



## Gilston Steering Group

Thursday 10<sup>th</sup> August 2017  
Wallfields- Room 27

### MINUTES

**Present:**

Councillor Linda Haysey	-	EHC
Liz Watts	-	EHC
Councillor Robert Brunton	-	EHC
Chris Butcher	-	EHC
James Mead	-	EHC
Mary Parsons	-	Places for People (via phone)
David Sprunt	-	Essex County Council
Rich Cooke	-	Essex County Council
Jan Hayes-Griffin	-	Hertfordshire County Council
Anthony Bickmore	-	Neighbourhood Plan Group
Mark Orson	-	Neighbourhood Plan Group
Bob Toll	-	Neighbourhood Plan Group
Jill Buck	-	Widford Parish Council
Paul Riddle	-	Widford Parish Council

**Apologies:** Claire Sime – East Herts Council  
Jamie Cardwell – Essex County Council

#### 1. Introductions

- 1.1 LH began the meeting and set out the agenda.
- 1.2 Members of the meeting introduced themselves.

#### 2. Minutes

- 2.1 LH asked the group to agree the minutes from the previous meeting 11<sup>th</sup> July 2017.
- 2.2 Group agreed the minutes.
- 2.3 LH highlighted the actions from the last meeting. The first action was for Paul Jarvis (Arup- Garden Town Consultant) to produce a report on Network Rail and rail capacity issues in the area.
- 2.4 CB stated that Paul Jarvis has been on annual leave in recent weeks so this report has not yet been produced. CB agreed to speak with Paul Jarvis when he returns to work and chase this report.
- 2.5 LH outlined the second action which was for LW to send round the finalised Terms of Reference to the members of the Steering Group.
- 2.6 LW confirmed that these were sent round with the minutes from the last meeting.
- 2.7 LH stated that the third action was for MP to add an extra column to the Action Log to highlight where the action has come from.



- 2.8 MP explained that instead of adding an extra column to the existing Action Log, she has created an additional Action Log for the Steering Group. As a result of this there are now two separate Actions Logs, one for the Gilston Area community engagement workshops and one for the Steering Group.
- 2.9 LH explained that there was a study visit to Cambourne and Trumpington Meadows on Friday 14<sup>th</sup> July 2017.
- 2.10 BT commented that it was a very constructive and revealing day. The two different developments were contrasting in terms of design and there were some useful lessons that could be learnt from the evolution of these developments.
- 2.11 MP asked if any photos were taken.
- 2.12 LH responded to say that no photos were taken.
- 2.13 MP stated that on future site visits it would be useful for photos to be taken, particularly of features that people did/did not like.
- 2.14 LH agreed that on upcoming visits we will try to take photos.
- 2.15 LW added that following these visits all photos and feedback will be collated and emailed to Places for People.

**ACTION: CB to chase Paul Jarvis regarding Network Rail/rail capacity report.  
LW to collate feedback/photos following future study visits.**

### **3. Update on the District Plan timeline and evidence**

- 3.1 CB explained that the Inspector has issued a guidance note, a draft timetable for part 1 of the hearing sessions and her matters and issues for part 1 of the hearing sessions. These documents have been published on the Council's website at: <https://www.eastherts.gov.uk/article/35050/Examination-Documents> (ED117, ED118 and ED119). The hearing sessions will be split into two parts: part 1 (scheduled for between the 3<sup>rd</sup> October and 12<sup>th</sup> October) will deal with the strategic issues and part 2 (scheduled week commencing 6<sup>th</sup> November) will concern the site allocations and topic chapters. The Inspector has set out a number of matters she wishes to examine during part 1 of the hearing sessions, these include: general matters (duty to co-operate, legal compliance, compliance with national policy), the development strategy, employment and retail, infrastructure and the Green Belt. The Inspector has asked a series of questions regarding these matters and these can be seen in the Issues and Matters document (ED119). The Council now has to respond to these questions and submit a statement dealing with each of the issues, by the deadline of the 18<sup>th</sup> September. If other parties wish to submit hearing statements dealing with the Issues and Matters these must be submitted by 11<sup>th</sup> September. A document setting out the issues and matters for the site allocations and topic chapters is likely to be issued by the Inspector in September.
- 3.2 BT queried whether the 8<sup>th</sup> November had been earmarked as the session on the Gilston allocation.
- 3.3 CB responded to say that the Council have not been informed of which specific sessions the site allocations will be discussed at.
- 3.4 AB highlighted that the 11<sup>th</sup> September is the deadline for hearing statements and for confirmation of appearance at hearings.



- 3.5** CB added that the Inspector has highlighted the Strategic Housing Market Assessment (SHMA) from 2015 as being out of date, therefore the Council in co-operation with its Housing Market Area partners have been undertaking further work with regards to housing need. This further work has concluded that the Objectively Assessed Housing Need for the Housing Market Area requires an uplift from 46,100 (SHMA, 2015) to 51,700. This has then been disaggregated across the four housing market area authorities meaning that the Objectively Assessed Housing Need for East Herts has increased from 16,390 (SHMA, 2015) to 18,396.
- 3.6** AB questioned the time period this new figure relates to.
- 3.7** CB responded to say that the Objectively Assessed Housing Need figure is for the period up to 2033.
- 3.8** BT queried how there can be such a substantial uplift.
- 3.9** CB stated that the methodology that has led to this uplift is set out in the paper. Various complex datasets have been used to calculate this new figure and the CLG 2014-based household projections have been utilised.
- 3.10** LH commented that the Council has always known that the CLG 2014-based household projections would have to be taken into account.
- 3.11** AB queried whether a link to this document can be provided.
- 3.12** This additional work can be seen on the Council's website at:  
<https://www.eastherts.gov.uk/article/35050/Examination-Documents> under:  
ED112- West Essex and East Hertfordshire Strategic Housing Market Assessment: Establishing the full Objectively Assessed Need.
- 3.13** LH commented that the District Plan was always planning to deliver in excess of the 16,390 figure identified in the SHMA, 2015, in order to recognise the likely upward trend in housing need.
- 3.14** CB explained that the Council are submitting some additional evidence on 11<sup>th</sup> August as part of an updated Housing Topic Paper. This shows that the Council are now meeting the Objectively Assessed Housing Need, as a result of recent completions and commitments across the District. This additional work can be seen on the Council's website at:  
<https://www.eastherts.gov.uk/article/35050/Examination-Documents> under:  
ED121- Updated Housing Topic Paper.
- 3.15** JB queried which area this 18,396 figure covers.
- 3.16** CB explained that the 18,396 figure covers the whole of the District of East Herts and the 51,700 figure covers the Housing Market Area (East Herts, Epping Forest, Harlow and Uttlesford).
- 3.17** BT queried whether the completions and commitments will help the Council meet its 5-year housing requirement.
- 3.18** CB responded to say that the Objectively Assessed Housing Need has increased and therefore the 5 year housing requirement has also risen. As a result of this, the five year housing requirement is still very challenging.
- 3.19** AB asked if there was any other additional evidence coming forward that the community should be aware of. The community have a short timeframe to analyse these new pieces of evidence.
- 3.20** LH understands the concerns, however the Council have to work to the timeline of the Examination.
- 3.21** CB commented that it is not possible for the Council to produce a piece of evidence and then draw a line underneath it. The Council will have to continue to provide new sources of evidence to keep the evidence base up to date.



- 3.22** DS highlighted that Essex County Council are currently undertaking further transport modelling in relation to the potential need to deliver a Harlow Northern Bypass.
- 3.23** AB commented that it would be useful to have this strategic transport modelling early.
- 3.24** CB added that Hertfordshire County Council are also doing some transport modelling work on the A414 and the mitigation required on this corridor.
- 3.25** JHG commented that this transport modelling will feed into the Local Transport Plan 4, which there will be a public consultation on in autumn 2017.
- 3.26** BT queried whether consultation on the Local Transport Plan 4 should be delayed until after the examination of the East Herts District Plan, as there will be more clarity regarding Gilston at this time.
- 3.27** JHG responded to say that this would not be appropriate as the Local Transport Plan 4 looks at the whole of Hertfordshire, not just East Herts. In addition, there will further preparation stages before LTP4 is adopted.

#### **4. Community Advisor submissions**

- 4.1** AB explained that two excellent tenders were received, one from Urban Silence and the second from Hester Architects. The Neighbourhood Plan Group has reviewed the two proposals and have decided that they would like to commission Urban Silence. It is important to note that these will be wider community advisors who will work with all the local community, not just Eastwick and Gilston Parish Council and Hunsdon Parish Council.
- 4.2** MP added that she has not been able to contact Urban Silence yet as they have been out of the office. She will contact them next week to get them in place as soon as possible.

**ACTION: MP to contact Urban Silence.**

#### **5. Concept Framework consultation**

- 5.1** MP explained that Places for People hosted an exhibition at the Manor of Groves Hotel on Saturday 5<sup>th</sup> August which over 120 people attended. Places for People are currently in the process assessing the feedback received. All the feedback cards completed on the day have been sent to East Herts. A lot of the comments made on the day were related to strategic infrastructure, particularly transport and hospital capacity.
- 5.2** CB confirmed the East Herts have started to receive the feedback forms and there have been responses to the consultation submitted by email. The Council advertised the consultation in a number of ways including: the website, press release, radio interview and social media.
- 5.3** JB raised concerns that the consultation has not been widely publicised. Widford Parish Council received a number of posters but many of the other local communities did not. The leaflet drop did not happen in Widford and other parishes. In addition, the drop-in session at the Manor of Groves Hotel was inadequate. There were no signs directing people to the exhibition and there were numerous other events taking place at the Hotel, this created confusion for many people. The whole event needs to be repeated.



- 5.4 MP responded to say that Places for People are looking into the leaflet distribution to understand what happened. The event was publicised through various other means including: press release, social media and posters. The event had a good turnout with residents from a number of local towns and villages attending.
- 5.5 MO stated that there were gaps in the distribution of leaflets, therefore it seems reasonable to extend the consultation. MO asked whether another event should be organised.
- 5.6 MP did not feel another Concept Framework exhibition event would be possible. The community who did not attend the event still have the opportunity to comment and all the information is on both the Places for People and the Council's websites. On the Places for People website there are also electronic versions of the exhibition boards which were on display at the event.
- 5.7 CB confirmed that it would be useful for the Council to provide a link to the exhibition boards on its website.
- 5.8 LW suggested that the Parish Councils and the Neighbourhood Plan Group should have until the 1<sup>st</sup> October to submit their response to the consultation.
- 5.9 Group agreed that this is appropriate as it will allow the Parish Council and Neighbourhood Plan Group to work with Urban Silence.
- 5.10 AB queried whether the consultation is Places for People or East Herts led, as there has been confusion regarding this.
- 5.11 CB confirmed that it is an East Herts consultation.
- 5.12 AB stated that the Neighbourhood Plan Group and the Parish Councils now need to set up a meeting with Urban Silence. The Concept Framework is an official document so a response is required to the consultation.
- 5.13 AB explained that Allies and Morrison have scheduled a 20 minute phone conversation regarding Garden Town visioning with stakeholders such as the Neighbourhood Plan Group. Concern is expressed at the length of this phone call for such an important piece of work.
- 5.14 DS commented that he had this phone conversation with Allies and Morrison and it was longer than 20 minutes. The 20 minute figure is a rough guide for how long the conversation could be depending on the content of the discussion.

**ACTION: The Council to put a link to the Places for People exhibition boards on the website.**

**6. Update on community engagement programme for outline planning application**

- 6.1 MP explained that on the 9<sup>th</sup> September Places for People will be hosting a local event at the Plume of Feathers. A postage invite will be sent round to the local community. There will then be an event which is likely to take place on the 16th September at the Manor of Groves Hotel and then an event in Harlow which a date is being finalised for. At these events Places for People will explain what the outline planning application is likely to look like and what it will contain. The outline planning application is the next stage following the Concept Framework. The Concept Framework will be used to inform the outline planning application and future masterplanning.



- 6.2 AB queried the conditions that would be part of the outline planning application and how these will be managed.
- 6.3 CB responded to say that conditions will be considered once the application has been submitted.
- 6.4 JHG commented that detailed information on infrastructure (e.g. location of schools) and design principles will come forward at a later stage.
- 6.5 MP highlighted that the exhibition boards from the 5<sup>th</sup> August include references to infrastructure investment from Places for People. The trigger points for providing infrastructure have not yet been agreed.
- 6.6 RB queried whether it is too early to be looking at Construction Management Plans.
- 6.7 CB responded to say that this is a question for Development Management and CB will pass this onto Kevin Steptoe.
- 6.8 RC commented that it would be useful for a schedule or flow chart to be produced that shows the different stages this allocation has to go through, it could also show the remaining opportunities the community will have to comment on the proposal.
- 6.9 CB agreed that this would be helpful, however it may be difficult to pinpoint specific dates for each of the stages.
- 6.10 MP concluded that engagement on the Concept Framework has been led by East Herts, however further engagement regarding the outline planning application will be led by Places for People.

**ACTION: CB to produce a schedule/flow chart showing the stages the Gilston allocation still has to go through and the remaining opportunities the community have to have an input.**

## **7. Legal agreement**

- 7.1 LW confirmed that a draft legal agreement has been received by the Council. This has been passed to the legal team who have not yet had an opportunity to review it.

## **8. Update on Garden Town work**

- 8.1 CB highlighted that Paul Jarvis from Arup (Garden Town consultant) gave a presentation at the last Steering Group meeting on the progress of the Garden Town work. Work on the sustainable transport corridor is ongoing and a consultant will be appointed to work on this project shortly.
- 8.2 CB explained A&M's ongoing work regarding visioning. A number of telephone interviews had been undertaken and a pop up stall at the Harlow 70 fun day had been set up where the public were asked for their views on four themes: homes & placemaking, movement, health & wellbeing, economy and landscape. There is also a workshop that will take place on 13<sup>th</sup> September, invites for which will be sent out next week.
- 8.3 LW agreed with an earlier point from AB that a 20 minute phone conversation with stakeholders is not adequate and highlighted the importance of trying to get Allies and Morrison to the next Steering Group meeting.



- 8.4 AB expressed concern that Allies and Morrison are urban architects and the Gilston vision of a series of villages set in a rural environment is not the kind of scheme they normally work on. He stated that Allies and Morrison normally work on urban extensions not rural developments like Gilston. It is important that the leader's commitment to a quality development is stressed.
- 8.5 MP stressed the importance of the Allies and Morrison work abiding to the site allocation principles and village masterplan approach.
- 8.6 LW commented that she has worked with Allies and Morrison on a number of projects and she has always found their work to be sensitive to the area and environment.
- 8.7 CB commented that the starting point for Allies and Morrison's work in relation to Gilston will be the emerging District Plan policies and the Gilston Concept Framework.
- 8.8 JHG highlighted that the Allies and Morrison work should not undo the huge amount of work that has been done up to this point. It would have been helpful to have their work earlier.
- 8.9 CB agreed it would have been helpful, however given the limited timescale since the announcement of the successful Garden Town bid it would not have been possible to complete the work any earlier.
- 8.10 CB explained that there is ongoing work being undertaken with regards to air quality and how the impact of development on Epping Forest can be mitigated.

**ACTION: CB to contact Allies and Morrison to confirm attendance at next Steering Group meeting.**

## **9. Steering Group Action Log**

- 9.1 LW highlighted that there were now two separate Actions Logs, one for the Gilston Area community engagement workshops and one for the Steering Group.
- 9.2 MO highlighted the action relating to sewerage capacity as a major concern. This action was raised in January yet the status of it is still says 'works underway'.
- 9.3 CB responded to say that the Council are reliant on Thames Water for updates with regards to sewerage capacity. The Council has received an updated Position Statement from Thames Water regarding the capacity of the Rye Meads Sewerage Works. This statement considers that from an effluent stream point of view there is likely to be capacity up to 2036. There may need to be upgrades in the sludge and storm streams but the site is expected to have sufficient capacity in all streams by 2026. The updated Position Statement can be viewed on the Council's website at:  
<https://www.eastherts.gov.uk/article/35050/Examination-Documents>, under reference ED108- Thames Water Greater Harlow Position Statement.
- 9.4 DS added that Thames Water have a statutory duty to provide sewerage capacity for additional development.
- 9.5 JHG commented that any sewerage capacity issues will be tested by the Inspector through the examination process.



- 9.6 AB raised concerns that the Parish Councils and the Neighbourhood Plan Group are not being made aware of additional evidence that is being submitted to the examination.
- 9.7 LH suggested that the Council provide a note showing the additional evidence submitted to the examination.
- 9.8 BT raised concerns that a number of the actions which were identified in January are still noted as 'works underway' (amber).
- 9.9 MO suggested that a number of the actions on the list have moved on and the document requires updating.
- 9.10 CB confirmed that he would update the Action Logs for the next Steering Group meeting.

**ACTION: CB to update the Action Logs. Post-meeting note: all additional evidence submitted to the examination can be viewed on the examination documents webpage at:**

**<https://www.eastherts.gov.uk/article/35050/Examination-Documents>**

## **10. AOB**

- 10.1 LH highlighted that there is a Gilston community engagement workshop on the 31<sup>st</sup> August at the Hunsdon Village Hall.
- 10.2 MP added that the focus of this workshop will be to identify infrastructure deficits that already exist.
- 10.3 LH queried whether a representative from Network Rail has been invited to this workshop.
- 10.4 LW confirmed that this is being followed up and it is hoped that Network Rail will attend the workshop.
- 10.5 LH queried whether the upcoming workshops regarding infrastructure should be structured so that specific topics are discussed at the different workshops.
- 10.6 AB responded to say that the upcoming workshop should just look at the infrastructure deficits that already exist. Workshops in the future will deal with the additional infrastructure that is required to mitigate the impact of the Gilston site.
- 10.7 JB questioned whether sustainable transport will be discussed at the workshop.
- 10.8 LH confirmed that this will need to be looked at and representatives from Hertfordshire County Council and Essex County Council will be attending the workshop.
- 10.9 MP commented that she is away from the 21<sup>st</sup> August, therefore the agenda for the workshop will be finalised next week (week commencing 14th August).
- 10.10 BT highlighted that the Hunsdon Village Hall has a drop down screen that can be used during the workshop if this is useful.
- 10.11 JHG queried whether the venue is large enough for the amount of people who will be attending the event.
- 10.12 BT confirmed that the Hunsdon Village Hall will be big enough.
- 10.13 LH added that members from Harlow Council will also be invited to the workshop.
- 10.14 MP queried whether any additional study visits had been organised.



10.15 LH responded to say that we will be visiting Chilmington, Ashford on the 23<sup>rd</sup> of September. We are still awaiting confirmation of who will be attending this visit. We are also looking to organise the visit to Alconbury, Cambridgeshire.

10.16 MP added that the visit to Alconbury could be very useful as Allies and Morrison were involved in the design of this development.

10.17 AB queried whether future study visits invitations could be sent as electronic diary invites.

10.18 LW confirmed that this should be possible.

10.19 LH added that we are also looking to set a date for a visit to Poundbury, Dorset.

**ACTION: LW to chase up Network Rail about attendance at the Gilston community engagement workshop on the 31<sup>st</sup> August.**

**Date of next meeting:** 20<sup>th</sup> September 2017 (19:00) at Wallfields

**Date of next workshop:** 31<sup>st</sup> August 2017 (18:00) at Hunsdon Village Hall

**Other useful dates:**

- 9<sup>th</sup> September 2017: Local event for Community and Parish Councils (Plume of Feathers, Gilston)
- 23<sup>rd</sup> September 2017: Study visit to Chilmington, Ashford