South West Hertfordshire Joint Strategic Plan
Strategic Planning Members Group

2pm, 28th January 2020
St Albans City & District Council Offices

NOTES OF MEETING

Attendees

Cllr Chris White	St Albans City & District Council (Chair)
Cllr Jamie Day	St Albans City & District Council
Cllr Harvey Cohen	Hertsmere Borough Council
Cllr Iain Sharpe	Watford Borough Council
Cllr Graham Sutton	Dacorum Borough Council
Cllr Derek Ashley	Hertfordshire County Council
Chris Outtersides (CO)	South West Herts JSP Programme
James Doe (JD)	Dacorum Borough Council
Laura Wood (LW)	Hertsmere Borough Council
Claire May (CM)	Three Rivers DC
Tracy Harvey (TH)	St Albans City & District Council
Jon Tiley (JT)	Hertfordshire County Council
Philippa Curran (PC)	Iceni Projects *
Henry Bliss (HB)	Built ID *
Julia Foster (JF)	DLA **
Fran Parmenter (FP)	DLA **
Rob Hayward (RH)	DLA **
Geoff Burrage (GB)	ITP **

* Agenda item 3 only
** Agenda item 4 only

Item	Notes & Actions	Action Owner
1	**Welcome, introductions and apologies** Apologies were noted from Cllr Sara Bedford (Three Rivers District Council).	

2	**Notes from the previous meeting and actions arising**	
	CO confirmed that all actions had either been completed, or were covered under other agenda items.	
	Cllr White noted that the Herts Growth Board (HGB) had agreed to publish the agendas and minutes of their meetings. Following discussion, it was agreed that the same approach should be adopted for the JSP SPMG meetings.	
	ACTIONS: • **CO to ensure that the agendas and approved minutes of all SPMG meetings are uploaded to the respective partner authority's websites.**	**CO**
3	**JSP Engagement Update**	
	CO introduced the engagement update noting that, following the last meeting, the JSP team had been working with Iceni and Built ID to draft the polls and the online platform interface. CO also outlined that the proposal was for the online engagement to go 'live' during the week commencing the 10th February for four weeks.	
	PC and HB then went through the proposed online engagement and the associated polls.	
	Following discussion, the group reviewed the polls, providing Iceni and Built ID with proposed amendments to include the following: - The engagement needs to be clearer about what is meant by SW Herts to ensure that respondents aren't missed at the first 'advert' stage; - Imagery should consider using place names rather than Council areas; - The wording should be reviewed and simplified wherever possible; - The number of polls should be reduced to avoid replication.	
	Following discussion, Members confirmed that they were happy to proceed with the digital engagement strategy, subject to the above amendments, which would be managed by officers.	
	CO went on to outline that all Member briefings have now been scheduled for all partner authorities with the Three Rivers briefing having happened on the 27th January.	
	CO questioned whether Town and Parish Councils should be engaged. Following discussion, it was agreed that separate briefings should be arranged on an individual Council basis, with all Parish and Town Councils to be invited.	
	CO also queried whether the business community should be engaged. This was recognised as being important, with engagement with the business community seeing as being an important part of the process.	

	ACTIONS: • **CO to work with Iceni and Built ID to amend the engagement material following Member comments.** • **CO to work with the SPOG to set up Parish and Town Council briefings** • **SPOG members to liaise with CO to set up briefings with the business community.**	**CO** **CO/SPOG** **CO/SPOG**	
4	**Strategic Growth Locations Study / Multi Modal Study Update** CO introduced DLA and ITP explaining that ITP had been appointed to prepare the Multi Modal Study and DLA had been appointed to prepare the Strategic Growth Locations Study. CO went on to explain that DLA and ITP were nearing the end of their Stage 1 baseline work and that the next phase of work would involve evolving potential spatial options and strategies. JF and GB then took the group through the work that has been done to date highlighting that their approach for the MMS and SGLS is to provide an initial and strategic evidence base that will start to look at potential spatial options and strategies for South West Hertfordshire. JF also noted that both DLA and ITP were moving into Stage 2 of their commission which would start to identify priorities for moving forward. As such, it will be important for the SPMG to be involved in this process. The level of political involvement in the SGLS and MMS moving forward was discussed, with the group agreeing that (as per the approved JSP governance structure) as long as those attending the SPMG continued to bring authority to represent their respective Councils and make decisions in relation to the preparation of the JSP, then additional political involvement wasn't needed. Following further discussion, it was agreed to hold the SGLS and MMS workshop for Stage 2 at 2.30pm on the 30th March. A briefing package will be sent to Members in advance of this meeting. **ACTIONS:** • **CO to send out calendar invites for the SPMG meeting on the 30th March.**	 **CO**	
5	**JSP Budget** CO introduced the JSP budget confirming that there had been no material changes since the last meeting. Following discussion, the budget was noted. **ACTIONS:** • **No actions**		

6	**JSP Risk Register** CO introduced the revised Risk Register, confirming that an additional RAG column had been added setting out the status of the risk after mitigation. Following discussion, the Risk Register was noted. **ACTIONS:** • **No actions**	
7	**AOB** CO queried whether an agenda item should be added to the HGB on the JSP. Cllr White confirmed that this was a good idea. **ACTIONS:** • **CO to liaise with JT to add an agenda item to the HGB on the JSP**	**CO/JT**