



**Meeting:** Dunton Hills Garden Village, Project Delivery Board  
**Venue:** Committee Room 1, Brentwood Town Hall  
**Date:** Wednesday 04 March 2020  
**Time:** 14:30 – 16:00

**Attendees:**

Cllr Chris Hossack (CH)	Brentwood Borough Council (BBC)
Cllr Noelle Hones (NH)	
Cllr Philip Mynott (PM)	
Phil Drane (PD)	
Coby Tomlins (CT)	
Charlotte Robinson (CR)	CEG
Jon Allen (JAn)	
Jeff Nottage (JN) [Broadway Malyan]	
Jonathan Aldis (JAs)	Homes England (HE)
Cllr Ray Gooding (RG)	Essex County Council (ECC)
Graham Thomas (GT)	
Parish Cllr Colin Foan (CF)	West Horndon Parish Council (WHPC)

Item	Notes
<b>1. Review Actions from Previous Meeting</b>	<b>1.1 Actions</b> <ul style="list-style-type: none"><li>a) CT to prepare a diagram, available online, that sets out the status of each document for Dunton Hills Garden Village (DHGV). CT explained that this had been deferred given discussions around status of policy framework. Action carried forward.</li><li>b) CT to check that Matthew Jericho (ECC) received summary report. Actioned and item closed.</li><li>c) CT/ CR to liaise on landowner meeting agenda (22 November 2019). Actioned and item closed.</li><li>d) CT to arrange the next Project Delivery Board meeting for February 2020. Actioned and item closed.</li></ul>
<b>2. Local Plan</b>	<b>2.1 Local Plan Update and Next Steps</b> <ul style="list-style-type: none"><li>a) PD explained that the Local Plan was submitted to the Inspector on 14 February and two Inspectors have been appointed (Yvonne Wright and Mike Worden).</li><li>b) PD noted that Yvonne Wright was the Inspector for the Chelmsford Local Plan which has recently been found sound subject to modifications.</li><li>c) PD noted that BBC are awaiting timeframes from the Planning Inspectorate and will update when aware of next steps.</li><li>d) PD noted that draft timeframes will be noted at committee in March, noting that Local Plan hearings could take place in June 2020.</li></ul>

	<p>e) GI noted that formal communication will need to take place between ECC and BBC regarding Statement of Common Ground now the Local Plan has been submitted.</p>
<p><b>3. Masterplan Framework Document</b></p>	<p><b>3.1 Overview of Framework Masterplan Document and Timing</b></p> <p>a) CT provided a broad overview of the process for the Framework Masterplan Document (FMD) as follows:</p> <ul style="list-style-type: none"> <li>o FMD presented to DHGV Project Delivery Board (04/03).</li> <li>o FMD presented to committee(s) in March as information items and to make members aware of upcoming consultation / Supplementary Planning Document work.</li> <li>o FMD Mandatory Principles to inform SPD and co-design process.</li> <li>o Draft SPD (with FMD) recommended for consultation at committee following elections in May.</li> <li>o Public consultation of both documents takes place over the summer.</li> <li>o Recommendation for approval at committee prior to examination hearing sessions.</li> </ul> <p>b) GT explained that ECC is glad to hear that the FMD and SPD will be consulted on with the public and supports the process.</p> <p>c) GT questioned whether ECC comments have been considered to date. CT explained that CEG have responded to comments from stakeholders to date and comments can be found in circulated material. CT noted that if ECC have any further comments, they have the opportunity to submit as part of the formal consultation process in the summer as well as being involved in the co-design work between March – June for the SPD.</p> <p><b>3.2 CEG presentation of Framework Masterplan Document</b></p> <p>a) Broadway Malyan (JN) presented an overview of the FMD to attendees at Project Delivery Board and presentation is circulated with Minutes.</p> <p>b) Presentation included: site overview and various stakeholder input that has led to draft FMD, including Design Review Panel; an overview of key Mandatory Principles; spatial layout; land use overview; views and vistas and key landscape interfaces.</p> <p>c) CH noted that we need the wider area to be a beneficiary of the development such as All Saints Church renewal. PD explained that as part of the South Brentwood Growth Corridor sustainable transport integration work, which looks at the cumulative development along the A127, this is being considered, linking Thorndon Country Park and improvements to walking and cycling links.</p> <p>d) RG noted that timing of school openings is critical as project is built out. CT noted that this will come as CEG progress with application.</p> <p>e) GT explained that ECC would only support an Outline Planning Application that is for the entire allocation. CT explained that the purpose of the FMD and SPD is to engrain in policy the outcomes of the entire allocation. CT explained that having the policy framework in place ensures any outline planning applications or reserved matters applications coming forward must be in accordance with this. JAn noted that this approach will also allow for flexibility for Council to be able to amend policy in the longer term over the build out rate and explained that a Memorandum of Understanding (MoU) with all landowners will ensure that development comes forward in a timely manner and ensured land equalisation.</p> <p>f) PD provided an overview following the presentation and highlighted that the Mandatory Principles will be the bridge between the FMD and SPD</p>

	and the FMD will be presented to Planning and Policy committees in March 2020.
<b>4. Governance Arrangements</b>	<p><b>4.1 Statement of Intent</b></p> <p>a) CT explained that the Statement of Intent is a live document that everyone around the table have agreed to setting out roles and responsibilities as the project progresses. Over time it will be updated to include community member involvement and other landowners.</p> <p><b>4.2 Governance Framework</b></p> <p>a) PD noted that this is an updated document that sets out the framework for how the project is run and decisions are made. PD updated on the changes made to directorates at BBC and that Development Management is now within now within Planning and Economy.</p> <p>b) CH noted the document doesn't refer to involvement of Members and community. CT took an action to set out more clearly at the front part of the document.</p>
<b>5. General Programme updates</b>	<p><b>5.1 Stewardship Update and Next Steps</b></p> <p>a) CT noted as a general update that BBC have been working on the initial thinking around the DHGV stewardship model having reviewed a number of different models from a range of new communities, resulting in some key principles. CT explained the next steps are to discuss with BBC members what the supported approach is and speak with other landowners and Parish Council.</p> <p>b) GT noted that ECC are doing work on stewardship as well, bringing together the best models from across Essex.</p> <p>c) JAn noted that this is key when thinking about adoption of roads, SuDS etc.</p> <p>d) JA noted that Homes England are to arrange a visit to Cambourne and will be in touch regarding dates.</p> <p>e) RG noted that it is important to understand the funding model for long term success.</p> <p><b>5.2 Overview of Recent Events</b></p> <p>a) CT provided overview of recent events since last Project Delivery Board.</p> <p>b) CF raised the outcomes of the South Brentwood Growth Corridor workshop in December 2019. PD advised that a next step was to meet with landowners/developers along the A127 to discuss contributions for infrastructure needs and apportionment. PD explained those meetings are currently taking place.</p> <p>c) CF asked about engagement with Thurrock Council, south of West Horndon Station. PD noted that through the Southern Corridor work and meetings with c2c Rail, Thurrock had been engaged on development proposals/options in the area (Brentwood Local Plan and emerging Thurrock Local Plan). PD noted BBC and the Parish Council are due a general catch up. CT took an action to arrange a meeting.</p> <p><b>5.3 Project Highlight Report</b></p> <p>a) CT noted the highlight report reviews recent events and highlights key project risks. CT noted it was circulated with meeting documents and no one had comments regarding the report.</p>

	<p><b>5.4 Homes England Capacity Funding</b></p> <ul style="list-style-type: none"> <li>a) CH formally thanked Homes England for funding, noting it goes a long way in assisting with delivery of DHGV.</li> <li>b) JA noted that BBC has shown ongoing and fast paced progress for the DHGV project.</li> <li>c) GT asked whether the funding may be used jointly given resource implications. JA noted that BBC are using the funding for items already identified in a budget and this is measured by Homes England through progress updates.</li> <li>d) GT noted that there is opportunity for longer term funding over 2-years and JA noted this is something that MHCLG are considering.</li> <li>e) GT noted that through the next round of funding there may be an opportunity for a joint bid.</li> </ul>
<b>6. Key Decisions</b>	<p><b>6.1 Framework Masterplan Document</b></p> <ul style="list-style-type: none"> <li>a) Noted as above process and FMD will come back to next Project Delivery Board meeting with the SPD.</li> </ul> <p><b>6.2 Governance Framework &amp; Statement of Intent</b></p> <ul style="list-style-type: none"> <li>a) All noted updates to documents.</li> </ul>
<b>7. Any Other Business</b>	<p><b>7.1 General</b></p> <ul style="list-style-type: none"> <li>a) Next Project Delivery Board Meeting – 24 June 2020 which will include draft SPD and FMD for formal consultation.</li> </ul>

**Actions:**

- 01. CT to update Governance Framework document to ensure Member engagement is clearly set out at the front of the document.
- 02. CT to arrange general meeting with West Horndon Parish Council.