



HERTFORD TOWN COUNCIL

Ref: D&L/Sele NP Working Party

11 January 2018

TO: ALL MEMBERS OF SELE NEIGHBOURHOOD AREA PLAN WORKING PARTY

Dear Councillor

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

**WEDNESDAY, 17<sup>TH</sup> JANUARY 2018  
IN THE ROBING ROOM, THE CASTLE, HERTFORD  
AT 7.00 PM**

The Agenda is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Whelan'.

Mr J Whelan  
Town Clerk

Councillors: P Boyle, S Cousins, B Deering and Dr J Downs

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**AGENDA - MEETING OF THE SELE NEIGHBOURHOOD AREA PLAN WORKING PARTY TO BE HELD ON WEDNESDAY 17 JANUARY 2018 AT 7.00 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 8 June 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. THE PROGRESS OF THE SELE NEIGHBOURHOOD AREA PLAN**

To receive an update of the work of the Community Steering Group and of the working groups since the previous Working Party meeting (**PAPER A**).

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**REPORT TO A MEETING OF THE SELE NEIGHBOURHOOD AREA PLAN WORK PARTY – 17 JANUARY 2018**

**AGENDA ITEM 5 – THE PROGRESS OF THE SELE NEIGHBOURHOOD AREA PLAN**

**1. PURPOSE OF THE REPORT**

To advise the Members of the Working Party on the work completed since June 2017 for the production of the Sele Neighbourhood Area Plan (SNAP). This includes progress achieved by the Community Steering Group, work groups and via public consultation events.

**2. BACKGROUND INFORMATION**

The Community Steering Group is made up of volunteers from the Sele area and their role is to decide on the work strategy for SNAP, help with the public consultation and ensure that work is being carried out as planned. Currently there are 22 active members in the Community Steering Group. The work to collect evidence is completed by thematic working groups. There are three working groups for SNAP: the Community and Public Services group; the Housing and Transport group; and the Countryside group. All members of the Community Steering Group are also members of one working group.

**3. CURRENT PROGRESS**

**Achievements**

In June 2017, when the previous Working Party meeting took place, each working group was about to finalise its objectives and prepare them for public consultation.

Two successful consultation events took place on 18 July and 22 July 2017. The personal details of 70 attendees were recorded, however the number of people passing-by and asking questions has been higher than that. It should be mentioned that eight of the recorded attendees were from the Fordwich area. The area had been flagged as less active in the production of the Neighbourhood Plan and it was an objective to reach to the people living there, as per the recommendations of the Working Party on 8 June 2017. There were no attendees from the Goldings area, however the Planning Consultant has recently approached a local property agent in Hertford for details of the Golding's management committee with regard to participation to the

Neighbourhood Plan. So far there has been no response from the management committee but the Planning Consultant is following this up.

Using the results from the public consultation, the Community Steering Group has adapted their objectives to reflect the opinion of the people in Sele. Current goal is to transpose these broad aims into written policies that are fit for the purpose of the Neighbourhood Plan. This marks the completion of the stage “Building the evidence base” and moving onto the next step, which is “Writing the plan”, according to the Locality guidelines.

### **Working Groups**

Progress is not perfectly equal among working groups, due to small variations determined by the amount of work required, the expertise and the busyness of working group members.

The Countryside group has already written a few fully-fledged policies and is working to produce maps of access points from and into the green spaces.

The Community and Public Services has finalised its five objectives and a meeting regarding policy writing-up was scheduled in mid-December but cancelled due to bad weather conditions.

The Housing and Transport group has finalised its list of objectives and next step is to establish dialogue with the potential land developers in the area regarding the aims of the community.

### **Support from HTC**

The Project Officer at HTC has contributed to the Neighbourhood Plan by producing an 11-page Introduction to the Plan, which will be reviewed soon by the members of the Community Steering Group.

The legislation requires that the Neighbourhood Plan is submitted along with a number of accompanying documents. One of these is the “Consultation Statement”, which includes details on how the residents and public bodies were made aware of the proposals and asked to state their opinions. The Project Officer is also keeping this document up-to-date.

### **Finances**

The Sele Neighbourhood Area Plan project had a pooled funding of nearly £16,000, which included HTC’s allocation of £10,000 and the Locality grant of £5,850. Of this total about £6,000 has been spent to date, meaning there are about £10,000 left for the rest of the project.

The Locality agency requires that the allocated grant is spent within six months and that any unspent grant is returned. The bid was approved in July 2017 for the amount of £5,850 and a recent request has been approved to extend the grant period close to the end of the financial year (16 March 2018). The grant

cannot cover expenditures incurred before the date it was awarded, hence the HTC allocation was used up to that point. After July 2017, a total cost of £2,722 has incurred, meaning there are £3,128 left from the Locality grant.

As part of the initial bid, the Planning Consultant did not include any writing-up services. The policies of the Plan can possibly be written by the members of the Community Steering Group, however this requires significant effort on behalf of the volunteers as it is a relatively complex task that requires some specialist knowledge and experience.

The Planning Consultant is available to help with the writing up of the policies, in case this is requested. The initial quote for such services is to be confirmed in due course. Such a solution would have the benefit of speeding up the process of producing the Neighbourhood Plan and would pre-empt the situation in which the unspent part of the grant has to be returned.

### **Next steps**

According to Locality's guidelines, the next step after writing up the draft plan is "Pre-submission consultation, modifications & preparing the plan for submission to local planning authority". It is estimated that this step will take between three and four months.

Two more steps follow after this milestone: the independent examination and the preparation of the referendum, both processes are to be run by the District Council.

Currently, no significant costs that are within the liability of HTC are expected for the SNAP project.

## **4. RECOMMENDATIONS**

It is RECOMMENDED that:

- a) The Working Party **notes** the report.
- b) The Working Party **discusses** the additional writing-up costs.

**Report by Maria Iancu – Project Officer**