



WATFORD
BOROUGH
COUNCIL



St Albans
City & District Council



THREE RIVERS
DISTRICT COUNCIL



HERTSMERE



DACORUM
BOROUGH
COUNCIL



Hertfordshire

South West Hertfordshire Joint Strategic Plan Strategic Planning Members Group

3pm, 29th June 2021
Meeting held via Microsoft Teams

NOTES OF MEETING

Attendees

Cllr Chris White	St Albans City & District Council (Chair)
Cllr Stephen Johnson	Watford Borough Council
Cllr Alan Anderson	Dacorum Borough Council
Cllr Sarah Nelmes	Three Rivers District Council
Cllr Harvey Cohen	Hertsmere Borough Council
Cllr Jonathan Kaye	Hertfordshire County Council
Chris Outtersides (CO)	South West Herts JSP Programme
Claire Hamilton (CH)	Dacorum Borough Council
James Doe (JD)	Dacorum Borough Council
Claire May (CM)	Three Rivers District Council
Chris Briggs (CB)	St Albans City & District Council
Jack Green (JG)	Watford Borough Council
Colin Haigh (CH)	Hertfordshire County Council
Philippa Curran (PC)	Iceni Projects (agenda items 3 and 4 only)
Gina Murgatroyd (GM)	Iceni Projects (agenda items 3 and 4 only)
Tom Venables (TV)	Prior & Partners (agenda items 3 and 4 only)
Simon Mattinson (SM)	Prior & Partners (agenda items 3 and 4 only)

Item	Notes & Actions	Action Owner
1	<p>Welcome, introductions and apologies</p> <p>Apologies were noted from Cllr Stephen Boulton (ECC), with Cllr Jonathan Kaye attending on his behalf. Apologies were also noted from Ben Martin (WBC) and Laura Wood (HBC).</p>	
2	<p>Notes from the previous meeting and actions arising</p> <p>CO went through the minutes of the previous meeting, noting that all actions had either been completed, or were covered under other agenda items.</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p>	

	<p>2.1 Agree that the notes and actions from the SPMG meeting held on the 31st March 2021 represent an accurate record of that meeting.</p>	
3	<p>Communications, Engagement & Branding</p> <p>CO introduced the item noting that both the Steering Group and the Strategic Planning Members Group had requested an updated Communications and Engagement Plan to run alongside the approved 2021/22 JSP programme. CO also confirmed that the draft Plan had included review and input from the Steering Group, Planning Officer Group as well as communications officers form across the partnership.</p> <p>PC explained the key elements of the Plan and the associated timings, including the production of a JSP ‘one pager’ document that will be used to inform stakeholders of the key JSP facts, such as what the JSP is and why it is being produced. Other key elements of the plan include key messaging and communications protocols across the partner authorities.</p> <p>Cllr White noted that references within the draft Plan to ‘ongoing’ should be tightened up with definitive dates used wherever possible.</p> <p>CO confirmed that he was working with a number of web platform providers, with the intention being to launch a JSP web platform alongside the JSP visioning work.</p> <p>PC explained that Icenl had also been working on a refresh of the JSP branding and logo, using the logo that had been used to support the SW Herts – Your Future engagement programme as a base. Once agreed, the intention was that this logo would then be used on all JSP messaging and literature moving forward, starting with the visioning work.</p> <p>Following a presentation and discussion of a number of possible logo options, it was agreed that the words ‘Joint Strategic Plan’ should feature in the logo. It was also agreed that the colours and ‘SW Herts’ wording was appropriate.</p> <p>Following discussion, the group agreed to delegate responsibility for finalising the JSP logo to the Strategic Planning Officer Group</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p> <p>3.1 Note the JSP Communications and Engagement Plan.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • SPOG to finalise JSP logo 	CO/SPOG
4	<p>JSP Visioning Engagement Strategy</p>	

<p>TV introduced the item explaining that Prior & Partners had been engaged by the partnership to assist with the creation of a JSP vision.</p> <p>TV took the group through a presentation, setting out the key elements of the proposed visioning exercise, noting the following points:</p> <ul style="list-style-type: none"> • The visioning will be split into three separate phases, running between July and late autumn; • It is proposed to engage with key stakeholders, businesses and the public, as well as Members across the partner authorities. • The intention is for stage 1 to be held online, but for stages 2 and 3 to occur in person, should Government guidelines permit this. • While Prior & Partners will assist with the majority of the workshops, engagement with Members within each authority will be led by the JSP team. <p>ClIr White queried whether the JSP logo would be used as part of the visioning work. TV confirmed that this would be the case once the logo was agreed.</p> <p>ClIr Cohen queried how the youth focus group would be formed? CO responded by confirming that the intention would be to initially use the database of people who expressed an interest in being involved in the future of South West Herts as part of the 2050 engagement exercise.</p> <p>ClIr Nelmes questioned the role of residents groups and Parish Councils as part of the visioning groups, the need to ensure that all voices were heard as part of the process, and that proportionate representation was achieved, both from the various groups, but also geographically across SW Herts.</p> <p>CO responded by clarifying that representations from Parish Councils and the like could be limited to a certain number of attendees from each organisation, to ensure proportionate representation and that all voices would be heard.</p> <p>ClIr Anderson noted that any visioning work should reiterate the reasons for preparing a JSP, and in particular the importance of infrastructure provision as a critical part of the JSP narrative.</p> <p>Following discussion, the group agreed to delegate responsibility for finalising the visioning engagement to the Strategic Planning Officer Group</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p> <p>4.1 Agree the JSP Visioning Engagement Strategy</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • SPOG to finalise the JSP Visioning Engagement Strategy 	<p style="text-align: right;">CO/SPOG</p>
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5	<p>Draft Statement of Common Ground</p> <p>CO introduced the final draft SCG noting that the document had been reviewed by the Steering Group, the SPOG as well as internal legal officers and the JSP programme’s external legal advisors.</p> <p>CO also explained that the following programming arrangements had been provisionally agreed in relation to each authority’s SCG (and SCI) approvals processes:</p> <p>Watford: (Cabinet for both processes) - 6th September</p> <p>St Albans: (Local Plan Advisory Group followed by Policy Committee) – 7th September (LPAG) followed by 21st September (PC)</p> <p>Three Rivers: (PRC and Full Council for both processes) – 13th September (PRC) followed by 19th October (Full Council)</p> <p>Dacorum: (Cabinet and Full Council for SCI and Cabinet for SCG) – 21st September (Cabinet) followed by 17th November (FC)</p> <p>Hertsmere: (Executive and Full Council for both processes) – SCI – 7th July (Executive) followed by 21st July (FC), SCG: October 13th (Executive) followed by 17th November (FC)</p> <p>HCC – Delegation and Exec Member sign off (flexible)</p> <p>CO confirmed that he was working with officers to ensure that the SCI and SCG were now on forward plans to ensure that any reporting deadlines weren’t missed and that the JSP programme could keep on track.</p> <p>Clr White questioned whether a glossary should be included within the final document, and whether the logo would be used.</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p> <p>5.1 Recommend the endorsement of the SCG back to their constituent authorities for approval.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • CO to finalise reporting and approvals arrangements across the partner authorities. 	CO
6	<p>Draft Statement of Community Involvement</p> <p>CO confirmed that the draft SCI had been reviewed by SPOG and would now be taken through the same approvals processes as agreed for the SCG.</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p>	

	<p>6.1 Recommend the endorsement of the SCI back to their constituent authorities.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • CO to finalise reporting and approvals arrangements across the partner authorities. 	CO
7	<p>JSP Recruitment Update</p> <p>CO confirmed that interviews for the two additional JSP roles were scheduled for the 30th June. CO noted that the interview panel would comprise representatives from Dacorum and Watford as well as himself.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • CO to email SPMG with the outcome of the recruitment process, once completed. 	CO
8	<p>Publishing of SPMG Papers</p> <p>CO introduced the item by explaining that the SPMG had previously agreed to publish the agenda and agreed minutes only for each SPMG meeting.</p> <p>Following a specific question raised at a Member JSP briefing, CO asked whether Members would be happy to publish any supporting papers at the same time the agenda and minutes were published.</p> <p>CO confirmed that he would ensure that any papers that were published were not commercially sensitive or contained any material that could prejudice the preparation of the JSP in any way.</p> <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p> <p>8.1 Publish supporting papers for SPMG meetings at the same time agendas and minutes are published.</p>	
9	<p>Standing Items</p> <ul style="list-style-type: none"> - JSP Strategic Programme – CO confirmed that this now reflected the visioning engagement programme as presented by Prior & Partners. - JSP Budget – Cllr White requested that future versions of the budget should clearly delineate between income and expenditure. - Risk Register – Cllr White reviewed the Risk Register and the mitigation measures as set out. <p>Following further discussion, the SPMG UNANIMOUSLY RESOLVED to:</p>	

	9.1 Note the JSP Strategic Programme, JSP Budget and JSP Risk Register.	
10	<p>AOB</p> <p>CO confirmed that the next SPMG meeting would focus on a visioning workshop.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • CO to coordinate SPMG visioning workshop. 	CO