

Agenda

Chesham Neighbourhood Plan Working Group
Wednesday 2nd November 2022.

Councillors:

Cllr Alan Bacon
Cllr Jane Macbean
Cllr Joseph Baum
Cllr Nick Southworth (Chair)
Cllr Simon Booth
Cllr Umar Hyatt

Officers

Mr Tony Marmot – CEO
Mr Ade Fashade – Interim Democratic Services Officer

Others

Neil Homer – Consultant
Tom Noble – Urban Designer, Create Streets

1. Apologise for absence
2. Minutes of last meeting
3. Action Tracker: To review the Working Group Action Tracker
4. Development Team: to receive progress from Create Streets on the NDOs
5. Environment Team: to update on progress on environmental policy creation
6. Project Plan: to monitor that this is on track
7. Project Governance: to agree way forward for project

AGENDA ITEM 2

CHESHAM TOWN COUNCIL MINUTES of the meeting of the CHESHAM NEIGHBOURHOOD PLAN WORKING GROUP

held on Monday 26 September 2022

Councillors:

Alan Bacon
Joseph Baum
Jane MacBean
Nick Southworth

In Attendance:

Tony Marmo, Chief Executive officer
Emma Powley, Interim Town Clerk
Neil Homer, ONeill Homer

1. APOLOGISE FOR ABSENCE

Apologies were received from: Cllr Simon Booth

2. MINUTES OF LAST MEETING

Minutes of the previous meeting were agreed.

3. POLICY CONTEXT UPDATE

Nothing to report on Local Plan (recent Call for Sites has ended. Chesham Town Council (CTC) may know outcome before Xmas. There is new uncertainty with national policy. The Chesham Regeneration Strategy is progressing and is expected to be completed in early 2023.

4. DEVELOPMENT TEAM UPDATE

Working Group received update on the Neighbourhood Development Plan. Recent NDO sites engagement successful at Peace in the Park and through web site by Create Streets, with lots of information gathered. Responses need to be collated prior to it being fed into the Planning and Highways Authority. It was agreed the working group are limited to what it can do without the parking strategy from Buckinghamshire Council & Highways England. Further the working group need to be mindful that Buckinghamshire Council is the Planning Authority, the Highways Authority and the landowners in some instances.

Action: Create Streets to consider Bucks Council contacts needed and feed to TM

CTC has funding for 18 sites. It was agreed that Silversons (#26) should be replaced by Albany/Elgiva (#24) and all other sites to remain (but noting concerns on the loss of some employment sites). It was agreed that site work needs to be phased to reflect dependencies of some on Regeneration Strategy and LCWIP. It was agreed that a sensible 'policy off' approach should be used by Create Streets in this work up to concept design stage accepting that Regeneration Strategy and other context may take some time and may not be sufficiently detailed to shape sites. Some of these will end up being aborted potentially. There is a need to progress work.

Action: NH to advise Create Streets of agreed sites

It was noted that the SG determines the nature of each site in terms of the NDO description of development and extent of reserved matters/conditions etc; agreed that the right balance must be struck between keeping some flexibility (especially important for brownfield sites) and prescribing key principles to overcome community and LPA

concerns in controlling the quality of the outcome – this will be discussed in Feb/March in the later stages of the NDO project

6. COMMUNICATION TEAM UPDATE

CTC need to go back out to consultation. It was agreed that there should be an opportunity to engage with stakeholders on non-sites policy ideas and that this could be done before the end of November. The Environment Team leader agreed that the team will meet quickly to review the policy scope and evidence etc to advise the Communications Team on content of November engagement from their perspective.

Action: JM and KG (Environment) to meet and agree content for consultation

Action: JB to prepare Engagement Plan

It was also agreed that there could be a sites (NDO) related engagement in January/February.

5. PROJECT ACTION PLAN

Slippage was noted, so the formal draft consultation stage (Reg 14) will be spring 2023.

AGENDA ITEM 3

Chesham Neighbourhood Plan

ACTION TRACKER FROM MEETINGS OF THIS WORKING GROUP

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = PROGRESSING WELL

AMBER = PROGRESSING SLOWLY

RED = NO PROGRESS YET

Resolution	Responsible Officer	Status	Update
Monday 26 September 2022			
Create Streets to consider Bucks Council contacts needed and feed into TM	Create Streets	GREEN	Create Streets have requested to present at next meeting so way forward can be established on each item of concern
NH to advise Create Streets of agreed sites	Neil Homer	BLUE	TM advised Create Streets via email
JM and KG (Environment team) to meet and agree content for consultation	Kathryn Graves	BLUE	JM and KG have met and drafted content for the consultation
JB to prepare Engagement Plan	Ade Fashade	GREEN	This action is now in a position to be completed as information has been received from the environment team.
Requests made to TM			
By Neil - To see the latest version of whatever the LCWIP has produced – if not yet in the public domain then we will agree to keep it confidential	Tony Marmo	BLUE	The draft LCWIP has been passed onto Neil (O'NeilHomer) and Tom (Create Streets)
By Neil - To produce a paper on local heritage assets, identifying the candidates from April 2020 and validating them and adding or omitting as necessary	TBC	RED	To be discussed at next CNP working group
By Neil - Meet with the Bucks NEP to discuss our recent GI paper and Kathryn's mapping of April 2020	Kathryn Graves	GREEN	Jane and Kathryn have taken action away to progress
By Neil - To produce a paper on local green spaces, identifying the candidates from February 2020 and validating them and adding or omitting as necessary	TBC	RED	To be discussed at next CNP working group

AGENDA ITEM 5

Environment Team: to update on progress on environmental policy creation

Potential questions for a consultation in November 2022:

1. We are keen to support community walking and cycling access to local shops, cafes, take aways and amenities outside of the town centre, i.e. Greenway parade, Bellingdon News. These '20-minute Neighbourhoods' will help to keep us healthier, reduce travel costs/times and support local businesses. Which community facilities do you use and would like to protect? (Open text box)
2. Can you identify a street or area where a new shop, cafe or other community facility is needed? (Open text box)
3. Many residents live and work in Chesham and we have several older, small industrial sites spread across the town, i.e. Higham Mead, Bellingdon Road. Do you agree that these sites might be better located at the outer edges of the town to ensure good access, avoid congestion in the town centre and remove pressure on challenging locations? (Yes / No)
4. Some of these sites might be better used to deliver housing. Please tell us the location of any you think should be converted. (Open text box)
5. Do you agree that prioritising land on the A416 on the northern and southern edges of the town for new and expanding businesses should be considered? (Yes / No)
6. We are preparing a Local Cycling & Walking Infrastructure Plan that aims to identify key public routes suitable for use and potential infrastructure changes to improve routes that are challenging. Do you agree that more local journeys should be made on foot or by cycle? (Yes / No)
7. Do you support the introduction of e-scooters in Chesham? (Yes / No)
8. Can you name specific streets or pathways that you think are suitable for cycle / e-scooter users? (Open text box)
9. We are investigating an on demand public transport service that could serve residents of Chesham and the neighbouring villages. Would you consider using such a service?
Once a week
2-5 times a week
Daily
10. What would you want to use an on demand public transport service for?
To access Chesham Underground station
To access Chesham high street
To access services outside of the high street, i.e. Chess Medical Centre
To travel to other towns, i.e. Amersham, Berkhamsted or Hemel Hempstead
To access health services in Amersham, High Wycome or Stoke Mandeville
11. The old town including Church Street and Chesham High Street are designated as conservation areas. Do you agree that they should continue to be protected? (Yes / No)
12. Are there other streets or areas that you think should also be given greater protection? (Open text box)

13. The town has several listed buildings that are already protected within the planning system. Planning policy can also assign local historic or architectural value to buildings to ensure their local value is taken into account. These can be buildings, monuments, parks, gardens, bridges or structures of historic value, uniquely designed buildings or well-established churches and community buildings. Are there any specific structures or areas you think should be added to the Heritage Asset list? (Open text box)
14. We are keen to protect precious open / green spaces in the town and are mapping those that currently exist across Chesham. Is there an open or green space that you think should be included on that list? (Open text box)
15. Our ambition is to create a schedule of nature recovery projects that identify key areas and projects that will improve the town. Is there a specific recovery project or natural area that you would like to see improved? (Open text box)
16. The effects of climate change – hotter and wetter weather – are becoming more common and obvious and heating and powering our homes is becoming more expensive. We are keen to show local action can contribute to tackling both by requiring all new buildings in Chesham to meet zero carbon standards and by looking for opportunities to generate renewable energy. How much of a priority is this for you? (Score 1-5)
17. We are exploring opportunities to generate renewable energy. Which options would you support?
- Solar panels on existing and new buildings
 - Solar farms on suitable sites in nearby countryside
 - Wind turbines on appropriate buildings within the town
 - Larger wind turbines on suitable sites in nearby countryside

Action Plan:

- Complete a plastic audit – a thorough assessment of what you're using
- Identify what's essential; what could be replaced with compostable or reusable alternatives; what isn't necessary
- Set reduction targets
- Ask suppliers for packaging specifications
- Get your waste contractor to detail what they can and can't recycle

Common single-use plastics in use in food businesses and alternatives:

- Water bottles – allow bring your own (byo) for takeaway or offer tapwater in glasses/jugs or self-serve dispenser with glasses for drinking in.
- Cups, Plates – have reusable plates only for in-house dining
- Cutlery – offer bamboo or other wood utensils
- Straws – bamboo, or can have stainless steel straws for reuse in house
- Drink Stirrers – bamboo, or provide stainless steel spoons for use on premises before leaving
- Sauce and sugar packets – provide in self-service bulk dispensers
- Plastic wrap – use waxed or parchment paper instead
- Takeaway containers – allow byo containers (offer discount?), and provide cardboard containers for dry food, or biocane containers which can be home composted. Operate a refund/deposit scheme for reusable containers.
- Coffee cups and lids – offer discount for byo, sell branded eco (e.g. bamboo) byo
- Plastic bags – ask if people need a bag, don't just offer one, and provide paper, cornstarch or sell reusable cloth bags

AGENDA ITEM 6

Project Plan Update

Chesham Neighbourhood Plan: Outline Project Plan												Notes	
Action	20.9.22	Who	2022			2023							
			O	N	D	J	F	M	A	M	J		J
1.11 Pre Sub: policy drafting													to agree 26.9.22
1.12 Pre Sub: NPWP meetings			X	X	X	X	X	X					to monitor progress (with NDO + Regen Strategy)
1.13 Prfe Sub: community engagement													on policy ideas from 1.11
1.14 Pre Sub: document production		SG/OH											following review of 1.13 engagement and 1.11 completion
1.15 Pre Sub: NPWP final review		SG/OH							X				receive final draft NP to recommend to CTC
1.16 Pre Sub: CTC approval		CTC							X				to sign off draft NP for 1.18
1.17 Pre Sub: consultation content		SG											online and offline engagement materials and events
1.18 Reg 14: consultation period		-											minimum six weeks; CTC to log all reps
1.19 Reg 14: review and summary note		OH											review reps (OH the stat bodies and land interests)
1.20 Reg 14: NPWP review		SG/OH								X			receive review reports and agree main modifications
2.01 Sub Plan: draft final document		OH											convert draft NP to final NP as per 1.20
2.02 Sub Plan: Basic Conditions Statement		OH											draft statement based on 2.01
2.03 Sub Plan: Consultation Statement		SG/OH											draft statement based on record of all engagement activit
2.04 Sub Plan: NPWP meeting		SG								X			receive final NP to recommend to CTC
2.05 Reg 15: CTC approval		CTC								X			to sign off final NP for 2.06
2.06 Reg 15: Submission to Bucks C		CTC								X			as per Reg 15
3.01 SA/SEA + HRA		AECOM											assess draft policy ideas
													assess sites
													draft SA/SEA report for Reg 14
													final SA/SEA report for Reg 15
3.02 Viability testing of sites		Locality											to fit with 1.11 + 3.01 (and NDO)

AGENDA ITEM 7

Project Governance

From Neil Homer

Project Governance - I advise that both DTT and ETT need greater membership of councillors and probably more than just Kathryn from the officer side, instead of her covering both. That said, the Working Group itself needs more councillors on it if it's to provide a sturdier platform for the Neighbourhood Plan and NDOs in the months ahead. Nick did recruit two local residents (both from a development background) onto Development Team but they've not attended recent meetings, are they still interested? I think the Environment Team might also benefit from other reps, notably from the NEP.

TM has confirmed the officers assigned are:

Development Team = Tony Marmo, Chief Executive Officer

Communications Team = Ade Fashade, Democratic Services Officer

Environment Team = Kathryn Graves, Community, Economy and Environment Manager

What other progress can we make?