

Planning and Transportation

Appendix A: Duty to Cooperate Log of Meetings

April 2016

APPENDIX A – Duty to Cooperate Meetings Log 2012 – 2016

Key

- **Luton Borough Council (LBC)**
- **Central Bedfordshire Council (CBC)**
- **North Hertfordshire District Council (NHDC)**
- **Aylesbury Vale District Council (AVDC)**
- **Dacorum District Council (DDC)**
- **Milton Keynes Council (MKC)**
- **St Albans City and District Council (SACDC)**
- **Greater London Authority (GLA)**
- **Department for Communities and Local Government (DCLG)**
- **Hertfordshire County Council (HCC)**
- **Buckinghamshire County Council (BCC)**
- **South East Midlands Local Enterprise Partnership (SEMLEP)**
- **NHS Clinical Commissioning Group (CCG)**
- **Natural England (NE)**

Date	Activities / DtC Bodies	Key Actions / Agreement	Document Reference
2012			
November 2012	LBC, CBC	Officer liaison meeting on Population and Demography	Note not available
2013			
15 th January 2013	LBC, SBC	Officer level discussions on the Duty to Cooperate with Stevenage BC. To review emerging plan approaches – Stevenage Borough local Plan early stage consultation – Luton preparation of draft local plan	Note not available
February 2013	LBC, NHDC	Meeting with North Herts DC. Luton's Gypsy and Traveller Accommodation Assessment; Education needs and housing nomination rights arising from east of Luton planning application.	Note not available
6 th February 2013	LBC, CBC	Meeting Portfolio holders – subsequent agree extended deadline for LBC Exec Response – take to 25 th March 2013 ([subsequently extended to 15 th April 2013 Exec])	Note not available

8 th February 2013	LBC, EDF	<p>Meeting to discuss infrastructure requirements in light of Luton's emerging growth strategy.</p> <p>EDF suggested consider there are no 'show stoppers' in Luton for the amount of growth planned. The only concerns they suggested will be at Napier Park and some capacity issues around Power Ct.</p>	08-02-2013_M
27 th February 2013	LBC, CBC	Officers Meeting – meeting to discuss 12 February 2013 letter exchange.	Note not available
28 th February 2013	LBC, CBC Officers Meeting	Series of meetings over whole day to discuss: traffic modelling / transport assessment / impact and process for key transport projects (i.e. A5-M1 link, Woodside link road); Housing allocation issues and policy approach; agreement of issues to take to respective member prior to member meeting.	Note not available
March 2013	CBC, LBC	Agreed a process of information sharing and continual positive dialogue around strategic cross-border issues. It is also agreed	Note not available

		that CBC and LBC officers will meet regularly to update and exchange information on key development projects and emerging strategies; Evidence documents shared this year including: Affordable Housing Viability Study; Town Centre office reuse study; Employment Land Review; SHLAA trajectory; Education needs; Traffic modelling. Agreed principal of 50% share of affordable housing within urban extensions of land north of Luton and Houghton Regis. This to form part of CBC's submission development strategy.	
20 th March 2013	LBC, CBC Officer working meeting	EA joint portfolio holder meeting leads to a series of senior officer working meetings and discussions on DTC matters of affordable housing, retail & transport.	Note not available
9 th April 2013	LBC, AVDC Duty to Cooperate meeting with Aylesbury Vale DC.	Meeting between Officers on discussing planning issues relevant to both Councils including evidence base and emerging plans	Note not available

11 th April 2013	LBC, DDC	Duty to Cooperate meeting with Dacorum DC.	Note not available
May 2013	LBC, CBC	Duty to Cooperate meetings with CBC.	Note not available
10 th May 2013	LBC, CBC,	Meeting with CBC and Houghton Regis North Developers	Note not available
26 th June 2013	LBC, CBC	Officers meeting to discuss Scope and Brief of a joint SHMA that is [a] robust, [b] meets duty to cooperate and [c] is timely	Note not available
1 st July 2013	LBC, CBC	Officers meeting to discuss affordable housing, viability and retail work for urban extensions and best value restrictions; The DTC around Luton's Gypsy and Traveller Accommodation Assessment is explored	Note not available
24 th July 2013	LBC, CBC, Houghton Regis North Developers	Officers from LBC and CBC meet with Houghton Regis North Developers.	Note not available
5 th August 2013	LBC, CBC	Officers meeting to discuss retail work for urban extensions	Note not available

August 2013	LBC, CBC Duty to Cooperate meeting with	<p>LBC and CBC agree to support each other in bidding for funds to deliver the key infrastructure required for the conurbation;</p> <p>LBC agrees to ensure that the effects on CBC of airport expansion will be fully appraised by the developer. LBC will look at opportunities for CBC residents and businesses to share benefits of airport related business. This is in recognition that there is no formal mechanism for CBC to respond on future growth other than through the planning application consultation;</p> <p>Both councils to agree to exchange information, assessments and mitigation measures on transport issues on the CBC development strategy, Houghton Regis application, the Woodside Link and Jct10a.</p>	Note not available
21 st August 2013	LBC, BBC, CBC	Officers meeting between and to discuss SHMA update including extent of Housing Market Areas and interpretation of the NPPF.	Note not available

September 2013	LBC, EA	Advisory meeting on very early draft policies including list of supported items and areas where policy concerns remained.	Note not available
2 nd October 2013	LBC, DDC Officers Meeting - Meeting between Officers on: identification of cross-boundary 'Strategic Priorities' including Luton's unmet housing needs; timetable updates; SHMA progress update; and update on evidence base.	Officers from both authorities considered the following to be of cross-boundary significance: <ul style="list-style-type: none"> • Housing needs / requirements and location • Luton Airport Expansion / Century Park Development including in relation to employment matters • M1 Capacity and potential developments at Jct 8a and 10a 	02-10-2013_M
13 th October 2013	LBC, HA	Workshop on route strategies for SEMLEP area	Notes not available

17 th October 2013	LBC, AVDC Meeting between Officers on: identification of cross-boundary 'Strategic Priorities' including Luton's unmet housing needs; timetable updates; SHMA progress update; and update on evidence base.	Both authorities agree to engage regularly on the above Duty to Co-operate issues (and any new issues) and have meetings where needed.	17-10-2013_M
22 nd October 2013	LBC, NHDC	Duty to Cooperate Officer meeting to discuss cross-boundary issues. Matters discussed included housing (SHMA / SHLAA); local plan timetables	22-10-2013_M
7 th November 2013	LBC, CBC	Meeting between Officers on: identification of cross-boundary 'Strategic Priorities' including Luton's unmet housing needs; timetable updates; SHMA progress update; and update on evidence base.	07-11-2013_M
6 th December 2013	LBC, Beds Fire & Rescue Service	Meeting to discuss the approach to the emerging local plan in terms of population growth and spatial strategy/strategic developments – Power Court, Napier Park, LLA etc.	Note not available
17 th December 2013	LBC, CBC	'Road mapping' exercise between Luton, Central Beds and North Herts	Notes not available.

2014			
2 nd January 2014	LBC, CBC	North Luton Framework Plan DtC meeting between Luton and Central Beds.	Notes not available
3 rd January 2014	LBC, NHDC, DDC Duty to Cooperate Meeting	There was a general discussion about the duty to co-operate and how this should be reported in AMRs. All agreed that in future there would need to be a greater emphasis upon outputs rather than processes. It was agreed that JC would attend the SHMA meeting to be held on Tuesday 7th January 2014. Agreed to arrange a follow-up meeting in early Spring. Date and venue tbc.	Note not available
31 st January 2014	LBC, GLA (numerous other stakeholders)	LBC attendance at Mayor of London's launch of consultation on Further Alterations to the London Plan – 31 st January.	Note not available.
13 th March 2014	LBC, CBC, NHDC, AVDC DDC Luton Green Belt Study Workshop / Meeting	Cooperation regarding the definition and revision of the Luton Green Belt, and revision of the Luton Green Belt, and briefing on the current Luton Stage 1 Green Belt Review .	13-03-2014_M
28 th March 2014	LBC, GLA	LBC attending Further Alterations to the London Plan Wider South East Consultation Event	Notes not available

8 th April 2014	LBC, CBC, NHDC, AVDC, MKC, BBC, SBC	SHMA Officers Steering Group Duty to Cooperate Meeting in advance of members meeting.	Note not available.
17 th April 2014	LBC, CBC, NHDC, BBC, AVDC, DDC, SBC, MKC, SACDC, DCLG Duty to Cooperate Members and Officers Meeting and Workshop	Purpose of meeting: plan making process as set out in the National Planning Policy Framework (NPPF) and Planning Policy Guidance (PPG) in terms of determining the objectively assessed housing need. Three Presentations <ul style="list-style-type: none"> - ORS presentation on the Luton & Central Bedfordshire SHMA Refresh to date - Luton BC presentation on development capacity in Luton - Central Beds presentation on Duty to Cooperate (DtC) and how Luton's unmet housing needs might be portioned to neighbouring authorities Agreed Actions <ul style="list-style-type: none"> - Officers and Portfolio Holders to discuss and come back to CP with ideas for discussion for 8th May meeting - ORS to send round facts and figures about migration flows - ORS / Luton BC / Central Beds to circulate draft updated SHMA including Stage 2 (affordability section) - Luton BC to circulate note on employment land. 	17-04-2014_M 17-04-2014_M (Record of Changes to Note)

23 rd April 2014	LBC, GLA Duty to Cooperate	LBC gave the GLA an overview of the constraints it is facing in the Local Plan process. It was agreed that LBC would write a letter to the GLA and it would be forwarded on to the TfL for consideration and further discussion regarding Luton's role in a potential east-west railway line It was also agreed that TfL would be the appropriate organisation for LBC to discuss matters relating to London Luton Airport.	23-04-2014_M
28 th April 2014	LBC, CBC, AVDC, MKC, BBC	Duty to Cooperate Officer Meeting Discussed: <ul style="list-style-type: none"> • Previous Members Meeting • Luton Green Belt Review • SHMA Update • Local Plan Timetables • Gladmans SHMA Letter to GLA	Note not available
8 th May 2014	Luton and Central Bedfordshire Steering Group Meeting	The Steering Group agreed the following actions: As soon as possible: <ul style="list-style-type: none"> • Central Beds to put together MOU draft and circulate to Luton in the first instance. • ORS to draft a 5 page summary of the SHMA for the Members DtC meeting 21st May. • ORS to make /document any outstanding changes needed to the SHMA including: <ul style="list-style-type: none"> o Additional narrative on unattributable change in Central Beds including explanation of difference between mid-year estimate and census data; o Add quantum of housing for the Hemel Hempstead and St Albans HMAs; and 	08-05-2014_M

		<p>o Explain that the EEFM run is from 2012. By COP Tuesday</p> <p>(By 13th May):</p> <ul style="list-style-type: none"> • Steering Group to provide any further comments on the draft SHMA to Kevin Owen. • Steering Group to provide any comments on the draft minutes of the 16th April DtC meeting and draft minutes of 8th May Steering Group meeting to Kevin Owen. • Steering Group to advise on agenda items for the 21st May DtC Meeting. 	
21 st May 2014	LBC, CBC, NHDC, BBC, AVDC, DDC, SBC, MK, St Albans and District Council, ORS Consultants, NLP Consultants	<p>Luton and Central Bedfordshire SHMA Area Portfolio Holders and Officers Meeting</p> <p>Actions:</p> <ul style="list-style-type: none"> • LBC to circulate changes / draft MOU <p>ORS to circulate updated SHMA and Comments Table</p>	21-05-2014_M
4 th September 2014	LBC, NHDC	Duty to Cooperate / Local Plan Officers Meeting	Note not available
24 th September 2014	LBC, CBC Pre submission Development strategy DtC meeting	Discussed issues on CBC's housing approach and confusion over Housing Background paper, the Luton HMA and its distribution – the surplus of sites CBC have than needed via call for sites, further outstanding MoU clarification of CBC offer of a joint Growth study in a letter to LBC director of E&R sectoral employment work and employment land supply.	24-09-2014_M

9 th October 2014	LBC, EA	The meeting was held to understand concerns on the draft local plan that were additional to those stated in their formal representation	09-10-2014_M
9 th October 2014	LBC, NHDC	Wandon/Brickiln Application Duty to Co-operate Officer Meeting – to follow up on actions from 4 th September DtC meeting regarding education and transport	Note not available
17 th October 2014	LBC, NHDC Duty to Cooperate Meeting	Updates on: Local Plan Timetables Evidence Luton HMA Trajectory Employment Land / FEMA Green Belt Review / Studies Retail Viability Transport - Action: Luton will speak to AECOM and request that strategic infrastructure is considered in the round	17-10-2014_M
6 th November 2014	LBC, CBC	_ Duty to Co-operate meeting with Central Beds regarding North Luton Framework Plan	Note not available

2015			
2 nd – 6 th February 2015	LBC, CBC	Participated in Central Bedfordshire Development Strategy Examination Hearings.	Notes not available.
13 th March 2015	LBC, SACDC	Issues:	13-03-2015_M

	Duty to Cooperate Meeting	<p>LLAOL growth studies indicate limited capacity on the A1081 and B653 toward Harpenden</p> <p>SLP proposals will therefore need a Transport Assessment</p> <p>SLP evidence work should Acknowledge Luton’s sub regional economic role – aviation and related engineering – forthcoming Functional Economic Market Assessment work – SLP already ecognises such airport economic benefits (jobs)</p> <p>Significant growth allocations east of Hemel –Hempstead – impact on M1 and M1 J10a</p> <ul style="list-style-type: none"> • Greater London plan – London – Luton – Bedford is a ‘Strategic Coordination Corridor’ and with above issues, including unmet housing need and airport growth – we need to understand the cross boundary transport (investment) implications of cumulative growth and SLP development proposals • Welcome DtC dialogue on such issues. 	
27 th March 2015	LBC, CBC, BBC, NHDC,SBC, AVDC, ORS	SHMA/HMA Steering Group Meeting to review approach to SHMA 2014 refresh in light of 2012 CLG HH and SNPP data releases	27-03-2015_M

20 th April 2015	LBC, CBC, BBC, MKDC, NHDC,SBC, AVDC, EHDC, WHDC, ORS	SHMA/HMA Steering Group Meeting to review ORS paper on methodology and technical issues in order to prepare a SHMA 2015 update.	20-04-2015_M
21 st April 2015	LBC, HE	Duty to Co-operate meeting with Highways England To review the matter of the spatial strategy with respect to balance of homes and jobs; the functional conurbation; unmet housing need; individual and cumulative impacts on the highway network; measures to address pinch points junction/road improvements; and how these would be delivered	Notes not available
11 th May 2015	LBC, CBC, and numerous other authorities.	SHMA/HMA Steering Group Meeting to review ORS SHMA 2015 Update draft outputs; the HMA Refresh 2015 methodology/fee proposal; and the Bedford Borough OAN report	11_05-2015_M Meeting Agenda Note not available
16 th June 2015	LBC, CBC, BBC, MKDC, NHDC,SBC, AVDC, EHDC, WHDC, ORS	SHMA/Housing Market Area Workshop with invited neighbouring authorities	16-06-2015_M
27 th July 2015	LBC, NHDC	Duty to Co-operate and Land east of Luton meeting. <ul style="list-style-type: none"> NHDC update on the status of both the 'live' Bloor Homes application to the east of Luton, and the Crown Estate proposals that have been submitted for scoping/screening. 	27-07-2015_M

		<ul style="list-style-type: none"> • Discussion on schools capacity and provision. • Discussions on transport, and principally highways, impacts that the development may have. LBC explained need for an eastern by-pass, and that this may require a larger scheme of approximately 5,000 homes. • Discussion of Luton HMA Growth Options Study. <p>Update on Local Plans.</p>	
25 th September 2015	LBC, CBC Duty to Co-operate and Growth Options Study with Central Beds	Local Plans Evidence Base Update An agreed approach for the Growth options study was developed with key components and there was a shared view that the Growth Options Study should proceed with early finalisation of the brief, appointment of consultants and completion of the Study.	25-09-2015_M
28 th September 2015	LBC, AVDC (and numerous other attendees)	Central Bucks HEDNA Stakeholder Forum	Note not available
1 st October 2015	LBC, CBC	Functional Economic Market Area Studies Duty to Cooperate meeting with Central Beds	Note not available
11 th November 2015	LBC, DDC Duty to Co-operate Meeting with Dacorum DC.	There was general agreement that Member level discussions jointly or bi-laterally could be very useful and potentially lead to some form of Memorandum of Understanding or Statement of Common Ground. Such an agreement could be drafted on the basis of this agreed note together with any outstanding concerns (if any) identified in representations. It was agreed that a further meeting be held after Dacorum had	11-11-2015_M_3

		examined and responded to the Luton Local Plan.	
11 th November 2015	LBC, AVDC Duty to Co-operate Meeting with Aylesbury Vale DC	There was general agreement that Member level discussions could be very useful and potentially lead to some form of Memorandum of Understanding or Statement of Common Ground	11-11-2015_M_2
11 th November 2015	LBC, CBC Luton Local Plan – Pre Submission Version – Duty to Cooperate meeting with Central Bedfordshire Council	Meeting to discuss Pre-Submission Luton Local Plan, Central Beds approach to their Local Plan and strategic cross boundary matters. There was general agreement that Member level discussions could be very useful and potentially lead to some form of Memorandum of Understanding or Statement of Common Ground.	11-11-2015_M_1
17 th November 2015	LBC, NHDC Duty to Co-operate Meeting with North Herts DC	Meeting attended by Officers to discuss Pre-Submission Luton Local Plan, the North Hertfordshire Local Plan and strategic cross boundary matters. There was general agreement that Member level discussions could lead to some form of Memorandum of Understanding or Statement of Common Ground.	17-11-2015_M

24 th November 2015	LBC, SACDC Duty to Co-operate meeting with St Albans CDC	Local Plans from both authorities and discussion of unmet housing need. DC would produce a draft note which he would send to CB/XX for comment and agreement. After St Albans had responded to the LLP a further officer meeting might be needed as a precursor to the Member level meeting.	24-11-2015_M
26 th November 2015	LBC, BBC Duty to Co-operate meeting with Bedford BC	LBC and BBC will work together to resolve those issues ahead of the submission of the plan.	26-11-2015_M
1 st December 2015	LBC, SEMLEP Meeting with SEMLEP (Hillary Chipping HC)	SEMLEP supported the proposals coming forward in local plans but did not respond in detail on individual plans. She indicated that she would be happy to write a letter of support to the approach in the Plan if this became necessary in due course. SEMLEP explained that the appointment of support would help assist the work on spatial planning and lead to improved organisation of the Planners Group.	01-12-2015_M
2 nd December 2015	LBC, CBC Duty to Co-operate meeting with Central Bedfordshire	Local Plans update Actions: DC (LBC) would produce a draft note which he would send over for agreement. Once CBC had responded to the LLP we would then get in touch	02-12-2015_M

		to see if a further officer meeting might be needed as a precursor to a Member-level meeting (which could cover both local plan.	
3 rd December 2015	LBC, HCC Duty to Co-operate meeting with Hertfordshire County Council	Further modelling work would be undertaken prior to the public examination into the LLP. Herts CC to undertake some sensitivity testing when comparing to the output from their COMET model runs.	03-12-2015_M
18 th December 2015	LBC, SBC Duty to Co-operate meeting with Stevenage Borough Council	The purpose for the meeting was for both Luton and Stevenage to discuss respective plan making with regard to the duty to cooperate and Strategic cross boundary matters and any agreed outcomes from that discussion. Agreed Actions: <ul style="list-style-type: none"> • LBC to draft and circulate note of meeting for agreement. Stevenage welcome a portfolio holder meeting with Luton with a view to progressing an MoU or Statement of Common Ground in relation to the Strategic Priorities and Growth Options Study.	18-12-2015_M

22 nd December 2015	LBC, BBC Duty to Co-operate meeting with Bedford Borough Council	This meeting was convened by officers from the two authorities in order to further clarify respective representations made on each authority's local plan consultations and process of member engagement under the Duty to Cooperate with a view to preparing a Statement of Common Ground between the two authorities.	22-12-2015_M
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2016			
7 th January 2016	LBC, BCC Duty to Co-operate meeting with Buckinghamshire County Council	<p>There was agreement to work together to resolve any outstanding matters and to this end DC agreed to draft a potential Statement of Common Ground.</p> <p>It was felt that Member involvement could be beneficial but that this could usefully be handled by inviting the Bucks CC representative to any meeting between LBC and AVDC Members.</p> <p>DC would produce a draft note which he would send to SW for agreement, and in due course a draft Statement of Common Ground</p>	07-01-2016_M
14 th January 2016	LBC, CBC Duty to Co-operate Meeting – Luton HMA Growth Options Study	<p>To set up a joint meeting to explore CBC outstanding objections with a view to resolving issues and establishing a statement of common ground/ MoU on any remaining areas of agreement and disagreement</p> <p>Circulate a revised GOS brief to N Herts and AVDC and after agreed, circulate the GOS brief the neighbouring LAs outside of the Luton HMA for consultation.</p>	14-01-2016_M Draft

		After this process, a revised agreed GOS brief to be signed by a respective member and Director	
18 th January 2016	LBC, HE Duty to Cooperate Meeting with Highways England.	LBC to provide the detailed model runs for 2031 to AECOM asap, which will have all of the necessary planning and infrastructure assumptions. Highways England to endeavor to analyse these outputs and provide advice to HE in March in order for HE to make a further response prior to local plan submission LBC to consider further comparator 2016 run should exclude A5-M1 link	18-01-2016_M
20 th January 2016	LBC, NE Duty to Co-operate Meeting with Natural England	Meeting to discuss Natural England's representations to the Luton Local Plan. NE to propose specific modifications to the plan to address concerns. LBC to highlight NE concerns on the SA. SA to draw attention to individual aspects of policies that might have significant impacts in their own right. Further actions may be required depending on the outcome of the specific amendments that will be proposed by NE.	20-01-2016_M

26 th January 2016	LBC, NHDC Duty to Co-operate meeting	To discuss Pre-Submission Luton Local Plan, North Hertfordshire Local Plan and strategic cross boundary matters. Meeting attended by Louise Symes, Nigel Smith & A N Other (NHDC) and David Carter & Kevin Owen (LBC) to discuss Pre-Submission Luton Local Plan, the North Hertfordshire Local Plan and strategic cross boundary matters and proposed statement of common ground.	26-01-2016_M_2
26 th January 2016	LBC and Various Developers, Registered Providers Luton Developer and Registered Provider Workshop	Discussion and workshop covering: <ul style="list-style-type: none"> • Local Plan Update – LBC Officers • Local Plan Viability – LBC Officers • Affordable Housing Viability & Policy Approach (Three Dragons) • Luton Housing Market Partnership (all participants) • Discussion Session on Key Issues and Opportunities for delivering housing in the Borough 	26-01-2016_M_1
27 th January 2016	LBC, CCG	Duty to Co-operate Meeting	Handwritten note
27 th January 2016	LBC, DDC	Duty to Co-operate Meeting	27-01-2016_M

28 th January 2016	LBC, AVDC	Duty to Co-operate Meeting. Update on Local Plans, Discussion on scope for Statement of common ground or Memorandum of Understanding	28-01-2016_M
2 nd February 2016	LBC, SACDC	Duty to Co-operate Meeting	Notes not available. LBC awaiting notes from SACDC.
8 th February 2016	LBC, CBC Duty to Co-operate Meeting - Growth Options and Green Belt Studies	Agreed that a further draft of the GoS would be circulated by CBC by Weds and LBC respond by Friday on amended wording. Agreed the same for turning round the Green Belt Study. A ToR for governance purposes covering both these studies would be circulated and include how the Governance would operate – rotating chairs, supporting officer group. Tender selection etc. PRB would investigate the Procurement picture on the studies in signing up to studies commissioned by CBC under their terms An GoS and GB study inception meeting with members and senior officers of LBC, CBC, AVDC and NHDC – CBC would try to set this up either next week or before the 25 th by CBC in order to agree the briefs for sign off at the meeting. Both cllrs P. Castleman and Cllr s. Clark agreed to make themselves available within this timetable	08-02-2016_M 10-02-2016_TOR

11 th February 2016	<p>LBC, BCC, NHDC, DBC, MKC, CBC, BBC, NLP (consultants)</p> <p>Emerging Findings of FEMA Meeting</p>	<p>Presentation of emerging findings by NLP on the FEMA Study. Luton retail catchment area is relatively localised reflecting the current scale and mix of retail provision within the town centre, and proximity of competing higher order centres such as Milton Keynes and Watford.</p> <ul style="list-style-type: none"> • Luton has good levels of transport accessibility by road, rail and air. • Luton Airport draws in just over 1/3rd of passengers from the Greater London area, with its catchment area extending as far North as the Midlands. • Peak and off-peak drive times include Greater London and large areas of the South East/south East Midlands • Transport factors taken in isolation imply a much wider catchment area but unlikely to be practical when weighed against other factors for planning purposes. <p>Next Steps:</p> <ul style="list-style-type: none"> • Define future employment space and land requirements • Consideration of the demand/supply balance • On-going consultation • Submit draft report 	11-02-2016_M (FEMA Workshop Slides)
17 th February 2016	LBC, CBC, AVDC	Duty to Co-operate Meeting – Luton HMA Growth Options and Green Belt Studies	17-02-2016_M
26 th February 2016	<p>LBC, CBC, NHDC, AVDC.</p> <p>Signing of briefs for Luton HMA Growth Options Study</p>	The four Luton HMA authorities signed the tender brief for the Luton HMA Growth Options Study. LBC and CBC sign the tender brief for the Green Belt Study.	26-02-2016_M1 (Green Belt Study Brief)

	(LBC, CBC, NHDC, AVDC) and Green Belt Study (LBC, CBC) by Planning Director and Portfolio Holders.		26-02-2016_M2 (HMA Growth Options Brief)
17 th March 2016	LBC and CBC. Interview consultants for Luton HMA Growth Options Study and Green Belt Study	Joint panel of officers from LBC and CBC interviewing consultants to undertake Growth Options and Green Belt Study studies.	Notes not available
23 rd March 2016	LBC and CBC. Inception Meeting for Luton HMA Growth Options Study and Green Belt Study.	Agreement with consultants on key deliverables, project management, timetable etc.	Notes not available