



## **Elstree and Borehamwood Neighbourhood Plan**

### **Steering Group Meeting 1:**

**Wednesday 18 May 2022**

### **Minutes**

#### **Attendees**

Cllr Clive Butchins  
Fiona Davis  
Dan Smith  
Paul Welsh  
Marlon Dwyer  
Cllr Sandra Parnell  
Ann Goddard  
Douglas Hyems

Bob Redman  
Andrew Grady  
Norman Schopwick  
Ilana Gershlick  
Andrew Lewis  
Sue Alford  
John Cartledge  
Alison Eardley

#### **Agenda**

##### **1. Welcome and introductions**

Alison welcomed the group and introduced herself as the independent planning consultant supporting the development of the Elstree and Borehamwood Neighbourhood Plan.

This is an exciting project for the area and will give local people a greater say in the look and feel of Elstree and Borehamwood over the next 15 to 20 years.

The individuals present introduced themselves with some words about their connection with the area and interests.

##### **2. Introduction to neighbourhood planning to include:**

- What is the Neighbourhood Plan?
- What will the Plan be used for?
- What area does it cover?

- What topics can it cover
- Steps involved in developing the Plan

AE talked through the presentation (attached) introduce everyone to neighbourhood planning.

This led to discussion about what the plan can and cannot do. Points raised:

- The Plan covers the whole parish, including the two main settlements.  
**Action 1:** AE to apply to Hertsmere Borough Council to formally designate the neighbourhood area.
- The plan is about land use and planning. Addressing issues such as transport and highways sit outside the scope of the plan, as these are dealt with by the highways authority (Herts CC).
- Query about whether the fact that Elstree and Borehamwood are so different and whether it would be better to have two separate plans. This is an option, however, it would require additional resource and volunteers. There is opportunity to ensure that the collective plan recognises these differences, with some policies that will be applicable across the piece and others that may be more relevant to a particular area.
- Concern about coalescence between the settlements – this again can be considered in the neighbourhood plan.
- Query about the extent to which the policies in the plan can require issues to be dealt with or influence them – this depends on the nature of the policy. The plan has to be in conformity with national planning policy and strategic policy, as well as Building Regulations. We can strongly support proposals that would go above and beyond, for instance the provision of solar panels, but we cannot require this.
- Community Infrastructure Levy – at the moment, any development within the area is subject to community infrastructure levy, whereby a sum is paid to the Borough Council (depending on type of development and floorspace). 15% of this sum is provided to the Town Council. With a ‘made’ (Local Plans are ‘adopted’, neighbourhood plans are ‘made’) neighbourhood plans, this will rise to 25%. This could be a fairly significant sum and can be spent on projects identified through the neighbourhood plan process.

### 3. The role of the Steering Group

The Steering Group will normally comprise 8 to 10 members to oversee the overall project. This is usually formed of a combination of local councillors and local community members.

The group is non-political and should be mindful that whilst individuals may hold particular views, the role of the group is ultimately to represent the views of the wider community.

Attached is a guidance note, produced by Herefordshire Council, about the role of the Steering Group and it is worth a read.

**Action 2:** At the next meeting, we will need to elect a Chairperson, a Vice Chairperson and someone to take brief notes/actions. The notetaker may alternate between meetings if no-one is able to commit. Cllr Parnell nominated Cllr Butchins but it was agreed that we would give everyone a chance to put themselves forward before making a decision.

**Action 3:** All to provide a brief summary of themselves, including interests, experience, membership of local groups, expertise etc. Also to indicate if you would like to be considered for Chair. The following topics are likely to be used to manage the work on the plan, and it would be helpful if you could indicate which one you are interested in:

- Housing – including location, type, size, mix, quantity, affordability.
- Local Character, Design and Heritage – understanding what character means at the local level, considering design features, and exploring local heritage assets.
- Environment and Green Space – important green spaces, corridors and features that should be safeguarded; flooding.
- Community Facilities – exploring whether additional facilities are needed, or expansions to existing ones.
- Getting around – whilst strategic transport (roads/cars) sit outside the scope of the neighbourhood plan, we can explore how to encourage more walking and cycling locally. This could include identifying where paths may be improved or better connected.
- Engagement/ Communications

Mitigating the effects of climate change is often considered as a thread running throughout the document, as opposed to a topic on its own.

**Action 4:** Using the Terms of Reference provided in the Hertfordshire Guidance as a guide, AE to prepare a draft terms of reference to consider at the next meeting.

#### 4. The importance of local engagement

Ultimately, the Plan will go to a local referendum. It is therefore vital that we engage the local community as widely as possible, to ensure that local people have had an opportunity to input and to demonstrate how we have taken on board differing views.

**Action 5:** AE to put together an initial engagement and communications plan to share with the group to identify the target audiences and how best to reach them. AE has also been invited to speak to the Youth Council on 22 June and to create a podcast about the plan.

#### 5. Next steps and AOB

**Action 6:** We will look to hold the next meeting in June and I've attached a quick survey for you to select your availability. [https://www.surveymonkey.co.uk/r/EB\\_June](https://www.surveymonkey.co.uk/r/EB_June)

**Action 7:** AE to set up a shared dropbox to store information in.

