

**East Herts District Council – Broxbourne Borough Council**

**Meeting Notes**

**Date/time: Tuesday 11<sup>th</sup> November 2014, 10am**

**Venue: Broxbourne Borough Council Offices, Churchgate, Cheshunt**

**Attendees:**

**East Herts District Council**

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

Kay Mead (KM) Senior Planning Officer, Planning Policy

Chris Butcher (CB) Senior Planning Officer, Planning Policy

**Broxbourne Borough Council**

Cllr Jim Metcalf (JM) Cabinet Member for Planning and Regeneration

Richard Grove (RG) Interim Planning Policy Manager

Vicky Forgione (VF) Planning Policy Officer

**Meeting Notes:**

**Housing Target and Sites**

1. CB indicated that the East Herts Preferred Options District Plan contained a housing target of 15,000 dwellings to be provided over the plan period up to 2031. The Plan includes a number of proposed allocations and also identifies the location of three Broad Locations for Growth. The Broad Locations (East of Welwyn Garden City, North and East of Ware and the Gilston Area), will be allocated and removed from the Green Belt through a separate Development Plan Document (DPD) following adoption of the District Plan. An updated Strategic Housing Market Assessment is currently being prepared by consultants on behalf of East Herts, Uttlesford, Epping Forest and Harlow Councils.
2. Following a question by JM, MC indicated that Epping Forest District Council had not approached East Herts about taking any of its unmet housing need. MC stated that it was necessary for East Herts to allocate sites for development in the Green Belt in order to help meet its Objectively Assessed Housing Need figure. The Council was not currently able to demonstrate a 5 year supply of deliverable sites and was therefore seeking to progress work on the District Plan as quickly as possible.
3. CB advised that within the adopted Local Plan 2007, Stanstead Abbots and St Margaret's was identified as a main settlement while Hertford Heath was a Category 1

village. Within the emerging District Plan, both settlements had been identified at Group 2 villages which would only allow infill development within the settlement boundaries. MC advised that it was important to maintain the current gap between Stanstead Abbots and St Margaret's and Hoddesdon. RG indicated that Broxbourne supported this approach.

4. VF stated that Broxbourne Council has identified a housing need figure of 300 dwellings per year which is approximately the same as the need arising from the official CLG population projections. RG indicated that the Council would include a 5% buffer of deliverable housing sites within the Local Plan as it considered that there had not been a persistent under delivery of housing in recent years within the Borough. RG advised that the Strategic Housing Land Availability Assessment (SHLAA) suggested that there is capacity for approximately 2,000 dwellings within the existing urban area. There was therefore a residual requirement to deliver approximately 2,800 dwellings within the Green Belt. The 'High Leigh' development in Hoddesdon, comprising around 525 dwellings, was recently approved (subject to S.106) and had not been called in by the Secretary of State. Broxbourne Council is continuing to assess a number of areas of search in order to identify sites that may be suitable for Green Belt release. It is intended that a period of public consultation will be undertaken on a draft Local Plan in early 2015.
  
5. VF indicated that Broxbourne is unlikely to be in a position to accept unmet housing need from other authorities as this would result in a very substantial impact on the Green Belt and the overall character of the area. However, the Council did expect to meet its Objectively Assessed Housing Need figure within its own boundaries. Similarly, MC indicated that East Herts should be able to meet its own housing needs. JM asked whether East Herts intends pursuing development in the Gilston area. MC confirmed that the draft District Plan included a figure of 3,000 dwellings in that area to be delivered towards the end of the plan period, and that there was potential for further development beyond 2031. MC indicated that there were significant challenges to overcome with each of the Broad Locations in terms of infrastructure. KM suggested that the major issue with development to the North and East of Ware was the need for a link road and the impacts of additional generated traffic on the existing road network, especially the High Street. The draft District Plan identified that the area could deliver between 200 and 3,000 dwellings. The results of ongoing transport modelling work would be used to refine this figure further although it is likely that at least 2,000 dwellings would be required to make the scheme viable.

### **Employment Strategy**

6. RG suggested that Broxbourne were seeking an ambitious level of employment growth over the plan period through the provision of 7,000 – 7,500 jobs. The aim was to reduce out commuting while providing high skill, high value employment in the Borough. The strategy included maintaining existing employment areas and implementing improvement plans where necessary (for Hoddesdon, Cheshunt and Waltham Cross). The Park Plaza development would deliver significant new employment space and the Council is also searching for appropriate locations for new employment space along the A10 corridor to deliver its target.

7. CB indicated that the draft East Herts District Plan included a target of 9,700 jobs over the Plan period. A study undertaken for the Council by DTZ in 2012 indicated that there would be growth in small to medium sized businesses but very limited growth in larger businesses. Given the rural nature of the District, East Herts had always relied on neighbouring areas, such as Stevenage and Harlow, to help meet the employment and retail needs of its residents beyond that provided in the district. The DTZ study acknowledged that this was likely to remain the case in future. Bishop's Stortford was regarded as the most appropriate location for new employment provision due to its proximity to strategic transport links, particularly Stansted Airport and the M11. A total of 11-13 hectares of new employment land would be delivered over the plan period.
8. MC commented that, while the traditional rural economy has been in decline, opportunities have arisen which have provided opportunities for SMEs in such locations.

### **Retail Strategy**

9. KM advised that Peter Brett Associates (PBA) had been commissioned to undertake a 'critical friend review' of East Herts Council's retail strategy. The resulting preliminary advice suggests some limited modifications to the existing approach, including the possibility of re-examining the functions of primary and secondary shopping frontages in some areas. PBA identify the regeneration of Hertford town centre, and Bircheley Green shopping centre in particular, as a key issue to be addressed. East Herts Council will be working with Hertford Town Council and HCC as Highway Authority in this regard. MC indicated that a planning application had been received for a proposed development of a new food store at Van Hage's garden centre in Great Amwell. JM stated that Broxbourne had concerns about the potential impact of a new food store in this location on Hoddesdon town centre which had been subject to significant investment and regeneration in recent years.
10. JM stated that Broxbourne Council is looking to prepare a strategy to facilitate the enhancement of the Brookfield shopping centre, although there were currently no details regarding how this might be achieved. VF advised that a Hoddesdon Town Centre Strategy had been prepared and that a similar strategy for Waltham Cross was currently in draft form. There was also an aspiration to create strategies for Cheshunt district centre and other local parades in the Borough. White Young Green had been commissioned to prepare an updated retail study which, among other things, would assess the level of need for additional floorspace.

### **Transport**

11. KM indicated that the capacity of the A414 across the south of the district was a key issue for East Herts as well as the impact of development in the Gilston Area on the M11. The VISUM transport modelling work that was underway covered a wider geographical area than previous work, and included the A414 as far as Hertford. The results of this work are anticipated in due course. KM further advised that Hertfordshire

County Council had undertaken a study to look specifically at potential online options to increase capacity of the A414 through Hertford. The study had concluded that any improvements to key junctions would be costly and disruptive and that any subsequent extra capacity would be taken up by existing latent demand.

12. VF advised that JMP had been commissioned to undertake transport modelling for Broxbourne Borough and that a number of traffic counts were currently underway in different locations. Four different scenarios were to be modelled which would assess the current base position as well as future projections based on different growth options. It was envisaged that a number of local routes would be put under stress by future development. Following completion of the initial modelling work, a further study would be undertaken to assess how upgrades to the road network could be implemented. VF confirmed that the modelling work would take into account proposed growth in neighbouring local authority areas. RG suggested that the impact of growth on the A10 was the key issue as, no matter where development was directed within the Borough, most traffic tended to end up on the A10. It was agreed that additional work would need to be carried out to identify measures that would need to be put in place to inform Delivery Plans. JM also raised a concern that potential improvements to the A10 were often given less priority than other routes and suggested that local authorities in the area should work with the Hertfordshire Local Economic Partnership to secure future funding.
13. KM referred to the Crossrail 2 proposal which was due for completion in 2032. East Herts supported the principle of establishing the route and the option of terminating the line at Cheshunt or Broxbourne stations. In respect of proposals to terminate the line at Hertford East station, EHC has concerns as crossing the Meads between Hertford and Ware would present a significant issue due to environmental and flood constraints and the length of single track and the availability of only one platform at Ware station could pose difficulties in terms of passenger capacity at the station in peak periods. KM indicated that, if the line were to terminate at Hertford East, it should be to support East Herts residents getting into London to work and not the other way round, as there would be few employment opportunities in the District to cater for a potential increase in commuters from other areas and the road network is already heavily congested at peak times.
14. RG suggested that Broxbourne Council supported Crossrail 2 as it would assist in supporting employment growth in the Borough. However, it was a concern that terminating the line at either Cheshunt or Broxbourne would result in significant additional pressure on those stations, particularly with regards to car parking. KM suggested that this could also lead to a situation where the Hertford East branch line was given even less priority than is currently the case, which should be avoided.

### **Gypsies and Travellers and Travelling Showpeople**

15. KM advised that East Herts had completed two studies concerning Gypsies and Travellers and Travelling Showpeople; an Accommodation Needs Assessment (ANA) and an Identification of Potential Sites Study (IOPS). The ANA identified a need for 12 Gypsy and Traveller pitches in the District up to 2031, with 7 pitches to be provided in the first five years of the Plan, and 5 Travelling Showpeople plots to 2031. The IOPS

report was not able to identify any options for meeting this need beyond the Green Belt. There could be potential solutions within the Green Belt by allocating sites that are currently unauthorised or including some provision within the proposed allocated sites or, longer term, within the Broad Locations for Growth. However, the ANA had identified a need for one of the five Travelling Showpeople plots to be delivered within the first five years of the plan period, and the IOPS study had not been able to identify any possible locations to meet this need within that timeframe. KM therefore requested, under the auspices of the Duty to Co-operate, whether Broxbourne Council would be able to accommodate this need. RG responded by suggesting that Broxbourne Council had commissioned a GTAA study and that it had identified a need of between 4 and 7 Travelling Showpeople plots in the Borough. It was agreed that, while at this stage no agreement on any Duty to Co-operate arrangements could be made in respect of either Gypsies and Travellers or Travelling Showpeople at this stage, discussions would continue between the two authorities.

16. With regard to Gypsy and Travellers, RG indicated that the GTAA had identified a requirement of 31 pitches over the plan period. The need arises from a combination of household growth and an existing unauthorised site at Wharf Road. Broxbourne Council is currently undertaking assessments in order to find a suitable alternative site to meet this need.

### **Environment**

17. CB indicated that the emerging East Herts District Plan included a policy regarding the Lee Valley Regional Park which had the support of the Regional Park Authority. A wider issue affecting the area was the potential impact of growth on Epping Forest and this was being addressed through the Co-operation for Sustainable Development group.
18. JM outlined the fact that the Lee Valley Country Park, which forms part of the Regional Park, should be promoted as a tourist destination.

### **Infrastructure**

19. KM advised that, apart from the transport issues discussed earlier in the meeting, education provision was the other key issue for East Herts and that discussions were ongoing with the County Council in order to understand how the needs arising from new development could be met across the plan period within specific schools planning areas. In order to support the delivery of the proposed allocated sites and Broad Locations within the draft District Plan, PBA had been appointed to prepare a Delivery Study which will form part of the Plan's evidence base. The study will assess the overall deliverability of the development strategy and will therefore address education as well as other key issues such as health and the Community Infrastructure Levy, etc.

### **Evidence Base**

20. RG advised that the retail study and GTAA which were currently being prepared will be made public in due course. KM advised that all of the technical studies undertaken to

support the emerging District Plan are available on the Council's website, along with information regarding specific sites. Any developer meetings undertaken or information received from developers is available, except where it concerns financially confidential or other sensitive material, to ensure transparency of process.

### **Memorandum of Understanding**

21. KM presented an example of a Memorandum of Understanding (MoU) which had been signed by both East Herts and Uttlesford District Councils. The MoU identifies the strategic issues which need to be discussed and the way in which the authorities will work together to address the issues. KM suggested that it would be helpful if a similar MoU could be agreed between East Herts and Broxbourne Councils. JM, RG and VF indicated that they would support this approach. KM stated that a draft MoU would be prepared and sent to RG and VF for consideration.

### **Any Other Business**

22. There was no further business and the meeting was therefore closed.

## **Broxbourne Borough Council – East Herts District Council**

### **Duty to Co-operate Meeting Notes**

**Date/time: Thursday 29th January 2015, 1.30pm**

**Venue: Broxbourne Council offices**

#### **Attendees:**

##### **Broxbourne Borough Council:**

Doug Cooper (DC) Head of Planning and Development

Richard Grove (RG) Interim Planning Policy Manager

Vicky Forgione (VF) Planning Policy Officer

Cllr J Metcalf (JM) Cabinet Member for Planning and Regeneration

##### **East Herts Council:**

Kay Mead (KM) Senior Planning Policy Officer

Isabelle Haddow (IH) Planning Policy Officer

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

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

#### **Meeting Notes:**

The prime purpose of the meeting was for Broxbourne to outline the key proposals which will be set out in the forthcoming draft Local Plan which will cover the period 2014-2030. East Herts Draft District Plan was discussed at the previous meeting on 11 November 2014 and the key proposals are summarised in the note of that meeting.

#### **Timetable:**

Broxbourne Council is currently looking to present the Local Plan, which will contain strategic policies and site allocations, to 24 March Cabinet with consultation likely May/June 2015.

East Herts is considering responses to draft District Plan consultation and awaiting results of technical studies prior to consultation mid-2015.

#### **Housing target and sites:**

Broxbourne Council is planning to provide just over 5,000 homes to 2030. This includes a 5% buffer. Approximately 2,200 will be in the urban area, with the remainder in the green

belt including one large strategic site for 1,800 homes at Brookfield Park, High Leigh Garden Village in Hoddesdon and a number of smaller green belt sites. The Council will be looking to provide approximately 200 homes on green belt sites in the Goff's Oak area to help satisfy a shortfall of housing. This will be mostly concentrated around Goff's Oak Village but Broxbourne Council is also investigating the potential of a site on the edge of Cuffley, both within Welwyn Hatfield and Broxbourne boundary.

No sites raise any cross boundary issues except for the general issue of traffic on the A10 and any issues arising from drainage into the Rye Meads sewage works. East Herts did not raise any concerns over specific proposed site allocations and MC welcomed the approach being taken by Broxbourne in that it provided certainty over proposed scale of development.

### **Gypsies and Travellers**

Broxbourne Council's evidence, yet to be adopted, identifies the need for 31 pitches up to 2030. These will be provided through the expansion of existing sites and through the provision of a new site in order to relocate residents with a local connection who currently reside at an illegal encampment at Wharf Road, Wormley. Possible site identified at Church Lane, Wormley. Showperson needs will be met through expansion of existing sites and the possibility of an additional site. The authorities will continue to co-operate as agreed at the previous meeting to plan for the required additional provision across the two authorities.

East Herts has established a Member/Officer Working Group with the purpose of identifying Gypsy and Traveller pitches and Travelling Showpeople's plots for inclusion in the District Plan. For Travelling Showpeople, this will be for years 5-15. It was agreed that, while at this stage no agreement on any Duty to Co-operate arrangements could be made in respect of either Gypsies and Travellers or Travelling Showpeople at this stage, discussions would continue between the two authorities.

### **Employment**

Broxbourne is looking to provide high-value jobs, increase skills levels and reduce out-commuting as part of its overall employment strategy. The Borough's housing target would generate 5,700 jobs but the Council has identified enough land and potential to provide up to 7,500 jobs. This includes job provision at Brookfield where there is capacity for 47,000 sqm gross of commercial and civic office floorspace as well as retail jobs. The draft Local Plan will also identify Park Plaza West for a major single occupier, i.e. land on the opposite side of the A10 to the News International building. The Council will also be supporting job provision at existing employment sites including Delamare Road employment area, in town centres and at Park Plaza North which is already allocated (north of News International).

The position for East Herts remains the same as at the last meeting.

## **Retail**

Broxbourne is supporting the redevelopment and enhancement of its town centres through Town Centre Strategies but they do not have the capacity to accommodate the scale and quality of development which it is considered is needed to meet future retail needs and claw back expenditure which leaves the Borough for retail and leisure provision. The Council is therefore still pursuing proposals to improve and extend comparison retail and leisure provision at the Brookfield Centre. White Young Green has been appointed to undertake new retail evidence for the Local Plan. Until this is completed, the Council will be looking to provide through the Local Plan, 28,000 sqm net of retail floorspace and 10,000 sqm net of leisure floorspace at Brookfield based on previous evidence. This is a reduction on the level of development which was proposed in the Council's Core Strategy. The Brookfield area will also now look at providing commercial floorspace (set out above) which will include office uses and civic facilities as well as a new garden village to provide a mixed use development which will address concerns raised by the Inspector whom presided over the Core Strategy Public Examination. There was a brief discussion on the Brookfield proposals which did not cause any initial concerns to East Herts.

East Herts detailed its plans to bring forward a Hertford Town Centre Urban Design Strategy and was in the process of appointing consultants to carry out this initiative, which would involve joint working with HCC and Hertford Town Council.

## **Transport**

Broxbourne Council is using the East London Highway Assignment Model prepared by TFL for modelling development scenarios on the Borough's network. This model has been fed with East Herts development assumptions and sites. The Council's biggest issue will be the A10 corridor. The Council will share the findings with East Herts and it was agreed that the two Councils will need to work together to progress solutions to transport issues. East Herts is awaiting results from the VISUM transport modelling which will inform the Infrastructure Delivery Study.

Broxbourne Borough Council supports Crossrail 2 up to Broxbourne Railway Station and 4 tracking of the West Anglia Mainline. East Herts also supports the need for improved rail services through to Hertford East on the Greater Anglia route. While it is supportive of 4 tracking and the principle of Crossrail 2, it does not necessarily support extending Crossrail 2 services as far as Hertford or Ware due to existing physical and environmental constraints and the inability to accommodate the potential increase in development that a terminus station may incur. However, it is vital that existing service frequency is maintained and preferably enhanced beyond two trains per hour on the branch line. Broxbourne also outlined the idea of a new express bus service along the A10 which could also extend north into East Herts. This would aim to link key sites such as High Leigh, Brookfield and Park Plaza and provide an alternative to the car to reduce congestion on the A10. East Herts would welcome such a service and asked that it should extend as far as Hertford and Ware.

## **Infrastructure**

Broxbourne Council continue to hold discussions with infrastructure providers and information will be included in the draft Local Plan on provision of services to support development. Provision is being made in the Plan for a significant increase in primary school places and a site at Church Lane, Wormley is likely to be allocated for a new 6 form of entry secondary school. East Herts has appointed Peter Brett Associates to advise on its Infrastructure Delivery Plan. Broxbourne will prepare an Infrastructure Delivery Plan and CIL charging schedule in parallel with work on the Local Plan with a view to submitting all documents, plus Development Management Policies, for submission late 2015.

The only anticipated cross boundary issue (apart from transport and Travelling Showpeople) concerns foul water drainage and the capacity of Rye Meads to accommodate additional development. Broxbourne to contact Richard Reeve at Thames Water for further advice.

## **Evidence Base**

East Herts evidence base is available on its website.

Broxbourne Council will be looking to complete the Gypsy and Traveller Study, Transport work, retail work and SA Appraisal prior to publication of Local Plan. A number of documents prepared by officers have also been undertaken to support the Local Plan e.g. a Strategic Green Belt Review, masterplan options documents and a SLAA. These will all be published in parallel with consultation on the draft Local Plan.

## **Memorandum of Understanding**

East Herts had circulated in advance a draft Memorandum of Understanding which provides a framework for identifying and progressing cross-border issues, areas of joint agreement and issues that need further work. Broxbourne supported this and will provide some comments on the draft.

## **Duty to Cooperate Meeting with Broxbourne Borough Council**

**Date:** Tuesday 12<sup>th</sup> January 2016

**Venue:** East Herts District Council Offices

**Time:** 13:00 -15:00

**Present:**

Cllr Jim Metcalf (JM) – Broxbourne Borough Council  
Cllr Paul Seeby (PS) – Broxbourne Borough Council  
Douglas Cooper (DC) - Broxbourne Borough Council  
Martin Paine (MP) - Broxbourne Borough Council  
Cllr Linda Haysey (LH) - East Herts District Council  
Kay Mead (KM) – East Herts District Council  
Chris Butcher (CB) – East Herts District Council  
George Pavey (GP) – East Herts District Council

---

**1. Introductions;**

**2. Brief summary of progress on Local Plan/Housing**

2.1 **Broxbourne** - Broxbourne published a Duty to Cooperate Framework document in October 2015 which will act as a basis for the emerging Local Plan. The proposed timetable for the Local Plan was outlined. Following further evidence gathering, it was envisaged that a Regulation 18 (Preferred Options) consultation would take place in the summer. The level of housing need, just over 7,000 dwellings (7165 minus last year's completions), has been based on an updated SHMA being undertaken by Justin Gardner Associates, which will be published soon. The Framework document identifies that the Borough has capacity to provide for 6,000 dwellings. On this basis, Broxbourne previously wrote to neighbouring authorities, including East Herts, to seek assistance with meeting some of its housing need. It was noted that while Broxbourne has its own SHMA, it will be important to continue to co-operate fully on strategic issues with neighbouring authorities. It is intended that a Regulation 19 consultation will take place as soon as possible after the Regulation 18 consultation.

**East Herts** - East Herts is currently intending to undertake a Regulation 19 (Pre-submission) consultation commencing in June/July. The recently published SHMA for the West Essex/East Herts Housing Market Area identifies an objectively assessed housing needs figure for the District of 745 dwellings per annum. This is an extremely challenging figure, and at this stage, it is unlikely that the Council would be able to assist with meeting the housing need of neighbouring authority areas. A meeting with a Planning Inspector has been arranged for late January to discuss key issues. Of particular importance will be the approach to the Broad Locations and the use of the 'Liverpool method' of making up the shortfall of housing delivery over the plan period, rather than applying the 'Sedgefield method' over the first five years.

### 3. **Transport**

**East Herts** – As previously noted, the capacity of the A414 through Hertford is a potential constraint to development. HCC is broadly comfortable with the quantum and location of development in the first 5 years of the Plan. Officers are continuing to work closely with HCC in order to agree an interim position prior to completion of ongoing 'COMET' transport modelling work. The Council is also still awaiting the results of 'VISUM' modelling which is being led by Essex County Council. A brief discussion on Crossrail 2 followed. East Herts is supportive of the route going to Broxbourne but has serious concerns about potentially terminating the line at Hertford East. It is important that four tracking of the West Anglia Main line is provided ahead of Crossrail 2 and that WAML services on the Hertford East branch line are not impacted negatively by the introduction of Crossrail 2.

**Broxbourne** – The East Herts development strategy will impact on the A10. Modelling work is being undertaken which will consider the impacts of growth in Broxbourne and neighbouring authorities. It was agreed that Broxbourne would contact East Herts to detail information to be provided on likely development locations in order to help inform the modelling. Once the modelling work is complete, funding sources for mitigation measures would need to be considered.

### 4. **Gypsy and Travellers and Travelling Showpeople**

**Broxbourne** – The Council is seeking to provide sufficient sites to meet its own needs. Its assessment of need has identified the need for 31 pitches across the Borough, with 16 of those related to Wharf Road. There is an on-going inquiry with regard to the unauthorised site at Wharf Road, and the implications of the 'Planning policy for traveller sites' revisions could impact on this. The Council also needs to consider the implications of changes to Government guidance. For Travelling Showpeople, it is expected that need could be addressed via the expansion of existing sites. G&T provision is likely to be met via the expansion of existing sites.

**East Herts** – The Council has commissioned consultants (ORS) to update the previous 2014 G&T accommodation needs assessment study. It is hoped that the Council will be able to accommodate its own need, primarily within the proposed strategic sites.

## **5. Employment/Retail Strategy**

**Broxbourne** – Main employment locations at Brookfield and Park Plaza could impact on the A10. An updated employment needs study is currently being prepared. The retail strategy remains largely the same although Brookfield will now be identified as a mixed use site, with a net increase of 28,000m<sup>2</sup> retail involving an increase in both convenience and comparison. A new Civic Centre may also potentially feature in the development proposals. A Retail Impact Assessment will be commissioned in due course.

**East Herts** – Strategy on employment and retail remains largely the same as that identified within the Preferred Options District Plan. The Council has responded to Uttlesford District Council's Local Plan consultation in order to suggest that land adjacent to Bishop's Stortford within the Uttlesford Green Belt could be suitable for employment uses. There will be a need to monitor and consider the future impacts of a continued increase in passengers using Stansted Airport

## **6. Infrastructure**

**Broxbourne** – The Council is looking at the possibility of adopting CIL and it is likely that this will be progressed over the next few months. The Council needs to do further work on capacity of Rye Meads STW to cater for growth.

**East Herts** – Thames Water has previously stated that Rye Meads has capacity to cater for growth up to 2026 and possibly beyond. The Council has started work on an Infrastructure Delivery Plan which will identify infrastructure requirements and funding sources. The Council is currently assessing the potential benefits of introducing CIL and Members training has been arranged for February.

## **7. Environment and Green Belt**

**Broxbourne** – The Council is looking at the possibility of providing a cycle path along the New River and also identifying a Conservation Area along its route. The Council is currently considering whether an update to the Green Belt Review is required.

## **8. Duty to Co-operate**

Both authorities will be using the Planning Advisory Service template for their Duty to Co-operate compliance documents. A draft Memorandum of Understanding, which will identify key strategic cross boundary issues and outcomes will be prepared in due course.

**Draft note from Co-operation for Sustainable Development Member Board  
22 September 2015 - Civic Centre, Harlow**

**Attendance**

**Members**

Broxbourne BC	Cllr Jim Metcalfe
East Herts DC	Cllr Gary Jones, Cllr Linda Haysey
Epping Forest DC	Cllr Richard Bassett (Chair), Cllr Chris Whitbread, Cllr John Philip
Essex CC	Cllr Kay Twitchen
Harlow DC	Cllr Tony Durcan
Uttlesford DC	Cllr Susan Barker

**Officers/others**

Brentwood BC	Phil Drane
East Herts DC	Kevin Steptoe, Claire Sime
Epping Forest DC	Glen Chipp, Derek Macnab, Alison Blom-Cooper, Sarah King
Essex CC	Hamish Barrell, Zhanine Smith, David Sprunt
Harlow DC	Graeme Bloomer, Paul MacBride
Herts CC	Paul Donovan
Uttlesford DC	Andrew Taylor
Hardisty Jones Associates	Stuart Hardisty
Opinion Research Services	Nigel Moore

**1. Apologies**

- Brentwood BC - Cllr Roger McCheyne and Cllr William Trump
- Herts CC - Cllr Ashley

**2. Draft notes of meeting of 3 June 2015 – including review of action points**

- Cllr Twitchen asked for it to be noted that at the June meeting, regarding item 10, she had also explained that Essex CC officers had previously already held some Duty to Co-operate meetings with Local Authority officers on the 'Revised Preferred Approach' consultation.
- Notes were agreed subject to this amendment.

**Matters arising:**

- **Publication of notes of Co-op. meetings** – there was a discussion as to how/where the notes of the meetings were/should be published. Uttlesford DC already published the Member Board notes as part of their Working Group reports, as do East Herts DC. All agreed that the notes should be published.
- **Essex CC Waste Plan – Hamish Barrell**  
Hamish explained that about 1,000 comments on the consultation had been received, and that Essex CC was working on a Duty to Co-operate programme with various districts. The timetable had slipped, there would not be a Pre-Submission Draft Waste Local Plan by November.
- **M11 Junction 7/7A - David Sprunt ECC**  
David Sprunt explained that discussions about improvements to junction 7 of the M11 were ongoing with Highways England. He noted that this was being progressed as a separate scheme to junction 7A. Essex CC was currently considering options for junction 7A and there would be a workshop on this matter with Highways England soon – David expects this to be regarding technical engineering options rather than the 'wider

picture' but if it is the latter, then District Councils will be involved in that workshop. David expected a public consultation on junction 7A to take place in early 2016. There was a discussion about the likely timeframe for junction 7A in relation to the funding programmes of Highways England. It was possible that junction 7A might be moved from 'Road investment strategy 1 (RIS 1)' to 'RIS 2' but this was unlikely to be a big problem as long as it was delivered by about 2020 and was included within Local Plans.

### **3. West Essex/East Herts Joint Economic Report and SHMA - final reports**

- **Joint Economic Report**

Stuart Hardisty of consultants Hardisty Jones Associates presented the headline findings of the report. There was a general discussion about the effects of Stansted Airport's growth on the jobs projections in increasing the overall jobs growth, and in focussing more job creation within Uttlesford district, and also on the recent announcement that Public Health England planned to move some jobs from their Wiltshire site to the former GlaxoSmithKline site in Harlow. It was agreed that the final Joint Economic Report be signed off and that each authority would take it back to their respective Council with a recommendation for inclusion into their evidence bases.

- **Strategic Housing Market Assessment (SHMA)**

Nigel Moore of consultants Opinion Research Services presented the headline findings of the report. There was a general discussion about the advantages of using a 10 year trend for housing need projections, about the SHMA's inclusion of a 20% uplift on the baseline projections for 'market signals', and about the scrutiny of SHMAs at Examination in Public. It was agreed that the final SHMA be signed off and that each authority would take it back to their respective Council with a recommendation for inclusion into their evidence bases. A draft joint statement from the 4 West Essex/East Herts authorities had been prepared and circulated before the meeting – it was agreed that this could be used by the 4 authorities to communicate the finalisation of the SHMA and Joint Economic Reports to the press.

### **4. London Stansted Cambridge Consortium – proposals for workshops**

Andrew Taylor referred to the note circulated from John McGill (LSCC) which had been sent to Chief Executives of the West Essex/East Herts authorities. The LSCC was keen to work with the 4 authorities, and with Essex and Herts County Councils, on developing a vision and wider 'growth plan' for the area, which would feed into the LSCC's growth commission. The intention is for this work to involve Chief Executives as well as key politicians. There was a general discussion about the merits of working together in this way, albeit that it must be ensured that work being done by the Co-op. Board already is not duplicated. It was agreed that workshops would proceed in that manner.

### **5. Verbal update on Strategic Options around Harlow – work with AECOM**

Alison Blom Cooper noted that officers from the West Essex/East Herts authorities had been working with consultants AECOM on potential strategic options for growth around Harlow, to ensure that these matters are handled in a coherent way across boundaries. This includes considering what might need to be run through transport modelling to assess likely effects.

### **6. A.O.B.**

None.

**7. Dates of next meetings (already booked):**

- 26 October 2015 – 6.30pm Harlow DC
- 4 December 2015 – 6.30pm Harlow DC
- 18 January 2016 - 6.30pm Harlow DC
- 7 March 2016 - 6.30pm Harlow DC
- 19 April 2016 - 6.30pm Harlow DC

**Draft note from Co-operation for Sustainable Development Member Board  
26 October 2015 - Civic Centre, Harlow**

**Attendance**

**Members**

Broxbourne BC	Cllr Jim Metcalfe
East Herts DC	Cllr Gary Jones, Cllr Linda Haysey
Epping Forest DC	Cllr John Philip (Chair)
Essex CC	Cllr Kay Twitchen
Harlow DC	Cllr Tony Durcan, Cllr Jon Clempner
Uttlesford DC	Cllr Susan Barker
Redbridge	Cllr Helen Coomb

**Officers/others**

East Herts DC	Kevin Steptoe, Claire Sime
Epping Forest DC	Alison Blom-Cooper
Essex CC	Zhanine Smith, David Sprunt
Harlow DC	Paul MacBride, Vicky Forgione
Herts CC	Paul Donovan
Uttlesford DC	Andrew Taylor
LSCC	John McGill
Broxbourne BC	Douglas Cooper

**8. Apologies**

- Epping Forest DC – Cllr Chris Whitbread, Cllr Richard Bassett
- Brentwood BC - Cllr William Trump
- Herts CC - Cllr Derrick Ashley

**9. Draft notes of meeting of 22 September 2015 – including review of action points**

- Notes were agreed.

**Matters arising:**

- None

**10. London Stansted Cambridge Consortium – growth commission/future workshop**

• **Growth Commission**

A short briefing note was circulated by John McGill. A Growth Commission has been established – this consists of a group of independent minded people to look at the corridor between London, Stansted, Cambridge and Peterborough to consider whether there is economic growth potential. Evidence gathering and hearings will be held by the Commission this year and early next and will be open to the public although not publicly advertised. Report to be launched at conference next June.

- **LSCC Central** - (Harlow, Epping Forest, East Herts and Uttlesford Districts)  
Proposal to hold a workshop to look at the vision for this part of the area for Leaders and Chief Executives – date now set for 2 December 2015 – aim is to get senior officers, members and LEPs to look at the vision and the potential infrastructure needs for the area to deliver growth
- **Other work ongoing** through the West Anglia Task Force, Crossrail 2 Task Force and Outer London Commission – although focus on rail also looking at road case.
- **Broxbourne** questioned why they were not part of the workshop – John explained that this was because they were not part of the core SHMA area

- **Timescale** - East Herts expressed concern that any work undertaken as part of the LSCC should not affect their timescale for preparation of the Local Plan and also officers should not be deflected from the main task of preparing the plan

#### 11. Highways update/Highways England's approach to funding for junction 7/7A

- David Sprunt reported that there had been some progress – had further discussions with Highways England re the £50million allocation. It is now clear that this is for Junction 7. Highways England now have a 5 year plan (RIS1) and have only just started looking at improvement works at Junction 7 and currently at Stage 0 so somewhat behind where Essex CC are with proposals for junction 7A which is at Stage 2/3. Essex CC has made the case to Highways England that they should continue to progress Junction 7A and there is full commitment at the County to do that. The key issue is the funding of Junction 7A – bid to SELEP is a possibility but won't allocate until we have received agreement at the planning stage – this is about a year away. Potentially we could also secure some contribution from developers. However this is likely to leave a funding gap which would require some forward funding. So ECC looking to Highways England for funding – would want to get in bid for November 2017 for RIS 2 funding. It was felt that there should be coordinated lobbying from all the local authorities affected to push for funding from RIS 2. Essex CC happy to lead this.
- Not clear what capacity improvements to Junction 7 will give in terms of future growth prior to bringing Junction 7A on stream. Uttlesford wanted Junction 8 to be included in the discussion. Essex CC have concerns around whether it would be better to bring 7A forward first – clear that need both improvements to J7 as well as 7A. It is not clear yet from the modelling what growth improvements to J7 alone would support. For the modelling work ECC have used the SHMA figures as a starting point for testing and made certain suppositions as to where growth could go from the evidence base. Can run further scenarios when we have completed the first run and seen the outputs.
- Officer group will meet to discuss outputs from the modelling work being undertaken to consider strategic options around Harlow (being facilitated by AECOM) towards the end of November and will then bring that back to the next meeting of the Board.
- ***The Board agreed that there should be a coordinated sign up to the same message from the Board and others and important that the £50 million funding from RIS 1 is used to best effect.*** To be looked at further at a future meeting

#### 12. West Essex/East Herts growth and Strategic Options work around Harlow

- Officers are continuing to work together and with ATLAS to consider and test various options around Harlow for growth. The Board had previously discussed and agreed the appointment of a strategic sites co-ordinator via funding from DCLG at its meeting on 3 June 2015. This has now been advertised and the closing date is Friday 30 October. It is hoped that there will be sufficient interest to make an appointment, but otherwise alternatives will need to be sorted.
- East Herts DC are proposing to take options to members in spring 2016 based on evidence collected and wouldn't want this work to hold up the process.

#### 13. Uttlesford DC's Issues and Options consultation

- Uttlesford are currently consulting on their issues and options with comments invited by 4 December 2015. The consultation sets 19 questions around issues and options and focuses on areas of search/scenarios, policy off in terms of approach. There are 9 scenarios; testing at SHMA levels and 750 per year, some have come forward through call for sites and others not.
- Green Belt review – submissions received today and consultants to be appointed
- Highways consultant and Employment Land Reviews are also about to be commissioned.

- Two outstanding appeals have been with the Planning Inspectorate for a year – one in Dunmow and one in Elsenham with no time lines for decision.

#### **14. Broxbourne BC Duty to Co-operate document**

- Douglas Cooper explained that on 20 October 2015 the Cabinet approved the framework for the future development of the Borough which shows the Council's proposed direction of travel. The Local Plan in preparation will not include DM policies, CIL or IDP which will come later. The current timetable is that the Draft Local Plan is due to go to Cabinet in January 2016 and then out for a Regulation 18 consultation for 2 months.
- The Council completed their SHMA in 2013 and this has since been updated to provide the current OAN – number is around 7,000. Have a draft GB review which will be completed shortly and published with draft local plan. Employment evidence is in preparation and retail evidence is now completed and on website. Transport assessment completed in draft and can share – options assessment mostly completed.
- Level of growth proposed is for 6,000 new homes and 7,500 new jobs, new shops at Brookfield and leisure, one secondary and eight primary schools. So 1,000 short in terms of homes – so want to discuss with the Co-op authorities whether or not this group of authorities can help to meet this shortfall. Urban area capacity 2,760 homes, Green Belt around 3,300 new homes and Green Belt also main area for employment allocations. Proposed to allocate 11% of current GB – can't yet share GB review. 89% GB retained.
- Number of strategic development sites included in the framework
- Consultation – revised document will be circulated this week following changes made by Cabinet and the Council propose to hold individual discussions with authorities. Need to discuss housing provision and gypsy/traveller provision through duty to cooperate discussions. Will be looking at current needs assessment to see whether it needs to be refreshed in the light of new guidance.

#### **15. A.O.B.**

None

#### **16. Dates of next meetings (already booked):**

- 4 December 2015 – 6.30pm Harlow DC – agreed that authorities would be consulted as to whether this date is practical and if so should the start time be brought forward.
- 18 January 2016 - 6.30pm Harlow DC
- 7 March 2016 - 6.30pm Harlow DC
- 19 April 2016 - 6.30pm Harlow DC

## Co-operation for Sustainable Development Member Board

4 December 2015 5pm-6pm  
([Civic Centre, Harlow](#))

### Note of meeting

#### Attendance

Members	Officers	Representing
Cllr Richard Bassett (chair) Cllr John Philip	Derek Macnab Amanda Thorn	Epping Forest DC
Cllr Susan Barker	Andrew Taylor	Uttlesford DC
Cllr Kay Twitchen	David Sprunt Zhanine Smith	Essex CC
Cllr Helen Coomb		LB Redbridge
Cllr Linda Haysey	Liz Watts Kevin Steptoe Claire Sime	East Herts DC
Cllr John Clempner Cllr Danny Purton	Graeme Bloomer	Harlow DC
Cllr Jim Metcalf	Martin Paine	Broxbourne BC
	Roger Flowerday	Herts CC
	John McGill	LSCC

#### 17. Apologies

Cllr Derrick Ashley                      Herts CC  
Cllr Chris Whitbread                      Epping Forest DC

#### 18. Draft notes of meeting of 26 October 2015 – including review of action points

Agreed. Further update provided on J7/J7a/J8 of the M11 later in the meeting.

#### 19. Report back from LSCC Visioning Workshop on 2 December 2015 and follow up

Overall there was good attendance from Districts, Counties and the Herts Local Enterprise Partnership, and this proved to be a good forum for initial strategic discussions.

There was common agreement on the key elements that could form a vision for the broad area, including the “big ticket” infrastructure items. This debated previously known issues around road and rail infrastructure, and an acceptance that these matters can and should be considered in a wider context. There was a recognition that a joint strategic vision was likely to be useful, but that any such vision work must not cause any delay to preparation of Local Plans.

The LSCC have undertaken to prepare a short narrative to provide a strategic overview of Local Plan work, and help set a context for future visioning and potentially lobbying for additional funding.

Councillors commented that it may be appropriate to focus on areas of potential economic development, but this must recognise the differences between areas e.g. Broxbourne and

East Herts areas are characterised by small/medium enterprises, whereas Harlow has an active Enterprise Zone. There will be a need to commit to growth in employment and housing when making a case for funding for large scale infrastructure. Whilst recognising the benefits of coordinated approaches to such matters, it is clear this cannot be allowed to cause any delay to emerging Local Plans.

A key point was made that a consistent group of Members which meet to discuss the cross boundary planning and infrastructure issues is important to ensure any momentum is not lost, and consensus may be more easily achieved.

It was reflected that Broxbourne BC & Harlow DC have some commonalities, and it may be that a case could be made that Crossrail 2 could extend to Harlow or even Stansted Airport, to spread the benefits of new rail infrastructure. More joined up thinking is to be welcomed, as it opens up new options.

Three key questions were introduced at the workshop:

- First, how do we strengthen and achieve buy-in on *a vision for the economic potential of the wider area which reflects the key priorities for each of the districts but also the give and take needed* to make this work for a larger area;
- Second can we *get real value from that vision in gearing up shared planning work looking at growth options, serious work on infrastructure involving the counties*, and that will help you manage the issues which are already evident in your local plan work;
- Thirdly *what governance is needed to make this type of partnership work* so that each member's position is safeguarded while creating *an alliance* that will be far more effective than each trying to influence the agenda individually.

**Action** LSCC to prepare and circulate a draft note of the meeting in early January 2016. The LSCC will continue to offer support in matters of strategic infrastructure and growth delivery matters.

## **20. Potential for joint response on Crossrail 2 consultation**

The current consultation on Crossrail 2 is open until 8 January 2016  
(<http://crossrail2.co.uk/consultation/>)

A discussion at the recent Officer meeting of the group considered whether there was any merit in preparing a joint response that may carry more weight. It is accepted there are some areas of differing opinion, but Members of the Board are asked to consider whether they would support a statement of common themes being submitted on behalf of the Board.

It was considered that there may be areas of common ground, particularly relating to support for four tracking of the West Anglia line, overall improved access to sustainable transport modes and improved frequency of service.

**Action** EFDC officers to take an overview of individual organisation responses, and consider whether there may be merit in an additional joint response (noting the short deadline following Christmas)

## **21. Enfield NGAP Baseline Study and engagement with Co-op Board**

The Northern Gateway Access Package (NGAP) project is being pursued by LB Enfield. This is a package of measures intended to alleviate congestion in Brimsdown, a key employment area in the north east of LB Enfield. There have been previous proposals for a Northern Gateway Access Road (NGAR) linking north east Enfield and Waltham Abbey (EF District), which have previously been refused planning permission following lengthy public inquiries. More recently, LB Enfield have sought to reintroduce the possibility of a new road link as part of a package of measures, as part of their North East Enfield Area Action Plan. Following objection by Essex CC, Epping Forest DC, the City of London Corporation and others, the reference has been removed. Objections were made on the basis that any evidence base to support the possibility of a new road link had not been prepared, and such a reference was inappropriate and premature. Transport modelling work, including consideration of accessibility to public transport and options to improve this, is currently underway.

There is a concern that LB Enfield are not engaging fully on a strategic cross boundary matter, which has potential implications on the M25 and A10, and possibly further afield. LB Enfield are part of the core Cooperation for Sustainable Development group, but have shown some reluctance to attend.

It was agreed that Glen Chipp, as chair of the officer group, would write to LB Enfield to express concern around this matter and encourage attendance.

**Action** Copy of letter sent to be circulated to Members.

## **22. Highways update/Transport modelling**

ECC officers provided an update on transport modelling matters relating to the M11.

A further meeting has been arranged between ECC and Highways England in January 2016 to progress modelling and planning for improvements to J7.

A first model run testing J7a has been completed. This has tested initially at a growth rate of 10,000 homes in and around Harlow over the period to 2033, although accepting that to meet the OAN shown by the SHMA that higher growth rates (up to approximately 15,000) may need to be tested. This initial model run has identified a significant issue at J8, which has proved to be more congested than anticipated. Growth inputs take into account recent forecasts for passenger growth at Stansted Airport, up to the limit of the planning permission in place (35 million passengers per annum). These forecasts indicate more growth in peak hour travel to Stansted than had been previously forecast, which suggests that J8 will be significantly over capacity much sooner than expected.

ECC are now considering the full programme of further testing, and have established a further team to resource Local Plan preparation.

Queries were raised around the likelihood of funding being secured in the short to medium term for substantial improvements to J7 and J8, in addition to a new junction at J7a.

Up to £50m is currently available through Highways England RIS1 for J7. An indicative total for J7a could be around £65m, although this figure can only be an estimate at this stage. Interim improvements at J8 have been identified that would cost around £5m, but it is possible a much more substantial intervention will be needed in due course. Further

sensitivity testing is needed around phasing of junction improvements i.e. it may be possible that not all improvements are required at the same time, which could then feed into further RIS cycles.

It was queried whether Manchester Airports Group (owners of Stansted Airport) could be expected to fund some further improvements. It may be possible, but it is also likely that the scale of improvements that would be needed in the long are beyond what could be expected of MAG. Central government funding is likely to be needed.

There is a perception that access to the service station area is a key problem. Uttlesford DC has previously refused a planning application for an additional access to the rear of the services. It may be this matter could be considered again, depending on the outcome of the Green Belt Reviews in both Uttlesford DC and East Herts DC. Essex CC have met recently with the operators of the service area, and it appears there could be a technical solution to creating a further link to the rear of the service to access the roundabout at the junction of the A120 and A1250 (Birchanger roundabout) solely for use by HGVs, coaches and other large vehicles. If any further planning application were made in the coming months, this would need to be assessed in accordance with current planning policy.

Herts CC are currently preparing a county wide model, which is due to be ready for use in February 2016. This is not the same type of model as the Essex CC model, but the two counties are working together to ensure compatibility of outputs.

23. A.O.B.

None

24. Dates of next meetings (already booked):

- 18 January 2016 - 6.30 p.m. Harlow DC
- 7 March 2016 - 6.30 p.m. Harlow DC
- 19 April 2016 - 6.30 p.m. Harlow DC