

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN



## Consultation Statement

26<sup>th</sup> October, 2018

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

## Introduction

This document is the Consultation Statement which accompanies the Highams Park Neighbourhood Development Plan (“the HP Plan”). It sets out the consultation and engagement carried out by the Highams Park Planning Group (the Neighbourhood Development Forum “NDF” or “HPPG”) in its work in drawing up the Neighbourhood Plan. Work continues on the final draft of the Plan before its submission to Waltham Forest Council. Further information about the work of HPPG - and documents which are referred to below - can be found on the HPPG's website: [www.highamparkplan.org](http://www.highamparkplan.org)

Waltham Forest Council has also set up a webpage to share information about neighbourhood planning in the borough, which NDFs can use as a resource: [www.walthamforest.gov.uk/content/neighbourhood-planning](http://www.walthamforest.gov.uk/content/neighbourhood-planning)

## The Launch Event 16th November, 2013

With the support of Waltham Forest Council, local community groups (the Highams Park Forum and the Highams Park Society) set up an initiation committee to lead the planning process until such time as the Neighbourhood Development Forum was formally established. The Initiation Committee decided to hold a Launch Event to gauge interest from local residents on Saturday 16<sup>th</sup> November, 2013. The event was held in the community hall of All Saints Church in Church Avenue as it is a well-known building and more or less in the centre of Highams Park.

Regular planning meetings of the Initiation Committee were then held to prepare for the Launch Event. To raise public awareness of the Launch Event:

- 6,000 leaflets were delivered.
- 100 posters were placed around the town.
- Articles and advertisements were run in local newspapers (and the Council publication Waltham Forest News which is delivered to all households in the Borough).
- Local community groups and parent teacher associations were sent emails with details of the Launch Event requesting that they let their members know about the event.
- The Launch Event was advertised on social media, community Facebook Pages and, twitter accounts.
- Publicity for the Launch Event on the public notice board near Tesco and at Hale End Library.

The Launch Event as held at All Saints Church ran from 12 noon until 4 pm. There were 390 attendees recorded; although not all attendees signed the register so there were in fact many more than this.

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

Attendees were invited to place a pin on a map to show where they lived and to mark on a map the area that they considered to be Highams Park. Prior to the Launch Event there was no formal boundary of any sort for Highams Park and the pins and drawings were used to deduce where residents considered the boundary to be. If a person made the effort to attend and put a pin in the map it was assumed that they considered the pin location to be within the Highams Park Boundary.

Attendees were invited to sign up as members of the HPPG.

Information boards and a rolling slideshow were placed around the hall to inform attendees about neighbourhood planning. Members from the Initiation Committee were also on hand to greet people and answer questions.

A number of “topic boards” covering different aspects of what the plan may contain such as housing, greenspace, community facilities, etc were placed around the room. Attendees were invited to write down issues and ideas and pin them on the topic boards.

A suggestions box was also placed in the room for people to write down and submit ideas for the plan

## **Post Launch Event Preparations**

Following the Launch Event the Initiation Committee undertook the following tasks:

- Collation of the membership database.
- Set a date for AGM on 17<sup>th</sup> January, 2014.
- Invited all members and the public to attend.
- The AGM was advertised on public notice boards and on social media platforms.
- Invited people to stand as members of the Coordinating Committee (Steering Committee).
- Prepared a draft constitution.
- Prepared a draft boundary based on the feedback from the Launch Event.
- Went door knocking on those parts of the proposed HP Plan Area with low representation at the Launch Event.
- Sorted the ideas and suggestions collected at the Launch Event into Topic Groups.

## **General Meeting – 17<sup>th</sup> January, 2014**

There were 116 attendees at the General Meeting. At the General Meeting the constitution and boundary were agreed and a steering group, known as the Coordinating Committee was elected.

At the General Meeting attendees were invited to form Topic Working Groups (working groups to review and refine the ideas presented at the Launch Event). Each Topic Working Group was nominated a member of the Coordinating Committee to oversee the progress and input.

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

As of 17<sup>th</sup> March, 2014 HPPG had 359 members of which 116 had signed up as members of the 11 Topic Working Groups

## Application and Consultation to be designated as the Neighbourhood Forum for Highams Park

On 27<sup>th</sup> January, 2014 the Highams Park Planning Group applied to Waltham Forest Council to become the Neighbourhood Development Forum for the proposed Highams Park Plan Area agreed at the General Meeting.

Council officers recommended some small changes to the boundary and these were agreed by the Coordinating Committee.

In accordance with Regulations 6 and 9 of the Neighbourhood Planning (General) Regulations 2012, officers carried out statutory consultation on the proposal during a 6-week consultation period (from 10<sup>th</sup> February to 24<sup>th</sup> March 2014). The consultation documents included the proposed boundary of the neighbourhood area and the constitution of the Highams Park Planning Group (HPPG). Specific questions were asked about the appropriateness of the proposed boundary and the role and purposes of the HPPG as set out in their constitution.

In response to the consultation undertaken, a total of 73 responses were received all expressing support for the proposal in principle. Other than a suggested change to the boundary no objections or specific issues were raised.

On 15<sup>th</sup> July, 2014 the Highams Park Planning Group was designated by Waltham Forest Council as the Neighbourhood Development Forum for the Highams Park Plan Area (as amended by the feedback from the consultation).

## Engaging with the Local Community

Following HPPG's designation the Coordinating Committee began an active programme of engaging with local residents and stakeholders, including but not limited to:

1. A website [www.highamsparkplan.org](http://www.highamsparkplan.org) was established.
2. Coverage of the HPPG's designation was covered in the local press and in Waltham Forest news.
3. Regular meetings of the Topic Working Groups were held to review ideas and suggestions.
4. Regular emails are sent to HPPG's membership which as of 28<sup>th</sup> February, 2018 was 1,044 members 75 of which are local businesses. The emails update members of the status of the HP Plan and apprise them of local issues and events.
5. HPPG has had a stall at the annual Highams Park Day in 2014, 2015, 2016 & 2017.
6. Presentations at Ward Forum Meetings.
7. Attendance at Highams Park Forum Meetings.
8. Presentation to the Highams Residents' Society.

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

9. Arrangement of Community Events.
  - HP Christmas Fayre, 2014, 2015, 2016 & 2017
  - Shop Local 2015 & 2016
  - The Highams Park Spring Festival 2016
  - The Highams Park Arts Festival, September 2016
  - Love Hale End Library Day 2017
  - Four music concerts in each of 2016 and 2017
10. Notice of meetings and details about HPPG are placed on community Noticeboards.

## **Annual General Meetings**

Following the General Meeting regular Annual General Meetings have been held on the following dates:

- 12<sup>th</sup> February 2015
- 11<sup>th</sup> February 2016
- 16<sup>th</sup> February 2017
- 8<sup>th</sup> February 2018.

At these meetings a progress report is given to members and actions for the following year agreed.

## **Issue & Options Questionnaires.**

Based on the feedback from the Topic Working Groups the Coordinating Committee prepared an outline draft of the HP Plan. After discussions with Council Planning Officers and Planning Aid, between June and August 2015 five issues and options questionnaires were prepared and sent to planning group members and advertised on local media platforms. The purpose of the questionnaires was to gauge opinions of local people on the policy topics proposed for the HP Plan.

In May 2016, the Council engaged the consultancy firm, Kaizen, to carry out a survey and to reach sections of the community who tend not to be so engaged with community issues.

The responses of these questionnaires can be viewed by clicking on the links in the Evidence Base Section below.

In addition HPPG has carried out consultations via paper and online questionnaires on various aspects of residents' concerns, such as the Cafe in the Park, the library, the station footbridge and other transport and parking issues.

## **Informal Consultation on Draft HP Plan 12th March to 24th May 2017**

Based on the feedback from the issues and options questionnaires and substantive discussions with Council planning officers, the Coordinating Committee amended the draft HP Plan.

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

HPPG then ran an informal consultation on the draft HP Plan from 12<sup>th</sup> March to 24<sup>th</sup> May 2017.

Through the publicity material prepared for the consultation, people were invited to complete the consultation document online via a link to the consultation page on HPPG's website or alternatively to view the documents on display at Hale End Library and complete the consultation forms by hand.

The consultation was advertised by:

1. Leafletting the houses and businesses in the Highams Park Plan Area.
2. Notification by email to all HPPG's members.
3. Posters on public noticeboards and on prominent places around the Plan Area.
4. Posts with links to the consultation page on community Facebook pages.
5. An open day at Hale End Library on Saturday 8<sup>th</sup> April, 2017 with committee members present to meet people and answer questions.
6. Committee members were also on hand to discuss the HP Plan at Love Hale End Library Day (arranged by HPPG) on Saturday 24<sup>th</sup> April. Library staff advised that over 4,000 people attended this event.

The results of this consultation can be viewed by clicking on the link in the Evidence Base below. The comments received were used to prepare the pre-submission draft of the HP Plan.

The feedback from the informal consultation was discussed with Council planning officers and, where appropriate, amendments were made to the Plan. Council officers also recommend that HPPG undertake:

1. A "Health Check" of the plan polices using NPIERS (Neighbourhood Planning Independent Examiner Referral Service) to ensure that the content of the Plan is compliant with Neighbourhood Planning regulations.
2. A Habitats Regulation Assessment and Strategic Environmental Assessment.

HPPG appointed Christopher Lockhart-Mummery from NPIERs panel of independent examiners to undertake the Health Check of plan policies.

CAG Consultants were appointed to undertake the Habitats Regulation Assessment and Strategic Environmental Assessment

A number of changes were made to policies in the Plan based on the recommendations contained in the health check report and the Habitats Regulation Assessment and Strategic Environmental Assessment.

Copies of these reports can be viewed by clicking on the links in items 10 and 11 in the Evidence Base section below.

## **Consultation with Statutory Consultees 2nd July to 12th August 2018**

HPPG undertook a six week consultation with twenty-three statutory consultees during the period 2<sup>nd</sup> July to 12<sup>th</sup> August 2018. Six responses were receive and, where

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

appropriate, amendments were made to the draft Plan; the comments and responses can be viewed by clicking on link in the Evidence Base Section 12 below.

A list of all the statutory consultees included in the consultation is contained in **Appendix 1** to this report.

A number of changes were made to policies in the Plan based on the comments from statutory consultees.

The submission version of the Plan was then submitted for a rescreening by CAG and no further changes to the Plan were recommended.

A copy of the final Habitats Regulation Assessment and Strategic Environmental Assessment can be viewed by clicking on the link in item 13 in the Evidence Base section below.

## **Evidence Base for The Highams Park Plan**

HPPG has been consulting with residents since the Highams Park Plan Launch Event on 16th November, 2013 and details of the ideas, suggestions and opinions we have gathered from residents so far have been used to prepare the draft Highams Park Plan. The Evidence Base for the submission version of the Highams Park Plan is set out in a wide variety of documents. These documents which are all available on HPPG's website include those listed below; please click on the links below or go to <http://highamparkplan.org/evidence-base-and-supporting-documents-for-the-highams-park-plan> :

1. [Local Area Profile of the Highams Park Plan Area](#)
2. [Responses – Questionnaire 1. Natural Environment](#)
3. [Responses – Questionnaire 2. Traffic, Pedestrians and Public Realm](#)
4. [Responses – Questionnaire 3. Business Employment & Community Facilities](#)
5. [Responses – Questionnaire 4. New Housing Development in the Highams Park Neighbourhood Plan Area](#)
6. [Responses – Questionnaire 5. Sustainability, Housing Estates & Houses in Multiple Occupation](#)
7. [A Survey of Highams Park Residents commissioned by LBWF in May 2016](#)
8. [Ideas Lists prepared by members of HPPG based on residents suggestions](#)
9. [Results of HPPG Informal Consultation on Pre-Submission Draft of the HP Plan from 12th March to 24th May 2017](#)
10. [Highams Park NP 2017 - Health Check Review March 2018](#)
11. [HP Plan HRA and SEA Screening Report 18th April 2018](#)

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

Consultation Statement – 26<sup>th</sup> October 2018

12. [Comments from Statutory Consultees on HPPG Informal Pre-Submission of the draft HP Plan from 2nd July to 13th August 2018](#)
13. [Highams Park NP HRA and SEA Screening Report 22<sup>nd</sup> October 2018](#)
14. [Basic Conditions Statement for the Highams Park Plan](#)
15. [Link to The Waltham Forest Local Plan](#)
16. [Link to The London Plan](#)
17. [Link to The National Policy Planning Framework 2012 \(NPPF\)](#)
18. [Link to The National Policy Planning Framework 2018 \(NPPF\)](#)

# THE HIGHAMS PARK NEIGHBOURHOOD PLAN

## HP Plan Consultation Statement

### Appendix 1 – List of Statutory Consultees

All Saints Church, Church Avenue  
Baptist Church, Cavendish Road  
BT Public Affairs  
City of London Corporation  
Coal Authority planning and local authority liaison team  
English Heritage  
Greater London Authority  
Historic England  
Homes and Communities Agency  
London Borough of Redbridge  
London Borough of Waltham Forest  
Methodist Church, Winchester Road  
National Grid/AMEC  
Natural England consultation service  
Network Rail Anglia  
NHS Waltham Forest Clinical Commissioning Group  
Scout Information Centre  
St Andrew's Church, Chingford Lane  
St Anne's Church, Larkshall Road  
Thames Water  
The Environment Agency  
Transport for London  
United Reform Church, Malvern Avenue