



HERTFORD TOWN COUNCIL

Ref: D&L//Bengeo NP Working Party

19 October 2017

TO: ALL MEMBERS OF BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY

Dear Councillor

A Meeting of the Bengeo Neighbourhood Area Plan Working Party will be held on:

**WEDNESDAY, 25<sup>TH</sup> OCTOBER 2017  
IN THE ROBING ROOM, THE CASTLE, HERTFORD  
AT 2.00 PM**

The Agenda is attached.

Yours sincerely

*P.P. Whelan*

Mr J Whelan  
Town Clerk

Councillors: Mrs S Newton, Dr L Radford, Mrs S Dunkley and P Ruffles

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**AGENDA - MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN  
WORKING PARTY TO BE HELD ON WEDNESDAY 25 OCTOBER 2017 AT 2.00  
PM IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8<sup>th</sup> April 2013).

**3. THE MINUTES**

To confirm as correct the minutes of the meeting held on 28 September 2017 and to authorise the Chairman to sign the same.

**4. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

**5. UPDATES ON THE PROGRESS OF THE BENGEO NEIGHBOURHOOD AREA PLAN**

To receive the minutes of the Community Steering Group meeting (**PAPER A**).

**6. THE PROJECT PLAN FOR THE BENGEO NEIGHBOURHOOD AREA PLAN**  
To consider the updated Project Plan for the Bengoe Neighbourhood Area Plan (**PAPER B**).

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## **Bengeo Neighbourhood Area Plan**

Minutes of the Community Steering Group meeting  
held at Hertford Castle at 19:30 on 5 October 2017

### **Attendees:**

Mark Lynch (Chairman of BNAP Community Steering Group, Sacombe Rd resident)  
Cllr Steve Cousins (middle Bengeo resident, town and district councillor)  
Cllr Andrew Stevenson (lower Bengeo resident, town and county councillor)  
Cllr Mari Stevenson (lower Bengeo resident, district councillor)  
Cllr Peter Ruffles (town and district councillor)  
Jacqueline Veater (Hertford Town Council consultant for BNAP)  
Hilary Durbin (Chairperson of Lower Bengeo Residents' Association)  
Terry Betts (Chairman of Hertford Civic Society)  
Ben Penrose (Chairman of Molewood Residents' Association, Business WG)  
John Cooper (Chairman of Great Molewood Residents' Association)  
Aska Pickering (Sacombe Rd resident, Communications & Strategy WG)  
Peter Cousins (middle Bengeo resident, Development WG)  
Sue Cousins (middle Bengeo resident)  
Alex Pharoah (Bengeo Resident, Transport WG)  
John Howson (Molewood Bengeo resident, Natural Environment and Green Spaces WG)  
Linda Pryor (Bengeo resident, Culture & Community WG)  
Rose Gooding (BNAP Press Officer)

### **Apologies:**

Cllr Linda Radford (town and district councillor)  
Cllr Sue Dunkley (Folly Island resident, town councillor)  
Cllr Sally Newton (Ware Park resident, town councillor)  
Stephen Wells (Watermill Estate Residents' Association representative)  
Paul Keyworth (lower Bengeo resident, Culture & Community WG)  
Doug McNab (town planner, Molewood Rd resident, Natural Environment & Green Spaces WG)  
Nick Gough (Molewood resident, Transport WG)  
Justine Perry (Business WG)  
Emily White (Molewood resident, Development WG)  
Joseph Whelan (Hertford Town Clerk)  
Maria Iancu (Hertford Town Council project officer)

### **1. Conflicts of Interest**

Community Steering Group members must register any personal interests they have that may influence their work on the BNAP. This information should be publicly available (possibly on the LoveBengeo website) to ensure maximum transparency.

**ACTION:** All members of the group should consider whether they have one or more interests that should be registered. Aska Pickering has put together a sample form for members to use for this purpose (circulated with the Agenda). It was noted that Councillors will already have made such information publicly available.

## **2. Minutes of the Previous Meeting**

The minutes of the last meeting (7 September 2017) were agreed as being a correct record.

## **3. Town Council Working Party Meeting – 28 September**

Minutes from the Working Party Meeting were not available, but Peter Ruffles headlined the issues from the meeting. Survey Monkey funding for BNAP was agreed and the draft Communications Strategy was discussed.

## **4. Workshop @ The Hertford Theatre – 12 September**

It was generally agreed that the workshop was a great success. Jacqueline commented that turnout was excellent (the largest such event that she has co-ordinated so far) and that the Working Groups seemed to have an encouraging level of energy.

## **5. Election of Vice Chairman**

The position of BNAP CSG Vice Chairman remains open and since the last meeting no-one has been proposed for the role. It was again generally agreed that, if possible, it would be desirable if the Vice Chairman's background broadened the representation on the CSG – for instance a business person. The group discussed speaking to a previous Chair of the St Andrews Street Trading Association as a possible place to start in getting a further Business contact into the Group.

In parallel, Hilary Durbin and Ben Penrose agreed to ask whether anyone within their resident associations might want to get involved.

## **6. Update on Communications Group and Communications Strategy**

There has been some feedback from the working party – (Joseph Whelan shared with Mark Lynch).

**ACTION:** Mark to share the suggested amendments with the CSG and collate any further feedback. There was some group discussion on ways to promote the BNAP as widely as possible.

The next activity is for the Communications Group to produce a Communications Plan to capture exactly how the strategy will be implemented, incorporating a range of the ideas so far suggested. The Communications Plan will be linked into the BNAP Project Plan.

Terry Betts emphasised that everyone working on the BNAP should understand that a relatively small proportion of the topics being addressed will produce actual policies for the Neighbourhood Plan. Much of the work being done is more likely to result in Action Plans that will depend on external bodies (e.g. the County Council) for their implementation.

## 7. Updates from the Working Groups

### *Business Group*

Ben Penrose reported that the first meeting (four attendees) was held on 30 September. The meeting included setting a Vision, establishing some of the issues and setting a date for a Breakfast Briefing (9 November) for local businesses.

Steve Cousins shared that he had discussed BNAP involvement with a Developer based in St. Andrew Street.

**ACTION:** for the WG to look at the Hertford Town Centre Urban Design Strategy to establish what is there and what can be built upon for the BNAP. The next meeting will be arranged soon to review the Vision and start arranging the Breakfast Briefing.

### *Natural Environment & Green Spaces Working Group*

John Howson reported that the WG met on 26 September (10 attendees). The group discussed vision and brainstormed a lot of topics – pulling together objectives including Protecting Wildlife; Landscape; Rights of Way.

In respect of leisure it was proposed that outdoor activities would fall into this Working Group.

**ACTION:** Culture and Community Working Group to ratify this proposal in their next working group meeting.

The WG's next meeting is proposed on 8/9 November.

### *Transport and Traffic Working Group*

Alex Pharoah reported that the WG had met on 27 September (eight attendees). Discussions centred on making Bengoe a safer travel area – topics included pedestrian access, school buses, on street car parking and cycling.

Discussion among CSG members highlighted that the WG will need to engage Folly Island and Lower Bengoe residents in developing policy or action plans for parking and traffic – two key and constrained areas.

### *Housing & Development Working Group*

Peter Cousins reported that the group met on 27 September (nine attendees) and had made a very good start on the vision statement (although it is not yet formally defined). The meeting was productive and discussion covered a wide range of topics including HERT4, the Nursery site and infill development issues.

### *Culture & Community Working Group*

Linda Pryor reported that the group also had its first meeting on 27 September (seven attendees) at Courtyard Arts. The group reviewed the output from the Workshop session, discussed the Arts Quarter and worked on a vision statement encouraging community activities and fresh initiatives.

The group is working to better understand the creative hub concept and how it fits into the wider Hertford context. It was suggested that Rhys Thomas – Director of Hertford Theatre – would be a good contact.

Other themes mentioned:

- Finding funding for cultural improvements in Bengoe
- Strategies aimed at creating a good neighbourhood (e.g. National Kindness Day).

It was suggested that any WG considering possible Health Services within the ward should initially engage with the Upper Lea Valley Locality Group.

**ACTION:** The Development and Culture & Community WGs should jointly discuss if and when they wish to so engage.

## **8. BNAP Project Plan**

Jacqueline has produced an initial Project Plan (based on the planning tool available on the Locality website). The plan is required in order to apply for Locality funding for BNAP (at present all funding is coming from the Town Council).

Through no fault of Jacqueline's the group has had very little time to review the plan, but it is important that the plan goes to the Town Council Working Party this month.

**ACTION:** All parties should therefore review the Project Plan and send questions or comments to Mark Lynch by 16 October.

## **9. Future Meeting Dates**

In order to help the Town Council officers arrange venues and administrative support for CSG meetings it was decided to put dates in for monthly meetings through to March. In view of the "Christmas Effect" it was decided that a full CSG meeting is not required in January, but that the WG leaders should convene early in January to re-start the activities of the various groups. It was also decided that CSG meetings should *not* regularly fall on the same day of the week. No venues have yet been identified, but the dates for the next four CSG meetings are:

Thursday 9th November

Wednesday 6th December

Tuesday 6th February

Monday 5th March

## **10. Any Other Business**

John Cooper asked about budgeting and spend available for the Neighbourhood Plan. After some discussion, it was agreed to ask the Town Council for a budget update before each CSG meeting.

## **RECOMMENDATION:**

It is RECOMMENDED that the Working Party **notes** the minutes.



# NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT	BENGEIO NEIGHBOURHOOD AREA PLAN (BNAP)
ORGANISER	HERTFORD TOWN COUNCIL



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
<b>NEIGHBOURHOOD AREA</b>					
Submit Neighbourhood Area application				29/03/2017	
Decision on Neighbourhood Area				27/06/2017	
<b>COMMUNITY STEERING GROUP</b>					
Set up Community Steering Group				09/08/2017	
Set up Working Groups				09/08/2017	
Agree a Constitution/Terms of Reference				06/09/2017	
<b>EARLY STAGE PLAN DEVELOPMENT ACTIVITIES</b>					
Public Meetings				24/06/2017 26/07/2017	
Establish plan scope and formulate draft vision and objectives	September 17	October 17	[Select Date]	[Select Date]	
Develop a Communications Strategy	September 17	October 17	[Select Date]	[Select Date]	
<b>BUILDING THE EVIDENCE BASE</b>					
Initial meeting with East Herts Council				TBA	
Neighbourhood Plan Survey (Prepare, distribute and analyse)	October 17	January 18	[Select Date]	[Select Date]	

Evidence gathering including impact of other documents/plans e.g. the Town Centre Urban Design Strategy, e.g. planning applications	October 17	January 18	[Select Date]	[Select Date]
Consider outcome of District Plan Examination	February 18	March 18		
Review existing evidence	February18	March 18	[Select Date]	[Select Date]
Meetings with Local Authorities	February 18	March18	[Select Date]	[Select Date]

## WRITING THE PLAN

Further develop and refine the issues, vision, aims and objectives and policy options as result of the ongoing engagement programme, evidence gathering and discussions with landowners	February 18	March18	[Select Date]	[Select Date]
Community Engagement on Objectives and Policy options	March 18	April 18	[Select Date]	[Select Date]
Screen for SEA (Strategic Environmental Assessment)	March 18	April 18	[Select Date]	[Select Date]
Refine policies and justify with evidence	April 18	May18	[Select Date]	[Select Date]
Check conformity with local and national policy	May 18	June18	[Select Date]	[Select Date]

## PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY

Pre-submission consultation	June 18	July18	[Select Date]	[Select Date]	Stat. min. 6 weeks
Consider responses to consultation	July 18	August 18	[Select Date]	[Select Date]	
Make relevant amendments to plan as a result of pre-submission consultation	September 18	October 18	[Select Date]	[Select Date]	
Prepare basic conditions statement	October 18	November 18	[Select Date]	[Select Date]	
Complete consultation statement	October 18	November 18	[Select Date]	[Select Date]	
Submit plan and associated documents required to the Local Planning Authority	December 18	December 18	[Select Date]	[Select Date]	

## INDEPENDENT EXAMINATION

Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)				
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December 18 Date]	December 18 [Select Date]	[Select	January 19	March 19	[Select Date]	[Select Date]
Examination			March 19	April 19	[Select Date]	[Select Date]
Examiners report published			May 19	May 19	[Select Date]	[Select Date]
Modifications to plan			May 19	May 19	[Select Date]	[Select Date]

## REFERENDUM

Publication of pre-Referendum information and documents	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Referendum	July 19	July 19	[Select Date]	[Select Date]
Publication of Referendum decision	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	[Select Date]	[Select Date]	[Select Date]	[Select Date]

## RECOMMENDATION:

It is RECOMMENDED that the Working Party **considers** whether to approve the Project Plan in its current format or make any necessary changes to it.