

**Draft Note - Co-operation for Sustainable Development Member Board  
26 June 2017**

**Attendance**

<b>Organisation</b>	<b>Councillors</b>	<b>Officers</b>
East Herts DC	Linda Haysey, Gary Jones	Liz Watts, Kevin Steptoe
Epping Forest DC	John Philip	Derek MacNab, David Coleman, Emily Taylor
Essex CC	Lesley Wagland	David Sprunt, Dominic Collins
Harlow DC		Graeme Bloomer, Paul Macbride, Julie Houston
Herts CC		Jan Hayes-Griffin
Uttlesford DC	Susan Barker	Richard Fox
Arup		Paul Jarvis

**1. Apologies**

Derrick Ashley, Hertfordshire County Council  
 Sarah Fraser, Natural England  
 Nigel Allsop, Highway England  
 Claire Sime, East Herts DC  
 Phil Drane, Brentwood Borough Council  
 Martin Paine, Broxbourne Borough Council  
 Cllr Paul Seeby, Broxbourne Borough Council  
 Tony Pierce, LB Enfield  
 Martyn Thomas, LB Havering  
 Jeremy Dagley, City of London  
 Steve Smith, AECOM  
 Jamie Carswell, Essex County Council

**2. Draft notes of meeting of 22 May 2017 – including review of action points**

- Minutes from the previous meeting – agreed with the exception of one typographical error.
- PAH – followed up in this meeting.
- PAH traffic surveys – still in abeyance.
- Harlow DC meeting with the Environment Agency – update in this meeting.
- Signatures - have been received.

**3. PAH – draft letter of support**

LW pointed out that it was a Strategic Outline Case not a Business Case, so this amendment was needed. It was then inquired as to whether the letter had been sent to PAH to comment, DC confirmed it had been.

GB inquired as to the bullet point detailing the scope of developer contributions to hospitals. LW/JH suggested changing the wording of 'hospital' to say 'health services' to make it much more flexible to cover community provision as well. LW referenced the health 'campus' option outlined in the Strategic Outline Case. Cllr John Philip suggested including wording of 'appropriate developer contributions' .. 'towards health services' to be put in.

Cllr Haysey inquired whether everyone was in agreement, Cllr Barker questioned whether health services was comprehensive enough and suggested inclusion of 'primary and secondary care' also.

**Action: EFDC to update changes and then send on behalf of the board.**

Cllr Wagland added that as concerns were expressed that planning matters were not being progressed at the same urgency as the business case perhaps the letter should reflect this concern.

LW noted that planning consultants have been commissioned by PAH since the last board meeting. The decision was taken to commend this and include it as part of the covering email to the letter. Cllr Barker requested that all logos be included on the front page of the letter.

**Action: EFDC to include this in covering email and add logos.**

**4. FEMA – update on work being undertaken by Hardisty Jones and preparation of MoU for distribution of employment across the HMA**

DC reported that a meeting was held last Monday at East Herts to discuss emerging outputs and consider options to progress an employment MoU. The consultant has communicated that there may be shortfall in employment land of between 5-15 hectares across the FEMA area. Dominic Collins – talked about the value of learning from other Local Plans that are progressing, in Braintree economic strategy not done in tandem with sites and this has been difficult.

**5. Update – Capacity of waste water infrastructure in the Greater Harlow area up to 2033 – response to letter to the Environment Agency**

PJ gave an update following the meeting with the Environment Agency (EA). The EA have been advising that a Water Cycle Study may be needed so the meeting intended to delve into the detail of what the study(s) needed to cover. The EA want to understand which of the recommendations set out in the 2009 Rye Meads Study have been implemented and then this can be used as a starting point to scope out what Water Cycle Study is needed in Harlow and the wider GT area. The main issues include looking at connections, network trunk mains and Rye Meads capacity. It was noted that the EA were not aware that Thames Water have indicated that there is capacity at Rye Meads.

**Action: PJ send minutes to EFDC to be circulated with the group.**

JH noted that it is a shame a strategic approach is not being taken as there may be an issue as to when and who capacity runs out for, given the apparent ‘first come first served’ approach.

JH suggests contacting the new regional director of the EA. Cllr Wagland drew attention to the fact that it is a duty of EA to work with authorities as part of the Duty to Cooperate. **Action – to discover name and role of regional director and follow up if progress continues to be slow.**

**6. Harlow & Gilston Garden Town update role and proposals for interim governance arrangements**

PJ gave an overview of the work to date. Following Garden Town (GT) status being approved in January, Arup appointed to push forward project governance. Arup have been reviewing governance arrangements in other GT examples which has fed into the recommendations presented in the governance paper. It has been proposed that two sub-groups are developed from the co-operative Member and Officer Board's, as focus turns more towards GT issues. It is proposed that the co-operative working group takes place once every two months and GT meetings happen monthly. By doing this Arup have tried to streamline approach rather than providing more layers of governance.

Cllr Haysey noted that the need to hold regular monthly Coop Board meetings has been fairly recent. JH noted her approval. Cllr Wagland inquired as to where reference to County Councils is and their role in terms of what they would need to provide. PJ directed the Board to the table on p5 of the report, showing how input is envisaged – County Councils are included at officer and member level.

PJ stated that the GT project team will also drive forward sustainable transport corridors, working in tandem with Essex County Council and Herts County Council as appropriate.

LW noted that engagement with communities was a bit thin so would like to populate that with a range of activities. PJ commented that project will endeavour to use existing consultation to support so as not to overload the timescale. On the Project Director post, the Board agreed to pursue the recruitment process again in September.

Cllr Barker inquired as to how will the public may perceive that Uttlesford DC are privy to decision making. Uttlesford DC agreed to be an observer rather than decision maker. Cllr Barker drew attention to healthy communities reference – noted that the vitality of communities has to be focused on from the beginning, giving people places to socialise.

Essex CC stated how healthy communities can be included through the design of an area. A new quality charter is being set up so there may be some crossover and there may be some streamlining opportunities as opposed to having multiple design panels. Essex CC stated their enthusiasm to be part of the project team. It was noted that North Essex GT are interviewing this week for a key post.

GB noted that the listed work streams are not exhaustive as there are different issues such as economic development. In general, GB welcomed the governance paper.

Cllr Wagland inquired as to whether the lines of responsibility are well drawn out with Arup in charge – is there a dual role of advising and also decision making. The answer may lie in backfilling the role as soon as possible. Cllr Haysey noted that Arup is here to put in governance but it is still understood that Project Director is needed as soon as possible.

JH commented on the work streams, stating that there are lots of other work streams including health services, education and green infrastructure. Concern was raised about the number of groups and number of layers for three different meetings – there is a need to be careful about streamlining this. PJ said management will also evolve as the timeline progresses to allow for any issues/changes to be made. JH stated that there some issues that are sensible to be done as a strategic level and some not. Some decisions have planning and also corporate implications and this should be reflected in the governance.

DC agreed with this observation and stated that it should be clear what topics area appropriately discussed at GT level or at district level and where these responsibilities lie. It was noted that developers have brought this up as sticking point, in terms of who to contact about what issues, and the potential to add further layers of complexity to the process.

LW stated that PHE are keen to be engaged with the healthy communities initiative.

Cllr Haysey inquired as to whether there was a particular example that the Board could look at to get assurance on processes having worked elsewhere. Arup can certainly point to other examples, there is a draft paper to be circulated next week that details examples.

It was agreed PJ will take on board comments and re-send out the governance paper.

Cllr Haysey inquired whether the paper needed to come back a second time to be approved. Cllr Philip suggested that it was brought back when member representation is present from all authorities given that no Members from Harlow were present at the meeting. **Action: Add to agenda and circulate papers in advance.**

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

GTAA – RF reported that all survey work has been done and numbers have been collated. Although the final report is still unfinished, the consultants are happy to give a summary of your local area if needed.

*Highways and Transport* – the planning application for Junction 7a of the M11 was approved last Friday. ECC can now start moving forwards, and are on progress to start work in 2018.

ECC reported that a major study of A414 from Harlow to Hemel Hempstead commissioned. This is due to the fact that 60% of all new growth in Hertfordshire is along this area next to A414. Appointed consultants and member workshop scheduled to discuss emerging findings. The study is not anticipated to be completed until next spring but ECC is hoping for an early indication before Christmas on options such as Harlow northern bypass etc.

*Air Quality MoU* – EFDC is seeking to arrange a meeting with Natural England and the Conservators of Epping Forest (City of London Corporation) to discuss impacts on Epping Forest and are experiencing difficulty in receiving any response to requests made to NE. PJ to help this along. EFDC will extend invitation to relevant neighbouring local authorities to attend the meeting.

*Community Housing Fund* – There was a steering group meeting on 23 June 2017. Consultants were in attendance. Identified 4 key strands of work: raising awareness about community led housing; helping local authorities work through what needs to be done; identifying any potential barriers to community housing fund objectives; and exploring how it can help other priorities of local authorities. **It was agreed that the consultants would attend the 18 September 2017 Member Board to update on the work that has been done to date and engage with the Board.** Each authority has been asked to confirm a member champion who will feed back as part of steering group meetings. It was noted that engagement with GT developers will also be happening as part of the project.

## 8. AOB

Uttlesford DC – provided an update on the Draft Local Plan. Planning policy working group will be held this week, and there is a full Cabinet 6 July 2017 to approve the Draft Local Plan. Consultation will commence at the end of July. Regulation 19 publication is scheduled for the winter 2017/2018.

Harlow DC – There is a Cabinet meeting on Thursday, the Local Development Scheme will be on website shortly. It has been agreed that the town centre needs an AAP and Harlow DC will be engaging consultants to produce it. Involvement of other authorities is important as will be town centre for the wider garden town.

East Herts – examination hearings are likely to take place in October but this is yet to be confirmed. Two further Gilston seminars have taken place and have been useful and encouraging.

EFDC – Cllr Philip stated that through the Regulation 18 consultation the Council has received approximately 176 new or amended sites that now need to be assessed through site selection process.

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

- 31 July 2017, EFDC Civic Offices
- 18 September 2017, EFDC Civic Offices