

**Meeting:** Dunton Hills Garden Village – Steering Group Meeting  
**Venue:** Microsoft Teams  
**Date:** Wednesday 08 July 2020  
**Time:** 14:00 – 15:30

**Attendees:**

Phil Drane (PD)	Brentwood Borough Council (BBC)
Justin Booij (JB)	
Coby Tomlins (CT)	
David Ubaka (DU) [DUP]	CEG
Charlotte Robinson (CR)	
David Barnes (DB) [Star Planning]	Homes England
Fionnuala Lennon	
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>2020_05_27_01</b> - CT to arrange dates for meetings with ECC regarding SPD – Actioned and item closed.</p> <p><b>2020_05_27_02</b> - CT to include viability work in project plan – Actioned and item closed.</p> <p><b>2020_05_27_03</b> - DU to arrange transport workshop with landowners in SBGC and authorities (Homes England, Highways England, ECC) – Actioned and item closed.</p> <p><b>2019-05-01_10</b> - CEG to obtain formal response from ECC to confirm that the transport data has been validated. Still waiting on Highways England to provide response – Action open and carried forward.</p> <p><b>2019_12_04_09</b> - Arrange response to REPS meeting with ECC – Action to arrange before next steering group. Action carried forward.</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) – Action carried forward. No further action from previous Steering Group.</p>
<b>2. Policy Updates</b>	<p><b>2.1 Local Plan Update</b></p> <p><b>Local Plan Examination Initial Questions</b></p> <p>a) PD provided update that the Councils acknowledgement and timeframes for responding to the planning inspectors initial questions had been published online in the examination document library (<a href="http://www.brentwood.gov.uk/examination">www.brentwood.gov.uk/examination</a>). Two deadlines have been set, first on the 24 July to provide responses predominantly on Duty to Cooperate, and the second on 28 August to provide remaining responses through several topic papers.</p>

- b) In relation to DHGV, the Council is preparing a specific topic paper. Much of the information is interlinked with other evidence and papers to be provided such as spatial strategy, sustainability appraisal, Green Belt and Housing.
- c) The draft topic paper had been shared prior to receipt of the initial questions with partners through ASELA discussions on cross boundary impacts of growth (including ECC). Some comments had been received from Thurrock Council that will be addressed in the updating of the paper before it is published. The structure/order of the paper will be updated to clearly respond to the inspector's initial questions.
- d) Update provided on Council resources and the addition of two new people to help the team in the short-term.

#### **IDP**

- a) PD provided update regarding the Infrastructure Delivery Plan (IDP). Reminded that this is a live document. Most chapters have had outstanding issues resolved with ECC. Work is ongoing to update the transport chapter alongside the Local Plan Transport Assessment. It was noted that meetings with ECC officers and members are taking place on a monthly basis.
- b) Timing of IDP completion was questioned by DB in relation to needing costs from IDP in order to update DHGV viability. PD noted that the update version will be published for Inspector by 28 August and as part of collaborative working the Council would share information ahead of that wherever possible.

#### **Representations and Statements of Common Ground**

- a) PD noted that the draft SoCG template with ECC is being prepared and took an action to share this as soon as possible.
- b) PD provided update that the team are aiming to have draft SoCGs, including landowners and site promoters, drafted by 24 July.
- c) Noted that CEG have signed MoU with all landowners on DHGV site.
- d) Discussion about timeframes for timing of Basildon Local Plan Examination in Public.

#### **2.2 SPD / Co-Design**

- a) CT provided update that consultation co-design will launch for DHGV SPD on 17 July asking for community input that will help to draft the DHGV design SPD. Activities include:
  - Youth programme
  - Surveys
  - Live event
  - Website pinboard
  - Dedicated website
  - Communications and media avenues (newspaper, social media, radio)
- b) CT noted that BBC are still on track to consult on the draft SPD in Autumn 2020 and finalise by the end of the year.

#### **2.3 Transport**

##### **Local Plan Transport**

	<ul style="list-style-type: none"> <li>a) DU updated on the Local Plan Transport Assessment, which is progressing with BBC and Stantec BBC working with ECC and Highways England to provide added clarity on how the transport model was created through an additional paper.</li> <li>b) Continuing to progress with M25 J29 mitigation options. The Lower Thames Crossing model has been shared with Stantec. Currently confirming that Stantec has up to date information for M25 J28.</li> </ul> <p><b>South Brentwood Growth Corridor</b></p> <ul style="list-style-type: none"> <li>a) Noted that B186 / M25 J29 solution is being commissioned. Following initial work, a discussion with ECC / Highways England will be required.</li> </ul> <p><b>c2c MoU</b></p> <ul style="list-style-type: none"> <li>a) Priority is the Local Plan examination, however the MoU is being drafted and will need to be signed by ECC as the statutory Highways Authority. BBC will check MoU contents with internal legal team and then send to partners.</li> </ul> <p><b>CEG DHGV Transport</b></p> <ul style="list-style-type: none"> <li>a) DB provided update that Vectos and Aecom (Highways England consultant) are in discussion regarding validation of paramics model.</li> <li>b) DB noted that CEG is awaiting comments on the mobility plan submitted to ECC. NH took an action to follow up internally.</li> </ul>
<b>3. Delivery Phase</b>	<p><b>3.1 DHGV School update</b></p> <ul style="list-style-type: none"> <li>a) CT noted that following additional SPD co-design meetings with ECC, an action was taken to cross check data needed for school locations.</li> <li>b) CR noted that CEG need to look at all the factors about school locations to factor in viability. PD noted that if there are viability concerns, now is the time to raise it so discussions can be had with Homes England if needed about funding options.</li> <li>c) CEG noted that they feel necessary data has already been provided for this stage.</li> <li>d) NH explained specifics of data requirements needs to be confirmed by Blaise Gammie at ECC.</li> <li>e) NH took an action confirm data requirements for planning application and masterplan stage.</li> </ul> <p><b>3.2 BBC – Overview of recent events</b></p> <ul style="list-style-type: none"> <li>a) Recent meetings have taken place with ECC ahead of co-design (transport on 15 June; and education/employment/general on 17 June).</li> <li>b) Project update meeting held with Homes England (25 June).</li> <li>c) Update meeting held with West Horndon Parish Council (29 June). Action to send draft SoCG.</li> </ul> <p><b>3.3 BBC – Overview of upcoming events</b></p> <ul style="list-style-type: none"> <li>a) General project update provided and CT noted upcoming co-design events, SPD consultation, and Local Plan dates.</li> </ul>
<b>4. General Programme Updates</b>	<p><b>4.1 Development Management – General Update</b></p> <ul style="list-style-type: none"> <li>a) Noted that resources are currently focussed on the Local Plan examination.</li> </ul>

<b>5. AOB</b>	<b>5.1 Other Business</b>  a) Next Steering Group Meeting – 19 August 2020 b) Current status of the A127 Economic Task Force was questioned by DU. NH took an action to update. Noted that 2014 document has been sent through. PD took an action to add to the agenda for the monthly transport technical meeting with ECC.
<b>Next Meeting</b>	Wednesday 16 September 2020, 14:00 – 15:30

#### Action List

Reference	Description	Owner	Due Date	Status
2020-07-08-01	Share draft SoCG with ECC	PD	24-07-2020	Open
2020-07-08-02	Confirm data requirements for planning application and masterplan stage	NH	24-07-2020	Open
2020-07-08-03	Follow up A127 Economic Task Force update	NH	31-07-2020	Open

#### Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-05- 01-10	CEG to obtain formal response from ECC to confirm that the transport data has been validated. Still waiting on Highways England to provide response	DB	30-06-2020	Open
2019-12-04-09	Arrange response to REPS meeting with ECC	CT	31-12-2019	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	31-08-2019	Open