



Draft Dunton Hills Garden Village Statement of Intent

Introduction

Brentwood Borough Council (BBC) is working with Commercial Estates Group (CEG), as Master Developer and a range of stakeholders, to prepare a masterplan proposal that will deliver a new, landscape-led garden village of up to 4,000 homes in three neighbourhoods referred to as Dunton Hills Garden Village (DHGV). This forms part of the Garden Communities Programme, an initiative led by Homes England (HE). The project receives capacity funding, which is reviewed by HE on an annual basis. Also involved in the planning and delivery of DHGV are Essex County Council (ECC) and other landowners. The Community Management Body (CM) will become involved at a later date and it is intended the body will be a party to this Statement of Intent for the delivery and legacy phases as the project progresses.

The vision as set out in the draft Framework Masterplan Document is: “Dunton Hills Garden Village is a new settlement in a borough of villages. It is a place where people’s lives are shaped through understanding the value and protection of the local natural environments. Education and community facilities and amenities are central and well integrated, creating a place that becomes a blueprint for healthy and sustainable living.”

The site is a strategic allocation in the emerging Brentwood Pre-Submission Local Plan 2016 -2033 (Regulation 19, 2019). Local Plan consultation responses have been considered and the plan submitted for Examination in Public. It is anticipated that the plan could be adopted in late 2020 at the earliest. The development is required to deliver some 2,770 homes during in the plan period, with an overall capacity of around 4,000 homes identified in the longer-term. Local Plan Policy R01 is one of three site specific policies for DHGV that requires community, employment, utility, transport and green and blue infrastructure to support a community of this size, with an emphasis on good health and wellbeing in the community.

Given the size and strategic significance of the site within the borough, this Statement of Intent is being developed to ensure clear roles and responsibilities are set out for the range of stakeholders involved throughout the planning and delivery phases, through to the ongoing management of DHGV.

Purpose

The purpose of this Statement of Intent is to identify the roles and responsibilities of stakeholders for the preparation and delivery of workstreams over four key phases:

1. Policy Phase;
2. Application Phase;
3. Phasing and Delivery Phase; and
4. Legacy Phase.

Table 1 (below) sets out specific roles and responsibilities of each stakeholder in greater detail to ensure a successful and thriving DHGV is planned, delivered, managed and maintained.

This document is not a formal legal agreement, however, it is a statement of intent for the practical steps that all parties have committed to in order to plan, deliver, manage and maintain DHGV. It is not intended to be exhaustive. It is intended that this statement of intent will be endorsed through the DHGV Project Delivery Board.

The statement of intent will be reviewed at regular intervals (at least annually) to ensure it remains robust and up to date, as the project progresses, including by reference to the Framework Masterplan Document, the SPD, planning applications and other material events affecting DHGV. It should be read in conjunction with the DHGV Project Governance Framework, which sets out the various organisational streams and decision making structures in place to deliver the project in a timely manner.

Roles and Responsibilities

The following section sets out the roles and responsibilities (Table 1) for key stakeholders in relation to delivery and ongoing management of DHGV. Workstreams relevant to each project phase are set out below. Definitions of workstreams are set out in Appendix 1. The lead stakeholder for each workstream is highlighted in green and each stakeholder responsibility is identified as follows:

- **Responsible (R):** The stakeholder who does the work to achieve the task. They have responsibility for getting the work done or decision made.
- **Accountable (A):** The stakeholder/s who is/are accountable for the correct and thorough completion of the task.
- **Consulted (C):** The stakeholders who provide information for the project and with whom there is two-way communication.
- **Informed (I):** The stakeholders kept informed of progress on a proportionate basis. These are people that are affected by the outcome of the tasks, so need to be kept up-to-date.

Table 1 Stakeholder Roles and Responsibilities

Workstream	BB C	CE G	OL O	H.E	ECC	C.F
Policy Phase						
Preparation and adoption of Local Plan, including: <ul style="list-style-type: none"> • Collation and response to representations and to submit the Local Plan for Examination; • Respond in a timely manner to all works associated with the Examination in Public; • Comply with the Duty to Cooperate requirements; • Prepare Statements of Common Ground with relevant parties in a timely manner; • Subject to the recommendations of the Inspector(s), adopt the Local Plan (with or without Modifications) to enable the policy framework for the determination of any DHGV planning applications to be established; and • Prepare detailed information including DHGV Topic Paper. 	R A	I	I	I	C	I

The Framework Masterplan Document and Principles are to be prepared in accordance with Local Plan policy, and in a way that ensures the framework is future proofed and flexible, insofar that that the scheme can respond to demographic, technological and market changes, wherever possible. It should be prepared in collaboration with other landowners and stakeholders to ensure that the allocation is planned as a whole and meets the vision for DHGV.	A	R	C	C	C	C
The Supplementary Planning Document is to be prepared by the Council collaboratively with the community and key stakeholders, including various landowners, for adoption to support Local Plan policy. It will connect with the Framework Masterplan Document by evolving the mandatory principles set out in both documents.	R A	C	C	C	C	C
Memorandum of Understanding between landowners for Examination-in-Public.	I	R A	A	I	I	I
Preparation of the Local Plan Infrastructure Delivery Plan, including robust and realistic costings and timings of infrastructure delivery and responsible party.	R A	C A	C A	C	C	I
Ensure an employment strategy is prepared to support promotion of DHGV employment and business spaces, inward investment, commercial services and business support uses that are flexible with the changing nature of commercial space over time. It should be prepared prior to planning permission and show how job targets will be met and monitored.	A	R	C	C	C	I
Application Phase						
Preparation and submission of Outline Planning Application(s) that is policy compliant and commercially viable.	C	R A	R A	C	C	I
Prior to application(s), formal pre-application discussions are undertaken in accordance with Planning Performance Agreements.	R A	R A	R A	C	R A	I
Agree s106 agreement heads of terms and legal agreement before submission of Outline Planning Application(s) to ensure all parties with an interest in DHGV contribute to fairly, proportionately and reasonably contribute to necessary infrastructure. CEG will prepare the first draft s106 agreements.	R A	R A	R A	C	C	I
Prepare a DHGV specific housing strategy that sets out housing specifications and looks at different delivery models, housing types and mix including but not limited to MMC and self-build.	R A	R A	R A	C	C	I
To process and determine any Outline Planning Application(s). Prior to application, formal pre-application discussions are undertaken in	R A	C	C	C	R A	I

accordance with the Planning Performance Agreements. This would equally apply to reserved matters submissions and discharging of conditions.						
In the event of outline planning permissions being granted, procure reserved matters approvals and discharge relevant pre-commencement conditions and negotiate any other agreements (or undertake other necessary actions) with statutory bodies to enable the development to be undertaken.	C	R A	R A	C	C	C
Phasing and Delivery Phase						
Identification of mobility routes are to be adopted.	C	R	R	C	R A	I
Ensure delivery of highways infrastructure (offsite) and management of highways infrastructure (offsite).	C	R	R	C	R A	I
Ensure the delivery of the South Brentwood Growth Corridor Sustainable Transport Vision.	R A	C	C	C	R A	I
If procured through ECC, provide and deliver land and funding for new schools, procure buildings, and transfer to successful school provider at DHGV. If not, then a strategy regarding the delivery of the schools is required.	C	R A	C	C	R A	I
Develop, maintain and apply flood risk management at DHGV.	C	R A	C	IC	A	I
Prepare a delivery strategy in consultation with statutory bodies, that provides a logical and phased development programme for the timely delivery of infrastructure (social, highways, utility, green / blue infrastructure), to ensure facilities are available for residents from the start, including delivery of facilities in line with the conditions and obligations of the outline planning permissions.	C A	R A	C	C	C	I
Ensure development that comes forward is in accordance with design principles and codes and is set out in sales agreements/ covenants/ contracts.	R A	R A	C	I	I	I
Where appropriate, actively bid for Government funding (such as HIF) to deliver physical infrastructure and provide strong evidence that the infrastructure is necessary to unlock new homes.	C	C	C	C	R A	I
Implementation of the Housing Strategy. Procure the delivery of infrastructure required to enable the site to be developed in appropriate phases, assuming responsibility for the delivery of infrastructure to maintain speed, momentum and to establish the quality standard for the parcel developers.	C A	R A	R A	I	I	I
Split the site into sellable parcels (on a consistent basis across all phases), which can be developed concurrently to allow multiple	C	R A	C	C	I	I

outlets to come forward simultaneously, with opportunities for innovative methods of construction / self-build to assist speed of delivery in accordance with housing target policy in the Local Plan to enhance absorption rates.						
Investigate opportunities for public bodies to play a larger role in the delivery of DHGV, brokering support between Government bodies to unlock issues preventing delivery, and maintain through economic market as far as is reasonable.	A	A	A	C	A	I
Legacy Phase						
Prepare a community legacy management strategy and establish a management structure for DHGV which includes the management of the Green Infrastructure (and Blue Infrastructure required) and operating the concierge and other related community facilities/services, including effective decision making and communication with residents. This will include funding mechanisms and community decision making for any potential income made from facilities.	A	R A	R A	C	C	C
Implement the community legacy management strategy including establishing the Community Management Body.	C	R A	I	I	I	I
Ensure the Community Management Body has representation and input into the DHGV Detailed Design SPD implementation and any amendments alongside other stakeholders	R A	C	C	C	C	C
Continue a youth engagement programme to ensure representation of younger population that will inform the detailed design work for DHGV.	R A	I	I	I	I	I
Governance						
Project coordination of supporting activities, including governance arrangements to keep project on track with open and transparent decision making, such as running Project Delivery Board, Steering Group, and Liaison Group meetings.	A	A	A	A	A	A
Ensure timely turnaround of review documentation through policy implementation phase, application phase and legacy phase. It is noted that a <i>minimum</i> review period of seven days is required.	A	A	A	A	A	I
Attend relevant Garden Community forums, such as Homes England events and Essex Garden Communities Forum, on behalf of DHGV to provide project updates and share knowledge.	R A	I	I	I	C	I
Work collaboratively through the governance framework mechanisms to jointly resolve problems that may arise.	A	A	A	A	A	I
Work collaboratively with a range of Government agencies to ensure timely delivery of DHGV.	R	R	R	R	R	I

Maintain an ongoing relationship throughout the delivery and maintenance of DHGV	A	A	A	A	A	A
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Parties Agreement

All parties have agreed to the contents here within this document as signed and dated below.

Brentwood Borough Council

Commercial Estates Group (CEG)

Homes England

Essex County Council

Appendix 1

Appendix 1 sets out the definitions referred to in this document.

Term	Description
Community	<p>It is noted that the community will evolve as the project progresses. All parties are keen to ensure those who live on the site are able to influence and get involved in where they live. The term community is used in its broadest sense and may include ‘communities of interest’ (i.e. community groups dealing with specific issues) or ‘communities of place’ (i.e. local residents in particular localities). These communities may have similar concerns about issues that affect their local area.</p> <p>The ‘community’ is defined by a shared interest, experience or situation; examples include young people, disabled people and sports clubs. Additionally, there are people (not formal stakeholders) who are concerned about specific issues, for example the environment or crime, and each of these communities of interest may require a different way to engaged or be engaged. The Council recognises that each community will have different needs and wants that need to be balanced and priorities in the delivery of services and initiatives.</p>
Master Developer	<p>A developer who takes the lead in bringing forward a site for development, which is CEG in this instance. The role tends to facilitate the major enabling and infrastructure works, as well as coordinate other works on site.</p>
Masterplanning process	<p>The process by which a site’s constraints and opportunities are analysed to inform the visioning and option testing for how the spatial configuration of the site should evolve and non-spatial elements such as legacy should evolve. It is an iterative process involving stakeholder and community consultation and input until an optimal spatial layout and non-spatial elements are achieved.</p> <p>The resulting masterplan can take many forms and involve different levels of detail. Two stages are typically followed:</p> <ul style="list-style-type: none"> • Framework Masterplan Document: sets out the broad spatial strategy and principles, which will be evolved through consultation in the Detailed Design Guidance SPD. • Detailed Design SPD: sets out the detailed design elements and is often accompanied by detailed Design Guidance or Codes.
Framework Masterplan Document	<p>The Framework Masterplan Document (FMD) sets out the spatial vision and spatial masterplan principles. It presents the broad structural elements of the masterplan as key parameter plans and includes mandatory principles that are to be met from the outset at Outline Planning Application.</p> <p>These plans are typically at 1:5000 scale. The following parameters are usually set at this scale:</p> <ul style="list-style-type: none"> • Broad spatial vision; • Mobility network; • Distribution of land uses; • Green infrastructure spatial strategy;

	<ul style="list-style-type: none"> • Drainage strategy; • Building types and uses; • Density & building height distribution; • Sustainability Strategy; • Community and Legacy Strategy; • Transport and Mobility Strategy • Development phasing; and • Mandatory spatial and design principles to embed the FMD into the SPD. <p>This has been prepared by CEG in collaboration with BBC and other stakeholders. It has been independently reviewed by Design South East and is proposed for approval by the Policy, Resources and Economic Development Committee.</p> <p>This document forms the broad spatial vision and design principles for the entire site allocation of Dunton Hills Garden Village, providing the framework for outline planning applications to follow.</p>
<p>Detailed Design SPD (includes: Design Guidance and Design Codes)</p>	<p>The DHGV Detailed Design Supplementary Planning Document (SPD) will be the policy document that sets out the detailed spatial elements and their configuration within the development site. At this stage a detailed vision and more comprehensive designs are prepared for individual components of the scheme, providing an additional layer of detail than what is set out in the Framework Masterplan Document. This document must clearly demonstrate what an area might look like in the future. The Detailed Design SPD is used to help assess detailed planning applications on the site (including Reserved Matters) and is co-designed with community and stakeholders.</p> <p>These plans are typically at 1:1000 /1250 scale. The following detailed elements are usually included at this scale:</p> <ul style="list-style-type: none"> • Structure, morphology, grain, orientation of building blocks; • Character and sub-character areas and architectural strategy; • Transitions between different character and sub-character areas; • Streetscapes, street types and sections; • Open space and public realm designs; • Block level designs and principles; • Building articulation and use types (i.e. type of employment or residential); • Parking strategy including detailed movement network; • Environmental parameters; • Stewardship and Legacy Strategy; • Energy and sustainability plans; and • Detailed spatial components that were outlined as part of the overarching FMD, including 3D renders to illustrate key aspects.
<p>Design and Access Statement</p>	<p>A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p>