



Gilston Area Steering Group Meeting

Thursday 05 April 2018 – 18.30

East Herts Council offices, Wallfields, Hertford

Minutes

Present:	Bob Toll (BT)	-	Neighbourhood Plan Group
	Mark Orson (MO)	-	Neighbourhood Plan Group
	Janine Bryant (JB)	-	Neighbourhood Plan Group
	Anthony Bickmore (AB)	-	Neighbourhood Plan Group
	Jill Buck (JBu)	-	Widford Parish Council
	Cllr Linda Haysey (LH)	-	EHC
	Cllr Bob Brunton (BB)	-	EHC
	Kevin Steptoe (KS)	-	EHC
	Taryna Surtees-Moss (TS-M)	-	EHC
	Adam Halford (AH)	-	EHC
	Thomas Howe (TH)	-	EHC
	David Sprunt (DS)	-	Essex County Council
	Mary Parsons (MP)	-	Places for People
Apologies:	Chris Lovegrove (CL)	-	City & Provincial Properties
	Liz Watts (LW)	-	EHC
	Jan Hayes-Griffin (JH-G)	-	Hertfordshire County Council

1. Welcome & Apologies

- 1.1 LH welcomed everyone to the meeting.
- 1.2 AH confirmed apologies received from: Liz Watts; Chris Lovegrove; and Jan Hayes-Griffin.

2. Minutes & actions of previous meeting

Appendix A. Gilston Area Steering Group Minutes 07/12/2017 (introduced by EHC, item 2)

- 2.1 LH introduced the delayed minutes of the meeting of 7 December (Appendix A).
- 2.2 The minutes of 7 December were agreed.

- 2.3 LH introduced the minutes of the last meeting of 28 February (Appendix B).
- 2.4 AH advised that Cllr Bob Brunton has been added to the minutes of the meeting of 28 February 2018.
- 2.5 JB requested that paragraph 22 clarify that the road passes through Gilston between Pye Corner and Terlings Park.
- 2.6 JB reminded the group that Gypsy and Traveller provision was raised under AOB.
- 2.7 **Action.** Group requested the attendance of a policy officer for the following meeting to discuss the potential allocation for Gypsy and Traveller pitches at the Gilston area.
- 2.8 JB referred to paragraphs 5 and 6 for the visits to Chelmsford, Poundbury and upcoming visit to Almere and reminded the group that the question was asked of Places for People and EHC as to what were felt to be good examples that could inform the masterplans for the Gilston area.
- 2.9 LH advised the group that the photos from the visits would be made available. KS also stated that the photos would be drawn together following the visit to Almere.
- 2.10 **Action:** Group requested that the developers and Council identify for the community what are felt to be good examples that could inform the masterplans for the Gilston area.
- 2.11 Subject to the above amendments the minutes of 28 February were agreed.
- 2.12 LH went through the actions of the previous meeting:
- Para 4. AH believed that all items had been circulated apart from the clarification on density which will be dealt with in the amendments to the Concept Framework.
- Para 25. AH confirmed that a draft framework for a Community Engagement Strategy has been circulated to be discussed under item 6 of the meeting.
- Para 26. AH confirmed a 'rolling' list of matters and project programme had been prepared to be discussed under items 4 and 5, respectively, of the meeting.
- Para 27. AH confirmed that HCC/ECC are preparing an update on the River Stort Crossings which is listed under the list of matters and a consultation on proposals is proposed by Places for People, all of which is to be discussed under item 4 of the meeting.
- Other actions as identified through the revisions to the minutes are reiterated above.

3. Update to the Gilston Area Steering Group Terms of Reference

Appendix C. Gilston Area Steering Group Terms of Reference DRAFT v1.3 (introduced by EHC, item 3)

- 3.1 AH introduced the proposed draft changes to the listed members in the Steering Group Terms of Reference (Appendix C) including: the addition of City and Provincial Properties; the addition of Councillor Bob Brunton and substitution of Adam Halford for Chris Butcher to the East Herts Council membership; the addition of a standing invitation to Harlow Council with an officer or member to be confirmed; the addition of a standing invitation to Claire Hamilton, the Director of the Harlow & Gilston Garden Town. AH reported on other name suggestions received including the addition of Janine Bryant as a member of the Neighbourhood Plan Group and of Councillor Eric Buckmaster as the Hertfordshire County Councillor. AH verbally proposed instead to the group that names of individuals be removed and just the name of the member organisations be included noting that the Terms allow for the attendance of substitutes and guests.
- 3.2 The group agreed to the principle of the verbally proposed changes.
- 3.3 **Action:** AH to circulate a revised version of the Terms of Reference as approved. Comments should be raised otherwise these will be deemed approved.
- 3.4 It was noted that no representatives from High Wych Parish Council have attended the Steering Group meetings. It was suggested that the group should contact the Parish to ask if they wish to be included within the Steering Group.
- 3.5 **Action:** AH to contact the Chair and Clerk of High Wych Parish Council to ask whether they wish to remain a member of the Gilston Area Steering Group and, if they do, who should be invited to attend meetings.

4. Steering Group List of Matters

Appendix D. Gilston Area Steering Group List of Matters (introduced by EHC, item 4)

- 4.1 AH introduced the Steering Group List of Matters (Appendix D).
- 4.2 It was agreed that this List of Matters be maintained as a continually updated 'rolling' list of matters to be noted or discussed and to log actions including at which Steering Group meetings matters are to be discussed or actions taken.
- 4.3 AH introduced the need for a consultation upon the Garden Town Spatial Vision, details to follow.
- 4.4 **Action.** AH to prepare and circulate a note setting out the proposed consultation upon the Garden Town Spatial Vision for discussion by the Steering Group.

- 4.5 MP introduced a proposal (Appendix D2) for Places for People to hold a targeted engagement event with residents of Terlings Park and Pye Corner to discuss potential highway changes to the junction with Terlings Park and road through Pye Corner.
- 4.6 MP suggested an evening event Letters for which would be hand delivered to residents of Terlings Park and Pye Corner.
- 4.7 AB/JP/MO suggested that there is need from the community to understand the strategic transport picture including the river crossing proposals, the proposed road between Terlings Park and Pye Corner, and how other roads around Gilston might also be accessed and affected by the development.
- 4.8 JB indicated that residents do not understand why only an eastern River Crossing is now being looked at. AH indicated that the Eastern Crossing was identified as a likely preferred arrangement in the 2016 District Plan. DS added that a Western Crossing would create congestion within Harlow and would therefore not be viable whereas an eastern crossing would moves traffic further along the route, particularly through traffic seeking to access the motorway.
- 4.9 HGVs were mentioned as currently travelling through Hunsdon and what would prevent this when the Garden Town was being built. It was indicated that large developments have to agree routing plans for construction vehicles to avoid construction traffic causing inappropriate impacts.
- 4.10 BT questioned the procedure for making the application for the River Crossings, with regard to compulsory purchase orders and the possibility of public consultation if the compulsory purchase orders are rejected. This process should also be explained.
- 4.11 DS suggested that a broader event to explain the strategic transport network might need to be scheduled so that the community can understand these matters.
- 4.12 LH discussed the importance of providing information at the appropriate time due to the scale of work that is required.
- 4.13 MP advised the group how important visual aids could be for helping residents to understand the proposals.
- 4.14 **Action.** The Steering Group will consider the need for a strategic level explanation to residents on transport.
- 4.15 AB questioned the reasons for a hospital within the concept village context. MO questioned how housing growth can take place without certainty on the hospital

provision. DS advised that the hospital have commissioned consultants to look at their options for redevelopment or relocation.

5. Steering Group Programme

Appendix E. Gilston Area Steering Group 5yr Programme (introduced by EHC, item 3)

Appendix F. Gilston Area Steering Group 1yr Programme (introduced by EHC, item 3)

- 5.1 AH introduced the Steering Group 5-year and 1-year Programme documents (Appendices E & F respectively) which have been produced to allow the Steering Group to keep track of milestones for the Gilston Area project in order to identify when stakeholder engagement may need to take place and to allow the Steering Group to discuss and advise upon this. The 5-year programme allows an understanding to be maintained of the broader picture and to keep track of other associated matters such as the joint Garden Town work and the Housing Infrastructure Fund (HIF) Bid to forward-fund infrastructure for the Garden Town.
- 5.2 **Action.** AH to expand the 5-year programme to include other relevant Statutory Plans including neighbouring District Local Plans, County Minerals and Transport Plans, Neighbourhood Plans.

6. Draft Community Engagement Strategy

Appendix G. Gilston Area Draft Community Engagement Strategy (introduced by EHC, item 6)

Appendix G2. Draft Community Engagement Toolkit (tabled by EHC, item 6)

- 6.1 AH and TS-M introduced the draft Community Engagement Strategy for the Gilston Area (Appendix G) and invited comment.
- 6.2 **Action.** AH to circulate editable word versions of the draft Engagement Strategy.
- 6.3 **Action.** Steering Group Members to provide comments to AH and TS-M.
- 6.4 MP suggested the Engagement Strategy should seek to provide clarity of how communication with residents and stakeholders should occur.
- 6.5 LH emphasised the importance of two-way communication to maintain the high level of engagement.

7. Harlow & Gilston Garden Town Update

7.1 AH reported that Claire Hamilton, the Garden Town Director appointed to assist East Herts, Harlow, Epping, Hertfordshire and Essex councils in co-ordinating work upon the Harlow and Gilston Garden Town, has accepted an invitation to attend the next Steering Group meeting on 17 May and is looking forward to meeting everyone.

App. H. Harlow and Gilston Garden Quality Review Panel Terms of Reference (introduced by EHC, item 7)

7.2 AH introduced the Terms of Reference for the Garden Town Quality Review Panel.

7.3 AB was disappointed the Terms of Reference did not set out a detailed explanation of the Gilston Area Concept.

7.4 AH advised that the Terms of Reference set out how the Panel will operate across the Garden Town as a whole, for each site the Panel will receive a thorough briefing and assured the Steering Group that Members of Panel do understand all of the development sites in the Garden Town, including the Gilston Area and the specific circumstances and concepts that each is endeavouring to deliver.

7.5 AB requested to that the officer briefing to the Panel is shared with the Steering Group and indicated that he would welcome the chance to meet the chairman.

7.6 AH indicated that it is unlikely that the Panel Members will be able to attend the Steering Group but agreed that an officer briefing ahead of the first Panel meeting should be able to be shared with the Steering Group.

7.7 MP observed that the chair of the design review panel is highly experienced and that she will work with AH to ensure submission material is clear to the Panel. MP indicated that Places for People would also share with the Steering Group the briefing to future design consultants for each of the Village Masterplan stages to demonstrate that the developer's consultants at all stages will also understand the concept.

7.7 LH reiterated MP's statement regarding the quality and experience of the design review panel membership and how this will support the Council in ensuring proposals for the Gilston Area and the wider Garden Town are of a high quality.

8. Any Other Business

Appendix J. Gilston Area Development Charter Note (introduced by Places for People, item 8)

8.1 MP tabled a note explaining the layered approach to design principles for the Gilston Area and suggesting the creation of a Design Charter for endorsement by the Steering Group.

- 8.2 AH advised that officers supported the principle of a Design Guide or Charter at the Outline application stage but that this should be formally considered, consulted and determined either as an application document or a document to be approved by the Councils Committee in order that it is given appropriate weight as a planning consideration.
- 8.3 AB supported the principle of a Design Charter.
- 8.4 Discussion was had on the Government's consultation on the revised National Planning Policy Framework (NPPF), in particular the exclusion of Garden City Principles. TM-S indicated that the Garden Town authorities had endorsed the TCPA consultation response raising the importance of these Principles and their inclusion in National Policy.
- 8.5 **Action.** TM-S to circulate the TCPA response to the NPPF.

The meeting closed at 8.00pm.

Date of next meeting: 17 May at 7.00pm at East Herts Council offices, Wallfields, Hertford

List of Appendices:

- A. Gilston Area Steering Group Minutes 07/12/2017 (introduced by EHC, item 2)
- B. Gilston Area Steering Group Minutes 28/02/2018 (introduced by EHC, item 2)
- C. Gilston Area Steering Group Terms of Reference DRAFT (introduced by EHC, item 3)
- D. Gilston Area Steering Group List of Matters (introduced by EHC, item 4)
- D2. Targeted Community Engagement Event (introduced by Places for People, item 4)
- E. Gilston Area Steering Group 5yr Programme (introduced by EHC, item 5)
- F. Gilston Area Steering Group 1yr Programme (introduced by EHC, item 5)
- G. Gilston Area Draft Community Engagement Strategy (introduced by EHC, item 6)
- G2. Draft Community Engagement Toolkit (tabled by EHC, item 6)
- H. Harlow and Gilston Garden Quality Review Panel Terms of Reference (introduced by EHC, item 7)
- J. Gilston Area Development Charter Note (introduced by Places for People, item 8)