

Hyde Park Paddington

Note of Steering Group Meeting held on 2 November 2021, 6-7pm, via Zoom

Attendees:

Residential Members:

- Allen Zimble (Chairman)
- Andy Beverley
- Bernadette McKernan
- Sarah Clifford
- David Steyn
- Matthew Lindsay
- Sally Martin

Business Members:

- Kay Buxton (The Paddington Partnership)
- Chris Peers (Paddington BID, as Will Clayton's alternative)
- Mark McKeown (Church Commissioners)
- Ian Lush (St Mary's)

Apologies Received:

- Will Clayton
- James Parker
- Sergio Chiquetto
- Maria Parpou
- Isabel Turner
- Paul Charalambous
- Rev'd Stephen Mason

In attendance: Aidan Marshall and Michela Leoni, WCC (item 4) and Nick Bailey and Yoram Blumann from FitzWest (item 5)

	Actions
1. Welcome and Apologies The Chairman welcomed everyone to the meeting and apologies were noted.	
2. Agreement of Minutes of Steering Group Meeting held on 14 September 2021 and matters arising The minutes were agreed and there were no matters arising not covered by the agenda.	
3. Co-option of Bernadette Le Beau to Steering Group To be carried forward to next Steering Group meeting as Bernadette Le Beau was unable to attend the meeting.	BM/KB
4. Presentation from WCC Neighbourhood Planning officers (Aidan Marshall and Michela Leoni) on steps towards a Neighbourhood Plan and how the Council can assist Forums	

The Chairman welcomed Aidan Marshall and Michela Leoni from WCC who took the Steering Group through a presentation on the Neighbourhood Plan process as follows:

Stage 1: Designation – noted that as HPP Neighbourhood Area had already achieved its designation, there was nothing further to cover on this.

Stage 2: Preparing – this involves a number of steps as follows:

- Step 1 – carry out community engagement: informing people and businesses in the area through various means. They emphasised the importance of keeping a log of these interactions and using them to capture themes which form part of the consultation statement;
- Step 2 - review of existing framework & evidence for the area, including the London Plan & WCC plan. WCC can help with this including access to existing data;
- Step 3 drafting the plan – capture key themes and take care not to repeat existing policy. Plan can include non-policy priorities and projects that the community have raised. Design codes can give some degree of granular control, covering colour, materials, scale of buildings. They noted that including design codes can increase the CIL amount available. Also WCC can provide funding and advice;
- Step 4 - informal consultation – this takes 6 weeks and is carried out before submission of the plan to WCC. It is key to involve all stakeholders including significant landowners. This process may lead to amendments to the plan.

Stage 3: Submitting & adopting:

1. Submit – statement, consultee contacts, basic conditions statement and final copy of plan
2. Formal consultation – takes 6 weeks and written consultation response
3. Examination – meets basic conditions, may require a hearing, then final examiners’ report
4. Business & resident referendum – requires 28 working days’ notice, simple majority, held by WCC and immediately holds formal weight. The formal approval will be at the next council meeting;

Stage 4: Delivery & monitoring

Monitoring is the responsibility of the forum and it was noted that having the plan provides additional CIL funds.

ML explained that the HPP NF could request a guide to Neighbourhood Plans. She further noted that the last 3 most recent plans (Fitz west, Soho and Queens Park) – each took 2 years to complete from informal consultation to adoption. She confirmed that referendum costs were covered by WCC.

WCC can look at proposals informally before they are submitted at Stage 3 – that is allowed. They can provide an initial view on overall ambitions and what the plan is trying to achieve throughout the process.

KB discussed Praed St and Edgware Road as key business areas at the boundary of the plan and questioned how far the plan should go e.g. Short term lets and phone boxes. Should these policy issues be built into a plan?

ML emphasised the need to bear in mind that there will be a referendum that you want to get passed. Therefore if issues or policy matters get dropped as the plan is written, the reasons for this should be explained clearly for all stakeholders.

5. Q&A session with Nick Bailey from FitzWest, who have recently had their Neighbourhood Plan adopted:

The Chairman welcomed Nick Bailey to the meeting to explain the recent experience of FitzWest. He provided key tips as follows:

- Set up a *working group* - a plan will be difficult to achieve by committee. The working group needs to be familiar with both the London plan and WCC plan, plus the National Planning Policy Framework. The working group will not be expected to be experts in these and it is best to focus on the most relevant policies based on plan priorities.
- Hold *seminars with relevant WCC officers* to go through relevant docs – be familiar with policy context (general policies required versus strategic).
- Prepare a well thought through *consultation strategy* from the beginning – hold a general survey of businesses and residents at an early stage to capture this. Writing that is a task in itself.

KB noted that this seemed to be familiar with the BID process.

NB mentioned that conservation and development in the area can be important to reference. KB noted that these are not currently listed as themes on the website. She further noted that Canalside development may be covered in the City plan but including it in the Neighbourhood Plan can add a more local element.

KB questioned how we should define the period covered by the Plan and NB noted that 20 years is the norm. He added that writing the plan took more like 3-4 years – including revisions and redrafts.

DS asked what other Neighbourhood Areas are going through the process and does WCC have the resources to deal with the demand. AM and ML explained that WCC was currently strengthening the team. Ongoing plans include:

- Pimlico – examination stage
- Knightsbridge – adopted and already being reviewed
- Maida Hill - progressing
- Mayfair – adopted
- Marylebone – at roughly the same stage as HPP

NB urged the Forum members to make use of the WCC planning team and to include context in the Plan on demographics, size, business/ residential mix etc. The 2021 Census data will be available soon and he noted you can take a zoning approach, with policies applying to specific areas. It is important to be clear on what you can do and what you need consultants for (e.g. greening certain streets). Consultant specifications should be defined in a brief and the Forum may use Ward money to fund this. He noted that you can use CIL money for the Plan - as long as the brief is clearly defined and agreed with the Council. NB explained that a health check (costing c£1500) was also worth doing. FitzWest carried out at least one public meeting per year and a couple of exhibitions. NB said Fitzwest wrote their own policies. You can send off a draft Plan to the Examiner for a stress test in advance of formal Regulation 16 submission. The advice is to use very open ended questions rather than engaging on specific policies.

SM asked about how they kept momentum in the Plan team and if there was turnover in team in that period. NB explained that there was more turnover in businesses than residents.

MM outlined the Church Commissioners position and said they are very supportive of Neighbourhood Plans, as substantial property owners in the estate and will continue to be so for next 25 years/ expected period of the Plan.

<p>NB outlined the benefits of having a Plan in place – you can include non-planning issues, you can work with a host of other agencies, be realistic about what you can do. The Forum becomes the custodian of the Plan, part of the local political process. YB added it can be active or proactive. Through early engagement the Forum can discuss issues with developers and get better results.</p> <p>AM confirmed that the Forum becomes a statutory consultee on planning applications. ML added that the Plan appears in the system and officers are required to use it. Forums are written into Westminster’s early engagement requirements.</p> <p>AB queried the difference between the 2 consultation processes. The first is informal and run by the Neighbourhood Forum - changes can still be made at that stage. The second is held by WCC after submission of the plan – no changes can be made after it is adopted.</p> <p>AZ thanked everyone for their presentations and for providing insight on the process and help available. The Steering Group appreciated their time and guidance and would like to come back to officers and colleagues again.</p> <p>AZ then asked the Steering Group to reflect on what they had just heard from the speakers and how to proceed with next steps. KB suggested that a sub group/ working group was a helpful idea. She suggested an open discussion at the forthcoming general meeting in order to get input from wider group. For the working group, she suggested that representatives from the BIDs (KB & CP) and CC (TBC), plus residents and someone to drive it along.</p> <p>IL questioned what role would St Mary’s might have in the sub group, as the hospital trust is a significant land owner and should be involved too.</p> <p>AZ agreed to discuss the relevant resident representative off line.</p>	<p>AZ</p> <p>AZ</p>
<p>6. Election of Treasurer</p> <p>To be carried forward to next Steering Group meeting as Bernadette Le Beau unable to attend the meeting.</p>	<p>BM/ KB</p>
<p>7. National Model Design Code (if a decision has been made before the meeting)</p> <p>KB noted that no information was available at this stage.</p>	
<p>8. AOB</p> <p>None noted</p>	
<p>9. Agenda for next General Meeting (scheduled for 2 December)</p> <p>The steering group discussed whether the meeting should be by zoom, in person or a hybrid approach. It was agreed that zoom was likely to be the most pragmatic option and that the overall goal should be to return to in person meetings as soon as safely possible.</p> <p>The agenda would include an update on the CIL Schemes (including slides) and a general discussion on the neighbourhood plan process and priorities.</p>	<p>BM/ KB</p>
<p>10. Steering group</p> <p>The next Steering meeting was scheduled for Tuesday 25th January at 3pm, to be held by Zoom.</p>	<p>KB</p>