



Meeting: Dunton Hills Garden Village – Steering Group Meeting
Venue: Committee Room 1, Brentwood Town Hall
Date: Wednesday 02 October 2019
Time: 14:00 – 15:30

Attendees:

Justin Boojj (JB)	Brentwood Borough Council (BBC)
Phil Drane (PD)	
Coby Tomlins (CT)	
David Ubaka (DU) [DUP]	
Charlotte Robinson (CR)	CEG
David Barnes (DB) [Star Planning]	
Matthew Jericho (MJ)	Essex County Council (ECC)

Item	Notes
1. Previous Actions	<p>Review Actions from Previous Meeting (see below)</p> <p>2019-09- 04_01 Set up meeting to progress transport matters for DHGV before end September – Complete and action closed.</p> <p>2019-09- 04_02 Update on Local Plan outcomes following publishing of report on Wednesday 12 September 2019 in addition to targeted consultation – Update SG as consultation progresses and Action carried forward.</p> <p>2019-09- 04_03 Feedback on documents sent around from previous Steering Group – Steering Group to respond to Terms of Reference document as a whole, and action closed.</p> <p>2019-09- 04_04 JA to share examples of other Stewardship models in other Garden Communities – Action complete and closed. (CT to forward to CEG).</p> <p>2019-09- 04_05 All to provide recommendations for consultants for SPD – Action complete and closed.</p> <p>2019-08- 07_01 Provide update on BBC / Homes England bid timeframes – Update provided, and action carried forward.</p> <p>2019-08- 07_03 Provide response comments to DRP 2 letter – CEG are collating responses ahead of DRP 3, including all comments received to date – Action closed.</p> <p>2019-05- 01_01 CEG to obtain formal response from ECC to confirm that the data has been validated – Action carried forward – CEG provided Essex Highways and Highways England with data on 01.10.2019 – Action carried forward.</p> <p>2019-06- 12_07 Distribute consultation event (5 June) report – Action carried forward – Will be picked up as part of application submission and community forum outcomes – Action closed.</p> <p>2019-05- 01_10 CEG to make contact with surrounding schools to look at sponsorship opportunities (not mutually exclusive to Brentwood County High) – CEG have made contact and are progressing – Action carried forward.</p>

<p>2. Masterplan Design Process</p>	<p>2.1 Update on evidence base progress (completed surveys and gaps or milestones for new material)</p> <p>a) DB updated that speed surveys have been completed, however official results have not come through to date. Note to update SG at next meeting and ensure ECC are informed (specifically transport sector).</p> <p>b) DB noted that ecology surveys have been completed, however one additional topographical survey is required south of the rail line.</p> <p>2.2 Update on Transport Assessment Work / C2C meeting</p> <p>a) DU updated on the Transport Assessment regarding inclusion of including Lower Thames Crossing in the sensitivity testing model and consideration of flows at Junction 29. As a next step, there will be a technical meeting with Highways England to work through a solution.</p> <p>b) DU updated on engagement with c2c Rail, a meeting was held (11 September 2019) regarding upgrades to West Horndon Station. It was noted Thurrock Council was not in attendance, however, will be at the next meeting in November (04 November 2019). There is a consensus to achieving sustainable objectives within the Southern Brentwood Growth Corridor. Much of the discussion was around making sure there is a joined-up approach to development.</p> <p>c) MJ asked for an update from DU on putting a response table together on remaining questions to the draft Transport Assessment.</p> <p>d) Action: DU to prepare and distribute transport issues table.</p> <p>2.3 Update on Supplementary Planning Document</p> <p>a) CT provided an update on the detailed design guidance Supplementary Planning Document (SPD), the tender is on track to go out by the start of November, to have consultant appointed by the end of 2019. The document is currently going through internal consultation.</p> <p>b) Action: CT to circulate document when internal comments are incorporated.</p>
<p>3. Delivery</p>	<p>3.1 Overview of recent events</p> <p>a) <u>Housing workshop</u></p> <p>i. CT provided update on housing workshop (04 September 2019) and discussed next steps including: 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):</p> <ul style="list-style-type: none"> • Phasing • Housing mix (bedrooms) • Tenure • Allocation • Management options • Allocation of affordable housing • Housing design, working in tandem with DHGV Design SPD • Delivery partner options <p>ii. CT noted that appropriate sub-meetings would 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 BBC and CEG.</p>

- iii. Further research to be undertaken by BBC to set position on housing type, including self-build.
- iv. Further community consultation should be undertaken as housing strategy develops and through development of DHGV design SPD.
- v. Action: DB to provide comments back on housing workshop summary notes.

b) G + T Workshop

- i. CT provided an update on Gypsy & Traveller workshop (28 August 2019) and noted that next steps include:
 - Community consultation with the Gypsy & Traveller community was agreed as a key next step for detailed design of the site. Community consultation is also essential to identifying potential local partners for ownership and therefore long-term success if privately owned.
 - Council to provide clear position on size requirements for pitches to resolve futureproofing discussion.
- ii. DB noted that the policy states a minimum of five pitches on DHGV, and therefore CEG will only provide that, otherwise, it will need to be elsewhere in the development.

c) School Workshops

- i. CT provided update that the workshops were very successful and positive events, with great feedback from students and teachers. The following next steps will occur:
 - A resource pack to be developed for youth engagement for other Garden Communities; and
 - Workshop summary outcomes/ recommendations from youth perspective for DHGV.
- ii. Action: CT to distribute youth workshop material when finalised.

d) Innovation and Design Guideline Workshop

- i. CT updated on DSE Innovation and Design Guideline workshop (06 September 2019) and noted the summary had been distributed. They key points included: innovation in community, transport and physical innovation, zero carbon. Regarding design guideline, the next steps were to set out Councils approach included key points to include.
- ii. DB noted that there was nothing in the summary that caused any issues from CEG perspective.

e) Overview of upcoming events

- i. Terms of Reference/ Delivery Charter round-table – 06 November 2019. Action: CT to distribute draft document ahead of meeting.
- ii. Stewardship approach meeting. CT noted BBC are currently undertaking research in this area and gathering approach for DHGV. Meeting will be held following position paper preparation.
- iii. Landowner meeting. PD noted that BBC will arrange meeting when there is more concrete information to provide following local plan consultation.

3.2 Update on Dunton Playing Pitches

- a) JB updated attendance at Borough wide Playing Pitch Strategy Steering Group meeting (25/09) and noted the need to progress the golf needs study to address loss of golf course at DHGV.

	<p>b) DB noted that there are not showstoppers in relation to playing pitches on DHGV. There will be shared uses for community and school playing pitches and there is a need to work with ECC to address management of these facilities.</p> <p>3.3 Local Plan update</p> <p>a) PD explained that a decision was made at the Council's Policy, Resources and Economic Development Committee (11 September 2019) to approve changes to housing numbers in the Local Plan. As a result, the following will be undertaken:</p> <ul style="list-style-type: none"> i. BBC are preparing an addendum to the plan of the specific changes (in tracked change form, for the inspector to clearly see) ii. The focussed consultation of the changes will be limited to responding to changes only, not the entire plan iii. BBC have been working closely with certain community groups on their submission format to reduce processing time of REPS iv. Anyone is able to make a response to the proposed amendments, and BBC will be specifically notifying parties that responded to the Pre-Submission consultation v. Consultation will be held starting Tuesday 15 October 2019 for a period of six weeks, ending 26 November 2019.
<p>4. General Programme Updates</p>	<p>4.1 Highlight report review (Updates, Risks, Milestones)</p> <p>a) CR advised that from a CEG perspective the status should be red. However, PD noted from a BBC perspective, the risk is amber.</p> <p>4.2 Pre-app updates</p> <p>a) JB noted that the EIA request for responses has been issued to internal stakeholders at BBC. JB noted that one of the key points was an incomplete heritage analysis. DB noted these issues will be worked through at next Liaison group meeting, for discussion.</p> <p>b) JB noted a discrepancy in building heights between text and parameters plans. Action: DB to double check and ensure consistency of documents.</p>
<p>5. Key Decisions</p>	<p>None</p>
<p>6. AOB</p>	<p>4.3 Education provision update</p> <p>a) DB noted agreement with ECC of no provision of co-located school at DHGV. MJ noted that DB will need to check with ECC (Blaise Gammie) to ensure this is the case given the evidence base will need to be provided.</p> <p>4.4 Next DRP – 3rd Masterplan Framework + Design Principles – 09 October 2019</p> <p>a) CT noted that this will be the last DRP that brings together the work done to date, with review of masterplan guidelines.</p> <p>b) Action: CT to finalise how document will sit as a consideration as part of the Outline Planning Application from a Council perspective (ie – material consideration / adoption).</p> <p>4.5 Next Project Board Meeting – 24 October 2019</p> <p>a) Collectively discussed distribution of papers well in advance of project board given political attendance.</p> <p>4.6 Next Steering Group Meeting – 06 November 2019</p> <p>4.7 Community Forum – 15 October 2019</p>

	<p>a) CT noted the community forum is to be held as an introduction to the projects detailed design.</p> <p>4.8 Application timing</p> <p>a) CT noted that work is ongoing to submit and expect to have the first round of draft application material to JB by end November 2019.</p>
Next Meetings	Wednesday 06 November 2019 14:00 – 15:30, and Wednesday 04 December

Action List

Reference	Description	Owner	Due Date	Status
2019-10-02_01	Prepare and distribute transport issues table.	DU	31-10-2019	Open
2019-10-02_02	Circulate tender document for SPD when internal comments are incorporated.	CT	31-10-2019	Open
2019-10-02_03	CEG to provide comments back on housing workshop summary notes and G + T workshop summary.	DB	31-10-2019	Open
2019-10-02_04	Distribute youth workshop material when finalised	CT	31-10-2019	Open
2019-10-02_05	Distribute draft Delivery Charter document ahead of round-table meeting.	CT	31-10-2019	Open
2019-10-02_06	Check EIA text and parameters plan to ensure consistency of documents.	DB	31-10-2019	Open
2019-10-02_07	Confirm agreement with ECC of no provision of co-located school at DHGV.	DB	31-10-2019	Open
2019-10-02_08	Finalise how Masterplan Guideline document will sit as a consideration as part of the Outline Planning Application from a Council perspective (ie – material consideration / adoption).	CT	31-10-2019	Open

Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
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
2019-08-07_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	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
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