

**DARTMOUTH PARK NEIGHBOURHOOD FORUM**

**COMMITTEE MEETING**

**THURSDAY 28 JULY 2016, 7.30PM**

**HIGHGATE LIBRARY CIVIC AND CULTURAL CENTRE**

**MINUTES AND ACTION POINTS**

**PRESENT**

Ellen Gates  
Ben Castell  
Chris Harrison  
Eileen Willmott  
Ildi Bannister  
Kay Hughes  
Nick Bradfield  
Patrick Lefevre  
Valerie Doulton

**Apologies**

Catharine Wells  
Ilona Hay  
Jessica Jacobs  
Kelly Pawlyn  
Mariachiara Corazza  
Sally Gimson  
Siân Berry

**1 Apologies and Introductions**

- 1.1 Apologies: see above.
- 1.2 Introductions: the Committee welcomed Ildi as its new member.

**2 Minutes of Meeting on 13 June 2016**

- 2.1 Approved.

**3 AGM**

- 3.1 The Committee noted that the AGM on 28 June 2016 had been a success.

- 3.2 The Committee agreed that microphones should be used at the next AGM.
- 3.3 The Committee agreed that (i) Patrick will add any new contact details from the sign-in sheets to the database and (ii) Ellen and Patrick will arrange for the Powerpoint presentation to be uploaded to the website.

ACTION: Patrick and Ellen as above.

#### **4 Election of Officers**

- 4.1 The Committee elected the following Officers:
- (1) Chair: Ellen Gates
  - (2) Treasurer: Catharine Wells
  - (3) Secretary: Chris Harrison
- 4.2 The Committee noted with regret that the Constitution prevents Ben from being re-elected as Vice-Chair. The Committee agreed to leave the position of Vice-Chair vacant for the time being.

#### **5 Committee membership**

##### Co-optees

- 5.1 The Committee noted that it is able under the Constitution to appoint up to 3 co-optees to fill any gaps in specific areas to supplement the membership that was appointed at the AGM.
- 5.2 The Committee had received expressions of interest from Michael Pawlyn and (via Jessica) Nancy Wolstenshome as possible co-optees. As far as the Committee was aware, Michael did not meet the particular categories of potential co-optees but the Committee very much hoped that he would continue to be available to assist the Committee on an ad hoc basis, particularly on environmental matters. The Committee did not have any information as to Nancy and so it was agreed to consider this further at the next meeting when hopefully information would be available.
- 5.3 The Committee agreed that particular categories of co-optee could be addressed by approaching Rae Fether, Fabian Watkinson, Agnes Stewart and a representative of Denyer House. Patrick will approach these people to see whether they may be interested.

ACTION: Patrick as above, cc'ing Ellen on the emails in case responses may come in while Patrick is away.

- 5.4 If this does not produce sufficient co-optees, the Committee agreed that a general mailshot should be sent out inviting people to come forward, to be discussed at the next meeting.

### Declarations of interest

- 5.5 The Committee noted the importance of these and that therefore (i) all members must check whether their existing Declarations may need to be updated and (ii) any members who have not yet provided a Declaration must do so.

ACTION: Chris to circulate the existing Declarations.

## **6 Plan / Engagement**

### Action Plan

- 6.1 The Committee discussed the Action Plan drafted by Ellen, attached as an Appendix to these minutes. The Committee noted the importance and urgency of dealing with all the matters in the Action Plan as quickly as possible so as not to lose momentum now that the draft Plan is up and running. The Committee also discussed the following particular matters.

### Engagement

- 6.2 The Committee noted that it has now done a considerable amount of consultation and engagement with the community and that not much more needs to be done. The draft Plan is now out there and the Committee is awaiting feedback.
- 6.3 The Committee agreed that nonetheless it will be important for DPNF to have a stall at the York Rise Street Party on Sunday 11 September.

ACTION: Patrick to notify this to the organisers.

- 6.4 The Committee also agreed that it may be appropriate to hold a further event later in the year, perhaps in November and perhaps for a full day. To be discussed further at the next meeting.

- 6.5 Several comments have been put into the box in Truffles.

ACTION: Ben to scan the comments and circulate to the Committee for discussion at the next meeting. The comments are not to be circulated more widely as they may have been given privately.

- 6.6 The Committee agreed that individual responses are not to be given to comments posted on the website, as no one person from the Committee has authority to express a view on behalf of the Committee. Any such comments that may require a response are to be raised at a Committee meeting.
- 6.7 The Committee agreed that the DPNF Facebook page and Twitter feed are to be limited to matters directly relevant to the business of DPNF.

### Policy review

- 6.8 Ben is trying to arrange some external help on this, for a review to be carried out to identify how consistent the draft Plan is with Camden's planning policies.
- 6.9 Ellen has spoken with Ben Vickers at Camden. The Camden new Local Plan has been submitted for examination and is likely to be operative before the DPNF Plan is finalised.

### Procedural steps

- 6.10 Ben is working on the evidence base.
- 6.11 Camden (Ben Vickers) have said that they will give us comments on the draft Plan by the end of August.

### The Plan

- 6.12 Ellen attended a meeting of other Neighbourhood Forum representatives last week. A matter which arose from that is that it is important to be clear and strong in the wording of Plans – such as “shall” rather than “support and promote”.

ACTION: Ellen to check the wording of the Plan.

- 6.13 Kay will produce (i) the relevant maps and (ii) the photos of the views and a map identifying the locations of the views.

ACTION: Kay as above.

- 6.14 Patrick will check the guidance for designation as a Local Green Space.

ACTION: Patrick as above.

- 6.15 The Committee members who each had responsibility for particular chapters in the draft Plan are to continue working on the chapters, particularly to address the points identified in the Action Plan attached to these minutes.

At present the relevant people are as follows, and the Committee agreed that each member should consider whether he/she may be able to sign up to further chapters.

### Chapter 3: Design and Character

Ellen, Kay, Kelly

### Chapter 4: Housing

Jessica, Eileen, Kelly

### Chapter 5: Community

Mariachiara, Nick, Catharine

Chapter 6: Neighbourhood Centres and Employment

Patrick, Chris, Ann, Nick, Ilona, Siân, Eileen

Chapter 7: Environment and Sustainability

Kelly, Ben, Eileen, Patrick, Siân

Chapter 8: Transport and Streets

Ellen, Kelly, Siân, Kay

Chapter 9: Specific Sites

Chris, Patrick, Valerie, Ben, Jessica, Nick, Michael Pawlyn

Chapter 10: Projects

Kay

**ACTION:** All Committee members to continue the work on the chapters.

- 6.16 The Committee agreed that the whole Committee needs to consider the Environment chapter, at a future meeting probably in September and in the light of any comments that may be made by Camden.

Specific sites

- 6.17 The Committee agreed that it may be appropriate to say more than simply that the community must be consulted, and to say that for example the community should be involved in a specific design workshop, for example in relation to the Murphy's Site.

Generally

- 6.18 The Committee noted that further thoughts may be obtained from the Create Streets website and the BIMBY website, which all members should look at it. The Committee also considered whether it may be possible to produce a design manual – to be discussed and considered further.

Timetable

- 6.19 As discussed at the AGM, the Committee hopes that the next draft of the Plan will be ready later this year, with the aim that the Plan will be ready for examination by the Examiner next summer following the relevant consultation process and discussion with Camden.

**7 Engagement**

- 7.1 See at 6 above.

## **8 Transport meeting**

- 8.1 Nick reported on a meeting he had attended in relation to Gospel Oak station.
- 8.2 Siân has arranged for a representative of TfL to meet with members of the Committee to discuss Gospel Oak station. Nick, Kay, Jessica and Siân will discuss amongst themselves to find a convenient date and then will meet with TFL and report back to the Committee.

ACTION: Nick, Kay, Jessica and Siân as above.

## **9 Social media**

- 9.1 See at 6 above.

## **10 Murphy's site**

- 10.1 Ben reported on the work that is being carried out by AECOM, in relation to matters such as viewing corridors, densities and residential/business mix.
- 10.2 A workshop will be arranged to discuss these matters further with AECOM.
- 10.3 Ellen will let Camden (Ben Vickers) know that we are still considering the position in relation to Murphy's and that therefore there is at present no requirement for any assessment by Camden.

ACTION: Ellen as above.

## **11 Future meetings**

- 11.1 Post-meeting note: Next meeting to be arranged for the week of 5 September, as the York Rise Street Party at which DPNF will have a stall is on 11 September.

## **12 AOB**

- 12.1 The Committee discussed that CIL is unlikely to be of great benefit to the community but that the Plan should have a list of priorities for the use of any CIL funds.
- 12.2 There is a celebration in Waterlow Park on 17 September 2016 of 125 years of the Park.

## **APPENDIX**

### **Post-First Draft Action Plan**

#### **Engagement**

Plan engagement events for the summer

- Additional drop-in events?

York Rise Street Party

Meet with representatives of:

- Spencer Rise/Churchill Road
- Chetwynd Road
- Other RAs?

Encourage comments on the draft (how?)

Comment boxes in other locations (e.g. library)?

Review and agree approach to social media

Review and assess comments

#### **Policy review**

Send draft to Camden for comments

Meet with Camden?

Review Camden local plan

Prepare tables of comparison with national, London and Camden policies

- Use consultants for this?
- Revise our policies if necessary to conform

#### **Procedural steps**

Organise evidence base

Gather additional external evidence where necessary

Assess compliance with EU law?

Prepare Basic Conditions statement

Prepare consultation draft

Prepare draft for publication

- Desk top publishing?
- Input from designer (already paid for)

Consultation on consultation draft

Prepare Consultation Statement

#### **The Plan**

Prepare maps and plans (on a consistent basis)

- Maps of Neighbourhood Area and Conservation Area
- Areas of greenery
- Areas to be designated Local Green Spaces and other green spaces to be protected (need to research requirements for Local Green Spaces)
- Locations of views
- Map showing location of community facilities

- Map showing precise outline of Neighbourhood Centres
- Map of community gardens/allotments
- Map showing locations of Specific Neighbourhood Sites
- Plan showing permeability across Murphy's site
- Map of proposed greenway network
- Plan of permeability and parking for cyclists

Select photographs

Check and finalise any text in square brackets

Review and agree policies and related text

- Review against national, London and Camden policies (as above)
- Decide how consistency with national, London and Camden policies to be reflected in draft
- Consider whether we can be more aggressive in our requirements: See Create Streets materials
- Consider requirement for Design Code (see Create Streets materials)
- DC1(a): Agree and define views
- DC2(b): Identify buildings to add to the local list
- DC3: Identify photos of design requirements
- DC4: Consider any comments from e.g. Spencer Rise
- H1(a): develop greater detail? (May be required to meet Camden comments)
- H3(a): further research on co-housing
- CM1(a): Consider and finalise list of community facilities
- CM1(c): Consider more detailed provision on HNCC
- CM1: Consider if there is more we can say re facilities for young people (or project re this)
- CM2: Consider if there is more we can say about safety
- Consider if there are additional policies re Community
- Consider our position on traffic in Chetwynd Road (is there anything that can be said in the plan?)
- CE1(a)(1): Determine size of trading units
- CE2: Confirm use classes
- CE2: Consider how lack of economic viability is to be demonstrated
- CE4: Confirm use classes
- Chapter 7: fill in figures in Baseline
- ES1: define areas to be Local Green Spaces and justify designation
- ES3: Identify community gardens and allotments
- ES4(a): Resolve issue of standard of energy efficiency for new developments (research meaning of Passive House; research Camden approach to issue)
- ES4(b): Resolve issue of upgrading energy efficiency of original building when extension proposed
- ES4(c): Resolve issue of solar panels (including researching Camden policies)
- ES4(d): Research approach of other plans to embodied carbon issue; define assessment criteria

- TS2(b): Define cycle storage requirement; develop evidence to support standard
- TS3(d): Resolve whether to have a requirement for car clubs and, if so, define the requirement
- TS3(e): Resolve whether to have a requirement for car charging points and, if so, define the requirement

#### Develop approach to Specific Neighbourhood Sites

- Reconsider position on HNCC
- Define size of site to which SNS process will apply
- SNS1(a): Define Development Brief and what it should contain
- Consider whether we should require co-design, not just consultation (see Create Streets materials)
- For each Site, expand section to include (where not already covered):
  - Existing uses and ownership details;
  - Proposed uses of the site and justification;
  - Design requirements, e.g. scale & massing;
  - Other policy requirements, e.g. infrastructure provision and improvements to pedestrian/cycle routes;
  - Specific list of requirements (set out like a policy) to implement concepts in text;
  - Possibly diagram illustrating policy requirements.
- Murphy's Site:
  - Work with Aecom to define requirements
  - Address in more detail KT viewing corridor
- Mansfield site:
  - Decide on position to be taken by NF
  - Include more specific provisions
- Swain's Lane:
  - Include more specific provisions
- ASF Garage:
  - Include more specific provisions

#### Develop and agree Projects

- Develop all projects further, to include in each case as relevant: description of issue and objectives, map of location (if applicable), ownership, proposed solution, who should lead on project, other parties to participate, source of funding, requirement for community company, timing, constraints. See example from Exeter St David
- Local Greenway Network: Identify areas to be included, prepare plan
- Permeability and parking for cyclists: Finalise locations and map
- Improved signage: Identify locations and content; consider relationship to ward-wide project
- Community notice boards: consider and agree locations, who will organise/control, funding, etc.
- Community safety: define project in more detail
- Public realm: work up specific proposals and consult on them
- Open space at ASF Garage: define how this project would be taken forward
- Pocket parks: identify locations and prepare map

- Hedges & Trees: define what the project is/involves
- Biodiversity: identify specific locations/projects
- Main roads: identify areas where additional space could be created for pedestrians and prepare plan
- Chetwynd Road: consider whether there is anything the NF can do to take this forward
- ACVs: prepare applications for all pubs that are not already ACVs

#### Delivery, Monitoring and Future Review

- Review other Neighbourhood Plans to see how they have dealt with issues
- Review impact of proposed legislation
- Develop text further

#### Review and compare other Neighbourhood Plans