Neighbourhood Planning Meeting 7th February 2019 – Minutes **ATTACHMENT A**

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

Held at Epping Hall, St Johns Road, Epping on **Thursday, 7th February 2019** at **19.30 hours.**

**PRESENT:**

**COUNCIL MEMBERS:** Cllr N Avey (Chairman and Town Mayor)

Cllr M Wright (Vice Chairman)

Cllr L Burrows

 Cllr Mrs B Scruton

**RESIDENT STAKEHOLDERS:** Tim Valder-Hogg

**COUNCIL MEMBERS ASSISTING:** Cllr Mrs C McCredie and Cllr J Whitehouse

**COMMUNITY PARTNERS:** Margaret Emmens,Charlie Geddes, Michael Gilmore, Fiona Martin and Peter Murray

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

 Martin Small (Neighbourhood Planning expert)

**471 APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr N Avey (Chairman and Town Mayor) for lateness, Cllr G Scruton (Deputy Mayor), Simon Baker, Barbara Ford, Judith Lunn and Margaret Peppiatt.

*In the absence of the Chairman, the meeting was chaired by Cllr M Wright (Vice Chairman) until Cllr N Avey arrived.*

**472 CONFIRMATION OF MINUTES (ATTACHMENT A)**

It was **RESOLVED** that the minutes of the Neighbourhood Plan Advisory Committee (NPAC) Meeting held on Thursday, 17th January 2019 be signed by the Chairman as a true record and adopted by the Council.

**473 EPPING NEIGHBOURHOOD PLAN VERSION 11 (ATTACHMENT B)**

*Cllr N Avey entered the chamber during this item.*

Martin confirmed that a draft of the Neighbourhood Plan will be discussed for final approval at the 12th February Town Council’s meeting. Martin said that according to the timetable, the Town Council has been invited to speak on the 14th May at the Epping Forest District Council’s Local Plan hearing sessions examination with the deadline for papers confirmed as 25th April.

Martin confirmed that the additional comments that were sent to him would be incorporated and the final version would be 11.4 of the Neighbourhood Plan. Martin confirmed that the Town Council meeting the following Tuesday would confirm the document to be included in the papers for submission at the Local Plan examination. Martin said that the National Planning Policy Framework 2018 has shifted and there is a strong presumption of development with the District’s Local Plan identifying strategic needs and numbers and the neighbourhood plan identifying sites to meet those requirements. Martin confirmed that the Neighbourhood Plan needs to conform to the District Council’s Submission Local Plan as regards numbers of housing (1,305 new homes to 1,312+ in the Neighbourhood Plan).

Other comments which were mentioned in the meeting:

* Birch View would not be viable but car park leverage as would still need car parking at St Margaret’s Hospital
* Consultation for multi-storey car parking
* Bakers Lane unreasonable next to block of three to four storey floor offices
* St John’s – no retail in Neighbourhood Plan but still saying retail on site in Local Plan
* Secondary frontage to leave in Neighbourhood Plan
* Rate of new development supported by appropriate development
* Retaining the character of the town and its green features
* The reliance on walking and cycling to support new development is unrealistic
* New road infrastructure is likely to be developer-funded in the absence of Essex County Council capital allocation or government grants to promote housing
* Some solutions to the parish’s traffic congestion problems lay outside the parish boundaries

Other details that were discussed by the Committee with the key amendments to the Plan are as follows:

* housing allocations for approx. 1320 dwellings
* the identified sites are South Epping (950), station redevelopment (89+), St John’s (50), Bakers lane car park (30), Bower Vale (50), Civic Offices (50), Bell Hotel (50) and sports centre site (43) Including Bell Hotel site to get improvement to the junction for traffic with developer funded houses on site.
* sites omitted are St Margaret's hospital site, Cottis Lane car park, and the Plan includes amended provisions for the St John's site omitting retail but anticipating a sports / leisure facility with a swimming pool, community facilities plus residential development
* Police station to be taken out of the Neighbourhood Plan
* the green corridors proposals are omitted but with a new requirement to protect natural features - hedgerows, trees, etc on new developments (see para. .12)
* the Plan requires new infrastructure to support the proposed housing, notably to support congestion in Brook Road and a new road bridge over the railway at South Epping
* the station / car park redevelopment will require improved taxi, bus and coach facilities
* new car parks are proposed at Baker's Lane (multi-storey), Birch View, St John's and Bower Vale, as well as other proposals to make better use of the car park at Stonards Hill
* the Plan proposes residents' parking permit schemes
* some improvements to the parish's traffic, congestion and parking problems lay beyond the parish boundaries (and therefore beyond the scope of the Plan) - it contains suggestions for a park and ride facility to connect with Epping Station and real-time driver information.

It was also agreed to have two sites on the South Epping for green space.

Martin said that when the Neighbourhood Plan is formally submitted when the Local Plan gets examined, there will be additional documents submitted such as consultation summary and environmental impact. Martin said that a lot of information will come out of the Local Plan examination sessions and the Committee may have to update and amend the Neighbourhood Plan as necessary and leave open after the Town Council meeting next week. Martin stated that Brexit will affect plans and implications are being worked out such as environmental requirements, standard regulations converting from EU to UK.

There were some discussion around car parks:

* For example Bower Vale laundry site wouldn’t be convenient
* Using some space for commuters and some for shoppers
* How managed, eg controlled by cameras
* Daytime and evening parking
* Multi-storey car parking – ceiling height
* Car parking with housing/residential, eg flats
* Centre car parks
* Bakers Lane – eg only car park, no residential
* Transport for London car parks, eg increase 119 flats – don’t use all space for parking
* Incorporating what come out of the consultation
* Increase parking space on Bakers Lane
* Problem parking with houses and flats
* Double decking not just commuters but those who work in Epping and no sign of extending Oyster card to Harlow.
* St Margaret’s Hospital will be looking at releasing part of the site, eg housing, Concentration on Harlow Hospital at the moment.

Martin said that there would be an assessment of needs during the exam process - picking up needs and numbers challenged with a higher number of dwellings in Epping or across the District. Martin recommended achieving conformity on sites identified and maybe 3/4/5 years come forward. Martin suggested that Transport for London could specify more residential and leave Bakers Lane as is once South Epping is developed with adjust the numbers on St Margaret’s site as a back up site.

It was **AGREED** by the Committee to adopt the Neighbourhood plan subject to the amended changes that the Committee have sent Martin.

**474 LOCAL PLAN – UPDATE ON MEETINGS**

This section was covered earlier in the meeting.

**475** **NEXT STEPS**

Martin stated that the progress of the neighbourhood plan will depend on the the District Council’s Local Plan which there is a timetable:

* Neighbourhood Planning Advisory Committee to approve Neighbourhood Plan
* Town Council Full Council meeting on 12th February to consider the Neighbourhood Plan
* 25th April – deadline for the submission of papers to the Local Plan
* 14th May – Epping Town Council to apper at the Local Plan examination
* The period between the 12th February and 25th April is the period in which to draft the Epping Town Council papers

Martin said that there will be a number of other meetings with other interested parties and following the Local Plan examination process, the Committee may need to make adjustments to the Neighbourhood Plan.

**476 DATE OF THE NEXT MEETING**

It was **RESOLVED** that the the Town Council’s submission for the Local Plan examination would be circulated by email to the Committee for approval by the end of March before the 25th April deadline for papers.

It was **RESOLVED** that the the next Neighbourhood Planning Advisory Committee meeting would be during the Summer to be agreed after the Local Plan examination is finalised.

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

**The Chairman, Cllr N Avey, closed the meeting at 20.40 hours.**

**Signature of Chairman**

**Date**