



## **North Weald Bassett Neighbourhood Plan**



**OUR PLAN  
OUR WAY**

**Meeting:** Neighbourhood Plan  
Steering Group meeting

**Date:** 24th October 2016

**Time:** 7.30pm

**Venue:** NORTH WEALD LIBRARY, 138 HIGH ROAD, NORTH WEALD

### **In Attendance:**

Members of the Steering Group: Matthew Harris (Chair), Miriam Shewry, June Peachey, Nicole Kelly, Paula Etherington, Jean Juniper, Eleanor Fox

Others Present: Adriana Jones, Officer Parish Council

### **MEETING NOTES**

#### **8 Apologies**

Kim Sharpington, Gemma Britten and Trevor Archer.

#### **9 Approval of Notes of 8th September 2016 meeting**

Agreed.

#### **10 Brief update on Epping Forest District Council Draft Local Plan, and what this means for the Neighbourhood Plan**

All present understood the significance of the Draft Local Plan and how any Neighbourhood Plan would fit alongside the Local Plan once adopted. A number of those present were active members of the North Weald Residents Association (NWRA), all of whom understood the different roles they would need to play when representing different groups, for example their role as a Neighbourhood Plan Steering Group member was to facilitate the creation of a Neighbourhood Plan by interpreting the evidence and data obtained from both Local Residents and other statutory stakeholders, whereas their role as members of NWRA was, at this time, being utilised to raise awareness of the Draft Local Plan, the public event on 5th November, and the importance of residents to respond with valid and just points.

Jean expressed her concern about how clear the maps were in the Draft Local Plan, and whether or not residents would be able to ascertain exactly where the proposed development sites were. She suggested all SG Members should have a walk around the proposed development areas. After discussion it was agreed that maps with specific reference points would be very helpful for members of the public, and that Adriana would send Members the maps she had of the development sites together with any details she had of density, and that Nicole could use these to raise awareness via the NWRA Site. Nicole stated that the NWRA Facebook page needed sharing with other groups.

The question was raised as to whether or not feedback from the North Weald Bassett residents to the Draft Local Plan could be obtained, to which Adriana stated she doubted this would be possible. Jean stated this could possibly be obtained via a FOI.

Adriana stated that whilst the Draft Local Plan is a consultation, the content of the Local Plan once submitted would be broadly along that included within the Draft Local Plan. As such, this gives the Neighbourhood Plan Steering group a good idea of what the future of the Parish would look like over the next 17 years, and as such an idea of what areas the Neighbourhood Plan may wish to focus on. Adriana confirmed that Protection of the Airfield is something the NP has scope to improve and enhance, as is the protection of Local Green Spaces, however it may be that the allocation of new development sites may not be included due to the Draft Local Plan. All these things will need to be considered a little further on down the line. Matt suggested the NPSG looks at what happened at Hornchurch Airfield as part of the evidence base.

Miriam stated there were 24 Neighbourhood Watch members who confirmed they would be happy to

act as 'foot soldiers' in their streets.

June tabled a list of community groups she had created, stating that this could be a useful starting point when it comes to spreading the word about both the Draft Local Plan and the Neighbourhood Plan. It was agreed that June would send this list to all members so that they could inform June of any other groups who may be missing from the list.

***ACTION: JUNE TO EMAIL COMMUNITY GROUP LIST TO ALL MEMBERS***

Questions were raised about the Central Line's capacity to take more passengers, with Matt detailing how around Stratford and Leytonstone the trains are packed. Adriana stated that within the evidence base, TfL was mentioned on a number of occasions, with a statement that TfL hopes to add a further 25% capacity to the Central Line by 2025.

***ACTION: ADRIANA TO SEND COPIES OF THE FOLLOWING TO SG MEMBERS:***

- ***Aerial View of proposed development sites***
- ***MBL Draft Neighbourhood Plan***
- ***MBL Examiners Reports***
- ***Link to stats about development sites (Blenheim Way, Tempest Mead etc)***
- ***Email document that mentions TFL***
- ***List of roads in the Parish***

**11 Approval of Terms of Reference**

Copies of a draft Terms of Reference were circulated at the last meeting. Adriana tabled a new version that had been slightly amended by Ele. All present agreed these would be the Terms of Reference for the NP Steering Group.

**12 Project Plan**

All present understood that the preparation of a project plan was vital. This doesn't need to be anything too onerous or overly formal, just enough to help guide you and the community through the process. It is important that any targets are realistic and achievable, and that they are also reviewed on a regular basis. The level of detail needed will vary but some key issues to consider at each of the main stages will be:

- Actions, activities and their sequences
- Responsibilities
- Timescales
- Costs
- Resources
- Consultant assistance needed

A number of examples of Project Plans were attached to the agenda for information.

Adriana confirmed that the Parish Council held approximately £25,000 towards the creation of a Neighbourhood Plan, and that grant funding could be sought further along down the line as most funding had a deadline associated with it. The possibility of needing consultants needed to be considered in terms of costs, however the level of involvement would depend on the nature of the Neighbourhood Plan. Ele confirmed she had a contact who may be willing to attend a SG meeting to discuss this.

Matt suggested that at this stage, the best way forward would be for all members to review sections 2 and 3 of the RCCE NP list, and to inform him by email of 3 tasks they felt they could take on. The group could then split into sub groups that would include other residents who have expressed an interest to be involved. This could then be collated using some group software, that Matt confirmed he is happy to go through with all members.

***ACTION: ADRIANA TO EMAIL LIST OF OTHER INTERESTED RESIDENTS***

**ACTION: SG MEMBERS TO EMAIL MATT TO CONFIRM 3 AREAS THEY ARE HAPPY TO TAKE ON - before 22nd November**

It was suggested that June could take on the role of starting a form of 'scoping report' that identified various features of the Designated Area.

**13 Community Involvement**

**a) Exclusion of part of Hastingwood Ward**

Adriana reminded members that a large chunk of time was devoted by the Parish Council in trying to secure a Designated Neighbourhood Area that consisted of the entire Parish of North Weald Bassett. Unfortunately, despite their best efforts, Epping Forest District Council took the decision to exclude an area north west of Hastingwood. A copy of the decision letter and excluded area (hatched) was attached to the agenda.

Changes recently indicated by Government suggest that a District Council must designate the whole area applied for (except for in certain circumstances) and Adriana was trying to source clarification in terms of when these changes will be formally implemented.

Members discussed if they wished to consider the possibility of using this new legislation to apply to have the Designated Neighbourhood Area altered to include the excluded part of Hastingwood. Miriam read out Trevor's post in which he suggested this should not be done as it would simply delay the NP process. After discussion, it was agreed that the SG would ask the Parish Council (as the relevant body) to consider applying to alter the Designated Area, subject to this not delaying the NP process.

**b) Creation of a Statement of Community involvement (SCI)**

It was agreed that in light of the current Draft Local Plan, this item should be moved to a future agenda. Adriana confirmed that she held information and data on the Community involvement to date.

**14 Dates of next meetings**

- 10th November - Meeting to discuss Local Plan - NW Library 7.30pm
- 22nd November - NP Steering Group - NW Library 7.30pm
- 8th December - NP Steering Group - NW Library 7.30pm

It was agreed that a set date of the second Thursday in each month should be set aside for NPSG Meetings to enable a date to be placed in the diary.

- 12th Jan
- 9th Feb
- 9th March

**15 Items for next meeting**

- *Project Plan - Update*
- *Inclusion of Hastingwood*
- *Statement of Community Involvement*
- *Local Plan update*

*Minutes completed by Adriana Jones*