

Appendix 2: Record of Engagement – Meeting Minutes and Notes

Duty to Cooperate quarterly meeting - Castle Point and Basildon – 24th October 2023

1. Introductions

- Attendees:

Basildon Council (BC) - Philip Bylo, Robert Davy, Lisa Richardson, Stephanie Kober, Amanda Ficken, Sunny Raggett, Sophie Gould

Castle Point (CP) – Amanda Parrott, Maria Hennessy, Matthew Amner

2. Basildon Local Plan and general update:

Reg 18 Issues and Options consultation:

- Currently analysing consultation comments. Reasonable response received for an early consultation.
- Working on consultation statement, with an aim to report this to an all members briefing end of Jan, Scrutiny in Feb, and then Cabinet end of March.

Evidence base:

- Most progress being made on our Green Belt, Retail and Leisure and Employment Studies
- Just commenced PPS
- Running an IIA
- Ongoing GTAA (sub regional)
- Procuring strategic flood work
- Undertaking an Urban Capacity Study, we are currently building a model in Land Clan to support this.

Too early to detail outcomes at this stage, currently working towards draft final reports.

3. Castle Point Local Plan and general update:

- Motion to withdraw previous plan and to prepare a new plan (which engages lots of people, reviews need for housing and makes use of Brownfield Land) which has affected programme of works.
- LDS agreed Nov 22
- March – August – run engagement with communities and stakeholders to establish what they want from the Plan
- Just shy of 1500 responses from the online survey
- 200 people meet out in the community
- 30 different stakeholder organisations engaged
- This provided basis of initial draft of consultation report which was taken to board beginning of Oct and is currently being finalised.
- First round of engagement complete. Found a lack of engagement from young people, so a piece of work has been commissioned, 'engagement through art', with the aim of engaging people in place making through artistic means. A series of engagements then to be run around broadening engagement, with the outputs of this used to illustrate the plan to try and drive some community ownership of the plan. Program to run from now to March 25 and is using UK Shared Prosperity Funding. 4 engagements planned, with a further 2 engagements available with the topics to be determined based on issues arising as the plan progresses.

Evidence:

- Local Housing Needs Assessment – almost complete, due to report by end of month.
- Local Wildlife Sites Review and Open Space Assessment - both underway.
- Urban Capacity Study – Using Urban Intelligence. Will be engaging with landowners before Xmas over sites which have been positively identified. Call for sites to start after Xmas.
- In the process of commissioning work on the Strategic Flood Risk Assessment, Part 1 of Transport Evidence, and IIA, starting after Xmas.

Other:

Working with Urban intelligence:

CP - Still some kinks to work through, more manual than expected. Looks optimistic at present. Have found its very useful for suitability checks, as even when a site is manually added, it automatically does suitability check.

BC – Working with LandClan – Similar issues. First trial run - needs some work on parameters, getting these correct is the biggest challenge.

CP - Place Maker Software - done a 2-year commitment for full package (REDACTED) will see where they end up. Have found it could be useful for own asset management as a council.

CP - Main issue is analysis of consultation responses and how to speed this up. NLP program for consultation responses being explored.

BC – Use Common Place. Been more efficient – provides high level analysis and uses AI to help with consultation themes. Not effective enough to replace a planner. Can pick up negative comments, but not the different types of negative.

CP – Use Citizen Space (in a 3-year contract).

4. Recent discussions with DLUHC

REDACTED

5. Cross-boundary matters and cooperation on identified projects (ref. PB email 08/09/23)

- BC not doing transport work yet until spatial options are established.
- CP are beginning transport work in January as a lot of the information exists already. CP are preparing a local transport strategy to support urban intensification. This can then be matched to the potential sites

available. CP can then go out for consultation on options. Once back the list of sites will be refined and then tested.. Will be a lot more multi modal due to the urban intensification approach, as existing roads will be used for development.

- CP –There is a distinct area of the Green Belt in the borough which will be challenging to defend. If this site was to come forward in the plan it would however rely on existing road network. Current administration wants urban intensification to deliver sites.
- BC – members want urban areas (without going too high). More acceptance of development of edges of West Basildon (Dunton garden village). In terms of transports work, BC are refreshing LCWIP. Bus Strategy – working with Essex on bid for zero emissions bus funding scheme, but main focus will have to be shift towards sustainable transport especially the A127 corridor, which is a joint challenge.
- CP – LCWIP has found a route through to Burnt Mills Road. BC have the same route, coming up to Burnt Mills and through Castle Point. Initial feedback was need for bus provision there.
- Riverside Strategy - CP attended Thames Tidal Council Forum (the whole of the estuary, Kent and London boroughs) they advised they had funding for Riverside Strategy. They would be keen to do a joint strategy with Essex Authorities (timing wise this would be around July). CP to send info to Steph.
- AOB – CP – in terms of transport modelling CP will look at both models, BC to use South Essex.

6. Neighbourhood Plan update (Bowers Gifford/Wickford)

- Bowers Gifford doing a NDO (pulled out of Neighbourhood Plan). Met last week, want to retain low density character and they believe this will gain community support. A new adoptable loop road will be put in, to facility development and open up plots in plotland area. This will increase density from 3 to 7.8 dph. Includes whole of North Benfleet plotland area (on the East and West of Pound Lane). Just looking at plotlands, and they have a proposal for a village centre.
- Wickford Town Centre – have made an application to designate whole parish as a neighbourhood area. No option to refuse this. Includes a large amount of GB to South of Wickford. To be published on website shortly.

7. AOB & Next Meeting

- Invites to be sent for next meeting, end of Jan/beginning of Feb.

Duty to Cooperate Meeting – Basildon and Castle Point

30th January 2024

Venue: Virtual meeting on Microsoft Teams

Attendees:

Basildon Council (BC): Philip Bylo, Robert Davy, Lisa Richardson, Stephanie Kober, Amanda Ficken, Sunny Raggett, Sophie Gould

Castle Point (CP): Maria Hennessy, Matthew Amner, Gavin Ball

<u>Agenda Item</u>	<u>Summary of Discussion</u>
<u>Basildon Local Plan update</u>	<ul style="list-style-type: none">• Regulation 18 Issues and Options Consultation closed in September. Since then, we have been assessing the responses received and recently ran an all-member briefing.• Issues and Options Consultation statement going to Prosperity Scrutiny Committee on 1 Feb and Cabinet on 14 March• Responded to the Secretary of State's intervention letter, which is available to view on our website. We have met with PAS and their consultants DAC Planning to discuss issues around the local plan and revising the current LDS by the 12 March deadline.• We are progressing on the Local Plan evidence base: Green Belt, Retail & Leisure studies to be completed next month, Employment land review finalised in Spring, Urban Capacity & IIA ongoing.• We are reviewing specialist housing need for older people. This will be picked up at JOG meetings, as well as updating the South Essex Housing Needs Assessment in line with up-to-date census data.• We are not currently looking at a Transport Study until we have a spatial strategy.

	<ul style="list-style-type: none"> • We have local elections in May, with the intention to run focused sessions with members towards June-August and discuss a draft Local Plan in late 2024.
<u>Castle Point Local Plan update</u>	<ul style="list-style-type: none"> • Currently undertaking a call for sites, this is in addition to the targeted call for sites that commenced in December based on the Urban Intelligence tool hoping for more sites to come forward closer to the deadline. <ul style="list-style-type: none"> • On our website is the Local Housing Needs Assessment, which shows that less homes may be required compared to the calculations set out in the standard methodology. • Published an Initial Engagement Outcomes Report. • Plan to carry out Issues and Options Consultation this summer. Regular meetings are being held with members. • Received funding to complete a design code, which is being carried out by Place Services, this will feed into the Local Plan. • No update on the Riverside Strategy, as group is London focused there is the potential to create an Essex Subgroup.
<u>LCWIP</u>	<ul style="list-style-type: none"> • Basildon – Subregional transport meetings ongoing led by ECC, with a series of meetings next week to look at major transport strategy. Looking at working group process leading to an Essex Transport Study. Currently refreshing Basildon LCWIP as a light touch update with a new study at regulation 19 stage when we have progressed with a spatial strategy and site allocations. • Castle Point – ECC dealing with Essex wide and CP LCWIP. BC have provided comments on crossings at the A130, Saddlers Farm and the connection of Wickford and Rochford. Redirecting from major to minor roads, changing signage, lighting etc.

<p><u>Evidence Commissioned</u></p>	<p>Basildon</p> <ul style="list-style-type: none"> • LUC were commissioned for the IIA, and we can share our project brief after the meeting. • Playing Pitch Strategy appointed KKP in June 2023. Currently at Stage B updating supply and demand with work to be completed in September. Eversley Leisure Centre has opened a new swimming pool, located in Pitsea with historical cross-over use by CP. • Employment work commissioned Lichfield's who also work with surrounding Local Authorities. • SFRA commissioned Wallingford HydroSolutions (WHS) currently carrying out evidence work with draft due first week of February and finalised by the end of February. <p>Castle Point</p> <ul style="list-style-type: none"> • Commissioned SFRA and Transport work which starts soon. • Received no responses on commissioning IIA and have amended brief accordingly. • Employment work being carried out internally.
<p><u>Neighbourhood Plan Update (Bowers Gifford)</u></p>	<ul style="list-style-type: none"> • Basildon – Bowers Gifford & North Benfleet Parish Council are currently consulting on their Neighbourhood Development Order (NDO). The parish stopped preparing a neighbourhood plan soon after the emerging Basildon Local Plan was withdrawn. They are proposing 300 homes in the NDO, and we will be responding to their Regulation 21 consultation in February. We have a duty to support the preparation of the NDO.
<p><u>AOB</u></p>	<p>BNG:</p> <ul style="list-style-type: none"> • Castle Point – Current consultation on BNG supplementary planning document closes on 5th

February, currently 35 comments received. Can share contributions in the next meeting.

- **Basildon** – Currently looking to update local validation list with guidance on BNG, as currently cannot produce an SPD. RSPB have registered interest of their site, south of the borough, for off-site BNG units proposing an overall S106 on the site. Currently researching other local authorities' approach to this and the potential for an Essex wide template approach – to discuss with ECC BNG officer.

Net Zero:

- **Basildon** – Currently looking to create an advice note for applicants on net zero. ECC Climate Unit have created two reports, one with validation suggestions.
 - **Castle Point** – Have discussed net zero with members, they are generally on board as Essex Net Zero policy tested to be technically and legally viable.

Next meeting will be 30 April 2024.

Duty To Cooperate – May 13th 2024

Attendance

Castle Point Borough Council (CPBC) – Amanda Parrott, Gavin Ball, Maria Hennessy, Matthew Amner

Basildon Borough Council (BBC) – Philip Bylo, Robert Davy, Lisa Richardson

Rochford District Council (RDC)– Jonathan Quilter

Essex County Council (ECC)– Mark Robinson, Anthony Bustom, Kevin Fraser, Lesley Stenhouse

Introduction

CPBC are currently seeking potential options for their Regulation 18 consultation. Among the options the council are seeking to put forward as a potential option is land known as North West of Thundersley. This is made up of a group of Green Belt land parcels in the north of the borough. The land is directly south of the Fairglen Interchange junction and A127 and to the east of the A130 and Rayleigh Spur roundabout. CPBC are discussing this potential option with ECC as the highway's authority and both BBC and RDC as the neighbouring authorities who's infrastructure would likely be impacted by any development in the area before public consultation. CPBC also put forward the notion for the potential of a joint approach across councils.

CPBC led with a presentation regarding land at an area of land called North West of Thundersley (NWT).

This area currently lacks infrastructure and is made up of some previously developed land. Development of this area may have the potential to replace some or all of the existing employment space at Manor Trading Estate, which is located within a residential area, and potentially other employment assets. It is an option that will, subject to member signoff, be put forward in the Castle Point Issues and Options Consultation which goes out to public consultation in early July.

CPBC have identified some issues with the site including a lack of access which the development would need to fund to remedy and while there may be potential to provide an employment area the market may well say that the site would be better used from a financial perspective for residential. Furthermore, the area has highly fragmented land ownership (plotlands typology).

This scale of intervention would potentially require other Local Authorities land to ensure it's not piecemeal and could come forward as a comprehensive, strategic development.

Rayleigh Spur is the most logical entry point, but the proposed North to South slip lane is critical to the function of the junction and presents a design challenge to any

new access. The site is also dependant on members' appetite and need to prove its viability and deliverability.

Responses to North West of Thundersley proposals

Basildon -

Currently assisting Bowers Gifford and North Benfleet Parish Council with their NDO which has gone out for consultation with key issues of flooding and infrastructure and are awaiting feedback from the secretary of state. The 300 homes planned for that area won't impact on North West of Thundersley directly. However, there may be potential for a shared strategic growth option.

Rochford -

The key roads around the site create a sense of it being "land locked" and there could be issues with sustainable travel connections. A comprehensive approach to all types of connections, including active travel measures would be required.

Essex -

Issues with access and how it could cause issues with the long-term plans for the Fairglen interchange and Rayleigh Spur. Issues with the typology of existing sites and viability could be an issue. Furthermore, major roads would require work. There is considerable doubt as to the viability of the new access, which would be complex, and expensive.

Other Updates

Basildon Update

Draft Local Plan consultation will come out at the end of the year. As well as results of the urban plot land spatial study. Basildon are working with new members to hit their deadline for Regulation 18.

Rochford Update

End of summer for draft consultation. Currently undertaking a Transport IDP and focusing on large land options.

CPBC will look at the options following the Regulation 18 consultation in the summer and head towards Regulation 19 for later in the year.

Castle Point Green Belt Assessment Methodology Discussion

South Essex Joint Officer Group

9th December 2024

Attendees:

Anne Clitheroe – Essex County Council

Mark Sheppard – Southend-on-Sea City Council

Richard Hatter – Thurrock Council

Robert Davy – Basildon Borough Council

Amanda Parrott – Castle Point Borough Council

Maria Hennessy – Castle Point Borough Council

Green Belt Assessment methodology:

- Castle Point is updating the Part 1 of the Green Belt Assessment 2018 to make sure it is up to date, meets best practice, takes into account more recent appeal decisions and remains fit for purpose.
- In addition, a new part 2 Green Belt Assessment is being undertaken to understand the impact to the Green Belt from the sites submitted to the council through the call for sites. A landscape assessment and, where relevant, heritage impact assessments are being completed for these Green Belt sites.
- An addendum will also accompany the part 1 assessment looking at areas of potential grey belt within the borough and will assess schools that fall within the Green Belt. The addendum will:
 - Assess land based on the current definition of grey belt as well as previously developed land. This has been completed using OS mapping to define previously developed land.
 - Overlay the land identified and compare with the outcomes of the part 1 assessment which looks at the functions of the Green Belt. This will highlight previously developed areas of land that have the potential to fundamentally undermine the functions of the Green Belt if they were developed further.
- Following the addendum assessment there may be areas remaining which are previously developed and may not fundamentally undermine the Green

Belt if further developed. These are potential risks to the Green Belt and will be assessed through the part 2 assessment to see how the council may manage these risks.

- Castle Point will share the methodology paper later this week. The methodology was informed by:
 - National planning policy (including the emerging reforms to the NPPF)
 - Evidence base and conclusions from the withdrawn Local Plan examination and relevant recent Green Belt planning appeals
 - Best practice in the production of Green Belt Reviews
 - Recent Green Belt Review work undertaken by neighbouring authorities

Discussion:

- Methodology for defining grey belt may be updated with the new NPPF which will likely be published before Christmas. This may impact what constitutes grey belt and should be considered.
 - If there are changes to the definition of grey belt then Basildon may have to look back at their GB assessment to see if further land meets that definition
- Initial thoughts are that there are a few areas that may be grey belt in Castle Point. This is likely to not include the strategic gap between Benfleet and Thundersley due to the role that part of the Green Belt plays in keeping two towns separated and north west Thundersley which lacks local services so is unsustainable.
- Castle Point is looking to create a previously developed land in the Green Belt policy as the emerging NPPF says that such development is not inappropriate. A policy will therefore explore how the council will deal with these applications and what would be acceptable in different areas of the Green Belt. For example, it helps the council look at what to protect and what to do in certain locations e.g. size of development, how to treat boundary etc.

Duty to Cooperate Meeting – Basildon and Castle Point

30th April 2024

Venue: Virtual meeting on Microsoft Teams

Attendees:

Basildon Council (BC): Philip Bylo, Robert Davy, Lisa Richardson, Stephanie Kober, Sophie Gould

Castle Point (CP): Maria Hennessy, Matthew Amner, Gavin Ball

Agenda Item	Summary of Discussion
Basildon Local Plan update	<ul style="list-style-type: none">• Held Issues and Options consultation June-September 2023. Plan to hold a Reg 18 Draft Local Plan consultation by the end of the year. The draft plan will include allocations and draft policies.• Evidence base: Retail and Leisure Needs Study (concludes that no new allocated retail floorspace needed). Green Belt Study completed earlier this year (concludes every parcel makes contribution to at least one purpose), to be published in May after the local election. Awaiting Employment Needs update (expected soon). Undertaking a Plotlands Study, currently working on data request for consultants.• Urban Capacity: Currently reviewing sites on digital platform Landclan. Site visits to start next week. Assumption to meet total housing needs will require around 50/50 urban capacity and Green Belt release.• Will start engagement with members via a new member working group to review emerging policies and evidence. Plan to meet fortnightly from June to August.• Continue to engage with DTC bodies this year and member engagement on any cross boundary spatial strategy matters from August.• Plan to propose 3 or 4 growth scenarios including the Standard Method, constrained scenario, and maximised affordability.
Castle Point Local Plan update	<ul style="list-style-type: none">• Preparing for Issues and Options consultation to start beginning of July, including a list of potential sites (urban capacity and Green Belt).• Continue to meet with members regularly.• Evidence base: Transport study underway (Stage 1 and 2 assessments). SFRA Level 1 underway (Level 2 later in the year). Economic site development underway

	<p>(urban first approach). Infrastructure Delivery Plan (baseline assessment to be included in Issues and Options consultation).</p> <ul style="list-style-type: none"> • Working on a Design Code. Received funding from DLUHC, appointed Place Services to carry out work. • Soon to progress work on the Riverside Strategy with neighbouring LPAs, including Basildon. • Plan to include a range of tiers for growth – urban capacity, standard method, local housing need – with options for each with implications.
Correspondence with DLUHC	<ul style="list-style-type: none"> • Basildon – Will continue to update DLUHC regularly via a completed proforma. Emphasised the importance of project management, evidence base and DTC. Important to continue DTC meetings until June 2025. Currently carrying out an exercise on mapping DTC meetings from January 2023. Raised the risk of meeting Gypsy and Traveller needs in the borough. To discuss at EPOA Policy Forum as a challenge for several Essex authorities. Possibly ask PINS for advice on a collective policy approach for Essex authorities to address the issue. • Castle Point – Similarly told to carry on and keep DLUHC updated. Initial outcomes show that Gypsy and Traveller housing needs are not as high for the borough.
AOB	<p>AI consultation solutions</p> <ul style="list-style-type: none"> • Castle Point – Officer with AI experience looking into how to speed up the analysis of consultation responses. Happy to share techniques. Plan to use last consultation data as a test to see if AI software produces similar response as human analysis. Planning a tech demo with Future Fox, with potential for Basildon to join demo. • Basildon – Commonplace platform is currently developing AI capabilities. For the Issues and Options consultation, it helped group themes but still needed a human check. Plan to further engage with Commonplace for the next consultation. <p>Meeting on 13th May</p> <ul style="list-style-type: none"> • Castle Point – Potential development area in Thundersley (north of Manor Trading Estate, next to A130 and A127). Met with ECC and Transport consultants. Meeting on 13th May with all 4 authorities (ECC, BBC and RDC) to discuss. Open to discussions on the potential and variables. Wider area includes call for site locations and Green Belt sites. Potential for local support of the development due to relocating the

	<p>movement of employment vehicles from Manor Trading Estate and opportunity to improve the road junction.</p> <ul style="list-style-type: none">• Basildon – Discuss at meeting the sites promoted on Basildon side of A130 and the cumulative impact, and further discussion around the recently commissioned Plotlands work. Council focus on the improvement of public transport along A127.
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Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 9th October 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC), Nicola Melville Lead Planning Officer Climate Action (NM)

Castle Point Borough Council (CPBC): Amanda Parrott Asst Director Climate (AP) and Growth, Rachel Gibbs Principal Planning Officer (RG)

Summary

1. Introductions

1.1. All introduced. RG new to group.

2. Review of CPBC

2.1. RG stated that there had been a number of responses to the CPBC local plan approx. 1,400 and CPBC were currently reviewing the responses. The consultation closed on 26th September 2025. CPBC intend to submit their local plan by the end of November, a little later than originally intended but within its LDS this is due to the introduction of the PINS Check list which will require factoring into the timeframe.

3. Review of ECC responses

3.1. ECC has provided a comprehensive response to the Reg19 consultation. RG confirmed the receipt of the responses and that she was currently reviewing them. It was agreed that the majority of the comments related to amendments based on new evidence coming forward which had been completed following CPBC Local Plan Consultation e.g. SSHANA July 2025, Castle Point LCWIP and Essex Wide LCWIP July 2025, ECC Developers Guide to Infrastructure Contributions Dept 2025

Key considerations were:

4. The Transport Assessment

ECC said that they had not reviewed the most up to date transport assessment prior to the Reg 19 consultation. KF stated that they had now reviewed the most recent Transport Assessment as part of their Reg 19 consultation response, and provided comments. AP stated these are being forwarded to Systra to review and incorporate. ECC referred to the RAG rating of their comments and the Red and Yellow ones are the most important ones to be addressed within the updated transport assessment.

The schedule of transport interventions would need to be identified and assigned to each of the development sites.

ECC stated that the IDP would also have to consider how the LPT4 July 2025 would impact on the strategic sites identified in CPBC local plan

5. The Infrastructure Development Plan

- 5.1. ECC said that the IDP was based on 3 scenarios and these did not include the final scenario which was used in the Local Plan i.e., scenario of 6,196 dwellings with a strategy of urban intensification. Consequently the modelling for the infrastructure requirements in the IDP do not align with the housing strategy. More modelling would be required to provide another iteration of the IDP.
- 5.2. To check the need for further modelling of the IDP, ECC modelled early learning and primary education provision against the CPBC proposed housing strategy and the modelling demonstrated a greater requirement of early learning places and additional schools to support the additional development at Canvey Island. This would need to be addressed in the IDP and fed through into the Local Plan.
- 5.3. ECC recommended a cumulative assessment of the growth plans within the CPBC local plan to be conducted across various infrastructure needs. RG asked about the timeframe to do this work, as CPBC intend to submit their plan by the end of November. KC was confident that this could be done within this timeframe. RG asked what information would be required from CPBC in order for them to start work on this. KC said he would send details.
- 5.4. **Action:** need the preferred housing strategy scenario with the individual sites and housing mixes to be sent. KC to send RG details on what information and in what format is required for the cumulative assessment work to progress

6. Duty to Cooperate

- 6.1. ECC recognises that CPBC has collaborated with ECC through various channels as well as planning groups including one to one meetings. ECC stated that they have a very good working relationship with CPBC. ECC referred to the late provision of the transport assessment, the preferred housing strategy and Canvey Island addendum for their consideration prior to Reg 19 consultation. ECC confirmed that they had received earlier drafts of the local plan. ECC recognise that there is a tight timeframe in which to prepare a local plan under existing rules which many other local authorities are struggling with as well.

7. Climate Action Plan 2025

7.1. It was agreed that carbon net zero policies have many benefits and can be attributed to other objectives but still meet net zero aims e.g. Active Travel, Well-being. It was agreed that the policies within this are not about achieving net zero in 5 years but about adapting to and mitigating climate change. AM advised CBPC to look at Uttlesford clause which takes a site average approach rather than Tendring approach

7.2. ECC advised CPBC to use Essex specific policies which are underpinned by the Essex study for the local plan. Need to start to reason out each policy and link to long reason justification.

8. Additional information

8.1. LS asked whether CPBC will be updating their validation check list and CPBC said not at the moment but would consider reviewing it in the new year

9. Statement of Common ground

9.1. It was agreed that a SoCG would be drawn up. RG to write the first draft based on the response to the Reg 19 Consultation. Draft would go to ECC to review and provide comments. CPBC intend to submit their Local Plan at the end of November. AP stated SoCGs need to be in place ASAP.

9.2. KF confirmed that ECC preference is to use the Chelmsford SoCG template. KF to send to RG

10. Additional Items

10.1 KF referred to the shared water efficiency standards and the requirement for water efficiency of 85lppd to be achieved in all housing. AP stated that if the evidence supports this and there is no impact on viability due to increase costs, she has no issues with this being incorporated into the local plan.

10.2 CBPC has formally adopted the Essex Parking Standards 2024

10.3 CBPC has approved the South Benfleet Conservation Area Character Appraisal and Management Plan and Design Code

**Castle Point Borough Council and Thurrock Council
Duty to Co-operate Meeting**

Date: Friday 10th October 2025

Time: 12pm to 1pm

Location: MS Teams

Invited:

Castle Point: Beth Jones, Amanda Parrott, Rachel Gibbs, Genny Middlemast,

Thurrock: Alexander Savine; Sarah Willson, Navtej Tung

Agenda Items

- Castle Point Local Plan Update
- Thurrock Local Plan Update
- Housing Need
- Any Other Business

Castle Point and Thurrock Council – Duty to Cooperate Meeting

8th May 2025 – 10.30-11.30am – Microsoft Teams

Attendees:

Castle Point Borough Council: Beth Jones, Planning Policy and Climate Action Manager, Shukri Masseri, Principal Planning Policy Officer

Thurrock Council: Sarah Wilson, Principal Policy Officer, Alex Ross

1. Castle Point Plan Update

An update on the timetable was provided. Regulation 19 consultation was due to commence in early 2025, however due to changes to NPPF in December 2024, PINs Advisory Visit in February 2025 and the publication of the Green Belt PPG in February 2025, timetable has slipped.

A number of evidence base studies are being finalised by the end of June 2025, including the Transport Assessment, Green and Blue Infrastructure Study and Green Belt Review. Green Belt Review is being prepared by DAC Planning. The Green and Blue Infrastructure Study builds upon the work prepared for South Essex in 2020.

Council have recently lost an appeal in Daws Heath (Brook Farm, for 173 homes). This site was within the Green Belt, and the Inspector concluded that the site was grey belt, as Daws Heath was defined as a village.

Castle Point will be using the work of the Essex Climate Planning Unit regarding net zero policies and evidence within the Castle Point Plan.

In terms of Biodiversity Net Gain (BNG), it was noted that Uttlesford are preparing for examination of their Local Plan and are proposing a 20% BNG. The Castle Point Plan will be seeking 10% for brownfield sites and 20% for greenfield sites.

Updates to the evidence base website will be made alongside the publishing of reports in advance of Council meetings. This will be communicated to neighbouring authorities.

2. Thurrock Local Plan Update

Thurrock are working toward a Regulation 18 consultation in Spring 2026.

The Local Plan Steering Group have selected a high growth scenario of approx. 29,000 homes to 2044 and 245ha employment land (equivalent to approximately 17,000 jobs). This equates to 1,444 homes per annum.

The Plan is aiming to capture the full potential of Thames Freeport and other major infrastructure in Thurrock such as Norwich to Tilbury.

A number of evidence base studies are underway including:

- Site Assessments
- Infrastructure Delivery Plan – baseline has been received
- Employment Land Availability Assessment – early draft received, looking to finalise in coming weeks.
- Housing Land Availability Assessment – due for completion in June
- SFRA – modelling is underway
- Open Space Assessment and Playing Pitch Strategy – baseline due from end of June
- Transport Assessment – model is due end of May, consultants are meeting with National Highways.
- Green Belt/Grey Belt Review, Climate Change and Energy, Minerals and Waste, Historic Environment – all studies currently out to tender

3. Norwich to Tilbury

It was agreed this scheme is unlikely to have a significant impact that requires further consideration via the Duty to Cooperate between the two Councils, however progress of the project will continue to be monitored.

4. AOB

Given recent staff changes at Thurrock, it was highlighted that there are monthly officer meetings as part of the South Essex Councils Group, which Thurrock may wish to consider who is best placed to attend.

Subject to timescales of Local Plan progress for both authorities, a further meeting will be scheduled around July 2025.

Duty to Cooperate Meeting Castle Point Borough Council and Thurrock Council

Date: 25th November 2025

Time: 4pm to 5pm

Attending:

Castle Point Borough Council (CPBC): Robert Davy (RD) Lead Local Plan Consultant, deputising for Amanda Parrott; Rachel Gibbs (RG) Principal Planning Policy Officer

Thurrock Council (TC): Alexander Savine (AS) Head of Strategic Planning, Sarah Willson (SW) Principal Policy Officer, Raeesah Abdul-Ahad, Graduate Planner

Record of Meeting

1. Introductions and Reference to previous meetings

Introduction of Robert Davy, Consultant for Castle Point Local Plan

2. Castle Point Local Plan Update

RG stated that due to a technical hitch and following legal advice, the Castle Point has undertaken another Reg 19 Consultation. This will end on 5th December 2025. Castle Point currently working through the reps, updating any evidence following feedback or newly published evidence. The Castle Point Plan will go to cabinet on 23rd of December for approval to submit for examination. Following this it will be submitted for the PINS check list before being formally submitted for examination mid-January. The LDS is currently being updated to reflect this additional work.

Thurrock confirmed that they would not be changing their representation.

Action: AS and RG to check that this is on record

3. Thurrock Local Plan

TC aim to finalise their Reg 18 Local Plan draft by the end of 2025 with a report to cabinet in March 2026. Evidence studies are running parallel to the draft with the main ones which will influence site selection being the Green Belt Assessment, Transport Mitigation and the SFRA Level 2. Until these are completed they cannot confirm whether TC are able to meet their Standard Method Housing Need which is 28,880 over a planned period of 2024 to 2044 and a 20% buffer would be required on top of this. The trajectory of delivery would also need to be carefully considered. Consequently, it is unlikely that TC will be able to assist any other local authority in meeting its unmet need but this will be considered following analysis of the evidence and confirmed.

The deliverability of employment land will also be challenging with 245Ha required.

The housing and employment need is likely to involve some Green Belt release. TC expect to receive their final Green Belt study from ARUP shortly.

The Gypsy and Traveller Pitch need has significantly increased since 2023 TC stated they are commissioning a Pitch delivery assessment to look at capacity of existing sites but is unlikely to be able to meet the need within its authority boundaries. They would require assistance from neighbouring authorities. RD referred to the workshops that Basildon are preparing to discuss Gypsy and Traveller pitch need in South Essex and suggested bringing this issue up at the next JOG meeting. TC are meeting PINS to discuss their Gypsy and Traveller Need in relation to their Local Plan work.

Intention is to submit the Local Plan by the end of 2026

4. Statement of Common Ground

CPBC and TC reviewed the Draft Statement of Common Ground

Paragraph	Comment
Introduction 1.1 to 1.3	Accepted
Duty to Cooperate 2.1 to 2.6	Accepted
Strategic Matters 3.1 & 3.2	Accepted
3.3	Further consideration required. Confirmation of TC's continued support of South Essex 2050 and reference to ASELA
3.4	Accepted
3.5	Amend sentence and remove final phrase " <i>and agree to progress this vision through their plan making.</i> "
Housing Need 4.1 to 4.3	Accepted
4.4	Amend sentence replace " <i>finds</i> " with " <i>TC has</i> "
Meeting Unmet Housing Need 5.1	Add date "2017" after " <i>Essex Planning Officer's Association (EPOA) Unmet Housing Need Protocol</i> "
5.2	Accepted
5.3	Add date "2017" after " <i>Essex Planning Officer's Association (EPOA) Unmet Housing Need Protocol</i> "
Policy C5 Improved Access to and Around Canvey Island 6.1 to 6.3	Accepted
Sustainable Development Local Wildlife and Geology Sites ENV04 8.1-8.3	Accepted
Modifications to Castle Point Plan	Accepted

9.1	
Areas of Agreement 10.1	Accepted
10.2	TC require further consideration on this paragraph and will provide suggested alternative wording
10.3	Accepted
10.4	Add phrase to end of paragraph " <i>subject to confirmation of evidence of the Thurrock Local Plan</i> "
10.5	Accepted
Areas of Uncommon Ground 11.1	Accepted
Additional Strategic Matters 12.1	Accepted
Monitoring 13.1	Accepted
13 Signatories	Accepted

RG to amend the SoCG with tracked changes for TC to review and return with any further comments and proposed paragraph suggestions where indicated

The Castle Point Plan will go to a Cabinet meeting on 23rd December (Papers required by 16th December), but the signed SOCG would be required before the point of submitting the Plan for examination. RG to confirm a deadline date in January.

AS confirmed that the SoCG would need to be signed by a Director and the Portfolio Holder at TC

Action: RG to confirm deadline for signed copy. Deadline for agreed SoCG prior to Cabinet papers.

5. Unmet Housing Need Joint Position (EPOA Unmet Housing Need Protocol)

AS to review document RG sent and comment and provide updated housing figures for TC. AS agreed that a joint position document would be useful for all South Essex Authorities but has concerns over all South Essex Authorities agreeing a revised protocol. RG stated aim was to keep the document factual stating the position on housing numbers and proposed delivery through the various local plans and to agree to cooperate together to meet any unmet need.

Action: AS to review document and return to RG before the 8th December for discussion at the next JOG meeting

Duty to Cooperate Meeting Castle Point Borough Council and Thurrock Council

Date: 10th October 2025

Time: 4pm to 5pm

Attending:

Castle Point Borough Council (CPBC): Beth Jones (BJ) Planning Policy and Climate Action Manager, Rachel Gibbs (RG) Principal Planning Policy Officer

Thurrock Council (TC) Alexander Savine (AS) Head of Strategic Planning, Sarah Willson (SW) Principal Policy Officer

Record of Meeting

Introductions and Reference to previous meetings

Referred to previous meetings held in Feb 2025 and May 2025 and EPOA meetings where TC and CPBC had discussed cross boundary matters.

RG requested a copy of the minutes from the meeting held in May 2025- SW to forward to RG

Castle Point Local Plan Update

BJ stated that the Reg 19 public consultation was now closed and it had received a good number of responses. RG asked whether TC would be providing a response to CPBC Reg 19. AS confirmed that a draft had been prepared and was currently being signed off and would be forwarded to CPBC w/c 6th October 2025. However, TC would provide an overview of the response within the meeting. CPBC confirmed that this was acceptable

Thurrock Feedback on Castle Point Local Plan

Sustainable Development and Environment Policies- TC supports these policies and notes that these align with Essex Net Zero policies therefore supports a coordinated approach across Essex providing a set standard and a degree of certainty to developers.

TC queried whether CPBC would change terminology from net zero carbon to energy-secure. BJ confirmed that changing the terminology was considered but it was considered more important that the terminology was consistent and the policies aligned with Essex Climate Planning Policies.

Biodiversity Net Gain and the LNRS

SW asked CPBC to explain more about how they had integrated the Essex LNRS into the local plan. BJ confirmed that it had taken 2 approaches to applying the LNRS to the LP.

1: the LNRS was layered over the Green Belt Study work with reference to Section 40 of NERC act in assessing possible development sites

2: and through ENV04 which requires 10% net gain for brownfield sites and 20% for greenfield sites with the requirement that BNG proposals must support the measures identified in the strategic opportunity set out in the Essex LNRA. It is considered that the Strategic opportunity measures would be identified through the BNG reports submitted with any application.

The 2 approaches hook into the spatial policies within the plan.

Policy C5 and reference to The Third Road

In the Reg 18 Thurrock placed an objection to a third road link from Canvey to Thurrock. BJ confirmed that CPBC has an ambition for an additional route off Canvey Island but any potential location would require further feasibility work and is something that CPBC could not achieve on their own and would require extensive collaboration with neighbouring authorities to find a route. At the moment there is no preferred route.

Housing Need

TC acknowledges CPBC's position with regards meeting the standard method's housing need. TC acknowledges that CPBC has physical and environmental constraints to meeting that need. TC referenced its recent letter in that it is not in a position to help CPBC in meeting its un-met housing need.

BJ referred to EPOA mechanism for considering un-met housing need and the need to update this mechanism and that RG was looking into this. TC agreed that a review of the mechanism with the view to updating it would be useful with the various ongoing cross-boundary discussions on this issue.

Thurrock Local Plan

TC are still reviewing their sites to arrive at their final selected sites. Their Green and Grey Belt assessment will be completed by the end of November 2025.

Their IDP work is also ongoing. The transport modelling work has been completed but the transport mitigation study has only just started.

RG asked them to confirm the size of growth and plan period. AS confirmed that their current housing need as per the standard method was 1077dpa with a local plan period of 2024 to 2044. However, they also need to factor in Thurrock's economic growth due to the development of the Free Port, which would create a higher housing requirement.

BJ stated that CPBC had commissioned Place services to do a Housing Density Study. The study provided different density targets for different areas within CPBC

based on their character. TC said they were also looking at increasing density with a similar approach to CPBC taking into account transport links and density as well.

TC intend to submit their plan by the end of 2026. They are intending to submit their Reg 19 plan for approval at the March 26 Cabinet meeting, with a view to go out for public consultation following the May elections.

Summary of TC Evidence Studies

- Green belt study
- Energy Strategy- with Essex Local Area Energy Plan (LAEP)
- Climate Change Strategy
- Integrated Impact Assessment
- Minerals and Waste
- Gypsy and Traveller Site Assessment

Statement of Common Ground

TC and CPBC agreed to prepare a SoCG. CPBC will draw up an initial draft for TC to review. It was recognised that some areas would need to be added in later to accommodate evidence coming forward e.g. Gypsy and Traveler Sites and Transport. With regards Minerals and Waste, these discussions will be held with Essex County Council and London Waste Authorities.

It was agreed to have another meeting in the New Year to finalise SoCG as Thurrock will have finalised their evidence work by then.

Duty to Cooperate

TC confirmed that they had no DtC issues to raise and were happy with the collaborative work with CPBC via these One to One meetings and via EPOA.

Duty to Cooperate Meeting Castle Point Borough Council and Thurrock Council

Date: 25th November 2025

Time: 4pm to 5pm

Attending:

Castle Point Borough Council (CPBC): Robert Davey (RD) Planning Policy Consultant Rachel Gibbs (RG) Principal Planning Policy Officer

Thurrock Council (TC): Alexander Savine (AS) Head of Strategic Planning, Sarah Willson (SW) Principal Policy Officer

Record of Meeting

6. Introductions and Reference to previous meetings

Introduction of Robert Davey Consultant for Castle Point Local Plan

7. Castle Point Local Plan Update

RG stated that due to a technical hitch and following legal advice, the Castle Point has undertaken another Reg 19 Consultation. This will end on 5th December 2025. Castle Point currently working through the reps, updating any evidence following feedback or newly published evidence. The Castle Point Plan will go to cabinet on 23rd of December for approval to submit for examination. Following this it will be submitted for the PINS check list before being formally submitted for examination mid-January. The LDS is currently being updated to reflect this additional work.

Thurrock confirmed that they would not be changing their representation.

Action: AS and RG to check that this is on record

8. Thurrock Local Plan

TC aim to finalise their Reg 18 Local Plan draft by the end of 2025 with a report to cabinet in March 2026. Evidence studies are running parallel to the draft with the main ones which will influence site selection being the Green Belt Assessment, Transport Mitigation and the SFRA Level 2. Until these are completed they cannot confirm whether TC are able to meet their Standard Method Housing Need which is 28,880 over a planned period of 2024 to 2044 and a 20% buffer would be required on top of this. The trajectory of delivery would also need to be carefully considered. Consequently, it is unlikely that TC will be able to assist any other local authority in meeting its unmet need but this will be considered following analysis of the evidence and confirmed

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The Gypsy and Traveller Pitch need has significantly increased since 2023 TC stated they are commissioning a Pitch delivery assessment to look at capacity of existing sites but is unlikely to be able to meet the need within its authority boundaries. They would require assistance from neighbouring authorities. RD referred to the workshops that Basildon are preparing to discuss Gypsy and Traveller pitch need in South Essex and suggested bringing this issue up at the next JOG meeting. TC are meeting PINS to discuss their Gypsy and Traveller Need in relation to their Local Plan work.

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Areas of Agreement	Accepted

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11.1	
Additional Strategic Matters	Accepted
12.1	
Monitoring	Accepted
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13 Signatories	Accepted

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AS confirmed that the SoCG would need to be signed by a Director and the Portfolio Holder at TC

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Action: AS to review document and return to RG before the 8th December for discussion at the next JOG meeting

Castle Point Borough Council and Southend-on-Sea Duty to Co-operate Meeting

Date: Friday 26th September 2025

Time: 10am to 11am

Location: MS Teams

Invited:

Castle Point: Beth Jones; Amanda Parrott, Rachel Gibbs, Genny Middlemast, Matthew Amner

Southend-on-Sea: Claire Victory; Mark Sheppard; Amy Roberts; Castle Point:

Agenda Items

- Castle Point Local Plan Update
- Southend-on-Sea Local Plan Update
- Housing Need
- Any Other Business

Overview

This meeting was organised to provide updates on the respective Local Plans of Castle Point and Southend-on-Sea, to discuss housing need across the two authorities, and to consider opportunities for further collaboration on shared planning and infrastructure matters.

The session opened with welcomes and introductions.

Extension to SCC Reg 19 Response

SCC requested an extension for their response to CPBC Local Plan Reg 19 Consultation which closed on 26th Sept 2025. CPBC confirmed that SCC would be granted an extension until 3 October 2025 to submit their response.

CPBC Local Plan Update

Castle Point provided an update on the Local Plan process. The CPBC Local Plan has prepared for 6,196 dwellings over a plan period of 2026 to 2043, which is 5,466 dwellings short of the numbers required under the Standard Housing Methodology. The Regulation 19 consultation formally closed on the day of the meeting, with a steady flow of residential responses throughout the period and a notable increase in submissions from developers and stakeholders in the final week. It was noted that the Planning Inspectorate (PINS) checklist is expected to introduce a delay of up to 10 days, which in turn may push back the submission deadline by several weeks due to the need for further engagement with members. CPBC also reflected on the February PINS advisory meeting, which had contributed to the delay in publication of

the Regulation 19 consultation. Work is ongoing to prepare Duty to Cooperate (DtC) statements to tie in with submission of the Local Plan.

CPBC Green Belt Allocations

Officers from Southend raised a number of questions regarding CPBC's approach. In relation to unmet housing need and the absence of Green Belt allocations, CPBC explained that a layered methodology had been applied to site selection. This included consideration of Footnote 7 constraints, the Green Belt Review, transport modelling and access assessments, historic environment impacts, and the Essex Local Nature Recovery Strategy. Market capacity evidence has also been used to underpin the Plan. A review of proposed green-belt allocations against the various evidence indicates that there are restrictions to the deliverability of the proposed green-belt sites.

Windfall and Urban Intensification

On the subject of urban intensification, CPBC confirmed that a windfall allowance has been factored into the evidence base. Smaller sites of fewer than five dwellings have been included within the urban capacity assessment, recognising their potential contribution. A borough-wide density and capacity study has been undertaken, dividing the area into character zones to identify where higher densities may be appropriate. It was also noted that a master planning approach could enable certain sites to deliver at higher densities in the future.

Housing Allocations outside Call for Sites

In response to a query about allocations outside the Call for Sites process, CPBC confirmed that a number of Council-owned sites have been included. These are intended to act as catalysts for regeneration in key locations. CPBC also confirmed that it reviewed all sites which came forward from Call for Sites as well as contacting landowners for any additional sites highlighted in the urban capacity study, which hadn't come forward in the call for sites.

SCC Local Plan Update

SCC confirmed that their Preferred Approach and Options consultation closes on 30th September 2025. CPBC confirmed that they would be providing a response. The SCC Local Plan has planned for 9,500 homes, wholly within its boundary, which is short of 14,000 required over the planned period. The consultation also invited views on a 4000/5000 housing allocation on green belt land North of Southend. Negotiations are ongoing with Rochford re this allocation which would require transport links and green space involving land within Rochford's boundary.

Meeting Un-Met Housing Need

Both SCC and CPBC confirmed that they were unable to meet either authority's unmet housing need.

Areas for Collaboration

Both authorities expressed support for cross-boundary collaboration.

Design Guidance

CPBC confirmed that Place Services have conducted the density and design guide work. They also confirmed that Master planning approach is being applied to Hadleigh and Canvey town centres.

The A13 is a key consideration for SCC and a shared design language for the A13 London Road corridor was identified as a priority, with agreement that joint work would be beneficial. Southend indicated support for improvements to the Hadleigh public realm, while emphasising that measures should not constrain public transport.

Transport and Infrastructure Delivery Plan

SCC also reiterated concerns about the scale of unmet housing need and highlighted the importance of continued engagement on transport and the Infrastructure Delivery Plan.

Environmental considerations were also discussed. SCC welcomed the approaches taken in the Riverside Strategy and the LNRS, but raised questions about the extent of consultation with the Environment Agency, particularly in relation to funding and the implications of the railway line and the need to reduce flood risk. There is a meeting between SCC, CPBC and EA at the beginning of November to discuss these issues.

Evidence Base Work

Castle Point confirmed that draft versions of the Playing Pitch and Open Space Study (PPOSS) and Indoor Built Facility Strategy (IBFS) strategies would be shared with Southend. Both authorities acknowledged the importance of aligning with the work undertaken through SEC on growth locations, recognising that this would strengthen the evidence base for their respective plans.

There was agreement that the EPOA protocol for addressing unmet housing need could benefit from an update, ensuring a more consistent and transparent approach across authorities. Both councils also recognised the value of joint working on transport planning, given the cross-boundary impacts of network changes and improvements.

Agreed Actions and Next Steps

- SCC to provide its consultation response to CPBC Local Plan Reg 19 Consultation by 3 October 2025.

- CPBC to provide its consultation response to SCC Preferred Approach and Options Consultation by 30th September 2025.
- Castle Point to circulate draft PPOSS and IBFS strategies to Southend.
- Both authorities to explore opportunities for updating the EPOA protocol on unmet need. Next meeting is on 13th October 2025
- Continued collaboration to be pursued on transport planning and design language for the A13 corridor.
- Housing Need Baseline to be shared and agreed

Duty to Cooperate Meeting Castle Point and Southend on Sea

Date and Time: 2pm 20th November 2025

Attending:

- Castle Point Borough Council (CPBC):

Beth Jones Planning Policy and Climate Action Manager

Rachel Gibbs Principal Planner Planning Policy and Climate Action

- Southend on Sea

Mark Sheppard Service Manager, Strategic Planning and Infrastructure

Claire Victory Principal Planner, Strategic Planning and Infrastructure

1. Southend on Sea Local Plan Update

Reg 18 closed and currently analysing Reps and updating evidence documents ahead of Reg 19. The date of Reg 19 is dependent on cabinet meetings for next year. But reg 19 should be around September 2026 to submit by December 2026

2. The Castle Point Plan Update

Due to a technology error and upon legal advice CP had to undergo another Reg 19 consultation. The consultation is until 5th December. CP is currently reviewing responses of whether responders want to keep or update their responses. SCC confirmed that their response will not be changing, need to check received SCC's formal response.

The additional Reg 19 consultation has added another 6 weeks to the timetable but intend to go to cabinet on 23rd December to decide whether to submit for examination or not. Currently updating some of the evidence (Transport Assessment, IDP, SFRA) due to some responses from the consultation. Aiming to submit in January 2026.

Action: BJ to confirm receipt of SCC's formal response of no change to response in the 2nd Reg 19 Consultation

3. SoCG for Castle Point Plan

SCC and CPBC went through the SoCG paragraph by paragraph. A summary of which is below. SCC to consider further whether to maintain its objection to the Castle Point Plan based on it not meeting the Standard Methodology for Housing Need. CPBC considers it has taken a realistic approach to housing delivery in Castle Point based on its evidence. CP considers it would be the inspector's decision on whether CP has met the tests based on its housing delivery and evidence to support it

Paragraph	Comment
1.1	Accepted
1.2	Add date of when confirmed consultation to second Reg 19
1.3	Add "aims to achieve growth through
2.1	Accepted
2.2	Accepted
2.3	Accepted
2.4	Change monthly to regularly
2.5	Accepted
3.1	Add London to Southend Airport
3.2	Include Leisure and Sport
3.3	Accepted
3.4	Accepted
3.5	Accepted
4.1	Accepted
4.2	SCC need to confirm with SCC Highways
4.3	Delete "also" on second sentence. Add <i>SCC is also preparing a LTP for its authority area</i>
4.4	SCC to check with SCC Highways
4.5	Both Councils have regard to their respective LTPS
4.6	Accepted
5.1	Accepted
5.2	Replace mandatory housing need with the housing need as defined by the government's standard methodology
6.1	Reiterate the proposed supply of 6196 dwellings in section 6 Add in that each authority has requested assistance to meet their unmet housing need.
6.1	Add to end of sentence SCC recognises the growth potential along this route within its own Local Plan".
	Add in further paragraphs around the evidence base to support the Castle Point housing strategy
7.1	Change" to" to "towards net" zero
7.2	Accepted
7.3	Typo natura not natural

7.4	Southeast Essex growth locations (2019) both CPBC and SCC endorsed the approach (good for CPBC point)
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7.6	Take out coastal. Add recognising the opportunities for Two Tree Island near Leigh on Sea
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8.2	Accepted
8.3	Meeting development needs remove providing additional growth
8.4	Accepted
8.5	Accepted
8.6	Accepted
9.1	Accepted
10.1	Accepted
10.2	Accepted
10.3	It is agreed that CP and SCC will pursue strategies which include brownfield development
10.4	Accepted
10.5	Correction to Riverside strategies
11	Areas of uncommon ground for SCC to confirm

SCC stated that they would like some additional paragraphs within the SoCG regards the Castle Point Plan Housing Strategy

4. Signing of SoCG

SCC confirmed that the SoCG would be signed by officer sign off

Action: RG to send a track change draft for SCC to review

5. Joint Position on Housing in South Essex

SCC to send comments to RG. Suggest adding HELA information column and updated before ach authorities reg 19

Action: To discuss the document at next Joint Officers Group meeting on 8th December

Duty to Cooperate Meeting Castle Point and Southend on Sea

Date and Time: 2pm 20th November 2025

Attending:

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Beth Jones Planning Policy and Climate Action Manager
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10. **Joint Position on Housing in South Essex**

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Action: To discuss the document at next Joint Officers Group meeting on 8th December

**Duty to Cooperate Castle Point Plan (Regulation 19) Consultation and
Southend New Local Plan Preferred Approach with Options (Regulation 18)
Consultation**

Meeting Minutes

Date: Thursday 4th September 2025

Time: 10am-12pm

Location: Microsoft Teams

Attendees:

Castle Point Borough Council: Beth Jones (BJ), Amanda Parrott (AP), Genny Middlemast (GM)

Southend City Council: Amy Roberts (AR), Mark Sheppard (MS), Stephen Sarfo (SS), Grace Austen (GA)

Basildon Borough Council: Mathew Kay (MK), Sophie Gould (SG)

Rochford District Council: Daniel Kudla (DK), Ian Reid (IR)

Maldon District Council: Simon Milson (SM), Louise Staplehurst (LS), Annie Keen (AK)

Brentwood Borough Council: Jonathan Quilter (JQ), Bethany Harris (BH), Andreea Spineanu (AS)

Thurrock Council: Alexander Savine (ALS), Sarah Wilson (SW)

Chelmsford City Council: Kit Welch (KW)

Essex County Council: Lesley Stenhouse (LSH), Kevin Fraser (KF), Anne Clitheroe (AC), Philip Dash (PD), Rob Slater (RS), Chloe Budd (CB), Davinia Farthing (DF)

Apologies:

Claire Victory (Southend City Council), Emma Goodings (Brentwood Borough Council), Lisa Richardson (Basildon Borough Council), Faraz Latif (Thurrock Council), Anne Altoft – Shorland (Maldon District Council), Laura Percy (Chelmsford City Council), Claire Stuckey (Chelmsford City Council), Jeremy Potter (Chelmsford City Council), Christopher Stanek (Essex County Council) and Mark Robinson (Essex County Council).

Castle Point Plan (Reg 19) and Southend Local Plan (Reg 18)

The discussion centred on the current Regulation 19 consultation for CPBC, which runs until 26 September 2025, and SCC's Regulation 18 Preferred Approach consultation, open until 30 September 2025. Both authorities outlined the strategic

direction of their plans, the evidence base underpinning them, and the challenges they face in meeting housing and infrastructure needs within highly constrained geographies.

CPBC reported that its Regulation 19 stage had been delayed by changes to the National Planning Policy Framework in December 2024, but that most of the evidence base is now complete, with further work underway on market delivery, viability, and transport capacity. The emerging plan adopts a green focused, urban-first strategy, prioritising the protection of green spaces, biodiversity, and urban regeneration. It proposes around 6,200 homes over 17 years, which is below the standard method target but represents a significant uplift on historic delivery rates. No Green Belt release is proposed, with justification provided through a Green Belt Review and Housing Capacity Topic Paper. ECC raised concerns about unmet housing need, the robustness of the Infrastructure Delivery Plan, and the scope of transport modelling.

Across both authorities, the meeting highlighted the shared challenge of significant unmet housing need, driven by land, market, and infrastructure constraints. There was agreement on the importance of realistic delivery expectations and the need for coordinated positions before plan submission. Transport capacity and cross boundary infrastructure planning emerged as critical issues, with ECC commissioning further modelling work and recommending updates to Infrastructure Delivery Plans to reflect the latest evidence on developer contributions, net zero, embodied carbon, and water efficiency.

Actions

- Set up individual DTC meetings
- Issue reps to Southend Reg 18 public consultation
- Agree DTC positions before submission of the plan
- Update evidence based on new published documents (Essex Developers Contributions guide, Net zero, Embodied Carbon, Water etc.

Duty to Cooperate Meeting

Castle Point Borough Council, Rochford Council and Brentwood Borough Council

Date and Time: Friday 10th October 2025 12-1pm

Location: Teams

Attending:

Castle Point Borough Council (CPBC) Beth Jones. Planning Policy & Climate Action Manager, Rachel Gibbs Principal Planning Policy Officer

Rochford District Council (RC): Dan Kudla, Senior Strategic Planner

Brentwood Borough Council (BBC): Bethany Harris, Senior Policy Planner

Jonathan Quilter Corporate Manager Strategic Planning for Brentwood and Rochford

Agenda

1. Castle Point Local Plan and Spatial Strategy Update
2. Rochford Local Plan and Spatial Strategy Update
3. Brentwood Local Plan and Spatial Strategy Update
4. Rochford and Brentwood Reg 19 Responses
5. Statement of Common Ground

Duty to Cooperate Meeting

Castle Point Borough Council, Rochford District Council and Brentwood Borough Council

Date and Time: Friday 26th November 2025 3pm – 4pm

Location: Teams

Attendees:

Castle Point Borough Council (CPBC) Beth Jones. Planning Policy & Climate Action Manager, Rachel Gibbs Principal Planning Policy Officer

Rochford District Council (RC): Dan Kudla, Senior Strategic Planner

Brentwood Borough Council (BBC): Bethany Harris, Senior Policy Planner

Jonathan Quilter: Corporate Manager Strategic Planning for Brentwood and Rochford

1. Castle Point Plan Update

BJ stated that the Castle Point Plan Reg 19 Consultation closed on 26th September 2025 with a large number of representations which the policy team were now reviewing. CPBC intend to submit their local plan for examination by the end of November 2025 but there may be some slippage in timing due to the introduction of PINS check list, which requires 10 days for PINS to review the check list before submission.

2. Rochford Local Plan

The LDS was approved and adopted by the Council on 10th September 2025 to progress a local plan with a plan period from 2025 to 2040. The Reg 18 local plan will go to planning committee on 7th January 2026 and then extraordinary council on 26th January 2026 to approve for the plan to go out to public consultation. They intend to complete the consultation prior to the May elections and to submit the plan for examination by the end of 2026 with a Reg 19 consultation end of summer/autumn 2026. They anticipate some political changes following the elections in May but there is cross-party support to produce a local plan within the timeframe. RC did a call for sites at the beginning of October 25 including Gypsy and Traveller sites, which they have a short fall of.

RC have already identified significant transport issues within their stage 1 transport assessment which has influenced their decisions on which sites are likely to come forward. There are particular traffic pressure issues on the A127, where in RC it is a pinch point.

RG asked about their representation for the CP Reg 19 consultation regarding the transport evidence. RC stated that considering the significant transport issues which exist in South Essex, RC considered that this could have been explored more within the CPBC evidence.

BJ stated that some further work was being commissioned with Systra on the Transport Assessment following the responses from the Reg 19 consultation.

RC also referred to the Essex Local Cycling and Walking Infrastructure Plan (ELCWIP), which refers to the lack of space on the highways to segregate cycle paths and pedestrian ways to encourage active travel over private car use.

BJ stated that active travel is being considered within the Master Planning work for regeneration of some of its urban centres in Castle Point.

3. Brentwood Local Plan Update

BC has an adopted 2022 plan which at its adoption had a 600 dwelling short fall but because they had 5 year land supply it passed examination but had to undergo immediate review. However, this has not happened as this has been technically difficult due to timing and changes in NPPF. BC will be preparing its new local plan under the forthcoming new style plans. The intention is to do a Reg 18 consultation in quarter 2 of 2026 and a Reg 19 consultation in Quarter 2 of 2027 with examination in 2028. They are awaiting further details from the government on the new style plans so are only pursuing some of the evidence in readiness.

BC have commissioned a Green belt review and are commissioning a transport assessment. BC did a call for sites in December 23 to March 24 which was published in May 2025. BC re-opened a call for sites in summer 2025 and currently reviewing these.

BC aim to try to meet the housing need and are considering all options.

BC has a 4000 dwelling garden village planned in their authority area. The site has recently changed hands and now is predominantly owned by LIH (3600 dwellings). BC are expecting some revisions to the plans as a result of the change of ownership. The remaining 400 dwellings are owned by Crest Nicholson. Many of these houses are in 2022 plan but will come forward post 2033 so will follow through into the new plan.

4. RC and BC responses to the CPBC Reg 19 Consultation

BC and RC recognise the CPBC are planning for a lower delivery of housing than the standard method housing need. BC and RC recognise that CP has significant environmental and infrastructure restraints to growth within their administrative boundary. BC and RC asked whether all available options had been explored in order to meet the housing need. BC and RC stated that neither authority had the capacity to meet CP unmet housing need.

CP stated that it had explored all options and the findings of which are within the housing capacity report which was provided as part of the evidence base to support the local plan. CP confirmed that they are unable to meet the SM housing need and are pursuing a local plan with a lower housing delivery number which in their view is achievable and sustainable.

BJ also stated that CP have commissioned a piece of work on market deliverability based on the Letwin review. BJ referred to CP historic housing delivery which has not match 50% of the government's housing annual delivery target.

With reference to RC's comment within its Reg 19 response regarding lack of collaboration of CP members on local plan issues. RC and BC recognised that members worked through EPOA but there had been no specific meetings around local plans since December 2024, however members have met to discuss various cross boundary issues which have not been under the banner of local plan work but have a bearing on local plan work

5. Actions

RG to write SOCG and send draft for basis for another meeting at office level.

Duty to Cooperate Meeting

Castle Point Borough Council, Rochford District Council and Brentwood Borough Council

Date and Time: Friday 26th November 2025 3pm – 4pm

Location: Teams

Attendees:

Castle Point Borough Council (CPBC) Beth Jones. Planning Policy & Climate Action Manager, Rachel Gibbs Principal Planning Policy Officer

Rochford District Council (RC): Dan Kudla, Senior Strategic Planner

Brentwood Borough Council (BBC): Bethany Harris, Senior Policy Planner

Jonathan Quilter: Corporate Manager Strategic Planning for Brentwood and Rochford

6. Castle Point Plan Update

Due to a technical hitch and following legal advice, the Castle Point has undertaken another Reg 19 Consultation. This will end on 5th December 2025. Castle Point currently working through the reps, updating any evidence following feedback or newly published evidence. The Castle Point Plan will go to cabinet on 23rd of December for approval to submit for examination. Following this it will be submitted for the PINS check list before being formally submitted for examination mid-January. The LDS is currently being updated to reflect this additional work.

Rochford and Brentwood confirmed that they would not be changing their representation.

7. Brentwood Local Plan

Brentwood new local plan will be through the new system and currently awaiting guidelines from government. Progressing evidence based and have commissioned Acorn to do a Green Belt Assessment. Currently drafting a transport assessment for procurement. Did a call for sites in 2023-2024 and currently another call for sites is open now but only a few more have come forward so far. Looking for approx. 10,000 homes in the new plan.

8. Rochford Local Plan

Progressing plan and had a number of committee meetings as new evidence has been prepared. In October Economic Development Needs Assessment, the IDP and Viability Report to support the Reg 18 draft and the LCWIP for Rochford. A site assessment paper will go to committee on 8th December. This is an amalgamation of

various pieces of work and will be used to choose preferred sites to go forward in Reg 18 draft. Further evidence is being prepared including a transport assessment which will be presented to committee on 7th January. The aim is to approve the Reg 18 draft local plan at cabinet on 27th January 2026 to go out for public consultation early February

9. Rochford and Castle Point Statement of Common Ground

Rochford and Castle Point went through Statement of Common Ground paragraphs

Paragraph	Comment
Introduction 1.1-1.2	Accepted
1.3	Typo Ashingdon
Duty to Cooperate 2.1-2.6	Accepted
Strategic Matters 3.1-3.5	Accepted
Infrastructure: Strategic Transport Connections 4.1,4.3-4.7, 4.9-4.14	Accepted
4.2	Add Rochford District Stations
4.8	Add Footnote 5 link SEC authorities and London Borough of Havering SoCG
Housing Need 5.1-5.5	Accepted
Meeting Unmet Housing Need 6.1 & 6.2	Accepted
6.3	Rochford would like some revised wording to include member engagement
6.4	Rochford would like to suggest some wording Potentially replace address with explore
Thun2 7.1 &7.2	Accepted
HOU6 Gypsy and Traveller Accommodation 8.1	Accepted
8.2	Delete South and state transit sites
E1 and E2 Employment and Economic Requirements 9.1 & 9.2	Accepted
Modifications to Castle 10.1	Accepted

Areas of Agreement 11.1-11.7	Accepted
Areas of Uncommon Ground 12.1	Accepted
Additional Strategic Matters 13.1	Accepted
Monitoring 14.1	Accepted
Signatories 15.1	Remove Typo SCC

Correct bullet numbering and formatting for next draft.

10. Brentwood and Castle Point SoCG

Brentwood and Castle Point went through the Statement of Common Ground paragraphs

Paragraph	Comment
Introduction 1.1-1.5	Accepted
Duty to Cooperate 2.1-2.6	Accepted
Strategic Matters 3.1-3.5	Accepted
Infrastructure: Strategic transport connections. 4.1-4.6 and 4.9-4.11	Accepted
4.7	Add Footnote 5 link SEC authorities and London Borough of Havering SoCG
4.8	Update Junction 28 is now open and add Lower Thames Crossing Junction 29
Housing Need 5.1-5.5	
Meeting Unmet Housing Need 6.1-6.3	Accepted
6.4	Revised wording to be the same wording as Rochford SocG
HOU6 Gypsy and Traveller Accommodation 7.1	Accepted
7.2	Revised wording same as Rochford SoCG
Modifications to Castle 8.1	Accepted
Areas of Agreement 9.1-9.4	Accepted
Areas of Uncommon Ground 10.1	Accepted
Additional Strategic Matters	Accepted

11.1	
Monitoring 12.1	Accepted
Signatories 13.1	Accepted

Both SoCGs to be signed by director

RG informed both Rochford and Brentwood that aiming to have agreed SoCGs by 5th December to meet the deadline of Cabinet papers for Cabinet meeting on 23rd December 2025 and for the signed SoCG by 9th January 2026 in readiness for submission for examination

Actions

RG to write amendments to both SOCGs and send drafts to Rochford and Brentwood and a draft copy of the minutes

11. Joint Position of South Essex Housing Need and Unmet Housing Need

Agreed a simple, non-contentious, factual document stating the overall housing situation within South Essex would be advantageous for all local authorities to assist their local plan work and to assist the inspector in providing a summary of the overall housing situation in South Essex. Rochford have sent their housing numbers. Brentwood have not provided any factual information as yet.

Actions

Brentwood to send over factual information on their housing situation

Both authorities to forward any further comments on what is ok to input into document and what they would not be comfortable with.

RG to revised document with all the comments from South Essex Local Authorities.

Duty to Cooperate Meeting Castle Point Borough Rochford and Brentwood DtC

10th October 2025

1. Introductions

2. CPBPC Local Plan. Regulation 19 consultation closed on 26th September and CPBC is currently reviewing the many reps

3. Rochford

- 3.1. On 9th Oct LDS approved by Council with a Reg 18 early next year. The Reg 18 plan will be presented to Council on 26th January on whether to go out to public consultation in advance of the May elections. Aware that elections may change the political landscape but there is cross party support to prepare a local plan. A call for sites was done in October and more G&T sites will be needed.
- 3.2. There are significant transport issues which they consider could have been explored more within the CPBC evidence Rochford is a pressure release for transport if there is an issue on the A127
- 3.3. Rochford has stage 1 transport assessment in progress for Reg 18. The TA is raising issues with sites.

4. Brentwood

- 4.1. Brentwood has a 2022 plan adopted which had 600 dwelling short fall but because it had a 5 year land supply it was adopted but had to go for immediate review but technically this was difficult due to changes in NPPF. Brentwood would prepare a plan under the new style plans, estimate that a Reg 18 would be in A2 2026 and Reg 19 in Q2 Reg 2027 with examination in 2028. Coming under informal transition arrangements but need further details from government to progress.
- 4.2. Green belt review has been commissioned, and the transport assessment will need to be commissioned and they have already undertaken a call for sites in Dec 23 to Mar 24 and this was published in May 2025. They have reopened a call for sites in summer 2025 and currently going through these.
- 4.3. They do have 4000 garden village in Brentwood which is now predominantly owned by LIH 3600 dwellings, recently changed hands so expecting some revisions to plans. 400 dwellings are owned by chris Nicholson. Many of these houses in 2022 plan will come forward post 2033 so will follow through

5. Response to the Castle Point Plan

- 5.1. RDC and BC asked CPBC whether all sites had been considered. CPBC confirmed that they had. RDC and BC confirmed that they could not assist with CPBC unmet housing need.
- 5.2. CPBC asked about RDC's comment around members involvement in DtC meetings. Confirmed that there were meetings between CPBC members and neighbouring authorities not specifically on local plans but covering a number of topics. Main topic is Local Government Reorganisation
- 5.3. CPBC informed RDC and BC of some further work that DPBC had commissioned based on market deliverability, which would be shared.

Actions

CPBC to draw up draft SoCGS for RDC and BC as a basis for another meeting in November

Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 9th October 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC), Nicola Melville Lead Planning Officer Climate Action (NM).

Castle Point Borough Council (CPBC): Amanda Parrott Asst Director Climate (AP) and Growth, Rachel Gibbs Principal Planning Officer (RG)

Summary

11. Introductions

11.1. All introduced. RG new to group.

12. Review of CPBC

12.1. RG stated that there had been a number of responses to the CPBC local plan approx. 1,400 and CPBC were currently reviewing the responses. The consultation closed on 26th September 2025. CPBC intend to submit their local plan by the end of November, a little later than originally intended but within its LDS. This is due to the introduction of the PINS Examination Check list which will require factoring into the timeframe.

13. Review of ECC responses

13.1. ECC has provided a comprehensive response to the Reg19 consultation. RG confirmed the receipt of the responses and that she was currently reviewing them. It was agreed that the majority of the comments related to amendments based on new evidence coming forward which had been completed following CPBC Local Plan Consultation e.g. SSHANA July 2025, Castle Point LCWIP and Essex Wide LCWIP July 2025, ECC Developers Guide to Infrastructure Contributions Dept 2025

Key considerations were:

14. The Transport Assessment

ECC said that they had not been provided with the completed Transport Assessment to review prior to the Reg 19 consultation. KF stated that they, and their highway consultants, had now reviewed the Transport Assessment as part of their Reg 19 consultation response, and the response was attached to the ECC response. AP stated these are being forwarded to Systra to review and provide a suggested response . These should then be discussed at a follow up meeting between all parties. ECC referred to the RAG rating of their comments and suggested that the Red and Amber issues were most in need of being addressed within an updated Transport Assessment.

The schedule of transport interventions would need to be identified and assigned to each of the development sites, which will help inform an updated IDP.

ECC stated that the IDP would also have to consider how the LPT4 July 2025 would impact on the strategic sites identified in CPBC local plan

15. The Infrastructure Development Plan

15.1. ECC said that the IDP was based on 3 scenarios and these did not include the final scenario which was used in the Local Plan i.e., scenario of 6,196 dwellings with a strategy of urban intensification. Consequently, the assessment of infrastructure requirements in the IDP do not align with the housing strategy in the Regulation 19 Plan or its site policies. Further assessment will need to be undertaken based upon any revised single preferred option to inform the iteration of the IDP to support the submission of the Plan.

15.2. To verify the need for further assessment to inform the IDP, ECC submitted an assessment of the sites in the Regulation 19 Plan with regards early years and childcare and primary education. This demonstrated a greater requirement of early years and childcare throughout the whole plan area and a new primary school provision on Canvey Island. This would need to be addressed in a further iteration of the IDP based on the single preferred spatial option.

15.3. ECC recommended a cumulative assessment of the preferred spatial option be undertaken across all infrastructure, including those to which ECC has statutory responsibilities and other advisory responsibilities. RG asked about the timeframe to do this work, as CPBC intend to submit their plan by the end of November. KF was confident that this could be done within this timeframe depending on when the preferred spatial option was provided for assessment. RG asked what information would be required from CPBC in order for them to start work on this, particularly with regards education and early years and childcare requirements. KF said he would send details.

Action: In order to complete the education and early years and childcare assessment, ECC require the single preferred spatial strategy site details to be provided as set out in the Local and Neighbourhood Planners Guide.

16. Duty to Cooperate

16.1. ECC recognises that CPBC has collaborated with ECC through various channels and planning groups such as EPOA as well as monthly one to one meetings covering Castle Point's Local Plan and various strategic planning matters. ECC stated that they have a very good working relationship with CPBC. ECC referred to the having input into the emerging Transport

Assessment, and Canvey Island addendum but was not provided with the opportunity to review completed versions for consideration prior to the formal Reg 19 consultation. ECC confirmed and welcomed the opportunity given by CPBC to provide comments on early iterations of the Plan and its policies/reasoned justification, of which many had been incorporated into the Plan. ECC recognise that there is a tight timeframe in which to prepare a local plan under the existing planning system (i.e. December 2026) and many other local authorities in Essex are also moving forward at speed.

17. Climate Action Plan 2025

17.1. It was agreed that carbon net zero policies have many benefits and can be attributed to other objectives but still meet net zero aims e.g. Active Travel, Well-being.

7.2 ECC requires Policy SD4 be updated to be consistent with the EPOA Planning Policy Statement – Operational Energy and Carbon (Net Zero), October 2025, which has been updated following successful incorporation into recently adopted Plans, including the Tendring Colchester Borders Garden Community DPD and examined to the satisfaction of the Planning Inspector for the Uttlesford Local Plan (awaiting final report adoption). However, ECC does not support the added stipulation that '*in exceptional circumstances, have an agreed strategy to achieve net zero within five years of occupation*' and it should be removed. Policy SD4 is deliverable now, flexible, viable. Policy SD5 - Net Zero Carbon Development (Embodied Carbon) should be replaced with the EPOA Planning Policy Statement - Embodied Carbon and Circular Economy, October 2025 (see Appendix 3), which has progressed since the Plan was placed on consultation.

18. Additional information

18.1. LS asked whether CPBC will be updating their validation check list and CPBC said not at the moment but would consider reviewing it in the new year

19. Statement of Common Ground

19.1. It was agreed that a SoCG would be drawn up. RG to write the first draft based on the response to the Reg 19 Consultation. Draft would be provided to ECC to review and provide comments. CPBC intend to submit their Local Plan at the end of November. AP stated SoCGs need to be in place ASAP.

19.2. KF confirmed that ECC preference is to use the Chelmsford SoCG template and would provide this to RG

20. Additional Items

10.4KF referred to the shared water efficiency standards and the requirement for water efficiency of 85lppd to be achieved in all housing. AP stated

that if the evidence supports this and there is no impact on viability due to increase costs, this could be incorporated into the next iteration of the Plan.

10.5CBPC has formally adopted the Essex Parking Standards 2024 prepared by EPOA

10.6CBPC has approved the South Benfleet Conservation Area Character Appraisal and Management Plan and Design Code

Essex JOG meeting Notes - 11 August 2025

Attendees: Basildon, Thurrock, Castle Point and ECC

Basildon - Reg 18.3 continuing to be developed (consultation scheduled for November 2025), meetings with legal counsel ongoing, Grey Belt assessment due to report early findings, Place Services Landscape Sensitivity - September due to report. MHCLG meetings less frequent but still ongoing, continuing to progress to ambitious timetable to get a Plan in place ASAP. Recent by elections resulted in Reform Cllrs. Anglian Water conversations ongoing to seek resolution. ECC Transport reviewing transport modelling currently.

Castle Point - Reg 19 now live until 26th September. Not meeting full SM need, but have series of evidence to justify this approach (density, transport, green infrastructure). Focus on regeneration, protecting green infrastructure. Addition work on market absorption rates ongoing to be published soon. DtC meetings to be set up and draft SoCG, looking to hold joint event with Southend to manage diaries as similar consultation dates. LTP4 - alignment with CPP, proposals around Canvey CPBC would like to understand in more detail to ensure alignment between LTP4 and CPP.

Thurrock - working towards Reg 19 in Spring 2026. Site assessment work first phase now complete. Have discounted number of sites promoted. GB Review and SFRA work studies to provide early outputs to inform second phase of work on site assessment to identify ability to meet 28,000 homes target (likely to have position update in Oct). Additional evidence base work ongoing, employment needs assessment - not just a focus on housing need within Plan. GTAA - significant increase in pitch requirements during plan period likely to be an issue on meeting this need. Transport modelling completed, retail study and settlement hierarchy report ongoing. Landscape character assessment now commissioned and Council's climate strategy being developed. IDP ongoing. Able to have a more informed DtC meeting in Autumn - CPBC to arrange meeting. Need to engage further on transport matters (ECC, NH and LPAs).

Essex LTP4 - currently out to consultation, due for adoption December 2025. [A](#)
[Better Connected Essex - Essex County Council - Citizen Space](#)

Essex Specialist and Supported Housing Report now published. Looking to develop PowerBI to publish data more visually, outside of 300 page report. Likely to be updated in 5 years time, which aligns well with LGR as Southend and Thurrock have separate but related reports.

Shared Water Standards (NE, EA, Water Resources East, Water Companies etc) - water efficiency rate 85 litres per person being required. Have developed evidence base to justify position. [shared-standards-in-water-efficiency-for-local-plans.pdf](#)

ECC Developers Guide - on track for review being published in September 2025

ECC Climate Action Evidence update - model policies now updated and on Essex Design Guide website.

Duty to Cooperate Joint Officers Group (Formerly Association of South Essex Local Authorities ASLEA)

Date and Time: 12 January 2026 - 9.30-10.30am

Attending:

Rochford District Council: Daniel Kudla, Senior Strategic Planner

Essex County Council: Anne Clitheroe, Principal Planning Officer (Spatial Planning)

Southend on Sea Borough Council: Claire Victory, Principal Planner

Castle Point Borough Council: Beth Jones, Planning Policy and Climate Action Manager

South Essex Housing Group/Essex Developers Group: Alistair Pollock, Strategic Coordinator

Apologies: Alexander Savine, Head of Strategic Planning Thurrock Council

1. Rochford Local Plan Update

Meeting to be held on 27th January seeking agreement to commence Reg 18 consultation. If agreed, consultation will begin in February. Details of engagement including DtC meetings to be confirmed over next few weeks. Offer to attend Essex Developers Group if appropriate timing.

2. Castle Point Plan Update

Following close of further Reg 19 consultation in early December, Members agreed to submit the Castle Point Plan at their Council meeting on 23rd December. PINs Checklist was submitted on 24th December. Programmed to submit to PINs in January 2026.

3. Southend Local Plan Update

Working towards Reg 19 stage. Transport Assessment has now been completed and will share with partners and published online soon.

Land North of Southend, programmed for further consultation workshops in late February.

Various evidence base studies are in the procurement process, with the aim of all being complete April/May. Timetable currently to begin Reg 19 consultation in August/September.

4. South Essex Housing Need Joint Statement

Following previous feedback, Draft 3 was shared ahead of the meeting. Statement now is very factual in terms of noting existence of EPOA protocol on unmet need, and includes table which sets out for each authority the current SM figure, emerging Local Plan details and historic delivery rates. Discussion around whether the review mechanism within the statement should be alongside a Local Plan Consultation as well as 6 monthly. Agree to review wording and update if necessary.

Rochford and Southend confirm broadly happy, subject to final review of table within statement.

As not all authorities present at meeting, will follow up via email for final review to enable agreement and sign off.

5. General Updates

Thames Estuary Growth Board

Following government funding being withdrawn, this group is winding up and will no longer exist after January 2026. Access to shared studies/reports in the future is being considered to ensure these are not lost.

Essex Developers Group

Meeting upcoming in February, will include:

- update on Lower Thames Crossing, as additional funding has been confirmed
- Government consultations including NPPF and housing estate build out and adoption of roads and amenity spaces.

Continue to contact Alistair to engage with EDG at appropriate times in Local Plan Making. Rochford to consider further as part of upcoming Reg 18 consultation.

6. AOB

Recent staff changes were noted, including Rachel Gibbs leaving Castle Point and Laura Wood starting at Essex County Council.

Recent new members to the Essex Developers Group were noted including Lovell Homes and Dev Comms.

Duty to Cooperate Joint Officers Group (Formerly Association of South Essex Local Authorities ASLEA)

Date and Time: 13th October 2025 9.30-10.30

Attending:

Rochford District Council: Daniel Kudla Senior Strategic Planner
Essex County Council: Anne Clitheroe Principal Planning Officer (Spatial Planning)

Southend on Sea Borough Council: Mark Sheppard Team Leader Strategic Planning
South Essex Housing Group/Essex Developers Group: Alistair Pollock Strategic Coordinator

Castle Point Borough Council Beth Jones Planning Policy and Climate Action Manager, Rachel Gibbs Principal Planning Officer

Apologies: Alexander Savine Head of Strategic Planning Thurrock Council

1. Castle Point Local Plan Update

1.1. CPBC finished their Reg 19 consultation on 26th September and are currently processing the responses. They have started DtC meetings and met with all neighbouring authorities and ECC. Further meetings planned with other statutory consultees. The intention is to submit their local plan by end of November, a little later than anticipated due to the additional step of submitting the PINS checklist.

2. Un-Met Housing Need

2.1. It was recognised that there were un-met housing needs with some authorities within South Essex.

2.2. All Essex local authorities signed up to the EPOA protocol for considering unmet housing need in 2017. CPBC commented that the 2017 EPOA was out of date and they were currently reviewing it with the view to update it and had already raised this in DtC meetings with other South Essex Authorities. It was agreed that the protocol did require updating as national policies have changed as well as the Housing Market Areas which are referred to within the document.

2.3. AC stated that a basic position for unmet housing need for South Essex would be useful information for the SDS.

2.4. It was agreed the protocol should be updated as a factual document to include:

- Reference South Essex Area within the Protocol

- Add statement and table of the housing need in South Essex- the situation now.
- Agree to update every 6 months
- Reference the emerging Sector Development Strategy (SDS) and Local Government Reorganisation (LGR). It was considered that both would have an impact on planning approaches for un-met housing need across Essex in the future.

2.5. **Action:** RG to provide a first draft for officers to review.

3. Southend on Sea Local Plan Update

3.1. Consultation on their Reg 18 plan has just closed with a good number of representations. The intention is for a Reg 19 consultation in Autumn next year and to submit the local plan for examination by end of the year 2026. The transport assessment is due to be published and will inform Reg 19. SEE would welcome any comments on this document. Further evidence has been commissioned around updating Housing and Economic Needs and Retail Study

4. Rochford Local Plan Update

4.1. Currently working on their Reg 18 Local Plan for consultation in early 2026. RDC are progressing a number of evidence studies to support draft policies for Reg 18 Local Plan including Transport Assessment and Green Belt Assessment. RDC commented that they have had difficulties in procuring a Green Belt review due to lack of available consultants with relevant expertise. LUC are now engaged to do this work; LUC also did Green Belt Assessment for SEE which will be beneficial for both SEE and RDC.

5. SDS

5.1. AC stated that ECC had raised the issue of the shortage of consultants to do essential evidence studies to support not only Local Plans but also emerging SDSs to national level.

5.2. AC commented that it is important that Local Plans are in place as a first phase of evidence for the SDS to draw upon

6. Future JOG meetings

6.1. It was noted that the email list of attendees to these meetings needed to be updated as some are out of date. Once updated, new invites should be sent out to future meetings

6.2. **Action:** BJ to request Ian Butt who organised the current meeting invites to put an end date on current meetings but not to delete them so as not to lose all evidence of previous meetings. RG to send round a request to all

neighbouring authorities for an update on attendees for an updated invite to be sent out on same dates and times.

7. AOB

7.1. Government Updates

- New Town's Task Force Report Published in September 2025. Introduces 12 sites for towns with 10K+ dwellings per site. None of the 12 sites chosen are within Essex.
- RTPI has commissioned some work on best practices for designing new towns
- Homes England is waiting for the government prospectus on Social Affordable Homes Program (SAHP) which includes £39 billion funding with proposals for 60% social rent across all affordable housing. The viability of proposals need to be explored.
- SEE referred to MCHLG letter to chief executive of the Planning Inspectorate re Local Plan Examinations and DtC. Requesting inspectors to take a flexible and pragmatic approach with regards examining the evidence for 5 year land supply at adoption, DtC and to recommend green-belt review as part of the examination for those LPs being delivered under current system.

7.2. Essex Developers Meeting

Next meeting is on 23rd October with presentations from Highways re the Lower Thames Crossing, the meeting will also look at the economic impact of the Lower Thames Crossing and the impact on housing. There will also be another presentation on the creation of 3 skills hubs in Essex.

7.3. Essex Housing Awards- there have been a record number of entries this year.

7.4. Supported and Specialist Housing and Accommodation Needs August 2025.

AC highlighted that this study is not just about elderly housing, it covers young and old and various disabilities physical and mental. AC requested that the report was referenced appropriately on LPA websites- not just for elderly housing.

Duty to Cooperate Castle Point Plan (Regulation 19) Consultation Stakeholder Workshop

Meeting Minutes

Date: Wednesday 3rd September 2025

Time: 11:30am-12:30pm

Location: Microsoft Teams

Attendees:

Castle Point Borough Council: Beth Jones (BJ), Genny Middlemast (GM), Matthew Amner (MA)

Essex Police: Caroline Peters (CP), Michael Samuel (MS), Nicki Lyden (NL)

Historic England: Andrew Marsh (AM)

East of England Ambulance Service: Zoe May (ZM)

Adams Hendry: Joanne McLeod (JM)

Apologies:

Fisher German, Laura Kelly (National Grid), J Reynolds (Adams Hendry), Michael Horwood (UK Power Network), C2C Rail, Essex Fire, Highways England, Michael Atkins (Port of London Authority), Mid and East NHS, Marie Canny (Marine Management), Tessa Saunders (Anglian Water), Roy Warren (Sport England), Environment Agency, Alex Nunns (Natural England) and Jo Grisaffi (Anglian Water).

Minutes:

Introductions

Castle Point Borough Council Update

- Currently out for Regulation 19 consultation which ends on the 26th September 2025.
- Aiming to submit the Plan for examination at the end of November subject to consultation responses received and agreement from Cabinet
- It has taken us longer to get to Reg 19 due to NPPF changes in December 2024
- Still need to do some evidence base work, especially around duty to cooperate
- Slides will be sent after the meeting and include links to make the documents easier to navigate
- The Plan is supported by an extensive evidence base

- Still working on some additional evidence including market delivery to support our argument that there isn't the market demand to deliver the standard method housing figure within Castle Point.
- The Castle Point Plan is a Green focused plan based on protecting and improving our green spaces and putting nature first so that residents can enjoy and have more access to a healthy and natural environment
- We have taken an urban first approach, looking to use our urban land more wisely, focusing development within the existing towns and urban areas and ensuring that we are making the most effective use of land by maximising density.
- The Plan provides for just under 6,200 homes over a 17 year plan period. We are not meeting government target, but this is still a step change for us in terms of housing delivery.
- Ongoing evidence base work around market delivery - to support the argument that there isn't the market capacity to meet the standard method figure
- We have taken a place based approach to development, with each town having their own individual policies within the plan to seek to protect and enhance their individual character.
- Regeneration is key within the Castle Point Plan and investments in the town centres is a priority, targeting the four broad locations within the Borough; Canvey and Hadleigh town centres and land to the west of Canvey and Manor trading estate employment areas. We are looking to make the most effective use of land with mixed use developments using a masterplan approach. Our intention is not to provide more employment land but to, safeguard existing areas and make them more cohesive
- Castle Points urban capacity is around 6,196 homes comprising of; 480 homes on sites with planning consent, 173 homes (net) at Thorney Bay/Sandy Bay, 3,143 on specific sites on Canvey, 428 on specific sites in Benfleet, 516 on specific sites in Hadleigh, 781 on specific sites in Thundersley and 675 windfall (small, unallocated sites).
- In accordance with the NPPF we have completed a Green Belt Review Assessment and developed other pieces of evidence to layer together to justify why we aren't allocating any sites within the Green Belt. This is set out in the Housing Capacity topic paper.
- We have some trouble with Viability, although this should be noted that this applies to greenbelt sites as well (if we were to have to allocate those) and we have done everything we can to mitigate viability by allocating a lot of council owned sites.
- Transport capacity is not great within Castle Point and there is an existing deficit in open space so this highlights why there is such a need to protect what we already have as well as the LNRS, biodiversity requirements etc.
- If you are unable to meet the deadline let us know and we can agree extensions
- 1 to 1 meetings can be set up if needed.
- Please email if any questions

Actions

- Send out slides to all
- Consultees to email with any questions
- CPBC to attend EoE Ambulance service planning workshop 13th November

Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 9th October 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC), Nicola Melville Lead Planning Officer Climate Action (NM)

Castle Point Borough Council (CPBC): Amanda Parrott Asst Director Climate (AP) and Growth, Rachel Gibbs Principal Planning Officer (RG)

Summary

21. Introductions

21.1. All introduced. RG new to group.

22. Review of CPBC

22.1. RG stated that there had been a number of responses to the CPBC local plan approx. 1,400 and CPBC were currently reviewing the responses. The consultation closed on 26th September 2025. CPBC intend to submit their local plan by the end of November, a little later than originally intended but within its LDS this is due to the introduction of the PINS Check list which will require factoring into the timeframe.

23. Review of ECC responses

23.1. ECC has provided a comprehensive response to the Reg19 consultation. RG confirmed the receipt of the responses and that she was currently reviewing them. It was agreed that the majority of the comments related to amendments based on new evidence coming forward which had been completed following CPBC Local Plan Consultation e.g. SSHANA July 2025, Castle Point LCWIP and Essex Wide LCWIP July 2025, ECC Developers Guide to Infrastructure Contributions Dept 2025

Key considerations were:

24. The Transport Assessment

ECC said that they had not reviewed the most up to date transport assessment prior to the Reg 19 consultation. KF stated that they had now reviewed the most recent Transport Assessment as part of their Reg 19 consultation response, and provided comments. AP stated these are being forwarded to Systra to review and incorporate. ECC referred to the RAG rating of their comments and the Red and Yellow ones are the most important ones to be addressed within the updated transport assessment.

The schedule of transport interventions would need to be identified and assigned to each of the development sites.

ECC stated that the IDP would also have to consider how the LPT4 July 2025 would impact on the strategic sites identified in CPBC local plan

25. The Infrastructure Development Plan

- 25.1. ECC said that the IDP was based on 3 scenarios and these did not include the final scenario which was used in the Local Plan i.e., scenario of 6,196 dwellings with a strategy of urban intensification. Consequently the modelling for the infrastructure requirements in the IDP do not align with the housing strategy. More modelling would be required to provide another iteration of the IDP.
- 25.2. To check the need for further modelling of the IDP, ECC modelled early learning and primary education provision against the CPBC proposed housing strategy and the modelling demonstrated a greater requirement of early learning places and additional schools to support the additional development at Canvey Island. This would need to be addressed in the IDP and fed through into the Local Plan.
- 25.3. ECC recommended a cumulative assessment of the growth plans within the CPBC local plan to be conducted across various infrastructure needs. RG asked about the timeframe to do this work, as CPBC intend to submit their plan by the end of November. KC was confident that this could be done within this timeframe. RG asked what information would be required from CPBC in order for them to start work on this. KC said he would send details.
- 25.4. **Action:** need the preferred housing strategy scenario with the individual sites and housing mixes to be sent. KC to send RG details on what information and in what format is required for the cumulative assessment work to progress

26. Duty to Cooperate

- 26.1. ECC recognises that CPBC has collaborated with ECC through various channels as well as planning groups including one to one meetings. ECC stated that they have a very good working relationship with CPBC. ECC referred to the late provision of the transport assessment, the preferred housing strategy and Canvey Island addendum for their consideration prior to Reg 19 consultation. ECC confirmed that they had received earlier drafts of the local plan. ECC recognise that there is a tight timeframe in which to prepare a local plan under existing rules which many other local authorities are struggling with as well.

27. Climate Action Plan 2025

27.1. It was agreed that carbon net zero policies have many benefits and can be attributed to other objectives but still meet net zero aims e.g. Active Travel, Well-being. It was agreed that the policies within this are not about achieving net zero in 5 years but about adapting to and mitigating climate change. AM advised CBPC to look at Uttlesford clause which takes a site average approach rather than Tendring approach

27.2. ECC advised CPBC to use Essex specific policies which are underpinned by the Essex study for the local plan. Need to start to reason out each policy and link to long reason justification.

28. Additional information

28.1. LS asked whether CPBC will be updating their validation check list and CPBC said not at the moment but would consider reviewing it in the new year

29. Statement of Common ground

29.1. It was agreed that a SoCG would be drawn up. RG to write the first draft based on the response to the Reg 19 Consultation. Draft would go to ECC to review and provide comments. CPBC intend to submit their Local Plan at the end of November. AP stated SoCGs need to be in place ASAP.

29.2. KF confirmed that ECC preference is to use the Chelmsford SoCG template. KF to send to RG

30. Additional Items

10.7 KF referred to the shared water efficiency standards and the requirement for water efficiency of 85lppd to be achieved in all housing. AP stated that if the evidence supports this and there is no impact on viability due to increase costs, she has no issues with this being incorporated into the local plan.

10.8 CBPC has formally adopted the Essex Parking Standards 2024

10.9 CBPC has approved the South Benfleet Conservation Area Character Appraisal and Management Plan and Design Code

Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 12th Oct 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC), Nicola Melville Lead Planning Officer Climate Action (NM)

Castle Point Borough Council (CPBC): Amanda Parrott Asst Director Climate (AP) and Growth, Rachel Gibbs Principal Planning Officer (RG)

Summary

1. Introductions

- a. All introduced. RG new to group.

2. Review of CPBC

- a. RG stated that there had been a number of responses to the CPBC local plan approx. 1,400 and CPBC were currently reviewing the responses. The consultation closed on 26th September 2025. CPBC intend to submit their local plan by the end of November, a little later than originally intended but within its LDS. This is due to the introduction of the PINS Examination Check list which will require factoring into the timeframe.

3. Review of ECC responses

- a. ECC has provided a comprehensive response to the Reg19 consultation. RG confirmed the receipt of the responses and that she was currently reviewing them. It was agreed that the majority of the comments related to amendments based on new evidence coming forward which had been completed following CPBC Local Plan Consultation e.g. SSHANA July 2025, Castle Point LCWIP and Essex Wide LCWIP July 2025, ECC Developers Guide to Infrastructure Contributions Dept 2025

Key considerations were:

4. The Transport Assessment

ECC said that they had not been provided with the completed Transport Assessment to review prior to the Reg 19 consultation. KF stated that they, and their highway consultants, had now reviewed the Transport Assessment as part of their Reg 19 consultation response, and the response was attached to the ECC response. AP stated these are being forwarded to Systra to review and provide a suggested response . These should then be discussed at a follow up meeting between all parties. ECC referred to the RAG rating of their comments and suggested that the

Red and Amber issues were most in need of being addressed within an updated Transport Assessment.

The schedule of transport interventions would need to be identified and assigned to each of the development sites, which will help inform an updated IDP.

ECC stated that the IDP would also have to consider how the LPT4 July 2025 would impact on the strategic sites identified in CPBC local plan

5. The Infrastructure Development Plan

- a. ECC said that the IDP was based on 3 scenarios and these did not include the final scenario which was used in the Local Plan i.e., scenario of 6,196 dwellings with a strategy of urban intensification. Consequently, the assessment of infrastructure requirements in the IDP do not align with the housing strategy in the Regulation 19 Plan or its site policies. Further assessment will need to be undertaken based upon any revised single preferred option to inform the iteration of the IDP to support the submission of the Plan.
- b. To verify the need for further assessment to inform the IDP, ECC submitted an assessment of the sites in the Regulation 19 Plan with regards early years and childcare and primary education. This demonstrated a greater requirement of early years and childcare throughout the whole plan area and a new primary school provision on Canvey Island. This would need to be addressed in a further iteration of the IDP based on the single preferred spatial option.
- c. ECC recommended a cumulative assessment of the preferred spatial option be undertaken across all infrastructure, including those to which ECC has statutory responsibilities and other advisory responsibilities. RG asked about the timeframe to do this work, as CPBC intend to submit their plan by the end of November. KF was confident that this could be done within this timeframe depending on when the preferred spatial option was provided for assessment. RG asked what information would be required from CPBC in order for them to start work on this, particularly with regards education and early years and childcare requirements. KF said he would send details.

Action: In order to complete the education and early years and childcare assessment, ECC require the single preferred spatial strategy site details to be provided as set out in the Local and Neighbourhood Planners Guide.

6. Duty to Cooperate

- a. ECC recognises that CPBC has collaborated with ECC through various channels and planning groups such as EPOA as well as monthly one to

one meetings covering Castle Point's Local Plan and various strategic planning matters. ECC stated that they have a very good working relationship with CPBC. ECC referred to the having input into the emerging Transport Assessment, and Canvey Island addendum but was not provided with the opportunity to review completed versions for consideration prior to the formal Reg 19 consultation. ECC confirmed and welcomed the opportunity given by CPBC to provide comments on early iterations of the Plan and its policies/reasoned justification, of which many had been incorporated into the Plan. ECC recognise that there is a tight timeframe in which to prepare a local plan under the existing planning system (i.e. December 2026) and many other local authorities in Essex are also moving forward at speed.

7. Climate Action Plan 2025

- a. It was agreed that carbon net zero policies have many benefits and can be attributed to other objectives but still meet net zero aims e.g. Active Travel, Well-being.

7.2 ECC requires Policy SD4 be updated to be consistent with the EPOA Planning Policy Statement – Operational Energy and Carbon (Net Zero), October 2025, which has been updated following successful incorporation into recently adopted Plans, including the Tendring Colchester Borders Garden Community DPD and examined to the satisfaction of the Planning Inspector for the Uttlesford Local Plan (awaiting final report adoption). However, ECC does not support the added stipulation that '*in exceptional circumstances, have an agreed strategy to achieve net zero within five years of occupation*' and it should be removed. Policy SD4 is deliverable now, flexible, viable. Policy SD5 - Net Zero Carbon Development (Embodied Carbon) should be replaced with the EPOA Planning Policy Statement - Embodied Carbon and Circular Economy, October 2025 (see Appendix 3), which has progressed since the Plan was placed on consultation.

8. Additional information

- a. LS asked whether CPBC will be updating their validation check list and CPBC said not at the moment but would consider reviewing it in the new year

9. Statement of Common Ground

- a. It was agreed that a SoCG would be drawn up. RG to write the first draft based on the response to the Reg 19 Consultation. Draft would be provided to ECC to review and provide comments. CPBC intend to submit their Local Plan at the end of November. AP stated SoCGs need to be in place ASAP.

- b. KF confirmed that ECC preference is to use the Chelmsford SoCG template and would provide this to RG

10. Additional Items

- 10.10 KF referred to the shared water efficiency standards and the requirement for water efficiency of 85lppd to be achieved in all housing. AP stated that if the evidence supports this and there is no impact on viability due to increase costs, this could be incorporated into the next iteration of the Plan.
- 10.11 CBPC has formally adopted the Essex Parking Standards 2024 prepared by EPOA
- 10.12 CBPC has approved the South Benfleet Conservation Area Character Appraisal and Management Plan and Design Code

Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 12th November 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC)

Castle Point Borough Council (CPBC): Beth Jones Planning Policy Manager Climate (BJ) and Growth, Rachel Gibbs Principal Planning Officer (RG)

Summary

1. Review of CP Plan

- a. CP Plan out for further consultation due to technical hitch will close on 5th December. Ask whether ECC will be changing their rep. ECC confirmed no. Aiming for council meeting on 23rd December to approve plan to be submitted for examination. CPBC updating following evidence following reps from CPBC Reg 19: SFRA, IDP, Transport Assessment and cumulative assessment for early years.
- b. ECC requested to see updated SFRA, IDP, TA for comment prior to CP plan submission for examination. Referred to non-sight of IDP prior to Reg 19 on final growth scenario. CPBC confirmed that updated evidence would be sent to ECC prior to submission of Plan

2. Review of Evidence Base

- a. ECC confirmed that cumulative assessment work being finalised currently being checked by SEND. Less provision due to the number of flats proposed in housing strategy
- b. CPBC updating SFRA but is awaiting clarification on whether climate risk allowance should be 40% or 45%. EA content with 40% but LLFA requested 45%. CPBC need a position to finalise brief to AECOM to update the SFRA.
- c. CPBC confirmed that SYSTRA were updating the transport assessment and this would be forwarded to ECC once completed
- d. BJ confirmed that CPBC having meetings with water companies regarding SD9.
- e. BJ informed that further evidence is to be published on housing market in CP by Porter
- f. **Action: KF to contact LLFA to liaise with EA for confirmation on climate risk allowance position**

3. Review of ECC Reg 19 reps

Queried “safeguard” of SOA for biodiversity, ECC propose “supported and enhanced” CPBC considers that this does not reflect the need to improve biodiversity in district and proposed “protected”

- a. CPBC stated that the evidence in the SSHANA around tenure was difficult to understand as different timeframes. ECC stated that further document is to be published next month clarifying tenure.. ECC stated that affordable supported and specialist housing is a priority.
- b. ECC queried updating of SD4&5 to reflect latest evidence. CPBC stated that they were still considering the details
- c. ECC queried removal of exceptional circumstances for SD9, CPBC confirmed that this would be deleted
- d. ECC confirmed that the Developers guide to contributions will be published in December 2025 but the reps for the Reg 19 made reference to these

Duty to Cooperate Meeting Castle Point and Essex County Council

Date and Time: 13th November 2025 2pm – 3.30pm

Attending: Essex County Council (ECC): Kevin Fraser Principal Planning Officer (ECC), Lesley Stenhouse Principal Planning Officer (ECC)

Castle Point Borough Council (CPBC): Beth Jones Planning Climate and Growth Manager, Rachel Gibbs Principal Planning Officer (RG)

Summary

1. Review of CPBC

a. BJ stated that the Castle Point Plan had to undergo another Regulation 19 consultation due to a technology issue. The consultation will run until 5th December 2025. Consequently, the Plan has been delayed by 6 weeks. The Plan will go to cabinet on 16th of December 2025. The Plan will be submitted to the PINS check list on 23rd December 2025. The check list review takes 2 weeks. It is anticipated that the Plan will be formally submitted for examination in mid January. The LDS will be updated accordingly to reflect these changes.

2. Consideration of ECC Responses

a. Transport Assessment

BJ provided an update on the transport assessment which is being done by Systra. The consultant had been ill but BJ has a meeting with them on Friday 14th November. ECC raised the issue that they had not received a copy of the transport assessment or IDP on the final growth scenario in advance of the Reg 19 plan going out to consultation. Although they had received previous drafts. Realised time frame impacting. ECC asked whether will receive a copy this time. BJ said she would confirm the timeframe

b. Cumulative assessment

c. ECC said that this had been completed but the amount of provision is significant less due to the change in housing mix to predominantly flats which result in lower early years provision required. CPBC stated that its Housing Strategy is to intensify urban areas which would require increased densities delivered by the provision of more flats. SEND need to review the data before the final report is forwarded to CPBC

Action: ECC to forward final report to CPBC

d. Water cycle study

CPBC last WCS was in 2011. With regards water use, CP plan will adopt the 85lppd as per the Shared Water Standards. AECOM have also been

commissioned to review WwTW provision. LS raise the issue of Anglia water rejecting planning applications due to lack of capacity at WwTW. BJ confirmed that AW had made no objections to CPBC local plans. LS referred to a recent planning engagement meeting with Anglia water in September 2024 at Essex county level. Following this session and following the changes to the NPPF which has resulted in significantly more housing within Essex, AW concluded that they needed to revise their position in Essex

- **Water use**

CPBC confirmed that 85lppd had been added into local plan

- **Climate change allowance**

CPBC confirmed that the SFRA was being updated to include the peak rainfall climate change allowance of 45%

Action

CPBC to forward revised SFRA

e. Unmet housing

CPBC are working with other LPAs on updating the EPOA 2017 reaching a joint position statement on the level of housing need within South Essex. ECC raised queries around the weighting of the LNRS in the site allocation process and queried the word “safeguarding”. CPBC considers that strategic opportunity areas should be safeguarded but will suggest some alternative wording

Action

RG to send over some proposed wording for ECC to consider.

f. SSHNA 2025

CPBC stated that they were reviewing the proposed modifications and able to include some of these. ECC stated that happy to reduce some of the requirements. ECC's main priority

Action

CPBC to review and provide response to the ECC reps on SSHNA reference in the Castle Point Plan

g. Carbon policies

ECC stated need to revise the wording from away from “net zero” to “energy efficiency”

h. Schools within Green Belt Locations

CPBC raised that this would be an area of non-agreement in the SoCG

IDP was based on the new developer guide 2025 which is about to be published. Will forward to CPBC when ready

Meeting Minutes – Duty to Cooperate Basildon Borough Council and Castle Point Borough Council

Date: 07/10/2025

Basildon Council Attendees: Matthew Kay, Sophie Gould, Nikitha Venu Gopal.

Castle Point Council Attendees: Amanda Parrott, Rachel Gibbs

Agenda Item	Notes
Basildon Local Plan and general update	<ul style="list-style-type: none">• Preparing for Reg 18.3 consultation in November to January. Basildon is looking to meet housing need in full (27,000) and increase density in urban extensions with town centre delivery, aiming to deliver the 5-year land supply at point of adoption.• Submitted Letter Request for Assistance under the Duty to Cooperate, regarding housing and Gypsy & Traveller Need to Castle Point and surrounding neighbouring authorities.• Following discussion with Inspectors, focusing on front loading G&T provision. Currently looking to bring forward own public site. Proposal for Officer Workshop on meeting housing and G&T need.• Basildon awaiting response to Castle Point Reg 19 be signed off.
Castle Point Local Plan and general update	<ul style="list-style-type: none">• Regulation 19 finished 26th September, currently processing responses (circa 1,000). Plan to submit by the end of the year. Introduction of a mandatory checklist as expected 170 local plans to be submitted for examination before the deadline.• 3 Private G&T sites with permanent planning permission, plan to meet need by intensifying pitch provision on 2 of the sites. 1 site in the urban area has no further scope for expansion or intensification. Conducted Call for Sites where no G&T sites were promoted. Limited capacity for further expansion, discussed potential conflict with families on site with a complex relationship with Basildon.• Discussion on housing deliverability, with work underway on market deliverability. Suggestion to discuss unmet housing and deliverability of housing market at Officer Workshop. Urban Capacity position for South Essex stated in report.• Design Code by Place Services, identified context for development, sites on urban edge/grey belt looking to secure densification.• In process of appointing new KC with experience of protecting the green belt and regeneration approach.

Duty To Cooperate Meeting Castle Point Borough Council and Basildon Borough Council

Date: 18th November 2025

Attended by:

Castle Point Borough Council

Beth Jones Planning Policy and Climate Action Manager
Rachel Gibbs; Principal Planning Policy Officer

Basildon Borough Council

Mathew Kay: Planning Policy Manager
Lisa Robertson Principal Planner
Sophie Gould Graduate Planner
Nikitha Venu Gopal Graduate Planner

1. Basildon Local Plan Update

- The Reg 18 draft went to cabinet last week and will go to full council next week with a view to go out to consultation on 28th November with a number of local plan public events scheduled through January.
- Reg 19 draft to go out to consultation in March 2026 and hope to complete the consultation before the May 2026 elections
- The Green Belt Study and draft IDP has just been published and can be found on the Basildon Local Plan Evidence base web page
- The Town Centre Masterplan will also go out for public consultation at the same time as the Reg 18 Local Plan consultation
- Additional evidence is being prepared in the Water Cycle Study and an Open Space Assessment which will be in place for the Reg 19.
- Basildon is aiming to deliver its Standard Method Housing Need in full by releasing Green Belt. Basildon made a request to neighbouring authorities to assist Basildon on meeting their housing need, but no authority was able to help so Basildon will be releasing green belt to meet the Standard Method Housing Need.
- Basildon are currently working on their Transport Assessment and the initial modelling shows that the A127 and A13 will be significantly impacted by growth from Basildon and from Essex neighbours. It is likely that this is also in part due to the assumptions arising from the inclusion of the Lower Thames crossing particularly impacting traffic on the A13. The modelling also showed that there is potential for mode shift to public transport alternatives which would help congestion. Basildon are currently doing a feasibility study on the potential for different mitigation options.

Basildon would like to work with Castle Point in respect of improving access to A127 and A13 via public transport

- Currently recruiting 2 new senior planning officers

Action: TC an CPBC to set up a meeting to explore public transport options and a third access from Canvey Island in the new year.

2. Castle Point Plan

- The Reg 19 Consultation was completed on 26th September, however due to a technical error a second Reg 19 consultation had to be conducted and this is in progress and will be completed by 5th December.
- Basildon was informed of the second consultation and have responded that they do not want to change their response a part from adding the wording that it was their final response.
- The Castle Point Plan will go to full cabinet for approval to submit it for examination on 23rd December with papers being published on 16th December. There is PINs check list which will delay its submission by an estimated 2 weeks, consequently the Plan will be submitted for examination in January 2026
- The second Reg 19 consultation has led to an additional 6 weeks being added to the LDS
- Following responses from the Reg 19 consultation and newly published relevant evidence some additional work has been added to evidence Transport Assessment, IDP, WCS, SFRA

Review of CPBC and BC Statement of Common Ground for Castle Point Plan

The SoCG was reviewed during the meeting by LR and provided the following feedback with some areas to be discussed further within the Basildon Planning Team to report back to CPBC next week.

Paragraph	Response
1.1	Agree
1.2	Agree
1.3	Agree
1.4	Agree
1.5	Agree
2.1	Agree
2.2	Agree
2.3	Agree
2.4	Correction CPBC and BBC meet 6 weekly- change from monthly to 6 weekly
2.5	Add to evidence which LPAs collaborated on South Essex Housing Needs Assessment 2022 Biodiversity Essex Essex Coastal Forum
2.6	Agree

3.1	Agree
3.2	Agree
3.3	Agree
3.4	Agree
4.1	Agree
4.2	Agree
4.3	Agree
4.4	Agree - comment that LGR is moving at pace and an addendum may be required to this paragraph at a later date
4.5	Agree
4.6	Agree
5.1	Agree
5.2	Agree
6.1	Agree
6.2	Agree
6.3	LR to review with MK
6.4	LR to review with MK
6.5	Agree
7.1	Agree
7.2	Agree
7.3	Add wording in red " Although potential housing sites were identified by the Green Belt Assessment July 2025, after applying the additional criteria, CPBC considered that none of these were deemed appropriate for development."
7.4	Agree
7.5	Agree
7.6	Agree
8.1	Agree
8.2	Agree (Subject receiving response to letter from 16 th Sept 2025)
8.3	LR to review with MK
8.4	Agree
9.1	LR to review with MK
10.1	Agree
10.2	Agree
10.3	LR to review with MK
10.4	LR & MK to suggest wording for this paragraph to reflect BBC's position with regards its housing strategy
10.5	Agree
10.6	Agree
11.1	LR to review with MK
12.1	Agree -comment that LGR moving at pace and an addendum may be required to this paragraph
13.1	Agree

14.1	Agree- Comment Michael Murrell to sign but is on annual leave for 1 week. Plus an additional 5 working days cool off following an officer's delegated response will follow before release of signed SoCG
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3. South Essex Housing Need Position Statement

- CPBC circulated a draft South Essex Housing Need Position Statement which was discussed at the SEC meeting on 10th November. Awaiting feedback from South Essex authorities including Basildon.

Action: RG to forward the draft to LR to review and provide comments

4. ANOB

- Admin- need to put new dates in calendar for 2026. Next meeting 30th December SG to change to a date in January