



IPSWICH BOROUGH COUNCIL

Action Notes

Meeting	Ipswich Policy Area Board
Date	15 October 2015
Time	10:00
Location	Room 1c, Grafton House, Ipswich
Present	Cllr Michael Gower (MG) – Suffolk County Council (SCC) Cllr Simon Barrett (SB) – Babergh District Council (BDC) Cllr John Whitehead (JW) – Mid Suffolk District Council (MSDC) Cllr Carole Jones (CJ) – Ipswich Borough Council (IBC) Cllr Tony Fryatt (TF) – Suffolk Coastal District Council (SCDC) James Cutting (JC) – Suffolk County Council Tom Barker (TB) – Babergh & Mid Suffolk District Councils Rich Cooke (RC) – Babergh & Mid Suffolk District Councils Martyn Fulcher (MF) – Ipswich Borough Council Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council Phil Ridley (PR) – Suffolk Coastal District Council Desi Reed (DR) – Suffolk Coastal District Council
Apologies	Cllr Christopher Hudson – Suffolk County Council John Pitchford – Suffolk County Council
Distribution	Published.
Action Notes Agreed	Agreed.

Items:

		Action	Attachments
	It was agreed that Cllr Barrett would chair the meeting in the absence of Cllr Hudson.		
1.0	Agree action notes of August meeting		
1.1	Agreed.	Publish on IBC website.	

2.0	Work programme project plan update		
2.1	SM updated on progress in respect of the project plan, with items to be discussed later in the meeting.		
3.0	Memorandum of understanding for co-ordination of plans, duty to co-operate and future IPA definition		
3.1	RH presented a draft memorandum of understanding (MOU) relating to the delivery of housing and employment development within the Ipswich Housing Market Area and Ipswich Functional Economic Area. It was agreed to present a further draft to leaders for consideration.	Submit draft of MOU to leaders.	
3.2	RH presented a revised terms of reference (TOR) document, which updated the previous version from December 2013 and made reference to the chair's duties being undertaken by Suffolk County Council until March 2017. The changes were accepted.	Publish revised TOR on IBC website.	
3.3	It was agreed to revisit the IPA boundary shortly. This was touched on at the meeting and the key issues / options were aired. It was apparent that councillors had some support for the proposed pragmatic approach that has emerged from previous discussions – and previous consideration of all the relevant evidence involved. This indicates recognition of the merits of using a wider, whole districts boundary contiguous with district administrative boundaries (whilst not disregarding important factors of: practicality; sustainability and deliverability).	Officers to consider options for the IPA boundary.	
4.0	Local plan update		
4.1	Officers referred to the local development scheme and the commitment to having local plans in place by the end of 2016.		
4.2	IBC and SCDC have published local development scheme updates in October 2015, which make reference to joint or aligned local plans for the Ipswich Housing Market Area and Ipswich Functional Economic Area. BDC/MSDC also to update local development scheme in this regard.		
4.3	RH explained a Pre Submission Main Modifications public consultation being undertaken by IBC on the emerging local plan prior to submission to the Government in December 2015 for an independent Examination in Public.		

<p>5.0</p> <p>7.0</p> <p>5.1 / 7.1</p> <p>5.2 / 7.2</p> <p>5.3 / 7.3</p>	<p>Demographic and household modelling update – objectively assessed need (step 56)</p> <p>Strategic housing market assessments – market signals</p> <p>The East of England Forecasting Model (EEFM) has an economic focus and is a 20 year trend model whereas the Government’s household and population trends are based on a short-term trend. An updated objectively assessed need for the Ipswich Housing Market Area will be published in 2016 taking into account the latest Government data.</p> <p>An updated strategic housing market assessment (SHMA) planned for 2016 will look at market signals in determining the type and tenure of housing required within the Ipswich Housing Market Area’s objectively assessed need. The SHMA published in 2012 is still current.</p> <p>The rise in the provision of older person’s housing and the conversion of offices to residential use was noted.</p>	<p>Officers to scope an updated SHMA</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Housing land supply (steps 57-58 & 60) and delivery</p> <p>BDC and MSDC have published their annual authority monitoring reports, which demonstrate that MSDC have seen 400 completions in 2014/15 in accordance with an annual requirement of 430, whereas BDC have seen 178 completions out of a an annual requirement of 300 dwellings.</p> <p>SCDC reported a good completion rate in 2014/15 continuing into 2015/16.</p> <p>IBC also reported a good completion rate in 2014/15 although short of the annual requirement.</p> <p>SCDC and IBC will publish their annual authority monitoring reports for 2014/15 by the end of 2015.</p>	<p>Publish AMRs</p>	
<p>8.0</p> <p>8.1</p>	<p>Employment land needs assessment update (steps 75 & 76) – initial findings</p> <p>RH and JC updated on initial findings from the employment land needs assessment report, which has informed the employment topic paper published by IBC in October 2015 alongside the Pre Submission Main Modifications public consultation. A draft report is expected shortly.</p>	<p>Draft report to be circulated to IPA Board members.</p>	

9.0	Suffolk Growth Group update – devolution and strategic planning		
9.1	Officers have met to discuss the context of a future strategic plan in accordance with the work being undertaken as part of the devolution proposal.		
10.0	Any other business		
10.1	None.		
11.0	Date of Next Meeting		
11.1	10am on Thursday 3 rd December 2015 was agreed as a provisional date but the meeting is now to be held in February 2016.		

The full action notes of this meeting are assumed to be accessible to the public and to staff, unless the chair claims an exemption under the **Freedom of Information Act 2000**. For detailed guidance about applying the exemptions visit <http://www.ico.gov.uk/>



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These minutes contain information;	Please insert an "x" if relevant
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