



Ware Neighbourhood Plan Forum

Target Launch date 19th March 2020
for first consultation.

Tuesday 29th October 2019 at The Council Chamber,
Ware Priory, at 7.00pm

Minutes

Cllr Ian Kemp – Ware Town Council
Keith Batchelor - Town Watch, Raynet
Julian Bond – Save Ware’s Greenbelt
Caroline Crook – Ware Society / Joy Cotterell
Mark Montgomery, Herts Police
Alasdair Reid
David Short
Jan Stock – Wodson Park
Jan Wing – Ware Town Partnership, CVS
John Wing (Ware Museum)

ATTENDING

Terry Philpott, Town Clerk:

NPF048. Introductions and Apologies for Absence

Cllr Alex Curtis (Chair) – Ware Town Council
Cllr Mark Pope – Ware Town Council
Cllr Stephen Reed – Ware Town Council

NPF049. To approve the minutes of the last meeting 17th September 2019, and to note any actions not included on the agenda:

Ongoing action: TP to invite James Parker, Clerk at Bishops Stortford to talk to the group about Neighbourhood Plans, member of the NPF to agree the nature of the presentation (up to two hours). To be agreed once the focus of the plan is agreed i.e. full or transport.

Ongoing action: Crane Mead bridge, requires side mending and overgrowth cleared. (MP)

Resolved: The minutes are an accurate record.

NPF050. Are we a High Performing team, discussion?

A **high performing team** is a group of people who share a common vision, goals, measures and who collaborate, challenge and hold each other accountable to achieve outstanding results. You know a **high performing team** because the members: Have a clear and vision of where they are headed and what they want to accomplish.

The question “are we high performing team?” was raised because of the lack of input from members between meetings. It was recognised that everyone was a volunteer and had several calls on their time, but the failure to produce documents in sufficient time to allow pre-reading is becoming an issue and preventing progress.

The urgent need to progress the neighbourhood plan was reiterated at the meeting, with colleagues providing local examples of how the policies contained the NP could be used in the determination of planning applications. Unfortunately, newer members had not had sight of key documents, such as the project plan or the community engagement and involvement strategy, and other members were unable to access the drop box archive.

Action: To get all achieve documents accessible to the membership (TP)

It was identified that there was some misunderstanding about the relationship between the District Master Plan and Ware Neighbourhood Plan. The North and East Ware development is in Wareside PC and out-with the scope of the WNPF. However, the impact of the development on Ware’s infrastructure, services and community provision would be significant. It was agreed it was imperative that WNPF pressed ahead and started public consultation as the earliest possible opportunity. To achieve this the papers produced for Employment, Housing and Heritage need to transposed into the format used for Transport, and the outstanding topics (Nature Conservation, Design and Community facilities) need to be completed and circulated as pre-read before the next meeting.

Action: To all the topics written up in a consistent format by 25th November and circulated before the meeting on 3rd December (JS)

Following on from the meeting on 3rd December it was anticipated that draft policies could be developed and work commence in engaging a planning consultant.

Action: The project plan to be updated to reflect the new timescales (JS)

Action: Target Launch date 19th March 2020 for first consultation.

Content

Action: By all project leads to produce documentation in a similar style to the distributed transport section by the next meeting. Papers to TP a week in advance.

Action: For topic leads to come with a high-level report for the next meeting.

- What’s the issue?
- Why is it an issue?
- What needs to happen?

NPF051: Transport – Jan Stock

Ongoing Action:(JS) to request updated air quality report in the summer of 2019, with profiling of development phase and post building phase, with mitigation. Proposed locations, GSK, Star Street, High Street, Park Road and New Road.

Ongoing Action: Sustainable transport improvements desired. In particular pedestrian and cycle routes, especially around the towpaths and Kings Mead, being investigated by Cllr Villa.

How do we give visibility and consult on potential TRO in Ware, via either the NPF or WTC?

NPF052: Employment – Jan Wing

Not discussed

NPF053: Community Facilities – Keith Batchelor

Not discussed

NPF054: Design – Stephen Reed

Not discussed

NPF055: Heritage Assets – John Wing

Not discussed

NPF056: Housing – Mark Pope

Not discussed

NPF057: Nature Conservation – David Short

Not discussed

Ongoing Action: All To review the green spaces and views on future use as part of Nature Conservation brief, to photograph and note the locations. JB/DS to support.

NPF058. 106 Funding

Ongoing Action: List of potential 106 projects to be created (all).

Ongoing Action: Request updated 106 spreadsheet (TP)

Action: FOI request for 106 info if not received by Xmas 2019. (JS)

Process / Communication

NPF059. Promoting the Neighbourhood Plan (TP)

Ongoing Action: (TP) Agreed to set up a separate website for the Neighbourhood Plan

Ongoing Action:(TP) Separate branding for the Neighbourhood Plan agreed, students to potentially be recruited to aid the process

NPF060. Membership

To receive an update on membership / recruitment.

NPF061. Appointment of a Planning Consultant (TP)

The brief was reviewed and would be further updated when the project plan was approved, and a potential Graduate has been identified. (TP)

Agreed: Graduate Recruit no longer required.

NFP062. Any other business

Air quality update. Working since late August, trying to evaluate patterns.

Masterplan has been adopted by EHDC

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Next meeting 3rd December 2019 (papers for distribution to TP by 26th November)

Following meeting January 7th, 2020