

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

5TH SEPTEMBER 2017

Cllr Mike Hibbs (Chair)*	Sue Flynn
Cllr Sara Eastham*	Cllr Paul Gadd
Cllr Sam Goddard	Mark Hayes
Douglas Kent*	Cllr Sharon Morris
Stephen Rapkin*	Coby Wing (née Richardson)
Dan Starr	Isabella Warren*
Tom White*	

*Present

In attendance: Lisa Courtney, SWTC Town Clerk (taking notes)

1. Apologies for Absence

Apologies were received from Sue Belo, Sam Goddard, Sharon Morris, Coby Wing and Dan Starr.

2. Minutes of the Last Meeting

Minutes of the last meeting were agreed.

3. Matters Arising

H&CA: It was agreed that AECOM should be engaged as soon as possible and that they should also identify any trees of importance in addition to concentrating on areas outside the Conservation areas.

Action: Sue Belo to contact Locality to apply for technical support.

Green Infrastructure: Isabella has contacted Mary Flint regarding the TPO situation and Mary will liaise with Ben Smeedon to get information on those currently listed.

PROW: Tom White said that he has found a map of Audley End Estate ROWs.

It is important to ensure that all those PROWs in and around the town, especially the cut-throughs or twitchells are retained and on the statutory map. It will also be important to identify those not currently a PROW but being used as such.

Action: Mike Hibbs to bring a map of the existing rights of way to the next meeting.

It was recognised that this needs to be picked up, possibly at the next meeting, either by the Transport team or Green Infrastructure team.

Minutes of individual meetings: These need to be captured as part of the evidence base and consultation statement.

Action: Isabella Warren to send Sue Belo minutes of Arts Trust meeting.

Action: Sharon Morris to send Sue notes on Sports Group meetings.

Churches Together Group: Stephen Rapkin is to present Neighbourhood Planning to the Churches Together Group and will obtain a presentation from Sue. He will also contact the Scout Group.

Local Plan Consultation: Comments from the NP team have been submitted. Note that these vary from those submitted by the Town Council itself as each party has slightly differing

objectives. Also note that there is a commitment from UDC to have open discussions with the NP team regarding policies.

4. Planning Matters

Local Listings/Conservation Areas

There was a discussion about those areas that need to be added:

- Buildings associated with the railway, e.g. railway bridge in Debden Road
- Railway Arms
- Railings [Railings on the south side of the park are already listed, others need to be precisely located]
- Telephone Box in Market Square outside Barclays Bank
- Industrial Heritage, e.g. Gas Works [note from Sue – this building is Grade 2 listed]
- Water Works buildings [note that the water tower is already Grade 2 listed]
- Landscape View - “Paddling Pool Lane” at end with Fishmere Mead
- Sewerage Works in Pond Lane – the little brick building
- Saffron Walden cemetery
- Friends School and grounds
- Baptist Church [note that Baptist Church Hall is already listed]

The Article 4 Direction seeks to prohibit or restrict that which would normally be allowed within permitted development. Douglas Kent is aware of the Article 4 review and he will let Sue know of any further information or details.

Action: Douglas Kent

It was further noted that any identified within the Heritage and Character Assessments already carried out should be separately notified to Sue for inclusion in the listing.

Action: All

Review of Conservation Area

The following should be added to the Conservation Area (or be Grade 2 listed):

- Saffron Walden cemetery
- The Friends School and grounds (including trees)
- The terraced houses opposite the Water Tower in Debden Road
- The Ice House in Margaret Way
- Flat roof houses in Highfields

It was agreed that this should be added to the agenda for the next meeting and that in the meantime, team members should send their lists to Sue Belo and Stephen Rapkin by Friday 15th September.

Action: All

George Street/High Street Regeneration

Cllr Julie Redfern is involved in this project and the NP team commented on the site as part of the Local Plan consultation process. However, there is a possibility that the site will be expanded. There is the possibility of creating policies for pedestrian and vehicular access, cycling, retail development, style and design, and height of residential development.

Action: Sue to write to UDC to request specific involvement of the NP team in planning and preparation for this development.

5. Plan Progress

It was agreed to do an audit now on plan progress. The Green Infrastructure Group has made good progress and Health is variable.

Action: Sue Belo to circulate policies to everyone for urgent review.

There needs to be an audit of policies written to date so that the gaps can be addressed. More progress is needed on Transport plus Business and Local Economy [but note that there is no team lead for the latter].

6. Next Meeting – Tuesday 26nd September at 7pm

The next meeting will be on Tuesday 26th September when the Local Listing draft list and the Green Infrastructure audit will be discussed. Bob Eastham has agreed to coordinate the work on Green spaces etc as Sam is currently busy but will work with Isabella, Tom and other members of the Green Infrastructure team on this.

A map of Green Spaces will be required [note from Sue – this has already been acquired and distributed to team members some months ago] but note that there needs to be list of all green spaces made and then checks made to determine which need protection as Local Green Space. The map from UDC is the current definitive map so will not include these areas. OS have a free map at <https://www.ordnancesurvey.co.uk/getoutside/greenspaces/beginners-guide-to-greenspaces-in-os-maps/>

Discussion items for the next meeting include:

- a) Audit of policies
- b) Review of draft policies
- c) Local Listing draft (including those in H&CA)
- d) Green Infrastructure audit