

## F3C Council's response to Q9 Duty to Cooperate meetings

### INSPECTORS' QUESTION 9

We note that Annex 1 of the Duty to Cooperate Statement lists various meetings, workshops and discussions that have occurred, but this provides limited detail. Can the Council direct us to where the minutes and notes of these meetings are in the evidence or provide them? As a large number of meetings/workshops have been listed, we would like the Council to provide a summary of these, in chronological order, succinctly setting out their purpose, who attended, what strategic issues were discussed and what outcomes and actions were identified including any agreements or disagreements between any parties.

The below table provides supplementary information to Annex 1 of the Duty to Cooperate Statement, where additional meetings to those listed in Annex 1 are included, they are highlighted in **amber**.

- A. [Pre-ASELA project work](#) (pages 3 – 11)
- B. [Association of South Essex Local Authorities Core Group](#) (pages 12 – 52)
- C. [Association of South Essex Local Authorities Officer Joint Working](#) (pages 53 – 77)
- D. [Dunton Hills Garden Village project related DtC record](#) (pages 78 – 128)
- E. [C2C \(West Horndon Station\)](#) (pages 129 – 137)
- F. [Lower Thames Crossing](#) (pages 138 – 167)
- G. [NHS Strategic Estates Group](#) (page 168)
- H. [Health Impact Assessment work](#) (page 169)
- I. [Local Plan sport impact work](#) (pages 170 – 171)

- J. [Early stage highways modelling discussion](#) (pages 172 – 190)
- K. [Epping Forest Cooperative DtC meetings \(incorporates North Essex Borough, East Herts and Harlow\)](#) (pages 191 – 205)
- L. [Essex Coast Recreational avoidance Disturbance Mitigation Strategy \(RAMS\)](#) (pages 206 – 229)

## A. Pre-ASELA Project Work

In 2017, the Leaders and Chief Executives of South Essex embarked on a process to develop a long-term growth ambition. The following meetings and workshops were held to discuss the background of the South Essex 2050 Vision, Overview of Leader and Chief Executive workshop programme, and role of the Director's Group. Key topics discussed have been focused on Investment Strategy from the private and public sectors, Housing Delivery Fund, Business Support (exploring the impacts of COVID-19 and future impacts of Brexit), Central Corridor (transportation and infrastructure), and Coastal Corridor working groups.

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
2017-03-02	<p>South East Essex 2050 Programme – Members Meeting</p> <p>Purpose: To produce a Work Programme for 2017, identifying tasks and deliverables which would give practical effect to the development and delivery of the joint planning arrangements</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. The South Essex Planning Heads of Service Group ('the Heads of Service Group') requested the South Essex Strategic Planning Officers Group ('the Officers Group') to produce a Work Programme for 2017 which would give practical effect to the development and delivery of the joint planning arrangements set out in the 'Memorandum of Understanding For Strategic Planning in South Essex' which was agreed in principle by the South Essex Strategic Planning Members Group ('the Members Group') at its previous meeting on 17th November 2016.</li> <li>2. To guide the process, the Heads of Service Group identified a series of key issues which would have to be taken into account in developing the Work Programme. These were based on the key principles, deliverables and outputs identified in the Memorandum of Understanding and included the need to: <ol style="list-style-type: none"> <li>a. Engage constructively, actively and on an ongoing basis in relation to strategic planning matters under the Duty to Cooperate.</li> <li>b. Agree the scope and nature of a Joint Strategic Planning Framework to guide future development across South Essex.</li> </ol> </li> </ol>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>c. Agree the key issues, thematic topic areas and priorities to be addressed at a strategic level across South Essex.</li> <li>d. Identify the scope and nature of the technical work required to support the development of a sound local plan evidence base across South Essex.</li> <li>e. Develop appropriate and effective reporting and governance structures to manage the strategic planning process across South Essex including the preparation of a Joint Strategic Planning Framework.</li> <li>f. Identify the nature and scale of the resources both available and required to expedite the preparation of a Joint Strategic Planning Framework across South Essex in order to support future bids for funding.</li> <li>g. Set out a detailed timetable and programme for delivery of a joint Strategic Planning Framework.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>1. The key project tasks and deliverables were considered and agreed in principle by the by the Members Group at its meeting on 2nd March 2017.</li> </ul> <p><i>Note: The agenda and notes of this meeting were lost. Discussion however was recorded from meeting notes of dated 2017-10-26)</i></p>
2017-08-24	<p>South East Essex 2050 Programme - Directors' group</p> <p>Purpose: The first Directors' group meeting to discuss the South Essex 2050 Vision,</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <p>Welcome and Introductions – David Marchant</p> <ul style="list-style-type: none"> <li>1. South Essex 2050 background and discussions so far</li> <li>2. Overview of Leader &amp; CEx workshop programme</li> <li>3. Role of Director's Group</li> <li>4. Information gathering and insights</li> <li>5. Further meeting dates</li> </ul>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
	Overview of Leader and Chief Executive workshop programme, and role of the Director's Group.	Rochford Borough Council Southend Council		<i>A presentation was prepared to aid discussion. Formally agreed meeting minutes were not available.</i>
2017-09-02	South East Essex 2050 Programme - Directors' group  Purpose: to follow up progress made on the work programme	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	This meeting focused on the work programme moving forward for ASELA, which consisted of developing the 2050 vision and Branding on-line, growth principles and priorities, strategic infrastructure priorities, and collaboration principles and preferred model.  <i>A presentation was prepared to aid discussion. Formally agreed meeting minutes were not available.</i>
2017-09-28	South East Essex 2050 Programme - Directors' group  Purpose: To agree on focus and key actions for South East Essex 2050 Programme	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council	Other – DtC and JSP	<b>Agenda and discussion:</b>  1. Directors' group's meeting to agree focus and key actions for South East Essex 2050 Programme 2. Workshop programme 3. Economic insights 4. HMG Industrial strategy: Green paper Jan 2017 5. Localis - Industrial strategy report 2017

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
		Southend Council		
2017-10-12	<p>South East Essex 2050 Programme – Directors Group</p> <p>Purpose: To discuss economic and industrial strategies for the South East Essex 2050 Programme</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Economic insights</li> <li>3. Industrial strategies</li> <li>4. Key economic sectors</li> <li>5. Potential strategic locations of opportunity</li> <li>6. Agree feedback to Leaders &amp; Chief Executives Workshop 3 19th October 2017</li> <li>7. Date of Next Meeting</li> </ol>
2017-10-26	<p>South East Essex 2050 Programme – Members Meeting</p> <p>Purpose: To update members on the South Essex 2050 vision, the key priority tasks of the 2017 Work Programme, and the Government consultation</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome, Introduction and Apologies</li> <li>2. Notes of last meeting</li> <li>3. Briefing on South Essex 2050 vision (Verbal report)</li> <li>4. Briefing on the Government consultation proposals - 'Planning for the right homes in the right places'.</li> <li>5. Update on the Key Priority Tasks of the 2017 Work Programme (Report by officers)</li> <li>6. Chair and venue for next meeting.</li> <li>7. AOB</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Verbal update was provided regarding South Essex 2050 Vision. The vision will assist in gaining common ground on strategic planning matters and assist in finding areas where all Council's agree (e.g. infrastructure investment). The vision will go beyond strategic planning, including elements such as the</li> </ol>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
				<p>economy, skills, infrastructure and housing. It will be used to co-ordinate objectives and to influence investment from Government.</p> <ol style="list-style-type: none"> <li>2. Verbal update outlined that the 9 tasks have been progressing, but given the South Essex Vision it was appropriate to re-examine the tasks to ensure they align and further information will be provided at the next meeting.</li> <li>3. Briefing report on the Government consultation proposals 'Planning for the right homes in the right places' recommended that in addition to any individual response from constituent authorities, consideration is given to a response to the consultation of behalf of South Essex authorities</li> <li>4. Members were updated on progress in relation to the work being undertaken by the South Essex authorities in discharging their obligations under the Duty to Cooperate and delivering upon the key principles, deliverables and outputs set out the Memorandum of Understanding for Strategic Planning in South Essex.</li> </ol>
2017-11-02	<p>South East Essex 2050 Programme - Joint Officer Group</p> <p>Industrial Strategy workshop</p> <p>Purpose: To provide an overview of progress and evidence base and to discuss priorities</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Introductions</li> <li>2. Overview of progress from Leader/CEX workshops</li> <li>3. Review of the South Essex evidence base and HMG Industrial Strategy priorities</li> <li>4. SE Industrial Strategy development</li> <li>5. Discussions groups: objectives, key economic sectors and intervention priorities</li> <li>6. Discussion feedback and proposals theming</li> <li>7. Output summary and any key actions arising in readiness for 16th Nov Leader/CEX workshop</li> </ol>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
2017-11-30	South East Essex 2050 Programme Purpose: To follow up previous discussion	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	Formal meeting notes were not available.
2017-12-07	South East Essex 2050 Programme Purpose: To follow up previous discussion	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	Formal meeting notes were not available.
2018-01-30	South East Essex 2050 Programme – Officer workshop Purpose: - To agree scope and policy focus - To agree project management arrangements	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council	Other – DtC and JSP Other – Economy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Flood	<b>Agenda:</b> 1. Update on LP Intervention implications 2. Joint Spatial Plan 3. Scope of Statement of Comment Ground & Planning MoU - to agree who will lead on this 4. Draft Training and Development Plan – to agree who will lead on this 5. Next steps – priorities for ASELA meetings on 1 February and 1 March



Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
	<ul style="list-style-type: none"> <li>- To agree timetable and process</li> <li>- To agree provisional work programme, lead officers/authorities and immediate priorities (including evidence)</li> </ul>	Southend Council	<p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	
2018-02-19	<p>South East Essex 2050 Programme</p> <p>Purpose:</p> <p>As above, plus to review a draft Statement of Common Ground providing the framework for the participating parties to work together on progressing the South Essex Joint Strategic Plan.</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Thematic Groups &amp; Work Programmes</li> <li>2. Scope of JSP</li> <li>3. Evidence Base - Key studies -costs and timescales</li> <li>4. Draft Statement of Common Ground</li> <li>5. Draft Spatial Options Study Brief</li> <li>6. Aligning other work stream activity with the JSP               <ol style="list-style-type: none"> <li>a. Industrial Strategy</li> <li>b. Transport</li> <li>c. Infrastructure</li> </ol> </li> <li>7. Training and Development</li> <li>8. AOB</li> </ol>
2018-05-10	<p>South East Essex 2050 Programme</p> <p>Purpose: To follow up previous discussion</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p>	<p>Other – DtC and JSP</p>	<p><i>Formally agreed meeting notes were not available.</i></p>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
		Rochford Borough Council Southend Council		
2018-05-21	Brentwood Local Plan discussion	Essex County Council Executive, Brentwood Borough Council Executive	Other, Governance	<p><b>Discussion:</b></p> <p>The purpose of this meeting was to respond to the (then) comments of the County Council made in respect of the Brentwood Local Plan Reg 18 consultation carried out at the beginning of 2018.</p> <ol style="list-style-type: none"> <li>1. The County Council's response was set out as an <a href="#">Appendix to ECC Cabinet Member Action Dated 22 February 2018 (Ref FP/061/01/18)</a></li> </ol> <p>Key points raised include:</p> <ol style="list-style-type: none"> <li>a. ECC's DtC requirements</li> <li>b. Transport and evidence base re South Brentwood Growth Corridor</li> <li>c. ECC questions about the SA</li> <li>d. Need for a highway assessment</li> <li>e. Clarification of Lower Thames Crossing and Brentwood Enterprise Park</li> <li>f. The need for an IDP</li> <li>g. Cross referencing to ECC GTAA work</li> <li>h. Impacts on A127/A128 interchange</li> </ol> <ol style="list-style-type: none"> <li>2. The meeting discussed the County Council's approach to the Garden Village proposal and generally it was clear that ECC would work together with BBC to progress the Local Plan.</li> <li>3. The comments where indications of concern/holding objections related to a number of technical matters and that there was a commitment to work together to resolve those.</li> </ol>

Date	Meetings purpose	Organisations	Strategic matters and topics discussed	[A] Pre-ASELA: discussion, outcomes and actions
				<p>4. Brentwood Borough Council at the time faced immediate threat of the Secretary of State for Housing, Communities and Local Government to intervene in the Brentwood Borough Council Local Plan process, if adequate and demonstrable progress was not being made.</p> <p><b>Outcomes:</b></p> <p>ECC to attend the monthly meetings of the Brentwood Borough Council Local Plan team - to act as a conduit for all matters ECC.</p>
2018-07-26	<p>South East Essex 2050 Programme</p> <p>Purpose: To follow up previous discussion</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	Formally agreed meeting notes were not available.
2018-12-03	Meeting between Phil Ruck / Phil Drane with Tomasz Kozlowski and Matthew Winslow at Basildon Council	Brentwood Borough Council, Basildon Borough Council	Other	<p><b>Outcomes:</b></p> <p>1. Discussion around way forward with Basildon and Brentwood specifically relating to JSP Local Plans and BBC response to Basildon LP which went to committee on 11 December.</p>

## B. Association of South Essex Local Authorities core group

The Association of South Essex Local Authorities (ASELA) is a partnership of seven neighbouring authorities that have come together to promote growth and prosperity in the region. One of several workstreams includes the commitment to jointly prepare a Joint Strategic Plan (JSP or South Essex Plan). Governance arrangements have been made forming three main levels: the Chief Executives and Leaders Group, Members and Joint Officer Group.

As part of preparing the JSP, since October 2018 a project delivery board (PDB) meets usually on a monthly basis.

Informal discussions have taken place through the ASELA Central Corridor group (A127 corridor or South Brentwood Growth Corridor), including Basildon and Thurrock councils. This has focussed on growth at Dunton Hills Garden Village and cross-boundary impacts.

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-01-24	ASELA – Members Meeting  Purpose: To update members on the work carried out by the Leaders and Chief Executives of South Essex councils on “South Essex Vision 2050”, and other strategic planning matters.	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Agenda:</b>  1. Welcome, Introduction and Apologies 2. Presentation on the South Essex Economic Development and Needs Assessment (EDNA). (Presentation is by GVA consultants followed by Q&A) 3. Notes of last meeting 4. Combined report on progress of South Essex 2050 Vision and joint planning arrangements. (Report by officers) 5. South Essex Local Plan Schedule. (Report by Officers) 6. Venue for next meeting 7. AOB

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-03-06	<p>ASELA – Project Delivery Board</p> <p>Purpose: To outline draft content of the JSP, establish work streams, and preferred models</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Discussion – JSP workstream:</b></p> <ol style="list-style-type: none"> <li>1. Spatial strategy</li> <li>2. Housing</li> <li>3. Economy and Tourism</li> <li>4. Environment (including GI, flood risk and climate change)</li> <li>5. Infrastructure</li> <li>6. Design and Quality</li> <li>7. Consultation and Engagement</li> </ol> <p><b>Discussion – JSP draft outline of content:</b></p> <p>See meeting notes.</p>
2018-03-08	<p>ASELA – Members Meeting</p> <p>Purpose: To update members on progress of the JSP with regards to governance arrangements, work streams and draft Statement of Common Ground.</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome, introductions and apologies</li> <li>2. Notes of last meeting</li> <li>3. Briefing session with presentations – The South Essex 2050 Vision and Joint Planning arrangements. <ol style="list-style-type: none"> <li>a. The South Essex 2050 Vision (Cllr C.Riley and Shaun Scrutton)</li> <li>b. The Joint Strategic Plan – Progress and workstreams (Update by Catriona Riddell)</li> <li>c. Governance and working arrangements</li> <li>d. Statement of Common Ground</li> <li>e. Strategic Planning MoU</li> </ol> </li> <li>4. Venue for next meeting.</li> <li>5. AOB</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. A briefing was provided by Shaun Scrutton on the South Essex 2050 Vision work by Leaders and Chief Executives. Over the past six months close collaborative work had been undertaken, a formal structure had been agreed – the Association of South Essex Local Authorities (ASLEA) and work streams had been established.</li> <li>2. Catriona Riddell briefed the meeting on recent and imminent Government reforms and on progress towards the South Essex Joint Strategic Plan (JSP). There had been significant change to the planning system over the past 12 months. The Government had signalled its intention to speed up the delivery of new homes, and had introduced significant planning reforms, including a new draft NPPF. It had described clear measures to encourage joint work. The “duty to co-operate” was expected to work more effectively via new tests of soundness, and it would in effect become a “duty to agree”. The creation of a JSP for South Essex would be entirely consistent with the Government’s emerging policy approach.</li> <li>3. A timetable for the JSP was in place, which aimed to put in place Local Development Schemes and a Statement of Common Ground by June, with a preferred option for the JSP in place by October/November 2018.</li> <li>4. Catriona Riddell also drew attention to the draft of the Statement of Common Ground, which was included in the agenda papers for this meeting; Annex 4 to the Statement of Common Ground set out revised terms of reference for this Group in its role in the preparation of the JSP. Members were invited to consider these papers and provide any comments or feedback.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-03-20	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <ul style="list-style-type: none"> <li>- To commission the Strategic Growth Locations Study as a starting point to identify development capacity within South Essex based on a 'policy off' approach</li> <li>- To undertake a number of strategic workstreams and clarify overlaps in the evidence base</li> </ul>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Notes of last meeting and action follow-up</li> <li>2. Feedback from ASELA meeting and actions arising</li> <li>3. Feedback from South Essex Strategic Planning Members Meeting</li> <li>4. SE2050 verbal update</li> <li>5. Member Engagement Note (attached to email)</li> <li>6. Topic Workstreams: <ol style="list-style-type: none"> <li>a. Sign-off of South Essex Strategic Growth Locations Study</li> <li>b. Still overlaps in the evidence base</li> <li>c. Where should the tourism workstream sit. If separately it needs a lead officer</li> <li>d. Whether Decentralised Energy is going to be a theme of the JSP</li> <li>e. Internal review of project briefs and draft reports</li> <li>f. Intended outcome of the 1:1s</li> <li>g. Any further business</li> </ol> </li> <li>7. Training and Development Programme (attached to email) including TCPA Climate Change Training Offer (also attached)</li> <li>8. Draft NPPF / PPG Issues for JSP (roundtable discussion, potential to revisit)</li> <li>9. Agenda for next Members meeting</li> <li>10. Project Delivery Board Forward Programme (attached to this email) and next meeting priorities</li> <li>11. AOB: <ul style="list-style-type: none"> <li>• Please refer to Steve Jones' email 19/03/18 (12:30pm) setting out discussion points relating to PDF funding and the Sports Pitches and Built Facilities study.</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<b>Minutes and action:</b> See meeting notes.
2018-04-03	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>Secretary of State Intervention on Castle Point LP <ol style="list-style-type: none"> <li>Next steps</li> <li>Potential implications for JSP</li> </ol> </li> <li>Growth Locations Spatial Options Study Update</li> <li>Spatial Options Map – any comments (sent separately)</li> <li>JSP Work programme updates: <ol style="list-style-type: none"> <li>Green Infrastructure – NH to take the lead in SRs absence. Feedback on GI meeting.</li> <li>Procurement Mechanisms</li> <li>Commencing brief writing, which workstreams are reliant on others</li> <li>Capacity to devote to JSP Evidence Base vs own LP timetable</li> </ol> </li> <li>1st Training Session - Planning and delivering development at large scale. 23/04/18 Castle Point - agenda attached</li> <li>PDB and Members Stakeholder Group – forward programme and next meeting priorities – forward programme attached</li> <li>AOB</li> </ol> <b>Minutes and action:</b> See meeting notes.



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-04-17	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>JSP Work programme updates: <ol style="list-style-type: none"> <li>Progress on Growth Location Study Brief</li> <li>Progress on Green Infrastructure / Open Space Strategy Brief</li> <li>Progress on Design and Quality Brief</li> <li>Infrastructure Overlaps Workshop Format</li> <li>Update on other Workstreams</li> </ol> </li> <li>Key Dates Arising for ASELA</li> <li>Procurement Protocol (attached)</li> <li>Approach to SCIs to accommodate the JSP</li> <li>Statement of Common Ground – next steps</li> <li>Feedback from ASELA Meeting 12/04/18</li> <li>Response to draft NPPF on behalf of ASELA (attached)</li> <li>Training and Development Sessions (full programme attached) <ol style="list-style-type: none"> <li>Delivery Models for New Communities and Urban Extensions 23/04/18 – agenda attached</li> <li>The Future role of Town Centres and employment land 2nd July – who could speak? Site visit.</li> <li>Two other sessions confirmed</li> <li>Confirmation of venue</li> </ol> </li> <li>PDB and Members Stakeholder Group – forward programme and next meeting priorities – forward programme attached</li> <li>Confirm Member Steering Group Agenda 19/04/18 (attached)</li> <li>AOB</li> </ol> <b>Minutes and action:</b> See meeting notes.

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-05-01	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>Agreeing an Approach to the use of Planning Delivery Fund Money</li> <li>JSP Work programme updates: <ol style="list-style-type: none"> <li>Growth Location Strategy</li> <li>Green Infrastructure Strategy</li> <li>SA/SEA</li> <li>Other workstream updates</li> </ol> </li> <li>The need for a Lower Thames Crossing Study</li> <li>Progress with LDS Updates – Need to be in place by June</li> <li>The approach to the SCIs (individual, joint, comms plan)</li> <li>New JSP Evidence Base Proposition / Budget</li> <li>Resource Topic Paper</li> <li>Feedback from ASELA Meeting 26/04/18</li> <li>Lessons learned / Feedback from Training and Development Session</li> <li>PDB and Members Stakeholder Group – forward programme and next meeting priorities – forward programme attached</li> <li>AOB <ul style="list-style-type: none"> <li>Great Crested Newt Licensing (Natural England Proposal)</li> </ul> </li> </ol> <b>Minutes and action:</b> See meeting notes
2018-05-15	ASELA – Project Delivery Board  Purpose:	ECC Thurrock Council Basildon Borough Council	Other – DtC and JSP Other – Economy and Tourism	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>Distribution of Planning Delivery Fund Money</li> <li>JSP Work programme updates:</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	To follow up progress made on JSP workstreams	Castle Point Borough Council Rochford Borough Council Southend Council	Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<ul style="list-style-type: none"> <li>a. Spatial Strategy (Thurrock)</li> <li>b. Economy and Tourism (Basildon)</li> <li>c. Environment / Green Infrastructure (Castle Point/Rochford)</li> <li>d. Housing (Rochford)</li> <li>e. Infrastructure (Southend)</li> <li>f. Consultation (Southend)</li> <li>g. Transport (Essex)</li> <li>h. Design and Quality Note (Brentwood)</li> <li>i. Climate Change, Renewable Energy, Flooding</li> </ul> <ul style="list-style-type: none"> <li>4. Statement of Common Ground</li> <li>5. SOCG/LDS/SCI sign off arrangements and dates</li> <li>6. Communications between CEs / PDB</li> <li>7. Feedback from ASELA Meeting 10/05/18</li> <li>8. Staff Resourcing Paper</li> <li>9. AOB</li> </ul> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2018-05-29	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites	<p><b>Minutes and action:</b></p> <p>See meeting notes</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
			Green and Blue Infrastructure Transport and Travel	
2018-06-12	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>Process for signing off expenditure</li> <li>JSP Work programme updates: <ol style="list-style-type: none"> <li>Spatial Strategy (inc Integrated Assessment) (Thurrock)</li> <li>Economy and Tourism (Basildon)</li> <li>Open Space / Green Infrastructure (Rochford)</li> <li>Housing (Rochford)</li> <li>Infrastructure (Southend)</li> <li>Consultation (Southend)</li> <li>Transport (Essex)</li> <li>Design and Quality Note (Brentwood)</li> <li>Climate Change (unattached)</li> <li>Flooding (Basildon)</li> </ol> </li> <li>Opportunities to involve Sadie Morgan in SGLS Work</li> <li>SOCG/LDS/SCI sign off arrangements and dates</li> <li>SE2050 Branding and implications for Joint SCI / JSP Consultation</li> <li>Feedback from ASELA meetings</li> <li>Feedback from Cherwell Joint Strategic Planning Workshop</li> <li>Staff Resourcing Paper</li> <li>AOB</li> <li>Confirming attendance and chair at T&amp;D Session 3 25th June</li> <li>Update regarding T&amp;D Session 4 – 2nd July</li> <li>Forward Programme – Member Dates awaiting venue confirmation</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASEL core group: discussion, outcomes and actions
				<b>Minutes and action:</b> See meeting notes
2018-06-19	ASELA - Members Meeting  Purpose - To update Members on progress of Basildon and Castle Point Local Plans - To discuss JSP SCI addendum	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Agenda:</b> 1. Welcome, Introduction and apologies 2. Notes of last meeting 3. JSP Statement of Community Involvement Addendum (Officer - Southend) 4. Update on Progress of the Basildon Local Plan (Officer - Basildon) 5. Update on Progress of the Castle Point Local Plan (Officer – Steve Rogers) 6. AOB 7. Next meeting date
2018-06-26	AESLA core group DtC discussion  Purpose: - To discuss Thurrock's previous representations to the Brentwood Local Plan regarding DtC, evidence and delivery	ECC Thurrock Council Basildon Borough Council Rochford Borough Council Southend Council Catriona Riddell for AESLA	Other – DtC and JSP	<b>Discussion:</b> 1. SS introduced meeting, set out concerns about BWD Local Plan on DtC grounds. 2. THU advise BWD Local Plan comments are related to evidence base and delivery rather than DtC. 3. CR raised recent North Essex examination outcome, found unsound on basis of viability/delivery concerns, in relation to BWD Local Plan proposal for Dunton Hills Garden Village (DHGV). 4. THU queried whether BWD could produce a cut-down Local Plan dealing with first years' worth of development need and pushing strategic growth at DHGV to be considered as part of South Essex Joint Strategic Plan (JSP). CR set out that Castle

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	- To discuss about prospect for DHGV planning application. Brentwood to share a draft DHGV topic paper with Basildon and Thurrock Council.			<p>Point were considering this approach, advised by MHCLG (Castle Point awaiting confirmation of way forward).</p> <ol style="list-style-type: none"> <li>CR set out the need for the BWD and BAS Local Plans (as well as Castle Point) to include text that points to the JSP as the mechanism to deliver strategic cross boundary aims.</li> <li>BWD provided response to concerns about DtC. Advised that a “cut-down” Plan is not an option given lack of support from MHCLG through NPPF for such a Plan (that does not meet full development needs). BWD will add text in Local Plan regarding role of JSP. Set out timescales.</li> <li>Discussion about prospect for DHGV planning application. BWD set out background to project and resourcing that has been employed to deal with allocation and application.</li> <li>BWD are preparing a technical/topic paper, explaining the narrative of DHGV.</li> <li>BWD explained DHGV narrative and reasonable alternative assessment through Sustainable Appraisal for land north of Brentwood/Shenfield.</li> <li>Discussion about three possible outcomes from BWD Local Plan submission and JSP process: <ol style="list-style-type: none"> <li>BWD plan fails at examination (DtC or otherwise)</li> <li>BWD plan examination suspended, by which time the A127 Corridor considerations are resolved through JSP.</li> <li>BWD plan found sound, JSP picks up strategic issues.</li> </ol> </li> </ol> <p><b>Actions:</b></p> <p>See detailed meeting notes</p>
2018-07-24	ASELA – Project Delivery Board Purpose:	ECC Thurrock Council	Other – DtC and JSP	<p><b>Minutes and action:</b></p> <p>See meeting notes</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	To follow up progress made on JSP workstreams	Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	
2018-08-07	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b>  1. Notes of last meeting and action follow-up 2. Revised Schedule for Members Meetings and Members Papers for Meeting 30th August 3. JSP Work programme updates: a. Spatial Strategy (inc Integrated Assessment) (Thurrock) b. Economy and Tourism (Basildon) c. Open Space / Green Infrastructure (Rochford) d. Housing (Rochford) e. Infrastructure (Southend) f. Consultation (Southend) g. Transport (Essex) h. Design and Quality Note (Brentwood) i. Climate Change (unattached) j. Flooding (Basildon) 4. ASELA update (may need to postpone depending on attendance)



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				5. Budget Update 6. Sustainability Appraisal Study Proposal and Inception Meeting 7. Accommodating NPPF revisions - Standard Methodology and affordable housing products 8. South Essex Playing Pitch Strategy and Built Facilities Strategy 9. AOB <ul style="list-style-type: none"> <li>• Feedback from the PAS conference re: NPPF Launch</li> <li>• Feedback from Mark Francois MP on the JSP</li> </ul> 10. SGLS update from PBA (11:00 – 11:30)  <b>Minutes and action:</b> See meeting notes
2018-08-21	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Notes of last meeting and action follow-up</li> <li>2. JSP Work programme updates:</li> <li>3. Spatial Strategy (inc Integrated Assessment) (Thurrock)               <ol style="list-style-type: none"> <li>a. Economy and Tourism (Basildon)</li> <li>b. Open Space / Green Infrastructure (Rochford)</li> <li>c. Housing (Rochford)</li> <li>d. Infrastructure (Southend)</li> <li>e. Consultation (Southend)</li> <li>f. Transport (Essex)</li> <li>g. Design and Quality Note (Brentwood)</li> <li>h. Climate Change (unattached)</li> <li>i. Climate change and energy is highlighted in the SoCG as being a strategic issue for the JSP</li> <li>j. Flooding (Basildon)</li> </ol> </li> <li>4. Budget Update</li> <li>5. ASELA update</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				6. Facilitating Option B of the Joint Working Arrangements paper 7. ASELA have requested a report to be issued setting out the practicalities of putting Option B in place. 8. The Climate Change workstream 9. South Essex 2050 Duty to Co-operate with Kent Planning Officers Group 10. Joint response to NSIP Applications from Highways England (Lower Thames Crossing) and Thanet Extension Offshore Wind Farm Order 11. Requirement for a Topic Paper setting out a policy / baseline position around transit sites to be agreed through the planning policy forum. 12. AOB 13. SGLS update from PBA (11:00 – 11:30)  <b>Minutes and action:</b> See meeting notes
2018-08-30	ASELA - Members Meeting  Purpose: To update Members on progress made on JSP workstreams, SoCG, MoU, draft SCI	ECC Thurrock Council  Basildon Borough Council  Castle Point Borough Council  Rochford Borough Council  Southend Council	Other – DtC and JSP	<b>Agenda:</b>  1. Welcome, Introduction and Apologies 2. South Essex Joint Strategic Plan - Background and Context (Catriona Riddell) 3. Approved Statement of Common Ground and MOU (attached) 4. South Essex Strategic Growth Locations Study – Update 5. Draft Statement of Community Involvement- Update 6. JSP - Timetable and Members SG Forward Programme (Officer update – Richard Hatter) 7. AOB 8. Next meeting

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. An addendum to each existing authority's SCI covering consultation on the JSP was recommended. Despite the wording being identical each authority would carry out its own consultation, before adoption. Discussion ensued, and the following points were made:</li> <li>2. The plan attached to the report needed some adjustment to boundaries</li> <li>3. Political engagement was also important particularly with those not directly involved so far</li> <li>4. The South Essex Communications Strategy should also make reference to the SCI</li> <li>5. Matthew Winslow provided a briefing on the recent history and current situation with Basildon Local Plan. Questions and discussion followed.</li> <li>6. Steve Rogers introduced the report on Castle Point Local Plan. Further to the Secretary of State's intervention, the Council had agreed a new LDS committing the Council to the preparation of a new local plan to an accelerated timetable. Regulation 18 consultation had been completed by August and publication under Regulation 19 is scheduled for January 2019. A refresh of the Strategic Housing Land Availability Assessment had been carried out following a "Call for Sites". Early indications suggest that the Council is unlikely to be able to meet the standardised housing target in full, even with substantial Green Belt release. The Council will report to this Group at its next meeting on the emerging plan.</li> <li>7. AOB <ul style="list-style-type: none"> <li>• Thames Estuary Commission - Cllr Coxshall asked whether consideration had been given to a response. It was noted that ASELA had been considering a response.</li> <li>• Work Programme – Richard Hatter indicated that the work programme would be updated.</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>The London Plan - Richard Hatter indicated that there was an increasing realisation that London would be unlikely to meet its housing needs. An update would be provided at the next meeting.</li> <li>Gypsy &amp; Traveller matters – Cllr Ward raised concerns regarding gypsy &amp; traveller cases and the potential consequences for local and strategic planning.</li> <li>Delivery agencies – Cllr Sheldon queried the feasibility of establishing development agencies or companies to improve housing delivery. This led to further discussion regarding the merits and disadvantages of Section 106 agreements, CIL and SIT. Training was planned on this broad theme of delivery.</li> </ul>
2018-09-04	<p>ASELA core group DtC discussion</p> <p>Purpose:</p> <p>To discuss the DHGV Topic Paper that Brentwood shared previously</p> <p>To discuss how the JSP should be referenced in LDPs and how the JSP can provide an effective mechanism to address cross</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p> <p>Catriona Riddell for AESLA</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>PD updated on BWD timeframes.</li> <li>MW updated on BAS timeframes.</li> <li>Feedback from Dunton Hills Garden Village (DHGV) Topic Paper discussed. Feedback reconfirms concerns of BAS/ECC/THU rather than allay them.</li> <li>BAS feel that the DHGV Topic Paper does not read like an account of the journey taken to propose allocation through BWD Local Plan. Some key parts could be re-ordered or re-phrased. Evidence could be at front of document. Advised that justification should not be at front of the document. ECC agree.</li> <li>THU questioned the purpose of the DHGV Topic Paper. Raised that DtC and JSP are not mentioned.</li> <li>CR set out that it is likely that BAS &amp; BRW will have the same inspector and joint hearing sessions in light of aligned timeframes for submission.</li> <li>All agreed that it would be helpful to map out views and responses on DHGV to show that we are progressing towards</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	boundary strategic issues			<p>solution. Demonstration of proactive effort key. This will be important for ASELA joint working and the JSP, in addition to BWD Local Plan. This could be an audit tool, published in statement of common grounds through DtC.</p> <p>8. Discussion about the way that the JSP can provide an effective mechanism for addressing cross boundary strategic issues.</p> <p>9. Discussion about the narrative in the BWD Local Plan on DHGV.</p> <p><b>Actions:</b></p> <p>1. Agreed that ASELA project manager will circulate collated comments of BAS/ECC/THU.</p>
2018-09-04	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>Budget Update</li> <li>JSP Work programme updates: <ul style="list-style-type: none"> <li>Spatial Strategy (inc Integrated Assessment) (Thurrock)</li> <li>Economy and Tourism (Basildon)</li> <li>Open Space / Green Infrastructure (Rochford)</li> <li>Housing (Rochford)</li> <li>Infrastructure (Southend)</li> <li>Consultation (Southend)</li> <li>Transport (Essex)</li> <li>Design and Quality Note (Brentwood)</li> <li>Climate Change (unattached)</li> <li>Climate change and energy is highlighted in the SoCG as being a strategic issue for the JSP</li> <li>Flooding (Basildon)</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p>4. The need for standardised JSP test on LP / Planning Policy web pages.</p> <p>5. The Operation of a JSP Team</p> <p>6. AOB</p> <p>7. SGLS update from PBA (11:00 – 12:00)</p> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2018-09-18	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>Notes of last meeting and action follow-up</li> <li>JSP Work programme updates (by exception) <ul style="list-style-type: none"> <li>Confirmation of progress with briefs circulated following last PDB meeting</li> </ul> </li> <li>Proposed Structure and Operation of the JSP Officers Group</li> <li>AOB</li> <li>Progress on standardised text</li> </ol> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2018-10-02	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <p>To follow up progress made</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>Note of last meeting and action follow-up</li> <li>JSP Risk Assessment</li> <li>Feedback from inaugural Joint Team Session</li> <li>AOB <ul style="list-style-type: none"> <li>JSP Members Engagement Note</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	on JSP workstreams	Rochford Borough Council Southend Council	Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<ul style="list-style-type: none"> <li>• RTPI Awards for Planning Excellence</li> <li>• Note JSP Members Steering Group Meeting 4th October</li> </ul> <p>5. Discussion around the skeleton draft of the JSP (from 10am)</p> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2018-10-04	ASELA - Members Meeting Purpose: To update Members on the Strategic Growth Locations Study To update on Local Plans progress	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome, Introduction and Apologies.</li> <li>2. Notes of last meeting</li> <li>3. South Essex Strategic Growth Locations Study Briefing (Peter Brett Associates)</li> <li>4. Castle Point Local Plan (Steve Rogers)</li> <li>5. Basildon Local Plan (Cllr Moore)</li> <li>6. Brentwood Local Plan (Phil Ruck)</li> <li>7. Envisaged Role of Members Steering Group in Production of the Joint Strategic Plan (Discussion conducted by Chair)</li> <li>8. JSP Governance and communication update (Shaun Scrutton)</li> <li>9. Progress on London Plan (Richard Hatter)</li> <li>10. AOB</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Catriona Riddell explained that work on a Strategic Growth Locations Study was being carried out by Peter Brett Associates and David Lock Associates. The work involved examining latest site information from all South Essex authorities to prepare an analysis of land available in the sub region. It was apparent from the early work that two main types of significant supply were emerging – urban extensions, and</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p>new settlements. The infrastructure requirements were entirely different for each. Discussion ensued, and the following points were made:</p> <ul style="list-style-type: none"> <li>• The introduction of standard methods has undermined local forecasting, and was at risk of creating an over-supplying of housing</li> <li>• Government was considering its position on the use of the latest 2016 data, contrary to general good practice of using the most recent information</li> <li>• Stakeholders would need to be engaged in discussion regarding sites and capacity</li> <li>• The Housing Delivery Test will reveal a shortfall in delivery against need across South Essex and so a stepped increase in provision will be expected at each review of plans</li> </ul> <p>2. Steve Rogers updated on progress with the Castle Point Local Plan. The Housing Strategy in the Plan noted that the Council would be unlikely to be able to meet its housing target in full, even with substantial Green Belt release, and significant work on checking brownfield land capacities. The Council would continue to examine all reasonable options but would also continue its on-going engagement with neighbouring and nearby authorities advising of the shortfall, and recommending agreement to the use of the JSP as the mechanism for meeting unmet needs.</p> <p>3. Cllr Moore provided a briefing on the current situation with Basildon Local Plan. He confirmed that Committee had reviewed the Plan and had recommended that Council approve the Plan for Regulation 19 purposes later this month. It was anticipated that consultation would take place in November and December, with submission by the first quarter of 2019.</p> <p>4. Phil Ruck provided a briefing on the current situation with Brentwood Local Plan. The Council were expected to agree a Plan at a meeting in November. Submission was scheduled is scheduled for January 2019. The Plan sought to meet the</p>



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p>housing target in full. Issues related to Dunton Garden Suburb raised by neighbouring authorities were currently being addressed.</p> <ol style="list-style-type: none"> <li>5. Andy Millard introduced the emerging JSP, and provided information on the role of Members in the preparation of the JSP. The paper explained the revised structure supporting the preparation and oversight of the JSP. ASELA remained the body with overall responsibility for South Essex matters including the JSP. This Members Group representing the opportunity for Members to focus on the planning work. The Officer Groups supervising and working on the Plan met regularly and were committed to the timetable for preparation of the JSP as described in the Statement of Common Ground.</li> <li>6. Phil Ruck reported on the work undertaken by consultants on a communications plan for ASELA and the 2050 Vision. It adopted a flexible approach so that parts of the plan could be tailored to particular audiences.</li> <li>7. Richard Hatter explained that the examination into the London Plan would commence in early 2019. This would be preceded by a technical session on Housing in November. The GLA is now in a position to confirm that the London Plan will not meet London's needs in full – there will be shortfall of approximately 1,000 dwellings per annum. The GLA now seeks “willing partners” to assist with this unmet need.</li> <li>8. The point was made in discussion that whilst partners may be willing the GLA would need to fund infrastructure improvements to support exported needs.</li> </ol>
2018-10-30	ASELA – Project Delivery Board  Purpose:	ECC Thurrock Council Basildon Borough Council	Other – DtC and JSP  Other – Economy and Tourism	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Note of last meeting and action follow-up</li> <li>2. Feedback from Joint Team Sessions</li> <li>3. Consultation Mechanisms</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	To follow up progress made on JSP workstreams	Castle Point Borough Council Rochford Borough Council Southend Council	Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<p>4. AOB</p> <ul style="list-style-type: none"> <li>• Rochford SCI</li> <li>• Note JSP Members Steering Group Meeting 8th November</li> </ul> <p>5. Joint Session from 10:30</p> <ul style="list-style-type: none"> <li>• Feedback from PBA / DLA Strategic Growth Locations Study - covering new settlements, emerging numbers for each option and option evaluation</li> </ul> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2018-11-08	ASELA - Members Meeting Purpose: To follow up progress made on JSP evidence base and Local Plans progress	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council <i>Note: apologies from Brentwood</i>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome, Introduction and Apologies</li> <li>2. South Essex Playing Pitch Strategy and Built Facilities Strategy (KPP Consultants)</li> <li>3. Progress report on the JSP and what could be expected from a Reg18 Stage Strategic Plan (Andy Millard)</li> <li>4. Castle Point Local Plan update(Steve Rogers)</li> <li>5. Basildon Local Plan update (Matt Winslow)</li> <li>6. Brentwood Local Plan update (Phil Ruck)</li> <li>7. AOB</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Work on a South Essex Playing Pitch Strategy and Built Facilities Strategy had been commissioned from Basildon, Castle Point, Rochford and Southend, as well as Sport England. The work involved gathering site and sports information from all authorities, governing bodies and sports</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p>clubs, to prepare an analysis of supply and demand in the area. This was then used to formulate a strategy and action plan for each authority, together with an over-arching strategy covering all.</p> <ol style="list-style-type: none"> <li>2. Andy Millard introduced this item, and explained that good progress was being made on a JSP. It was envisaged that a public consultation under Regulation 18 regarding potential options for the Plan could be conducted in spring 2019. At the next meeting of this Group a further more detailed report would be provided on the work to date, and on the Strategic Growth Locations Study which would be a key piece of evidence.</li> <li>3. Steve Rogers updated on progress with the Castle Point Local Plan. Evidence including that related to transport, viability, and flood risk was being finalised. Consultants previously advising the Government had been appointed to review the work carried out so far. The Housing Strategy in the Plan acknowledged that the Council would be unlikely to be able to meet its housing target in full, even with substantial Green Belt release, and significant work on checking brownfield land capacities, and seek to deliver 240 dwellings per annum, 100 per annum short of its target of 342. Master plans for key sites offered opportunities to improve design, layouts and make effective use of land. The Council would continue to recommend agreement to the use of the JSP as the mechanism for meeting these unmet needs.</li> <li>4. Amada Parrott provided a briefing on the current situation with the Basildon Local Plan. She confirmed that Council had approved the Plan for Regulation 19 purposes on 18th October. It was anticipated that consultation would take place in November and December, with submission by the first quarter of 2019. The Plan proposed some 18,000 new homes, but left some 1,700 as unmet need. 2 broad locations had been identified, with no capacities yet fixed – and this would be</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<p>explored at first review. A CIL draft charging schedule had also been published.</p> <p>5. Update on progress with the Brentwood Local Plan: deferred given the apologies from Brentwood.</p>
2018-11-20	<p>ASELA - Leaders and Chief Executives</p> <p>Purpose:</p> <p>To discuss opportunities and barriers to growth and delivery</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Infrastructure and transport</li> <li>2. Spatial approach to growth</li> <li>3. Spatial distribution of growth</li> <li>4. Scale of growth</li> <li>5. Quality of place</li> <li>6. Economy</li> <li>7. Delivery</li> </ol>
2018-11-27	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Note of last meeting and action follow-up</li> <li>2. Timetable for the JSP</li> <li>3. Feedback from Joint Team Sessions</li> <li>4. Consultation Update <ul style="list-style-type: none"> <li>• Need to agree level of delegated responsibility to JOG to deliver the Joint SCI consultation (website, software etc)</li> <li>• Consultation task and finish group</li> <li>• Meeting had with Comms Team and Consultation Institute</li> </ul> </li> <li>5. Budget Update <ul style="list-style-type: none"> <li>• PDF Responsibilities</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
			Transport and Travel	<ul style="list-style-type: none"> <li>Budget Gap</li> <li>Monitoring Report</li> </ul> <p>6. Feedback from ASELA 1/11/18 and Members Steering Group 8/11/18</p> <p>7. Feedback from Kent Planning Officers Group</p> <p>8. Entry for Planning / RTPi Awards</p> <p>9. AOB</p> <ul style="list-style-type: none"> <li>New lead required for GBI Workstream</li> </ul> <p><b>Minutes and action :</b></p> <p>See meeting notes</p>
2018-12-06	<p>ASELA - Leaders and Chief Executives</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Actions:</b></p> <p>A) Engagement/Marketing:</p> <ul style="list-style-type: none"> <li>Paper to ASELA on 13 12 18 on engagement with MPs/opposition Cllrs;</li> <li>Communications Reps from each authority to identify the appropriate resident group(s).</li> </ul> <p>B) Planning and JSP:</p> <ul style="list-style-type: none"> <li>Agreed the principal of preparing an Issues and Options JSP. CEx to review how it aligns with local plans and the implications of the JSP timeline going forward. SS/PR;</li> <li>Paper to ASELA 13 12 18 on JSP/Statement of Community Involvement (SCI). SS/PR</li> </ul> <p>C) Future Inclusive Economic Growth</p> <ul style="list-style-type: none"> <li>Noted the Industrial Strategy paper and that consultancy support will be needed at some stage. SL/MC progress through the workstream and indicate provisional costs/figures for the consultancy support.</li> <li>Paper to ASELA 13 12 18 on Econ. Growth Strategy</li> </ul> <p>D) Infrastructure</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• Noted the position/update in respect of A127 taskforce event and LC's concerns re: disconnection with Infrastructure workstream. DM/MC taking forward reshaping to ensure it fully links/connected with the infrastructure workstream.</li> <li>• Noted the C2C Infrastructure Plan Requirements and that LC would share/feedback from the infrastructure conference being held in the New Year.</li> </ul> <p>E) Investment &amp; Deals</p> <ul style="list-style-type: none"> <li>• Noted the documents previously circulated. To add as information item to ASELA on 13 12 18. RH</li> </ul> <p>F) Governance:</p> <ul style="list-style-type: none"> <li>• Was a significant step forward. PR highlighted risks around timing of becoming a S101 Joint Committee. ASELA on 13 12 18 to consider a revised paper that has a clearer narrative and change recommendation to 'agree in principle' for ASELA to become S101 Joint Committee. Leaders to consider whether this is done before May elections or after. AG/PB</li> </ul>
2018-12-13	<p>ASELA - Leaders and Chief Executives</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Welcome and introduction</li> <li>2. Strategic Growth Locations Update</li> <li>3. Programme Director</li> <li>4. Workstreams Progress <ul style="list-style-type: none"> <li>• Governance</li> <li>• Planning and JSP</li> <li>• Infrastructure</li> <li>• Industrial Strategy (Future Inclusive Economic Growth)</li> <li>• Engagement and Marketing</li> <li>• Investment and Deals</li> </ul> </li> <li>5. Next meeting</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2018-12-18	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Note of last meeting and action follow-up</li> <li>Future configuration of the Planning Delivery Board <ul style="list-style-type: none"> <li>Officer representation</li> <li>SE2050 workstream representation</li> </ul> </li> <li>The relationship between ASELA Comms and JSP Workstream</li> <li>Feedback from ASELA 6/12/18</li> <li>Items for JSP Members Steering Group 10th January</li> <li>AOB <ul style="list-style-type: none"> <li>Appointment of consultants to carry out Strategic Infrastructure Position Statement (SIPS) and Strategic Infrastructure Delivery Plan (SIDP)</li> <li>Attendance at Bristol and Oxford meetings</li> <li>Joint SCI</li> <li>Raising our Profile</li> </ul> </li> </ol> <b>Minutes and action:</b> See meeting notes
2019-01-10	ASELA - Members Meeting	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council	Other – DtC and JSP	<b>Agenda:</b> <ol style="list-style-type: none"> <li>Welcome, Introduction and Apologies. (Chair)</li> <li>Notes of last meeting (Chair)</li> <li>Progress report on the South Essex JSP (Officer Verbal Report)</li> <li>Spatial Growth Location Study –Update and Progress Briefing (PBA Consultants)</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
		Southend Council		5. Update on Progress with the Basildon Local Plan (Officer Verbal Report) 6. Update on Progress with the Brentwood Local Plan (Officer Verbal Report) 7. Update on Progress with the Castle Point Local Plan (Officer Verbal Report) 8. Update on Progress with the Thurrock Local Plan –Issues and Options2 Consultation (Officer Verbal Report) 9. AOB
2019-01-22	ASELA – Project Delivery Board Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Minutes and action:</b> See meeting notes
2019-02-07	ASELA - Leaders and Chief Executives Purpose:	ECC Thurrock Council Basildon Borough Council	Other – DtC and JSP	<b>Agenda:</b> 1. Notes/Minutes/Actions from last meeting 2. Feedback from Association of Essex Chief Executive Meeting 31/01/19 3. Strategic Delivery Plan

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	To follow up progress made on JSP workstreams	Castle Point Borough Council Rochford Borough Council Southend Council		<ol style="list-style-type: none"> <li>4. Strategic Growth Corridors</li> <li>5. SGLS Progress Report</li> <li>6. Chief Executive/ Leader Programme</li> <li>7. Feedback from Leaders and MPs Meetings</li> <li>8. AOB</li> </ol>
2019-02-26	<p>ASELA – Project Delivery Board</p> <p>Purpose: To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Strategic Growth Locations Strategy Update</li> <li>2. Note of last meeting and action follow-up</li> <li>3. Feedback from ASELA CX 7th February</li> <li>4. ASELA Risk Register</li> <li>5. Joint Officer Group Update</li> <li>6. Place Narrative and Comms Update</li> <li>7. An Update Regarding the Work Carried out by Transport East</li> <li>8. JSP Budget</li> <li>9. Nominations for New PDB Chair</li> <li>10. AOB <ul style="list-style-type: none"> <li>• Confirmation of JSP Members Steering Group 7th March</li> <li>• RTPI Planning Magazine Awards</li> <li>• Future Procurement of Legal Advice</li> <li>• Future Procurement of Data Officer</li> </ul> </li> </ol> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2019-02-28	<p>ASELA - Leaders and Chief Executives</p> <p>Purpose:</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p>	<p>Other – DtC and JSP</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome/Introductions</li> <li>2. Notes/Actions of ASELA held 13/12/18</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	To discuss SE2050 Programme, Investment Prospectus, Ideas and Options consultation, Housing Delivery Programme, business case for two strategic corridors	Castle Point Borough Council Rochford Borough Council Southend Council		<p>3. SE2050 Programme</p> <ul style="list-style-type: none"> <li>• Programme Overview;</li> <li>• Strategic Framework;</li> <li>• Delivery – strategy and approach</li> <li>• Growth Corridors</li> <li>• Programme from now to Summer</li> </ul> <p>4. Any other business</p> <p><b>Action:</b></p> <p>1. Continue to develop the SE2050 Programme within the timescales set out in the various slides, so that by the summer (end August) the following have been carried out:</p> <ul style="list-style-type: none"> <li>- Complete work on the strategy for the area (strategic outcomes and objectives, populated the Route Maps for each strategic corridor);</li> <li>- Produce a draft Productivity Strategy and plan;</li> <li>- Create an Investment Prospectus and design the basis of an Investment Fund;</li> <li>- Completed work on major infrastructure pipeline;</li> <li>- Bring forward proposals for Governance and Decision Making;</li> </ul> <p>2. To be in a position by the Autumn (end November) to:</p> <ul style="list-style-type: none"> <li>- Undertake public consultation on Ideas and Options for the six strategic corridors (including the JSP);</li> <li>- Launch the Productivity Strategy and Plan;</li> <li>- Undertake formal engagement with investors;</li> <li>- Commission the first feasibility studies (business cases for two strategic corridors);</li> <li>- Establish a Housing Delivery Programme;</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2019-03-26	<p>ASELA – Project Delivery Board</p> <p>Purpose: To follow up progress made on current workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Note of Last Meeting and Action Follow Up</li> <li>2. Procuring Legal Advice – Potential Way Forward</li> <li>3. Procuring Data Sensitivity Advice – Potential Way Forward</li> <li>4. Feedback from ASELA CX 28th February</li> <li>5. Nominations for Officer Group Lead</li> <li>6. South Essex 2050 Programme – Martin Whitely (From 10:30am)</li> <li>7. Joint Officer Group Update</li> <li>8. Place Narrative and Comms Update</li> <li>9. ASELA Risk Register – Is it Fit for Purpose?</li> <li>10. AOB <ul style="list-style-type: none"> <li>• Attendance at Planning Magazine Awards</li> </ul> </li> <li>11. Feedback from SGLS Workshop (from 12:00pm)</li> </ol> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2019-03-28	<p>ASELA - Leaders and Chief Executives</p> <p>To follow up progress made on current workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Welcome and introduction</li> <li>2. MHCLG</li> <li>3. Connectivity: <ol style="list-style-type: none"> <li>a. Growth Corridor Development</li> <li>b. Fibre Project</li> </ol> </li> <li>4. Strategic Growth Location Study (final report)</li> <li>5. Consultation: Place Narrative/Ideas and Options</li> <li>6. Governance</li> <li>7. Resources: Financial Plan 2019/20</li> <li>8. Thames Estuary: Relationship and Future Engagement</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				9. Any other business <ul style="list-style-type: none"> <li>a. Actions from previous meetings</li> <li>b. A127 Air Quality</li> <li>c. Housing delivery</li> </ul> 10. Date/time of next meeting
2019-04-25	ASELA - Leaders and Chief Executives  To follow up progress made on current workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council <i>Note: apologies from Brentwood</i>	Other – DtC and JSP	<b>Agenda and discussion:</b> <ol style="list-style-type: none"> <li>1. Welcome/Introductions</li> <li>2. Productivity Strategy: The CEx held a workshop facilitated by MW/MM to discuss the production of a South Essex Productivity Strategy and the three critical questions the strategy aims to address. MM also provided a power point presentation covering:               <ul style="list-style-type: none"> <li>• The deliverables;</li> <li>• The critical questions;</li> <li>• The target communities;</li> <li>• Engaging communities;</li> <li>• Approach – collection of data/evidence and project plan timeline;</li> </ul> <p>The CEx made general observations/comments. The CEx provided their views/input/comments on the critical questions which the strategy aims to address.</p> </li> <li>3. South Essex Plan               <p>The CEx received the work in progress draft of the South Essex Plan: Issues and Options technical document for feedback. In conjunction with the document a PowerPoint presentation covering the plan was presented by IB which:</p> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• Provided background and context to the plan.</li> <li>• Aims to address and iron out some of the issues.</li> <li>• Forms part of a suite of documents – this is the planning framework.</li> <li>• Will engage public opinion for first time in the process – need to ensure this is right.</li> <li>• Explained Regulation 18.</li> <li>• Set out the scope and the golden threads underpinning the plan.</li> <li>• Will be a separate report covering the urban intensification assessment.</li> <li>• Set out the programme/timeline.</li> </ul> <p>CEx made comments/observations.</p> <p>4. Sub-National Transport Bodies</p> <p>CEx discussed the role and value of Sub-national Transport Bodies (STBs) and whether the ASELA local authorities should join a STB and if so, which one and how will it work.</p> <p>The CEx made comments.</p> <p>5. Programme Architecture</p> <p>The CEx discussed the programme structure and associated programme management disciplines which will underpin the ASELA programme. A draft programme structure chart (architecture) was presented for discussion.</p> <p>The CEx made comments.</p> <p>6. Any other business</p> <p>7. Date/time of future meetings</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<b>Actions:</b> <ol style="list-style-type: none"> <li>1. To incorporate the CEx observations/comments and come back to the CEx on 30th May with progress on the production/development of the South Essex Productivity Strategy. ACTION: MM/MW</li> <li>2. To present the South Essex Productivity Strategy to ASELA Leaders on 20th June as part of the process to socialise the plan. ACTION: MM/MW</li> <li>3. Observations/comments be fed-back to the PDB to progress work on producing a 12-page I&amp;O document and engagement programme. This includes a review of the consultation questions so that they resonate with the public (i.e. less technical and more easy to read).</li> <li>4. IL to feedback to PDB and report progress to the CEx on 30<sup>th</sup> May 2019.</li> <li>5. LC to take forward membership status of the East of England STB and come back to CEx on any barriers, etc.</li> <li>6. Agreed the programme architecture structure chart and the programme management disciplines which underpin the ASELA programme. MW to have one-to-one discussions/conversations with CEx to further develop the programme architecture (relevant CEx leads and programme leads, etc).</li> </ol>
2019-04-30	ASELA – Project Delivery Board Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Note of Last Meeting and Action Follow Up</li> <li>2. Feedback from ASELA CX 4th &amp; 25th April</li> <li>3. Joint Officer Group Update</li> <li>4. Place Narrative and Comms Update</li> <li>5. Infrastructure Workstream Update</li> <li>6. Industrial Workstream Update</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
		Rochford Borough Council Southend Council	Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	7. South Essex 2050 Programme – Martin Whitely (from 11am) 8. Securing the JSP Budget for 2019/20 9. The Continued Appropriateness of the ASELA Risk Register 10. Procuring Legal Advice – Potential Way Forward 11. Procuring Data Sensitivity Advice – Potential Way Forward 12. AOB <ul style="list-style-type: none"> <li>- Future Scheduling of the PDB</li> <li>- GBI Infrastructure Commission</li> </ul> <b>Minutes and action:</b> See meeting notes
2019-05-28	ASELA – Project Delivery Board Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Minutes and action:</b> See meeting notes
2019-05-30	ASELA - Leaders and Chief Executives	ECC Thurrock Council	Other – DtC and JSP	<b>Agenda:</b> 1. Political / Leadership Changes

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	Purpose: To follow up progress made on current workstreams	Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council		<ol style="list-style-type: none"> <li>2. Housing Delivery</li> <li>3. Developing a Strategic Relationship with Government</li> <li>4. ASELA Leaders Meeting – 20th June 2019</li> <li>5. Thames Estuary Envoy</li> <li>6. AOB               <ol style="list-style-type: none"> <li>a. Draft MOU DCMS Letter of Commitment – LFFN attached for discussion</li> <li>b. Programme Architecture Progress Update</li> <li>c. Arrangements for visit to Alconbury Weald – Thursday 11th July</li> <li>d. Minutes / Actions from last CEx Meeting</li> </ol> </li> <li>7. Date/time of ASELA and CEx Meetings</li> </ol>
2019-06-18	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2019-07-25	ASELA - Leaders and Chief Executives	ECC Thurrock Council	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Connectivity and Infrastructure</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
	Purpose: To follow up progress made on current workstreams	Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council		<ol style="list-style-type: none"> <li>2. Productivity</li> <li>3. Place</li> <li>4. Investment</li> <li>5. Any other business</li> <li>6. Date/time of future meetings</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Leaders are invited to:               <ul style="list-style-type: none"> <li>• Review and agree the attached programme and endorse the next stage of development;</li> <li>• Note where the items are in terms of maturity and programme lifecycle;</li> <li>• Note the intention to bring a delivery strategy for the programme to Leaders at the next meeting in October; and</li> <li>• Note that a series of quick win projects will be brought forward to accelerate the programme where they support or represent phase 1 of the items identified here.</li> </ul> </li> <li>2. Main areas in the programme pipeline are:               <ul style="list-style-type: none"> <li>• South Essex Wide Programmes</li> <li>• Thames Estuary area</li> <li>• Southend and Rochford area</li> <li>• South Essex central corridor (A127)</li> <li>• Shenfield and Ingatestone corridor (A12)</li> <li>• Thurrock Thameside Corridor (A13 and Thameside Rail Line)</li> <li>• Lower Thames Crossing Corridor</li> </ul> </li> <li>3. Leaders are asked to:</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• Agree to establish four critical programmes that will have a significant impact on productivity across the area;</li> <li>• Note the significant benefits that will be realised by these programmes; and</li> <li>• Note that a full report and detailed plan of action, reflecting the areas uniqueness and aggregating corridor benefits, will be brought to the ASELA Leaders in November 2019.</li> </ul> <p>4. Leaders are provided an overview of the work to date in relation to the 'investment' workstream. Leaders are asked to:</p> <ul style="list-style-type: none"> <li>• Note the progress on the development of the South Essex investment workstream and emerging proposition.</li> <li>• Approve to move to forward into detailed design and implementation of the ASELA Impact Fund.</li> <li>• Agree to continue exploratory work with Homes England on potential partnership and funding arrangements to meet local housing objectives.</li> </ul>
2019-09-17	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure	<b>Minutes and action:</b>  See meeting notes

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
			Transport and Travel	
2019-11-19	<p>ASELA – Project Delivery Board</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Economy and Tourism</p> <p>Other – Energy</p> <p>Other – Environment and Climate Change</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Leaders meeting</li> <li>2. SCI</li> <li>3. Homes England</li> <li>4. Transport Workstream</li> <li>5. JSP</li> </ol> <p><b>Minutes and action:</b></p> <p>See meeting notes</p>
2019-12-05	<p>ASELA - Leaders and Chief Executives</p> <p>Purpose:</p> <p>To follow up progress made on JSP workstreams and when to start public consultation on Issues report</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p>	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Outline programme for the progression of the South Essex Plan.</li> <li>2. Discussion on whether to start the consultation on Issues report in February or delay until post Local elections, and the implications for the decision-making process.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
2020-05-07	ASELA – Project Delivery Board  Purpose: To follow up progress made on JSP workstreams and Covid 19 implications	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Economy and Tourism Other – Energy Other – Environment and Climate Change Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel	<b>Briefing note:</b>  1. Covid 19 crisis' longer term social and economic impact will need to be addressed in the planning process. 2. Government will be looking to get the economy moving as soon as possible, including getting housebuilding restarted. The Thames Estuary is a priority. 3. Pressure on existing resources, including planning. The Government recently announced that all Local Plans should be adopted by the end of 2023. It will be challenging to deliver both Local Plans and the South Essex Plans within existing resources. 4. The current planning system is not adaptable to support joint strategic plans, and a report has been submitted to the MHCLG on repurposing the system so that plans can be considered outside of the current local plan procedural and policy framework 5. A simplification of the evidence base and examination requirements for Joint Strategic Plans is considered fundamental to the South Essex Plan being successfully progressed in a statutory form  <b>Action:</b>  1. Reflect on the direction, role and nature of the South Essex Plan. The expectation remains that a long-term plan for South Essex which crystallises a vision for the area and translates that into a long-term strategy and robust framework for growth is required 2. The majority view of JOG is to continue finalising the Issues Paper and consult on it later this summer. A complete review should then be held to identify what the most appropriate way forward. This could look at a variety of options.

Date	Purpose	Organisations	Strategic matters and topics discussed	[B] ASELA core group: discussion, outcomes and actions
				3. The views of the PDB are sought on these options, resource implications and the overall future direction for plan making.

## C. Association of South Essex Local Authorities Joint Officer Group

As part of preparing the JSP, since October 2018, each authority has committed a senior planning policy officer to form the joint officers group (JOG) which usually meets once a week. The officer's group have commissioned a number of evidence base documents on housing, infrastructure and connectivity, economic, tourism, and green and blue infrastructure. The goal is to identify the assets that make South Essex a unique place, what the barriers are to growth (housing and economic) and how it might be overcome, while promoting health and wellbeing.

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2018-07-16	ASELA – Officer Meeting	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<i>Formally agreed meeting notes were not available</i>
2018-09-25	ASELA – Officer Meeting	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<i>Formally agreed meeting notes were not available.</i>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2018-10-01	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To set up working facilities</p> <p>To set out the role of JOG within current governance arrangements</p> <p>To review what has been achieved, current and underway workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Team Room, amenities, refreshments, fire exits etc.</li> <li>2. Phone and IT update</li> <li>3. Introduction to Team and tasks</li> <li>4. What has been achieved so far <ul style="list-style-type: none"> <li>• MoU, SoCG, agreed script for JSP</li> <li>• Roles - the Team, PDB, JSP Members Steering Group, and ASELA</li> <li>• Work streams underway and current position</li> <li>• Overall timetable</li> <li>• Operation of the Team</li> <li>• Immediate tasks</li> <li>• Medium term work programme to Reg 18</li> <li>• Highlight report to PDB</li> </ul> </li> <li>5. Assign responsibilities for immediate and medium term tasks - All</li> <li>6. Arrangements for Tuesday</li> </ol>
2018-10-08	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams and priorities of the week</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Castle Point Borough Council</p>	Other – DtC and JSP	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Events from last week <ul style="list-style-type: none"> <li>• Reviewed feedback from PDB regarding JSP timetable and risks of slippage</li> </ul> </li> <li>2. This week's priorities <ul style="list-style-type: none"> <li>• Discussed mini risk logs for thematic areas alongside thematic highlight reports</li> <li>• Discussion merits of a joint consultation on JSP matters as opposed to individual LPA consultation</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	To discuss evidence requirements for the JSP			3. Any other matters <ul style="list-style-type: none"> <li>Debated sustainability appraisal work for JSP</li> <li>Noted points of concern over lack of deliverable sites in early years of local plans and JSP – potential housing delivery test failures?</li> </ul>
2018-10-15	ASELA – Officer Meeting Purpose: To follow up progress and action made on current workstreams and priorities of the week To discuss consultation requirements for the JSP SCI	ECC Thurrock Council Castle Point Borough Council Southend Council Rochford Borough Council	Other – DtC and JSP	<b>Discussion, outcomes and actions:</b> <ol style="list-style-type: none"> <li>Events from last week               <ul style="list-style-type: none"> <li>Reviewed JSP timetable and risks of slippage, following feedback from PDB.</li> <li>Officially JSP with spatial options and preferred option to be published for consultation in spring 2019.</li> <li>Reviewed dates of PDB, ASELA and Members meetings and although ASELA could sign off in either early March or mid-April, is consultation realistic then before local elections? SR to raise at PDB.</li> </ul> </li> <li>This week's priorities               <ul style="list-style-type: none"> <li>In light of above, reviewed technical work necessary to support draft JSP supported by proportionate (but not complete) evidence may be possible by March 2019 for internal consideration.</li> <li>Reviewed position with work streams to establish possible delivery dates.</li> <li>Urgent work for this week is to complete Highlights Reports for each work stream (PD Template) for the PDB meeting on 30.10.18.</li> <li>Discussion regarding consultation matters. Audit of current position with joint SCI. Reviewed the likely longstop date for all to agree joint SCI. Discussed merits of either each LPA</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<p>conducting joint SCI consultation, or one LPA hosting this across the area. The “one host” approach has benefits – one central point of communication with host web site and software, also minimises confusion and consultation overload. IT support required together with software licence(s). It could also act as the “dry run” for a full JSP consultation. SR to raise at PDB.</p> <ul style="list-style-type: none"> <li>• Following above consideration turned to a Consultation Plan – how and when would engagement occur and with who. In addition to political considerations, DtC bodies would need to be engaged. Techniques considered including monthly reports to Members, and oral briefings. SR to raise at PDB.</li> <li>• Discussed mini risk logs for thematic areas alongside thematic highlight reports – and agreed that these risks could be picked up in highlight reports.</li> </ul> <p>3. Any other matters</p> <ul style="list-style-type: none"> <li>• A set of draft policies for the JSP was discussed – need to make a start on this. Unclear whether John B-W is commissioned to do this – SR to check.</li> <li>• Discussed skill set available to Team to prepare plan – and although noted obvious gaps agreed that either internal or external resources would be engaged to cover any gaps as required.</li> </ul> <p>4. Next Meeting</p>



Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2018-10-29	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams and priorities of the week</p> <p>To discuss consultation requirements for the JSP SCI</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Events from last week</li> <li>2. Update from any highlight reports</li> <li>3. This week's priorities <ul style="list-style-type: none"> <li>• Practicalities of managing a joint consultation (SCI / JSP)</li> </ul> </li> <li>4. Any other matters <ul style="list-style-type: none"> <li>• Draft of a plan</li> </ul> </li> </ol>
2018-11-05	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams and priorities of the week</p> <p>To discuss evidence requirements for the JSP</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Housing and Gypsy and Travellers Sites</p>	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. PDB meeting last week: guidance on consultation on the SCI (SR view as being an important piece of work for being able to do a joint consultation test. Thurrock cannot do a consultation until January 2019). Board is supportive of a joint consultation with one authority acting as the host. Unknown as to who will be leading the consultation. This decision will be made by the Head of Service Group. Next PDB is the next of November and will need to have a report on who, what, and how of the consultation.</li> <li>2. Monday 19<sup>th</sup> November Comms CR1 at 10h00 meeting</li> <li>3. JSP Timetable – not all the evidence will be ready by the time the policies should be written. Focus on the Strategy (John's Willison Structure) – infrastructure lead growth? Will need to</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	To discuss JSP timetable and evidence			<p>come up with strategy/ies to achieve this for the end of March 2019.</p> <p>4. Strategic Land Allocation Assessment – need to review the document prepared and determine what is deliverable.</p> <ul style="list-style-type: none"> <li>• Understand what the document is saying</li> <li>• How this feeds in / links to the John Willison Test</li> <li>• What are the options</li> </ul> <p><b>Action:</b></p> <p>1. Southend to look into JDI and Thurrock into Objectives</p>
2018-11-12	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams and priorities of the week</p> <p>To discuss consultation requirements for the JSP SCI and review current evidence base</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green Belt Impacts</p> <p>Transport and Travel</p>	<p><b>Discussion, outcomes and actions:</b></p> <p>1. Consultation arrangements (SCI focus):</p> <p>2. Meeting with COMMS Agenda (13th November 2018)</p> <p>3. JSP</p> <ul style="list-style-type: none"> <li>• South West Plan - look at inspectors letter - only assessed the 13 sites that the members wanted</li> <li>• 10 year plan is not sufficient - needs to be more in line with the Local Plans</li> <li>• Andy from Thurrock will be attending the Monday morning meeting to discuss the Strategic Housing Allocations and processes moving forward.</li> <li>• PPG (September update) - outlines what is needed for developing a joint strategic plan</li> <li>• Alternative deadline / timescales to be established</li> </ul> <p>4. LDS:</p> <ul style="list-style-type: none"> <li>• DtC meeting in December? (TBD)</li> <li>• SCI (Consult Jan to March 2019)</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	To discuss consultation arrangements, LDS and Evidence			<ul style="list-style-type: none"> <li>Evidence - SHMA update (standard method, specialist housing - issue that Brentwood is not part of the housing market area and does not intend to become part of the housing market area - therefore is it worth just going to the Strategic Growth Location Strategy instead of doing a SHMA?); GTAA; Call for Sites (land availability); Strategic Growth Location Strategy (internal piece of work); Green Belt Assessment for South Essex; Transport Assessment; Infrastructure</li> <li>Issues and Options paper- spatial; themes (July 2019?)(Reg 18) Plus Call for Sites</li> <li>SA (Plus SGLS?)</li> <li>Draft Plan (additional reg 18?)(ASELA draft March 2020; Public July 2020)</li> <li>The Plan (reg 19)(2021). How does the individual plans get drawn into the JSP and when does this happen given each authority is at a different stage.</li> </ul>
2018-11-13	ASELA – Officer Meeting with Communication To prepare for the JSP consultation	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Objective of the meeting:</b> <ol style="list-style-type: none"> <li>Timescales of the JSP</li> <li>ASELA vision</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2018-11-19	ASELA – Officer Meeting with Consultation Institute  To discuss the consultation process	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council Consultation Institute	Other – DtC and JSP	<b>Discussion:</b>  <ol style="list-style-type: none"> <li>1. Introduction on what the JSP is and where we are with it</li> <li>2. Mark explained that the SCI will be the test run of a joint consultation</li> <li>3. Statement of Common Ground already names six possible strategic areas – could cause an issue as these will need to be tested</li> <li>4. Difficulties in knowing how to get the message out about the 2050 and JSP – the vision, how are they related, what are the goals</li> <li>5. Advice on consultation process from Consultation Institute</li> </ol>
2018-11-26	ASELA – Officer Meeting  Purpose To review the timetable for JSP and review required Evidence base	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Discussion:</b>  <ol style="list-style-type: none"> <li>1. Reviewed the Timetable for Joint Strategic Plan and internal work programme</li> <li>2. Set out the pieces of work considered necessary as part of the Evidence base based on guidance in national Planning Practice Guidance. These pieces of work are at different stages of preparation, in some cases waiting upon further guidance from ASELA as to what approach is to be taken.</li> </ol>
2018-12-03	ASELA – Officer Meeting  Purpose To discuss JSP website and the	ECC Thurrock Council Basildon Borough Council	Other – DtC and JSP	<b>Discussion, outcomes and actions:</b>  <ol style="list-style-type: none"> <li>1. Amanda to get Basildon COMMS team to establish a JSP website</li> <li>2. Appears to be some conflict on whether or not the JSP SCI can / should be consulted on in January. Other options include</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	JSP SCI consultation	Castle Point Borough Council Rochford Borough Council Southend Council		<ul style="list-style-type: none"> <li>• Not consulting on the SCI at all</li> <li>• Consulting on the SCI after purda</li> <li>• Consulting as a joint consultation</li> <li>• Consulting individually all at the same time</li> <li>• Officer's have decided to carry on with the work in preparing for an SCI joint consultation for mid-January as originally planned. Further discussion will be held with Andy Millard tomorrow.</li> </ul>
2018-12-04	ASELA – Officer Meeting Purpose: To follow up progress and action made on current workstreams and priorities of the week To review evidence requirements for the JSP	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Messages are being passed up the chain however the more difficult conversations are most likely being glossed over. Therefore, agreed that decisions aren't always being made where needed.</li> <li>2. Strategic Growth Location work scheduled to be completed in January 2019 <ul style="list-style-type: none"> <li>• Presentation to x next week</li> <li>• Presentation to members before Christmas</li> </ul> </li> <li>3. Recognised a missing link between ASELA and 2050 Plan and the JSP</li> </ol>
2019-05-20	ASELA – Officer Meeting Purpose: To follow up progress and action made on	ECC Thurrock Council Basildon Borough Council	Other – DtC and JSP Housing and Gypsy and Travellers Sites Green Belt Impacts	<b>Discussion, outcomes and actions:</b> <ol style="list-style-type: none"> <li>1. Need to update Retail Study / EDNA (plus any other evidence base documents to take account of JSP timescales</li> <li>2. Call for Sites</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	<p>current workstreams and priorities of the week</p> <p>To discuss consultation requirements for the JSP SCI</p> <p>To review evidence requirements for the JSP</p>	<p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<ul style="list-style-type: none"> <li>• SN – Thurrock have completed their 4<sup>th</sup> Call for Sites. Question the need for them to be involved in any JSP CfS as their sites are already in the system.</li> <li>• AP – CfS Consultation can specify that there is no need to re-submit existing proposals.</li> <li>• LS – Each authority will need to consider the extent of their previous CfS exercises.</li> </ul> <p>3. Housing Delivery Test</p> <ul style="list-style-type: none"> <li>• SN – Thurrock wish to calculate their HDT outside of a South Essex context.</li> <li>• It was noted that EPOA are looking at calculating an Essex-wide HDT and what this might mean for South Essex.</li> </ul> <p>4. Agree way forward for SA/SEA</p> <p>5. Discuss need for external advice on a strategic approach to Green Belt.</p> <p>6. The integration of Thurrock's GBI strategy with the new commission along with lessons learned from Thurrock's own GBI work).</p> <p>7. Progressing Transport Evidence for the JSP. Six areas of work have been highlighted in the Infrastructure Workstream –</p> <ul style="list-style-type: none"> <li>• Look at local transport networks around where significant growth may occur (SoS)</li> <li>• Freight study – with The Productivity Workstream</li> <li>• Rail study - ECC</li> <li>• A13, A127 strategic corridor as a whole</li> <li>• Lower Thames Crossing – how to maximise opportunities - Thurrock</li> <li>• Need to assess rapid transit</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. There is a need to review / update these documents to get a consistent end date to 2038, provide certainty for the next 10 years and ensure that the South Essex joint work is better reflected. Two updates are considered necessary: <ul style="list-style-type: none"> <li>• A quick update to take into account the latest Standard Housing Methodology.</li> <li>• A fuller review when there is an understanding of the redistribution of growth.</li> </ul> </li> <li>2. SN/PD to arrange a meeting with LUC to discuss the SA/SEA</li> <li>3. SN/PD to arrange the attendance of Andrew Wright at a future JOG meeting. The need for strategic Landscape Character Assessments can be considered as part of a gateway review.</li> <li>4. SN to circulate Thurrocks GBI work.</li> <li>5. JOG Members to scope out what evidence will specifically be required to support the JSP.</li> </ol>
2019-06-03	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams and priorities of the week</p> <p>To discuss consultation</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	Other – DtC and JSP	<p><b>Discussion, outcomes and actions:</b></p> <ol style="list-style-type: none"> <li>1. Update from Comms Liaison and need for a Joint Working Group</li> <li>2. Need for LDS update prior to JSP Issues consultation</li> <li>3. Need for Statement of Common Ground Update</li> <li>4. Organise a new SA/SEA Inception Meeting for 17th June</li> <li>5. JSP Officers to provide a list of requests from Infrastructure workstream – book in time when this could be compiled</li> <li>6. The merits of a workshop around the Productivity Strategy – when to hold, book in time to brainstorm how this could be run</li> <li>7. SCI Addendum Update</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	<p>requirements for the JSP SCI</p> <p>To review evidence requirements for the JSP</p>			<p>8. Progress on 21st May Actions (as per circulated meeting notes)</p> <p>9. Completion of Snag List (as previously sent)</p>
2019-06-10	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up progress and action made on current workstreams</p> <p>To discuss consultation requirements for the JSP SCI</p> <p>To discuss infrastructure funding</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>Homes England: <ul style="list-style-type: none"> <li>Meeting with CEx 20th June</li> <li>Corridor development – potential sites over the next five years – including smaller sites (up to 20 units)</li> <li>Presentations in July on the four different workstreams (leads giving an overview of the assessments)</li> <li>Marginal viability – small sites fund with Homes England</li> <li>Homes England is able to provide funding to assist with affordable housing</li> <li>Deadline: 12th June 2019</li> </ul> </li> <li>COMMS: <ul style="list-style-type: none"> <li>Design brief – COMMS have used a template for the Design brief used by Basildon</li> <li>Overarching brand (something that could be included to all the workstreams i.e. logo) and</li> <li>A brief summary around what the JSP that is public facing</li> <li>COMMS to complete the design brief by the end of close tomorrow (11th June 2019)</li> <li>DLA to provide three design options – COMM rep to be at meeting for support</li> </ul> </li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				3. SCI consultation to commence as of 21st June 2019 4. July Workshop <ul style="list-style-type: none"> <li>Based on what the growth areas should look like – infrastructure issues</li> </ul> 5. Joint Infrastructure Fund Meeting
2019-08-06	ASELA – Officer Meeting Purpose: To review other regional plan process	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Discussion:</b> 1. Questions for PINS for SN meeting 2. Review of other regional plan failures 3. Process for approval
2019-10-14	ASELA – Officer Meeting Purpose: To follow up action and progress made on current workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP	<b>Discussion:</b> 1. CEO/Leaders feedback – last week 2. JSP I&O and SCI Dates / options 3. HRA/ SA 4. PINS 5. Finance 6. Road to Preferred Options <ul style="list-style-type: none"> <li>I&amp;O Consultation process</li> <li>Review of Evidence &amp; Commissioning               <ul style="list-style-type: none"> <li>Spatial Strategy</li> <li>Economy</li> </ul> </li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- Housing</li> <li>- Infrastructure</li> <li>- Environment</li> <li>- Evidence Base Update</li> </ul> <ul style="list-style-type: none"> <li>• Strategic GB Review</li> <li>• Whole plan viability report</li> </ul> <p><b>Action:</b></p> <p>See detailed meeting notes.</p>
2020-01-06	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up action and progress made on current workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Employment</p> <p>Other – Energy</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. SHMA <ul style="list-style-type: none"> <li>• RH-Thurrock have a couple of internal comments.</li> <li>• People to give comments to Alastair Pollock asap.</li> </ul> </li> <li>2. ASELA update <ul style="list-style-type: none"> <li>• There are issues with Local Plans examinations and South Essex Plan not impacting this</li> <li>• IB-Leaders want a vision led Plan</li> <li>• Prospectus for ASELA submission end of July-first draft by mid this month. Will be signed off by Leaders cumulatively. Will need to set out a Programme for delivery-JSP should form part of this. Prospectus currently not very ambitious. Next Monday-meeting committed to discussing Prospectus.</li> <li>• Chief Execs want us to progress something on Plan-making...</li> <li>• Various streams of work in ASELA –IB went through Diagram of this. Will circulate.</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>3. Chief Execs report</li> <li>4. Resources</li> <li>5. Issues Paper <ul style="list-style-type: none"> <li>• Want to find exactly what Work Advance are going to do on wider ASELA consultation and how this relates to Issues Paper.</li> </ul> </li> <li>6. SGLS</li> <li>7. Energy Study</li> <li>8. SA/HRA</li> <li>9. Tourism/ELAA/GBI</li> <li>10. SCI</li> <li>11. AOB</li> </ol> <p><b>Action:</b></p> <p>See detailed meeting notes.</p>
2020-01-09	Thurrock email correspondence	Thurrock, Brentwood Borough Council	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Correspondence trying to arrange meeting</li> </ol> <p>Meeting held and generally resulted in a better understanding of each other's position but no progress as to how to resolve the impasse. It was agreed that an Inspector would need to resolve whether the BBC LP should go forward to examination (given its then imminent/actual submission) based on whether DtC was met. Thurrock wanted a jointly planned approach to the West Horndon area but were not yet in a position to accelerate delivery in that respect – it was likely to be 2-3 years away.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2020-03-09	<p>ASELA – Officer Meeting</p> <p>Purpose:</p> <p>To follow up action and progress made on current workstreams</p> <p>To update on A127 Task Force and Central Corridor</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Green and Blue Infrastructure</p> <p>Transport and Travel</p>	<p><b>Discussion, outcomes and actions:</b></p> <ol style="list-style-type: none"> <li>1. PBA (AS): <ul style="list-style-type: none"> <li>• DLA work and transport have been received</li> <li>• Thurrock needs to approve the authorization for the work to proceed.</li> <li>• Work will be completed within a week once authorization received</li> </ul> </li> <li>2. GBI Workshop update (AP): <ul style="list-style-type: none"> <li>• ACTION: send everyone a copy of the sign in sheet</li> </ul> </li> <li>3. A127 Tasks Force: <ul style="list-style-type: none"> <li>• Kevin Bentley is the new chair (ECC transport)</li> <li>• A127 Task Force technical evidence, but this work will feed into the central growth corridor work</li> <li>• KB doesn't feel that a road solution is viable</li> <li>• KB on board with the work that ASELA is trying to achieve</li> <li>• Highways England – trunking – there is a limited budget and therefore limited on what can but done. Therefore, ASELA may want to consider maintaining ownership of the strategic road systems.</li> </ul> </li> <li>4. Central Corridor: <ul style="list-style-type: none"> <li>• West Horndon / DHGV model to be delivered for the 22nd Century (20,000 homes and new employment)</li> <li>• Fairglen (20,000 homes and new employment)</li> <li>• Sutton GV (15,000 new homes and employment)</li> <li>• Ingatestone (15,000 new homes and employment)</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
2020-04-06	ASELA – Officer Meeting Purpose: To follow up action and progress made on current workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Employment and Retail Other – Energy Green and Blue Infrastructure Housing and Gypsy and Travellers Sites Green Belt Impacts Transport and Travel	<b>Agenda:</b>  1. Responding to Green/Blue Infrastructure Paper draft 2. Responding to request by Alexandra Steed regarding increased costs 3. Sustainability Appraisal-update on latest proposal 4. Progress on Studies 5. Issues Report 6. Using Teams and uploading material 7. DtC 8. AOB  <b>Discussion:</b>  1. Studies <ul style="list-style-type: none"> <li>Green and Blue Infrastructure <ul style="list-style-type: none"> <li>There was concern that work had been progressed without properly engaging with the client, and that decisions were being made, e.g. on the location of the Regional Park, despite feedback on this being given.</li> <li>A main justification from the consultants for extra funding was that the information provided, e.g. on GIS, was inadequate.</li> <li>Thurrock do not want to be included in Stage 3 as have own study.</li> <li>Natural England want to engage with the consultants on Biodiversity Net Gain-AP will also ask them to engage with us.</li> </ul> </li> <li>SGLS <ul style="list-style-type: none"> <li>Thurrock and Rochford both keen to publish SGLS asap as links into Local Plan evidence.</li> </ul> </li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• GTAA <ul style="list-style-type: none"> <li>- This could be published though revisions may be required to reflect latest situation.</li> </ul> </li> <li>• ELAA <ul style="list-style-type: none"> <li>- Progressing this key to moving ahead with EDNA. AB agreed to ask GVA to progress work on the existing information we have available. But next phase can't be completed until Call for Sites via Issues paper.</li> </ul> </li> <li>• EDNA <ul style="list-style-type: none"> <li>- Issues discussed around aligning with modelling (Household and Employment Projections) especially in time of economic uncertainty. Leave modelling element as long as possible as assumptions may change.</li> <li>- Thurrock not happy with projections to 2050-suggest extending 2038 to 2040.</li> <li>- Thurrock will re-commission previous consultants when progress made on ELAA and budget confirmed [Confirm action to be taken]</li> </ul> </li> <li>• SHMA <ul style="list-style-type: none"> <li>- Brief basically finished. Rochford unlikely to be able to be able to directly re-appoint previous consultants but this may be able to be done via Alastair Pollock at Castle Point. Issues with modelling and changing housing methodology</li> </ul> </li> <li>• Green Belt</li> <li>• Retail/Leisure Study <ul style="list-style-type: none"> <li>- PBA are pulling together a Brief together on this. Have focussed initially on Thurrock but will also look at centres around Essex (to District level)</li> </ul> </li> <li>• Urban Capacity</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- IB finalising</li> <li>• Energy               <ul style="list-style-type: none"> <li>- Brief now with SoS procurement for finalisation</li> <li>- Arup are doing Energy Study for Thurrock especially for DCO related development. To be completed in about 4 months.</li> </ul> </li> <li>• Climate               <ul style="list-style-type: none"> <li>- Thurrock work on this by Arup nearly completed</li> </ul> </li> <li>• Infrastructure               <ul style="list-style-type: none"> <li>- Arup work for Thurrock is nearly complete.</li> <li>- (AS additional note-Main Study-proposals on next steps circulated)</li> </ul> </li> <li>• Connectivity               <ul style="list-style-type: none"> <li>- Extensive debate on role and adequacy of the draft Connectivity Study by Arup. Connectivity Group concerned that doesn't set out key priorities effectively nor longer term effects of Covid 19. RH concerned about lack of detail on matters such as freight and cross-border links to London.</li> <li>- SN very concerned about too theoretical-lack of clear evidence base for Local Plan and JSP-won't satisfy PINS that in line with PPG/NPPF.</li> <li>- Chicken and egg situation-Alastair waiting for clarity on location of development but planners need baseline info.</li> <li>- Agreed as JOG we need to scope out what evidence required for the JSP. IB indicated £600k in budget.</li> <li>- AC re-iterated that available transport information from ECC had been sent to AS-all authorities had agreed to provide their available information.</li> </ul> </li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- There was uncertainty on the status of the South Essex Plan.</li> <li>• Productivity <ul style="list-style-type: none"> <li>- Been taken over by Opportunity South Essex. Ian Lewis at CP will lead on this</li> </ul> </li> <li>• SCI <ul style="list-style-type: none"> <li>- RH will work on Thurrock response this week; IB not yet started CP</li> <li>- Question on ASELA privacy issues to be sent to Chief Execs for discussion at Chief Execs meeting via Ali Griffin</li> </ul> </li> </ul> <p>2. Issues Paper</p> <ul style="list-style-type: none"> <li>- General consensus that looking good</li> <li>- Need to incorporate wording on the 2 new strategic corridors</li> <li>- Details of mapping still needs completing</li> <li>- Mark Sheppard's comments-any feedback?</li> </ul> <p>3. Duty to Co-operate</p> <ul style="list-style-type: none"> <li>- Richard working on this week and will circulate</li> </ul> <p>4. Housing</p> <ul style="list-style-type: none"> <li>• Homes England are very keen to make progress, both nationally and locally. They are looking at where they can be most proactive-affordable housing likely to feature heavily post Covid 19. Local information would be good.</li> <li>• A meeting was held with the Chief Executive of HE-wants to keep local momentum to get £350 million available. Working through Chief Exec with Brentwood as lead a new proforma will be sent round. This will ask for: <ul style="list-style-type: none"> <li>- All available information</li> <li>- Completely re-profiled Year 1 figures</li> </ul> </li> </ul>



Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<p>- Comprehensive 5 year figures</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. See meeting notes (commercially sensitive information removed).</li> </ol>
2020-05-04	<p>ASELA – Officer Meeting</p> <p>Purpose: To follow up action and progress made on current workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Employment and Retail</p> <p>Green and Blue Infrastructure</p> <p>Housing and Gypsy and Travellers Sites</p> <p>Green Belt Impacts</p> <p>Transport and Travel</p>	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Broader issues</li> <li>2. Plan-making in South Essex – Next Steps? <ul style="list-style-type: none"> <li>• Paper for Chief Executives-content</li> <li>• Homes England-filling in the spreadsheets/finances for plan-making</li> <li>• Financial Spreadsheet update</li> </ul> </li> <li>3. Detailed <ul style="list-style-type: none"> <li>• Issues Paper-Progress on Covid 19 updates for individual chapters/Maps for Graphics</li> <li>• Consultation and Engagement-Timetetable and Strategy/DTC</li> <li>• SCI Update</li> </ul> </li> <li>4. Evidence Base <ul style="list-style-type: none"> <li>• GBI Update</li> <li>• Employment/Tourism update</li> <li>• Green Belt/Climate change/Retail</li> <li>• SA/HRA</li> <li>• Transport &amp; Connectivity</li> <li>• SGLS</li> </ul> </li> <li>5. Other <ul style="list-style-type: none"> <li>• PDB update</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• AOB</li> </ul>
2020-06-08	<p>ASELA – Officer Meeting</p> <p>Purpose: To follow up action and progress made on current workstreams</p>	<p>ECC</p> <p>Thurrock Council</p> <p>Basildon Borough Council</p> <p>Castle Point Borough Council</p> <p>Rochford Borough Council</p> <p>Southend Council</p>	<p>Other – DtC and JSP</p> <p>Other – Employment and Retail</p> <p>Green and Blue Infrastructure</p> <p>Housing and Gypsy and Travellers Sites</p>	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Economic <ul style="list-style-type: none"> <li>• AB to chase Grow-on Study and Proforma for ELAA. (NB: Comments on Tourism Paper also required)</li> </ul> </li> <li>2. ASELA update <ul style="list-style-type: none"> <li>• Homes England work-51k in pipeline at present;-have frozen input at this point though could be added to later. About 3 500pa over 10 years</li> <li>• Meeting with CBRE about the Investment Fund to recycle loans. Not included new settlements as will be treated on a site by site basis.</li> <li>• Coastal Corridor and Central Corridors meetings this week</li> <li>• Chief Execs want a whole meeting on Planning issues</li> <li>• Prospectus-do we want to request any regulatory changes? Could ask for a simpler exam process.</li> </ul> </li> <li>3. Prospectus <ul style="list-style-type: none"> <li>• Intend to finish it by the end of the month for submission in mid July. Our Plan will need to reflect it.</li> </ul> </li> </ol> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. All-send comments to Ian on Prospectus this morning</li> <li>2. IB-incorporate comments into a Paper for Chief Execs</li> </ol>
2020-06-15	ASELA – Officer Meeting	<p>ECC</p> <p>Thurrock Council</p>	Other – DtC and JSP	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. PDB feedback</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
	Purpose: To follow up action and progress made on current workstreams	Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – Employment and Retail Other – Energy Green and Blue Infrastructure Housing and Gypsy and Travellers Sites	2. ASELA update on Prospectus 3. Discussion with Comms Group 4. Issues Paper 5. SA Scoping 6. SHMA 7. SCI 8. Microsite 9. SGLS 10. Tourism 11. Grow-on Study 12. ELAA (including proforma) 13. Energy Study Brief 14. EDNA 15. Climate Change 16. Retail 17. AOB  <b>Discussion and action:</b> See detailed meeting notes
2020-06-29	ASELA – Officer Meeting Purpose: To follow up action and progress made on current workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Employment and Retail Green and Blue Infrastructure Housing and Gypsy and Travellers Sites Green Belt Impacts	<b>Agenda:</b> 1. ASELA update 2. Discussion with Comms Group 3. Issues Paper 4. SCI 5. SA Scoping 6. GBI work/competition 7. SHMA 8. Microsite 9. SGLS 10. Tourism 11. Grow-on Study

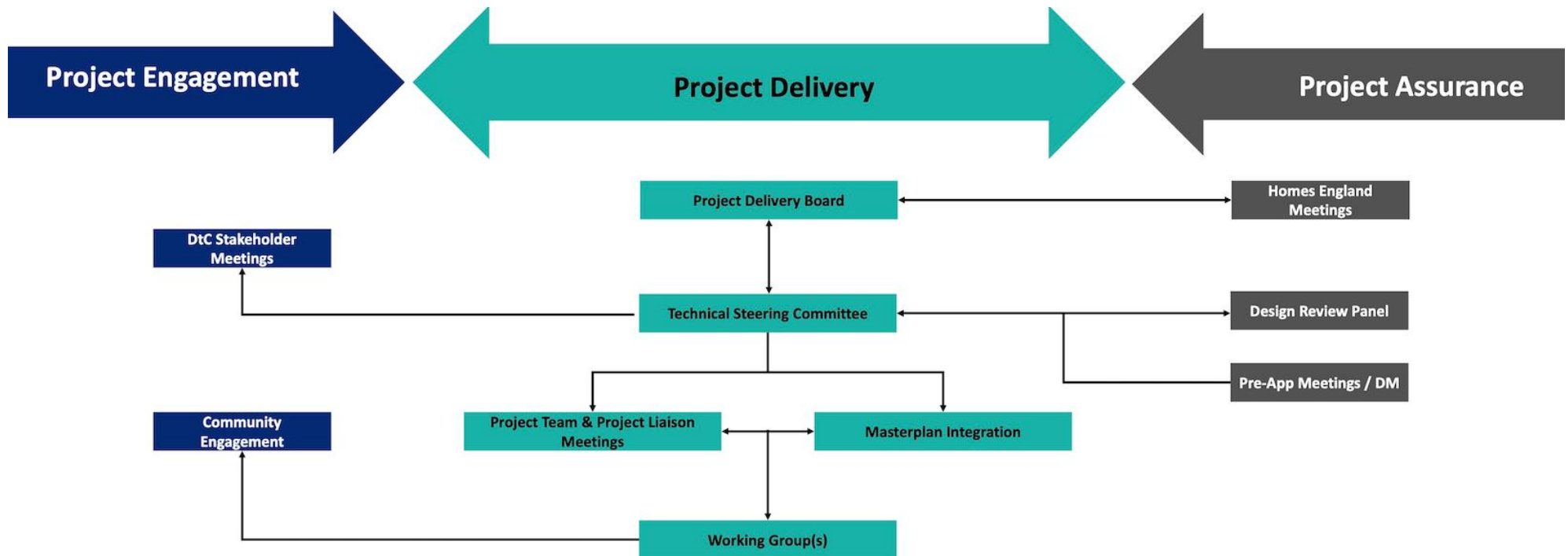
Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
			Transport and Travel	12. ELAA (including proforma) 13. Energy Study Brief 14. EDNA 15. Climate Change 16. Retail 17. AOB  <b>Discussion and action:</b> See detailed meeting notes
2020-07-05	ASELA – Officer Meeting Purpose: To follow up action and progress made on current workstreams	ECC Thurrock Council Basildon Borough Council Castle Point Borough Council Rochford Borough Council Southend Council	Other – DtC and JSP Other – Employment and Retail Green and Blue Infrastructure Housing and Gypsy and Travellers Sites Green Belt Impacts Transport and Travel	<b>Agenda:</b> 1. ASELA update 2. Discussion with Comms Group 3. Issues Paper 4. SCI 5. SA Scoping <ul style="list-style-type: none"> <li>This document has been circulated to the statutory bodies for 5 weeks. It has been placed on the South Essex microsite; all LPA's to place on their website for information purposes</li> </ul> 6. GBI work/competition <ul style="list-style-type: none"> <li>Final Report should be received this week and will be disseminated to JOG as soon as available</li> </ul> 7. SHMA 8. Microsite 9. SGLS 10. Tourism 11. Grow-on Study <ul style="list-style-type: none"> <li>AB has circulated the Final Report. As a non-spatial document it was agreed this shouldn't be controversial to put on the website at an appropriate time.</li> </ul> 12. ELAA (including proforma)

Date	Purpose	Organisations	Strategic matters and topics discussed	[C] ASELA Joint Officer Group: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>• AP asked how long LPA's would have to respond to the data request as Brentwood had an Inspector's deadline of 24th July. AB had no definite timescale but anticipated it would be a two to three week deadline.</li> </ul> <p>13. Energy Study Brief  14. EDNA  15. Climate Change</p> <ul style="list-style-type: none"> <li>• Initial version isn't considered suitable for a strategic document</li> </ul> <p>16. Retail</p> <ul style="list-style-type: none"> <li>• Draft received</li> </ul> <p>17. AOB</p> <p><b>Discussion and action:</b></p> <p>See detailed meeting notes</p>

## D. Dunton Hills Garden Village project related DtC record

The Dunton Hills Garden Village (DHGV) site allocation is central to the Brentwood Local Plan (2016-2033). As a strategic allocation to deliver a minimum of 2,770 homes in the plan period with supporting infrastructure; a governance framework for the project is fundamental to ensuring successful delivery, high quality development, locally-led planning and land ownership integration. The governance framework assures and supports the masterplan process and development process to deliver the best possible outcome for the planned, locally-led Garden Village, in accordance with the Dunton Hills strategic site allocation and policies of the Brentwood Local Plan.

The following diagram and explanatory note set out the meetings, their purpose and memberships of each meeting that make up the DHGV governance framework, many of which interlink with wider strategic meetings in the South Brentwood Growth Corridor.



- **Brentwood Borough Council Senior Leadership Team (SLT), and Extended Leadership Team (ELT)** – Internal to Brentwood Borough Council and approve decisions that impact delivery of DHGV as a corporate project to the Council.

- **DHGV Project Delivery Board** – A key channel for corporate and member briefing on project progress which provides direction and validation of decision making in light of corporate and constituent directions. It includes executive, Councillors and Ward Members from Brentwood Borough Council, West Horndon Parish Council, CEG (DHGV land Promoter), Member and executive from Essex County Council and Homes England DHGV representative.
- **Technical Steering Group** – Drives forward delivery of DHGV addressing risks and issues, ensuring compliance with planning policy and helping to 'unstick' technical issues. It includes Brentwood Borough Council officers, CEG, Homes England officer (as Government funder), and Essex County Council officers.
- **Project Liaison (external) Meetings** – Involves developer(s) to coordinate the project, unstick issues and action tasks from the Steering Group and or Project Delivery Board to keep the project moving at pace in relation to the policy and application.
- **Working Groups** – resolves or inputs into key design and technical issues through various and relevant technical expert input. Occur on an as-needs basis to unblock issues.
- **Masterplan Integration Meetings** – resolves masterplan issues across all land ownership sites on DHGV to ensure a joint design quality outcome is achieved. Made up of landowners and Brentwood Borough Council officers.
- **Duty to Cooperate Meetings** - Communicate to key stakeholders key directions and progress of the project, held with neighbouring boroughs, Essex County Council, infrastructure providers, Thurrock Unitary Transport Authority and Highways England.
- **Community Engagement Meeting (Community Forum)** – Used to communicate and establish key design criteria with the community, in addition to progress updates of the programme. Forum involves, West Horndon Parish Council, other local Stakeholders, resident groups, other Local Community Organisations and Ward Councillors.
- **Pre- Application meetings** – Assures the masterplanning development and delivery process and compliance with policy, involving Brentwood Borough Council Development Management and CEG.
- **Homes England meetings** – Addresses strategic concerns raised through Project Delivery Board and Steering Group and ensures compliance with Garden Village principles in accordance with January 2017 announcement of Dunton Hills as a Garden Village. Involves officers from Homes England and Brentwood Borough Council.
- **Design Review Panels** – Reviews masterplan and design elements considered as part of the application process. Includes Brentwood Borough Council officers, DHGV Developers, Technical Design Panel experts and attendance by technical stakeholders. Strategic issues are discussed and drive the outcomes and direction of the comprehensive masterplan.

Specific meeting details that sit within the governance framework are set out in the table below:

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2014-11-04	Memorandum of Understanding For The Development Of The Consultation Document Relating To The Potential Development To The West Of Laindon In Basildon And East Of West Horndon In Brentwood	Basildon Borough Council Brentwood Borough Council	Other – Dunton Hills Garden Suburb MoU	<p><b>Purpose:</b></p> <ol style="list-style-type: none"> <li>MoU sets out the working relationship for Dunton Hills Garden Suburb and was the first step in establishing whether development to the west of Laindon in Basildon and east of West Horndon in Brentwood has any potential of meeting some of the development needs of both boroughs through a cross boundary development opportunity</li> </ol> <p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>The MoU with Basildon expired in 2016 and in December 2015 Basildon made a decision not to progress with development in this area</li> </ol>
2017-06-14	Masterplan Meeting 1	Brentwood Borough Council Commercial Estates Group CODE Broadway Malyan		<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Discussion around pre-design issues, client brief, working arrangements and community/ stakeholder engagement</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Working together to progress project</li> </ol>
2017-07-06	Design Council Introduction and Orientation meeting	Brentwood Borough Council Design Council CABE		<p><b>Discussions:</b></p> <ol style="list-style-type: none"> <li>Site overview / document review</li> <li>Workshop 31 July (arrangements, format, panel, etc.)</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Prepare for workshop</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
				<b>Recommendations:</b> <ol style="list-style-type: none"> <li>Brentwood BC take a step back and revisit the key principles of the scheme to establish the vision for the type of place which will be created</li> </ol>
2017-07-26	DHGV Project update	Brentwood Borough Council  Homes and Communities	Other	<b>Discussions:</b> <ol style="list-style-type: none"> <li>General update meeting - DHGV project governance, capacity funding, design Council workshop updates, masterplan preparation</li> <li>Specialist support – could come from a variety of sources, university, business</li> </ol>
2017-08-31	Masterplan Meeting 2	Brentwood Borough Council  Commercial Estates Group  CODE  Broadway Malyan	Housing and Gypsy and Travellers Sites Green Belt Impacts Flood Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Heritage Other	<b>Discussions:</b> <ol style="list-style-type: none"> <li>General updates on planning application and local plan updates including key consultee discussions</li> <li>General update on CABE workshops how approach to integrating with Masterplanning process</li> <li>Masterplan update including farmstead, use of space, key public spaces, eastern boundary and West Horndon</li> <li>Capacity funding update and HIF availability</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2017-09-05	DHGV Site Walkover and Workshop	CODE Homes and Communities Commercial Estates Group Essex County Council Brentwood Borough Council	Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Other	<b>Outcomes:</b>  1. Discussion about key messages and general site visit looking at key locations on the site.
2017-11-14	Dunton Hills Garden Village meeting 1 update for Homes and Communities	Homes and Communities Agency Brentwood Borough Council	Other	<b>Outcomes:</b>  1. Discussion about updates on planning application and local plan updates including key consultee discussions and CABA workshops. 2. Update provided on masterplanning process.
2017-11-14	Design Council Workshop	Brentwood Borough Council Commercial Estates Group CODE Broadway Malyan Design Council	Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Other	<b>Outcomes:</b>  1. Agreed key principles for the Masterplan to come forward with 2. Discussed other themes and issues to consider including density, location of development, development centres, parcel boundaries.

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				<b>Actions:</b> <ol style="list-style-type: none"> <li>1. Agreed Brentwood BC would continue to set the vision for DHGV and refine principles in order to set a clear brief and then progress to a more detailed set of principles.</li> </ol>
2017-12-11	Dunton Hills Garden Village Project Delivery Board	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group CODE Development Planners Homes and Community Agency	Other, Governance	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Agreed project priorities</li> <li>2. Agreed project Governance</li> </ol>
2018-01-22	Dunton Hills Garden Village Project Delivery Board	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group CODE Development Planners Homes and Community Agency	Other, Governance	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Agreed MoU and PPA with ECC and BBC and CEG</li> <li>2. Agreed forward programme</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2018-03-06	Broadway Malyan Design Workshop	Brentwood Borough Council Commercial Estates Group CODE Broadway Malyan	Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. General update on constraints and opportunities for Masterplan</li> <li>2. Update on urban structure, strategic vision and continuing the borough of villages</li> <li>3. General thoughts about transport and highways – BBC update</li> <li>4. Discussion around accelerated delivery of project to delivery housing.</li> </ol>
2018-04-25	Corporate Leadership Board at DHGV	Brentwood Borough Council	Other, Governance	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Discussion around roles &amp; responsibilities, delivery and land use; who is the garden village for?; opportunities and threats; and corporate leadership future roles.</li> <li>2. Dunton Hills Garden Village was agreed as a corporate priority</li> </ol>
2018-06-26	MHCLG	MHCLG Basildon Borough Council Brentwood Borough Council	Other	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Update on expected timeframes of Local Plans for both boroughs. Noted 5 year review requirements. Noted Castlepoint intervention and shorter timescale for their plan. Not confirmed if acceptable. Meeting housing need key for PINS, MHCLG need reasonable evidence that JSP is to come forward.</li> <li>2. PD provided an update on expected timeframes for BWD Local Plan, workshops for BWD Councillors being organised,</li> </ol>

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				<p>and Association of South Essex Local Authorities (ASELA) and Joint Strategic Plan (JSP).</p> <ol style="list-style-type: none"> <li>3. SG confirmed five-year requirement for review of local policies and the importance of this review work on an ongoing basis.</li> <li>4. SG provided update on MHCLG position on Castle Point Local Plan intervention. An option is for Castle Point to publish a plan dealing with a shorter timeframe (10 years), but MHCLG/PINS have yet to confirm this is an acceptable approach. Annual meeting of housing need is key to PINS. MHCLG require reasonable evidence that JSP is to come forward.</li> </ol>
2018-07-02	DHGV Project update	<p>Brentwood Borough Council</p> <p>Homes and Communities Agency</p>	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Discussion around building in capacity for ongoing viability work beyond November '18 (when HE funding runs out) to ensure BBC can prepare an SPD for detailed design, taking an action to bid for capacity funding from Homes England (round 2).</li> <li>2. Discussed project timetable and need for project review of policy framework (SPD, Masterplan) by critical friend and Homes England.</li> <li>3. Discussed opportunities for infrastructure funding and delivery and BBC took an action to set up separate meeting with Homes England. These discussions are ongoing (July 2020) and Homes England take part of this through consultations with ASELA.</li> </ol>

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2018-10-03	Heritage Design Meeting	Brentwood Borough Council Commercial Estates Group CODE Broadway Malyan	Heritage Green and Blue Infrastructure	<b>Outcomes:</b>  1. Meeting notes were not available
2018-11-20	Homes England Review Meeting	Brentwood Borough Council Homes England		<b>Outcomes:</b>  1. Update for Homes England around Local Plan, governance arrangements/Structures, project plan and workstreams, viability, capacity funding bid going forward.
2019-02-20	Stakeholder Briefing Event	CODE Homes and Communities Commercial Estates Group Essex County Council Brentwood Borough Council	Housing and Gypsy and Travellers Sites Green Belt Impacts Flood Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Heritage Other	<b>Outcomes:</b>  1. Meeting notes were not available

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2019-02-27	Councillor Walkaround and Briefing	Brentwood Borough Council Commercial Estates Group		<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Brentwood Borough Council and CEG undertook site visit with BBC Councillors and provided update on DHGV project ahead of masterplan work beginning. Overview of vision and landscape led design was provided.</li> </ol>
2019-02-27	Design Workshop with CEG and Essex County Council (Setting the Scene)	Brentwood Borough Council Commercial Estates Group Essex County Council	Housing and Gypsy and Travellers Sites Flood Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. A background to the site context to surrounding area was provided and its draft policy requirements that need to be adhered to in the Local Plan was given</li> <li>2. Overall process for masterplan preparation from CEG was given and working collaboration with stakeholders was discussed and agreed as per governance arrangements</li> <li>3. A presentation of the site's context, features and initial masterplan concept was given and A series of workshop topic discussions covering landscape and green infrastructure, Village facilities, Heritage assets and sustainable travel were discussed at a high level.</li> <li>4. Outcomes from this workshop were used to inform preparation of the Masterplan (now Framework Masterplan Document Jul 2020).</li> </ol>
2019-04-03	Landowners Masterplan Integration meeting	Brentwood Borough Council Site allocation landowners	Other - Governance	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Updated all interested parties (landowners) on the Dunton Hills Site Allocation in the Brentwood LP and agree a collaborative way forward. Discussion on Local plan, South Brentwood Growth Corridor, Design Review process, collaboration.</li> </ol>

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				<ol style="list-style-type: none"> <li>Agreed regular landowner meetings and involvement in Masterplan process. There is now an MoU in place with landowners on DHGV to bring site forward in line with Policy.</li> </ol>
2019-04-18	Design South East (DSE) workshop 1 (vision)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners, Homes England	Green and Blue Infrastructure Health and Wellbeing Transport and Travel Other - Heritage	<p><b>Outcomes:</b></p> <p>Key outcomes from the workshops that are taken forward as the masterplan is prepared by CEG include:</p> <ol style="list-style-type: none"> <li>A clear spatial vision needs to be determined for the site. This should clarify the design approach, beyond a response to existing constraints. It could be communicated in a 'ten-point' diagram of key moves.</li> <li>A critical view on built area, proposed densities, typology and parking is needed to make this a successful scheme and help define the character.</li> <li>It is a high-risk strategy to provide multiple schools and local centres. This approach dilutes the opportunity for use.</li> <li>It is promising that the team have identified the need to balance the perceived need for cars, in the context of Essex, against the aspiration for a garden settlement, as well as the need to base a strategy around providing up-front infrastructure.</li> <li>It is encouraging that the team are reviewing proposals to rationalise the movement and design of West Horndon Station, alongside engagement with C2C.</li> <li>Components of the vision that might prove difficult to deliver can be designed at a later date, although care should be taken to ensure the principles are 'futureproofed'.</li> </ol>



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2019-04-24	Dunton Hills Garden Village Project Delivery Board	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group Homes England West Horndon Parish Council.	Other, Governance	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. CEG update: Traffic surveys are now complete, Planning Performance Agreement (PPA) has been received and awaiting to be signed.</li> <li>2. BBC update: technical masterplanning workshops have been held to feed into the creation of a comprehensive masterplan and Design South East (DSE) has been appointed to be the Council's Design Review Panel.</li> <li>3. ECC noted stated that all comments raised so far on the Infrastructure Delivery Plan (IDP) need to be reflected in any masterplan outcomes.</li> <li>4. General discussion on governance framework,</li> <li>5. Discussion of risks, including progressing of TA, workshops have highlighted the importance of connectivity with the Basildon boundary to the east and emergency vehicle access.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Defer a decision on Governance Framework to the next Project Delivery Board meeting.</li> </ol>
2019-04-25	DSE workshop 2 (Blue and Green Infrastructure)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners Thurrock Council	Green and Blue Infrastructure	<p><b>Outcomes:</b></p> <p>Key outcomes from the workshops that are taken forward as the masterplan is prepared by CEG include:</p> <ol style="list-style-type: none"> <li>1. Biodiversity net gain and ecological connectivity,</li> <li>2. Edge conditions and wider green and blue infrastructure connectivity,</li> <li>3. Multifunctional green space to provide sports, play and recreation provision, including community gardens and allotments,</li> </ol>

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		Basildon Borough Council London Borough of Havering Essex Wildlife Trust West Horndon Parish Council Brooks Leney Thames Chase Trust British Horse Society Homes England		<ol style="list-style-type: none"> <li>4. Landscape features, such as the ridgeline to drive masterplan from the outset,</li> <li>5. Early establishment of a sense of place,</li> <li>6. Early establishment of a community trust to support and manage homes, and land value capture</li> <li>7. High quality village centre.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Recommended that further analysis and drawings are needed of the topography (2D and 3D)</li> <li>2. Views to be better understood to surrounding areas to guide masterplan layout.</li> <li>3. A north-south route to serve future employment in the north-west and to form a connection between the two country parks is needed.</li> <li>4. An east-west route from the site should be designed into the masterplan, particularly given this is a long-term aspiration that stands to resolve how it might practically be achieved</li> <li>5. Multi-functional green space should be provided on the eastern boundary with flexibility to allow Basildon neighbours and adjacent development to access without travelling around the development area.</li> <li>6. Developable areas identified need to be critically reviewed in an iterative way, as there is potential to remove some areas altogether to help the overall green infrastructure strategy.</li> <li>7. How the landscape was organised and how people related to it in the past and present needs further review and analysis. Historic field patterns, landholdings, their associated assets and settlements need to be clearly mapped. This could inform an understanding of what people value now, as well as what form the future development should take.</li> </ol>

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2019-04-25	DSE workshop 3 (Heritage and Design)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners Thurrock Council Basildon Borough Council London Borough of Havering Essex Wildlife Trust West Horndon Parish Council Brooks Leney Thames Chase Trust British Horse Society Homes England	Green and Blue Infrastructure Heritage Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Themes of workshop include: Heritage assets, built and natural and their influence on the proposal, Heritage of the future; how should the design create a unique, characterful, 21st Century Garden Village that will have heritage value in the future? The future of the farmstead and its influence on the proposal, Views and their influence on the proposal</li> </ol> <p><b>Actions:</b></p> <p>Key outcomes from the workshops that are taken forward as the masterplan is prepared by CEG include:</p> <ol style="list-style-type: none"> <li>Analysis to-date has focussed on the tangible; simple nodal points of buildings to note. A much deeper heritage assessment is needed, to include intangible, natural, landscape and social heritage, such as key landholdings and their associated communities and churches, or how people moved around the landscape. How people identify and relate to the land – both in the past and future – needs to be clarified. Need to know what we value about this place and why. <ul style="list-style-type: none"> <li>Any design responses to support existing heritage need to be secured as part of a full planning submission, as early as possible.</li> <li>The farmstead should be brought into consideration as soon as possible</li> <li>The ethos of the existing heritage assets is all about 'seeing and being seen'.</li> <li>A good approach to embed the heritage of the site into the future would be to use the historic field names to inform new neighbourhoods and how they evolve.</li> </ul> </li> </ol>

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				<ul style="list-style-type: none"> <li>We saw there to be merit in developing the ethos of the future village as one of a 'functional' landscape, drawing in part on traditional land-use practices. Practically, this might mean prioritising low-energy, renewables-led, off-grid design.</li> </ul>
2019-05-01	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Transport and Travel Other - Design	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Transport assessment work was discussed at length. CEG confirmed that the DHGV evidence base is largely now in place, not necessarily in a form that can be issued, but it is all feeding into the masterplan development.</li> <li>The transport junction issues will be the focus of the transport impact work. Data now feeding into the paramics model</li> <li>ECC suggested that more regular meetings need to resume to work through the key issues with the aim of having sign off by the end of June.</li> <li>Ongoing discussion between BBC and ECC regarding modelling approaches for the transport assessment is creating a block on sign-off and agreement for potential necessary mitigations.</li> <li>The issue of more coherence in the design response between the different landowners was discussed. CEG are planning to put in place a Memorandum of Understanding (MoU) with landowners</li> <li>Overall the workshops have been useful, but now need to see the design response considering all the separate topics to assess whether the masterplan delivers on the quality and thought spatial design that is required.</li> <li>Planned 'check-point meeting' on 15 May to look at the preliminary response to the workshops, in advance of the first Design Review Panel (DRP) on 5 June</li> <li>Need to have a raised the need to have a clearer understanding of what the 'masterplan developer role' entails,</li> </ol>

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				<p>as the question has been raised by stakeholders. It is important to understand what CEG is committed to delivering, so that BBC can plan accordingly.</p> <p>9. Secondary School is currently programmed for delivery in phase two. Further discussions needed on the delivery of infrastructure.</p> <p>10. IDP needs to be updated. Need resolutions in transport assessment work to inform a meeting to complete IDP.</p>
2019-05-03	Dunton Hills Garden Village – Sustainable Transport / Travel Masterplan Design Workshop	<p>Essex County Council</p> <p>Highways England</p> <p>West Horndon Parish Council</p> <p>ECC Highways Authority</p> <p>Neighbouring Boroughs</p> <p>Brentwood Borough Council.</p>	Transport and Travel	<p><b>Aims:</b></p> <ol style="list-style-type: none"> <li>1. To consider the potential for sustainable transport and travel options as part of an integrated masterplan for the Dunton Hills Site Allocation.</li> <li>2. How has the policy requirement been translated into the masterplan design and/or if there is deviation, what is the justification for doing so.</li> <li>3. How have previous issues raised being addressed by the conceptual design thinking for DHGV</li> <li>4. Key issues that need addressing following previous stakeholder workshops did not address detailed issues and therefore a further workshop is needed. Key discussion points are: Access points and key connections and street hierarchy; parking strategy; cycling strategy; public transport and location of bus route; strategic road impacts within the South Brentwood Growth Corridor.</li> </ol> <p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Parking strategy is to be addressed through supplementary planning work</li> <li>2. ECC raised bus route improvements and need for better connections north-south and east to Basildon to be safeguarded.</li> </ol>

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				<ol style="list-style-type: none"> <li>Internal transport network to prioritise walking and cycling over the use of car</li> <li>Agreed on need to embrace internalisation of trips, and innovative travel approach to ensure sustainable travel modes.</li> </ol>
2019-05-06	DSE workshop 4 (socio-economics)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners Thurrock Council Basildon Borough Council London Borough of Havering West Horndon Parish Council Brooks Leney NHS Transformation – Brentwood Borough, Essex Police, Essex Fire Homes England	Other – Employment and retail Other – Education Housing and Gypsy and Travellers Sites	<p><b>Topics:</b></p> <ol style="list-style-type: none"> <li>Location and design of schools and education facilities,</li> <li>Accessibility, connectivity and co-location of employment spaces in the village centres,</li> <li>Flexible community facilities,</li> <li>Housing.</li> </ol> <p><b>Outcomes:</b></p> <p>Key outcomes from the workshops that are taken forward as the masterplan is prepared by CEG include:</p> <ol style="list-style-type: none"> <li>Information of sufficient detail, depth and quality is still not forthcoming to be able to appropriately review the proposed design at the level we would expect at this stage, with limited time until formal DRP's</li> <li>Co-location of schools is highly desirable. This might mean education with housing, education with leisure, or local centres with housing. All will enable more efficient use of land.</li> <li>Grain is important. This is true not only of the housing and architecture, but spaces provided for employment and other uses</li> <li>While flexibility in the masterplan is a good idea, a 'dual-prong' approach, with a fixed and flexible structure is needed</li> </ol>

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				<ol style="list-style-type: none"> <li>The team are encouraged to think creatively about how specific requirements and policies are balanced with one another</li> <li>Further exploration and understanding is needed of what the approach to self-build, custom build, style and detailed design means in detailed design and spatial terms, as all hold significant potential to confer a particular and unique sense of character to Dunton Hills.</li> </ol>
2019-05-08	DSE workshop 5 (Sustainable and Smart Infrastructure)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners Thurrock Council Basildon Borough Council London Borough of Havering West Horndon Parish Council Homes England	<b>Green Belt Impacts</b> <b>Green and Blue Infrastructure</b> <b>Flood</b> <b>Other</b>	<b>Topics:</b> <ol style="list-style-type: none"> <li>Energy strategy</li> <li>Environmental quality strategy</li> <li>Flood and surface water management strategy</li> </ol> <b>Outcomes:</b> Key outcomes from the workshop that are taken forward as the masterplan is prepared by CEG include: <ol style="list-style-type: none"> <li>This work should clarify how the diverse, possibly competing considerations are balanced against one another, such as the aspiration to provide dense, tighter village centres adjacent to rich areas of ecological quality.</li> <li>Mitigation measures and their impact need to be explored in greater detail.</li> <li>Pioneering and proactive attitude is encouraged to frame the approach to smart sustainable infrastructure, particularly in response to water and energy.</li> </ol>
2019-05-10	DSE workshop 6 (Sustainable Transport)	Design South East Brentwood Borough Council	<b>Transport and Travel</b>	<b>Topics:</b> <ol style="list-style-type: none"> <li>Sustainable and clean vehicular options</li> </ol>



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		Commercial Estates Group Essex County Council Landowners Thurrock Council Basildon Council London Borough of Havering West Horndon Parish Council Homes England Highways England C2C Rail Lower Thames Crossing Transport for London Network Rail Office of Rail Regulation Brentwood Community Transport Sustrans First Buses Ensignbus Stephensons of Essex		2. Street hierarchy and movement, including access points and key connections 3. Sustainable movement <b>Outcomes:</b> Key outcomes from the workshops that are taken forward as the masterplan is prepared by CEG include: 1. Providing eastern connections and a clear street hierarchy supporting east-west movement is critically important. 2. Three connections on the east, as well as three connections on the west are advised, 3. The main local centre is planned on a 90° junction, but this is unlikely to yield good results. A link from this main centre to the community on the ridgeline, and to a north-western link beyond that, is considered a good opportunity to consider. 4. Parking is connected to density, so a clear strategy for how parking is realised spatially across the varied densities and housing types proposed is needed.



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2019-05-15	Design South East Checkpoint Meeting	Brentwood Borough Council, Commercial Estates Group	Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>The purpose of this meeting is to review progress on the DHGV masterplan following a series of workshops held to inform the masterplan work with various stakeholders.</li> </ol> <p><b>Outcomes:</b></p> <p>Key outcomes that need to be addressed as the masterplan is continuing to be prepared by CEG include:</p> <ol style="list-style-type: none"> <li>Design review (Design South-East) are comfortable that the team are engaging; iterations are being made and acknowledge this workshop as one part of a longer process. It is acknowledged that the first design review meeting in June is the point at which the team anticipate they will have synthesised as much of the advice from the workshops as possible.</li> <li>much more work still to do in order to respond fully to the advice, which has been developed in collaboration with diverse stakeholders.</li> <li>Recommendations focus on important strategic design moves that are yet to be incorporated into the scheme, which would expect to see and which will be essential for the eventual masterplan and if not, require a full and robust justification as to the reasons why it should not be possible.</li> <li>The sustainable transport strategy, connectivity and parking are of particular priority to resolve.</li> </ol>
2019-05-16	Thurrock email correspondence	Thurrock Council Brentwood Borough Council	Other	<ol style="list-style-type: none"> <li>Correspondence trying to arrange meeting</li> </ol>

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2019-05-21	Homes England Review Meeting	Brentwood Borough Council Homes England	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>BBC provided update on: Key milestones to delivery &amp; project planning, Project governance arrangements, Garden village vision, quality &amp; innovation, Partnership working with landowner / promoter, Potential barriers to delivery &amp; mitigation measures, Use of capacity funding, Support from Homes England &amp; MHCLG to overcome barriers, and potential impact of the Housing Delivery Test which may increase housing need numbers in plan period.</li> </ol>
2019-05-22	Landowner Integration meeting	Landowners Brentwood Borough Council	Other - Governance	<b>Topics:</b> <ol style="list-style-type: none"> <li>To hear directly from each landowner (or their representatives) of their own development proposals and any evidence gathered.</li> </ol> <b>Outcomes:</b> <ol style="list-style-type: none"> <li>Agreement that the Masterplan is heading in the right direction and working towards an MoU with all landowners.</li> </ol>
2019-05-22	MHCLG and Homes England Review Meeting	Brentwood Borough Council Homes England MHCLG	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>BBC provided update on: Key milestones to delivery &amp; project planning, Project governance arrangements, Garden village vision, quality &amp; innovation, Partnership working with landowner / promoter, Potential barriers to delivery &amp; mitigation measures, Use of capacity funding, Support from Homes England &amp; MHCLG, Impact of the Housing Delivery Test.</li> </ol>

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2019-06-05	Design Review Panel 1	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners Thurrock Council Basildon Council London Borough of Havering West Horndon Parish Council Homes England Historic England Highways England Sport England Essex Police Essex Fire Thames Chase Trust Wildlife Trust NHS British Horse Society	Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>1. Review of Masterplan so far. 1 of 3 design reviews</li> </ol> <p><b>Advice:</b></p> <ol style="list-style-type: none"> <li>1. Design South-East comments, focus on establishing a good spatial framework for the next level of detail, although that is not to say detailed work is not still required to inform the bigger-picture. The team need to progress at a much faster rate and work more effectively than they have done to-date, in order to be able to demonstrate an adequate level of design quality, at the time of submission.</li> <li>2. For the masterplan to be truly 'landscape led', the team should look to embed landscape opportunities and reflect on the role of density, play and delivery to further support character.</li> <li>3. At this stage, we would expect to identify both the earlier technical work on the landscape or heritage opportunities and key masterplanning principles, such as the three neighbourhoods, views and a distinctive 'core', clearly embedded within the proposal, which is not the case.</li> <li>4. Need to overlay and rework some of the original intent and landscape character into the masterplan</li> <li>5. Some extended technical studies needed to marry the landscape with design proposal.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2019-06-12	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Key risk added from last steering group meeting was regarding the Local Plan Transport Assessment and associated highways modelling.</li> <li>2. A report will be presented to the Council's Policy, Resources and Economic Development Committee on 10 July to update the Local Development Scheme (LDS) (timetable). Part of the paper will include an update on DHGV with regard to further work needed on design guidance and a process for the acquisition of land to deliver off-site infrastructure needs, if required.</li> <li>3. Provided an overview of the key changes to the masterplan that have been developed.</li> <li>4. Gypsy and Traveller pitches likely to be in the south-west of the site with direct access onto the A128</li> <li>5. Self and Custom Build plots are to be spread across the site</li> <li>6. Need to be mindful of delivery the longer the delay on the submission of the Local Plan</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Agree Terms of Reference of Master Developer role</li> </ol>
2019-06-13	DHGV Pre-application meeting - Heritage	Brentwood Borough Council Historic England Essex County Council Commercial Estates Group	Heritage	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. All acknowledged receipt of the Applicant Team's information and SS observed in terms of Built Heritage, that a lot more information would be required to assess the proposal scheme.</li> <li>2. Historic England expressed agreement with the principle of retaining the historic drive up to the farm. ECC expressed concern that the proposals did not prioritise retention of the</li> </ol>

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				<p>original landscape, which was seconded BBC and Historic England.</p> <ol style="list-style-type: none"> <li>The consultees confirmed that in their view there was a lack of evidence to demonstrate that the Site's Heritage significance had been fully considered, which is why the proposals were regarded as premature and that therefore any comments made by consultees should not be regarded as comprehensive.</li> <li>With respect to Archaeology, ECC stated that he did not agree with the proposed reasoning that: "no significant archaeology is likely to exist at the Site because no such assets had previously been found", when the Site had not been subject to previous development that may have unearthed such assets. The baseline study area would need to be widened beyond the 1km radius that had informed the Applicant Team's work so far.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>ECC anticipated that two further Heritage pre-application meetings may be required.</li> </ol>
2019-07-08	DHGV Pre-application meeting - Transport	Brentwood Borough Council Highways England Essex County Council Commercial Estates Group	Transport and Travel	<p><b>Topics discussed:</b></p> <ol style="list-style-type: none"> <li>Draft highway improvements (A127/A128/Station Road), emerging masterplan, constraints on local transport issues, traffic modelling update.</li> </ol>

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2019-07-10	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Transport and Travel Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. BBC gave a summary of progress on the various interdependent tasks with regards to transport.</li> <li>2. BBC confirmed that the updated Transport Assessment (TA) report has now been issued by PBA for review by ECC and Highways England.</li> <li>3. BBC explained that the Southern Brentwood Growth Corridor work to consider sustainable transport integration is progressing at pace.</li> <li>4. C2C Rail follow up meetings will begin to consider the wider</li> <li>5. Some pushback from ECC highways authority on the proposed vision and solutions being put forward.</li> <li>6. Homes England suggested it will be useful to decouple the design solution from the end state that is being proposed by the vision. ECC stated that there is a need to provide the evidence to justify a new way of thinking about the proposed solution.</li> <li>7. BBC to address the need for more detailed design guidance work to be undertaken, following on from the broader Masterplan Framework conceptual outline.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to attend the A127 options workshop on the 11 July</li> <li>2. dedicated session in early September to brainstorm the different roles and responsibilities with the view of finalising a 'delivery / implementation charter'</li> </ol>
2019-07-11	Thurrock email correspondence	Thurrock Council Brentwood Borough Council	Other	<ol style="list-style-type: none"> <li>1. Correspondence trying to arrange meeting</li> </ol>

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2019-07-16	DHGV Pre-application meeting - EHO	Brentwood Borough Council Essex County Council Commercial Estates Group	Other	<b>Topics discussed:</b> <ol style="list-style-type: none"> <li>1. Background on Masterplan</li> <li>2. Discussion around Noise and Vibration,</li> <li>3. Air quality</li> </ol>
2019-07-17	Design Review Panel 2	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners West Horndon Parish Council Homes England Historic England Highways England Sport England Essex Police Essex Fire Thames Chase Trust NHS Invited but did not attend:	Green and Blue Infrastructure Transport and Travel Other	<b>Topic:</b> <ol style="list-style-type: none"> <li>1. Review of Masterplan so far. 2 of 3 design reviews</li> </ol> <b>Advice:</b> <p>The following advice was provided for response and consideration to be updated in the masterplan prepared by CEG:</p> <ol style="list-style-type: none"> <li>1. The underlying framework for the masterplan has evolved. The link between the proposal and the landscape is increasingly convincing</li> <li>2. Some further improvements to the strategic design are needed, such as a review of how key spaces are framed and interact with built form, as well as the function and character of the public spaces of the market square, village green and centres. This should be carried out in tandem with the development of detail in the schools, neighbourhood centres, movement network and landscape.</li> <li>3. The need for a continuous, public route with pedestrian and cycle priority at the junction to Station Road is strongly emphasised. Technical drawings presented do not illustrate the intent described during the review.</li> <li>4. Broadly comfortable with the potential strategic bus route indicated. Ambiguity in pre-determining a route for a demand-responsive service is acknowledged, however, clarity is</li> </ol>

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		<p>Thurrock Council</p> <p>Basildon Council</p> <p>London Borough of Havering</p>		<p>needed on how the street hierarchy and public realm design supports buses, balanced against the desired character.</p> <p>5. There is little explanation around the numbers and impact of vehicles. The intent to internalise 60-70% of vehicular movements should be supported with more detailed modelling and studies. Deliverability should be proven.</p> <p>6. Landscape is used effectively to both shield and define the settings for neighbourhoods, there are diverse spaces with ecological variety, and the proposal builds on inherent qualities of the landscape, therefore reinforcing the existing condition.</p> <p>7. The balance between 'green' and 'blue' infrastructure, with a greater emphasis on green infrastructure, is comfortable and care should be taken not to erode this through iterative technical design. Supporting biodiversity through positive ecological interventions, developing the character and detailing the landscape proposition should now be the focus.</p> <p>8. Refining the urban design proposal at a finer scale should now be the focus.</p> <p>9. A design code structure that assures of quality for the homes, schools and community spaces, while not proving onerous and prescriptive for future building practices should be developed as the next stage of progression. Such a code might focus on specific areas, such as the village centres or market square.</p> <p>10. The A128 route between the two gateway roundabouts need to be suitably speed restricted to support pedestrian and cycle priority.</p>



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2019-07-23	DHGV Pre-application meeting - Ecology	Brentwood Borough Council Essex County Council Commercial Estates Group	Green and Blue Infrastructure	<i>Not available.</i>
2019-08-07	Health Facilities Requirements meeting NHS	NHS Brentwood Borough Council Commercial Estates Group Essex County Council	Health and Wellbeing Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>1. The purpose of this meeting was to understand needs for health provision at a detailed level for DHGV for CEG to incorporate into the masterplan and application preparation.</li> </ol> <p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>2. NHS explained there is a need for 1,000 sqm of floorspace to cater for growth in southern corridor, DHGV requires 420sqm.</li> <li>3. Developer noted the need for a Pharmacy in DHGV and need to investigate if it could be a dispenser Pharmacy / if there are dispenser licences available.</li> <li>4. NHS asked about the potential for keyworker housing and noted that they are investigating healthcare worker housing for professionals who do not qualify for affordable housing.</li> <li>5. BBC noted that detailed design will be drawn out throughout the detailed design workshops</li> <li>6. NHS noted that build cost is approx. £2,700 - £3,000 per sqm.</li> <li>7. NHS noted that a full business case is needed to determine specific details of health facility and NHS have already started speaking with GP's to understand the gap in services in the area.</li> <li>8. BBC highlighted that there may be a lag time with existing residents and build time of new facility, with West Horndon unable to take new patients</li> </ol>

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				<b>Actions:</b> <ol style="list-style-type: none"> <li>1. Resolution needed on lag time of health facility to be resolved through infrastructure staging discussions ahead of masterplan adoption and application submission.</li> </ol>
2019-08-07	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council, Council Commercial Estates Group	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Discussion and update provided on Masterplan update and evidence base, 2nd Design review panel, Transport assessment work and need to design guidance. Landowner discussions update was also provided by CEG.</li> <li>2. Southern Brentwood Growth Corridor work will focus on sustainable transport opportunities.</li> <li>3. Some pushback from ECC Highways Authority on the proposed vision and solutions being put forward. Noting that ECC will need to comply with central government walking and cycling strategy.</li> <li>4. BBC explained that BCC will be holding a workshop on Southern Brentwood Growth Corridor</li> <li>5. Highways England have agreed to the TA's traffic flows, however, they need to provide final Lower Thames Crossing (LTC) flow figures to include in traffic dataset.</li> <li>6. BBC explained that BBC are currently preparing a tender document to address the need for more detailed design guidance work to be undertaken, following the broader Masterplan Framework conceptual outline and associated design guideline.</li> </ol>

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				<b>Actions:</b> <ol style="list-style-type: none"> <li>1. It was agreed that all parties think about their own role on the delivery of DHGV and a dedicated workshop would be arranged.</li> </ol>
2019-08-19	Gypsies & Traveller Workshop	Brentwood Borough Council Commercial Estates Group Essex County Council Essex Police	Housing and Gypsy and Travellers Sites	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Transport and access, plus design of G&amp;T site were discussed and agreed</li> <li>2. Transport approach generally agreed by Highways and Essex.</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>1. Further consultation is required with community and detailed design to be picked up in detailed design work (SPD).</li> </ol>
2019-09-04	Housing Workshop	Brentwood Borough Council Commercial Estates Group Essex County Council Homes England	Housing and Gypsy and Travellers Sites	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. An initial informal discussion- 'setting the scene' - on the strategy to deliver Affordable Housing on the DHGV Allocation Site. It will kick-off a series of meetings to be had as part of the 'working group' discussions to evolve the Masterplan for the Dunton Hills Site Allocation</li> <li>2. It is noted that if there are changes to the offer then the SHMA would need to be updated. Changes should be tied to s106.</li> <li>3. topic paper prepared by Quod Consulting (CEG representative) identifies a theoretical housing mix, however BBC need to see evidence of this need and mix requirements over time in a local specific context.</li> </ol>

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				<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. A meeting (BBC/CEG) should be held to discuss the potential next steps to preparing a DHGV specific Housing strategy that covers (in context of viability): <ul style="list-style-type: none"> <li>○ Phasing</li> <li>○ Housing mix (bedrooms)</li> <li>○ Tenure</li> <li>○ Allocation</li> <li>○ Management options</li> <li>○ Allocation of affordable housing</li> <li>○ Housing design, working in tandem with DHGV Design SPD</li> <li>○ Delivery partner options</li> </ul> </li> <li>2. It was identified that appropriate sub-meetings should be held with relevant stakeholders to assist with preparation of the DHGV housing strategy. An independent consultant or body could be engaged to assist in preparation of the document to ensure objectivity between Council and developer.</li> <li>3. Further research to be undertaken by BBC to set position on housing type, including self-build.</li> <li>4. Further community consultation should be undertaken as housing strategy develops and through development of DHGV detailed design SPD.</li> </ol>
2019-09-04	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. CEG provided update that ecology surveys are being updated and that the data being collected is only applicable for the purposes of CEG application. Not the whole site.</li> <li>2. BBC updated that consultants are in process of identifying points of agreement and disagreement with ECC on</li> </ol>

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				<p>Transport Assessment. Currently looking at local trips and work trips and discussing what model is used.</p> <ol style="list-style-type: none"> <li>3. Detailed design SPD tender is ongoing and will commence early 2020. This will pick up additional layer of detail to ensure a comprehensive masterplan framework as per the Local Plan policy and address some of the issues raised by stakeholders and Design Reviews. (ie parking and design)</li> <li>4. Recent meeting events including Gypsy and Traveller workshop discussed.</li> <li>5. CEG submitted EIA Scoping Opinion for planning application.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Homes England to arrange meeting to address transport issues for DHGV in relation to model validation.</li> <li>2. Steering Group members to provide feedback on circulated documents including project plan, stewardship paper and statement of intent.</li> <li>3. CEG to provide detailed response on how Design Review comments have been addressed.</li> <li>4. Discussion are ongoing with Sports England to address playing pitch shortfall, however sharing facilities with schools with be key to resolving this.</li> </ol>
2019-09-06	DSE workshop 7 (design and innovation)	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Homes England	Other	<p><b>Topics discussed:</b></p> <ol style="list-style-type: none"> <li>1. Two sessions held. The first session focused on innovation in the context of Garden Villages. We discussed new thinking on energy and zero-carbon, infrastructure, technology and delivery. The second session focussed on how the development of Dunton Hills will be supported through two design guides – one prepared by the applicant, and another by the Council as a Supplementary Planning Document.</li> </ol>

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				<p><b>Outcomes:</b></p> <p>The following points were raised by Design South East and attended stakeholders to address in Framework Masterplan and Supplementary Planning Document.</p> <ol style="list-style-type: none"> <li>1. Recommend the development of a firm social agenda, that is backed up spatially Such an agenda is hinted at but could be much stronger. For example, lifelong and multi-generational living has significant potential for this site and could be the principal issue that is embodied in the development</li> <li>2. A zero-carbon, or carbon neutral development should be part of the commitment for Dunton Hills.</li> <li>3. Centralised refuse systems are recommended, which would need to be embedded in the business case at an early stage</li> <li>4. flexibility is needed for provisions that can adapt with the scheme as it progresses, however there is a need for firm innovations that are integrated spatially from the outset.</li> <li>5. The applicant's Masterplan Framework should be seen as an opportunity to carry out fundamental place analysis, hinting at the urban structure, which is then elaborated on and refined through the Council's Masterplan Framework SPD. A deep analysis and understanding of the context should be prevalent throughout.</li> <li>6. The two-tiered structure including 'overarching principles' and 'guiding principles' should be reviewed. The team should propose one set of principles, to avoid confusion of status with the eventual SPD guidance</li> <li>7. It should be explained that new interpretations of the framework masterplan are acceptable, if explained and justified</li> </ol>

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2019-10-02	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group		<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Evidence base update for planning application noted</li> <li>2. Local plan transport assessment inclusion of Lower Thames Crossing in the sensitivity testing model and consideration of flows at Junction 29 discussed and meeting actioned with Highways England.</li> <li>3. Engagement with C2C and consensus on achieving sustainable objectives within the Southern Brentwood Growth Corridor.</li> <li>4. Update on recent events including housing workshop and playing pitch strategy and local plan progression.</li> <li>5. Ongoing issue around co-location of schools with ECC and CEG.</li> <li>6. Application timing due November 2019</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Brentwood to prepare response table to ECC transport questions.</li> </ol>
2019-10-09	Design Review Panel 3	Design South East Brentwood Borough Council Commercial Estates Group Essex County Council Landowners West Horndon Parish Council Homes England	Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>1. Review of Masterplan so far. 3 of 3 design reviews</li> </ol> <p><b>Advice:</b></p> <p>The following advice was provided for response and consideration to be updated in the masterplan prepared by CEG:</p> <ol style="list-style-type: none"> <li>1. Not convinced a high-quality development is deliverable based on the material presented but understand aspirations.</li> <li>2. Framework document, but it is too flexible, long, and lacking in hierarchy. The structure needs some thought, while the</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
		<p>Historic England, Invited but did not attend:</p> <p>Thurrock Council Basildon Council London Borough of Havering Highways England Sport England Essex Police Essex Fire Thames Chase Trust Wildlife Trust NHS British Horse Society</p>		<p>tone and controls are too minimal to support a high-quality development. It is critically important that additional items need to be identified as mandatory within the Masterplan Framework Guidance Document.</p> <ol style="list-style-type: none"> <li>Existing prescriptive elements within the Guidance Document need to be brought into sharper focus. An executive summary is needed to help with clarity.</li> <li>Refinement of the spatial proposal is required. The team will need to rapidly develop the options and controls for the historic farmstead, a robust sustainability strategy, the approach to employment and mixed-uses, as well as technical exercises on density, parking and highways.</li> <li>Key, non-negotiable elements of the masterplan framework should be clearly identified in the executive summary.</li> <li>Controls should be established for key elements of the landscape framework similar to those for density, height and parking.</li> <li>The location of employment in the north-west corner, overall distribution of uses across the site and location of the Gypsy and Traveller provision is not acceptable as it stands. Co-located uses and activities are foundational principles for a mixed and successful community.</li> <li>the panel encourage integration of progressive levels of cycle parking as part of the package of sustainable measures to discourage car-use.</li> </ol>
2019-10-15	Dunton Hills Garden Village Community Forum 1	Open event invitation to community members	Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>Community Forum is led by Council and brings the community into the DHGV design process to prepare the detailed design work.</li> <li>The discussion started with a presentation session and then the community will split into workshop groups that reflect on</li> </ol>



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				<p>the key development themes (sent previously) that will form the basis for sub-workshop groups.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Community members joined relevant sub-theme groups to form part of specialist community input interest areas.</li> </ol>
2019-10-23	Dunton Hills Garden Village Project Delivery Board	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group West Horndon Parish Council Homes England	Other	<p><b>Topics:</b></p> <ol style="list-style-type: none"> <li>1. CEG noted that BBC need to identify the status of the Masterplan Framework and CT took an action to resolve.</li> <li>2. CEG explained that the third DHGV Design Review Panel took place on 9 October and following that meeting CEG/ Broadway Malayan are preparing mandatory principles for the masterplan framework that will set out the 'non-negotiables' for the outline planning application and overall development.</li> <li>3. Update was provided on project plan, SPD work and community forum.</li> <li>4. Noted upcoming landowner meeting and update of local plan.</li> <li>5. CEG noted timing of planning application to support delivery of Local Plan</li> <li>6. ECC raised need to consider comments made on Framework Masterplan</li> <li>7. Process for preparing detailed design work agreed.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to resolve status of CEG Framework Masterplan and need to consult on document.</li> </ol>

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2019-11-22	Landowners Masterplan Integration meeting	Brentwood Borough Council site allocation landowners	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Landowner meeting provided update on planning policy framework for DHGV, including the SPD work upcoming</li> <li>2. Discussion around community involvement for detailed design work, including technical workshops which landowners will be attending.</li> <li>3. Update on Development management and CEG application and it supporting Local Plan delivery</li> <li>4. Discussion around preparing MoU and joint agreement to delivery DHGV.</li> </ol>
2019-12-04	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Other	<b>Topics:</b> <ol style="list-style-type: none"> <li>1. Awaiting Highways England model validation for DHGV Transport assessment</li> <li>2. General update on SPD procurement and Framework Masterplan</li> <li>3. BBC update on C2C meeting regarding West Horndon Station. BBC explained that Thurrock, C2C and ECC have been involved in discussions and an outcome of the meeting was for C2C to draft an MoU on our position, including beginning the process of preparation of a joint HIF bid.</li> <li>4. BBC noted additional consultation and submissions received from addendum and discussed consultation for Local Plan</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>1. Discussion around need to start discussing Statement of Common Ground with ECC</li> </ol>

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2020-01-17	Basildon correspondence	Basildon Borough Council Brentwood Borough Council	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. BBC aiming to arrange a Members briefing with Basildon regarding DHGV and to progress SoCG.</li> </ol>
2020-01-28	Overview of work to date Masterplan Framework	Essex County Council Sport England Brentwood Borough Council Commercial Estates Group  Invited but did not attend: Essex Emergency Services First Essex Bus Network Rail Essex Bridleways Association Homes England Historic England South West Essex CCG Basildon and Brentwood CCG	Housing and Gypsy and Travellers Sites Flood Green and Blue Infrastructure Education Health and Wellbeing Transport and Travel Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. CEG provided overview of Masterplan work to date, how comments have been responded to.</li> <li>2. Draft document will inform through Mandatory Principles how SPD work comes forward.</li> <li>3. Key points raised from stakeholders including previous submission points and how they have been addressed or will be considered through the detailed design work (SPD).</li> <li>4. Sport England agreed they are broadly happy with Framework Masterplan Document.</li> <li>5. ECC raised outstanding issues relating to schools, transport, employment.</li> <li>6. Documents circulated</li> </ol>

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		NHS Sustrans SELEP Stephensons of Essex Ensignbus Firstbuses Office of Rail Regulation Network Rail Transport for London Lower Thames Crossing C2C Rail Highways England Essex Fire and Rescue National Grid Thames Water Anglian Water Environment Agency Active Essex Golf England Wildlife Trust Natural England		

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		Thurrock Council Basildon Borough Council London Borough of Havering		
2020-01-29	Dunton Hills Garden Village Steering Group	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Overview of Local Plan update and finalising draft Framework Masterplan for SPD preparation</li> <li>2. BBC updated that HTA have been appointed as consultants on project</li> <li>3. Noted that draft MoU has been issued by CEG to landowners and awaiting comments.</li> <li>4. BBC are waiting for an update from Highways England on the Transport Assessment base model following a position shared regarding M25 junction.</li> <li>5. Stewardship paper and statement of intent circulate for review and awaiting comments.</li> </ol>
2020-02-03	Dunton Hills Garden Village / Essex County Council Site Visit	Essex County Council Brentwood Borough Council	Other	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Site visit and meeting to discuss ECC new Garden Communities team and outstanding masterplan issues including location of schools, transport and employment. Issues raised previously in comments provided through Design review and Project Board.</li> </ol>

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2020-02-05	Dunton Hills Garden Village Community Forum 2	Open invite to community members	Other	<p><b>Topics:</b></p> <ol style="list-style-type: none"> <li>Overview and introduction meeting for HTA consultants who are leading the SPD work for BBC.</li> <li>Overview of DHGV updates and discussion of next steps for when co-design for SPD starts (May 2020).</li> </ol>
2020-02-07	Chair Review Design South East	Borough Council, Council Commercial Estates Group Design South East	Other	<p><b>Topic:</b></p> <ol style="list-style-type: none"> <li>Final review of CEG masterplan before handover for more detailed work for SPD where the mandatory principles will be picked up through the SPD and expanded on. Both documents will be consulted on in 2020 and the SPD will be adopted by Council to be a material consideration. Framework Masterplan informs this work at framework level.</li> </ol> <p><b>Advice:</b></p> <p>The following advice was provided for response and consideration to be updated in the masterplan prepared by CEG:</p> <ol style="list-style-type: none"> <li>A number of missed opportunities, including the absence of a clear narrative explaining how masterplan caters for a cross-section of the community, for “whole life living”. Within this, one idea which is lacking consideration is provisions to support independent mobility for children. Advice that additional “hooks” are needed in the text-based masterplan, that can ensure this dialogue is captured as the project evolves.</li> <li>Previous comments regarding the distribution of diverse uses are maintained. Notwithstanding, more can still be done on the integration of different uses with the rest of the masterplan.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>Previous comments regarding energy and sustainability strategy are maintained. The masterplan is aligned with baseline needs, but could be more progressive, particularly related to heating and hot water.</li> <li>The mobility strategy is robust, progressive and well-considered. Appreciate this is an evolving picture that involves multiple stakeholder input and defer to the Council's strong lead in this area.</li> </ol>
2020-02-19	Dunton hills Garden Village stewardship offer	CEG Brentwood Borough Council	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>CEG presented overview of option for long-term stewardship including being aligned.</li> <li>Principles for BBC to go to Council are: Long-term stewardship of open space, public realm and community buildings will be the responsibility of a new body the is community led. The responsible body will form part of an approach to land value capture for DHGV. Its income is likely to come from a range of sources including income generating assets, endowment and service charges. The Trust (or something similar) will be community-led (as distinct from a privately-run management company) through a community organisation with technical input from experts. It should also allow for future residents and businesses to shape the objectives and governance of the organisation, and to influence the design of new community facilities spaces. High quality management, maintenance and ongoing innovation of DHGV over the long-term is of fundamental importance when setting out the objectives of the stewardship body.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Next steps are to take to Council (October 2020) and executive as well as Parish Council and other landowners.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2020-03-04	Dunton Hills Garden Village Project Delivery Board	Homes England Essex County Council Brentwood Borough Council Commercial Estates Group West Horndon Parish Council Homes England	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Presentation by CEG on Masterplan Framework and Masterplan Mandatory Principles</li> <li>2. ECC raised whether their comments had been considered and it was agreed that further comments could be picked up through SPD process and the Framework Masterplan still being draft.</li> <li>3. Statement of intent which outlines all roles and responsibilities in delivery of DHGV was agreed subject to including community member involvement.</li> <li>4. Governance Framework document was endorsed and updated subject to addition inclusion of Member involvement.</li> <li>5. Stewardship paper circulated and noted next steps to take to Members in October 2020.</li> <li>6. WHPC raised how BBC are engaging with Thurrock on cross boarder development for West Horndon Station and it was noted that this is being picked up through meetings with C2C.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Masterplan was noted by all to progress to Committee to note the process that will inform the SPD. Both documents will be consulted on in Autumn 2020.</li> <li>2. ECC and BBC to work together as part of wider garden communities work to assist with stewardship mode.</li> </ol>
2020-04-16	Homes England Dunton Hills Garden Village project update	Homes England Brentwood Borough Council	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Homes England requested update from BBC regarding project progress during COVID-19. Noted that SPD slightly delayed due to need to amend consultation types.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
2020-05-13	Dunton Hills Garden Village SPD Co-Design Technical Workshop (Integrated Strategies)	<p>Historic England</p> <p>Brentwood Borough Council</p> <p>Landowners</p> <p>West Horndon Parish Council</p> <p>Essex County Council</p> <p>Basildon Borough Council</p> <p>CEG</p> <p>Bellway</p> <p>Crest Nicholson</p> <p>Mr I. Lowe (landowner)</p> <p>Homes England</p> <p>London Borough of Havering</p> <p>Essex Police</p> <p>Essex Fire, Essex Gypsy &amp; Travellers</p>	<p>Housing and Gypsy and Travellers Sites</p> <p>Flood</p> <p>Green and Blue Infrastructure</p> <p>Education</p> <p>Health and Wellbeing</p> <p>Transport and Travel</p> <p>Other</p>	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. SPD co-design workshops with technical stakeholders to discuss detailed elements of SPD and how stakeholders thought it should come forward.</li> <li>2. The Integrated Strategies Workshop is the first session and covers a wide range of issues and interests. The idea is to understand how different aspects of the Masterplan, SPD, and proposals overlay and interface with one another so it will touch upon themes which will be picked up on in subsequent workshops.</li> <li>3. The purpose of this was to overlay and summarise related issues of the following for a Garden Village: Land uses, Transport, Landscape, Constraints, Sustainability, Housing, Heritage.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Used information heard through workshop to inform how detailed design comes forward at DHGV. A summary of outcomes is included in minutes</li> </ol>
2020-05-15	Dunton Hills Garden Village SPD Co-Design Technical Workshop (Landscape)	<p>Brentwood Borough Council</p> <p>Landowners</p> <p>West Horndon Parish Council</p>	<p>Flood</p> <p>Green and Blue Infrastructure</p>	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. SPD co-design workshops with technical stakeholders to discuss detailed elements of SPD and how stakeholders thought it should come forward.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
		<p>Essex County Council</p> <p>Basildon Borough Council</p> <p>CEG</p> <p>Bellway</p> <p>Crest Nicholson</p> <p>Mr I. Lowe (landowner)</p> <p>Homes England</p> <p>London Borough of Havering</p> <p>Natural England</p> <p>Active Essex</p> <p>Sports England</p> <p>Anglian Water</p> <p>Thames Water</p> <p>Essex and Suffolk Water</p> <p>Essex Wildlife Trust</p>		<p>2. Landscape Design is the second Technical Workshop, and covers detailed design on natural environment including Green Infrastructure, Historic Landscape, Blue Infrastructure and Ecology. Health and wellbeing were also considered including: play areas for all ages, social spaces, outdoor and indoor open space, sports and leisure and community food growing.</p> <p><b>Actions:</b></p> <p>1. Used information heard through workshop to inform how detailed design comes forward at DHGV. A summary of outcomes is included in minutes</p>
2020-05-18	Dunton Hills Garden Village SPD Co-Design Technical Workshop (Transport)	<p>Brentwood Borough Council</p> <p>Landowners</p> <p>West Horndon Parish Council</p>	Transport and Travel	<p><b>Outcomes:</b></p> <p>1. SPD co-design workshops with technical stakeholders to discuss detailed elements of SPD and how stakeholders thought it should come forward.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
		<p>Essex County Council</p> <p>Basildon Borough Council</p> <p>CEG</p> <p>Bellway</p> <p>Crest Nicholson</p> <p>Mr I. Lowe (landowner)</p> <p>Homes England</p> <p>London Borough of Havering</p> <p>C2C</p> <p>Highways England</p> <p>Network Rail</p> <p>Brentwood Access Group</p> <p>First Essex (bus service)</p>		<p>2. The Transport Workshop deals primarily with the road layout and bus route, as well as other sustainable transport issues and networks across the site as a whole.</p> <p>3. Issues such as connectivity, and hierarchy move the discussion forward into more detailed aspects of movement and transport design; street layouts and typologies; and integrating the design of cycling and electric car infrastructure for example.</p> <p><b>Actions:</b></p> <p>1. Used information heard through workshop to inform how detailed design comes forward at DHGV. A summary of outcomes is included in minutes</p>
2020-05-19	Dunton Hills Garden Village SPD Co-Design Technical Workshop (Sustainability)	<p>Brentwood Borough Council</p> <p>Landowners</p> <p>West Horndon Parish Council</p> <p>Essex County Council</p>	Other	<p><b>Outcomes:</b></p> <p>1. SPD co-design workshops with technical stakeholders to discuss detailed elements of SPD and how stakeholders thought it should come forward.</p> <p>2. This Sustainability themed workshop covered different aspects of sustainability and what it means for Dunton Hills Garden Village, starting with environmental and energy</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
		Basildon Borough Council CEG Bellway Crest Nicholson Mr I. Lowe (landowner) Homes England London Borough of Havering		<p>strategies, and their implications for more detailed design elements. The site wide networks will be reviewed from a sustainability lead point of view, ranging from transportation and movement, to the natural landscape and its conservation. Social sustainability is considered as well through stewardship, community involvement, and creating a healthy place to live.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Used information heard through workshop to inform how detailed design comes forward at DHGV. A summary of outcomes is included in minutes</li> </ol>
2020-05-20	Dunton Hills Garden Village SPD Co-Design Technical Workshop (Housing)	Brentwood Borough Council Landowners West Horndon Parish Council Essex County Council, Basildon Borough Council CEG Bellway Crest Nicholson Mr I. Lowe (landowner) Homes England	Housing and Gypsy and Travellers Sites	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. SPD co-design workshops with technical stakeholders to discuss detailed elements of SPD and how stakeholders thought it should come forward.</li> <li>2. The Housing Workshop explored the types of housing and associated densities which are appropriate to be delivered in the Garden Village.</li> <li>3. Discussions involved: i) a range of house typologies to understand what is best suited to both the site's character, and the Masterplan's expected delivery of homes. ii) a range of more specialist housing typologies; some of which are included in the mix in the local plan, and others which could perhaps be considered to both diversify the offer and type of community; and/or to open up new forms of development and investment in Dunton Hills Garden Village across phases and neighbourhoods. Additionally, the site-wide strategies for densities and heights throughout the Masterplan will be discussed leading into more detailed considerations of their</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
		London Borough of Havering Right to Build Taskforce South East Local Enterprise Partnership		spatial implications such as view corridors, orientation, topography, and illustrative plot layouts. <b>Actions:</b> 1. Used information heard through workshop to inform how detailed design comes forward at DHGV. A summary of outcomes is included in minutes
2020-06-10	Historic England DHGV Discussion and Update meeting	Historic England Brentwood Borough Council	Other	<b>Discussion:</b> 1. Historic England raised need to see further work for allocation of BBC LP sites ahead of more detailed masterplan discussions. 2. BBC identified that a range of different workstreams have been undertaken, including heritage impact assessment for an outline application which includes additional detail than what may be needed for an allocation at Local Plan level; Masterplan Framework Document, and now even finer grained detail through the SPD work. All of which consider heritage impacts. <b>Actions:</b> 1. BBC took action to collate all heritage work that has been done to date since Reg 19 to explain how heritage has been considered for DHGV allocation. This will help to guide preparation of the SoCG. This work is ongoing.
2020-06-15	SPD Detailed Matters Workshop (Transport)	Essex County Council Brentwood Borough Council	Transport and Travel	<b>Discussion:</b> 1. Discussion with ECC around outstanding issues with Masterplan and further considerations needed for SPD.

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
				<p>2. Issues included: issues around base assumptions and transport modelling where it was agreed AECOM are now reviewing to agree final position. Proposed changes to A128 and potential impacts on the strategic road network, Certainty around delivery of western links to/from the site to access West Horndon. Certainty around delivery of eastern links to/from site to access services/facilities in Basildon and for emergency access, for example Basildon Hospital. Access and connections to key destinations and routes outside of the site by sustainable modes of travel. The mobility strategy should inform the layout of the site. Further consideration of car parking is required - phased approach. Distribution of the bus route(s) and stops where current bus route does not reflect the likely (and desired) route of buses from Basildon in through Dunton Woods, curving down to Dunton Waters and then up to the employment area, before exiting on to the A128.</p> <p>3. Agreement around HTA reviewing some key ECC issues in the framework masterplan</p> <p><b>Actions:</b></p> <p>4. Action to attain further outstanding information from CEG for ECC and noted ongoing discussions between ECC and CEG on the mobility plan.</p>
2020-06-17	Essex County Council – Brentwood Borough Council SPD Detailed Matters Workshop (Education, Employment, Other)	Essex County Council Brentwood Borough Council	<div>Education</div> <div>Other –</div> <div>Employment</div> <div>Other –</div> <div>Sustainability</div>	<p><b>Outcomes:</b></p> <p>1. Discussion with ECC around outstanding issues with Masterplan and further considerations needed for SPD.</p> <p>2. Issues included: Requirement for All-through school – secondary school, primary school and EYCC Requirement for stand-alone EYCC facility</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
			Health and Wellbeing	<p>Requirement for full Land Compliance Studies for all education provision on site, Concerns over proximity of southern primary school close to flood risk zone and railway line. Location of schools on main roads and road intersections</p> <p>Financial contributions to expanding existing SEND facilities in Brentwood, Basildon, and Wickford, as well as towards school transport. Post-16 consideration through an Employment and Skills Plan, to include during the construction phase and the lifetime of the development. Transport costs, especially in the early phases of the development, and before secondary school completed. 3.2ha of business (B use class) employment land is identified in the Masterplan when the Local Plan policies require 5.5ha. TCPA Garden community principles of 1 job 1 dwelling. Requirement for a Local Industrial Strategy. Phasing of employment Internet access Independent Living Specialist Housing Lifetime Homes, Flooding, waste, energy and climate change further detail recommended.</p> <ol style="list-style-type: none"> <li>Agreement around HTA reviewing some key ECC issues in the framework masterplan</li> <li>Key issues relating to employment provision and location of schools.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Action to attain further outstanding information from CEG for ECC in relation to data needed for masterplan preparation.</li> </ol>
2020-06-25	Homes England Dunton Hills Garden Village Project Update meeting	Homes England Brentwood Borough Council	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Project update with Homes England Contact following PINS letter and noted approach and timeframes for responding.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[D] Dunton Hills Garden Village project related DtC: discussion, outcomes and actions
				2. Discussion around next round of funding
2020-06-29	West Horndon Parish Council update meeting	Brentwood Borough Council West Horndon Parish Council	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Update meeting on DHGV and ongoing SPD work, Local Plan update and hearing Neighbourhood Plan status.</li> <li>2. West Horndon agreed DHGV has come a long way since initial submission was provided for Local Plan.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Send draft SoCG for discussion and agreement.</li> </ol>
2020-07-08	Dunton Hills Garden Village Steering Group Meeting	Essex County Council Brentwood Borough Council CEG Homes England	Other	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Update on Local Plan status and response for Pins</li> <li>2. Update on SPD work and co-design with community upcoming and noted that work programme is on time.</li> <li>3. TA resolution with ECC/ Highways England ongoing, with resolution for Junction 29, B186 and station options</li> <li>4. C2C MoU drafting for circulation with ECC and linking with A127 Taskforce.</li> </ol>
2020-09-23	Dunton Hills Garden Village Project Delivery Board			To be held



## E. C2C – West Horndon Station improvement discussions

Regular meetings have taken place with C2C to discuss about the role and potentials of West Horndon station to become a key transport hub/interchange as a result of growth proposed in the wider area. This has been facilitated by the Council's work to produce the South Brentwood Growth Corridor sustainable transport integration vision. Discussion has also included Network Rail, Essex County Council, Thurrock Council, and relevant land promoters. A Memorandum of Understanding has been drafted and is in the process of agreement between those involved regarding roles and potential funding sources

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
2017-08-09	West Horndon Station improvement Discussion  Purpose: as above	Brentwood Borough Council and C2C	Transport and Travel	<b>Notes:</b> <ol style="list-style-type: none"> <li>3.5% - 5% annual increase in passengers expected on the line into London Fenchurch Street. Timetable change expected in 2019 along with new rolling stock.</li> <li>Discussion about Thurrock Local Plan development options (South of West Horndon in Thurrock Borough)</li> <li>Possible West Horndon station improvements with EA Strategic/Iceni Projects who are promoting the land for development. An MoU has been signed with c2c setting out the possible improvements to bring the station up to a level capable of dealing with the quantum of new development. PBA has been commissioned by Iceni to cost the work (new station building to the south of railway line with new footbridge and accessible lifts), which is approximately £10M-£12M (plus wider ambitions to improve road network/Station Road bridge). Platforms would remain where they are now as well as signalling equipment.</li> <li>Broad costs expected to be £8M for new station, £3M for overbridge &amp; lifts</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
2018-04-27	West Horndon Station improvement Discussion Purpose: as above	Brentwood Borough Council and C2C	Transport and Travel	<b>Notes:</b> <ol style="list-style-type: none"> <li>1. C2C have previously met with Iceni Projects and were informed of their proposals to the north and south of West Horndon of between 12,000 and 18,000 dwellings in this location</li> <li>2. Average trains stop at West Horndon station once every half hour. 11 trains every 3 hours during morning peak. 400-450 passengers depart from the station during morning peak. 40 passengers during other times. In comparison 3,000 passengers pass through Laindon station during morning peak. West Horndon is the 2nd quietest station across c2c network.</li> <li>3. Journey time from West Horndon to West Ham is 25 mins and only 30-35 mins to Fenchurch Street.</li> <li>4. 20% increase in passenger numbers anticipated by 2022, by 2026-2030 will require additional rolling stock to lengthen trains. During the height of the peak mostly running 12 coaches.</li> <li>5. Accessibility is key for the station, new overbridge and lifts as an immediate need. May need short term modifications to make the station work as proposed growth comes forward. The existing road junction is of particular concern.</li> </ol>
2018-10-02	West Horndon Station improvement Discussion Purpose: as above	Brentwood Borough Council and C2C	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. BBC presented high-level map of A127 Corridor plans for sustainable transport proposals. This includes all sites proposed to be allocated for development in Brentwood Borough (east to west: Brentwood Enterprise Park / Childerditch Lane Industrial Estate / West Horndon industrial Estates / Dunton Hills Garden Village including East Horndon Hall) and routes to link better public transport links, plus</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
				<p>walking and cycling improvements/provision. West Horndon Station forms the centre of sustainable links given the railways links to London.</p> <ol style="list-style-type: none"> <li>Discussion about why development options south of West Horndon (in Thurrock Borough) was not included. The plans show Brentwood specific development to inform the Brentwood Local Plan – Thurrock options are yet to form proposals and so there is no certainty about growth locations. Agreement that subject to the Thurrock proposals in future this may amend requirements at West Horndon Station.</li> <li>Frequency of c2c service discussed</li> <li>c2c franchise runs until 2029. If extra capacity is needed on the line before then c2c has to consider how to provide it. Short term solutions are to provide longer trains (12-car length). Medium term solution includes digital signalling improvements to allow more trains on the line. Long term solutions include considering options to improve the physical constraints at London Fenchurch Street Station.</li> </ol>
2018-10-18	West Horndon Station correspondence Purpose: as above	Brentwood Borough Council, C2C	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>C2C provided indicative costs for WH station upgrade:</li> <li>Prefab ticket office and gate-lines</li> <li>Disabled lift bridge</li> <li>Bike hub for normal and electric bikes (approximately 50 bikes)</li> <li>Revisions to the car park layout &amp; new bus stops</li> <li>3 level car park to hold at least 100 cars</li> </ol>
2019-08-12	West Horndon Station improvement Discussion	Brentwood Borough Council and C2C. Thurrock BC invited, not attend.	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>Overview of development in the South Brentwood Growth Corridor</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
	Purpose of the meeting: to prepare for the meeting scheduled for 11 September with developers proposing land in the area for a shared vision to be presented on the role of West Horndon Station. [Anna Eastgate (Thurrock Council) was due to join meeting by telephone but did not.]			<ol style="list-style-type: none"> <li>Update provided on West Hordon Station improvement drawings for stage 1.</li> <li>All agreed that land ownership should be best utilised to deliver improvements needed (between new development, BBC, ECC, C2C controlled, and Network Rail).</li> <li>C2C would be refurbishing the station to provide short-term passenger benefit. This cannot be delayed until new development is commenced, but a business case could be made following meeting on 11 September regarding the potential for development contributions to fund improvements.</li> <li>Discussion about other funding sources, such as Housing Infrastructure Fund (HIF) from Homes England</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Provide housing trajectory to C2C</li> <li>C2C to check through technical clearance with Network Rail regarding access required to railway at eastern part of station car park.</li> <li>BBC to revise station improvement drawings.</li> </ol>
2019-09-11	West Horndon Station improvement Discussion Purpose: as above	Brentwood Borough Council, Essex County Council, C2C, Network Rail, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV), EA Strategic (representing land at West Horndon)  Thurrock invited but not present	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>Discussion on purpose of the meeting, noting that colleagues from Thurrock Council had been invited, which was to discuss with local authorities and those promoting development in the area about a shared vision on the role of West Horndon Station.</li> <li>BBC set out the background to development proposals in the Southern Brentwood Growth Corridor</li> <li>C2C provided an update on C2C's future needs at West Horndon Station. The following drawings were introduced: <ol style="list-style-type: none"> <li>North of Station option (in Brentwood Borough), produced by DUP on behalf of BBC; and</li> </ol> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
				<p>b. South of Station option (in Thurrock Borough), produced by PBA on behalf of EA Strategic / Iceni.</p> <ol style="list-style-type: none"> <li>All discussed sustainable measures around West Horndon in terms of parking and the resulting car trips depending on parking provision.</li> <li>Digital signalling solutions were being considered by Network Rail and C2C to increase the number of trains. Network Rail are looking at alternatives, a report is due in Spring 2020 (includes lengthening train cars, and conventional signal upgrades). Platforms at West Horndon Station are long and trains that stop there are currently shorter than the platform length.</li> <li>All discussed funding options, such as HIF. Agreed that approval required by BBC, ECC, and Thurrock Council on a masterplan that sets out two phases (phase 1: north of railway, and phase 2: south of railway).</li> <li>All agreed the need to prepare joint work on a masterplan for West Horndon Station with phases for north and south that could result in two stages for any funding bid. Action included engagement with Thurrock Council and to set up follow-up meeting</li> </ol>
2019-11-04	<p>West Horndon Station improvement Discussion</p> <p>Purpose: as above</p>	<p>Brentwood Borough Council and C2C, EA Strategic Land re land at West Horndon</p> <p>Thurrock BC</p>	Transport and Travel	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Background provided on previous meetings and overview of South Brentwood Growth Corridor</li> <li>BBC provided overview of development planned in growth Corridor.</li> <li>Thurrock questioned if DHGV did not come forward and C2C confirmed investment at West Horndon would still be required.</li> <li>Update on Thurrock Local Plan provided: <ul style="list-style-type: none"> <li>A member requirement is for future development to be community-led, infrastructure driven, and high quality.</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>Not able to commit or advise on West Horndon option for development for 18 months – the time remaining on Thurrock local plan preparation.</li> </ul> <ol style="list-style-type: none"> <li>Discussed need for a masterplan for West Horndon Station. Suggested this be independently commissioned. A Memorandum of Understanding (MoU) could be the mechanism for local authorities to engage with c2c.</li> <li>Thurrock agreed that an MoU would provide buy-in to the process and that the detail could be changed as necessary. TBC could agree to sign the MoU subject to wording but could not fund the masterplan.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>C2C to draft MoU to be shared</li> </ol>
2020-05-20	West Horndon Station update meeting Purpose: as above	Brentwood Borough Council, C2C	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>c2c agree the HiF Bid can go forward with just the Brentwood proposed upgrade to the station area – ALL to discuss process further</li> <li>Essex County Council (ECC) will need to be the public sector signatory of the HiF bid – BBC to determine best ECC contact and progress</li> <li>Due to constraints in Thurrock limiting how soon development allocations will be proposed, a revised MoU to be issued covering just Brentwood side stakeholders</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>c2c to provide current Design Guidelines, Standard DDA bridge information and Ticket Desk Layouts to allow DUP to provide item 4 – c2c.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
2020-06-08	<p>South Brentwood Growth Corridor – Sustainable Transport Vision, Individual Site Meeting: Croll Land at West Horndon</p> <p>Purpose: to discuss access options</p>	Brentwood Borough Council, Croll Group representatives	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Landowner update: Some work ongoing regarding access. There is an existing access onto the main road. Aware of their being a lot of work ongoing lead by the Council on creating an interchange. Looking at Hermes land ownership adjacent regarding access options.</li> <li>2. Presented most recent plans which allow for access to Croll Group land via a secondary roundabout whilst also allowing for required access rights.</li> <li>3. Vision work also sets out desire to slow down traffic through the village to 20mph to allow for better pedestrian/cycle environment.</li> <li>4. JF – Pleased to see that there is flexibility with the design proposals as we stand. Keen to ensure that the development potential for the site is not prejudiced whilst also accommodating the existing uses in the short term.</li> </ol>
2020-06-15	<p>West Horndon Station meeting</p> <p>Purpose:</p> <p>To discuss how to progress delivery of new station facilities considering Thurrock not being able to progress without decisions on development allocations.</p>	Brentwood Borough Council, C2C, EA Strategic Land (West Horndon Land)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Work out how to progress discussion on delivery of new station facilities considering Thurrock not being able to progress without decisions on development allocations.</li> <li>2. EASL can offer land options in both Thurrock and Brentwood with West Horndon (WH) station at the centre</li> <li>3. Discussion about setting up MoU and/or SoCG with other developers on Brentwood side re WH Station. Discussion about whether developers should be included. ECC would need to be included. Dialogue with Thurrock Highways and Highways England.</li> <li>4. Outputs from the MoU – masterplan for station; transport study; land/phasing options; assisting the Brentwood Local Plan examination re delivery/certainty. GRIP process required</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
	To discuss subjects of the MoU			by Network Rail (picking up key issues such as station design, access, stakeholder consultation etc)
2020-07-01	<p>West Horndon Station meeting with Network Rail</p> <p>Purpose:</p> <p>To follow up previous discussion and MoU</p>	Brentwood Borough Council, C2C, Network Rail	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Overview provided of previous C2C discussions and agreement for an MoU</li> <li>2. BBC set out proposals along South Brentwood Growth Corridor</li> <li>3. Discussion about Thurrock development potential</li> <li>4. Network Rail can offer to assist – Asset Protection Agreement or Basic Services</li> <li>5. Agreement to give clarity on Network Rail input to the project. There will be a cost to Brentwood BC. Network Rail can provide a package subject to further details being shared.</li> <li>6. Network rail would be more directly involved in aspects that affect the physical rail infrastructure – such as installation of new bridges</li> <li>7. Network Rail could be party to the MoU with c2c.</li> <li>8. C2C would continue to be the main contact</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to share further details of proposals along with a note of the meeting, this will help identify</li> <li>2. Next steps for EO to consider what input Network Rail can have and future meetings with c2c.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[E] West Horndon Station improvement: discussion, outcomes and actions
2020-07-06	<p>Sustainable Transport Vision Individual Site Meeting: West Horndon Sites</p> <p>Purpose: meeting with representatives for Hermes Fund Managers, and representatives for Croll Group to discuss the role of each site in delivery of the West Horndon Station interchange</p>	Brentwood Borough Council, Representatives for Hermes Fund Managers, Representatives for Croll Group	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Updated provided on Local Plan and Growth Corridor work</li> <li>2. Key issues with each landowner plays a key role adjoining the proposed interchange and coming together for a solution</li> <li>3. Suggestion to prepare an MoU between landowners, BBC preparing.</li> </ol>

## F. Lower Thames Crossing – stakeholder meetings

The following meetings are part of on-going engagement with Highways England and their LTC Team on arrangements at M25 junction 29 as they relate to existing accesses to sites proposed to be allocated for employment land at Codham Hall Farm and Brentwood Enterprise Park. In addition, arrangements for bringing forward LTC and Brentwood Enterprise Park are the subject of ongoing discussion to allow for both projects to be delivered together without delay. These discussions include Essex County Council as local highways authority. There is overlap with the A127 Economic Task Force and involvement with LB Havering and TfL.

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2014-11-28 2015-01-28 2015-07-16 2017-08-01	Stakeholder meeting Purpose: To consider the cumulative impacts of Brentwood Local Plan growth and LTC implications especially on M25 J28 and J29	Brentwood Borough Council, Highways England	Transport and Travel	Continuing discussions with Highways England with regards to cumulative impacts of M25 J28 and J29, Brentwood Enterprise Park, and LTC implications at J29.
2015-04-24	Lower Thames Crossing	Basildon Council, Brentwood Borough Council, Highways England	Transport and Travel	
2015-04-30	Lower Thames Crossing Purpose:	Brentwood Borough Council, Highways England – LTC, Basildon BC	Transport and Travel	<b>Discussion:</b> Continuing engagement with Highways England with regards to:  1. Future developments

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	<p>To consider the cumulative impacts of planned growth and LTC implications especially on M25 J28 and J29</p> <p>To liaise with Highways England on traffic modelling methodology</p>			2. Information for traffic modelling
2015-12-01	Basildon Borough Council, Brentwood Borough Council Statement of Consultation	Basildon Borough Council, Brentwood Borough Council	Other	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. The statement of consultation provides an overview of consultation undertaken with Basildon Borough. It identifies 6 consultation activities and a range of media releases.</li> <li>2. The consultation identified 1,397 responses with 84% not supporting the plan, 6% supporting and 3% support subject to changes. Main issues include: <ul style="list-style-type: none"> <li>• Potential environmental damage and erosion of Green Belt protection.</li> <li>• Infrastructure provision not being able to cope with additional development.</li> <li>• Delivery feasibility of the project.</li> </ul> </li> <li>3. Following the consultation, Basildon made a decision not to progress with Dunton Hills Garden Suburb.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2016-08-30		Brentwood Borough Council, Highways England – Hyder Engineering	Transport and Travel	
2018-03-09	Transport Evidence Base Telecon Essex County Council Purpose: to agree on dataset for modelling	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. General discussion in getting Junctions signed off for BEP and agreeing dataset information</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. ACTION: ECC and Jacobs to review whether proposed junctions are sufficient and feedback.</li> <li>2. ACTION: PD to share information received from Greater Anglia regarding options to deck Hunter Avenue car park.</li> <li>3. ACTION: BG to send information on Warley Road/A127 junction improvements (funded); Halfway House improvements (not funded); and A127 improvements (not funded).</li> <li>4. ACTION: PBA to contact Mark Norman to check views and HE involvement.</li> </ol> <p>ACTION: JW to speak with person at Essex Highways who has worked on Fariglen interchange data with a view to add LTC uplift on top of EH observed growth – example of how this could be applied in Brentwood, specifically M25 junctions 28 and 29.</p>
2018-04-10	Transport Evidence Base Telecon	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. HE have recently started a programme to assess the combined impacts of Local Authority proposed developments on the M25. Will look at area from Woodbridge East to M2 corridor.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	<p>Transport Evidence Base Telecon</p> <p>Purpose: Engagement with ECC and Highways England and their LTC Team on arrangements at M25 junction 29 as they relate to existing accesses to sites proposed to be allocated for employment land at Codham Hall Farm and Brentwood Enterprise Park. In addition, arrangements for bringing forward LTC and Brentwood Enterprise Park are the subject of ongoing discussion to allow for both projects to be delivered together</p>			<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. ACTION: BBC, DUP and PBA to review comments provided by ECC on PBA brief. ECC comments to be circulated to HE once reviewed.</li> <li>2. ACTION: BG to send information on Warley Road/A127 junction improvements (funded) (plus other unfunded schemes at Halfway House and A127) BG waiting for approved drawings to be sent over for Warley Road/A127 and Halfway House. Nothing has been confirmed yet for the Fortune of War roundabout.</li> <li>3. ACTION: MR and JW to provide PG with appropriate contact at ECC/Jacobs to confirm if traffic signal data from 2001/02 is still relevant or if new dataset can be provided.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	without delay. There is overlap with the A127 Economic Task Force and involvement with LB Havering and TfL.			
2018-04-17	<p>Transport Evidence Base Telecon</p> <p>Purpose: Engagement with ECC and Highways England and their LTC Team on arrangements at M25 junction 29 as they relate to existing accesses to sites proposed to be allocated for employment land at Codham Hall Farm and Brentwood Enterprise Park. In addition, arrangements for bringing forward</p>	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. PBA in discussion with HE about M25 junction 28 proposals and assumptions</li> <li>2. Update on proposed Brentwood Enterprise Park employment allocation and impacts on M25 J29 and A127; attended by HE (particularly in relation to Lower Thames Crossing proposals and junction 29 now being within the project red-line plan), Brentwood BC, St Modwen (site promoter), Strutt &amp; Parker (planning consultant), Atkins (highways consultant). No significant update, viewpoints shared, the LTC team will consider the site and requirements although it is noted this issue is relatively minor compared with delivery of the wider project. Agreement to continue dialogue.</li> <li>3. Update on the M25 junction 28 proposals. The project is waiting for LTC traffic modelling outcomes to progress. Further public consultation has been delayed.</li> <li>4. BBC presented initial thoughts of transport mitigations and improving air quality.</li> <li>5. Bus services discussed and opportunity for Rapid Bus Service</li> </ol> <p><b>Actions:</b></p> <p>Discuss options with C2C</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	LTC and Brentwood Enterprise Park are the subject of ongoing discussion to allow for both projects to be delivered together without delay. There is overlap with the A127 Economic Task Force and involvement with LB Havering and TfL.			
2019-04-18	South Brentwood Growth Corridor Transport Workshop 2	Brentwood Borough Council, Essex County Council, Highways England, c2c Rail, London Borough of Havering, Thurrock Council, Brentwood Enterprise Park (St Modwen; Strutt & Parker; Atkins; landowner),	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Highways England (CS): Outlined that in April 2017 the Secretary of State announced the preferred route of the Lower Thames Crossing scheme. The scheme has then been worked on and consulted on at the end of 2018 resulting in 28,000 responses.</li> <li>2. Highways England confirmed that they currently have funding to take to the scheme to DCO. Once approved the Government will then need to provide more funding.</li> <li>3. Highways England has had positive discussions with the site promoters of Brentwood Enterprise Park (St Modwen) in relation to M25 Junction 29. These discussions are ongoing, and it is expected that a suitable design solution will be arrived at in due course.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>4. Highways England (CS): Trying to make sure that Lower Thames Crossing does not have a negative impact (e.g. on Brentwood Enterprise Park).</p> <p>5. A127 Economic Task Force: Essex CC (MR): Set out that there have been two meetings of the A127 Task Force so far. A public engagement exercise is to be carried out later in the summer. The previous strategy was published in 2014 and the intention is to update this. The A127.co.uk website has been set up. Looking to attract investment across the corridor. Have been speaking to Highways England about the potential trunking of the A127. Some members of the task force have expressed a desire to promote the idea of the M127. However, all options are being considered, while recognising the need to accommodate strategic traffic flow. There are a lot of private accesses onto the road. Do not want to unnecessarily increase car movements.</p> <p>6. New C2C trains expected by 2021 which will add 20% to overall capacity.</p> <p>7. Overview of site allocation density and capacity and transport mitigations.</p> <p><b>Actions:</b></p> <p>1. Costs and delivery of highway works &amp; sustainable measures</p> <p>Modelling data consensus (set-up weekly technical telecom and database)</p>
2018-04-24	Transport Evidence Base Telecon	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <p>1. PD contact made with J28 team (Atkins), JP confirmed they are also waiting for the LTC modelling work</p>



Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	<p>Transport Evidence Base Telecon</p> <p>Purpose: Engagement with ECC and Highways England and their LTC Team on arrangements at M25 junction 29 as they relate to existing accesses to sites proposed to be allocated for employment land at Codham Hall Farm and Brentwood Enterprise Park. In addition, arrangements for bringing forward LTC and Brentwood Enterprise Park are the subject of ongoing discussion to allow for both projects to be delivered together</p>			<p>2. Discussion around speaking with C2C to discuss early mitigation work at West Horndon and long term strategy</p> <p>3. Consideration of cumulative impact of surrounding development to neighbouring authorities</p> <p><b>Actions:</b></p> <p>Discuss transport brief with neighbouring authorities.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	without delay. There is overlap with the A127 Economic Task Force and involvement with LB Havering and TfL.			
2019-05-07	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 1	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Traffic modelling of M25 Junction 29 has been undertaken; Atkins have rebuilt the Transit Model originally created by Ardent. This informs access options to Brentwood Enterprise Park as a result of Lower Thames Crossing (LTC) at junction 29</li> <li>2. The Brentwood Local Plan Transport Assessment by PBA shows substantial growth in traffic movement at junction 29.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Cumulative traffic flows need to be agreed for use by individual sites/developer's transport assessments. There needs to be agreement on base data between Brentwood BC, Essex CC and Highways England.</li> <li>2. Agreed with SK. Collection of baseline data needs to take place first and agreed by Brentwood BC, Essex CC and Highways England (including LTC team), in line with actions from this telecon, and then sustainable transport forecast flows can be factored in re-run of Brentwood Local Plan Transport Assessment model.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-05-14	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 2	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Agreed Lower Thames Crossing data could be shared</li> <li>2. St Modwins site raised that some traffic data used on LP is quite old and noted a range of new traffic counts have been done</li> <li>3. LTC team are strongly suggesting that demand forecast should be analysed using their model. The Local Plan should be tested using their model.</li> <li>4. In terms of east- west movements for Basildon will not be assuming direct routes to this area through the site as CEG have no control over land across the border. Will however be safeguarding land to allow for connections to be made if needed.</li> <li>5. Highway Authority position would be to protect the function of the A128 ensuring that any scheme works from a highway safety perspective and also does not result in excessive queuing.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Modelling approach for J29 needs to be agreed with all parties</li> <li>2. Produce summary of current position of transport evidence</li> </ol>
2019-05-21	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 3	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Discussion regarding Lower Thames Crossing (LTC) modelling data Non Disclosure Agreement</li> <li>2. Pricing decisions may impact flows from M25 to LTC.</li> <li>3. This Growth Corridor group needs to agree what the impact will be on Brentwood Borough to ensure consistent approach.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>4. Discussion regarding eastward movement/access (to Basildon/Laindon) at Dunton Hills Garden Village. Agreed this would form part of the detail of DHGV masterplan, but given at the moment this is only for walking/cycling and potential emergency vehicle access, it should not impact the flows of wider Brentwood TA and Southern Brentwood Growth Corridor work.</p> <p><b>Actions:</b></p> <p>1. Need to validate data used in Brentwood TA around the M25 J29 area (validate against LNVR for LTC model).</p>
2019-05-28	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 4	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <p>1. St Modwins Outlined that there are potential solutions for access from the Enterprise Park onto the B186 which would have an impact on the B186/A127 junction that could be overcome. Would assume that the same requirements needed as set out in the shelved Essex County Council (ECC) scheme. Would also anticipate that a second bridge could be needed. Work looking into this is still ongoing.</p> <p>2. Appears that the cheapest solution could allow for sustainable transport measures to be introduced on the existing bridge</p> <p>3. There would continue to be an impact on M25 J29. As the junction is already at capacity it will require a redesign to accommodate future growth.</p> <p>4. There is a difference between the job numbers assumed in the Local Plan and those produced by St Modwen.</p> <p>5. Appears that the PBA TA is assuming too high a trip rate for Codham Hall Farm. This is an existing site with only a 6% increase in floorspace.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>6. Outlined that importance of considering the sustainable transport measures in the Southern Corridor area</li> <li>7. In relation to bus provision have had conversations with First buses and they recognise that there are opportunities at DHGV subject to financial contributions. Have also been in discussion with Arriva Click who already provide demand responsive services in Thurrock.</li> <li>8. Set out a discussion around car sharing and car clubs. Asked the question whether car club assumptions are 14 to 1</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. check what assumed trip rates have been used in the model</li> </ol>
2019-06-04	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 5	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. B186/A127 junction improvement works are estimated to cost between £5-£8 million</li> <li>2. assumed trip rates and specifically those relating to Codham Hall Farm (north of the Enterprise Park). There is a difference between those assumed in the BBC model and by Atkins. The BBC model sets out a higher percentage of new trips over existing which results in double counting. BBC to agree new employment land to be included in model.</li> <li>3. 1 drop off space for a shuttle/demand based bus service would be needed at West Horndon interchange for the Enterprise Park.</li> <li>4. ECC are currently working on shortlisting for submissions in relation to Major Road Network bids to Department for Transport</li> <li>5. BBC model is a fixed assignment compared to the LTC model which is a full re- assignment model. This takes account of peak spreading, choice of mode and congestion in both the</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>reference case and with LTC in place. LTC is actually a peak hour model.</p> <ol style="list-style-type: none"> <li>potential issues with achieving a design standard compliant access onto the B186 for the Enterprise Park. The road is currently derestricted requiring larger visibility splays than can be achieved</li> <li>ECC scheme for improvements to the B186/A127 junction (currently on-hold) involved reducing speed limit on the surrounding roads to 40mph</li> <li>Important to understand the amount of additional time that would be involved with needing to upgrade M25 Junction 29 using Compulsory Purchase Order (CPO) powers on third party land. This would involve it going through the project control process rather than the single option solution. The impact of all development in the area will add to the risk of additional land being needed to accommodate traffic on the junction. This emphasises the importance of ensuring the LTC model data is checked.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Draft final Transport Assessment is to be issued for ECC and Highways England comment in advance of the next monthly meeting</li> </ol>
2019-06-11	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 6	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>Summary of current position of transport evidence is being produced and will be circulated shortly</li> <li>BBC noted that provided that the Inspector can be provided some comfort (i.e. through a Statement of Common Ground) that explains the situation with Lower Thames Crossing and</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
		Park), Vectos (representing DHGV)		<p>that the issues have been understood and factored in where possible this should be sufficient for the Examination process.</p> <ol style="list-style-type: none"> <li>3. Vectos has not carried out any speed surveys on the B186 south of the A127</li> <li>4. As outlined previously the B186 with the 60mph speed limit and vertical alignment issues makes it difficult to achieve a compliant junction. Therefore, looking to work with ECC to review speed limits in conjunction with works they were originally seeking to implement. This is important in order to achieve a secondary access which can be used by buses.</li> <li>5. Seeking to lower speed limits on Station Road (through West Horndon) to 20mph following support from residents at recent CEG exhibition.</li> <li>6. Essex Parking Standards are dated from 2009. There is an option for Brentwood, to move towards an SPD that are more specific defining standards by area or type of development.</li> </ol>
2019-06-18	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 7	Brentwood Borough Council, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Summary of BBC TA circulated</li> <li>2. Will assist with examination</li> <li>3. Set out the need to identify the costs associated with infrastructure.</li> <li>4. In relation to the B186 junction options currently looking to see what can be done to reduce speed limits on the basis of access requirements.</li> <li>5. Assuming that LTC happens then need to look at the worst case scenario of only being able to access the B186.</li> <li>6. Set out that there are now 4 proposed junctions being looked at for DHGV. The recent addition is to accommodate Gypsy and Traveller pitches. Brookbanks are currently drawing up proposals which will be presented to ECC</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<b>Actions:</b> Circulate proposed mitigation schemes for J29 and A127/B186 junctions once available
2019-06-25	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 8	Brentwood Borough Council, Essex County Council, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. ECC had responded to Highways England on the Lower Thames Crossing uncertainty log</li> <li>2. Set out the need to identify the costs associated with infrastructure.</li> <li>3. A127 junctions are on ECCs shortlist for Major Road Network bids.</li> <li>4. BEP a meeting has been arranged with ECC on 3 July to discuss the potential access onto the B186</li> <li>5. TA meeting with ECC and Jacobs that this would need to be pushed back due to availability and allowing time for Jacobs to review.</li> </ol> Basildon and ECC had recently received a letter from Defra which concerns air quality on the A127.
2019-07-02	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 9	Brentwood Borough Council, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Currently drafting the Growth Corridor report and looking at parking standards. Likely that there will need to be specific guidance for the growth corridor area to assist with encouraging sustainable travel</li> <li>2. employment sites along the corridor would need to implement travel plans looking at parking and public transport</li> <li>3. Outlined that PBA are still looking at the possible mitigation required for J29. Very likely to be a large scheme and further</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>discussion with HE would be needed. No costs have been put against these yet.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Circulate latest origins and destinations of development generated trips for BEP and DHGV from PBA gravity model.</li> </ol>
2019-07-09	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 10	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. ECC parking standards were being reviewed but work stopped due to lack of resource. This means currently there are no plans to update the existing parking standards (2009).</li> <li>2. Speed survey for B186 has been completed, showing average speeds of 43mph, with an 85th percentile speeds of 49mph. DfT guidance, reflected in ECC's Speed Management Strategy, states that the setting of appropriate speed limits must be based the average recorded speeds. Therefore, reducing the speed limit on the B186 to 40mph would be appropriate and should be supported by ECC.</li> </ol>
2019-07-19	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 10		Transport and Travel	

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-07-24	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 11	Brentwood Borough Council, Essex County Council	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. The appropriate levels of parking provision in Dunton Hills that this is still to be reviewed.</li> <li>2. modelling for J29 and are in the process of reviewing the results. This will help inform a potential mitigation scheme. Further discussions would be required with HE. Reference case shows that the junction is already over capacity. Mitigation scheme can allow for impacts of BBC LP growth but HE may want to address the reference case.</li> <li>3. A127 Task Force workshop with PD on 11 July which involved discussions on what the corridor will look like in the future. There were some interesting thoughts on the potential improvements needed.</li> </ol>
2019-07-30	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 12	Brentwood Borough Council, Highways England, Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. 29 model outputs and highlighted that there were questions from ECC on the amount of traffic shown as originating outside of Brentwood/Essex area travelling to BEP.</li> <li>2. Due to the large populations to the west in London these create bigger zones which drawer in a lot more trips based on the gravity model approach. Not assuming that all trips are vehicle based. Encouraged a sensitivity based approach</li> <li>3. Through the modelling work for DHGV have calculated that around 70% of employment trips would be internalised. Would be useful to know what the LP TA calculations are for this.</li> <li>4. Basildon will be more of a drawer for employment trips and this therefore justifies an eastern access for DHGV.</li> <li>5. ECC confirmed that they will be submitting Major Road Network bids for the A127 at 3 junctions including the B186, A128 and Fortune of War.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<b>Actions:</b> <ol style="list-style-type: none"> <li>1. A meeting took place yesterday (Monday 29 July) with ECC and HE. Looking to set out in a table format the issues that need to be addressed and have these categorised in terms of priority.</li> </ol>
2019-08-06	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 13	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Part of the TA that looks at J29 will need to be amended to take into account Lower Thames Crossing (LTC) as it is programmed to come online during the plan period. It needs to be in the reference case as it is an announced project by Government. Reduces the need for some mitigation at the A127/A128 junction</li> <li>2. Option of being able to provide a separate junction onto the B186 is an alternative. Still potential to have the junction as an in access only off J29 with traffic then going out via B186. TA has assumed the B186 would be used as the main junction and that this works based on the projected flows.</li> <li>3. Outputs from gravity model do not currently demonstrate that there would be many internalised movements from DHGV. Await feedback from Stantec on whether the gravity approach can be rationalised.</li> <li>4. Still looking at junction access options off J29, question whether the TA should be assessing these options.</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>1. To provide a breakdown of the estimated costs of the B186/A127 mitigation. Provide a differentiation between ECC and BEP schemes</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-08-13	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 14	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Work is still ongoing in calculating estimates of costs for the A127/B186 junction mitigation. Requested cost estimates for the ECC scheme being proposed in the MRN bid</li> <li>2. ECC have only put in an MRN bid for the A127/B186 junction works. It would be safer to assume that they will not be successful at this stage.</li> <li>3. Originally agreed that LTC would be treated as a sensitivity test in the TA but from speaking to NW now need to include as it is an announced scheme. This clearly impacts the modelling and includes some positive benefits for junctions such as the A127/A128. It also affects the Station Road/A128 junction.</li> <li>4. There were concerns from CEG that St Modwen wanted the entire survey, now understand this is not the case</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. To provide a breakdown of the estimated costs of the B186/A127 mitigation. Provide a differentiation between ECC and BEP schemes.</li> <li>2. To investigate with colleagues whether there are estimated costs available for A127/B186 junction improvements being proposed by ECC.</li> <li>3. To give some thought on whether movements to BEP can be rationalised and that they represent a realistic prospect.</li> <li>4. To circulate proposed mitigation scheme for J29 once available.</li> </ol>
2019-08-20	Southern Brentwood Growth Corridor, Sustainable	Brentwood Borough Council, Highways England, St Modwen (representing	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Explained that there is a difference between how the figure is used from the point of view of a planning application compared</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
	Transport Integration Telecon 15	Brentwood Enterprise Park), Vectos (representing DHGV)		<p>to the Local Plan. Queried whether the 250 figure is applicable for both directions.</p> <ol style="list-style-type: none"> <li>2. Suggested that in terms of the gravity model approach there are different methods that could be made. One method could be to look at the origins and destinations and apply a weighting to allow for reasonable assumptions.</li> <li>3. Warley Interchange traffic survey had been provided</li> <li>4. BBC to provide trip generation figures be provided for other Local Plan sites by Stantec.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to investigate whether 250 reference case figure is appropriate and applicable in both directions for J29.</li> </ol>
2019-09-10	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 16	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. MRN bid had been submitted to the DfT. This includes the A127/B186 junction which has estimated costs of £6.1m.</li> <li>2. alternative approaches to refining the gravity model have been looked at. This includes potentially using the ONS travel to work data but found this to be quite limited.</li> <li>3. Need to be sure that the approach taken is consistent with the Local Plan TA. Also need to consider being bolder on how sustainable travel movements are factored in.</li> <li>4. main issue for the Local Plan TA is around the Enterprise Park and J29. Currently the reference case shows the junction is over capacity. The Local Plan growth is on top of this. It is complicated in trying to accommodate both the LTC and LP mitigations in physical space terms.</li> <li>5. Ongoing discussion with Demant Responsive Travel along South Brentwood Growth Corridor</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>6. Brentwood Enterprise Park Submitted an application to ECC to change the B186 south of the A127 and north of the railway line from 60mph to 40mph</li> <li>7. Poposed amendments to the Local Plan which will require public consultation. Expecting the submission to take place by the end of 2019</li> </ol>
2019-09-17	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 17		Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Estimated costs of the B186/A127 works on top of that being proposed by ECC would be £6m-£8m. This is an order of magnitude cost and would be subject to refinement following any surveys and further analysis.</li> <li>2. Work on developing the potential J29 mitigation options have moved forwards.</li> <li>3. Update provided on C2C meeting</li> <li>4. Response received from ECC on application to reduce the speed limit of the B186 from 60mph to 40mph. Response stated that it could be reduced to 50mph not 40mph. This is based on the speed survey identifying the 85th percentile speed for southbound movements above 50mph, albeit that northbound are just above 40mph. A 50mph would create problems achieving a compliant junction in terms of forward stopping sight distances splays.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. There is a need for more strategic level discussions with Homes England and other parties regarding this issue along the southern growth corridor.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-09-24	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 18	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Lower Thames Crossing (LTC) figures indicate increased in-flows from M25 Junction 29 south-bound off-slip. There are limitations on ability to provide a segregated filter lane due to access required to Codham Hall Farm. Discussion needed with Highways England.</li> <li>2. Discussion between BBC and Homes England taking place tomorrow (25/09/2019) regarding the vision and principles for sustainable transport in the Corridor and potential limitations of the Essex Technical Manual, among other things.</li> <li>3. St Modwen to challenge the advice received from Essex County Council regarding proposed reduction in speed on B186 from 60mph to 40mph, where the County Council has advised that the minimum reduction should be to 50mph [see notes from 17 September telecon (17)].</li> </ol>
2019-10-01	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 19	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. The solution at M25 junction 29 needs to be more than each development achieving nil-detriment impact. Ultimate solution is required for the junction so that cost can be calculated and apportioned.</li> <li>2. BBC updated on Homes England discussion that took place on 25 September regarding delivery of garden communities with innovative sustainable transport solutions amongst the context of local highway authority standards/policies. Homes England to initiate further discussion with ECC in the context of Dunton Hills Garden Village.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-10-08	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 20		Transport and Travel Other	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Ongoing discussions regarding Local Plan TA</li> <li>2. Update on Garden communities forum was held on Monday 7 October by Essex County Council (ECC). Steve Everson has been appointed at ECC to lead on garden communities. As part of arranging the forum and future meetings, Homes England has discussed with ECC the issue of delivering new communities with innovative sustainable transport solutions and the context of local highway authority standards/policies.</li> </ol>
2019-10-15	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 21	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. A meeting considering the junction within the context of the wider Brentwood Local Plan Transport Assessment (TA) is to take place on Monday 28 October.</li> <li>2. BBC advised that a second workshop was to be held on the Southern Brentwood Growth Corridor work and that M25 junction 29 could be considered as an individual topic. Discussion has taken place about the potential for Homes England to facilitate the workshop, but this is subject to their discussions with Essex County Council currently.</li> <li>3. Ongoing discussions regarding DRT and costings</li> <li>4. Options for M25 junction 29 mitigation have been discussed, a design is being drafted and will be presented to HE on 28 October. This will also include discussion on sensitivity testing considering the redistribution of flows. High flows are shown on M25 southbound at junction 29 to A127 eastbound, it is considered that this may not be accurate due to zoning.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>5. A table setting out the current/unresolved queries from Essex County Council (ECC) is being prepared along with technical responses</li> <li>6. The Vissim microsimulation model from CEG has yet to be validated by the highway authorities although it has been independently validated by a third party.</li> <li>7. Certain chapters in the IDP have been updated and these are published as Version 3 online. Updated chapters relate to topics subject to further conversation with ECC. This does not include transport at this stage because of the ongoing work on both the TA and Growth Corridor.</li> </ol>
2019-10-29	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 22	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. headline figures for Demand Responsive Transport costs], is available in terms of feasibility data from Arriva Click (Leicester project) but not Zeelo. This is feasibility of a scheme rather than financial figures.</li> <li>2. BBC provided an update following BBCs meeting with Highways England (HE) on Monday 28 October regarding the Local Plan Transport Assessment (TA).</li> <li>3. Discussion included trip rates of sites in the Local Plan and impacts for the M25, specifically junctions 28 and 29. PBA presented mitigation options for junction 29 and the view that flows on the junction were higher than considered accurate because of the way in which zoning in the Gravity Model attributes traffic from London and Kent to Brentwood Enterprise Park. This was discussed with HE and formed one of several actions for PBA to consider and present back to HE. This would be done in the next few weeks in order to inform the Growth Corridor workshop. The TA is to be finalised by the end of the year for sharing with ECC and HE before it is published as</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>evidence base for submission of the Local Plan. Before then a table of outstanding issues is being prepared by PBA to be shared with ECC &amp; HE and setting out how each issue has been resolved.</p> <p>4. BBC noted that the emerging Growth Corridor work sets out the principle that mitigation will be delivered within highway boundaries. When considering mitigation at M25 junction 29 this would be the starting point.</p>
2019-11-05	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 23	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Continued discussion around DRT and financial model and benefits.</li> <li>2. Meeting arranged with ECC to discuss microsimulation model for DHGV</li> <li>3. Update on TA timeframes to finalise TA for January 2020</li> </ol>
2019-11-12	Demand Responsive Transport meeting (Zeelo)	Brentwood Borough Council, Zeelo, CEG (on behalf of DHGV) and St Modwen on behalf of Brentwood Enterprise Park	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Discussion around potential Zeelo offer (Rapid Transit on demand)</li> <li>2. Capacity and delivery was discussed</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to gauge interest from wider south brentwood growth corridor sites.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-11-12	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 24	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Discussion and update regarding Zeelo offer for DRT</li> <li>2. Following the Local Plan Transport Assessment (TA) meeting with Highways England recently, a note has been issued by PBA to Highways England regarding M25 junction 29 impacts following reconsideration of trip distribution.</li> <li>3. Updated that the Brentwood Enterprise Park team met with Essex County Council last week. Support for the proposal to locate the main Brentwood Enterprise Park access to the B186. The County position on a revised speed limit for the B186 has not changed, 50mph is considered justified by evidence not 40mph as the proposed access arrangements would prefer.</li> <li>4. The B186 does not meet standards now (national speed limit). The issue is that the proposals need to comply with standards on a road that does not comply from the start. A 40mph speed limit would enable the access proposal to comply, but at 50mph this does not comply. The team will undertake further work and liaise with County Council.</li> </ol>
2019-11-26	Southern Brentwood Growth Corridor, Sustainable Transport Integration Telecon 25	Brentwood Borough Council, Essex County Council, Highways England, St Modwen (representing Brentwood Enterprise Park), Vectos (representing DHGV)	Transport and Travel	<i>Not available</i>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
2019-12-17	South Brentwood Growth Corridor Transport Workshop 1	Brentwood Borough Council, Essex County Council, Highways England, c2c Rail, London Borough of Havering, Thurrock Council, Brentwood Enterprise Park (St Modwen; Strutt & Parker; Atkins; landowner), Childerditch Industrial Estate, (Strutt & Parker), West Horndon Industrial Estates (Hermes; McGough Planning Consultants), Land at East Horndon Hall (Savills), Dunton Hills Garden Village (CEG; Brookbanks; Vectos; other landowners and representatives), West Horndon Parish Council	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. BBC presented overview of sites withint South Brentwood Growth Corridor and noted Council is working with ECC, Highways England and C2C, as well as landowners to progress cumulative work.</li> <li>2. Sustainable transport principles and vision presented</li> <li>3. Costings (rough) presented</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Work with authorities to refine options</li> <li>2. Finalise vision</li> <li>3. Submit with Local plan</li> <li>4. Update IDP in accordance</li> <li>5. Consistency with ASELA and JSP needed</li> </ol> <p>Further discussions required with ASELA partners and neighbouring authorities</p>
2020-02-10	East Horndon Hall South Brentwood Growth Corridor Landowner meeting	Brentwood Borough Council, Daniel McAllister [landowner], Catherine Williams [Savills]	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Brentwood Local Plan update. Noted that East Horndon Hall appliocaition currently being determined by Committee</li> <li>2. Set out overview of the SBGC work (background, vision, principles).</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>Specific proposals at Halfway House junction presented.</li> <li>Specific proposals at northern end of A128 old Tilbruy Road</li> <li>Travel Plan for EHH published is a starting point that requires more detail. Unilateral undertaking approach. Reserved matters would follow if outline application is approved, discussion about whether S106 contributions to SBGC mitigation would be required.</li> <li>Discussion about West Horndon station proposals and work with c2c. Need for walking/cycling links between employment at EHH and station.</li> <li>Discussed funding gaps and need for external funding from bodies such as Homes England and HIF bid process. This will inform developer contributions and apportionment of costs.</li> </ol>
2020-02-10	Brentwood Enterprise Park South Brentwood Growth Corridor Landowner meeting	Brentwood Borough Council, Colin Darby (CD), Nick Kay (NK) [St Modwen]; Christopher Padfield (CP) [landowner]; James Firth (JF) [Strutt & Parker]; Steve Katesmark (SK) [Atkins]	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Brentwood Local Plan update.</li> <li>Brentwood Enterprise Park and Codham Hall North update</li> <li>Essex CC had a meeting on 28 January re speed limit issue on B186. Seems to be more support now than previously, but there are outstanding issues. Small strip of the road that would require speed reduction, which already has reduced speeds on other parts.</li> <li>St Modwen encouraged by the SBGC Vision principle to reduce speed limits.</li> <li>Lower Thames Crossing consultation recently published, closes on 23 March. Proposals include changes to allow for access off the B186 to compound south of BEP. Agreed that Brentwood BC, St Modwen and CP would liaise on content of representations ahead of deadline.</li> <li>St Modwen and the wider team are involved in ongoing discussion with LTC / Highways England.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>7. BBC presented SBGC vision principles and specific mitigation drawings</li> <li>8. Agreed that the principles of reduced speed limits and provision for pedestrians and cyclists are agreed. How this is achieved is open, Council proposals are an idea.</li> <li>9. Implications of LTC scheme discussed and potential compensation process for St Modwen and CP.</li> <li>10. M25 J29 scheme is required as result of whole of Brentwood allocations. (35% of residential allocation at Dunton and 65% elsewhere). Discussed contributions from all development being pooled for J29.</li> <li>11. Brentwood BC considering DfT/LTC and ECC funding sources. Brentwood BC looking at HIF funding and a formula equation moving forward.</li> <li>12. Interim step may be needed to enable development to be delivered, this needs to be discussed with Highways England. It is a risk for Brentwood Enterprise Park to wait for delivery and timing of mitigation if that means that occupation is limited by having to wait for this mitigation.</li> </ol>
2020-02-13	Dunton Hills Garden Village South Brentwood Growth Corridor Landowner meeting	Brentwood Borough Council, CEG representatives for Dunton Hills Garden Village	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Update provided on Local Plan and Transport Assessment, Noted that TA was issued to ECC</li> <li>2. For purposes of examination, DHGV looking to have an answer about how early phases of delivery can be delivered with capacity shown as a result of LTC. Application will then require a different approach in terms of longer-term impacts. Consideration of the Local Plan TA will be needed.</li> <li>3. Awaiting Vectos model to be validated/approved by Highways England. Once this is achieved technical data can be explained in a clearer way for everyone to understand.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[F] Lower Thames Crossing: discussion, outcomes and actions
				<p>4. Understanding that DHGV, EHH and West Horndon redevelopment would need to contribute to Station Road / West Horndon station improvements. Discussion about aim to bid for external funding to contribute to this (I.e. HIF).</p> <p>DHGV Masterplan Framework acknowledges through principles the importance of Station Road and station hub improvements and therefore contributions to that. Other listed items (A127 improvements, A128 walkability, B186 – less important to DHGV).</p>

## G. NHS Strategic Estates Group

Date	Purpose	Organisations	Strategic matters and topics discussed	[G] NHS Strategic Estates Group: discussion, outcomes and actions
Every Month	NHS Mid Essex Strategic Estates Group	NHS representatives from service delivery (GP, Emergency, hospital, etc) commissioning and estates, and representatives from all Essex boroughs	Health and Wellbeing Other	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. NHS Mid Essex Strategic Estates Group meet monthly to update on Local Plan process, development principles and health and wellbeing principles.</li> </ol>
2019-03-04	Strategic Estates Forum (NHS)	NHS, Brentwood Borough Council, CCG	Health and Wellbeing	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Updated NHS on Local Plan policies and focus on health and wellbeing in the draft Local Plan</li> <li>2. Provided update on timetable to LP submission</li> <li>3. Provided update on DHGV and approach for masterplan process which was about to start. Agreed to continue to involve and update NHS in process.</li> </ol> <p>No actions were taken from meeting</p>
2019-12-16	Strategic Estates Forum (NHS)	NHS, Brentwood Borough Council	Health and Wellbeing	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Update provided online to NHS regarding policy framework for DHGV, next steps of engagement through co-design for SPD.</li> </ol>



## H. Health Impact Assessment work

Date	Purpose	Organisations	Strategic matters and topics discussed	[H]. Health Impact Assessment work: discussion, outcomes and actions
2018-12-07	Local Plan Health Impact Assessment	Brentwood Health and Wellbeing Board	<div>Health and Wellbeing</div> <div>Other - Evidence</div>	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Following a meeting with Essex County Council, it was suggested that the Council undertake a Health Impact Assessment of the Local Plan policies to ensure health and wellbeing is embedded throughout the Plan. This assessment was undertaken in house. Following completion of the draft assessment a member from the planning policy team presented at the Health and Wellbeing Board explaining: <ul style="list-style-type: none"> <li>What a Health Impact Assessment is;</li> <li>Why the assessment was undertaken; and</li> <li>The methodology used to assess the policies.</li> </ul> </li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Members of the Health and Wellbeing Board were asked to review the HIA and provide comments back on what, if any changes were need to ensure it was robust.</li> </ol>

## I. Local Plan sport impact work

Date	Purpose	Organisations	Strategic matters and topics discussed	[ I ] Local Plan sport impact work: discussion, outcomes and actions
2019-08-01	Sports Playing Pitches Strategy Meeting	Sports England, Brentwood Borough Council	Green and Blue Infrastructure	1. <i>Not available.</i>
2018-08-28	Golf Course Needs Assessment	Golf England (on-going discussions)	Green and Blue Infrastructure Health and Wellbeing Other- Evidence	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>Due to comments received from the Local Plan Reg 18 consultation, Sport England raised objections to the development of Dunton Hill Garden Village due to the loss of the golf course, and the lack of evidence on a Golf Course Needs Assessment. The Council undertook an in-house Golf Course Needs Assessment and worked with Golf England and Sport England in the development of this work. The assessment concluded that there is sufficient 18-hole Golf Courses, however there will be a loss to entry level golf. The Council has been communicating with Golf England to determine how best to mitigate this loss. All communication to date has been over the phone, virtual meetings, or via email. The Council has started to draft a Statement of Common Ground which is expect to be signed once the mitigation feasibility assessment has been completed as requested by Sports England.</li> </ol>
2019-05-09 2019-09-25 2020-02-14 2020-06-24	Brentwood PPS Steering Group Meetings	Internal Council Officers (BBC); Sport England; Active Essex; Football Association;	Green and Blue Infrastructure Health and Wellbeing Other	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>Group meets twice a year to discuss the outcomes and actions identified in the PPS to ensure they are progressed and realized. This includes discussing Planning Policy matters, such as, but not limited to</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[ I ] Local Plan sport impact work: discussion, outcomes and actions
		Cricket Club; Hockey Club; Rugby Club;		<ul style="list-style-type: none"> <li>• Updates on the Local Plan process;</li> <li>• Council updates related to open spaces, playing fields, and playground improvements within the borough;</li> <li>• Local club updates i.e. new teams, facility needs, impact of COVID; and</li> <li>• Play pitch matters related to specific Local Plan sites such as Land North of Shenfield, Dunton Hills Garden Village</li> </ul>

## J. Early stage highways modelling discussion

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
2012-03-29	Transport Modelling Essex County Council (LDP)	Essex County Council, Brentwood Borough Council	Transport and Travel	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Agreed that Brentwood's historical housing completion oversupply likely meant BBC would only need to find supply for additional 5% in addition to five year supply, instead of 20%.</li> <li>2. BBC will identify and allocate 10 years worth of supply and justify not allocating for years 11-15 because of constraints, Green Belt etc. Commitment will be made to review Plan in order to identify for this period later.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Agreed that ECC would draw up a 'value' solution to modeling work.</li> </ol>
2012-07-02	Transport Modelling update meeting Essex County Council (LDP)	Essex County Council, Brentwood Borough Council	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. ECC assessment and survey work <ul style="list-style-type: none"> <li>• Initial access comments</li> <li>• Traffic data specification</li> </ul> </li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. PD will share recent allocations background paper with ECC – this gives a list of all sites being considered. Advised members would soon agree criteria for sites to be assessed against.</li> <li>2. Spatial Strategy to focus development centrally in the Brentwood urban area and at West Horndon as a transport centre. Noted that this option would still allow for housing</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<p>development for local needs in villages across the Borough – agreed that this will be small scale development not necessary to model.</p> <p>3. ECC can carry out an assessment (at no cost) for education needs once BBC have an agreed list of preferred allocations.</p>
2012-11-13	Transport Modelling update meeting Essex County Council (LDP)	Essex County Council, Brentwood Borough Council	Transport and Travel Education	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Sites have been shared with ECC for quick assessment of highways access, school places, distance to schools, financial contribution required for schools, and early years/childcare provision. This was an initial assessment of 21 sites, has since grown to 46 sites. More may be needed to be assessed depending on SA work etc.</li> <li>2. Transport Process suggested by ECC: <ul style="list-style-type: none"> <li>• Site assessment – comments on sites</li> <li>• Survey work – key junctions to have traffic counts</li> </ul> </li> <li>3. Transport specifics <ul style="list-style-type: none"> <li>• Mountnessing roundabout and A12</li> <li>• M25 works site</li> <li>• West Horndon and A127</li> </ul> </li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Set out phasing of potential new allocations – first 5 years or years 5-15.</li> </ol>
2012-12-17	Highways modelling DtC meeting	Brentwood Borough Council ECC; Chelmsford CC	Transport and Travel	<i>Meeting notes are not available</i>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
2012-12-18	Transport Modelling update meeting Essex County Council (LDP)	Essex County Council, Brentwood Borough Council	Transport and Travel Housing and Gypsy and Travellers Sites Other	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Transport capacity – Essex CC traffic survey and transport modeling update</li> <li>2. Emerging housing and employment strategy update</li> </ol>
2017-12-13	Transport Evidence Base meeting Essex County Council	Essex County Council, Brentwood Borough Council, Highways England	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>1. Discussion around issues with PBA transport work and next steps.</li> <li>2. ECC's preferred approach to highway modelling and supporting the LP process discussed.</li> <li>3. ECC have no budget remaining within this financial year. Could pay for person to attending scoping meeting in January however moving forward the Borough would need to fund any further input.</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>1. Need to make sure base model agreed</li> <li>2. Need to assure assumptions are correct</li> </ol>
2018-03-20	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<b>Discussion:</b> <ol style="list-style-type: none"> <li>1. Discussion around Crossrail consideration, Highways England involvement, Sustainable Transport approach and work programme.</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>1. ACTION: ECC &amp; Jacobs to provide comments on PBA brief before BBC sign-off - MR to chase and collate</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>ACTION: ECC &amp; Jacobs to review whether proposed junctions are sufficient and feedback - PG to speak with JW</li> <li>ACTION: PD to send MR Greater Anglia plans for options to deck Hunter Avenue car park</li> <li>ACTION: BG to send information on Warley Road/A127 junction improvements (funded) (plus other unfunded schemes at Halfway House and A127) - MR to check with BG</li> </ol>
2018-03-27	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>ECC noted that only modelling mitigation impacts need to be considered that come into force within plan period.</li> <li>Discussion around interchange study needing to be carried out.</li> <li>Discussion about green links to West Horndon and Laindon from DHGV (ECC comment)</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>ACTION: BG to chase Mark Robinson (ECC) on providing ECC &amp; Jacobs comments on PBA brief before BBC sign-off.</li> <li>ACTION: BG to send information on Warley Road/A127 junction improvements (funded) (plus other unfunded schemes at Halfway House and A127) BG waiting for approved drawings to be sent over for Warley Road/A127 and Halfway House. Nothing has been confirmed yet for the Fortune of War roundabout.</li> </ol>
2018-04-04	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>ECC noted that only modelling mitigation impacts need to be considered that come into force within plan period.</li> <li>Discussion around interchange study needing to be carried out.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<p>3. Discussion about green links to West Horndon and Laindon from DHGV (ECC comment)</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. ACTION: BG to chase Mark Robinson (ECC) on providing ECC &amp; Jacobs comments on PBA brief before BBC sign-off.</li> <li>2. ACTION: BG to send information on Warley Road/A127 junction improvements (funded) (plus other unfunded schemes at Halfway House and A127) BG waiting for approved drawings to be sent over for Warley Road/A127 and Halfway House. Nothing has been confirmed yet for the Fortune of War roundabout.</li> </ol>
2018-05-01	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. It was agreed that Highways England would appreciate more updated on Dunton Hills Garden Village.</li> <li>2. Update that Brentwood BC met with C2C to discuss West Horndon Station and station upgrade options.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. ECC to talk to Passenger Transport Team (ECC) to discuss wider impacts on public transport.</li> <li>2. ACTION: JB to provide Thurrock contacts that the PBA brief can be shared with. Rest of group to provide any further contacts from other adjoining authorities.</li> <li>3. ACTION: DU to contact David Sprunt (ECC). JB confirmed that with regards to modelling on J29 of M25 none has been done apart from the regional model. MN explained that more information may be available from Epping Forest work.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				ACTION: JB to chase Joanna Perdigoto to see if any J28 modelling work can be shared with PBA.
2018-05-08	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. PBA presented latest update on TA modelling.</li> <li>2. Discussion around provision of more detail on employment site assumptions to clearly explain how trips have been calculated from jobs using NTS, circulate this information to the group specifically for Jacobs (JW) (ECC consultants) to review</li> <li>3. Discussion about neighbouring authorities' growth data and how this is taken into account. Noted that data can be relied upon for all adjoining authorities (in terms of whether there is an impact that needs to be taken into account or not), except Thurrock. Discussion about whether potential for growth uplift in Thurrock (although sites will not be identified for some time) could be added as a sensitivity test in addition to background growth.</li> <li>4. If any additional surveys are required they will need to be undertaken before July.</li> <li>5. Discussion about junction modelling assumptions.</li> <li>6. CJ suggested it would be better to have a more consistent approach to each of the junctions, as the current approach seems to subjective.</li> <li>7. PBA (PG) and Jacobs (JW) to discuss way forward and consider junction by junction approach.</li> <li>8. Mention made that continuous counter data was not available, but CJ advised some is available for Shenfield and will share with PBA.</li> <li>9. Lack of data for Lower Thames Crossing</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Follow up Thurrock for agreement of baseline assessment</li> <li>2. Discussion about sustainable transport mitigation measures. ECC/Jacobs advised to look at Basildon mitigation methodology recently completed (and Braintree from some time ago).</li> <li>3. ACTION: Provide updated list of issues from 2016 with a 2018 update in order to provide new baseline for what is agreed and what issues remain to be dealt with.</li> </ol> <p>ACTION: PG to update methodology brief, to clarify in light of confusion about use of NTS trip rates and not TRICS.</p>
2018-05-15	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. BBC to add meetings with adjoining unitary authorities (Havering, Thurrock) plus briefing for adjoining districts (Basildon, Chelmsford, Epping Forest – where ECC is Highways Authority) to the work programme. Meetings to take place once progress has been made on modelling results.</li> <li>2. Brendan Johnston (ECC) provided views on junctions that had been proposed to be excluded, with a view to add certain junctions back in to the modelling work.</li> <li>3. PBA are to review work according to new junctions added.</li> </ol> <p><b>Actions:</b></p> <p>PBA to commission count survey for J29 Survey</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
2018-02-27	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Previous information/correspondence <ul style="list-style-type: none"> <li>• a. PBA circulated pack of information following meeting on 7 February 2018.</li> <li>• b. Confirmed the majority and last correspondence as part of the pack dated from 2016.</li> <li>• c. Receipt confirmed by ECC and Jacobs.</li> </ul> </li> <li>2. Traffic count data <ul style="list-style-type: none"> <li>• a. ECC circulated weblink for latest traffic count data, provided by Essex Highways.</li> </ul> </li> <li>3. Proposed junctions <ul style="list-style-type: none"> <li>• b. Jacobs to provide traffic calibration once junctions agreed (traffic master plots).</li> </ul> </li> <li>4. Modelling brief <ul style="list-style-type: none"> <li>• a. PBA have issued BBC with a revised brief for future work.</li> <li>• b. Brief includes proposal to aggregate zones.</li> </ul> </li> <li>5. Next steps – sustainability and public transport <ul style="list-style-type: none"> <li>• DUP to begin looking at strategy and options.</li> </ul> </li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. PBA to use the link and submit request for data required, expected by end of week.</li> <li>2. ECC/Jacobs to review whether proposed junctions are sufficient and feedback.</li> <li>3. BBC to circulate latest PBA brief for comment before BBC sign-off.</li> <li>4. ECC to provide weblink to Essex PT information (bus routes etc).</li> </ol>

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2018-05-22	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. MR to provide feedback on long term strategic objectives of ECC Passenger Transport Team after teleconference.</li> <li>2. PG to issue a note once discussion with JW on junctions modelling assumptions has concluded.</li> </ol> <p>Confirmation there is no recent modelling for J29 available and any work produced by LTC team is embargoed.</p>
2018-05-29	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Long term strategic objectives of ECC Passenger Transport Team provided</li> <li>2. PG has issued a revised note to JW who will review and come back on any questions raised</li> <li>3. PBA commissioning Advanced Transport Research (ATR) to undertake surveying at M25 J29. Brief and technical summary to be sent to JW and HE outlining dates, length of time of the proposed surveys and overall approach to be taken.</li> </ol>
2018-06-07	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Outputs for employment trips discussed, which require some sensitivity testing to allow for margins of error – likely to be a topic at examination. Agreed that the methodology used is very similar to TRICS/tempo trips, and PBA growth based on NTS trip rates are higher than TRICS. Discussion that this seemed to be robust</li> <li>2. observed some inconsistencies where using TEMPRO and observed data.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>Discussion that observed data should be used where possible, TEMPRO is fine if observed data is not available.</li> <li>JW asked if blocking back from neighbouring junctions had been considered here considering Wilson's Corner? PBA to check how it was modelled.</li> <li>LINSIG traffic count data is available for J28 and can be provided, although not the VISIM model because they are waiting for Lower Thames Crossing data. LINSIG provides some inputs for the VISSIM. This will provide forecast models according to the approved redevelopment scheme at J28, which will form the base for PBA model.</li> <li>ATR are undertaking count and have committed to turning around data in time.</li> <li>Atkins/Ardent have undertaken work for Brentwood Enterprise Park from 2013 – Transyt model was signed off by HE for addendum report for TA. PBA to request the model from Atkins (on behalf of St Modwen) – data is too old, hence the need for new surveys.</li> <li>Discussion about sustainable transport work BBC is progressing. Will need sign-off from Councillors and senior officers (BBC &amp; ECC). BBC to share data.</li> </ol>
2018-06-12	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Technical reports likely to be reviewed by Atkins or WSP on behalf of HE. Reports to be issued by PBA to JB by 22nd July</li> <li>Standard guidance to be looked at by PBA then offline discussion with DU and Jacobs to address further issues such as accident data, sustainable transport mitigation (assumptions and manipulation of trip rates).</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<b>Actions:</b> ECC review sustainable transport work sent through by DU with colleagues and decide when best to engage ECC Members.
2018-06-19	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>BP confirmed that local junction modelling results taking account of peak spreading will be issued.</li> <li>PD has chased Brentwood Enterprise Park site promoters to gain access to J29 model produced by their consultants Atkins. BP is also chasing for this information.</li> <li>BBC provided an overview of the sustainable transport measures being looked at including walking and cycling. Legible London principles can be used to improve wayfinding. One of the key issues for the area is dealing with school traffic during am and pm peaks. Developing ideas to create pick up and drop off areas to reduce car traffic in the Town Centre. Methods for dealing with air quality issues, such as Wilsons Corner, are also being looked at.</li> </ol> <b>Actions:</b> <ol style="list-style-type: none"> <li>BBC workshop on sustainable transport methods will be carried out week commencing 02/07.</li> </ol>
2018-06-26	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>PBA were on track to issue methodology by the end of the week. Currently reviewing some aspects of the methodology before issuing;</li> <li>BBC set out that he has worked up options and sub-options for sustainable transport mitigation measures. Key area is the links</li> </ol>

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				<p>between Brentwood Enterprise Park and Dunton Hills Garden Village with West Horndon Station. Further discussions with C2C are required.</p> <p>3. BBC confirmed that the M25 J29 counts have taken place last week, results should be received by next week.</p> <p><b>Actions:</b></p> <p>1. ACTION: PBA to issue methodology by 29/06 to all parties.</p> <p>2. ACTION: Sustainable transport workshop to be held on Wednesday 4th July at PBA's offices in London. Invitations to be sent to JW and MR, teleconference facilities to be arranged if cannot attend in person.</p> <p>3. MR to decide when best to engage ECC Members on sustainable transport mitigation. Consideration to be given on how this can be carried out jointly with BBC members.</p>
2018-07-10	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Discussion:</b></p> <p>1. BBC outlined that the initial outputs from the modelling report indicated that there is a substantial increase in the flows of traffic. Other Local Plan growth has been incorporated into the baseline up to 2034. The baseline is currently shown without Local Plan proposed development. Local Plan growth is relatively low compared to baseline. Does not include sustainable transport measures.</p> <p>2. Figures will be adjusted to take into account new count data for M25 junctions.</p> <p>3. The traffic flows are currently shown as being unconstrained, this assumes all journeys are going where they want to without reacting to congestion.</p>

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				<ol style="list-style-type: none"> <li>BBC explained that in regards to the previous M25 widening projects these have been carried out in order to reduce congestion not create additional capacity.</li> <li>JW explained that there needs to be some form of route assignment. Additional assessments needed to get a realistic view of what junctions will look like.</li> <li>BBC outlined that the mitigation measures cover areas such as the need to create an interchange at West Horndon station. This is important to be able to absorb proposed development at Dunton Hills, West Horndon, Brentwood Enterprise Park and Childerditch Industrial Estate. There are ongoing discussions with C2C who have shown interest in developing an interchange.</li> <li>BBC journeys to schools in the Brentwood main urban area at am/pm peaks is causing a lot of issues in creating congestion and air pollution.</li> <li>BBC has prepared a strategic approach on West Horndon interchange proposals to be sent over to MR who can share with colleagues. DU will also need a separate conversation with C2C.</li> <li>BBC has looked at how a new road layout could be implemented for the corner of St Mary's Lane and Station road which would allow for access to the site development site</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>BBC to forward over most recent redevelopment proposals for West Horndon industrial estate.</li> </ol>
2018-07-17	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>BBC to check that updated methodology paper and outputs has been circulated to everyone who requires it.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
		consultants, Highways England		<ol style="list-style-type: none"> <li>ECC outlined some additional points which need to be added to the 2016 issues log. These included taking into account the impact of Crossrail and in particular how it could affect travel patterns around Brentwood and Shenfield stations.</li> <li>BBC explained that the mitigation for Dunton Hills is going to focus on mitigation at West Horndon by creating a sustainable transport hub.</li> <li>ECC set out that there is a danger in only showing 1 access point at Dunton Hills when it is more likely to be 2 or 3. Could overlap or underplay impacts if not correct.</li> </ol> <p><b>Actions:</b></p> <p>BBC and ECC to arrange workshop in next few weeks to cover modelling outcomes.</p>
2018-08-14	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>BBC have included within the report details of several projects and how they have been addressed in the modelling. This includes Crossrail, Lower Thames Crossing etc. Will need to monitor the impact of Crossrail possibly through surveys which will need to be paid for.</li> <li>BBC highlighted concerns over the significant capacity issues set out in the draft report particularly at J28 and J29 of the M25.</li> <li>ECC explained that there is a real world limit to the am/pm peak junction capacity. Beyond a certain point there will be journey reassignment onto other roads.</li> <li>ECC outlined that if new bus services are to be provided for areas such as Dunton that these will need to be high frequency at the beginning of development (3-5 years) to ensure good usage. This will also need to be balanced with trying to discourage car use. There will need to be appropriate funding in place to establish this. Risk that if the service is not being used</li> </ol>

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				<p>at the end of the funding period and cannot be supported alone by fares it will not continue.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. BBC to establish where traffic from proposed sites is assumed to access the road network.</li> <li>2. ECC to confirm how proposed junction improvements for A127/A128 which are currently not confirmed and confidential can be reflected in the modelling work.</li> </ol>
2018-08-21	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council consultants, Highways England	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Ongoing discussion on draft modelling report</li> <li>2. Discussion on how travel choice should be addressed in transport modelling.</li> <li>3. BBC will set out in the next iteration of the methodology and outputs report how the Omnitrans model is fit for purpose</li> <li>4. ECC outlined concerns on how realistic the sustainable transport measures are e.g. school drop off areas in terms of available land and funding.</li> <li>5. BBC explained that once the Local Plan is adopted it would be subject to an early review period. Policies and the Infrastructure Delivery Plan would require monitoring.</li> <li>6. BBC explained that the LTC team at HE have recently been in contact with BBC to discuss and share early outputs from their modelling work. This cannot currently be shared as provided on a commercially confidential basis</li> </ol>
2018-08-28	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>7. BBC circulated version 1.7 of the modelling report on 14th August which was superseded by version 1.9 on 23rd August.</li> </ol>

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		consultants, Highways England		<p>8. ECC has reviewed version 1.7 of the report and prepared comments which form the basis of discussions</p> <p>9. ECC – The presentation of base year trip generation calculations comes across in a very technical manner. This needs to be clearer for members of the public. Should show how the modelling has been approached on a step-by-step basis with a logical explanation. A simple flow chart showing how the trip generation values have been arrived at would be useful.</p> <p><b>Actions:</b></p> <p>3. BBC to include within modelling report an explanation of how the current approach has been arrived at and links to previous modelling work.</p> <p>4. BBC to clearly set out within the modelling report the difference between background and Local Plan growth and the effects on the strategic and local road network.</p> <p>5. BBC to provide explanation as how the impact of Lower Thames Crossing and Crossrail has been taken into account. A sensitivity test should be applied.</p> <p>6. BBC to set in a separate chapter/section the development flows from surrounding areas and how they move through Brentwood.</p> <p>7. BBC to check if school drop off zones could be factored in as a sensitivity test.</p> <p>8. BBC to present assumed development flows on a site by site basis in the form of maps and figures.</p>
2018-09-18	Transport Evidence Base Telecon Essex County Council	Essex County Council, Brentwood Borough Council + associated Council	Transport and Travel	<p><b>Outcomes:</b></p> <p>1. BBC as a priority to create and explain simply, a logical further step in the modelling appraisal methodology to deal with the unrealistic impact that background growth numbers are having</p>

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		consultants, Highways England		<p>on junctions within the model. It was discussed that the physical capacity of the junctions makes the table in the Transport Assessment (TA) insufficient. In effect BBC need to represent a fixed demand approach as if it were a variable approach. The additional method step they create will need to be a constant that can be applied to all junctions as required within the TA.</p> <ol style="list-style-type: none"> <li>2. ECC advised that the School Clear Zone mitigation proposals should be represented as a sensitivity test rather than being applied as a direct Local Plan mitigation as currently within the TA. As BBC are still to confirm political backing for the mitigation measure, making it a sensitivity test to demonstrate its impact will give Brentwood Councillors the option to introduce it, rather than having to consult on it fully as part of Local Plan Regulation 19 stage.</li> <li>3. PBA/BBC/DUP to revise the mitigation proposal for West Horndon Interchange removing all references to development in Thurrock Borough. BBC/DUP confirmed that the full solution to a new station option arose from a meeting with c2c rail, when dealing with Brentwood and Thurrock growth was requested. The development proposed in the Brentwood Local Plan does not require the construction of a new station as per the final Option stage – but only the changing the current station and car park to increase the Gate-line numbers and improve the interchange from bus, cycle and walking to encourage modal shift to sustainable transport.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[J] Highways modelling: discussion, outcomes and actions
				<b>Actions:</b> <ol style="list-style-type: none"> <li>BBC to ensure that all proposed TA mitigations costs are clearly represented in the Infrastructure Delivery Plan (IDP) and that individual site allocation land use policies within the Local Plan are directly tied back to the infrastructure needs identified to impact them and require contributions from them in the TA.</li> </ol>
2019-03-12	South Brentwood Growth Corridor Strategic Sites Meeting – DHGV and Brentwood Enterprise Park	Brentwood Borough Council, Dunton Hills Garden Village Representatives, Brentwood Enterprise Park Representatives	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>General discussion on and update on: Brentwood Transport Assessment, Update from Brentwood Enterprise Park [St Modwen and consultants], Update from Dunton Hills Garden Village, Core sustainable transport measures in southern growth corridor, West Horndon Station interchange (including costs, timeline of delivery, etc), Implications of Lower Thames Crossing, Implications of South Essex 2050 work and Joint Strategic Plan on lifetime of Brentwood Local Plan and project delivery.</li> </ol>
2020-03-23	Childerditch Industrial Estate South Brentwood Growth Corridor Landowner meeting	Childerditch Industrial Estate representatives, Brentwood Borough Council	Transport and Travel	<b>Outcomes:</b> <ol style="list-style-type: none"> <li>Update provided on Local Plan and Transport Assessment, Noted that TA was issued to ECC</li> <li>Site is the most remote in the corridor from a transport connectivity perspective. There is an identified need to work through how buses and/or Demand Responsive Transport (DRT) can access site, which the SBGC work sets out a vision for.</li> <li>Confirmed that the landowner can provide required land for mitigations proposed (walking/cycling provision etc).</li> </ol>

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				<ol style="list-style-type: none"> <li>Discussed that bus penetration is difficult because of left-in and left-out site access arrangement at the A127.</li> <li>Mitigations along the A127 at the B186 (Warley Street) and A128 (Halfway House junction) will likely be majority funded by developments nearby</li> <li>Discussion about the proposal for a signalised junction option presented in the SBGC work at the site entrance</li> <li>The Council is working with Essex County Council and the A127 Economic Task Force to consider funding options in addition to developer contributions</li> </ol>
2020-03-24	West Horndon Industrial Estate South Brentwood Growth Corridor Landowner meeting	West Horndon Industrial Estate representatives, Brentwood Borough Council	Transport and Travel	<p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>Update provided on Local Plan and Transport Assessment, Noted that TA was issued to ECC</li> <li>Land promoters update</li> <li>Sustainable design and integration compliance – issues &amp; opportunities</li> <li>Infrastructure Delivery Plan costs – contribution and apportionment</li> </ol>

## K. Epping Forest cooperative DtC meetings – held quarterly (incorporates North Essex boroughs, East Herts and Harlow)

Brentwood representatives have engaged with EFDC and other LPAs in the Cooperation for Sustainable Development Board meetings (North Essex/East Herts) to maintain on-going dialogues and to work together on cross-boundary matters. Brentwood also has observer status for the Epping Forest Special Area of Conservation Habitat Regulation Assessment meetings.

The purpose of the Cooperation for Sustainable Development Board quarterly meetings are:

- To update the group on Local Plans process
- To discuss cross-boundary strategic matters including GTAA, Epping Forest Special Area of Conservation', highways, water cycle, RAMS
- To develop an MoU to manage impacts of growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation
- To develop an MoU on distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area
- To develop an MoU on distribution of Objectively Assessed Employment Need across the West Essex-East Hertfordshire Functional Economic Market Area
- To update on Harlow and Gilston Garden Town projects

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
2018-01-10	Co-op Officer Group Meeting (North Essex/East Herts)  Purpose: as above	Epping Forest DC East Herts Harlow ECC ECC Uttlesford Chelmsford Brentwood Garden Town Team Broxbourne Highways England	Housing and Gypsy and Travellers Sites  Green and Blue Infrastructure  Transport and Travel  Other - DtC	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Draft notes of previous meeting – including review of action points.</li> <li>3. Updates on Local Plans</li> <li>4. Employment MoU</li> <li>5. Update on MoUs <ul style="list-style-type: none"> <li>- 'Managing the Impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation' Memorandum of Understanding – development of an action plan</li> <li>- Update of Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area MoU</li> <li>- Employment</li> </ul> </li> <li>6. Other cross-boundary/strategic matters: <ol style="list-style-type: none"> <li>a. GTAA</li> <li>b. Update on capacity of waste water infrastructure in the Greater Harlow area up to 2033</li> <li>c. Princess Alexandra Hospital</li> <li>d. Highways and Transportation, including HIF bid</li> </ol> </li> <li>7. Community-led housing update for Feb GT Member Board meeting</li> <li>8. Harlow and Gilston Garden Town project update <ul style="list-style-type: none"> <li>- AMUP Spatial Vision and Design Charter</li> <li>- Sustainable Transport Corridor</li> <li>- Quality Review Panel</li> <li>- Project Director</li> <li>- Planning and Delivery Fund</li> </ul> </li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<p>9. 'Difficult issues' for discussion at Member Board meeting (list attached)</p> <p>10. Items for Co-op. Member Board 22 January 2018</p> <ul style="list-style-type: none"> <li>- Update on HIF bids</li> <li>- Draft Employment MoU for discussion</li> <li>- Update on MoUs</li> <li>- Other cross-boundary strategic matters</li> <li>- Feedback from East Herts examination</li> <li>- Feedback from Redbridge examination</li> <li>- Garden Town update</li> <li>- 'Difficult issues' to be added to agenda for discussion?</li> <li>- Other items?</li> </ul> <p>11. Items for Garden Town Co-op Board 22 January 2018</p> <ul style="list-style-type: none"> <li>- Update on current projects (see item 4)</li> <li>- Rescheduled Garden Town Member Board workshop – 8 February 18.30 EFDC</li> <li>- Approach to Garden Town delivery (23 February meeting) and officer level processes</li> <li>- Update on Project Director post</li> <li>- Update on Planning and Delivery Fund bid</li> <li>- Any Garden Town issues from the 'difficult issues' list to be added to the agenda for discussion?</li> <li>- Waste Water Infrastructure Needs and planned growth</li> <li>- Other items?</li> </ul> <p>12. A.O.B.</p> <p>13. Future Co-op Officer meeting dates</p>
2018-02-08	Co-op Officer Group Meeting (North Essex/East Herts).	Epping Forest DC East Herts Harlow	Housing and Gypsy and Travellers Sites	<p><b>Discussion, outcomes and actions:</b></p> <p>1. Apologies</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
	Purpose: as above	<p>ECC</p> <p>ECC</p> <p>Uttlesford</p> <p>Chelmsford</p> <p>Brentwood</p> <p>Garden Town Team</p> <p>Broxbourne</p> <p>Highways England</p>	<p>Green and Blue Infrastructure</p> <p>Transport and Travel</p> <p>Other - DtC</p>	<p>2. Draft Notes of previous meeting (10 January) – including review of action points</p> <p>3. Updates on Local Plans</p> <ul style="list-style-type: none"> <li>- Brentwood: Currently undertaking a site focussed Regulation 18 consultation – closing date 18 March, but are happy to be flexible with late submissions.</li> <li>- Chelmsford: The Local Plan is currently on Regulation 19 consultation, which closes 14 March. A duty to cooperate meeting will be held in early March. The aim is to submit the Plan in June, with hearings potentially in the Autumn.</li> <li>- Harlow: Plan agreed at Cabinet for Regulation 19 consultation - commencing in March. The Council is awaiting technical evidence including Systra work on the Sustainable Transport Corridors. Harlow Town Centre Area Action Plan Issues &amp; Options consultation is also due to commence in March.</li> <li>- East Herts: The last examination hearing session took place last week, which was a joint session with Welwyn Hatfield, which ran until 7pm. The modifications have been agreed with the Inspector and were taken to an extraordinary meeting of Full Council on 6 February – Full Council agreed consultation on the proposed modifications from 15 February to 29 March. The Inspector's report is expected at the end of April. The Inspector has asked officers to prepare a note on viability, along with a number of other issues to explain the situation if the Welwyn Hatfield part of the site were not to come forward.</li> <li>- Uttlesford: Continuing to build on the evidence to help fill gaps in order to get to Regulation 19 stage – it is anticipated that Regulation 19 consultation will commence in June.</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- Broxbourne: Regulation 19 consultation has closed. The Plan will be submitted in March.</li> <li>- EFDC: Regulation 19 consultation has recently closed – just over 1,000 responses received. Submission in March. The most recent development is that the Council has received a notice for judicial review to prevent submission – top Barristers are acting for anonymous developers.</li> </ul> <p>4. Employment MoU</p> <ul style="list-style-type: none"> <li>- It was noted that it had been agreed at the Garden Town Officer Group meeting which directly preceded this meeting that some further work would be carried out before progressing the MoU.</li> <li>- It was agreed that a separate meeting will be held on this as the FEMA includes Uttlesford in addition to the Garden Town authorities.</li> </ul> <p>5. Update on other MoUs</p> <ul style="list-style-type: none"> <li>- Managing impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation' Memorandum of Understanding – development of an action plan</li> <li>- The group was advised by EFDC officers that a meeting is taking place on 21 February with Natural England – with a focus on Natural England's comments to EFDC's Regulation 19 comments, in respect of air quality impacts on the Forest.</li> <li>- Claire Stuckey advised that Chelmsford Council is preparing a RAM Recreation and Management Strategy -</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<p>Natural England are involved in this and Officers anticipate that Natural England will be pleased with progress.</p> <ul style="list-style-type: none"> <li>- JW informed the group that Brentwood have published their HRA which includes reference to EFDC.</li> <li>• Update of Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area MoU <ul style="list-style-type: none"> <li>- No update. However, Claire Sime suggested there may be a desire to look at updating this MoU in the near future - particularly relevant for EFDC and Harlow with the upcoming submission of respective Local Plans.</li> </ul> </li> </ul> <p>6. Other cross-boundary/strategic matters:</p> <ul style="list-style-type: none"> <li>• GTAA <ul style="list-style-type: none"> <li>- Close to getting a final report – EFDC have provided comments on draft. The timetable for the additional transit sites work is unknown. Uttlesford were coordinating this work, but Essex County Council has taken on that task.</li> <li>- ACTION: DS to find out who the contact for the Transit Site work is and report back to the group.</li> </ul> </li> <li>• Water cycle <ul style="list-style-type: none"> <li>- VF advised that JBA have been appointed to undertake this work - a meeting with the statutory bodies has been held, which was very helpful. A draft final report is expected in May. There will be some information from the work that will be relevant to other authorities because it looks at Rye Meads – Harlow officers will keep the group updated. VF advised that the Council hasn't paid the EA anything for their attendance at the first meeting, but it is likely that it will be necessary to pay them for future involvement.</li> </ul> </li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>Princess Alexandra Hospital               <ul style="list-style-type: none"> <li>The group was advised that a workshop is taking place on 27 February to improve understanding between local government officers and health professionals.</li> <li>In terms of the hospital relocation specifically – DS advised PAH have appointed transport planners in the last week, which will inform work on identifying a preferred and reserve location for a new hospital.</li> <li>ACTION: SP to contact Marc Davis to find out when their planning consultants will be attending another GT officer group.</li> </ul> </li> <li>Highways               <ul style="list-style-type: none"> <li>DS advised that there has been no HIF decision and that this is now expected in March.</li> <li>DS advised that if the original date for submission of outline business cases for successful bids remains (September 2018) – what was already a challenging timescale will become incredibly challenging.</li> <li>No update from Highways England</li> <li>M11 J7a – ECC's conversations ongoing with the landowners, but confident will be open by mid-2021, irrespective of those conversations.</li> <li>M11 J8 – ECC are looking to make a start this year on the interim scheme and are working with Highways England on the longer term solution.</li> <li>MN advised that a decision on access from the back of the services is expected imminently.</li> </ul> </li> </ul> <p>7. Community-led housing presentation for Co-op Member Board meeting</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- ABC advised that there was a meeting yesterday on community-led housing. A presentation of the final work was due to go to the February Board meeting, but it was felt that more work is needed, and so it is best to defer the presentation to the Board.</li> <li>- The consultants may be looking for additional budget to cover the additional work requested.</li> <li>- It was noted that no Uttlesford planners attended the community-led housing meeting and it was stressed that it is very important that they do, as has implications for the direction of the work.</li> </ul> <p>8. Harlow and Gilston Garden Town project update</p> <ul style="list-style-type: none"> <li>- QRP – Peter Maxwell, Director of Design at the London Legacy Development Corporation has been appointed as Chair of the Panel. Peter is a qualified planner and architect. 17 additional multidisciplinary professionals have been appointed to the Panel – a very strong Panel. The induction meeting for the Panel will take place on Monday 19 February.</li> <li>- Spatial Vision – Allies and Morrison are currently working on the draft final report, which is due to be issued soon. AMUP will be attending the Developer Forum on 26 February to update/engage with developers. Once reviewed by officers, the report will be taken to the Quality Review Panel – need to inform Frame, the QRP consultants, if the work will be ready to go to the first QRP date – 22 March 2018.</li> <li>- Sustainable Transport Corridor Study – Systra are currently working on the draft final report, which is due to be issued</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<p>soon. Systra will also be attending the Developer Forum on 26 February to update/engage with developers. Once reviewed by officers, the report will be taken to the Quality Review Panel – need to inform Frame, the QRP consultants, it is not likely that this work will be ready to go to the 22 March QRP.</p> <ul style="list-style-type: none"> <li>- Planning Delivery Funding – no announcement yet (was expected at the end of January)</li> </ul> <p>9. 'Difficult issues'</p> <ul style="list-style-type: none"> <li>- A position statement was prepared ahead of the January Member Board meeting, but the item was deferred.</li> <li>- CH advised that there is a need to address this a different way and that the issues identified can be picked up under the Garden Town workstreams and can then be added to a risk register.</li> <li>- Officers agreed this was a better approach - Harlow Officers to check Cllr Purton is comfortable with this.</li> <li>- ACTION: Harlow Officers to check Cllr Purton is comfortable with the suggested revised approach to tackling the difficult issues previously identified.</li> </ul> <p>10. Items for Co-op. Member Board 19 February 2018</p> <ul style="list-style-type: none"> <li>- Following discussion, it was agreed to cancel the February Co-op Member Board meeting, subject to the Chair's agreement, given that there were no pressing/substantive agenda items.</li> <li>- ACTION: Harlow Officers to confirm with SP once Cllr Purton has agreed cancellation &amp; SP to send meeting cancellation to Board.</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<p>11. Items for Garden Town Co-op Board 19 February 2018</p> <ul style="list-style-type: none"> <li>- T.B.C. - dependant on outcome of workstreams.</li> </ul> <p>12. A.O.B.</p> <ul style="list-style-type: none"> <li>- PB asked if the group had an appetite to respond to the London Plan.</li> <li>- DS advised that he would circulate ECC's draft response to the London Plan - others to also share draft responses.</li> <li>- ACTION: DS to send SP a copy of ECC's draft response to the London Plan &amp; SP to circulate when received.</li> <li>- ABC advised that Regeneris have been appointed by the LCSS to prepare a response for the five authorities and suggested that it may be better for officers to feed into that work and submit that single response. ABC to pass on key contacts for core group to Regeneris – Regeneris will contact officers for input.</li> <li>- CS advised that she had a copy of the LGAs draft response to the London Plan consultation and could circulate to the Board for info.</li> <li>- ACTION: ABC to pass on officer contact details to Regeneris to enable LPAs to feed into the LSCC joint response to the draft London Plan consultation.</li> <li>- ACTION: CS to send draft LGA London Plan consultation response to SP &amp; to SP to circulate</li> </ul> <p>13. Future Co-op Officer meeting dates</p>



Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
2018-03-15	Co-op Officer Group Meeting (North Essex/East Herts).  Purpose: as above	Epping Forest DC Harlow East Herts Uttlesford Broxbourne Chelmsford Redbridge Havering City of London Waltham Forest Enfield Hertfordshire ECC Haringey Homes England Lee Valley Park GLA TfL Highways England Natural England	Housing and Gypsy and Travellers Sites  Green and Blue Infrastructure  Transport and Travel  Other - DtC	<b>Agenda:</b>  1. Apologies 2. Draft notes of previous meeting (8 February) – including review of action points. 3. Updates on Local Plans 4. Update on MoUs a. 'Managing the Impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation' Memorandum of Understanding – development of an action plan b. Employment MoU c. Update of Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area MoU 5. Other cross-boundary/strategic matters: a. GTAA b. Update on capacity of waste water infrastructure in the Greater Harlow area up to 2033 c. Princess Alexandra Hospital d. Highways and Transportation, including HIF bid 6. Community-led housing presentation for Co-op Member Board meeting 7. Harlow and Gilston Garden Town project update 8. Items for Co-op. Member Board 19 February 2018 a. Community led housing work presentation b. Garden Town update c. Update on HIF bids d. Update on other MoUs e. Other cross-boundary strategic matters f. Feedback from East Herts examination

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				g. Other items? 9. A.O.B. 10. Future Co-op Officer meeting dates
2018-04-18	Co-op Officer Group Meeting (North Essex/East Herts).  Purpose: as above	Epping Forest DC East Herts Harlow ECC ECC Uttlesford Chelmsford Brentwood Garden Town Team Broxbourne Highways England	Housing and Gypsy and Travellers Sites Green and Blue Infrastructure Transport and Travel Other - DtC	<b>Agenda:</b>  1. Apologies 2. Draft notes of previous meeting (15 March) – including review of action points. 3. Updates on Local Plans 4. Update on MoUs <ul style="list-style-type: none"> <li>a. 'Managing the Impacts of Growth across the West Essex/East Herts HMA on Epping Forest Special Area of Conservation' Memorandum of Understanding – development of an action plan</li> <li>b. Employment MoU</li> <li>c. Update of Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area MoU</li> </ul> 5. Other cross-boundary/strategic matters: <ul style="list-style-type: none"> <li>a. GTAA</li> <li>b. Update on capacity of waste water infrastructure in the Greater Harlow area up to 2033</li> <li>c. Princess Alexandra Hospital</li> <li>d. Highways and Transportation, including HIF bid</li> </ul> 6. Community-led housing presentation for Co-op Member Board meeting 7. Harlow and Gilston Garden Town project update 8. Items for Co-op. Member Board 30 April 2018 <ul style="list-style-type: none"> <li>- Garden Town update</li> <li>- Update on HIF bids</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- Update on other MoUs</li> <li>- Other cross-boundary strategic matters</li> <li>- Feedback from East Herts examination</li> <li>- Other items?</li> </ul> 9. A.O.B. 10. Future Co-op Officer meeting dates
2018-06-06	Co-op Officer Group Meeting (North Essex/East Herts).  Purpose: as above	Epping Forest DC East Herts Harlow ECC ECC Uttlesford Chelmsford Brentwood Garden Town Team Broxbourne Highways England		<i>Meeting notes are not available.</i>
2018-02-20	Epping Forest SAC Oversight Group	All organisations as above, plus London boroughs within Epping Forest Zone of Influence for HRA mitigation tariff area.	Green and Blue Infrastructure	<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Apologies and introductions</li> <li>2. Baseline Air Quality Monitoring proposal – for discussion and decision (see paper attached)</li> <li>3. Update on Visitor Access Survey (JD/NL)</li> <li>4. Interim approach to securing contributions for managing visitor pressure (see paper attached)</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
				5. Framework for Mitigation Strategy 6. Timetable 7. Any other matters not on the agenda.
2018-07-25	Epping Forest SAC Oversight Group	All organisations as above, plus London boroughs within Epping Forest Zone of Influence for HRA mitigation tariff area.	Green and Blue Infrastructure	<p><i>Meeting agenda and notes are not available. However please see Natural England's Interim Advice letter dated 2018-09-20 for information.</i></p> <ol style="list-style-type: none"> <li>Following the Epping Forest SAC MOU Oversight Group Meeting on 25th July there was an action for Natural England (NE) to provide advice on the Recreational Zone of Influence and the implications this will have for the HRA of residential planning applications.</li> <li>On 20 September 2018, NE provided the group an advice letter regarding interim mitigation arrangement for Euro 2000 sites - specifically Epping Forest. As seen on the map, this affected Brentwood in a very small area to the extreme western tip of the borough only. (In the outer Zone of Influence).</li> </ol> <p>This advice impacts on applications for the following:</p> <ul style="list-style-type: none"> <li>New dwellings of 1+ units (excludes replacement dwellings and extensions)</li> <li>Houses in Multiple Occupancy (HMOs)</li> <li>Student Accommodation</li> <li>Residential care homes and residential institutions (excludes nursing homes)</li> <li>Residential caravan sites (excludes holiday caravans and campsites)</li> <li>Gypsies, travellers and travelling show people plots</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[K] Epping Forest cooperative DtC: discussion, outcomes and actions
2018-11-28	Co-op Officer Group Meeting (North Essex/East Herts).  Purpose: as above		Housing and Gypsy and Travellers Sites  Green and Blue Infrastructure  Transport and Travel  Other - DtC	Meeting agenda and notes are not available.

## L. Essex Coast Recreational Avoidance Disturbance Mitigation Strategy Supplementary Planning Document Project (Essex Coast RAMS)

In 2018, the Essex Coastal RAMS steering group was formed with the goal of identifying the zone of influence and adopting a strategic strategy to ensure all authorities within the zone of influence were complying with the UK Conservation of Habitats and Species Regulation 2017. The steering group has met once a month since May 2019.

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2018-01-25	RAMS Steering Group Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. First formal RAMS Steering Group meeting – previously met through the EPOA Forum. Essex authorities had agreed to develop and sign a MoU and SLA.</li> <li>2. Natural England met with the group to discuss the support they can offer and give advice on visitor surveys to determine the zone of influence.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Ongoing engagement with DM Officers to ensure awareness of RAMS.</li> <li>- Explore legal advice for carrying out a strategic RAMS and collection of financial contributions.</li> <li>- For all authorities to ensure the MoU and SLA are signed before the next meeting.</li> </ul>
2018-02-28	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree;	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Ongoing discussions on visitors' surveys (were postponed due to weather) and plans for summer surveys.</li> <li>2. Discussed the past and upcoming workshops planned with stakeholders</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
		Maldon: Natural England.		<p>3. Ongoing discussion with Suffolk on lessons learnt on how to develop the RAMS Strategy. Key issues around how to manage caravan and yacht clubs and engagement.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2018-03-26	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Finalising the signing of the MoU and SLA by partners</li> <li>2. Natural England (NE) has circulated a report on mitigation measures in place across the English coast, setting out their effectiveness. The top measure seems to be face-to-face interaction; Suffolk has used this to inform their RAMS mitigation strategy by including roving wardens. Once the Essex Coast RAMS is in place, the mitigation measures will need to be audited to show what is effective.</li> <li>3. Discussion on how best to collect funds, CIL or S106</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2018-04-23	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Results from the visitors survey, and the zone of influence. The data collected from the visitors survey was not viewed to be robust enough and therefore a summer survey is needed to ensure the data is robust.</li> <li>2. Agreed that there are some boroughs and districts with a limited impact on the Zol and therefore this should be taken</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>into consideration when determining an appropriate mitigation fee.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2018-05-23	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. General discussion on the purpose of the RAMS Strategy and the best way to bring this work forward.</li> </ol>
2018-06-20	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. The second stakeholder workshop was held last Friday (15<sup>th</sup> June). The workshop went really well and had about 25 people with a good mix of backgrounds and expertise, who also gave good feedback for delivering the RAMS.</li> <li>2. Agreed that GIS mapping of the zone of influence would be required especially for those Council's where the impact is limited.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting notes</li> </ul>
2018-07-24	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester;	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Levels of HRAs needed, particularly for Brentwood, Tendring, and Thurrock.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
		Chelmsford; Braintree; Maldon: Natural England.		<ol style="list-style-type: none"> <li>Discussed the Kent zone of influence for determining the appropriate approach for the Essex Coastal RAMS zone of influence.</li> <li>Identified possible housing allocations within the zone of influence</li> <li>Draft mitigation report and requested all partners provide comments by August 8<sup>th</sup> 2018</li> <li>First Draft Essex Coastal RAMS SPD nearly complete and will be sent to partners for comments upon completion. The SPD is mainly based on the Suffolk RAMS SPD.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>See meeting minutes</li> </ul>
2018-09-07	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Some members of the Steering group met with Bird Aware. Bird Aware was created as their previous naming convention similar to RAMS was not successful in engaging with people so they changed their name to Bird Aware as it delivers the positive message that they wanted. The initial cost of signing Essex up to the scheme is £3,500 which includes the website setup and start-up materials including 2000 leaflets. If Essex decides to partner with Bird Aware Solent, they will not be profiting from it, the funds received by Essex will be used to cover our own resource costs. It was suggested that having a recognisable national brand would be more appealing to developers and in general developers were happy with the Solent's tariff and scheme.</li> <li>Mitigation report expected to be completed by 24<sup>th</sup> September provided all required information is received by partners.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<ol style="list-style-type: none"> <li>Zone of influence – Natural England had previously stated that if a large development was built on the edge of the Zol then they would expect some financial contributions to be made. Officers asked what the criteria was for determining the appropriate tariff.</li> <li>Discussion on how best to carry out the SPD consultation given each authorities SCI requirements are slightly different.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>See meeting notes</li> </ul>
2018-10-17	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Essex Coastal RAMS Strategy Report recently circulated to partners to review. Comments to be made by 24<sup>th</sup> October. Final draft of the document expected by 14<sup>th</sup> November.</li> <li>The tariff needs to be based on the housing numbers included within the emerging Local Plans (except Maldon) which have not had HRA contributions collected if they have come forward already. The start date for these calculations of consents would be the issue of Natural England interim advice (17 Nov 2017 for most LPAs) and any consents before this date would be discounted by Natural England. LPAs would need to find alternative funding for any mitigation costs necessary to avoid impacts from these consented dwellings separate from developers in the future.</li> <li>The pros and cons of the Delivery Options paper was presented to the group. Partners agreed that the preferred option for the Project Board was that EPOA take on this role through the Chief Officers group.</li> <li>The Resourcing Paper was presented and explained the pros and cons of the four options. The resourcing officers</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>could also be made through top slicing a percentage of RAMS contributions, however if this was the case then that would need to be added as a cost of mitigation, which could therefore increase the tariff. A hybrid model appeared to offer better value for money. Partners agreed that the two papers needed aligning and further work was needed on the detailed operation of the preferred approaches.</p> <p>5. Members Forum meeting minutes from the 31 July 2018 were presented to the Steering Group. It was noted that most of the actions have been discussed by the Steering Group and have been reflected in the emerging Strategy and SPD. The only outstanding issue was long term maintenance of new assets. It was clarified that should new assets be provided by RAMS long term maintenance would be required in perpetuity. This would need to be identified through the RAMS and added as a cost of mitigation</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2018-11-16	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <p>1. There was some discussion on the options for delivery and governance of the RAMS, including whether to use Bird Aware. It was raised that a website and RAMS position statement would be useful as soon as the RAMS documents go into the public domain. A paper is being prepared to go to the Essex Planning Officers Association (EPOA) which will meet on 13<sup>th</sup> December. It was agreed to circulate this paper to the group.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>2. RAMS Strategy Report discussion – It was raised that the need for final housing figures to inform the RAMS report, calculate the tariff and produce the associated SPD and FAQs. The main areas to address were as follows:</p> <ul style="list-style-type: none"> <li>- There is a need to know housing trajectory for 2017-2038 within the Zone of Influence and the windfall.</li> <li>- This must be evidence based</li> <li>- This must clearly state what numbers have already been consented of these totals.</li> <li>- The housing data needs to be precise in order to inform strategy accurately and to calculate the tariff</li> </ul> <p>3. RAMS Strategy near completion, however some maps and formatting issues still need to be completed. There was some discussion regarding the status of the RAMS once it is approved prior to the SPD being adopted. It was asked whether the tariff money could be collected 'in-line' with emerging RAMS to then be released for the implementation of RAMS e.g. funding of the delivery officer. Group also discussed if it would be possible to seek joint legal advice rather than each authority undertaking this separately.</p> <p>4. Comments from the Steering Group on the Draft SPD had been received and changes made to the SPD where appropriate. It was determined that the term 'Habitat sites' would be used in the SPD since this accord with the NPPF.</p>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>The SPD would apply to prior approvals and planning permission. There was much discussion on this and the extent to which this approach would meet the CIL tests. It was noted that in other strategic mitigation schemes, some authorities charged a flat rate and others a variable rate, taking account of dwelling size. This is something to be explored further through legal advice, but that ultimately LPAs may decide to pursue different approaches to a flat tariff collection</p> <p>5. Presentation was given to the group on the North Kent Strategic Access Management and Monitoring Strategy (SAMMS) has operated in order to share lessons learnt with the Essex Coast RAMS Steering Group. Refer to meeting minutes for details.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- EPOA paper on RAMS delivery and governance to be circulated to the Steering Group</li> <li>- Update and reissue housing numbers table by 16<sup>th</sup> November, with appropriate headings to ensure accurate data capture for the tariff calculations.</li> <li>- Each local authority to identify if they would be willing to share the cost of joint legal advice.</li> <li>- Any outstanding comments on the RAMS SPD are due by 23<sup>rd</sup> November.</li> <li>- See meeting minutes for other actions identified.</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2019-01-07	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>Minutes and actions from previous steering group meeting (16 Nov 2018)</li> <li>Strategy Report update</li> <li>Governance of RAMS delivery (paper provided to EPOA). Refer to 2019-01-07 RAMS EPOA Paper 8 – 13<sup>th</sup> December 2018 for details.</li> <li>Update on legal advice</li> </ol>
2019-02-05	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>Meeting consisted of addressing all the outstanding actions from previous meeting.</li> <li>RAMS SPD Options consultation Paper was presented and outlined the roles and responsibilities for ECC Place Services and the local planning authorities. (Refer to 2019-02-05 RAMS SPD Consultation document for details).</li> </ol> <b>Actions:</b> <ul style="list-style-type: none"> <li>See meeting minutes for list of actions.</li> </ul>
2019-03-04	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>November 2017 first steering group meeting and signed Memorandum of Understanding. Final strategy is now at a stage to be brought to committee and the SPD to be finalised after legal advice comes in. All authorities are to adopt strategy by end of this year. Single SPD to be taken through committee: ECC to act as single host authority and review reps. Final SPD and RAMS to be adopted by all after</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>contributions collected. The appointment of project manager, rangers and eventually delivery officer is responsible for working with all involved to identify policies and priorities in districts/boroughs where mitigation is most needed.</p> <ol style="list-style-type: none"> <li>2. All agreed that terms of reference should be updated as the Strategy is now at implementation stage; MOU to be adjusted. It will now be useful to start paying for things from the RAMS funds so contributors can see what their money is being spent on e.g. Rams Rangers, review and monitoring.</li> <li>3. Project Plan paper to be written for EPOA in terms of strategy and communications before delivery officer is imposed. DM officers can be trained to use Bird Aware website which helps in using template for applications. Solent has a dedicated communications officer so there is potential to use this in communicating the RAMS positively before it comes to public consultation. During interim period, a stock template response to ensure consistency should be used. SPD consultation likely to be after summer</li> <li>4. Initial paper went to EPOA and was requested that delivery and implementation should be strengthened. At the next EPOA meeting, the steering group is advised to focus on governance, delivery, and communication. All agreed that EPOA should agree every quarter to ensure projects does not stall; if delivery officer has come up with projects, steering group has chance to discuss this at meetings. Report to be included in AMRs and updated on Bird Aware website.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<b>Actions:</b> <ul style="list-style-type: none"> <li>- reissue RAMS with appendices once again after NE comments come back.</li> <li>- circulate Statement of Common Ground (subject to change due to the May 2019 elections).</li> <li>- Project Plan updates to be circulated to Steering Group</li> </ul>
2019-04-01	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>1. Natural England have advised that they will attend current monthly Steering Group (SG) meetings where appropriate. They will attend quarterly delivery and implementation meetings.</li> <li>2. Places Services have indicated that VAT should be charged on tariff contributions. Some partners are not convinced that the RAMS provides goods and services.</li> <li>3. Colchester have an agent for a proposal for student accommodation who is not willing to pay the RAMS contribution as students will not be allowed cars or pets. However, Natural England is insisting that a contribution is made. The SG agreed that a consistent Essex-wide approach to securing contributions from student accommodation would be sensible. A discussion was held over whether tourist accommodation should count as qualifying dwellings or whether this type of development falls outside the scope of the RAMS.</li> <li>4. Braintree outlined details of an appeal where the Inspector concludes that there is no LSE despite the site being within the Zone of Influence of the Blackwater Estuary (Appeal Ref APP/Z1510/W/18/3207509). As the decision was made before the RAMS was approved, it was agreed that no action is needed in light of the appeal.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>5. The EPOA Chief Officers Group meeting held on 14 March and were presented with an update paper on the RAMS progress. The purpose of the report was to provide an update on the RAMS project and agree a way forward in respect of governance arrangements. EPOA have asked for 6 monthly updates (not quarterly) and are comfortable to delegate spending decisions under £10,000 to the SG. EPOA would also prefer one 'Accountable Body' (AB) rather than separate leads LPAs for finance and HR, as this is considered simpler and cheaper. The SG supported both of these proposals in principle.</p> <p>6. The updated MoU and SG Terms of Reference will be put on hold until the governance arrangements are agreed.</p> <p>7. The SG agreed that there is a need to know what RAMS contributions have been secured to date and to forecast tariff income for the next 24 months. This information will inform the timing of mitigation measures and when the forward funding of the Delivery Officer could be paid back.</p> <p>8. Waiting for Bird Aware to provide their terms and conditions and to confirm when the website could be provided. The cost has increased in line with inflation to £3,610. An annual fee is also expected to be charged. The SG agreed that RAMS contributions collected by Colchester can be used to purchase Bird Aware (contrary to the Strategy), and that it should be purchased asap. A leaflet could be developed quickly. The SG were happy with Colchester becoming the project PR lead if Chelmsford become the AB.</p> <p>9. SPD consultation expected to take place in September / October and will be managed by ECC Place Services.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Place Services to provide clarification on whether or not its appropriate to charge VAT to the RAMS tariff.</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- Draft proposal for student and tourist accommodation tariff that can be used across Essex.</li> <li>- Agreed all partners will share details of any planning appeals which are related to the RAMS Strategy for the purpose of monitoring</li> <li>- All partners to report back on their views of having a single accountable body and if this is acceptable, are they happy for Chelmsford to take on this role.</li> <li>- Circulate the Bird Aware terms and conditions along with final cost so that the SG can proceed.</li> </ul>
2019-05-13	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Group discussed whether RAMS contributions were within the scope of VAT, officer from Colchester clarified that neither North Kent nor Solent collect VAT on contributions. Consensus from those present was that VAT should not be collected on contributions as part of the Essex RAMS.</li> <li>2. Southend had received legal advice on the RAMS SPD but needed to seek clarification on the advice. A sub-meeting will be set up to discuss the implications of the legal advice with contributing authorities. Likely to be a delay of at least a month for these clarifications to be received and processed.</li> <li>3. Group discussed on appointing Chelmsford City Council as the accountable body. . It was noted that these result in approximate £900 start-up costs per authority &amp; £400 annual costs per authority, to cover: <ul style="list-style-type: none"> <li>- A legal agreement between the authorities, which could be prepared by any authority / subject to a competitive tender to lower costs if necessary.</li> </ul> </li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<ul style="list-style-type: none"> <li>- Forward-funding provision to act as a 'loan' until such time that the contributions being collected cover the funding requirements, although it was acknowledged that in the medium term RAMS contributions may have been collected to the extent that forward-funding was not necessary.</li> <li>- HR and Accounting costs.</li> </ul> <p>4. Discussed a paper that had been provided on student accommodation. This paper suggested that the tariff sought on student accommodation should be reduced to reflect the fact that students will often lack the ability to travel to protected sites and are unlikely to own dogs which elsewhere have contributed to ~50% of disturbance.</p> <p>5. Bird Aware website for RAMS expected to be launched in September 2019</p> <p>6. Highlighted to the group that the South Essex Joint Strategic Plan (JSP) had commissioned a Strategic Green and Blue Infrastructure Assessment and the consultants will need to be made aware of the Essex Coastal RAMS.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- send email to all authorities to confirm their agreement in principle to Chelmsford becoming the accountable body</li> <li>- investigate whether the quoted annual costs were necessary and/or reducible</li> <li>- see meeting minutes for additional actions</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2019-06-17	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Jeremy Potter had given a short report to Chief Officers. A meeting has been arranged for 26 June to allow for a more detailed discussion to which all Chief Officers had been invited. The steering group wished EPOA to be aware of the following issues:- <ul style="list-style-type: none"> <li>• Administration costs; and</li> <li>• That the strategy should be being applied in Development Management now.</li> </ul> </li> <li>2. SPD document expected to go out to consultation mid-September and all local planning authorities to take document to their respective committees seek permission to consult by early September at the latest.</li> <li>3. Jeremy Potter reported that the proposal was acceptable to CCC legal and finance senior managers. There will inevitably be some administrative costs to be covered by all the authorities but CCC aims to keep these to a minimum.</li> <li>4. Agreed that forecasting RAMS income should be reported quarterly.</li> <li>5. Shelley reported that the text for the Essex Coastal RAMS website had been drafted and construction of the website had commenced. Training on the website was planned for 1 August with a second date of 28 August if needed.</li> <li>6. Student accommodation guide was approved by the steering group</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes for actions</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2019-07-15	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>1. Discussed the legal opinion.</li> <li>2. Update from the EPOA meeting on 26<sup>th</sup> June and RAMS implementation paper</li> <li>3. Update on how best to carry out the consultation when considering the local authorities SCIs</li> <li>4. Update from the Essex Coastal Forum presentation on 2<sup>nd</sup> July 2019</li> <li>5. Updates to the Essex Coastal RAMS SPD</li> </ol>
2019-08-19	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>1. Discussed the reality of the administrative and enforcement burden. The steering group suggested that the development management officers within the partnership could come together and discuss any issues that they may have.</li> <li>2. Group discussed outstanding SPD matters including: <ul style="list-style-type: none"> <li>• SPD wording regarding prior approvals;</li> <li>• Whether to include reserved matters applications and implications to the tariff</li> <li>• When to collect payment</li> <li>• How to collect contributions</li> </ul> </li> <li>3. Due to some council requiring further legal advice and committee timetable, the RAMS SPD consultation was likely going to be delayed until January 2020.</li> </ol> <b>Actions:</b> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2019-09-09	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>presented the Bird Aware website and leaflet purchased on behalf of the partnership from Colchester (with their RAMS collections). These use the Bird Aware branding developed by Solent RAMS.</li> <li>The EPOA Chief Officers meeting on 12<sup>th</sup> September will be provided a position statement to be presented at this meeting. This includes what the Steering Group have agreed in principle in relation to the content of the Draft SPD and Accountable Body. Hopefully this will enable EPOA Chiefs to agree this</li> <li>RAMS SPD Consultation is likely to take place for 6 weeks beginning the second week of January 2020.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>All to think about locations to send leaflets and send information including postal addresses. Once locations etc agreed individual partners should send off/deliver these. In the future the Delivery Officer will oversee communications activities.</li> <li>include link on the Bird Aware website to the SPD consultation once the consultation has commenced.</li> <li>Paper prepared for the EPOA meeting to be shared with the steering group.</li> </ul>
2019-10-14	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Agreed by the EPOA that Chelmsford CC should take on the role of accountable body for the RAMS Steering Group</li> <li>It was discussed and agreed that RAMS would be discussed at the Essex Coastal Forum. Those authorities</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>without a coastline, who were not previously members of this group, could attend meeting when RAMS were going to be discussed.</p> <ol style="list-style-type: none"> <li>Bird Aware website is now live. The Steering Group have identified locations to distribute the leaflets. There is a good spread across the various Habitats sites. Braintree will be sending a leaflet to all members and parish councils.</li> <li>All authorities planned to have asked their respective committees for permission to consult on the RAMS SPD by mid-November. Consultation is planned for Friday 10 January – Friday 21 February 2020.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>All to promote Bird Aware website as appropriate</li> </ul>
2019-11-18	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>Bird Aware Leaflets – The leaflet provides information on Bird Aware, why the coast is special, information about the birds, what to do to avoid disturbance, bird spotting list/pictures. Leaflets are currently being printed. In the future the Delivery Officer will oversee communications activities.</li> <li>SPD Consultation – arranged for Sean Marks from ECC Insights Team to give a demonstration to the sub-group of the ECC Consultation tool 'Citizen Space'. This immediately preceded the Steering Group meeting.</li> <li>Partnership Delivery Agreement - the draft Accountable Body Partnership Agreement was not yet available but hoped this would be available by the December Steering Group meeting.</li> <li>RAMS SPD consultation - The proposed consultation period is from Friday 10<sup>th</sup> January to Friday 21<sup>st</sup> February 2020. The</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<p>consultation letter text is in Share Point. Following the consultation, Place Services have agreed to the timescales and proposed outputs e.g. to collate and analyse the responses by 20<sup>th</sup> March 2020, to be set out in a report (the consultation tool allows multiple reports to be run depending on requirements). The aim is for authorities to adopt the SPD by next summer.</p> <p>5. The Essex Coastal Forum approved the proposed Terms of Reference in which it agrees to be the oversight body for the RAMS strategy. This is mainly a member meeting with officers also attending. It is suggested that a RAMS update is presented at the May meeting (July is normally a site visit).</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2019-12-16	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon; Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Draft SPD Consultation Update <ul style="list-style-type: none"> <li>- Update on LPA approval</li> <li>- ECC Citizen Space weblink</li> <li>- Final SPD Consultation Document and approval</li> <li>- Final SEA Screening Report and approval</li> <li>- Other supporting materials - Paper Response Form, Statement of Reps and notifications text</li> </ul> </li> <li>2. Partnership Agreement update</li> <li>3. RAMS funding request from ECC - ECCs Country Parks Team for RAMS funding towards fencing at Cudmore Grove and Hadleigh Park SPAs to help mitigate disturbance from dogs.</li> </ol>



Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2020-01-20	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>Group discussed the Draft SPD Consultation including: <ul style="list-style-type: none"> <li>Update on reps received.</li> <li>Consultation outputs – acknowledging reps, database of respondents and responses, SPD Consultation Statement, 'You Said, We Did', rep notifications for SPD adoption, and consultation statement and adoption statement.</li> </ul> </li> <li>Partnership Agreement Update.</li> <li>Update on RAMS contributions collected.</li> </ol>
2020-02-24	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>RAMS SPD consultation has been completed. 127 representation were received with majority of the comments collected are in regards to: <ul style="list-style-type: none"> <li>Lack of understanding what RAMS is and the purpose of the SPD;</li> <li>Tariff is too low; and</li> <li>Need to link to the Essex Coastal Path Project</li> </ul> </li> <li>Place Services will send out the draft consultation statement 'You Said, We Did' by 20<sup>th</sup> March to the steering group. Draft report will be discussed at the April steering group meeting.</li> <li>Wording and terms of reference for HRAs were discussed</li> <li>Agreed RAMS tariff will need to raise in April in line with inflation.</li> <li>Final draft of the Partnership Agreement expected to be presented to Chelmsford CC later in the week. Please refer to meeting minutes for details.</li> </ol>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
				<b>Actions:</b> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2020-03-23	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<b>Discussion and outcomes:</b> <ol style="list-style-type: none"> <li>1. Draft RAMS SPD consultation representations summary document was sent out to all partners and discussed responses to those representations.</li> <li>2. Partners discussed agreeing the new financial years RAMS tariff.</li> <li>3. Partners were sent the draft Partnership Agreement to review and are asked to send comments back.</li> <li>4. Partners were ask to update the RAMS contribution table on Share Point.</li> </ol> <b>Actions:</b> <ul style="list-style-type: none"> <li>- By 6<sup>th</sup> April – Steering Group to go back to Place Services (CMS to organise) with our responses on the draft YSWD document. CMS will do initial comments as tracked and put in Sharepoint. Others can then add to this with the aim of providing a composite response to Place Services.</li> <li>- Partners to review Partnership Agreement and send by comments by 1<sup>st</sup> April</li> <li>- Partners update RAMS contribution table</li> <li>- See meeting minutes for further actions</li> </ul>
2020-04-20	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester;	Green and Blue Infrastructure	<b>Discussion and outcomes:</b>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
		Chelmsford; Braintree; Maldon: Natural England.		<ol style="list-style-type: none"> <li>1. Steering group discussed the draft consultation report 'You Said, We Did' report based on comments received by partners since the last meeting.</li> <li>2. Partners discussed the comments received on the Partners Agreement.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Partners to review changes to YSWD consultation report and make further comments where needed.</li> <li>- Chelmsford CC to request their legal team to review the changes made to the Partners Agreement (as the accountable body).</li> <li>- Partners to keep the RAMS contributions table up to date</li> </ul>
2020-05-18	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Further discussion on the RAMS consultation statement 'You Said, We Did'. Awaiting to find out if the representations can be hosted on-line via Place Services or if the steering group need to come up with an alternative plan. (Please to meeting minutes for details)</li> <li>2. Partnership Agreement has been updated to include comments received from Thurrock and Southend.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Partners are asked to make any further comments on the YSWD document if required.</li> <li>- Partners to keep RAMS contribution table up to date (rolling action)</li> <li>- Partners to review the updated Partnership Agreement</li> </ul>

Date	Purpose	Organisations	Strategic matters and topics discussed	[L] RAMS: discussion, outcomes and actions
2020-06-15	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Place Service have acknowledged all reps. They are now all available on a spreadsheet on the county portal, the attachments and hardcopies have been scanned and are available. Partners will be taking the SPD through their respective committee to formally adopt the SPD. Place Services will be sending out the required notifications regarding this.</li> <li>2. Final edits for the Partnership Agreement are being made and are expected to be completed shortly.</li> </ol> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- See meeting minutes</li> </ul>
2020-07-13	RAMS Purpose: as above	Basildon; Thurrock; Southend; Rochford; Castlepoint; ECC; Tendring; Colchester; Chelmsford; Braintree; Maldon: Natural England.	Green and Blue Infrastructure	<p><b>Discussion and outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Paper was presented to the EPOA Chief Officers meeting. Feedback from the EPOA was very positive and no concerns were raised. EPOA agreed that the Essex Coastal RAMS SPD and PA should be adopted as soon as possible.</li> <li>2. Partners identified their committee dates for taking the RAMS SPD and Partnership Agreement to adopt these documents.</li> <li>3. The Delivery Officer job description has been assessed and finalized at Chelmsford City Council, however the two Rangers will need to be hired through other partners. Colchester is likely to be able to hire a Range. Was agreed by the group it may be helpful to have a North and South Ranger as long as there is some flexibility to allow them to</li> </ol>

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				<p>focus their attention on the habitats that need more attention when required.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- All partners to check if their authority would be able to hire a Ranger</li> </ul>