



# Minutes

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<b>Meeting:</b>	Dunton Hills Garden Village Project Delivery Board
<b>Venue:</b>	Seven Arches Road, Meeting Room 3
<b>Date:</b>	24 April 2019
<b>Time:</b>	14:30 – 16:00

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## Attendees:

**CEG:** Charlotte Robinson (CR); Jon Kenny (JKen).

**Brentwood Borough Council:** Cllr John Kerlake (JKer) – Chair; Cllr Philip Mynott (PM); Phil Drane (PD); Bill Newman (BN); Justin Booij (JB); Kay Pallaris (KP); Gary Carr (GC).

**Essex County Council:** Graham Thomas (GT).

**West Horndon Parish Council:** Parish Cllr Colin Foan (CF).

## Apologies:

Phil Ruck (PR), Steve Summers (SS), Cllr Louise Mckinlay (LMK), and Cllr Cat Tierney (CT), Brentwood Borough Council.

Cllr David Finch (DF), Essex County Council.

Michelle Osbourne (MO), Homes England.

Item	General Discussion Points - Decisions
<b>1. CEG update</b>	CR gave an overview summary on the evidence gathering progress; a. Traffic surveys are now complete and being fed into paramics traffic model; light assessment is taking place on 1 May; ecology survey is being updated; baseline chapters for Environmental Impact Assessment (EIA) have commenced. b. Planning Performance Agreement (PPA) has been received and awaiting to be signed. c. PPA with Essex County Council (ECC) in progress.
<b>2. Planning Director update</b>	a. PD explained that a series of technical masterplanning workshops have been held to feed into the creation of a comprehensive masterplan which is required as part of the Brentwood Local Plan policy for the delivery of the garden village. These have been held according to a number of themes (i.e. vision; heritage and design; socio-economics;

	<p>and sustainable transport). Key stakeholders have been invited to the workshops to feed into the masterplan process.</p> <p>b. Design South East (DSE) has been appointed to be the Council's Design Review Panel (DRP) and are helping to chair the workshops, leading to the first Quality Design Review on 5 June, to form the first iteration of the masterplan, in accordance with the local plan policy.</p> <p>c. A discussion followed about the masterplanning process:</p> <ul style="list-style-type: none"> <li>i. GT (Essex County Council (ECC)) stated that all comments raised so far on the Infrastructure Delivery Plan (IDP) need to be reflected in any masterplan outcomes. GT also confirmed that in parallel it is necessary to keep in mind that as part of the CEG-ECC pre-application process, ECC will feed in further recommendations, using their own procedures. For example, Place Services feeding back on issues such as heritage aspects and Education responding to the education infrastructure elements. These pre-app meetings with ECC will commence once the masterplan is slightly more advanced.</li> <li>ii. BN agreed that further discussions will be needed with individual stakeholders and that finer-grain details will emerge from these discussions. This will be about sequencing; starting with the policy, masterplan evolution, pre-application advice, and planning application – each time zooming-in to address more specific issues.</li> <li>iii. It was agreed that a detailed masterplanning design milestone plan needed to get to the quality of the masterplan required as part of Policy R01 (II) A.</li> <li>iv. JKen highlighted that CEG have made representations to the Brentwood Pre-Submission Local Plan and are awaiting the Council's response before they can produce more evidence. BN explained that all representations received are likely to be published simultaneously. GT said that ECC would share their representations with CEG.</li> <li>v. PD explained that submission documentation is progressing and that BBC are in discussions with MHCLG. Aiming for submission in late June 2019.</li> </ul>
<p><b>3. Overview of Governance Framework and Terms of Reference for Project Delivery Board</b></p>	<ul style="list-style-type: none"> <li>a. PD set out the DHGV Governance Framework document, approved by the Council's Policy, Projects and Resources Committee in March 2019. Noted that this is a live document, capable of amendment as the project progresses and evolves.</li> <li>b. KP raised issue that some other landowners had mentioned that the governance arrangements only include CEG on key meetings. It has been explained to landowners that this reflects that CEG are bringing forward the majority of the site. Other landowners have been encouraged to formally respond to Governance Framework, so that their request is in writing; to date this has not been received.</li> <li>c. JKen explained how the masterplanning process is not causing a disadvantage to other landowners and is taking into account their requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>d. KP explained that the Governance Framework accounts for wider and more specific conversations to be addressed with all landowners, to ensure integration, via the proposed 'Masterplan Integration Meetings'.</li> <li>e. GT stated that the masterplan should be landowner blind. One option may be to get a representative for the other landowners.</li> <li>f. Discussion about the merits of including other landowners at other meetings set out within the Governance Framework, such as the Technical Steering Group.</li> <li>g. As a formal response to the Governance Framework has not been submitted, it was decided to defer a decision to the next Project Delivery Board meeting.</li> </ul>
<b>4. Review of Highlight Report and Key Milestones</b>	<ul style="list-style-type: none"> <li>a. PD summarised the Council's March 2019 Highlight Report. <ul style="list-style-type: none"> <li>i. The amber status reflects uncertainties on milestones. KP stated there is potentially a catch-22 scenario, as without understanding what design process is being followed and when some of the evidence is coming forward, then a milestone plan cannot be drawn up with any level of detail.</li> <li>ii. JKen stated that the timetable is tight and additional workshops may delay things, i.e school workshops could slow things down. Every iteration adds significant costs in design fees to meet a September submission.</li> <li>iii. GT queried timeframe. EiP in September is likely to be optimistic, and so it may not be wise to be constrained by a September application deadline. Concluded that predicting the timing of the EiP is difficult due to the different timings across different councils. Agreed that ensuring a quality masterplan is the priority.</li> </ul> </li> </ul>
<b>5. Review of Key Risks</b>	<ul style="list-style-type: none"> <li>a. Risks were discussed with the transport assessment (TA) work raising most concern. <ul style="list-style-type: none"> <li>i. The TA work is progressing with PBA. Monthly meetings are in place with ECC and Highways England to assure the quality of the transport work. All issues are being dealt with in a timely manner. Risk wording to change to reflect the emphasis on the timely delivery of the TA, which would then impact the timely delivery of feedback from stakeholders. The additional Southern corridor work on sustainable transport will also be feeding into the work. Indicative timeframe for delivering the work is June.</li> <li>ii. CEG have commissioned a topographic survey along Station Road to work out how the road will relate to the development.</li> <li>iii. The workshops have highlighted the importance of connectivity with the Basildon boundary to the east.</li> <li>iv. CF raised point regarding emergency vehicle access being a concern without an eastern access given the reliance on the A128. This has been raised at the workshops.</li> </ul> </li> </ul>
<b>6. AOB</b>	All agreed that due to the fast-passed nature of the coming months, it would be prudent to call a Project Board meeting sooner than three months;

	suggestions that it could move to bi-monthly or every six weeks. KP to set up at the beginning of July.
<b>Next Meeting Info</b>	<b>17<sup>th</sup> July 2019</b>

### Action List

<b>Action Ref</b>	<b>Action Description</b>	<b>Action Owner</b>	<b>Due Date</b>
2019-04-24_01	GT to send Essex County Council's representations to Brentwood Local Plan to CEG directly	GT (ECC)	2019-05-15
2019-04-24_02	KP to set up the next Project Board for the start of July	KP (BBC)	2019-05-15
2019-04-24_03	KP to revise the wording on the risk about the transport work impacts	KP (BBC)	2019-05-15