



Meeting: Dunton Hills Garden Village – Steering Group Meeting
Venue: Committee Room 2, Brentwood Town Hall
Date: Wednesday 29 January 2020
Time: 14:30 – 16:00

Attendees:

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

Item	Notes
1. Previous Actions	<p>Review Actions from Previous Meeting</p> <p>2019_12_04_01- DB to circulate mandatory principles in MPF for comment when drafted – DB to Circulate. Action carried forward.</p> <p>2019_12_04_02 – Resolve how consultation of MPF would be undertaken. Action carried forward.</p> <p>2019_12_04_03 – Update on SPD consultant appointment. Actioned and closed.</p> <p>2019_12_04_04 – Transport issues table to be provided to ECC – Actioned and closed.</p> <p>2019_12_04_05 – Arrange a pre-meeting ahead of Transport workshop with ECC regarding outstanding issues table. Action carried forward.</p> <p>2019_12_04_06 – Provide comments of circulated Statement of Intent to CT. Action closed.</p> <p>2019_12_04_07 – Provide update on site visit in Cambourne for DHGV. Action carried forward.</p> <p>2019_12_04_08 – Arrange meeting with Lee Johnson and BBC regarding housing at DHGV. Actioned and closed.</p> <p>2019_12_04_09 – Arrange response to REPS meeting with ECC. Action carried forward.</p> <p>2019_12_04_10 – Arrange highways workshop (Feb) and distribute agenda. Action carried forward, meeting subject to TA model validation.</p> <p>2019-05-01_01 - CEG to obtain formal response from ECC to confirm that the transport data has been validated. Awaiting Highways England response – Actioned carried forward.</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). Action ongoing and carried forward.</p> <p>2019-08-07_01 - Provide update on Homes England garden community capacity funding timeframes. Action Closed.</p>

	<p>2019-10-02_04 – Distribute youth workshop material when finalised. Action closed.</p> <p>2019-10-02_01 - Prepare and distribute transport issues table. Actioned and closed.</p>
<p>2. Masterplan Design Process</p>	<p>2.1 Local Plan / IDP / REPS</p> <ul style="list-style-type: none"> a) PD updated that the Council approved the Addendum of Focussed Changes to the Pre-Submission Local Plan (Ordinary Council, 22 January 2020). As such the plan would be submitted imminently. b) PD explained that the Infrastructure Delivery Plan (IDP) and local plan representations will be published with the Local Plan submission. c) MJ noted there are some missing chapters from the IDP that ECC haven't received for comment yet, PD took an action to send to MJ. d) PD noted Statement of Common Ground discussion will be arranged soon after submission and noted existing action. <p>2.2 Update MPF / Design Principles</p> <ul style="list-style-type: none"> a) MJ and JA noted the updated MPF hadn't been sent to them and DB took an action to send the updated version for ECC and HE to provide comments ahead of Project Delivery Board on 26/02/2020. Comments to be provided by 14/02/2020. <p>2.3 Update on SPD / Next Steps</p> <ul style="list-style-type: none"> a) CT explained the proposed approach for the MPF and SPD to be subject to consultation together and adopted by Council following consultation approximately September 2020. b) CT explained that the MPF will inform the work of the SPD as it sets out the broad framework for the site (and Outline Planning Application (OPA)) to allow the detailed design of the SPD to progress. c) CT noted that it is important for both documents to be consulted on collectively to show the whole picture for the masterplan, from broad framework and background information to detailed design and co-design of that work. It will also ensure community are engaged on this meaningfully and collectively to avoid consultation fatigue. d) JA noted that it will be important the MPF and SPD are adopted ahead of Local Plan Examination in Public. CT explained that both documents will be according to BBC project timeframes. e) DB noted agreement about approval and consultation of both documents, the question that continues to be raised by CEG is how quickly this occurs and informs the OPA. f) ECC noted that it seems appropriate to have the MPF in place ahead of the SPD process. CT explained that this approach would then delay the SPD process and the document would then risk not being adopted ahead of Examination in Public. g) CT took an action to set out timeframes for MPF and SPD (consultation / adoption) in addition to weighting of MPF. <p>2.4 Update on Transport Assessment Work / c2c meeting / Transport Workshop</p> <ul style="list-style-type: none"> a) PD provided an update, explaining that BBC are waiting for an update from Highways England on the Transport Assessment base model following a position shared regarding M25 junction. BBC and Highways England are

	<p>working together to resolve questions raised and following resolution, draft Transport Assessment will be provided to ECC.</p> <p>b) PD explained that the South Brentwood Growth Corridor workshop (17/12/2019) was successful and covered the vision, principles, indicative drawings and costings along the corridor. PD took an action to distribute outcomes from the workshop.</p> <p>c) PD explained progress on the c2c discussions since previous Steering Group. A draft MoU has been issued by c2c and BBC are due to respond with comments. Discussion is due to take place with Thurrock Council (17/02/2020).</p>
<p>3. Delivery</p>	<p>3.1 Overview of recent events</p> <p>a) MPF stakeholder overview</p> <ul style="list-style-type: none"> ▪ CT provided an update that the MPF overview meeting was held 28/01/2020 with CEG to show how stakeholder comments had been fed into MPF document. <p>b) Homes England Garden Village event</p> <ul style="list-style-type: none"> ▪ PD/CT explained that BBC presented at the Homes England Garden Community introduction event for new Garden Communities (22/01/2020) to provide an update on DHGV and lessons learned (e.g. community engagement & corporate priority). <p>c) NHS Strategic Estates Forum</p> <ul style="list-style-type: none"> ▪ CT provided update that presentation was given to STP - NHS regarding update for DHGV and encouraged them to be involved as BBC progress with the SPD. No comments were raised from the presentation. <p>d) Enabling Participation Workshop (Public Practice)</p> <ul style="list-style-type: none"> ▪ CT provided an update that BBC assisted Public Practice in research as recommended by Homes England. <p>3.2 Overview of upcoming events / workstreams</p> <p>a) Community Forum</p> <ul style="list-style-type: none"> ▪ CT explained the next community forum (05/02/2020) will provide an update to the community regarding the upcoming co-design work for the SPD and introduce HTA as consultants leading this work. <p>b) Project Delivery Board</p> <ul style="list-style-type: none"> ▪ CT noted that the next Project Delivery Board will present the MPF, Statement of Intent with updated Governance Framework and Project Plan for the next six months for DHGV. <p>c) ECC Site Visit</p> <ul style="list-style-type: none"> ▪ CT noted that ECC are attending site with Garden Communities Team on 03/02/2020. <p>d) School Visit (St Josephs)</p> <ul style="list-style-type: none"> ▪ CT provided an update that as part of the Youth Forum, BBC are providing an update to St Josephs Primary School following previous site visit. ▪ CR explained CEG have been in touch with Brentwood County High and asked to ensure they are involved in Youth Forum work. CT confirmed they were involved in youth workshops held in September 2019. <p>3.3 Stewardship Paper</p> <p>a) CT noted this was sent with meeting papers and asked Steering Group to review. CT noted CEG and BBC are meeting internally in February 2020 to discuss next steps to progress with Stewardship work.</p>

	<p>3.4 Statement of Intent</p> <p>a) CT noted this had been updated with Steering Group comments and will be going to the Project Delivery Board (26/02/2020).</p>
4. General Programme Updates	<p>4.1 Pre-app updates</p> <p>a) JB explained that ECC and BBC are working to provide comments on the Health Impact Assessment (HIA).</p> <p>b) JB explained that the draft ES chapters have been provided by CEG and BBC are reviewing to ensure it meets scoping requirements. Noted transport is not included.</p> <p>4.2 Highlight report review (Updates, Risks, Milestones)</p> <p>a) CR noted that the submission of the Local Plan should be included. CT took an action to include in next Highlight Report.</p> <p>b) DB noted that members information session on DHGV should be picked up and CT noted to pick up in Liaison Meeting to arrange when the best time will be.</p> <p>4.3 Homes England funding bid update</p> <p>a) JA explained that BBC have been awarded £150K by Homes England for the 2020/21 financial year.</p> <p>b) JA explained that PAS may be a good resource to review Local Plan material and took an action to send through information to BBC and ECC.</p>
5. Key Decisions	None
6. AOB	<p>6.1 Next Steering Group Meeting – 04 March 2020</p> <p>a) PD provided an update that Steering Group meetings will occur every six weeks during 2020. CT has sent out meeting invites.</p>
Next Meeting	Wednesday 04 March 2020 - 14:00 – 15:30

Action List

Reference	Description	Owner	Due Date	Status
2020_01_29_01	ECC/ HE to review MPF & Principles	All	19-02-2020	Open
2020_01_29_02	BBC to send IDP to ECC	PD	29-02-2020	Open
2020_01_29_03	PD to send information/ outcomes from South Brentwood Growth Corridor workshop (17/12/2019)	PD	29-02-2020	Open
2020_01_29_04	JA to send through PAS information to ECC and BBC.	JA	29-02-2020	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 transport model 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
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_05	Arrange a pre-meeting ahead of transport workshop with ECC regarding outstanding issues table	PD	13-12-2019	Open
2019_12_04_07	Provide update on site visit to Cambourne	JA	31-12-2019	Open
2019_12_04_10	Arrange highways workshop (Feb) and distribute agenda	JA	31-12-2019	Open