

Essential Reference Paper 'B'

East Herts District Council – Welwyn Hatfield Borough Council Meeting Notes

Date: 16th March 2015

Venue: East Herts Council Offices, Hertford

Attendees:

East Herts District Council

Cllr Mike Carver – Executive Member for Strategic Planning and Transport
Cllr Linda Haysey – Executive Member for Health, Housing and Community Support
Jenny Pierce – Senior Planning Officer
Chris Butcher – Senior Planning Officer

Welwyn Hatfield Borough Council

Cllr Roger Trigg – Executive Member for Planning, Housing, and Community
Colin Haigh – Head of Planning
Sue Tiley – Planning Policy and Implementation Manager

Meeting Notes

Approach to land East of Welwyn Garden City

1. MC indicated that East Herts Council (EHC) remains supportive of development in this location, subject to the findings of forthcoming technical studies. CH suggested that Welwyn Hatfield Borough Council (WHBC) is also broadly supportive and would like to explore the possibility of undertaking a cross boundary masterplanning exercise. MC agreed that this would be a sensible approach.
2. CH commented that one approach to consider was to establish a joint committee. MC indicated that this process might take too long to establish. EHC is currently assessing options around phasing and delivery for this site as part of ongoing work on the District Plan.
3. ST suggested that it might be helpful for the two authorities to sign up to a Memorandum of Understanding in order to establish the way in which they will work together through the preparation of a masterplan. MC agreed and indicated that an MoU would help to demonstrate ongoing co-operation at Examination stage. ST also suggested that the two authorities could also agree suitable policy wording for inclusion within their respective local plans. This

approach would look to deal with the principles and objectives for development to the east of Welwyn Garden City. The details of development would be resolved through a jointly prepared masterplan. ST suggested that the period for preparing a masterplan would extend beyond the Local Plan preparation process.

4. CH indicated that WHBC would also be supportive of preparing a Planning Performance Agreement (PPA) which would give a detailed timeline for working towards future planning applications. MC indicated that EHC would be supportive of this approach. It was suggested that it would also be prudent to share costs for procuring advice on issues such as landscaping and design.
5. There was some discussion with regards to how housing completion figures for the site should be divided between the two authorities. The simplest approach might be for each authority to count the respective completions within their administrative areas towards their own respective housing target. ST indicated that as the site lies within the Welwyn Hatfield Housing Market Area the figures would contribute to meeting the OAN for that area. Welwyn Hatfield's housing target would be based upon what could be delivered within its administrative area.

Local Plan Preparation

6. MC indicated that EHC will be looking to undertake a Pre-Submission consultation in September 2015 although the timetable is partly dependent on finalising several key technical studies. Of particular importance is the Strategic Housing Market Assessment (SHMA) which is currently being prepared on behalf of East Herts, Uttlesford, Harlow and Epping Forest Councils.
7. ST suggested that there had been a strong level of response to the local plan consultation. WHBC are hoping to undertake a Pre-Submission consultation by the end of the year. WHBC have identified an objectively assessed housing need figure of 12,500 dwellings. Sites that are considered to be 'more favourable' have a total capacity of 10,100 dwellings. Ongoing transport modelling work, which is assessing potential impacts of growth on Junctions 3 and 4 of the A1(M), may impact on the deliverability of sites in Hatfield. The Council will continue to review the deliverability of sites as part of the review of the responses to the consultation and any new evidence.

Gypsy and Travellers and Travelling Showpeople

8. MC commented that making adequate provision for gypsy and travellers and travelling showpeople is a key issue for EHC which needs to be addressed

through the plan making process. There are particular concerns with regards to ensuring that the need within the first five years of the plan period is met.

9. ST explained that WHBC have identified an urgent need for 25 gypsy and traveller pitches and a further need for 46 pitches. Only 3 permanent pitches have been provided within the plan period and, whilst some sites have been promoted, there are not enough to meet this level of need. Therefore there is a need to look at making provision within the strategic locations and that this would need to be considered as part of the ongoing work on land East of Welwyn Garden City. Further discussions will be needed in due course on a complimentary approach to this issue.

Employment

10. MC indicated that EHC's overall approach to employment is unlikely to change and that there would be a continued reliance on neighbouring areas such as Harlow and Stevenage in order to meet the employment needs of East Herts residents. However, a key objective of the District Plan is to maintain the existing offer while providing new employment space in suitable locations. There was a discussion regarding the feasibility of locating new employment space on land East of Welwyn Garden City. ST suggested that this probably wasn't a suitable location for uses such as warehousing or offices and that consideration should be given to the fact that some employment generating uses, such as retail, education and health facilities, would be located within the new development.

Evidence Base

11. JP mentioned that a Green Belt Review is being undertaken and that this will be considered by East Herts Members in due course. ST requested that WHBC be consulted on the findings of the Green Belt Review. EHC is also in the process of preparing a Delivery Study which will be a key part of the evidence base for the District Plan and, among other things, will advise on the overall viability of the broad locations for growth.
12. There was a discussion over other evidence matters that will be necessary to progress the masterplan. ST explained that they have been advised by the Environment Agency that they have a significant delay in responding to requests for advice on the former landfill use in this area and its potential impact on developable land.
13. JP advised that there will be a need to assess a range of scenarios for mineral extraction and land restoration on the part of the site within EHC. A meeting will be established with interested parties to discuss this issue and agree next steps. JP advised that EHC has an agreement with Hertfordshire Ecology to

undertake assessments of environmental assets with funding being sought by the relevant landowners. This process can be extended to cover the necessary areas. Highways, passenger transport, health and education are key social issues that will need to be incorporated in the masterplanning process.

East Herts District Council – Stevenage Borough Council

Meeting Notes

Date/time: Tuesday 24th March 2015, 10am

Venue: East Herts Council Offices, Wallfields, Hertford

Attendees:

East Herts District Council

Cllr Mike Carver (MC) Executive Member for Strategic Planning and Transport

Martin Paine (MP) Senior Planning Officer

Jenny Pierce (JP) Senior Planning Officer

Chris Butcher (CB) Senior Planning Officer

Stevenage Council

Cllr. John Gardiner (JG) Deputy Leader and Executive Member for Planning and Regeneration

Richard Javes (RJ) Planning Policy Manager

Caroline Danby (CD) Principal Planning Officer

Meeting Notes:

Strategic Housing Market Assessment (SHMA)

1. MP indicated that East Herts Council (EHC) is in the process of undertaking a SHMA for its housing market area which also comprises Harlow, Uttlesford and Epping Forest Councils. MC indicated that the initial findings from the draft SHMA suggest that the Objectively Assessed Housing Need figure is not significantly different from the figure of 750 dwellings per annum that formed the basis of the District Plan Preferred Options document. Meeting housing need in the first five years will be a significant challenge, particularly when the short fall from 2011-2016 is factored in, alongside the requirement to include a suitable buffer. MP indicated that EHC also needs to consider cross boundary issues with neighbouring authorities on the western side of the District, including Stevenage and Welwyn Hatfield Councils.
2. RJ indicated that Stevenage Borough Council (SBC) is also in the process of undertaking a SHMA with North Herts and Central Bedfordshire Councils. It is currently expected that the SHMA will be finalised in the next couple of months. The initial findings suggest that the Objectively Assessed Housing Need Figure will increase significantly compared to previous projections. SBC have also had cross boundary discussions with Luton Borough Council although they are not part of the A1(M) housing market area.

3. MP noted that ORS has been commissioned to undertake both SHMA's which should help ensure a consistent approach to identifying Objectively Assessed Housing Need across the wider sub-region.

East of Stevenage

4. MP indicated that, as part of the assessment of growth options across the District, a potential development of around 5,000 dwellings located to the East of Stevenage had been assessed. This option had been rejected, largely on the basis of the impact on the Beane Valley and the fact that the development would be on the wrong side of Stevenage in terms of accessing employment opportunities and the A1(M).
5. It was noted that SBC had previously suggested, through its response to the East Herts District Plan Preferred Options consultation, that a smaller proposal of around 500 – 750 dwellings should also be assessed. MP stated that testing a smaller scale development would assist in satisfying an Inspector at Examination that all reasonable alternatives had been assessed in accordance with national guidance. A significant amount of evidence will need to be gathered in order to assess this option. As part of this process, EHC will be working with the County Council to undertake some modelling in order to understand the transport impacts of development in this location.
6. RJ suggested that SBC would support development East of Stevenage as it could contribute to the Borough's housing requirement. MC re-iterated that EHC has a significant challenge in meeting its housing needs in the first five years following adoption of the District Plan, and that any potential development in this location would be required to help meet this requirement. RJ indicated that EHC could take the bulk of the housing numbers and that this issue could be addressed at a later stage once EHC has gathered the necessary evidence and undertaken a full assessment of the site.
7. RJ stated that there is likely to be sufficient secondary education capacity in the town to cater for development East of Stevenage. MP suggested that a new primary school may be required on site if the yield was around 750 dwellings. RJ indicated that providing a suitable method for pedestrians to cross Gresley Way would be a key issue to address. There is a proposal to turn Gresley Way into the A602 in order to divert traffic from the town centre. This would likely increase the amount of traffic using Gresley Way.

West of Stevenage

8. RJ explained that North Herts District Council had identified land West of Stevenage as a location for growth within their draft Local Plan. SBC's response requested amended wording to allow for development to be brought forward earlier in the plan period if necessary. A significant amount of land in that area is owned by the HCA and SBC including land that would be required to access the site. In the view of SBC, development in this location could be brought forward before 2021 subject to agreement with development partners.

9. RJ suggested that approximately 1,500 dwellings could be provided within the Borough boundary in this location. In order to provide more than this figure, land in North Herts would be required. Development beyond 1,500 dwellings would also require significant investment in transport infrastructure, including the construction of a new road which would pass under the existing route of the A1(M). RJ advised that while tunnelling under the A1(M) would be expensive, creating a bridge would not be viable due to the existing height of the A1(M) which is routed on an embankment in this location.
10. MP suggested that west of Stevenage could be brought forward sooner if the evidence is there to support it. RJ indicated that while SBC could bring forward 1,500 dwellings within their boundary, a more favourable approach would be to secure cross boundary co-operation with NHDC to provide a larger, more comprehensive development.

Community Infrastructure Levy

11. RJ indicated that SBC has commissioned a whole plan viability study, one of the outputs of which is to recommend whether or not CIL should be pursued or not. Similarly, MP confirmed that EHC have also commissioned consultants to assess the potential for CIL through the Delivery Study. MC suggested that it might be beneficial for the eleven Hertfordshire authorities to get some legal advice on CIL, particularly with regards to pooling restrictions on S106 contributions.

Employment

12. MC indicated that EHC intend to continue with the existing employment strategy in terms of protecting existing sites while recognising that the District will remain reliant on neighbouring authorities, as well as London, to meet the majority of its employment needs. MP noted that in recent Examinations a number of Inspectors have raised the importance of reconciling the relationship between housing and employment forecasts. EHC is working with Housing Market Area partners to the east (Uttlesford, Harlow and Epping Forest Councils) in order to address this issue.
13. RJ suggested that SBC is currently looking at the Functional Economic Market Area (FEMA) with NHDC and Central Bedfordshire Council. Political agreement will be required between the authorities in order to decide where new employment land should go. Gunnels Wood in Stevenage currently has an exception for the use of prior approvals to convert office space to residential, although there is a concern that this exception could be removed by Government in future. Should this occur, the regeneration of the town centre could be undermined.

Waste Water Infrastructure

14. RJ indicated that most of Stevenage falls under the remit of Thames Water which drains to Rye Mead STW. A small area on the north western part of the town falls within the Anglian region. While Thames Water is largely dependent on Rye Meads, Anglian use a larger number of smaller facilities which generally makes it easier to find solutions. MP stated that he had spoken to Richard Reeves from Thames Water who suggested that Rye Meads should have sufficient capacity for 22,000 additional homes up to 2031. RJ noted that the companies have a statutory duty to deal with waste

water treatment but that it is a question of timing the phasing of development to fit in with their investment strategies.

AOB

MP indicated that work on the EHC District Plan had been slightly delayed due to the need to wait for the completion of a number of key evidence studies. It is hoped that a Pre-Submission consultation will be undertaken by the end of the year. RJ suggested that a 4 week consultation on a strategic housing strategy will be undertaken on the SBC Local Plan in summer, while the Pre-Submission stage plan should be agreed by Executive in autumn.

East Herts District Council – Uttlesford District Council

Meeting Notes

Date/time: Wednesday 22nd April 2015, 14:00

Venue: East Herts Council Offices, Charringtons House, Bishop's Stortford

Attendees:

East Herts District Council

Cllr Mike Carver (MC) Executive Member for Strategic Planning and Transport

Cllr Linda Haysey (LH), Executive Member for Health, Housing and Community Support

Chris Butcher (CB) Senior Planning Officer, Planning Policy

Uttlesford District Council

Cllr Susan Barker (SB) Executive Member for Environment

Roger Harborough (RH) Director of Public Services

Andrew Taylor (AT) Assistant Director Planning and Building Control

Meeting Notes:

East Herts Timetable and Housing Issues

1. East Herts are currently seeking to undertake a Pre-Submission consultation on the draft District Plan by the end of the year although the exact timetable is dependent on the completion of various technical studies. The Preferred Options version of the Plan identified three Broad Locations which would contribute significantly to meeting the objectively assessed housing need figure. Given that it is unlikely that the Broad Locations would be able to deliver housing in the early part of the Plan period, meeting the needs in the first five years will be a significant challenge.

Uttlesford Timetable

2. Following the withdrawal of the Local Plan, Uttlesford District Council is now undertaking a Call for Sites process which will run until 1st June. It is currently the intention to undertake an Issues and Options consultation on a revised Plan in Autumn 2015, which will be followed by a Preferred Options consultation in Spring 2016.

3. As part of the work on appraising options, the Council is currently assessing all constraints to identify any preferred locations. The funding of improvements to Junction 8 of the M11 remains an unresolved issue at present.

Employment

4. The employment strategy for East Herts is to maintain existing sites where possible while providing some new employment space in appropriate areas. The Preferred Options District Plan sought new employment space as part of new developments to the north and south of the town. Unfortunately development to the north will not deliver new employment space beyond that associated with a new district centre. CB suggested that one potential alternative would be to provide some employment space to the north of Birchanger Wood, within the route of the A120. The land lies within the Uttlesford Green Belt. AT advised that Uttlesford currently is unlikely to undertake a Green Belt Review as the housing and employment needs of the District can be met in non Green Belt areas.

Gypsies and Travellers and Travelling Showpeople

5. East Herts does not have a significant need for additional Gypsy and Traveller pitches or Travelling Showperson plots. However, finding sufficient sites to meet the need within the first five years (7 Gypsy and Traveller pitches and 1 Travelling Showperson plot) is a particular challenge.
6. AT advised that Uttlesford should be able to meet its need to provide 9 pitches in the first five years. However, due to a lack of suitable sites Uttlesford will not be able to assist in accommodating any of the need arising in East Herts.

Transport Issues

7. The impact of additional development on the M11 remains a key issue. Essex County Council is leading on work to produce transport modelling which should be available in the near future.
8. One option to alleviate congestion in Bishop's Stortford would be a southern bypass running from the roundabout that links St James' Way to the A1184, to Junction 8 of the M11. However, East Herts has concluded that such a scheme is very likely to be unviable and would have significant environment impacts which would be difficult to mitigate. AT and SB agreed and noted that there may also be technical issues in terms of linking a new bypass with Junction 8.

Open Space Provision

9. CB stated that Bishop's Stortford Community Football Club had been looking for a new site for some time as their existing site suffers from flooding issues. In addition, the Herts and Essex High School maybe looking for a site to provide additional playing fields. One potential solution would be to provide for the needs of both the Community Football Club and the High School on land south of Beldams Lane, within the Uttlesford Green Belt. A scheme of this nature would be compatible with Green Belt uses and therefore would not require a review of the Green Belt or an allocation in the Uttlesford Local Plan.

10. AT suggested that Uttlesford Council would need to see a comprehensive appraisal of the options before coming to a view on the scheme. It would also be expected that any scheme of this nature would be available for wider community use.

Evidence Base

11. Both East Herts and Uttlesford are waiting on the completion of joint evidence studies, notably the Strategic Housing Market Assessment (SHMA) and transport modelling. East Herts has also commissioned consultants to undertake a Green Belt Review and a Delivery Study. East Herts has provisionally organised a meeting of its District Plan Executive Panel in July where a number of evidence studies will be presented to Members.
12. AT indicated that Uttlesford are currently undertaking a constraints sieving exercise which forms part of the site assessment process. When complete this work will inform the forthcoming Issues and Options consultation document.

AOB

13. It was noted that Manchester Airport Group (MAG) is seeking to remove the existing cap of 35 million passengers per annum (mppa) at Stansted Airport and that a planning application to this effect is expected soon. Latest figures show that the current use is approximately 21 mppa.

East Herts and North Herts Duty to Cooperate Meeting

NHDC Offices, Letchworth: 21/07/2015

Cllr Linda Haysey (LH)	Leader, East Herts District Council (EHDC)
Chris Butcher (CB)	Principal Planning Officer, East Herts District Council (EHDC)
Isabelle Haddow (IH)	Senior Planning Officer, East Herts District Council (EHDC)
Cllr David Levett (DL)	Portfolio Holder for Planning and Enterprise, North Herts District Council (NHDC)
Richard Kelly (RK)	Principal Strategic Planning Officer, North Herts District Council (NHDC)
Chris Carter (CC),	Senior Planning Officer, North Herts District Council (NHDC)
Louise Symes (LS)	Strategic Planning and Projects Manager, North Herts District Council (NHDC)

Introductions

District/Local Plan Issues

NHDC Timeline:

1. NHDC held a consultation on a Preferred Options Local Plan earlier this year and are currently in the process of analysing the responses received. It is anticipated that a further consultation will take place later this year, although it is uncertain what form this will take at this stage. The updated SHMA for North Herts and Stevenage identifies an objectively assessed housing need figure for North Herts District of 14,400 dwellings for the period up to 2031.
2. RK explained that the draft Local Plan included a site to the East of Luton which would provide 2,100 dwellings towards Luton's unmet housing need. NHDC will be monitoring the implications of a Growth Study which is being undertaken by Central Bedfordshire and Luton.
3. CB asked where the NHDC strategic sites are. RK outlined that apart from the site to the East of Luton, there are proposals for strategic scale development to the north and south of Baldock as well as to the north of Stevenage. RK clarified that the site to the west of Stevenage is being saved for future housing needs outside of this plan period.

EHDC timeline:

4. EHDC is currently anticipating a consultation on a Pre-Submission draft in early 2016. HCC has recently indicated that the capacity of the A414 corridor may be highly constrained, particularly as it passes through Hertford. This could impact on the deliverability of various proposed sites within the A414 corridor. HCC has indicated that the impact of proposed development could be 'severe' on the basis that it may result in queuing on the A10 to get onto the A414, as well as increased

congestion and air quality issues in Hertford. EHDC is awaiting further clarification from HCC with regards to how much development could be catered for without a strategic intervention such as a Hertford bypass.

5. CB explained that identifying a sufficient number of sites to deliver housing in the first five years of the Plan period is proving particularly challenging. For these reasons, EHDC is continuing to assess different options, including the potential for some development to the East of Stevenage.
6. **Other sites:** EHDC and Welwyn Hatfield Borough Council are working jointly on proposals for development to the East of Welwyn Garden City. The draft District Plan included provision for 1,700 dwellings within East Herts District in this location. It is currently anticipated that the entire 1,700 dwellings would count towards the East Herts housing target.
7. CB and IH outlined that two applications in Buntingford will be determined by the Secretary of State later in the year. There is also one remaining planning application to the south-west of Buntingford that is yet to be determined. EHDC has commissioned a Transport Model to assess the cumulative impact of development on the town, and to identify any appropriate mitigation measures. It is currently expected that the report will be published in September. RK noted the relationship between Buntingford and Royston, particularly in terms of the implications for Buntingford's growth on health services and the A10.

Stevenage Housing Numbers Consultation

8. EHDC has responded to Stevenage's consultation in support of the higher housing figure and CB provided a hard copy to NHDC officers. NHDC will be responding to the consultation shortly.

Evidence Base

SHMA

9. Consultants are currently preparing a SHMA covering East Herts, Uttlesford, Harlow and Epping Forest. It is hoped that this will be presented to Members in September or October.

Green Belt Review

10. Peter Brett Associates have been commissioned to undertake a Green Belt Review for EHDC. It is currently anticipated that the report will be presented to the September District Plan Panel meeting.
11. NHDC completed an in-house Green Belt review which was published alongside the Local Plan consultation.

Infrastructure

12. CC explained that NHDC is updating their Infrastructure Delivery Plan to reflect current needs. CC expressed some concern regarding future NHS England contacts and communication with other NHS bodies.
13. NHDC explained that as part of the evidence for the draft consultation, transport models were run using the SHUM transport model. HCC has indicated that further work may need to be completed and extended. However, NHDC is uncertain whether further patch testing will suffice for HCC.
14. It was agreed that the update from Rye Meads Sewage Treatment Works gave enough certainty for the Districts that there is sufficient capacity to cater for expected growth across the wider area.
15. CB explained that EHDC has commissioned a Delivery Study to assess the overall deliverability and viability of the draft District Plan. Given the delays experienced with transport modelling work, it is likely that the Delivery Study will need to be updated prior to Examination of the District Plan.

AOB

16. Gypsy and Travellers – LH raised this as a discussion point. RK explained that they have completed an assessment which has identified a need of 6-8 pitches over the Plan period with no Travelling Showpeople needs. There is a site that is considered to be able to accommodate NHDC's Gypsy and Traveller needs, however there are enforcement issues on this site that are being worked through currently.
17. EHDC's level of need is 12 pitches over the Plan period, with a need of 7 pitches to be accommodated in the first five years. EHDC also needs to provide 7 Travelling Showpeople pitches, one of which needs to be identified in the first five years. EHDC is struggling to accommodate their need within the first five years.

Neighbourhood Plans

18. NHDC explained that there are a few neighbourhood plans going on across the District, however no towns have approached the Council to undertake a neighbourhood plan. This may partly be because the towns are not parished.
19. EHDC has a number of on-going neighbourhood plans. The Bishop's Stortford Silverleys and Meads Wards NP has recently been adopted with other neighbourhood plans taking place across the District at varying stages. IH explained that within the draft District Plan, Category 1 villages are being encouraged to produce neighbourhood plans to identify a minimum of 10% growth within the plan period.

Close of meeting.

Cooperation for Sustainable Development Board

Held at Epping Forest District Council, Monday 20th October 2014

Present:

Cllr Susan Barker (Chairman)	Uttlesford DC
Cllr Phil Baker	Brentwood BC
Cllr Jim Metcalf	Broxbourne BC
Cllr Mike Carver	East Herts DC
Cllr Richard Bassett	EFDC
Cllr Gary Waller	EFDC
Cllr Helen Kane	EFDC
Cllr Chris Whitbread	EFDC
Cllr David Stallan	EFDC
Cllr Jon Clempner	Harlow BC
Cllr Anthony Durkan	Harlow BC
Cllr Helen Coomb	LB Redbridge
Cllr Julie Redfern	Uttlesford DC
Phil Drane	Brentwood BC
Gordon Glenday	Brentwood BC
Claire Sime	East Herts DC
Laura Pattison	East Herts DC
Derek Macnab	EFDC
Alison Blom-Cooper	EFDC (consultant)
Anna Cronin	EFDC
Zhanine Oates	Essex CC
David Sprunt	Essex CC
Paul McBride	Harlow BC
Graeme Bloomer	Harlow BC
Paul Donovan	Herts CC
David Hughes	LB Redbridge
Andrew Taylor	Uttlesford DC
Apologies:	
Cllr R Hurst	Essex CC
Cllr R Thake	Herts CC

Strategic Housing Market Update

ORS gave a presentation on the work in progress on updating the Strategic Housing Market Assessment (SHMA) for the Harlow/Uttlesford/East Herts/Epping area.

Members had a number of questions on the emerging findings. Representatives of EFDC were concerned to understand what lay behind the figures for EFDC, which appeared to have increased considerably on the previous SHMA.

There was some discussion of how best to address these questions before finalisation and publication of the SHMA. ORS agreed to look into the inputs and assumptions and discuss with Edge Analytics. It was agreed that the SHMA officer steering group would then consider the issues.

Junction 7a of M11

David Sprunt of Essex CC gave a presentation on the need for a new junction on the M11 north of existing junction 7 in order to accommodate existing and projected growth in the wider area around Harlow.

He explained that while some modelling had been carried out, a new model was being constructed to support consideration of the issue. Public consultation on a preferred design was expected to take place in 2015 and, if approved, construction would take place from 2018 to 2020.

It was important that local plans in the area referred to Junction 7a but it was also important that councils in the area signed up to generally support the new junction prior to completing their plans, as this would help in making the case for the junction. This Group provided a suitable forum for discussion and generating such commitment.

David Sprunt indicated his willingness to return to the Group early in 2015 and explain the findings of the new modelling.

The Group indicated its general support in principle for the new junction.

Notes of Members' Event 15th September

The notes of the meeting facilitated by the Planning Advisory Service at Harlow on 15th September 2014 were agreed.

Chair and Future Support

Consideration was given to a note which had been tabled on possible models for future chairmanship and officer support for the Group.

The Chairman for the meeting, Cllr Barker, suggested that a chairman should be agreed to cover the remaining portion of the municipal year, and this was agreed.

She indicated her willingness to continue in this role for the remainder of the year, supported by Uttlesford officers, and this was agreed, there being no other nominations.

Members agreed that officers should discuss amongst themselves the issue of whether a small financial contribution from member councils was necessary and appropriate to cover support for the Group.

Terms of Reference

The Interim Terms of Reference were agreed with the following amendments.

It was agreed that Brentwood BC and Chelmsford CC should be included as core members (para 2.2). Member councils should identify a lead member from each council.

Regarding para 3.1 it was agreed that notes of meetings should be jointly agreed before being made public.

It was also agreed to amend this paragraph to indicate that the Board would meet “regularly” rather than on any particular timescale.

Meetings would circulate around Harlow, EFDC and E Herts as the most accessible locations for all.

AOB/Date of Next Meeting

It was suggested that the next meeting should include a wider presentation and discussion around public transport generally, including such issues as the Central Line, plans for four tracking the West Anglia main train lines, and Crossrail.

The date and location of the next meeting would be discussed by officer Group in the light of the amended Terms of Reference.

Cooperation for Sustainable Development Board

Held at Harlow Council, Tuesday 27 January 2015

Present:

Cllr Susan Barker (Chairman)	Uttlesford DC
Cllr Phil Baker	Brentwood BC
Cllr Mike Carver	East Herts DC
Cllr Linda Haysey	East Herts DC
Cllr Richard Bassett	EFDC
Cllr John Philip	EFDC
Cllr Chris Whitbread	EFDC
Cllr Kay Twitchen	Essex CC
Cllr Jon Clempner	Harlow BC
Cllr Anthony Durcan	Harlow BC
Cllr R Danke	Hertfordshire CC
Cllr Helen Coomb	LB Redbridge

Claire Sime	East Herts DC
Derek Macnab	EFDC
Ken Bean	EFDC
Zhanine Oates	Essex CC
David Sprunt	Essex CC
Diane Cooper	Harlow BC
Paul McBride	Harlow BC
Graeme Bloomer	Harlow BC
Paul Chappel	Herts CC
David Hughes	LB Redbridge
Andrew Taylor	Uttlesford DC
John McGill	LSCC

Apologies:

Cllr Jim Metcalf	Broxbourne BC
Vicky Forgione	Broxbourne BC
Phil Drane	Brentwood BC

Note of Meeting October 2014

The note of the meeting was agreed. It was noted that while not being routinely published the notes of the meetings would be publically available.

Chelmsford City Council

The correspondence from Chelmsford City Council, which stated that while they would not routinely attend the Board meetings they wished to keep the communication open, was noted.

Greater London Authority/FALP

The Board noted the update on the outcome of the Further Alterations to the London Plan and agreed that it was important to keep abreast of developments but that this was outside the remit of the group.

The work to develop a new London Plan will take a considerable amount of time and engagement throughout this process by individual councils would be necessary. It was agreed that the Board would receive further updates on progress and adopt a common response/approach if possible.

The Board noted the Regional meeting on 19 March 2015 and commented that all Councils should send a representative if possible.

Junction 7a of M11

David Sprunt of Essex CC provided a written update on various M11 junctions.

Due to various issues the Public consultation on a preferred design was now not expected to take place until 2016. The Board expressed general concern about this delay and it was requested that ECC needed to resolve matters quickly.

A bid to the greater Cambridge and Greater Peterborough LEP for funding towards improvements at junction 8 of the M11 had been partially successful as £1m of the £5m had been awarded.

West Anglia Routes, Crossrail and Central Line

The Board received a written paper and presentation from John McGill, Director of the London Stansted Cambridge Consortium (LSCC).

The Draft Anglia Routes Study has been published for consultation. This provided for longer trains and platforms but no significant investment is planned. A number of passenger counts has been carried out and this demonstrated that the data used was not reliable and underestimated the levels of passengers. In addition the potential growth of housing and business within the corridor was not being correctly factored in.

Local MPs had been successful in achieving an Adjournment Debate in the house of Commons regarding the line and its adequacy. As a result a meeting with the Minister had been held and various commitments to further work had been given.

The consultation on the preferred Crossrail 2 alignment had just closed with the regional route preferred by the Board. However, four tracking is required to deliver this alignment and this fits in well with the other strategic priorities for this area.

The Central Line updating and upgrading is referenced in the London Infrastructure Plan with full automation planned for 2029. This is an important investment and it is important that the line remains on the Infrastructure Priority List.

Strategic Housing Market Update

A brief update on the SHMA work was provided. Officers had met with ORS following the last meeting and ORS had completed additional demographic and economic work.

The draft report is expected to be received in time for an officers meeting on 2 March and presented to the next board on 16 March.

The Board agreed that officers should continue discussions throughout the election period to ensure that discussions were at an appropriate point for a future Board meeting in early June.

Ongoing technical work

The Board had a short discussion on the on-going need for new and updating technical evidence. Building on the success of the SHMA work it was agreed that, where practical, technical evidence should be jointly commissioned. This would not only assist in ensuring that the evidence was comparable over the area but would have the hoped for added benefit of reducing the overall costs for participating authorities.

Next Meeting: 16 March 2015 Epping Forest District Council

Cooperation for Sustainable Development Board

Held at Epping Forest District Council, 16 March 2015

Present:

Cllr Susan Barker (Chairman)	Uttlesford DC
Cllr Jim Metcalf	Broxbourne BC
Cllr Mike Carver	East Herts DC
Cllr Linda Haysey	East Herts DC
Cllr Richard Bassett	EFDC
Cllr Chris Whitbread	EFDC
Cllr Helen Coomb	LB Redbridge
Vicky Forgione	Broxbourne BC
Claire Sime	East Herts DC
Laura Pattison	East Herts DC
Alison Blom-Cooper	Epping Forest DC
Zhanine Oates	Essex CC
David Sprunt	Essex CC
Diane Cooper	Harlow BC
Paul McBride	Harlow BC
Paul Donovan	Herts CC
David Hughes	LB Redbridge
Andrew Taylor	Uttlesford DC
Jonathan Lee	ORS

Apologies:

Cllr Phil Baker	Brentwood BC
Cllr Barry Aspinell	Brentwood BC
Cllr Phil Mynott	Brentwood BC
Cllr Kay Twitchen	Essex CC
Cllr Jon Clempner	Harlow BC
Cllr Anthony Durcan	Harlow BC
Cllr R Thake	Hertfordshire CC

Note of Meeting January 2015

The note of the meeting was agreed.

SHMA update presentation

Jonathan Lee on behalf of ORS provided a presentation on the SHMA work. The presentation is attached as an appendix to these notes. The current work had taken into account the most recent 2012 household figures produced and published by Government. These are the most recent projections and the National Planning Policy Guidance has been updated by Government to say that these should act as the starting point when undertaking an assessment of objectively assessed housing need.

Those present at the Board were able to ask questions of detail and clarification as part of the presentation.

The Board agreed that officers should comment on the draft report, assess the economic projections, seek overview by Counsel, sense check with their own members and agree a final report. Board

agreed to meet in late April to receive the report so that each individual Council can adopt into their evidence base in the new municipal year.

Wider South East Summit

The Board noted the meeting on 19 March 2015 and the briefing document that had been circulated.

Next Meeting: 9am Thursday 30 April 2015