



Meeting: Dunton Hills Garden Village – Steering Group Meeting
Venue: Microsoft Teams
Date: Wednesday 16 September 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]	Essex County Council (ECC)
Anne Clitheroe (AC)	

Item	Notes
1. Previous Actions	<p>Review Actions from Previous Meeting</p> <p>2020-07-08_01 - Share draft SoCG with ECC. Action carried over.</p> <p>2020-07-08_02 - Confirm data requirements for planning application and masterplan stage. Action carried over.</p> <p>2020-07-08_03 - Follow up A127 Economic Task Force update. Action closed and to be picked up through ECC/BBC transport meetings.</p> <p>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 – Action open and carried forward.</p> <p>2019-12-04_09 - Arrange response to representations meeting with ECC – Action to arrange before next steering group. Action 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 carried forward. No further action from previous Steering Group.</p>
2. Policy Updates	<p>2.1 Local Plan Update</p> <ul style="list-style-type: none"> • PD explained that initial comments have been received by the Planning Inspectors and Brentwood have been responded to in parts, all now published online at http://www.brentwood.gov.uk/index.php?cid=694: <ul style="list-style-type: none"> ◦ Predominantly Duty to Cooperate (24 July 2020); and ◦ Topic papers (including Dunton Hills Garden Village) and examination notes (28 August and 4 September 2020). • Noted that there is one question response remaining regarding policy rewording, to include outstanding ECC representations on certain policy wording, due by the end of the month. • Awaiting further information regarding timing for hearing sessions and other next steps. <p>2.2 IDP</p> <ul style="list-style-type: none"> • PD noted this is ongoing work and outstanding issues mainly relate to ongoing transport assessment discussion with ECC and Highways England.

2.3 Representations and Statements of Common Ground

- PD noted that the draft SoCG template for ECC is being prepared and took an action to share this as soon as possible.
- PD noted that a RAG list has been set out and responded to by ECC and AC noted that this can be used as the starting point for the SoCG. AC noted that minor policy wording changes would likely remove many ECC comments.
- AC noted there had been no recent update regarding the Basildon Local Plan examination.

2.3 SPD / Co-Design

- HTA provided overview presentation of SPD to date (presentation attached to minutes).
- **Action:** All to provide early comments ahead of public consultation.
- DB noted that the mechanics of how the passing over of assets to community needs to be worked out and how it is set up. CT noted that this work is a set piece of work, potentially in collaboration with ECC to understand this approach in the new year.
- DB explained that CEG would like to see market testing for the SPD. CT noted that this will be undertaken through the consultation process, in addition to being design tested prior to consultation.
- CT provided update on SPD timing with consultation delayed by one month. This impacts timeframes for meetings such as Project Delivery Board (28 October) and Policy, Resources and Economic Development Committee (18 November). Consultation period will likely be extended beyond statutory minimum of six-weeks to take account of Christmas and New Year holiday period.

2.3 Transport

Local Plan Transport Assessment

- PD updated that there will be a meeting with ECC 17 September 2020 regarding Brentwood Local Plan transport matters. Outstanding points including methodology for J28 and J29 to work will be discussed.
- PD explained that Stantec and Atkins involvement with Highways England as well as Jacobs will hopefully resolve outstanding matters.

West Horndon Station MoU

- PD noted that the MoU had been reviewed by BBC's legal team and the next steps are to share with ECC in the first instance and other landowners later if relevant. This has been originally prepared by c2c and amended by DU.
- **Action:** PD to share West Horndon Station MoU with ECC.

CEG DHGV Transport

- DB noted that a response has been provided by AECOM on behalf of Highways England and Vectos have provided a response to this. Awaiting further advice from AECOM. It was noted that there are a few outstanding matters with Highways England.
- DB noted that ECC have provided comments on the mobility plan and Vectos will get back to ECC following review of comments.

<p>3. Delivery Phase</p>	<p>3.1 DHGV School update</p> <ul style="list-style-type: none"> • CT noted that there is disagreement between ECC and CEG regarding the amount of data required as part of school location decision making. The disagreement relates to the point in time which information is submitted. AC took an action to attain requirements for information needed from CEG for ECC. DB explained that the level of detail provided is proportionate to the amount of detail needed for relevant document and highlighted that further information should come at DM stage. CT noted that if this cannot be resolved, a specific meeting with ECC school expert will be required. AC noted that it is important to get this information ahead of EIP to ensure ECC can support the masterplanning work undertaken by BBC. • AC took action to resend information previously provided in relation to education information required. <p>3.2 BBC – Overview of recent events</p> <ul style="list-style-type: none"> • Covered throughout SPD update (co-design work) <p>3.3 BBC – Overview of upcoming events</p> <ul style="list-style-type: none"> • CT noted upcoming events, including: <ul style="list-style-type: none"> ○ Project Delivery Board (28 October) ○ Landowner Meeting (17 September) ○ Community Forum (19 November) ○ PRED Committee meeting (18 November) ○ Public Consultation SPD (November 2020 – January 2021) ○ Built Environment Network presentation ○ Local Plan examination hearings <p>3.4 General Project Plan Update (and comments)</p> <ul style="list-style-type: none"> • CT noted this has been circulated and comments are welcomed from stakeholders.
<p>4. General Programme Updates</p>	<p>4.1 Development Management – General Update</p> <ul style="list-style-type: none"> • Noted that ongoing work is continuing regarding highways mitigation and stewardship. <p>4.2 Homes England Capacity Funding</p> <ul style="list-style-type: none"> • Noted that BBC submitted its capacity funding bid to Homes England (4 September), with supporting letters gratefully received from ECC and CEG. Funding is important to maintain ongoing work.
<p>5. AOB</p>	<p>5.1 Sharing HTA Presentation</p> <ul style="list-style-type: none"> • CT noted HTA presentation will be shared with invitees for Steering Group meeting and early feedback is welcome. <p>5.2 Heritage impact assessment and</p> <ul style="list-style-type: none"> • CT explained that a Heritage Impact Assessment is in the process of being prepared for DHGV, as requested by Historic England. This will inform the Local Plan Policy and SPD. <p>5.3 PlaceMakers Health Tool</p> <ul style="list-style-type: none"> • CT noted this tool is a really positive opportunity for DHGV in that it is a pilot project run by Innovate UK and in collaboration with LiveWell accreditation. The tool will provide and recommend a health rating for DHGV.

	<ul style="list-style-type: none"> CT noted timing is around end October for early draft from PlaceMakers. <p>5.4 Art Programme</p> <ul style="list-style-type: none"> CT noted that BBC has been working with Essex Cultural Diversity Project and Arts Council England to develop an arts programme in collaboration with the community to ensure a legacy at DHGV. CT noted that the projects are not yet defined, however it may be, as an example, drawings of youths' future vision of DHGV to be translated as some art form at the Garden Village when built out.
Next Meeting	Wednesday 11 November 2020, 14:00 – 15:30

Action List

Reference	Description	Owner	Due Date	Status
2020-09-16_01	Attain requirements for information needed from CEG for School location at DHGV	AC	11-11-2020	Open
2020-09-16_02	Share draft West Horndon station MoU with ECC and c2c	PD	11-11-2020	Open

Previous Actions Carried Forward

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/ AC	24-07-2020	Open
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