



# Minutes

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<b>Meeting:</b>	Dunton Hills Garden Village – <b>Steering Group Meeting</b>
<b>Venue:</b>	Seven Arches Road Office, Brentwood (Meeting Room 3)
<b>Date:</b>	Wednesday 10 July 2019 (2019-07-10)
<b>Time:</b>	14:00-15:30

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## Attendees:

Justin Booij (JB)	Brentwood Borough Council (BBC)
Phil Drane (PD)	
Kay Pallaris (KP)	
Coby Tomlins (CT)	
David Ubaka (DU) [David Ubaka Placemakers]	CEG
Charlotte Robinson (CR)	
David Barnes (DB) [Star Planning]	Essex County Council (ECC)
Amy Burbridge (AM)	
Matthew Jericho (MJ)	

## Notes:

Item	General Discussion Points - Decisions
<b>1. Previous Actions</b>	<p><b>2019-06-12_03</b> – meetings with community trust still to be arranged.</p> <p><b>2019-06-12_05</b> – for Masterplan Framework CEG confirmed that the exact location of some landuses will not yet be fully determined. However, general spatial principles such as ‘early years provision’ to be located in neighbourhood hubs’ will provide an indicative location. With regard to G&amp;T groups, PD mentioned that BBC also has a good relationship with the local G&amp;T groups and that worth joining up a meeting, possibly via the proposed Community Forum - Action closed.</p> <p><b>2019-06-12_06</b> – G&amp;T contact shared – Action Closed</p> <p><b>2019-06-12_07</b> – consultation report still being collated and will be distributed in advance of next meeting.</p> <p><b>2019-06-12_08</b> – pre-app responses circulated to ECC – Action Closed</p> <p><b>2019-05-01_01</b> – ECC still to confirm. Transport report gone to highways colleagues only on 9<sup>th</sup> July; once review is done, Jacobs will be instructed to confirm / validate data.</p>

	<p><b>2019-05-01_02</b> – PBA have now issued to ECC/BBC the updated Transport Assessment Report; were missing the appendices, which have now been requested</p> <p><b>2019-05-01_06</b> – noted that a document has been issued with the DRP material, addressing DSE’s comments from the first site review. However, it does not deal with the broader stakeholder / BBC comments raised to date; action remains open for now. To be produced in time.</p> <p><b>2019-05-01_07</b> – CEG have now issued counter comments to BBC’s comments. A new action raised, see comments below – Action Closed.</p> <p><b>2019-05-01_09</b> – Report not yet completed; however, new action to issue a summary in the meantime and to follow-up with a workshop – see transport updates below. Action remains open for now and due date changed to end of July.</p> <p><b>2019-05-01_10</b> – CR has made initial contact with the school but no reply. Will continue to chase – Action remains open for now.</p>
<p><b>2. Masterplan Design Process</b></p>	<p><b>2.1 CEG Masterplanning Update Since First Design Review Panel (DRP)</b></p> <ul style="list-style-type: none"> <li>a) CEG confirmed that the presentation pack now completed and due to be issued today (10 July) to Design South East. The pack will contain more slides than will be presented, but gives a broader background of info and addresses previous comments. It is hoped that after the second DRP on 17 July, the Masterplan Framework will largely be fixed, with only smaller iterations expected thereafter.</li> <li>b) Agreed that the full slides will also be issued to HE and ECC.</li> </ul> <p><b>2.2 CEG Evidence Base Update</b></p> <ul style="list-style-type: none"> <li>a) <b>Ecology survey</b> (to form update to previous survey) still ongoing. Timing of last survey is end of Sept/Oct 2019 to tie in with bat season; to date very minor differences have been noted since last baseline undertaken.</li> <li>b) <b>Traffic counts</b> now completed and fed into the paramics model.</li> <li>c) <b>Contamination survey</b> has not noted anything significant and largely noted to be under proposed green space with appropriate mitigations to be planned.</li> </ul> <p><b>2.3 BBC Transport Assessment</b></p> <ul style="list-style-type: none"> <li>a) DU gave a summary of progress on the various interdependent tasks with regards to transport.</li> <li>b) DU confirmed that the updated Transport Assessment (TA) report has now been issued by PBA for review by ECC and Highways England.</li> <li>c) DU explained that the Southern Brentwood Growth Corridor work to consider sustainable transport integration is progressing at pace. Site specific solutions have informed the TA especially with regards to access of the enterprise park and key access from DHGV site.</li> </ul>

	<ul style="list-style-type: none"> <li>d) C2C Rail follow up meetings will begin to consider the wider necessary works for a sustainable transport hub at West Horndon (dates set on 12 August and 11 September).</li> <li>e) Some pushback from ECC highways authority on the proposed vision and solutions being put forward. DU stated that a less rigid view should be taken to consider new models of sustainable vehicular movements, such as the need to change the nature of the A127/128.</li> <li>f) AB (HE) suggested it will be useful to decouple the design solution from the end state that is being proposed by the vision. And MJ (ECC) stated that there is a need to provide the evidence to justify a new way of thinking about the proposed solution.</li> <li>g) It was agreed that a summary will be issued by the end of July and a follow up workshop will be scheduled for early September. The summary needs to clearly articulate what is being asked of the Highways Authority.</li> <li>h) AB (HE) offered to help facilitate in any way, as required, to feed in a HE perspective.</li> <li>i) It was additionally noted that there is also another inter-dependent strand of work led by ECC regarding the A127 Economic Growth Corridor Task Force. BBC to attend the A127 options workshop on the 11 July, bringing back to the project team any relevant interlinkages.</li> </ul> <p><b>2.4 Next Steps (beyond outline planning application) – developing detailed design and corresponding Design Guidance and/or Codes</b></p> <ul style="list-style-type: none"> <li>a) PD explained that a committee paper is being presented to the Council’s Policy, Resources and Economic Development Committee, to approve a revised Local Development Scheme (LDS); still aiming to submit Local Plan by the end of July.</li> <li>b) The committee paper also sets out the need for BBC to address the need for more detailed design guidance work to be undertaken, following on from the broader Masterplan Framework conceptual outline. This is intended to form statutory guidance to assure the delivery of a quality, distinct garden village into the future. BBC will lead on taking this forward, in partnership with CEG. The mechanism for undertaking this piece of work is still to be determined.</li> <li>c) AB suggested looking at the Trumpington Meadows, Cambridge Design Codes; Need to ensure that any guidelines / codes are given a priority rating (mandatory or optional) otherwise they are harder to enforce. AB also suggested that a ‘specification manual’ might be a better approach to aid implementation, particularly of the street design elements, which will need to be done in partnership with the highways authority.</li> </ul>
<p><b>3. Delivery</b></p>	<p><b>3.1 General feedback on Master Developer Terms of Reference (ToR) and next steps required to finalise</b></p> <ul style="list-style-type: none"> <li>a) It was agreed that all parties to:</li> </ul>

	<ul style="list-style-type: none"> <li>i. review the CEG and BBC drafts and issue comments in the meantime;</li> <li>ii. think about their own role on the delivery of DHGV and issue a draft ToR to explore options and issue for review in the meantime;</li> <li>iii. and to arrange a dedicated session in early September to brainstorm the different roles and responsibilities with the view of finalising a 'delivery / implementation charter' among the different parties;</li> <li>iv. ToR to be mainly about the delivery responsibilities, although some responsibilities may fall into the ongoing stewardship aspects; and</li> <li>v. West Horndon Parish Council to be invited to do the same.</li> </ul> <p><b>3.2 Introduce BBC TOR</b></p> <ul style="list-style-type: none"> <li>a) See actions above (item 3.1).</li> </ul> <p><b>3.3 CEG - Update on landowner discussions</b></p> <ul style="list-style-type: none"> <li>a) Discussions with other landowners are progressing.</li> <li>b) Mr Smith (Timmermans) has now instructed Savills as planning agent, same agent as Mr Low (Meadow House).</li> <li>c) No further comments on MoU, still waiting feedback from Mr Smith and Crest Nicholson/Bellway.</li> </ul> <p><b>3.4 CEG - Planning and delivery strategy – Review updated draft delivery programme</b></p> <ul style="list-style-type: none"> <li>a) All to review and feedback comments if any</li> </ul>
<b>4. General Programme Updates</b>	<p><b>4.1 BBC - Highlight report review (Updates, Risks, Milestones)</b></p> <ul style="list-style-type: none"> <li>a) KP summarised the purpose and contents of the community engagement strategy (circulated).</li> <li>b) All to review and feedback.</li> <li>c) PD explained that BBC will be bidding for further capacity funding from HE now that the window for 2020/21 is open (deadline 26 July).</li> <li>d) JB summarised the (BBC and ECC) pre-app meetings that have been held or are to be held, including: heritage; highways, education, flood/suds, EHO, ecology etc.</li> </ul>
<b>5. Key Decisions</b>	None
<b>6. AOB</b>	<ul style="list-style-type: none"> <li>a) KP summarised the request by NHS Strategic Estates group to deliver a GP surgery sooner rather than later. Agreed to set up a meeting to discuss the requirements and the timelines of delivery.</li> <li>b) PD proposed that the next Project Delivery Board be postponed until September due to the delay in the second DRP and need to report outcomes.</li> <li>c) Proposed to hold the third DRP session on the Wednesday 11 September. KP to check panel availability.</li> </ul>
<b>Next Meeting:</b>	<b>Wednesday 7 August 2019</b>

## Action List

Reference	Description	Owner	Due Date	Status
2019-07-10_01	Issue a summary report of the Southern Brentwood Growth Corridor work by end of July.	DU	31-07-2019	Open
2019-07-10_02	Arrange a follow-up workshop with regards to the South Growth Corridor work.	PD/DU	16-09-2019	Open
2019-07-10_03	All to review the issued ToRs and to attempt documenting a summary ToR of their own organisational responsibilities for DHGV. Both comments and draft ToRs to be issued before the next meeting.	All	02-08-2019	Open
2019-07-10_04	Arrange a brainstorm session to map out the ToR for delivery and implementation, with the view to work towards a "delivery charter" in early September. Invitees BBC, ECC, HE, Parish Council.	CT	16-09-2019	Open
2019-07-10_05	Review all documents issued and feed back comments: <ul style="list-style-type: none"> <li>• Delivery Programme</li> <li>• Engagement Strategy</li> <li>• BBC TOR</li> <li>• CEG Liaison Group TOR</li> <li>• CEG response to comments</li> </ul>	All	02-08-2019	Open
2019-07-10_05	Arrange a meeting with NHS Strategic Estates group to discuss health facility requirements	KP/CT	02-08-2019	Open

## Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-05-01_01	CEG to obtain formal response from ECC to confirm that the data has been validated	DB	31-Jul-19	Open
2019-06-12_03	Arrange meeting with Community Trusts	PD	31-Jul-19	Open
2019-05-01_06	CEG to create a table of the key issues arising from the first DRP	DB	31-Jul-19	Open

	and how they are being addressed. To be issued a week in advance of second DRP but also to all stakeholders prior to a following briefing session.			
2019-06-12_07	Distribute consultation event (5 June) report	DB	31-Jul-19	Open
2019-05-01_10	CEG to make contact with Brentwood County High for possible sponsorship opportunity	CR	31-Jul-19	Open
2019-06-12_05	Missing land uses such as freestanding early years facility and Gypsy and Traveler pitches to be identified on the updated Masterplan.	DB	19-Jul-19	Closed
2019-06-12_06	Provide Gypsy and Traveler Liaison Group details to DB.	MJ	12-Jun-19	Closed
2019-06-12_08	Forward pre-application responses to ECC	JB	14-Jun-19	Closed
2019-05-01_02	Transport Assessment draft report to be issued to ECC by the end of June.	DU	30-Jun-19	Closed
2019-05-01_07	CEG ToR to be discussed further.	CR	10-Jul-19	Closed
2019-05-01_09	Full South Brentwood Growth Corridor Report to be issued, making the case of alternative transport strategies, after further presentation/workshop session.	DU	31-Jul-19	Closed