



**WATFORD**  
BOROUGH  
COUNCIL



**St Albans**  
City & District Council



**THREE RIVERS**  
DISTRICT COUNCIL



HERTSMERE



DACORUM  
BOROUGH  
COUNCIL



Hertfordshire

## Strategic Planning Members Group

2.30pm, 5<sup>th</sup> November 2019  
St Albans City & District Council Offices

### NOTES OF MEETING

#### Attendees

Cllr White	St Albans City & District Council (Chair)
Cllr Day	St Albans City & District Council
Cllr Cohen	Hertsmere Borough Council
Cllr Bedford	Three Rivers District Council
Cllr Sharpe	Watford Borough Council
Cllr Sutton	Dacorum Borough Council
Cllr Ashley	Hertfordshire County Council
Chris Outtersides (CO)	South West Herts JSP Programme
Chris Taylor (CT)	Dacorum Borough Council
Laura Wood (LW)	Hertsmere Borough Council
Claire May (CM)	Three Rivers DC
Tracy Harvey (TH)	St Albans City & District Council
Ian Dunsford (ID)	Watford Borough Council
Jon Tiley (JT)	Hertfordshire County Council

Item	Notes & Actions	Action Owner
1	<p><b>Welcome, introductions and apologies</b></p> <p>Apologies were noted from James Doe (Dacorum Borough Council).</p>	
2	<p><b>Purpose of the meeting</b></p> <p>Cllr White explained that the purpose of the meeting was to understand the relationship between the South West Herts JSP and the work that the Hertfordshire Growth Board is currently overseeing, and to receive a briefing on the work done to date, and the future work programme of the JSP.</p>	

<p><b>3</b></p>	<p><b>Relationship to the HGB workstreams</b></p> <p>JT explained that the Hertfordshire Growth Board (HGB) were currently working on a number of delivery programmes that form part of a wider Hertfordshire based discussion about Government support. One of the identified programmes includes the creation of two JSP's, one for North, East and Central Herts and the other covering South West Herts.</p> <p>JT and CO confirmed that MHCLG have been and were continuing to be supportive of the SW Herts JSP and had provided capacity funding to kick start the process. CO also confirmed that an additional funding bid had recently been made for additional capacity funding, although the outcome of that submission was not yet known.</p>	
<p><b>4</b></p>	<p><b>Background to the JSP and the work done to date</b></p> <p>CO set out the background to the JSP and the work done to date, highlighting the following:</p> <ul style="list-style-type: none"> <li>- The JSP would be a statutory plan focussing on strategic housing, employment, infrastructure and Green Belt/AONB.</li> <li>- The JSP would be about more than planning and would create a framework for investor confidence in SW Herts.</li> <li>- The JSP currently proposes a timeframe of 2036 - 2050, although this is subject to review.</li> <li>- A MoU was signed in 2018 on strategic planning. This was followed by a capacity funding award from MHCLG of circa £300k.</li> <li>- CO was appointed by DBC, on behalf of the programme, in November 2018 on a two year contract to lead the preparation of the JSP.</li> </ul> <p>CO went on to explain what the benefits of a JSP may be, which include:</p> <ul style="list-style-type: none"> <li>- The potential for unlocking infrastructure investment from Government.</li> <li>- Creating a bigger canvas to make decisions about future growth.</li> <li>- Allow an infrastructure-led approach; not 'planning by numbers'</li> <li>- Coordinated approach to investment giving priority to strategic solutions.</li> </ul> <p>Cllr Sutton and Cllr White questioned what was meant by 'infrastructure' and whether that included Dr's surgeries and water supply based infrastructure. CO responded, confirming that infrastructure would need include health requirements as well as any other 'big ticket' infrastructure interventions needed to deliver the growth. This would likely include water treatment plants and the like.</p>	

<p><b>5</b></p>	<p><b>Strategic Growth Locations and Multi Modal Study Update</b></p> <p>CO explained that the programme had procured consultants to prepare a Multi Modal Study (ITP) and a Strategic Growth Locations Study (DLA). Both studies would be prepared iteratively and would be the first key pieces of evidence that will underpin the JSP.</p> <p>Both studies will be split into two distinct stages, Stage 1 which will involve an existing evidence review and Stage 2 which will involve identifying possible spatial options across SW Herts. Timing wise, Stage 1 will report early 2020, with Stage 2 due to report mid-2020.</p> <p>CO confirmed that neither pieces of work would commit the partners nor partnership to a JSP, and any conclusions reached by the consultants would not be binding on the partnership. CO also confirmed that the money to fund both pieces of work had largely come from the MHCLG capacity funding award in 2018.</p> <p>CO went on to explain that the proposed project route map for both studies proposed Member involvement in both Stage 1 and Stage 2, with a workshop proposed during Stage 2.</p> <p>Following discussion, it was agreed that the level of Member engagement proposed as part of the SGLS and MMS seemed appropriate at this stage, but that this would be kept under review by the group as the process moves forward.</p>	
<p><b>6</b></p>	<p><b>JSP Communications and Engagement</b></p> <p>CO explained that the Planning Advisory Service (PAS) had awarded the programme £20,000 of capacity funding to procure some engagement advice.</p> <p>Iceni Projects had been selected to provide that consultancy advice and have been working on a communications toolkit to support the programme.</p> <p>CO went on to outline that it was his view, supported by Iceni, that early engagement on the JSP was vital to ensure that stakeholders and the public were kept informed of the process and had opportunity to contribute to the process. Ideally this process should commence before the SGLS and MMS had concluded.</p> <p>Following discussion, this approach was supported in principle by Members, with provisional support for engagement of some sort early in the New Year.</p> <p>Cllr White noted that this engagement should include briefing of Members across the partner authorities and any engagement proposal should be supported by the comms officers across the partnership.</p> <p>Cllr Bedford requested that any engagement should focus on the benefits that the JSP would bring and the key messages, ideally with infrastructure provision key to any messaging.</p>	

	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>CO to work with Icenl and the comms officers to prepare an engagement proposal to present to Members at their next meeting. The proposal to focus on the timing of any engagement and the key messages</b></li> </ul>	<b>CO</b>
<b>7</b>	<p><b>JSP Programme</b></p> <p>CO introduced the JSP programme, explaining that it was draft at this stage but currently the programme envisaged the following milestones:</p> <ul style="list-style-type: none"> <li>- Issues &amp; Options Consultation: <b>Jan - Feb 2021</b></li> <li>- Reg 18 Preferred Options Consultation: <b>Jan – Feb 2022</b></li> <li>- Reg 19 Publication Plan Consultation: <b>Jan – Feb 2023</b></li> <li>- Submission to Planning Inspectorate: <b>May 2023</b></li> <li>- Adoption: <b>End 2023</b></li> </ul>	
<b>8</b>	<p><b>JSP Budget and Risk Register</b></p> <p>CO introduced the JSP budget, emphasising that it was draft at this stage, but had been based on other similar strategic planning approaches being undertaken currently across the UK.</p> <p>Following discussion, it was agreed that the budget would be noted, but that further discussion around the budget and risk register would be a focus of the next meeting.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>CO to prepare budget and risk register for discussion at the next meeting.</b></li> </ul>	<b>CO</b>
<b>9</b>	<p><b>Way Forward</b></p> <p>Following discussion, it was agreed that future meetings should be held every four weeks. This would enable the group to have regular oversight and accountability of the JSP processes.</p> <p>It was agreed that Cllr White, as Growth Board member and Chair of the JSP Strategic Members Group, would provide updates to the Growth Board on the JSP, assisted by CO where appropriate.</p> <p>The issue of governance was discussed, and specifically the relationship of the group to the Growth Board and also the respective authorities. Following discussion, it was agreed that a simple governance proposal would be prepared and circulated amongst Members for discussion in advance of the next meeting.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>CO to prepare budget and risk register for discussion at the next meeting.</b></li> <li>• <b>Cllr White to updated the HGB on the JSP, with assistance from CO</b></li> <li>• <b>CO to draft governance structure and circulate amongst Members before the next meeting</b></li> <li>• <b>Next meeting scheduled for 17<sup>th</sup> December at 2pm. CO to</b></li> </ul>	<b>CO</b>  <b>CO</b>  <b>CO</b>

	<p><b>send out calendar invites</b></p> <ul style="list-style-type: none"> <li>• <b>CO to create schedule of meetings moving forward.</b></li> </ul>	<p><b>CO</b></p> <p><b>CO</b></p>
<b>10</b>	<p><b>AOB</b></p> <p>Cllr White requested a one page summary setting out the current position of each of the SW Herts partner authority's Local Plans</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>CO to prepare one page summary of the SW Herts Local Plans</b></li> </ul>	<p><b>CO</b></p>

**DRAFT**