



**IPSWICH**  
BOROUGH COUNCIL

## Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	7 August 2015
<b>Time</b>	14:00
<b>Location</b>	Council Chamber, Suffolk Coastal District Council Offices
<b>Present</b>	<p>Cllr Tony Fryatt (TF) – Suffolk Coastal District Council (SCDC)            Phil Ridley (PR) – Suffolk Coastal District Council            Desi Reed (DR) – Suffolk Coastal District Council            Cllr Simon Barrett – Babergh District Council (BDC)            Cllr John Whitehead – Mid Suffolk District Council (MSDC)            Tom Barker (TB) – Babergh &amp; Mid Suffolk District Councils            Rich Cooke – Babergh &amp; Mid Suffolk District Councils            Cllr Carole Jones (CJ) – Ipswich Borough Council (IBC)            Steve Miller (SM) – Ipswich Borough Council            Robert Hobbs (RH) – Ipswich Borough Council            Andrea McMillan (AM) – Ipswich Borough Council            Cllr Christopher Hudson (CH) – Suffolk County Council (SCC)            John Pitchford (JP) – Suffolk County Council            Dave Watson (DW) – Suffolk County Council</p>
<b>Apologies</b>	<p>Lindsay Barker – Babergh &amp; Mid Suffolk District Councils            James Cutting (JC) – Suffolk County Council</p>
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:

		<b>Action</b>	<b>Attachments</b>
<b>2.0</b>	<b>Nomination for Chair of the Ipswich Policy Area (IPA) Board</b>		
2.1	Cllr Barrett proposed Cllr Hudson with support from the Councillors present.		


<b>1.0</b>	<b>Agree action notes of June meeting</b>		
1.1	Agreed. Cllr Jones proposed and Cllr Fyratt seconded.	Publish on IBC website.	
<b>3.0</b>	<b>Work programme project plan update</b>		
3.1	SM updated on progress in respect of the project plan. Step 16 refers to how often the Board meets. It was agreed to hold meetings bi-monthly at SCC offices at 10am. The next meeting was proposed to be held on 1 <sup>st</sup> October. If no rooms are available at SCC then it was agreed to use IBC's offices at Grafton House.		
3.2	Reference was made to steps 57/58 on housing need, step 60 on housing land supply assessment, step 76 on the employment needs for the strategic housing market area, and step 78 in respect of signing-off this paper at a future meeting. These items were discussed later at this meeting.		
3.3	In respect of transport, there is Census 2011 information on movements within the IPA. A travel to work area (TTWA) will be presented at a future IPA Board meeting. Transport was discussed later at this meeting.		
3.4	Steps 104 and 105 focus on the assessment of green infrastructure in the IPA, identifying gaps and the potential to meet mitigation measures for new housing sites. This was also discussed later at this meeting.		
<b>4.0</b>	<b>Transport update – Ipswich Census Data Trend Analysis by WSP (step 89 on project plan)</b>		
4.1	DW gave a presentation on travel to work in and around Ipswich comparing the 2011 position to that in 2001 using Census information. It was noted that 58% of people who lived in Ipswich worked in Ipswich in 2001 and this figure fell to 56% in 2011. The predominant destination attracting commuting flows is the central area of Ipswich and the area to the west of the town. There has also been a movement of commuting flows to the edge of the town.		
4.2	There were a high percentage of jobs filled by Ipswich residents around the town centre in 2001 and this had fallen in 2011. There has been an increase in car ownership in Ipswich to 1.06 cars per household in 2011. There has been the construction of approximately 5,000 additional flats		

4.3	<p>between 2001 and 2011, with fewer owner occupier homes and more rental homes. There has also been a fall in supervisory and routine jobs in Ipswich meaning people living in cheaper accommodation are commuting to neighbouring districts for work, for example agricultural processing jobs in Mid Suffolk District.</p> <p>It was agreed to undertake some further work in respect of the analysis of commuting flows within the Ipswich travel to work area as defined by the 2011 Census.</p>	To undertake further work.	
<b>5.0</b>	<b>Demographic and household modelling update – objectively assessed need (step 56)</b>		
5.1	RC introduced the National Planning Policy Framework (NPPF) requirement to assess Objectively Assessed Need (OAN) for housing and jobs, and to meet these needs in full, as far as is consistent with the Framework.		
5.2	Evidence historically has been based on national projections and more recently the 2012 population projections, which are trend-based. The local work being undertaken within the IPA goes beyond the national projections focusing on local circumstances and the local economy.		
5.3	The emerging 2012 projections factor in the 2011 Census and the East of England Forecasting Model (EEFM), using expertise from Cambridgeshire demographers as reported to the IPA Board in June 2015, and will develop household projections for 2011 to 2031. The final report will become evidence for the IPA local planning authorities to be considered alongside their local plans.		
5.4	In respect of population growth, between 1993 and 2013 the population has grown steadily by 3,200 per year, which is nearly double the national level. Evidence suggests similar levels of growth in the future. The OAN modelling work is translating the EEFM population forecasts to households.		
5.5	Market signals are being explored in accordance with the NPPF as well as the impact of second homes, vacant homes, care and homecare.		
5.6	Sites have been identified to meet the need in each local planning authority's local plan. There will be a requirement to identify further sites within the strategic housing market area in the future to continue to address this need.		

<b>6.0</b>	<b>Five year housing land supply</b>		
6.1	IPA local planning authorities are working towards closer alignment of the five year housing land supply, which is reported through authority monitoring reports.	Publish 2015 authority monitoring reports once produced.	
<b>7.0</b>	<b>Employment land needs assessment update (step 75)</b>		
7.1	Work is progressing on the preparation of a draft report.	Finalise draft report.	
<b>8.0</b>	<b>Green infrastructure update (steps 104 and 105)</b>		
8.1	<p>A report is to be published later this year, prepared by the IPA local planning authorities, which:</p> <ul style="list-style-type: none"> <li>• Identifies area for local growth as set out in local plan documents;</li> <li>• Identifies where green infrastructure can be enhanced and for mitigation; and</li> <li>• Undertakes an audit of progress since the 2008 Haven Gateway Green Infrastructure Strategy (HAGGIS).</li> </ul>		
8.2	Stakeholders involved in the preparation of the 2008 HAGGIS have been involved in the preparation of this report. Areas of deficiency in accessible natural green space (ANG) and the progress made have been identified in the report. The accompanying maps will show areas of ANG over two hectares in accordance with national guidance. The Woodland map will show woodland to Woodland Trust standards. The maps will also show green infrastructure opportunities and enhancements since 2008.		
8.3	The report will inform options for future growth and associated sustainability appraisal work, as well as identifying enhancements to assist in meeting the requirements of the Habitats Regulation Assessments.	Publish green infrastructure report.	
<b>9.0</b>	<b>Suffolk Growth Group update</b>		
9.1	A project Board has been created focusing on spatial planning and delivery.		

<b>10.0</b>	<b>Memorandum of understanding for co-ordination of plans / Duty to co-operate / Local Plan update</b>		
10.1	The IPA local planning authorities are aligning their local development schemes with a commitment to exploring future joint working. A memorandum of understanding will be prepared later this year.		
<b>11.0</b>	<b>Any other business</b>		
11.1	None.		
<b>12.0</b>	<b>Date of Next Meeting</b>		
12.1	10am on Thursday 1 <sup>st</sup> October 2015 at SCC's offices in Ipswich was agreed but subsequently amended to 10am on Thursday 15 <sup>th</sup> October at Grafton House in Ipswich.		

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	1. That is <b>personal data</b>	
	2. Provided in <b>confidence</b>	
	3. Intended for <b>future publication</b>	
	4. Related to <b>criminal proceedings</b>	
	5. That might prejudice <b>law enforcement</b>	
	6. That might prejudice ongoing <b>external audit</b> investigations	
	7. That could prejudice the <b>conduct of public affairs</b>	
	8. Information that could endanger an individual's <b>health &amp; safety</b>	
	9. That is subject to <b>legal privilege</b>	
	10. That is prejudicial to <b>commercial interests</b>	
	11. That <b>may not be disclosed by law</b>	
	12. <b>Other</b> Please describe	



# IPSWICH

## BOROUGH COUNCIL

## Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	5 June 2015
<b>Time</b>	14:00
<b>Location</b>	Council Chamber, Suffolk Coastal District Council Offices
<b>Present</b>	Cllr Geoff Holdcroft (GH) – Chair – Suffolk Coastal District Council Cllr Tony Fryatt (TF) – Suffolk Coastal District Council (SCDC) Phil Ridley (PR) – Suffolk Coastal District Council Desi Reed (DR) – Suffolk Coastal District Council Cllr John Hinton (JH) – Babergh District Council (BDC) Tom Barker (TB) – Babergh & Mid Suffolk District Councils Cllr Carole Jones (CJ) – Ipswich Borough Council (IBC) Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council Andrea McMillan (AM) – Ipswich Borough Council James Cutting (JC) – Suffolk County Council (SCC) John Pitchford (JP) – Suffolk County Council (from 2.40pm) Cllr Christopher Hudson (CH) – Suffolk County Council (from 3pm)
<b>Apologies</b>	Cllr Simon Barrett – Babergh District Council Cllr John Whitehead – Mid Suffolk District Council (MSDC) Lindsay Barker – Babergh & Mid Suffolk District Councils Rich Cooke – Babergh & Mid Suffolk District Councils Bill Newman – Babergh & Mid Suffolk District Councils
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:

		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of March meeting</b>		
1.1	Agreed.	Publish on IBC website.	


<b>9.0</b>	<b>Green infrastructure update (step 117)</b>		
9.1	The update to the green infrastructure progress report shows where there are opportunities for green infrastructure and where the deficits are. There are policies in local plans to address accessibility to green spaces. There is also potential recreational disturbance to habitat from residential development.		
9.2	The Haven Gateway Green Infrastructure Strategy (HAGGIS) (2008) list was aspirational. Officers are discussing these opportunities with stakeholders and the mapping of sites has also been updated.		
9.3	Natural England has set a 2 hectare (ha) size for sites of strategic importance. It was also pointed out that Broom Heath in Woodbridge is not identified on the map and it was felt it should be. Cycle routes and footpaths have been mapped. Maps showing deficiencies in green infrastructure are similar to 2008.		
9.4	A list of opportunities was requested detailing what has happened to the area and what is happening now. The reasoning behind catchments stopping at rivers was questioned. It was noted this project is a comprehensive audit of the existing situation and the sequence of delivery relative to new developments is key.		
<b>7.0</b>	<b>Demographic and household modelling update – objectively assessed need (part step 68)</b>		
7.1	JC gave a demographic update. Cambridgeshire County Council's research department is to create household projections using a population model. The population projections from the East of England Forecasting Model, previously agreed by the IPA Board, will inform this piece of work. It was confirmed that these projections will include the Census 2011 data.		
7.2	Officers are to agree with housing colleagues the preparation of reports which analyse data obtained through the Suffolk Housing Survey to inform future housing need.		
<b>8.0</b>	<b>Employment land needs assessment update (step 86)</b>		
8.1	RH updated on progress made to date and that a draft report was expected in August.		



<b>11.0</b>	<b>Ipswich Garden Suburb update</b>		
11.1	SM noted the Ipswich Garden Suburb is allocated for 3,500 homes in the emerging Ipswich Local Plan and there is currently an outline planning application being considered by Ipswich Borough Council for 815 homes. Infrastructure provision and delivery at the Ipswich Garden Suburb is being considered by consultants appointed by the Council as part of funding received from the Government.		
11.2	It was requested that a common approach on calculating five year supply be adopted by each IPA local authority.		
<b>6.0</b>	<b>Transport update – Ipswich Census Data Trend Analysis by WSP (part step 103 on project plan)</b>		
6.1	A report by Suffolk County Council appointed consultants WSP in respect of traffic movements demonstrated by Census 2011 data to be considered at next meeting alongside feasibility work considering a Northern Bypass and Wet Dock Crossing.		
<b>10.0</b>	<b>Memorandum of understanding for co-ordination of plans / Duty to co-operate</b>		
10.1	The current local plan timetables were considered and it was noted of the need for closer alignment of future Local Plans to consider the objectively assessed development needs of the IPA.		
<b>5.0</b>	<b>Work programme project plan update</b>		
5.1	SM updated on the project plan. The green infrastructure report has been updated. Future household projections along with an employment needs update will be presented in August. Suffolk County Council's transport presentation in August will show travel to work information that will inform a future IPA boundary review. Conclusion of steps 91 to 93 moving towards a functional economic area agreement is planned for October.		
<b>2.0</b>	<b>Introduction to the Ipswich Policy Area</b>		
2.1	SM introduced the IPA to new members of the Board highlighting that the IPA dates back to SCC Structure Plans of the 1970s and is to meet housing / employment needs of Ipswich beyond the Borough boundary. Previously housing and employment needs were determined by Government. Now there is the duty to co-operate.		

	<p>The IPA is a small defined area. Part of the employment land needs assessment work is looking at boundaries. The IPA Board is a non-decision making body. Financial decisions go through each local authority. There is the need for an IPA group to inform proper planning decisions in supporting the preparation of local plans as well as discussing and identifying key infrastructure provision across the IPA.</p>		
<b>3.0</b>	<b>Relationship with Suffolk Growth Group</b>		
3.1	PR explained the role of the Suffolk Growth Group (SGG), which has been in existence for almost three years. The SGG began with an economic development remit focusing on short-term opportunities. There is a close working relationship with the New Anglia Local Enterprise Partnership (NALEP) and the SGG has evolved to include planning.		
3.2	There is a single planning and infrastructure piece of work to be done and a strategic planning workshop was held in March. A county-wide spatial planning framework is being considered. It is being undertaken on a county geography, which ties in with Suffolk County Council highways and education planning. It is felt there are sub-economic areas and the IPA has a role here.		
<b>4.0</b>	<b>Nomination for Chair of the IPA Board</b>		
4.1	GH offered his resignation to chair of this IPA Board. Members of the Board thanked GH for chairing the Board since November 2013. It was agreed to defer appointment of a new chair to the next meeting.		
<b>12.0</b>	<b>Any other business</b>		
12.1	None.		
<b>13.0</b>	<b>Date of Next Meeting</b>		
13.1	Friday 7 <sup>th</sup> August 2015 at Suffolk Coastal District Council.		
13.2	First item of the next agenda is to elect a chair.		

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	12. <b>Other</b> Please describe	



# IPSWICH

## BOROUGH COUNCIL

## Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	20 March 2015
<b>Time</b>	14:00
<b>Location</b>	Council Chamber, Suffolk Coastal District Council Offices
<b>Present</b>	Cllr Geoff Holdcroft –Chair – Suffolk Coastal District Council (SCDC) Phil Ridley (PR) – Suffolk Coastal District Council Desi Reed (DR) – Suffolk Coastal District Council Cllr John Hinton – Babergh District Council (BDC) Rich Cooke (RC) – Babergh & Mid Suffolk District Councils Cllr John Whitehead – Mid Suffolk District Council (MSDC) Cllr Carole Jones – Ipswich Borough Council (IBC) Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council Cllr Graham Newman (GN) – Suffolk County Council (SCC) James Cutting (JC) – Suffolk County Council
<b>Apologies</b>	Matthew Ling – Ipswich Borough Council John Pitchford – Suffolk County Council
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:


		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of February meeting</b>		
1.1	Agreed.	Publish on IBC website.	

<b>2.0</b>	<b>Update on project plan</b>		
2.1	In respect of step 16: agreement of future meeting dates, chair and secretariat (step 16), the next meeting date was agreed to be Friday 5 <sup>th</sup> June 2015. Future meeting dates every other month would be determined at that meeting together with a future chair. It was agreed the secretariat is to be carried on by Ipswich Borough Council.		
2.2	Step 33 considers travel to work areas published by the Office for National Statistics (ONS). Consultants working with SCC and IBC are to provide further analysis of traffic flows as reported in the previous action notes, and the ONS travel to work information has informed the forthcoming employment land needs assessment (step 85). This further analysis is planned to be reported to the Ipswich Policy Area (IPA) Board in June.		
2.3	Step 71 considers housing need and supply for the Ipswich housing market area and the recently published Department for Communities and Local Government (DCLG) household projections will be run through the Pop Group demographic model. This will be reported to the IPA Board meeting in June. It was agreed at a previous IPA Board meeting to use the population forecasts from the East of England Forecasting Model (EEFM) 2014 run.		
2.4	Step 93 considers the outputs of the housing and employment needs assessments for the IPA, which may result in a revised IPA boundary based upon a functional economic area. This relates to step 35 to determine a revised IPA boundary.		
2.5	Further work on infrastructure is expected during 2015/16 with a further green infrastructure paper (step 117) planned for the June 2015 IPA Board meeting.		
<b>3.0</b>	<b>Future secretariat, chair and administration of IPA Board</b>		
3.1	SM introduced a paper on a review of the IPA Board which detailed what had been achieved so far since the IPA Board met in November 2013. Action notes and topic papers have been published on the IPA webpage held on the IBC website at <a href="https://www.ipswich.gov.uk/content/ipswich-policy-area">https://www.ipswich.gov.uk/content/ipswich-policy-area</a> .		

3.2	As noted in item 2, IBC will continue with the secretariat of the IPA Board. If additional funding for undertaking the secretariat could be identified as part of a review of how strategic planning activities in Suffolk are undertaken, this would be welcomed.		
<b>4.0</b>	<b>DCLG Household Projections</b>		
4.1	JC expressed caution relying on the DCLG 2012 household projections published in February 2015. These household projections are based on a five year recessionary trend. Therefore the headship rate, that is the probability of an individual being a head of household, should be considered over a ten year trend period, which is what the work undertaken by Luton Borough Council for the Ipswich housing market area has considered. The EEFM adopts a longer-term economic trend.		
4.2	In addition the Greater London Authority (GLA) in their analysis consider a migration trend modelled by themselves into and out of London rather than the ONS migration trend adopted in the DCLG household projections.		
4.3	Caution was also expressed in relation to using the EEFM household projections as these do not take into account changes in demography, for example an ageing population. However the population figures can be used.		
<b>5.0</b>	<b>Green Infrastructure update</b>		
5.1	Work is continuing to be undertaken on giving an up-to-date position on green infrastructure in the IPA. Projects identified in the Haven Gateway Green Infrastructure Strategy (HAGGIS) from 2008 are being reviewed and mapped. A paper is to be produced for the June IPA Board meeting.		
<b>6.0</b>	<b>Employment Land Needs Assessment update</b>		
6.1	Consultants have been appointed to do a qualitative review of employment land needs for the IPA local authorities and Waveney District Council and are to produce a final report for June.		

<b>7.0</b>	<b>Local Plan update</b>		
7.1	IBC: Regulation 19 proposed submission consultation for its Core Strategy and Policies development plan document (DPD) review and its Site Allocations and Policies (incorporating IP-One Area Action Plan) DPD closed on 5 <sup>th</sup> March. Plan to be submitted to the Government for examination in public later this year.		
7.2	BDC/MSDC: Regulation 18 draft joint Local Plan document consultation closed on 12 <sup>th</sup> March. Draft submission document now being prepared. The community infrastructure levy (CIL) schedules for BDC and MSDC have been submitted for examination. Neighbourhood plan work is progressing.		
7.3	SCDC: concluded public consultation on Issues and Options and the Felixstowe Area Action Plan on 27 <sup>th</sup> February. A preferred options document is planned for July 2015. The CIL examination was undertaken on 19 <sup>th</sup> March and SCDC await the Inspector's report.		
7.4	The IPA local authorities agreed to align the annual authority monitoring reports more closely and to prepare these in the new few months.		
<b>8.0</b>	<b>Future work from project plan</b>		
8.1	Discussed under item 2.		
<b>9.0</b>	<b>Any other business</b>		
9.1	RH highlighted the Government's economic plan for the East of England <a href="https://www.gov.uk/government/news/prime-minister-announces-long-term-economic-plan-for-the-east-of-england">https://www.gov.uk/government/news/prime-minister-announces-long-term-economic-plan-for-the-east-of-england</a> .		
9.2	Reference was also made to the wider South East summit held on 19 <sup>th</sup> March in London		
<b>10.0</b>	<b>Date of Next Meeting</b>		
10.1	Friday 5 <sup>th</sup> June 2015 at Suffolk Coastal District Council.		

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12. <b>Other</b> Please describe		





**IPSWICH**  
BOROUGH COUNCIL

## Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	5 February 2015
<b>Time</b>	11:00
<b>Location</b>	Grafton House, Ipswich
<b>Present</b>	Cllr Geoff Holdcroft –Chair – Suffolk Coastal District Council (SCDC) Desi Reed (DR) – Suffolk Coastal District Council Cllr John Hinton – Babergh District Council (BDC) Rich Cooke (RC) – Babergh & Mid Suffolk District Councils Cllr John Whitehead – Mid Suffolk District Council (MSDC) Cllr Carole Jones – Ipswich Borough Council (IBC) Matthew Ling (ML) – Ipswich Borough Council Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council Andrea McMillan (AM) – Ipswich Borough Council Cllr Graham Newman (GN) – Suffolk County Council (SCC) John Pitchford (JP) – Suffolk County Council James Cutting (JC) – Suffolk County Council Dave Watson (DW) – Suffolk County Council
<b>Apologies</b>	Phil Ridley – Suffolk Coastal District Council
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:


		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of December meeting</b>		
1.1	Agreed.	Publish on IBC website.	
1.2	Officers were asked to make suggestions at a future meeting in respect of future funding and	IBC to suggest	

	resourcing for the administration of the Ipswich Policy Area (IPA) Board. At present it is being done by planning policy officers.	options.	
<b>2.0</b>	<b>Update on project plan</b>		
2.1	Population figures are now published in the 2014 East of England Forecasting Model (EEFM) run.		
2.2	Department for Communities and Local Government (DCLG) Household Projections expected end of February.		
2.3	Tenders expected in respect of the Employment Land Needs Assessment in mid-February.		
2.4	These sources of information will inform any future IPA boundary.		
2.5	Items for the next meeting from the project plan include: <ul style="list-style-type: none"> <li>• Agreement of future meeting dates, chair and secretariat (step 16); and</li> <li>• Presentation on DCLG household projections (step 67).</li> </ul>		
<b>3.0</b>	<b>Local Transport update</b>		
3.1	DW updated on transport activities currently being undertaken. In respect of the Suffolk Local Transport Plan 3 (2011-2031), much of what is set out in the plan is still appropriate and some projects are being implemented. There will be a focus on more detailed intervention in towns within the County focusing on cycle networks and public transport opportunities. Funding from developments will be important alongside other transport funding sources.		
3.2	There is a good transport model for the Ipswich area and IBC together with SCC have commissioned consultants to update the information supporting the model with data from the 2011 Census and to provide further analysis.		
3.3	SCC is investigating feasibility for a Wet Dock Crossing and options for capacity improvements in the north of Ipswich.		
3.4	It was noted that there are three consultations currently being undertaken in respect of rail including one about the Eastern rail franchise from 2016. The Norwich to London Liverpool Street mainline via Ipswich is an important route for the IPA.		

<b>4.0</b>	<b>Green Infrastructure update</b>		
4.1	AM introduced the Haven Gateway Green Infrastructure Strategy (HAGGIS) from 2008. The study gave a list of opportunities for improving green infrastructure through a multi-functional network of green spaces. Officers from each district are undertaking a review of the study to provide a more up-to-date position on the delivery of these opportunities. Each adopted local plan contains a commitment to enhancements to green infrastructure either through new development or in general. Mitigation is also required through the Habitats Regulations Assessment.		
4.2	BDC are leading on the review and looking in more detail at the opportunities and mapping any deficiencies in green infrastructure. A final report is anticipated by May 2015 to be presented to the IPA Board.	Officers to progress project.	
4.3	The impact of regional destinations including Alton Water in BDC and Minsmere in SCDC attracting visitors were also mentioned.		
<b>5.0</b>	<b>East of England Forecasting Model 2014 update</b>		
5.1	JC explained the results of the EEFM 2014 run published on 22 <sup>nd</sup> January 2015, which have incorporated district to district level commuting data from the 2011 Census, and the wider Ipswich Economic Profile.		
<b>6.0</b>	<b>Local Plan update</b>		
6.1	IBC: currently undertaking Regulation 19 proposed submission consultation for its Core Strategy and Policies development plan document (DPD) review and its Site Allocations and Policies (incorporating IP-One Area Action Plan) DPD between 12 <sup>th</sup> December 2014 and 5 <sup>th</sup> March 2015.		
6.2	BDC/MSDC: Regulation 18 draft joint Local Plan document published on 19 <sup>th</sup> January and consultation runs to 12 <sup>th</sup> March. MSDC are replicating the BDC approach to rural growth. The two districts have also done a call for sites. BDC/MSDC also undertaking a consultation on a draft community infrastructure levy charging schedule to 13 <sup>th</sup> February.		
6.3	SCDC: currently consulting on Regulation 18 Site Allocations and Area Specifics DPD, and Felixstowe Area Action Plan DPD. Consultation runs from 15 <sup>th</sup> December 14 to 27 <sup>th</sup> February 15.		

<b>7.0</b>	<b>Any other business</b>		
7.1	None.		
<b>8.0</b>	<b>Date of Next Meeting</b>		
8.1	Friday 20 <sup>th</sup> March 2015 at Suffolk Coastal District Council.		

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	3. Intended for <b>future publication</b>	
	4. Related to <b>criminal proceedings</b>	
	5. That might prejudice <b>law enforcement</b>	
	6. That might prejudice ongoing <b>external audit</b> investigations	
	7. That could prejudice the <b>conduct of public affairs</b>	
	8. Information that could endanger an individual's <b>health &amp; safety</b>	
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	10. That is prejudicial to <b>commercial interests</b>	
	11. That <b>may not be disclosed by law</b>	
12. <b>Other</b> Please describe		



# IPSWICH

## BOROUGH COUNCIL

# Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	19 December 2014
<b>Time</b>	14:00
<b>Location</b>	Suffolk Coastal District Council Offices
<b>Present</b>	<p>Cllr Geoff Holdcroft –Chair – Suffolk Coastal District Council (SCDC) Phil Ridley (PR) – Suffolk Coastal District Council Desi Reed (DR) – Suffolk Coastal District Council Cllr Simon Barrett – Babergh District Council (BDC) Cllr John Hinton – Babergh District Council Cllr John Whitehead – Mid Suffolk District Council (MSDC) Matt Deakin (MD) – Babergh &amp; Mid Suffolk District Councils Gill Cook (GC) – Babergh &amp; Mid Suffolk District Councils Cllr Carole Jones (CJ) – Ipswich Borough Council (IBC) Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council Cllr Graham Newman (GN) – Suffolk County Council (SCC) John Pitchford (JP) – Suffolk County Council James Cutting (JC) – Suffolk County Council Mary Moore (MM) – Suffolk County Council</p>
<b>Apologies</b>	<p>Lindsay Barker – Babergh &amp; Mid Suffolk District Councils Rich Cooke – Babergh &amp; Mid Suffolk District Councils Matthew Ling – Ipswich Borough Council</p>
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

**Items:**


		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of November meeting</b>		
1.1	Agreed.	RH to publish on IBC website.	
<b>2.0</b>	<b>Suffolk Housing Survey</b>		
2.1	GC presented the background to the Suffolk Housing Survey, highlighting that each local authority undertakes a housing needs survey usually every five years. This reflects the needs within the household and is used to plan the right type of housing, its quality, place and price.	IPA Board to determine what data is required to be explored further.	
2.2	The results of the Suffolk Housing Survey will be available to local authorities in early 2015, to inform their decision-making.		
<b>3.0</b>	<b>Update on project plan</b>		
3.1	Agreed an Ipswich Policy Area (IPA) Board meeting to be held in February and March 2015 and then every month during the year.		
3.2	Expect a housing need and supply update in March 2015, following publication of the DCLG household projections in February.	Paper to be prepared for March.	
3.3	An employment land needs assessment report should be available in draft by May 2015 for the Board to consider.		
3.4	Additional resource for the IPA work was discussed and officers are to investigate project management capacity.	Officers to investigate.	
<b>4.0</b>	<b>Employment Needs Assessment revised project plan</b>		
4.1	Each IPA local authority undertaking a desktop review of employment data, along with Waveney District Council.	Officers to progress project.	

4.2	Will procure consultants to undertake market signal data collection and analysis in collaboration with economic development officers.		
4.3	The study will provide a deeper understanding of business needs and requirements.		
4.4	The study will also set the basis for establishing the functional economic area across the four IPA authorities.		
<b>5.0</b>	<b>Employment Observations in Suffolk</b>		
5.1	Discussed under item 4.		
<b>6.0</b>	<b>Ipswich Housing Market Area objectively assessed housing needs update and population update</b>		
6.1	A summary of existing projections was presented. It was noted that the recession had meant there was less people moving and therefore it was appropriate to use a ten year trend for projections, which is what the Ipswich Housing Market Area Population and Household Projections report by Luton Borough Council reflects, published in September 2013.		
6.2	The Further Alterations to the London Plan has also used a ten year base projection for its recent Examination in Public.		
6.3	As the population, labour force and economic aspects are related, it was agreed to use the forthcoming 2014 East of England Forecasting Model for population trends across the four local authority areas.		
<b>7.0</b>	<b>Housing Standards Review</b>		
7.1	This recent Government consultation was discussed and the need for local plans to specify any additional optional requirements to basic housing standards in accordance with this document.		
<b>8.0</b>	<b>Local Plan update</b>		
8.1	IBC: begun public consultation on Regulation 19, the proposed submission stage, of its Core Strategy and Policies development plan document		

	(DPD) review and its Site Allocations and Policies (incorporating IP-One Area Action Plan) DPD on 12 <sup>th</sup> December 2014. The consultation runs for 12 weeks to 5 <sup>th</sup> March 2015.		
8.2	BDC/MSDC: will publish in January Regulation 18 draft Development Management and Site Allocations development plan documents. MSDC are replicating the BDC approach to rural growth. The two districts have also done a call for sites. BDC/MSDC also undertaking a consultation on a draft community infrastructure levy charging schedule during November and December 2014.		
8.3	SCDC: currently consulting on Regulation 18 Site Allocations and Area Specifics DPD, and Felixstowe Area Action Plan DPD. Consultation runs from 15 <sup>th</sup> December 2014 to 27 <sup>th</sup> February 2015.		
<b>9.0</b>	<b>Duty to co-operate statement for Ipswich Local Plan</b>		
9.1	Updated and will be published on the IPA page on IBC website.	RH to publish on IPA page of IBC website.	
<b>10.0</b>	<b>Suffolk Growth Group update</b>		
10.1	Wider spatial planning piece to be discussed in the forthcoming months.		
<b>11.0</b>	<b>Any other business</b>		
11.1	Transport: would like to explore movement of goods and services and potential barriers to growth. Travel to work and relationships with housing. Objectives to Local Transport Plan review. The Greater Anglia rail franchise and Network Rail consultation was also raised along with the proposed amendment for passing bays on the Ipswich to Felixstowe branch line.	SCC to provide an update to a future Board meeting.	
11.2	Broadband: it was noted to ensure fibre-optic broadband is installed into new developments before dwellings are built.		
<b>12.0</b>	<b>Date of Next Meeting</b>		
12.1	Thursday 5 <sup>th</sup> February 2015 in Ipswich and Friday 20 <sup>th</sup> March 2015 at Suffolk Coastal District Council.		



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	12. <b>Other</b> Please describe	



# IPSWICH

## BOROUGH COUNCIL

# Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	7 November 2014
<b>Time</b>	14:00
<b>Location</b>	Suffolk Coastal District Council Offices
<b>Present</b>	Cllr Geoff Holdcroft –Chair – Suffolk Coastal District Council (SCDC) Phil Ridley (PR) – Suffolk Coastal District Council Desi Reed (DR) – Suffolk Coastal District Council Cllr John Hinton – Babergh District Council (BDC) Cllr John Whitehead – Mid Suffolk District Council (MSDC) Lindsay Barker (LB) – Babergh & Mid Suffolk District Councils Matthew Ling (ML) – Ipswich Borough Council (IBC) Steve Miller (SM) – Ipswich Borough Council Robert Hobbs (RH) – Ipswich Borough Council John Pitchford (JP) – Suffolk County Council (SCC) James Cutting (JC) – Suffolk County Council
<b>Apologies</b>	Cllr Simon Barrett – Babergh District Council Rich Cooke – Babergh & Mid Suffolk District Councils Cllr Carole Jones – Ipswich Borough Council Cllr Graham Newman – Suffolk County Council
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

**Items:**


		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of September meeting</b>		
1.1	Agreed.	RH to publish on IBC website.	
<b>2.0</b>	<b>Update on project plan and summary note</b>		
2.1	The paper outlined what has been achieved since 10 <sup>th</sup> January 2014 and future projects to be undertaken. These include an employment needs assessment, a housing topic paper, updated population and household projections, a strategic housing market assessment, together with papers on strategic infrastructure and transport in the Ipswich Policy Area (IPA).	Officers to continue to prepare papers.	
2.2	The joint employment needs assessment is planned for completion in March 2015. This is being undertaken between the IPA authorities and Waveney District Council. There will be two reports produced, one for IPA and one for Waveney.	Update on study at next IPA Board meeting.	
2.3	A revised strategic housing market assessment (SHMA) covering the whole of Ipswich, Babergh, Mid Suffolk and Suffolk Coastal is to be undertaken in the spring of 2015.	Project plan for the SHMA to be drafted.	
2.4	Members noted that the work programme seems challenging. SCC is currently undertaking an update to the Suffolk economic assessment work and the results of the East of England Forecasting Model (EEFM) are expected to be published in <u>December 2014</u> . There is a need to engage with agents, businesses and market representatives about the quality of employment land and business accommodation available and required in meeting employment needs.	EEFM (desktop review) paper to be prepared for December Board meeting.	
2.5	In respect of the transport paper it was agreed to set out the current position across the IPA for the February IPA Board meeting.	Paper to be drafted for February IPA Board meeting.	

<b>3.0</b>	<b>Employment Needs Assessment project plan</b>		
3.1	It was noted that the Valuation Office Agency provides data on its website about how large industrial uses have changed over time. A concern was raised around a shortage of warehousing and in particular refrigerated warehousing. It was agreed to appoint a consultant to assist with the preparation of this study and to work with planning officers and economic development officers from each authority in obtaining and collating data and information. Engagement with the New Anglia Local Enterprise Partnership Growth Hub was suggested. The project will be funded by each local authority.	Project to be progressed.	
3.2	Concerns were raised around the availability of freehold land and power constraints on some sites.		
3.3	The EEFM this year will have a module that converts jobs growth into floorspace and will be able identify floorspace requirements within different categories of office for example.	EEFM (desktop review) paper to be prepared for December Board meeting.	
3.4	On the topic of housing floorspace requirements, it was requested that a paper on the Government's housing standards review be presented to the next IPA Board meeting.	Paper to be produced for December IPA Board meeting.	
<b>4.0</b>	<b>Ipswich Housing Market Area objectively assessed housing needs update</b>		
4.1	Still awaiting household projections from Government so the local authorities can reflect on this. The National Planning Practice Guidance says Government projections should be used unless other evidence is available and this will come from the Pop Group model. The Government headship rates need to be interrogated through the model.	Paper to be produced once DCLG household projections published. Likely for December Board meeting.	
4.2	As a background trend, rising affordability could be making it harder to form households. The numbers per household are going up with extended families. Some households are being formed later due to people staying in education longer.	Joint housing topic paper to be presented to the Board in December.	

		Suffolk Housing Survey results report for December IPA Board meeting.	
<b>5.0</b>	<b>Local Plans serving the Ipswich Policy Area</b>		
5.1	BDC/MSDC – There is a public consultation on the community infrastructure levy at present together with a call for sites for the site allocations plan.	None	
5.2	SCDC – There is a public consultation on the community infrastructure levy to 17 <sup>th</sup> November with an examination expected in December. The Rendlesham Neighbourhood Plan will be examined in early December. There is public consultation on site allocation policies and the Felixstowe Area Action Plan commencing on 15 <sup>th</sup> December.		
5.3	IBC: draft sites and CS review went to Executive on 4 <sup>th</sup> November and going to Council on 19 <sup>th</sup> November. Public consultation to commence on 12 <sup>th</sup> December. Members supported the duty to co-operate statement and closely aligned plans.		
5.4	SCC: the waste plan is consistent with the National Planning Policy Framework and there is no need to alter this. The minerals plan will need to be reviewed. A local aggregate assessment has been undertaken and reviewed as ok.		
<b>6.0</b>	<b>Duty to co-operate statement for Ipswich Local Plan</b>		
6.1	This was a document that would evolve between now and submission of the Ipswich Local Plan documents to Government in mid-2015.		
6.2	It was suggested that a map could show the employment areas within the IPA and the Travel to Work area. These could be added under section 6. The IPA Board supports this statement and suggested it is linked to the IPA page on the IBC website. Agreed to mention the IPA supports this statement within the document.	Make minor amendments to the duty to co-operate statement prior to public consultation.	

<b>7.0</b>	<b>Any other business</b>		
7.1	Inward investment was discussed and it was advised that the Suffolk Growth Group were addressing how this can be improved.		
7.2	The Suffolk Housing Survey was mentioned and results are anticipated soon.	To discuss the Suffolk Housing Survey at a future IPA Board meeting.	
<b>8.0</b>	<b>Date of Next Meeting</b>		
8.1	19 December 2014.		

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12. <b>Other</b> Please describe		



# IPSWICH

## BOROUGH COUNCIL

# Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	5 September 2014
<b>Time</b>	14:00
<b>Location</b>	Suffolk Coastal District Council Offices
<b>Present</b>	John Pitchford (JP) James Cutting (JC) Cllr John Hinton Cllr John Whitehead Lindsay Barker (LB) Rich Cooke (RC) Cllr Geoff Holdcroft – Chair Phil Ridley (PR) Desi Reed (DR) Cllr Carole Jones Matthew Ling (ML) Steve Miller (SM) Robert Hobbs (RH)
<b>Apologies</b>	Cllr Simon Barrett, Cllr Graham Newman
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.




**Items:**

		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree action notes of July meeting including publishing boundary review topic paper and land availability topic paper</b>		
1.1	Amend paragraph 5.1 to note that Babergh and Mid Suffolk District Councils are beginning their Site Allocations and Development Management Policies plans.	RH to amend action notes and publish on IBC website.	Amended action notes
1.2	Amend paragraph 5.2 to note that Suffolk Coastal District Council is beginning work on their Site Allocations plan.		
1.3	It was agreed to publish the boundary review topic paper and land availability topic paper	RH to publish on IBC website.	
<b>2.0</b>	<b>Update on Revised Project Plan</b>		
2.1	Ipswich Borough Council has a housing land supply for the first ten years of the Core Strategy review plan period to 2024.	Future site allocations work to be undertaken.	
2.2	There is a twin-track approach to plan for the period beyond the next ten years to identify housing and employment needs as well as defining an IPA based on a functioning economic area.		
2.3	The IPA Board agreed to use the 2001 travel to work area for evidence base purposes until more detailed data becomes available.		
2.4	The IPA Board agreed to investigate land availability in travel to work area through the respective site allocations work. This is planned to be reported to the Board in November 2014.		
2.5	Housing supply in IPA for five and fifteen years respectively to be reported to the Board in December 2014.		
		Housing supply across the authorities to be collated.	

<b>3.0</b>	<b>Ipswich Travel to Work Area update</b>		
3.1	The definition of functional economic market areas was explained in accordance with the National Planning Practice Guidance (NPPG). These can include the extent of any Local Enterprise Partnership within the area, travel to work areas, housing market area and the administrative area.	None	
3.2	A 2001 Census-based Ipswich Travel to Work Area (TTWA) was published in 2007. It was anticipated that a new TTWA based on the 2011 Census would be published in 2014 however this will now be 2015. The Office for National Statistics (ONS) released origin to destination figures in July 2014 although only mid-level output areas are available.		
3.3	It was noted that the 2001 Ipswich TTWA shows a high degree of self-containment, 86.9% on the supply-side and 88.4% on the demand-side. Using the published origin to destination data from the 2011 Census, the self-containment in the Ipswich TTWA is 84.8% on the supply-side and 88.2% on the demand-side. The Ipswich TTWA also has a large number of employed residents in 2011 with 200,357 residents in employment and a total workforce population of 192,644.		
<b>4.0</b>	<b>Ipswich Housing Market Area objectively assessed needs</b>		
4.1	This paper was to update members on population projections and the forthcoming release of DCLG household projections, and to co-ordinate evidence base between local authorities.	None	
4.2	The current 'official' household projections are the Government's (DCLG) 2011-based results and use the 'interim' population projections produced by ONS following the release of the 2011 Census data. However due to the incomplete transfer of all updated variables to reflect the 2011 Census, their robustness is questioned.		
4.3	The next household projections to be released in late September 2014 will be based on the latest sub-national population projections (2012-base) released by ONS in May 2014. These sub-national population projections incorporate data from the six preceding years, i.e. from 2007. This period contained significant economic shocks (credit crunch and recession). It was noted of the need to take a longer-term approach, which is reflected in the Ipswich housing market area modelling work.		

4.4	The Board noted the paper and requested that a summary of the 2014 DCLG household projections are summarised once published.	JC	
<b>5.0</b>	<b>Local Plan update – work programmes</b>		
5.1	Babergh and Mid Suffolk District Councils working on their Site Allocations and Development Management Policies plans.	None	
5.2	Suffolk Coastal District Council awaiting outcome to JR challenge. Also working on their Site Allocations plan.		
5.3	Ipswich Borough Council Core Strategy Review planned for public consultation in early 2015.		
<b>6.0</b>	<b>Duty to co-operate statement for Ipswich Local Plan</b>		
6.1	Heads of terms for Ipswich Borough Council's Duty to co-operate statement was agreed. This sets out the contents for the document that can be followed by all the districts in the IPA.	None	
<b>7.0</b>	<b>Any other business</b>		
7.1	None.		
<b>8.0</b>	<b>Date of Next Meeting</b>		
8.1	7 November 2014		

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12. <b>Other</b> Please describe		



**IPSWICH**  
BOROUGH COUNCIL

## Action Notes


<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	4 July 2014
<b>Time</b>	14:00
<b>Location</b>	Suffolk Coastal District Council Offices
<b>Present</b>	Cllr Graham Newman John Pitchford (JP) Cllr Simon Barrett Cllr John Hinton Cllr John Whitehead Lindsay Barker (LB) Rich Cooke (RC) Cllr Geoff Holdcroft – Chair Phil Ridley (PR) Desi Reed (DR) Cllr Carole Jones Steve Miller (SM)
<b>Apologies</b>	Robert Hobbs (RH)
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

**Items:**

		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Project Plan update</b>		
1.1	This was discussed after items 3 - 5. The delay in releasing Census data meant that a definite position on a modern Ipswich Policy Area (IPA) boundary could not be reached now, and this had knock on effects for the rest of the Project Plan (PP) e.g. transport planning for the relevant area. Therefore the rigorousness of the IPA work would be undermined. An option could be postponing the Project Plan until the boundaries of "Greater Ipswich" based on a functioning economic unit basis was properly established – 2015 (SM).	SM to amend Project Plan	Amended Project Plan
1.2	The conclusion of the Board was that the Project Plan work should continue but that a twin track approach is carried out so that when the Census data, enabling a more informed IPA boundary to be established, becomes available, all of the Project Plan topics could be reviewed.	All	
1.3	For now therefore, the outputs of the PP will be interim pending the review, and the twin tracking work inserted into the PP. The twin tracking work – aimed at defining an IPA based on a functioning economic unit, will be undertaken initially by the Suffolk Growth Group.	PR/LB/ML	
<b>2.0</b>	<b>Boundary Review Topic Paper (TP)</b>		
2.1	In accordance with the TP it was agreed that: <ul style="list-style-type: none"> <li>• The boundaries as now + Westerfield is a starting point for cross-boundary considerations;</li> <li>• There is enough land in Ipswich Borough to meet needs for the next 10 years – after then, consideration will have to be given as to the role of the IPA in meeting Ipswich housing needs;</li> <li>• Therefore, current projected housing sites at Adastral Park, Trinity Park and Copdock will meet Babergh/Suffolk Coastal needs respectively and not Ipswich Borough; and</li> <li>• The Ipswich influence extends beyond the IPA and it will be necessary to review the boundaries.</li> </ul>	RH/JC	
2.2	Topic Paper agreed subject to insertion of twin track approach being made more explicit.		

<b>3.0</b>	<b>Land Availability</b>		
3.1	Paper agreed – useful audit of current land availability.	None	
<b>4.0</b>	<b>Economic Prospects Update Paper</b>		
4.1	More clarity needed on the graphs.	JP/JC	
4.2	Board agreed the Next Steps – <ul style="list-style-type: none"> <li>• Confirmation of programme details across Suffolk authorities ( July 2014);</li> <li>• Board agree employment needs/strategy (5 Sept 2014 – next Board meeting) – on the interim IPA boundaries;</li> <li>• Update economic forecasts late Sept 2014; and</li> <li>• Hold workshop for stakeholders late summer/autumn 2014.</li> </ul>		
<b>5.0</b>	<b>Local Plan update</b>		
5.1	Babergh and Mid Suffolk District Councils beginning work on their Site Allocations and Development Management Policies plans.		
5.2	Suffolk Coastal District Council awaiting outcome to JR challenge. Also beginning work on their Site Allocations plan.		
5.3	Ipswich Borough Council Core Strategy Review planned to be submitted to Government Spring 2015.		
<b>6.0</b>	<b>AOB</b>		
6.1	None		
<b>7.0</b>	<b>Date of Next Meeting</b>		
7.1	5 September 2014		
7.2	Topics so far - <ul style="list-style-type: none"> <li>• Employment needs and strategy (refer to steps 65-76 of PP).</li> </ul>		

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	9. That is subject to <b>legal privilege</b>	
	10. That is prejudicial to <b>commercial interests</b>	
	11. That <b>may not be disclosed by law</b>	
	12. <b>Other</b> Please describe	





**IPSWICH**  
BOROUGH COUNCIL

## Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	Friday 10 <sup>th</sup> January 2014
<b>Time</b>	14:00
<b>Location</b>	Council Chamber, Suffolk Coastal District Council
<b>Present</b>	Cllr John Hinton (JH) – Babergh District Council Cllr Simon Barrett (SB) – Babergh District Council Cllr Carole Jones (CJ) – Ipswich Borough Council Cllr John Whitehead (JW) – Mid Suffolk District Council Cllr Geoff Holdcroft (GH) – Suffolk Coastal District Council Cllr Graham Newman (GN) – Suffolk Coastal District Council Lindsay Barker (LB) – Babergh/Mid Suffolk District Councils Rich Cooke (RC) – Babergh/Mid Suffolk District Councils Alan Gillham (AG) – Babergh/Mid Suffolk District Councils Robert Hobbs (RH) – Ipswich Borough Council Steve Miller (SM) – Ipswich Borough Council Desi Reed (DR) – Suffolk Coastal District Council Phil Ridley (PR) – Suffolk Coastal District Council James Cutting (JC) – Suffolk County Council
<b>Apologies</b>	Matthew Ling (ML) – Ipswich Borough Council
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:


		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Agree Action Notes of the previous meeting</b>	All	
1.1	Action notes of the previous meeting on 21 <sup>st</sup> November 2013 were agreed.		

1.2	Officers to agree a protocol for publishing action notes. The secretariat (currently Ipswich Borough Council) to host and can incorporate into terms of reference.		
<b>2.0</b>	<b>Update on report IPA and Duty to co-operate to respective strategic committees</b>	All	
2.1	Ipswich Borough Council had taken a paper to its Executive Committee on 17 <sup>th</sup> December 2013 in respect of ongoing management of the Ipswich Policy Area (IPA).  Babergh District Council were taking a paper to members on 13 <sup>th</sup> January 2014 and Mid Suffolk District Council to members on 16 <sup>th</sup> January.  Suffolk Coastal District Council report bi-monthly to members.		
2.2	It was commented that before committing to meeting the objectively assessed needs in full in the IPA, the evidence base needs to be clearly examined as there may be a reason as to why the full objectively assessed needs may not be met.  Suffolk Coastal District Council is committed to a review of its core strategy in 2015.		
<b>3.0</b>	<b>Presentation on current housing need in the IPA</b>	JC	
3.1	The presentation included the following information: <ul style="list-style-type: none"> <li>- Sustainable communities wheel</li> <li>- Ipswich housing market area established under the regional system</li> <li>- 2012 strategic housing market assessment updated the 2008 study</li> <li>- Fewer people move in recessions so less in-migration</li> <li>- Greater growth of Ipswich</li> <li>- Between 1985 and 2000 there was a decrease in the population in Ipswich and an increase in Suffolk Coastal. This was due to developments at Kesgrave and Martlesham Heath</li> <li>- International migration mainly affects Ipswich and there has been a downward trend since 2008</li> <li>- Migrant workers initially tend to live in larger households and then as per the resident population</li> <li>- Even if lower migration still have in-migration</li> <li>- Commuting data from the 2011 Census should be available in February or March 2014</li> </ul>		

<b>4.0</b>	<b>IPA proposed work programme and protocol</b>	SM/All	
4.1	<p>It was agreed to produce a more detailed programme and to highlight the resources available. The key priorities to be established and agreed.</p> <p>It was agreed that all IPA partners would work together to agree a position on housing and employment needs and supply across the IPA by the autumn of 2014.</p> <p><b>Action: It was agreed to do this by the next meeting.</b></p>		
4.2	<p>Suggested to look at what sites are available within the existing IPA boundary.</p> <p>Need to agree the evidence to determine objectively assessed housing needs within the IPA.</p> <p>Models and projections to be revised in 2014 as more up-to-date information published.</p> <p>Suffolk County Council will support the districts through the use of the Pop Group model.</p> <p><b>Action: to keep up-to-date with population and household projections.</b></p>		
4.3	<p>It was further requested that a paper is produced considering alternative options to the existing IPA boundary. This had been agreed at the previous IPA Board meeting.</p> <p><b>Action: A paper considering alternatives to the IPA boundary to be prepared, supported by appropriate locational maps in parallel with other work being produced for the IPA Board.</b></p>		
<b>5.0</b>	<b>Community Infrastructure Levy (CIL) update</b>	All	
5.1	<p>The relationship between CIL and section 106 agreements was explained. All CIL recommendations differ per local planning authority. CIL is a flat rate charge and once adopted it cannot be appealed against.</p>		
5.2	<p>Ipswich Borough Council is consulting on its CIL preliminary draft charging schedule until 22<sup>nd</sup> January 2014.</p> <p>Babergh and Mid Suffolk District Councils and Suffolk Coastal District Council are currently considering their preliminary draft charging schedules.</p>		

<b>6.0</b>	<b>Local Plan update</b>		
6.1	<p>Ipswich Borough Council will begin consultation on the following documents on 13<sup>th</sup> January through to 10<sup>th</sup> March.</p> <ul style="list-style-type: none"> <li>- Draft core strategy and policies development plan document focused review (regulation 18)</li> <li>- Draft site allocations and policies (incorporating IP-One Area Action Plan) development plan document (regulation 18)</li> <li>- Draft Ipswich Garden Suburb supplementary planning document.</li> </ul> <p>Suffolk Coastal District Council has a High Court hearing on their core strategy. Site allocations plan work to follow and neighbourhood plans.</p> <p>Babergh District Council awaiting Inspector's report on its core strategy examination.</p>		
<b>7.0</b>	<b>Any Other Business</b>	All	
7.1	Notice of the forthcoming sustainable drainage systems regulations was given.		
<b>8.0</b>	<b>Date of Next Meeting</b>	All	
8.1	Friday 7 <sup>th</sup> March 2014 and Friday 9 <sup>th</sup> May 2014.		

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	12. <b>Other</b> Please describe	



# IPSWICH

## BOROUGH COUNCIL

# Action Notes

<b>Meeting</b>	Ipswich Policy Area Board
<b>Date</b>	Thursday 21 <sup>st</sup> November 2013
<b>Time</b>	14:00
<b>Location</b>	Council Chamber, Suffolk Coastal District Council
<b>Present</b>	Cllr John Hinton (JH) – Babergh District Council Cllr Carole Jones (CJ) – Ipswich Borough Council Cllr John Whitehead (JW) – Mid Suffolk District Council Cllr Geoff Holdcroft (GH) – Suffolk Coastal District Council Lindsay Barker (LB) – Babergh/Mid Suffolk District Councils Rich Cooke (RC) – Babergh/Mid Suffolk District Councils Robert Hobbs (RH) – Ipswich Borough Council Matthew Ling (ML) – Ipswich Borough Council Steve Miller (SM) – Ipswich Borough Council Desi Reed (DR) – Suffolk Coastal District Council Phil Ridley (PR) – Suffolk Coastal District Council John Pitchford (JP) – Suffolk County Council
<b>Apologies</b>	Cllr Graham Newman (GH) – Suffolk County Council
<b>Distribution</b>	Published.
<b>Action Notes Agreed</b>	Agreed.

### Items:

		<b>Action</b>	<b>Attachments</b>
<b>1.0</b>	<b>Nominations and agreement of Chair</b>		
1.1	It was agreed that GH would chair the meeting as it was being held at Suffolk Coastal District Council offices.	All	


<b>2.0</b>	<b>Action Notes of last meeting (information only)</b>		
2.1	Action notes of the last meeting on 19 <sup>th</sup> November 2012 were noted for future reference.	All	
<b>3.0</b>	<b>Presentation on Duty to co-operate</b>	PR	
3.1	PR introduced changes to the planning environment since the IPA Board met in November 2012, in particular the loss of the regional planning with the revocation of the East of England Plan. In its place was an emphasis on the duty to co-operate introduced by the Localism Act in November 2011 and amplified by the National Planning Policy Framework (NPPF) in March 2012. PR emphasised the first test at an Examination in Public is to be able to evidence co-operation.		
3.2	Local authorities are now the strategic and local plan makers. The duty to co-operate (referred hereinafter to as the duty) places a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation relating to strategic cross boundary matters.		
3.3	Public bodies include the Environment Agency, English Heritage and Natural England. Other parties not subject to this duty but that local planning authorities must have regard to their activities in plan preparation include the New Anglia local enterprise partnership and the Wild Anglia local nature partnership. Private utility companies and providers are also expected to engage positively.		
3.4	Strategic priorities to be covered by the duty include the homes and jobs needed in the area, the provision of infrastructure, health, climate change mitigation and adaptation, and conservation and enhancement of the natural and historic environment.		
3.5	<p>It was noted that the duty is an ongoing collaborative process, which is to be recorded and evidenced, and that the focus is on outcomes to deliver effective local plan policies. There is no set way to undertake the duty but it was agreed that the IPA Board presented a forum to discuss matters of cross boundary strategic significance and to report back recommendations to the respective local planning authority strategic committees.</p> <p><b>Action: That each local planning authority and Suffolk County Council report to their strategic committees the importance of the duty to co-operate and the role of the IPA Board in meeting this requirement.</b></p>		

4.0	<b>Ipswich Policy Area proposed work programme</b>	SM/All	
4.1	<p>It was agreed that all IPA partners would work together to agree a position on housing and employment needs and supply across the IPA by the autumn of 2014.</p> <p><b>Action: A work programme to be drafted by the next meeting of the IPA Board.</b></p>		
4.2	<p>It was agreed that a paper would be produced considering alternative options to the existing IPA boundary. The current IPA boundary is based upon that identified in the former East of England Plan. Supporting maps showing employment locations on a Suffolk wide basis to be produced.</p> <p><b>Action: A paper considering alternatives to the IPA boundary to be prepared, supported by appropriate locational maps.</b></p>		
4.3	<p>It was agreed that the IPA use the Pop Group model and the current scenarios used by Ipswich Borough Council for population and household forecasting modelling. A paper explaining the scenarios and their conclusions to be presented.</p> <p><b>Action: A paper explaining the scenarios used by Ipswich Borough Council in the population and household forecasting to support their draft Core Strategy Focused Review, to be presented to the Board.</b></p>		
4.4	<p>It was agreed that the objectively assessed housing needs of the IPA should be met in the IPA.</p> <p><b>Action: Objectively assessed housing needs to be established across the IPA.</b></p>		
4.5	<p>In addressing Gypsy and Traveller provision in the IPA, it was noted that work was being undertaken Suffolk wide and that the IPA Board should feed in recommendations to this work.</p> <p><b>Action: IPA Board to engage with the Suffolk wide work being undertaken on Gypsy and Traveller provision.</b></p>		
4.6	<p>It was agreed that the East of England Forecasting Model (EEFM) is used in evidencing employment forecasting data but to be taken alongside work from both the Local Enterprise Partnership, and Suffolk Growth work being undertaken by local planning authorities and Suffolk County Council.</p>		



4.7	<p><b>Action: An economic paper to be produced explaining the evidence, assumptions and strategy.</b></p> <p>A formal planning mechanism was discussed and options are to be presented to a future IPA Board meeting.</p> <p><b>Action: A paper explained options to be presented to a future IPA Board meeting.</b></p>		
4.8	<p>In respect of the Community Infrastructure Levy (CIL), work is being undertaken on a Suffolk wide scale around charging schedules.</p> <p><b>Action: The IPA Board to be kept informed of the progress of CIL charging schedules and their respective infrastructure lists.</b></p>		
4.9	<p>A work programme is to be prepared for the next IPA Board meeting.</p> <p><b>Action: A work programme to be presented to the next IPA Board meeting.</b></p>		
4.10	<p>It was agreed that GH chair the IPA Board meetings, which will be held every other month, until May 2015. Ipswich Borough Council will provide the secretariat.</p>		
<b>5.0</b>	<b>Any Other Business</b>	JP/All	
5.1	<p>JP suggested the IPA Board report to the Public Sector Leaders Board, which was agreed.</p>		
<b>6.0</b>	<b>Date of Next Meeting</b>	All	
6.1	<p>A provisional date was agreed of Friday 10<sup>th</sup> January 2014.</p>		

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	12. <b>Other</b> Please describe	

# Ipswich Policy Area Board

## Revised Terms of Reference, October 2015

- To provide a forum in which the five local authorities can work together to develop, promote and deliver their vision for the Ipswich Policy Area as a major economic growth area within the Greater Ipswich sub region, County of Suffolk and New Anglia Local Enterprise Partnership.
- To enable them to co-operate as local planning authorities on the preparation and monitoring of their Local Plans and share relevant evidence and intelligence.
- To provide a mechanism to ensure that all partners and stakeholders work together to deliver the housing and employment growth requirements for the Ipswich Policy Area and coordinate the delivery of the necessary infrastructure – including transport, education, skills, power, green infrastructure, flood and coastal defences.

## **Constitution**

The Board will consist of one Councillor and one Officer from the following authorities:

Ipswich Borough Council  
Suffolk Coastal District Council  
Mid Suffolk District Council  
Babergh District Council  
Suffolk County Council

Each authority will nominate its representatives to the Board.

Ipswich Borough Council will provide the Secretariat to the Board, including Minutes of all meetings and processing all Freedom of Information requests.

The Board will be chaired by Suffolk County Council until March 2017.

The Board will meet every two months but additional meetings may be called if required.

Sub-groups may be established by agreement. Other organisations may be co-opted onto sub-groups or invited to attend meetings.