



North Weald Bassett Neighbourhood Plan



Meeting: Inaugural Neighbourhood Plan Steering Group meeting **Date:** 8th September 2016 **Time:** 7.45pm

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

In Attendance:

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

Others Present: Cllr Cyril Hawkins, Chairman of Parish Council, Susan De Luca, Clerk to Parish Council, Adriana Jones, Officer Parish Council

MEETING NOTES

1 Welcome and Introduction

Susan De Luca welcomed all members of the Steering Group and thanked them for agreeing to form part of the Steering Group. Susan gave a brief summary of the purpose of the Neighbourhood Plan and Steering Group, emphasising that a Neighbourhood Plan is a Pro-Development document, and was not a tool to stop development within the Local Plan, but could help shape the future of the area. Brief round the table introductions took place, with all present stating what they felt they could bring to the group.

2 Brief Summary of Neighbourhood Planning

Adriana informed members that each had in front of them a folder containing some useful documents and information concerning Neighbourhood Planning, including a 'Planning Jargon Buster' and the Neighbourhood Planning Road Map Guide. Adriana explained the relationship between a Neighbourhood Plan and the wider District Local Plan, and how both fit with National Planning Policy (the National Planning Policy Framework). Also contained within the folders were links to various websites at which these policy documents could be viewed.

Trevor mentioned the North Weald Bassett Masterplanning Study, and how the content of both the Districts Local Plan and the Neighbourhood Plan for this Parish should use/consider this document in detail when deciding the content of the Neighbourhood Plan. He also expressed, in his opinion, his deep concern that Epping Forest District Council seemed to have completely ignored the content of the Masterplan being as planning permission had been granted over the access point pivotal to ensuring the successful access to potential residents areas as detailed in the plan. Adriana explained that the Masterplan had been accepted by EFDC as evidence forming part of the Local Plan, and planning permission could not be refused on the basis of the Masterplan as at this stage there was no formal policy based on its content. Further discussion took place and it was agreed all Steering Group members should receive a hard copy of the Masterplan. It was also suggested that a 'summary' of the Masterplan should be created and sent to members

ACTION: ADRIANA TO SEND COPY OF MASTERPLAN TO ALL MEMBERS

ACTION: MATT TO CREATE SUMMARY OF MASTERPLAN FOR MEMBERS (subsequent to the meeting Adriana sourced a summary and sent this to all members).

It was noted by members that the Parish Council is the 'Relevant Body' able to make a Neighbourhood Plan, however this Parish Council feels that the Plan should be a community led project, completed with the guidance and support of the Parish Council.

It was explained that a Neighbourhood Plan provides people with an element of control in terms of development within the Area, able to address issues such as parking, density, etc. It was also explained that the Steering Group would be expected to liaise with local land owners and

developers.

3 Current Status of North Weald Neighbourhood Plan

Adriana explained that the current status of the Plan was the an area consisting of most of the Parish (with the exclusion of a part of Hastingwood) had been formally designated as a Neighbourhood Area. A laminated copy of the designated area was included with the folder for each member. Epping Forest District Council had excluded the area of Hastingwood for 'strategic reasons' believing that its inclusion could potentially jeopardise wider strategic policies that may come forward as part of the Emerging Local Plan. Adriana explained that recent changes in government policy means that in certain circumstances Local Planning Authorities must designate all of the neighbourhood area applied for, with no discretion to amend the boundary, and that one of the first tasks of the Steering Group is to determine whether or not an application should be made to reintroduce the 'lost' area of Hastingwood into the Designated Neighbourhood Area.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550049/Neighbourhood_planning_-_Gov_response_to_consultation.pdf

This is one of the first steps to be completed in the creation of a Neighbourhood Plan, and that the role of the Steering Group is to progress the Neighbourhood Plan forward. A copy of the RCCE's guidance on the steps involved was included within the folder for members.

4 Creation of Steering Group:

a. Election of Chairman and Vice Chairman

Matthew Harris was elected Chairman, and Miriam Shewry elected Vice Chairman.

b. Roles

At the beginning of the meeting, those present summarised their strengths, however no formal decision was made at this time in terms of who had responsibility for specific tasks.

c. Terms of Reference

Template Terms of Reference were attached to the agenda. An altered / draft terms of reference for this Committee had been created by Adriana and was tabled for members. The inclusion of a Mission Statement within the Terms of Reference was suggested, and it was agreed approval of a terms of reference should go onto the agenda for the next meeting.

5 Epping Forest District Local Plan Timetable Update

Adriana provided members with an update on the current timetable of the Local Plan, emphasising that if individual residents wished to have their individual say about development, housing, green belt release etc, then the upcoming consultation entitled 'Draft Local Plan' expected on 31st October running through to 12th December was the medium to do this. It was agreed that the link to the Local Plan website would be placed on the Parish Council website.

<http://eppingforest.consultationonline.co.uk/>

ACTION: ADRIANA TO PLACE LINK ON PC WEBSITE TO LOCAL PLAN SITE

6 Dates and frequency of Steering Group Meeting

It was agreed that if possible meetings should be held monthly. Susan confirmed that Thornwood Village Hall would be available FOC, and we could establish if the library may be available. There were other Village Halls in the community that could be hired. It was agreed that a Facebook Group should be set up specifically for Steering Group members to enable discussions and updates in-between meetings.

7 Items for next meeting

- *Approval of Terms of Reference*
- *Project Plan*
- *Statement of Community Involvement*

A date for the next meeting was not set.

Minutes completed by Adriana Jones