

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

Planning, Transport, Regeneration Overview and Scrutiny Committee

The meeting will be held at **7.00 pm** on **20 January 2016**

Committee Room 1, Civic Offices, New Road, Grays, Essex, RM17 6SL

Membership:

Councillors Brian Little (Chair), Martin Kerin (Vice-Chair), Robert Gledhill, Steve Liddiard, Robert Ray and Peter Smith

Substitutes:

Councillors Russell Cherry, Garry Hague, Barry Johnson and Michael Stone

Agenda

Open to Public and Press

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1. Apologies for Absence	
2. Minutes	5 - 8
To approve as a correct record the minutes of the Planning, Transport, Regeneration Overview and Scrutiny Committee meeting held on 4 November 2015.	
3. Items of Urgent Business	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
4. Declaration of Interests	
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Queries regarding this Agenda or notification of apologies:

Please contact Jessica Feeney, Senior Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **12 January 2016**

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DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Vision: Thurrock: A place of **opportunity**, **enterprise** and **excellence**, where **individuals**, **communities** and **businesses** flourish.

To achieve our vision, we have identified five strategic priorities:

1. Create a great place for learning and opportunity

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspiration and attainment so that residents can take advantage of local job opportunities
- Support families to give children the best possible start in life

2. Encourage and promote job creation and economic prosperity

- Promote Thurrock and encourage inward investment to enable and sustain growth
- Support business and develop the local skilled workforce they require
- Work with partners to secure improved infrastructure and built environment

3. Build pride, responsibility and respect

- Create welcoming, safe, and resilient communities which value fairness
- Work in partnership with communities to help them take responsibility for shaping their quality of life
- Empower residents through choice and independence to improve their health and well-being

4. Improve health and well-being

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being and safeguard the most vulnerable people with timely intervention and care accessed closer to home
- Enhance quality of life through improved housing, employment and opportunity

5. Promote and protect our clean and green environment

- Enhance access to Thurrock's river frontage, cultural assets and leisure opportunities
- Promote Thurrock's natural environment and biodiversity
- Inspire high quality design and standards in our buildings and public space

Minutes of the Meeting of the Planning, Transport, Regeneration Overview and Scrutiny Committee held on 4 November 2015 at 7.00 pm

Present: Councillors Brian Little (Chair), Martin Kerin (Vice-Chair), Robert Ray and Peter Smith

Apologies: Councillors Robert Gledhill and Steve Liddiard

In attendance: Matthew Essex, Head of Regeneration
Les Burns, Chief Highways Engineer
Tim Rignall, Economic Development Manager
Jessica Feeney, Senior Democratic Services Officer

Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

14. Minutes

The minutes of the Planning, Transport and Regeneration Overview and Scrutiny Committee on the 16th September 2015 were approved as a correct record.

15. Items of Urgent Business

There were no items of urgent business.

16. Declaration of Interests

There were no declarations of interest.

17. Economic Development Strategy Refresh - Update

The Head of Regeneration explained that Thurrock's ambitious growth agenda was backed by more than £6 billion of private sector investment and aims to deliver 18,500 new homes and 26,000 new jobs by 2021. The Thurrock Economic Development Strategy 2007 was created to provide strategic guidance to the Council and its partners in their attempts to create the required economic conditions to achieve these ambitious goals.

At the Planning Transport and Overview and Scrutiny Committee in March 2015 Members were advised of the need to refresh the strategy reflecting progress that had been made in implementing the strategy and changes in the external environment, for example the recession. It was explained that the following had been undertaken since that meeting:

- Work had been undertaken to refresh the economic baseline for Thurrock to understand the extent to which progress had been made against the economic challenges identified in the 2007 EDS;
- To make sure that the Council, and its partners, are in the best position to focus attention (and resources) on the most pressing issues, an analysis has been undertaken to map out key changes brought about since the previous EDS.

Councillor Smith asked how or if highways were being considered with the increasing numbers of logistic jobs. The Head of Regeneration informed members that highways were being considered in the economic development strategy and that work had currently been undertaken at the Manor way A13 and M25 due to increasing numbers of logistic movements.

Councillor Ray questioned whether residents objecting to new housing developments would affect the employments rates of job opportunities provided in Thurrock. The Head of Regeneration informed the Committee that homes were driven by the jobs provided in the borough, it was added that information regarding this would found in the strategic plan.

The Chair of the Committee queried how the Council were encouraging diverse job opportunities within Thurrock. The Economic Development Manager explained that many diverse opportunities were currently available in the borough such as the Thames Enterprise Park specialising in Energy and Environment and the High House Production Park specialising in Arts. It was also added that more work would be undertaken to promote other job sectors within Thurrock.

Councillor Smith questioned whether the paramount studios would create any job opportunities in Thurrock, the Head of Regeneration explained that the Paramount studios would open more job opportunities to Thurrock residents, but added that Paramount Studios would act as a universal theme park if funding was secured. The Committee was made aware that connections had been made with Paramount Studios regarding access paths from Thurrock.

The Committee discussed business rates; The Head of Regeneration explained that Thurrock created a high net income of over 100 million in rates. It was added that Discounts given in the small business scheme were very helpful to many businesses.

The Chair of the Committee requested that in future the Economic Development Strategy should include the Councils targets for the future. The Committee also agreed that they would like a bespoke workshop session to discuss the emerging draft strategy during November 2015.

Resolved:

- 1. The Committee noted the report and acknowledge key achievements in addressing the economic challenges identified in the 2007 EDS despite the economic downturn.**

2. **The Committee identified areas of focus for the refreshed Economic Development Strategy.**
3. **It was considered that the Committee would like a bespoke workshop session to discuss the emerging draft strategy during November 2015.**

18. Highway Maintenance Update

The Chief Highways Engineer explained that the Council was committed to following best practice guidance to obtain maximum added value for investment in highway asset. Following on from the Local Government Association strategic review which was completed in January 2015 the Council had invested in new software to make better use of its highway asset information sets. The integrated data sets will inform the refresh of Council's policies which will determine priorities for the 2016-17 Highway Capital Programme.

The Chief Highways Engineer gave further information regarding the new software App through a PowerPoint presentation.

Councillor Ray questioned what quantity of street lamps in the borough had been replaced by LED Lamps. The Chief Highways Engineer informed members that a testing programme was currently being undertaken and that various columns had been replaced. Councillor Smith queried whether the old street lamps were being recycled once replaced, The Chief Highways Engineer explained that he would investigate further and report back to the Committee.

Councillor Ray felt that various old tarmac roads with in the borough had begun to fall apart. The Chief Highways Engineer explained that intervention levels varied and that some tarmac Roads falling apart were not seen as a danger compared to potholes that ranked higher a risk of danger, it was added that the draft plan for 2016 included the resurfacing work plan.

The Chair of the Committee questioned further if the majority of Highways funding was from the Department for Transport (DfT) The Chief Highways Engineer confirmed that this was the case.

The Chair of the committee requested that a list of all road repairs was circulated to the Committee.

Resolved

1. **Noted the improvements being made in the Transportation & Highways department to make better use of the available information.**

2. **Agreed to receive a report including a draft 2016-17 Highway Capital Programme of capital investment priorities at its January 2016 meeting.**

19. Work Programme

The Chair of the Committee explained that a report including the draft 2016-17 Highway Capital Programme of capital investment priorities would be added to the work programme for January 2016.

The meeting finished at 8.26 pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

20 January 2016	ITEM: 5
Planning, Transport, Regeneration Overview and Scrutiny Committee	
c2c Train Timetable Changes	
Wards and communities affected: All	Key Decision: Key
Report of: Cllr. Oliver Gerrish, Portfolio Holder for Highways and Transportation	
Accountable Head of Service: Ann Osola, Head of Transportation and Highways	
Accountable Director: David Bull, Director of Planning and Transportation	
This report is Public	

Executive Summary

On 13th December 2015, c2c changed their train timetable train to increase capacity on their Thameside service and accommodate 3,000 more passengers during the morning peak. The changes were designed to leave most passengers better off, however, there has been an unexpected surge in passenger numbers, leaving many stakeholders dissatisfied with the resultant service. This report gives the opportunity for Planning, Transport, Regeneration Overview and Scrutiny Committee to hear first-hand the reasons for the timetable changes, the nature of the operational difficulties that have resulted and the plans in place to respond to stakeholder concerns. It also provides an opportunity for Planning, Transport, Regeneration Scrutiny to inform future timetable amendments.

1. Recommendation(s)

That Committee:

- 1.1 Receives a presentation from c2c on the recent timetable changes.**
- 1.2 Comments on the timetable changes to inform c2c’s ongoing timetable development and c2c response plans to stakeholders demand.**

2. Introduction and Background

- 2.1 This report seeks Committee’s comments on c2c train timetable changes which were implemented on 13 December 2015.

2.2 The timetable has been further amended due to stakeholder demands in response to the changes and there are further plans of adjustments to accommodate user needs in the ongoing timetable development process.

2.3 The Committee's meeting will be attended by a c2c representative who will provide an explanation on c2c's work to date and take questions from Members to further clarify any concerns.

2.4. Reasons for c2c Train Timetable Changes

2.4.1 Over the past 25 years, the regional population has increased by 15%. Over the last five years, passenger numbers on c2c trains have increased by 15%. With more people working in London there is a need for better connectivity. In response to this increasing demand the c2c invests £12 million in a refurbishment programme. The changes to train timetables are also a part of plan to increase capacity of c2c service.

2.4.2 The new timetable accommodates additional 3,000 passengers on short trips and 1,400 more seats available to long distance passengers travelling during the morning peak hours into London.

3. Issues, Options and Analysis of Options

3.1 The timetable change implemented in December 2015 was the biggest one for many years and c2c informed the public and their employees of the requirement to test it over several weeks as passenger travel patterns adjusted to the revised service. The intention was to undertake 'dynamic timetable development' to fine-tune service to best meet passenger demand. The initial tranche of changes were made after the Christmas break.

3.2 Discussions between the Council and the Managing Director of c2c have indicated that the new timetable has resulted in significant increases in passenger numbers in the evening peak which significantly exceeded market forecasts. This has resulted in operational difficulties, which c2c are working to respond to. Further timetable adjustments are envisaged throughout January 2016.

3.3 c2c has pledged to continue acting in the interest of all their customers and has stated that it is committed to offering them the right choice of services, reducing crowding and improving connections at key stations.

4. Reasons for Recommendation

4.1 To inform the Committee of the recent c2c timetable changes and provide the Committee with a first-hand opportunity to feed in to the timetable development process.

5. Consultation (including Overview and Scrutiny, if applicable)

5.1 The Committee is one of the c2c's stakeholders and thus the report presents a form of consultation.

6. Impact on corporate policies, priorities, performance and community impact

6.1 The changes to the c2c train timetable have the potential to support the Thurrock Council Corporate Vision:

"Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish."

And support the following Corporate Priority to:

"Encourage and promote job creation and economic prosperity."

7. Implications

7.1 Financial

Implications verified by: **Mark Terry**
Senior Financial Accountant

There are no financial implications for the Council.

7.2 Legal

Implications verified by: **Vivienne Williams**
Planning and Regeneration Solicitor

This report serves as information and there are no legal implications.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

The changes to the c2c train timetable impact upon the local community within Thurrock. This report provides an opportunity to ensure that community priorities are incorporated into planning for future timetable provision.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- <http://www.c2c-online.co.uk/travel-information/timetables-trains/timetable-next-steps/>

9. **Appendices to the report**

- None

Report Author:

Ann Osola

Head of Service

Transportation & Highways

20 January 2016	ITEM: 6
Planning, Transport, Regeneration Overview and Scrutiny Committee	
Thurrock Local Plan Progress Update	
Wards and communities affected: All	Key Decision: Key
Report of: Sean Nethercott, Growth and Strategy Team Manager	
Accountable Head of Service: Andy Millard, Head of Planning and Growth	
Accountable Director: David Bull, Director of Planning and Transportation	
This report is Public	

Executive Summary

At its meeting on the 12th February 2014 Cabinet gave authorisation for the preparation of a new Local Plan to guide the future development of Thurrock. This report updates on the progress that has been to date and seeks the Committee's views on the approach being adopted by the Council in developing the Plan in an open and inclusive way.

1. Recommendation(s)

- 1.1 That the Committee note the report and provide comment on the approach being adopted by the Council in preparing a new Local Plan.
- 1.2 That the Committee continues to receive regular progress reports on the preparation of the Local Plan and provides oversight of the Plan making process.

2. Introduction and Background

- 2.1 The Council has an adopted Local Plan in the shape of the Core Strategy and Policies for Management of Development DPD (December 2011). However, on the 12th February 2014 Cabinet gave approval to undertake a review of the Core Strategy and begin the preparation of a new Local Plan to guide the development of the Borough over the period to 2035.
- 2.2 A key principle underpinning the operation of the planning system is the requirement that local authorities must have an up-to-date Local Plan for their area. The February 2014 Cabinet resolution recognised that a review of the

Core Strategy was required in order to address the impact of economic change and a number of significant changes to the planning system at the national, regional and local levels. These include:

- The need for a more up-to-date statutory planning framework to coordinate the delivery of the Council's ambitious growth strategy for Thurrock;
- The revocation of the East of England Plan and the requirement for local planning authorities to undertake a fresh assessment of their future development needs;
- A requirement for the Council to identify a deliverable five year housing land supply and bring forward more sites for development to support long term economic growth;
- Legislative changes that fundamentally affect the form, content and process for preparing a Local Plan; and
- A need to plan for a decision by Government on the route and location of the proposed Lower Thames Crossing and its potential economic, transport, and environmental impact on the Borough.

2.3 The process for preparing and adopting Local Plans is set out in the Town and Country (Local Planning) (England) Regulations 2012. An overview of the plan-making process is set out in Appendix 1. Any failure to comply with or follow the steps set out in Appendix 1 could lead to the plan being found unsound with the significant risk that the Government could step in and impose a new plan or development on the Borough.

Local Development Scheme (LDS)

2.4 Local Authorities are required to set out in a project plan the timetable for the production of a Local Plan. This document, known as the Local Development Scheme (LDS), identifies the stages that have to be completed before the Local Plan can be submitted to the Secretary of State and then adopted by the Council following an Examination in Public.

2.5 The Council's previous LDS came in to effect on 1st May 2014. However, the need for the LDS to be revised arose because of uncertainty to the plan making process caused by further delays in the Government making an announcement on the route and location of the Lower Thames Crossing (LTC).

2.6 With further announcements on the Lower Thames Crossing now expected early in 2016 a revised Local Development Scheme was approved by Cabinet at its meeting on 9th December 2015. Key dates in the plan-making process are set out in Table 1. A copy of the Local Development Scheme is attached as Appendix 2 to this Report.

Table 1 – Local Plan Timetable

Consultation Stage	Anticipated Date
Local Plan (2015-2035)	
Issues and Options – Stage 1 (Strategic Policies)	February/March 2016
Issues and Options – Stage 2 (Spatial Options and Sites)	October/November 2016
Draft Local Plan	October/November 2017
Publication Draft of the Local Plan	October/November 2018
Submission to the Secretary of State	March 2019
<i>Examination in Public (Hearings)</i>	<i>April 2019 – September 2020 (October/November 2019)</i>
<i>Adoption</i>	<i>October 2020</i>
Supplementary Planning Documents	
Design Strategy - Draft	February/March 2016
Design Strategy - Adoption	September 2016
Design Strategy Technical Annex - Draft	June 2016
Design Strategy Technical Annex - Adoption	December 2016
Planning Obligations - Draft	October/November 2016
Planning Obligations - Adoption	March 2017
Interim Guidance Note	
Affordable Housing – Off Site Contributions	March 2016

Statement of Community Involvement (SCI)

- 2.7 In preparing a new Local Plan the Council is required by legislation to produce a Statement of Community Involvement (SCI). The SCI sets out the activities the Council must legally undertake when preparing a plan along with setting out what the Council will do to engage the local community and stakeholders in helping to shape the future development of Thurrock.
- 2.8 Following public consultation earlier this year, Council approved the adoption of a new SCI at its meeting on the 25th November 2015. A copy of the

Statement of Community Involvement (SCI) is attached as Appendix 3 to this report.

- 2.9 Following the adoption of the SCI, the Council has prepared a Local Plan Engagement Strategy (Phase1) which builds upon the basic requirements set out in the SCI, providing additional detail about the activities the Council are intending to undertake to involve the public in the plan-making process which go beyond the legal requirements. This reflects the fact that different consultation approaches will need to be evolved to meet the needs of different stakeholders and sections of the community, including harder to reach groups.
- 2.10 A copy of the Local Plan Engagement Strategy (Phase 1) is attached as Appendix 4 to this Report.

Developing the Evidence Base

- 2.11 Notwithstanding the delay by Government in making an announcement on the Lower Thames Crossing, good progress has been made in in developing the evidence base for the Local Plan and in building relationships with key stakeholders and investors in Thurrock to ensure that the emerging plan is realistic, deliverable and supported by all sections of the community.
- 2.12 National planning policy guidance states that Local Plans should be based on an up-to-date evidence base and reflecting this requirement the Council has commissioned a number of key 'building block' technical studies to inform the preparation of the document. Studies underway, or are in the process of being commissioned, include work in identifying the future housing, employment, shopping, transport, leisure and recreational needs of the Borough over the period of the plan to 2035. In addition to these studies the Council has also commissioned the preparation of a Sustainability Appraisal of the Local Plan which will be prepared and updated at each stage of the plan-making process.
- 2.13 It is anticipated that the first of these studies will be completed in spring/summer 2016 and it is proposed to both update and seek the views of the Committee on the outcome of this work and their implications for Thurrock at future meetings over the course of the following months as progress on preparing the plan continues.

3. Issues, Options and Analysis of Options

Local Plan (Regulation 18) Issues & Options 1 Consultation (February/March 2016)

- 3.1 Following the adoption of the SCI in November and approval of the revised LDS in December 2015, it is now proposed to take a report to Council on the 24th February seeking authorisation to publish the Thurrock Local Plan Issues & Options 1 Consultation Document which will then be the subject of a six week public consultation event in February and March 2016.

3.2 The purpose of the Issues and Options 1 Consultation Document will be to obtain the views of stakeholders and the community on the key issues that the Local Plan will need to address and the potential range of solutions or options for meeting the Borough's future development needs and for protecting and enhancing its built and natural environment. Some of the key issues upon which the public could be given the opportunity to consider and comment on include the following:

- What would you like Thurrock to be like in 2035
- What needs to happen in Thurrock to make it a more attractive and prosperous place to live?
- How can new development be better used to improve the health and wellbeing of local communities?
- What types of homes are needed? And where should they be built?
- What types of jobs are needed? And where should they be located?
- What types of shops and leisure are needed? And where should they be located?
- What other infrastructure improvements are needed in Thurrock to support existing and new communities?
- What kind of things should we be doing to protect and enhance Thurrock's heritage assets and buildings of local importance?
- What kind of things should we be doing to protect and enhance natural assets and open spaces of local importance?

3.3 The list of issues set out above is not intended to be either definitive or exhaustive but is simply designed to stimulate discussion amongst stakeholders and the local community on the direction of travel that the Local Plan takes in meeting Thurrock's future development needs. Reflecting this approach Members of the Committee are asked to comment on the list of issues identified above and to suggest additional or amended questions which might be included as part of the Issues and Options 1 Consultation Document.

3.4 The scope, nature and wording of the questions for consultation will be finalised in January, leading to the production of a range of consultation papers, including summary non-technical documents, to help generate interest in the Local Plan process and obtain comments and views back from all sections of the community. These documents will then be submitted to Council on 24th February together with a report seeking approval to publish them for consultation for a six week period.

- 3.5 Following the conclusion of the consultation period all responses will be logged and reported back to Council as a precursor to the preparation of the Local Plan Issues and Options 2 Consultation which will be held in late 2016. At that stage of the process the public will be consulted on a range of policy and development options which will be based on the responses to the Issues and Options 1 Consultation process and the emerging findings from the development of the Local Plan evidence base.
- 3.6 As the plan-making process develops it is proposed to bring further reports back to this Committee highlighting progress made and seeking the comments and views of Members on key issues as they arise.
- 3.7 The major costs associated with the preparation of the Local Plan will be incurred during the financial years 2015/16, 2016/17, 2017/18, and 2018/19. The costs of preparing the Local Plan will be met from existing budgets and from income derived from planning application submissions, in line with the programme of activity set out in the approved Local Development Scheme. This also includes a separately identified ear-marked reserve held on the Council's balance sheet.

4. Reasons for Recommendation

- 4.1 The Committee is requested to provide its views on the approach being adopted to prepare the Local Plan, in order to comply with the requirements set out in the Planning and Compulsory Purchase Act 2004, the Localism Act 2012 and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 The Local Plan will be the subject of extensive public consultation at each stage of the plan-making process in accordance with the approach and practice set out in the Statement of Community Involvement (SCI) adopted by the Council in November 2016.

6. Impact on corporate policies, priorities, performance and community impact

This report sets out how the on the preparation of Local Plan will be undertaken in a manner consistent with wider corporate objectives. The Council has a statutory duty under the Equality Act 2010 to promote equality of opportunity in the provision of services and employment opportunities. An Equality Impact Analysis (EqIA) will be conducted as part of the process of preparing the new Local Plan. Compliance with the SCI will ensure that the consultation process associated with the new Local Plan will provide an opportunity for all sections of the community, including harder to reach groups, to become fully involved in helping to shape the future planning and development of Thurrock.

7. Implications

7.1 Financial

Implications verified by: **Jonathan Wilson**
Chief Accountant

Set out in the body of the report.

7.2 Legal

Implications verified by: **Vivien Williams**
Planning and Regeneration Solicitor

Set out in the body of the report.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
**Community Development and Equalities
Manager**

Set out in the body of the report at section 6.

7.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

There are no other implications associated with the report

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

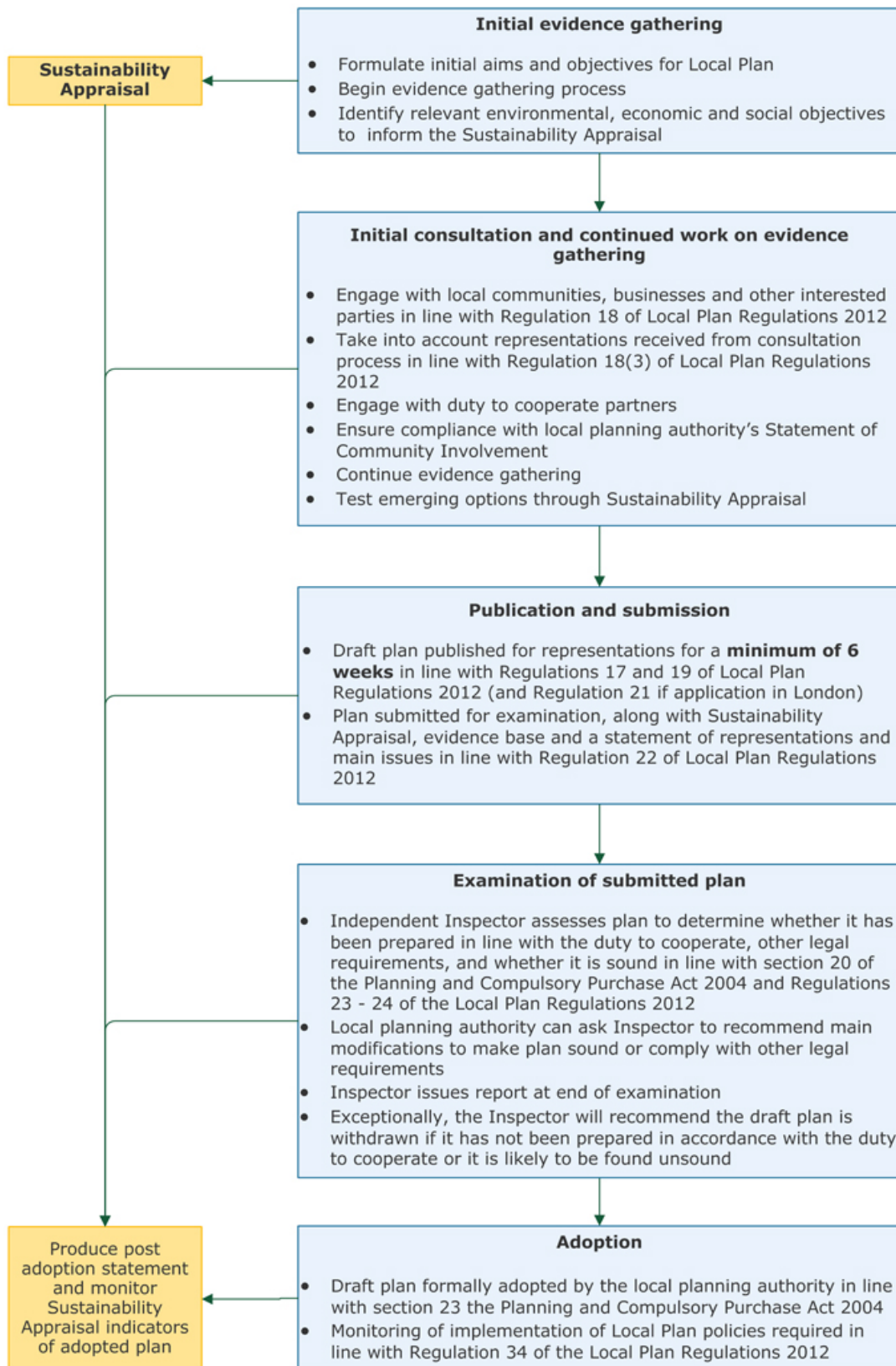
9. Appendices to the report

Appendix 1 – Plan Making Process (National Planning Practice Guidance)
Appendix 2 – Local Development Scheme (December 2015)
Appendix 3 – Statement of Community Involvement (November 2015)
Appendix 4 – Local Plan Engagement Strategy

Report Author:

Sean Nethercott
Growth and Strategy Team Manager
Planning and Transportation

Plan Making Process (National Planning Practice Guidance)



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**Thurrock Local Plan:
Local Development Scheme**

December 2015

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Section 1: Introduction

Purpose of the Local Development Scheme

- 1.1 In accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), this Local Development Scheme (LDS) sets out what Local Plan related documents the Council intend to prepare and a timetable for their production and consultation in the period 2015-2020.
- 1.2 This LDS represents a management tool for setting and managing the plan-making process. However, the LDS is not subject to Independent Examination or formal public consultation.
- 1.3 The Council is required to review its LDS regularly, and if significant changes to the project plan for preparing planning policy document are envisaged, then these should be set out in the revised LDS.
- 1.4 This LDS reflects the change in the Council's policy direction from a Local Development Framework to a single Local Plan; takes account of changing legislation and sets out a timetable for producing Local Plan documents. This LDS replaces all previous versions and will be published on the Council's website.

What the Council has already achieved

- 1.5 Since the publication of the first LDS, the Council has made good progress in the preparation of its development plan. The adoption the Council's Core Strategy and Policies for Management of Development (Core Strategy) in 2011 and subsequent focussed review in 2015 have ensured that the Council has a plan which is for the most part compliant with national planning policy and guidance.
- 1.6 In February 2014 the Council decided to commence work on a new Local Plan to respond to a number of major challenges these included:
 - The need for a more up-to-date statutory planning framework to co-ordinate the delivery of the Council's ambitious growth strategy for Thurrock;
 - The revocation of the East of England Plan and the requirement for local planning authorities to undertake a fresh assessment of their future development needs;
 - The need for the Council to identify a deliverable five year housing land supply and bring forward more sites for development to support economic growth; and
 - A need to plan for the possible impact of a decision by Government on the route and location of the proposed Lower Thames Crossing (LTC).

Reason for updating the Local Development Scheme

- 1.7 Since the Council's previous LDS came into effect on 1st May 2014 the Council has made significant progress in developing key parts of the Local Plan evidence base and revising its Statement of Community Involvement.

- 1.8 However, the on-going delay and uncertainty to the process caused by further delays in the Government making an announcement on the route and location of the Lower Thames Crossing (LTC) has made it necessary to amend the programme for plan preparation to ensure that the work streams are more appropriately aligned.
- 1.9 In preparing this revision to the LDS it has now been assumed that the Government will now make a further announcement on the Lower Thames Crossing in summer 2016. Should this not be the case a further revision to the LDS may be required at a later date.

Section 2: Context

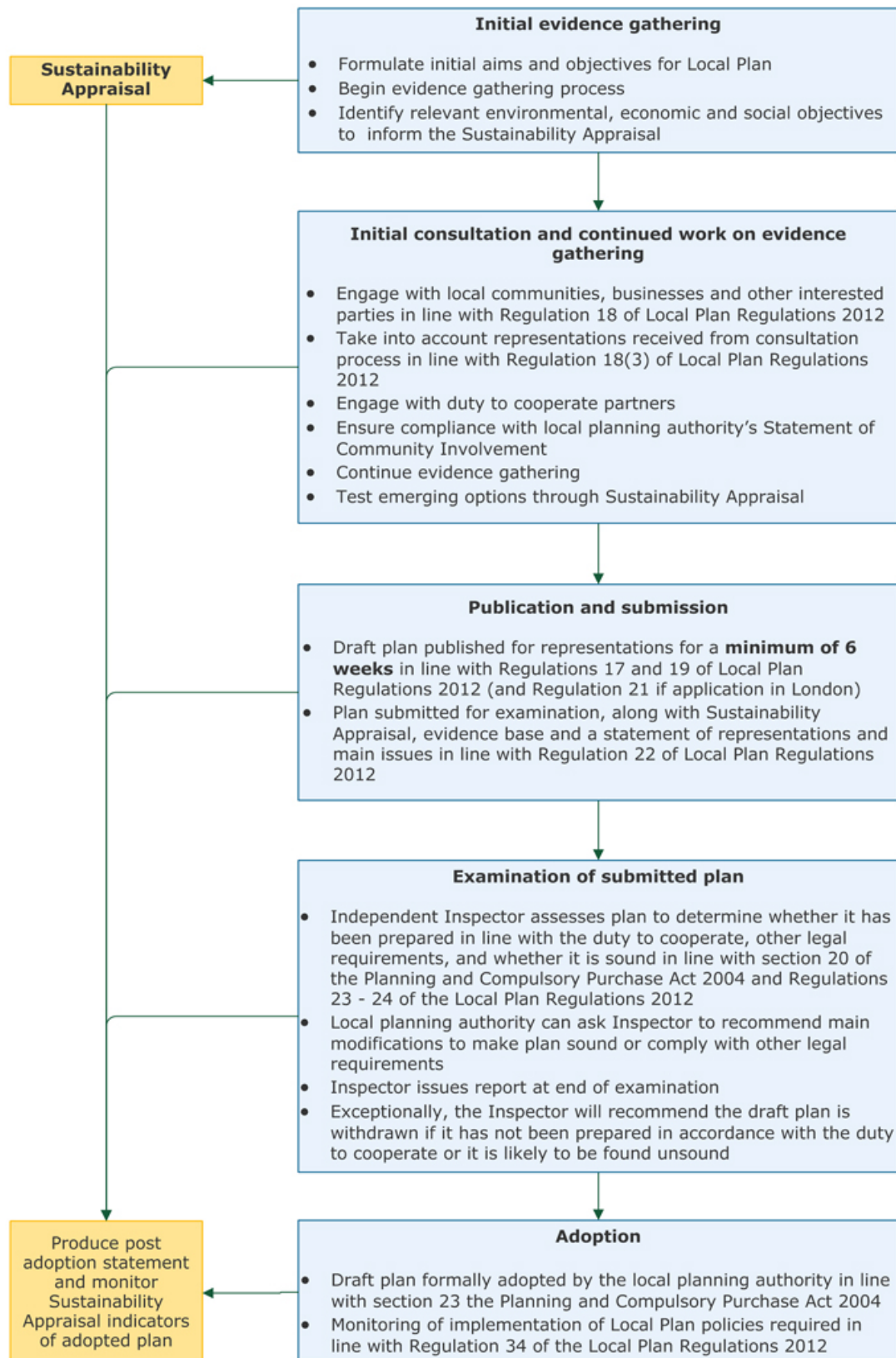
Changes to the national planning system

- 1.10 Under the Planning and Compulsory Purchase Act 2004 the Government introduced the system of Local Development Frameworks (LDFs) which is a portfolio of documents comprising of Development Plan Documents (DPD), Supplementary Planning Documents (SPD) and the Statement of Community Involvement (SCI).
- 1.11 The introduction of the Localism Act 2011 and the National Planning Policy Framework (NPPF) has changed to the national planning system and how plans are prepared. Some of the changes include:
- The revocation of Regional Spatial Strategies;
 - The replacement of previous individual topic-based Guidance and Policy Statements with the National Planning Policy Framework (NPPF) and the web based Planning Practice Guidance (PPG);
 - The introduction of neighbourhood planning;
 - A duty to co-operate with neighbouring authorities the production of new style Local Plans.

The plan making process

- 1.12 The process of preparing and adopting development plans is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. All the documents identified in the LDS will be prepared in accordance with the preparation stages required by legislation. An overview of the plan-making process is set out in Figure 1.
- 1.13 More information on plan making including the scale and nature of community involvement are set out in the Council's Statement of Community Involvement which was adopted in November 2015.

Figure 1: Extract from the National Planning Practice Guidance (March 2014)



Section 3: Adopted Development Plan

National planning documents

National Planning Policy Framework

- 1.14 The National Planning Policy Framework (NPPF) was published in March 2012 and sets out the presumption in favour of sustainable development. Core planning principles include the need to be plan-led and to pro-actively drive and support sustainable economic development. Paragraph 153 of the document states that a Local Planning Authority can review a Local Plan for its area in whole or in part to respond flexibly to changing circumstances. Various strategic priorities must be addressed in the Local Plan, including policies to deliver the homes and jobs needed together with any necessary retail, leisure and other commercial development. It is stressed that plans must be based on adequate, up to date and relevant evidence. In relation to housing, a Local Planning Authority should ensure that its evidence base looks at full objectively assessed needs for market and affordable housing in the housing market area. Any plan must be prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and be sound. The NPPF sets out the tests of soundness. An Annex relating to implementation specifies (Paragraph 215) that the weight to be attached to policies in existing plans depends on their degree of consistency with the NPPF (the closer the policies in the plan to the NPPF, the greater is the weight that can be given to them).

National Planning Practice Guidance

- 1.15 The National Planning Practice Guidance (NPPG) was launched in March 2014 and is updated as necessary by the Government. The guidance provides an indication of the Secretary of State's views. The NPPG contains guidance on a wide range of planning matters, for example, there are sections on 'housing and economic development needs assessments' and on 'housing and economic land availability assessment'. The 'need' part of the guidance contains a detailed methodology as to how the objectively assessed need should be calculated.

Planning Policy for Traveller Sites

- 1.16 The Planning Policy for Traveller Sites document was published in March 2012 and should be read in conjunction with the NPPF. This sets out national policy for Traveller sites and requires Local Planning Authorities to work collaboratively to prepare a robust evidence base to establish accommodation needs and then set local targets for pitches and plots in a Local Plan. Appropriate sites should be allocated, to meet needs and enable the identification of a rolling five year supply of deliverable sites.

National Waste Planning Policy

- 1.17 The Waste Management Plan for England was published in December 2013 and sets out the Government's ambition to work towards a more sustainable and efficient

approach to resource use and management. National Planning Policy for Waste was published in October 2014 and sets out detailed planning policies for waste within the framework provided by the national plan.

Thurrock Core Strategy and Policies for the Management of Development

- 1.18 The Council adopted its Core Strategy and Policies for Management of Development Local Plan (Core Strategy) in December 2011. The Core Strategy sets out the Council's vision, spatial strategy and core policies for the development of Thurrock.
- 1.19 Following the publication of the NPPF, the Council identified a number of policies in the Core Strategy which requires updating to ensure that they were in full compliance with the NPPF.
- 1.20 In January 2015 the Council adopted a Focussed Review of the Core Strategy. The Focused Review effectively replaced policies CSSP5, CSTP8, CSTP23, CSTP25, CSTP26, CSTP27, CSTP28, CSTP31, PMD1, PMD2, PMD4, PMD6, PMD7, PMD10, PMD12, PMD15, PMD16, and some paragraphs of supporting text of the Core Strategy and introduced one wholly new policy - OSPD1. Some other paragraphs of supporting text are deleted. All other policies remain unchanged. The examination of the Focused Review did not endorse any of the unchanged policies as being consistent with the NPPF.

Thurrock Borough Local Plan (1997)

- 1.21 Under the Planning and Compulsory Purchase Act 2004 (Transitional Provision) the policies in the Thurrock Borough Local Plan (Adopted 1997) were automatically saved. The saved Local Plan Policies were originally intended to be replaced by Thurrock's emerging Local Development Framework including:
 - The adopted Core Strategy and Policies for Management of Development Local Plan;
 - The Site Specific Allocations DPD and Minerals and Waste DPD once they were adopted;
 - Supplementary Planning Documents
- 1.22 Appendix 1 sets out the remaining Local Plan policies and Annexes which the Council will be retaining until they superseded by policies in the emerging Local Plan and/or one of the emerging Supplementary Planning Documents.

Section 4: Documents Previously in Preparation

Site Allocations Local Plan

- 1.23 The purpose of the Site Specific Allocations and Policies Local Plan (Site Allocations Local Plan) was to identify sites and allocate land for different types of uses required to deliver the scale of growth and development set out in the Adopted Thurrock Core Strategy to 2026, including sites for housing, employment, transport infrastructure and sites requiring environmental protection including open space.
- 1.24 The last public consultation on this document was the Further Issues and Options consultation in January 2013. The Further Issues and Options draft provided a summary and maps of sites which have been identified, their proposed allocated uses and an explanation of how sites were assessed.
- 1.25 Following a decision by Council in February 2014 to prepare a new local plan, this document will not be progressed.

Minerals and Waste Local Plan

- 1.26 The purpose of the Minerals and Waste Local Plan was to implement the strategic vision and policies for minerals and waste as set out in the adopted Core Strategy. This was to be achieved through the use of several criteria based and land use based policies that balanced the need for development against the sustainable management of waste and the prudent use of natural resources. An Issues and options consultation document for minerals and waste in Thurrock was published in December 2009.
- 1.27 Following a decision by Council in February 2014 to prepare a new local plan, this document will not be progressed.

Section 5: Emerging Thurrock Local Plan

- 1.29 The Council is progressing with the preparation of a single Local Plan covering the whole of the Thurrock Councils administrative area. This will replace, when adopted, all the existing development plan documents set out in Section 3.
- 1.30 The Thurrock Local Plan (TLP) will determine the amount and distribution of new development providing a comprehensive and long-term planning framework for the period up to 2035. The TLP will also contain planning policies for the determination of planning applications. A single Policies Map will define geographically the development proposals and have notations to allow for the application of planning policies.
- 1.31 The new Local Plan process will enable on-going public consultation and engagement on a wide range of planning issues. This will be undertaken alongside the Council's Duty to Co-operate with the specific prescribed bodies, such as neighbouring Local Authorities.
- 1.32 A timetable for the key production stages of the TLP is shown in Table 1. It is important to note that some of the dates have less certainty, such as adoption dates, as they depend on the timing and length of examinations (indicated in italics). A full timetable for the production of all emerging planning documents is set out in Appendix 2.

Table 1 – Thurrock Local Plan Preparation Timetable

Plan Preparation Stage	LDS Target Date
Issues and Options Stage 1: Strategic Policies	February/March 2016
Issues and Options Stage 2: Spatial Options and Sites	October/November 2016
Draft Local Plan	October/November 2017
Publication Draft of the Local Plan	October/November 2018
Submission of the Local Plan	March 2019
<i>Examination in Public (Hearings)</i>	<i>April 2019 – September 2020 (October/November 2019)</i>
<i>Adoption</i>	<i>October 2020</i>

Section 6: Other Emerging Planning Documents

Supplementary Planning Documents

- 1.33 Supplementary Planning Documents (SPDs) are produced to expand on policies within Local Plan Documents, providing additional information and guidance. They can be topic based or site specific. The Council is currently intending on preparing 3 SPDs to support the adopted Development Plan. Table 2 sets out the preparation timetable for these SPDs.

Table 2 – Supplementary Planning Document Preparation Timetable

Document Name and Description	Plan Preparation Stage	LDS Target Date
Thurrock Design Strategy SPD – This SPD sets out the Council's core design principles ensuring that future development in the borough is of the highest design standards.	Public Consultation on Draft	February/March 2016
	Adoption	September 2016
Thurrock Design Strategy SPD Technical Annex – This SPD builds on the principles set out in the Design Strategy SPD by setting out detailed guidance for specific development types like residential extensions and alterations.	Public Consultation on Draft	June 2016
	Adoption	December 2016
Planning Obligations SPD - This SPD sets out the circumstances in which planning obligations are likely to be required and, where possible, provides details on the type and level of contribution required.	Public Consultation on Draft	October/November 2016
	Adoption	March 2017

Interim Planning Guidance Notes

- 1.34 Interim Planning Guidance Notes fall outside of the statutory procedures for Local Plan adoption as such it will not form part of Thurrock Council's Development Plan. These guidance notes will however be relied upon as a material consideration in the determination of planning applications.
- 1.35 The Council is currently intending on producing one Interim Planning Guidance Note on Off Site Affordable Housing Contributions. It anticipated that this document will be adopted in March 2016.

Local Plan process documents

Local Development Scheme (LDS)

- 1.36 The Council's Local Development Scheme (LDS) is a rolling programme for the preparation of planning documents that will form Thurrock's new Local Plan.

Statement of Community Involvement (SCI)

- 1.37 The 2004 Act required each Local Planning Authority to prepare a Statement of Community Involvement (SCI) as one of the first documents in its Local Development portfolio. The SCI describes how the Council will engage the community and others in preparing planning documents such the Local Plan, and in dealing with planning applications. The first Statement of Community Involvement was adopted by the Council in June 2007. A revised and updated SCI has now been prepared and published for consultation prior to its adoption by Full Council on the 25 November 2015.

Authority Monitoring Report (AMR)

- 1.38 The Localism Act 2011 requires every authority to produce reports containing information on a number of topics including:

- The implementation of the LDS;
- The progress and effectiveness of the Local Plan;
- The extent to which the planning policies set out in the Local Plan documents are being achieved.

- 1.39 Changes brought in by the Act introduced greater flexibility in how Authority Monitoring Reports (AMR) can be produced. Before the Act the Council had to publish the AMR annually as a single report. The removal of the requirement to produce a single report and the suggestion by the Government that Council's should aim to publish monitoring information more frequently has prompted the Council to re-evaluate the way it reports on monitoring for planning purposes.

- 1.40 The amalgamation of the key information reported on in the AMR with other existing Council documents has reduced the level of repetition within existing monitoring mechanisms, improved consistency in reporting and made it easier to update key figures. These mechanisms are presented as hyperlinks on a dedicated AMR webpage to ensure that information can be easily accessed and is presented in a user-friendly way.

- 1.41 Information relating to the implementation of the Local Development Scheme is set out in this document and will be updated as and when appropriate in future LDS's.

Community Infrastructure Levy Charging Schedule

- 1.42 The Community Infrastructure Levy (CIL) Charging Schedule is not a Local Plan document or SPD but is a planning document that sits alongside the Local Plan that is subject to an independent examination. It will also need to operate alongside the Planning Obligations SPD as Section 106 negotiations can still be used for site specific mitigation or local infrastructure provision that is not covered by CIL.
- 1.43 The Council has consulted on a Draft Charging Schedule (May 2013) and is now in the process of reviewing the viability evidence base as part of the Local Plan making process. It is now intended to prepare a new Draft Charging Schedule to be submitted for examination following the adoption of the Local Plan in 2020.

Neighbourhood planning documents

- 1.44 The Localism Act 2011 introduced new rights and powers to allow local communities to shape how their local areas develop and change by preparing Neighbourhood Development Plans (NDP) or Neighbourhood Development Orders (NDOs). In Thurrock only designated Neighbourhood Forums are able to produce NDPs and NDOs.
- 1.45 In accordance with planning legislation, the Council has a statutory duty to advise or assist communities in the preparation of NDPs and NDOs. At the time of publication the Council had not received any applications by community groups to be designated as a Neighbourhood Forum and/or received any formal requests for support.

Section 7: Evidence Base

- 1.46 The NPPF makes it clear that it expects Local Plans to be informed by a robust and credible, proportionate evidence base. A sound evidence base is crucial to the successful preparation of the Local Plan. It will allow the Council to produce a Plan that addresses difficult issue, is deliverable and will be vital in demonstrating the soundness of the Plan at the independent examination stage.
- 1.47 The emerging Thurrock Local Plan will be informed by a range of information including background studies, research, surveys and feedback documents. Many of the studies that will form the evidence base will be undertaken by the Council and consultants acting on behalf of the Council. Others are likely to be undertaken in partnership with other Local Authorities to take account of any issues or opportunities affecting neighbouring areas and the wider region.

Sustainability Appraisal

- 1.48 Under the 2004 Act, Development Plan Documents must be subject to a Sustainability Appraisal which incorporates the requirement of European Directive 2001/42/EC and relevant English regulations that all plans and programmes likely to have significant effects on the environment must be subject to Strategic Environmental Assessment. Sustainability Appraisal is an iterative process which is closely integrated with the overall process of preparing a Local Plan with their being a need to undertake a sustainability appraisal at each key stage of the plan-making process.
- 1.49 The Sustainability Appraisal will be published alongside the Local Plan and will also play an important part in demonstrating its soundness.

Habitats Regulations Assessment

- 1.50 Plans and projects which have the potential to affect sites designated by the European Union as sites of nature conservation importance have to be assessed against the requirements of the Habitat Regulations¹. A Habitats Regulations Assessment (HRA) must therefore be carried out on Local Plan Documents to determine whether they are likely to have any significant effects on the integrity of any European Sites, including those in neighbouring areas.

Equality Impact Assessment

- 1.51 The Equalities Act 2010 requires public authorities to work to eliminate discrimination and promote equality in all their activities. Public authorities must ensure that all decisions are made in such a way as to minimise unfairness and do not have disproportionately negative effect on people because of their particular characteristics or background.

¹ The Conservation of Habitats and Species Regulations 2010

Duty to Cooperate

- 1.52 During 2015 Thurrock Council has continued to engage and collaborate with adjoining local authorities, the Mayor of London and London Boroughs on strategic planning matters as part of the Duty to Cooperate and in response to consultations on Local plans.
- 1.53 Thurrock officers have led on the coordination of Duty to Cooperate arrangements on strategic planning matters with other South Essex Authorities. The South Essex local authorities should have completed the main review of the Strategic Housing Market Assessment by the end of 2015. Going forward Thurrock is leading on behalf of the other authorities on the coordination and preparation of a Statement of Cooperation (including a Memorandum of Understanding), a South Essex planning vision, and the commissioning of a strategic employment study together with the scoping of future key evidence -based studies.
- 1.54 Thurrock is actively involved in the Strategic Spatial Planning Liaison Officers Group (SSPOLG) with the GLA and other authorities in the wider South East as part of cross-boundary and Duty to Cooperate arrangements. In 2015 Thurrock is chairing the newly formed East of England Planning Officers Group that is part of this wider South East group which has been proactive in undertaking specific tasks on behalf of the wider group and also supporting members in the eastern region at the recent workshops and summits on future collaboration with the Mayor of London.
- 1.55 The Planning and Growth service has continued to take the lead on behalf of the Council in coordinating and inputting into key national and regional infrastructure projects that could have a significant impact on Thurrock such as the proposed Lower Thames Crossing and the Paramount proposals on Swanscombe peninsula in Kent. Over the next few years a key task will be further responses with regard to any NSIF applications and input into technical reports on these infrastructure projects.
- 1.56 The Council must also prepare the Local Plan by drawing from other statutory and non-statutory plans and strategies; Thurrock Community Strategy, the Council's Corporate Plan and those of other service providers.

Section 8: Implementation

Resourcing the Local Development Scheme

- 1.57 The preparation of the new Local Plan will be funded from budgets previously allocated for the purpose of preparing the Thurrock Site Allocations Local Plan and both the Minerals and Waste Local Plan and the Gypsy and Travellers Local Plan. This includes the need for a continued commitment towards maintaining these budgets at or above their current level across the period of plan preparation and the retention and use of the LDF Reserve Budget.
- 1.58 The Council will also explore the potential to secure additional funding and “in kind” assistance from key delivery partners, including the Government in order to assist in the development and delivery of key infrastructure requirements and an increase in housing delivery rates.
- 1.59 The funding streams identified above will be required to fund:
- Staffing Costs including consultancy support;
 - Existing and future evidence base studies, infrastructure and viability testing required for all Local Plan documents;
 - Sustainability Appraisals, Health and Equality Impact Assessments and Habitat Regulation Assessments;
 - Costs associated with the Duty to Cooperate;
 - Consultation costs associated with printing, exhibitions, venue hire and advertising;
 - Costs associated with the Examination in Public for the Local Plan, including hiring a Programme Officer and Planning Inspectorate fees;
 - Legal costs arising from any legal challenges to any part of the Council’s Local Plan preparation; and
 - A new Policies Map to reflect progress in preparing the Local Plan.

Risk management

- 1.60 It is difficult to foresee all potential risks that may affect the Local Plan programme. However, the main areas of perceived risk in terms of meeting the targets in the Local Development Scheme are set out in Appendix 3 along with suggested mitigation measures.

Appendix 1 – Saved Thurrock Borough Local Plan Policies

Policy Ref	Policy Subject
BE3	Urban Open Spaces
GB4	Established Residential Frontages
LN7	Thames Chase (The East London Community Forest)
LN10	Protected Lanes
LN12	Development Proposals and Nature Conservation
LN15	Sites of Importance for Nature Conservation
LN16	Areas of Local Nature Conservation Significance and Ecological Corridors
LN16A	Thames Foreshore Ecological Corridor- Industrialised Areas
H11	Infill Development: Backland Development and Residential Precincts
H15	Gypsy Caravan Sites
E1	Development within Primary Industrial and Commercial Areas
E2	Land for New Industrial and Commercial Development in Primary Areas
E3	Development within Secondary Industrial and Commercial Areas
E4	Land for New Industrial and Commercial Development in Secondary Areas
E8	Oil Refineries
E9	Oil and Chemical Storage
SH1	Major Retail Developments
SH3	Grays Shopping Centre – Additional Retail Floorspace
SH6	Existing Town Centres – Additional Retail Floorspace
SH8	New Local Shopping Facilities
SH10	Non-Retail Uses in District and Local Shopping Centres
SH11	Non-Retail Uses in Neighbourhood Shopping Parades
SH12	Non-Retail Uses in Other Parades and Isolated Shops
LR4	Provision of Additional Open Spaces
LR5	Retention of Existing Open Spaces
LR6	Open Space Provision in New Housing Developments
LR15	Proposed Mardyke Country Park
LR17	Extension of Footpath and Bridle
T2	New Road Building
T3	Road Improvements Schemes

T6	Traffic Management
T8	Existing and New Public Footpaths
T11	Cycleways
T15	Improved Passenger Interchange Facilities
T17	Railways – Passenger Facilities
T18	Railways – Freight Facilities
T19	Waterways – Passenger Facilities
T20	Waterways – Freight Facilities
MLP1	Minerals Reserves
MLP2	Mineral Need
MLP3	Transportation
MLP4	Non-Preferred Sites
MLP5	Aggregate Recycling
MLP6	Site Considerations
MLP7	Dredged Materials
MLP8	Restoration and Agriculture
MLP9	Working and Reclamation
MLP10	Processing and Plan Buildings
MLP11	Processing and Plan Buildings
MLP12	Programming
MLP13	Development Control
Annexe 1	Criteria Relating to the Control of Development in Residential Areas
Annexe 2	Criteria Relating to the Conversion of Existing Dwellings to Flats
Annexe 4	Established Residential Frontages in the Green Belt
Annexe 7	Sites Designated for Nature Conservation
Annexe 8	Criteria Relating to the Control of Residential Development in the Green Belt
Annexe 9	Infill and Backland Development – Residential Precincts

Appendix 2 – Local Development Scheme Timetable

	2015				2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Local Development Scheme				A																				
Statement of Community Involvement	PP		PC	A																				
Thurrock Local Plan	Scoping Content and PP				PC	PP		PC	PP		PC	PP		PC	PP		PC	S	Examination in Public				A	
Design Strategy SPD		PP			PC	PP	A																	
Design Strategy SPD - Technical Annex				PP		PC	PP	A																
Planning Obligations SPD					PP				PC	A														
Affordable Housing IPGN				PP	A																			
Community Infrastructure Levy									PP					PC	PP					PC				

PP – Plan preparation stage PC – Public consultation S – Submission A – Adoption

Appendix 3 – Potential Risks to the Programme

RISK	IMPACT	MITIGATION MEASURE	MANAGED RISK
<p>Insufficient Budget –</p> <p>Local Plan document preparation can be expensive (including commissioning of the evidence base, DPD preparation, public consultation and examination) there are now significant additional evidence base requirements imposed upon local authorities following the revocation of the RSS and the publication of the NPPF in terms of the Duty To Cooperate.</p> <p>Examination costs may grow due to the complexity and length of the proceedings, including the potential need to use consultants and obtain legal advice to defend the Council’s position.</p> <p>Legal challenge prior to adoption could also mean further, unforeseen costs and legal fees.</p>	<p>High – risk of programme slippage and/ or risk that the Local Plan may be found unsound at or prior to examination due to gaps in the evidence base.</p>	<p>The Local Plan Budget is subject to regular monitoring and profiling to ensure that any pressures can be identified early.</p> <p>Explore the opportunities for joint working and commissioning of a shared evidence base with Government, neighbouring LAs, landowners and key delivery partners.</p>	<p>Medium</p>
<p>Unfilled vacancies/staff turnover and financial cuts –</p> <p>As with any organisation, from time to time, staffing pressures such as sickness, maternity/paternity leave and staff loss need to be effectively managed.</p> <p>Financial pressures may result in vacant posts remaining unfilled and being identified as a potential saving.</p>	<p>High – risk of programme slippage due to a lack of resources and capacity.</p>	<p>Consider the opportunities to ‘second’ staff from other teams and Directorates to support the Growth and Strategy Team in preparing the Local Plan.</p> <p>Employ temporary staff and where appropriate consultants.</p> <p>Provide satisfying work, a supportive environment and opportunities for personal development.</p> <p>Explore the opportunities for joint working and the</p>	<p>Medium</p>

RISK	IMPACT	MITIGATION MEASURE	MANAGED RISK
		<p>commissioning of a shared evidence base with Government, neighbouring LAs, landowners and key delivery partners.</p> <p>Ensure that the preparation of the Local Plan is recognised as a key Council priority for corporate funding.</p>	
<p>Changing political priorities and programme slippage due to political process - it is possible that local election results in the Borough could result in political changes and/or priorities.</p>	<p>Medium - risk of programme slippage and abortive costs if a need arises for a fundamental change in the approach and direction of the Local Plan.</p>	<p>Ensure that the plan-making process is underpinned by a robust evidence base and proper assessment of all the spatial options leading to the selection and development of the preferred option.</p> <p>Ensure that the plan-making process is taken forward with full cross party support and active member involvement.</p> <p>The LDS will be kept under review and amended accordingly.</p>	<p>Medium</p>
<p>Significant public opposition to the Local Plan – the Local Plan will address contentious issues that could give rise to significant public and/or political opposition. This could lead to a higher volume of work in processing and analysis of representations than accounted for in the LDS timetable</p>	<p>High - risk of programme slippage and abortive costs if a need arises for a fundamental change in the approach and direction of the Local Plan.</p>	<p>Every effort will be made to build cross-community consensus through early and continuous engagement with stakeholders and local community, as well as ensuring that the plan-making process is built on a sound, robust and transparent evidence base.</p> <p>In order to minimise the potential for delay caused by the receipt of a significant volume of representations to the plan, the Council will examine the options available to fully or partially digitise the public consultation to reduce the time and cost of manually collating, analysing and</p>	<p>Medium</p>

RISK	IMPACT	MITIGATION MEASURE	MANAGED RISK
		<p>responding to the representations received.</p> <p>Consideration will also be given to seconding staff from other teams and Directorates to assist the process.</p>	
<p>Delays in the examination process and legal challenge – a legal challenge could be lodged against a Local Plan document within 6 weeks of its adoption. A challenge will only normally be successful if the Council or Planning Inspector has made a procedural or factual error.</p>	<p>Medium – risk that any undue delay in preparing a legally compliant, sound and effective Local Plan could threaten the future economic growth and regeneration of Thurrock by leaving the Borough without an up to date and adopted development plan.</p>	<p>Ensure that the plan is prepared in accordance with all relevant legal and procedural requirements.</p> <p>Ensure that the plan is based on a sound, robust and credible evidence base.</p> <p>The Council will work closely with PINs throughout the course of preparing and examining the plan to ensure full legal compliance with the relevant legislation and regulations.</p>	<p>Low</p>
<p>The Capacity of other agencies to engage in the plan-making process - is largely outside the Council’s control. Joint working within the Council and with other local authorities can result in delays because of different decision making structures, the capacity of partners to undertake work and the relative priority afforded to it.</p>	<p>High - risk of programme slippage and abortive costs if a need arises for a fundamental change in the approach and direction of the Local Plan.</p> <p>Risk that the plan could be found unsound if the</p>	<p>Undertake early, effective and on-going engagement with key stakeholders and Duty To Cooperate authorities to inform interested parties of the proposed programme for preparing the Local Plan.</p> <p>Ensure that key stakeholders are provided with relevant information in a timely way in order to allow them to consider the potential implications of the plan-making process on their own strategies and programmes.</p>	<p>Medium</p>

RISK	IMPACT	MITIGATION MEASURE	MANAGED RISK
	evidence base is found to be deficient and/or the Council has failed to meet its obligations under the Duty To Cooperate.	Put in place 'fit for purpose' mechanisms and protocols to discharge the Council's Duty To Cooperate Obligations.	
Changes to the planning system – including the introduction of an additional tier of development plans in the form of Neighbourhood Plans and could stretch capacity of the Growth and Strategy Team to simultaneously resource the Local Plan and Neighbourhood planning processes.	High – risk of programme slippage due to over stretch if existing staff resources are required to provide technical advice and support for Neighbourhood Plans.	The timetable for producing Neighbourhood Plans is outside the control of the Council and cannot be built into work programmes. Encourage participation in the Local Plan process as an alternative to neighbourhood planning. Ensure that as much information as possible is available to any groups wishing to prepare a Neighbourhood Plan to reduce the burden on existing staff resources.	Medium
Continued uncertainty over the proposed route and location of the Lower Thames Crossing (LTX) – represents a challenge which will need to be addressed in terms of project managing the preparation of the Local Plan. Any decision to locate the new crossing in the Borough could have a major impact upon the future economic and spatial geography of Thurrock and will need to be taken into account when preparing the Local Plan. This includes the possible need to consider and plan for the potential economic, environmental and transport impacts arising out of the LTX and a corresponding need to safeguard the alignment of the route.	High – risk of programme slippage as long as uncertainty exists over the principal of the development, its route and location, and the timescales for its delivery.	The Council will continue to keep this matter under review and will commission the production of the Local Plan evidence base by adopting a staged approach towards the commissioning of necessary technical work, and where appropriate, assessing a range of alternative scenarios and development assumptions to consider their potential implications for the plan-making process. The Council will also engage with Government, the Duty to Cooperate authorities and key stakeholders to ensure that any change in the status of the scheme is properly considered in the context of the need to progress the preparation of the Local Plan	High

RISK	IMPACT	MITIGATION MEASURE	MANAGED RISK
		<p>in an effective and efficient way.</p> <p>Ensure that the plan-making process is taken forward with full cross party support and active member involvement.</p> <p>The LDS will be kept under review and amended accordingly.</p>	
<p>The ongoing review of the London Plan – could also have a number of implications for programme for preparing the new Local Plan. This stems from the possible need to accommodate some of London’s future housing needs, with major uncertainties existing on the scale, nature and deliverability of the needs to be addressed.</p>	<p>High – risk of programme slippage as long as uncertainty exists over whether there is a need for Thurrock to accommodate any of London’s future development needs.</p>	<p>The Council will continue to engage with the Mayor, the GLA and the Duty to Cooperate authorities to ensure that any future decisions on whether Thurrock should accommodate some of London’s objectively assessed need is based on a robust evidence which properly justifies the policy approach and spatial strategy underpinning the Local Plan.</p> <p>Ensure that the plan-making process is taken forward with full cross party support and active member involvement.</p>	<p>Medium</p>

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Contents

Part 1 Introduction

What is the Statement of Community Involvement?

- 1.1** The planning system affects everyone who lives in, works in, or visits a place. This Statement of Community Involvement (SCI) identifies how members of the community can get involved in the planning process in Thurrock and have a say on how the Borough will develop in the future.

Why are we Preparing a New Statement of Community Involvement?

- 1.2** All local planning authorities are required by the Planning and Compulsory Purchase Act 2004, as amended ⁽¹⁾ to produce a SCI. The previous SCI was adopted by the Council in 2007. Since then, there have been significant changes to the planning system, with the introduction of the Localism Act, the National Planning Policy Framework (NPPF) and new planning regulations ⁽²⁾ in 2012.
- 1.3** In addition, the increased use of the internet among society, as well as increased financial pressures faced by the Council has prompted the Council to re-evaluate the way it consults with communities and key stakeholders.

How is this Statement of Community Involvement Set Out?

- 1.4** To ensure that communities and stakeholders are aware of how they can engage with each of the different strands of planning, the SCI has been split into the following parts:

Part 2: Having Your Say on Planning in Thurrock

- Sets out our overall approach to community engagement and involvement in the planning system, including information on who we consult and the methods that we may use.

Part 3: Plan Making

- Sets out the stages involved in preparing planning policy documents, such as Local Plans, Supplementary Planning Documents and Community Infrastructure Levy Charging Schedules.

Part 4: Planning Applications

- Sets out how planning applications are assessed and how and when you can make comments.

1 As amended by the Localism Act 2011

2 The Town and Country Planning (Local Planning) (England) Regulations 2012

1 Introduction

Part 5: Neighbourhood Planning

- Sets out what neighbourhood planning is and the key stages that are involved in preparing Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders.

How will the Statement of Community Involvement be Monitored?

1.5 The success and effectiveness of the SCI will be reviewed through the Authority's Monitoring Report (AMR). Indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a future revision of the SCI.

1.6 The following indicators will be used to monitor community involvement activities:

- The number of individuals/groups participating in consultations – including the number of 'hard to engage'⁽³⁾ individuals or groups, where appropriate.
- Whether participants value their involvement in the process.
- Which techniques generate the most effective response.

Having Your Say on Planning in Thurrock 2

Part 2 Having Your Say on Planning in Thurrock

2.1 The Council is committed to giving local people and key stakeholders a greater role in shaping their neighbourhoods and the Borough as a whole. This section of the SCI describes our overall approach to community engagement and involvement in the planning process.

Principles of Engagement

2.2 When we involve you in preparing planning policy documents or consult you on planning applications we will:

- Place community engagement at the front of the process, ensuring that opportunities for involvement exist at the earliest opportunity.
- Keep the process simple by writing in plain English and explaining any planning terms that we use.
- Communicate clearly by explaining the reasons why we want to involve you and receive your comments.
- Use engagement methods that are relevant to the community being consulted and appropriate in scale.
- Make it easy for you to get involved by setting out when and where you can provide your comments.
- Be inclusive by providing information in an accessible format and encouraging involvement from groups that are not usually involved in the planning process.
- Be transparent and objective by presenting all relevant facts about development proposals and considering all reasonable policy options for the Local Plan.
- Share information using the Council's website, local libraries and at the Council Offices in Grays.
- Make sure your involvement is effective by ensuring all comments we receive are recorded, read and taken into consideration.

Who Will We Involve?

2.3 We want everyone to have the opportunity to have their say on the development of planning policy documents and planning applications in Thurrock.

2.4 We have developed a consultation database consisting of individuals, landowners, community groups and stakeholders, who we contact when we publish planning policy documents. This database is reviewed and updated regularly. If you would like to be added to the database, you can register yourself online at <https://consult.thurrock.gov.uk/portal> or you can request to be added by emailing growth&strategy@thurrock.gov.uk or by calling 01375 652705.

2.5 We are required by legislation to consult certain public bodies at key stages of plan preparation, for example, the Environment Agent, Historic England, Natural England and Highways England. A full list of these 'specific' consultation bodies is provided at Appendix A.

2.6 In line with the Equality Act (2010) and Thurrock's Single Equality Scheme, we want to be inclusive and ensure that all groups and communities within Thurrock can participate and share their views in consultations. This includes special interest groups, voluntary, community and faith sector groups.

2 Having Your Say on Planning in Thurrock

- 2.7** Thurrock contains groups within the community, such as the elderly, youths, people from ethnic minorities, people with disabilities, Gypsies, Travellers and Travelling Showpeople whose views have historically been under represented in recent consultations. Moving forward, we will take measures to help overcome the barriers that prevented these groups from participating in a consultation activity or event. This may involve being flexible over the timing of an event, using visual aids or ensuring that venues are accessible.

How Will We Involve You?

- 2.8** The Council has begun to change the ways in which we consult and engage with local communities, with a general increased use and availability of electronic communications, such as email and the internet. These methods are more cost effective and time-efficient, and can reach a wider audience than older methods which were set out in our previous SCI.
- 2.9** The ways in which in which we engage with you and how you can have your say will vary depending on the issue. Different techniques may also be used at different stages in the preparation of a planning policy document, or in the assessment of a planning application.
- 2.10** Figure 1 identifies some of the consultation methods that we may use to engage with communities and stakeholders.

Having Your Say on Planning in Thurrock 2



Council's Website: Information on the emerging Local Plan and planning applicables will be published on the Council's website.



Thurrock's Engagement Portal – We publish consultations on the online Engagement Portal - <https://consult.thurrock.gov.uk/portal>. Anyone with access to the internet can use the Portal to respond online. You may have to register first to submit comments.



Email/Letters/Newsletters: Emails/letters and/or newsletters are used to notify key stakeholders and relevant members of the community of upcoming events and consultations. Where possible, email notifications will be sent out, rather than in the post.



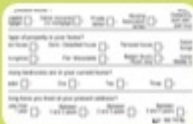
Social Media – Consultations may be advertised on Thurrock Council's social media pages, such as Facebook and Twitter.



Adverts in Local Newspapers: Public notices and advertisements may be placed in local newspapers, such as the Thurrock Enquirer and the Thurrock Gazette.



Posters/Leaflets/Displays: Posters, leaflets, displays and consultation documents may be placed in Council Offices, Libraries and Community Hubs to raise awareness within communities.



Questionnaires: Questionnaires may be put on to the Council's Engagement Portal, on to the Council's website and/or, may be made available in paper format. Questionnaires can be useful for gauging public opinions and thoughts.



Meetings & Community Forums: Planning Officers may attend/host local meetings and forums to engage with communities. They offer people the opportunity to raise issues and ask questions, and may encourage people to become more involved in the process.



Workshops: Workshops may be organised with community groups and stakeholders. They can encourage joint working and help to build a sense of ownership of the results.



Creative Exercises: They include things like community mapping, street stalls and photography. They can be effective for generating ideas, enable people to express their views and ideas, and can be used to engage people of all ages.



Joint Consultation Activities: Teams within the Council work together to raise awareness and to disseminate information. This includes joint consultation and engagement events, where possible. This saves costs, officer time and also avoids 'consultation overload'.

Figure 1 - Methods of Engagement

2 Having Your Say on Planning in Thurrock

2.11 The above list of engagement methods is not exhaustive. We will remain flexible in the methods that are used when engaging and will tailor the methods of engagement used to those most appropriate to the audience that we are seeking comments from. We will also consider new ways of engaging and communicating should they arise during the lifetime of this document.

What will you be Expected to do?

2.12 In order to ensure that your involvement is effective, you are expected to:

- Provide comments in a clear and concise way.
- Be aware that all comments will be made publically available.
- Be respectful of other people's views.
- If you are replying on behalf of a group or organisation, state how members of the group have been involved in formulating the response and how the full range of members' views have been represented.

The Role of Planning Officers

2.13 Generally, Planning Officers work within the following two teams within the Planning and Growth Service of the Council.

Growth & Strategy Team

2.14 The Growth and Strategy Team is responsible for most matters relating to planning policy in Thurrock, including the Local Plan. They prepare documents that set out and assess spatial policies, land allocations and other planning policies that will guide the future development of the Borough.

2.15 Contact Details

- **Website:** <http://thurrock.gov.uk/planning-policy>
- **Emails:** growth&strategy@thurrock.gov.uk
- **Telephone:** 01375 652705

Development Management Team

2.16 The Development Management Team is responsible for the determination of planning applications and other associated applications (listed building consent, advertisement consent etc...) submitted to the Council under the Planning Acts.

2.17 The Team provides advice and guidance to prospective developers and the public to keep delays to a minimum and avoid problems in processing applications. Developers are encouraged to meet with planning officers as early as possible in the drawing up of their proposals. They make every effort to resolve planning issues with all interested parties where possible.

2.18 Contact Details

- **Website:** <http://thurrock.gov.uk/planning-applications>

Having Your Say on Planning in Thurrock 2

- **Email:** development.management@thurrock.gov.uk
- **Telephone:** 01375 652291

What can you expect from us?

2.19 We will aim to:

- Ask for your views at the earliest possible time.
- Provide enough information and time so that you can understand and respond to consultations.
- Set out documents and forms as clearly as possible, ensuring we avoid the use of jargon, where possible, and provide a Glossary of Terms to explain certain meanings.
- Make it clear how you can make your comments and when.
- Plan events within communities.
- Ensure that buildings used for consultation events are accessible to all, including those with disabilities.
- Acknowledge all consultation responses relating to plan making at the earliest opportunity and make all comments publicly available.
- Review and monitor the effectiveness of our engagement processes and seek to improve them.

2 Having Your Say on Planning in Thurrock

Part 3 Plan Making

3.1 This part identifies how the Council intends to involve the community in the preparation of its planning policy documents. The timetable for the production of these documents is set out in the Local Development Scheme (LDS), which is available to view on the Council's Planning Policy website and also in hard copy at the Council Offices in Grays. The LDS is updated as necessary to keep people informed and aware of when documents are going to be published and when they have the opportunity to participate in their preparation.

Local Plan

3.2 The Local Plan is the development plan for Thurrock. It sets out the spatial policies, guidance, development management policies and site allocations against which all planning applications and other development proposals in the Borough are assessed.

3.3 The Council is now preparing a new Local Plan for the Borough. Once adopted, the new Local Plan will replace policies in the adopted Core Strategy⁽⁴⁾ and any remaining saved policies from the Borough Local Plan, 1997. The Local Plan will ensure that Thurrock has an up to date planning policy framework upon which to guide future development. Preparing it will take a number of years and involves many stages, many of which are set by planning regulations.⁽⁵⁾ The Council must follow these stages by law. These stages are set out in Figure 2 and are detailed further in Appendix C. Once the Local Plan is prepared, the Council must then submit it to the Government and an independent Planning Inspector will examine it and determine whether it can be adopted by the Council or not.

Supplementary Planning Documents

3.4 Supplementary Planning Documents (SPDs) are prepared to provide additional detail and guidance to support policies and proposals in the adopted plan. They do not have the same weight or status as policies in the plan and are not independently examined, but once they are adopted, they can still form a 'material consideration' in determining planning applications. We will ask for your comments on draft SPDs early on in their preparation.

3.5 The stages involved in preparing SPDs and the opportunities for public participation are set out in Figure 3 and detailed further in Appendix D.

3.6 Other Plan Document

3.7 In preparing our new Local Plan, we will also publish on our website:

- **Local Development Scheme (LDS)** – sets out the timetable for preparing the Local Plan and other documents, such as SPDs.
- **Authority Monitoring Report (AMR)** – sets out the progress being made in preparing the Local Plan and the Council's performance in implementing adopted planning policies and proposals.

4 Core Strategy and Policies for Management of Development (Core Strategy) was adopted in 2011. A focused review of some policies was adopted by the Council in January 2015

5 The Town and Country Planning (Local Planning) (England) Regulations 2012

3 Plan Making

Figure 2:
Key stages in preparing the Local Plan

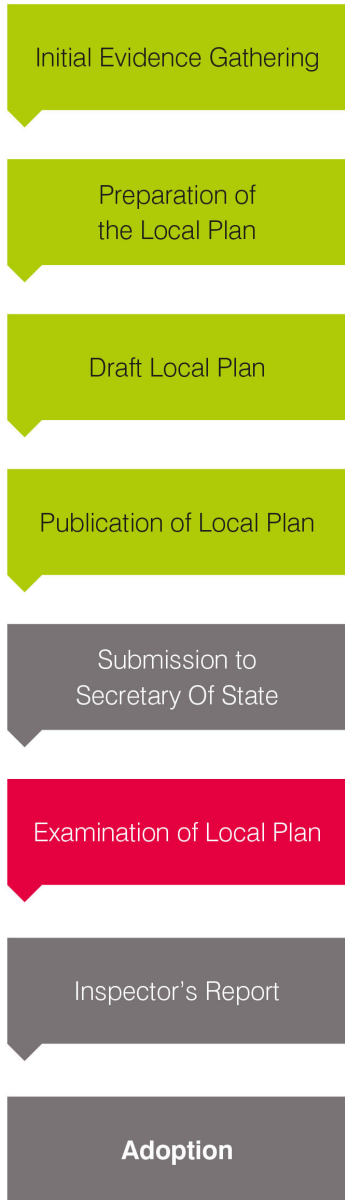


Figure 3:
Key stages in preparing a SPD

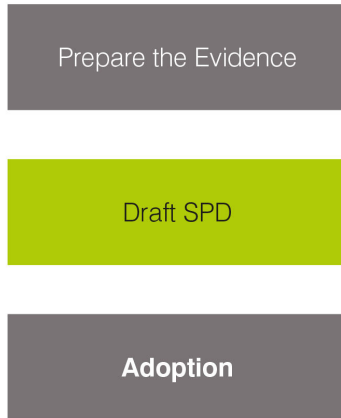
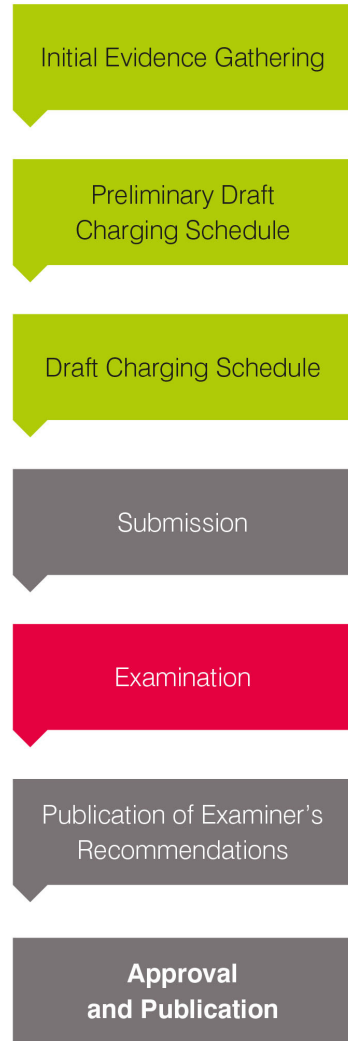


Figure 4:
Key stages in preparing a CIL



Key:

 Public Participation

 Participation in Examination

 Sustainability Appraisal

Community Infrastructure Levy

- 3.8** The Community Infrastructure Levy (CIL) is a tariff-based charging schedule that applies to specific types of development, such as housing. When planning permission is secured, developers will be required to pay a financial contribution, which is used to part-fund the provision and maintenance of necessary strategic and local infrastructure projects, such as roads, schools, community facilities and open spaces. The Council is committed to preparing a CIL alongside the new Local Plan.
- 3.9** The stages involved in preparing a CIL and the opportunities for public participation are set out in Figure 4 and detailed further in Appendix E.

Sustainability Appraisals & Background Evidence

- 3.10** We are required by law to promote sustainable development by assessing all plans and policies that we produce for their potential impacts on the environment, the economy and society. We do this through a Sustainability Appraisal (SA). Sustainability Appraisal Reports are published alongside plans published for consultation and we usually invite comments on them at the same time.
- 3.11** We also prepare background technical studies to ensure that our policies are based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the Borough. On specific occasions there may be opportunities for local communities and key stakeholders to be involved in the preparation of these background technical studies.

How Can You Respond/Comment?

- 3.12** The easiest way is to use the Council's online **Engagement Portal** to respond to Planning Policy consultations. It saves time for those wishing to respond, as the documents and questionnaires are available in one place. Responses can also be completed, submitted and received straight away, or, they can be partially completed, saved and returned to at a later date before submitting them.
- 3.13** We understand that not everyone has access to a computer and therefore, we will also accept written responses by post. We will also continue to make all consultation documents available in paper copy to read at the Council Offices in Grays, at all local libraries, community hubs and at other venues across the Borough, where appropriate.
- 3.14** All representations that we receive will be made publically available. Personal details, such as postal addresses, email addresses or telephone numbers will remain confidential.

Providing Feedback

- 3.15** We will acknowledge all representations that we receive to our consultations as soon as possible. Where comments are submitted to us using the Engagement Portal, an automatic email notification may be sent.
- 3.16** Once a consultation period has ended, we will seek to log all comments that we have received on the Engagement Portal and will summarise them, where appropriate. The Council acknowledges that an important part of community involvement is to feedback to those who have commented. Where possible, we will produce a report with officer

3 Plan Making

responses, which identifies how individual comments have been considered and taken into consideration in the progression of the Plan/document. The report may then be published on our website.

3.17 Further information on the key stages of preparing a Local Plan, a SPD and a CIL can be found in Appendices C, D and E respectively.

3.18 The planning regulations⁽⁶⁾ specify that we must consult '**specific consultation bodies**' and '**general consultation bodies**' in the preparation of planning policy document.

- **Specific consultation bodies** are a set group of bodies identified in the planning regulations. A list of them is set out in Appendix A.
- **General consultation bodies** are not set by the regulations and will differ depending on the nature of the document being consulted and its perceived impact. They may include:
 - Community and voluntary groups
 - Environmental groups
 - Gypsy and Traveller communities
 - Landowners and developers
 - Religious groups
 - Transport groups
 - Councillors
 - Ethnic groups
 - Housing groups
 - Leisure and recreation groups
 - Schools and education facilities
 - Travelling showpeople

3.19 Alongside these, we will also engage with individual residents of Thurrock and those carrying out business in the Borough.

Planning Policy Database

3.20 The Planning Policy Team has built up an extensive database for the engagement of planning policy matters over the years. The database includes contact details for 'specific consultation bodies' and 'general consultation bodies', as well as any individuals and businesses who have either requested to be added, or who have made comments to our previous consultations.

3.21 The Planning Policy Database is linked to the Engagement Portal – <https://consult.thurrock.gov.uk/portal>. Consultees can use the Portal to view and respond to consultation documents online, as well as view and update their personal details.

Duty to Cooperate

- 3.22** The Localism Act and the NPPF created a legal duty on local planning authorities and prescribed public bodies to engage with each other, on an ongoing basis, in the preparation of Local Plans and other planning policy documents relating to development that covers strategic matters. This is known as the 'Duty to Cooperate'.
- 3.23** The Council is intending to produce a Duty to Cooperate Protocol, which will set out how the Council intends to cooperate with other local authorities and other public bodies in the preparation of the Local Plan and other planning policy documents. This will ensure that cross-boundary issues are considered and planned for appropriately.
- 3.24** Appendix B lists the local authorities and public bodies that we will liaise with, as part of the Duty to Cooperate.
- 3.25** Once finalised, the Duty to Cooperate Protocol will be published on the Council's Planning Policy website at www.thurrock.gov.uk/planning-policy.

3 Plan Making

Part 4 Development Management

- 4.1** The Development Management process principally involves the consideration and determination of planning applications.
- 4.2** There are certain types of work that do not require planning permission. This is called 'permitted development'. Full details of this can be found on the Planning Portal website at <http://planningportal.gov.uk/permission/>.
- 4.3** Local authorities are required by law to consult individuals and public bodies on various planning applications. The Council take into account all views expressed and all comments made before reaching a decision.

Pre-Application Stage

- 4.4** The National Planning Policy Framework (NPPF) recognises that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for everyone.
- 4.5** The level of engagement should be proportionate to the nature and scale of the proposed development. The more controversial the proposal, the broader the range of consultation methods should be in order to allow as many people as possible to have their say.

Who can be involved in the pre-application stage?

- statutory and non-statutory consultees
 - local people and communities
 - elected members
- 4.6** Early engagement with the Council, by applicants, before an application is formally submitted is encouraged so that the Council can give informal comments and help overcome any potential difficulties that may arise. It is considered to be a valuable way to improve understanding and consider any likely planning policy, design or other issues that may arise. The more issues that can be resolved at the pre-application stage, the more likely it is to result in a good quality and acceptable development.

Local People and Communities

- 4.7** The Council encourages developers for large scale development proposals to involve local communities before the formal application stage begins. This enables local communities to put forward initial constructive comments and suggestions, and may lead to fewer objections being made further down the line, which are then material to the determination of the application.
- 4.8** It is recommended that involvement of local communities should be in the form of meetings, presentations and/or exhibitions. Developers are encouraged to speak with the Council before arranging these events, so that they can be undertaken in a manner that is sensitive to the local community's concerns. However, any pre-application

4 Development Management

engagement undertaken with the community is done so by the developer, independently of the Council. Therefore, it is important that any comments being made are directed to the developer and not to the Council at this stage.

Applying for Planning Permission

- 4.9** Making a planning application online is the most efficient way to submit your proposals. You can submit an application to us online via the Planning Portal website - www.planningportal.gov.uk/planning/applications/.
- 4.10** The Planning Portal is a quick and easy way to submit a planning application. You can upload supporting documents and plans, and pay your application fee online. You also receive immediate verification of your submission when using the Portal.
- 4.11** Once the Council receives a planning application and validates it, it should make a decision on the proposal as quickly as possible. The time limits are usually 13 weeks for a 'major' development and 8 weeks for all other types of development (unless the application is subject to an Environmental Impact Assessment, in which case a 16 week time limit applies). In some cases, the statutory deadline can be extended via a mutual agreement (normally through Planning Performance Agreements); this enables both parties the opportunity to resolve certain problems, avoiding the unnecessary refusing of a development proposal that could otherwise be acceptable.

Having Your Say on Planning Applications

- 4.12** You can make comments on planning applications up to the expiry date. We will use our discretion and take into account any comments received up until we prepare our recommendation report.
- 4.13** Any comments you make will be a matter of public record and they will be visible on the Council's website and for public inspection at the Council Offices. We reserve the right to obscure comments that we consider to be inflammatory before being displayed on the website.

Who will be Consulted on Planning Applications?

- 4.14** There are a range of statutory consultees that must be consulted, depending on the type and nature of the planning application. These are set by the Planning Regulations.⁽⁷⁾

Adjoining and opposite neighbours

- 4.15** Owners and occupiers of any land which adjoins that to which a planning application relates and neighbours opposite, are informed and consulted on the application.

General public

- 4.16** The Council informs the general public on planning applications in a more generalised way. All planning applications that we receive are published on the Council's website. In the case of major or controversial applications, where the Council considers there to be a wider impact resulting from a development proposal, the Council also displays

Development Management 4

public site notices in proximity of the application site. Adverts will also be placed in the local newspaper for certain development proposals such as major applications and applications to carry out works to Listed Buildings.

Making a Decision on Planning Applications

4.17 There are numerous steps that are taken that lead to a decision. These stages are set out in Appendix F.

Material Considerations

When a decision is made on a planning application, only certain issues are taken into account. These are often referred to as 'material planning considerations'.

Weight attached to material considerations is a matter of judgement for the decision-taker, however, they must demonstrate that in reaching that decision that they have considered all relevant matters.

Further details on this can be found in Appendix G.

4.18 Once a decision on an application has been reached, we will send out a decision notice to the applicant or their agent, where applicable.

Appeals

4.19 Where a planning application is refused, the applicant may appeal against the decision. Where an application goes to appeal, the Council will notify interested parties, such as neighbours and will give them the right to submit their views in writing or in person, depending on the method of appeal.

National Significant Infrastructure Projects

4.20 Nationally Significant Infrastructure Projects (NSIPs) are usually large-scale developments, such as, new harbours, power generating stations (including wind farms) and electricity transmission lines, which require a type of consent known as 'development consent'. The Planning Inspectorate is responsible for operating the planning process for NSIPs.

4.21 Any developer wishing to construct a NSIP must first apply to the Planning Inspectorate for consent to do so. The Planning Inspectorate examines the application and makes a recommendation to the relevant Secretary of State, who then decides whether to grant or refuse development consent.

4 Development Management

Part 5 Neighbourhood Planning

What is Neighbourhood Planning?

- 5.1** Neighbourhood planning gives local communities the opportunity to draw up their own plans and proposals for shaping the future of their areas, as long as they comply with national and local strategic policies.
- 5.2** There are three types of neighbourhood planning available to communities:
- **Neighbourhood Plan** – enables a community to establish a vision and provide planning policies for the future use and development of land in the local community area. Once adopted, a Neighbourhood Plan will form part of the Council’s local development plan, against which all planning applications and proposals will be decided.
 - **Neighbourhood Development Order** – allows communities to grant planning permission for certain types of development that they would like to see happen in their area.
 - **Community Right to Build Order** – allows communities to grant planning permission for local small-scale developments that they would like to see, such as, housing, community facilities or shops.
- 5.3** Neighbourhood planning cannot be used to block the building of the homes and businesses considered to be necessary to meet the Borough’s current and future needs. However, it can be used to influence the type, design, location and even mix of new development.

What is the Process for Preparing a Neighbourhood Plan or Development Order?

- 5.4** There are five main stages in preparing a Neighbourhood Plan or Development Order. These are:
1. Set up a Neighbourhood Forum and agree its planning area
 2. Prepare your Neighbourhood Plan or Development Order
 3. Independent Examination
 4. Community Referendum
 5. Legal adoption of your Neighbourhood Plan or Development Order.
- Please Note: The information set out in this section of the SCI only provides a basic guide to the neighbourhood planning process. If you are considering preparing a plan or development order, we recommend that you contact the Growth and Strategy Team to find out more information.

Stage 1

- 5.5** The community decides on the ‘Neighbourhood Area’ that they wish to prepare a Neighbourhood Plan or Development Order for. The only bodies that can produce a Neighbourhood Plan or Development Order in Thurrock are designated Neighbourhood Forums.

5 Neighbourhood Planning

- 5.6** A Neighbourhood Forum must be a group of at least 21 people, who either live in or work in the neighbourhood area, or are elected members for all or part of the neighbourhood area.
- 5.7** Both the Neighbourhood Area and the Neighbourhood Forum will need to be formally approved by the Council to ensure that they make sense for planning purposes and do not overlap with any other neighbourhood planning area.

Stage 2

- 5.8** The preparation of the Neighbourhood Plan or Development Order is the most significant stage in the neighbourhood planning process. The Neighbourhood Forum must gather ideas for the area and develop proposals for a Neighbourhood Plan or Neighbourhood Development Order.
- 5.9** Everyone who lives or works in or around the local community must be appropriately consulted on the proposals. This includes residents, local businesses and landowners, as well as relevant local, regional and national organisations and agencies. The Neighbourhood Planning (general) Regulations 2012⁽⁸⁾ set out the requirements for consultation and publicity at key stages with those living or working in the neighbourhood area, or with those who may have an interest in or are likely to be affected by the proposals (e.g. business). These are the minimum requirements, but engagement with all members of the local community should be an ongoing process from the beginning, to ensure the plan is prepared with high levels of involvement and has local support at the referendum stage.
- 5.10** In preparing a neighbourhood plan or development order, proposals and policies must be in accordance with:
- International, European and national designations (e.g. heritage and natural environment), and European environmental and human rights laws;
 - National planning policies and laws, including the National Planning Policy Framework;
 - Strategic policies and designations of the Council's adopted development plan – plans and orders can propose more, but not less development than is required for the area by the adopted development plan.

Stage 3

- 5.11** Once a draft Neighbourhood Plan is prepared, it will be checked by an independent examiner. He/she will consider whether it meets the right basic standards and they will consider any representations of objections to the proposals.
- 5.12** The independent examination may be carried out in writing, with the examiner considering written representations, or, it may be held as a public meeting.
- 5.13** If the examiner considers that the plan or order does not meet the right standards, he/she will suggest changes and recommend whether it should proceed to a referendum. The Council will then consider the examiner's views and decide whether

Neighbourhood Planning 5

to make those changes. If significant changes are recommended, then the Neighbourhood Forum may wish to re-consult with the local community before proceeding.

Stage 4

- 5.14** Once the examiner approves the Neighbourhood Plan or Order, it will need to be put to a community referendum. This ensures that your local community has the final say on whether the plan or order should come into effect.
- 5.15** Anyone who lives in the area that the Plan or Order covers, and who are registered to vote in local elections, are entitled to vote in the referendum. It may be appropriate for people in neighbouring areas to vote in the referendum, if the proposals within it are likely to impact on them too.
- 5.16** In the case for a Neighbourhood Plan for a 'Business Area' a separate referendum will also be held for businesses (non-domestic rate payers). Each business will have one vote.
- 5.17** More than 50% of people voting in the referendum need to vote in favour of support, for the plan to be taken forward for formal adoption by the Council.

Stage 5

- 5.18** If more than 50% of people voting in the referendum support the Neighbourhood Plan, then the Council must bring it into effect and legally adopt it as part of the statutory local development plan for the area. If there is conflict between the results of the resident and business referendums, then the decision on adoption of the Neighbourhood Plan will rest with the Council.
- 5.19** Once the Plan or Order has been formally adopted by the Council and brought into legal effect, the Council will be legally obliged to take it into consideration when assessing planning applications and other proposals for development in the area.

What is the Process for Preparing a Community Right to Build Order?

- 5.20** The process for preparing a Community Right to Build Order is similar to the process of preparing a Neighbourhood Development Order. The main difference is that orders are prepared by a local community organisation, not a designated neighbourhood forum.
- 5.21** To be eligible to develop a Community Right to Build Order in a particular neighbourhood area, the community organisation or group must consist of at least 10 members, all of whom must live in that neighbourhood area, in separate homes to each other. When an order is proposed, at least half of the organisation's members must live in the area. The organisation must also exist to further the economic, environmental and social well-being of the area, and any profits made as a result of Community Right to Build Orders must be used for the good of that community, not for private gain.
- 5.22** Both the Neighbourhood Area and the local community organisation need to be approved by the Council, to ensure they make sense for planning purposes and do not overlap with any other neighbourhood planning area.

5 Neighbourhood Planning

What Role does the Council Play in Neighbourhood Planning?

5.23 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders, and to take plans through a process of examination and referendum.

5.24 The Council has six principal roles in the process of neighbourhood planning:

- To formally designate a neighbourhood area, for the purposes of neighbourhood planning.
- To provide technical advice and support for the preparation of the Plan.
- To validate and check a Plan prior to its submission for independent examination.
- To cover the costs of an independent examination into the draft Plan.
- To organise and cover the costs of a referendum, to ensure there is public support for the Plan or Order.
- To 'make' the Plan or Order, if it has been prepared correctly and which is supported by the local community.

5.25 In addition, subject to the availability of resources, the Council will endeavour to support communities undertaking neighbourhood planning by:

- Providing general guidance and advice.
- Attending meetings at key stages.
- Making available on the Council's website relevant studies and other background information.
- Providing information on the Council's website about planning policy and planning designations.
- Advising on any national or local funding opportunities.
- Providing details of relevant contacts. For example, the Environment Agency, Historic England and Highways England.

5.26 The Council must be realistic as to what it can do to support neighbourhood planning in a cost-effective and time-efficient way. Support and assistance the Council provides will be proportionate to the nature of the plans being prepared, the stage reached in plan-making and the impact on the wider community.

Appendix A - Plan Making Specific Consultation Bodies

Appendix A - Plan Making Specific Consultation Bodies

- the Coal Authority
- the Environment Agency
- Historic England
- the Marine Management Organisation
- Natural England
- Network Rail
- Highways England
- adjoining relevant authorities
- relevant telecommunications companies
- relevant Clinical Commissioning Group(s)
- NHS Commissioning Board
- relevant electricity and gas companies
- relevant water and sewerage companies
- the Homes and Communities Agency

Appendix A - Plan Making Specific Consultation Bodies

Appendix B - Plan Making Duty to Cooperate Public Bodies

Appendix B - Plan Making Duty to Cooperate Public Bodies

Statutory Public Bodies:

- the Environment Agency
- Historic England
- Natural England
- the Mayor of London
- the Civil Aviation Authority
- the Homes and Communities Agency
- relevant Clinical Commissioning Groups
- NHS Commissioning Board
- Network Rail
- Transport for London
- Highways England
- the Maine Management Organisation
- South East Local Enterprise Partnership

Other Public Bodies and Local Authorities

(these are subject to change):

- Barking and Dagenham Council,
- Basildon Borough Council,
- Bedford Borough Council,
- Braintree District Council,
- Brentwood Council,
- Cambridgeshire County Council,
- Castle Point Borough Council,
- Central Bedfordshire and Luton Borough Councils,
- Chelmsford City Council,
- Colchester Borough Council,
- Dartford Borough Council,
- East London Waste Authority,
- Epping Forest District Council,
- Essex County Council
- Essex County Council (Minerals and waste)
- Gravesham Borough Council,
- Greater London Authority
- Harlow Council,
- Havering Council
- Herts County Council,
- Kent County Council,
- London Borough Redbridge,
- London Borough Tower Hamlets,
- London Borough of Bexley
- London Borough of Havering

Appendix B - Plan Making Duty to Cooperate Public Bodies

- Maldon District Council,
- Medway Borough Council,
- Norfolk County Council,
- North London Waste Authority,
- Peterborough City Council,
- Rochford District Council
- Southend-on-Sea Council
- Suffolk County Council,
- Swale Borough Council
- Tendring District Council,
- Thames Gateway Local Nature Partnership Authorities
- Uttlesford District Council,

Appendix C - Stages in Preparation of the Local Plan

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p>Stage 1</p> <p>Initial Evidence Gathering</p> <p>Gathering evidence and information to:</p> <ul style="list-style-type: none"> Identify aims and objectives of the Plan. Identify the needs of the local area that should be covered by the Plan. Identify environmental, economic and social objectives to inform the Sustainability Appraisal (SA) and produce a SA Scoping Report. 	<ul style="list-style-type: none"> Publish the SA Scoping Report on our website and will invite comments from the consultation bodies (Historic England, Natural England and the Environment Agency) on the scope of the Report for a minimum of six weeks. 	<ul style="list-style-type: none"> Publish Technical Studies (evidence base) on our Planning Policy website – http://hurruck.gov.uk/planning-policy Request information from you. Set up workshops and meetings with key stakeholders. Undertake presentations to other teams within the Council. 	<p>You can...</p> <ul style="list-style-type: none"> Submit information to us, when we request it. Let us know you want to be involved in the preparation of the Plan.
<p>Stage 2</p> <p>Preparation of the Local Plan (Regulation 18)</p>	<ul style="list-style-type: none"> Notify specific and general consultees that we are proposing to prepare a new Local Plan and will invite comments on the issues and options for a minimum of 6 weeks. 	<ul style="list-style-type: none"> Publish a notice in the local newspaper which identifies the locations and times that the draft Local Plan and SA Report can be viewed. 	<ul style="list-style-type: none"> Submit written comments to us about what you think the Local Plan should contain and the

Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement			
Stage of Local Plan Preparation	We will...	We may...	You can...
<p>Prepare draft 'Issues and Options' document which will identify the main issues and different options that could be included in the Local Plan.</p> <p>We will undertake a Sustainability Appraisal to assess the environmental, economic and social impacts of the plan's objectives, various options and reasonable alternatives.</p>	<ul style="list-style-type: none"> • Publish on our website and at various locations within the Borough the draft Local Plan and the Sustainability Appraisal Report. • Publish a notice on our website which identifies the locations and times that the draft Local Plan and SA Report can be viewed. 	<ul style="list-style-type: none"> • Place advertisements in the local newspaper. • Organise and attend meetings/workshops with local communities. • Set up manned and unmanned displays and exhibitions at locations within the Borough. • Put posters up and distribute leaflets in local areas. • Use social media to promote and raise awareness of the consultation. 	<p>issues that should be included within it.</p> <ul style="list-style-type: none"> • Submit written comments to us about the SA Report.
<p>Stage 3</p> <p>Draft Local Plan (Regulation 18)</p> <p>We will review comments we receive at Stage 2 and amend the Draft Local Plan, where necessary.</p>	<ul style="list-style-type: none"> • Notify specific and general consultees that we have published the Draft Local Plan and will invite comments on it for a minimum of 6 weeks. • Notify specific and general consultees that we have published a Sustainability Appraisal Report of the Draft 	<ul style="list-style-type: none"> • Publish a notice in the local newspaper which identifies the locations and times that the Draft Local Plan and SA Report can be viewed. • Place advertisements in the local newspaper. 	<ul style="list-style-type: none"> • Submit written comments to us about the Draft Local Plan and whether there are any changes that you think should be made to it.

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p>We will undertake a Sustainability Appraisal to assess the environmental, economic and social impacts of the Draft Plan.</p>	<p>Local Plan and will invite comments on it for a minimum of 6 weeks.</p> <ul style="list-style-type: none"> • Publish on our website and at various locations within the Borough the Draft Local Plan and the Sustainability Appraisal Report. • Publish a notice on our website, which identifies the locations and times that the Draft Local Plan and SA Report can be viewed. 	<ul style="list-style-type: none"> • Organise and attend meetings/workshops with local communities. • Set up manned and unmanned displays and exhibitions at locations within the Borough. • Put posters up and distribute leaflets in local areas. • Use social media to promote and raise awareness of the consultation. 	<ul style="list-style-type: none"> • Submit written comments to us about the Sustainability Appraisal Report and whether you agree or disagree with the findings.
<p>Stage 4</p> <p>Publication of the Local Plan (Regulation 19 and 20)</p>	<ul style="list-style-type: none"> • Send to specific and general consultees: • a copy of the representations procedure. • a statement of the fact that the Proposed Submission documents are available to view and the times and places where they can be viewed. 	<ul style="list-style-type: none"> • Place advertisements/notices in the local newspaper. • Put posters up and distribute leaflets in local areas. • Attend and organise meetings/workshops with the local communities. 	<ul style="list-style-type: none"> • Submit written comments to us about the Proposed Submission Local Plan and any accompanying documents.

Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement			
Stage of Local Plan Preparation	We will...	We may...	You can...
<p>We will review comments we receive at Stage 3 and consider them when preparing the Local Plan that we intend to submit to the Secretary of State.</p> <p>We will undertake a Sustainability Appraisal of the Proposed Submission Local Plan, taking into consideration comments we received back to the Sustainability Appraisal Report of the Draft Local Plan at Stage 3.</p>	<ul style="list-style-type: none"> • Publish on our website: a copy of the representations procedure. • a statement identifying the places and times that the documents can be viewed. • the Proposed Submission Local Plan and any accompanying documents. • the Sustainability Appraisal Report. 	<ul style="list-style-type: none"> • Set up manned and unmanned displays/exhibitions at locations within the Borough. • Use social media to promote and raise awareness of the consultation. 	<ul style="list-style-type: none"> • Submit written comments to us about the Sustainability Appraisal Report of the Proposed Submission Local Plan. • Request to be notified when the Council submits the Local Plan to the Secretary of State. • Request to be heard at the Examination (the decision of who is heard is made by the Inspector appointed to Examine the plan). • Request to be notified when the recommendations by the Inspector are published.

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p>Stage 5</p> <p>Submission of the Local Plan (Regulation 22)</p> <p>We will submit the Local Plan, accompanying documentation and Sustainability Appraisal Report to the Secretary of State for independent Examination.</p> <p>Once the Plan has been submitted, all correspondence should be made to the Inspector appointed to undertake the Examination, via the Programme Officer.</p>	<ul style="list-style-type: none"> Submit the Local Plan and accompanying documents, including the Sustainability Appraisal Report to the Secretary of State. Notify those people who requested to be notified that the Local Plan has been submitted to the Secretary of State. Notify specific and general consultees that the Local Plan and accompanying documents, including the Sustainability Appraisal Report, are available to view and the times and places where they can be viewed. Publish on our website, within the Civic Offices and at various locations within the Borough: the Local Plan and accompanying documents 	<ul style="list-style-type: none"> Publish on our website, within the Civic Offices and/or at various locations within the Borough: copies of the representations that we received to the Proposed Submission Local Plan. any supporting documents which are relevant to preparation of the Local Plan. Publish a notice in the local newspaper informing people that the Local Plan has been submitted to the Secretary of State and the places and times that it and its accompanying documents can be viewed. 	<ul style="list-style-type: none"> Request to be notified when the Local Plan is adopted.

Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement		
Stage of Local Plan Preparation	We will...	You can...
	<ul style="list-style-type: none"> the Sustainability Appraisal Report a Statement of Representation a notice stating the times and places that the above documents can be viewed. 	<ul style="list-style-type: none"> Place advertisements in the local newspaper.
<p>Stage 6</p> <p>Examination of the Local Plan (Regulation 24)</p> <p>The Local Plan is examined by an independent Planning Inspector who will assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound.</p>	<ul style="list-style-type: none"> Notify anyone who made representations to the Proposed Submission Local Plan, at least 6 weeks before the opening of the hearing: the date, time and place that the hearing will be held. the name of the inspector appointed to carry out the examination. Publish on our website, at the Civic Offices and at other various locations within the Borough, at least 6 weeks before the opening of the hearing: 	<ul style="list-style-type: none"> Publish in the local newspaper information to inform people of the date, time and place that the Examination will be held, and the name of the Inspector who will carry out the Examination.
		<ul style="list-style-type: none"> Attend the Examination (but only those who have been invited to speak by the Inspector can do so).

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
	<ul style="list-style-type: none"> the date, time and place that the hearing will be held. the name of the inspector appointed to carry out the examination. 		
<p>Stage 7</p> <p>Inspector's Report (Regulation 25)</p> <p>Following the Examination in public, the Inspector who examined the Local Plan will send a report to the Council which identifies any recommended changes to be made to the Plan and whether the Plan has been approved.</p>	<ul style="list-style-type: none"> Publish on our website, at the Civic Offices and at other locations within the Borough, a copy of the recommendations. Notify those who requested to be notified that we have published the recommendations made by the Inspector. 		
<p>Stage 8</p> <p>Adoption (Regulation 26)</p>	<ul style="list-style-type: none"> Publish on our website, at the Civic Offices and at other locations within the Borough: - the Local Plan 		

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p>Any recommended amendments will be made to the plan before it is submitted to Full Council for adoption.</p>	<ul style="list-style-type: none"> - an Adoption Statement - the Sustainability Appraisal Report - details of the times and locations at which the documents can be viewed. - Notify anyone who requested to be notified that the plan has been adopted. 		

Appendix D - Stages in Preparation of a Supplementary Planning Document

Appendix D - Stages in Preparation of a Supplementary Planning Document

Stage	Key Tasks
<p style="text-align: center;">Stage 1</p> <p>Prepare the Evidence</p>	<ul style="list-style-type: none"> • Gather up to date information on a range of social, economic and environmental matters and produce the scope of the SPD. • Identify whether a Sustainability Appraisal (SA) is required.
<p style="text-align: center;">Stage 2</p> <p>Draft the SPD</p>	<ul style="list-style-type: none"> • Draft the SPD using information gathered in Stage 1. • Undertake the SA, if required. <p>We will...</p> <ul style="list-style-type: none"> • Publish on our website and at various locations within the Borough the draft SPD and invite comments for a minimum of 6 weeks. <p>You can...</p> <ul style="list-style-type: none"> • Provide written comments to us about the Draft SPD during the specified time period. • Request to be notified when the SPD is adopted.
<p style="text-align: center;">Stage 3</p> <p>Adoption</p>	<ul style="list-style-type: none"> • Consider comments received on the draft SPD and amend the document if necessary. • Submit the SPD to Full Council for adoption (SPDs are not subject to independent examination). <p>We will...</p> <ul style="list-style-type: none"> • Once the SPD is adopted, we will publish it on our website and make it available at various locations within the Borough, along with any SA Report and an Adoption Statement. • Send a copy of the Adoption Statement to anyone who requests to be notified of the document's adoption.

Appendix D - Stages in Preparation of a Supplementary Planning Document

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Stage of CIL Charging Schedule Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p>Stage 1</p> <p>Initial Evidence Gathering</p> <p>Gathering of information to identify local infrastructure needs and funding gaps, and assess the viability of developments.</p>	<ul style="list-style-type: none"> Publish on our website any Technical Studies that we prepare to inform the Charging Schedule. 		
<p>Stage 2</p> <p>Preliminary Draft Charging Schedule</p> <p>Preparation of the Preliminary Draft Charging Schedule.</p>	<ul style="list-style-type: none"> Send a copy of the Preliminary Draft Charging Schedule to consultees (as listed in The Community Infrastructure Levy Regulations 2010, as amended) and invite representations for a minimum of 6 weeks. Publish, on our website and at various locations within the Borough, the Preliminary Draft Charging Schedule and invite comments for a minimum of 6 weeks. 	<ul style="list-style-type: none"> Publish a notice in the local newspaper which identifies the locations and times that the Preliminary Draft Charging Schedule can be viewed. Place advertisements in the local newspaper. Attend and organise meeting and workshops. 	<ul style="list-style-type: none"> Submit written comments to us on the Preliminary Draft Charging Schedule.

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Levels of Engagement			
	We will...	We may...	You can...
<p>Stage of CIL Charging Schedule Preparation</p>	<ul style="list-style-type: none"> Publish a notice on our website which identifies the locations and times that the Preliminary Draft Charging Schedule can be viewed. 	<ul style="list-style-type: none"> Set up manned and unmanned displays/exhibitions. Use social media to promote and raise awareness of the consultation. 	<p style="text-align: center;">You can...</p>
<p>Stage 3 Draft Charging Schedule</p> <p>Review and consideration of comments made to the Preliminary Draft Charging Schedule and prepare the Draft Charging Schedule.</p>	<ul style="list-style-type: none"> Send a copy of the Draft Charging Schedule and a statement of representation procedure to all those consulted at the Preliminary Draft Charging Schedule stage and invite comments for a minimum of 6 weeks. Notify anyone else who commented on the Preliminary Draft Charging Schedule that the Draft Charging Schedule has been published. Publish on our website and at various locations within the Borough the Draft Charging Schedule, any appropriate Technical Studies (evidence) and a statement of the representation procedure, and invite comments for a minimum of 6 weeks. 	<ul style="list-style-type: none"> Publish a notice in the local newspaper which identifies the locations and times that the Draft Charging Schedule can be viewed. Place advertisements in the local newspaper. Organise and attend meetings and workshops. Set up manned and unmanned displays/exhibitions in local areas. Use social media to promote and raise awareness of the consultation. 	<ul style="list-style-type: none"> Submit written comments to us on the Draft Charging Schedule. Request to be heard in public by the Examiner undertaking the Examination. Request to be notified when: <ul style="list-style-type: none"> - the Charging Schedule has been submitted to the Government.

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Levels of Engagement			
	We will...	We may...	You can...
Stage of CIL Charging Schedule Preparation	<ul style="list-style-type: none"> Publish on our website and in the local newspaper a notice which identifies a statement of representation procedure and the locations and times that the Draft Charging Schedule can be viewed. 		<ul style="list-style-type: none"> - the Examiner publishes their recommendations. - the Council approves the Charging Schedule.
Stage 4 Submission Submission of the Charging Schedule to the Government.	<ul style="list-style-type: none"> Submit to the Government: <ul style="list-style-type: none"> - the Draft Charging Schedule - a Statement of Representation - copies of representations made - a statement of any modifications made to the Draft Charging Schedule - copies of relevant evidence. Publish on our website and at various locations within the Borough the documents submitted to the Government, as above. 	<ul style="list-style-type: none"> Publish a notice within the local newspaper which states that we have submitted the Charging Schedule. 	

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Levels of Engagement		
We will...	We may...	You can...
Stage of CIL Charging Schedule Preparation	<ul style="list-style-type: none"> • Publish on our website a notice which identifies the locations and times that the documents above can be viewed. • Notify those who requested to be notified that the Schedule has been submitted to the Government. • Send a copy of a statement of any modifications made to the Draft Charging schedule, if applicable, to consultees. 	
Stage 5 Examination The Charging Schedule is examined by an independent Examiner.	<ul style="list-style-type: none"> • Publish on our website and in the local newspaper, the time and place that the examination is to be held and the name of the examiner. • Inform anyone who made a representation on the Draft Charging Schedule and anyone who requested to be heard, the time and place that the examination is to be held and the name of the examiner. 	<ul style="list-style-type: none"> • Place advertisements in the local newspaper
Stage 6 Publication of Examiner's Recommendations	<ul style="list-style-type: none"> • Publish on our website and at various locations within the Borough, the recommendations and reasons. • Notify anyone who requested to be notified that we have received and 	

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Stage of CIL Charging Schedule Preparation	Levels of Engagement		
	We will...	We may...	You can...
The Council receives recommendations and reasons for those recommendations from the examiner.	published the recommendations and reasons.		
<p>Stage 7</p> <p>Approval and Publication</p> <p>The Council approves and publishes the Charging Schedule.</p>	<ul style="list-style-type: none"> • Publish on our website and at various locations within the Borough the approved Charging Schedule. • Publish in the local newspaper a notice that the Charging Schedule has been approved and where it can be viewed. • Notify those who requested to be notified that the Charging Schedule has been approved. • Send a copy of the Charging Schedule to each relevant consenting authority. 		

Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Appendix F - Stages of a Planning Application

Appendix F - Stages of a Planning Application

Stage	We will	You Can
Stage 1 – Application is registered	<ul style="list-style-type: none"> Send a letter of acknowledgement to the applicant with a target date for making a decision. 	
Stage 2 – Application is publicised	<ul style="list-style-type: none"> Publish the application by means of sites notices and/or advertisements in the local newspaper. Send letters to neighbouring properties, including businesses. Publish the application on our website. 	<ul style="list-style-type: none"> The applicant may wish to speak to their neighbours themselves. Support or object, in writing or email, to any planning application as long as they are received by the Council before the expiry time. Track the progress of any current application via the Council's website.
Stage 3 – Views of relevant bodies	<ul style="list-style-type: none"> Seek the views of agencies such as the Highway Authority and the Environment Agency, if the application could have an effect on roads, traffic or flood plains, for example. 	
Stage 4 – Inspection of the site	<ul style="list-style-type: none"> Inspect the site to gather information about it and the surrounding area. 	
Stage 5 – Application is assessed	<ul style="list-style-type: none"> Assess the proposal against national policies, government guidance and local planning policies. 	

Appendix F - Stages of a Planning Application

<p>Stage 6 – Consideration of material effects</p>	<ul style="list-style-type: none"> Consider comments made by neighbours and relevant bodies. Consider the effects of the proposal on neighbours and matters such as highway safety. 	
<p>Stage 7 – Negotiate any amendments</p>	<ul style="list-style-type: none"> Negotiate some points of the application to reach a positive decision, where possible. 	
<p>Stage 8 – Decision is reached</p>	<p>Delegated decision:</p> <ul style="list-style-type: none"> Prepare a report. Senior Officers of the Council will consider and agree the recommendations. Inform anyone who has submitted written to comments to us, the outcome of the decision. <p>Committee decision:</p> <p>Applications that we feel are likely to have a significant impact, or those that are ‘called in’ by Councillors are taken to the Council’s Planning Committee for determination. In such circumstances we will:</p> <ul style="list-style-type: none"> Prepare a report and present it to Members of the Planning Committee. Inform anyone who has submitted written comments to us, the outcome of the decision. 	<ul style="list-style-type: none"> Attend Planning Committee – usually held every 4 weeks. Members of the public are allowed to speak at the meeting. Applicant may appeal against a refusal or against any condition of approval. By law, no one else has the right of appeal.

Appendix G - Material Considerations

Appendix G - Material Considerations**Material considerations can include, but are not limited to:**

- Local, strategic, national planning policies and policies in the adopted development plan of an area.
- Emerging plans which have already been through at least one stage of public consultation.
- Pre-application planning consultation carried out by, or on behalf of the applicant.
- Government and Planning Inspectorate requirements – circulars, orders, statutory instruments, guidance and advice.
- Previous appeal decisions and planning inquiry reports.
- Principles of Case Law held through the Courts.
- Loss of sunlight (based on Building Research Establishment guidance).
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such).
- Overlooking and loss of privacy.
- Highways issues: traffic generation, vehicular access, highway safety.
- Noise or disturbance resulting from use, including proposed hours of operation.
- Smells and fumes
- Capacity of physical infrastructure e.g. in the public drainage or water systems.
- Deficiencies in social facilities e.g. space in schools.
- Storage & handling of hazardous materials and development of contaminated land.
- Loss or effect on trees.
- Adverse impact on nature conservation interests & biodiversity opportunities.
- Effect on listed buildings and conservation areas.
- Incompatible or unacceptable uses.
- Local financial considerations offered as a contribution or grant.
- Layout and density of building design, visual appearance and finishing materials.
- Inadequate or inappropriate landscaping or means of enclosure.

Appendix G - Material Considerations

Appendix H - Further information and advice on planning

Appendix H - Further information and advice on planning

The Planning Portal

- The Planning Portal is the Government's online tool for planning and building services. It provides information about the planning system, allows you to submit planning applications and find out about development in your area
- **Website:** <http://planningportal.gov.uk>

Department of Communities and Local Government (DCLG)

- The DCLG website provides general information on the planning system, including the latest national planning policy, decisions on planning, research and statistics.
- **Website:** <http://gov.uk/government/organisations/department-for-communities-and-local-government>

Planning Aid England

- Planning Aid England, which is provided by the Royal Town Planning Institute, offers free, independent and professional planning advice to individuals and communities who cannot afford to pay professional fees.
- **Website:** <http://rtpi.org.uk/planning-aid>

Locality

- Locality is the national network of ambitious and enterprising community-led organisations, working together.
- **Website:** <http://mycommunity.org.uk/programme/neighbourhood-planning/>

Department for Communities and Local Government.

- **Website:** <https://www.gov.uk/government/publications/neighbourhood-planning>

Planning Aid

- Planning Aid have a NP forum to support communities on using rights.
- **Website:** <http://www.ourneighbourhoodplanning.org.uk/>

The Planning Inspectorate

- The Planning Inspectorate deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.
- **Website:** <http://gov.uk/government/organisations/planning-inspectorate>

Appendix H - Further information and advice on planning

Glossary

Area Action Plan

- A document that sets out policies and proposals for the change or special conservation of a specific area.

Community Infrastructure Levy

- A levy which allows local authorities to raise funds from new development which can be used to pay for a wide range of infrastructure, including roads, schools, community facilities and open spaces.

Community Right to Build Order

- A special type of Neighbourhood Development Order prepared by a community organisation and made by the Local Planning Authority. It grants planning permission for a particular type of development in a particular area.

Core Strategy

- A type of development plan which sets out the long-term vision, spatial strategy and policies for future development of the Borough. Thurrock adopted its Core Strategy in 2011.

Development Plan

- A document(s) that set out the spatial vision, strategic objectives and policies for development in an area.

Duty to Cooperate

- This was created by the Localism Act 2011. It places a legal duty on the Council to engage on an ongoing basis with neighbouring local planning authorities and other bodies on issues that go beyond Thurrock's boundary.

Equality Impact Assessment (EqIA)

- An assessment of the plan is undertaken to ensure that it does not discriminate against disadvantaged or vulnerable people. In Thurrock, this is usually incorporated into the Sustainability Appraisal.

General Consultation Bodies

- A list of organisations, groups and individuals who the Council deems appropriate to consult on the preparation of the Local Plan and other planning documents

Glossary

Habitat Regulation Assessment (HRA)

- An assessment is required if a Plan or the policies it contains is likely to have a significant adverse effect on Special Areas of Conservation or Special Protection Areas. In Thurrock a HRA is usually incorporated into the Sustainability Appraisal.

Localism Act 2011

- An Act of Parliament introduced in 2011, which seeks to take more decision making powers away from central government and put it back into the hands of local councils, communities and individuals.

Local Plan

- A plan which sets out a vision and objectives for the development of an area. It identifies future needs and opportunities for housing, economic development, community facilities and infrastructure, whilst also protecting the built and natural environment, adapting to climate change and securing good design.

Major Planning Applications

- Housing development of 10 or more dwellings, or a site area of 0.5 hectares or more
- Other development where the floor space to be built is 1,000 sq m or more, or where the site area is 1 hectare or more.

Material Consideration

- The issues that are taken into account when a decision is made on a planning application.

Minor Planning Applications

- Housing development of less than 10 dwellings
- Other development where the floorspace to be built is less than 1,000 sq m or where the site area is less than 1 hectare.

National Planning Policy Framework (NPPF)

- Introduced in 2012, the NPPF sets out the Government's planning policies for England. It essentially consolidates previous national planning policies and guidance, including Planning Policy Statements and Planning Policy Guidance Notes into one single document.

National Planning Policy Guidance (NPPG)

- This was introduced in 2014 and provides details to support the effective implementation of the National Planning Policy Framework.

Neighbourhood Planning

- This was introduced by the Localism Act (2011) and allows local communities to shape new development in their area, through the building of homes, jobs and community facilities.

Permitted Development Rights

- Certain minor changes that can be made to a house or building without the need for planning permission.

Planning and Compulsory Purchase Act 2004

- An Act of Parliament introduced in 2004, which substantially reformed the planning system in England. It replaced Local Plans and Structure Plans with Local Development Frameworks.

Soundness

- The Inspector who examines the Local Plan will test whether it is 'sound'. To be found sound, the plan must be:
 - **Positively Prepared** – based on a strategy which seeks to meet objectively assessed development and infrastructure requirements and consistent with achieving sustainable development.
 - **Justified** – the plan should be the most appropriate strategy when considered against the reasonable alternatives, based on evidence.
 - **Effective** – the plan must be deliverable over the plan-period and based on effective joint working on issues that go across the Borough boundary.
 - **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with policies within the National Planning Policy Framework.

Specific Consultation Bodies

- A list of bodies identified in the Town and Country Planning Regulations 2012 which the Council must consult during preparation of its Local Plan.

Statement of Community Involvement

- A document that sets out the standards for involving the local community in the preparation of Local Plans and decisions on planning applications.

Glossary

Strategic Environmental Assessment (SEA)

- Assesses the environmental effects of a plan. In Thurrock SEAs are usually incorporated into the Sustainability Appraisal.

Supplementary Planning Document

- A document that provides additional guidance in relation to a policy or policies within a Local Plan.

Sustainability Appraisal (SA)

- An appraisal undertaken during the preparation of a plan to assess its possible social, environmental and economic effects and to ensure that the plan contributes to the achievement of sustainable development.

Local Plan Engagement Strategy

In preparing a new Local Plan the Council is required by legislation to produce a Statement of Community Involvement (SCI). The SCI sets out the activities the Council must legally undertake when preparing a plan along with setting out what the Council may do. The Local Plan Engagement Strategy (Phase 1) builds upon the basic requirements of the SCI and presents a list of activities which go above and beyond the legal requirements.

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
Ongoing	Local Plan Youth Forum – knowledge and skill building sessions. Held on a quarterly basis.	<ul style="list-style-type: none"> • Increasing knowledge and understanding about planning matters in core communities to enable them to respond to planning consultations more effectively. • Gain a different perspective on key topics. • Promote a more open and transparent decision making process and create a sense of shared ownership of the plan. 	<p>Enabling:</p> <ul style="list-style-type: none"> • Advertise the creation of group to Youth Parliament and to Secondary School Head Teachers. If oversubscribed there may need to be a selection process. <p>Resources:</p> <ul style="list-style-type: none"> • Independent facilitator. • Officer (Senior/Principal Level). • Workshop materials. • Suitable room. • Refreshments.
	Local Plan Residents Forum - knowledge and skill building sessions. Held on a quarterly basis.		<p>Enabling:</p> <ul style="list-style-type: none"> • Advertise the creation of group and invite volunteers. If oversubscribed there may need to be a selection process. <p>Resources:</p> <ul style="list-style-type: none"> • Independent facilitator. • Officer (Senior/Principal Level). • Workshop materials. • Suitable room.

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
	<p>Local Plan Business Forum – Cross departmental workshop sessions. Held on a quarterly basis over breakfast.</p>	<ul style="list-style-type: none"> • Create a sense of shared understanding between the Council and the ‘Market’. • Gaining a ‘real world’ perspective in terms of viability, deliverability. • Limit the number of unanticipated objections in later stages of plan making. <p>Business Forum only:</p>	<ul style="list-style-type: none"> • Refreshments. <p>Enabling:</p> <ul style="list-style-type: none"> • Invite major employers and important local businesses and/or business forums. <p>Resources:</p> <ul style="list-style-type: none"> • Officer (Principal/Manager Level). • Workshop materials. • Suitable room. • Refreshments.
	<p>Local Plan Developer Forum – workshop sessions to discuss emerging evidence documents. Held on a quarterly basis.</p>	<ul style="list-style-type: none"> • Expand consultee network through the use of their internal communication networks. 	<p>Enabling:</p> <ul style="list-style-type: none"> • Invite major housing developers, agents and landowners. <p>Resources:</p> <ul style="list-style-type: none"> • Assistance from an independent body to help prepare the Terms of Reference (Planning Advisory Service). • Officer (Principal/Manager Level). • Workshop materials. • Suitable room. • Refreshments.
	<p>Local Plan Site Surgery Sessions – a limited number of 30 min pre-bookable time slots for site submitters to discuss their proposals with the Growth and Strategy Team. Priority will be given to</p>	<ul style="list-style-type: none"> • Create a sense of shared understanding between the Council and the ‘Market’. • Limit the number of unanticipated objections in later stages of plan making. • Build a more in-depth understanding of site specific development issues/pressures. 	<p>Resources:</p> <ul style="list-style-type: none"> • Officer (Principal/Manager Level) • Suitable Room

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
	members of the Business and Developer Forums.		
Issues and Options - Stage 1 (Strategic Policies) February/March 2016	Quick Capture Online Survey – 10 closed question survey designed to attract a high volume of responses to key planning issues such as housing, employment, retail and the environment.	<ul style="list-style-type: none"> High volume response on core issues to help facilitate the plan making process. 	<p>Enabling:</p> <ul style="list-style-type: none"> Ask Thurrock Council communications team to send a link to the survey out to all staff. Ask members of the Business Forum to send to send a link to the survey out to all staff. Local advertising campaign in newspapers and council publications. Online advertising campaign utilising social media. <p>Resources:</p> <ul style="list-style-type: none"> Online consultation portal.
	Local Plan Roadshow (Drop In Sessions) – Opportunity to display information in a user friendly way and ask people to participate in some art based visioning activities.	<ul style="list-style-type: none"> Encouraging new people to participate in plan making. Increasing a consultees’ knowledge and understanding about planning matters to enable them to respond to planning consultations more effectively. Promote a more open and transparent decision making process and create a sense of shared ownership of the plan. Gaining a more qualitative personal response to consultation issues. 	<p>Enabling:</p> <ul style="list-style-type: none"> Ask Thurrock Council communications team to send a list of event locations to all staff. Ask members of the Business Forum to send to a list of event locations to all staff. Local advertising campaign in newspapers and council publications. Online advertising campaign utilising social media. <p>Resources:</p>

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
			<ul style="list-style-type: none"> • Independent creative facilitator. • 3 Officers (including a Principle and/or Manager). • Consultation materials including displays and hand-outs. • iPads. • Basic refreshments.
<p>After Issues and Options – Stage 1</p> <p>Summer 2016</p>	<p>‘Future in Thurrock’ Summer Walks – These guided walks will take place at the same time as the Thurrock 100 heritage walks.</p>	<ul style="list-style-type: none"> • Promote discussion about how certain areas could develop and change over the plan period. • Increasing a consultees’ knowledge and understanding about planning matters to enable them to respond to planning consultations more effectively. 	<p>Enabling:</p> <ul style="list-style-type: none"> • Co-ordinated local advertising campaign in newspapers and council publications. Linking these walks with the heritage walk programme. • Online advertising campaign utilising social media <p>Resources:</p> <ul style="list-style-type: none"> • Annotated map. • Independent creative facilitator. • Officer (Senior/Principal Level). • iPads and/or camera.
<p>Issues and Options – Stage 2 (Spatial Options and Sites)</p> <p>October/November 2016</p>	<p>Quick Capture Online Survey – 10 closed question survey designed to attract a high volume of responses to key planning issues such as housing, employment, retail and the environment.</p>	<ul style="list-style-type: none"> • High volume response on core issues to help facilitate the plan making process. 	<p>Enabling:</p> <ul style="list-style-type: none"> • Ask Thurrock Council communications team to send a link to the survey out to all staff. • Ask members of the Business Forum to send to send a link to the survey out to all staff. • Local advertising campaign in newspapers

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
			<p>and council publications.</p> <ul style="list-style-type: none"> • Online advertising campaign utilising social media. <p>Resources:</p> <ul style="list-style-type: none"> • Online consultation portal.
	<p>Local Plan Roadshow (Drop In Sessions) – Opportunity to display information in a user friendly way.</p>	<ul style="list-style-type: none"> • Provide feedback on consultation responses received during the Stage 1 consultation. • Promote discussion about how certain areas could develop and change over the plan period. • Encouraging new people to participate in plan making. • Promote a more open and transparent decision making process and create a sense of shared ownership of the plan. • Gaining a more qualitative personal response to consultation issues 	<p>Enabling:</p> <ul style="list-style-type: none"> • Ask Thurrock Council communications team to send a list of event locations to all staff. • Ask members of the Business Forum to send to a list of event locations to all staff. • Local advertising campaign in newspapers and council publications • Online advertising campaign utilising social media <p>Resources:</p> <ul style="list-style-type: none"> • Independent creative facilitator. • 3 Officers (including a Principle and/or Manager). • Consultation materials including displays and hand-outs. • iPads. • Basic refreshments.
<p>After Issues and Options – Stage 2 Spring 2017</p>	<p>‘Future in Thurrock’ Summer Walks – These guided walks will explore the areas identified for change in the Issues and Options – Stage 2</p>	<ul style="list-style-type: none"> • Promote discussion about how certain areas could develop and change over the plan period. • Fact check comments received as part of 	<p>Enabling:</p> <ul style="list-style-type: none"> • Invitation to members of the Local Plan Residents and Youth Forums. <p>Resources:</p>

Consultation Stage	Activity	Desired outcome	Enabling activities and required resources
	in more detail.	the formal Issues and Options – Stage 2 consultation. • Additional feedback on selected to sites to help inform preferred options.	<ul style="list-style-type: none"> • Annotated map. • Independent creative facilitator. • 2 Officers (Senior/Principal Level). • iPads and/or camera.

20 January 2016	ITEM: 7
Planning, Transport, Regeneration Overview and Scrutiny Committee	
Grays Development Framework Consultation	
Wards and communities affected: Grays Riverside Grays Thurrock	Key Decision: Key
Report of: Matthew Essex Head of Regeneration and Assets	
Accountable Head of Service: Matthew Essex Head of Regeneration	
Accountable Director: Steve Cox Assistant Chief Executive	
This report is Public	

Executive Summary

Grays is one of six Growth Hubs identified by the council as the focus for regeneration and development for new homes and jobs. A vision for the regeneration of Grays was developed in July 2013 following an extensive public consultation exercise. Since the adoption of the vision Grays has seen a number of significant developments including the opening of the South Essex College campus in the town centre, new housing and a new community centre nearing completion on Seabrooke Rise, the refurbishment of the former magistrates court to create small business accommodation, a package of schemes to improve accessibility in to and around the town centre, dedicated town centre management and changes to licenses that allow more frequent and more varied markets.

The increasing number of visitors to the town has improved the profile of the town centre and national brands are now taking an interest and investing. Wetherspoons have acquired The State and propose to refurbish the building and open a venue within two years, while Costa Coffee now have the benefit of planning permission to open an outlet in the town centre. The recent Christmas event organised by the Grays Town Partnership with South Essex College, Grays Shopping Centre, and the Council was very successful and gives a flavour of the future of the town centre.

However this is only the start and much still needs to be done to secure the future of the town centre. A number of key projects have been identified which would use the Council's land holdings to enable delivery of key projects such as a new theatre complex and supporting the creation of a new underpass, would improve the public realm and the highways and transportation network need to be improved to address issues of congestion and accessibility.

These projects have been encapsulated in a development framework which will provide a coordinated context for projects. Developed for the Council by Urban Initiatives Studios, the framework can ultimately form part of the new Local Plan and, as such, will be subject to more detailed consultation in due course. In the meantime however consulting on the framework and agreeing a direction of travel will enable the Council and partners to focus on delivery and can provide some certainty for private and public investment in the town centre. The consultation will start on the 19th January and run through to the 9nd February 2016.

As part of the consultation programme, the framework will be presented to the committee and members are asked to provide views on the proposals and on the consultation process itself.

1. Recommendation(s)

1.1 The committee is requested to provide its views on the framework as a basis for leading the regeneration of Grays town centre.

1.2 The committee is asked to comment on the approach to the consultation set out in this report.

2. Introduction and Background

2.1 In July 2013 Cabinet agreed a vision for Grays that was the product of extensive public engagement with over 1,500 respondents to surveys followed by 12 workshops and discussion groups. The vision is;

Building on its strengths as a Chartered Market Town, Grays will be an exciting, high quality destination for people to live, work, learn, shop and socialise. Reconnected to the River Thames, Grays will support growing resident, student and business communities throughout the day and entertain a diverse and vibrant population through the evening.

Cafés, bars, restaurants, shops and markets will combine with culture, entertainment and events in unique venues to provide a safe and attractive place for communities to meet and businesses to thrive.

The strategy will revitalise the town centre by:

- 1) Building a local economy based on retail and leisure, entertainment, residential and commercial development;*
- 2) Making it easier to travel in to and move around the town centre;*
- 3) Enhancing the quality of the public realm;*
- 4) Supporting Thurrock's communities;*

2.2 Grays town centre has seen a number of projects delivered resulting in a range of positive outcomes since the consultation and adoption of the vision:

- South Essex College has opened its new campus in Grays and currently has nearly 2,000 students enrolled on courses;
- The former magistrates court will soon open as a business centre with the potential to deliver 200 jobs;
- Positive discussions have continued with Network Rail to progress the underpass;
- The Council has built new flats and a new Community House in Seabrooke Rise;
- Construction has started on the new homes behind The Pullman;
- The State Cinema has now been acquired by Wetherspoons who are currently in discussion with the Council's planning department and Historic England with a view to opening their venue within two years.
- Costa Coffee is looking to open an outlet in the High Street and have recently been granted planning permission;
- The Council now has a dedicated town centre management resource through a partnership arrangement with Southend. In November of this year the town centre had a hugely successful Christmas light switch on event organised by the Grays Town Partnership supported by the Council, South Essex College, and Grays Shopping Centre;
- The market can now operate more frequently and measures are in place to improve the quality of market provision;
- Grays Beach hosted more than 6,000 people who attended the first Village Beach festival – a celebration of arts and culture in Thurrock; and
- There are signs of growing confidence with people investing in their own properties ranging from extensive works to the Grays Shopping Centre Malls and car park to shop front improvements such as Damar Carpets.

2.3 While a lot has happened there are still significant challenges that need to be addressed:

- Key projects such as the underpass and construction of a new theatre and cultural hub to replace the Thameside Complex need to be progressed;
- Mecca Bingo closed recently and HSBC has announced that it will be closing its branch in Grays – although this is due to changes in customer banking behaviour rather than anything to do with the town itself;

- Roads in to the town centre are congested and the road layout is still confusing to the first time visitor;
- The quality of the public realm needs to be improved; and
- Vacant sites need to be brought back in to productive use.

- 2.4 Securing delivery of the vision requires the coordinated development of land and buildings together with improvements to the public realm and the highways/public transport network. The Council has commissioned Urban Initiative Studios to help develop a number of projects that address the challenges to delivering the Grays vision into a development framework that provides the common context to guide the Council’s own work, inform planning decisions and to coordinate the approach to design and layout of developments. A draft framework has now been produced and is ready for public consultation.
- 2.5 The Planning Framework has been informed by discussions with the Grays Town Partnership, Grays Programme Board and discussions and workshops with key stakeholders including Network Rail, C2C, and South Essex College. The draft now requires wider public consultation to be undertaken to gauge levels of support for the proposals and, assuming a positive response, enable the detailed consideration of next steps in the delivery of the vision.
- 2.6 As a first step in the consultation process about 300 respondents to the 2013 consultation on the Grays vision and who provided contact details to the Council were contacted to check whether the principles and the adopted vision for Grays are still relevant. Whilst respondents confirmed that the broad principles remained valid and appropriate, they did take the opportunity to raise a number of specific issues including the continuing need to address car parking, safety, rubbish and cleanliness, the need to clean up and make better use of the riverfront including provision of moorings, landing stage for visiting boats, and, since the proposals for Paramount Studios have been announced, providing access across the Thames to the park site in Kent. These points reflected the thinking around the vision which therefore remains relevant and provides a current context for the development framework.
- 2.7 The schedule for the consultation is;

Event	Date
Re-test the principles and vision for Grays with stakeholders who participated in the vision making workshops in 2013	20 th November to 4 th December 2015
Directors Board	December 2015
Leader and Ward Members briefing	December 2015/January 2016
Opposition leaders and portfolio holder briefing	December 2015/January 2016
Public Consultation Opens	19 th January
Consideration at Planning, Transport and Regeneration O&S Committee	20 th January 2016

Public Consultation Closes	9 th February 2016
Consultation outcomes and consideration of Planning Framework at Cabinet	9 th March 2016

2.8 The consultation will follow similar lines to the recent consultation on proposals for the Civic Square in Tilbury, recognised as good practice by Cabinet in December. There will be around three weeks of intense activity engaging local stakeholders, businesses and residents to help inform the final proposals. The consultation will be promoted through invitations to stakeholders, local businesses and residents who participated in the 2013 consultation and provided contact details; press releases and through digital media. Consultation boards and a short questionnaire will be available in a central location in Grays town centre for the whole period and they will be staffed at advertised times to facilitate discussion. The consultation will also be available online and taken to particular meetings or events that take place during the consultation period such as the Business Board meeting to be held on 29th January at the refurbished magistrates court building.

3. Issues, Options and Analysis of Options

3.1 Officers will deliver a presentation on the draft framework at the committee meeting. The Framework builds on the vision and the principles which underpin it and the existing and planned projects being taken forward within Grays to set them in a common context and identify those further measures which should be targeted to secure the ultimate delivery of the vision. The Framework aims to attract people to use the town centre and to increase footfall. It promotes a holistic approach and provides a strategy for:

- a) Land Uses: The need to promote a range of community, cultural and leisure uses, offices, retail and services, and housing;
- b) Movement and Parking: Providing high levels of accessibility by improving the road network and removing barriers to movement by pedestrians and cyclists, and enhancing the transport interchange at the rail station, and improving the links between Grays south and the town centre;
- c) Public spaces and the public realm: Providing attractive active frontages, removing clutter, enhancing the appearance, and providing attractive active spaces that support a range of activities in the street (street cafes, events, markets); and
- d) Complimentary non-spatial strategies.

3.2 The Framework also provides clear context for specific elements of the delivering the vision including:

- a) Reconnection of the town with the River Thames;

- b) Development of Council and privately owned sites (potentially as facilitators of other investments) to increase residential density within and around the town;
- c) Active re-use of key buildings such as the former magistrates court and The State;
- d) The potential for a new theatre and cultural hub to replace the Thameside Complex, providing better accommodation in Grays;
- e) Replacement of the level crossing with an underpass and associated redevelopment of adjoining land around the rail station;
- f) Possible expansion of South Essex College;
- g) Enhancement of Grays Beach; and
- h) Implementation of transport and public realm improvements.

3.3 The framework also recommends a range of complimentary strategies including

- a) Town Centre Management and maintenance;
- b) Public realm and environmental improvements;
- c) Festivals, events and temporary community activities; and
- d) Branding and Promotion.

3.4 **Next Steps**

3.5 The consultation will enable the Council to continue working with partners to implement key projects aimed at regeneration in and around Grays town centre. The longer term aim is to include the framework as an inset in to the new local plan, there will therefore be further consultation on the framework as part of the wider local plan consultation process.

3.6 The Framework sets the principles for larger projects and future development and provides context for further project development and for coordination of projects including the use of Gloriana and other delivery models to generate income and potentially cross subsidy for larger projects including the underpass and theatre.

4. **Reasons for Recommendation**

4.1 The committee is requested to provide its views on the Framework as a basis for leading the regeneration of Grays town centre.

5. **Consultation (including Overview and Scrutiny, if applicable)**

5.1 The development framework has been subject to stakeholder engagement throughout its development as detailed in this report. It is proposed to carry out a wider consultation before seeking a decision from Cabinet to adopt the framework.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 The Council's Community Regeneration Strategy, the Thurrock Economic Development Strategy and the Local Development Framework identify Grays as one of the Borough's Growth Hubs where growth in housing and employment are to be focussed. In July 2013 Cabinet agreed a vision for Grays; the development framework will provide a coordinated context for delivery of the development, public realm and transportation improvements identified in the vision.

7. Implications

7.1 Financial

Implications verified by: **Mark Terry**
Senior Financial Accountant

Development of the Framework has been funded from existing budgets. The consultation will also be funded from current departmental budgets. Any subsequent project development and implementation will be subject to specific consideration as they progress.

7.2 Legal

Implications verified by: **Vivien Williams**
Planning and Regeneration Solicitor

The development framework will provide a policy context for the Council's activities in regenerating Grays town centre. The framework is intended to be included as an inset in to the Local Plan and will therefore need to be included in processes required under the planning acts before it can have significant weight in planning decisions.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

The consultation process will need to ensure that all sections of the community have the opportunity to be involved. Future schemes will need to be subject to equality impact assessment to help take consideration of equality issues relating to new development.

- 7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Grays Town Centre Framework Draft Report.

9. Appendices to the report

- Extracts from the Grays Town Centre Framework Draft Report

Report Author:

Brian Priestley

Regeneration Programme Manager

Regeneration

- Town centre core and station quarter (1);
- Orsett Road (2);
- Grays Riverside (3);
- London Road and Hogg Lane Fringe (4); and
- The Clarence Road Quarter (5).

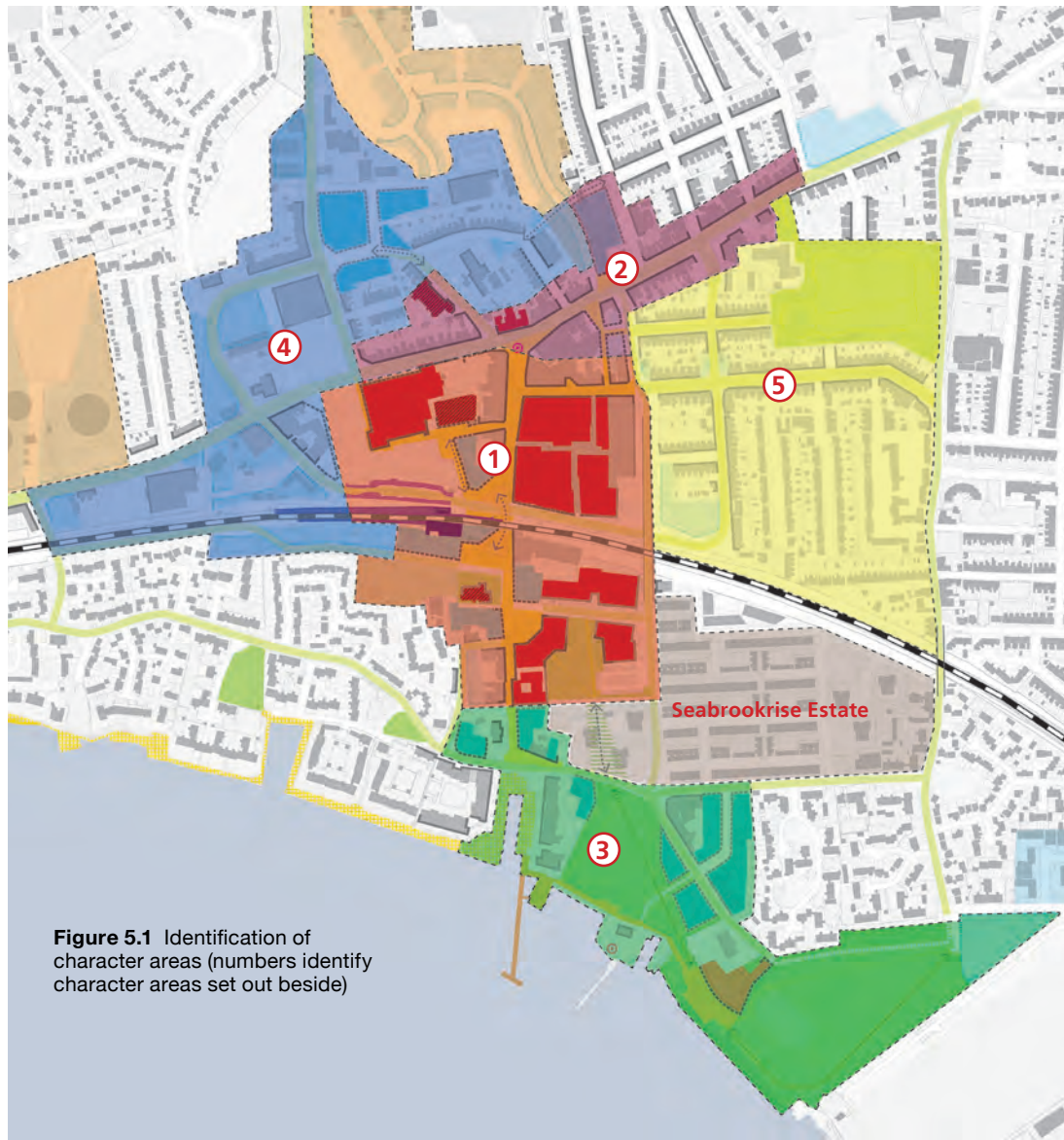
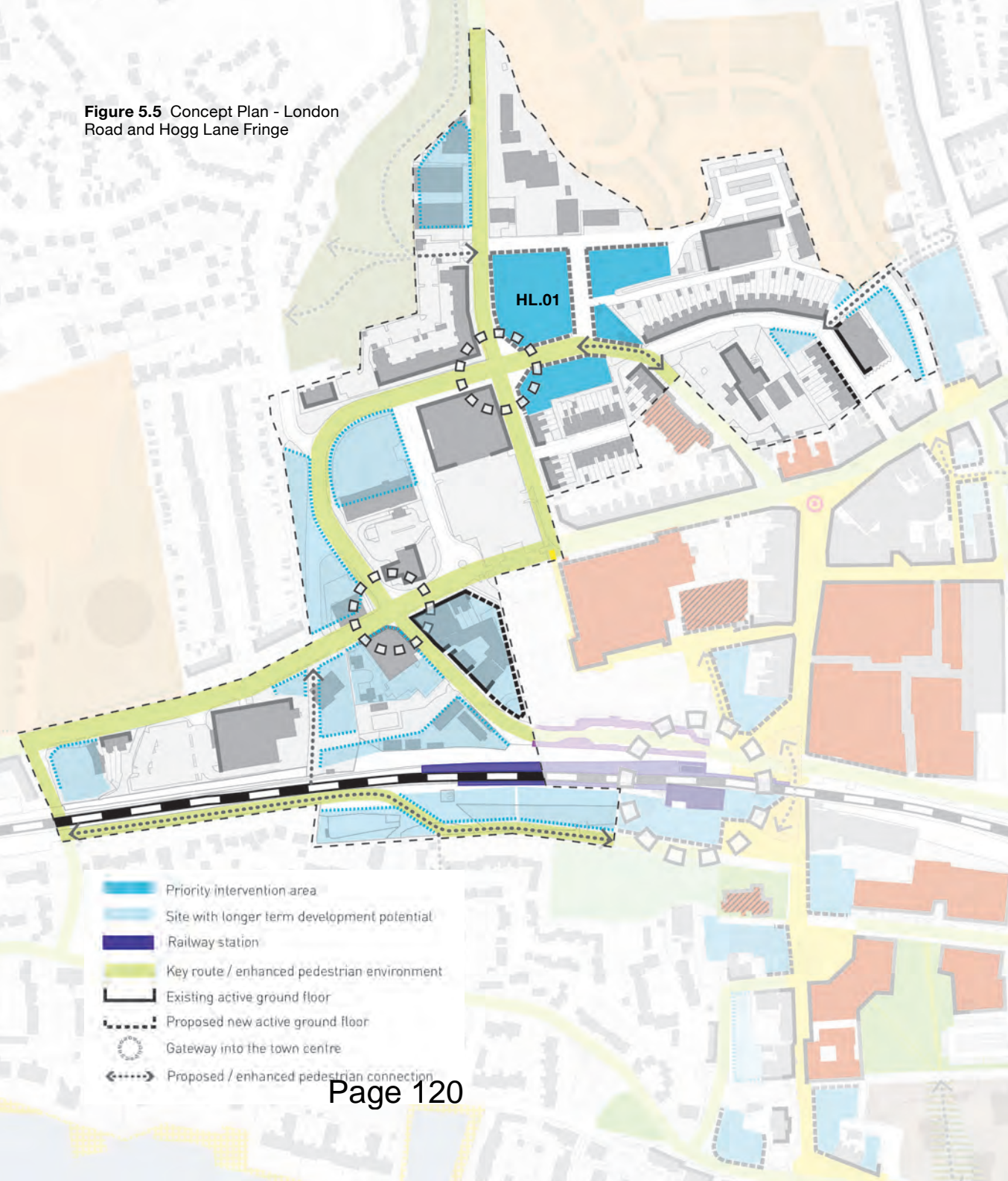


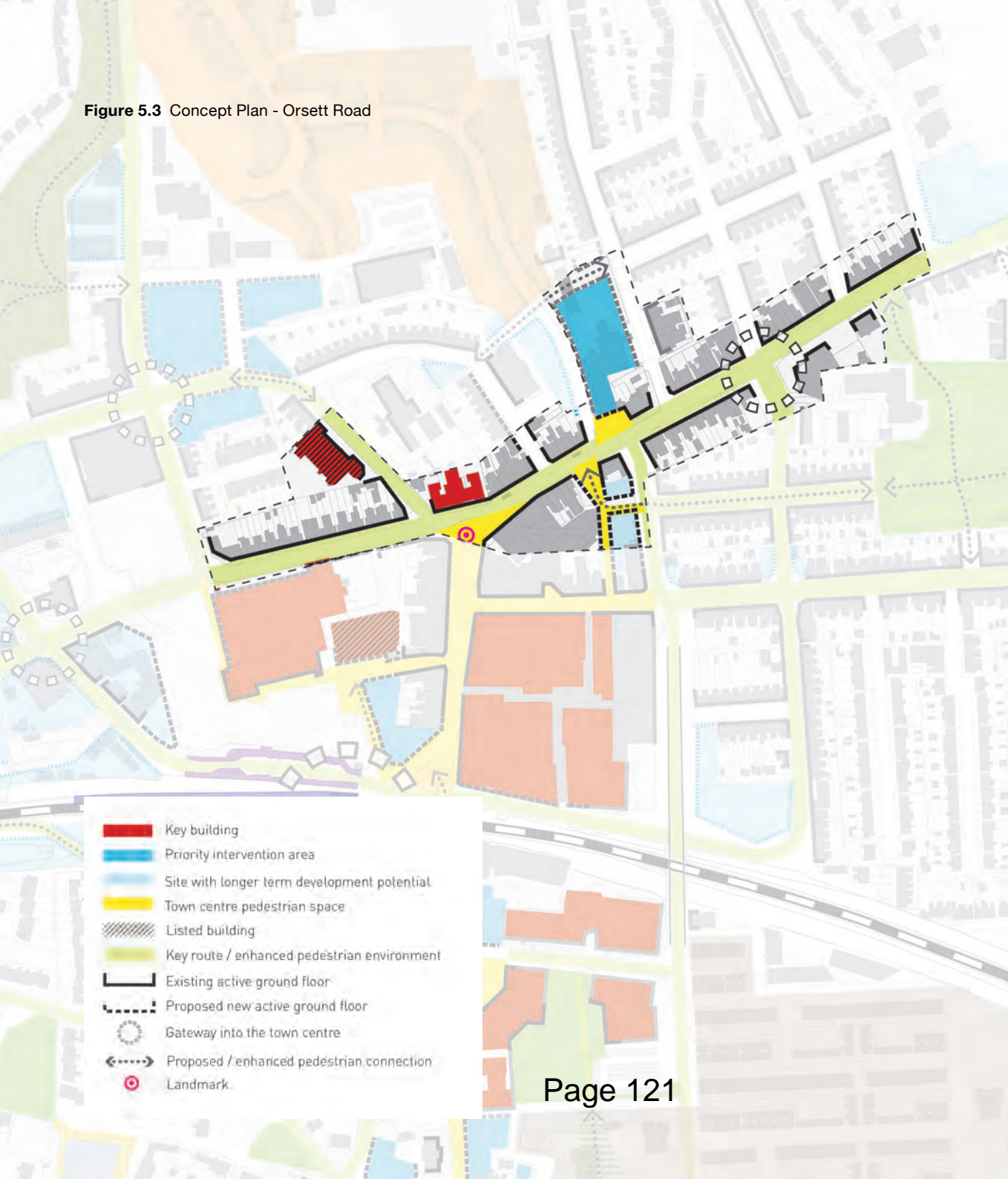
Figure 5.1 Identification of character areas (numbers identify character areas set out beside)

Figure 5.5 Concept Plan - London Road and Hogg Lane Fringe



-  Priority intervention area
-  Site with longer term development potential
-  Railway station
-  Key route / enhanced pedestrian environment
-  Existing active ground floor
-  Proposed new active ground floor
-  Gateway into the town centre
-  Proposed / enhanced pedestrian connection

Figure 5.3 Concept Plan - Orsett Road



-  Key building
-  Priority intervention area
-  Site with longer term development potential
-  Town centre pedestrian space
-  Listed building
-  Key route / enhanced pedestrian environment
-  Existing active ground floor
-  Proposed new active ground floor
-  Gateway into the town centre
-  Proposed / enhanced pedestrian connection
-  Landmark



Figure 5.2 Concept Plan - Town Centre Core and Station Quarter

Figure 5.6 Concept Plan - London Road and Hogg Lane Fringe



- Site with longer term development potential
- Main path
- Public open space
- Key route / enhanced pedestrian environment
- Existing active ground floor
- Proposed / enhanced pedestrian connection



Figure 6.7 Grays Riverfront Concept Design



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20 January 2016		ITEM: 8
Planning, Transportation and Regeneration Overview and Scrutiny Committee		
Fees and Charges 2016/17		
Wards and communities affected: All	Key Decision: Non-key	
Report of: Mike Jones, Strategic Resources Accountant		
Accountable Head of Service: Sean Clark, Head of Corporate Finance		
Accountable Director: Lyn Carpenter, Chief Executive		
This report is public		

Executive Summary

This report details the proposed new fees and charges for Thurrock Council with effect from 1 April 2016.

The paper provides narrative for all discretionary charges for each directorate. It is to be noted that there is a wider review of commercial opportunities across the Council in progress. Any price changes proposed as part of the wider review will be managed under the delegated authority of the Chief Executive and relevant Cabinet Member (where appropriate.)

1 Recommendation(s)

1.1 That the committee consider the proposed charges as detailed in the appendix.

2. Introduction and Background

2.1 In reviewing the fees and charges for 16/17 officers (where practicable) have ensured cost recovery of discretionary activities while at the same time undertaken a benchmarking exercise against neighbouring authorities.

2.1.1 The table below highlights the actual (14/15) and forecast (15/16) income from external fees and charges.

Service Area	Actual 14/15 £000's	Budget 15/16 £000's	Forecast ¹ 15/16 £000's
Adults	7,463.0	8,358.6	8,254.6
Thameside Theatres	471.4	346.7	425.0
Children's Services	4,881.9	5,248.3	5,204.3
Environment	681.9	739.8	846.7
Legal Services ²	119.8	84.5	124.9
Registrars	234.4	155.8	213.4
Commercial Hall Hire	88.5	82.6	83.9
Public Protection	363.8	337.8	378.7
Housing (General Fund)	844.1	744.5	786.0
Transport & Highways	949.7	994.8	1,109.8
Planning & Developments	1,709.1	1,449.2	1,865.8
TOTAL	17,807.6	18,542.6	19,293.1

- 2.2 In setting the fees for 16/17, a total growth of £775k has been applied that equates to a stretch target of £600k and £175k previously agreed at the first phase of the MTFs process, the following tables provides a high-level reconciliation.

Description	Amount £000's
Budget 15/16	18,542.6
1% uplift on existing fees & charges (bud 15/16)	185.4
<u>Rebaseline budgets to actual performance for 15/16</u>	
➤ Registrars (Fcst Outturn £213.4k in 15/16)	68.0
➤ Environments (Fcst Outturn £846.7k in 15/16)	102.0
➤ Thameside Theatre(Fcst Outturn £425k in 15/16)	75.0
➤ Growth in Grangewaters Income	20.0
➤ Parking Charges Increase	150.0
<u>MTFS Items previously agreed</u>	
➤ Filming/Sponsorship	100.0
➤ Growth in Legal Traded Services	50.0
➤ Increases in Planning Fee Income	25.0
TOTAL EXTERNAL INCOME BUDGET 16/17	19,318.0

Service Area	Budget 15/16 £000's	1% uplift £000's	Growth Items £000's	Budget 16/17 £000's
Adults	8,358.6	83.6		8,442.2
Thameside Theatres	346.7	3.5	75.0	425.0
Children's Services	5,248.3	52.5	20.0	5,320.8
Environments	739.8	7.4	102.0	849.2
Legal Services	84.5	0.8	50.0	135.4
Filming & Sponsorship			100.0	100.0
Registrars	155.8	1.5	68.0	225.0
Commercial Hall Hire	82.6	0.8		83.9
Public Protection	337.8	3.4		341.1
Housing General Fund	744.5	7.5		751.9
Transport & Highways	994.8	9.9	150.0	1,154.8
Planning & Growth	1,449.2	14.5	25.0	1,488.7
TOTAL	18,542.6	185.4	590.0	19,318.0

- 2.3 As part of the commercial transformation work that is in progress, detailed sales and marketing plans will be developed for each service area.
- 2.4 The strategic ambition for Thurrock is to adopt a policy on fees and charges that is aligned to the wider commercial strategy and ensures that all discretionary services cost recover.
- 2.5 Furthermore, for future years, while reviewing charges, services will also consider the level of demand for the service, the market dynamics and how the charging policy helps to meet other service objectives.

3 Issues, Options and Analysis of Options

- 3.1 The fees and charges for each service area have been considered and the main considerations are set out in this section.

3.2.1 Highways, Planning & Transportation: Building Control

- 3.2.2 The fees and charges for Building Control were last reviewed in October 2015. Some further minor alterations to the Building Control fees are being considered but will not yield a significant increase in income. It is to be noted that Building Control income is ring fenced to the separate Building Control account, (in line with CIPFA requirements.)
- 3.2.3 Pre-application charges for planning advice were last reviewed in January 2015. For year 15/16, the total planning income is forecast to be £659.8k. An increase in planning income (including pre-application activity) of £25k has been factored into 16/17 as an income target.

3.2.4 With regard to Land Charges a full cost recovery model exists. It is to be noted that Government proposals will see the loss of land charge fee income to Local Authorities in 2017 (although Councils will still be required to run a local service.)

3.2.5 The existing and proposed charges are detailed in the Appendix.

3.2.6 Highways, Planning & Transportation: Parking

3.2.7 The expansion of the Councils existing parking infrastructure is required to accommodate commuting and regeneration needs. The Council's parking charges in Thurrock are at present below those set by some neighbouring authorities and the private sector.

3.2.8 It is to be noted that a separate paper is to be presented to Cabinet recommending a number of investments and changes that will improve parking provision while at the same time generate an additional income of £150k for 16/17.

3.2.9 The existing and proposed parking charges are detailed in the Appendix.

4 Reasons for recommendation

4.1 The fees and charges for Thurrock Council are updated annually and agreed by Cabinet. This report has come to this committee for scrutiny and for members to understand the impact on the budgets within particular service areas.

5 Consultation

5.1 Consultations are in progress with regard to some of the proposed changes outlined in Adult Social Care and Parking. However, with regard all other items, the proposals in this report do not affect any specific parts of the borough. Fees and charges are known to customers before they make use of the services they are buying.

6 Impact on corporate policies, priorities, performance and community impact

6.1 The changes in these fees and charges may impact the community; however it must be taken into consideration that these price rises include inflation and no profit will be made on the running of these discretionary services.

7 Implications

7.1 Financial

Implications verified by: **Mike Jones**
Management Accountant

The increase in fees and charges set out in the report have been built into the overall 2016/17 budget.

7.2 Legal

Implications verified by: **Daniel Toohey**
Principle Solicitor Contracts and Procurement

Fees and charges generally fall into three categories – Statutory, Regulatory and Discretionary. Statutory charges are set in statute and cannot be altered by law since the charges have been determined by Central government and all authorities will be applying the same charge.

Regulatory charged relate to services where, if the Council provides the service, it is obliged to set a fee which the Council can determine itself in accordance with a regulatory framework. Charges have to be reasonable and must be applied across the borough.

Discretionary charges relate to services which the Council can provide if they choose to do so. This is a local policy decision. The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the power to promote environmental, social and economic well-being under section 2 of the Local Government Act 2000. The income from charges, taking one financial year with another, must not exceed the cost of provision. A clear and justifiable framework of principles should be followed in terms of deciding when to charge and how much, and the process for reviewing charges.

A service may wish to consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

Decisions on setting charges and fees are subject to the Council's decision-making structures. Most charging decisions are the responsibility of Cabinet, where there are key decisions. Some fees are set by full Council.

7.3 Diversity and Equality

Implications verified by: **Rebecca Price**
Community Development Officer

The Council has a statutory duty under the Race Relations Act 2000 (Amendment), the Disability Discrimination Act 2005 and the Sex Discrimination Act 1975 (Amendment) to promote equality of opportunity in the provision of services and employment.

Decisions on setting charged and fees are subject to the Council's decision-making structures. Concessions should be available to groups or individuals in

the community, where the increase may result in them being excluded from particular activities.

7.4 Other Implications (where significant) – i.e. Staff, health, Sustainability, Crime and Disorder)

None applicable

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

9. Appendices to the report

Appendix 1: Planning and Transportation sections of the Draft Fees and Charges booklet 2016/17.

Report Author:

Mike Jones

Strategic Resources Accountant

Corporate Finance

Fees and Charges Booklet

2016-17

KEY

VAT indicator

Throughout this booklet the following VAT indicators are used

Z = zero

O = outside scope

E = exempt

S = standard

Statutory or Discretionary indicator

This Booklet is divided into 2 parts;

Part A is Statutory or reasonable charges

Part B is Discretionary charges

POA - Price on Application

Notes on presentation

It is assumed that the date of increase in all cases will be 1st April.

Fees and Charges Booklet

2016-2017

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HIGHWAYS AND TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Travel Plans					
Monitoring of Travel Plans					
Small developments	S	840.00	Z	840.00	840.00
Large developments	S	2,400.00	Z	2,400.00	2,400.00
Large developments where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the threshold	S	3,600.00	Z	3,600.00	3,600.00
RIGHTS OF WAY					
FOOTPATHS:					
Cost of advertising etc. per order	S	720.00	S	720.00	864.00
(a) The charge relates to advertising and administrative costs, payable in advance.					
(b) If the order is withdrawn, following objections, 50% of the charge will be refunded.					
(c) A separate agreement for Public Diversion Orders under the Highways Act 1980 Section 119 (5) may be made which may incur additional costs as necessary.					
(d) Additional costs may be payable in the event of a public enquiry under the Highways Act 1980 Section 302 and / or Local Government Act 1972 Section 250					
HIGHWAYS					
Anything done by a local traffic authority in consequence of a request to revoke or amend an order under Section 6,32(1) (b) or 45 of the 1984 Act so that a particular length of road may cease to be a place where vehicles may be parked in accordance with the order.	S	1,030.00	O	1,030.00	1,030.00
Anything done by a local traffic authority in connection with or in consequence of a request to vary an order under Section 1,6,9 or 14 of the 1984 Act so as to create an exemption or exclusion from a prohibition or restriction imposed by the Order on the stopping, parking waiting, loading or unloading of vehicles on a road.	S	1,030.00	O	1,030.00	1,030.00
Anything done by a local traffic authority in connection with or in consequence of the making of an order under Section 14(1) or the giving of a notice under Section 14(2) of the 1984 Act for the reason mentioned in Section 14(1)(a).	S	560.00	O	560.00	560.00

HIGHWAYS AND TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Anything done by a local traffic authority in connection with or in consequence of an order made or to be made by them under Section 16A of the 1984 Act.	S	545.00	O	560.00	560.00
Anything done by a local authority in connection with or in consequence of a request to the Authority, the Chief Officer of Police or any other person specified by or under an order made under Section 49(4) of the 1984 Act to suspend the use of a parking place or any part of it.	S	545.00	O	560.00	560.00
Consideration by a local authority of a request that, under Section 65(1) of the 1984 Act, it cause or permit a traffic sign (not being a sign which fulfils the conditions specified in Section 65(3A)(i) and (ii) to be placed on or near a road to indicate the route to specified land or premises.	S	Actual cost + £100 non- returnable application cost	O	150.00	150.00
The placing by a local traffic authority of a traffic sign pursuant to Section 65(1) of the 1984 Act in accordance with a request of the kind referred to in the preceding paragraph.	S	Actual cost + £100 non- returnable application cost	O	150.00	150.00
The issue by a County Council, District Council, passenger transport authority or passenger transport executive in England, a County Council or County Borough Council in Wales, to a person eligible to receive travel concessions under a scheme established under Section 93 of the Transport Act 1985, of					
(a) any permit or other document as evidence of entitlement to receive travel concessions; or	S	10.00	O	10.00	10.00
(b) a duplicate by a London Borough Council or the Common Council of the City of London of a travel concession permit pursuant to section 52(4) of the London Regional Transport Act 1984 or pursuant to section 53(2)(b) of that Act in accordance with arrangements under section 50(1).	S	10.00	O	10.00	10.00
Wide load arrangements.	S	Actual costs + 20% Admin	O	Actual costs + 20% Admin	Actual costs + 20% Admin

HIGHWAYS AND TRANSPORTATION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
New Adoptable Residential Estate Road with standard Bellmouth Section 38 (Fee is for checking drawings and supervision of works)	S	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost	O	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost
New Adoptable Residential Estate Road with standard Bellmouth Section 278 (Fee is for checking drawings and supervision of works)	S	Min fee £3k Under £100k, 9% of cost Over £100k, 8% of cost Hoarding Deposit £120 per sqm of highway enclosed. Hoarding fee 10% of deposit, min £600	O	Min fee £3k Under £100k, 9% of cost Over £100k, 8% of cost Hoarding Deposit £120 per sqm of highway enclosed. Hoarding fee 10% of deposit, min £600	Min fee £3k Under £100k, 9% of cost Over £100k, 8% of cost Hoarding Deposit £120 per sqm of highway enclosed. Hoarding fee 10% of deposit, min £600
Residential Estate Road Bellmouth to private drive, access to distributor roads or higher category by Section 278 agreement (Fee is for checking drawings and supervision of works) Lower category roads serving 5 units – Section 184 cross over application	S	Min fee £3k Under £100k, 9% of Costs Over £100k, 8% Of Cost Hoarding - deposit £100 per sqm, fee 10% of deposit £600 min	O	Min fee £3k Under £100k, 9% of Costs Over £100k, 8% Of Cost Hoarding - deposit £100 per sqm, fee 10% of deposit £600 min	Min fee £3k Under £100k, 9% of Costs Over £100k, 8% Of Cost Hoarding - deposit £100 per sqm, fee 10% of deposit £600 min
Flat only development's; no adoptable road (fee is for checking drawing and supervision of works)	S	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	O	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit
Commercial access; no adoptable road (fee is for checking drawing and supervision works)	S	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	O	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit
Commercial access; with adoptable distributor road (Fee is for checking drawings and supervision of works)	S	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost	O	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost	Up to £30k, min £3k fee. Up to £1m, 8% of cost Over £1m, 5% of cost
Commercial access; with adoptable distributor road Section 278 agreement (Fee is for checking drawings and supervision of works)	S	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	O	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit	Min fee £3k 8.5% of cost Hoarding - deposit £120 per sqm, fee 10% of deposit
Temporary Construction Access Licence.	S	POA	O	POA	POA
Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway.	S	POA	O	POA	POA
Sign oversail Licence (Permanent). Applicable when signs are located in a position where they overhang the public highway.	S	POA	O	POA	POA

HIGHWAYS AND TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
LOCAL LAND CHARGES					
Form LLC1 only	S	21.00	O	21.00	21.00
Paper Format	S				
Con29R Search - residential		90.00	O	90.00	90.00
Con29R Search - commercial		140.00	O	140.00	140.00
Electronic format	S				
Con29R Search - residential		87.00	O	87.00	87.00
Con29R Search - commercial		136.00	O	136.00	136.00
Paper Format	S				
Full search - LLC1 and Con29R residential		110.00	O	110.00	110.00
Full search - LLC1 and Con29R commercial		160.00	O	160.00	160.00
Electronic format	S				
Full search - LLC1 and Con29R residential		108.00	O	108.00	108.00
Full search - LLC1 and Con29R commercial		157.00	O	157.00	157.00
Personal search request and viewing of information	S	Free	O	Free	Free
Con29R - Unrefined data search package	S	40.00	O	40.00	40.00
Con290 - Per question	S	22.00	O	22.00	22.00
Additional parcel - residential	S	28.00	O	28.00	28.00
Additional parcel - commercial	S	35.00	O	35.00	35.00
Additional parcel - personal search	S	2.00	O	2.00	2.00
Cancellation fee for Con29 search	S	75.00	O	75.00	75.00
Charges for a copy of the local land charges search	S	15.00	O	15.00	15.00
Copy of planning decision and enforcement notices	S	15.00	O	15.00	15.00
Copy of agreements and tree preservation orders	S	30.00	O	30.00	30.00
Copy of smoke control order	S	7.00	O	7.00	7.00

HIGHWAYS AND TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Anything done by a local traffic authority in connection with or in consequence of an order made or to be made by them under Section 16A of the 1984 Act.	S	545.00	O	545.00	545.00
Discretionary suspension of the use of on-street parking places for waiting/loading - charge per parking space for period of up to 2 months	S	20.00	O	20.00	20.00
Anything done by a local authority in connection with or in consequence of a request to the Authority, the Chief Officer of Police or any other person specified by or under an order made under Section 49(4) of the 1984 Act to suspend the use of a parking place or any part of it.	S	545.00	O	545.00	545.00
Consideration by a local authority of a request that, under Section 65(1) of the 1984 Act, it cause or permit a traffic sign (not being a sign which fulfils the conditions specified in Section 65(3A)(i) and (ii) to be placed on or near a road to indicate the route to specified land or premises.	S	Actual cost + £100 non- returnable application cost	O	Actual cost + £100 non- returnable application cost	Actual cost + £100 non- returnable application cost
The placing by a local traffic authority of a traffic sign pursuant to Section 65(1) of the 1984 Act in accordance with a request of the kind referred to in the preceding paragraph.	S	Actual cost plus £100 non- returnable application cost	O	Actual cost plus £100 non- returnable application cost	Actual cost plus £100 non- returnable application cost
The issue by a County Council, District Council, passenger transport authority or passenger transport executive in England, a County Council or County Borough Council in Wales, to a person eligible to receive travel concessions under a scheme established under Section 93 of the Transport Act 1985, of:					
(a) any permit or other document as evidence of entitlement to receive travel concessions; or	S	10.00	O	10.00	10.00
(b) a duplicate by a London Borough Council or the Common Council of the City of London of a travel concession permit pursuant to section 52(4) of the London Regional Transport Act 1984 or pursuant to section 53(2)(b) of that Act in accordance with arrangements under section 50(1).	S	10.00	O	10.00	10.00
Wide load arrangements.	S	Actual costs plus 20% administration	O	Actual costs plus 20% administration	Actual costs plus 20% administration

Fees and Charges Booklet

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PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
CAR PARKING					
OFF STREET - PAY & DISPLAY CAR PARKING GRAYS CAR PARKS (EXCL. GRAYS BEACH)					
Over 6 hours	D	5.50	S	5.80	5.80
Over 4 hours under 6 hours	D	3.50	S	3.70	3.70
Over 2 hours under 4 hours	D	2.00	S	2.10	2.10
Over 1 hour under 2 hours	D	1.20	S	1.30	1.30
Under 1 hour	D	0.60	S	0.70	0.70
OFF-STREET PAY & DISPLAY CAR PARKING GRAYS BEACH					
0-2 hours	D	1.00	S	1.10	1.10
All Day	D	3.00	S	3.20	3.20
OFF-STREET PAY & DISPLAY CAR PARKING PURFLEET STATION					
Under 1 hour	D	n/a	S	0.50	0.50
Over 1 hour under 2 hours	D	n/a	S	1.00	1.00
Over 2 hours under 4 hours	D	n/a	S	2.00	2.00
Over 4 hours under 6 hours	D	n/a	S	3.00	3.00
Over 6 hours	D	n/a	S	4.00	4.00
OFF-STREET PAY & DISPLAY CAR PARKING CANTERBURY PARADE, SOUTH OCKENDON					
Under 1 hour	D	0.00	S	Free	Free
1-2 hours	D	0.50	S	0.60	0.60
All day	D	2.00	S	2.10	2.10
ON STREET - PAY & DISPLAY					
0-15 mins	D	0.00	O	removed	removed
0 -30 mins	D	n/a	O	0.60	0.60
15-30 mins	D	0.60	O	n/a	n/a
30-45 mins	D	0.80	O	0.80	0.80
45 mins - 1 hour	D	1.20	O	1.20	1.20
ON STREET - PAY & DISPLAY - LONG STAY (EXCL. THAMES ROAD & ACCESS ROAD TO YACHT CLUB)					
0-15 minutes	D	0.00	O	removed	removed
0 - 1 hour	D	n/a	O	0.60	0.60
15 minutes-1 hour	D	0.60	O	n/a	n/a
1-2 hours	D	1.20	O	1.20	1.20
2-4 hours	D	2.00	O	2.00	2.00
ON STREET - PAY & DISPLAY - LONG STAY THAMES ROAD & ACCESS ROAD TO YACHT CLUB					
0 - 15 mins	D	0.00	O	remove	remove
0 - 1 hour	D	n/a	O	0.60	0.60
15 mins - 1 hour	D	0.60	O	n/a	n/a
1 - 2 hours	D	1.00	O	1.00	1.00
All Day	D	3.00	O	3.00	3.00
Penalty Charge Notices - Higher Level Contraventions					
Penalty Charge	S	70.00	O	70.00	70.00
Penalty Charge paid within 14 days	S	35.00	O	35.00	35.00
Penalty Charge Notices - Lower Level Contraventions					
Penalty Charge	S	50.00	O	50.00	50.00
Penalty Charge paid within 14 days	S	25.00	O	25.00	25.00
Parking Permits - Controlled Parking Zones Grays town centre and Stanford-le-Hope					
Business Permits - per year	D	360.00	O	360.00	360.00
Business Permits - for 6 months	D	192.00	O	192.00	192.00
Business Permits - per month thereof	D	36.00	O	36.00	36.00
Residents Permits - Per Year - First Permit Per Household	D	0.00	O	0.00	0.00
Residents Permits - Per Year - Second Permit Per Household	D	0.00	O	0.00	0.00
Residents Permits - Per Year - Third Permit Per Household	D	66.00	O	66.00	66.00
Visitor Permits - First Sheet of 20 Per Household Per Year	D	0.00	O	0.00	Removed
Visitor Permits - Additional Sheets of 20 Per Household	D	6.00	O	10.00	10.00
Operational Permits	D	120.00	O	120.00	120.00
NHS Permits	D	0.00	O	0.00	0.00
Annual administration fee					
Residents Permits	D	0.00	O	10.00	10.00
Visitor Permits	D	0.00	O	10.00	10.00
NHS Permits	D	0.00	O	10.00	10.00

PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>CAR PARKING</u>					
<u>Penalty Charge Notices - Higher Level Contraventions</u>					
Penalty Charge	S	70.00	O	To be agreed at committee	
Penalty Charge paid within 14 days	S	35.00	O	To be agreed at committee	
<u>Penalty Charge Notices - Lower Level Contraventions</u>					
Penalty Charge	S	50.00	O	To be agreed at committee	
Penalty Charge paid within 14 days	S	25.00	O	To be agreed at committee	
<u>Parking Permits - Controlled Parking Zones Grays town centre and Stanford-le-Hope</u>					
Business Permits - per year	D	360.00	O	To be agreed at committee	
Business Permits - for 6 months	D	192.00	O	To be agreed at committee	
Business Permits - per month thereof	D	36.00	O	To be agreed at committee	
Residents Permits - Per Year - First Permit Per Household	D	0.00	O	To be agreed at committee	
Residents Permits - Per Year - Second Permit Per Household	D	0.00	O	To be agreed at committee	
Residents Permits - Per Year - Third Permit Per Household	D	66.00	O	To be agreed at committee	
Visitor Permits - Additional Sheets of 20 Per Household	D	6.00	O	To be agreed at committee	
Operational Permits	D	120.00	O	To be agreed at committee	
NHS Permits	D	0.00	O	To be agreed at committee	
RIGHTS OF WAY-HIGHWAYS					
Consideration of a request in respect of a highway maintainable at the public expense to execute such works as are specified in the request for constructing a vehicle crossing over a footway or verge in that highway pursuant to Section 184 of the 1980 Act.	D	Based on cost + 25% admin and supervision		Based on cost + 25% admin and supervision	Based on cost + 25% admin and supervision
Anything done in connection with the clearance of accident debris pursuant to Section 41 and 130 of the 1980 Act in respect of accidents occurring on or after 1st April 1999	D	Actual costs + admin		Actual costs + admin	Actual costs + admin
Consideration by a local authority of an application pursuant to any provision contained in an order under Section 1,6 9 or 14 of the 1984 Act for an exemption from any prohibition or restriction imposed by the order on the stopping, parking, waiting, loading or unloading of vehicles on a road.	D	Actual costs + admin		Actual costs + admin	Actual costs + admin

PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>COPIES OF DECISIONS AND ORDNANCE SURVEY</u> Fees per copy : 1 copy	D	12.92	S	12.92	15.50

PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Naming of roads and numbering of properties on new developments. New Street name -per street	D	200.00	O	200.00	200.00
Renaming of Street/Arera where requested by Residents	D	£200 for first +335.00 for every extra property	O	£200 for first +335.00 for every extra property	£200 for first +335.00 for
New Properties	D	150.00	O	150.00	150.00
1-5 Properties 4 Weeks administration	D	160.00	O	160.00	160.00
6-25 Properties 6 Weeks administration	D	350.00	O	350.00	350.00
26-75 Properties 8 Weeks administration	D	150.00	O	150.00	150.00
76-100 Properties 10-124 Weeks administration	D	150.00	O	150.00	150.00
Over & Above 100 Properties - for every additional property	D		O	150.00	150.00
Re-naming of a building/block flat/industrial estate	D	130.00	O	130.00	130.00
Re-naming or re-numbering of individual properties.	D	£55.00 + £10.00 for every affected extra property	O	£55.00 + £10.00 for every affected extra property	£55.00 + £10.00 for every affected extra property
Anything done by a local traffic authority in connection with or in consequence of an event requiring traffic management measures.	D	Actual costs + 20% admin	O	Actual costs + 20% admin	Actual costs + 20% admin
Highway searches.	D	£50 per hour Standard POA for large searches	O	£50 per hour Standard POA for large searches	£50 per hour Standard POA for large searches

PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Departmental Publications.	D	Purchase price set by Delegated Officer	Z	Purchase price set by Delegated Officer	Purchase price set by Delegated Officer
Incidental Technical Information.	D	Case by case basis	Z	Case by case basis	Case by case basis
Assistance to individuals undertaking recognised qualifications or research.	D	Free in normal circumstances otherwise at the discretion of the Head of Service.	Z	Free in normal circumstances otherwise at the discretion of the Head of Service.	Free in normal circumstances otherwise at the discretion of the Head of Service.
Commuted sums for highway & ancillary works arising from development.	D	Calculated on a case by case basis	Z	Calculated on a case by case basis	Calculated on a case by case basis
Development Control design guide for the construction of adoptable works.	D	36.00	Z	50.00	50.00
Consessionary Bus Passes	D	0.00	Z	0.00	0.00
Replacement Pass	D	10.00	Z	10.00	10.00
Utilities request for bus stop to be suspended	D	0.00	Z	50.00	50.00
DBS Check	D	55.00	Z	55.00	55.00

PLANNING & TRANSPORTATION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2015/16	VAT GROUP	2016-17 PROPOSED BASIC CHARGE	2016-17 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Travel Plans					
Penalties for not meeting targets set and agreed as part of planning conditions	D	Case by case basis	Z	Case by case basis	Case by case basis
Highways (Sc.538) Adoptions & (Sc.278) License					
Commercial access; with adoptable distributor road	D	Checking and Supervision 10%	O	Checking and Supervision 10%	Checking and Supervision 10%
Section 38 or Section 205 to make up private road. (Fee is for checking drawings and supervision of works)					
£0 - £1,000,000	D	8.5% of cost (3.5% Checking Drawings & 5% Supervision)	O	8.5% of cost (3.5% Checking Drawings & 5% Supervision)	8.5% of cost (3.5% Checking Drawings & 5% Supervision)
Greater than £1,000,000					
		Flat Rate fee 5.5% of Cost	O	Flat Rate fee 5.5% of Cost	Flat Rate fee 5.5% of Cost
<i>For adoption of Road, £1000.00 (non-refundable) will be required per TRO</i>					
Traffic Management					
Traffic Signal data information	D	Actual cost(Min £150)	S	Actual cost(Min £150)	Actual cost(Min £150)
Temporary Signals application	D	Actual costs + 16% admin fee	S	Actual costs + 16% admin fee	Actual costs + 16% admin fee
Accident data provision	D	150.00	S	150.00	150.00
PLANNING FEES					
Planning fees are listed separately on the Thurrock Council website			Z		
Section 106 Monitoring Fee	D	0.00	O	Negotiable	Negotiable
BUILDING CONTROL FEES					
Upon Application with the Thurrock Council Building Control dept			Z		

20 January 2016		ITEM: 9
Planning, Transport, Regeneration Overview and Scrutiny Committee		
Highways and Transportation Draft 2016/17 Works Programme		
Wards and communities affected: All	Key Decision: Key	
Report of: Cllr. Oliver Gerrish, Portfolio Holder for Highways and Transportation		
Accountable Head of Service: Ann Osola, Head of Transportation and Highways		
Accountable Director: David Bull, Director of Planning and Transportation		
This report is Public		

Executive Summary

Further to the November 2015 Planning, Transport, Regeneration Overview and Scrutiny Committee meeting, this report is a fulfilment of the promise to return for comments on the prioritisation principles used to determine the schemes put forward for delivery within the Maintenance Block of the 2016/17 Highways & Transportation Capital Programme.

It invites comments on the Draft 2016/17 Programme to allow consideration by the Portfolio Holder prior to finalisation of the programme in his report to the March 2016 Full Council Meeting. This report also provides an update on the LED Street Lighting Programme.

1. Recommendation(s)

That Committee:

- 1.1 **Comments on planned maintenance prioritisation criteria in line with Government guidance on cost-effective asset management as set out in Appendix 1.**
- 1.2 **Comments on draft Highways & Transportation Capital Works Programme 2016/17 in Appendix 2.**
- 1.3 **Notes the progress made on the delivery of the LED Street Lighting Programme**

2. Introduction and Background

- 2.1 This report seeks Committee's comments on the prioritisation criteria in line with Government guidance on cost-effective asset management and on a draft Highways & Transportation delivery programme for 2016/17. It also provides an update on the roll out of the LED Street Lighting Programme.

3. Highways Asset Maintenance

- 3.1 Thurrock Council, as a Local Highways Authority has a statutory obligation under the 1980 Highways Act to maintain the highway network as a public asset. Thurrock's highway network includes:
- 560km of carriageway;
 - 1000km of footway;
 - 133 structures;
 - 168 roundabouts;
 - 50 traffic signals;
 - 17,500 lighting columns;
 - 3,500 illuminated signs;
 - 1,500 illuminated bollards;
 - 30,000 signs; and
 - 20,000 gullies
- 3.2 All of the above are used by Thurrock's residents, businesses and visitors. As Thurrock grows and evolves it is important to continue to maintain its existing highway assets as well as new infrastructure to accommodate new developments.
- 3.3 In 2011 the Council published the Transport Asset Management Plan which set out how the Council prioritises planned maintenance investment in line with a whole life approach to asset category maintenance. Guidance issued by the Department for Transport (DfT) states that a Local Authority's asset management policy should be reviewed bi-annually.
- 3.4 Appendix 1 sets out the core principles for prioritisation for each of the blocks within the annual Highways & Transportation Capital Programme. Committee members are invited to comment on these principles and on the draft of the 2016/17 Capital Works Programme contained in Appendix 2. Comments can be received at this meeting but can also be sent to Democratic Services by 3 February 2016 to allow compilation and consideration by the Portfolio Holder prior to the setting of the definitive programme in his report which will go forward for approval to the Full Council in March 2016.
- 3.5 In addition to the 2016/17 delivery programme, funding has been approved for the installation of Low Emission Diode (LED) units for Thurrock's street lighting. The LEDs save on energy and also, as they have longer life, the maintenance costs. The sequence of replacement is to replace lamps on roundabouts, main roads and then the smaller residential units. This

prioritisation allows savings to be delivered at the earliest opportunity. The conversion programme is scheduled for completion by March 2017.

- 3.6 The current position in relation to the roll out of the project is:
- Electrical and structural tests on the existing columns have been completed
 - Replacement of defective columns identified from the testing is 80% complete.
 - The replacement of conventional lamps with the new energy efficient lamp units has commenced with 700 units completed to date, from a total stock of 17,500.

4. Reasons for Recommendation

- 4.1 The recommendations support consultation on Highways and Transportation prioritisation principles and proposed schemes in line with national best practice guidance.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 The prioritisation methods for Highways and Transportation Maintenance Programme has been discussed at Transportation, Planning and Regeneration Scrutiny Committee in November 2015.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 This report is consistent with the corporate priorities:
- **Create** a great place for learning and opportunity
 - **Encourage** and promote job creation and economic prosperity
 - **Build** pride, responsibility and respect
 - **Improve** health and well-being
 - **Promote** and protect our clean and green environment

7. Implications

7.1 Financial

Implications verified by: **Mark Terry**
Senior Financial Accountant

The basis for the 2016/17 Highways and Transportation Capital Programme complies with the Highways Maintenance Efficiency Programme and thus will give higher chance to the authority to be eligible for the incentive funding as

set out by Department for Transportation. The final programme will be subject to a separate report to Full Council in March 2016.

7.2 **Legal**

Implications verified by: Vivien Williams
Planning & Regeneration Solicitor

The implications are contained in the body of the report.

7.3 **Diversity and Equality**

Implications verified by: **Rebecca Price**
Community Development Officer

The Highways and Transport Capital Programme will have an impact upon the local community within Thurrock. It will improve and enhance the transport network across the borough making it safer, less congested and more accessible to local people thereby promoting investment, job creation and access to skills and learning.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Cabinet 17 December 2014 Highways Maintenance Efficiency Programme – Strategic Review and Recommendations for Improvement
- Council 11 March 2015 Cabinet Member Report – Highways and Transportation Capital Programme 2015/16
- Thurrock Transport Strategy 2013 - 2026
- Health and Wellbeing Board 15 June 2015 Health Impacts of Air Pollution in Thurrock Council
- Planning, Transportation, Regeneration Overview and Scrutiny Committee 4 November Highways Maintenance Update

9. **Appendices to the report**

- Appendix 1 – Highways Maintenance Prioritisation Principles
- Appendix 2 – DRAFT Highways and Transportation Capital Works Programme 2016-17

Report Author:

Les Burns

Chief Highways Engineer

Transportation & Highways

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Appendix 1 – Highways Maintenance Capital Prioritisation Principles

Scheme Type	Method of prioritisation
LTP Maintenance - Bridges	In accordance with the results of the bridge inspections, prioritisation based on safety/risk.
LTP Maintenance - Principal Maintenance (Resurfacing / Reconstruction)	Results of the annual scanner machine surveys that are undertaken on Classified Roads, are processed to give the overall condition of each carriageway.
LTP Maintenance - Other Classified Road Maintenance (Resurfacing / Reconstruction)	<p>Results obtained are of defects present and measured against set criteria, such as cracking, rutting, chip loss. The scores from the condition surveys give a prioritised list based on the condition of the carriageways.</p> <p>The scoring for individual schemes is weighted in relation to safety, economic significance (i.e. HGV route), accessibility (i.e. bus route), environmental sensitivity and public acceptance.</p> <p>Works to manage the asset condition through whole life cost optimisation will be included.</p>
Unclassified (resurfacing / reconstruction)	Unclassified roads undertake a similar process with the exception that the surveys are of visual nature undertaken by independent accredited surveyors. 25% of roads inspected annually (i.e. a 4 year cycle).
LTP Maintenance - Footway & Cycleway Maintenance	Heavily used footways subject to detailed visual inspections (DVI's) Produces BV187 Prioritised list by Inspectors' reports
LTP Maintenance – Street lighting	In accordance with the reports received as a result of the electrical testing carried out every 6 years.

LTP Maintenance - (drainage)	Prioritised according to safety/risk associated and nature of the problems caused, in conjunction with the Flood Risk Manager.
LTP Maintenance - Other infrastructure (e.g. Safety Barriers road markings)	Prioritised by safety risk posed to all road users.
Traffic Signals	Signal Upgrade Programme prioritised on road classification and according to the level of queue/congestion problems.
Rights of Way	In conjunction with walking/rambling associations and demand for routes to be provided/improved.
Road Safety Engineering - Traffic Management	AIP programme - Accident prioritisation 4 accidents in 50m over previous 3 years survey data
Safer Routes to Schools	a) TRACCS accessibility planning modelling b) Travel Plan objectives from Mode Shift STARS
Parking	a) Prioritised by Safety, free flow of traffic movement and accessibility b) HGV parking in accordance with the HGV Action Plan
Integrated Transport - Congestion	a) Transport Impact Assessments b) Traffic Master Data
Integrated Transport - Area Traffic Management	a) Cyclic area based review of service requests b) Cyclic area based review of existing traffic calming and sign clutter
Integrated Transport - Freight Management	In accordance with the HGV Action Plan

Integrated Transport - Accessibility	a) TRACCS accessibility planning modelling b) Major development Travel Plan objectives
Public Transport Infrastructure	a) TRACCS accessibility planning modelling b) Major development Travel Plan objectives
Walking & Cycling	a) TRACCS accessibility planning modelling b) Cycle Infrastructure Delivery Programme
Air Quality Management Areas	In accordance with the AQ Strategy

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APPENDIX 2 - DRAFT Highways & Transport Capital Works Programme 2016-17

Cost Code	Project	Funding	Budget
Allocations	DfT Maintenance block allocation	DfT	1,927,000
	Thurrock Council Maintenance Capital (£4M 2015/16 - 2017-18) 2016/17 allocation	TC	1,675,000
	Total Maintenance		3,602,000
	Integrated Transport Block allocation.	ITB	971,000
	Section 106	S106	1,601,410
	2016/17 LGF allocation	LGF	1,450,000
	TOTAL		7,624,410
Cost Code	Project	Funding	Budget
E2828	LTP Maintenance - Bridges		
	No. 1076 Derby Road Bridge DfT allocation for repairs	DfT	166,000
	No. 1076 Derby Road Bridge Thurrock Council allocation for repairs	TC	100,000
	No. 1771 Corringham - Provision of edge protection by installation of high containment kerbs.	TC	50,000
	No. 1028 Lafarge (London Road) - Consultation regarding infill/repair of brickwork arch structure.	TC	50,000
	No. 4063 Fairview Retaining - Investigation and repair to brickwork retaining wall.	DfT	40,000
	No. 194 Stanford Le Hope - Concrete Repair/Remedial Works.	TC	50,000
Sub Total			456,000
E2826	LTP Maintenance - Principal Maintenance (Resurfacing / Reconstruction)		
	Junction31-M25 West side of R/about	DfT	120,000
	A1306 Arterial Road, Lakeside	DfT	70,000
	A13 Westbound	DfT	110,000
	A13 Eastbound	DfT	140,000
	A1013 Stanford Road, Linford	DfT	65,000
	A1090 Stonehouse Lane, Purfleet	DfT	55,000
	Jointing Treatment on Principal Roads to seal surface	TC	80,000
	A126 Dock Road, Little Thurrock.	TC	50,000
	A126 Stanley Road, Grays	DfT	77,000
	A1014 The Manorway	DfT	66,000
Sub Total			833,000
E2877	LTP Maintenance - Streetlighting		
	Borough wide lamp column replacement	DfT	75,000
Sub Total			75,000
E2827	LTP Maintenance - Other Classified Road Maintenance (Resurfacing / Reconstruction)		
	London Road, West Thurrock	DfT	58,000
	Daiglen Drive, South Ockendon	DfT	76,000
	London Road/ Corringham Road, Stanford-le-Hope	DfT	54,000
	High Road, Fobbing	TC	60,000
	Jointing Treatment on Other Classified Roads to seal surface	DfT	80,000
	Southend Road, Stanford-le-Hope	TC	40,000
	North Road, South Ockendon	DfT	52,000
	Purfleet Road/ High Street, Aveley	DfT	48,000
Sub Total			468,000
	LTP Maintenance - Traffic Signals		
	Boroughwide signal upgrades	TC	550,000
Sub Total			550,000
E2874	Unclassified (resurfacing / reconstruction)		
	Buckingham Hill Road, Linford	DfT	70,000
	St Marys Lane, Bulphan	DfT	48,000
	Blackshots Lane, Stifford Clays	DfT	46,000
	Spiral Link Road, Lakeside	TC	70,000
	Civic Square, Tilbury	DfT	46,000
	Waterson Road, Chadwell St Mary	DfT	52,000
	Burnley Road, West Thurrock	DfT	40,000
Sub Total			372,000
E2876	LTP Maintenance - Footway & CYCLEWAY Maintenance		
	Link Road., Stanford-le-Hope	DfT	14,000
	Lenthall Avenue, Grays	DfT	27,000
	Godman Road, Chadwell St Mary	DfT	25,000
	Dacre Crescent, Aveley	DfT	20,000
	Bradleigh Avenue, Grays	DfT	24,000
	Torrige, East Tilbury	DfT	25,000
	Templar Avenue, Chadwell St Mary	TC	25,000
	Giffords Cross Road, Corringham	TC	20,000
	Stifford Road, South Ockendon	TC	25,000
	Foyle Drive, South Ockendon	TC	25,000
	Southend Road, Stanford-le-Hope	TC	20,000
	Crawley Close, Corringham	TC	25,000
Sub Total			275,000
E2878	LTP Maintenance - Other infrastructure (drainage)		
	Muckingford Road	DfT	48,000
	Ship Lane	DfT	30,000
	School Lane Orsett	DfT	18,000
	Dartview Close	TC	25,000
	London Road Purfleet	DfT	17,000
	Lower Dunton Road	TC	12,000
	Benson Road/Salisbury Road	TC	17,200
	Victoria/Chestnut Grays - SW sewer	TC	17,200
	Buckles Lane	TC	50,000
	The Green, Orsett	TC	15,000
	Rectory Road, S.L.H. (Copland Road)	TC	15,000
	Fen Lane/China Lane, Bulphan	TC	15,000

Cost Code	Project	Funding	Budget
E2878	LTP Maintenance - Other infrastructure (drainage) continued		
	Orsett Rd - Opp Blackbush Lane	TC	15,000
	A128 North Prince Philip Avenue	TC	15,000
	Woodview/Daneholes Roundabout	TC	15,000
	Gulley Remedials - Boroughwide	TC	48,600
Sub Total			373,000
	LTP Maintenance - Other Road Markings		
	Boroughwide Road Marking Replacement (key strategic junctions etc)	TC	100,000
Sub Total			100,000
	LTP Maintenance - Other Safety Barriers		
	A13 Eastbound and Westbound - Barrier repairs TC allocation	TC	75,000
	A13 Eastbound and Westbound - Barrier repairs DfT allocation	DfT	25,000
Sub Total			100,000
	MAINTENANCE TOTAL		3,602,000
E1825	Integrated Transport - Freight Management		
	HGV Weight Limit Review and parking control measures by area	ITB	100,000
	Prescribed Routing for HGV's	ITB	50,000
	Aveley High Street /Stifford Road - Width Restriction with bus by-pass	ITB	50,000
	Ship Lane Width Restriction	ITB	20,000
	London Road South Stifford - Camera Enforcement at Askews Farm	ITB	20,000
	London Road Westthurrock - Instant HGV ban camera enforcement	ITB	20,000
	South Road South ockendon - Camera Enforcement	ITB	20,000
	North Stifford - Camera enforcement of existing bus lane	ITB	20,000
	Rectory Road Grays - Camera enforcement for Towers Road	ITB	20,000
	Stanford-Le-Hope - Camera enforcement on instant HGV ban	ITB	20,000
Sub Total			340,000
E1830	Integrated Transport - Road Safety Engineering		
	AIP Schemes - Accident Analysis (Undertaken in Jan 16 to determine priority sites)	ITB	200,000
			200,000
E3004	Public Transport Infrastructure		
	Bus Infrastructure	ITB	20,000
	Bus Shelters / stops	ITB	20,000
	Flags and timetable cases	ITB	15,000
Sub Total			55,000
E1841	Rights of Way		
	Footpath 170 West of Wouldham Road, Grays. Creation of hardend surface	ITB	17,500
	Footpath 147 Creation of Permissive Footpath (with land owners permission) to include new footbridge	ITB	12,500
	Footpath 162 (in part) conversion to Bridleway north of A13 leading into Langdon Hills Country Park	ITB	12,500
	Completion of Manorway Bridleway Link if not fully achieved under 2015-16 Capital Programme	ITB	12,500
Sub Total			55,000
E1829	Integrated Transport - Traffic Management Schemes		
	Service Requests by Area	ITB	100,000
	Street Scene review by area	ITB	50,000
	Congestion relief scheme - MSA Roundabout/McDonalds RAB congestion relief	ITB	25,000
	Congestion relief scheme - Ford Place Signal Upgrade	ITB	25,000
Sub Total			200,000
E1832	Safer Routes to Schools		
	Improvements to schools on Mode Shift STARS (Review Jan 16 with Acc Stats)	ITB	60,000
Sub Total			60,000
E1843	Parking		
	Disabled Bay Requests	ITB	15,000
	Borough wide Parking Requests	ITB	10,000
	Grays PPA extension	ITB	10,000
	Tilbury PPA	ITB	11,000
	HGV Parking Ban review by area	ITB	15,000
			61,000
Integrated Transport Sub Total			971,000
	S106 Funding		
	Oliver Road West Thurrock, Phase 2	S106	810,000
	Little Thurrock to Thurrock Park Way	S106	720,000
	Verge strengthening - Aveley	S106	30,000
	Verge strengthening - Oakway, Grays	S106	5,320
	Verge Strengthening - South Ockendon	S106	5,000
	Mayflower Road Parking Management Strategy	S106	20,000
	East Tilbury 1st payment (CCTV / Anti-Skid / VAS / Bus Stop upgrade)	S106	11,090
Sub Total			1,601,410
	LGF Funding		
	Cycling infrastructure delivery programme - Tranche 1 delivery programme	LGF	1,200,000
	LSTF programme - Grays Town Centre	LGF	250,000
Sub Total			1,450,000
	TOTAL COST OF SCHEMES		7,624,410

Work Programme

Committee: Planning, Transport & Regeneration Overview and Scrutiny

Year: 2015/2016

Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
29 July 2015				
Shaping the Council Budget update (if applicable)	May 2015	Officers	Sean Clark	
Thames Enterprise Park Update	April 2015	Officers	Andy Millard	
Grays South Update	April 2015	Officers	Mathew Essex	
Report on Local Bus Services	May 2015	Officer	Ann Osola	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
16 September 2015				
Heritage, Arts & Culture Ambitions in Thurrock	April 2015	Officers	Mathew Essex	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
4 November 2015				
Shaping the Council Budget update (if applicable)	May 2015	Officers	Sean Clark	
Economic Development Strategy Update	April 2015	Officers	Mathew Essex	
Highways Update	May 2015	Officers	Ann Osola	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
20 January 2016				
Fees and Charges	May 2015	Officers	Sean Clark	
Issues and Options – Local Plan	April 2015	Officers	Andrew Millard	

Work Programme

Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
Investment in Highways Lighting	May 2015	Members/Officers	David Bull & Ann Osola	
Grays South Update	April 2015	Officers	Mathew Essex	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
9 February 2016				
Lower Thames Crossing	April 2015	Officers	David Bull & Ann Osola	
2 March 2016				
Shaping the Council Budget update (if applicable)	May 2015	Officers	Sean Clark	
Lakeside progress update			Andy Millard	
Traveller transitional sites and permanent sites			Andy Millard	
Tilbury Programme Update	April 2015	Officers	Mathew Essex	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	

Full details of Member's decisions can be viewed in the Minutes on the Council's Committee Management Information System - <http://democracy.thurrock.gov.uk/thurrock/>