



Dear Councillor,

CENTRAL LANCASHIRE LOCAL DEVELOPMENT FRAMEWORK JOINT ADVISORY COMMITTEE - THURSDAY, 19TH NOVEMBER 2009

The next meeting of the Central Lancashire Local Development Framework Joint Advisory Committee to be held in **Committee Room No. 1, Town Hall, Chorley on Thursday, 19th November 2009 at 5.30pm**. Entrance to the Town Hall during the evening can be gained from the doors on St Thomas's Road, opposite the Police Station.

An agenda for the meeting is set out below.

The agenda papers are being sent to both appointed and substitute Members. Any appointed member who is unable to attend on 19 November is requested to ascertain whether his/her substitute is able to attend instead and notify Tony Uren either by telephone or email to the address below of their apology with an indication of whether the substitute member will be attending.

Please note that, after the formal business has been concluded, there will be an opportunity for an informal discussion by the Committee members.

Yours sincerely

Donna Hall
Chief Executive of Chorley Council

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Democratic and Member Services Officer
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Distribution

All appointed and substitute members and Officers of the Central Lancashire Local Development Framework Joint Advisory Committee

Appointed Councillors

Councillors Harold Heaton (Chorley Council), Peter Malpas (Chorley Council), Roy Lees (Chorley Council), Neil Cartwright (Preston City Council), Councillor J Swindells (Preston City Council), Danny Gallagher (Preston City Council), J C Hughes MBE (South Ribble Borough Council), J Hesketh (South Ribble Borough Council), A Ogilvie (South Ribble Borough Council) and County Councillor Keith Young (Lancashire County Council).

Substitute Councillors:

Councillors Peter Goldsworthy (Chorley Council), Laura Lennox (Chorley Council), Geoffrey Russell (Chorley Council), Stuart Greenhalgh (Preston City Council), Carl Crompton (Preston City Council), Alan Hackett (Preston City Council), P Mullineaux (South Ribble Borough Council), B Yates (South Ribble Borough Council), P Stettner (South Ribble Borough Council) and County Councillor Tim Ashton (Lancashire County Council)

Officers:

Julian Jackson (Central Lancashire LDF Team Co-ordinator), Jane Meek (Corporate Director (Business), Chorley Council), Chris Hayward (Assistant Director (Chief Planning Officer), Preston City Council), John Dalton (Head of Planning and Housing, South Ribble Borough Council), Mike Kirby (Director of Strategic Planning and Transport, Lancashire County Council) and Tony Uren (Democratic and Member Services Officer).

AGENDA

1. **Appointment of Chair for the Meeting**
2. **Welcome by the Chair and Introductions**
3. **Apologies for absence**
4. **Minutes of last meeting**
 - a) To confirm as a correct record the minutes of the meeting of the Central Lancashire LDF Joint Advisory Committee held on 21 October 2009 (Minutes enclosed). (Pages 1 - 2)
 - b) Matters arising not otherwise covered on agenda
5. **Local Development Framework Project Plan (Pages 3 - 16)**

To receive and consider the enclosed report of the Joint LDF Officer Team.

An appendix to the report outlines the scope of the tasks contained in the Project Plan and the Officers will display at the meeting a chart indicating the envisaged timing and duration of the tasks.

6. **Date and venue of next meeting**

To note that the next meeting of the Joint Advisory Committee is to be held at Preston City Council on Thursday, 28 January 2010 at 5.30pm.

Informal Member Discussion Forum

Please note that, after the formal business has been concluded, there will be an opportunity for an informal discussion by the Committee members.

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**CENTRAL LANCASHIRE LOCAL DEVELOPMENT FRAMEWORK
JOINT ADVISORY COMMITTEE**

Meeting held at 5.30pm on Wednesday 21 October 2009 at the Civic Centre, South Ribble Borough Council, Leyland

Present: Councillors Heaton, Lees and Malpas (Chorley Borough Council), Councillors Cartwright and Gallagher (Preston City Council), Councillors Hesketh and Hughes (Chairman) (South Ribble Borough Council)

In attendance: J Jackson (Central Lancashire Authorities), J Meek, P McAnespie, J Moore (Chorley Borough Council), M Molyneux, C Hayward, M Putsey (Preston City Council), J Dalton, M Eastham, H Hockenhull, C Eddleston (South Ribble Borough Council)

29. Appointment of a Chairman for the Meeting

RESOLVED: That Councillor Hughes be appointed Chairman for the meeting.

30. Welcome by the Chairman and Introductions

The Chairman welcomed everyone to the meeting and invited them to introduce themselves.

31. Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Ogilvie (South Ribble Borough Council), Swindells (Preston City Council) and County Councillor Young (Lancashire County Council).

32. Confirmation of Minutes – 26 August 2009

RESOLVED: That the minutes of the Central Lancashire Local Development Framework Joint Advisory Committee meeting held on 26 August 2009, be approved as a correct record and signed by the chairman.

33. The Core Strategy and Site Allocations Documents

The Central Lancashire LDF Team Co-ordinator gave a presentation on The Next Steps for the Core Strategy & Site Allocations and handed round a proposed Development Plan document preparation timetable. Members and officers had an opportunity to ask questions and make observations on the presentation, proposed timetable and the report before them.

Although there would be separate Site Allocations Documents for the three authorities, the policies underlying them should essentially be common to all three, for example, policies on protection of open space or development in district centres and all three needed to agree on the key principles as soon as possible. This would facilitate the Examination process and, in the longer term, enable the three authorities to be consistent in their approach to future development. Members and officers were aware of the political sensitivities of site allocations and acknowledged that all members needed to be brought on side. Members agreed that the three authorities should consolidate common area requirements wherever possible.

Robust policies and the right form of words in the Core Strategy would allow each authority to have a clear 'shopping list' for each Site Allocation which might include specific requirements for housing density, open space, affordable housing provision etc. The

councils would be able to control where growth and development took place, with potential developers having to convince the authority concerned that their proposals complied with the Core Strategy and the Site Allocations Documents. Each authority would have discretion to negotiate with potential developers as it saw fit, but having a common core strategy in place should ensure a consistent approach.

In response to a member question it was envisaged that Green Belt land would not be rolled back to allow further land to be safeguarded or shown for development. South Ribble had a choice of safeguarded land at this time to help meet longer term development requirements. Land, if not so required, could be maintained as safeguarded land for the future.

The joint work would enable the three authorities to collaborate on future developments close to the administrative borders and identify cross-boundary infrastructure requirements, such as public transport services, with the county council and other relevant infrastructure provider/s.

Following the discussions Mr Jackson agreed to look again at the inclusion of the reference to developers' assumed approaches in paragraphs 32 and 34 of the report as it was felt that it was not appropriate to refer in this document to profit margins and what developers were prepared to build.

RESOLVED: that the preparation approach outlined in the report be endorsed.

34. Date, Time and Venue of the Next Meeting

It was noted that the next meeting would be held at 5.30pm on Thursday 19 November 2009 at Chorley Borough Council.

..... (Chairman)
(The meeting finished at 6.50pm)



Report of	Meeting	Date
Joint LDF Officer Team	Central Lancashire LDF Joint Advisory Committee	19 November 2009

LDF PROJECT PLAN

PURPOSE OF REPORT

1. To explain the key parts of the Project Plan, particularly the envisaged tasks to produce the Publication version of Core Strategy.

RECOMMENDATION(S)

2. That the report be noted and the Project Plan endorsed.

EXECUTIVE SUMMARY OF REPORT

3. The Core Strategy is at a more advanced stage of preparation than the Site Allocations documents and the Project Plan concentrates on the upcoming stages for each as well as covering evidence and administrative tasks relevant to the joint working as a whole. The report highlights those tasks of particular significance especially those that have key dependencies and higher levels of risk.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. To secure Member understanding of and backing for the Project Plan.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. None.

BACKGROUND

6. Members were reminded of the preparatory stages of LDF Development Plan Documents at the JAC meeting in October:
 - Issues and Options
 - Preferred Options
 - Publication
 - Submission
 - Examination
 - Inspector's Report
 - Adoption

7. The joint Central Lancashire Core Strategy reached the Preferred Options Stage in September 2008 and as agreed at the last meeting will get to its Publication stage in June 2010 with the Site Allocations documents reaching the first stage in September 2010. To achieve these publication dates Member approvals will need to be gained by March and June respectively. The attached Project Plan concentrates on these immediate upcoming stages with a particular emphasis on the Core Strategy. As far as the latter is concerned a visit from a senior Planning Inspector has given your Officers a clear steer as to what the document should cover and what evidence should inform it. This advice has been taken fully into account in framing the Project Plan which in part builds upon the work previously done for the aborted Delivery Supplement version of the Core Strategy.

PROJECT PLAN

8. The Project Plan comprises a table outlining the scope of the tasks (Appendix 1). A chart displaying the envisaged timing and duration of the tasks will be presented at the meeting. This report provides further information on the main tasks, dependencies and higher levels of risk. The tasks are split into document content and process ones for the Core Strategy, evidence, administration and, for Site Allocations, initial tasks.

Core Strategy

9. The main content tasks for the Publication version of the Core Strategy are:

- a. **Revise Strategic Objectives and Vision**

Deciding what the Strategy is setting out to do arises directly from the spatial planning issues that are faced. Presenting the big issues at the start of the document helps focus attention on the matters of truly strategic significance and will help suggest appropriately framed place-specific/locally distinctive objectives. These will replace the existing strategic objectives which are too general. Moreover, revising objectives will help inform whether the policies are worded appropriately to address the big issues and will also enable more effective Sustainability Appraisal to be done. The ultimate aim is to help realise the Vision for what Central Lancashire should be like in 2026. Refining the Vision was done for the Delivery Supplement. The aim is to present Members with revised objectives at the January JAC meeting.

- b. **Build in flexibility**

This is something the Planning Inspectorate is keen to see, particularly in view of the uncertain economic future. However this aspect but is difficult to incorporate without undermining what might be termed the 'Plan A' Core Strategy. The outcomes of further work on this will be reported to Members in January.

- c. **Review Spatial Portrait**

The Preferred Core Strategy includes quite long descriptions of the main places in Central Lancashire, explaining what they are like and what roles they perform. It is proposed to move much of this analysis to a background Topic Paper and concentrate on the importance of place shaping and protecting the character of our settlements in the Strategy itself.

- d. **Update Cross Boundary Issues and Relationships**

The spatial planning approach includes taking account of outside influences on the Plan Area and a key aspect of this is the relationship of growth in Central Lancashire with the regeneration efforts in Pennine Lancashire. A jointly commissioned research report on this is due to be completed in January.

e. Review Spatial Option

Deciding the future locations for development and other forms of investment is the key overarching role of the Core Strategy. The on-going work on site allocations options will inform this but the Strategy must take the lead and be firmly based on what the evidence and analysis demonstrates is the most appropriate, sustainable pattern of development. The spatial policy needs to be clear and unambiguous otherwise it will be exploited by developers and landowners in ways that are inappropriate.

f. Revise Other Chapters

The overall approach is intended to be to update the policies and justifying text to reflect the latest circumstances and the outcomes of the most recent evidence and research whilst at the same time slimming down the document. This can best be done by producing separate Topic Papers that set out the main outcomes of the evidence and explain how these have influenced the content of the Core Strategy itself. These Topic Papers will greatly improve the prospect of the Strategy being found sound as they will directly inform the examination stage and the Inspector's deliberations. In the absence of other tangible information the Topic Papers will need to reinforce key requirements such as how much employment land is needed.

g. Delivering Infrastructure

Infrastructure planning is not an exclusively Core Strategy matter as it will inform site allocations work and the approach to the Community Infrastructure Levy, if the authorities choose to pursue this. But in any event the envisaged Section 106 tariff approach in the Core Strategy will need to be revisited. Aside from that the Strategy will need to identify the key essential pieces of infrastructure that need to be delivered.

10. Key process tasks for the Core Strategy are:

a. Consideration of Preferred Options representations and comments

Some of the work (who was invited to be involved and how, what views were made) has been done and reported to Members at previous JAC meetings (January and March 2009). The key remaining task is setting out how the representations have been taken into account. This cannot be completed until the final form of the Publication version of the Strategy has been approved (in March) but initial proposals can be set out at the January JAC meeting.

b. Sustainability Appraisal

The main shortcoming of the Appraisal work to date is that it has not been embedded in the Core Strategy and the linkages with it made explicit. The examining Inspector will need to be satisfied that the Appraisal has directly informed the policy outcomes.

c. Consideration of Published Version representations

The formal representations made during the six week Publication stage (June and July 2010) will need to be quickly reviewed by the authorities to establish what the main issues arising are as these will help the Inspector decide which matters are to be examined. This is not intended to be an opportunity to make further changes the document but some matters may be capable of being resolved through minor alterations which could be suggested to the Inspector. A summary of the representations, issues arising and possible minor changes are required to be

submitted to government along with the Published Core Strategy within a few weeks of the close of the deposit period – the target date is September 2010.

d. Preparations for Examination and Hearing

This work concerns the preparation of the authorities' case in support of the Core Strategy and will focus on the matters that the Inspector wants to examine. Clearly it is impossible to know beforehand the full scope of this work but it is expected that the examination will be rigorous and wide ranging culminating in the hearing sessions themselves.

e. Responding to Inspector's Report

Members will appreciate that the Report is binding on the authorities and so the scope for 'negotiation' with the Inspector is very limited. However there is a fact check stage of producing the Report where there may be an opportunity to influence the final 'recommendations' through pointing out errors. The authorities are expected to quickly point out any such matters and so there will need to be an intense period of work going over the draft Report.

Background Evidence

11. The key pieces of evidence gathering remaining to be done/completed are:

a. Transport Model

This Growth Point funded work is underway and is essential for future transport scheme funding bids and should be very useful for site allocations work by being able to assess cumulative effects of proposed development sites.

b. Strategic Housing Land Availability Assessment

This ongoing work is currently being reviewed for the first time and is proving to be a significant challenge as the outcomes need to be agreed with house builders who now seem more pessimistic about the short term (5 year supply) outcomes than previously.

c. Housing Viability Study

This key research is underway and is assessing the viability of housing developments taking account of scheme values weighed against a range of possible levels of affordable housing contributions and other s106 costs. This is crucial work in establishing the proportions of affordable housing that can be secured from market housing schemes and the minimum site size thresholds such contributions can be viably sought.

d. Retail and Leisure Review

This about to be commissioned review is required to pull together the previous studies on these matters and provide a consistent evidence base across Central Lancashire identifying needs to 2026.

e. Sport and Recreation Review

This soon to be started review will provide a consistent approach to indoor and outdoor sports and play space provision across the Plan Area building on earlier separate studies.

Site Allocations

12. The main initial tasks for the site allocations work are:

a. Assessment of sites

This is on-going work has already been initially reported to Members and involves assessing all the site suggestions in a consistent criteria-based way.

b. Reappraisal of 'Other Urban' employment sites

The 'Other Urban' sites were identified as lesser quality ones in the Employment Land Review. They comprise a large number mainly in use or last use for employment purposes. The reappraisal is to establish whether any of them could be more appropriately re-used for other forms of development, particularly housing.

c. Scoping of allocations to review

The authorities have discretion as to which uses and site-specific policy areas are to be included in the LDF site allocations work. Some Local Plan saved policies may still be fit for purpose but a review needs to be carried out so as to scope the extent of the site allocations task. Failure to do this risks an Inspector agreeing with representations calling for an unchanged policy or allocation to be reviewed.

d. Justification and policy text for Issues and Options

This is the main part of the Site Allocations documents text. The intention is to have a consistent approach to the background reasoning and policy approaches across Central Lancashire and this can best be done coordinated by the joint team of Officers.

e. Selecting possible sites for Issues and Options

The main difference between the Site Allocations documents covering each District will be the actual sites listed under each policy as they will be specific to each local authority area. This is a task for the home Officer teams reporting to 'local' Members for approval.

f. Choosing map based software for on-line engagement

There is an opportunity to engage with local communities on the site options through an electronic map base that allows people to see the proposed location and boundaries of sites and make comments directly on-line using tailored software. The same system for doing this across Central Lancashire would lead to financial savings and other economies.

g. Engagement and Publicity Planning

There is likely to be a great deal of interest in the site allocations proposals so it is particularly important to properly prepare for the engagement process and carefully publicise the opportunity.

There are no background papers to this report.

Report Author	Tel	Email	Doc ID
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CENTRAL LANCASHIRE LDF PROJECT PLAN – SCOPE OF TASKS

Appendix 1

Core Strategy Tasks – Content of Publication version

TASK	TEAM	DEPENDENCIES	RISK LEVEL
<p>Add New introduction –</p> <ul style="list-style-type: none"> • Explanation of stage reached • How to make representations • Format of document 	Joint		Low
<p>Context – largely replace with Topic Paper on national and regional policy context</p>	Joint	Changing national and regional policies	Medium
<p>Revise Strategic Objectives and Vision –</p> <ul style="list-style-type: none"> • Set out the big issues • Produce place-specific/locally distinctive objectives • Recast the Vision 	Joint with Home		Low
<p>Revisit Community Strategies – reflect latest versions of Community Strategies and embed</p>	Home	State of completion of strategies	Low
<p>Build in flexibility –</p> <ul style="list-style-type: none"> • Refer to uncertainties and risks of Strategy not being delivered • Possible alternative courses of action 	Joint with Home		High
<p>Review Spatial Portrait – partly replace with a Topic Paper and switch emphasis to place shaping</p>	Home	Pinning down understandings	High
<p>Update Cross Boundary Issues and Relationships –</p> <ul style="list-style-type: none"> • Refer to latest LDF proposals in neighbouring Districts • Outcome of Growth Point Impact Study being done jointly with Pennine Lancashire Authorities 	Joint	Progress with others' LDFs Outcome of Impact Study	Medium

TASK	TEAM	DEPENDENCIES	RISK LEVEL
<p>Review Spatial Option –</p> <ul style="list-style-type: none"> • Decide on level of housing development to be planned for taking account of the Growth Point and the recession • Review strategic sites/locations and decide whether to allocate land • Review 'fit' of Spatial Option against site availability • Review scale of growth envisaged in villages • Set out the likely scale and distribution of housing development by place and state how this will be achieved • Produce Topic Paper 	<p>Joint with Home</p>	<p>Uncertainties about Growth Point and recession Definition of 'strategic' Consistency re villages Informed by site allocations work</p>	<p>High</p>
<p>Climate Change, Energy and Resource Use –</p> <ul style="list-style-type: none"> • Liaise with LCC on potential work • Check out DEFRA work • Consider future proofing of new development • Review carbon emissions targets • Produce Topic Paper 	<p>LCC with Home</p>	<p>Ability to interpret and apply results</p>	<p>Low</p>
<p>Housing –</p> <ul style="list-style-type: none"> • Reflect latest SHLAA work and produce trajectories • Elaborate on level of housing delivery to 2026 • Revisit density policy and relation to place shaping/character • Embed SHMA and Viability Study findings in affordable housing targets • Refer to Regional, Lancashire and Mid-Lancashire Housing Strategies • Produce Topic Paper 	<p>Joint with Home</p>	<p>Usability of SHLAA Completion of Viability Study and Mid-Lancashire Strategy</p>	<p>Medium</p>

TASK	TEAM	DEPENDENCIES	RISK LEVEL
<p>Economic Growth and Employment –</p> <ul style="list-style-type: none"> • Decide on employment land requirement • Revisit identification of regional and sub-regional sites • Embed MAA, County and Central Lancs Economic Regeneration Strategies • Reflect Economic Potential of Preston Study • Revisit protection of employment sites • Produce Topic Paper 	<p>Joint with Home</p>	<p>4NW help Completion of MAA and other strategies Completion of employment site reappraisal</p>	<p>Medium</p>
<p>Skills and Economic Inclusion –</p> <ul style="list-style-type: none"> • Embed MAA, County and Central Lancs Economic Regeneration Strategies • Check out LEP work • Include in above Topic Paper 	<p>Joint</p>	<p>Completion of MAA and other strategies</p>	<p>Low</p>
<p>Sustaining the Rural Economy –</p> <ul style="list-style-type: none"> • Embed MAA, County and Central Lancs Economic Regeneration Strategies • Add 'leisure' to farm diversification policy • Include in above Topic Paper 	<p>Joint</p>	<p>Completion of MAA and other strategies</p>	<p>Low</p>
<p>Retail and Tourism –</p> <ul style="list-style-type: none"> • Reflect review of retail and leisure needs • Update Tithesbarn situation • Reflect Economic Potential of Preston Study • Review proposals for Leyland and Chorley town centre, district centres • Produce Topic Paper 	<p>Joint</p>	<p>Completion of Retail and Leisure Review Tithesbarn call-in uncertainty</p>	<p>High</p>

TASK	TEAM	DEPENDENCIES	RISK LEVEL
<p>Health and Wellbeing –</p> <ul style="list-style-type: none"> • Add more specific information on the nature of health issues in Central Lancashire • Sport and Recreation – embed results of review • Feed in Infrastructure Planning information on service delivery, key issues, constraints and opportunities • Review 24hr entertainment issues and Preston's cultural offer • Produce Topic Paper 	<p>Joint with LCC and others</p>	<p>Assistance of outside agencies Completion of Sport and Recreation Review</p>	<p>Medium</p>
<p>Biodiversity and the Natural and Built Environment –</p> <ul style="list-style-type: none"> • Embed and apply Lancashire Green Infrastructure Strategy • Consider revisiting approach to landscape character • Extend scope of Areas of Separation but consider switching policy to Site Allocations documents 	<p>Joint</p>	<p>Completion of Green Infrastructure Strategy</p>	<p>Low</p>
<p>Travel –</p> <ul style="list-style-type: none"> • Review transport scheme priorities • Reflect Atkins study • Pick up any early findings from Transport Model and LTP3 work 	<p>Joint with LCC</p>	<p>Progress with refining transport solutions Securing Highways Agency support</p>	<p>Medium</p>
<p>Delivering Infrastructure –</p> <ul style="list-style-type: none"> • Identify key schemes from Infrastructure Planning work • Reconsider proposed s106 tariff approach in light of CIL proposals • Produce Topic Paper (Infrastructure Plan) 	<p>Joint with others</p>	<p>Pinning down key agencies Uncertainties re s106 & CIL</p>	<p>Medium</p>
<p>Performance Monitoring and Implementation –</p> <ul style="list-style-type: none"> • Revisit indicators • Devise targets 	<p>Joint with Home and LSPs</p>		<p>Low</p>
<p>Glossary – amend as necessary</p>	<p>Joint</p>		<p>Low</p>
<p>Key Diagram – amend as necessary</p>	<p>Joint</p>	<p>Treatment of strategic sites/locations</p>	<p>Low</p>

TASK – Core Strategy - Process	TEAM	DEPENDENCIES	RISK LEVEL
Consideration Preferred Options representations and comments – <ul style="list-style-type: none"> • Prepare statement on who was invited to be involved and how • What views were made • How these have been taken into account 	Joint	Prior Member sign-off	Medium
Sustainability Appraisal – <ul style="list-style-type: none"> • Recast for Published version • Embed in Published version 	Home with Joint and others	Revising Strategic Objectives	Medium
Habitat Regulations Assessment	Home	English Nature sign-off	Low
Equality Impact Assessment	Home		Low
Health and Mental Wellbeing Assessments	Home		Low
Soundness Testing and Compliance – Completion of toolkit checklists	Home		Low
Preparations for deposit of Published Version – <ul style="list-style-type: none"> • Design and print • Updating consultees database • Statutory notice • Deposit point stocking • Mail out 	Joint with Home		Low
Consideration of Published Version representations – <ul style="list-style-type: none"> • summary of representations and main issues arising • Identification of possible minor changes • Submission of document 	Joint	Extent to which changes are feasible	Medium
Preparations for Examination	Joint		Medium
Examination Hearing	Joint with Home		High
Responding to Inspector's Report	Joint		Medium
Preparing for Adoption	Joint		Low

Background Evidence Gathering

TASK	TEAM	DEPENDENCIES	RISK LEVEL
Infrastructure Planning	Joint with others	Cooperation of a wide range of agencies	Medium
Transport Model	LCC		Medium
Strategic Housing Land Availability Assessment – on-going reviews	Home with Joint	Securing appropriate agreement with house builders	High
Strategic Housing Market Assessment – possible update	Consultants		Low
Local Brownfield Strategy	HCA		Low
Housing Viability Study	Consultants		Medium
Retail and Leisure Review	Consultants		Medium
Sport and Recreation Review	Consultants		Medium
Low Carbon Energy Potential Study	LCC with Home		Low
Biodiversity Monitoring	LCC		Low
Water Cycle Study	Consultants		Low

Administration

TASK	TEAM	DEPENDENCIES	RISK LEVEL
Memorandum of Intent – finalise and adopt	Joint	Use of Growth Point resource	Low
Staff Recruitment – <ul style="list-style-type: none"> • Appoint Growth Point funded staff • Appoint Programme Officer 	Joint with Home	Suitability of candidates	Low
Local Development Schemes Review - update	LCC	GONW agreement	Low
Statements of Community Involvements Review – possibly combine into one document	Home	Custom and practice plus corporate approaches	Low

Site Allocations

Assessment of sites	Home	Full constraints information being available	Medium
Reappraisal of 'Other Urban' employment sites	Home	Adoption of consistent criteria	Medium
Scoping of allocations to review	Home		Low
Justification and policy text for Issues and Options	Joint		Medium
Selecting possible sites for Issues and Options	Home		Medium
Choosing map based software for on-line engagement	Joint with Home	Finding a cost effective solution	Low
Engagement and Publicity Planning	Joint with Home	Adoption of a joint approach	Medium

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