

**Draft Note - Co-operation for Sustainable Development Member Board  
20 March 2017**

**Attendance**

<b>Organisation</b>	<b>Councillors</b>	<b>Officers</b>
ATLAS		James Farrar
East Herts DC	Cllr Linda Haysey (Chair)	Liz Watts, Claire Sime, Kevin Steptoe
Epping Forest DC	Cllr Chris Whitbread, Cllr Richard Bassett	Alison Blom-Cooper, David Coleman
Essex CC	Cllr Mick Page	David Sprunt, Rich Cooke, Dominic Collins
Harlow DC	Cllr Danny Purton	Graeme Bloomer
Herts CC	Cllr Derrick Ashley	
LB Redbridge	Cllr Helen Coombe	
Uttlesford DC	Cllr Susan Barker	Richard Fox

**1. Apologies**

- Broxbourne BC – Martin Paine
- Broxbourne BC – Cllr Paul Seeby
- Conservators of Epping Forest – Jeremy Dagley
- Epping Forest DC – Cllr John Philip, Derek Macnab, Glen Chipp
- LB Enfield – Tony Pierce
- Herts CC – Jan Hayes-Griffin,
- Harlow DC - Cllr Jon Clempner

**2. Draft notes of meeting of 27 February 2017 – including review of action points**

Cllr Ricky Gadsby – to be added to the attendance of the meeting on 27 February 2017 and draft notes agreed on this basis.

Actions from previous meeting:

- Notes from the PAH visioning workshop had been circulated. David Sprunt was arranging a further meeting with PAH so that officers can consider the transport evidence and undertake the further work to identify a preferred location.
- SELEP – David Sprunt is chasing for a response
- Transport presentation given at the last Board meeting had been circulated
- Harlow retail study had been circulated to officers

**3. Update on Memoranda of Understanding**

- a. Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area

Harlow held a special Council meeting on 16 March 2017– the outcome is that Harlow have agreed to sign the MOU. Paragraph 1.5 is now out of date since originally drafted – suggest change to update for accuracy purposes to a more flexible wording as a minor amendment (Harlow to prepare). Cllr Purton expressed understanding of other partners in the Cooperation Group.

***ACTION: MoU to be amended to reflect more up to date position in paragraph 1.5 and to be circulated for agreement and signature prior to 31 March 2017 so that it can be submitted as a supporting document when East Herts submit their plan for examination.***

- b. Highways and Transportation Infrastructure for the West Essex/East Herts HMA

All signed – just waiting for Harlow’s signature which should be available on Wednesday 22 March 2017

***ACTION: Harlow to advise when signature can be used***

- c. Managing the Impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation

All signed – just waiting for Harlow’s signature which should be available on Wednesday 22 March 2017

***ACTION: Harlow to advise when signature can be used***

- d. Preparation of MoU for distribution of employment across the HMA

To date no MoU has been prepared in respect of employment and economic issues, but it has been recognised that one is required to deal with strategic employment issues. It has also been identified that further work is required to underpin such an MoU.

David Coleman explained that this further work will establish broad scenarios for future economic growth and the potential distribution of employment and associated employment land requirements across the four constituent districts. This will build on earlier work prepared by Hardisty Jones Associates (HJA) in 2015 for the Cooperation for Sustainable Development Board.

The earlier HJA work was founded upon the EEFM 2014 and developed an alternative higher growth scenario to take account of planned growth at Stansted Airport. The EEFM has now been updated with a 2016 version available and there are also other factors that might reasonably inform one or more alternative scenarios, such as planned investments at Harlow and the plans of the LEPs and LSCC including the impact of local conditions in adjoining FEMAs. There is also a need to ensure any work aligns to the most recent research on future housing requirements across the area to ensure plans make adequate provision for employment without exacerbating unsustainable commuting patterns.

Consultants are being appointed to prepare further employment and economic evidence across the functional economic market area (FEMA) that covers the four authority areas.

- Phase 1 of the work will be focused on the development of robust future economic and employment growth scenarios. An officer workshop to discuss these has been arranged for 30 March 2017
- Phase 2 will then focus on assessing the employment land requirements associated with the preferred scenario(s) and contribute to the preparation of the MoU.

It is anticipated that the work will be completed by the end of May, subject to the completion of the relevant procurement processes. A draft MoU will then be prepared and submitted to the Board for consideration.

Cllr Barker – queried the context for this work. It was explained that the aim was to reconcile the EEFM projections against the housing proposals in the District plans and local scenarios and make adjustments to take them into account. The study will look at how growth can be met across the FEMA. There is a need to have latest data to underpin our local plans at examination.

**4. Harlow and Gilston Garden Town update**

- a. **Appointment of project director and next steps**

The Board was advised that following interviews and a job offer being made that the candidate had declined as their existing employer made a counter offer. In order to maintain momentum ATLAS was supporting officers to develop a brief and take forward some of the workstreams alongside a further recruitment exercise. This would include some of the work already identified including the governance framework, options about the structure of the joint delivery team and overseeing visioning work.

***ACTION: To finalise the brief and procure consultants to undertake interim work***

b. Scope for additional work on spatial visioning and design charter

The Board was advised that the brief for work on spatial visioning and the design charter is almost complete – and can be progressed – just need to formalise the procurement route and take it forward. East Herts advised that a seminar in Gilston is being held on 1 April 2017 – one of the key issues is the relationship of this site to the Garden Town and explaining this to the communities.

Cllr Purton asked that there should be a regular point of contact – the interim arrangements should provide this.

***ACTION: Officers to finalise the brief and progress procurement of this work***

## **5. Community Housing Fund**

David Coleman explained that East Herts, Uttlesford and Epping Forest Districts had received funding from DCLG under the Community Housing Fund to promote self build and community led housing schemes. Each local authority was required to submit details of how the funding is being utilised to CLG by 10 March 2017 in order to enable them to release the second tranche of funding.

The SHMA Group had discussed proposals for a joint project and reached agreement that the resources allocated to each individual Council (except Harlow who have not received any funding but are part of the wider SHMA and have been included) will jointly pool the fund. This amounts to a total of £102,672. A proposal for the second tranche of funding had been prepared by the three authorities on this basis. The SHMA Group is preparing to undertake a research project looking at all aspects of community led housing including self-build and Community Land Trusts. This project will identify existing and new participants for these models of housing delivery.

The research will include a series of events and provide information to inform Councillors, Parish Councillors, Neighbourhood Plan groups, self-builders and local residents, about the objectives, benefits and potential, community led housing schemes can bring to communities and local authorities. Through this engagement process, interested parties will be invited to attend scoping workshops that will help them to formulate their ideas, the purpose and objectives of the scheme. Groups will then be supported to work up to legal incorporation status (or to planning permission if funding allows).

In addition, the SHMA Group will work with developers of strategic and Garden Town sites to look at how community led housing can be included in future plans. Epping Forest, Harlow and East Herts District Councils are working closely together to progress plans for the Garden Town at Harlow and Gilston, which provides significant opportunities for the promotion of a collaborative approach towards the incorporation of community-led housing.

Capacity building at a local level would be an important part of the process to engage with local residents, stakeholders, developers and Councillors. The Fund will be used to:

- Assess and potentially combine the self-build registers in the SHMA area, to reduce the potential for duplication, enable the identification of applicants in housing need and enable efficiency improvements.
- Build capacity, foster collaboration, develop skills and supply chains at a local level through events and information for local residents and stakeholders (including those on the

respective registers). Identify residents who have a housing need which could potentially be met via the various community led housing models.

The project is to be led by Uttlesford as they have the expertise inhouse.

## 6. Princess Alexandra Hospital update

David Sprunt reported back on the current position. ECC has now designed a survey for the hospital and other sites owned by the Hospital Trust to understand current movements to the three sites. This will cost approximately £70,000. ECC are to complete the work by late summer and this will help inform the second stage of the business case (after the strategic outline case) for a new hospital. The transport modelling work for PAH will enable the transport work to go forward. David Sprunt advised that following a brief discussion with the hospital about funding and were advised that there was little funding available. ECC were therefore looking to see whether there is further funding that could be provided by the relevant authorities.

Liz Watts (E Herts) queried why this work was being undertaken at this stage when not yet completed the strategic outline case and how the identified cost of £70,000 had been calculated. DS advised that the cost of modelling came from ECC sub consultants Jacobs. One of the biggest costs of taking the work forward to feed into the transport modelling is collecting data from the three hospital sites which is quite a detailed exercise to carry this out. Using sub consultants to carry out the survey. Timing – need to understand the impact on local plans and the best location and not hold up the second stage of the work after the strategic outline case.

Cllr Ashley – asked whether the hospital are properly involved to the Local Plan process.

NHS have supplied some information to East Herts in response to their Regulation 19 publication plan which will be circulated. (*note – this was circulated to officers after the meeting*)

Cllr Bassett understood that the provision of a new hospital is high up on the Government agenda and feels that we should progress the information.

Cllr Barker – requested that other uses be considered for the site and that it needs to be more than just a hospital.

**Action – invite Chief Executive and/or Chariman of PAH to come to the Board with a focus on what they want included in the local plans**

**DS to prepare a proposal to come to the next Board meeting on potential split of funding for the data collection work required to feed into the transport modelling to understand patterns of movement now**

## 7. Any other cross-boundary/strategic matters

VISUM model – ECC advised that the first four technical notes to support East Herts Local Plan are well advanced. ECC were due to meet Jacobs on 21 March 2017 to go through the details and submit to East Herts on Wednesday 22 March 2017. Two further technical notes were being prepared – one re northern bypass and another one on the sites to the South and West of Harlow to explain the work that has been done over the period.

Uttlesford advised that they were on course for a Regulation 18 consultation in June/July 2017. The Council had invited presentations from 7 developers putting forward the strategic sites. Had four so far – Elsenham, Greater Takeley, Stebbing and Eastern Park. Next week Little Dunmow and Great Chesterford. The Council was likely to propose the allocation of two of the strategic sites. The Council will be putting presentations from the developers on their website.

Epping Forest DC – Cabinet report on 9 March 2017 with initial consultation results and new LDS agreed. Councillor Basset advised that there had been an interesting meeting on smarter places last

week – looking for an area where they could look at using wireless applications e.g. data for CCG, street lights, link to traffic lights. Essex CC are producing a strategy to go to Cabinet. Broadband facility in parts of the area is still poor – looking for good coverage across the area.

Essex CC – Councillor Page advised the Board that there were lessons that could be learnt from the North Essex Garden Town project (Colchester, Braintree and Tendring) – particularly around communication strategy, governance arrangements, funding etc. The authorities have agreed funding for the project of £250,000 per authority. Lord Kerslake's report and recommendations were very helpful. The authorities are proposing a levy for infrastructure costs in the order of £45-50,000 per house. ECC officers are just about to start working with Essex district authorities on IDPs. Better links and understanding between planning and public health providers. Cllr John Spence will be attending future meetings of the Coop Board to show the commitment that ECC has got to this process.

Redbridge – Councillor Coombe advised that the Council has now submitted their plan to the Inspectorate for examination – David Smith is the appointed Inspector with hearings scheduled in July 2017.

***ACTION – agreed that officers from North Essex Garden Town (Ian Vipond) should be asked to present to Coop meeting to advise on lessons learnt from their experience***

**8. AOB**

None

**9. Dates of next meetings (confirmed):**

- Monday 24 April 2017 – (6.30pm, Harlow DC)
- Monday 22 May 2017 - (6.30pm, Harlow DC)