



Gilston Area Steering Group Meeting

Thursday 9th August 2018 – 19.00

East Herts Council Offices

Minutes

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|--------------|----------------------------|---|---|
| Present: | Bob Toll (BT) | - | Chair Hunsdon Parish Council (HPC) |
| | Mark Orson (MO) | - | Chair Eastwick & Gilston Parish Council (E&GPC) |
| | Anthony Bickmore (AB) | - | Chair Hunsdon, Eastwick & Gilston Joint Neighbourhood Planning Group (NPG) |
| | Janine Bryant (JB) | - | (NPG) & (E&GPC) |
| | Jill Buck (JBu) | - | Chair Widford Parish Council (WPC) |
| | Mary Parsons (MP) | - | Places for People (PfP) |
| <u>Chair</u> | Cllr Linda Haysey (LH) | - | Leader East Herts Council (EHC) |
| | Liz Watts (LW) | - | Chief Executive (EHC) |
| | Claire Sime (CS) | - | Service Manager Policy (EHC) |
| | Adam Halford (AH) | - | Project Officer (EHC) |
| | Sara Kocks (SK) | - | Project Co-Ordinator (EHC) |
| | David Sprunt | - | Essex County Council (ECC) |
| Apologies: | Claire Hamilton | - | Garden Town Director (GT) |
| | Rich Cooke | - | (ECC) |
| | Cllr Danny Purton (DP) | - | Councillor for Harlow Council (HC) |
| | Simon Pipe | - | Customer & Media Services Manager (HC) |
| | Sam Robert Clark | - | Clerk for High Wych Parish Council (HWPC) |
| | Jan Hayes-Griffin | - | Asst. Director Planning, Strategy (HCC) |
| | Chris Lovegrove | - | City & Provincial Properties (CPP) |
| | Taryna Surtees-Moss (TS-M) | - | Communications Manager (EHC) |
| | Cllr Bob Brunton (BB) | - | Hunsdon Ward District Councillor (EHC) |
| | Kevin Steptoe (KS) | - | Head of Planning (EHC) |
| | Cllr Eric Buckmaster (EB) | - | Sawbridgeworth Division Hertfordshire County Councillor (HCC) & Sawbridgeworth Ward District Councillor (EHC) |

1. Welcome & Apologies

- 1.1 LH welcomed everyone to the meeting.
- 1.2 AH confirmed apologies received as set out above.

2. Minutes & actions of previous meeting

- 2.1 LH introduced the minutes of the last meeting of 12th July (Appendix 2A).
- 2.2 JB requested clarification to paragraph 4.4 relating to the District plan monitoring processes, that the comment included querying what role the Steering Group may play in monitoring.
- 2.3 AB requested clarification to paragraph 5.3 relating to the Steering Group's request for information from HCC and ECC on the A414 Strategy and River Crossings, the request included attendance of appropriate representatives in order to explain this to the Steering Group.
- 2.4 Subject to the above clarifications the minutes were agreed as a correct record.
- 2.2 LH went through the actions of the previous meeting:
 - Para 2.2 MP/AB confirmed they are liaising to arrange a meeting to discuss the Neighbourhood Plan and how they can work together.
 - Para 2.2 MP circulated a note from PFP setting out for the community what the Places for People planning applications will cover.
 - Para 2.2 It was agreed that the Steering Group will meet separately to discuss Stewardship.
 - Para 2.2 Mary Parsons circulated a proposal to assess local Housing needs.
Action: comments to be provided on proposed approach.
 - Para 2.2 (Para 4.9) AH confirmed that a Quality Review Panel Briefing Note was circulated to the Steering Group.
 - Para 2.2 (Para 9.5) EHC will prepare a note to share for a future Steering Group Meeting on how the Council, developers and Community can endeavour to involve younger generations in the planning process.
Action: AH to circulate a note for discussion.
- Para 6.5 MP confirmed the circulated note includes references to the PFP's planning process.

- Para 8.1 AH confirmed the programmes are being updated and will be circulated.
- Para 9.1 A workshop with the NPG was confirmed to take place on the 8th September to discuss Stewardship. The 13th October was not considered suitable.

3. Harlow & Gilston Garden Town update

- 3.1 LH announced there is a current job advert out for an Independent Chair for the Garden Town Member Board.

Action: AH to circulate details.

- 3.2 AH thanked those members of the group for providing feedback to the Garden Town Vision consultation in July. AH confirmed that the next steps will be that officers from all five Councils will review the range of comments received and will work together to shape the final Vision for the Garden Town. The final Vision document would then be discussed by Members at the Garden Town Board. A joint report would then be taken back to each of the District Councils with recommendation to approve the Garden Town Vision as a material planning consideration. It is estimated that this would take place in September or October 2018. The report would set out the feedback received to the Vision and how this shaped the final Vision document.
- 3.3 LW indicated that a bid has been made to Homes England for resources to expand the Garden Town team with match funding from the Districts and Counties.
- 3.4 AB expressed concerns regarding whether changes might take the democratic responsibility for the planning process away from the District and County Councils.
- 3.5 LH confirmed that East Herts remains the local planning authority.

4. East Herts District Plan Update

- 4.1 AH indicated that the Council have scheduled a meeting on 11 September to consider adoption of the District Plan.
- 4.2 AH confirmed the final Gilston Area Concept Framework document was approved by Full Council as a Material Planning Consideration on 25 July 2018.
- 4.3 AH circulated a brief for the proposed Gilston Area Development Charter, introducing the proposed document and process for preparing this as a Supplementary Planning Document that will be a Material Planning Consideration for future planning proposals in the Gilston Area.

Action: Steering Group Members invited to review and provide any comments by Thursday 23rd August.

- 4.4 MP indicated concerns that basing the Charter on the principles set out in the Garden Town Vision would not be specific to the Gilston Area and that it should instead be based upon the Concept Framework and the Garden City Principles set out in the District Policy. MP suggested the process should be inclusive with the landowners and the community.
- 4.5 AH welcomed receiving comments on the brief but clarified that the Charter is certainly intended to be specific to the Gilston Area and that both the District Policy and the Concept Framework are identified in the Brief as fundamental to shaping the Charter. The Gilston Area forms a part of the Garden Town and the Councils are committed to delivering growth throughout the Garden Town to a consistent high quality with the Garden Town Vision produced to support this. The Council will need to lead the process in order to ensure that it meets requirements as a Supplementary Planning Document but the Brief sets out how this will be undertaken in a collaborative approach.

5. **Other District, County and Neighbourhood Planning Updates**

- 5.1 AH agreed to re-contact HCC and ECC to request attendance at the September Steering Group Meeting to explain the work that is being undertaken on the A414 Strategy and the background to the River Crossings assessment undertaken as part of the District Plan process.

Action: AH to request HCC and ECC highway officer attendance at next steering group.

- 5.2 BT observed that it is important to understand if the nature of the A414 will change which might increase its use and therefore impact on the communities that it passes, including the route through to the new river crossing.
- 5.3 JB asked when the Harlow end of the A414 will be assessed in this study.
- 5.4 DS indicated that it was an HCC study but that ECC's understanding is that it will look at a strategic level at the entire length of the A414 from Hemel Hempstead across to Harlow simultaneously rather than on a section by section basis with consultation expected later this year. DS confirmed that at present the A414 principally connects settlements on the corridor with a rough estimate in the Harlow Area of only around 15% of traffic using the route to pass through Harlow.
- 5.5 DS updated progress on delivery of the new motorway junction 7a, some works for which are proceeding relating to diversion of services to allow construction. The delivery programme allows for opening of the junction in 2022 or earlier.

5.6 AB acknowledged the offer of support for the joint Neighbourhood Plan Group from the Council's Neighbourhood Plans officer which they would take up in due course once they have had further discussions with PfP.

6. Promoter/Developer Updates

6.1 MP tabled a note on the content of the proposed PfP Outline Planning Application.

Action: CL to complete section on City & Provincial Properties.

6.2 MP tabled a note on the feedback received from the PfP and CPP joint exhibition on Transport and from a subsequent meeting of Pye Corner residents.

6.3 MP tabled a proposal for undertaking a local Housing Needs Survey to establish a local evidence base of current housing need and aspirations that could help refine Places for People proposals.

Action: Steering Group members invited to provide any comments to PfP.

6.4 LH noted that such surveys may need to be repeated over the life of the project.

7. Steering Group List of Matters

7.1 AH introduced the Steering Group List of Matters and confirmed that all matters highlighted for this meeting had been discussed.

8. Steering Group Programme

8.1 AH indicated that updated steering group programmes will be circulated at a future steering group meeting.

Action: AH to circulate updated programmes.

9. Any Other Business

9.1 A request was raised for an additional representative of Hunsdon Parish Council to attend future Steering Group Meetings.

- 9.2 It was indicated that there are agreed Terms of Reference for the Steering Group that indicates membership consisting of one representative from each Member organisation, with substitutes attending where necessary. For additional representatives to be added to the Steering Group the agreed Terms of Reference would need to be changed which would be a matter for the whole Steering Group to discuss and agree.
- 9.3 It was agreed that encouragement should be given for a representative of High Wych to attend.
- Action:** EHC to write to High Wych Parish Council encouraging future engagement in the Steering Group.
- 9.4 AB raised the request for a workshop with the NPG to look at the nature of assets that will require stewardship and what forms this could take involving the community so that knowledge could be shared. It was agreed that a meeting will be held on Saturday 8th September with the NPG, EHC, PfP and CPP.
- Action:** AB/AH/MP/CL to co-ordinate stewardship discussion on Saturday 8th September.
- 9.5 AB raised the suggested date of 13th October for a future workshop. This date was not suitable, however, it was agreed that Saturday 6th October would be targeted for the first workshop on the Gilston Area Charter.
- Action:** AH to co-ordinate workshop for Saturday 6th October.
- 9.6 AB updated that resources for the NPG are being discussed with Pfp.

The meeting closed at 9.00pm.

Date of next meeting: Thursday 6th September at 7.00pm (East Herts Council)