

**Draft Note from Co-operation for Sustainable Development (Officers') Group  
Thursday 16 February 2017**

**Attendance**

East Herts DC	Claire Sime
Epping Forest DC	Glen Chipp, Alison Blom-Cooper, Amanda Thorn, Emily Taylor
Essex CC	David Sprunt, Rich Cooke
Harlow DC	Dianne Cooper
Hertfordshire CC	Roger Flowerday
Uttlesford DC	Gordon Glenday, Richard Fox
Conservators of Epping Forest	Jeremy Dagley
Broxbourne BC	Martin Paine

**Meeting Notes**

		<b>Actions</b>
<b>1.0</b>	<b>Apologies</b>	
	Graeme Bloomer (Harlow DC), Mary Young (Essex CC), Derek Macnab (Epping Forest DC), Paul Macbride (Harlow DC), Sean Perry (Essex CC), Andy Jobling (Highways England), Joanne Woodward (LB Redbridge), Aiden Lonergan (Natural England) James Farrar (ATLAS).	
<b>2.0</b>	<b>Draft notes of previous meeting (19 January)</b>	
	Notes from previous meeting were agreed.	
<b>3.0</b>	<b>Updates on Local Plans</b>	
	<p>Broxbourne BC: The Council went out to Regulation 18 consultation in Summer 2016. Issues arising for the Local Plan for Broxbourne include the objection by the Lee Valley Regional Park Authority, transport modelling and Gypsy and Traveller sites. The Council is currently developing a Retail Impact Study following on from their Retail Needs Assessment to address concerns raised from the core strategy examination in 2011 on the impact of Brookfield on other retail provision. Neighbouring authorities have been invited to make comments on the first draft of the report and a follow up meeting with Harlow has been arranged. The Council expects to be able to finalise the report in the near future, and will be seeking formal agreement with East Herts DC and Harlow DC that retail provision proposed for Brookfield would be acceptable. It was noted that Broxbourne DC are still waiting on Harlow DC's retail study. EFDC inquired as to whether the impact of Westfield/Chelmsford has been included, Broxbourne invited EFDC to contact them outside of the Officer Group meeting. Broxbourne DC has commissioned ORS to complete on the need for Gypsy and Traveller sites in the District and in particular to assess the proposed allocation of Wolf Road. EFDC advised that the Council had recently lost an appeal where the appellant had queried the ORS methodology for the assessment of need identified in the Interim Note prepared for the Draft Local Plan for Travellers and Travelling Showpeople. PAS are going to review the methodology used by ORS and provide advice to the Council as to whether the</p>	

	<p>methodology is sufficiently robust. EFDC will share any implications with Broxbourne and the other Essex authorities. Broxbourne also undertaking further work on transport modelling. Broxbourne DC will refresh their OAN projections based on most recent population projections before going out to Regulation 19; the aim is for Regulation 19 to take place in June 2017.</p> <p>East Herts: The Council will be submitting the Draft Local Plan for examination by PINS on the 31 March 2017. There is a Panel meeting on the 9 March to seek agreement to submit and to present key supporting documents including the Infrastructure Delivery Plan, Duty to Cooperate statement and the Regulation 22 Consultation statement. Delegated authority will be sought for any further documents submitted for examination.</p> <p>Epping Forest DC: The Council's Regulation 18 consultation concluded in December, the consultation received around 3,300 responses which are now being analysed. There is a high level report going to Cabinet on 9 March 2017. In the meantime the Council is progressing evidence base studies such as joint work on transport and employment with other authorities, a further round of site selection work, the Infrastructure Delivery Plan, and Open Space/Sports Facilities work in response to an objection received from Sport England. EFDC recently had a meeting with Natural England who raised concerns including the need for a mitigation strategy to be largely established before examination on SSSIs/Epping Forest SAC/LVRP - as this is a key issue across the HMA and within the MoU. A meeting co-ordinated by EFDC to discuss impacts will be arranged. JD from Conservators supported this intention and Broxbourne asked to be involved based on Natural England's representation to their Draft Local Plan.</p> <p>Harlow DC: The timetable is currently unclear. Harlow DC expect that the Local Plan can be taken to Committee in preparation of Regulation 19 publication in summer 2017 if no changes are made. The retail study is awaiting confirmation and will be circulated as soon as possible. Harlow DC is waiting on the Environment Agency to make comments on Thames Water statement. There have been no responses to the tender for viability work.</p> <p>Uttlesford DC: The Council are aiming to go out to Regulation 18 consultation in July 2017. Currently the Council is gathering key evidence on transport and build-out rates in order to test potential housing allocations. The Council has a key Duty to Cooperate relationship with South Cambridgeshire and is testing for both 12,500 homes and the 2014 projections figure of 14,000 homes. Members are being encouraged to provide for the higher figure in their Draft Local Plan.</p>	
<b>4.0</b>	<b>Update on other cross-boundary/strategic matters</b>	
	<p><i>Harlow and Gilston Garden Town</i>  ABC from EFDC outlined that funding has been received by EFDC. The advertisement of the project director post has been published with interviews scheduled for 2 March 2017. ATLAS had facilitated a workshop with Chief Executives and Senior Officers to scope out future work streams. Engagement was raised as a key consideration. Chief Executives supported the development and agreement of a joint vision before agreeing governance</p>	

	<p>arrangements.</p> <p><i>Princess Alexandra Hospital relocation</i> A meeting with Mark Davis was held last week to discuss the scope and vision of the hospital's relocation. ATLAS is drafting a note on this meeting that will be circulated. Both of the two previously discussed options are still under consideration i.e Gilston or East of Harlow. DS from Essex CC agreed to circulate transport work regarding this at the next meeting.</p> <p><i>Highways and Transportation matters</i> Essex CC reported that there is currently no defined amount of funding for Junction 7a. Highways England has asked Essex CC for the intended location/route of Junction 7a. The timescale for delivery of Junction 7a by 2019 is still accurate. The modelling associated with the Local Plan process is progressing, however is reliant on employment data that is currently being commissioned. Herts CC reported that the modelling work being undertaken for the A414 corridor is at an early stage still.</p> <p><i>Discussions with TfL regarding capacity on the Central Line</i> EFDC attended a meeting with the GLA, LB Redbridge and LB Waltham Forest. TfL have drafted a brief for an impact study of proposed growth within the HMA including densification around Leyton/Leytonstone, looking at the Central Line as far as Stratford. The work will be agreed through a framework agreement. The study is likely to cost between £80,000-100,000 and contribution from the authorities towards the cost of the study will be sought by TfL. A further meeting has been scheduled to progress this in April 2017.</p>	<p><b>DS to present transport findings at next Co-op Officer Group.</b></p>
<b>5.0</b>	<b>Feedback on Harlow DC's affordable housing paper/feedback from meeting with CLG on 15 February 2017</b>	
	<p>East Herts reported back on the meeting with DCLG. DCLG has indicated that although they cannot speak for PINS they are happy for affordable housing provision to be considered across the HMA and for the MoU to state that the HMA will meet the need overall. Following this discussion Harlow DC stated that they are looking to update the MoU to take to the Member Board for agreement. The meeting with DCLG focused on delivering the maximum number of homes possible within the HMA. DCLG has indicated that they would like to see an infrastructure 'wish list' of requirements for the HMA to meet its housing need. East Herts outlined that on the subject of nomination rights from authorities DCLG did not consider it a land use planning issue however it would ultimately be for the Planning Inspector to decide. DCLG were open to a further meeting as required.</p>	<p><b>Harlow DC to update MoU following discussion with DCLG.</b></p>
<b>6.0</b>	<b>Update on Memoranda of Understanding:</b>	
	<p><i>Highways and Transportation Infrastructure for the West Essex/East Herts HMA</i> Highways England are yet to sign the MoU – they have expressed concern that the MoU is out of date and needs to be amended to reflect the recent funding priority given to Junction 7a. It was agreed that the authorities preference is for Highways England to sign the current MoU as is with the recognition that it will be subject</p>	<p><b>Harlow DC/Uttlesford DC to sign Highways MoU before 24<sup>th</sup></b></p>

	<p>to changes. Harlow DC and Uttlesford DC are also yet to sign. Both Councils committed to sign the MoU before East Herts deadline of the 24 February 2017. DS from Essex CC offered to go back to Highways England to explain the authorities' preference. <i>(Note – since the meeting Uttlesford have signed the MoU)</i></p> <p><i>Managing the Impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation</i> Harlow DC and Uttlesford DC are yet to sign MoU. The need for Herts CC to sign the MoU was discussed, Herts CC agreed to try to follow up a signature before the East Herts deadline of the 24 February 2017. <i>(Note since the meeting Herts CC have signed the MoU)</i></p> <p><i>Distribution of Objectively Assessed Housing Need across the West Essex/East Herts HMA</i> It was agreed that the total figures included in the current draft of the MoU are correct. Harlow DC has some changes they would like to propose and it was agreed that the officers would send over suggested changes before the end of the week. GC from EFDC outlined that there may be some issues with the proposed changes and that EFDC members will need to be briefed on the reason for the changes. Any potential changes will need to be agreed ASAP in order to be considered at the Board on 27 February 2017. <i>(Note – an amended MoU was agreed for discussion at the Board)</i></p> <p><i>Proposal to develop an MoU for distribution of employment across the HMA</i> This will be developed following the outcome of the joint work to be commissioned from Hardisty Jones on the need for the FEMA (see next item)</p>	<p><b>February.</b></p> <p><b>DS to go back to Highways England.</b></p> <p><b>EFDC to send Herts CC most up-to-date MoU.</b></p> <p><b>Herts CC to sign MoU.</b></p> <p><b>Harlow DC to circulate proposed changes.</b></p>
<b>7.0</b>	<b>HMA-wide employment distribution workshop 10 February 2017</b>	
	<p>Following the workshop Harlow agreed to draft a brief for further work to be carried out to feed into the MoU. Harlow asking for comments from other authorities currently then will procure the work. <i>(Note – since the meeting it was agreed that as EFDC are procuring Hardisty Jones to do some work for the District they would seek to procure the work).</i></p>	<b>Harlow DC to send brief for comments.</b>
<b>8.0</b>	<b>Items for Co-op. Member Board 27 February 2017</b>	
	<p>Presentation on transport work on the sites to the south and west of Harlow (DS from Essex CC). Distribution of OAN MoU Update on other MoUs Garden Town update</p>	<p><b>DS to feedback to Member Board on transport matters.</b></p> <p><b>Garden Town update to be given to Member Board.</b></p>
<b>9.0</b>	<b>A.O.B</b>	
	<p>Discussion around the meeting of the six authorities It was decided that a standing item should be added to the Co-op</p>	<b>DS to report back to Co-op Officer</b>

	Officer Group meetings to report back on the six authorities meetings. DS from Essex CC offered to co-ordinate this.	<b>Group in future.</b>
<b>10.0</b>	<b>Future Co-op Officer Group meeting dates</b>	
	Thursday 16 March 2017 - (10am, Committee Rm 2, Epping Forest DC)	
	Thursday 13 April 2017 - (10am, Committee Rm 2, Epping Forest DC)	

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