



**Meeting:** Dunton Hills Garden Village – Steering Group Meeting  
**Venue:** Willmott Room, Brentwood Town Hall  
**Date:** Wednesday 04 December 2019  
**Time:** 14:00 – 15:30

**Attendees:**

Justin Booij (JB)	Brentwood Borough Council (BBC)
Phil Drane (PD)	
Coby Tomlins (CT)	
David Ubaka (DU) [DUP]	
David Barnes (DB) [Star Planning]	CEG
Jonathan Aldis (JA)	Homes England (HE)
Matthew Jericho (MJ)	Essex County Council (ECC)
Natalie Hayward (NH)	

Item	Notes
<b>1. Previous Actions</b>	<p><b>Review Actions from Previous Meeting</b></p> <p><b>2019-05- 01_10</b> - CEG to make contact with surrounding schools to look at sponsorship opportunities (not mutually exclusive to Brentwood County High). – Actioned and ongoing, action closed.</p> <p><b>2019-05- 01_01</b> - CEG to obtain formal response from ECC to confirm that the transport data has been validated. Still waiting on Highways Agency to provide response – Actioned carried forward.</p> <p><b>2019-08- 07_01</b> - Provide update on BBC Homes England bid timeframes. Action carried forward.</p> <p><b>2019-09-04_02</b> - Update on Local Plan outcomes following publishing of report on Wednesday 12 September 2019 in addition to targeted consultation. Actioned and action closed.</p> <p><b>2019-10-02_08</b> - 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). Actioned and action closed.</p> <p><b>2019-10-02_07</b> - Confirm agreement with ECC position on co-located school at DHGV. Action closed and ongoing discussions.</p> <p><b>2019-10-02_06</b> - Check EIA text and parameters plan to ensure consistency of documents. – Actioned and action closed.</p> <p><b>2019-10-02_05</b> - Distribute draft Delivery Charter document ahead of round-table meeting. – Actioned and action closed.</p> <p><b>2019-10-02_04</b> – Distribute youth workshop material when finalised - Action carried over.</p> <p><b>2019-10-02_03</b> - CEG to provide comments back on housing workshop summary notes and G + T workshop summary. – Actioned and action closed.</p> <p><b>2019-10-02_02</b> - Circulate tender document for SPD when internal comments are incorporated. – Actioned and action closed.</p> <p><b>2019-10-02_01</b> - Prepare and distribute transport issues table – Action carried over.</p>

<p><b>2. Masterplan Design Process</b></p>	<p><b>2.1 Update on MPF + Principles (feedback and timing)</b></p> <ul style="list-style-type: none"> <li>a) CT provided an update on the MPF noted that we are positive about where the MPF has got to since last DRP, with more work to be done on the latter chapters such as sustainability. CT noted that the mandatory principles will ensure that what is in the MPF is delivered.</li> <li>b) DB noted that we need to build flexibility into the sustainability principles in particular.</li> <li>c) DC took an action to circulate mandatory principles for comment when drafted.</li> <li>d) JA asked about the next steps for the MPF and advised the need to consult on the document. PD explained that the next steps include the MPF going to Project Delivery Board in February 2020.</li> <li>e) General discussion and agreement around the need to consult whether as a standalone document or part of the SPD process, and CT took an action to resolve with stakeholders how the consultation would evolve.</li> </ul> <p><b>2.2 Update on SPD / procurement</b></p> <ul style="list-style-type: none"> <li>a) CT provided an update on the procurement of the SPD consultant and noted that the DHGV team is holding interviews for two consultants on 16/12/19.</li> <li>b) CT took an action to update the Steering Group when a consultant is appointed.</li> </ul> <p><b>2.3 Update on evidence base progress (completed surveys and gaps or milestones for new material)</b></p> <ul style="list-style-type: none"> <li>a) DB provided an update that CEG are waiting on Highways England for validation and cannot progress until this has been provided (see below for detail).</li> </ul> <p><b>2.4 Update on Transport Assessment Work / C2C meeting and preparation for Transport Workshop</b></p> <ul style="list-style-type: none"> <li>a) DU provided an update, waiting for an update on Junction 29 traffic flows from Highways England. DU noted that traffic costings should come through by the end of the week.</li> <li>b) MJ requested an update on transport issues table and PD explained that it will be provided ahead of the Southern Brentwood Growth Corridor sustainable transport workshop on 17/12/19. PD took an action to provide to ECC.</li> <li>c) PD noted the transport workshop is to be held on 17/12/19 and will go over the vision, principles, indicative station designs and costings for the Southern Brentwood Growth Corridor. PD took an action to arrange a pre-meeting with ECC regarding outstanding issues table to give us a starting point for further discussion.</li> <li>d) DU provided an update on C2C meeting held regarding upgrade of West Horndon Station. DU explained that Thurrock, C2C and ECC have been involved in discussions and an outcome of the meeting was for C2C to draft an MoU on our position, including beginning the process of preparation of a joint HIF bid.</li> </ul>
<p><b>3. Delivery</b></p>	<p><b>3.1 Overview of recent events</b></p> <ul style="list-style-type: none"> <li>a) Project Delivery Board</li> <li>b) Community Forum <ul style="list-style-type: none"> <li>• CT noted that the community forum was a positive event to introduce the project and co-design work for the SPD.</li> </ul> </li> <li>c) Stewardship site visits</li> </ul>

- CT explained that a number of site visits had been undertaken, including Barking Riverside, Kirkstall Forge and Beaulieu to start to understand best practice stewardship models, as well as general new build development being undertaken in the UK. The stewardship focus will feed into a BBC position paper for discussion in January 2020 with CEG.
  - JA noted that Homes England are looking to do a site visit for a number of Garden Communities in Cambourne and took an action to update / invite DHGV.
- d) Landowner meeting
- PD explained that a landowner integration meeting was held 22/11/19 and was fully represented. It provided an update on the project, being a positive meeting where landowners were appreciative of the amount of work that is being undertaken.
  - PD noted that Victoria Walker (CEG) has been working with surrounding landowners to see how we might better interact as the development progresses.
  - DB noted landowners are expected to sign the MoU when the local plan is submitted.

### **3.2 Overview of upcoming events / workstreams**

- a) Legacy position paper, SPD Co-Design
- CT noted these events will be undertaken in the new year.
- b) Statement of Intent
- All took an action to send comments of circulated document to CT by end of the year.
- c) Cultural Diversity Project
- CT provided an overview of an opportunity for BBC to partner with Essex Cultural Diversity Project who are keen to see this commission to take place in 2020. CT explained that the would be a long-term sustainable commissioning programme that could develop on an annual basis with input from both partners. It would initially start as work with the SPD consultation and progress into a time capsule over time in an art form. CT to keep Steering Group updated as the project progresses.
- d) Website
- PD provided an update that the website for DHGV will be an updated version of the Council website.
  - CT noted that this work will be undertaken over the Christmas period.
- e) Housing
- PD provided an update that BBC are in a position to pick up housing workshop actions and start discussing housing strategy for DHGV and opportunity for delivery. JA noted that Leigh Johnson at Homes England would be able to add value to this session and took an action to arrange meeting with BBC.

### **3.3 Local Plan / IDP update and DHGV supporting papers**

- PD explained that the focussed consultation finished 22/11/2019 and there were approximately 600 submissions, largely from Blackmore residents, which have mostly been submitted electronically. PD noted that the Policy team are making good progress with processing the submissions.
- PD explained that the committee report will focus on the consultation material only and is expected to go to full council in mid-January for submission end January 2020.

	<ul style="list-style-type: none"> <li>• PD noted that PINS have explained that the BBC local plan submission timing for EiP will be treated as any other local plan submission.</li> <li>• PD explained that the transport figures for the IDP will be fed into the overall costings and there will be a funding gap (not unlike any other IDP) which we can work to looking at funding opportunities.</li> <li>• MJ requested an update in response to ECC representations on the local plan and a meeting in January where conversation can lead towards SoCG. CT took an action to arrange meeting. PD noted that we are going to submit as much information as we can, including topic paper to support Green Belt strategy.</li> </ul>
<b>4. General Programme Updates</b>	<p><b>4.1 Pre-app updates</b></p> <p>a) JB noted that there are no specific DM updates, however noted that it will be useful to look ahead at programming for planning application to agree a PPA going forward which needs to be reviewed.</p> <p><b>4.2 Highlight report review (Updates, Risks, Milestones)</b></p> <p>a) NH questioned final date of local plan supporting information and CT noted that the date is internal.</p> <p>b) CT provided an update that an update presentation will be given to NHS on DHGV on 16/12/2019 ahead of co-design.</p> <p><b>4.3 Homes England funding bid update</b></p> <p>a) JA to provide update following election (ongoing action)</p>
<b>5. Key Decisions</b>	None
<b>6. AOB</b>	<p><b>6.1 Next Steering Group Meeting – 22 January 2020</b></p> <p>a) PD provided an update that Steering Group meetings will occur ever 6 weeks in the new year. CT has sent out meeting invites.</p> <p><b>6.2 Highways workshop</b></p> <p>a) JA noted that a session in mid-February regarding highways with a Homes England representative specialist (John Samford) to lead it. JA noted that Steve Everson from ECC as the lead on Garden Communities needs to be there. JA to arrange meeting and distribute agenda ahead of Christmas.</p> <p>b) PD noted that BBC are doing a site visit with the ECC Garden Communities team in the new year to show them the site.</p>
<b>Next Meeting</b>	Wednesday 22 January 2020 - 14:00 – 15:30

#### Action List

Reference	Description	Owner	Due Date	Status
2019_12_04_01	DB to circulate mandatory principles in MPF for comment when drafted	DB	31-12-2019	Open
2019_12_04_02	Resolve how consultation of MPF would be undertaken	CT	31-12-2019	Open
2019_12_04_03	Update on SPD consultant appointment	CT	31-12-2019	Open
2019_12_04_04	Transport issues table to be provided to ECC	PD	13-12-2019	Open

2019_12_04_05	Arrange a pre-meeting ahead of Transport workshop with ECC regarding outstanding issues table.	PD	13-12-2019	Open
2019_12_04_06	Provide comments of circulated Statement of Intent to CT	All	31-12-2019	Open
2019_12_04_07	Provide update on site visit in Cambourne for DHGV	JA	31-12-2019	Open
2019_12_04_08	Arrange meeting with Lee Johnson and BBC regarding housing at DHGV	JA	31-12-2019	Open
2019_12_04_09	Arrange response to REPS meeting with ECC	CT	31-12-2019	Open
2019_12_04_10	Arrange highways workshop (Feb) and distribute agenda ahead of Christmas 2019	JA	31-12-2019	Open

#### Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-10-02_04	Distribute youth workshop material when finalised	CT	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	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