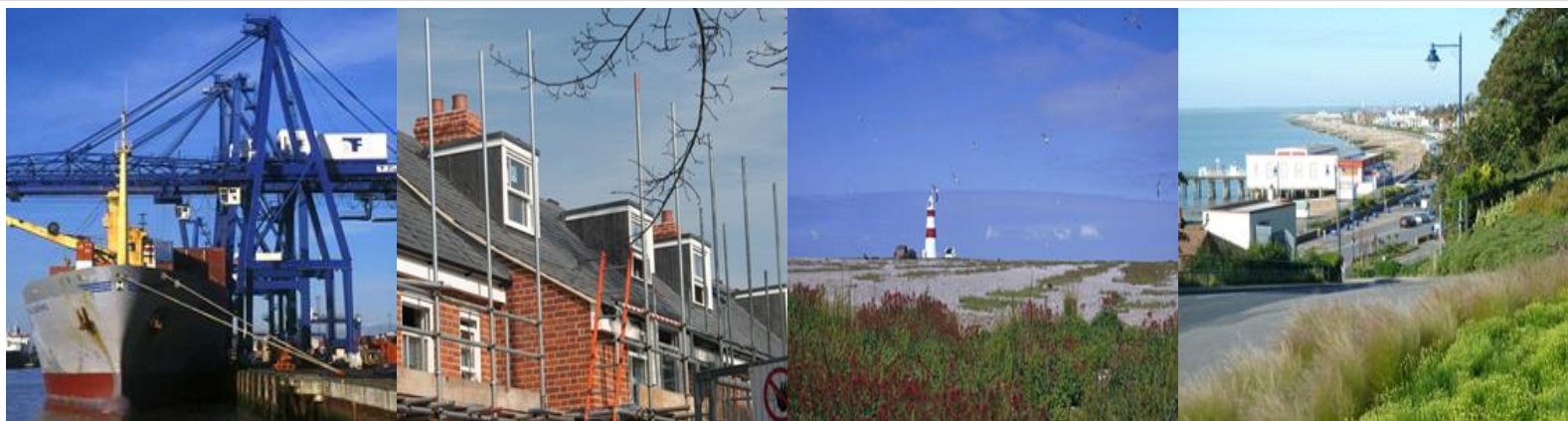


Local Plan Examination

Duty to Co-Operate Statement June 2016

Site Allocations and Area Specific Policies & Felixstowe Peninsula Area Action Plan Development Plan Documents



Contents

1	Introduction	4
2	Suffolk Coastal Geography and Context	5
3	Neighbouring Authorities.....	5
	Babergh District	5
	Ipswich	5
	Mid Suffolk District	6
	Tendring District.....	6
	Waveney District.....	6
4	Key management / operational arrangements	6
	Ipswich Policy Area	6
	New Anglia Local Enterprise Partnership.....	9
	Wild Anglia Local Nature Partnership.....	9
	Suffolk Growth Group.....	9
	Suffolk Coast and Heaths AONB Partnership.....	10
	Suffolk Chief Executives Group	10
	Suffolk Public Sector Leaders Group.....	10
	Suffolk Planning Officers Group.....	10
	East Anglia Devolution Proposals	10
5	Summary of co-operation in the preparation of the DPDs.....	11
6	Core Strategy and Local Plan Review collaboration on strategic priorities	12
	Summary of Joint Evidence Base	24
	Appendix 1: Map of Adjoining Authorities	25
	Appendix 2: Ipswich Policy Area	26
	Appendix 3: Memorandum of Understanding (housing and employment)	27
	Appendix 4: JPOG Terms of Reference	32
	Appendix 5: Memorandum of Understanding (HRA mitigation).....	35

1 Introduction

- 1.1 This statement lays out processes, actions and outcomes undertaken by Suffolk Coastal District Council to address the Duty to Co-Operate in relation to the Site Allocations and Area Specific Policies and the Felixstowe Peninsula Area Action Plan Development Plan Documents (DPDs). This statement identifies issues of strategic importance including localised cross boundary issues that would have a significant impact on at least two local planning authority areas and what processes and actions, if any, have influenced the preparation of the DPDs.
- 1.2 The Duty to Co-operate was introduced through Section 110 of the Localism Act 2011 in November 2011. The Act inserts a new Section 33A into the Planning and Compulsory Purchase Act 2004. The duty is a legal duty on local planning authorities to co-operate constructively, actively and on an ongoing basis with neighbouring authorities, county councils and other prescribed bodies in planning for strategic cross boundary matters.
- 1.3 The National Planning Policy Framework (NPPF) published in March 2012, provides guidance on planning strategically across local boundaries (paragraphs 178-181). In particular this relates to paragraph 156 of the NPPF, which advises that local planning authorities should set out strategic priorities in the Local Plan including:
- the homes and jobs needed in the area;
 - the provision of retail, leisure and other commercial development;
 - the provision of infrastructure
 - the provision of health, security, community and cultural services and facilities
 - climate change mitigation and adaptation and conservation and enhancement of the natural and historic environment.
- 1.4 The strategic priorities of relevance for Suffolk Coastal and the Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action Plan are:
- Housing Provision
 - Economy and Employment Land
 - Retail and Town Centres
 - Tourism
 - Recreation and Green Infrastructure
 - Environment (including Coastal Change Management)
- 1.5 The NPPF in paragraphs 178-181 advises that local planning authorities should work collaboratively together to meet development requirements that cannot be wholly met within

their own areas – for example a lack of physical capacity, and consider producing joint planning policies on strategic matters. Local authorities should also take account of travel-to-work areas and will be expected to demonstrate evidence of having effectively co-operated to plan for issues with cross-boundary impacts when Local Plans are submitted for examination.

- 1.6 The National Planning Practice Guidance (NPPG) introduced in March 2014 provides further guidance on undertaking the duty, which requires a proactive, ongoing and focused approach to strategic planning and partnership working.

2 Suffolk Coastal Geography and Context

- 2.1 Suffolk Coastal is a rural, coastal authority in the east of Suffolk. The District is bordered by Waveney District Council to the north, Mid Suffolk to the west and Ipswich to the south-west. To the south, across the Stour and Orwell estuary, the Council is bordered by Babergh District Council and Tendring District Council. A map showing Suffolk Coastal and the adjoining authorities is included in appendix 1. The most populated parts of Suffolk Coastal are in the south of the district where there are strong economic, transport and environmental relationships with the county town of Ipswich. Part of the district falls within the Ipswich Policy Area. To the east of Ipswich are the district's largest settlements, the Port of Felixstowe and an urban corridor between Ipswich and the Adastral Park strategic employment area at Martlesham Heath. The more sparsely populated north of the district adjoins Waveney District which shares functional relationships with Norfolk further north.

3 Neighbouring Authorities

Babergh District

- 3.1 Babergh borders the southern boundary of Suffolk Coastal. The two main towns are Hadleigh and Sudbury connected to Ipswich by the A1071. Babergh forms part of the Ipswich Policy Area.

Ipswich

- 3.2 Ipswich is the County Town of Suffolk and the main economic centre in the County. The Borough has relatively tight administrative boundaries and adjoins Babergh, Mid Suffolk and Suffolk Coastal District Councils. Areas of the town including Pinewood to the south and Bixley Heath to the east fall within Babergh and Suffolk Coastal districts respectively. An Ipswich Policy Area (IPA) has formal planning status set out in local planning authority development

plan documents and has played a leading strategic role in accommodating housing and employment growth within Suffolk.

Mid Suffolk District

- 3.3 Mid Suffolk borders the western boundary of Suffolk Coastal. The two main towns are Stowmarket and Needham Market both connected to Ipswich via the A14 and the Ipswich to Cambridge railway line. Significant housing development has occurred in Stowmarket which is adjacent to the railway station connected to Ipswich via main London to Norwich line. Parts of Mid Suffolk are within the Ipswich Policy Area.

Tendring District

- 3.4 Tendring District Council is in north east Essex and borders the southern boundary of Suffolk Coastal District Council across the Stour and Orwell Estuary. The District consists of the towns of Harwich which is just across the Estuary from Felixstowe, Manningtree and Clacton-on Sea. Until recently, Suffolk Coastal were part of the Haven Gateway Partnership which includes Tendring District Council. The Haven Gateway Partnership produced a number of pieces of joint evidence base to support Local Plans.

Waveney District

- 3.5 Waveney borders Suffolk Coastal to the north. The District is centred around the large town of Lowestoft in the north east of the District which has regeneration aspirations and close links to Great Yarmouth. The market towns of Beccles and Bungay are close to the boundary of Suffolk and Norfolk and the market towns of Halesworth and Southwold are close to the boundary between Suffolk Coastal and Waveney. The two Councils have a shared services partnership which includes a shared Planning Policy team. However, there are only limited areas of cross boundary strategic planning matters with Suffolk Coastal looking more to Ipswich.

4 Key management / operational arrangements

- 4.1 There are a number of established cross organisation working groups and partnerships in operation in Suffolk at a number of different levels. Whilst these may reach agreement around particular issues it should be noted that formal Member decision making processes remain vested in each individual authority.

Ipswich Policy Area

- 4.2 The Ipswich Policy Area (IPA) arose following recognition in the 1990s that there were limitations on land available within the Ipswich Borough boundary. This necessitated an

examination of a wider policy area to meet the requirements for housing and employment growth, and related infrastructure needs, centred on Ipswich. Accordingly the IPA was included in subsequent formal planning documents.

4.3 The geography of the IPA includes Ipswich and nearby parishes in Suffolk Coastal, Babergh and Mid Suffolk, being extended to include Westerfield following adoption of the Suffolk Coastal Core Strategy and Development Management Policies development plan document in July 2013. A map of the Ipswich Policy Area is included in appendix 2.

4.4 The Ipswich Policy Area Board was established in 2007 and meetings have been held regularly since December 2011, following the demise of the regional structures and the Regional Strategy. The Board is made up of one officer and one councillor from each of the three districts, Ipswich Borough Council and Suffolk County Council. A Statement of Intent to joint working on strategic issues through the IPA Board, signed by the Chief Executives of each authority, was agreed in May 2011. The terms of reference of the IPA Board were revised in 2011 and agreed at the meeting held in December 2011. They were revised further in 2013 and were taken through political report structures at each authority between December 2013 and January 2014. They were further revised in October 2015 and are shown in appendix 3. They state the IPA Board is:

- 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 targets for the Ipswich Policy Area and coordinate the delivery of the necessary infrastructure – including transport, education, skills, power, green infrastructure, flood and coastal defences etc.

Officers from each authority have continued to meet to produce papers for the Board to consider, including the need for and review of the IPA boundary, land availability in the IPA, functional economic geographies based on the Ipswich travel to work area, and the Ipswich housing market area objectively assessed needs. In addition work has recently been undertaken on an Employment Land Needs Assessment for the Ipswich economic area (covering Suffolk Coastal, Ipswich and Babergh and Mid-Suffolk) and the Waveney economic areas (published March 2016). These evidence bases will inform the Suffolk Coastal Local Plan review.

- 4.5 Meetings of the IPA Board have been held recently on 21st November 2013, 10th January 2014, 4th July 2014, 5th September 2014, 7th November 2014, 19th December 2014, 5th February 2015, 20th March 2015, 5th June 2015, 7th August 2015, 15th October and 18th March 2016. Action notes from each meeting are available to view at: <https://www.ipswich.gov.uk/content/ipswich-policy-area>.
- 4.6 At the meeting on 15th October 2015 a draft Memorandum of Understanding was presented to the Board. The MoU includes a commitment from the four Local Authorities to work together on identifying and delivering objectively assessed needs for housing and employment, along with the necessary infrastructure, within the Housing Market Area/Functional Economic Area, comprising the three district and borough councils. The Planning Practice Guidance (para. 012) confirms that administrative areas can be a factor in determining boundaries of functional economic areas. It was agreed that a further draft would be presented to leaders for consideration; a final draft was published in March 2016. A signed final version was published in June 2016 and is shown in appendix 3.
- 4.7 The Memorandum of Understanding relating to the delivery of housing and employment development within the Ipswich Housing Market Area and Ipswich Functional Economic Area (June 2016) commits the IPA authorities to continued joint working to:
- Agree objectively assessed housing need for the Ipswich Housing Market Area (the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils);
 - Agree objectively assessed employment need for the Ipswich Functional Economic Area (also the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils);
 - Identify broad locations to accommodate forecast growth;
 - Ensure the implementation of any mitigation measures required as a result of Habitats Regulations Assessment; and Identify and prioritise infrastructure delivery across the four local authority areas.
- 4.8 Following on from this, a separate Memorandum of Understanding has also been agreed between Suffolk Coastal, and Babergh District Councils, Ipswich Borough Council and Suffolk County Council, in relation to the joint Recreational Avoidance and Mitigation Strategy for those authorities. This strategy will address the mitigation measures set out in the Habitats Regulation Assessments of the three Core Strategies for Babergh District Council, Suffolk Coastal District Council, and Ipswich Borough Council. The strategy is being developed with support from Natural England. The signed MoU is set out in appendix 5.
- 4.9 The authorities within the Ipswich Policy Area have committed to reviewing their Local Development Schemes with a view to producing a joint or aligned Local Plan. The Local

Development Schemes for Suffolk Coastal and Ipswich have already been updated to reflect this approach and a revised Local Development Scheme for Babergh and Mid Suffolk, is in the process of being agreed with members.

New Anglia Local Enterprise Partnership

- 4.10 Suffolk Coastal falls within the New Anglia Local Enterprise Partnership (NALEP) area, which covers Norfolk and Suffolk and includes 14 district and borough authorities and two county authorities. The Council contributed to the production of the NALEP Strategic Economic Plan (SEP) which focuses on new jobs, businesses and homes and increased productivity.
- 4.11 In addition the Greater Ipswich City Deal which involves NALEP, Ipswich Borough Council, Suffolk County Council, Babergh, Mid Suffolk and Suffolk Coastal District Councils, will help achieve Greater Ipswich's long term vision for the local economy.

Wild Anglia Local Nature Partnership

- 4.12 Local Nature Partnerships work strategically to help their local areas manage the natural environment and they are encouraged to work at a broader 'landscape scale'. Local planning authorities should seek opportunities to work collaboratively with Local Nature Partnerships to deliver a strategic approach to encouraging biodiversity.

Suffolk Growth Group

- 4.13 Suffolk Growth Group comprises senior officer representatives of local authorities in Suffolk and the New Anglia LEP. The group has produced a Suffolk Growth Strategy (2013) outlining how the Councils will work together to promote economic growth in the County. The group meets regularly and has recently agreed five areas of work for Growth Group :
- New deal with University Campus Suffolk
 - Skills
 - Housing performance
 - Inward Investment
 - Joint Strategic Planning – includes transport & infrastructure (see below)
- 4.14 As part of the work of the Suffolk Growth Group a cross county working group of senior members has been established to oversee the commissioning of a Strategic Planning and Infrastructure Framework for Suffolk. The purpose of this commission is to assist the local authorities in Suffolk in developing a strategic planning and infrastructure framework that will set out the direction of growth for the longer term future in the county. This work is scheduled to be completed by April 2017.

Suffolk Coast and Heaths AONB Partnership

- 4.15 A significant part of the east of the district is designated as an Area of Outstanding Natural Beauty. The Council is a member of the AONB Partnership working collaboratively with other organisations to deliver objectives within the AONB Management Plan.

Suffolk Chief Executives Group

- 4.16 Suffolk Chief Executives Group comprises the Chief Executives of all the Suffolk Councils, the Chief Constable and the Executive Leads for other Public Services.

Suffolk Public Sector Leaders Group

- 4.17 Suffolk Public Sector Leaders Group comprises Leaders and Chief Executives of Suffolk Councils, The Police and Crime Commissioner, Chief Constable and Chairs of the Clinical Commissioning Groups.

Suffolk Planning Officers Group

- 4.18 The Suffolk Planning Officers Group comprises the Development Management and Planning Policy Team Leaders and Heads of Service across Suffolk. The Group meets on a quarterly basis. Terms of Reference were agreed in 2014 and are included in appendix 4.

East Anglia Devolution Proposals

- 4.19 The Chancellor announced the East Anglia Combined Authority devolution agreement on 16 March 2016. This will give East Anglia new powers over transport, planning, skills; a £900 million investment fund over 30 years to grow the local economy; and £175 million ring-fenced funding to deliver new homes.
- 4.20 The latest proposals (still to be agreed by the 23 Councils) propose the creation of two authorities and two elected Mayors - one for Cambridgeshire and Peterborough and one for Norfolk and Suffolk.
- 4.21 It is anticipated that the two Authorities and elected Mayors would exercise the following powers and functions devolved from Government:
- Responsibility for a multi-year, consolidated and, devolved local transport budget
 - Responsibility for a new Key Route Network of local authority roads that will be managed and maintained by the Combined Authority on behalf of the Mayor
 - Powers over strategic planning and housing.
- 4.22 The details of these proposals are still evolving, and the latest position can be found here:
<https://www.eastangliadevo.co.uk/>

5 Summary of co-operation in the preparation of the DPDs

- 5.1 The adopted Suffolk Coastal Core Strategy sets out a vision, strategic objectives and overall strategy for the scale and spread of development in the district. Matters of strategic importance, including cross-boundary issues, are addressed through policies in the Core Strategy.
- 5.2 As part of the examination of the Core Strategy a Record of Co-operation was produced, setting out the Duty to co-operate activities undertaken as part of the development of the Core Strategy (see document E-13 of the Core Strategy Examination Library <http://www.eastsuffolk.gov.uk/planning/local-plans/suffolk-coastal-district-local-plan/core-strategy-and-development-management-policies/core-strategy-document-library/>).
- 5.3 The Site Allocations and Area Specific Policies DPD and the Felixstowe Peninsula AAP seek to implement, and do not repeat, these adopted strategic policies. The extent of on-going engagement and collaboration with adjoining Local Authorities on strategic issues has therefore not been on the same scale as that undertaken for the Core Strategy. However, the Council has still undertaken a significant level of co-operation with other authorities and public bodies in the preparation of the Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action Plan.
- 5.4 The Council has participated in and continues to participate in joint projects with other authorities on key evidence base documents and through regular meetings of the Ipswich Policy Area Board. The Council continues to work closely with key infrastructure providers to ensure the Local Plan will deliver the infrastructure required to support development in the District. It must be recognised that working with other bodies on strategic planning issues is an ongoing process and this statement will be updated periodically to reflect further progress.
- 5.5 An account of how each strategic issue identified above has been addressed through the Duty to Co-operate is set out in Table 1 in section 6 below.
- 5.6 Appendix 1 of the Council's SCI (Statement of Community Involvement, November 2014) identifies the following other public bodies and infrastructure providers that the Council will co-operate with in preparation of its local plan:

- Environment Agency
- English Heritage (now Historic England)
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency

- The Office of Rail Regulation
- Integrated Transport Authorities
- Highways Agency
- Anglian Water
- Essex and Suffolk Water
- Marine Management Organisation
- New Anglia Local Enterprise Partnership
- Ipswich and East Suffolk Clinical Commissioning Group
- NHS England
- Local Nature Partnership

5.7 Suffolk Coastal District Council has engaged with these bodies at consultation stages and on an ongoing basis and has had regard to their activities in the preparation of development plan documents in so far as they relate to relevant strategic matters.

5.8 Although not specifically part of the Duty to Co-operate, the Council has been engaging with town and parish councils to inform the Site Allocations and Area Specific Policies DPD and the Felixstowe Peninsula AAP. The engagement with the town and parish councils has been focused on community aspirations in terms of future growth expectations, areas to conserve and protect as well as developments and permissions since the start of the plan period. Further details of the specific activities undertaken are set out in the Site Allocations and Area Specific Policies DPD and Felixstowe Peninsula AAP Pre-Submission Consultation Statement. Furthermore, the Council has a duty to support Neighbourhood Plan groups across the District. There are a number of parish and town councils preparing neighbourhood plans within Suffolk Coastal. Where neighbourhood plans have made good progress and are covering a comprehensive range of policy issues, those areas have been left out of the Site Allocations and Area Specific Policies Development Plan Document (at time of submission there are no designated Neighbourhood plan areas in the Felixstowe Peninsula AAP area). The District Council will continue to work with these neighbourhood plan groups to support them in bringing forward appropriate policies to deliver the strategic aims of the Core Strategies in their designated areas.

6 Core Strategy and Local Plan Review collaboration on strategic priorities

6.1 As outlined above, the adopted Suffolk Coastal Core Strategy sets out a vision, strategic objectives and overall strategy for the scale and spread of development in the district. The adopted Core Strategy was developed in co-operation with adjoining authorities and other

bodies as set out in the Record of Co-operation produced in support of the Examination into the Core Strategy.

- 6.2 Along with the adjoining Ipswich Plan Area Authorities (Ipswich, Babergh, Mid Suffolk and Suffolk Coastal), the Council has commenced a review of the Local Plan, to produce a joint or aligned Local Plan. The Local Development Schemes for Suffolk Coastal and Ipswich have already been updated to reflect this approach and a revised Local Development Scheme for Babergh and Mid Suffolk, is in the process of being agreed with members.
- 6.3 Issues of strategic importance including localised cross boundary issues will be addressed as part of this Local Plan review.
- 6.4 Much of the on-going co-operation outlined in table 1 below is being undertaken in support of this Local Plan Review.

Table 1: Summary of Co-operation

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
<p>Housing Provision</p>	<p>There has been on-going discussion through the Ipswich Policy Area Board regarding housing need in the Ipswich Policy Area.</p> <p>Regular meetings have taken place of the Suffolk Growth Group looking at (amongst other issues) housing performance and joint strategic planning, including transport and infrastructure. As part of this a cross county working group of senior members has been established to oversee the commissioning of a Strategic Planning and Infrastructure Framework for Suffolk. This will set out the direction of growth for the longer term future in the county. This work is scheduled to be completed by April 2017.</p>	<p>Ipswich Housing Market Area Population and Household Projections (September 2013) (commissioned by Ipswich Borough Council and available to Babergh, Mid Suffolk and Suffolk Coastal District Councils) (to support Local Plan review)</p> <p>Ipswich Housing Market Area Strategic Housing Market Assessment (August 2012) (commissioned by Babergh, Mid Suffolk and Suffolk Coastal Councils and used by Ipswich Borough Council)</p> <p>East Suffolk Growth Plan (2014) (Suffolk</p>	<p>Core Strategy Policy SP2 sets the basis for the allocation of sites for housing development across the district.</p> <p>The Site Allocations and Area Specific Development Plan Document and Felixstowe Peninsula Area Action Plan for the delivery of the Core Strategy strategic housing target of 7,900 new homes for the period 2010-2027.</p> <p>Policy SSP1 in the Site Allocation Document and FPP1 in the Felixstowe AAP.</p> <p>In addition to the site allocations set out in</p>	<p>Ipswich Borough Council and Suffolk Coastal District Council have published revised Local Development Schemes which contain aligned timetables for the production of aligned or joint Local Plans. Babergh and Mid-Suffolk are currently in the process of agreeing a new LDS timetable with members.</p> <p>The MoU commits the IPA authorities to continued joint working to agree objectively assessed housing need for the Ipswich Housing Market Area (the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils), identify broad locations to</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
	<p>In addition to the formal consultation, discussions have taken place with Suffolk County Council at an officer level regarding the implications of individual allocations within both DPDs on archaeology, transport, and education capacity.</p>	<p>Coastal and Waveney District Councils)</p> <p>Suffolk Growth Strategy (2013)</p>	<p>the DPDs, Policy SSP1 also sets out in policy the strategic planning application at Adastral Park, a key development site in the East of Ipswich Area and identified in the Suffolk Growth Strategy as a key development site.</p> <p>In November 2013 the IPA board agreed to work together on housing and employment needs and agreed that needs arising within the IPA would be met within the IPA (i.e. the 4 local authority areas).</p> <p>The IPA authorities future work programmes are to consider additional unmet housing need in the IPA.</p>	<p>accommodate forecast growth; and Identify and prioritise infrastructure delivery across the four local authority areas.</p> <p>The authorities in Norfolk and Suffolk, and the New Anglia LEP have engaged to agree a consistent approach to sharing and embedding data in plans and strategies.</p> <p>Across a wider area of the south east of England, officers and members are looking towards collaborating on evidence including demographic assumptions. This work will inform the Local Plan Review.</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
			<p>The authorities in Norfolk and Suffolk and the New Anglia LEP have engaged to agree a consistent approach to sharing and embedding data in plans and strategies.</p>	
<p>Economy and Employment Land</p>	<p>The Suffolk Growth Group comprising of the County Council, District Councils and the New Anglia Local Enterprise Partnership have prepared the Suffolk Growth Strategy and is preparing a county-wide delivery programme for the strategy.</p> <p>The East Suffolk Growth Group, comprising members and officers is also looking at growth and investment needs and delivery for Suffolk Coastal and Waveney District Councils.</p>	<p>Suffolk Growth Strategy (2013)</p> <p>East Suffolk Growth Plan (2014) (Suffolk Coastal and Waveney District Councils)</p> <p>Employment Land Needs Assessment (2016) (joint study undertaken with Babergh, Mid Suffolk, Waveney and Suffolk Coastal District Council and Ipswich Borough Council). This draws from evidence form the</p>	<p>Core Strategy Policy SP5 sets the basis for the allocation of employment land across the district.</p> <p>The boundaries of the strategic sites identified in policy SP5 are defined by policies SSP20 for Ransomes (the majority of the site sits within Ipswich Borough) and FPP9 for the Port of Felixstowe.</p> <p>Chapter 3 of the Site Allocations DPD also</p>	<p>The MoU commits the IPA authorities to continued joint working to agree objectively assessed employment need for the Ipswich Functional Economic Area (also the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils) and Identify broad locations to accommodate forecast growth and Identify and prioritise infrastructure delivery across the four local authority areas.</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
	<p>Ipswich Policy Area Board.</p> <p>Formal consultation with the Marine Management Organisation regarding allocations at the Port of Felixstowe.</p> <p>Specific discussions with Suffolk Coasts and Heaths AONB Partnership regarding the extension of the employment allocation at Ransomes Europark.</p>	<p>Eat of England Forecasting Model, which is funded by LEPs and County Councils throughout the East of England</p>	<p>sets out the employment priorities for the strategic site at Adastral Park.</p> <p>Ransomes Europark, the Port of Felixstowe and Adastral Park are identified in the Suffolk Growth Strategy as key development sites.</p> <p>The allocation at Ransomes Europark includes an 11ha expansion of the site into AONB. Discussions have taken place between Ipswich Borough Council, Suffolk Coastal and the AONB Partnership in order to reach a common agreement to allow development to take place on the site. A statement has been agreed setting out this approach.</p>	<p>To reflect discussions and the agreed position between Suffolk Coastal, Ipswich Borough Council and the AONB Partnership, a development brief will be prepared for the Ransomes site.</p> <p>The joint Employment Needs Assessment will inform future site requirements and Local Plan reviews across the wider area, including Suffolk Coastal.</p> <p>The authorities in Norfolk and Suffolk, and the New Anglia LEP have engaged to agree a consistent approach to sharing and embedding data in plans and strategies.</p> <p>Across a wider area of the south east of England,</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
			<p>Engagement with the Marine Management Organisation resulted in amendments to the Port of Felixstowe policy supporting text to include specific reference to policies within the East Inshore and East Offshore Marine Plans.</p> <p>The authorities in Norfolk and Suffolk, and the New Anglia LEP have engaged to agree a consistent approach to sharing and embedding data in plans and strategies.</p>	<p>officers and members are looking towards collaborating on evidence including economic assumptions.</p>
Retail and Town Centres	<p>The Core Strategy does not require the allocation of any additional land for retail. The DPDs therefore focus on sustaining and enhancing the vitality and viability of the</p>	<p>Suffolk Coastal Retail Capacity Refresh (October 2015).</p>	<p>Policies SSP28, SSP29, SSP30, SSP31, and FPP13, FPP14, FPP15, FPP16.</p>	<p>A Retail and Leisure Needs Assessment is due to be commissioned in partnership with Ipswich Borough Council to inform the Local Plan</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
	<p>existing retail centres, the evidence base refresh identified no significant cross boundary issues to be addressed through these documents.</p> <p>Participation on this issue has therefore taken place through the normal consultation processes as outlined in the Consultation Statement.</p>			Reviews.
Tourism	<p>The Council is a member of the AONB Partnership, working collaboratively with other organisations to deliver objectives within the AONB Management Plan.</p> <p>The Recreational Avoidance and Mitigation Strategy for Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council is currently being undertaken jointly with officers from the three planning authorities</p>	Recreational Avoidance and Mitigation Strategy (due to be published 2017)	Policy FPP22 and Policy SSP32	Preparation of the Recreational Avoidance and Mitigation Strategy (due to be published 2017)

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
	<p>being supported by Suffolk County</p> <p>The Landguard Partnership is a long standing partnership between key players involved with the Landguard Peninsula. The Partners are: Suffolk Coastal District Council, Felixstowe Town Council, Historic England, The Port of Felixstowe, Harwich Haven Authority, Landguard Fort Trust, Felixstowe History and Museum, and Landguard Conservation Trust.</p>			
<p>Recreation and Green Infrastructure</p>	<p>The 2015 update to the 2008 Haven Gateway Green Infrastructure Study was undertaken by the four IPA planning authorities with involvement from stakeholders. This included Natural England, Suffolk County Council, the Environment Agency and Wild Anglia Local Nature</p>	<p>Haven Gateway Green Infrastructure Strategy (HAGGIS)2008- Ipswich Policy Area Update (August 2015) (Babergh, Mid Suffolk, Suffolk Coastal District Council and Ipswich Borough Council)</p> <p>Recreational Avoidance</p>	<p>Policy SSP35 of the Site Allocations Document allocates two parcels of land to form part of the Ipswich Garden Suburb Country Park.</p> <p>The Ipswich Garden Suburb is a significant urban extension to Ipswich. The provision</p>	<p>The 2015 update to the 2008 Haven Gateway Green Infrastructure Strategy will help inform locations for further growth in the IPA which will be taken forward through the Local Plan review.</p>

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
	<p>partnership.</p> <p>The Recreational Avoidance and Mitigation Strategy for Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council is currently being undertaken jointly with officers from the three planning authorities being supported by Suffolk County Council.</p>	<p>and Mitigation Strategy (to be completed by March 2017) (Joint Strategy undertaken by Babergh and Suffolk Coastal District Councils and Ipswich Borough Council)</p>	<p>of a country park is a key requirement of this proposal, necessary to help mitigate identified in-combination effects on nearby European sites. The development will be subject to a detailed masterplan. Suffolk Coastal District Council has been involved in the preparation of the master plan as a consultee.</p> <p>The Recreational Avoidance and Mitigation Strategy will help guide development and activity which will impact on existing Special Protection Areas and Special Areas of Conservation (European sites) in a sustainable way.</p>	

Local Plan's strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
<p>Environment (including Coastal Change Management Areas)</p>	<p>The Recreational Avoidance and Mitigation Strategy for Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council is currently being undertaken jointly with officers from the three planning authorities being supported by Suffolk County</p> <p>The Council is a member of the AONB Partnership, working collaboratively with other organisations to deliver objectives within the AONB Management Plan.</p> <p>Ongoing consultation with Historic England and Suffolk County Council Archaeological Service.</p>	<p>Haven Gateway Green Infrastructure Strategy (HAGGIS) 2008- Ipswich Policy Area Update (August 2015)</p> <p>Recreational Avoidance and Mitigation Strategy (to be completed by March 2017)</p> <p>Shoreline Management Plan.</p> <p>AONB Management Plan.</p>	<p>Policy SSP42 and SSP43 of the Site Allocations DPD regarding the Coastal Change Management Areas. Policies co-ordinated with those covering the Waveney stretch of the Suffolk Coast.</p> <p>The Recreational Avoidance and Mitigation Strategy will help guide development and activity which will impact on existing Special Protection Areas and Special Areas of Conservation (European sites) in a sustainable way.</p>	<p>Continued involvement with the AONB Partnership to deliver the objectives of the AONB Management Plan.</p> <p>Development of CCMA supplementary Planning Document.</p> <p>Progressing a county-wide review of the Special Landscape Areas in support of the Local Plan Review.</p>

In addition to the strategic plan priorities outlined in the table above, additional work is taking place regarding the provision of gypsy and traveller accommodation.

Strategic priorities	Management and working arrangements	Evidence Base	Outcome	Ongoing cooperation
Gypsies and Traveller Accommodation	<p>The Suffolk Gypsy and Traveller Accommodation Needs Subgroup is an officer group representing the district and borough councils and Suffolk County Council, including the Gypsy and Traveller Liaison Officer. The group acts as an information sharing group with sub groups set up in relation to specific tasks.</p> <p>In relation to the current work around identifying 3 short stay sites across Suffolk, this is being undertaken through the Public Sector Leaders Boards and Suffolk Chief Officers Leadership team, with a Higher Level Steering Group set up to oversee the process and the Suffolk Gypsy and Traveller Accommodation Sub-Group assessing the sites</p>	Gypsy, Traveller and Travelling Show People Accommodation Assessment (October 2013)	Policy to be included in Local Plan review.	<p>Policy to be included in Local Plan review.</p> <p>Ongoing discussion through the IPA Board and the Suffolk Gypsy and Traveller Accommodation Needs Subgroup.</p>

Summary of Joint Evidence Base

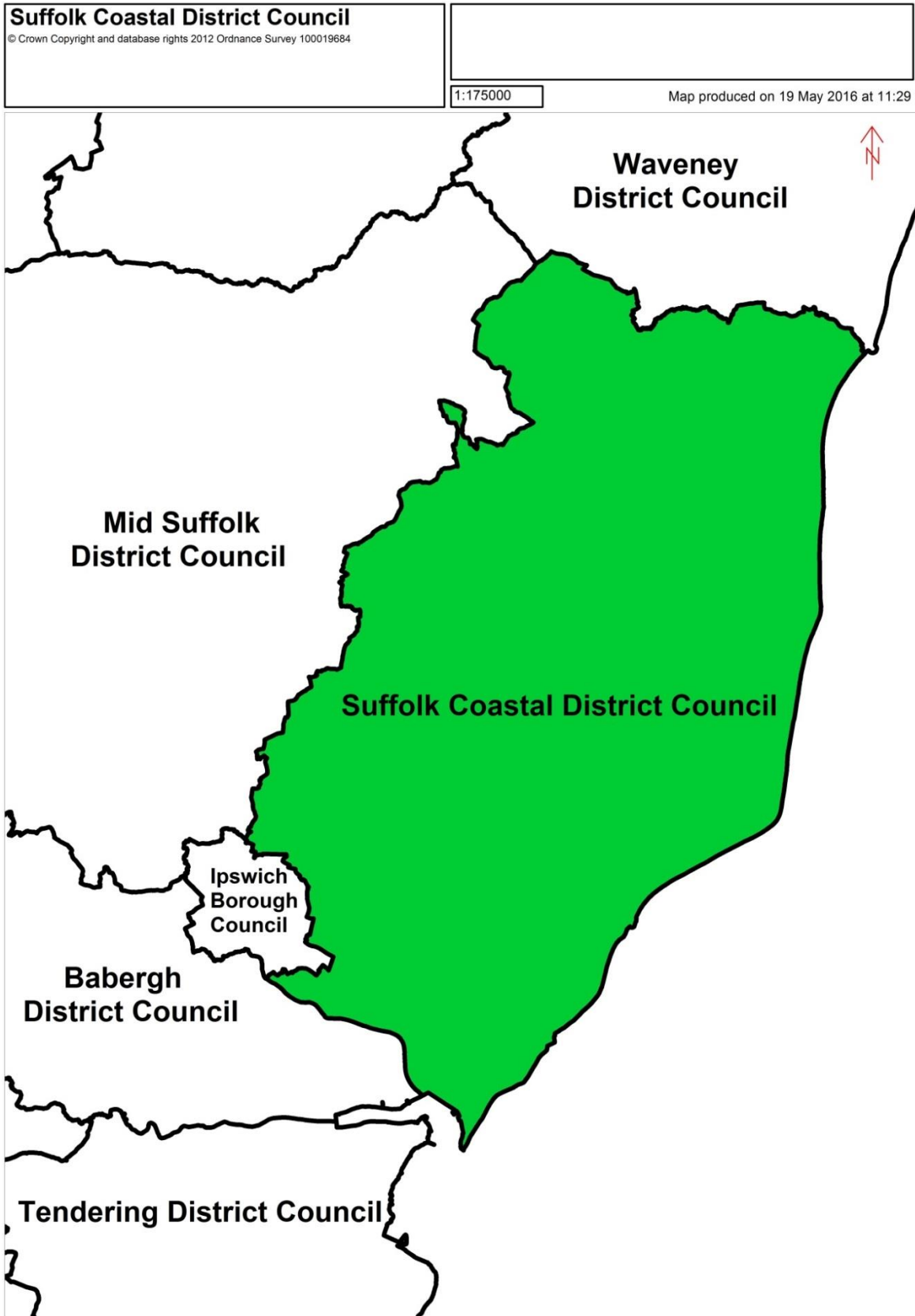
6.5 A Number of studies have been jointly commissioned or undertaken, which inform the evidence base for the Felixstowe Peninsula Area Action Plan and the Site Allocations and Area Specific Policies Development Plan Document. These include:

- Haven Gateway Green Infrastructure Strategy (HAGGIS)2008- Ipswich Policy Area Update (August 2015) (Babergh, Mid Suffolk, Suffolk Coastal District Council and Ipswich Borough Council)
- Gypsy, Traveller and Travelling Show People Accommodation Assessment (October 2013) (commissioned by Babergh, Mid Suffolk, and Waveney District Councils and Ipswich Borough Council)
- Ipswich Housing Market Area Strategic Housing Market Assessment (August 2012) (commissioned by Babergh, Mid Suffolk and Suffolk Coastal Councils and used by Ipswich Borough Council)
- Suffolk Haven Gateway Employment Land Review and Strategic Sites Study (September 2009) (commissioned for Babergh and Suffolk Coastal District Councils and Ipswich Borough Council)
- Recreational Avoidance and Mitigation Strategy (to be completed by March 2017) (Joint Strategy undertaken by Babergh and Suffolk Coastal District Councils and Ipswich Borough Council)

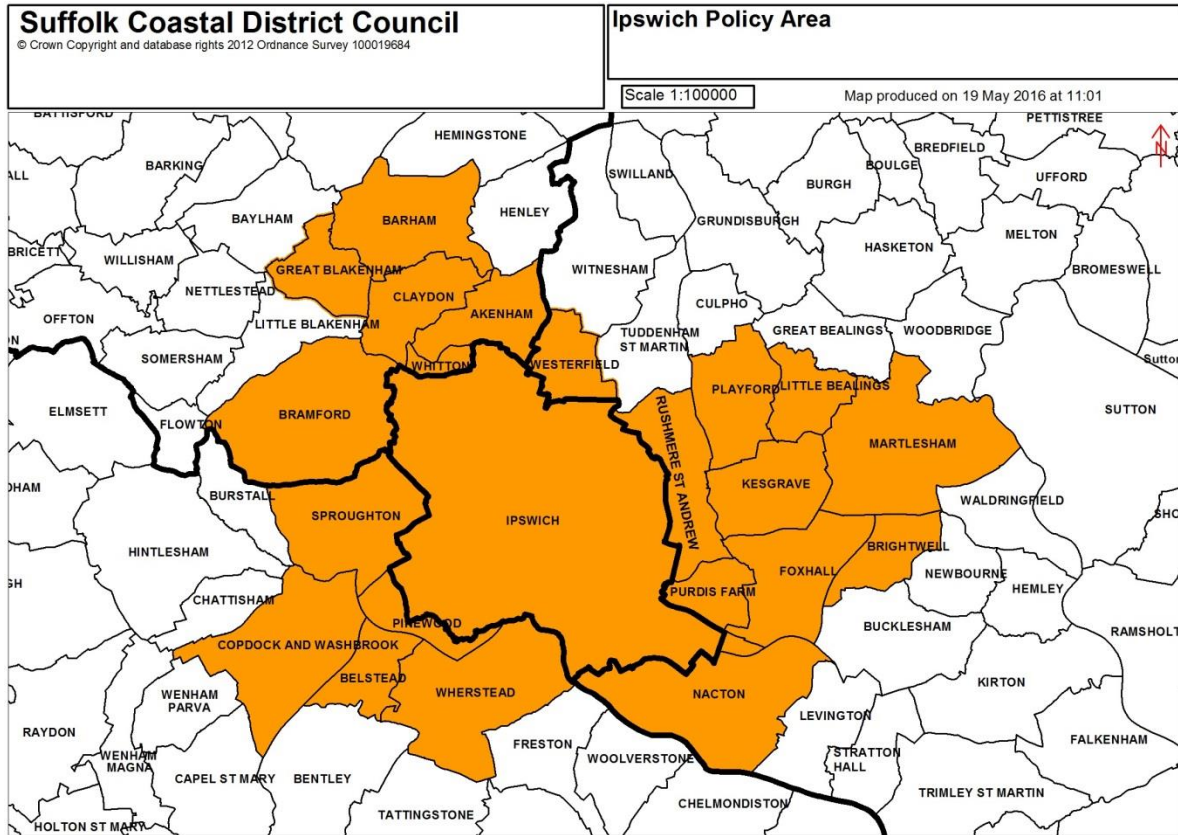
6.6 In addition to the studies listed above, the Council are progressing a number of joint studies in support of the on-going Local Plan review. These include:

- Employment Needs Assessment (March 2016) (joint study undertaken with Babergh, Mid Suffolk and Suffolk Coastal District Council and Ipswich Borough Council)
- Ipswich Housing Market Area Population and Household Projections (September 2013) (commissioned by Ipswich Borough Council and available to Babergh, Mid Suffolk and Suffolk Coastal District Councils)

Appendix 1: Map of Adjoining Authorities



Appendix 2: Ipswich Policy Area



Appendix 3: Memorandum of Understanding (housing and employment)

Memorandum of Understanding relating to planning for housing and employment development within the Ipswich Housing Market Area and Ipswich Functional Economic Area

This Memorandum of Understanding has been prepared in order to address the requirements of the Localism Act 2011, section 110, 'Duty to co-operate in relation to planning of sustainable development'.

The Ipswich Housing Market Area and the Ipswich Functional Economic Area comprise the local authority areas of Babergh, Ipswich, Mid-Suffolk and Suffolk Coastal. Ipswich Borough Council's administrative boundary is therefore more tightly drawn than the Ipswich Housing Market Area and Ipswich Functional Economic Area and, therefore, there is a need to work jointly with neighbouring areas to ensure that future needs for development and infrastructure are met. In particular, the objectively assessed need for housing in Ipswich cannot be met within the Borough boundary. The Duty to Co-operate Statement (December 2015) prepared to accompany the Ipswich Borough Council Core Strategy and Policies Development Plan Document Review describes how strategic cross-boundary issues are being jointly addressed. It builds on long-established joint working between the authorities.

The Memorandum of Understanding establishes a framework for co-operation between Babergh District Council, Ipswich Borough Council, Mid Suffolk District Council, Suffolk Coastal District Council and Suffolk County Council in relation to planning for housing across the Housing Market Area and employment growth across the Functional Economic Area.

Parties to the Memorandum of Understanding

The Memorandum of Understanding is between the following parties:

- Babergh District Council
- Ipswich Borough Council
- Mid Suffolk District Council
- Suffolk Coastal District Council and
- Suffolk County Council.

Scope of the Memorandum of Understanding

The Memorandum of Understanding commits the parties to the following actions through a joint or aligned local plan review process and/or other mechanism for joint working including the Suffolk Planning and Infrastructure Framework:

1. To agree objectively assessed housing need for the Ipswich Housing Market Area, which consists of the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils;
2. To agree objectively assessed employment need for the Ipswich Functional Economic Area, which also consists of the local authority areas of Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk District Councils;

3. To identify broad locations to accommodate housing and employment growth, within the context of national planning policy and local planning constraints;
4. To ensure the implementation of any mitigation measures required as a result of Habitats Regulations Assessment; and
5. To identify and prioritise infrastructure delivery related to housing and employment growth across the four local authority areas.

In relation to mechanisms, the Memorandum of Understanding also commits the parties to the following actions:

6. To review and agree the Ipswich Policy Area boundary; and
7. To agree the form of the future joint or aligned plan(s).

Specifically in relation to point 1 above, the Proposed Submission Ipswich Borough Council Core Strategy and Policies Development Plan Document Review November 2014, as updated September 2015, identifies objectively assessed housing need for Ipswich Borough of 13,550 dwellings 2011-2031 (through Policy CS7 The Amount of Housing Required). This figure needs to be considered in the context of the objectively assessed housing need for the Ipswich Housing Market Area, identified in 2013 as 34,250.

Of the total requirement for Ipswich Borough of 13,550 dwellings 2011-2031, land for the delivery of 5,578 dwellings remains to be identified. It is expected that 1,800 of these will be delivered on windfall sites within Ipswich Borough, but an element of need will need to be planned for through joint work with neighbouring local authorities. The residual need identified in the Ipswich Core Strategy Review is 3,778 dwellings.

Objectively assessed need for housing is updated periodically and therefore the figure to be planned for is likely to change in the future. The objectively assessed need for the Housing Market Area will be reviewed to inform the joint work. Identifying locations to accommodate housing and employment development will be informed by sustainability appraisal, Habitats Regulations Assessment and consideration of deliverability and infrastructure requirements.

Timetable for the joint work

Ipswich Borough Council and Suffolk Coastal District Council have set out the following timetable for the production of joint or aligned local plan reviews through their current 'in effect' local development schemes. Babergh and Mid Suffolk District Councils are scheduled to approve the same timetable through a revised local development scheme.

<i>Notify stakeholders & invite representations</i>	Oct 2016-Jun 2018
<i>Publish draft proposed submission plan for inspection & invite representations</i>	Sept-Oct 2018
<i>Submit plan & submission documents to Secretary of State</i>	Feb 2019
<i>Independent examination hearings</i>	Jun 2019
<i>Receive & publish Inspector's recommendations</i>	Oct 2019
<i>Adopt the plan</i>	Nov-Dec 2019

Mechanism for the Joint Work

The parties already have a forum for joint working through the Ipswich Policy Area (IPA) Board. Its terms of reference are attached at Appendix 1.

The joint work is anticipated to take the form of a joint or aligned plan review and/or a Strategic Planning and Infrastructure Framework. It is yet to be determined whether the plan review will be a single document approved either by a formally-constituted joint body or by each respective council, or aligned local plans for each of the local planning authorities. At a Suffolk Leaders and Portfolio Holders Workshop on 11th March 2016 it was agreed that work will commence on a Suffolk-wide Strategic Planning and Infrastructure Framework. It is anticipated that an Issues and Options document can be produced for consultation in the autumn of 2016 and that the County, District and Borough Councils will be able to adopt it in 2017/18 in order to support future Local Plans in Suffolk. The joint work, or parts of it, referred to in this Memorandum of Understanding may therefore be subsumed into the Suffolk Strategic Planning and Infrastructure Framework.

Under the devolution deal for East Anglia, announced in March 2016, a Combined Authority may take responsibility for the strategic planning and infrastructure framework from May 2017 onwards.

The IPA Board will provide the mechanism for joint working in the short to medium term. The earliest work that the IPA Board will undertake will be to review the IPA boundary and agree the form of the joint plan. In doing so, it will have regard to any strategic planning work which may be looking at different geographies, including Suffolk-wide.

The IPA Board does not have decision-making powers and therefore the parties will agree outcomes through each Council's existing decision-making structures, in accordance with their constitutions.

Roles and responsibilities

In relation to a joint or aligned local plan review, the planning policy services of Ipswich Borough Council, Suffolk Coastal District Council, Mid Suffolk District Council and Babergh District Council will lead the preparation of the work, with support from Suffolk County Council. The resourcing of the Suffolk Strategic Planning and Infrastructure Framework is to be agreed through the Transformation Challenge Award Board. The IPA Board terms of reference already sets out roles and responsibilities in relation to that body.

Limitations

This Memorandum of Understanding does not alter the fact that Babergh District Council, Ipswich Borough Council, Mid Suffolk District Council and Suffolk Coastal District Council remain the local planning authorities for their respective areas. The key objective of this Memorandum of Understanding is to ensure that strategic policies are consistent across the local authorities. In addition, each local authority will have non-strategic, locally-specific policies covering a range of topic areas, which will need to be considered and included in appropriate documents.

SIGNATURES

Signature:  Date 23/5/16
Signed on behalf of Babergh District Council

Signature:  Date 19/5/16
Signed on behalf of Ipswich Borough Council

Signature:  Date 23/5/16
Signed on behalf of Mid Suffolk District Council

Signature:  Date 26/5/16
Signed on behalf of Suffolk Coastal District Council

Signature:  Date 9/6/16
Signed on behalf of Suffolk County Council

Appendix 1 – Terms of reference of the Ipswich Policy Area Board

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.

Appendix 4: JPOG Terms of Reference

New Terms of Reference effective from 28 March 2014

(Suffolk) Joint Planning Officers Group (JPOG)

Purpose

Sustainable Growth

- To promote sustainable development identified in existing and emerging strategic Growth Plans such as the Suffolk Growth Strategy/emerging SEP
- Take all opportunities to deliver such growth including in policy and development management place-making and place-shaping activities
- To identify and help overcome barriers to growth such as inadequate infrastructure

Working collaboratively

- Develop/manage effective working relationships working collaboratively with partners to deliver sustainable development
- Liaise with key stakeholders and consultees (e.g. Environment Agency, Natural England, English Heritage) and other countywide technical specialist groups to promote a joint approach to and enhanced understanding of sustainable development, localism, policy and development management
- Respond to the impact of the localism agenda on policy and development management in terms of priorities, resources, practices and policies
- Agree consistent interpretation of legislation and national policy (applicable to the county as a whole) to plans and development management
- To consider the implications for policy and development management of emerging national policy and guidance
- Prepare work programmes in line with LDS/SPD priorities and keep such programmes under review

Key Functions

- To assist in expediting the Duty to Co-operate requirement for Local Plans including strategic issues and schemes with policy implications for more than one authority in Suffolk
- To be up-to-date on the preparation of Development Plans in Suffolk
- To share good practice in Plan preparation, monitoring and review
- Promote the role and function of development management in the County
- Share best practice (performance management, cost comparisons, consistency of practice).
- Offer a development management perspective on emerging Development Plan Documents and to prepare, comment on, and promote the production of Supplementary Planning Documents, planning guidance, advice notes etc where relevant to development management (e.g. Suffolk Advisory Parking Standards, Suffolk Design Guide, Community Infrastructure Levy).

Membership

Babergh, Forest Heath, Ipswich, Mid-Suffolk, St.Edmundsbury, Suffolk County, Suffolk Coastal, and Waveney.

Officer with managerial responsibility for the Development Plan/ Development Management

Optional Invitation to all meetings [with the opportunity to decline attendance, depending upon the contents of the agenda]

- New Anglia LEP/Wild Anglia
- Broads Authority
- Natural England
- Environment Agency
- English Heritage
- Marine Management Organisation
- Norfolk and Suffolk NHS Trust/West Suffolk NHS Trust
- Highways Agency

Duty to Co-operate

Selected meetings of JPOG can be used for a larger meeting to assist with Duty to Co-operate on JPOG Member's Local Plans.

The LPA preparing the Local Plan would normally host/chair the meeting and provide secretariat unless otherwise agreed with the standing host. The LPA would invite neighbouring LPA's in Norfolk/Essex/Cambridgeshire & other appropriate S33a bodies to discuss strategic issues raised by the DPD document providing necessary documentation for the discussion.

Sub-Groups

Formation or membership supported where the subject matter warrants closer scrutiny or discussion, but only on a "task and finish" basis.

The Suffolk Sustainability Appraisal Group/Suffolk AMR Group reports to JPOG who will set agendas as appropriate.

Relationship with other Groups

JPOG will report to the Suffolk Growth Group. Each member to circulate Minutes of meetings to his/her authority's member of, Suffolk Growth Group, Suffolk CIL group, Suffolk Sustainability Appraisal Group/Suffolk AMR Group, IPA Board and Suffolk Local Authority Economic Development Officers group.

Liaise/meet with equivalent Policy/DM officer groups in Norfolk, Essex, and Cambridgeshire as appropriate

Other occasional joint meetings to be considered.

Administration

The meetings to;

- Comprise Policy/DM element on 50/50 basis
- Be planned ahead - for the ensuing year if possible [the last item on every agenda will be to confirm the date/location for the next two meetings].
- With venue on a rotational basis. Host plays Chairman and responsible for minutes.

Frequency

Every 2 months. Any need for additional meetings or, indeed, cancellation of meetings will be determined by the urgency or otherwise of the subject matter, e.g. for Duty to Cooperate.

Agenda Items

Long term planning/ DM, with emphasis on strategic sustainable growth. Identify future topic areas and invite guests. Take a whole day if a subject warrants it.

Agreed by:

Rob Hobbs	Ipswich Borough Council
Steve Millar	Ipswich Borough Council
John Pitchford	Suffolk County Council
Marie Smith	Forest Heath District Council
Rich Cooke	Babergh District Council/Mid-Suffolk District Council
Ian Poole	St. Edmundsbury Borough Council
Desi Reed	Suffolk Coastal District Council/Waveney District Council
Richard Amor	Waveney District Council
Liz Beighton	Suffolk Coastal District Council
Philip Isbell	Mid-Suffolk District Council
Christine Thurlow	Babergh District Council
Rachel Almond	West Suffolk District Councils

28 March 2014 (revised / updated September 2014)

Appendix 5: Memorandum of Understanding (HRA mitigation)

Memorandum of Understanding with Regard to the Development of the Recreational Avoidance and Mitigation Strategy for Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council

The Habitats Regulations Assessments, produced under the Habitats Directive (92/43/EEC), of the Local Plans of Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council set out mitigation measures to address potential effects of recreational disturbance on European sites. The District and Borough Councils will produce a mitigation strategy to identify the measures that are needed and how they will be funded and delivered.

Partners to the agreement

The partners to this agreement are:

- a) Babergh District Council of Corks Lane Hadleigh Ipswich IP7 6SJ
- b) Ipswich Borough Council of Grafton House 15-17 Russell Road Ipswich IP1 2DE
- c) Suffolk Coastal District Council of Council Offices Melton Hill Woodbridge IP12 1AU
- d) Suffolk County Council of Endeavour House Russell Road Ipswich IP1 2BX

collectively called 'the Partners'

1 Definitions

- (1) "The Project" means the production of the Recreational Avoidance and Mitigation Strategy and shall consist of four phases as follows:
 - **Phase 1** means agreeing a project plan (see Appendix A of this MoU)
 - **Phase 2** means producing and agreeing a draft strategy
 - **Phase 3** means consulting on the draft strategy
 - **Phase 4** means adopting the strategy
- (2) "Project Representative" means an individual appointed by each of the Partners for the purposes of the Project
- (3) "The Project Plan" means the project plan approved by all of the Partners.
- (4) Words in the singular include the plural and vice versa and words denoting any gender include any other gender
- (5) A reference to any Act of Parliament or to any order, regulation or statutory instrument shall include any amendment or re-enactment of the same
- (6) The headings and sub-headings in this agreement are for ease of reference only and shall not affect its construction.

2 The nature of the agreement

- 2.1 This agreement sets out the understanding between the Partners relating to the Project. This agreement:
 - 2.1.1 relates only to the arrangements between the Partners
 - 2.1.2 does not relate to any other agreement or understanding between the Partners
 - 2.1.3 may be extended with the agreement of all of the Partners to include other local authorities or organisations who wish to join the Project.

3 General responsibilities

- 3.1 Each of the Partners will co-operate with one another in a spirit that is honest and open
- 3.2 Each of the Partners shall be separately liable for its own acts and omissions
- 3.3 Each of the Partners shall act within its powers and constitution and shall solely be liable for any breach of this requirement
- 3.4 The Partners commit themselves to use reasonable endeavours to foster the success of the Project
- 3.5 The Partners may, subject to the agreement of all Partners, jointly agree to amend the timescales set out in the Project Plan
- 3.6 If any costs are incurred or arise as a result of initial assessment of data and/or associated with appointing consultants a revised MOU will be drafted to include a financial commitment agreement.
- 3.7 The Partners shall agree which aspects of the Project Plan produced under Phase 1 shall be undertaken by consultants and shall agree a brief for commissioning consultants, if required.
- 3.8 The Partners shall be jointly responsible for agreeing how Phase 3 will be undertaken and for the carrying out of Phase 3. The Partners may delegate processes associated with consultation to one Partner and this shall be agreed by all Partners. Costs associated with Phase 3 shall be divided equally between Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council.
- 3.9 The Partners will be individually responsible for ensuring that Phase 4 is adopted in accordance with the Project Plan.
- 3.10 The Partners shall each be responsible for their own operational costs.

4 Provision of information

- 4.1 Each of the Partners will maintain proper records relating to their responsibilities and obligations under this agreement and for the Project generally.
- 4.2 Each of the Partners will provide information necessary, and as requested by other Partners save that each of the Partners recognises their duties and obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Data Protection Act 1998 and any other relevant legislation.

5 Communication and co-ordination

- 5.1 Each of the Partners will designate an officer as its Project Representative who shall:
 - 5.1.1 be the formal point of contact between the Partners;
 - 5.1.2 be required and authorised to consult, report and seek approvals within their authority on all matters associated with the Project;
 - 5.1.3 shall have the authority to represent its Partner in all matters in relation to the Project;
 - 5.1.4 provide prompt responses to all communications received from the other Project Representatives;
 - 5.1.5 notify the Partners immediately of any event that could lead to a temporary or final discontinuation of participation in the Project.
- 5.2 The Partners may change their respective designated Project Representative. Any such change shall be communicated to all other Partners in writing in advance of the change taking effect, and in the case of a permanent change no less than ten (10) working days.

6 Financial arrangements

6.1 None of the Partners may incur, commit or authorise any financial expenditure on behalf of the Project. If the Partners agree that consultants are required in relation to one or more parts of the Project Plan a separate Memorandum of Understanding will be agreed.

7 Intellectual property considerations

7.1 All intellectual property in existence prior to the date hereof and owned by any of the Partners shall remain the property of that Partner and shall not be used other than for the purposes of the Project without the express permission of the owning Partner.

7.2 All intellectual property obtained as part of the Project shall be owned by all of the Partners, provided this is not restricted by any licensing restrictions.

8 Confidentiality

8.1 Subject to clause 8.2 and the provisions of the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Data Protection Act 1998 and any other relevant legislation the Partners shall not disclose or use any confidential information acquired as a result of this agreement other than to satisfy the requirements of its internal or external auditors or any other legislative requirements.

8.2 The Partners may, so far as it is lawfully able to do so, use such confidential information to the extent that it may be incorporated into any reports prepared as part of the Project or has come into the public domain otherwise than by breach of this agreement.

9 Period of validity of the Memorandum of Understanding

9.1 This period of validity is until completion of all 4 phases of the Project

9.2 The collaboration may be extended or renewed by mutual agreement.

10 Termination and disputes

10.1 Should any dispute arise relating to this agreement the respective Project Representatives will attempt to seek resolution acceptable to their authorities and shall seek to resolve tensions and conflict directly and collaboratively. Should the Partners fail to achieve resolution the issue will be referred to Suffolk Chief Executives Group and then independent mediation, which will be final and binding upon the Partners.

10.2 Should any Partner wish to leave the Project they agree, subject to clause 7 above, to make any information obtained as part of the Project and necessary to the completion of the Project available to the remaining Partners.

11 Discretion

11.1 Nothing contained or implied in this agreement shall prejudice or affect the rights, discretions, functions, powers, duties and obligations of the Partners under all statutes, by-laws, statutory instruments, orders and regulations in the exercise of their functions as local authorities.

Signed

For and on behalf of Babergh District Council: authorised signatory	For and on behalf of Ipswich Borough Council: authorised signatory
--	---

Date	Date
For and on behalf of Suffolk Coastal District Council: authorised signatory	For and on behalf of Suffolk County Council: authorised signatory
Date	Date

Recreational Avoidance and Mitigation Strategy for Babergh District Council, Ipswich Borough Council and Suffolk Coastal District Council

Project Plan (June 2016 – to accompany signed Memorandum of Understanding)

Area of work	Task	Organisation(s)	Member input	To be completed by
1. Establish project parameters	a) Agree principle of mitigation strategy including geographical scope	IBC, SCDC, BDC, SCC	-	By end December 2015
	b) Establish project group	IBC, SCDC, BDC, SCC	-	By end December 2015
	c) Agree role and input of Suffolk County Council	IBC, SCDC, BDC, SCC	-	By end January 2016
	d) Agree and sign Memorandum of Understanding	IBC, SCDC, BDC, SCC	-	June 2016
	e) Agree project plan as part of HRA	IBC, SCDC, BDC, SCC	-	June 2016
	f) Information sharing meeting with organisations who will need to be involved (Including Natural England, Suffolk Coast and Heaths AONB, Dedham Vale AONB, RSPB, Suffolk Wildlife Trust, Tendring District Council and other partnerships)	IBC, SCDC, BDC, SCC	-	Contact end February 2016 Meeting early April 2016
2. Patterns of use of SPAs/SACs	a) Identify and review existing sources of information, and produce report/paper	IBC, SCDC, BDC, SCC	-	May / June 2016
	b) Agree with Natural England whether sufficient information exists			June 2016
	c) Obtain further primary data where necessary (this might include data on dog walking / ownership of existing residents – could include use of free/cheap methods such as survey monkey)	Consultants / volunteers / project group	-	June/July 2016
	d) Analyse data to identify the locations where new development may lead to an impact	Project group, with input sought from Natural England	-	June/July 2016

3. Monitoring and management	a) Based upon the conclusions of work area 2, identify which SPAs/SACs are relevant to which growth locations / Council.	Project group, with input sought from Natural England	-	June 2016
	b) Identify monitoring objectives (i.e. what needs to be monitored, how often and to identify what)	Project group, with input sought from Natural England	-	June 2016
	c) Identify specific existing or proposed monitoring and site management measures which would address the HRA requirements (reflecting HRA recommendations)	Project group, with input sought from Natural England and others	-	June 2016
	d) Identify gaps (e.g. SPAs or parts of SPAs where no monitoring planned or no or insufficient management plan in place or planned)	Project group, with input sought from Natural England	-	By end June 2016
4. Suitable Alternative Natural Greenspaces (SANGs) provision	a) Identify the scale and location of spaces / enhancements (in addition to those specifically identified in the HRA reports) which would meet the more general HRA requirements for enhancements to green spaces	Project group, with input sought from Natural England and others	-	July 2016
	b) Identify any specific requirements for on-site open space (e.g. features necessary to minimise use of SPAs)	SCC, with input sought from Natural England	-	July 2016
5. Funding	a) Identify what measures have already been funded	SCC	-	August 2016
	b) Calculate the total cost of mitigation measures over the plan period	Project group, with input sought from Natural England and others	-	August 2016
	c) Identify planned growth in the locations identified under 2c above	Project group	-	August 2016

	d) Identify mechanisms for securing funding for each mitigation measure	Project group, with input sought from Natural England	-	End August 2016
6. Monitoring of the Strategy	a) Identify mechanisms for monitoring the delivery and effectiveness of the mitigation strategy (e.g. outputs and outcomes – the former might be monitored more regularly).	Project group	-	September 2016
	b) Recommendations related to future growth – how might the strategy take account of growth post 2031 which would be subject to new HRAs and how should the results of monitoring feed into decisions about locations / scale of future growth.	Project group	-	September 2016
	c) Identify how monitoring results will be dealt with and responded to.	Project group	-	September 2016
7. Draft strategy	a) Incorporate areas 2-6 above into draft strategy	Project group	-	October 2016
	b) Agree draft strategy	Project group, with endorsement sought from Natural England	Member sign off within each Council	October 2016
	c) Consult on draft strategy	IBC, SCDC, BDC	-	November / December 2016
8. Finalise strategy	a) Consider consultation responses	Project group	-	January 2017
	b) Amend and finalise strategy	Project group	Member sign off within each Council	January 2017
	c) Publish strategy	IBC, SCDC, BDC	-	February 2017



This document is available in large print or can be translated into another language. Contact the Planning & Policy Team on 01394 444761

如果你有需要，我們可以把這份單張翻譯成另一種語言 **Chinese**
Na życzenie przetłumaczymy niniejszą ulotkę na inny język **Polish**
Contacte-nos, caso deseje este folheto traduzido para outra língua. **Portuguese**

Planning Policy and Delivery Team
Suffolk Coastal District Council
Council Offices
Melton Hill
Woodbridge
Suffolk
IP12 1AU

Tel: **01394 444761 / 01394 444558**
E-mail: suffolkcoastallocalplan@eastsoffolk.gov.uk