

**LSP Place Shaping Sub Group
Notes of Meeting 7 April 2009**

Present: Cllr Bryan Harker – District Councillor, MDC
Cllr Frank Delderfield – District Councillor, MDC
Alan Storah – Head of Planning Services, MDC
Jennifer Burns – Manager, Spatial Planning & Implementation, MDC
Paul Gayler – Strategic Housing Manager, MDC
Lynn Marston – LSP Development Officer, MDC
Kevin Fraser – Principal Planner, ECC
Gareth Mills – ECC
Stella Meesters – Rural Community Council for Essex
Jason Anmos – Moat Housing
Ulrike Maccariello – Development Manager, Hastoe Housing Assoc.
Cllr Lew Schnurr – Heybridge PC

In attendance: Marilyn Scott (Notes)

Apologies: Hazel Berrett – Director of Community Services, MDC
Debra Wyrill – Health Improvement Manager, NHS (Mid Essex)

1. Welcome & Introductions

Lynn introduced herself, as LSP Development Officer, and welcomed everybody to the meeting. She explained that she will attend the next 2/3 meetings of the Group and then step down. Introductions were then made.

This Sub Group is a new venture for the LSP and will work alongside the Local Development Framework, currently being progressed.

2. Election of Chairman and Vice-Chairman

Cllr Frank Delderfield was proposed as Chairman of the Group, and accepted.
Cllr Lew Schnurr was proposed as Vice Chairman and also accepted.

Cllr Delderfield did, however, feel that it would be more beneficial for the Chairman to be elected from members outside of Maldon District Council, but agreed to act as Chairman at the outset.

3. Draft Terms of Reference

Members discussed the Draft Terms of Reference which had been produced by Lynn.

- Cllr Delderfield felt that meetings every 6 weeks was probably too frequent, but it was agreed to leave this for the time being.
- Lynn informed members of a few minor changes to the circulated version. Final updated version of the Terms and Reference **ATTACHED**.
- Paul Gayler agreed to also act as representative for the Health, Housing and Wellbeing Sub-Group.
- Lynn agreed to circulate members with a family tree of the LSP and its Sub Groups.
- The Terms of Reference will be flexible and can be changed as and when required.

Action: Lynn to circulate LSP family tree

4. Membership of the Group

Members agreed that the list of representatives was acceptable at the moment.

5. Discussion of Action Plan and its delivery

Lynn explained that the list of items in the Action Plan had been identified in the Sustainable Community Strategy. It was emphasised that members input to this Sub Group will be vital and it may be necessary to set up other Working Groups, in future, to discuss other issues as progress is made.

Cllr Delderfield thought that a lot of the priorities are already happening but the Group will need to look at progress and how different people/organisations fit into these priorities. Jennifer agreed and Lynn emphasised the need to also look at future opportunities.

The list of Priorities on the Action sheet were discussed one by one:

Ref 1 – All Sustainable Community Strategy (SCS) Priorities

Jennifer informed the Group that it will be important to prove that the LDF is deliverable, mainly in relation to new developments. A full range of services required to support communities will need to be prioritised.

In answer to a question from Lew Schnurr regarding whether it will be possible to acquire all this information, Kevin said ECC had already been contacted and will be looking to supply details relating to, for example, education, waste etc. They will try and provide Maldon with information on the current situation concerning capacity/constraints relating to schools and also cost effectiveness.

Jennifer re-assured Cllr Schnurr that the concerns of Town/Parish Councils will be included the study.

Strategic requirements and needs district-wide will be required and these issues will then need to be discussed within the Group and also with service providers, who can be invited to attend specific meetings of the Group as and when.

Kevin mentioned that a large amount of funding that can be utilised if growth areas can be identified.

Alan asked whether infrastructure provision will determine the location of developments and Jennifer replied that she has been speaking to service providers but this is only the first stage and will be on-going. Lynn emphasised that there are areas where we can have some influence, but we must be there at the beginning of the process.

Members agreed to discuss the schedule at the next meeting and to decide whether anybody else needed to be invited to join the Group. Milestones now need to be added to the Action Plan.

The Accessibility Working Group and the Natural and Built Heritage Working Group will report directly to this Group which, in turn, will report actions and progress directly to the LSP Steering Group, which is held quarterly.

Cllr Delderfield mentioned the infrastructure delivery plan. He considered that it would be difficult to obtain funding because we are not high enough up the list on the Regional Local Strategy plan. Lynn said that this was part of the reason for setting up the Group, so that items such as funding can be discussed.

Jennifer felt clear as to what the key issues will be for the district and was aware of the difficulty with funding; this is why priorities need to be set.

Ref 2 – SCS Priority 4: To increase the Supply of Affordable housing in the district

Paul Gayler confirmed that these items did accurately sum up the housing situation and Lynn thought that huge opportunities exist here for partnership involvement.

Action: Paul to bring Draft Housing Strategy to next meeting

Ref 3 – SCS Priority 5: To improve and sustain transport and access to services and facilities in rural areas

Debra Wyrill's input at the next meeting is needed for item 3.1, and the LSP already has links with on-going developments.

Cllr Delderfield was interested to know which villages had been chosen for the study into improved access and Lynn informed him that she was still waiting for the results of a survey which should be decided this month.

With regard to shared facility provision, Jennifer said this was being looked at through the LDF and Kevin added that ECC were already looking at possibilities for utilising shared facilities.

Members raised the matter of improvements to the road from Maldon to Chelmsford and Kevin informed them that no large scale improvements were identified at present although minor work would be considered. Cllr Schnurr felt that it would be useful to identify a list of things that needed attention and when.

Ref 4 – SCS Priority 6: To promote a diverse, sustainable and vibrant local economy

It is hoped that the Group can assist with progressing the Vocational Training Centre. The wording of this section will probably change in time.

Ref 5 – SCS Priority 7: To continue to raise educational attainment and skills levels

No discussion on these items.

Ref 6 – SCS Priority 8: To promote and enhance the distinctive environment of the District and encourage enjoyment of it

Input particularly required in this section as it is not as well developed as some of the other areas. Lynn emphasised that it was necessary to set out a meaningful list of priorities and draft proposals.

Jennifer said that, first of all, the absolute “musts” should be produced and then it will be necessary to consider strategic issues. After this, priorities against objectives will need to be decided. She considered that a lot of this work had already been carried out.

6. Organisation of the Sub Group and its Working Parties

Lynn explained the working of the groups and, again, offered to circulate a map to illustrate how they all fit together.

7. Rural Community Council of Essex (RCCE) request for funding

A document detailing this request for funding was circulated.

Some discussion took place regarding this request and members felt that more information was required concerning what would be happening to the £1,000 requested from the LSP and also what was the intended use of the overall sum of £48,400. It was, however, thought that this money would probably be used to fund a post. Members decided to agree in principle to this request and Lynn asked for any further comments to be e-mailed to her.

The request will now be passed to the Accessibility Working Group for consideration.

Action: Lynn to co-ordinate recommendations and then pass to the Steering Group for a decision

In answer to a question from Ulrike, Lynn explained the LSP budget. She said that £45,000, over a 5 year period, is provided from the Essex Partnership, most of which is taken up by salary and two events per year. There is also a commitment from NHS (Mid Essex) of £20,000 a year. In this year's budget, it is hoped that the LSP Steering Group will allocate about £2,500 to the Sub Groups.

8. Any Other Business

8.1 E-mail Addresses

Cllr Schnurr asked for e-mail addresses for the members of the Group.

Action: Marilyn to circulate e-mail addresses to members

10. Date of Next Meeting

The next meeting will be held at 10.00hrs on Wednesday 27 May 2009 in the Council Chamber at Maldon District Council.

Subjects to include:

- Schedule
- Draft Housing Strategy
- Infrastructure – additional comments
- Outline of proposals from LDF

21/4/09