



Minutes

Meeting:	Dunton Hills Garden Village – Steering Group Meeting
Venue:	Seven Arches Road Office, Brentwood (Meeting Room 3)
Date:	Wednesday 07 August 2019 (2019-08-07)
Time:	14:00-15:30

Attendees:

Justin Boojj (JB)	Brentwood Borough Council (BBC)
Phil Drane (PD)	
Coby Tomlins (CT)	
David Ubaka (DU) [David Ubaka Placemakers]	CEG
Charlotte Robinson (CR)	
David Barnes (DB) [Star Planning]	Homes England (HE)
Jonathan Alldis (JA)	Essex County Council (ECC)
Natalie Hayward (NH)	

Item	General Discussion Points - Decisions
1. Previous Actions	<p>2019-07- 10_01 – Southern Brentwood Growth Corridor work progressing, summary to be provided prior to workshop. Action combined with 2019-07-10_02 – Action closed.</p> <p>2019-07- 10_02 – Southern Brentwood Growth Corridor to be arranged for end-September with summary report and evidence to be shared prior to workshop. Action remains open.</p> <p>2019-07- 10_03 – Action combined with 2019-07- 10_04 with TOR's to be addressed through workshop discussion – Action closed.</p> <p>2019-07- 10_04 – CT to arrange workshop/ session to agree arrangements between stakeholders for delivery and implementation of project (September) – Action open.</p> <p>2019-07- 10_05 – Action combined with 2019-07- 10_04 with a view to agree how stakeholders will work together to progress project (requires review of various documents) – Action closed.</p> <p>2019-07- 10_06 – Meeting held with NHS regarding health facilities (refer 6.1) - Action closed.</p>

	<p>2019-05-01_01 – Phantom queuing to be resolved regarding traffic assessment, to be picked up in evidence – Action open.</p> <p>2019-06-12_03 – Meeting with community trusts to be arranged following initial Liaison Group meeting to be held 21 August – Action closed.</p> <p>2019-05-01_06 – DB noted a brief response will be prepared, however detailed response to comments to be provided in one single response covering all workshops and DRPs – Action closed and new action raised.</p> <p>2019-06-12_07 – DB noted this is with Victoria Walker on leave - Action open.</p> <p>2019-05-01_10 – PD noted that conversations should occur with all surrounding schools to look at sponsorship opportunities (in addition to Brentwood County High School) – Action updated and remains open.</p>
<p>2. Masterplan Design Process</p>	<p>2.1 CEG/ BBC - Update on 2nd Design Review Panel (Wednesday 17th July)</p> <ul style="list-style-type: none"> a) PD noted CEG had received letter from Design South East following the second Design Review Panel (DRP). b) DB explained that CEG are preparing a response to the letter, taking on board comments, however mentioned that some comments are too detailed for the masterplan framework and design guidelines to be prepared by CEG. c) CT explained that this level of detail will be prepared by Council as part of the detailed design phase. d) JA and NH noted attendance at DRP and confirmed there has been positive progress. <p>2.2 CEG – Evidence Base Update</p> <ul style="list-style-type: none"> a) Ecology Survey: DB explained that the ecology surveys are in their final phase with bat surveys to be undertaken in September. <ul style="list-style-type: none"> i. DB noted that the Environment Agency recommends further assessment of any downstream implications. CEG are commissioning a topographical survey to complete this work, and there are unlikely to be any material impacts. b) Traffic Survey: DB noted that transport surveys have been completed, with exception of a speed survey on Station Road which is to be completed in September 2019. <p>2.3 BBC Transport Assessment Work</p> <ul style="list-style-type: none"> a) PD gave a summary of progress on the various tasks underway regarding transport and explained that the Southern Brentwood Growth Corridor work will focus on sustainable transport opportunities. <ul style="list-style-type: none"> i. DU explained that the Southern Brentwood Growth Corridor work focusses on sustainable transport integration and the work is progressing at pace. It focusses on the wider vision which will need to be costed. Timing for distribution of a draft is likely for early September.

- b) DU explained there has been 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. DU explained that a less rigid approach to the vision is being taken seeking to deliver evidence supporting the visioning work in line with ECC's the 'Business as Usual' approach) to support the changing nature of the highways in the whole corridor.
 - i. NH explained that ECC would be open to changes to the 'Business as Usual' if they can be adequately evidenced.
- c) PD explained that BCC will be holding a workshop on Southern Brentwood Growth Corridor, likely end September.
 - i. JA explained that it will be key to have Highways England engineers at the workshop to assist with the focus on new approaches that isn't a 'Business as Usual' approach.
 - ii. JA noted that Homes England can assist with preparing the agenda and chairing the workshop.
 - iii. JA explained that the evidence base should be provided ahead of the workshop, specifically to assist with recent push back from ECC Highways Authority.
 - iv. JA requested John Samford from Homes England is invited. NH requested that Mark Robinson is invited from ECC.
- d) PD provided update that PBA have issued draft traffic report to ECC and Highways England (including Jacobs – traffic consultants). A meeting was held to discuss content on 29 July 2019.
 - i. DU noted that 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. It was agreed that LTC will be included in the reference case for the Transport Assessment to ensure 'worst case' traffic scenario for the LTC and its wider impacts on the corridor are considered.
 - ii. PD explained that one of the outcomes of the workshop is to agree on a list of key issues to be resolved (critical and non-critical). This will form the basis of transport impact section of the Statement of Common Ground with ECC and separately with Highways England.

2.4 BBC / CEG – Next Steps (Beyond Outline Planning Application): Masterplan Framework / design guidance (CEG) and Detailed Design Guidance + Codes (BBC)

- a) CT 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. BBC will lead on taking this forward, in partnership with CEG. It is likely this document will be adopted as an SPD to assure the delivery of quality into the future. CT noted that tender document is likely to be out by mid-end September.
- b) PD explained that the key issue is terminology between the design guideline documents prepared by CEG and BBC is clarifying what level of detail each document goes into.
- c) DB noted that CEG are preparing Masterplan Framework and supporting Design Guidelines, with BBC going into another layer of detail.

	<p>d) CT noted that workshops with Design South East will flesh this out in more detail and resolve any uncertainty.</p>
<p>3. Delivery</p>	<p>3.1 All - General feedback on Master Developer TOR, BBC TOR + own organisational responsibilities - BBC – Next Steps TOR - Workshop / ‘Service Charter’</p> <p>a) It was agreed that all parties think about their own role on the delivery of DHGV and a dedicated workshop would be arranged to identify the different roles and responsibilities of each stakeholder with the view of finalising a ‘delivery charter’.</p> <p>3.2 Update on landowner discussions - CEG</p> <p>a) DB noted that a letter had gone to landowners regarding the Memorandum of Understanding with no feedback yet. b) Meeting date with landowners likely to be held 30 August or 6 September.</p> <p>3.3 Planning and delivery strategy</p> <p>a) All to review and feedback comments if any</p>
<p>4. General Programme Updates</p>	<p>4.1 BBC - Highlight report review (Updates, Risks, Milestones)</p> <p>a) PD provided an overview of upcoming events for DHGV including:</p> <ol style="list-style-type: none"> i. Gypsy & Traveller workshop – 28 August, focussing on design, access, ownership. ii. Housing workshop – 4 September, focussing on housing type + mix, location/design, delivery options and timing. iii. Design South East detailed design and innovation workshops - 6 September (TBC), focussing on level of detail for each design document, and opportunities for innovation/ sustainability measures, building on transport concierge. <ul style="list-style-type: none"> ▪ JA noted that workshops should be considered along with last round of workshops and pre-application comments received to date. ▪ PD noted that it is an iterative process that works on meshing conflicting comments to provide a mutually beneficial outcome. iv. DRP 3 – 25 September or 9 October, focussing on Masterplan Framework and Design Guidelines, including outcomes of recent workshops. v. Community Trusts workshop – To be arranged following initial discussion with CEG on 21 August. The workshop will build on initial ideas to define matters to be investigated over with regards to stewardship and ongoing management of community infrastructure. vi. Community Consultation - (school placemaking workshops + community forum) <ul style="list-style-type: none"> ▪ Schools placemaking workshop - 24-26 September

	<ul style="list-style-type: none"> ▪ Community Forum – 15 October will introduce project to community and help to inform the detailed design phase with an aim to arrange sub-working groups. Note: BBC are working in collaboration with CEG and their Community Liaison Group which focusses on consultation for the outline planning application. Both events will be held consecutively. <p>vii. Homes England Bid submission</p> <ul style="list-style-type: none"> ▪ PD noted that the Homes England bid had been submitted by BBC for the latest round of funding (2020/21). ▪ JA explained that bid assessments are due by end August with final decisions to be made by executive. JA to advise on exact confirmation dates. <p>viii. DM - Pre-app updates</p> <ul style="list-style-type: none"> ▪ JB summarised the (BBC and ECC) pre-app meetings that have been held or are to be held, including: Highways (08/07), Education (09/07), Environmental Health (16/07), Flood Risk (19/07) and Ecology (23/07). Matters for further consideration and discussion raised/being raised.
<p>5. Key Decisions</p>	<p>None</p>
<p>6. AOB</p>	<p>6.1 NHS meeting update (meeting held 07/08)</p> <ul style="list-style-type: none"> a) NHS require 1,000sqm health facility to be provided at DHGV to cater for growth in southern growth corridor (658 sqm for DHGV and remaining for other identified growth). b) Current facility at West Horndon is at capacity and cannot expand. The facility would relocate to DHGV when built – staged provision in line with growth. c) NHS explained that explained that they are unable to fund outright, however would run on a revenue arrangement. For example, negotiated rent over X number of years and cost is offset through revenue. d) Detailed design will commence as part of detailed design workshops for DHGV. NHS/ GPs to be included in this work. e) Facility to be provided circa 2023 (Phase 1 of development). <p>6.2 Next Project Board Meeting</p> <ul style="list-style-type: none"> a) New date to be held Wednesday 23 October. The focus of this meeting will be to have the board endorse where the project is at that date, following DRP and prior to Outline Planning Application. <p>6.3 Meeting with C2C (12/08)</p> <ul style="list-style-type: none"> a) DU provided update on upcoming C2C meeting (12/08) to address upgrade of West Horndon Station and need to infrastructure improvements to help deliver homes. DU noted that C2C need to understand if there is funding to be provided from Network Rail. <ul style="list-style-type: none"> i. JA noted that Network Rail allocate funding for 5-year programmes and could assist with providing access to all and western access from station. JA took an action to put BBC in touch with Network Rail 'project sponsor' and Business Development Director for Greater Anglia line to assist with progress of funding opportunities.

	b) PD noted there is another meeting with C2C (11/09), including with transport consultants to progress transport linkages within the Southern Brentwood Growth Corridor, and a bus interchange.
Next Meeting	Wednesday 4 September 2019 14:00 – 15:30

Action List

Reference	Description	Owner	Due Date	Status
2019-08-07_01	Provide update on BBC Homes England bid timeframes.	JA	31-08-2019	Open
2019-08-07_02	Provide contact details for Network Rail 'project sponsor' and Business Development Director for Greater Anglia line to assist with progress of funding opportunities.	JA	31-08-2019	Complete
2019-08-07_03	Provide response comments to DRP 2 letter.	DB	31-08-2019	Open
2019-08-07_03	Provide detailed response to all DSE advice (including workshops and DRPs).	DB	31-10-2019	Open

Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-07-10_02	Arrange a follow-up workshop with regards to the South Growth Corridor work + distribute summary prior to workshop.	PD/DU	16-09-2019	Open
2019-07-10_04	Arrange a brainstorm session to map out stakeholder roles and responsibilities for delivery and implementation for project. Outcome to work towards a "delivery charter" in September bringing together agreement on communications strategy, ToR, delivery programme. Invitees BBC, ECC, HE, Parish Council.	CT	16-09-2019	Open
2019-05-01_01	CEG to obtain formal response from ECC to confirm that the data has been validated.	DB	31-08-19	Open
2019-06-12_07	Distribute consultation event (5 June) report	DB	31-08-19	Open
2019-05-01_10	CEG to make contact with surrounding schools to look at sponsorship opportunities (not mutually exclusive to Brentwood County High).	CR	31-08-19	Open
2019-07-10_01	Issue a summary report of the Southern Brentwood Growth Corridor work by end of July.	DU	31-07-2019	Closed

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	Closed
2019-07-10_05	Arrange a meeting with NHS Strategic Estates group to discuss health facility requirements	KP/CT	02-08-2019	Closed
2019-07-10_05	Review all documents issued and feed back comments: <ul style="list-style-type: none"> • Delivery Programme • Engagement Strategy • BBC TOR • CEG Liaison Group TOR • CEG response to comments 	All	02-08-2019	Closed
2019-06-12_03	Arrange meeting with Community Trusts	PD	31-Jul-19	Closed
2019-05-01_06	CEG to create a table of the key issues arising from the first DRP 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.	DB	31-Jul-19	Closed