



Meeting: Dunton Hills Garden Village – **Steering Group Meeting**
Venue: Dunton Hills Golf Course Tilbury Road, West Horndon, CM13 3LT
Date: Wednesday 4 September 2019 (2019-09-04)
Time: 13:15 – 14:45

Attendees:

Justin Booij (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)
Matthew Jericho (MJ)	
Anne Clithroe (AC)	

Item	General Discussion Points - Decisions
1. Previous Actions	<ul style="list-style-type: none">• 2019-08- 07_01 Provide update on BBC / Homes England bid timeframes – Update provided, and action carried forward.• 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 – Action completed and closed.• 2019-08- 07_03 Provide response comments to DRP 2 letter – Action carried forward and merged with Action 2019-08- 07 03.• 2019-08- 07_03 Provide detailed response to all DSE advice (including workshops and DRPs) – Action merged with 2019-08- 07 03 and closed.• 2019-07- 10_02 Arrange a follow-up workshop with regards to the South Growth Corridor work + distribute summary prior to workshop – Action updated 2019-09-04 01.• 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 – Action completed and closed.• 2019-05- 01_01 CEG to obtain formal response from ECC to confirm that the data has been validated – Action carried forward.• 2019-06- 12_07 Distribute consultation event (5 June) report – Action carried forward.• 2019-05- 01_10 CEG to make contact with surrounding schools to look at sponsorship opportunities (not mutually exclusive to Brentwood County High).

<p>2. Masterplan Design Process</p>	<p>2.1 Update on evidence base progress (completed surveys and gaps or milestones for new material)</p> <ul style="list-style-type: none"> a) DB noted that there is no further update on traffic surveys since last steering group. b) DB Explained that the ecology surveys will be completed this month (September) to update current baseline data that is greater than three (3) years old. c) CT asked whether the surveys apply to the entire site allocation. DB noted that it only applies to the CEG owned and that other landowners had not provided ecology data for their land. The masterplan process applies existing survey data across the whole allocation site. <p>2.2 Update on Transport Assessment Work</p> <ul style="list-style-type: none"> a) DU noted there is limited update since previous Steering Group given consultant leave, however consultants are in the process of agreeing a table that highlights points of agreement and disagreement with ECC regarding the current Transport Assessment. b) JA explained that a higher level meeting prior to a transport workshop (previous meeting action) would be required to agree overarching sustainable transport principles. c) DU explained that they are currently looking at local trips and local work scenarios and what proximity filter to apply. The high level TA is provided on a gravity model basis which shows little movements between sites. As such there are discussion being undertaken to make it more accurate than the gravity model allows for. <p>2.3 Update on project plan / communications plan for SPD</p> <ul style="list-style-type: none"> a) CT explained that the draft project plan sets out the tender timeframe from consultation through to adoption. It is expected that the tender process will run until the end of the year, with co-design community workshops to commence early 2020. b) CT noted that the community forum links in with delivery of the SPD, where the community forum will be made up of 'champions' that represent each sub-theme co-design group to ensure collaboration of the SPD. A ToR will be tabled at the first community forum (15 October 2019) for discussion and linked to the Delivery Charter to be prepared in November at the stakeholder round-table. CT explained that at each stage of the process BBC feedback through the Community Forum for endorsement. c) CT noted that a diagram of all the different governance arrangements is currently being prepared to be shared at next Steering Group. d) CT explained that the DSE workshop on 06-09-2019 will flesh out the level of detail set out in the SPD and CEG Masterplan Guidelines. e) DB noted that BBC will need to be clear about the negotiables and non-negotiables throughout the co-design process. f) CT asked for recommendations of consultants we may wish to invite to tender.
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	<p>g) CT asked that feedback be provided on documents circulated in relation to SPD (draft workshop themes, project plan).</p>
<p>3. Delivery</p>	<p>3.1 Update on G + T Workshop outcomes</p> <p>a) CT noted that workshop notes will be sent asap to group with key outcomes being general agreement transport and access for site, and agreement that community consultation is needed as a next step to undertake detailed design phase.</p> <p>3.2 Overview of upcoming Events</p> <p>a) Housing Workshop</p> <p>i. 04-09-2019. Focus is to discuss housing at DHGV looking at what type of housing is to be provided; who is to provide it; at what stage and who to.</p> <p>b) Terms of Reference/ Service Charter round-table</p> <p>i. Set for 06 November 2019</p> <p>c) Stewardship round-table</p> <p>i. CT updated Steering Group on meeting with Lands Trust (28-09-2019) to discuss different management options for DHGV.</p> <p>ii. A key point raised by Lands Trust was their flexible arrangement options and can manage a range of different services, from environment, economic growth and community cohesion. For example – everything from cutting the grass to running a community fair.</p> <p>iii. CT noted that outcome of the meeting was to undertake a site visit with Lands Trust for one of their sites and to investigate different methods of stewardship, coming together for a round-table and ultimate strategy for DHGV.</p> <p>iv. JA noted that other successful and unsuccessful examples of could be provided to assist with investigations.</p> <p>d) Landowner meeting</p> <p>i. CR provided an update on CEG landowner meeting on 23-08-2019 where a draft MOU was circulated.</p> <p>ii. CT attended and provided an update on the Brentwood Local Plan proposed changes.</p> <p>e) Innovation and Design Guideline Workshop (DSE)</p> <p>i. To be held 04-09-2019 to discuss innovation in sustainability at DHGV and level of detail for Masterplan Guidelines and SPD.</p> <p>3.3 Local Plan update</p> <p>a) PD explained that BBC Members are considering the Local Plan REPS which are to be published ASAP. PD noted that majority of the REPS are from Blackmores site allocation.</p> <p>b) Any potential changes to the site allocations would require a targeted consultation and would therefore delay the submission of the Local Plan, including updated evidence to support any changes.</p>

	<ul style="list-style-type: none"> c) EIP timeframe would therefore be likely to occur next year (given resourcing issues) and as such BBC are better off amending Local Plan now than following submission. d) PD noted that BBC can provide a more detailed update when the committee report is published on 12-09-2019. e) JA questioned what the implications would be for DHGV. PD noted that BBC are working with CEG on the implications and highlighted that we are committed to working together.
4. General Programme Updates	<p>4.1 BBC - Highlight report review (Updates, Risks, Milestones)</p> <ul style="list-style-type: none"> a) As discussed in above items <p>4.2 Pre-app updates (Heritage)</p> <ul style="list-style-type: none"> a) JB explained that a Heritage and archaeology meeting held 29-08-2019, however information was only provided 3 days in advance and as such written comments to be provided following review. JB noted that it was positive to have Masterplanners and Landscape Architects there to provide context. b) JB also updated Steering Group that CEG submitted EIA scoping, which is currently being registered.
5. Key Decisions	None
6. AOB	<p>4.1 Education provision update</p> <ul style="list-style-type: none"> a) DB noted that discussions are currently underway with ECC. <p>4.2 Sports Facilities update</p> <ul style="list-style-type: none"> a) DB noted that a meeting was held 13-08-2019 with Sports England which was overall positive. b) DB explained that CEG have been able to accommodate an additional 2 sports pitches on the site to assist with shortfall of sports pitches on the site. c) DB explained that discussions are to continue with Sports England to resolve shortfall of playing pitches. The sharing of sports facilities will be key to resolving this. <p>4.3 Next DRP – 3rd Masterplan Framework + Design Principles – 06-10-2019</p> <p>4.4 Next Project Board Meeting – 23-10-2019</p> <p>4.5 Next Steering Group Meeting – 02-10-2019</p> <p>4.6 BBC Homes England bid timeframes</p>

	a) JA noted that Homes England are currently finalising the scoring to send to Ministry. JA noted that given the number of Garden Communities, there isn't a great pot of money to each community.
Next Meeting	Wednesday 2 nd October 2019 2:00 – 3:30 pm

Action List

Reference	Description	Owner	Due Date	Status
2019-09-04 01	2019-07- 10_02 action closed and replaced by with new action 2019-09-04 01 to set up meeting to progress transport matters for DHGV before end September.	CT/ JA	30-09-2019	Complete
2019-09-04 02	Update on Local Plan outcomes following publishing of report on Wednesday 12 September 2019 in addition to targeted consultation.	CT	As relevant	Open
2019-09-04 03	Feedback on documents sent around from previous Steering Group.	All	30-09-2019	Open
2019-09-04 04	JA to share examples of other Stewardship models in other Garden Communities.	CT/ JA	30-09-2019	Complete
2019-09-04 05	All to provide recommendations for consultants for SPD.	All	30-09-2019	Open

Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-08-07_03	Provide detailed response to all DSE advice (including workshops and DRPs).	DB	31-10-2019	Open
2019-08-07_01	Provide update on BBC Homes England bid timeframes.	JA	31-08-2019	Open
2019-05-01_01	CEG to obtain formal response from ECC to confirm that the data has been validated. - DB updated that CISTRA will provide response to transport model and then through ECC/ Highways England.	DB	31-08-19	Open
2019-06-12_07	Distribute consultation event (5 June) report - Victoria (CEG) is preparing a wider document that covers all feedback received to date which will feed into the Statement of Community Involvement.	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). - Schools have returned from summer holidays and as such, CEG will pick up action again.	CR	31-08-19	Open
2019-08-07_03	Provide response comments to DRP 2 letter.	DB	31-08-2019	Closed
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	Closed
2019-08-07_02	Provide contact details for Network Rail 'project sponsor' and Business Development Director for Anglia line to assist with progress of funding opportunities.	JA	31-08-2019	Closed / Updated
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