Neighbourhood Planning Meeting 19th April 2018 – Minutes **ATTACHMENT A**

**MINUTES** of the **NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE MEETING**

Held at Epping Hall, St Johns Road, Epping on **Thursday, 19th April 2018** at **19.30 hours.**

**PRESENT:**

**MEMBERS:** Cllr N Avey (Chairman and Deputy Mayor)

 Cllr M Wright (Vice Chairman)

 Cllr A Church (Town Mayor)

 Cllr L Burrows

 Cllr Mrs B Scruton

**RESIDENT STAKEHOLDERS:** John Duffell (local historian)

Margaret Emmens

 Tim Valder-Hogg

**COUNCILLORS ASSISTING:** Cllr Mrs C McCredie and Cllr G Scruton

**COMMUNITY PARTNERS:** Nicola Davies,Linda Goodyear, Fiona Martin and Margaret Peppiatt

2 Members of the Public

**OFFICER(S):** Geraldine Vallis (Planning & Events Officer)

 Martin Small (Neighbourhood Planning expert)

**572 APOLOGIES FOR ABSENCE**

Apologies were received from: Susie Evans-Frank, Barbara Ford, Charlie Geddes and Judith Lunn (Epping Society)

**573 CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Neighbourhood Plan Advisory Committee (NPAC) Meeting held on Wednesday, 14th March 2018 be signed by the Chairman as a true record and adopted by the Council.

**574 NEIGHBOURHOOD PLAN VERSION 9**

Martin Small REQUESTED that any corrections are emailed to him relating to the attached version 9.

Martin CONFIRMED that this version 9 plan has been adopted by Epping Town Council as a working document and will go through to the next stages of the process.

Martin drew attention to map one on page 20 which will need a location amendment. It is that South Epping Master Plan area, green areas with forest to the east of the M11 and M25 junctions with greenery along the stream, with power lines of the M25 and features including bats and green corridors are retained throughout the site. Martin stated that Epping Town Council has CONFIRMED agreement to this development on condition to advanced infrastructure is in place before the development.

Martin CONFIRMED that the next stage in the process is public consultation and he advised having an A3 size that is folded with a map in the middle and questions around it. Martin suggested using electronic documents on Epping Town Council’s website and also suggested Talk About Epping magazine.

Nigel stated that Epping Town Council had been approached by the Cricket, Tennis and Bowling Club who questioned why their site had been taken out of the Epping Neighbourhood Plan. They stated that their current site is not viable and need another new sports ground. The developer for that site promised to resite the club at another location at Bury Lane which is on the Epping parish boundary or elsewhere. The club confirmed that they couldn’t raise this issue during the Local Plan consultation. The club is also speaking to Epping Society about this matter.

Martin stated that as Epping Neighbourhood Plan is a land use plan so this sports club could be included as part of the public consultation where it could identify sites that are achievable in the responses.

St Margaret’s Hospital was suggested as a site to accommodate this new sports centre but it was agreed that it would need to be larger as it needs a cricket ground.

Martin confirmed that the committee should stay with the sites on the Neighbourhood Plan until the consultation and responses stage has been carried out.

Other ideas was for a primary school – have a new one or extend the existing school to make it larger on the South Epping site. It was confirmed that other consultees like Essex County Council Highways and Education departments would need to be involved.

Martin confirmed that additional items can be put forward through the consultation and any alterations can be made to the Neighbourhood Plan before it goes to Judicial Review and before the Inspection. It was felt that infrastructure was very important in the plan across the whole of Epping.

**575 PARKING MASTER PLAN**

Martin stated that as the Neighbourhood Plan is a land use plan, the attached Parking Master Plan is the first version to attempt to put more information around this. Martin listed different elements of the parking plan including multi-storey car parking in Cottis Lane; flats on one car park and car parking on the other; four car parks in Bower Lane; St Margaret’s site could accommodate hundreds of spaces. Martin said there are a range of options such as timings for car parking; parking for different kinds of cars such as electric; accommodation for bikes, buggys and other users; Park & Ride. Martin stated that this parking plan would sit alongside the Neighbourhood Plan and would need agency agreement, eg parking authority and Essex County Council.

There was discussion about section 2.3 on the plan which is Parking policies and new builds – How many spaces would be available even if near the station. Only 26% of people commute from Epping; they would still need a car for example at weekends as public transport is not sufficient. Other ideas that the committee said were:

* Lorries and coaches parking provision
* Promote Transport for London’s Oyster card from London to Bishops Stortford to reduce the commuters problem
* Parking on The Plain – avoid for commuter parking as 1 mile walk to station
* Neighbourhood Plan – deliverability of new parking areas
* Residents parking
* New Parking Framework – more weight? Whichh is greater latter consultation moving to local flexibility and housing deliverability
* Open areas need to be protected – where are triangles of green grass owned by Corporation of London
* Theydon Grove pond as well as Madells pond
* Open spaces around housing on the edge of Epping and Bell Common
* Wildlife Corridors
* Birch View greenery

Martin to look at the plan of Epping with green zones to include on the maps used in the Neighbourhood Plan.

Other ideas were:

* Car parking – sensible to three storey provision
* Garage and car ports like The Arboretum and Kings Wood Park developments
* Developments with unintended purposes such as converting car ports which may only need building regulations only
* Woodside Thornwood – Blacksmiths site converted garages, park two wheels on road and two on pavement
* Car usage and topography, hills and little public transport
* Garages converted into rooms suggesting houses have space for basements in design
* Developers selling houses to make profit
* What sells houses and what doesn’t
* Coaches – more coming into Epping
* The Plan floods – possibly avoid putting parking there
* St Margaret’s parking potential
* Egg Hall parking – parking along way that commuters use
* People need to get to work, what bring them to Epping , walking far already
* St Margaret’s – ground floor level only viable redesign higher up car parking and don’t get stuck in town centre traffic
* Use pathways in evening but dark so maybe not use
* St Margaret’s considered for parking and leisure centre
* Car parking at the tube station – multi-storey could be redeveloped area around the tube

Martin stated that the timeframe is used in the car parking master plan to feedback to him through the group.

Martin explained that there is an action plan in the Neighbourhood Plan on pages 41 and 42 with questions; with annexs such as Annex A page 45; Annex B Masterplans estimates, associated with densities; and other additions such as Character Appraisals.

**576** **FIELDWORK EXERCISES**

Fiona and Tim kindly recently visited two existing new developments in Epping - The Arboretum and Kings Wood Park to assess housing styles and numbers. Tim presented photos of the different parts of both developments with mixed flats and housing explaining their characteristics such as:

The Arboretum

* How many dwellings per hectare
* Entrance points
* Insufficient parking
* Buildings up to the pavement
* No trees, sky, no green space built up flats
* Tree and sky distance
* How many for sale? A couple not inhabited with small gardens
* Increasing artificial grass and plastic boxes
* Siteline established to be considered
* Street furniture – attached to buildings if buildings built right up to pavement
* Very mixed design
* Townscape
* Denser areas acceptable
* Less public open space to be maintained – density, height, lacking pavement, gutter etc
* 30 mile hour road
* Hemmed in
* Design between houses better
* Green space left to the edge only with the whole development green permability
* Phase 2 – usable space one sided landscaped
* Management agent – maintains open space? Theydon Grove – another example
* Six bedroom houses in The Arboretum go for £1million
* Garden- do people need bigger gardens?
* Bought off plan – 85% off plan?
* Middle of development – like a London square
* Parked across garages instead of using garages
* Townhouses
* Two storey houses car parking
* Influence deslgn? Influence density and product. Good insight in certain things to look to avoid going from 20 dwellings per hectare (low) to 35 dwellings per hectare.
* Epping – widen off streets
* Things set back in The Arboretum – doesn’t look like Epping
* Distinguish between two areas
* South Epping not on limb – vistas set back
* Recommend architectural styles in Epping?
* Styles of bungalows and others what want
* Green space – development lacks green - preserve green space into development
* There is a sense that Epping is green space and not concrete
* Bungalows – only 2,000 last year built (in country)
* Network of green spaces put in Neighbourhood Plan
* Infrastructure roads
* Design houses
* Charge more for houses; have more affordable?
* Affordable housing on Local Plan
* Identify characteristics – well designed public and building space – insist builders follow
* Built up on High Street
* Masterplan development – Epping Town Council will have two seats in EFDC meetings
* Tower Road pavements – houses set back on the road

Kings Wood Park

* Very close to density of The Arboretum
* Feeling of space, gap of space between parking downside houses
* Comparable houses prices similar
* Pavement
* Green space/openness
* Two storey and three storey houses
* Look taller town houses in The Arboretum
* Kingswood Park – better layout, lower density
* Kids playing on streets – no green areas to play
* Hang around on streets as don’t want to walk to park/parents won’t bring them which causes anti-social behavior
* Development is 10 years old
* Tree Protection Orders (TPO)s on any trees, well in advance, don’t lose mature trees in development
* Value of trees losing biodiversity of trees if give new trees instead of existing trees
* Pavement width
* Distance pavement to building 1 metre to 10 cms
* Height and proximity to other buildings and road
* Garden to habitable room ratio
* Parking space to bedroom formula – not very many in development
* How far can see and whether see trees
* 850 homes - how look South Epping – condensed like The Arboretum or green like Kingswood Park
* Include Policy to restrict permitted development, eg covenant like Albany Court and the Orchards converting garages into living spaces
* 23 and 27 dwellings per hectare
* Include space for motorway, ditches/water courses, railway, power lines,etc
* Look at existing buildings and take into account for school, etc

**577 WEBSITE LINKS TO HIGH STREET AND BUSINESSES**

Fiona kindly supplied the following website links regarding High Streets for the Committee’s conseration. The two links are:

How to bring a high street back from the dead

<https://www.theguardian.com/lifeandstyle/2018/mar/29/high-street-closed-betting-shops-york-back-from-dead?CMP=Share_iOSApp_Other>

Website and map for all the independent businesses in York (mentioned in the article above) - perhaps we could consider something similar for our High Street, if the information doesn’t exist already?

<http://www.indieyork.co.uk/>

The Committee DISCUSSED these links suggesting that traders need to be involved in setting up a group. Tony said that Epping Town Council are looking at setting up a group with businesses, market stalls and independent shops on the High Street like at Saffron Walden and Haverhill. Tony commented that the idea is to set up a website to promote businesses and market traders. Tony said that there would be a sub committee from Epping Town Council has been set up to look at the market and High Street in the town. Other ideas that were mentioned were to involve services as well as shops and setting up a section on the Epping Town Council website for this purpose.

**578 CONSULTATION STAGE OF NEIGHBOURHOOD PLAN**

Martin CONFIRMED that the first earlier public consultation looked at issues in Epping and this is the second consultation for residents, businesses, local authority and statutory consultees to comment on the draft Neighbourhood Plan. Martin advised that it should be an electronic document on the Epping Town Council’s website with the consultation leading people to that website. Martin suggested that a copy of the consultation should go through each letter box in a format that is A3 folded with the plan inside and questions around it and the consultation should be in electronic format also. Martin advised open questions such as ‘Do you agree, if not tell us why?’

The Committee looked at the attached draft consultation. Martin confirmed that statutory consultees need to be listed on the website which include Transport for London, neighbouring boroughs as well as local consultees.

Martin CONFIRMED that at the next meeting, the Committee need to agree the wording of the attached consultation document; agree the timetable for finishing the Neighbourhood Plan and circulate as well as looking at the list of statutory consultees. Martin suggested having the end of July as the deadline for the consultation. Nigel suggested having a stall at Epping Town Show where members of the committee could talk to people about the Neighbourhood Plan, the consultation and have copies to give out. Martin said that the consultation, the responses would need to be analysed after that and the Committee would need to respond.

**579 NEXT STEPS AND TIMINGS FOR THE NEIGHBOURHOOD PLAN**

Martin CONFIRMED that following the consultation, the final version of the Epping Neighbourhood Plan would be produced which would need to be approved by Epping Town Council and then submitted to Epping Forest District Council and then Referendum. Martin CONFIRMED that this final Neighbourhood Plan would cover up to 2033.

The Committee made the following comments:

* Many people don’t know the difference between the Neighbourhood Plan and Local Plan
* People are confused, if the Neighbourhood Plan is not able to make decisions, people won’t interact
* Venues – need to have information and maps to view, eg Library, Community Market stall and Epping Hall
* Distribute A3 paper copies at other venues such as the sports centre and Jack Silley Pavilion
* Epping Neighbourhood Plan is not South Epping but a plan for the town
* Some may not be interested in the Neighbourhood Plan
* 21% of people vote – need to sell to whole town
* Many don’t know what the Neighbourhood Plan is
* Have a summarised version, eg Executive Summary folded
* Have a promotional one page to give out
* Anticipate Questions and Answers – eg Why choose South rather than East Epping? Why choose sites?
* Think about publicity, get messages out and attached consultation document (Attachment D)
* Online voting and consultation
* Promotional items, eg beer mats
* Timing – consultation survey finishes at the end of July and work back.

**580 DATE OF THE NEXT MEETING**

It was **RESOLVED** that the next evening meeting will be held on **Thursday, 17th May 2018 at 19.30 hours** at Epping Hall.

**NB** date of next meeting to be circulated to Members not present asap after meeting.

**The Chairman, Cllr N Avey, closed the meeting at 21.40 hours.**

**Signature of Chairman**

**Date**