



Action Notes

Meeting	Ipswich Policy Area Board
Date	26 th March 2018
Time	18:00
Location	Gipping Room, Grafton House, Ipswich
Present	Cllr John Ward (JW) (Babergh District Council) (BDC) Cllr Carole Jones (CJ) (Ipswich Borough Council) (IBC) Cllr David Whybrow (DW) (Mid Suffolk District Council) (MSDC) Cllr Tony Fryatt (TF) (Suffolk Coastal District Council) (SCDC) Cllr Paul West (PW) (Suffolk County Council) (SCC) Tom Barker (TB) (Babergh/Mid Suffolk District Councils) Robert Hobbs (RH) (Babergh/Mid Suffolk District Councils) Martyn Fulcher (MF) (Ipswich Borough Council) Carlos Hone (CH) (Ipswich Borough Council) Sarah Barker (SB) (Ipswich Borough Council) Philip Ridley (PR) (Suffolk Coastal District Council) Desi Reed (DR) (Suffolk Coastal District Council) Andrea McMillan (AM) (Suffolk Coastal District Council) John Pitchford (JP) (Suffolk County Council)
Apologies	Cllr Lee Parker (LP) (Babergh/Mid Suffolk District Councils) Cllr Paul West (PW) (Suffolk County Council) left at 18.25
Distribution	Attendees and Graeme Mateer, Suffolk County Council.
Action Notes Agreed	To be agreed.

Items:

		Action	Attachments
1.0	Action notes of meeting held on 17th July 2017 and matters arising.		
1.1	The action notes from the meeting held on 17 th July 2017 were agreed as an accurate record. IBC to publish on IPA Board webpage.	SB publish notes on website	
2.0	Revised Terms of Reference		
2.1	Regarding the proposed change to an 'Ipswich Strategic Planning Area' Board, it was agreed that previous meetings had focused on the immediate Ipswich Boundary to meet Ipswich housing need. A future strategy needs to adopt a more holistic and flexible approach to planning growth in the Ipswich Housing Market Area and Functional Economic Area.		
2.2	It was recommended the revised Terms of Reference state that the Secretariat to the Board will rotate with the Chair. The issue of the secretariat needs to be discussed further taking account of resources available. However, IBC to produce and publish the action notes of this meeting.	TB, MF and PR to discuss secretariat issue further.	
2.3	It was agreed that the Terms of Reference would be amended to ensure that action notes from all meetings are shared with the Portfolio Holders from each authority who attend the Suffolk Growth Portfolio Holders meeting.	SB amend Terms of Reference regarding circulation of notes and secretariat (when latter has been resolved)	
2.4	It was agreed that with clarifications and additions, the revised Terms of Reference were acceptable to all parties.		
3.0	Suffolk Framework for Inclusive Growth		
3.1	IBC have taken a paper to Executive Committee, which has noted the Framework and approved its use to inform bids for infrastructure and provide context to the Ipswich Local Plan review (E/17/74).		
3.2	SCDC do not intend to take a paper through a formal decision process, as the current Local Plan process needs to lead on the scale and location of growth.		
3.3	BDC/MSDC intend to take the Framework through Cabinets in May, recognising that this is not a statutory document.		

3.4	SCC are taking the Framework to Cabinet on 17 th April.		
3.5	It was suggested that the statement of common ground would provide a mechanism to achieve a common vision for the Ipswich area.		
4.0	Local Plan progress timetables and aligning approaches		
4.1	SCDC local plan update: analysis and consideration of the Issues and Options consultation responses is being progressed. The draft Local Plan document will be published for an eight-week consultation between July and September 2018. Consultation on the full Local Plan Review (Regulation 19) will take place in autumn/winter 2018/19, with submission for examination in March 2019.		
4.2	BDC/MSDC local plan update: the draft Local Plan document will be published for consultation in late summer 2018. Local Development Scheme is being revised.		
4.3	IBC local plan update. SB outlined the progress of IBC against the local plan timetable. Timetable is broadly as per the Local Development Scheme and accords with SCDC – i.e. regulation 19 stage winter 2018/19.		
5.0	Local Development Scheme Review / Updates		
5.1	Review of the LDS was covered under agenda item 4.		
6.0	Statement of Common Ground and strategic matters to be covered		
6.1	Presentation on the duty to cooperate and Statement of Common Ground (SoCG). It was agreed that the presentation would be circulated to all attendees.	DR to circulate presentation.	
6.2	Currently we have a duty to cooperate, however the government recognises that it has not been particularly successful and has resulted in a number of failed plans. The NPPF requires collaboration between authorities. We should work on the basis that this will not change (final NPPF expected before the Summer recess). The government recommend that decisions concerning governance should be made early on in the		

	<p>process and when necessary any updates should be made to the Statement of Common Ground at the earliest opportunity. The Statement of Common Ground should be publicly available throughout the process and should be prepared jointly. Its purpose is to document a process, identifying points of agreement, and disagreement if necessary.</p>		
6.3	<p>Review of the draft framework for the Statement of Common Ground. There was a commitment to exploring the approach of having complementary policies, which consider the strategic issues as the plans evolve. It was agreed that the Terms of Reference would also include reference to the Board being the mechanism for producing/agreeing the Statement of Common Ground, although Leaders may be signatories.</p>	SB Amend Terms of Reference to include reference to the Statement of Common Ground	
6.4	<p>Timing differences may have been overcome by the time each local planning authority reaches regulation 19 publication stage. The strategic issue of housing numbers will be resolved through the Government's standard methodology but this is intended to be a minimum figure.</p>		
6.5	<p>The Board supported the list of strategic matters presented as including: Housing; Employment; Retail, leisure and other commercial; Infrastructure provision; Environmental protection.</p> <p>It was confirmed that at the next stage of the Local Plan consultation authorities should publish a draft Statement of Common Ground. It was agreed that the Terms of reference would be amended to include reference to the Statement of Common Ground. Draft SoCG to be considered by the Board in May.</p>	DR, RH, SB work up SoCG and bring back to meeting at the end of May.	
7.0	<p>Any other business</p> <p>None.</p>		
8.0	<p>Dates of Next Meetings.</p>		
8.1	<ul style="list-style-type: none"> • 17:00, Monday 23rd April • 16:00, Wednesday 30th May • 16:00, Wednesday 27th June <p>Location – Grafton House.</p>		

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



Please indicate opposite any exemptions you are claiming.

Remember that some exemptions can be overridden if it is in the public interest to disclose – as decided by the FOI multi-disciplinary team.

Exemptions normally apply for a limited time and the information may be released once the exemption lapses.

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