

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

Elmbridge Borough Council

Local Plan Working Group

Report of a meeting held on Thursday, 20 June 2019

Members of the Committee:

- * B.J.F. Cheyne (Chairman)
- * Mrs. S.R. Kapadia (Vice-Chairman)

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| * A.P. Burley | * Mrs. D.M. Mitchell |
| * C.R. Green | * Mrs. K. Randolph |
| P.M. Harman | |

Also present:

Mrs. V. Macleod

1/19 Appointment of Chairman for the Municipal Year 2019/20

The Working Group appointed B.J.F. Cheyne as Chairman for the Municipal Year 2019/20.

2/19 To appoint a Vice-Chairman for the Municipal Year 2019/20

The Working Group appointed Mrs S.R. Kapadia as Vice-Chairman for the Municipal Year 2019/20.

3/19 Declarations of Interest

There were no declarations of interest.

4/19 Minutes of the Local Plan Working Group meetings held on 7 February and 18 March 2019

The Local Plan Working Group noted a typographical error in the Minutes of the meeting held on 7 February 2019, the Draft Housing Delivery Action Plan was incorrectly abbreviated as (DHADP) on pages 2 and 3.

Subject to the above, the Minutes of the meetings of the Working Group held on 7 February and 18 March 2019 were agreed as correct records and signed by the Chairman.

5/19 Local Plan Overview, Programme and Consultation Strategy

The Working Group considered a report in respect of the Local Plan Overview, Programme and Consultation Strategy.

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As part of her introduction, the Local Plan Manager reported that Recommendation 2 referred to Appendix 1 as the draft Consultation Document however it should be addressed under the title, the draft Consultation Strategy.

The Working Group noted that the report outlined the Council's Local Plan development over the next 15 years, incorporating the Council's target to build 623 new homes per year. The Local Plan Manager advised Members of the proposed timetable highlighting the key milestones within the Local Plan preparation process, which included two further consultation stages.

The Local Plan Manager reported that the draft Consultation Strategy would be presented to the Working Group on 11 July 2019 and presented to a Special Cabinet meeting on 24 July 2019 for decision, and that subject to Cabinet's approval, the first consultation would commence on 19 August 2019.

It was reported that, in an effort to promote early engagement in the Local Plan process, resident associations and local community groups have been invited to a preview in August prior to the start of consultation and that Member briefing sessions would be delivered for each settlement area. These were scheduled to take place between 15 July and 22 July 2019.

Members raised concerns that the venues selected to hold the public consultation panel events, would not have the capacity to accommodate the number of people expected to possibly attend. The Working Group recommended that officers review the proposed locations and agreed that the Civic Centre would be a more satisfactory location, in respect of capacity, security and there would also be the opportunity to webcast the events. Officers noted this suggestion and advised the Working Group, that provided Group Leaders support the idea, that there would be an ability to change the venues.

The Head of Planning Services clarified that the presentations that would be delivered at these consultation panel events had not yet been drafted but were likely to be identical giving an overview of the consultation documents rather than focusing on individual sites in each settlement area.

The Head of Planning Services explained to Members that the draft consultation document to be presented at the Working Group's meeting on 11 July 2019 would not be available in the public domain until the publication of the Cabinet agenda on 16 July 2019. In addition, the Head of Planning Services assured the Working Group that sufficient resources were in place to support processing the responses from the consultation effectively within the proposed timeframe.

Officers were asked to confirm future Local Plan Working Group meeting dates and were requested to circulate these when available.

Upon consideration of the report, the Local Plan Working Group

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Resolved: that

1. The next steps of the Local Plan Programme be noted; and
2. The proposed scope and content of the draft Consultation Strategy (attached in appendix 1 to the report) and its intended consideration by Cabinet in July 2019 be noted.

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The meeting commenced at 4.00 pm and concluded at 4.34 pm

B.J.F. Cheyne
Chairman

Democratic Services Officer

Miss. S. Ullah - Committee and Member Services Officer

Other Officers in attendance

Mrs. K. Tagliarini - Head of Planning Services
T. Ridley - Interim Planning Policy and Strategy Manager
Mrs. R. Thorold - Local Plan Manager
Mrs. Z. Belton - Principal Planning Policy Officer