

MINUTES OF A MEETING OF THE  
DISTRICT PLANNING EXECUTIVE PANEL  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON TUESDAY  
24 MAY 2016, AT 7.00 PM

---

PRESENT: Councillor L Haysey (Chairman)  
Councillors E Buckmaster and G Jones.

ALSO PRESENT:

Councillors M Allen, P Ballam, R Brunton,  
G Cutting, I Devonshire, M Freeman,  
J Goodeve, A Jackson, J Jones, T Page,  
S Rutland-Barsby, R Standley, K Warnell,  
C Woodward.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Chris Butcher	- Principal Planning Officer
Lorraine Kirk	- Senior Communications Officer
James Mead	- Planning Officer
Kay Mead	- Principal Planning Officer
Laura Pattison	- Assistant Planning Officer
George Pavey	- Assistant Planning/Technical Officer
Jenny Pierce	- Principal Planning Officer
Claire Sime	- Planning Policy Manager
Kevin Steptoe	- Head of Planning and Building Control Services

Liz Watts - Chief Executive

ALSO IN ATTENDANCE:

Steve Jarman - Opinion Research Services

1 **EAST HERTS GYPSIES AND TRAVELLERS AND TRAVELLING SHOWPEOPLE ACCOMMODATION NEEDS ASSESSMENT UPDATE APRIL 2016**

The Panel considered a report detailing the findings of the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, April 2016. It was noted that this report had replaced the agenda item which had been withdrawn from the meeting held on 25 February 2016. Officers detailed that the Update Summary would be used as evidence to inform and support the East Herts District Plan and to inform Development Management decisions.

Steve Jarman, (Opinion Research Services) gave a presentation on the research undertaken to identify the accommodation needs of Gypsies and Travellers and Travelling Showpeople in the District. He explained that ORS was a leading organisation which had worked with 70 Councils on this subject.

Mr Jarman explained the background to the research and the legal obligations placed on councils to demonstrate that they could meet the identified accommodation needs of Gypsies and Travellers and Travelling Showpeople in the same way that they have to meet general housing needs.

Of particular note and in addition to case law, was the fact that the Government had issued a revision to its 'Planning policy for traveller sites' guidance in August 2015, largely concerning definitions in relation to Gypsies, and Travellers and Travelling Showpeople for

planning purposes, which had necessitated an update to the 2014 Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment that the company had carried out. These revised definitions, and the methodology around the research were explained in detail. He concluded that, as a result, the Updated Accommodation Needs Assessment had identified that the Council would need to provide five pitches for Gypsies and Travellers and nine plots for Travelling Showpeoples' accommodation needs for the period to 2033. It was also noted that the Housing and Planning Bill had received Royal Assent on 12 May 2016 and that the provisions of the Act meant that it would be appropriate for certain amendments to be made to the version of the Update Summary before the Panel to ensure consistency of approach.

The Panel Chairman advised the Panel that the report before Members was an update in terms of the latest Government guidance, but since the Housing and Planning Bill had recently become an Act of Parliament it would be sensible for amendments to be made to the document to ensure consistency in approach. She suggested that in the circumstances, the Panel might wish to delegate authority for amendments to the Update Summary necessitated by the Housing and Planning Act to the Head of Planning and Building Control in conjunction with the Panel Chairman for consideration by the Executive. This was supported.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, April 2016, be noted;

(B) amendments to the Update Summary necessitated by the Housing and Planning Act for consideration by the Executive be delegated to the

**Head of Planning and Building Control in conjunction with the Panel Chairman; and**

**(C) the final version of the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, May 2016, as now submitted at Essential Reference Paper 'A', be approved as part of the evidence base to inform and support the East Herts District Plan and to inform Development Management decisions.**

**2 THE GILSTON AREA AND THE GOVERNMENT'S 'LOCALLY LED GARDEN VILLAGES, TOWNS AND CITIES' PROSPECTUS**

---

**The Panel considered a report detailing the Government's recently published prospectus on garden villages, town and cities and sought support for the preparation and submission of an expression of interest in relation to the Gilston Area and the likely funding and technical expertise the Council could receive to help progress development from the plan making stage through to implementation.**

**There were two options open to the Council in this regard. The first was to apply for support for a garden village of between 1,500 to 10,000 new homes. The second option was to work in partnership with both Harlow and Epping Forest District Councils in order to submit an expression of interest for a garden town of over 10,000 dwellings. The Gilston Area, in itself, would not qualify for garden town status. However, given that further development around Harlow might be proposed by neighbouring authorities within their Local Plans, a joint bid covering the wider Harlow area might be appropriate.**

**In response to Members' comments and questions, Officers explained the "narrow window" in which to submit an expression of interest. A bid for a garden**

village would need to be submitted by 31 July 2016. There was no time limit for the submission of an expression of interest in relation to a garden town. However, it was likely that there would be a limit in terms of how many schemes the Government would be willing to support. Therefore, the sooner an expression of interest was submitted, the more likely it would receive support. The Officer stated that the submission of an expression of interest would not prejudice the Council's position in relation to whether or not to support the inclusion of the Gilston Area within the forthcoming Publication version of the District Plan.

In response to Members' comments and questions, Officers clarified that the Council's objectively assessed housing need up to 2033 was for 745 homes per year. It was the view of Officers that the Gilston Area should be allocated within the District Plan in order to deliver 10,000 homes within the current plan period and beyond.

The Panel Chairman explained that this was an important step and would give the Council access to expertise and funding. She confirmed that regardless of working with other Authorities, whatever East Herts built in the District, would count towards East Herts' housing requirement.

The Panel supported the recommendations, as now detailed.

**RECOMMENDED** - that (A) the content of the Government's prospectus on "Locally Led Garden Villages, Towns and Cities" be noted;

(B) preparation and submission of an expression of interest for Government support in relation to the Gilston Area either as a garden, village or garden town, be supported; and

(C) the Executive determine the basis of the submission in terms of whether this be as a garden, village or garden town.

### **3 LOCAL DEVELOPMENT SCHEME (LDS) MAY 2016**

The Panel considered a report on an updated version of the Council's Local Development Scheme (LDS) which replaced Version 5 of the LDS (December 2013). The schedule and work programme set out the timeline for the preparation of the District Plan.

The Panel supported the recommendation, as now detailed.

**RECOMMENDED** – that the Local Development Scheme (LDS) May 2016 as now detailed, be agreed with effect from May 2016.

### **4 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 15 – RETAIL AND TOWN CENTRES: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER**

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options, together with Officers' responses to those issues. The Panel was advised why further amendments to Chapter 15 were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised Chapter was presented for consideration before subsequent incorporation into the final draft District Plan.

In response to Members' comments on the two existing neighbourhood centres in Bishop's Stortford, Officers provided clarification on their role and the process for monitoring changes over time.

In response to a Member enquiry as to whether the inclusion of a new neighbourhood centre south of

Whittington Way meant that the decision on the site allocation had already been taken, Officers explained that this was not the case, and that it did not predetermine the Council's final decision with regards to this site.

The Panel supported the recommendations, as now detailed.

**RECOMMENDED** – that (A) the issues raised in Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options, as now detailed at Essential Reference Paper 'B' to the report be received and considered;

(B) Officers' responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper 'B' to the report be agreed;

(C) the further amendments in respect of Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options, as detailed in Essential Reference Paper 'B' to the report, be received and considered; and

(D) the draft revised Chapter 15 (Retail and Town Centres), as detailed in Essential Reference Paper 'C' to the report be agreed as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

5 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTERS 16 AND 20 – DESIGN AND LANDSCAPE: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 16)**

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 16 (Design) and Chapter 20 (Landscape) together with Officers' responses to those issues. The Panel was

**advised why further amendments to Chapter 16 (Design) and Chapter 20 (Landscape) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised chapter (which consolidated Chapters 16 and 20) were presented for consideration before subsequent incorporation into the final draft District Plan.**

**In response to Members' comments regarding new housing sustainability standards, Officers explained the balance Officers sought to achieve in terms of sustainability, design and compliance with building codes and regulations. Officers also detailed the role of Neighbourhood Planning.**

**The Panel supported the recommendations, as now detailed.**

**RECOMMENDED – that (A) the issues raised in respect of Chapter 16 (Design) and Chapter 20 (Landscape) of the draft District Plan Preferred Options, as now detailed in Essential Reference Paper 'B' to the report, be received and considered;**

**(B) Officers' responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper 'B' to the report be agreed;**

**(C) the further amendments in respect of Chapter 16 (Design) and Chapter 20 (Landscape) of the draft District Plan Preferred Options, as now detailed at Essential Reference Paper 'B' to this report be received and considered; and**

**(D) the draft revised Chapter 16 (Design and Landscape), as detailed in Essential Reference Paper 'C' to the report, be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.**



**6 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 17 –  
TRANSPORT: RESPONSE TO ISSUES RAISED DURING  
PREFERRED OPTIONS CONSULTATION, FURTHER  
AMENDMENTS AND DRAFT REVISED CHAPTER**

---

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 17 (Transport) together with Officers' responses to those issues. The Panel was advised why further amendments to Chapter 17 (Transport) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised chapter was presented for consideration before subsequent incorporation into the final draft District Plan.

In response to Members' comments regarding strategic transport schemes and the potential impact of proposed development in adjoining local authority areas on East Herts, Officers explained the role of East Herts Council in the context of engaging in the Hertfordshire County Council's 2050 Transport Vision for the county. The Officers further explained that the HCC transport model took into account neighbouring authorities' individual positions, both within Hertfordshire and also beyond, this being informed by Essex County Council's modelling data being utilised in the HCC model. The Panel Chairman commented that the Council needed to have the evidence in place to support strategic changes.

In response to a Member's comment in relation to a "light rail" at Buntingford, the Officer explained that this issue had been taken into account as a submission in respect of HCC's 2020 Vision but that at the present time, the HCC's preferred schemes were not yet available. HCC intended that public consultation on the 2050 Vision would take place in the summer. The issue of sustainable transport modes was discussed along with parking standards and the need for a revised Vehicle Parking SPD. The Officer explained that the Council had recently

revised its parking standards, which would be included as an Appendix to the District Plan and that the Vehicle Parking SPD would be revised in due course.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 17 (Transport) of the draft District Plan Preferred Options, as now detailed in Essential Reference Paper 'B' to the report, be received and considered;

(B) Officers' responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper 'B' to the report be agreed;

(C) the further amendments in respect of Chapter 17 (Transport) of the draft District Plan Preferred Options, as detailed in Essential Reference Paper 'B' to the report be received and considered; and

(D) the draft revised Chapter 17 (Transport) as detailed in Essential Reference Paper 'C' to the report, be agreed as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

7 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 19 –  
NATURAL ENVIRONMENT: RESPONSE TO ISSUES  
RAISED DURING PREFERRED OPTIONS  
CONSULTATION, FURTHER AMENDMENTS AND DRAFT  
REVISED CHAPTER**

---

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 19 (Natural Environment) together with the Officers' responses to those issues. The Panel was advised why further amendments to Chapter 19 (Natural

Environment) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised chapter was presented for consideration before subsequent incorporation into the final draft District Plan.

The Panel supported the recommendations, as now detailed.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 19 (Natural Environment) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 19 (Natural Environment) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(D) the draft revised Chapter 19 (Natural Environment), as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

8 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 21 – HERITAGE ASSETS: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 20)**

The Panel considered a report on issues raised through the Preferred Options consultation in connection with

**Chapter 21 (Heritage Assets) together with the Officers' responses to those issues. The Panel was advised why further amendments to Chapter 21 (Heritage Assets) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence.**

**The proposed draft revised (and renumbered) Chapter 20 was presented for consideration before subsequent incorporation into the final draft District Plan.**

**The Panel supported the recommendations, as now detailed.**

**RECOMMENDED – that (A) the issues raised in respect of Chapter 21 (Heritage Assets) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper 'B' to the report be received and considered;**

**(B) Officers' responses to the issues referred to in (A) above, as detailed in Essential Reference Paper 'B' to the report be agreed;**

**(C) the further amendments in respect of Chapter 21 (Heritage Assets) of the draft District Plan Preferred Options as detailed in Essential Reference Paper 'B' to the report be received and considered; and**

**(D) the draft revised (and renumbered) Chapter 20 (Heritage Assets) as detailed in Essential Reference Paper 'C' to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.**

9 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 22 –  
CLIMATE CHANGE: RESPONSE TO ISSUES RAISED  
DURING PREFERRED OPTIONS CONSULTATION,  
FURTHER AMENDMENTS AND DRAFT REVISED  
CHAPTER (RENUMBERED CHAPTER 21)**

---

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 22 (Climate Change) together with the Officers' responses to those issues. The Panel was advised why further amendments to Chapter 22 (Climate Change) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised (and renumbered) Chapter 21 was presented for consideration before subsequent incorporation into the final draft District Plan.

The Panel supported the recommendations, as now detailed.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 22 (Climate Change) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper 'B' to the report be received and considered;

(B) Officers' responses to the issues referred to in (A) above, as detailed in Essential Reference Paper 'B' to the report be agreed;

(C) the further amendments in respect of Chapter 22 (Climate Change) of the draft District Plan Preferred Options as detailed in Essential Reference Paper 'B' to the report be received and considered; and

(D) the draft revised (and renumbered) Chapter 21 (Climate Change) as detailed in Essential Reference Paper 'C' to the report be agreed, as a basis for inclusion in the final draft District Plan,

with the content being finalised when the consolidated plan is presented in September 2016.

10 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 23 – WATER: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 22)**

---

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 23 (Water) together with the Officers' responses to those issues. The Panel was advised why further amendments to Chapter 23 (Water) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised (and renumbered) Chapter 22 was presented for consideration before subsequent incorporation into the final draft District Plan.

Members discussed the difficulties of providing evidence to support sustainability requirements. Officers cited by example fittings such as dispersal taps.

A Member suggested that arrangements for dealing with the storage of bio-fertilisers be incorporated. This was to be considered by Officers.

The Panel supported the recommendations, as now detailed.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 23 (Water) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper 'B' to the report be received and considered;

(B) Officers' responses to the issues referred to in (A) above, as detailed in Essential Reference Paper 'B' to the report be agreed;

(C) the further amendments in respect of Chapter 23 (Water) of the draft District Plan Preferred Options as detailed in Essential Reference Paper 'B' to the report be received and considered;

(D) the draft revised (and renumbered) Chapter 22 (Water) as detailed in Essential Reference Paper 'C' to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016; and

(E) the issue of slurry storage be incorporated into the Chapter.

11 **EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 24 – ENVIRONMENTAL QUALITY: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 23)**

---

The Panel considered a report on issues raised through the Preferred Options consultation in connection with Chapter 24 (Environmental Quality) together with Officers' responses to those issues. The Panel was advised why further amendments to Chapter 24 (Environment Quality) were required in terms of ensuring that the final draft District Plan incorporated the most up to date policy position and the latest available evidence. The proposed draft revised (and renumbered) Chapter 23 was presented for consideration before subsequent incorporation into the final draft District Plan.

A Member sought clarification that the reference to electric charging points in Policy EQ4 applied to all forms of development. Officers agreed to clarify the Policy. In response to a Member query about the ability to control the routes used by HGVs, Officers agreed to consider this.

**The Panel supported the recommendations, as now detailed.**

**RECOMMENDED – that (A) the issues raised in respect of Chapter 24 (Environmental Quality) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;**

**(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;**

**(C) the further amendments in respect of Chapter 24 (Environmental Quality) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered; and**

**(D) the draft revised (and renumbered) Chapter 23 (Environmental Quality) as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.**

## 12 CHAIRMAN'S ANNOUNCEMENTS

The Panel Chairman welcomed Members and the public to the meeting and reminded them that the meeting was being webcast. She reminded those in attendance that taking decisions in public and in a transparent manner, was part of the Council’s ethical approach to decision making which ensured that Members were accountable for the decisions taken. The Panel Chairman reminded Members that decisions would not be taken this evening but recommendations would be made with the final decisions being taken by Council.

The Panel Chairman stated that the next meeting with Town



and Parish Councillors would take place on 27 May 2016 at 10am. The next District Planning Panel would take place on 21 July 2016. A further Town and Parish meeting would take place on 25 July 2016.

The Panel Chairman welcomed new Officer, James Mead and the guest speaker, Steve Jarman (Opinion Research Services) to the meeting. The Panel Chairman referred to the report on the Gypsies and Travellers and Travelling Showpeople report and the new information which had been received. On the issue of the Gilston Area report, she stated that the Council would have to make some difficult decisions to accommodate the housing needs of the District.

13 MINUTES

RESOLVED – that the Minutes of the meeting held on 25 February 2016 be approved as a correct record and signed by the Chairman.

The meeting closed at 8.51 pm

Chairman	.....
Date	.....