**Gilston Area Steering Group Meeting**

**Thursday 11th July 2019 – 19.00**

**East Herts Council Offices**

# Minutes

**Present:**

 Cllr Linda Haysey (LH) (Chair) - Leader, East Herts Council (EHC)

Bob Toll (BT) - Chair Hunsdon Parish Council (HPC)

Anthony Bickmore (AB) - Chair, Hunsdon, Eastwick & Gilston

Joint Neighbourhood Planning Group (NPG)

Mary Parsons (MP) - Places for People (PfP)

Richard Cassidy (RC) - EHC, Chief Executive

Claire Hamilton (CH) - HGGT- Director

Adam Halford (AH) - EHC, Project Officer

Paul Mumford (PM) - Places for People (PfP)

Cllr Eric Buckmaster (EB) - Sawbridgeworth Division Hertfordshire

County Councillor (HCC) & Hunsdon

Ward District Councillor (EHC)

Jill Buck (JB) - Chair Widford Parish Council (WPC)

Mark Orson (MO) - Chair Eastwick & Gilston Parish Council (EGPC)

Karen Lee (KL) (minutes) - EHC, Project Co-ordinator (Gilston Area)

**Apologies**:

 Chris Lovegrove - City & Provincial Properties (CPP)

 David Sprunt - Essex County Council, Transportation Strategy &

Infrastructure (ECC)

 Natalie Hayward - ECC, Principal Planning Officer (Major

Developments and New Communities)

 Danny Purton - Harlow District Council (HDC)

 Kate Collins - EHC, Personal Assistant

 Rich Cook - ECC

 Tom Payne - High Wych Parish Council (HWPC)

 Patsy Dell - Hertfordshire County Council (HCC)

 Simon Pipe - Harlow Council, Customer & Media Services

Manager (HC)

 Taryna Surtees-Moss - EHC, Communications & Digital manager

Claire Sime - EHC, Service Manager, Policy & Implementation

Kevin Steptoe - EHC, Garden Town Project Lead

# 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 informed the group members that the draft Minutes of March 14th, 2019 were unavailable however, the minutes going forward are expected to be available in a more timely basis. The council has recruited new staff, KL as Project Coordinator (Gilston Area) and KL will be assisting in the preparation of the minutes

**3. Harlow & Gilston Garden Town Update**

3.1 CH reported that the Harlow Garden Town Board has approved the Healthy Plan Framework and it will now go out for consultation.

3.2 CH further gave an overview of other consultations to be undertaken by HGGT such as the Transport Strategy in September and the Stewardship Arrangements Plan

3.3 CH explained that officers are looking at land assembly, for any land across the Garden Town that the Councils may need to secure to deliver any of the planned growth or infrastructure. In response to a question from BT, Compulsory Purchase (CPO) might form a part of the strategy, the Councils are taking professional advice to make sure all areas are covered with regards land assets.

3.4 MP explained that it involves much discussion with various land owners to make sure they all fit together in the strategy.

3.5 CH reported that guidance on Stewardship is being looked at and is going out for consultation in September 2019. CH stated that the Stewardship guidance will look at a range of assets for the development and not only the maintenance of such assets. Stewardship will need a comprehensive approach.

3.6 CH agreed to circulate the reports on the draft Stewardship Guidance and Healthy Town Framework and re-circulate the Transport Strategy. The documents will be sent to KL for circulation to Steering Group members.

# 4. Gilston Area Update

### 4.1 PfP Outline Planning Application, Fifth Avenue and Eastern River Crossings

4.1.1 AH reported that three Planning Applications have been submitted by PfP: namely an Outline Planning Application, and two full applications for the Fifth Avenue and proposed Eastern River Crossings. AH informed the Steering group that the Councils EHDC, HCC, ECC, and HDC are currently in consultation stage and requesting comments are received by August 9, 2019.

4.1.2 AH explained that after the consultation stage, the comments will be used to help officers assess the planning applications to consider how they meet with policy and take account of other material planning considerations. AH advised that the Planning Authorities do not form any decisions during the consultation stage.

4.1.3 AB inquired about what stage the planning obligations will be known as these are important to the community.

4.1.4 AH indicated that the applicants have set out in their Application what they propose they will deliver which can be viewed now. The planning obligations captured within a S106 will be informed by the consultation and reported at Committee stage through the officer report so will be known prior to determination.

4.1.5 PM informed the group that copies of the Strategy documents are available and that these documents sit alongside the Application. They set out the applicants aspirations and visions for the project. PM further explained that the Outline Planning Applications (OPA) sets out the framework to deliver the project.

4.1.6 MP indicated that the strategy documents are meant to signpost where you find what in the Application.

4.1.7 PM indicated that a lot of work being undertaken for the project by PfP must take place in parallel with the work by HGGT.

4.1.8 AH explained that along with the public exhibitions, 6000 letters went out to neighbours and it is expected for future consultations it is hoped that the time and place of the public exhibitions would be included on the letter that go out to neighbours. MO raised concern that many individuals were unaware of the public exhibitions based on feedback received from residents and BT expressed that it was unfortunate that the letters weren’t sent out with the details of the time and locations for the exhibitions. JB indicated that many people in the villages do not attend public exhibitions especially if they are not directly impacted. Publicity could be angled in such a way to help individuals understand the planning applications.

4.1.9 AH reported that over 30 attendees visited the exhibition held in Hunsdon, over 80 visited the exhibition in Eastwick and Gilston and over 20 visited the exhibition in Harlow. AH reminded everyone that individuals can visit East Herts or Harlow Council offices to view hard copies of the planning applications and several individuals have done so and been guided through the application material by officers.

### 4.2 Briggens Estate Village 7 Outline Planning Application

4.2.1 BT enquired on the timing of the submission of the Village 7 application interest to residents of Hunsdon. AH indicated that the Outline Planning Application for Village 7 is anticipated in August 2019, validation is expected to take some time. Council checks the application and prepares it for consultation. An 8 weeks consultation process will then be undertaken.

### 4.3 Gilston Area Charter forward programme

4.3.1 AH informed the group that the Council wished to recommence work on the Charter, however, the brief needs to be reconsidered in light of the proposed joint Neighbourhood Plan and the submitted application. AH reminded the group that there was an opportunity to present jointly to the HGGT Quality Review Panel Chair to get a view on how the Charter, Neighbourhood Plan and application documents can complement one another and encouraged this as being potentially very helpful to all.

4.3.2 AB raised concerns about the large volume of pages of information to digest with the applications along with other related activities being undertaken, however, quite a lot has been done with regards the neighbourhood plan.

4.3.3 AH expressed that the session with the Quality Review Panel Chair could assist the Neighbourhood Plan Group ensure the best policy framework is created. Some of the Panel Members have experience in Neighbourhood Planning and could be included to add their experience

4.3.4 MP requested that the group that is formed includes a landscape specialist/urban designer.

4.3.5 MO asked if there was a clear narrative of the purpose of each and their relationship. AH indicated that this needed to be produced collaboratively as the responsibility for direction does not lay solely with the Council.

4.3.6 PM suggested that the Charter becomes the framework and include the

Joint Neighbourhood Plan with other documents. PM encouraged everyone to work together.

4.3.7 MP informed the group about the contents of their Strategic Design Guide document and its purpose. The Group can have a look at the document and see how it can link to the neighbourhood plan.

4.3.8 LH suggested that the Charter acts as the overarching document.

4.3.9 AH recommended that a programme of engagement be put together to help shape the direction forward.

4.3.10 LH requested that all the documents be shared on a timely basis to minimise conflicts and everyone knows what is happening.

4.3.11 MP suggested information can be hosted on their website to share material.

### 4.4 Joint Neighbourhood Plan

4.4.1 AB informed group members that the Joint Neighbourhood Plan is expected to be consulted upon in September 2019.

### 4.5 Steering Group Draft Programme of Engagements

4.5.1 AH informed the steering group of the drafted Programme of Engagements that has been prepared by KL. KL introduced the programme and requested feedback so that it remains comprehensive and up to date so that it can inform engagement and avoid conflict and minimise consultation fatigue. It includes forecasted timelines for known and anticipated engagement and other considerations like school holidays.

4.5.2 CH agreed to liaise with KL to see what else might be happening in the GT and pick up items that should be included in the programme.

4.5.3 MP requested that the parishes advise of any local public events etc. so that these can be avoided, or where appropriate used to help support awareness.

4.5.4 **Action:** All members to provide details to KL of relevant events.

### 4.6 Review of the Steering Group List of Matters

4.6.1 AH asked the group members to review the List of Matters which were circulated for discussion and identify priority areas so as to update the listing.

4.6.2 BT indicated that the ‘Draft Hunsdon Neighbour Plan’ needs to come forward on the list.

4.6.3 It was agreed that Princess Alexandra Hospital could be removed from the list as this was no longer considered a key matter for Gilston.

# 5. Other District, County and Neighbourhood Planning Updates

### 5.1 Mineral Plan Update

5.1.1 MP asked about Minerals Plan and what is happening in this area.

5.1.2 AH indicated that the County will be contacted for an update.

5.1.3 MP asked that if the minerals extraction takes place what would happen to the land after it has been restored, suggesting this could go to the community trust to manage.

# 6. Other Updates from Promoter/Developer

6.1 MP indicated that they still intend to commission a local Housing needs Survey.

# 7. Any Other Business

7.1 AB requested that ‘Conflict of interests’ be placed as a topic item on the next Agenda

7.2 LH suggested that the group might consider opportunities for experts to come and speak/ do a presentation to the Steering Group on relevant topics.

7.3 RC expressed that he is pleased with the productivity of meeting and how everyone has been communicating their interests.

The meeting closed at 8:30pm.

Date of next meeting: Thursday 12th September 2019 at 7.00pm, East Herts Council Offices.