

## Appendix

**Rochford District Council  
Southend-on-Sea Borough Council  
London Southend Airport and Environs Action Plan Forum**

**Minutes of the meeting held on 19<sup>th</sup> May 2008.**

**Present:**

<b>Rochford District Council</b>	<b>Southend-on-Sea Borough Council</b>
Cllr J Cottis	Cllr J Lamb
Cllr K Gordon	Cllr A Waite
Cllr J Lucas-Gill	Cllr Terry
Cllr K Hudson	

**Officers Present**

S Scrutton (Head of Planning & Transportation)	S Kearney (Head of Planning & Transportation)
	M Murphy (Group Manager – Enterprise & Innovation)
	C Galforg (Area Planning Officer – East Team)
	M Thomas (Planning Officer)

Also present was S Scott from Halcrow

Start/Finish: 14.00/16.20

**1 Apologies for absence**

Apologies for absence were received from Councillor G Longley.

**2 Declarations of Interest**

Councillor M Terry declared a personal interest in all items (company has business dealings with IPC)

**3 Minutes of meeting held on 3<sup>rd</sup> March 2008**

The minutes of the meeting held on 3<sup>rd</sup> March 2008 were confirmed as a correct record.

### 4 Presentation of Options – Halcrow

The Forum received a presentation from S Scott on progress to date on the study being undertaken by Halcrow. The presentation covered three areas:

- ◆ The issues and options report
- ◆ Evidence Report
- ◆ Sustainability Appraisal Report

The presentation also covered how the options and issues had been developed into a number of possible scenarios.

M Murphy emphasised that following the consultation period it was likely that the preferred option that was developed would be a hybrid of all the scenarios presented at the meeting.

Resolved:

1. That comments and feedback on the draft Issues and Options document be sent to S Scrutton and M Murphy by Friday 23<sup>rd</sup> May 2008 and that S Scrutton and M Murphy be delegated authority, in consultation with the Lead Members of each Authority, to sign off the document.
2. That the Issues and Options Paper be recommended to the Cabinets of the respective Councils for approval subject to any further comments received from Members of the Working party.

### 5 Arrangements for Approval and Consultation on Issues and Options

The Forum was informed of the arrangements for the approval and consultation on the issues and options document. The Cabinet meetings of each authority would receive the document for approval in mid-June.

In respect to the consultation both local authorities will run a joint consultation process using Rochford's JDI consultation system.

### 6 Timetable Issues

The Forum received a report from M Murphy which provided details on the proposed timescale for the completion of the London Southend and Environs Joint Area Action Plan DPD up to and including consultation on the proposed submission draft. It also sets out the resources required in order to achieve the deadlines presented.

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This report was considered in conjunction with a report from S Scrutton which sets out the key milestones for the preparation of the Joint Area Action Plan.

M Murphy emphasised that it was a tight timescale, it was ambitious but achievable.

### Resolved:

- 1 That the two Councils' Cabinets be recommended to adopt the timescales set out in the report(s) to achieve a submission date to the Secretary of State of June 2009, subject to any changes announced by the Government on PPS12.
- 2 That the two Councils jointly employ an experienced strategic planner on a short term contract to work on the document up to finalisation of the Submission Draft in May 2009 to be funded through the Council's existing LABGI commitments to the project.
- 3 That the two Councils procure specialist companies to complete the necessary evidential studies including Traffic Impact Assessments, Noise and Air Quality Studies to be funded through the Council's existing LABGI commitments to the project.
- 4 That the milestones in the preparation of the London Southend Airport and Environs JAAP be noted.

## **7 Date and time of future meetings**

A schedule of meetings would be produced after the Cabinet meetings of both Rochford and Southend authorities.

The next meeting will take place at Rochford District Council.