability Study (May 2017) identified that a blanket 37% affordable housing requirement across the Borough would not be viable. Instead different requirement levels of affordable housing would be viable in different value areas across the Borough. This has informed the Focused Change in affordable housing policy C4 in the local plan.

**Ongoing:**

An affordable housing and housing mix supplementary planning document will be developed to give greater guidance on the delivery of affordable housing.

## Housing mix

### What have we cooperated on?

- a) Preparation of a Strategic Housing Market Assessment (SHMA) (June 2014).
- b) Preparation and publication of L&L Housing and Economic Development Needs Assessment and a subsequent Joint Statement of Cooperation Relating to Objectively Assessed Need for Housing (January 2017 and October 2017)
- c) Melton Borough Council Housing Needs Study (2016)

### Who has been involved?

- a) All local planning authorities across the Leicester & Leicestershire Housing Market Area including Leicestershire County Council and LLEP in the production of HEDNA.
- b) Registered providers
- c) All of the duty to cooperate prescribed bodies through statutory and non-statutory consultation.

### Process/Working Arrangements:

- a) The SHMA which is now outdated evidence for housing was overseen by a Steering Group comprising officers from each of the local planning authorities. The SHMA and the MOU were signed off by the member Advisory Group in July 2014, before the MOU was then signed off by individual authorities through their own internal processes.
- b) The HEDNA was commissioned by Leicestershire authorities and was overseen by a Steering Group comprising officers from each local planning authority. HEDNA work was also overseen by the Strategic Planning Group (SPG). HEDNA and the Joint Statement of Cooperation were signed off by MAG in January 2017.
- c) The council has engaged continuously as part of all of the statutory and non-statutory consultations with the non-HMA authorities and has had email and telephone conversations with regard to housing needs.
- d) The Council commissioned JG Consulting to produce a Housing Needs Assessment study for the Borough to assess the local housing needs including affordable housing and housing mix.

### Outcome:

The HEDNA has identified evidence on 'housing mix' for Melton Borough over the plan period (2011-2036). However this relates to the OAN figure only and, read alongside the Housing Needs Study, the Council concluded that its housing requirement within the Local Plan should be 245 dpa in order to reconcile the Plan with the evidence of the Housing Needs Study.

The Melton Borough Council Housing Needs Study (2016) has identified the optimum housing mix for residential developments for both market and affordable housing. This will be used for any developments of 10 or more dwellings.

### Ongoing:

An affordable housing and housing mix supplementary planning document will be developed to give greater guidance on the delivery of market and affordable housing.



## 9.2 Gypsy, Traveller and Travelling Showpeople Accommodation Assessment

### What have we cooperated on?

- a) Collaborative working has been ongoing in the preparation of joint evidence to identify these accommodation needs at a local authority level.
- b) A joint report with Leicester and Leicestershire authorities on the accommodation assessment of Gypsies, Traveller and Travelling Showpeople
- c) Leicestershire, Leicester and Rutland Gypsy and Travellers' Accommodation Needs Assessment (GTAA) (2007).
- d) Subsequently a refresh of the original 2007 GTAA Study was undertaken
- e) The recent 2017 Gypsy, Traveller and Travelling Show people Accommodation Assessment (GTAA) provides a robust assessment of current and future need for Gypsy, Traveller and Travelling Showpeople accommodation in Leicester City and Leicestershire

### Who has been involved?

- a) Initially the Council, along with other Leicestershire Authorities, commissioned the Leicestershire, Leicester and Rutland Gypsy and Travellers' Accommodation Needs Assessment (GTAA) (2007). The commissioning authorities for this piece of evidence included Leicestershire County Council, Leicester City Council, Rutland County Council, Blaby District Council, Charnwood Borough Council, Harborough Borough Council, Hinckley and Bosworth Borough Council, Melton Borough Council, North West Leicestershire District Council and Oadby and Wigston Borough Council.
- b) All of the above authorities, with the exception of Rutland County Council and Hinckley and Bosworth Borough Council who undertook their own individual GTAAs. The joint refresh was published in May 2013. A further refresh was undertaken in 2014.
- c) All of the above Authorities with the exception of Hinckley and Bosworth commissioned and have agreed the 2017 Gypsy, Traveller and Travelling Show people Accommodation Assessment (GTAA).

**Process/Working Arrangements:** The preparation of the evidence base studies was overseen by a Steering Group of officers from each of the HMA authorities, with oversight provided by the Planning Officers Forum, together with a representative from the Leicestershire Multi Agency Traveller Unit (MATU), who met throughout the period that the respective studies were undertaken. It has subsequently been accepted as evidence by the participating authorities.

The 2017 GTAA has undertaken stakeholder engagement also with Leicestershire Gypsy and Traveller Equality (GATE) and the Showmen's Guild. Meetings and email was the main form of communication between the authorities.

### Outcome:

- a) The findings of the GTAA 2017 on permanent pitch requirements are unchanged from those in the draft version of the GTAA 2016 (as cited in the Pre-Submission Draft Local Plan): Melton's permanent pitch requirement from April 2016 to March 2021 is 2 permanent residential pitches, and between April 2021 and March 2026 it is 1 permanent residential pitch. There is no further requirement for any permanent pitches from April 2026 to 2036.
- b) Due to the granting of planning permission for a total of 5 permanent pitches and 2 transit pitches in 2015 and 2016, the need identified in the GTAA 2017 is already met, so no further permanent pitch allocations are included in this plan.

**Ongoing:** The council will continue to work together with the neighbouring authorities. If subsequent GTAA reviews establish an unmet need (or the planning permissions are not implemented), a review of Policy C6 will be carried out.

### 9.3 Infrastructure – transport

#### What have we cooperated on?

- a) Melton Mowbray Transport Strategy (MMTS) and Melton Mowbray Distributor Road (MMDR)

#### Who has been involved?

- a) Leicestershire County Council
- b) Department for Transport

#### Process/Working Arrangements:

- a) The MMDR is organised on a project management basis with oversight provided by a Programme Board comprised of key representatives of the Highways Authority (Leicestershire County Council) and Melton Borough Council, along with their appointed consultants AECOM and Jacobs. Their work is supported by the Melton Mowbray Transport Strategy - Development Management & Local Plan Working Group which ensures that current activity on planning applications and the Local Plan is complementary to the MMTS and MMDR design work.

#### Outcome:

- a) LCC and MBC were successful in securing up to £2.8 million of funding for the design and business case preparation work for the construction of the MMDR through a bid to the Department for Transport (DfT) 'large local major projects fund' in November 2016. Detailed design work is in progress, and will lead to the submission of a planning application and the submission of the business case for full funding in January 2018. Consultation on the preferred alignment of the route of the MMDR and engagement with landowners is taking place from 1<sup>st</sup> September to 15th October 2017. More details can be found on <http://bit.ly/2wYeqdi>
- b) Through the Melton Local Plan Addendum of Focused Changes, the draft local plan now incorporates a new Policy IN1 (Focused Change 11) that reflects the progress made towards construction of the MMDR, whilst Focused Changes 11 and 13 identify and safeguard a Corridor of Investigation/Interest within which the final alignment of the MMDR will be located.

**Ongoing:** Work is ongoing on the above with a view to submitting the business case for funding in Jan 2018. If successful, it is anticipated that the requirements of an award of funding would be to commence the construction of the MMDR in 2020 with a view to its completion in 2022.

Leicester City raised a representation at Pre-Submission stage as well as Focused Change consultation, expressing concern regarding the impact of growth in Melton Borough on the Highway network within the city of Leicester. The parties have agreed to resolve these in the Examination process.

### 9.4 Infrastructure including schools, surgeries, sports facilities, green infrastructure

#### What have we cooperated on?

- a) Site-specific allocations in individual settlements to inform the updated site assessment work.
- b) Overall capacities within the settlements to inform the updated site assessment work

- c) Sports Facilities Strategy (July 2017)
- d) Infrastructure Delivery Plan (2016) - Joint working has been undertaken with a range of organisations to identify the infrastructure required to support the new development proposed in the Local Plan. In particular an infrastructure Delivery Plan has been prepared which assesses the infrastructure needed to support the development strategy of the Borough, including the level of growth proposed, along with the identification of any gaps in infrastructure, what other infrastructure is likely to occur and potential funding sources.

**Who has been involved?**

- a) Leicestershire County Council – Local Education Authority (LEA)
- b) East Leicestershire & Rutland Clinical Commissioning Group (CCG)
- c) South Lincolnshire Clinical Commissioning Group
- d) Sport England
- e) A wide range of stakeholders working together for the production of the IDP has been involved.

**Process/Working Arrangements:**

- a) The Borough Council has had a continuous engagement with the LEA through regular meetings at senior officer level, and has also consulted the LEA as part of the statutory and non-statutory consultation exercises of the Local Plan. The production of the Plan has coincided with numerous planning applications in which the question of capacity of schools has been examined.
- b) The Clinical Commissioning Groups have been involved through the statutory and non-statutory consultation exercises of the local plan and through the DtC consultation. They were also engaged via consultants in the preparation of the Infrastructure Delivery Plan.
- c) Sport England (SE) have been involved throughout the process of production and publication of the Indoor Sports Facilities Strategy. MBC has worked with Sport England to resolve issues around the evidence base for sport and recreation in the Local Plan. A meeting was held at Sport England between SE and MBC on 13/9/2016 to agree on a way forward. This has involved:
  - Achieving sign-off of the Playing Pitch Strategy and Assessment Report by the sports National Governing Bodies (NGBs). This required a re-issue of the Playing Pitch Strategy and Assessment Report by consultants KKP in November 2017 following requests for amendments by the NGBs.
  - Working with Sport England to procure consultants to carry out an Indoor Sports Facilities Strategy to replace the Indoor Facilities Assessment 2014 which Sport England did not endorse. Joint working has involved preparing a brief, instructing consultants and attendance at an inception meeting on 15/12/2016. Input into the brief included Leicestershire and Rutland Sports Partnership (LRSP) who also attended the inception meeting and neighbouring Rushcliffe Borough Council.
  - The work has involved consultation with National Governing Bodies, neighbouring local authorities, Parish Councils, Sport England and LRSP
  - Agreeing on Local Plan policy wording changes to SS4, SS5, EN3, EN7 and D1. The latter now incorporates the Sport England guidance Active by Design
- d) Consulting company, Arup were commissioned by the Council to prepare the Infrastructure Delivery Plan (2016) for the borough. The IDP has been prepared in consultation with a number of partners, the County Council and wider infrastructure providers. Extensive discussions have take place with stakeholder to gather information about the infrastructure implications arising from new development.

**Outcome:**

- a) The engagement with the LEA has resulted in agreement and consideration of the updated capacities within the schools in the Borough. These findings have informed the updated site assessment process that underpins the housing allocations in the local plan (as amended by Focused Change 4). Specific wording has been included within the site specific policies of Appendix 1 of the Local Plan to indicate that development on certain sites will only be supported subject to sufficient school capacities within the area. Importantly, the LEA have worked collaboratively with schools where capacity is likely to be a problem and scope for expansion is limited and has devised fully worked up schemes for the extension of Long Clawson, Somerby and Waltham on the Wolds primary Schools to a scale that will accommodate the demand generated by the development proposed in the Plan in their respective locations. In Melton Mowbray, the LEA has welcomed the provision of 2 new Primary Schools in each of the 'Sustainable neighbourhoods' as a solution to meeting demand within the town catchment area under policies SS4 and SS5. Contributions are also sought from other Housing Allocations within the town catchment areas under policies C1(A). Finally, the LEA has welcomed the approach of addressing increased demand in the 2 secondary schools in Melton Mowbray by means of an extension to both and this is accomplished by the content of Policies SS4 and SS5 and sites within Policy C1(A) requiring contributions within the relevant catchment.
- b) A minor modification is suggested in the reasoned justification for health provision within the Plan to include the reference to LLR Sustainability and Transformation Plans.
- c) In the preparation of the Indoor Sports Facilities Strategy (July 2017), Sport England advised the consultants to use their calculator for assessing the needs of the facilities within the borough. The findings of the strategy led to the local plan policy (EN7) and reasoned justification changes outlined in Focused Change 9.
- d) The Infrastructure Delivery Plan (IDP) provides the findings of an infrastructure audit and presents an infrastructure delivery plan and schedule for the Borough. The audit provides a review of existing provision and future requirements for physical, social and green infrastructure. This is based on planned growth of the Borough as set out in the Pre-Submission Draft Local Plan (November 2016). The IDP identifies the infrastructure requirements of the Borough up to 2036. A workshop was held on 30th August 2016 at Melton Borough Council's offices for stakeholders. The purpose of this workshop was to present the growth context for the borough, the Local Plan timetable and our initial findings in relation to specific types of infrastructure. Attendees included:
  - Western Power Distribution
  - Leicestershire County Council
  - Leicestershire Fire and Rescue Service
  - East Leicestershire and Rutland Clinical Commissioning Group

**Ongoing:** The Council continues to work together with the partners as part of its ongoing Duty and will update the site assessments as part of any local plan review, or as otherwise needed, e.g. in the preparation of a CIL Charging Schedule and Regulation 123 list. The Council is already securing contributions for the growth of education facilities through S106 agreements.

**Leicestershire HMA authorities to discuss sports provision:**

A meeting was held at Leicester City Council offices on 12/12/2016 to discuss Leicester's sports requirements and identify cross-boundary demand issues. Leicester is struggling to

find land to meet the demand for cricket and hockey provision and relies on facilities out of the city. Although there is currently no evidence of displaced need between Leicester and Melton, keeping abreast of developing playing pitch strategies for sports and recreation facilities in the HMA will enable a better understanding of supply and demand across Leicestershire. Each authority will provide an update to the progress of evidence gathering on an ongoing basis as well as inform of changes in supply.

## 9.5 Strategic Housing and Economic Land Availability Assessment (SHLAA & ELAA)

### What have we cooperated on?

In accordance with the NPPF, Local Planning Authorities are required to assess the existing and future supply of land for housing and economic development to inform the local plans. Authorities have worked on the preparation of a joint approach/methodology to the SHLAA and ELAA. This is used as evidence to assist in the identification of sites to meet the borough's identified development needs.

### Who has been involved?

Initially representatives were from all local planning authorities within the Leicester and Leicestershire HMA. Representatives from Leicestershire County Council, as the Mineral Authority, now also form part of this officer working group.

### Process/Working Arrangements:

The key mechanism for cooperation has been the establishment of a working group. This has comprised a planning officer from each of the participating authorities, led by a lead authority, a responsibility that has been rotated. Communication has primarily been through e-mail correspondence although when necessary officers have met, for example to discuss national policy changes such as NPPF & NPPG and potential changes to methodology. A joint methodology has been prepared by the working group which is frequently updated.

**Outcome:** An agreed joint approach to the preparation of strategic housing and economic land availability assessments. This ensures each authority's individual SHLAA & ELAA follows the same broad methodology, and produces comparable data. The initial Joint Methodology was agreed in 2008, with several revisions in January 2016, August 2016 and the latest one in March 2017.

The agreed approach has underpinned the Council's own SHLAA 2017, which itself has informed the housing site allocations of the local plan.

**Ongoing:** The Council continues to be a part of this Group and continues to work together with HMA authorities in revising and publishing new methodology when needs arise to form a robust evidence base for the site assessments.

## 9.6 Environment including Green Infrastructure Strategy, Landscape Character, Strategic Flood Risk Assessment, Climate Change

### What have we cooperated on?

- a) Green Infrastructure Strategy (2010, 2011)
- b) Landscape Sensitivity Study: Wind Energy Development (2014)
- c) Strategic Flood Risk Assessment (2015 and 2016)
- d) Planning for Climate Change: Renewable Energy Opportunities (2008).

**Who has been involved?** Following partners have been involved in the respective studies mentioned above.

- a) Local Authorities in the Leicestershire, Derbyshire and Nottinghamshire area

(including upper tier and unitary authorities).

- b) Melton and Rushcliffe on Wind Energy Development
- c) The Environment Agency and Leicestershire County Council as Lead Local Flood Authority
- d) Blaby, Hinckley & Bosworth, Harborough, North West Leicestershire, Oadby & Wigston and Rutland Councils.

**Process/Working Arrangements:**

- a) Joint work has been undertaken to produce the Green Infrastructure (GI) strategy to identify the opportunities and gaps in green infrastructure and to bring together the strategic needs for green infrastructure of the 6 Cs GI Strategy for Leicester, Derby, Nottingham, Leics. Derbyshire, Notts. Melton was a part of the 6Cs Strategic Green Infrastructure Project Board which was a partnership of local authorities and environmental organisations with responsibility for overseeing the planning and delivery of GI needs across the 6Cs sub-region.
- b) The Council worked with Rushcliffe Borough Council in the production and publication of Landscape Sensitivity Study: Wind Energy Development.
- c) Working alongside these organisations since the inception meeting for the production of the SFRA. The Council is also involved as part of the wider HMA wide strategic group in the production of the final SFRA for the SGP, though this is directly not part of the Melton Local Plan evidence base. Severn Trent, Anglian Water and the Environment Agency along with other statutory bodies were also consulted during the statutory and non-statutory consultations of the Local Plan.
- d) Joint report on renewable energy opportunities for Blaby, Hinckley & Bosworth, Harborough, North West Leicestershire, Oadby & Wigston and Rutland was undertaken in 2008 to provide the energy efficiency recommendations for new development.

All of the joint working involved correspondence with the partners through meetings and emails.

**Outcome:**

- a) Priority and secondary GI enhancement areas and Melton Mowbray GI network have been identified. This has informed the named assets requiring protection within Policy EN3.
- b) Landscape Sensitivity Study gives guidance on siting and design of wind energy developments and contains detailed assessments and guidance for each Landscape Character Unit. Each one contains:
  - A location map of the Landscape Character Unit
  - Key landscape characteristics taken from published Landscape Character Assessments
  - Landscape sensitivity assessment results for wind energy development
  - Key sensitivities and guidance for wind energy developmentThis has informed the content of Policy EN10 in relation to renewable energy sources.
- c) Production and publication of the SFRA reports which:
  - Update the 2008 SFRA taking into account the latest flood risk information, including mapping of the functional floodplain, assessing the potential increase in flood risk due to climate change and identifying areas at risk from other sources of flooding.
  - Highlight the areas of high and low risk in the Level 1 SFRA.
  - Provide detailed analysis of emerging site options which provide the evidence base for site selection and a framework for future site specific flood risk assessments in the Level 2 SFRA.
  - Provide a framework for the sequential test and the exception test, such that development in the Borough is located in areas at lowest risk of flooding and where this is not possible, deliver development which is flood resistant and resilient. The Council's Melton Local Plan Sequential Test of the Flood Risk of Potential

Development Sites, June 2017 report has taken this into account and has, in turn, informed the site allocation policies under Policies C1(A) and (b) and the site specific requirements under the associated 'appendix1'.

d) Planning for Climate Change: Renewable Energy Opportunities comprised three documents:

- Climate Change Assessment of Core Strategy Options.
- Renewable Energy Opportunities
- Energy efficiency recommendations for new development

Whilst much of the report is now out of date, parts that remain relevant include the potential for renewable energy, water use, and renewable energy opportunities including wind, hydro and biomass which have informed the policies within chapter 7 – 'Melton's Environment'.

**Ongoing:** Production of various evidence documents towards the production of the Strategic Growth Plan (see below) have been commissioned by the Leicestershire HMA partners and the LLEP via the Strategic Planning Group.

9.7 Apart from the engagement with the partners on the strategic matters listed above, there has been an ongoing engagement with organisations like Environment Agency (EA), Highways Authority (HA) and Historic England (HE).

9.8 Melton Borough Council has been engaging with Historic England (HE) to explore ways to take their representations on board where possible on the site allocations in the pre-submission draft Local Plan. A meeting was held with HE in June 2017 to discuss their representations on the Pre Submission Draft Local Plan. The outcome of that meeting was a draft Statement of Common Ground between HE and Melton Borough Council. It is recognised by both parties that it is a 'work in progress' and that it will be finalised prior to the Examination Hearings. Where agreement was reached, this was reflected in the focused changes (FC4), with amendments to site specific allocation policies and some revision of the sites included in Policies C1(A) and C1(B). Historic England have also been responding actively to the statutory and non-statutory consultations of the local plan, and to planning application consultations for sites such as on part of the southern sustainable neighbourhood that are key to the delivery of the local plan strategy.

9.9 The Environment Agency have been involved in the site assessment process for SHLAA as well as the local plan draft allocations process at every stage of the local plan, alongside their involvement through the statutory and non-statutory consultations of the local plan. Their views and feedback has been taken into consideration and has informed the site assessments. Information on flood and other environmental risks was sought in the assessment of submitted SHLAA sites which has subsequently informed the site allocation policies under Policies C1(A) and C1(B) and the site specific requirements under the site-specific policies.

9.10 The Highway Authority has been involved throughout the making of the local plan through the Council's pro-active engagement with them in the site assessment process of the SHLAA sites as well as local plan draft allocations. Their assessment and findings have informed the site-selection for the local plan and have also informed the site-specific policies within housing Policies C1(A) and C1(B). Please see also the

engagement and collaboration regarding the a) Melton Mowbray Transport Strategy (MMTS) and Melton Mowbray Distributor Road (MMDR) at para 9.3 above.

### **Local Enterprise Partnerships (LEP)**

- 9.11 Local Enterprise Partnerships (LEP) are defined by statute and are identified in the Regulations as bodies that those covered by the Duty should have regard to when preparing local plans and other related activities. In addition, paragraph 160 of the National Planning Policy Framework (NPPF) emphasises the importance of joint working between local authorities and LEPs.
- 9.12 The relevant LEP for Melton is the Leicester and Leicestershire LEP (LLEP) which provides a business led vehicle for the co-ordination and delivery of economic development initiatives, including access to major funding streams across the sub region including the Regional Growth Fund and the Growing Places Fund.
- 9.13 Melton Borough Council along with the other Authorities in the County has engaged constructively with the LLEP as part of the Strategic Planning Group (SPG) to work on the employment objective which has contributed into our Employment Land Study, SHMA and HEDNA. The SGP is being produced alongside the LLEP's Strategic Economic Plan for Leicestershire in order to project economic development and spatial planning objectives in a consistent manner.

### **Local Nature Partnerships (LNP)**

- 9.15 Work undertaken with Leicestershire Local Nature Partnerships (LNP) – Leicestershire County Council and Leicestershire and Rutland Local Wildlife Trust were on the steering group for the Biodiversity and Geodiversity Study procurement and were consulted on all draft as well as final stages of the Study. The LNP were also consulted on the DtC framework (Appendix 1) and did not raise any concerns with the issues or the approach. Since then it has emerged that the organisation does not have enough resources to respond to the Melton Local Plan consultations and have indicated that they would like to be removed from the consultation list.

## **10. Strategic Growth Plan**

- 10.1 Melton Borough Council along with Leicester and Leicestershire authorities is working towards the preparation of a Strategic Growth Plan in order to guide the strategic distribution of growth within Leicestershire up to 2050.
- 10.2 The Strategic Growth Plan will be a non-statutory plan so there will be flexibility regarding its content. The MAG has agreed a three-stage process.
- 10.3 The three stages are as follows:  
**Stage 1:** Summer 2016 –consultation on the Strategic Growth Statement – a long term vision to 2050. <http://www.llestrategicgrowthplan.org.uk/the-plan/stage-one/view-statement/>



**Stage 2):** underway now - development of the Draft Plan. Includes housing distribution, employment land, areas of search/directions of growth, major infrastructure requirements, protecting environmental assets, safeguarding from environmental risks. This includes the development of a wide ranging evidence base to inform the content of the Plan comprising:

- Housing and Economic Development Needs Assessment (HEDNA)
- Transportation modelling and transport studies
- Sustainability Appraisal
- Strategic Flood Risk Assessment

Other studies will be commissioned as necessary during the course of the plan.

**Stage 3:** early 2018 – consultation on Draft Strategic Growth Plan

**Stage 4:** summer 2018 – Publish finalised Strategic Growth Plan

## **11. Onward duty**

- 11.1 Much work has already taken place under the Duty to Cooperate and is recorded within this statement. However, given the importance of demonstrating that the duty has been met appropriately, work will continue on the strategic planning issues relevant to Melton on an ongoing basis.

## **12. Co-operation with other housing market area authorities**

- 12.2 The neighbouring authorities outside the HMA (Rushcliffe, South Kesteven, Rutland, Newark and Sherwood, Nottingham County Council and Lincolnshire County) have not raised any issues, and have confirmed that they intend to meet their own planned development needs without needing assistance from Melton Borough.



# Appendix 1– Framework Matrix

Our neighbouring authorities and other relevant bodies have been consulted on a framework which identifies the strategic issues and sets out how and when we involved them in considering these issues as the plan has progressed. The framework used for consultation also provided the opportunity for the relevant bodies to raise any other issues that may be relevant between us and them. This has helped to ensure that they are satisfied that the strategic issues that were identified and also that our approach of working with them is appropriate. A four week consultation was carried out with the neighbouring authorities and other bodies to coincide with the consultation of the Emerging Options document in early 2016. The partners were then further consulted during the publication of Pre Submission Draft Plan during November-December 2016 as well at Focused Change consultation stage in July 2017. The outcomes of various stages of consultations have already been included in the relevant sections of the statement. The responses to the representations received from these consultations along with any suggested modifications will be submitted with the Plan.

Earlier the partner organisations were also invited to comment and make representations on the Issues and Options (2014) stage of the Local Plan.

The matrix in this appendix outlines the framework used for consultation for the strategic priorities and the approach. For reference, the strategic priorities in the matrix have been numbered in the table as follows:

1. Strategic Housing Need (including affordable housing and specialist housing for the elderly)
2. General Employment - to be renamed 'Employment Land Provision' - suggested by LCC
3. Gypsy/ Traveller Needs
4. Transport Infrastructure
5. Other Infrastructure
6. Green infrastructure/landscape character/biodiversity & geodiversity
7. Sustainability Appraisal
8. HRA
9. Strategic Housing Land Availability Assessment Methodology
10. Minerals including Fracking<sup>2</sup>
11. Fracking
12. Waste Management
13. Flood Risk/SFRA

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<sup>2</sup> The original matrix included Fracking as a separate strategic issue, however in the response from LCC Waste and Minerals, it was suggested that it be included with Minerals and not keep it as a separate issue which is why it appears twice in the list (10 and 11).

Duty to Co-operate Organisation /Body	1	2	3	4	5	6	7	8	9	10	11	12	13	How, when and why we're consulting on specific issues
<b>Blaby District Council</b>	Y	Y	Y	Y	Y	Y			Y					In L&L HMA - important to work together on strategic issues; have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level meetings, emails etc.
<b>Charnwood Borough Council</b>	Y	Y	Y	Y	Y	Y	Y		Y				Y	In L&L HMA - important to work together on strategic issues; have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level dialogues, emails etc.
<b>Hinckley &amp; Bosworth Borough Council</b>	Y	Y	Y	Y	Y	Y			Y					Melton and Hinckley-Bosworth are in the Leicestershire HMA, its important to work together on strategic issues; H&B have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level dialogues, emails etc.
<b>Leicester City Council</b>	Y	Y	Y	Y	Y	Y	Y		Y				Y	Part of the HMA, and were involved throughout the process of Local Plan.
<b>Harborough District Council</b>	Y	Y	Y	Y	Y	Y	Y		Y					In L&L HMA - important to work together on strategic issues; have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level dialogues, emails etc.
<b>North West Leicestershire District Council</b>	Y	Y	Y	Y	Y	Y			Y					In L&L HMA - important to work together on strategic issues; have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level dialogues, emails etc.
<b>Oadby &amp; Wigston Borough Council</b>	Y	Y	Y	Y	Y	Y			Y					In L&L HMA - important to work together on strategic issues; have been and will be consulted on each stage of the Local Plan from the onset and including the evidence base; consultation, SHMA, SHLAA, Officer level dialogues, emails etc.
<b>Leicestershire County Council</b>														Part of the HMA, and were involved throughout the process of Local Plan.
<b>LCC (General Policy)</b>	Y	Y					Y							Part of the HMA, and were involved throughout the process of Local Plan.

Duty to Co-operate Organisation /Body	1	2	3	4	5	6	7	8	9	10	11	12	13	How, when and why we're consulting on specific issues
LCC Lead Flood Authority							Y						Y	Part of the HMA, and were involved throughout the process of Local Plan.
LCC Education					Y									Part of the HMA, and were involved throughout the process of Local Plan.
Leicester Highway Authority	Y	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y	It is important to consult Highways for all future plans of the Borough - at all stages of Local Plan
LCC (Gypsy and Traveller Needs)			Y				Y							Part of the HMA, and were involved throughout the process of Local Plan.
Leics Local Nature Partnership						Y	Y	Y						As a statutory organisation, LNP has been consulted in Local Plan consultations.
LCC County Planning Authority (Minerals)							Y	Y		Y	Y			LCC is the Planning authority for waste, minerals and fracking, so it is important to consult them at all stages of Local Plan including SA and HRA
LCC Local Resilience Network								Y					Y	Part of the HMA, and were involved throughout the process of Local Plan.
LCC waste management					Y								Y	Part of the HMA, and were involved throughout the process of Local Plan.
LCC Environment - Green Infrastructure/Landscaping						Y								Part of the HMA, and were involved throughout the process of Local Plan.
Rutland County Council	Y	Y	Y	Y	Y	Y	Y	Y		Y		Y	Y	Being a neighbouring authority it is our duty to consult on strategic issues. All stages of Local Plan process
The Environment Agency	Y				Y	Y	Y	Y			Y		Y	A statutory organisation and has been involved throughout in all the stages of local plan process as well as SHLAA
Historic England	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y		To be involved in all strategic planning issues of Local Plan at all stages
Natural England	Y				Y	Y	Y	Y		Y			Y	As local planning authority, plan for sustainable development, it is important to consult NE at all stages of Local Plan, including SA, HRA etc
South Kesteven	Y	Y	Y	Y	Y	Y	Y	Y						Being a neighbouring authority it is our duty

Duty to Co-operate Organisation /Body	1	2	3	4	5	6	7	8	9	10	11	12	13	How, when and why we're consulting on specific issues
District Council														to consult on strategic issues. All stages of Local Plan process
Newark and Sherwood District	Y	Y	Y	Y	Y	Y	Y							Newark-Sherwood being our neighbours, it is important to consult on strategic issues at all stages of Local Plan.
Rushcliffe Borough Council	Y	Y	Y	Y	Y	Y	Y	Y						Being a neighbouring authority it is our duty to consult on strategic issues. The Borough Council were consulted at all stages of Local Plan process.
The Civil Aviation Authority					Y									
Homes & Communities Agency	Y				Y									The HCA have been involved in our Housing Delivery Workshop held in December 2016 to inform the deliverability of the sites selected.
Leicester City NHS Clinical commissioning Group					Y									Neighbouring CCG
East Leicestershire & Rutland Clinical Commissioning Group	Y		Y		Y									As they are the infrastructure providers, we need to consult them at all stages of Local Plan
West Leicestershire CCG					Y									Neighbouring CCG
NHS England - Midlands & East (Central Midlands)	Y		Y		Y									This is now CCG delegated function and we were informed to consult them in the future.
The Office of the Rail Regulator - now called Office of Rail and Road - suggested by LCC Transport					Y									ORR have been contacted and consulted in the stages of the local plan consultation.

Duty to Co-operate Organisation /Body	1	2	3	4	5	6	7	8	9	10	11	12	13	How, when and why we're consulting on specific issues
<b>Highways England</b>	Y	Y		Y				Y						As lead highways authority, they need to be consulted on stages of Local Plan.
<b>Sport England</b>					Y	Y								It is important to consult Sport England for their guidance on Playing Pitch Strategy which will also inform other infrastructure and Green Infrastructure in the Borough; Sport England will be consulted at all stages of Local Plan including Emerging Options apart from continuous dialogue at specific stages (eg. PPS) etc.
<b>Leicestershire Police</b>					Y									Important service providers within the HMA
<b>Leicestershire Fire and Rescue</b>					Y								Y	Important service providers within the HMA
<b>Leicester and Leicestershire Enterprise Partnership</b>	Y	Y		Y										Part of the HMA and have been involved throughout the local plan making process.
<b>Severn Trent</b>					Y			Y					Y	As utility company, it is important to consult them.
<b>Anglian Water</b>					Y			Y					Y	as private utility company in the Borough, it is important to consult them on the Local Plan





## Appendix 2 – Strategic Planning Issues and Outcomes



<b>Strategic Planning Issue</b>	<b>Evidence Base</b>	<b>Strategic Partners</b>	<b>Actions</b>	<b>Outcomes from strategic working</b>
Sustainability Appraisal	Sustainability Appraisal reports 2015, 2016 Addendum Feb 2017 housing requirement SA of additional sites 2017 SA of sites May 2017	Neighbouring authorities within and outside HMA	Addendum Feb 2017 housing requirement	Findings of SA incorporated into Local Plan, for example in Site allocations and other policies
HRA	Habitats Regulations Assessment October 2016	Neighbouring authorities	Consultation with neighbouring authorities on Strategic priorities and working arrangement (Appendix 2)	
Minerals including Fracking	Duty to Cooperate Appendix 2 – Framework matrix	Neighbouring authorities within and outside HMA	Consultation with neighbouring authorities on Strategic priorities and working arrangement.	No concerns were raised.
Fracking	Duty to Cooperate Appendix 2 – Framework matrix	Neighbouring authorities within and outside HMA	It was suggested to combine fracking with minerals by LCC	Minerals combined with fracking as one strategic priority.
Waste Management	Duty to Cooperate Appendix 2 – Framework matrix	Neighbouring authorities within and outside HMA	As for minerals above. Consultation with neighbouring authorities on Strategic priorities and working arrangement.	No concerns raised.



## Appendix 3 – Audit Trail

## **Key stages of the Local Plan**

1. Regulation 18 consultation (February 2014)
2. Issues and Options stage (2014) – Issues and Options consultation
3. Strategic Housing Market Assessment – key decision stage in 2014 to identify the housing requirement
4. Emerging Options stage 12 weeks consultation from January-April 2016 – key stage after which following the representations, more work was done on the settlement hierarchy and site selection. The changes were made in the Pre-Submission draft Local Plan.
5. Publication of Melton Local Plan Pre Submission Draft (November 2016)
6. HEDNA, Joint Statement of Cooperation and Towards the Housing Requirement for Melton report (January 2017)
7. Publication of Melton Local Plan Addendum of Focused Changes and supporting evidence (July 2017)
8. Joint Statement of Cooperation (September 2017)
9. Submission to the Planning Inspectorate (October 2017).

## Appendix 4 – Authorities Joint Statement of Cooperation (January 2017)

## **Leicester & Leicestershire Authorities**

### **Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing January 2017**

#### **1.0 The Leicester and Leicestershire HMA**

1.1 The Leicester and Leicestershire Housing Market Area (HMA) covers the administrative areas of eight local authorities and two highway authorities. The eight local planning authorities are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two highways authorities are:

- Leicester City Council
- Leicestershire County Council

1.3 The purpose of this Joint Statement of Co-operation (the 'Joint Statement') is to support those authorities which are seeking to produce a Local Plan in advance of the Strategic Growth Plan (SGP), and to set out how the local authorities will collaborate further to ensure that the necessary joint evidence is in place to support subsequent Local Plans. The document has been received by the Members' Advisory Group overseeing the preparation of the Strategic Growth Plan and will proceed through the normal governance procedures of individual authorities as necessary.

#### **2.0 Background**

##### *Duty to Cooperate*

2.1 The Joint Statement is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts. A Housing and Economic Development Needs Assessment (HEDNA) has been completed, the purpose of which is to identify the Objectively Assessed Need (OAN) for housing and employment for the HMA and Functional Economic Market Area (FEMA) in the periods 2011-2031 and 2011-2036. In the case of Leicester & Leicestershire, the HMA and FEMA are coincident. The HEDNA has been commissioned jointly by the nine local authorities together with the Leicester & Leicestershire Enterprise Partnership (LLEP).



### *Objectively Assessed Need for Housing*

- 2.2 The National Planning Policy Framework (NPPF) requires local planning authorities to ensure that their Local Plans meet the full OAN for market and affordable housing in the HMA as far as is consistent with the policies set out in the NPPF (paragraph 47).
- 2.3 To enable an understanding of capacity to accommodate additional housing, the NPPF further requires local planning authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) to establish realistic assumptions about availability, suitability and likely economic viability of land to meet the identified need for housing over the plan period (paragraph 159). In Leicester & Leicestershire, the SHLAAs have been prepared using an agreed methodology across the HMA as a whole.
- 2.4 Table 1 has been prepared using the outputs of the joint HEDNA and SHLAAs. It provides a summary of the agreed OAN for housing, and the theoretical capacity of both the HMA and each local authority; the theoretical capacity has been derived from an understanding of existing commitments and SHLAA information. The partner authorities agree that the OAN for the HMA (and each local authority) is that set out in the table.
- 2.5 The HEDNA explains that the OAN is set at the level of the HMA although the OAN for each local authority is also identified; the OAN for each individual authority is considered to be secondary to that of the HMA as a whole. Table 1 indicates that the OAN for the HMA as a whole, based on demographic analysis, is some 96,580 dwellings for the period 2011-31 (4,829 dpa). For the period, 2011-2036, the figure is some 117,900 dwellings (4,716 dpa).
- 2.6 A similar analysis has been undertaken of the need for housing based on the economic development needs of the area; in this case, it has been concluded that the need for new housing, based on economic development needs across the FEMA, is lower than the demographic need. On that basis, there is no need for adjustment of this figure at the level of the HMA/FEMA although there is some misalignment at the level of individual authorities. As a result, there may be a need for an alternative distribution of housing to meet economic needs; this would ensure that the demographic need of 4,829 or 4,716 dpa is met across the HMA/FEMA as a whole in line with paragraph 47 of the NPPF.
- 2.7 In terms of the housing capacity, Table 1 also indicates that there is a theoretical capacity for some 206,908 dwellings across the HMA as a whole. When this is set against the OAN of 96,580 dwellings, it is clear that there is considerable flexibility to meet the defined housing need across the HMA.
- 2.8 At present there is no declared unmet need in the HMA but it is recognised that the ability of each local authority to meet its own OAN will vary. Table 1 demonstrates that, theoretically, and with the exception of Leicester City Council and Oadby & Wigston Borough Council, all authorities are able to accommodate their own needs. It is important to note, however, that that further testing will be required by the respective authorities through their Local Plan process. Should an authority identify, quantify and provide robust evidence to demonstrate an unmet need in the future, it will be incumbent upon that authority to resolve any cross-boundary matters with HMA partners under the Duty to Cooperate.

- 2.9 In terms of determining housing targets to be included in their Local Plans, local planning authorities should take account of the requirements of both national policy and local circumstances, including the need to base Local Plans on a strategy that seeks to meet the OAN for housing. In this regard, it is recognised that all authorities are at different stages of plan preparation and that this situation must be accommodated. In determining their housing target over the relevant plan period, therefore, each authority will take into account the HEDNA and other relevant evidence.
- 2.10 In addition, the nine local authorities and the LLEP have jointly agreed to produce a Strategic Growth Plan, a non-statutory strategic plan looking forward to around 2050. As part of their work on the Strategic Growth Plan, the partner organisations may choose to redistribute development across the HMA as appropriate but the process of preparing the Strategic Growth Plan is not anticipated to be complete until the end of 2017/early 2018 and will not, therefore, be available for all authorities to use prior to preparing their Local Plans. At the same time, Government has made it clear that it wants Local Plans for individual authorities to be in place by early 2017; and where no Local Plan has been produced, Government may choose intervene in the process. As a result, the partner organisations understand that some authorities might wish to progress their Local Plans in advance of the Strategic Growth Plan.
- 2.11 The Written Ministerial Statement by the Minister for Housing and Local Government (21 July 2015) re-emphasises that Local Authorities cannot plan in isolation and must work together to provide the land for the housing needed across HMAs. It states: *“As we have made clear in planning guidance a commitment to an early review of a Local Plan may be appropriate as a way of ensuring that a Local Plan is not unnecessarily delayed by seeking to resolve matters which are not critical to the plans soundness or legal competence as a whole”*. It also refers to a note prepared by the Planning Advisory Service which local authorities should consider; this sets out circumstances in which Local Plans have been found sound, subject to a commitment to an early review.
- 2.12 Taking this into account, the HMA authorities reached agreement in summer 2016 on appropriate trigger mechanisms that would be inserted into all Local Plans coming forward before the Strategic Growth Plan. In this respect the partner authorities agree that should the Strategic Growth Plan identify a significant change which would require local authorities to re-consider the amount of housing and employment land, an early review or partial review of affected Plan(s) will be brought forward to address this matter, unless there is sufficient flexibility already provided for within the Plan. Such flexibility may, for example, be secured by a Local Plan that specifies a requirement which materially exceeds the FOAN identified by the HEDNA. The agreement is based on the principle that the trigger mechanisms would be applied on a consistent basis across the HMA, ensuring that all Local Plans submitted in advance of the Strategic Growth Plan contain the necessary flexibility to respond to any significant change that might arise.

**Table 1: OAN as defined in HEDNA (January 2017) and Theoretical Capacity based on assumptions set out in notes**

	OAN* <sup>1</sup> (2011- 2031)	OAN* <sup>1</sup> (2011 - 2036)	Theoretical Total Capacity* <sup>2</sup>
Blaby	7,400	9,025	24,096* <sup>3</sup>
Charnwood	20,620	24,850	34,756* <sup>3</sup>
Harborough	10,640	12,850	30,578* <sup>3</sup>
Hinckley & Bosworth	9,420	11,350	25,498* <sup>3</sup>
Leicester City	33,840	41,700	26,230* <sup>3</sup>
Melton	3,720	4,250	36,650* <sup>3</sup>
Northwest Leics	9,620	11,200	26,301* <sup>3</sup>
Oadby & Wigston	2,960	3,875	2,799* <sup>3</sup>
<b>HMA Total*<sup>4</sup></b>	<b>96,580</b>	<b>117,900</b>	<b>206,908*<sup>3</sup></b>

\*<sup>1</sup> The OAN is set out in the agreed HEDNA (January 2017) \*<sup>2</sup> This figure is based on information on completions, commitments, windfalls (in some authorities) and SHLAAs \*<sup>3</sup> The final figure will be determined by each authority through the Local Plans process.

\*<sup>4</sup> The Total received OAN for the HMA is lower than the sum of the OAN for individual authorities because the OAN for Melton BC and North West Leicestershire DC has been increased to meet economic needs locally.



## Appendix 5 – Authorities Joint Statement of Cooperation (October 2017)

## **Leicester & Leicestershire Authorities**

### **Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing**

**October 2017**

#### **1.0 The Leicester and Leicestershire HMA**

1.1 The Leicester and Leicestershire Housing Market Area (HMA) covers the administrative areas of eight local authorities and two highway authorities. The eight local planning authorities are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two highways authorities are:

- Leicester City Council
- Leicestershire County Council

1.3 The purpose of this Joint Statement of Co-operation (the 'Joint Statement') is to support those authorities which are seeking to produce a Local Plan in advance of the Strategic Growth Plan (SGP), and to set out how the local authorities will collaborate further to ensure that the necessary joint evidence is in place to support subsequent Local Plans. The document has been received by the Members' Advisory Group overseeing the preparation of the Strategic Growth Plan and will proceed through the normal governance procedures of individual authorities as necessary.

#### **2.0 Background**

##### *Duty to Cooperate*

2.1 The Joint Statement is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts. A Housing and Economic Development Needs Assessment (HEDNA) has been completed, the purpose of which is to identify the Objectively Assessed Need (OAN) for housing and employment for the HMA and Functional Economic Market Area (FEMA) in the periods 2011-2031 and 2011-2036. In the case of Leicester & Leicestershire, the HMA and FEMA are coincident. The HEDNA was commissioned jointly by the nine local authorities together with the Leicester & Leicestershire Enterprise Partnership (LLEP).

### *Objectively Assessed Need for Housing*

- 2.2 The National Planning Policy Framework (NPPF) requires local planning authorities to ensure that their Local Plans meet the full OAN for market and affordable housing in the HMA as far as is consistent with the policies set out in the NPPF (paragraph 47).
- 2.3 To enable an understanding of capacity to accommodate additional housing, the NPPF further requires local planning authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) to establish realistic assumptions about availability, suitability and likely economic viability of land to meet the identified need for housing over the plan period (paragraph 159). In Leicester & Leicestershire, the SHLAAs have been prepared using an agreed methodology across the HMA as a whole.
- 2.4 Table 1 has been prepared using the outputs of the joint HEDNA and SHLAAs. It provides a summary of the agreed OAN for housing, and the theoretical capacity of both the HMA and each local authority; the theoretical capacity has been derived from an understanding of existing commitments and SHLAA information. The partner authorities agree that the OAN for the HMA (and each local authority) is that set out in the table.
- 2.5 The HEDNA explains that the OAN is set at the level of the HMA although the OAN for each local authority is also identified; the OAN for each individual authority is considered to be secondary to that of the HMA as a whole. Table 1 indicates that the OAN for the HMA as a whole, based on demographic analysis, is some 96,580 dwellings for the period 2011-31 (4,829 dpa). For the period, 2011-2036, the figure is some 117,900 dwellings (4,716 dpa).
- 2.6 A similar analysis has been undertaken of the need for housing based on the economic development needs of the area; in this case, it has been concluded that the need for new housing, based on economic development needs across the FEMA, is lower than the demographic need. On that basis, there is no need for adjustment of this figure at the level of the HMA/FEMA although there is some misalignment at the level of individual authorities. As a result, there may be an alternative distribution of housing to meet economic needs whilst still ensuring that the demographic need of 4,829 or 4,716 dpa is met across the HMA/FEMA as a whole in line with paragraph 47 of the NPPF.
- 2.7 In terms of the housing capacity, Table 1 also indicates that there is a theoretical capacity for some 206,908 dwellings across the HMA as a whole. When this is set against the OAN of 96,580 dwellings, it is clear that there is considerable flexibility to meet the defined housing need across the HMA.
- 2.8 It is recognised that the ability of each local authority to meet its own OAN will vary. Table 1 demonstrates that, theoretically, and with the exception of Leicester City Council and Oadby & Wigston Borough Council, all authorities are able to accommodate their own needs. It is important to note, however, that further testing will be required by the respective authorities through their Local Plan processes. Should an HMA authority identify, quantify and provide robust evidence to demonstrate an unmet need in the future, it will be incumbent upon the HMA

authorities jointly to resolve any cross-boundary matters with HMA partners under the Duty to Co-operate.

- 2.9 Following publication of the HEDNA, Leicester City and Oadby & Wigston have declared that they would not be able to accommodate their full objectively assessed needs (OAN) for housing within their own boundaries. Letters were sent out by Leicester City Council in February 2017, and by Oadby & Wigston Borough Council in March 2017, to all other authorities within the Leicester & Leicestershire Housing Market Area, setting out the position and their formal declarations of unmet housing need. Both Leicester City Council and Oadby & Wigston Borough Council are yet to formally and finally evidence the extent of their unmet need, however it is necessary to include provision to accommodate unmet need arising from these two Council areas within the HMA as a whole; this may include an element of a flexibility allowance in local plans currently in preparation, should the need arise.
- 2.10 In terms of determining housing targets to be included in their Local Plans, local planning authorities should take account of the requirements of both national policy and local circumstances, including the need to base Local Plans on a strategy that seeks to meet the OAN for housing. In this regard, it is recognised that all authorities are at different stages of plan preparation and that this situation must be accommodated. In determining their housing target over the relevant plan period, therefore, each authority will take into account the HEDNA and other relevant evidence.
- 2.11 In addition, the nine local authorities and the LLEP have jointly agreed to produce a Strategic Growth Plan, a non-statutory strategic plan looking forward to around 2050. As part of their work on the Strategic Growth Plan, the partner organisations may choose to redistribute development across the HMA as appropriate but the process of preparing the Strategic Growth Plan is not anticipated to be complete until the end of 2018 and will not, therefore, be available for all authorities to use prior to preparing their Local Plans. At the same time, Government has made it clear that it wants Local Plans for individual authorities to be in place without delay; and where no Local Plan has been produced, Government may choose to intervene in the process. As a result, the partner organisations understand that some authorities might wish to progress their Local Plans in advance of the Strategic Growth Plan.
- 2.12 The Written Ministerial Statement by the Minister for Housing and Local Government (21 July 2015) re-emphasises that Local Authorities cannot plan in isolation and must work together to provide the land for the housing needed across HMAs. It states: “*As we have made clear in planning guidance a commitment to an early review of a Local Plan may be appropriate as a way of ensuring that a Local Plan is not unnecessarily delayed by seeking to resolve matters which are not critical to the plans soundness or legal competence as a whole*”. It also refers to a note prepared by the Planning Advisory Service which local authorities should consider; this sets out circumstances in which Local Plans have been found sound, subject to a commitment to an early review.



2.13 Taking this into account, the HMA authorities reached agreement in summer 2016 on appropriate trigger mechanisms that would be inserted into all Local Plans coming forward before the Strategic Growth Plan. In this respect the partner authorities agree that should the Strategic Growth Plan identify a significant change which would require local authorities to re-consider the amount of housing and employment land, an early review or partial review of affected Plan(s) will be brought forward to address this matter, unless there is sufficient flexibility already provided for within the Plan. Such flexibility may, for example, be secured by a Local Plan that specifies a requirement which materially exceeds the FOAN identified by the HEDNA. The agreement is based on the principle that the trigger mechanisms would be applied on a consistent basis across the HMA, ensuring that all Local Plans submitted in advance of the Strategic Growth Plan contain the necessary flexibility to respond to any significant change that might arise.

**Table 1: OAN as defined in HEDNA (January 2017) and Theoretical Capacity based on assumptions set out in notes.**

	OAN* <sup>1</sup> (2011- 2031)	OAN* <sup>1</sup> (2011 - 2036)	Theoretical Total Capacity* <sup>2</sup>
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Harborough	10,640	12,850	30,578* <sup>3</sup>
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Northwest Leics	9,620	11,200	26,301* <sup>3</sup>
Oadby & Wigston	2,960	3,875	2,799* <sup>3</sup>
<b>HMA Total*<sup>4</sup></b>	<b>96,580</b>	<b>117,900</b>	<b>206,908*<sup>3</sup></b>

\*<sup>1</sup> The OAN is set out in the agreed HEDNA (January 2017)

\*<sup>2</sup> This figure is based on information on completions, commitments, windfalls (in some authorities) and SHLAAs as at 1<sup>st</sup> April 2016.

\*<sup>3</sup> The final figure will be determined by each authority through the Local Plans process.

\*<sup>4</sup> The Total received OAN for the HMA is lower than the sum of the OAN for individual authorities because the OAN for Melton BC and North West Leicestershire DC has been increased in the HEDNA to meet economic needs locally.

**Note:**

It should be noted that nothing in this statement should be taken to prejudice any representations made by individual authorities on any partner Local Plan.

Signed by:

	OBO Blaby District Council
	OBO Charnwood Borough Council
	OBO Harborough District Council
	OBO Hinckley & Bosworth Borough Council
	OBO Leicester City Council
	OBO Leicestershire County Council
	OBO Melton Borough Council
	OBO North West Leicestershire District Council
	OBO Oadby & Wigston Borough Council



Appendix 6 – Minutes of HEDNA Working Group  
meeting on 2nd December 2016

## L & L HEDNA

Agreed actions arising from meeting with GL Hearn: Friday 2 December 2016  
Council Chamber, Harborough District Council, Market Harborough

### Attendance:

- Paul McColgan, GL Hearn
- Nick Ireland, GL Hearn
- Rob Thornhill, Blaby DC
- Eileen Mallon, Charnwood BC/SPG Lead
- Clare Clarke, Charnwood BC
- David Pendle, Charnwood BC
- David Atkinson, Harborough DC/SPG
- Stephen Pointer, Harborough DC
- Nic Thomas, Hinckley & Bosworth BC
- Pat Willoughby, JSPM
- Grant Butterworth, Leicester CC
- Rachel Mkanza, Leicester CC
- Victoria Agyepong, Leicestershire CC
- Sharon Wiggins, Leicestershire CC
- Alex Lea, Leicestershire CC
- Cheryl Maguire, LLEP
- Jim Worley, Melton BC
- Christine Marshall, Melton BC
- Ian Nelson, North West Leicestershire DC
- Jamie Carr, Oadby & Wigston BC
- Adrian Thorpe, Oadby & Wigston BC

Item	Topic	Actions
2	<p><b>Purpose of meeting</b></p> <p>EM stated that the purpose of the meeting is to bring all partners to a stage whereby they are in broad agreement with the report and have sufficient confidence to consider taking the final version to MAG.</p>	
3	<p><b>Demographic starting point</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• SNPP 2014 as demographic starting point</li> <li>• Adjustments can be made to reflect local circumstances</li> <li>• Using 10 year trend smoothes out the variations</li> <li>• Needs to be consistency across LAs in terms of demographic analysis</li> <li>• Too much analysis of demographics in revised draft report</li> <li>• Conclusions need to be better justified</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• GLH to clarify the starting point (10 year trend), the adjustments that have been made to SNPP, the conclusions arising and the justification for these.</li> <li>• GLH to reduce the amount of demographic analysis in text</li> </ul>	GLH
4	<p><b>Response to market signals and the need for affordable housing</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• Uplift is on the 10 year trend not on SNPP figures</li> <li>• Justification for uplift in O &amp; W given verbally at meeting</li> <li>• Uplift for all areas other than Charnwood appear to be justified</li> </ul>	

	<ul style="list-style-type: none"> <li>• There might be a case for a lower uplift in Charnwood BC</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• GLH to provide better justification for percentage uplifts generally</li> <li>• GLH to consider wording proposed by AT in last set of comments</li> <li>• GLH to insert caveats re 'likely delivery'</li> <li>• GLH to re-consider whether uplift of 10% for CBC is too high</li> </ul>	GLH
<b>5</b>	<p><b>Economic Forecasts</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• OE forecasts use long term trends (from 1991) and assume technological improvements reduce job numbers</li> <li>• OE forecasts produced before (provisional) BRES data for 2015 were published</li> <li>• Additional data for one year would not have significant impact on long term OE forecasts but would necessitate re-running that part of the study at additional cost and time</li> <li>• MBC situation might be anomalous given importance of food production to local economy</li> <li>• Wording proposed by City needs to be taken on board</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• MBC to commission additional study by GLH to explain local variation and provide justification for future actions</li> <li>• This work to be available for publication at same time as HEDNA (MBC and GLH to agree programme)</li> <li>• GLH to consider wording provided by RM</li> </ul>	GLH
<b>6</b>	<p><b>Replacement demand</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• GLH have looked at net changes in jobs – related to different age groups, and assumptions about retirement age and more women in the work force.</li> <li>• Model assumes that there is in-migration and that commuting patterns remain constant.</li> <li>• Skills analysis is not part of the HEDNA process.</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• GLH to consider need for further explanation in additional work for MBC</li> </ul>	GLH MBC
<b>7</b>	<p><b>Large Scale Strategic Distribution</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• GLH have ensured that jobs associated with MDS Transmodal forecasts have been dealt with in OE forecasts at L &amp; L level.</li> <li>• GLH can't make assumptions about location as this is a strategic decision</li> <li>• LPAs to monitor and adjust as necessary</li> </ul> <p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• GLH will provide commentary to support this</li> <li>• Will also explain how housing associated with strategic B8 has been assigned to LAs – to assist future monitoring. Will need caveats.</li> </ul>	GLH

8	<p><b>Choice of demographic-led or economic-led projections</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• Each LA can choose to use demographic or economic led figure as OAN</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• GLH to provide better explanation in the report as to why either of these figures can be chosen by individual authorities and that this does not affect the OAN for the HMA as a whole.</li> </ul>	
9	<p><b>LPEG</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• All references to the recommendations of LPEG to be removed from the report.</li> </ul> <p><i>Action</i></p> <ul style="list-style-type: none"> <li>• GLH to delete as necessary</li> </ul>	GLH
10	<p><b>General</b></p> <p><i>Agreed</i></p> <ul style="list-style-type: none"> <li>• GLH to deal with matters raised in paper accompanying the agenda for meeting on 5 December 2016.</li> </ul> <p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• GLH to amend report as necessary.</li> </ul>	GLH
11	<p><b>Other issues?</b></p> <p>No other issues were raised.</p>	
12	<p><b>Programme</b></p> <p><i>Agreed:</i></p> <ul style="list-style-type: none"> <li>• Outcomes of HEDNA to be reported to SPG on 15 December 2016 and MAG on 21 December 2016.</li> <li>• Target date for second stakeholder event is week 3 or 4 of January 2017.</li> <li>• GLH to circulate copy of presentation used during the meeting</li> </ul> <p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• GLH to produce executive summary no later than 8 December 2016 for use at SPG and MAG (presentation will also be required for 21/12 and will need to be agreed in advance). Post-meeting note: Presentation needs to be made available by close of play on 14 December 2016 so that it can be considered at SPG)</li> <li>• Target date for submission of further revised draft report to be discussed by partners in knowledge of governance procedures and key dates</li> </ul>	GLH

END