



# Bengeo Neighbourhood Area Plan

## Minutes of the Community Steering Group Meeting

held at Hertford Castle at 19:30 on 5 October 2017

### Attendees:

Mark Lynch (Chairman of BNAP Community Steering Group, Sacombe Rd resident)  
Cllr Steve Cousins (middle Bengeo resident, town and district councillor)  
Cllr Andrew Stevenson (lower Bengeo resident, town and county councillor)  
Cllr Mari Stevenson (lower Bengeo resident, district councillor)  
Cllr Peter Ruffles (town and district councillor)  
Jacqueline Veater (Hertford Town Council consultant for BNAP)  
Hilary Durbin (Chairperson of Lower Bengeo Residents' Association)  
Terry Betts (Chairman of Hertford Civic Society)  
Ben Penrose (Chairman of Molewood Residents' Association, Business WG)  
John Cooper (Chairman of Great Molewood Residents' Association)  
Aska Pickering (Sacombe Rd resident, Communications & Strategy WG)  
Peter Cousins (middle Bengeo resident, Development WG)  
Sue Cousins (middle Bengeo resident)  
Alex Pharoah (Bengeo Resident, Transport WG)  
John Howson (Molewood Bengeo resident, Natural Environment and Green Spaces WG)  
Linda Pryor (Bengeo resident, Culture & Community WG)  
Rose Gooding (BNAP Press Officer)

### Apologies:

Cllr Linda Radford (town and district councillor)  
Cllr Sue Dunkley (Folly Island resident, town councillor)  
Cllr Sally Newton (Ware Park resident, town councillor)  
Stephen Wells (Watermill Estate Residents' Association representative)  
Paul Keyworth (lower Bengeo resident, Culture & Community WG)  
Doug McNab (town planner, Molewood Rd resident, Natural Environment & Green Spaces WG)  
Nick Gough (Molewood resident, Transport WG)  
Justine Perry (Business WG)  
Emily White (Molewood resident, Development WG)  
Joseph Whelan (Hertford Town Clerk)  
Maria Iancu (Hertford Town Council project officer)



## 1. Conflicts of Interest

Community Steering Group members must register any personal interests they have that may influence their work on the BNAP. This information should be publicly available (possibly on the LoveBengo website) to ensure maximum transparency.

**ACTION:** All members of the group should consider whether they have one or more interests that should be registered. Aska Pickering has put together a sample form for members to use for this purpose (circulated with the Agenda). It was noted that Councillors will already have made such information publicly available.

## 2. Minutes of the Previous Meeting

The minutes of the last meeting (7 September 2017) were agreed as being a correct record.

## 3. Town Council Working Party Meeting 28 September

Minutes from the Working Party Meeting were not available, but Peter Ruffles headlined the issues from the meeting. Survey Monkey funding for BNAP was agreed and the draft Communications Strategy was discussed.

## 4. Workshop @ The Castle Theatre – 12th September

It was generally agreed that the workshop was a great success. Jacqueline commented that turnout was excellent (the largest such event that she has co-ordinated so far) and that the Working Groups seemed to have an encouraging level of energy.

## 5. Election of Vice Chairman

The position of BNAP CSG Vice Chairman remains open and since the last meeting no-one has been proposed for the role. It was again generally agreed that, if possible, it would be desirable if the Vice Chairman's background broadened the representation on the CSG - for instance a business person. The group discussed speaking to a previous Chair of the St Andrews Street Trading Association - Peter Brown - as a possible place to start in getting a further Business contact into the Group.

In parallel, Hilary Durbin and Ben Penrose agreed to ask whether anyone within their resident associations might want to get involved.

## 6. Update on Communications Group and Communications Strategy

There has been some feedback from the working party - (Joseph Whelan shared with Mark Lynch). **ACTION:** Mark to share the suggested amendments with the CSG and collate any further feedback. There was some group discussion on ways to promote the BNAP as widely as possible.



The next activity is for the Communications Group to produce a Communications Plan to capture exactly how the strategy will be implemented, incorporating a range of the ideas so far suggested. The Communications Plan will be linked into the BNAP Project Plan.

Terry Betts emphasised that everyone working on the BNAP should understand that a relatively small proportion of the topics being addressed will produce actual policies for the Neighbourhood Plan. Much of the work being done is more likely to result in Action Plans that will depend on external bodies (e.g. the County Council) for their implementation.

## 7. Updates from the Working Groups

### Business Group

Ben Penrose reported that the first meeting (4 attendees) was held on 30th September. The meeting included setting a Vision, establishing some of the issues and setting a date for a Breakfast Briefing (9th Nov) for local businesses.

Steve Cousins shared that he had discussed BNAP involvement with a Developer based in St. Andrew Street. It was also suggested that Louise Hodgkinson (Photography by Louise) is a Bengeo resident and may be interested in getting involved.

**ACTION:** for the WG to look at the Hertford Town Centre Urban Design Strategy - to establish what is there and what can be built upon for the BNAP. The next meeting will be arranged soon to review the Vision and start arranging the Breakfast Briefing.

### Natural Environment & Green Spaces Working Group

John Howson reported that the WG met on 26th September (10 attendees). The group discussed vision and brainstormed a lot of topics - pulling together objectives including Protecting Wildlife; Landscape; Rights of Way.

In respect of leisure it was proposed that outdoor activities would fall into this Working Group.

**ACTION** - Culture and Community Working Group to ratify this proposal in their next working group meeting.

The WG's next meeting is proposed on 8th/9th November.

### Transport and Traffic Working Group

Alex Pharoah reported that the WG had met on 27th September (8 attendees). Discussions centred around making Bengeo a safer travel area - topics included pedestrian access, school buses, on street car parking and cycling.

Discussion among CSG members highlighted that the WG will need to engage Folly Island and Lower Bengeo residents in developing policy or action plans for parking and traffic - 2 key and constrained areas.



## Housing & Development Working Group

Peter Cousins reported that the group met on 27th September (9 attendees) and had made a very good start on the vision statement (although it is not yet formally defined). The meeting was productive and discussion covered a wide range of topics including HERT4, the Nursery site and infill development issues.

## Culture & Community Working Group

Linda Pryor reported that the group also had its first meeting on 27th September (7 attendees) at Courtyard Arts. The group reviewed the output from the Workshop session, discussed the Arts Quarter and worked on a vision statement encouraging community activities and fresh initiatives.

The group is working to better understand the creative hub concept and how it fits into the wider Hertford context. It was suggested that Rhys Thomas - Director of Hertford Theatre - would be a good contact.

Other themes mentioned:

- Finding funding for cultural improvements in Bengeo
- Strategies aimed at creating a good neighbourhood (e.g. National Kindness Day).

It was suggested that any WG considering possible Health Services within the ward should initially engage with the Upper Lea Valley Locality Group.

**ACTION:** The Development and Culture & Community WGs should jointly discuss if and when they wish to so engage.

## 8. BNAP Project Plan

Jacqueline has produced an initial Project Plan (based on the planning tool available on the Locality website). The plan is required in order to apply for Locality funding for BNAP (at present all funding is coming from the Town Council).

Through no fault of Jacqueline's the group has had very little time to review the plan, but it is important that the plan goes to the Town Council Working Party this month.

**ACTION:** All parties should therefore review the Project Plan and send questions or comments to Mark Lynch by 16th October.

## 9. Future Meeting Dates

In order to help the Town Council officers arrange venues and administrative support for CSG meetings it was decided to put dates in for monthly meetings through to March. In view of the "Christmas Effect" it was decided that a full CSG meeting is not required in January, but that the WG leaders should convene early in January to re-start the activities of the various groups. It was also decided that CSG meetings should *not* regularly fall on the same day of the week.



No venues have yet been identified, but the dates for the next 4 CSG meetings are:

Thursday 9th November

Wednesday 6th December

Tuesday 6th February

Monday 5th March

## 10. Any Other Business

John Cooper asked about budgeting and spend available for the Neighbourhood Plan. After some discussion, it was agreed to ask the Town Council for a budget update before each CSG meeting.