

Advisory Panel - Places

Agenda

Date: Wednesday, 11th March, 2009
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Note: In order for officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.

4. **Minutes of Previous meeting** (Pages 1 - 8)

5. **Task Group Updates** (Pages 9 - 42)

Please contact Julie North on 01625 504221 or 01625 504224
E-Mail: julie.north@cheshireeast.gov.uk with any apologies or requests for further
information or to give notice of a question to be asked by a member of the public

To receive updates and any recommendations from the Places Advisory Panel Task Groups:-

Car Parking – Report and Car Parking Strategy (Draft 3), attached

Waste Collection and Disposal - Task Group Minutes and report re wheeled bin colours, attached

Development Management – Report and draft Development Management Members Task Group minutes, attached

Local Development Framework – Report and draft Local Development Framework Members Task Group minutes, attached

Strategic Development - Report, attached

Community Safety – Report, attached

Visitor Economy - Visitor Economy Task Group Minutes, attached

6. **Consultation by 4NW on the Partial Review of the North West Regional Spatial Strategy (RSS)** (Pages 43 - 48)

To consider a report relating to the Council's response to an interim consultation on Partial Review of the North West Regional Spatial Strategy, by 4NW and to make a recommendation to Cabinet in respect of this.

7. **Local Transport Planning** (Pages 49 - 58)

To consider a report informing Members of the Government's plans for taking forward the new round of Local Transport Plans, with effect from 2011.

8. **Accessibility Planning** (Pages 59 - 68)

To consider a report informing Members of the outcomes of the strategic accessibility assessment for Cheshire East and seeking the views of Members on the recommended priorities and next steps in taking forward the accessibility planning process.

NB - The full report setting out the Strategic Accessibility Assessment is available from The Democratic Services Team at Westfields, Sandbach (Telephone 01270 529644) and will be placed in the various Members' Rooms.

9. **Consultation on the Draft Statement of Community Involvement (SCI)** (Pages 69 - 104)

To make a recommendation to Cabinet that the appended Draft SCI for Cheshire East be published for public consultation purposes and that the consultation does not take place until after the new Planning Regulations are published (expected mid-April) as these will remove the need for the SCI to be considered by the Planning Inspectorate.

10. **Update on Joint Working for Minerals and Waste Planning Policy** (Pages 105 - 136)

To receive a report updating Members on the progress that has been made on establishing a joint planning unit for minerals and waste planning policy.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Advisory Panel - Places**
held on Tuesday, 27th January, 2009 at Council Chamber, Municipal
Buildings, Earle Street, Crewe CW1 2BJ

PRESENT

Councillor G M Walton (Chairman)
Councillor Mrs E Gilliland (Vice-Chairman)

Councillors D Bebbington, D Brickhill, H Davenport, D Hough, J Macrae,
A Moran, B Moran, D Neilson, B Silvester, C Thorley, Mrs J Weatherill and
R West

Apologies

Councillors D Brown

21 DECLARATIONS OF INTEREST

A number of Councillors who were existing County Councillors, Borough Councillors and Town and Parish Councillors declared a personal interest in the business of the meeting en bloc.

22 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present, wishing to address the meeting.

23 MINUTES OF PREVIOUS MEETING

With reference to minute 16, Cheshire Homechoice Common Allocations Policy, clarification was sought in respect of the situation with regard to local connection criteria, as raised by Members at the last meeting. It was reported that a meeting had taken place of Project Board, where this issue had been considered and that there were some concerns regarding legality and discrimination. Officers were examining the legal issues and also looking at best practice in other areas. A new Project Manager had now been appointed, who would take this matter forward and there would be a report back to a future meeting on the findings.

RESOLVED

That the minutes be approved as a correct record.

24 TASK GROUP UPDATES

Consideration was given to updates in respect of the Task Groups, including reports relating to actions arising from the Task Groups as follows:-

Car Parking

Consideration was given to a report, updating the Advisory Panel on discussions held at the last meeting of the Parking Task Group on 14 January 2009.

In considering the report, it was noted that the Task Group had requested a list of all the public car parks situated in the Cheshire East area, including criteria and classification and it was urged that this information be provided to the Task group as soon as possible.

With regard to car parking charges, it was considered that this needed to be progressed as quickly as possible, in order to satisfy budgetary requirements.

Waste collection and disposal

It was reported that the group had met in November 2008 to consider a number of reports, but that the December meeting had been cancelled. The main output from the Group in the last couple of months had been a report to the Places Advisory Group on the collection of garden waste in the former Crewe and Nantwich Borough Council area. As a result, a report to Cabinet was being drafted, to take forward recommendations on the options for implementing free garden waste collections.

A meeting of the Task Group had taken place on 14 January 2009 and the minutes of the meeting were appended to the agenda. Reference was made to discussions which had taken place at the meeting to consider future wheeled bin procurements, where it had been suggested that views be sought from the Advisory Panel on all future bins being purchased in a single colour, but that different colour lids attached to identify what is placed in that receptacle. It was queried whether this would provide a cost saving and this was confirmed.

It was noted that a report had been considered relating to approval of a Recycling Branding for Cheshire East and the Task Group had concluded that Cheshire East should retain the "Recycle for Cheshire" branding, but to monitor usage.

The next meeting was scheduled to take place on 18 February.

Local Development Framework and Strategic Development

It was noted that no meetings of the above Task Groups had taken place since the last meeting of the Panel.

Development Management

The Above Task Group had met on three occasions and two reports had been produced for consideration by the Panel as follows:-

Proposed arrangements for Governance, Planning Committees and a scheme of delegation for planning functions.

Consideration was given to a report relating to arrangements for Planning Governance, Committees and a scheme of officer delegation across Cheshire East, post vesting day. The Advisory Panel was recommended to propose to the Governance and Constitution Committee that the Council's development control functions be discharged by a Strategic Planning Board,

supported by two Planning Committees and a scheme of officer delegation, details of which were set out in the report.

In considering the report Members of the Panel raised the following issues :-

1. The Portfolio Holder for Prosperity suggested that the Panel might wish to consider making a recommendation to The Governance and Constitution Committee that, whilst the Committees would be politically proportionate, that minority groups with a single representative be allowed to appoint a substitute, if required. It was suggested by Members that it might be more appropriate to increase the number of representatives from the minority groups.
2. It was considered that Town and Parish Councils had a role to play in the consideration of planning applications and that provision should be made for this. However, it was noted that not all Town and Parish Councils would wish to have an enhanced role.
3. It was considered that Ward Members should be consulted on any applications in their ward and that the delegation procedure should include provision for call in by Ward Members. However, it was considered that applications should be called-in for planning reasons only and that there was a need for a Protocol relating to call-in and Member training in respect of this. It was also considered that when Members called in an application they should be required to attend the meeting where it was considered.
4. Concern was expressed that the Strategic Planning Board would have the ability to reverse a decision made by the Planning Committees and it was considered that this should not be the case.
5. Concern was expressed that there would be no Independent or Labour Members for the Macclesfield area and this would result in a lack of local knowledge.

RESOLVED

That, subject to the above comments being taken into account, a recommendation be made to the Governance and Constitution Committee that the Council's development control functions are discharged by a Strategic Planning Board, supported by two Planning Committees and a scheme of officer delegation, as set out in the report.

Planning Protocol

Consideration was given to a report relating to a proposed Planning Protocol for the consideration of planning matters. The Advisory Panel was requested to review and comment on the proposed Protocol and to recommend it for adoption by the Council

It was noted that a number of typographical errors and inconsistencies in terminology would be corrected in the document and paragraph 14.3 deleted.

In considering the report members of the Panel raised the following issues:-

1. It was considered that Members should be required to sign to indicate that they had received a copy of the Protocol.

2. It was felt that the Protocol should only apply to those Members sitting on the Strategic Planning Board and Planning Committees and not all Members.
3. It was suggested that consideration be given to public speaking at the Strategic Planning Board and Planning Committees and the introduction of a Protocol for this.
4. It was considered that training for members of the Strategic Planning Board and Planning Committees should be mandatory. It was noted that training had been arranged and would take place on 17 and 19th March.
5. With reference to paragraph 10.8 of the Protocol, concern was expressed that Members were advised not to enter a site without first having spoken to the Corporate Manager (Planning and Development). It was noted that this wording would be amended to refer to the Head of Planning and Policy and that Members would only be required to notify him/her and not to obtain permission. The paragraph was intended as guidance for Members.
6. It was suggested that the definition of a site should be clarified within the document.

RESOLVED

That the Planning Protocol be recommend to Council for it for adoption.

Crime and Disorder Reduction

Consideration was given to a report advising the Advisory Panel of developments in the partnership and operational Community Safety field, and to seek the advice of the group on future arrangements.

The Task Group had made a series of recommendations, including that the existing Crime and Disorder Reduction Advisory Task Group increase its scope to take in the wider remit of the Safer and Stronger Communities Service and Portfolio (Wardens, CCTV, Regulatory Services and Community Development); that the Council request that the Chairman of the Council invite the new Chief Constable Mr Dave Whatton to a meeting of the full Council; that the Advisory Task Group be requested note the agreed priorities of the new Cheshire East Crime and Disorder Reduction Partnership, which was amended to the report; and that the Advisory Panel seek clarification on the operational and partnership responsibility for road safety.

In considering the report members of the Panel raised the following issues:-

1. The Portfolio Holder for Safer and Stronger Communities reported that discussion had also taken place at the last meeting with regard to the possibility of Community Wardens and Car Parking Wardens carrying out some of the same functions and that legal advice would need to be sought to ascertain whether this would be possible. He referred to the CDRP structure chart and stated that the intention was for the CDRP to be proactive in achieving the required targets. Consideration would also be given to the operation of the CCTV function at a future meeting. Members requested that when this matter was considered that there should be a sufficient number of operatives, in order to ensure that detailed images were available,

2. It was noted that the CDRP Structure Chart referred to the “top 10 priority wards” and it was considered that problems in other wards should also be addressed.
3. Discussion took place with regard to whether the Task Group should be renamed and it was considered that, in view of the short life of the Task groups, this would not be necessary.

Manchester Airport Sub Task Group

The minutes of a joint meeting between the former Macclesfield Borough Council Airport Panel and the Task Group were appended to the agenda. It was noted that the Task Group visit to the Airport, referred to in the minutes, which would form part of the fact finding exercise in respect of the replacements for the Section 106 Agreement had now taken place.

Visitor Economy

The Chairman reported that the above Task Group had met for the first time in the previous week and had agreed the Terms of Reference for the Task Group, had received a presentation outlining the importance of the visitor economy and some of the key issues which needed to be addressed and had discussed various issues, including governance of Tatton Park and had identified priority items, namely the new management structure and the embedded visitor economy and the cross cutting agenda into Cheshire East .

25 CHESHIRE EAST LOCAL DEVELOPMENT SCHEME

Consideration was given to a report, requesting the Advisory Panel to recommend to Cabinet that the Cheshire East Local Development Scheme be brought into effect, with the inclusion of a caveat recommended by the Government Office for the North West.

RESOLVED

That Cabinet be recommended :-

To include a caveat within the Local Development Scheme, alongside the table and profile of the Minerals DPD, highlighting that the timetable/DPD could be changed, should it be decided in future that joint working with Cheshire West and Chester would be more appropriate on this matter.

That the Cheshire East Local Development Scheme, appended to this report, shall come into effect from 4th February 2009 in accordance with Regulation 11(2)(a) of the Town and Country Planning (Local Development) (England)(Amendment) Regulations 2008.

26 CHESHIRE EAST INTERIM PRIVATE SECTOR ASSISTANCE POLICY

Consideration was given to a report, which had been prepared to allow the Advisory Panel to consider and comment on the Cheshire East Interim Private Sector Assistance Policy. Cheshire East Cabinet had approved the Policy in principle at its meeting on 6 January 2009, subject to there being no significant changes following circulation of the Policy for public response.

It was noted that all Members should have received an Executive Summary and questionnaire relating to the document and Members were requested to complete the questionnaire and return it.

With reference to paragraph 7.4 of the report, it was queried whether the safety net in respect of assistance allowed for a fall in property prices, as well as an increase and it was confirmed that this was based on a percentage of the property price.

The fact that funds were repaid and recycled was welcomed, however, it was queried why this did not apply in all cases.

RESOLVED

That the Cheshire East Interim Private Sector Assistance Policy be supported.

27 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting during consideration of the following item, pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information. (Paragraph 3 relates to information relating to the financial or business affairs of any particular person, (including the Authority holding that information)).

WASTE TREATMENT PFI CONTRACT - FURTHER DE-SELECTION OF PARTICIPANTS

Consideration was given to a report, updating the Advisory Panel on progress with regard to the procurement of new waste treatment facilities and outlining the methodology that had been used to arrive at a shortlist of Participants for the final stage of the Competitive Dialogue and thereafter, the Final Tender stage for the Waste Treatment Services PFI Contract. A fuller report was tabled at the meeting, which indicated the recommendations for de-selection of Participants to a shortlist of two.

RESOLVED

That the Cabinet be advised that the supplementary recommendations for deselection, as set out in paragraph 7.18 of the report, as circulated at the meeting be supported.

The meeting commenced at 2.00 pm and concluded at 4.05 pm

Councillor G M Walton (Chairman)

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CHESHIRE EAST COUNCIL

PLACES ADVISORY PANEL

11/3//09

Date of meeting:

Report of:

Parking Task Group

Title:

Update on Car Parking Issues

1.0 Purpose of Report

- 1.1. The report is intended as an update to the Advisory Panel on discussions held at the last meeting of the Parking Task Group.

2. Parking Charges:

- 2.1. The Group received information detailing current charge tariff bands across Macclesfield and Crewe for comparison. These were accompanied by maps showing locations of the car parks in all three Boroughs. This information will be used to reconsider the tariff bands and to recommend any changes as to which car parks should be placed in which bands.
- 2.2. The car park lists, for all three boroughs, will now be broken down by ward and submitted to ward councillors for consideration. They will be asked to comment on condition, location and current use, as well as to add any sites which may have been missed off the list.

3. Draft Parking Strategy

- 3.1. The Group has revised a proposed Strategy document which it wishes to be put before the Cabinet. It is attached here for consideration by the Advisory Panel.

4. Enforcement Powers On Street : Congleton

- 4.1. Officers advised that the appointed Consultant is working on a draft formal application to DfT to obtain the powers and that the earliest date these can be granted is September 30th. Prior to that County Engineering and Legal officers can work on amendments to signs, lines and to the creation of a consolidated Traffic Regulation Order which work must be complete by 2nd week of August latest.

5. Progress to Day 1 Operation:

- 5.1. Officers reported that progress continued to be made but there was on issue outstanding concerning IT communications. Because at Day 1 the Notice Processing staff would be operating, as now, from both Macclesfield and Crewe, an adequate data link was needed. This would not be available and so there was a risk that the system would be very slow or may not even function, threatening the processing operation.
- 5.2. Since the meeting however, this issue has been resolved satisfactorily using an alternative means of transferring data, via the Citrix server already in place.

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1. STRATEGY OBJECTIVES

- 1.1. The Council's existing parking objectives set out to be consistent with and contribute to the overall aims of the National and Regional transport strategies (refer Appendix 1) which seek to:
 - 1.1.1. Achieve a reduction in overall traffic
 - 1.1.2. To increase use of more sustainable and healthy forms of travel
 - 1.1.3. To achieve a more effective and efficient transport system,
whilst taking into account:
 - 1.1.4. The economic vitality of the town centre
 - 1.1.5. The parking needs of people with disabilities
 - 1.1.6. The parking needs of local residents, shops and businesses

2. PARKING POLICY BENEFITS

- 2.1. An effective parking policy will help to further a wide range of urban policy objectives such as:
 - 2.1.1. Economic vitality of the town centre
 - 2.1.2. Social (accessibility)
 - 2.1.3. Environmental (negative impact of traffic congestion)
 - 2.1.4. Pricing and availability of parking in the town centre is one of the few ways of managing or restraining car use
 - 2.1.5. Compared to major infrastructure changes, parking policies are relatively easy to introduce and cost effective methods of managing demand, which can be easily modified to reflect changing situations.

3. PARKING POLICY LIMITATIONS

- 3.1. Incomplete control of the parking stock can limit the ability to achieve desired objectives
- 3.2. Conflict between the objectives that parking policies are trying to serve e.g. regeneration, traffic restraint and revenue generation.
- 3.3. Parking policies are not a total solution in that other supporting measures will be required to achieve urban policy objectives.
- 3.4. Parking policy interventions can be ineffective without adequate enforcement.

4. LOCAL PARKING POLICY OBJECTIVES

- Ensure that the parking strategies aims and objectives are consistent with national, regional and local transport policies.
- Prioritise the parking needs of disabled people, local residents, suppliers of goods and services, businesses and their customers.
- Promote more sustainable travel choices through availability and pricing of town centre car parking
- Discourage the use of town centre parking spaces for long stay parking and seek to maximise the availability of short stay spaces in prime, central locations for use by shoppers and other short stay users.
- Ensure that parking restrictions both on and off- street are effectively enforced and minimise the impact of town centre parking controls on surrounding residential areas.

5. LOCAL PARKING POLICY

Charging Policy

This Authority will in principle impose charges for parking at levels reflecting local pressures and needs. These may vary :

- as between the different towns and smaller centres
- as between zones within the larger towns

However the scale of charges should conform to a consistent pattern across the stay periods in all towns. These should follow national guidelines. Thus the percentage increase in charge from one time period to the next should be consistent throughout all locations.

Car parks currently not having charges will be reviewed and the need for application for charges considered in the light of the criteria stated above. Any charges imposed will be designed to regulate use and improve availability as well as diverting long stay away from very central locations. Income earned should at least cover operating and maintenance costs and allow necessary improvements to the useability, environment and security of a number of these sites.

The new authority has inherited a number of off street car parks for which there is no charge. It is intended that parking charges will be considered only on those sites for which a good case can be made under the above criteria.

Short stay parking

Policy: To give priority to and manage the provision of short stay parking in the town centre

- Short stay visitors to the town centre are less likely to travel at peak periods i.e. reduce congestion, improve efficiency of the road network.
- Short stay parking generates a high turnover of spaces allowing more visitors to be accommodated per space.
- Availability of short stay spaces is essential to maintaining the commercial viability of the town centres.

5.2 Long stay parking

Policy: To manage the provision of long stay parking in the town centres through pricing to encourage the use of more sustainable transport and by a system of differential charging to promote the use of peripheral car parks where such parking is to be accommodated.

- Commuters travel at peak periods and are a major contribution to congestion of the road network.
- Commuter parking monopolises parking spaces for the entire working day
- Transport objectives may be achieved more easily through parking policy interventions aimed at the commuter. It is more practicable for example for the commuter to change their travel patterns than it is to continually expand the road network and parking stock.
- Long stay parking provision in connection with bus or rail commuter travel is supported in order to reduce the level of dependency on the motorcar as a means of commuting to work.
- Contract parking : contracts will be made available on selected car parks for regular long stay customers, sold at competitive rates.

5.3 Disabled Parking Provision

Policy: To prioritise where appropriate the needs of those people who have no choice but to use the car to access essential services

- Continue support of the shopmobility scheme within the town centres
- Improve the quality and provision of disabled parking in off street car parks in accordance with DDA requirements. Local conditions and demand are also considered in determining the number and location of spaces to be provided.

5.4 Parking Enforcement

Policy: To ensure parking policy interventions are implemented effectively and contribute to the wider objectives of transport planning and economic development; within the provisions of the relevant legislation:

- Road Traffic Regulation Act 1984
 - Provides powers under which Councils are able to provide and manage off street car parks. The use of the Council's car parks is regulated by orders permissible under the Act. It also provides powers for the Highway Authority to make traffic regulation orders for the control and regulation of traffic and parking on the highway.
- Road Traffic Act 1991 (Decriminalised Parking Enforcement)
 - Introduced to address the increase in illegal parking (growing car ownership and use) and fears that police resources would not be able to match the demand for enforcement.
 -
- Traffic Management Act 2004 (Civil Parking Enforcement)
 - Statutory duty on Local Authorities to reduce the cause of congestion and disruption by controlling parking and the road network as a whole.

Part 6 of the TMA provides a single framework to make regulations for the civil enforcement of parking and waiting restrictions, bus lanes and some moving traffic offences. 5.5 On street parking

Policy: To provide on street, limited waiting parking facilities where it is considered safe to do so without undue interference with moving traffic, residents, businesses and other urban objectives.

Cheshire East Council as local highway authority is responsible for the control and regulation of on street parking.

5.6 Residents' Parking

Policy: To prioritise the parking needs of residents in areas which are affected by non-residential parking, or are likely to be affected as a result of policy interventions in relation to long stay parking in the town centres

The Authority will operate residents' on -street parking schemes which

- aim to balance the conflicting demands for kerb space
- manage the displacement of parking

The Authority will develop robust, fair policies as the available kerb space in many areas will not be sufficient to cater for all demands from residents and other legitimate users.

C H E S H I R E E A S T
PLACE MANAGEMENT
WASTE COLLECTION
ADVISORY TASK GROUP MEETING

Notes from the meeting held on 18 February 2009 at Westfields, Sandbach.

Attendees: Cllr D Brickhill; Cllr G Walton; Cllr D Neilson; Cllr D Hough; Cllr R West; Cllr Mrs L Gilliland Cllr A Moran; Cllr D Bebbington; Alan White; Paul Morgan; Alan Longshaw

1. Apologies

None received.

2. Notes from previous meeting and matters arising

Alan Longshaw gave an update on the recycling contract position in the Borough of Congleton. An alternative payment mechanism had been negotiated between the contractor (Greencycle) and the authority if needed to ensure service delivery was maintained. A meeting had been held between the contractor and authority (with Alan White in attendance). Any longer term impact on Cheshire East was being monitored.

Paul Morgan indicated that markets for recycle in Macclesfield remained unchanged from the previous update.

Paul Morgan agreed to update the previous report and circulate again.

Relating to item 5 and the colour of bins and bin lids, several queries were raised about costs and practicalities. A short report is to be drafted for the Places Advisory Panel.

3. Waste Collection Policies

A report was tabled and discussed on the 5/6 key policies that differed across the three collection authorities. Appendix 1 contains a summary of the options discussed and selected for the agreement of the Places Advisory Panel.

4. Key Waste Collection Projects

A report was table outlining four key waste collection projects, namely:

1. Roll out of free garden waste collections in the former CNBC area;
2. The introduction of alternate weekly residual waste collections in the former CBC area;
3. Reviewing waste collection rounds; and,
4. Tendering waste collection services.

Each project was discussed in turn.

1. Roll out of free garden waste collections in the former CNBC area

Providing an 'opt out' rather than 'opt in' scheme was agreed and discussed. The Group considered that providing wheeled bins to all suitable properties (based on identifying areas where they were not necessary or appropriate) provided for a quicker roll out than an opt in scheme where residents applied for a bin.

Cllr Moran identified the public expectation for the roll out in light of the council tax increase that would be experienced by former CNBC residents.

2. The introduction of alternate weekly residual waste collections in the former CBC area

Cllr Hough highlighted the importance of sharing the experiences of both CNBC and MBC on the introduction of AWC and dispelling the myths. He suggested seeking supportive comments from the Chief Medical Officer at the Primary Care Trust.

Cllr Brickhill requested reports to be drafted for the authorisations processes.

The Group was in favour of introducing alternate weekly collections in the CBC area.

3. Reviewing waste collection rounds

The summary indicated that the financial savings identified for this project may not be achievable within the financial year 2009/10 as timescales for the full work were long. However it was agreed that services should take opportunities where possible to re-balance rounds outside of the full review.

Alan White discussed engaging consultants to undertake a baseline review of data holdings in each authority as this would be useful in firming up project timescales. [Paul Morgan has made contact with two companies to look at starting such work].

4. Tendering waste collection services.

This subject had been discussed at length previously. Cllr Brickhill confirmed that existing in-house services should be given the opportunity to compete for the tender.

Cllr Hough highlighted that Cheshire East's service delivery was at an early stage and a full service specification would be necessary before commitment was given. He raised concerns about the capacity to deliver projects within current resources.

Project ordering – it was agreed that in an ideal world the projects would take place in the order of 3, 1, 2, 4 but in reality it was likely to be 2, 1, 3, 4.

5. Work programme

The future of the Group was briefly discussed but the need for a waste panel agreed. Cllr Hough requested a demonstration of a geographical information system.

8. Date of next meeting

The date of the next meeting was agreed as 2.30pm at Westfields on 18 March 2009.

APPENDIX 1 – SUMMARY OF OPTIONS DISCUSSED AND SELECTED BY THE TASK GROUP ON WASTE COLLECTION POLICIES

Policy discussed	Description of differences	Options considered	Waste Task Group's preferred option
Receptacle presentation time	Two authorities state that services start at 7.30am whereas one starts at 7am.	<ol style="list-style-type: none"> 1. Live with it at present but at a later date harmonise to 7.00am. 2. Live with it at present but at a later date harmonise to 7.30am. 3. Change now to 7.00am 4. Change now to 7.30am 	<ol style="list-style-type: none"> 1. Live with it at present but at a later date harmonise to 7.00am. <p>Changes cannot be introduced immediately as the public needs to be notified and the change in start time has operational implications.</p>
Receptacle presentation point	Two authorities state receptacles should be placed at the edge of the property's curtilage whereas the other states kerbside.	<ol style="list-style-type: none"> 1. Live with differences at present but harmonise to edge of curtilage later. 2. Live with differences at present but harmonise to kerbside later. 	<ol style="list-style-type: none"> 1. Live with differences at present but harmonise to edge of curtilage later. <p>Changes to introduced at a later when cross-area promotional literature is produced. In reality curtilage and kerbside can be the same but there are safety considerations and presentation points can develop on a case by case basis for atypical properties.</p>
Larger bins for residual waste	One authority provides additional capacity for families of 6+ (weekly collection) whereas the other two (on alternate weekly collection) provide additional capacity for 5+.	<ol style="list-style-type: none"> 1. Harmonise to 5+. 2. Harmonise to 6+. 	<ol style="list-style-type: none"> 1. Harmonise to 5+. <p>Should the former CBC area convert to alternate weekly collection services the criteria used for additional capacity should start at 5+ in the family. Allowance should be made for case-by-case assessment if there are extenuating circumstances.</p>

Missed collections	Two authorities endeavour to rectify missed collections by the end of the next working day whereas the other is by the end of the working week.	<ol style="list-style-type: none"> 1. Harmonise to the end of the next working day. 2. Harmonise to the end of the working week. 	<ol style="list-style-type: none"> 1. Harmonise to the end of the next working day. <p>It was felt that endeavouring to rectify by the end of the next working day gave better customer service. However arrangements could be made on a case-by-case basis to rectify under different timescales.</p>
Assisted collections	Two authorities ask for the completion of an application form before an assisted collection is provided whereas as one provides collections on request.	<ol style="list-style-type: none"> 1. Ask for the completion of a form. 2. Provide assistance on request. 	<ol style="list-style-type: none"> 1. Ask for the completion of a form. <p>Opportunity needs to be provided to complete the form over the phone if necessary and a review mechanism in place so that lists are accurate.</p>
Recovery of service following adverse weather etc		1. Prioritise the collection of residual waste wheeled bins is services are disrupted.	1. Prioritise the collection of residual waste wheeled bins is services are disrupted.

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PLACES ADVISORY PANEL**WHEELED BIN COLOUR SELECTION ISSUES****INTRODUCTION**

At the recent meeting of the Waste Task Group the issue of wheeled bin colours was raised in light of the future procurement of receptacles to support the introduction of free across the board garden waste collections in the former Crewe and Nantwich Borough. Suggestions have been made on how the procurement can be used to start to harmonise receptacles across the three collection areas as currently wheeled bin colours vary (see the table below).

	Material and bin colour			
	Residual waste (numbers in use)	Garden Waste (numbers in use)	Paper (numbers in use)	Recyclable materials (numbers in use)
CBC	Black (~67k)	Brown (~38k)	N/A	N/A
CNBC	Black (~50k)	Brown (~18k)	Green (~50k)	Silver (~50k)
MBC	Black (~40k)	Green (~64k)	N/A	N/A

STANDARDISATION

It has been suggested that bins of a single colour are procured and that the material that is deposited in that bin is identified through the use of a different coloured lid. This is a method that is used by several local authorities and has advantages. The image right shows how a black bin with a different colour lid looks.

**MICROCHIPS**

The issue of inserting microchips into bins was discussed by Members at the dedicated Members Awareness Day for Waste last Summer. The Waste Task Group revisited the issue and concluded that at this stage the bins should not be chipped.

OPTIONS

With the range of colours that will be in place in Cheshire East from 1 April 2009 there are several permutations that could be suggested. However, the commonest standardisation is the use of the black bin and the largest proportion of bins in use are black (sometimes considered grey).

It is therefore suggested that the standardisation of bin body colour is black.

As for the lid for (in this case) garden waste there are two choices – brown or green.

A preferred choice between the two colours is requested.

ADVANTAGES OF THE PROPOSAL

Wheeled bins are bulky items to store and every authority needs to hold stocks. If several different colours of bins are in use then the space required can be significant. If a single bin body colour is selected then overall a smaller stock is required and all the new authority will need to do is have numbers of different coloured lids available. Affixing the lids is relatively straightforward and can be done at the time of delivery to the household.

COST IMPLICATIONS

Wheeled bins are manufactured in a small number of standard colours – generally black, brown, green and blue - other colours can cost more. Therefore, depending on the colour of lid chosen there will not be any additional costs or savings relating to the bins in this proposal. Indirect savings come in the form of reduced storage and stock needs.

For discussion.

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PLACES ADVISORY PANEL

Date of meeting: 11th March 2009
Report of: Andrew Farrow, Head of Planning and Policy
Title: Update on matters arising from the Development Management Task Group.

1.0 Purpose of Report

- 1.1 To consider bring to the attention of the Panel matters arising from the meeting of the Development Management Task Group.

2.0 Decision Required

2.1. To note the matters arising from the Development Management Task Group. That

- membership of the Strategic Planning Board be confirmed;
- dates for Planning Training for all Board and Committee Members be noted as 17th and 19th March at Congleton Town Hall;
- the key risks for the single IT system be established and end to end testing be incorporated into the Project plan;
- a consistent call-in and site inspection protocol be adopted;
- a consistent neighbour notification policy be adopted;
- a single and consistent planning enforcement policy be adopted;
- arrangements for public speaking at all Board and planning committee meetings are introduced.

3.0 Background

3.1 The Development Management Task Group has met once on 11th February at Westfields since the last meeting of the Places Advisory Panel. Draft minutes of the meeting are attached.

3.2 The Task Group noted that the proposed governance arrangements had passed through Places Advisory Panel and Governance Committee and were to be considered at Full Council on 24th February. Strategic Planning Board would then meet on 4th March to address many Day 1 issues for the Planning and Policy Service and northern and southern planning committees.

3.3 The Task Group received an update on the Single Back Office I.T. System for Development Management project. Members highlighted the need for end-to-end testing prior to Day 1 and that the key risks and issues are identified to the Portfolio Holder.

3.4 The Task Group then considered a series of draft protocols that need to be established prior to Vesting Day. Following the incorporation of amendments agreed by the Task Group, it was proposed that these protocols will be adopted at the Strategic Planning Board on 4th March. These protocols related to call-in procedures, site inspections, neighbour notification, enforcement and public speaking at Planning Board.

For further information:

Portfolio Holder: Jamie Macrae

Officer: Andrew Farrow

Tel No: 01270 529754

Email: andy.farrow@cheshireeast.gov.uk

Development Management Members Task Group

Minutes of meeting, 9:00 am Wednesday 11th February 2009
Committee Suite 2/3, Westfields, Sandbach

Present:

Cllr Brian Dykes	Cheshire East
Cllr Margaret Hollins	Cheshire East
Cllr Barry Moran	Cheshire East
Cllr Chris Thorley	Cheshire East
Cllr George Walton (Chair)	Cheshire East
Sheila Dillon	Congleton BC
Andrew Farrow	Cheshire East
David Garratt	Macclesfield BC
Stewart House	Macclesfield BC
John Knight	Macclesfield BC
Philippa Lowe	Congleton BC and Crewe & Nantwich BC
David Snelson	Crewe & Nantwich BC

1. Apologies

Cllr Jamie Macrae and Cllr Hilda Gaddum

2. Actions From Last Meeting

The governance arrangements proposal for planning committees has progressed through the Places Advisory Panel and the Governance and Constitution Committee. A report will now go to the next Cabinet. Full Council will receive a report covering the whole Council constitution on the 24th February, which will contain a list of Planning Board Members.

The Strategic Planning Board will have its first meeting on 4th March. Planning meetings will then be held every Wednesday afternoon / evening on a three-weekly cycle alternating between the Strategic Planning Board, Northern Committee and Southern Committee.

Action: Portfolio holder to circulate a list of names proposed for the planning committees.

CLG recently paid a 'stocktake visit'. They initially had concerns over governance arrangements etc, but went away satisfied over the processes in place to develop these arrangements.

Training for the planning committees will be held on the 17th and 19th of March – venues TBC. Members must attend on one of the days. It was noted that it will be important to ensure that Town and Parish Councils receive some training on how best to engage in the planning process. Members also requested hard copies of agendas and reports in the post a week in advance.

3. Update on I.T. Project

Members noted the update report on progress in implementing the new back office I.T. system for the Development Management Service.

Issues of end-to-end testing and controlling risks were raised.

Actions: David Garratt to:

- include provisions for end-to-end testing of the system in the project plan;
- produce assessment of key and priority risks;
- produce a paper for the portfolio holder highlighting any issues.

4. Call-in and Site Inspection Protocol

Members noted the report on the Site Inspection Protocol and Call-in Procedure. It was suggested that where Members call-in an application, they should attend the planning meeting. There should be space on the call-in form for Members to indicate that they will attend the meeting, or give a reason for their absence. It was also requested that a list of appropriate reasons for making a call-in are circulated to Members, and Town and Parish Councils. This would be part of a pack issued to all Members on planning protocol and part of a guidance note for Town and Parish Councils.

The recommendation to enable adoption of the single approach for Cheshire East Council was confirmed.

5. Neighbour Notification Protocol

Members noted a report on a proposed approach for neighbour notification and publicity for planning applications. The report proposes that the minimum requirements are adopted for newspaper advertisements due to cost implications but that neighbour notification requirements are based on best practice.

At present, only Macclesfield Borough includes ward Members' details on neighbour notification letters. As three out of the four authorities do not currently include these details, Cheshire East should not include ward Member's details from April 1st. Members agreed that including the details would be a good idea, and consideration of the pros and cons of doing this should be tabled for the Strategic Planning Board agenda in July.

The recommendation to enable existing and new procedures to be adopted across Cheshire East was confirmed.

6. Enforcement Policy

The proposed policy has been produced with input from the four authorities to ensure consistency of planning enforcement service delivery. A review of the policy is envisaged once structures are known.

The equalities monitoring assessment identifies modest risks of impacts on certain groups but this symptomatic of Development Management as a whole and officers should be aware of equalities impacts.

Action: David Snelson to expand on the introduction section to explain the process of producing the policy.

It was questioned whether there should be a paragraph included on how Members should deal with enforcement issues reported to them. The policy is an expression of service delivery and procedures such as this will be picked up in other work.

The recommendation to enable adoption of the proposed Planning Enforcement Policy was confirmed.

7. Public Speaking

Members considered a report on public speaking at planning board and planning committee meetings. Although Macclesfield allows public speaking, the other authorities do not.

Everybody who comments on an application will receive a letter once the agenda is published informing them of the procedure to follow if they wish to speak at the meeting. Three minutes is allowed, and if more than one person / group wish to speak they must either confer to elect a representative to speak on everyone's behalf, or split the three minutes between them. Members considered that in order to speak, people must contact Democratic Services in writing by 12 noon the day before the meeting. It was also suggested that Members be able to question speakers through the meeting Chair.

Members considered that it would benefit Members and the policy document if a paragraph was inserted setting out the benefits of public speaking. A standard paragraph should also be published with the meeting papers setting out standards that speakers are expected to adhere to. This would include not making racist representations or remarks.

Other minor amendments to the document should include:

- The time of the meeting is 2:00, not 2:30.
- Para 1.1 – after “applicants” insert “or their agents”
- Para 1.3 – it should be made clear that absolutely no presentation aids whatsoever will be allowed.
- Para 2.5 – Take out reference to libel as this relates only to written defamation.

8. Any Other Business

Members need to know the planning committee dates as soon as possible. The meeting dates will be known after the board meeting on 4th March.

At Members' request, a discussion on call-in protocols etc will be added into the planning training sessions on the 17th and 19th March. This will probably take place over lunchtime. The packs issued to all Members will contain written information on call-in protocols with an invitation to visit the Macclesfield, Sandbach or Crewe planning office at a certain time to discuss any issues with a designated officer. Alternatively, it was suggested that this could be built in to one of the Friday seminars for Members.

9. Date of Next Meeting

4th March, 11 am at Macclesfield Town Hall Capesthorne Room (before the Strategic Planning Board). It was agreed that this meeting could be cancelled if there are no agenda items.

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PLACES ADVISORY PANEL

Date of meeting: 11th March 2009
Report of: Andrew Farrow, Head of Planning and Policy
Title: Update on matters arising from the Local Development Framework Task Group.

1.0 Purpose of Report

- 1.1 To consider bring to the attention of the Panel matters arising from the meeting of the Local Development Framework Task Group.

2.0 Decision Required

2.1. To note the matters arising from the Local Development Framework Task Group. That

- the development of the Core Strategy Project Plan be noted;
- the Sustainability Appraisal Scoping Report be noted and consulted upon accordingly;
- Cheshire East's draft Statement of Community Involvement be noted and the involvement of Area Forums and Chartered Trustees in unparished areas be discussed at Places Advisory Panel;
- concerns be raised regarding proposed working arrangements with the Local Strategic Partnership;
- progress on the Partial Review of the Regional Spatial Strategy be noted and that the Task Group would lead the response to the Single Regional Strategy;
- the Prestbury Supplementary Planning Document be published for consultation.
-

3.0 Background

3.1 The Local Development Framework Task Group has met once on 11th February at Westfields since the last meeting of the Places Advisory Panel. Draft minutes of the meeting are attached.

3.2 The Task Group noted that the progress on the development of a project plan for the development of the Core Strategy. The Group discussed the use of external consultants in the early stages of the project whilst the Evidence Base is established.

3.3 The Task Group received an updates on the production of the Core Strategy Sustainability Appraisal Scoping Report and Statement of Community Involvement that will both be consulted on shortly.

3.4 Progress and working arrangements were discussed with the Local Strategic partnership and the Task Group expressed concern regarding the lack of senior representation from the Planning and Policy Service on the LSP Board. The Chairman agreed to discuss this matter with the Portfolio Holder.

3.5 Progress on the Partial Review of the Regional Spatial Strategy was discussed in particular in relation to Gypsy and Traveller sites. It was also noted that the Single Regional Strategy was currently out for consultation at its Principles and Issues stage. The Task Group agreed to lead the Council's response to the Strategy. A speaker from 4NW has been invited to the next meeting of the Task Group on 25th March in Alsager. The Task Group also noted the imminent consultation on the Prestbury Supplementary Planning Document.

For further information:

Portfolio Holder: David Brown

Officer: Andrew Farrow

Tel No: 01270 529754

Email: andy.farrow@cheshireeast.gov.uk

Local Development Framework Members Task Group

Minutes of meeting, 1:00 pm Wednesday 11th February 2009
Committee Suite 2/3, Westfields, Sandbach

Present:

Cllr Derek Bebbington	Cheshire East
Cllr David Brown (part)	Cheshire East
Cllr Harold Davenport	Cheshire East
Cllr Derek Hough	Cheshire East
Cllr David Neilson	Cheshire East
Cllr Chris Thorley	Cheshire East
Cllr George Walton (Chair)	Cheshire East
Cllr Jacqueline Weatherill	Cheshire East
Graham Childs	Macclesfield BC
Andrew Farrow	Cheshire East
Richard House	Congleton BC
Stewart House	Macclesfield BC
John Knight	Macclesfield BC
Cedric Knipe	Macclesfield BC
Stuart Penny	Cheshire CC
Paul Urwin	Crewe &

1. Apologies

None

2. Notes From Previous Meeting on 3rd December 2008

The minutes were accepted as a true record of the meeting. For future meetings, report writers are requested to put their name at the top of each report.

3. Core Strategy Project Plan

A report was presented outlining the project plan for the production of the Core Strategy.

As with the LDF team, LSP structures are still forming. There is recognition of the links between the two; there is already a Sustainable Community Strategy working group looking at the links between the Core Strategy and Sustainable Community Strategy.

There will be a need to use consultants for some pieces of work in the evidence base such as tests of financial viability. Once the evidence base is completed, there will not be such a need for using consultants.

The need for tight in-house procedures for monitoring delivery was highlighted.

4. Core Strategy Sustainability Appraisal Scoping Report

Members noted the report informing them of the production of the Sustainability Appraisal Scoping Report and the intention to consult the public on this in April. This is required as a preliminary piece of work prior to developing the Core Strategy.

It is often difficult to engage the public in such documents which by their nature are often long and dry. Members will receive a copy via email when available.

5. Statement of Community Involvement

A report was presented summarising the content of the Cheshire West and Chester Statement of Community Involvement.

Members considered that it was appropriate for Cheshire East to make representations to request that the SCI clarifies:

- that occupiers of neighbouring properties outside of the Cheshire West and Chester boundary will be notified of planning applications that affect them;
- that local parish councils will be notified of significant planning applications in those parts of Cheshire West and Chester that are close to other authorities' boundaries;
- the commitment to public speaking at Planning Committees.

A second report was presented dealing with the working draft Cheshire East SCI. The general method proposed in the SCI is not to be overly prescriptive and to be general in the methods used in order to allow flexibility and discretion to be exercised as appropriate. It is proposed to refer to protocols in the SCI as it will be easier to review these protocols if necessary rather than review the whole SCI.

Members requested that Figure 1 be made clearer and a number of other amendments to the working draft.

There is an issue in that the unparished areas of Cheshire East lack a statutory Town or Parish Council to represent local people in planning matters.

Action: Request an agenda item for the next Places Advisory Panel to discuss the role of Area Forums and Chartered Trustees in the planning process.

It was also noted that proposed Local Development Framework deposit venues were predominantly libraries and there seemed to be many more in Macclesfield than in either Congleton or Crewe & Nantwich.

6. Cheshire East Housing Market Partnership

A report was presented informing Members of the need to endorse a Cheshire East Housing Market Partnership. The first Housing Market Partnership meeting was held in November and 14 volunteers are assisting with the Strategic Housing Land Availability Assessments in a multi-disciplinary approach to working. The process of appointing consultants to carry out a Strategic Housing Market Assessment is also well underway.

7. Joint Working Arrangements with the Local Strategic Partnership

Since the report was written there have been further developments. Following a stakeholder event in November, there has been public consultation on Local Area

Partnerships and their composition. A further stakeholder event was held on 26th Jan where there were presentations from the statutory agencies and a round table discussion of Cheshire East issues and how the LSP should be organised.

The LSP board met on 2nd Feb. The LSP chairman will be the Leader of Cheshire East Council. The Cheshire East Chief Executive and representatives from the Fire Service and Primary Care Trust will be Members of the Executive Board. The membership will also be extended to include representatives from industry, third sector, housing delivery sector and the training and skills sector. Councillor Brown and officers from GONW and the Audit Commission will attend as observers. The next meeting will be held on the 16th March.

The boundaries and functions of Local Area Partnerships are now defined. The next meeting will receive reports on how the Local Area Partnerships will work and the role of Cheshire East elected Members. There will also be a report on the three proposed thematic partnerships – Economy, Environment, and Social Matters.

Members of the Task Group were particularly concerned over the lack of a senior planner on the LSP Board. All recent advice points to the need for partnership working with the LSP in order that the Core Strategy becomes the delivery mechanism for the Sustainable Community Strategy. In the CLG model, there is also a strong link between the Sustainable Community Strategy and the Development Management Service.

A report on the LSP structure is tabled for Cabinet on the 17th. The Task Group considered it appropriate to make representations to the Portfolio Holder with a copy to the Leader of the Council to object to the lack of a senior planner on the LSP Board and to request that a planning officer is appointed to each of the thematic groups.

Action: Cllr Walton to contact Cllr Brown to make representations as above.

8. Consultation on the Partial Review of the Regional Spatial Strategy

A report was considered on the Partial Review of the Regional Spatial Strategy. The consultation is fairly informal at this stage and there will be a formal stage of public consultation starting in July of this year.

The consultation document identifies a need for 90 Gypsy and Traveller pitches in Cheshire East, which is significantly more than identified previously. It is not clear on what basis these increased figures are based. There are some workshops scheduled in the near future which may reveal what evidence has been used to determine the figures.

The review also looks at parking standards. It was reported that the LDF will determine which towns and villages in Cheshire East fall into which accessibility category.

The Task Group indicated that it would be happy to lead on the Council's response to the Single Regional Strategy. A presentation by 4NW / NWDA will be arranged for the LDF and Strategic Development Task Groups.

9. Consultation by Warrington Borough Council – Issues and Options Paper

The contents of the report was noted and agreed that there is no need to respond to the current consultation. The development of the Warrington Core Strategy will continue to be monitored.

10. Prestbury Supplementary Planning Document

A number of Parishes are currently preparing Parish Plans and some have expressed wishes for them to be adopted as Supplementary Planning Documents. Prestbury has prepared such a draft document which is now ready for public consultation.

Members expressed some reservations with the document, however the Macclesfield Borough Local Plan is still the superior plan and a large part of the village is in Green Belt, conservation area and low density housing area. The SPD is secondary to this and can only provide additional guidance on existing Local Plan policies.

The document can be published for public consultation.

11. Recent Changes to Planning Legislation

Members noted the report on recent changes to planning legislation. Detailed regulations on the Community Infrastructure Levy are still to be published.

12. Any Other Business

None.

13. Date of Next Meeting

25th March, 10:30 am, The Meeting Room, Alsager Civic Centre

PLACES ADVISORY PANEL

Date of meeting: 11 March 2009
Report of: John Knight – Interim Head of Regeneration
Title: Strategic Development Task Group Update Report

The Task Group met on 11 February 2009 and the main items discussed were -

1. Strategic Housing Market Assessment

Seven tenders to carry out the assessment were received from consultants. Three were shortlisted and the interviews were in progress on the day of the Task Group meeting. This work is required as evidence for the development of the LDF Core Strategy and is expected to be complete by November 2009.

2. Single Regional Strategy

The Single Regional Strategy will replace the Regional Spatial Strategy and the Regional Economic Strategy. An 'issues and principles' paper has recently been published for consultation until the 30th April. This will be the first opportunity for Cheshire East to influence thinking at the regional level.

4NW and NWDA are willing to come to a future meeting and give a presentation on the Single Regional Strategy. It was agreed that this offer should be taken-up. As the consultation period runs both before and after vesting day, the constituent authorities may wish to make their own representations. It was considered that Cheshire East should offer to take the lead on the response, in conjunction with the lead officer and portfolio holder from the constituent authorities.

As this group will cease to exist on 31st March, responsibility for the Cheshire East response will fall to the portfolio holder. A process and timetable for responding should be agreed with the portfolio holder as soon as possible.

3. Sub-Regional Economic Development

The original model for funding the Council's own economic development service in the People and Places bid envisaged cuts in the service. However, Cabinet has agreed for money to be allocated for the first year to enhance and support economic development. Further discussions are underway.

4. Economic Development Services

Papers were presented detailing the existing economic development services at Cheshire County Council and Congleton Borough Council.

A report on Crewe and Nantwich's economic development service had not yet been received. This is requested for the next Task Group meeting.

It was also confirmed that £5 million regional funding has been allocated to market towns in Cheshire. Five out of the six market towns to receive funding are in Cheshire East.

On 1st April, economic development services in Cheshire East will continue 'as is', but there will be a need for harmonisation and rationalisation in the future. The role of the Strategic Development Task Group in relation to economic development was questioned. It was also noted that a recession task group has been set-up, but it is important to distinguish between short term actions to deal with current economic difficulties and long term aims. A steer is needed from Cabinet on the future of the Task Groups.

5. Major Projects Update

Reports were presented on Basford Strategic Site, Crewe Green Link Road (South) and Crewe Rail Gateway.

It has been announced that Network Rail are not minded to fund the re-location of Crewe Rail Station to Basford. This relocation would have changed the dynamics of development possibilities at the site and may have enabled a significant amount of B1 development for high tech and knowledge-based industries.

This decision will clearly have impacts for the Basford sites and the Crewe Rail Gateway project. Issues will be re-visited once the impacts of the decision have been analysed.

The Major Scheme Business Case for the Crewe Green Link Road (south) is nearly ready to be submitted later this month or early next month. Higher costs have been submitted to the Regional Funding Allocation in response to increased risks with the project but it is still hoped to deliver within budget.

6. Date of Next Meeting

The Task Group is due to meet on Wednesday 11th March 2009, before the Places Advisory Panel meeting. An oral report will be given.

For further information:

<i>Portfolio Holder:</i>	<i>Councillor Jamie Macrae</i>
<i>Officer:</i>	<i>John Knight, Corporate Manager, Planning & Development</i> <i>Macclesfield Borough Council</i>
<i>Tel No:</i>	<i>01625 504603</i>
<i>Email:</i>	<i>j.knight@macclesfield.gov.uk</i>

Cheshire East Community Safety Update

March 2009

Wardens Accreditation Scheme

Cheshire East is looking to introduce the accredited wardens scheme across the area. The accreditation scheme will give additional powers to the community wardens. These powers include issuing fixed penalty notices for (not exhaustive list)

- disorderly behaviour
- graffiti and fly tipping
- dog fouling
- cycling on a footpath

Meetings have been held with Cheshire Police and currently awaiting approval from Assistant Chief Constable Garry Shewan. If approval is given, a stringent vetting process will commence with the existing community wardens before they will be issued with their badges. Training will be in-house to save on time and costs and it is expected that the first cohort of accredited wardens would be available from May/June 2009.

Fees and Charges of Taxi Licenses

Due to the disparity in fees across Cheshire East in the charges for the taxi licenses, a costing exercise has been completed to find out exactly how much it costs the council to issue a taxi licence. The private hire licence currently costs £345 in Crewe, £210 in Macclesfield and £220 in Congleton. The proposal is to incrementally increase Macclesfield and Congleton fees up to £300 over the next 2 years and to keep Crewe at £345 for the first year and then decrease to £300 in the second year.

CCTV

Currently there are 3 CCTV control suites within Cheshire East – Crewe, Westfields and Macclesfield. The suggested vision of the Cheshire East CCTV scheme is to have a co-ordinated approach to detect crime and anti-social behaviour, to promote public reassurance and to reduce the fear of crime. The level of coverage varies across the county from office hours to 24 hours a day, 7 days a week. Presently, there will be no changes in time for 01 April 2009 however it has been approved that a Best Value Review is completed on the CCTV systems within Cheshire

East starting in April 09. This will look at the various ways and costing to provide a co-ordinated streamlined CCTV scheme within Cheshire East.

Local Area Agreement (LAA

A refresh of the current LAA is now complete for Safer/Stronger and the targets for the designated indicators have been set (please see table below). These targets have been submitted to Government Office North West and are currently awaiting approval. Delivery plans for each indicator will be available from April 09.

CHESHIRE EAST LAA 2008 – 2011: Designated Improvement Targets

Priority	New National Indicators	Note	Area	Baseline	LAA Improvement Target			Lead Partner
					2008/09	2009/10	2010/11	
1. Stronger Communities	NI 4 % of people who feel they can influence decisions in the locality	To be set by LAs	East	Weighted PS 27%	23.8%	27%	30%	Local Authority
3. Safer Communities	NI 18 Adult re-offending rates for those under probation supervision	Baseline & Year 2 target to be set	East	8.7%	8.7%	8.2%	7.7%	Cheshire Probation Service
4. Safer Communities	NI 20 Assault with injury crime		East		5.87 (2080)	5.6 (2026)	5.5 (1976)	Cheshire Police
5. Safer Communities	NI 21 Dealing with local concerns about anti-social behaviour and crime by the local councils and police	To be set by LAs and Police	East	Weighted PS 25.3%		27%	33%	Local Authority; Cheshire Police
6. Safer Communities	NI 30 Re-offending rate of prolific and priority offenders	Awaiting information from HO	East	16.6%	19%	21%		Cheshire Police
7. Safer Communities	NI 32 Repeat incidents of domestic violence	Year 2 & 3 target set	East	34%	31%	26%	22%	Cheshire Domestic Abuse Partnership
8. Safer Communities	NI 33 Arson incidents		East	994 (27.7)	653 (18.2)	622 (17.3)	597 (16.6)	Cheshire Fire and Rescue Service
			East Secondary	669 (18.6)	417 (11.6)	408 (11.4)	400 (11.1)	

Priority	New National Indicators	Note	Area	Baseline	LAA Improvement Target			Lead Partner
					2008/09	2009/10	2010/11	
			East Primary	325 (9.6)	236 (6.6)	214 (6.0)	197 (5.5)	
9. Safer Communities	NI 47 People killed or seriously injured in road traffic accidents		East	(June 2007) 280	249	233	229	Cheshire Safer Roads Partnership

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Visitor Economy Task Group

Update for the Places Advisory Panel - 11 March 2009

The Visitor Economy Task Group met on 25 February. The following key issues were considered:-

- The need to develop partnership arrangements to provide a framework to support and develop the Cheshire East Visitor Economy, with relevant destination or thematic brands within a regional and sub-regional context.
- The current role and involvement of SECE in tourism delivery within the Congleton areas
- The retention and development of opportunities afforded by the 'DiscoverCheshire', suite of websites.

Action points that were agreed by the Task Group were as follows:-

- The establishment of a forum to provide a strategic context and framework for partnership working, the coordination of delivery and where relevant, the co-location of resources.
- Support for the effective migration of 'DiscoverCheshire' websites and other Visitor Economy web pages into Cheshire East.
- Consideration required of the results of a recent Visitor Economy Branding Review, especially in relation to the development of destination and thematic brands relevant to Cheshire East.
- Recognition that the Visitor Economy is both affected by the recession and offers potential opportunities to combat its effects. The Task Group endorsed consideration of the part played by the Visitor Economy to the Recession Task Group.
- The contribution to the Visitor Economy of events and festivals needs to be considered as part of any review of support by Cheshire East.

The Task Group work programme for the next period was agreed to include the following topics:-

- Visitor Economy websites
- Branding Review
- Harmonisation of partnership arrangements
- Recession

The next task group meeting is currently scheduled for 30 March 2009.

Brendan Flanagan
Cheshire East Visitor Economy Lead

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CHESHIRE EAST COUNCIL

Places Advisory Panel

Date of meeting: 11th March 2009
Report of: John Nicholson - Places Director
Title: Consultation by 4NW on the Partial Review of the North West Regional Spatial Strategy (RSS)

1.0 Purpose of Report

- 1.1.1 The purpose of this report is for Members to consider the Council's response to an interim consultation on Partial Review by 4NW.

2.0 Decision Required

- 2.1 To make a recommendation to Cabinet:
- That the Council supports the figures for Gypsy and Traveller pitch provision identified for Cheshire East in the Gypsy and Traveller Accommodation Assessment for Cheshire published in May 2007, but does not support any additional figures as insufficient evidence has been provided to justify them;
 - That the Council supports the figures for Travelling Showpeople plot provision identified in the Partial Review consultation;
 - That the Council broadly supports the revised Regional Parking Standards subject to 4NW addressing a number of the issues identified in this report.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 No direct resource implications at this stage although proposals in the partial review of RSS will feed into the production of the Local Development Framework.

5.0 Background

- 5.1 The partial review of the Regional Spatial Strategy (RSS) is limited to three subject areas: Gypsies & Travellers; Travelling Showpeople; and Regional Parking Standards. Broad draft options were consulted upon last summer. A targeted closed consultation took place in November / December 2008 on draft pitch / plot distribution figures for Gypsy and Traveller and Travelling Showpeople. Views are now being sought on the interim draft policies before they are formally submitted for public

consultation in July 2009. However, whilst this is an informal consultation aimed at Officers the matters raised are considered significant enough to require Member input.

Accommodation for Gypsies and Travellers

- 6.1 Draft policy L6 of RSS proposes at least 1250 net additional pitches for Gypsies and Travellers over the period 2007 to 2016. Beyond 2016 provision will be made across the region for an annual 3% compound increase, equivalent to at least 351 additional pitches between 2016 and 2021. The policy also identifies that Local Planning Authorities should take into account the specific needs of different Gypsy and Traveller groups when identifying sites in Local Development Documents. In identifying sites regard should be have to Government guidance and other policies in RSS. Local Planning Authorities are also required to consider the need for rural exception sites (where lack of affordable land is a problem) and alteration of Green Belt boundaries to accommodate pitches.
- 6.2 Table 1 shows the levels of provision proposed in the partial review and includes a broad comparison with needs identified in the sub-regional Gypsy and Traveller Accommodation Assessment (GTAA) published in May 2007.

Table 1 Proposed Scale and Distribution of Gypsy and Traveller Pitch Provision

Cheshire Sub-Regional Partnership					
	Current Authorised Provision in 2007	Minimum additional permanent residential pitches required 2007 to 2016	Proposed Provision of permanent residential pitches at 2016	Minimum additional transit residential pitches required 2007 to 2016	<i>For Comparison purposes sub-regional GTAA assessment requirement 2006 to 2016</i>
Cheshire East	95	80	175	10	37 to 54
Cheshire West and Chester	55	80	135	10	31 to 45
Halton	36	60	96	5	1
Warrington	22	35	57	5	6 to 9
St Helens	70	45	115	5	11 to 15

- 6.3 The supporting text to the draft policy states that the evidence for need for additional pitches was initially based on the regional and sub-regional GTAA's but an allowance added to address issues raised by the Gypsy and Traveller community. These issues included 'hidden' overcrowding on existing sites and concealed households who reside

on other caravan sites and holiday parks. Additionally policy L6 seeks to broaden the choice for Gypsy and Travellers and not base provision solely on the 'need where it arises' basis in the GTAA's.

- 6.4 It can be seen that there is a significant increase from the GTAA (37 to 54 pitches) to the RSS figure (80 pitches). Draft RSS also requires the provision of 10 transit residential pitches to 2016. Concern has been raised over how the figures for additional pitches from those in the GTAA assessments have been arrived at. Whilst the explanation given in the above paragraph is noted it is not considered that sufficient evidence or justification has been provided to enable a full assessment of the figures proposed.

7.0 Accommodation for Travelling Showpeople

- 7.1 Draft policy L7 proposes at least 285 net additional plots for Travelling Showpeople between 2007 and 2016. The table below outlines provision for the Cheshire Sub-Regional Partnership.

Table 2 Scale and Distribution of Travelling Showpeople Plot Provision

Cheshire Sub-Regional Partnership				
	Current Authorised Provision in 2007	Minimum additional plots required 2007 to 2016	Proposed Provision of plots at 2016	<i>For Comparison purposes sub-regional GTAA assessment requirement 2006 to 2016</i>
Cheshire East	6	10	16	4
Cheshire West and Chester	13	10	23	4
Halton	0	0	0	0
Warrington	3	10	13	9
St Helens	0	5	5	0

- 7.2 The policy states that Local Planning Authorities should take into account the specific needs of different groups of Travelling Showpeople. When identifying sites regard should be have to Government guidance and other policies in RSS. The provision of temporary accommodation in connection with festivals etc is also considered an important requirement but does not form part of the formal provision identified in Table 2. While the figures are higher in draft RSS than those in the Cheshire GTAA, this is based on additional published information submitted by the Showmen's Guild on the current base locations, preferred base locations and operating patterns of Travelling Showpeople based in the North West of England. The Gypsy and Traveller Co-ordinator for the Cheshire authorities, Dawn Taylor, advises that this evidence adds to the GTAA work and that the

proposed increase of 10 plots for Travelling Showpeople in Cheshire East is justified.

8.0 Regional Parking Standards

- 8.1 The partial review has produced a revised set of North West Parking Standards that will provide the framework for the identification at a local level of the maximum parking provision within new developments. Local Authorities will be required to divide all areas within their boundary into three 'Area Accessibility Categories' as set out in Table 3 below.

Table 3 Area Accessibility Categories

Area Accessibility Category	Locations
A	City & Town Centres in Metropolitan Areas; Regional town and City Centres
B	Non-metropolitan key service centre town centre; District or local centres in metropolitan areas; District or local centres in regional town and cities.
C	All other areas ranging from those in regional towns and cities to villages and rural areas.

- 8.2 The approach suggested is designed to allow for varying levels of accessibility to be taken into account, with more restrictive standards in those areas that have the highest levels of public transport accessibility and development density. In determining the quantity of parking provided at an individual site, a two staged approach has been developed in the partial review. The first stage is to review the location of the proposed development in relation to the Area Accessibility Categories to determine the maximum amount of parking that would normally be permitted. The second stage uses a questionnaire to assess the accessibility of the site by a range of modes of transport looking at the quality and quantity of choices available in the immediate vicinity of the site. This assessment provides a basis for calculating a reduction in the maximum number of spaces that would normally be permitted as a consequence of the potential for the site to be reached by modes other than the private car. Standards for the provision of parking spaces for bicycles, motorcycles HGV and coaches have also been developed.
- 8.3 The production of revised guidance is to be broadly welcomed. Certain significant issues have been raised by Highway Officers that will be flagged up in the Cheshire East response:
- The need for an integrated on-street parking regime surrounding development sites and robust travel plan measures to ensure that any

displaced motorists do not park on the neighbouring highway network;

- To look again at rural areas as the suggested maximum parking standards may be over restrictive. Problems have been experienced with the development of educational and medical facilities in rural areas where accessibility/public transport provision is poor and little impact can be made through the travel plan process apart from car sharing.

9.0 Summary

- 9.1 The issues highlighted in this report will be used as a basis for comments sent to 4NW. The main concern is over how the requirement figure for pitches for Gypsy & Travellers has been calculated. The numbers of pitches and plots proposed in RSS will have direct implications for the LDF. The core strategy will set out criteria for the location of sites and the site allocation DPD must translate the requirements in RSS into land allocations, and set out how these sites will be delivered.

For further information:

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Background Documents:

Partial Review of the RSS – Interim draft policies – 4NW

Cheshire Sub-Regional Partnership Gypsy and Traveller Accommodation Assessment

The North West's Travelling Showpeople's Current Base Location, Preferred Base Locations and Operating Patterns

Circular 01/2006 Planning for Gypsy and Traveller Caravan Sites

Circular 04/2007 Planning for Travelling Showpeople

Documents are available for inspection at: Westfields. Middlewich Road, Sandbach

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CHESHIRE EAST COUNCIL

PLACES ADVISORY PANEL

Date of meeting: Wednesday 11th March 2009
Report of: Strategic Director Places
Title: Local Transport Planning

LOCAL TRANSPORT PLAN 3 DRAFT GUIDANCE

1.0 Purpose of Report

- 1.1 This paper is to inform Members of the Government's plans for taking forward the new round of Local Transport Plans with effect from 2011. Draft guidance was published for consultation by the Department for Transport (DfT) in December 2008.
- 1.2 The paper highlights the main issues set out in the draft guidance, assesses the implications of this for the Cheshire East Council and sets out a proposed response to the consultation questions. The closing date for comments is Thursday 9th April 2009.

2.0 Decision Required

- 2.1 That the proposals set out in draft LTP3 guidance be noted;
- 2.2 To consider the impact of these issues on Cheshire East Council; and
- 2.3 To comment on and agree a suggested response to the consultation exercise.
- 2.4 To discuss the extent of any engagement with Greater Manchester Integrated Transport Authority for the wider travel to work area within Cheshire East.

3.0 Financial Implications for Transition Costs

- 3.1 None.

4.0 Financial Implications 2009/10 and beyond

- 4.1 LTP3 will have a significant impact on investment in transport priorities from 2011 onwards and in providing sufficient resources to develop the plan.

5.0 Legal Implications

- 5.1 None.

6.0 Risk Assessment

- 6.1 The Local Transport Plan is a vital tool for a Council to access funding, work with its stakeholders to establish and achieve shared goals and strengthen its place shaping role. The quality of the LTP will also influence Cheshire East's Comprehensive Area Assessment outcome.

7.0 Background

THE DRAFT GUIDANCE

- 7.1 The LTP3 consultation exercise seeks the views of stakeholders on the Government's plans for the future development of the Local Transport Plan process. This focuses on detailed proposals relating to the preparation of a new round of plans (LTP3) which will come into effect from April 2011.
- 7.2 The draft guidance reviews the implications for the LTP arising from the Local Transport Act (2008), sets out the strategic policy framework for the new plan period and outlines the key steps in developing and delivering high quality LTPs.
- 7.3 A summary, outlining the key issues raised in the draft guidance is set out at Appendix One.

ISSUES AND IMPLICATIONS FOR CHESHIRE EAST

- 7.4 The draft guidance is largely as expected following dialogue with GONW and briefings from DfT. Noting the consultation questions, it is anticipated that the guidance will be largely unaltered once it is finalised in the summer;
- 7.5 The timing of LGR provides a clean slate to develop new plans. It allows a valuable opportunity for the new authority to prepare a new strategy that reflects its new identity and aspirations. In this context, the new guidance is a valuable tool which will help support Members understanding of the LTP process. This will assist the decision making necessary to prepare the new plan. LGR also means that a number of related strategies must be closely aligned with LTP3, for example, the Local Development Framework, Local Area Agreement and Sustainable Community Strategy. Partnership working with these groups and wider stakeholders will be essential to support this process. Aligned plans will support the achievement of the Council's wider economic, environmental and social goals and objectives.
- 7.6 The guidelines allow the scope to develop joint LTPs with neighbouring authorities where there are strong dependencies. Cheshire East Council as a new authority would benefit from developing its own plan to demonstrate its vision, objectives and priorities. The LTP will still need to address cross boundary issues affecting Cheshire East. Of particular note is the North East of the authority and the Manchester travel to work area. The issues were considered during the consultation response to the Greater Manchester Transport Innovation Fund proposal for congestion charging, which

identified a number of issues and proposals affecting the wider travel to work area. Consideration needs to be given to the extent to which Cheshire East Council wishes to engage with the Greater Manchester Integrated Transport Authority..

- 7.7 The government proposal to produce a separate strategy and implementation plans is welcomed. Early thinking suggests that the longer term strategy could align with the proposed fifteen year timeframe for the new LDF. It is suggested that the implementation plan follows a three year cycle to align with local government spending cycles.
- 7.8 The publication of the guidance gives a clear insight into the range of tasks necessary to produce a good LTP. The need to ensure that performance management and prioritisation are built into the development of LTP3 is highlighted and needs to be addressed. A recent report of Price Waterhouse Coopers report examining the County Council's LTP process made recommendations and knowledge of the exemplar Buckinghamshire County Council TranStat model can both be used to assist service improvement in this important area.
- 7.9 Governance and management of the LTP process also needs to be considered in order to help support a prompt start on taking work forward. This is particularly important for the new authority as work is already underway to develop the new Local Development Framework and there will be a need to closely align these strategies.
- 7.10 The requirements to produce and integrate wider issues (Strategic Environmental Assessment, Equality Impact Assessment, Air Quality Action Plans, and Rights of Way Improvement Plans) into the LTP should not be under-estimated. Experience from LTP2 suggests that this will require the use of significant staff and financial resources and the possibility that consultants will need to be engaged to undertake some of this work. This is especially pertinent given that Cheshire East, through the LGR disaggregation process now has approximately half the resource of the Transport Strategy function – though the resources required to produce a LTP will be broadly similar.

CONSULTATION QUESTIONS

- 7.11 The LTP consultation document sets out a series of four questions relating to the draft guidance. These, and suggested responses, have been set out at Appendix Two.
- 7.12 Contributions to this exercise must be submitted by Thursday 9th April 2009. The DfT will publish its response to the consultation exercise and the finalised LTP3 guidance by the summer.

8.0 Day One, Year One and Term One Issues

- 8.1 There are no Day One issues relating to the LTP
- 8.2 During 2009/10 work should begin to develop an integrated transport strategy to inform the preparation of the new LTP.
- 8.3 By Term One the new LTP will be published setting out a long-term integrated transport strategy for Cheshire East and an accompanying shorter term implementation plan.

9.0 Reasons for Recommendations

- 9.1 The production of LTP3 by April 2011 is a statutory requirement for Cheshire East. This consultation exercise allows Members to review the expectations set out in the draft guidance and help form a response to the DfT as part of this consultation exercise. It also gives members a flavour of the work that will need to be undertaken.

For further information:

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Background Documents:

None

Summary of Local Transport Plan 3 Draft Guidance

1. Implications arising from the Local Transport Act (2008)

- The preparation of a LTP remains a statutory requirement. There are no exemptions for producing a LTP under the Comprehensive Area Assessment process;
- There is no longer any requirement to produce a separate bus strategy. Bus strategy must now be integrated into the core LTP strategy and implementation plan;
- The act makes particular reference to climate change mitigation and adaptation – as such it will be important for local authorities to consider the impacts of their proposals on greenhouse gas emissions;
- LTP3 will need to set out both a strategy and an implementation plan. These could be covered by separate documents. The guidance suggests that the duration of the strategy document could cover a longer ten to twenty year timeframe (linked to community Strategies or Local Development Frameworks) while the implementation plan could focus on a shorter period (three years is suggested to link in with local government financial settlements);
- The new LTP3 must be in place by the time the current LTP2 expires in April 2011.

2. The strategic policy framework for LTP3

2.1 Goals - Local authorities will be expected to consider their contribution to national transport goals as over-arching priorities for LTP3. Five goals have been identified and are the subject of a separate consultation exercise. These are:

- Economic Growth;
- Climate Change;
- Better safety, security and health;
- Greater equality of opportunity; and
- Quality of life.

Once confirmed, these will replace the current shared priority for transport themes. Cheshire East will need to consider the relative importance of these five areas

2.2 Climate Change - Authorities need to develop and implement strategies that take significant steps to mitigate climate change. LTP3 will provide the opportunity to develop more sustainable modes of transport to support this aspiration. In addition, the LTP should identify any areas of the current transport network that could be susceptible to climate change and propose mitigation measures.

2.3 Funding - Ensuring value for money remains a key objective. Plans must be based on realistic estimates of capital and revenue funding likely to be available. Block funding will not be “ring-fenced”. There will be no performance funding.

- 2.4 Alignment with other Strategies** - LTP3 must be prepared in the context of the broader policies of the Regional Strategy. Work will also need to have regard to local strategic objectives identified in Sustainable Community Strategy's and to other agreed local priorities including close alignment with the Local Development Framework.
- 2.5 Local Area Agreements** - LTP3 will inform the selection of improvement priorities in the LAA and vice versa. It is encouraged that additional targets and indicators be set to help secure effective delivery.
- 2.6 Work with the DfT** - DfT will no longer assess LTPs, impose mandatory targets or require the submission of formal monitoring reports separate from the LAA framework. Government Offices will continue to work with authorities and annual progress meetings with GO will be held. A more formal meeting will be held every second year. Outcomes will assist the Audit Commission in preparing their Comprehensive Area Assessments.

3. Key steps in developing and delivering high quality LTPs.

- 3.1 Scope of LTP3** - LTP3 will cover all of an authority's policies and delivery plans relating to transport and links to the wider local agenda. It should consider the transport needs of both people and freight, possible enhancements to transport services and the maintenance, management and best use of transport assets.
- 3.2 Spatial coverage** – The plan will relate to transport to, from and within the local authority area but should consider that patterns of travel use are not necessarily restricted within this boundary. Where cross-boundary is a particular issue neighbouring authorities may wish to consider a joint LTP.
- 3.3 Joined up Thinking** - The guidance emphasises the importance of aligning LTP's with land use planning (LDF process)

4. Developing the Strategy

- 4.1 A fresh approach** - There is a need to provide clear responsibility for the development of the plan. Although authorities will inevitably base the new plan on their previous experiences, the DfT advocate a fresh look at policies and implementation proposals. To develop an effective strategy and decide priorities for implementation, authorities should follow the process recommended by Eddington:
- **Clarifying goals** - The LTP framework needs to build on national goals, regional objectives and local circumstances;
 - **Specifying problems and challenges** - These will be unique to the authority and need to account for current and future issues. The focus remains on making best use of existing services and infrastructure;
 - **Option generation** - LTP3 must be based on the best evidence available. This will require extensive working with partners. It is

suggested that this will draw on a variety of modelling and forecasting tools;

- **Appraisal of transport options** - Options will need to be prioritised to maximise the overall benefits. Authorities should consider appropriate methods of appraising identified options and identify clear post-implementation evaluation processes. Costs and benefits should then be taken into account in determining LTP targets and monitoring arrangements; and
- **Selecting options** - Authorities need consider not only the results of option appraisal but an assessment of affordability, deliverability and risk.

- 4.2 Spatial Geography** - It will be helpful if authorities develop a clear spatial geography for their areas – for example local town centres, an employment zone, retail centres, rural areas, etc.
- 4.3 Strategic Environmental Assessment** - SEA will be an integral part of developing and later delivering LTP3. Further advice is expected to follow.
- 4.4 Equality Impact Assessment** - Authorities have a duty to carry out an EQIA on their LTP. This should be developed using existing internal procedures.
- 4.5 Considering the plans audience** - LTP3 will have a broad range of stakeholders and should be accessible to many groups. It should use clear, plain language and limit the use of jargon. It should also be as concise as possible.
- 4.6 Consultation and partnership working** - Stakeholder and public consultation should be considered at various stages in the development of LTP3. Innovative approaches to engaging with stakeholders should be considered but there is a need to avoid consultation overload – a recommendation is made to link consultation with other documents (such as the Sustainable Community strategy or LDF)
- 4.7 Incorporating mandatory and recommended plans**
 - **Network Management Duty** – LTP3 will need to demonstrate how the authority fulfils the duties of the Traffic Management Act (2004).
 - **Transport Asset Management Plan** – LTP3 will need to incorporate a TAMP. This needs to set out the role for corporate and highway asset managers, and cover service levels, investment, risk assessment and monitoring processes;
 - **Air Quality Action Plan** – Where applicable, AQAP's need to be integrated into LTP3 to provide a systematic way of joining up air quality and transport planning;
 - **Rights of Way Improvement Plan** – Authorities are advised to integrate ROWIPs into LTP3, or, at least, ensure that plans are aligned. Further guidance will be finalised by summer 2009; and
 - **Habitats Regulation Assessment** - There is a need to consider if LTP3 is likely to have a significant effect on a site designated as a special area of conservation, alone or in combination with other plans

and projects. If so, the LTP must be subject of an appropriate assessment.

- **Accessibility Strategy** – Accessibility Planning will continue to be a key element of local transport planning and delivery

5. Delivering the Plan

- 5.1 Performance management** - It will be vital for authorities to consider what arrangements should be in place to oversee delivery, manage risks and monitor outcomes. DfT advise that authorities set up appropriate quality management systems to support this process and help improve effective delivery. This will be examined as part of the Comprehensive Area Assessment process.
- 5.2 Structure of the plan** – local authorities might produce a joint strategy, but each produce individual implementation plans beneath this. Alternatively, an Authority might adopt an area-based approach to structuring the delivery of their LTP to take account of the different challenges faced in, for example, urban and rural areas.
- 5.3 Risk assessment** – Authorities need to identify risks likely to arise, and the likely mitigation and possible remedial measures to be taken should the risks materialise.
- 5.4 Monitoring performance and setting targets** – It is for authorities to determine what performance indicators are most appropriate for monitoring LTP3 and what targets might be set to incentives and secure delivery. A strong LTP will include ambitious target setting, clear trajectories and close monitoring of delivery of LAA and local indicators.
- 5.5 Evaluation** - Tracking and recording the benefits of interventions will be needed to measure the impact of actions. This needs to be planned for in advance so that processes can be put into place to collect the necessary information.
- 5.6 Assessment** – The planning and delivery of transport will be an important area for consideration in the Comprehensive Area Assessment. The effective management and maintenance of transport assets will be a particular consideration in the use of resources assessment. Setting up robust programme and performance management systems is recommended. This assessment will be undertaken through Government Office North West at regular intervals and on a bi-annual basis the Audit Commission's regional CAA lead may request a meeting.

Proposed Response to the LTP3 Consultation Questions

Q1 Is it clear what is required of local authorities in producing an LTP, bearing in mind the changing nature of the relationship between central and local Government as discussed in the guidance?

Proposed response – The draft guidance provides a reasonably precise outline of the requirements needed to produce the new LTP.

Care will be required to ensure that there is an acceptable balance between national goals set by central Government and local aspirations. Local authorities will face a key challenge to manage the expectations of potential stakeholders and partners and to ensure that the emerging strategy and implementation plan is broadly acceptable, realistic, affordable and deliverable.

It is recognised that the role of the Government Office will be critical to support this process as they will provide the interface between central and local Government. Noting the importance of this relationship, it is hoped that adequate resources will be made available to allow them to perform this task effectively. In these circumstances, it would be useful for DfT to clarify what they perceive to be their own role in this process.

It will be useful to establish what weight the Audit Commission will attach to progress towards LTP local indicators compared to LAA indicators when conducting Comprehensive Area Assessments.

The removal of the fixed five year period covering the first two LTPs may well lead to a disjointed approach to LTP production in the future. This may well lead to difficulties for authorities to benchmark performance and make meaningful comparison on overall progress.

There is a worry that the move to a more informal approach to performance management by the DfT could allow some authorities to loose focus on the delivery of LTP goals and objectives. This could be problematic where authorities have worked to produce a joint strategy but are progressing independent implementation plans (which could cover differing time scales).

The retention of the single capital pot also leads to the potential that, unless transport is considered a high priority and is reflected in the top LAA improvement indicators, capital funding intended for delivering transport priorities could be diverted to other corporate priorities.

Q2 Does the guidance strike the right balance between brevity and giving support to authorities in developing plans?

Proposed response – Notwithstanding the brevity of the draft guidance, there is still a considerable task ahead for local authorities to produce LTP3. The expectation placed on local authorities is quite clear. The guidance provides an outline framework to take this process forward. In the past, LTP guidance has been accompanied by an outline template framework to assist

work and ensure some degree of consistency. This is not essential but, without this, it may be difficult to make like for like comparisons of LTP strategy in the future.

It can also be assumed that there will be a real challenge placed on Government Offices to work closely and effectively with authorities. This will help steer the process and support the production of good LTPs through ongoing constructive dialogue and challenge sessions. They will also have a critical role in providing the interface between central and local government to secure the right balance between national goals and local objectives.

Q3 Does the approach to the Policy Handbook work, including having a web-based version that can be updated?

Proposed response – The Policies and Best Practice Handbook provides a very detailed overview of the range of strategies and issues that LTP3 needs to respond to or consider in their development.

Due to the size and wealth of information set out in this handbook, the only realistic way of keeping it up to date is to produce it as a web based resource.

Q4 Is guidance clear and understandable to a non-transport audience?

Proposed response - The guidance appears to be written for an audience that obviously has a working knowledge and understanding of the LTP process as well as wider local government roles and issues. It can be expected that the planned summary guidance will be produced in a user-friendly format that avoids too much technical jargon.

CHESHIRE EAST COUNCIL

Places Advisory Panel

Date of meeting: Wednesday 11th March 2009
Report of: Strategic Director, Places
Title: Accessibility Planning

1.0 Purpose of Report

- 1.1 This paper has been prepared to inform Members of the outcomes of the strategic accessibility assessment for Cheshire East. The paper seeks the views of Members on the recommended priorities and next steps in taking forward the accessibility planning process.
- 1.2 A summary of the main outcomes and conclusions from the strategic assessment are attached as Appendix 1. A full report setting out the detailed strategic accessibility assessment is held centrally in Democratic Services and has been made available in the Members rooms.

2.0 Decision Required

- 2.1 That the outcomes of the strategic accessibility assessment be noted;
- 2.2 To consider the proposal to focus on “access to key services from rural areas” as the main accessibility priority for Cheshire East; and
- 2.3 To agree the next steps required in taking forward the strategic accessibility assessment and responding to the five stage accessibility planning process.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 The accessibility planning process will have an impact on investment in transport priorities up to 2011 and beyond.

5.0 Legal Implications

- 5.1 None

6.0 Risk Assessment

- 6.1 The accessibility agenda is one of the four shared priority themes that underpin the Local Transport Plan (LTP2). A failure to develop and deliver the strategy will lead to poor performance in the Local Area Agreement (LAA) national indicators (NI) relating to accessibility (NI 175 & 176).

7.0 Background and Options

- 7.1 Accessibility is the ease with which people can reach essential services, such as employment, healthcare, education, food shops and other destinations that are important to local residents. If people cannot access the key services they need at reasonable cost, in reasonable time and with reasonable ease, their quality of life suffers.
- 7.2 Local transport authorities are required to consider access to key services by developing and delivering an Accessibility Strategy as part of their second Local Transport Plan (2006-11). The Government's consultation on the next round of Local Transport Plans (LTP3) confirms that accessibility planning continues to be a key element of local transport planning and delivery beyond 2011.
- 7.3 The Department for Transport's (DfT) recently published report "Delivering a Sustainable Transport System" (DaSTS), sets out plans for developing transport strategy beyond 2014. Improving accessibility contributes to a number of the suggested goals, including promoting greater equality of travel opportunity for all citizens, with the desired outcomes of achieving a fairer society.

THE ACCESSIBILITY PLANNING PROCESS

- 7.4 The Department for Transport's "Guidance on Accessibility Planning" recommends a five stage process to be carried out in developing an Accessibility Strategy during the LTP2 period (2006-2011).

Accessibility Planning Process	Outcomes
1 – Strategic Assessment	Identifying & analysing accessibility problems
2 – Local Assessment	Focusing on priority areas, groups & issues
3 – Option Appraisal	Determining value for money solutions
4 – Action Plan Development	Developing measures to tackle barriers
5 – Monitoring & Evaluation	Measuring success / performance monitoring

- 7.5 In 2007, consultants were appointed to provide an independent, unbiased review of the scope and nature of current accessibility activities across Cheshire. Following the review, a dedicated staff resource was made available to lead and co-ordinate the accessibility planning process.
- 7.6 A significant amount of work has been undertaken to review and refresh the strategic accessibility assessment (stage 1) to identify the priorities specific to Cheshire East. It is hoped that this will support the smooth transition of accessibility activities into the ownership of the new council and beyond.

ISSUES AND IMPLICATIONS FOR CHESHIRE EAST

- 7.7 The strategic accessibility assessment has highlighted a range of important issues to be considered as part of the accessibility planning process in Cheshire East. Through the consultation, local knowledge and experience has been added to the process and a wealth of information has been collected on the actual and perceived barriers to accessing key services.
- 7.8 The consultation focused on three proposed priorities (listed below). There was a general consensus and agreement that they are important issues to consider as part of the accessibility planning process.
- Access to key services from rural areas, particularly for older people;
 - Access to health care, particularly in relation to Primary Care Trust (PCT) modernisation plans; and
 - Access to employment, particularly from areas of deprivation.
- 7.9 However, in developing a strategy there is a need to agree a clear focus and prioritise the most important accessibility issue for the area. From the evidence, it is recommended that Cheshire East Council focus on “access to key services from rural areas” as the main priority. The difficulty in accessing a range of key services from rural areas (i.e. further education, hospitals, food shops) was a common theme throughout the strategic assessment.
- 7.10 The consultation has gathered evidence on some complex and difficult issues regarding access to services in rural areas. The inequalities with service access are more acute than in urban areas and the loss of local services can lead towards increased isolation and social exclusion. However, there are opportunities to engage positively with rural communities and develop local solutions to meet local needs, which support the Council’s localism agenda.
- 7.11 The strategic accessibility assessment has provided a valuable overview of the accessibility concerns for Cheshire East. The next stage in taking forward the accessibility planning process is to develop more detailed local area assessments based on the Local Area Partnerships. Cheshire East is very diverse and at a local level the accessibility issues and concerns will vary. In addition, there is a need to consider a range of potential solutions through option appraisal, develop local area action plans and monitor performance against a set of targets agreed with partners.
- 7.12 The evidence from the consultation provides valuable baseline data for scoping priorities for the new Sustainable Community Strategy and Local Area Agreement. The consultation has confirmed the need for public, private, community and voluntary sectors to work in partnership, to share ownership of accessibility problems and identify solutions based on the needs of local communities. The emerging Partnership Framework provides the opportunity to mainstream accessibility planning and work more closely with partners to incorporate accessibility principles into wider strategies, policies and procedures.

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 A Day One issue is to maintain momentum and continuity of resources to lead and co-ordinate future accessibility activities.
- 8.2 During 2009/10 work will continue to develop and deliver the Accessibility Strategy to inform the preparation of the new LTP.
- 8.3 By Term One the new LTP will be published setting out a long-term integrated transport strategy for Cheshire East. Accessibility planning will be a key element of the strategy and associated implementation plan, in line with national goals to promote equality of opportunity.

9.0 Reasons for Recommendation

- 9.1 To agree the priorities for taking forward the accessibility planning process and maintain the co-ordination of the accessibility agenda within Cheshire East.

For further information:

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Background Documents:

The Strategic Accessibility Assessment for Cheshire East is available for inspection online and in the Members Rooms.

APPENDIX ONE

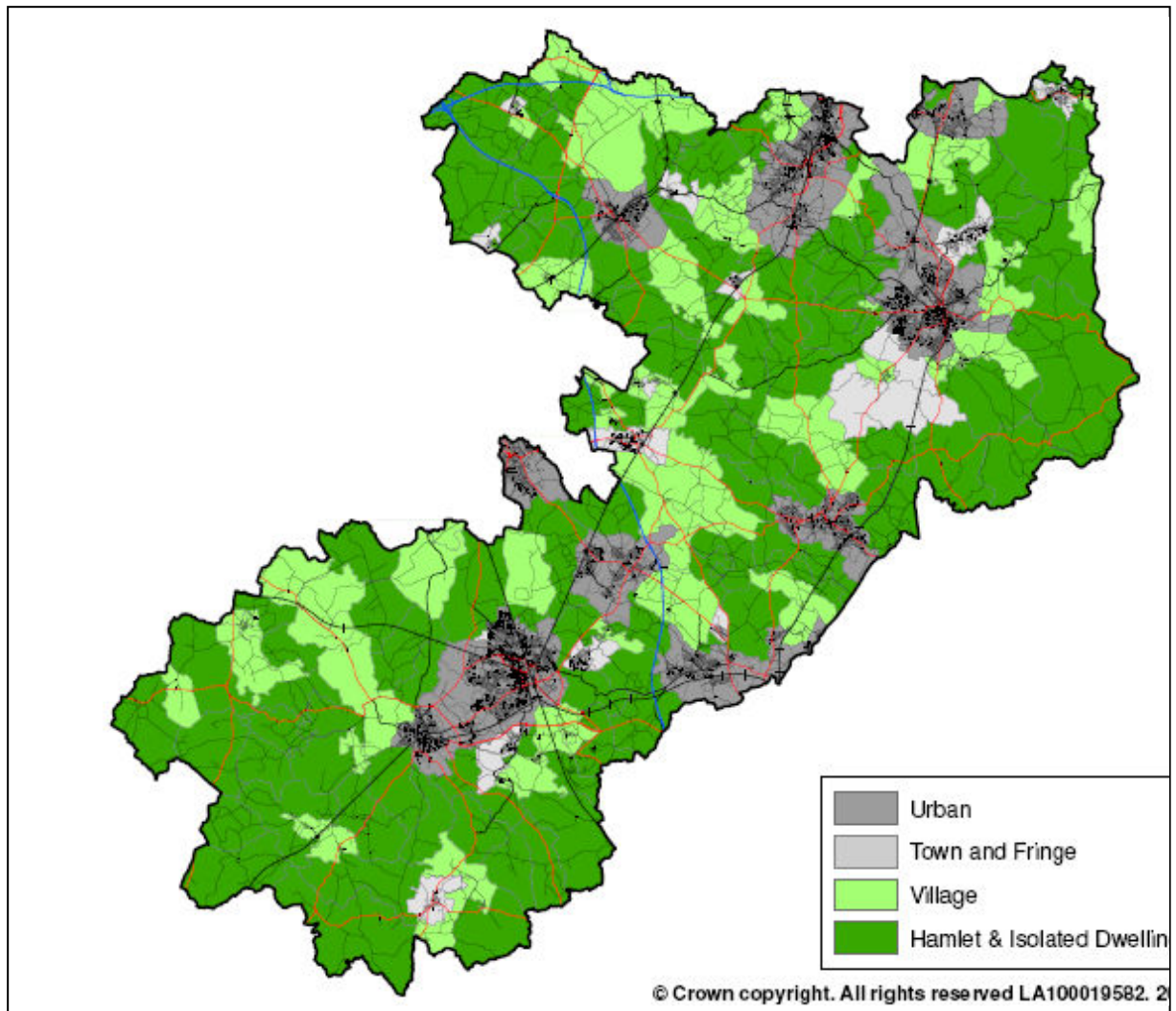
STRATEGIC ACCESSIBILITY ASSESSMENT – SUMMARY REPORT

Introduction

- 1 The main purpose of the strategic assessment is to provide a clearer picture of the accessibility problems across Cheshire East and establish an evidence base to inform the development of the strategy.
- 2 The strategic accessibility assessment included:
 - A series of Accession mapping audits to measure public transport accessibility to employment, healthcare, education and food stores (supermarkets);
 - A review of existing research and local data sources, including the Index of Multiple Deprivation 2007, Cheshire Community Survey 2008, Cheshire Rural Community Survey 2005 (etc); and
 - A twelve week consultation (30th June - 19th September 2008) to seek the views of stakeholders, partner organisations, service users and the wider community on the proposed priorities.
- 3 The consultation focused on three proposed priorities and the following sections of the report summarise the key outcomes relating to each proposed priority issue.

Access to key services from rural areas, particularly for older people

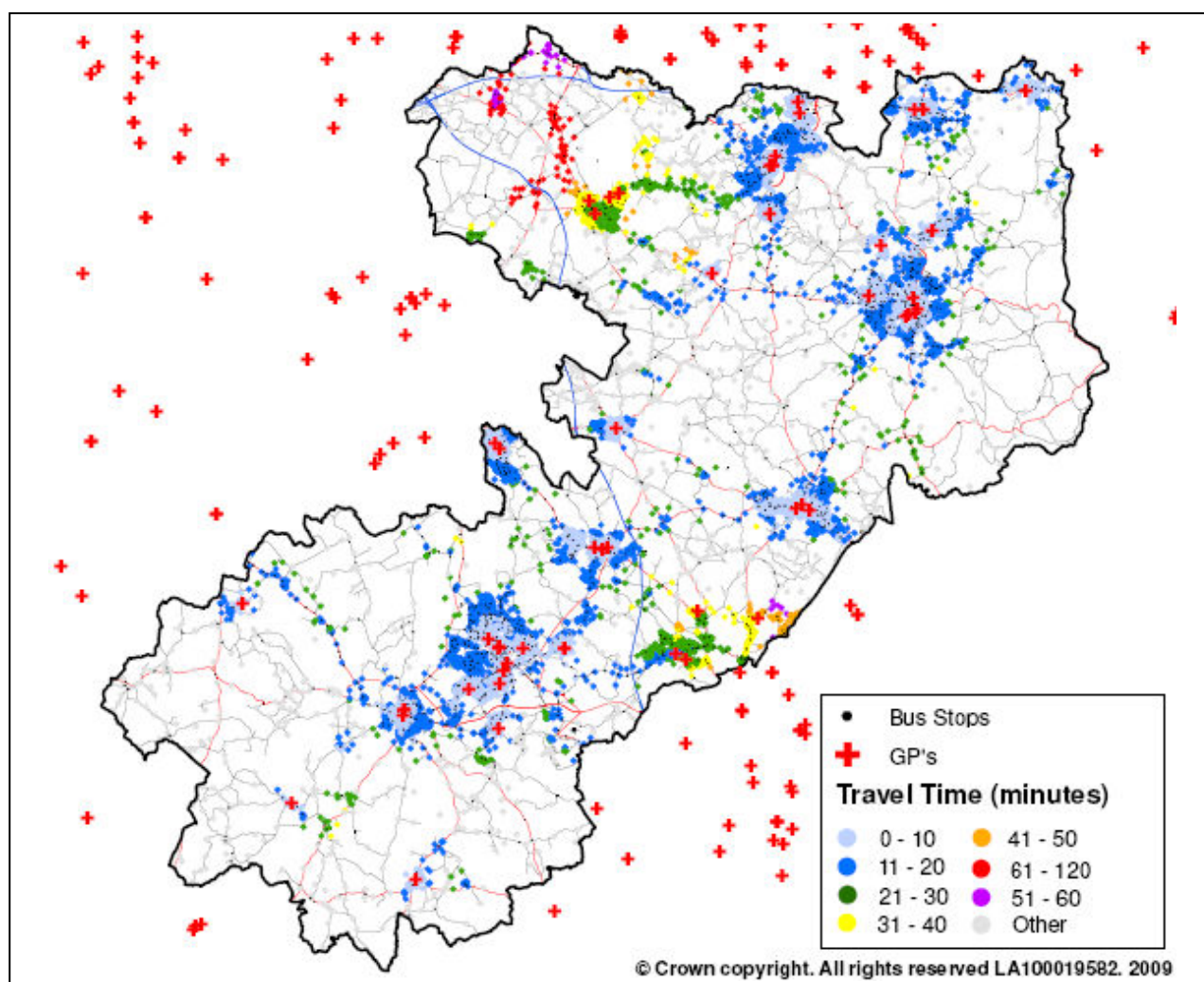
- 4 Connecting people in rural communities with key services such as employment, healthcare and education, is an activity which faces both challenges and opportunities.
- 5 The many challenges include greater distance to travel, less concentrated levels of demand for public transport and the loss of some local services, such as Post Offices and village shops. However, rural accessibility is also presented with various opportunities, including new technologies (i.e. internet) and new business practices (i.e. flexible and mobile working), as well as the opportunity to work in partnership with rural communities to develop local solutions to meet local needs.
- 6 The map below illustrates the areas of Cheshire East which are classified as mainly rural (hamlets & isolated dwellings, village, town & fringe) and urban. 23.5% of the population live in mainly rural areas and 76.5% of the population live in urban areas.
- 7 The consultation has gathered evidence on some complex and difficult issues regarding access to services in rural areas. The inequalities with service access are more acute than in urban areas and the loss of local services can lead towards increased isolation. Social exclusion can be difficult to identify and reach in rural areas, as people are less likely to be concentrated in distinct geographical areas.



- 8 Overall, there was a general consensus and agreement throughout the consultation that “access to key services from rural areas” is a priority issue for action. The survey found that across six of the seven key services, a larger proportion of respondents from rural areas found access difficult in comparison to urban areas.
- 9 The proposed priority included a particular focus on the access requirements of older people in rural areas. This approach received widespread support throughout the consultation. Over the next 20 years, the number of people aged 65 to 84 will increase by just over 50% and the number of people aged 85 and over will nearly double between 2006 and 2026. There is also an ongoing trend of urban to rural migration amongst the ageing population, resulting in a larger proportion of older people living in rural areas.
- 10 The survey found “access to key services from rural areas” was a top priority for older respondents (aged 55+). In addition, Cheshire Community Action, a number of Parish Councils and the Older People’s Network welcomed the focus on the ageing rural population. However, access to employment and activities for young people was also raised as an issue for consideration, as well as the access needs of parents with young children (aged 0-5) in rural areas.

Access to health care, particularly in relation to Primary Care Trust (PCT) modernisation plans

- 11 The Government have set out plans to modernise Primary Care Trusts and restructure the way in which health care services are delivered. The aim is to provide a greater range of health care services at a local level, to support the shift of care closer to patients in the community. It was proposed to focus on the accessibility implications of these proposals, particularly where GP surgeries are being co-located into new purpose built premises.
- 12 There was a general consensus and agreement throughout the consultation that “access to health care” is a priority issue for action. The survey found that hospitals were the most difficult key service to access and the need to assess the accessibility implications of the PCT modernisation plans received widespread support throughout the consultation.
- 13 The Department for Transport’s core accessibility indicators suggest that households in Cheshire East have some of the longest journey times by public transport when accessing GP surgeries. In addition, public transport journey times to a hospital from households in the Congleton area are a particular issue of concern.



- 14 The proposed priority included a particular focus on the PCT modernisation plans. However, the feedback and results from the consultation suggest a need to review the focus of this priority in order to acknowledge the particular difficulty which has been identified regarding access to hospitals. The modernisation plans will result in a greater range of health care services being delivered locally through GP surgeries, rather than hospitals, reducing the need for patients to access hospitals in future. Therefore, access to GP surgeries and hospitals should be considered together, with partners across the health sector.
- 15 It was recognised that a range of services are important to people's physical, mental and social wellbeing. Access to fresh food, physical activity and leisure opportunities also contribute to preventing ill health and it was felt that they should be considered as part of the accessibility planning process.

Access to employment, particularly from areas of deprivation

- 16 From a national and regional perspective, Cheshire East is a relatively prosperous area. However, there are also pockets of serious deprivation and unemployment is higher in these areas. The Index of Multiple Deprivation has identified areas in north and west Crewe, east Congleton, east and south Macclesfield and north of Wilmslow which are within the top 20% most deprived in the country. Given the links between deprivation and worklessness, the proposal was to focus on access to employment, particularly from areas of deprivation.
- 17 There was a general consensus and agreement throughout the consultation that "access to employment" is a priority issue for action. The link between lack of skills and unemployment outcomes is well established, so it is recommended that this priority is extended to include access to training, as well as employment.
- 18 Cheshire East lies at the heart of the second largest concentration of economic and commercial activity in the UK. Although the unemployment rate in Cheshire East is lower than that of the North West and Great Britain, there were 3,409 residents (2.2%) claiming Job Seekers Allowance in December 2008. The current economic downturn and rise in unemployment make access to employment and training a particularly relevant and important issue across the area.
- 19 The proposed priority included a particular focus on areas of deprivation. The Cheshire & Warrington Economic Alliance and Job Centre Plus welcomed the focus on areas of deprivation. Tackling worklessness and improving skills contributes towards reducing the inequalities between the most disadvantaged and successful areas of Cheshire East. Measures to improve access to employment and training support this wider agenda.
- 20 However, some participants felt that young people in rural areas face particular difficulties in accessing employment and training opportunities and their needs should not be overlooked. The survey found that a significantly

larger proportion of respondents from rural areas found access to further education difficult, in comparison to those who live in urban areas (37% and 14% respectively).

- 21 In addressing access to employment and training, there may be a need to adopt a locally determined focus and target population. For example, in the Crewe urban area it may be necessary to focus on areas of deprivation and supporting people to transfer from welfare to work, whereas in the rural areas it may be appropriate to focus on the access needs of young people.

Conclusion

- 22 The strategic accessibility assessment has highlighted a range of important issues to be considered as part of the accessibility planning process in Cheshire East. Through the consultation, local knowledge and experience has been added to the process and a wealth of information has been collected on the actual and perceived barriers to accessing key services.
- 23 The strategic accessibility assessment for Cheshire East provides valuable baseline data for setting out priorities in the new Sustainable Community Strategy and Local Area Agreement. There are two accessibility indicators included in the set of 198 national indicators (NI's). These are NI 175 (access to services and facilities by public transport, walking and cycling) and NI 176 (working age people with access to employment by public transport). The strategic assessment identifies a baseline against which to set updated targets.

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CHESHIRE EAST COUNCIL

Places Advisory Panel

Date of meeting: 11th March 2009
Report of: John Nicholson - Places Director
Title: Consultation on the Draft Statement of Community Involvement (SCI)

1.0 Purpose of Report

- 1.1.1 The purpose of this report is for the Places Advisory Panel to consider the content of the Draft SCI for Cheshire East.

2.0 Decision Required

- 2.1 To make a recommendation to Cabinet:
- That the appended Draft SCI for Cheshire East be published for public consultation purposes;
 - That the consultation does not take place until after the new Planning Regulations are published (expected mid-April) as these will remove the need for the SCI to be considered by the Planning Inspectorate.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 The cost in staff time and resources to take the document through to approval by Council and to keep it under annual review in the future as part of the Council's on-going monitoring of its planning policy function.

5.0 Legal Implications

- 5.1 The preparation of an SCI is a statutory requirement set out in the Planning and Compulsory Purchase Act 2004.

6.0 Background Information

- 6.1 The need to prepare a Statement of Community Involvement was introduced as part of the Government's reforms to the planning system in 2004. The intention is to ensure that the community has a greater input into the preparation of planning policy documents and the determination of planning applications.

- 6.2 The Statement of Community Involvement is a public statement of the local planning authority's procedures and intentions regarding community involvement in the production of local development documents, and Development Management decisions, giving information on when and how consultation will take place. It is intended to set out how Cheshire East Council will involve all sectors of the community: businesses, local residents, landowners, statutory agencies, and voluntary or community groups in the planning process.
- 6.3 The draft SCI proposes that the community will be engaged at an early stage in the preparation of statutory planning policy documents and will continue to be consulted throughout the preparation process. Consultation methods will be tailored to ensure appropriate community engagement at various stages of plan preparation. This is essential to achieve local ownership and legitimacy for the policies that will shape the future distribution of land uses and development in Cheshire East.
- 6.4 The Government is expected to publish amended Planning Regulations in mid April 2009 which will bring into effect the contents of the 2008 Planning Act. This will include the removal of the need to submit an SCI to the Planning Inspectorate for independent examination prior to approval. Government Office North West have recommended that the Council delays its public consultation exercise on the SCI until after the Regulations have been amended to ensure that the SCI is able to be progressed under the new Regulations.

For further information:

Portfolio Holder: Councillor David Brown

Officer: Stuart Penny, Spatial Planning Manager, Cheshire County Council

Tel No: 01244 973347

Email: Stuart.Penny@cheshire.gov.uk

Background Documents: None

Documents are available for inspection at: Westfields. Middlewich Road, Sandbach

Cheshire East

Draft Statement of Community Involvement

March 2009

DRAFT

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1. Introduction

This Statement of Community Involvement (SCI) is part of the Local Development Framework (LDF) for Cheshire East Council. It is intended to set out how the Council will involve all sectors of the community: businesses, local residents, landowners, statutory agencies or community groups in the planning process – both in the preparation and revision of Local Development Documents (LDDs), and in the decision making process for planning applications.

Communities will be engaged at an early stage in the preparation of LDDs, and will continue to be consulted throughout the process. This is essential to achieve local ownership and legitimacy for the policies that will shape the future distribution of land uses and development in Cheshire East. The Council will continue to involve communities throughout the process of preparing LDDs, and will tailor consultation techniques to engage the appropriate parts of the community at the various stages of plan preparation. Consultation may be undertaken to provide information, to raise awareness of a particular issue, to obtain feedback or opinion on particular issues, and to ensure that the concerns of the public are consistently understood and considered. Consultation will also allow the Council to work in partnership with stakeholders on each aspect of any decision, including the development of alternative options and the identification of a preferred solution.

It must be recognised, however, that local planning authorities have to make difficult decisions and that achieving a consensus may not always be possible. The outcomes from public consultation have to be considered in the context of a wide evidence base of planning related information and existing strategic policy at the national, regional and local level.

2. Local Development Framework

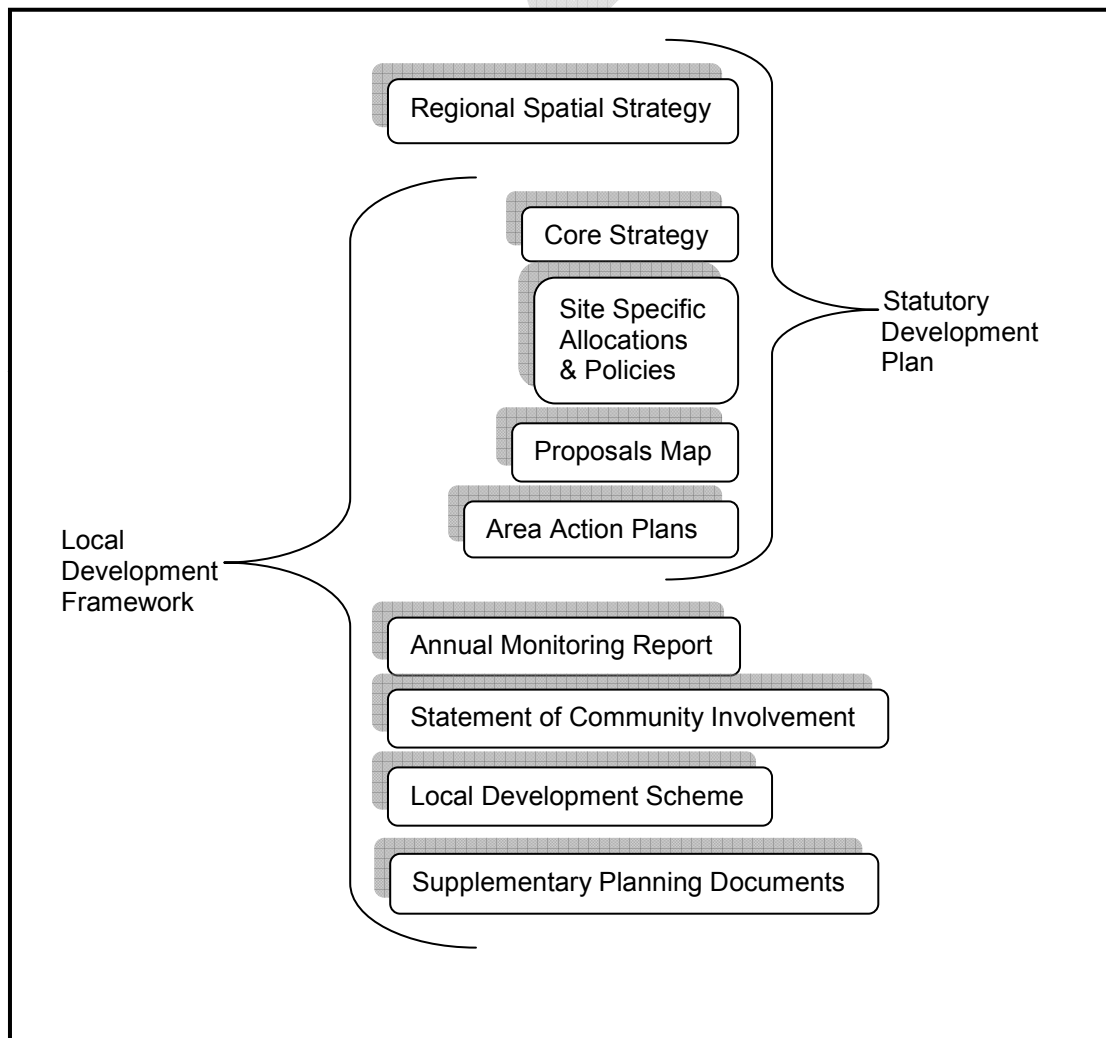
The Cheshire East LDF will comprise a portfolio of LDDs including Development Plan Documents (DPDs), which have been subject to independent testing and form part of the Statutory Development Plan, and any Supplementary Planning Documents (SPDs), which are not subject to independent testing.

2.1 Development Plan Documents

DPDs, together with the Regional Spatial Strategy (RSS), will form the statutory development plan for the Borough, as set out in Figure 1. This will provide the main basis upon which decisions on planning applications will be made. Until the DPDs are produced the policies contained in the Local Plans for Congleton, Crewe & Nantwich, and Macclesfield will continue to be applied, as will those policies in the Cheshire Structure Plan, and the Minerals and Waste Local Plans not replaced by the RSS.

DPDs must be in conformity with the RSS, and with national guidance as set out in the Department for Community and Local Government (DCLG) published Planning Policy Statements (PPS), and Planning Policy Guidance (PPG). They will be subject to independent assessment at an Examination by an Inspector, whose report will be binding.

Figure 1 – Statutory Development Plan Documents



DPDs include the following documents:

Core Strategy – The Core Strategy sets out the overall vision for how Cheshire East and its places will develop over the next 15 to 20 year period. It identifies the key issues to be addressed and sets out how much development is intended to happen, where, when, and by what means it will be delivered. It can also identify the location of key strategic development sites.

Site Specific Allocations – The Site Specific Allocations Document identifies the sites allocated for development to meet the requirements of the Core Strategy.

General Policies – The General Policies Document identifies a suite of policies which set out the criteria against which planning applications for the development and use of land and buildings will be considered in accordance with the vision and spatial strategy set out in the core strategy.

Area Action Plans – Area Action Plans are masterplan documents that relate to areas where there might be an opportunity for significant regeneration or change, or where conservation is needed.

Proposals Map – The Proposals map should show on an Ordnance Survey base map the main proposals, designations and locations/areas for which specific policies and/or Area Action Plans will apply.

2.1.1 Other Supporting LDF Documents

Local Development Scheme - A Local Planning Authority (LPA) is required to submit a Local Development Scheme (LDS) to the Secretary of State. The LDS will be a statutory project management plan for the preparation of the LDF covering at least three years. It will serve two purposes:

- To provide the starting point for the local community to find out what planning policies exist for the area in which they live.
- To set out the programme for the preparation of LDDs over a three year period, including timetables detailing when the various stages in the preparation of any DPD will be carried out.

Annual Monitoring Report - The Annual Monitoring Report (AMR) sets out progress in terms of producing LDDs and implementing policies. Monitoring performance of the LDF is a key requirement of government guidance on Development Plans. Continual monitoring of targets and indicators is essential to maintain progress, and to ensure that development documents are delivering what they set out to achieve.

Supplementary Planning Documents - SPDs may cover a range of issues, both thematic and site specific, which may expand policy or provide further detail on policies in a DPD. They may take the form of design guides, area development briefs, master plans or issue-based documents which supplement policies in a DPD. SPDs will not be subject to independent examination and will not form part of the

statutory Development Plan but should be included in the LDF. They will be 'material considerations' in Development Management decisions.

2.1.2 Regional Spatial Strategy

The North West of England Plan - Regional Spatial Strategy to 2021 (RSS) was prepared by 4NW and published by the Government Office for the North West (GONW) on 30 September 2008. The Plan provides strategic planning policy for the region and forms part of the development plan for Cheshire East. It largely replaces the *Cheshire 2016: Structure Plan Alteration*, with the exception of eleven policies which will be replaced by a future review of RSS. These policies are identified in Chapter 15 of the RSS. Therefore, all the DPD's produced by Cheshire East Council must conform with the policies contained in RSS.

2.2 Waste & Minerals

Cheshire East Council will be the Local Planning Authority responsible for preparing policy documents, and determining applications relating to waste, and mineral working and exploration.

Cheshire East Council and Cheshire West & Chester Council have agreed in principle to joint working on minerals and waste policy planning, subject to satisfactory working arrangements being agreed by both Cheshire East and Cheshire West & Chester.

Waste & Mineral DPD's will be subject to the same consultation process as other LDF DPD's. Waste & Mineral applications are subject to the same consultation process as most Development Management applications, although with some variations in the scale of the press and publicity to be used.

2.3 Links with Other Strategies and Documents

Spatial Planning is about place shaping. This involves coordinating with strategies and plans of organisations in the public, private, and community sectors.

The Local Planning Authority will take into account relevant strategies produced by the Council and external bodies when preparing Local Development Documents. It will consult with such bodies as necessary, or at officers' discretion. This will include those bodies responsible for producing strategies relating to the economy, housing, local transport, environmental protection, education etc (see Appendix 1 for a more detailed list of consultees).

The LDF is the key mechanism for delivering the land-use elements of the Sustainable Community Strategy. The Local Strategic Partnership, which is formed from a number of public, private and voluntary organisations operating locally, is responsible for assisting the Council in producing, monitoring, updating and implementing the Sustainable Community Strategy. Cheshire East will seek to

engage in joint consultation on the new Sustainable Community Strategy, and the Core Strategy, where practicable.

2.4 Status of Existing Planning Documents

In addition to the eleven saved Structure Plan policies mentioned in paragraph 2.1.2 above, the Council will take account of the saved policies contained within the three adopted Local Plans when determining planning applications in the period before the LDF has been adopted for Cheshire East i.e. the *Congleton Borough Local Plan First Review*, *The Borough of Crewe & Nantwich Replacement Local Plan 2011*, and *The Macclesfield Borough Local Plan*. Details of these policies can be found on the Spatial Planning pages of the Council's website.

As the documents comprising the new LDF emerge, they will replace the existing planning documents as the basis for planning decisions.

3. Community Involvement with the LDF

The planning system places heavy emphasis on the importance of community involvement in the plan making process. Planning Policy Statement 12– Local Spatial Planning sets out the requirements of a Statement of Community Involvement (SCI), stating that an SCI should:

- *Explain clearly the process and methods for community involvement for different types of local development documents and for the different stages of plan preparation. This needs to include details of how the diverse sections of the community are engaged, in particular those groups which have been underrepresented in previous consultation exercises.*
- *Identify which umbrella organisations and community groups need be involved at different stages of the planning process, with special consideration given to those groups not normally involved.*
- *Explain the process and appropriate methods for effective community involvement in the determination of planning applications and where appropriate refer to Planning Performance Agreements.*
- *Include details of the LPAs approach to pre-application discussions.*
- *Include the LPAs approach to community involvement in planning obligations (S106 agreements).*
- *Include information on how the SCI will be monitored, evaluated and scrutinised at the local level.*
- *Include details of where community groups can get more information on the planning process, for example, from Planning Aid and other voluntary organisations.*
- *Identify how landowner and developer interests will be engaged.*

This section outlines the range of consultees, and the different methods in which the Council will engage with the community. The same broad consultation measures will be used in the preparation of each DPD, however, where a particular need arises for a more focused form of consultation (e.g. Focus Groups or similar workshop sessions) officers will seek to carry out such exercises in conjunction with local interest groups and stakeholders.

The benefits of involving a wider range of people and organisations throughout the planning process include:

- Greater understanding and focus on the priorities identified by the local community;
- Greater public ownership and sense of democracy in action;
- Enhanced community cohesion and sense of inclusion;
- Increased understanding of how the planning system works;

- Increased support for local planning policies;
- Strengthening the evidence base for plans, strategies and planning decisions;
- Promoting regeneration and investment;
- Obtaining value for money.

3.1 Consultees

It is important to consult a broad range of groups at the beginning of the preparation process of each DPD and SPD, and at various stages thereafter. Whilst the extent of consultation undertaken in respect of the different documents outlined above will vary, the broad groups, organisations, and sections of the community which the Council will consult are listed below. A more comprehensive list of the statutory consultees is reproduced in Appendix 1.

- General Public (including all sectors of the community based on equality principles)
- Town & Parish Councils (including Parish meetings)
- Area Forums
- LSP panels
- Business Interests and Major Landowners
- Developers and Agents
- Government Departments
- Statutory Bodies
- Interest & Voluntary Groups
- Educational Organisations
- Transport Providers
- Amenity Groups (including countryside and conservation groups)
- Other Groups

If you, or your organisation, wish to be consulted on the production of any, or all, LDF documents, please contact the Cheshire East Council Offices at **xxxxxx** to be added to the list of consultees.

Citizens' Panel and Local Strategic Partnerships - A Citizens' Panel is a representative sample of residents who have agreed to regularly take part in consultation. The Development Plan Team will be able to consult this group during the preparation of the Local Development Documents. Small Focus Groups can also be formed from the Citizens' Panel in order to discuss topics in more detail.

Local Strategic Partnerships (LSP) are comprised at a local level of the different parts of the public sector, as well as the private, business, community and voluntary sectors. It operates at a level which enables strategic decisions to be taken, but is also close enough to individual neighbourhoods to allow actions to be determined at the community level. The appropriate governance board of the LSP will be consulted.

Town & Parish Councils and Area Forums - The Council will consult members of Town & Parish Councils and Area Forums on a regular basis during the production of Development Plan Documents. Representatives from Town & Parish Councils and Area Forums will also be invited collectively to meetings at key stages in the preparation of Development Plan Documents. The Council is happy to attend meetings with other local interest groups and community groups if requested.

Local Voluntary and Interest Groups – The Council will consult with various local groups where it is considered appropriate. These will include voluntary bodies active within the authority area, and groups representing the interests of different ethnic, national, or religious groups, disabled people, and people carrying on business in the authority area. The exact organisations to be consulted will vary across time, location, and will be dependent on the nature of the document to be produced.

Hard to Reach Groups - Hard to reach groups consist of people often excluded from the decision making process. The term can potentially cover a broad range of groups and individuals, including: younger people, older people, black and ethnic minorities, gypsy & traveller groups, people with disabilities, and time limited individuals. To ensure that the Council's planning process is as inclusive as possible a wide range of consultation methods are proposed, including the potential for targeted focus group consultations, and the inclusion of representative bodies in the list of consultees, see Appendix 1.

Success in engaging these groups will be monitored.

3.2 Methods of Consultation

Effective community involvement will require the use of appropriate methods of consultation at various stages of the production of a DPD. Not all of the methods listed below will be appropriate for each stage of production, nor will all necessarily be used. Similarly, alternative methods of consultation may be used where the need or opportunity occur. All documents will be written in plain English, and will be available in different languages and formats, where possible, upon request.

All consultation documents will be available for comment for a minimum of 6 weeks. Electronic methods of consultation and sources of information will be utilised, where possible or preferable. Similarly, every effort will be made to engage with the wider community; particularly those groups deemed Hard to Reach.

To ensure that everyone has the opportunity to participate, consultation events will be held in locations accessible to individuals with disabilities. Furthermore, consultation events will be organised for different times of the day, with events in an area in the evening.

A planning officer will be available to deal with enquiries about the documents over the telephone or within the Council Offices at **xxxxxx**, during normal office hours.

Council Website - The Council's website (www.cheshireeast.gov.uk) is used to display all the latest Council publications and consultation documents. All consultation documents will have an e-mail link to the Spatial Planning Team so that comments can be e-mailed directly to officers.

Deposit Locations - During the consultation period the documents will be available for inspection in appropriate consultation venues. These may include the main Council Offices at Crewe, Macclesfield, and Sandbach, as well as libraries, and other information centres. The deposit locations will be made clear at the time of consultation.

Invited Representations - Contact will be made with local interest groups, including groups covering business, environmental, cultural and social issues in the public, private and voluntary sectors, and with the national, regional and local statutory consultees. This contact will be either in the form of written letter, or email, and will inform the consultees of the existence of the proposed document, and invite any responses.

Letters or emails will also be sent to those members of the public, landowners, developers, or agents who have provided their contact details and have requested to be kept informed in relation to specific planning documents.

In an effort to reduce resource use, email consultation, with electronic links to the appropriate document on the council webpage, will be used for preference.

Publication of Press Notices/Releases - The Council will issue regular press releases to inform the community of key stages in the LDF process. The Council will also issue formal notices regarding the availability of LDDs and public consultation periods, in accordance with our statutory duty.

Meetings - The opportunity for regular meetings with relevant stakeholders, including community groups, Citizens Panels, Local Strategic partnerships, landowners, developers, and town and parish councils is seen by the Council as an appropriate way to gather information at early stages of document preparation, and also to refine documents and update community members at later stages in the process.

Leaflets & Brochures - These can both be used to introduce the planning system, and to offer a brief summary of the reasons for consultation. These forms of promotional publication are likely to be of greater use at earlier stages of the consultation process.

Newsletters - These can be used to inform the wider public about the planning system, and to ensure everyone is updated on progress. An ideal opportunity would be the use of a regular Council published newspaper; however it is uncertain at this time whether one is to be produced.

Local Radio - Use of local radio can help to highlight the issues involved, and to inform the public about consultation opportunities. There is scope for these media to reach a wider and different audience to other consultation methods, helping to engage with hard to reach groups.

Presentations - These will be offered to all Town & Parish Councils and other appropriate organisations at key stages of the LDF process. This will enable planning officers to inform the group of progress and proposals, to enable discussion of issues, and to encourage feedback from the group.

Focus Groups/Work Shops - When there is a recognised need or desire to discuss a particular issue in more detail, the Council will set up a Focus Group. These generally consist of between 8 and 12 people who have an interest in a particular issue, with a facilitator being used to aid the discussion.

Exhibitions & Displays - Exhibitions will be held in the towns and larger villages, as appropriate to the document concerned. A prominent local venue, such as a library or parish hall will be used.

Questionnaires - These provide an opportunity to reach a targeted audience and help with ongoing feedback. They should be simple, clear, relevant and succinct. Questionnaires may be used for local development documents, particularly at key consultation stages.

Their effectiveness, take up and means of replying will be monitored.

Theme-based Forum - These offer an opportunity for regular meetings of a formal, professional group based around a particular theme, e.g. the Housing Market Partnership. These offer the possibility to garner continuous consultation and feedback with formal bodies.

3.3 Production of LDF Documents

The Council has produced and published a Local Development Scheme (LDS) which sets out a programme for the production of the LDF. A copy of the LDS can be viewed on the Council's website (www.cheshireeast.gov.uk).

Once registered all representations received during formal consultation stages will be duly considered by the officers of the Council and subsequently reported to the appropriate Committee of the Council. The results of the formal consultation stages and the decisions made by the Council will inform the next stage of the development plan preparation process. Where representations are made on plans submitted for examination, all duly made representations will be considered by the Inspector conducting the examination.

Anyone who submits comments at any stage during the preparation of the LDF will be added to an electronic database.

The process for the production of an LDF document follows the four stages detailed below:

Stage 1: Preparation - To enable the production of robust and effective DPD's, it is necessary for a strong and wide ranging evidence base to be developed. At this initial stage of production, consultation consists of evidence-gathering from local interest groups, or other members of the community including landowners and developers.

The Council will notify each of the specific bodies, and any general consultation bodies, or residents and business who are considered appropriate or interested, of the subject of the proposed DPD. These bodies will be consulted, and their representations collated to inform the early identification of the challenges, needs, requirements, options, and alternatives for the content of the document.

It is considered that the production of different DPD's may require different levels of consultation. The Core Strategy, as the overarching DPD, is likely to require considerably wider consultation than an SPD which is produced to concentrate on a specific theme. As such, the scale of consultation will be proportionate to the intended document, and to its intended theme.

The Preparation stage is not an isolated stage of consultation to be completed within a specific set time-frame, but rather an ongoing process. It is intended that the majority of consultation and the resolution of any conflicts should take place at this stage, rather than at the Publication and Submission stage.

Stage 2: Publication and Submission - After the evidence-gathering is complete, and a Draft DPD produced, the Council will notify those specific consultation bodies identified with an interest in the proposed DPD, and those consultation bodies that the Council considers appropriate. The Council will invite representations on the soundness of the document from these bodies notified, and residents, or people carrying on business in the area. When inviting these representations, the Council will utilise the consultation methods outlined above, where appropriate.

Before the Council submits a DPD to the Secretary of State for approval, it will publish the following submission documents:

- The Draft DPD
- Changes to the Proposal map (if applicable)
- Sustainability Appraisal Report
- Statement detailing the consultation on the Draft DPD (including who was invited to involved, consultation methods used, a summary of the main issues raised and how these were addressed)
- Any supporting documents relevant to the Draft DPD

These submission documents, informed by the feedback and representations given in the previous consultation exercises, will open for representations for a period of 6 weeks, before the document is formally submitted to the Secretary of State. It is intended that representations at this stage should pertain to the soundness of the Draft DPD. It is intended that any conflicts or issues regarding the proposed DPD

should have been adequately resolved during the consultation phase of the Preparation stage.

After the Council has submitted the Draft DPD and associated submission documents to the Secretary of State, it will make a copy of all these available during normal office hours, in appropriate consultation venues. These may include the main Council Offices at Crewe, Macclesfield, and Sandbach, as well as libraries, and other information centers. The deposit locations will be made clear at the time of consultation. The Council will make available on the council website a copy of the submission documents, a statement of the representations procedure, and will advertise and detail the locations of the printed copies of the submission documents available for public access. Each of the specific consultation bodies (see Appendix 1) the Council considers may have an interest in the subject of the proposed DPD will receive a copy of the submission documents and a statement of the representations procedure. Other general consultation bodies will also receive a statement of the representations procedure, with details of where the proposed submission documents are available for inspection. These details will also be set out in a local newspaper on at least one occasion.

On submission of a proposed DPD to the Secretary of State for approval, the Council will make all the submission documents, as detailed above, available in appropriate consultation venues. These may include the main Council Offices at Crewe, Macclesfield, and Sandbach, as well as libraries, and other information centres. The deposit locations will be made clear at the time of consultation. In addition, all people, stakeholders, bodies, and consultation bodies that requested or require notification of the submission of the proposed plan will be notified, with details made available of where the final submission documents can be viewed.

An SPD does not require submission to the Secretary of State for approval. SPD's are intended to be expansions of existing policy in DPD's, rather than policy creating documents. It is considered that the policy an SPD is based upon has already been passed by the Secretary of State.

Stage 3: Examination - The Council will publish the time and place of the independent examination, along with the name of the Inspector, on their website at least six weeks before the examination opens. They will also advertise the matter locally. Anyone who has made representations (and not withdrawn them) will also be notified of the details.

The Council will publish the Inspector's recommendations and their reasons as soon as practicable. The recommendations and reasons will be published on the Council's website, made available for viewing at the locations where previous documents have been placed, and notice of them given to anyone who requested such notice.

Stage 4: Adoption - The Council will make the adopted DPD, along with the adoption statement and sustainability appraisal, available as soon as reasonably practicable after the Council has adopted the plan. These should be advertised for inspection at the locations where previous documents were placed and the adoption statement will be published on the website. An advert will also be published that contains the adoption statement and the availability of the plan for inspection. The

adoption statement will also be sent to anyone who requested to be notified of the adoption of the DPD.

Figure 2 – Consultation at the Different Stages of DPD/SPD Production

	Cheshire East Borough Council			
	DPD		SPD	
	DPD Preparation (Regulation 25 Consultation)	DPD Publication	SPD Preparation (Regulation 25 Consultation)	SPD Publication
Publication on Council Website	✓	✓	✓	✓
Copies of Document Available at Council Offices & Libraries	✓	✓	✓	✓
Invited Representations	✓	✓	✓	✓
Publication of Press Notices/Releases	✓	✓	✓	✓
Meetings	*	*	*	*
Leaflets & Brochures	*	*	*	*
Newsletters	*	*	*	*
Local Radio	*	*	*	*
Exhibitions & Displays	*	*	*	*
Presentations	*	*	*	*
Questionnaires	*	*	*	*
Focus Groups/Work Shops	*	*	*	*
Theme-based Forum	*	*	*	*

✓ = Consultation method to be used at this stage

* = Consultation method able to be used at this stage, if considered necessary

3.4 Further Information on the Planning Process

Further information on the planning process can be obtained by contacting the Council Offices directly at xxxxxxxx. Alternatively, the following organisations offer advice and information on all aspects of the planning system and process.

Planning Portal - This is the Government sponsored website setting out the current process and systems of town and country planning. The site can be used to learn

about the planning system, the LDF process, and the latest government policy. The site also details how to apply for planning permission, how to find out about development near to where you live or work, and how to appeal against a planning decision (www.planningportal.gov.uk).

Department for Communities and Local Government - The Planning Directorate of the DCLG is the government department that legislates, regulates, and prepares guidance on planning in England and Wales. The PPS and PPG documents can be found here, as well as many of the proposed planning bills and government studies (<http://www.communities.gov.uk/planningandbuilding/>).

Government Office for the North West - Government Office for the North West represents the DCLG in the region, and is responsible for the creation and publishing of the RSS (www.gonw.gov.uk).

Planning Aid - Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Planning aid is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters. Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source (www.planningaid.rtpi.org.uk).

Helpline Tel: 0870 850 9804
Available between 9.00am and 5.00pm
Monday, Wednesday and Thursday

Email: nwcw@planningaid.rtpi.org.uk

Write to: North West Planning Aid
2nd Floor Friars Court
Sibson Road
Sale
M33 7SF

4. Planning Applications

The Council is committed to engaging both individuals and the wider community in the decision making process. The scale and scope of the consultation process will depend on the nature of the application. A list of statutory consultees the Council must consult is contained in Appendix 2.

No system for publicising planning applications can be totally effective, however extensive. A balance needs to be struck between providing a reasonable opportunity for people to comment on applications, and the cost and speed of decision-making.

The Council's procedure for consultation on Development Management is contained in the Neighbour Notification and Publicity for Planning Applications Protocol. This is available on the council website, and will contain the most up-to-date information. Information in the Neighbour Notification and Publicity for Planning Applications Protocol will take precedence over information contained in this document.

4.1 Pre-application Advice

The Council strongly encourages applicants to undertake pre-application discussions prior to the submission of planning applications, and/or related applications (e.g. Conservation Area Consent applications, Listed Building Consent applications and Tree Works applications).

Pre-application discussions are critically important and benefit developers, the Council and the wider community in ensuring a better understanding of the existing, and potential, objectives and constraints to a development. In the course of such discussions proposals can be adapted to ensure they better reflect community aspirations. The benefits of such an approach include:

- better quality, more straightforward, applications which can be quickly processed
- a means of resolving problems at an early stage
- an inclusive and transparent approach to determining applications
- better design, and greater opportunity to meet the needs and aspirations of local communities
- greater efficiency in both time and resources for both developers and the Borough Council

For significant, or major, applications, developers will be encouraged to carry out pre-application consultation with interested local parties and community bodies. This should allow any issues to be addressed early in the planning process, and hopefully prior to the submission of a planning application, to reduce the potential for delay in the decision making process, and improve the quality of applications. The content and method of any pre-application consultation exercise should be agreed with

Council planning officers in advance, and a summary of both the methods used and results should accompany the submitted planning application.

For the purposes of this SCI, significant or major applications are considered to be those, which in the opinion of the Local Planning Authority are likely to have either a significant impact on the local area or create significant public interest or controversy. These will include:

- Departures from the development plan;
- Residential proposals for 10 or more dwellings. or, if no number is given, on sites with areas more than 0.5 hectares;
- All other uses where the floorspace will be 1000 square metres or more (or the site area is 1 hectare or over)
- Major waste disposal facilities (landfill sites, composting facilities, thermal treatment or similar facilities)
- The winning and working of minerals or the use of land for mineral working deposits In the event of an application being decided at committee stage, the report to members will detail the scale and content of any pre-application discussion that took place.

4.2 Methods of Consultation for Planning Applications

Website – Copies of a submitted application, and all responses and representations made, will be accessible from the Council website.

Council Offices and Libraries – Copies of a submitted application will be made available for public viewing at the Council Offices, and at the nearest public library.

Invited Representations – A copy of all planning applications will be forwarded to the relevant Town and Parish Councils for comment. The Council has a statutory duty to consult certain groups and bodies on the receipt of an application. The specific consultees for an application will vary from case to case, but a full list of statutory consultees is reproduced at Appendix 2 In addition, the Council is committed to consulting a range of local, community, and interest groups where applicable. A full list of these non-statutory consultees is reproduced at Appendix 2.

Public meetings – These are often formal, open invitation meetings, and are likely to be used only for larger, or more contentious, applications.

Local Liaison Groups – A liaison group is often set up following the grant of planning permission. These groups generally contain representatives of the County, District & Parish Councils, operators, other relevant bodies such as the Environment Agency, applicants and resident's group. They meet regularly to discuss site issues, future proposals as well as acting as a means of local liaison. It is a statutory requirement to consult these groups if subject to a Section 106 agreement on a previous permission.

Site Notices – These are a statutory requirement of the application process. Site notices are normally posted as near as possible to the site, but not necessarily on the

site itself, in a highly visible location (often lampposts, street furniture, road signs and fences).

At sites for major or minor development, site notices will only be used where land owners cannot be identified e.g. where the site is next to open land or in rural locations. Site notices will always be posted for development affecting the setting of a listed building, and development affecting the character or appearance of a conservation area.

Neighbour Notification - Occupiers of premises most likely to be directly affected by a proposal, including neighbours opposite the site if within 20m, are notified individually by letter that an application has been received. This letter contains details of where to view the plans, the name of the relevant case officer, where to forward any comments they may wish to make, and a deadline for receipt of any comments.

In the majority of cases there is a minimum statutory 21-day period allowed for public consultation. As a minimum, all properties whose boundaries border the application site will be notified about any proposed development. In other instances, neighbour notification is at the discretion of the case officer. Where a significant number of properties are likely to be affected then the case officer might consider a press notice to be in the public interest.

For all new major waste disposal facilities and mineral workings, and ancillary development on these sites, all properties within a 400m radius will be notified as a minimum.

Press Notices - The Council will publicise applications by formal press notice where it meets one of the following criteria:

- It requires an Environmental Impact Assessment
- It is a departure from the Development Plan
- It affects a Public Right of Way
- It affects the setting of a Listed Building
- It affects the character or appearance of a Conservation Area
- It is considered of a greater than local significance
- It is a telecommunication mast with a height of 20m or over

4.3 Consultation during a Planning Application

Amendments

Minor amendments are generally made to overcome a particular objection or concern so there is often no need to re-consult. Re-notification of neighbours on minor amendments is left to the Case Officer's discretion.

More significant alterations will require neighbour notification; however, a reduced timescale for a response to re-notification is set (normally between 10-14 days). Parish Councils and relevant statutory consultees will also be re-consulted on any significant alterations.

Consultation on Applications Going to Committee

If an application is to be determined by the Planning Committee the Council will inform the applicant or agent, the Parish Council, and anyone who submitted comments. The letter informs them of the date, time, and location of the committee meeting.

Information regarding the procedures of attending and making representations at committee meetings can be found on the Council website in the Public Speaking at Strategic Planning Board and Planning Committee Meetings Protocol.

Committee reports are made available on the Council's website 5 working days before the committee meeting. Minutes from committee meetings are also posted onto the Council's web-site.

Notification of Decisions on Planning Applications

Once an application has been determined, the decision will be published on the Council's website (<http://www.cheshireeast.gov.uk/>).

Appeals

If an application is refused planning permission, only the applicants have a right of appeal to the Planning Inspectorate.

When an appeal is lodged all those who made written comments on the planning application, together with the relevant Town/Parish Council are notified in writing. Copies of any letters already received in respect of the planning application will be sent to the Planning Inspectorate.

A list of recently lodged appeals is available via the Council's website. The website also contains details of recent appeal decisions. In addition, brief summaries of individual appeal decisions are submitted to Planning Committee.

Consultations on Prior Approval Applications

Prior Approval Applications (e.g. applications for agricultural) are considered to be, in principle, permitted development. There are only relatively minor issues which the Council can consider in any application (e.g. the siting and appearance). There is a fixed 28 or 56-day timescale for the Council to determine these applications, and if no decision is made within this time period they are deemed to have been approved.

The Parish Council and Ward Member are consulted, and are given 14 or 21 days (dependent on the total fixed timescale for determination) in which to submit comments. Due to the short timescales within which decisions need to be taken the usual full public consultation is not possible, but the applications are publicised on the weekly list.

Applications for telecommunications will however be advertised by means of both a site notice and neighbour notification letters. For applications involving a mast of 20m or higher, a press advertisement should be placed.

Enforcement

The majority of enforcement cases arise following a confidential referral from a member of the public. There is no public consultation on enforcement cases, although the complainant will be notified, in writing, of the outcome of any investigation or action.

Often enforcement action results in the submission of a planning application. This would be processed as detailed above, and publicised in the normal way.

Works to Protected Trees

All applications for works to protected trees will be published on the weekly list. Affected neighbours will be notified directly of applications by letter and the relevant Parish/Town Council will be notified.

The statutory consultation period for applications for work to trees covered by a Tree Protection Order (TPO) or in a Conservation Area will be 21 days. The decision will be published on the Council's website.

Hedgerow Removal Applications

Consultation letters will be sent to all relevant statutory bodies as well as the relevant Town/Parish Council. All such applications will be published on the Councils weekly list of planning applications.

Section 106 Agreements

Section 106 agreements, or planning obligations, are a way of securing measures to overcome the negative impacts of generally acceptable development proposals on the environment, economy and community.

Every effort will be made to promote the use of pre-application meetings between planning officers and applicants. Any issues that may arise requiring a Section 106 agreement that arise here should be incorporated into the planning application on submission, and consultation proceed as normal. Any Section 106 agreements that are negotiated as a result of objections received, through consultation on a planning application, which require amendments to the application, will be processed in accordance with the amendments procedure detailed previously in this document.

Details of Section 106 agreements will be kept on file, and included in the documents made public on the Cheshire East Council's website.

5. Monitoring and Review

The Statement of Community Involvement will be reviewed on an ongoing basis. The Council will assess the success of consultation techniques identified through its Annual Monitoring Report, which will be published annually in December. Any necessary changes to the Statement of Community Involvement arising from the Annual Monitoring Report will be made thereafter, and will be subject to appropriate public consultation.

Regard will be had to emerging best practice and the publication of any new guidance and/or changes in legislation that have come into effect since the Statement of Community Involvement was last published.

DRAFT

Glossary of Terms

AMR	Annual Monitoring Report	A report which is published to show how the authority is performing against all relevant targets and to show what changes may be required to the Local Development Framework (LDF).
AAP	Area Action Plan	Area Action Plans (AAPs) may be used to provide a planning framework for areas of change and areas of conservation. AAPs are a type of Development Plan Document (DPD).
-	Core Strategy	This Development Plan Document (DPD) sets out the vision for the area and the primary policies for meeting that vision together with housing and employment provisions in accordance with the Regional Spatial Strategy (RSS).
-	Development Plan	The Development Plan is the statutory element of the Local Development Framework. It consists of Development Plan Documents (DPDs) and the Regional Spatial Strategy (RSS).
DPD	Development Plan Document	A Local Development Document (LDD) with significant weight in the determination of planning applications. Independent scrutiny is required before its adoption.
-	Independent Examination	All Development Plan Documents (DPDs) will be subject to independent examination by a person (the Inspector) appointed by the Secretary of State. The purpose of the examination is to determine the 'soundness' of the plan. Following the examination the Inspector will produce a report which will be binding.
LAA	Local Area Agreement	Local Area Agreements (LAAs) are made between central and local government in a local area. Their aim is to achieve local solutions that meet local needs, while also contributing to national priorities and the achievement of standards set by central government.
LDD	Local Development Document	There are two types of Local Development Document (LDD): Development Plan Documents (DPD) and Supplementary Planning Documents (SPD)
LDF	Local Development Framework	The Local Development Framework (LDF) will contain a portfolio of Local Development Documents (LDDs) which will provide policies for meeting the community's economic, environmental and social aims for the future of the area, where this effects the development and use of land.
LDS	Local Development Scheme	The Local Development Scheme (LDS) will set out what Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) the

		Council propose to prepare over a three year period and the timetable for their production.
LSP	Local Strategic Partnership	Local Strategic Partnerships (LSPs) are bodies with representatives of the community, public, private sector and other agencies that work to encourage greater public participation in local governance by drawing together local community plans and producing an overall community strategy for each local authority area. Local Development Frameworks (LDFs) must have regard to, and should be the spatial expression of, the community strategy.
	Material Consideration	These are aspects or impacts of a Development Management application that the authorising officer must consider when making a decision.
PPS	Planning Policy Statements	A series of statements issued by the Government, setting out policy on different aspects of planning. Local Planning Authorities must take their content into account in preparing their Local Development Framework (LDF).
RSS	Regional Spatial Strategy	Planning policy produced at a regional level to tackle issues of strategic importance that can be best dealt with over a larger area. The Regional Spatial Strategy (RSS) is part of the Development Plan.
SA	Sustainability Appraisal	Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) seek to inform decision-making by providing information on the potential implications of policies.
SCI	Statement of Community Involvement	The Statement of Community Involvement (SCI) will set out how the Council intends to achieve continuous community involvement in the preparation of Local Development Documents (LDDs) in their area.
SCS	Sustainable Community Strategy	A Plan or Strategy for enhancing the quality of life of the local community which each local authority has a duty to prepare under the Local Government Act 2000. The plan is developed and implemented by the Local Strategic Partnership.
SPD	Supplementary Planning Document	Supplementary Planning Documents (SPDs) are not subject to independent examination but the matters covered must be directly related to policy in the Development Plan Documents (DPDs).

Appendix 1: LDF Consultation Bodies

LIST OF SPECIFIC CONSULTATION BODIES – *these bodies must be consulted, or must be consulted if the Council considers that the body would be affected by what is proposed in a Development Plan Document (DPD). This list is not exhaustive.*

4NW

Government Office for the North West
North West Development Agency
Planning Inspectorate

Cheshire West & Chester
Derbyshire County Council
East Midlands Regional Assembly
High Peak Borough Council
Manchester City Council
Newcastle under Lyme Borough Council
North Shropshire District Council
Peak District National Parks Authority
Shropshire County Council
Staffordshire County Council
Staffordshire Moorlands Borough Council
Stockport MBC
Stoke on Trent City Council
Trafford MBC
Warrington MBC
West Midlands Regional Assembly

Cheshire Association of Town and Parish Councils
Parish Plan Steering Committees
Town and Parish Councils in the Borough
Town and Parish Councils adjacent to the Borough

AAC Long Distance UK LTD
British Geological Survey
British Pipeline Agency
British Telecom
British Waterways Board
British Wind Energy Association
Campaign for the Protection of Rural England
Centre for Ecology and Hydrology
Cheshire Constabulary
Cheshire & Merseyside Strategic Health Authority
Church Commissioners
Commission for Architecture and the Built Environment
Commission for Racial Equality
Countryside Agency
Crown Estates Commissioner
Department for Transport (Rail Group)
Diocesan Board of Finance
Disability Rights Commission
English Nature
English Heritage

Environment Agency
Equal Opportunities Commission
Fire and Rescue Services
Forestry Commission
Friends of the Earth
Garden History Society
Gypsy Council
Greater Manchester Police
Health and Safety Executive (HSE)
Highways Agency
Historic Buildings and Monuments Commission for England (English Heritage)
H M Prison Service
House Builders Federation
Housing Corporation
Hutchinson 3G
Learning and Skills Councils
Local Agenda 21/Civic Societies, Community Groups,
Manchester Airport
Manchester University (Jodrell Bank)
Manweb Plc
MEB
National Grid Company
National Playing Fields Association
Natural England
Network Rail
North West Gas
North West Water
NTL
One to One
Orange
Police Architectural Liaison Officers/Crime Prevention Design Advisors
Post Office Property Holdings
Ram Mobile Data Ltd
Rail Freight Group
Royal Mail Group plc
Royal Mail Property Holdings
RSPB
Rural Development Commission
Scottish Power Energy Networks
Severn Trent Water
Showmen's Guild of Great Britain
Sky
South Cheshire Chamber of Commerce and Industry
Sport England
T-Mobile (UK) Ltd
Telecom Securicor Cellular Radio
Telecommunications Companies
Telewest
Transco
United Utilities
Utility Companies
Vodafone
Wildlife Trust

Appendix 2: Development Management Consultees

STATUTORY CONSULTTEES - *These bodies must be consulted if the Council considers that the body would be affected by what is proposed in a Development Plan Document (DPD). This list is not exhaustive.*

4NW
Brine Compensation Board
British Waterways
Civil Aviation Authority
Individual Airports (in their role as Aerodrome Safeguarding Authority)
Coal Authority
Department for Culture Media & Sport
Department for Environment, Food & Rural Affairs
English Heritage
Environment Agency
Garden History Society
Health & Safety Executive
Highways Agency
Highways Authority
Local Planning Authorities adjoining Cheshire East
Manchester Airport
Natural England
Network Rail
North West Regional Development Agency
Parish Councils
Sport England
Theatres Trust
United Utilities (or other relevant sewerage undertaker)
University of Manchester (Jodrell Bank)

NON-STATUTORY CONSULTTEES - *These bodies may be consulted if the Council considers that the body would be affected by what is proposed in a Development Plan Document (DPD). This list is not exhaustive.*

Adlington Civic Society
Ancient Monuments Society
Bollin Valley Partnership
Bollington Civic Society
Bridgewater Canal
British Gas Plc
British Pipeline Agency
Campaign to Protect Rural England
Cheshire & Wirral Ornithological Society
Cheshire Brine Subsidence Compensation Board
Cheshire Constabulary
Cheshire Family Practitioner Committee
Cheshire Fire Brigade
Cheshire Wildlife Trust
Civic Trust
Coal Authority
Congleton Town Council
Commission for Architecture and the Built Environment
Council for British Archaeology

DBERR
DEFRA
Edge Assoc
Footpaths Preservation Societies
Forestry Commission
Friends of the Earth
Georgian Group
Health Protection Agencies/Health Authorities
Highways Agency (Northern Region)
H M Alkali Inspectorate
Inland Waterways
Knutsford Civic Society
Macclesfield Access Group
Macclesfield Canal Society
Macclesfield Civic Society
Manchester Airport Plc - in accordance with agreed criteria
MANWEB Plc
Ministry of Defence
Ministry of Defence (Defence Estates)
Mersey Basin Campaign
National Farmers Union
National Grid
National Trust
Network Rail London North Western
North West Tourist Board
Parish & Town Councils
Peak District National Park Authority
Planning Inspectorate
Powergen Plc
Prestbury Amenity Society
Ramblers Association
Royal Commission on Historic Monuments
Royal Society for the Protection of Birds
Scottish Power
Society for the Protection of Ancient Buildings
Sports Council (North West Region)
Styal Village Association
Transco
Twentieth Century Society
Unipen
United Utilities
University of Manchester (Jodrell Bank)
Victorian Society
Wilmslow Fire Safety Office
Wilmslow Trust
Woodford Aerodrome
Woodland Trust

CHESHIRE EAST COUNCIL

Places Advisory Panel

Date of meeting: 11 March 2009

Report of: John Nicholson Places Director

Title: Update on Joint Working for Minerals and Waste Planning Policy

1.0 Purpose of Report

- 1.1 The principle of joint working for mineral and waste planning policy has previously been agreed by both Cheshire East and Cheshire West and Chester Councils. The purpose of this report is to update Members on the progress that has been made on establishing a joint planning unit for minerals and waste planning policy. This report is accompanied at Appendix 1 by the task list of considerations for shared services and at Appendix 2 by a detailed task list of these considerations in relation to joint working for minerals and waste policy.

2.0 Decision Required

- That the content of the report be noted;
- That the views of the Places Advisory Panel be sought on the task list in appendix 2 and fed through to Pricewaterhouse Coopers (PWC);
- It is noted that Governance arrangements are still being developed for shared services, but that concern is expressed regarding the ability of the proposed Governance arrangements and its ability to meet the rigorous planning policy development requirements. Should alternative organisational arrangements be required to ensure delivery of minerals and waste planning policy, then a strong form of alternative Governance be supported;
- The Panel continue to support the work of the officer working group in developing the joint working arrangements for minerals and waste policy.

3.0 Financial Implications for Transition Costs

- 3.1 The recommendations within this report have no additional financial implications for transitional costs.

4.0 Financial Implications 2009/10 and beyond

- 4.1 It is understood that the disaggregation of the County revenue budgets and the aggregation of the District revenue budgets has been built into the Medium Term Financial Strategy, incorporating the savings

assumed within the LGR business case from the sharing of services with Cheshire West & Chester (CWAC). The realisation of the amount depends upon achieving the design of the services by the due date.

5.0 Legal Implications

- 5.1 A Joint Programme Development Team (JPDT), has now been established to help the 44 proposed shared services become establish. The team comprised of both East and West representatives tasked with developing the necessary arrangements for the sharing of services across Cheshire from Vesting Day. The team has met on a number of occasions and has acknowledged that services considered in scope for sharing on either a long-term or temporary basis require guidance on what needs to be done before Vesting Day. Pricewaterhouse Coopers is enabling this. A number of guidance templates have been or are in the process of being prepared which can be used to help establish the legal, governance and working arrangements of the delivery of shared services as well as the Inter Authority Agreements.
- 5.2 The task list which has been prepared by the JPDT has to be completed before vesting day, Appendix 1 of this report identifies the task list. The completed tasklists are being co-ordinated by PWC, who acting as project lead will then provide a submission of all shared service details to the relevant Cabinet and Executive meetings. Appendix 2 sets out the options; decisions made by the Cheshire East Cabinet (3.03.09) and officer recommendations so far in bringing about the shared service.

6.0 Risk Assessment

- 6.1 A draft risk assessment has been undertaken and is available in appendix 3 of this report.

7.0 Decisions/discussions to date

- 7.1 At a meeting of the Cabinet on 17 December 2008 Members resolved that joint working on minerals and waste planning policy was an appropriate way forward and confirmed that the Portfolio Holder should authorise the Director (or his nominee(s)) to enter into interim arrangements under the Local Authority (Goods and Services) Act 1970 to support and enable officers to facilitate joint working (officer working group) on minerals and waste planning policy and that progress on joint working be reported regularly to the Local Development Framework task group. It was also resolved that further consideration should be given to the form of any joint working. Support for officers to continue to facilitate joint working on minerals and waste policy was also given from Cheshire West and Chester in December 2009.

- 7.2 A report on shared services prepared by the Borough Treasurer and Head of Assets was taken to the Cabinet of Cheshire East on 3 March 2009 and a similar report was taken to the Executive of Cheshire West and Chester Council (CWACC) on 4 March 2009. The CWACC Executive report was not available at the time of drafting this report but recommendations will be reported verbally at the meeting. Cabinet noted the supplementary list of services (which included minerals and waste planning policy) that have been provisionally considered for sharing by the JPDT in addition to those already agreed. In addition the Cabinet noted the proposed governance framework between the two Councils for shared services and the structure of the Inter-Authority Agreement that will support it as well as endorsing the proposed approach to dealing with staffing. The implications for minerals and waste policy of these decisions are discussed in more detail below and within Appendix 2.
- 7.3 Evaluation of the options and the most appropriate means for joint working on minerals and waste policy has continued to be sought from other Authorities already involved in joint working and advice has also been sought from PWC. The task list (appendix 2) has been used as a discussion tool in developing the joint working arrangements for minerals and waste policy. The key points from the task list and key issues outstanding are discussed briefly below.

Work Areas of the Joint Planning Unit

- 7.4 It is proposed that the joint planning unit shall provide a minerals and waste planning policy service for Cheshire West and Chester and Cheshire East Councils. It shall fulfil government requirements to plan and manage for both minerals and waste. It shall work at national, regional, sub regional and local levels to guide future development. Section 1 of the Task List at Appendix 2 of this report sets out in detail the proposed work areas. This list has been agreed by the Officer Working Group.

Timescale for the development

- 7.5 The projected end date for the shared service needs to be considered. At the moment the shared services are sub divided into two categories, those that are intended to be services shared in the short to medium term (to approx 2011) and those long term shared services. The Local Development Scheme for Cheshire East envisages its core strategy being adopted by April 2012, it also envisaged a Minerals Development Plan Document being prepared and adopted by September 2013. These dates fall outside of the short to medium term range. The policy unit was originally proposed to work strategically on minerals and waste issues allowing for the various sub regional apportionments to be implemented at the appropriate scale. The original JIT requested

that the shared service be developed long term, the officer working group also envisages services being provided long term.

Host Authority

- 7.6 The proposed Lead Authority for the joint minerals and waste planning unit are being prepared by the JPDT and PWC. The details of these proposals were contained in the report to the Cheshire East Cabinet on 3 March 2009. JPDT are recommending that the Lead Authority for the joint minerals and waste policy unit should be Cheshire West and Chester. This was noted by the Cheshire East Cabinet on 3 March 2009. The officer working group concur with this recommendation.

Governance Options

- 7.7 Previous reports to Cheshire East have considered the Governance options available in bringing about joint working. In essence Governance ranges from the strongest decision-making capabilities in the form of Committee taking executive decisions to the looser in the form of a working group.
- 7.8 In the report to Cabinet of 3 March 2009 it was identified that the basic Governance model proposed for shared services would be through a Joint Committee, the stronger of the two options. It is intended that the Joint Committee would fulfil a proxy portfolio holder role on behalf of the two councils. The Joint Committee would be supported by a Joint Officer Board. The Joint Officer Board would report to the Joint Committee essentially mirroring the relationship between portfolio holder and Director within the individual organisations. Cabinet on the 3 March noted the proposed arrangements.
- 7.9 The Governance is being introduced to try and ensure there is equal operational input into the services from each Council as well as providing a slim lined service. Some of the shared services will also have individual bespoke arrangements where required. During discussions with PWC it has been indicated that the Joint committee is likely to meet on a limited basis, maybe only two or three times a year. In relation to minerals and waste planning policy, there is significant concern that the proposed Joint Committee will meet too infrequently for the work programme of the joint minerals and waste planning unit to be achieved, that is to say for the milestones set out in the respective Local Development Schemes (LDS) to be met. Therefore, although in principle the proposed arrangements for the stronger governance structure of a Joint Committee can be supported further discussions need to take place with JPDT and PWC to ensure that systems are put in place to ensure that effective and timely planning policy decision making can take place.
- 7.10 Given the potential issues in relation to the frequency of the meetings of the proposed Joint Committee for shared services it is the officers

view that some form of alternative arrangements may also be required to be put in place to ensure flexibility in scheduling meetings; to allow decisions to be made on a more frequent basis; to allow for the LDS timetables to be met; as well as allowing for a knowledge base to be built up with relevant Councillors and Officers of the two Authorities, Appendix 3 and 4 provide some details. The Panels views are sought on the proposed Governance arrangements required to bring about effective and timely decision making for minerals and waste.

Staffing

- 7.11 The existing Minerals and Waste Development Framework team within the County Council consists of 5.8 Full Time Equivalents (FTE) including one FTE vacancy. Following disaggregation of staff within the existing Waste and Planning Service, staff within the Minerals and Waste team have predominately been allocated West. This supports the proposal that Cheshire West and Chester are the Host Authority for the joint planning unit. It is proposed by the JPDT that in the short term (prior to a review of staffing arrangements prior to 1 April 2010) that there should be the secondment of non-host staff back into the shared service on vesting day. This would bring staff allocated East within the team back into the joint planning unit therefore retaining the skill set of the current team. For those services being shared on a long term basis there may well be advantage in the future in moving towards a full transfer model to ensure convergence of terms and conditions.

Reporting Procedures and Delegation

- 7.12 In compiling the check list the need to decide on the reporting procedures for document production and the scheme of delegation for decisions needs further consideration. This needs to take into account the scheme of delegation that currently exist and/or are being prepared within the two Authorities and whether there needs to be a hierarchy of delegation. This issue is currently being discussed by officers in the joint working group and with PWC. Further information on this issue can be found in sections 13-15 of the Task List at Appendix 2 of this report.

Next Steps

- 7.13 Work will need to continue on the completion of information within the Task list and templates being provided for shared services. The completed checklists will then form a submission of all shared service details to be considered by the relevant Cabinet and Executive meetings prior to vesting day. This work will be project managed by PWC. The Borough Treasurer and Head of Assets also indicates that there will be a further report going to Cabinet on 24 March to address outstanding issues requiring approval to commence shared services. In the meantime further work will be taking place on the Inter Authority Agreements and Service Level Agreements will be prepared.

8.0 Reasons for Recommendation

- 8.1 Following support to progress joint working on minerals and waste planning policy, work has been ongoing to set up the operational arrangements for a joint unit. An overview of the information gathered and proposed resolution of a number of the aspects in relation to joint working have been made and included in the check list at Appendix 2 of this report. Cabinet and Executive have met and will continue to meet to finalise arrangements necessary for Day One sharing of services. The purpose of this report is to seek support for the work carried out so far in establishing the joint unit and to seek any views that the Panel may have on items contained within Appendix 2.

For further information:

Portfolio Holder: Councillor David Brown

Officer: Anne Mosquera, Acting Strategic Manager – Planning, Cheshire
County Council Tel No: 01244 973802

Email: anne.mosquera@cheshire.gov.uk

Background Documents:

JPDT checklist

Cabinet report of Cheshire East Council 3 March 2009.

Documents are available for inspection at: Westfields. Middlewich Road,
Sandbach

Appendix 1

Shared Services Task List

Task	Description
Governance	
Agree Charging Mechanism	Identify specific charging mechanism for the service and get agreement by both authorities.
Identify Governance	Document the required governance mechanisms, including governance bodies and processes
Agree Governance	Determine specific staff to fulfil governance roles and gain agreement for the governance mechanisms.
Establish Governance	Initiate the governance bodies and processes so that they are operational
People	
Develop Organisation Structure	Document the proposed organisation structure for Vesting Day.
Size Organisation	Determine the grades and number of FTE required, taking into account the budget.
Agree Temporary Staffing	Identify vacancies, contractors or agency staff and agree an approach.
Undertake training	Identify any specific training requirements and deliver the training.
Locations	
Establish Locations	Identify key locations and gain agreement that these will be made available to staff.
Technology	
Establish Technology	Document any key technology requirements (applications and infrastructure) and ensure that any changes are implemented.
Performance	
Document Performance	Document key performance metrics and targets and any standards that will be used in the service.
Agree Service Levels	Document the service level agreement between the service and the authorities and get this agreed.
Processes	
Identify Processes	Document key operational processes that the service will perform
Document Reporting Processes	Document management reporting processes required to provide assurance of the service performance to both authorities
Document Handovers/Interfaces	Document handover points where responsibility transfers into and out of the service, e.g. how requests received from non-shared services will be handled and when responsibility will be handed back to the non-shared service.
Finance	
Agree assets and Liabilities	Document, if appropriate, specific assets transfers or mechanisms to deal with assets and liabilities.
Agree Contracts	Document, if appropriate all contracts and where responsibility for these contracts should lie.
Transfer assets, liabilities and contracts	Ensure all assets, liabilities and contracts are transferred in accordance to the agreement.

Appendix 2

Shared Service Checklist and Recommendations

Shared Service checklist			
Ref No.	Item	Commentary	Discussions / decisions and recommendation made
Work areas			
1		<p>Introduction The Cheshire Joint Minerals and Waste Planning Unit (CJM&WPU) shall provide a minerals and waste planning policy service for Cheshire West & Chester and Cheshire East Council. It shall fulfil government requirements to plan and manage for both minerals and waste. It shall work at the national, regional, sub regional and local levels to guide future development.</p> <p>Vision To deliver a high quality, cost effective service to ensure the effective management of minerals and waste within Cheshire West and Chester and Cheshire East.</p> <p>Theme 1: Policy, Strategy and Guidance</p> <p>Objectives To advise and formulate policies, strategies and guidance relating to minerals and waste planning and to ensure its sustainable management.</p> <p>Procedures</p> <ul style="list-style-type: none"> • Input and provide comments on local, regional and national policies, strategies and guidance as it affects minerals resource and waste management; • Formulation of minerals and waste planning policy and the identification of strategic sites where appropriate for inclusion within the relevant Core Strategies of the Local Development 	<p>The Officer Working Group recommends the list as the basis for the Units work. There may well be some minor amendments but key work areas will relate to planning policy development and formulation.</p> <p>Decision to be made: Note the content of the list.</p>

		<p>Frameworks of both Cheshire West and Chester and Cheshire East, in line with relevant MPGs/PPGs/PPS and other national and regional guidance;</p> <ul style="list-style-type: none"> • Formulation of joint minerals and waste planning policy pan Cheshire and the identification of sites where appropriate for inclusion within the Local Development Frameworks, in line with relevant MPGs/PPGs/PPS and national, Regional and local guidance; • Formulate other Development Plan Documents and Supplementary Planning Documents on minerals and waste issues where appropriate; • Provide the an adequate evidence base for the required work; • Formulate safeguarding for mineral resources and waste management where appropriate; • Contribute minerals and waste input to corporate strategies, such as the Corporate Plan; Sustainable Community Strategy; Waste Strategy; PFI and liaise with the Local Strategic Partnerships; <p>Theme 2: Regulation, Monitoring and Review</p> <p>Objectives To regulate, advise, monitor and review minerals and waste planning policy to ensure an effective iterative process to policy review and development.</p> <p>Procedures</p> <ul style="list-style-type: none"> • Monitor the implementation of minerals and waste planning policy pan Cheshire and its effectiveness including statutory requirements for the Annual Monitoring report and Sustainability Appraisal Monitoring ; • Provide development control advice; including advising on pre-application enquiries and input to site development briefs as required; 	
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		<ul style="list-style-type: none"> • Advise on Environmental Impact Assessments of minerals, waste development proposals where necessary; <p>Theme 3: Represent the Constituent Authorities</p> <p>Objectives To represent the best interests of both Cheshire West & Chester and Cheshire East Authorities in respect of strategic minerals and waste policy at the national, regional and sub regional level and local level.</p> <p>Procedures</p> <ul style="list-style-type: none"> • To contribute to and input into the joint working with groups at regional and sub regional levels such as RAWP; RTAB; NW Planning Policy Group; • To contribute to and input into the Municipal Waste Strategies and PFI Waste Projects as regard their relationship to planning policy; • To contribute to and input into the Northwest Regional strategy 2010 and beyond; • To provide input to national policy development on minerals and waste; • To liaise with adjoining and cross border planning authorities outside the NW in relation to minerals and waste issues e.g. North Wales and the Potteries. <p>Theme 4: Land Holdings</p> <p>Objectives To advise on the management of local authority owned land where there is an interest in relation to minerals and waste</p>	
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		<p>Procedures</p> <ul style="list-style-type: none"> Working with property management to review the record of authority owned/managed assets in relation to minerals and waste management; Liaise and provide advice as necessary with property management within Cheshire West & Chester and Cheshire East. <p>Theme 5: Communications</p> <p>Objective To communicate clearly the aspects of minerals and waste strategy</p> <p>Procedures</p> <ul style="list-style-type: none"> To advise and provide training to elected members on minerals and waste matters; To provide advice and guidance to stakeholders on minerals and waste matters; To provide clear and real time information electronically on the web. 	
Timeframe			
1B	Timeframe for the shared service	<p>Timeframes for the existing proposed shared services fall into two categories; short to medium term (to approx 2011) and long term.</p> <p>The existing shared service arrangement was proposed to be carried out long term to</p> <ul style="list-style-type: none"> Ensure that effective plan policy could be developed; Allow for the various sub regional apportionments to be implemented at an appropriate scale; To allow for consistent policy approach when determining applications particularly crucial when designations within both subject plans cross the new Authority boundaries, current permissions cross boundaries. That the plan policy could be effectively monitored; <p>The two LDS now adopted for the Authorities envisages the Core Strategies being developed and</p>	<p>The original JIT request for joint working related to the provision of the service long term.</p> <p>Officer Working Group recommend that the shared service be undertaken in the long term.</p>


		delivered, for the East by April 2012 and in the West by May 2011. The East also envisaged a Minerals Policies and Allocations document being prepared by September 2013, (although a new joint timetable will need to be drafted). The timeframes fall outside of the short to medium term range.	
Governance			
2	Lead Authority (see also appendix 3 Risk Assessment)	The decision on lead authority has been put to Cabinet in the East (3 March) and has been put to Executive in the West. JPDT are recommending that Cheshire West and Chester should be the lead authority. Reasons for the CWAC lead recommendation relates to risk of skill loss.	JPDT recommend Cheshire West and Chester should be the host authority. Recommendation ratified by Cheshire East Cabinet 3.3.09 Officer Working Group recommend: That Cheshire West & Chester should be the host authority.
3	Charging mechanism	It is a requirement that we specify a specific charging mechanism for the Service and get agreement by both authorities. PWC recommend that that the charging mechanism should relate to the West / East split of 49% 51%. Given work will relate to core strategies for both Authorities as well as joint DPDs, and national, regional consultation there is likely to be an equitable split of work between authorities.	PWC recommend that the charging mechanism should be 49 / 51 % split West / East (CWAC/CE). Officer Working Group recommend PWC split, 49%/51% West/East split.

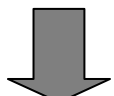

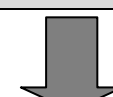
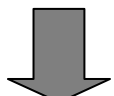

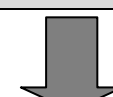
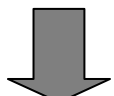

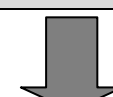
4	Governance arrangements (see appendix 4 and item 12)	<p>Introduction</p> <p>Governance arrangements are an item which have been taken through the Cheshire East and Cheshire West and Chester Cabinet and or Executive . For shared services they are looking to provide a slim lined service implementing a Joint Committee which would have delegated powers to oversee the delivery of almost all Pan Cheshire services. They see this as helping to implement cost savings. The Joint committee would be supported by a Joint Officer Board. Their role will be to support the committee. It is understood that the Joint Committee will meet very infrequently possibly only two or three times a year.</p> <p>While the Committee and Officer Board can be supported there are concerns about that ability of the Governance procedure to meet the deadlines of the process driven planning system. In this instance the further discussions need to take place to ensure that the suggested system can meet policy formation requirements.</p> <p>Governance options for minerals and waste planning policy</p> <p>There are considered to be a range of governance structures that could be adopted from the strongest decision-making capabilities in the form of Committee/Board taking executive decisions to the less formal /looser arrangement of a working group, see appendix 4. However, given the nature of planning policy making and likelihood of contentious and difficult issues arising the use of the stronger structure (such as a joint committee) might be more appropriate for reconciling conflicts and resolving the way forward.</p> <p>There are considerable areas of the entire pan Cheshire shared service arrangements where formal decisions have yet to be made, where additional guidance is being sought and templates produced, given this the following may act as a way forward :</p> <ol style="list-style-type: none"> 1. that further discussions take place with JPDT / PWC to see if the proposed Governance structure of a Joint Committee and Joint Officer Board allows for timely policy development. That if the structure is seen to be defective that a strong form of governance for the development of minerals and waste policy be developed to run alongside the proposed system; 	<p>The East Cabinet report indicated that Governance arrangements for shared services be undertaken through a Joint Committee and a Joint Officer Board. Cheshire East Cabinet noted the decision.</p> <p>The Officer Working Group recommend : That further discussions take place to see if the Committee and Board are able to meet the requirements of policy formulation and that if this is not possible that a strong form of Governance is put in place to lead the minerals and waste policy formulation.</p> <p>Panels views are sought on the Governance structures for future minerals and waste</p>
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		<p>2. That should an alternative system be required that this could be developed along the lines of the following</p> <p>A key aspect of the Joint Committee / Joint Officer Board approach is the necessity of the joint unit in disseminating information and looking strategically at the issues. Members of both groups are crucial to the success of the work in acting as champions.</p> <p>Joint Committee</p> <p>Members of the Joint Committee could include:</p> <ul style="list-style-type: none"> • Portfolio Holder of Cheshire West & Chester Herbert Manley; • Portfolio Holder for Cheshire East David Brown; • X no members of the LDF panel CWAC • X no members of the LDF panel /Places Panel CE <p>To be developed in line with political proportionality, substitutes Members should be clearly identified.</p> <p>(There are some difficulties in fully identifying committee representation as panels and steering groups are in some degree of flux. The principle of the group's makeup could be as outlined above).</p> <p>Joint Officer Board</p> <p>Members of the Board could include:</p> <ul style="list-style-type: none"> • Spatial Planning Manger CWAC & CE • Team Manager* – Cheshire Joint Minerals and Waste Planning Unit (TBC) • Team Manager CE* –Local Development Framework (TBC) • Team Manager CWAC* - Local Development Framework (TBC) • Team Manage CWAC and equivalent in the CEast- Waste Management & Street Scene, Senior Manager Waste Strategy (Helen De Lemos) 	planning policy.
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		(substitute Members should be clearly identified)																
		Team members are likely to be drawn from staff at tiers 4 and 5. Depending upon document / subject under review some membership may vary, those staff identified by an * are likely to be constant members of the steering group.																
		<table><tr><th>Authority</th><th>Governance structure</th><th>Decision making ability</th><th>Work area</th></tr><tr><td>CW&C & CE</td><td>Committee and Full Council</td><td>Full decision making as per Council</td><td>Approval and adoption of documents to be the responsibility of the constituent Authorities. This will be at the pre submission and adoption stages. (given the new regs)</td></tr><tr><td>CW&C & CE</td><td>Joint Committee (M&W)</td><td>Delegated authority to represent their authorities</td><td>Joint Committee to act as Executive with responsibility for all approvals of the joint minerals and joint waste documents and accompanying documents up to pre submission and adoption when documents will need to be granted approval through the constituent authorities. Potentially proposed to meet every 8 weeks or on an as required basis.</td></tr></table>				Authority	Governance structure	Decision making ability	Work area	CW&C & CE	Committee and Full Council	Full decision making as per Council	Approval and adoption of documents to be the responsibility of the constituent Authorities. This will be at the pre submission and adoption stages. (given the new regs)	CW&C & CE	Joint Committee (M&W)	Delegated authority to represent their authorities	Joint Committee to act as Executive with responsibility for all approvals of the joint minerals and joint waste documents and accompanying documents up to pre submission and adoption when documents will need to be granted approval through the constituent authorities. Potentially proposed to meet every 8 weeks or on an as required basis.	
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		CW&C & CE	Joint Officer Board	Delegated officer decisions.	<p>Officer working group made up from the constituent authorities, who will provide the internal champions for the work of the unit and advise on /provide steer for the work of the unit.</p> <p>Potentially proposed to meet every two months or on an as required basis.</p>	
		CW&C (host authority)	Cheshire Joint Minerals and & Waste Planning Unit	Delegated officer decision making TBC	Unit responsible for preparing the work, servicing the Joint Committee and Joint Officer Board.	

People						
5		The organisational strucutre of the Service is taken from the host Authority.				
	Organisational structure for vesting day CWAC including the Minerals and Waste Planning team.	Tier 3	Alan Slater Head of Strategic Housing and Planning			The structures in both of the Authorities complement each other. The East assumes that Minerals and Waste planning policy will take place as a shared service. Further work will be required once the CWACC structures are formalised. CWAC staff appointed down to tier 4, with tier 5 expected by late March.
						
		Tier 4	Jeremy Owens Senior Manager Spatial Planning			
		Tier 5	LDF Programme Manager	Growth Point	Minerals and Waste Planning Manager	
		Tier 6	LDF/ Spatial Planning Team	Growth Point Team	Minerals and Waste Planning Team	

	Structure in Cheshire East	<table> <tr> <td>Tier 3</td><td colspan="3"> Andrew Farrow Head of Planning and Policy </td></tr> <tr> <td></td><td colspan="3">  </td></tr> <tr> <td>Tier 4</td><td colspan="3"> Strategic Planning Manager </td></tr> <tr> <td></td><td>  </td><td>  </td><td></td></tr> <tr> <td>Tier 5</td><td> LDF Manager </td><td colspan="2"> Spatial Planning Manager </td></tr> </table>	Tier 3	Andrew Farrow Head of Planning and Policy							Tier 4	Strategic Planning Manager							Tier 5	LDF Manager	Spatial Planning Manager														
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6	Existing Size organisation for the Minerals and Waste Development Framework Team Cheshire County Council	<table> <tr> <th>Grade</th><th>Title</th><th>FTE</th><th>West / East</th></tr> <tr> <td>12</td><td>Minerals and Waste Development Framework Manager</td><td>0.6</td><td>West</td></tr> <tr> <td>11</td><td>Project leader</td><td>0.6</td><td>West</td></tr> <tr> <td>10</td><td>Principal Planning Officer</td><td>0.6</td><td>West</td></tr> <tr> <td>10</td><td>Principal Planning Officer</td><td>1</td><td>Vacant</td></tr> <tr> <td>6</td><td>Career Grade Planners</td><td>2</td><td>East and West</td></tr> <tr> <td>4</td><td>Planning Assistant</td><td>1</td><td>West</td></tr> <tr> <td colspan="2">Total FTE (including vacancy)</td><td>4.8 (5.8)</td><td></td></tr> </table>	Grade	Title	FTE	West / East	12	Minerals and Waste Development Framework Manager	0.6	West	11	Project leader	0.6	West	10	Principal Planning Officer	0.6	West	10	Principal Planning Officer	1	Vacant	6	Career Grade Planners	2	East and West	4	Planning Assistant	1	West	Total FTE (including vacancy)		4.8 (5.8)		The structure for CWAC minerals and waste planning team needs to be confirmed. Further work will then be required to identify the shared units structure.
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12	Minerals and Waste Development Framework Manager	0.6	West																																
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		<p>The existing M&WDF team consists of 5.8 FTE (7 post; 6 staff) including one vacant post which has not been filled due to LGR.</p> <p>The decision has /or is in the process of being made that all shared service staff outside of the host Authority will be seconded into the team/host authority.</p>	
7	Temporary staffing	There are no temporary staffing / contract staff issues.	No decision required
8	Training	This aspect is predominantly for new teams where they are to undertake a new function and to assess what training requirements they may have. The team is an existing team which already deals with planning policy for minerals and waste, if present staff continue to be employed within the group there are unlikely to be any major training requirements other than the required Continued Professional Development. Some additional team training will be required on the work software packages being implemented by the two Authorities within the Development Management and LDF work areas, links to the SCS and LAA will also be required (See item 10). CPD training should carry on as required by the professional bodies, for example 50 hours over 2 years for RTP1.	No decision required
Locations			
9	Location	The M&WDF team are currently housed at Backford Hall, Chester. It is proposed that for the short term that the team remain at Backford Hall, with the intent of the team being co-located with the LDF spatial planning team in the West.	Officer Working Group recommends that the team be located at Backford Hall for the short term.
Technology			
10	Establish technology	<p>Policy</p> <ul style="list-style-type: none"> • Limehouse software has been identified and purchased in CWAC to facilitate joint working on policy; • The decision has yet to be made on what software will be used to produce policy documents in Cheshire East. Limehouse or Swift software are both being considered. <p>Development Management</p>	<p>No formal decision required, information to be noted</p> <p>Access to both the LDF and DM databases will be required. Access also</p>

		<ul style="list-style-type: none"> • CWAC will be using CAPs; • CE will be using Anite (which is understood to be part of Swift software group). <p>Additional media / web training may be required.</p> <p>The existing information on Issues and Options for the Minerals Development Framework has been collated on excel; access and word.</p>	to the corporate GIS system and systems being set up for SCS and LAA.
Performance			
11	Document performance	<p>Document key performance targets and standards that will be used in the service (but will also depend upon work areas in item 1 of this report):</p> <ul style="list-style-type: none"> • Milestones identified as part of the LDS process for both CWAC & CE; • Input into the Annual Monitoring Report submission to GO by end of December • Number of formal consultation responses responded to within the required timescale ; • Number of delegated reports / officer recommendations made; • Number of strategic meetings attended. • % of minerals and waste development control advice provided within 21 working days; 	Still under review.
12	Agree service levels	The Service level agreement between the service and the authorities needs to be agreed. This is likely to take the form of a template which is still being prepared by PWC. The SLA is likely to look at aspects such as staffing; payment; etc. It may need to build upon the aspects outlined in appendix 5 of this report.	Clarification still being sought on this aspect.

Process																												
13	Identify process and document reporting process	<div>The following table tries to break down the work expected of the unit and the process by which it might be delivered</div> <table><tr><th>No.</th><th>Work area</th><th>Interdependencies</th><th>Timescales F fixed V variable O ongoing A as & when</th><th>Document reporting process</th></tr><tr><td>1</td><td>Input and provide comments on local, regional, national polices, strategies and guidance</td><td>e.g. planning policy statements; minerals and waste guidance; national strategies.</td><td>F A O</td><td>Reporting is likely to vary depending upon the nature of the strategy; documents; guidance being commented upon. See questions.</td></tr><tr><td>2</td><td>LDF Input into respective documents including core strategy</td><td>LDS & SCI CE LDS & SCI CWAC</td><td>F O</td><td>Joint committee and steering group and respective authorities procedures</td></tr><tr><td>3</td><td>LDF joint DPD</td><td>LDS SCI</td><td>F O</td><td>Joint committee and steering group and respective authorities procedures</td></tr><tr><td>4</td><td>Supplementary</td><td>LDS</td><td>To be</td><td>Joint Committee and</td></tr></table>	No.	Work area	Interdependencies	Timescales F fixed V variable O ongoing A as & when	Document reporting process	1	Input and provide comments on local, regional, national polices, strategies and guidance	e.g. planning policy statements; minerals and waste guidance; national strategies.	F A O	Reporting is likely to vary depending upon the nature of the strategy; documents; guidance being commented upon. See questions.	2	LDF Input into respective documents including core strategy	LDS & SCI CE LDS & SCI CWAC	F O	Joint committee and steering group and respective authorities procedures	3	LDF joint DPD	LDS SCI	F O	Joint committee and steering group and respective authorities procedures	4	Supplementary	LDS	To be	Joint Committee and	<div>Officer Working Group have recommended amendments to the table, these have been carried out.</div> <div>Advice currently being sought from PWC. Further work will be required on this aspect, taking into account existing / emerging schemes of delegation.</div>
No.	Work area	Interdependencies	Timescales F fixed V variable O ongoing A as & when	Document reporting process																								
1	Input and provide comments on local, regional, national polices, strategies and guidance	e.g. planning policy statements; minerals and waste guidance; national strategies.	F A O	Reporting is likely to vary depending upon the nature of the strategy; documents; guidance being commented upon. See questions.																								
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4	Supplementary	LDS	To be	Joint Committee and																								

			Planning Documents		determined	respective authority procedures	
		5	Contractual arrangements relating to evidence base	LDS	A	Officer delegation	
		6	Safeguarding of minerals and waste	Core Strategies and LDS	F	Joint committee and steering group and respective authorities procedures	
		7	Input into corporate strategies; SCS; Waste Strategy; waste PFI; LSP etc	Generally individual authority work feeding directly into the documents.	O V F	Direct to relevant corporate strategy groups	
		8	Provide training to elected members	Committee services ; LDS scehdule	O A	NA	
		9	Advice and guidance to stakeholders	LDS and LDF work	As and when	NA	
		10	Minerals and Waste policy monitoring	Individual authority AMR	O	To Joint Committee for information. Possibly 6 monthly.	
		11	AMR input	AMR CWAC & CE	F	Through respective Council arrangements	
		12	DM advice	Eg Planning applications	A	Delegated officer comments	
		13	Input into joint working groups	RAWP; RTAB; NW officer grp etc	O A	Delegated officer	

		14	Input into municipal waste strategies PFI	Waste strategies	F O	Delegated officer	
		15	Contribute to NW regional strategies	4NW; CWEA etc	F A	Delegated officer comments, for formal stages Joint committee approval.	
		16	National policy development	Waste and mineral related CLG	F A	Delegated officer comments, ratification by Joint committee for certain stages	
		17	Liaison with adjoining and cross boarder authorities	Waste and mineral related aspects	F O A	Delegated officer	
		18	LDF neighbouring authorities	Waste and mineral related documentation such as CS; DPD, SPG.	A	Delegated officer comments, for formal stages Joint committee approval.	
		19	Property management		A	Officer comments only	
14	Document reporting process	Document management reporting process required to provide assurance of the service performance to both authorities. <ul style="list-style-type: none"> • Ability to meet LDS milestones; • AMR monitoring and review; • Regular meetings held with relevant officer of the two authorities. 					
15	Document handovers/interfaces	LDS joint documents - documents will be progressed through the Joint Committee until it reaches the publication stage. At this stage the respective councils will be required to agree the documentation and again at the submission stage. At the Adoption stage they will require full council approval.					Joint Committee and Joint Officer Board need to be confirmed as well as ability to meet plan

		LDS input into individual authority documents - input into individual authority council procedures unless there are strategic issues which require the joint committee resolution.	policy requirements.
Finance			
16	Budget 2008-2009 M&WDF	TBC	Still being developed.
17	Agree assets and liabilities	The existing team has no major assets and liabilities.	No comment required.
18	Agree contracts		Templates to be provided centrally.
19	Transfer assets, liabilities and contracts	The Waste and Planning Service at present is the Chair and Technical Secretary for the North West Regional Aggregate Working Party. Discussions are underway for the Joint Team to take on the work. The contract ceases 31 March 2010.	Communities and Local Government decision required.
20	Co dependencies within the authorities (relevant to both Cheshire East and CWAC)	<ul style="list-style-type: none"> • Development Management; • Strategic planning • Local Development Frameworks • Waste strategy • Waste PFI and contracts • Local Strategic Partnerships • Sustainable Community Strategy • Research and Intelligence; • Reclamation /regeneration teams; • Input from specialist including landscape; archaeologists; economic development regeneration; climate change teams 	Note co dependencies, no formal decision to be made.

Appendix 3: Draft Risk Assessment for Joint working on Minerals and Waste Planning Policy

Risk No	Risk (Threat/Opportunity to achievement of service objective)	Gross Score (as it is if there are no measures in place to control the risk)			Existing measures to control risk (those in place and working)	Net Score (as it is now)			Actions	Cost of Actions £	Manager Responsible	Target Score (when all actions are in place)		
		Likelihood [L]	Impact [I]	Gross Score [L x I]		Likelihood [L]	Impact [I]	Net Score [L x I]				Likelihood [L]	Impact [I]	Target Score [L x I]
1	Risk may arise where one authority pulls out at a late stage	4	4	16	Initiate risk management procedures; pro forma / arrangements under the Local Authorities (Goods and Services) Act 1970, to facilitate joint working.	3	4	12	Build and keep under review a clear Memorandum of Understanding. Adopt a risk management approach that enables the full consequences of any joint agreement collapsing to be fully assessed.	TBC	TBC	3	3	9
2	Reduction in funding	4	3	12	Budget responsibilities identified.	4	3	12	As 1 above	TBC	TBC	3	3	9

3	Producing a joint plan may take longer to complete.	4	3	12	LDS timetable; GONW involvement from the start; Reports to relevant East & West committees/ panels.	4	3	12	Ensure an understanding of the system and its process, that an DPD document has to be sound, this needs to be achieved through tackling some of the more difficult issues and ensuring more sustainable solutions. Initial ground work may need to be devoted to building a dialogue, developing an understanding of the area (minerals or waste) and issues surrounding joint working. Training of staff and Councillors required. Investment in time and resources should help in achieving longer term solutions.	TBC	TBC	4	3	12
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4	Complex management of process required in joint working partnership	4	3	12	Initiated risk management ; involvement of Planning Advisory Service to resources for LDS production.	3	3	9	Need to ensure robust project management arrangements are in place and that they are kept under review. This should be linked to the development of strong support networks between authorities accompanied by clear and structured communication between parties.	TBC	TBC	2	3	6
5	Potential public confusion over documents geographic area, given the new Authorities remit.	3	3	9	Real time information on DPD to be included on web sites for partners. Inclusion of relevant stakeholders in SCI consultations .	3	3	9	Ensure the wider picture is understood. Provide clear information and reasoning behind the decisions. Authorities web sites and real time information on development plan documents; inclusion within the LDS & SCI. Raise public awareness of plan issues and involvement in plan process through the SCI.	TBC	TBC	3	2	6

6	Political disunity could cause conflict in decision making process and implementation of decisions.	4	4	16	Members are kept informed of decisions on joint working through the relevant panels etc.	4	3	12	Need to ensure adequate debate, achieve common ownership of the problems and full understanding of the range of solutions	TBC	TBC	3	3	9
7	Failure to provide a planning policy framework	4	3	12	Joint working is being broached in order partly to retain sufficient staff and skills base to produce effective and legally robust policy documents	4	3	12	Provide training on planning policy development and specific minerals and waste policy issues.	TBC	TBC	4	3	12
8	Team located in the East	4	4	12	Internal discussion taking place to decide where the most appropriate location would be for the team	3	3	9	Continue to work with PWC and partners			2	2	4

Appendix 4 - Potential Governance arrangements for joint working on minerals and waste planning policy

Option 1	Joint Board / committee made up from Members of partner Authorities that have delegated powers with responsibility for progressing a plan.	Used by
Advantages	<ul style="list-style-type: none"> The Board would be a powerful arrangement and would bind in authorities to shared solutions. Potentially, it could be a speedier control mechanism, e.g. during the preparation of Local Development Documents approval would be reached by both authorities (until the final stages of submission and adoption, when individual Council approval would be required). The Board could set its own timescales, rather than being tied into timetables of individual authorities. The Board could provide a powerful mechanism for securing a way forward through disunity. The formal arrangement of a Board could give strength to better working relationships 	<p>Greater Manchester</p> <p>Tees Valley</p> <p>Berkshire</p> <p>Lancashire</p>
Disadvantages	<ul style="list-style-type: none"> Initially takes longer time to set up as it would require legal arrangements and full resolutions of each Council to be established. As a strong structure, should the Board flounder through disagreement, the resultant situation could be more difficult. 	
Option 2	Working parties of elected members set up of relevant authorities to discuss items and associated issues, but decisions are made by the separate Authorities.	
Advantages	<ul style="list-style-type: none"> Could be easy and fast to set up, if formalities are not required. Discussion is potentially less constrained by a formal decision making context; the committee is used for discussion and debate, rather than formal decision making. More flexible, e.g. meeting dates could be more movable to meet key dates, rather than on a fixed formal timetable. Can be used to inform the debate, and raise the level of understanding of issues. 	<p>Merseyside</p> <p>No. of London Boroughs</p>
Disadvantages	<ul style="list-style-type: none"> The more informal the process, potentially the less credibility and stature any agreements reached may have – which might then need to be re-debated within each constituent authority. This may also make more difficult the task of integrating work on the wider Local Development Framework process of each authority. 	

Appendix 5 – Support Required from Cheshire West and Chester Council and Cheshire East Councils

To carry out duties Cheshire West and Chester Council and Cheshire East will:

- Provide adequate staffing levels of dedicated, appropriately qualified and trained staff;
- Provide legal and administrative support and support from finance officers as appropriate;
- To provide committee and member service support and training where applicable;
- Provide appropriate accommodation;
- Provide appropriate hardware and software, licences and maintenance contracts to ensure the CJM&WPU can carry out its work;
- Provide access to corporate GIS data (e.g. OS Base mapping, constraints; historic mapping and digital aerial photographs);
- Provide the facilities and staffing to carry out the necessary and statutory assessments and appraisals of emerging documents;
- Seek advice from CJM&WPU on all policy and strategy production which may impact on mineral resource and waste management facilities (existing and or safeguarded);
- Seek advice from CJM&WPU on all major planning applications which affect mineral and waste resources;
- Provide and input into relevant committee reports, before submission, which affect minerals and waste strategy;
- Provide the opportunity for CJM&WPU officers to attend relevant committee meetings and other member focus groups, as appropriate to offer advice and guidance on matters affecting the mineral and waste strategy;

- CJM&WPU officers will develop close and beneficial working relationships with Development Management and Strategic Planning / LDF of Cheshire West and Chester and Cheshire East.

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