



Gilston Area Steering Group Meeting

Thursday 17 May 2018 – 19.00

East Herts Council offices, Wallfields, Hertford

Minutes

Present:	Bob Toll (BT)	-	Neighbourhood Plan Group (NPG)
	Mark Orson (MO)	-	NPG
	Janine Bryant (JB)	-	NPG
	Anthony Bickmore (AB)	-	NPG
	Jill Buck (JBu)	-	Widford Parish Council (WPC)
	Mary Parsons (MP)	-	Places for People (PFP)
	Chris Lovegrove (CL)	-	City & Provincial Properties (CPP)
	Cllr Eric Buckmaster (EB)	-	HCC (noted also an EHC Cllr)
	Cllr Danny Purton (DP)	-	Harlow Council (HC)
	Simon Pipe (SP)	-	HC
	Rich Cooke (RC)	-	ECC
	Cllr Linda Haysey (LH)	-	East Herts Council (EHC) - Chair
	Cllr Bob Brunton (BB)	-	EHC
	Liz Watts (LW)	-	EHC
	Kevin Steptoe (KS)	-	EHC
	Adam Halford (AH)	-	EHC

Apologies:	Taryna Surtees-Moss	-	EHC
	David Sprunt	-	ECC
	Claire Hamilton (CH)	-	Garden Town Director (GT)

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 05 April (Appendix A). The minutes were agreed as a correct record subject to the following clarifications:

Paras 4.5 and 4.6: should refer to residents of Gilston as a whole, not just Terlings Park and Pye Corner.

Para 4.9: It was noted that HGVs would be travelling through/closer to Gilston, not just Hunsdon.

Para 4.10: Bob Toll noted that he was inquiring who is *promoting* the second crossing – ECC or PFP (wanting to know who will submit the planning application, be responsible for the CPO etc). It was noted that it could be a single or joint applicant, with PFP being named on the application. EHC have already decided at full council that they are prepared in principle to CPO land if necessary.

Para 6.4: Mary Parsons noted the engagement strategy needed to explain what the different stages of the process will include and who will be responsible for what.

Para 8.1 and 8.3: Anthony Bickmore noted he thought this was a development charter not a design charter. Mary Parsons noted she doesn't mind what is called at this stage. Adam Halford noted that these things can mean different things to different people and it is important to define what is being proposed so that all are clear what to expect.

2.2 LH went through the actions of the previous meeting:

Para 2.6. Adam Halford tabled a note upon Gypsy and Traveller provision and how the District Plan is seeking to address the District's needs.

Para 2.10 Adam Halford confirmed that the Council had noted the request that examples be given of appropriate developments that were considered to represent good examples that could inform the masterplans for the Gilston Area. Where the Council is able to do so it will endeavour provide this at an appropriate stage in the process.

Para 3.3 Adam Halford confirmed that revised Terms of Reference were circulated with the agenda.

Para 3.5 Adam Halford confirmed that the Council has contacted Chair and Clerk of High Wych Parish Council questioning whether the Parish wishes to maintain a standing invitation to the Steering Group and to request confirmation who their representative should be.

Para 4.4 Adam Halford confirmed an engagement note for the Garden Town Spatial Vision was circulated on 13 April 2018. No comments have been received. The proposed date of engagement has been postponed and a revised note will be circulated when a new date is determined.

Para 4.14 Adam Halford indicated that discussion on a strategic level explanation to residents on transport has been noted as an action for the Steering Group. Mary Parsons will fix a date (Saturday), and asked for suggestions. There was discussion about using a workshop approach where appropriate.

Para 5.2 The draft 5 year programme has been circulated by Adam Halford.

Para 6.3 Adam Halford confirmed that word versions of the draft Engagement Strategy were circulated on 05 April 2018 and thanked the Neighbourhood Planning group for their detailed comments. He will bring a second version of the document back to the June meeting. Anthony Bickmore noted that it may be helpful to refine this document in a smaller group or separate meeting and Adam Halford agreed to fix this.

Para 8.5 Adam Halford confirmed that a copy of the TCPA response to the NPPF was circulated on 06 April 2018.

3. Harlow & Gilston Garden Town update

3.1 The Garden Town Spatial Vision document is being finalised and will be shared with the Steering Group before public consultation during the first two weeks in July. It was noted that the vision will apply to all sites within the Harlow and Gilston Garden Town area (including East Herts, Epping Forest and Harlow sites). Anthony Bickmore raised a concern that the seven villages in Gilston are distinct from the other urban extensions around Harlow and Danny Purton noted that much of the Gibberd vision was around separate settlements within one town. Mary Parsons noted that the brief for the spatial vision was clear that it should not undermine the significant work already undertaken for Gilston.

3.2 The high level Transport Strategy setting out the principles for movement including the corridors plan is running in parallel with the Spatial Vision and it is hoped that it will be ready to be presented in July.

3.3 Anthony Bickmore asked if minutes of the Garden Town board meetings are published and Linda Haysey confirmed that there is a plan to publish a record of each meeting, and that there will be a garden town website where these minutes will be posted.

Action: AH to follow up garden town board minutes with Claire Hamilton

4. East Herts District Plan Update

4.1 The main modifications consultation has concluded and the inspector hopes to produce a report for 'fact checking' by the council at the end of May/June. The council will have two weeks to 'fact check' (in confidence – it cannot be shared outside the council at this time) and then it is hoped the inspector will publish the final report towards the end of June. Once the final report is received it will go through the council's democratic process culminating in adoption by full council. Extra meetings may be called if necessary to complete the process.

5. Other District, County and Neighbourhood Planning Updates

- 5.1 Danny Purton noted that **Harlow's 'Regulation 19'** consultation will start week commencing 28 May 2018. He noted that the town centre has been taken out of the local plan and will have a 'town centre action plan' which will follow approximately three months afterwards. He further noted that significant numbers of town centre employment sites have been lost to residential (low cost flats) under permitted development which is a significant issue for the town. These conversions come with no funding for infrastructure such as education, play facilities etc. Linda Haysey noted that Epping Forest's local plan has been delayed by a Judicial review which is likely to be heard later this month.
- 5.2 Eric Buckmaster noted that **HCC** are creating a new Growth and Planning team to be able to provide more support to large sites.
- 5.3 There was a discussion about the process for completion of the **Eastwick and Gilston** neighbourhood plan and it was agreed that the group should discuss this further with Places for People as the substantive landowner. Kevin Steptoe noted that the Policy team at EH can provide advice and support. Bob Toll noted that vis-à-vis the **Hunsdon** neighbourhood plan, a steering group has formed and are making progress.

Action. NPG and PFP discussion

6. Promoter/Developer Updates

- 6.1 Mary Parsons noted that they are still aiming to submit a planning application by the end of July. While EH will obviously lead on the statutory side of consultation PFP will be providing informal briefings for residents.
- 6.2 It was noted that PFP and CPP have formally 'de-coupled' they are still working closely together.
- 6.3 There was a discussion around the linkages between the local plan, planning applications and neighbourhood plans and what will be included in the various documents. Kevin Steptoe noted that the developer planning application cannot be delayed by the Planning Authority to await the neighbourhood plan. It was agreed that the NPG and PFP need further discussion on the issue of the links between the NP and the application.
- 6.4 **Action. NPG and PFP to discuss issue in 6.3 above.**
- 6.5 **Action: Mary Parsons agreed to produce a note to set out what will be in which application (PFP and CPP).**

6.6 Chris Lovegrove gave an update on the minerals extraction site and he suggested that there is a meeting on 12 June onsite. Eric Buckmaster noted that he had not been invited to this meeting.

7. Steering Group List of Matters

7.1 Some issues had already been addressed during the meeting and are not repeated below.

7.2 Concept Framework – Adam Halford noted that a report is being prepared by EH which will go through the democratic process culminating in full council in July. Anthony Bickmore asked what had happened following the February meeting and Adam Halford confirmed that the *key* points raised will be amended in the document. His report will set out where the comments will be addressed moving forward. From this point onwards, the Concept Framework and the report are effectively ‘married’ and will need to be read as one document. It was agreed that the NPG would be sent a copy of both documents a couple of days prior to publication on EH website.

7.2 **Action: Adam Halford to distribute early copy of his report.**

7.3 Community Engagement was discussed. Linda Haysey noted the need to ensure consultation with young people.

7.4 **Action: Mary Parsons confirmed that she was still happy to arrange the briefing with the TCPA for the NPG.**

8. Steering Group List of Matters

8.1 Adam Halford referred to the ‘List of Matters’ and various items were briefly touched on, including the study trip to Almere and the Gypsy and Traveller provision.

9. Steering Group Programme

9.1 Danny Purton suggested that the hospital should be added to the programme, and Adam Halford noted that there is not a lot of information available at the moment but agreed that it can be added.

Action: Adam Halford to add PAH to programme.

9.2 Anthony Bickmore raised a concern that there seems to be a lot of work being prepared for consultation currently and that he did not want to have a similar experience as last year when the community were expected to respond to significant documents in the Summer period.

10.0 Any Other Business

10.1 Mary Parsons noted that she had had a very productive discussion with EH Strategy team and that a piece of work on local housing needs would be very useful. There was significant support for this and Mary Parsons agreed to bring something to the next meeting.

10.2 **Action: PFP to bring proposal on housing needs assessment to the next meeting.**

The meeting closed at 8.35pm.

Date of next meeting: 21 June at 7.00pm at East Herts Council offices, Wallfields, Hertford