



Meeting: Dunton Hills Garden Village – Project Delivery Board
Venue: Committee Room 2, Brentwood Town Hall
Date: Wednesday 23 October 2019
Time: 14:30 – 16:00

Attendees:

Cllr Chris Hossack (CH)	Brentwood Borough Council (BBC)
Cllr Noelle Hones (NH)	
Phil Drane (PD)	
Coby Tomlins (CT)	
Charlotte Robinson (CR)	CEG
Jon Allen (JAn)	
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
1, CEG update	<p>1.1 Masterplan Guideline overview</p> <ul style="list-style-type: none">a) CR provided an overview of the Dunton Hills Garden Village (DHGV) project since the last project board meeting (April 2019).b) CR set out that CEG are progressing the Outline Planning Application and Environmental Statement preparation to have a package ready by the end of the year.c) CR noted that BBC need to identify the status of the Masterplan Framework and CT took an action to resolve. JAn noted that it would be positive to prepare a diagram, available online that sets out the status of each document for DHGV.d) CR reiterated that CEG are working collaboratively with BBC to progress DHGV.e) CF questioned the timing of the planning application given the delayed submission of the Local Plan. JAn / CR noted that there is a need to show delivery of housing in the Plan. <p>1.2 Design Review Panels and response</p> <ul style="list-style-type: none">f) CR explained that the third DHGV Design Review Panel took place on 9 October and following that meeting CEG/ Broadway Malayan are preparing mandatory principles for the masterplan framework that will set out the 'non-negotiables' for the outline planning application and overall development.g) CT took an action to check Matthew Jericho (ECC) received summary report. (Actioned and confirmed).

	<p>1.3 Next Steps</p> <p>h) CR explained that CEG and BBC are moving in a positive direction with the Masterplan. Work is now required to finalise CEG's masterplan and identify where it stops and where the detail of BBC's Supplementary Planning Document (SPD) continues.</p>
<p>2. BBC update</p>	<p>2.1 Workshops</p> <p>a) PD provided an overview of the various workshops that have been undertaken since the last Project Delivery Board, including:</p> <ul style="list-style-type: none"> i. Setting the Scene (February 2019); ii. Vision (April 2019); iii. Green & Blue Infrastructure (April 2019); iv. Heritage & Design (April 2019); v. Socio-Economics (April 2019); vi. Sustainable-Smart Infrastructure (May 2019); vii. Sustainable Transport (May 2019); viii. Gypsy & Traveller (August 2019); ix. Housing (September 2019); x. Youth and school workshops (September 2019); and xi. Design Guides and Innovation (September 2019). <p>b) PD noted that many of the workshops provided a platform for various stakeholders to come together from the outset to inform the masterplan.</p> <p>c) JAs explained that this working approach is a good example for collaboration for other Garden Communities.</p> <p>d) PD noted in particular for the housing workshop actions that BBC are looking at progressing with a DHGV specific housing strategy given the housing offer is different contextually than the remainder of the borough.</p> <p>e) Next steps for much of this work is detailed design and community consultation/ co-design.</p> <p>2.2 Community Forum</p> <p>f) CT explained that the first community forum meeting was held on 15 October with a purpose to introduce DHGV to a wider group of community stakeholders than had been involved in panning-specific workshops to date.</p> <p>g) CT noted that it provided an opportunity to explain to the community the proposed DHGV masterplan framework and what the next steps are for delivering the detailed design process for DHGV.</p> <p>h) CT explained that the community forum directly links with SPD tender document and co-design approach or DHGV Detailed Design SPD (set out below). The community forum will participate in workshops (based on 5 themes) that will inform the SPD document which is to be co-designed.</p> <p>i) CT/PD noted that the forum provides the opportunity for the Community to evolve into long term Community Board for DHGV.</p> <p>2.3 SPD Tender</p> <p>j) CT provided an update on the purpose of the SPD and timeframes. The SPD is to provide detailed design guidance for DHGV. A brief has been prepared and is due for tender. The successful consultant will be the facilitator for co-design work with the community forum and other stakeholders as part of preparing the SPD.</p>

	<ul style="list-style-type: none"> k) JAs noted that this policy approach is similar to what you see in other Garden Communities and that it ensures long term quality outcomes. l) CR noted that the approach to co-design and community involvement is positive and is something that Brentwood is leading on in this area, especially compared to other Garden Communities. m) CH noted the need for an adopted Local Plan to allocate DHGV for development and avoiding a scenario where applications are determined in the absence of an adopted Plan. However, BBC is keen to move forward with certain applications now to make sure that they can be determined as soon as the Plan is adopted. An outline application for DHGV will display confidence in the delivery of development in line with the Local Plan strategy with reserved matters to be assessed against the SPD. n) CF identified that external infrastructure to DHGV is an issue for West Horndon and needs there needs to be assurance that this can be resolved before submission of a planning application. <p>2.4 September Highlight Report overview and key milestones</p> <ul style="list-style-type: none"> o) PD provided an overview of the project highlight report (September 2019). p) RG noted that BBC need to start developing a stewardship approach for DHGV, however the housing strategy approach is supported. Recommended consideration of older people and dementia homes. q) RG identified need for consideration of school provision in line with rate of delivery/ timing. CR noted that CEG/BBC are working with ECC on quality education outcomes that support the village. r) RG highlighted how positive and useful the community forum is to the development of co-design for DHGV. s) PD explained sustainable transport work for the Southern Brentwood Growth Corridor (SBGC) (A127 Corridor) is underway, which looks at the cumulative impacts of development in the area (not just DHGV) and the opportunity for a transport interchange at West Horndon Station. Engagement has been occurring with various stakeholders (such as neighbouring authorities, ECC, Highways England, and c2c rail). The next step is to discuss further with neighbouring authorities regarding principles, proposals and costs to inform the Infrastructure Delivery Plan (IDP). t) CF raised concerns with Station Road, leading from West Horndon Station to DHGV, and the limitations for expansion. There is also a need to reduce speed limits. PD noted that the we are progressing proposals to resolve these issues through the SBGC work. CH noted that he is happy to meet with CF on WHPC issues and try to resolve concerns. u) GT noted that there are some issues with the intersection crossing to West Horndon (Station Road and A128). Updated on ECC position working with BBC on the Local Plan Transport Assessment. v) GT noted that ECC are expecting infrastructure investment through an overarching s106 divided on a per dwelling basis. w) RG noted that central services such as heat pumps and lifespans should be considered for ongoing maintenance given the project is a 30 year build out rate, and items may only last for 15 years.
<p>3. Forward Programme</p>	<p>3.1 SPD Project Plan (including consultation)</p> <ul style="list-style-type: none"> a) Update covered in item 2.

	<p>3.2 Outline Planning Application b) Update covered in item 1.</p> <p>3.3 Landowner Meeting c) PD asked CEG what agenda items should be covered at the Landowner meeting (22 November). d) CR/JAn noted that an update (similar to the project delivery board) should be provided to landowners, explaining what has occurred to date since the last landowner meeting. e) Action CT/ CR to liaise on landowner meeting agenda.</p>
<p>4. Review of Key Risks</p>	<p>4.1 Local Plan a) PD explained that due to further focussed consultation on the Local Plan, submission is outstanding and may impact the timing for submission of outline planning application for DHGV. b) PD updated on the focussed consultation, which sets out some minor reallocation of housing numbers across the borough (affecting DHGV by an increase of 70 homes). It was noted that consideration needed to be given to the delivery of DHGV within the plan period, however mitigation measures are in place. c) CH noted that the focussed consultation is due to a Council decision to respond to specific resident concerns in Blackmore and Shenfield. The consultation will finish on 26 November and BBC are keen to submit the Local Plan as soon as possible following this (likely January 2020).</p> <p>4.2 Project Timing e) CH/PD/CR noted there are a few months delay due to focussed consultation, however this shouldn't impact on the overall delivery of the project.</p>
<p>5. Any Other Business</p>	<p>5.1 Next Project Delivery Board Meeting a) Agreed next meeting would be February 2020 when there are substantial updates to provide, such as local plan submission, Outline Planning Application and SPD co-design (subject to availability). CT to arrange. b) GT noted that BBC response to Local Plan Regulation 19 representations from ECC would be helpful to inform a statement of common ground. PD noted this will occur between now and the end of the year. c) RG identified that DHGV needs to be thinking about forward funding of infrastructure to ensure there are infrastructure provisions such as a bus service from the outset.</p>

Actions:

01. CT to prepare a diagram, available online, that sets out the status of each document for DHGV.
02. CT to check that Matthew Jericho (ECC) received summary report. [Actioned and confirmed]
03. CT/ CR to liaise on landowner meeting agenda (22 November 2019).
04. CT to arrange the next Project Delivery Board meeting for February 2020.