



Meeting: Dunton Hills Garden Village – **Project Delivery Board**
Venue: Online via Microsoft Teams
Date: Thursday 19 November 2020
Time: 13:30 – 15:00

Attendees:

Leader Chris Hossack (CH)	Brentwood Borough Council (BBC)
Jonathan Stephenson (JS)	
Phil Drane (PD)	
Coby Tomlins (CT)	
Justin Booi (JB)	
Councillor Phillip Mynott (PM)	
Ana McMillan (AM)	HTA Design
Nour Sinno (NS)	
Charlotte Robinson (CR)	CEG
David Barnes (DB)	
Graham Thomas (GT)	Essex County Council
Councillor Mark Durham (MD)	
Councillor Tony Ball	
Alison Jennings (AJ)	Homes England
Colin Foan (CF)	West Horndon Parish Council

Item	Notes
Previous Meeting Actions	<ol style="list-style-type: none"> CT to update Governance Framework document to ensure Member engagement is clearly set out at the front of the document. <ul style="list-style-type: none"> CT sent updated version with meeting minutes from last meeting and no comments received. Action closed. CT to arrange update meeting with West Horndon Parish Council <ul style="list-style-type: none"> Actioned and item closed
1. Policy Framework Update	<p>Local Plan Update</p> <ul style="list-style-type: none"> PD updated on the Brentwood Local Plan since we last met (March 2020). The process has been sped up considerably in terms of hearing sessions than we anticipated. Plan submitted in February 2020 for examination in public, following additional Regulation 19 consultation (Addendum of Focussed Changes) in late 2019.

	<ul style="list-style-type: none"> • The Planning Inspectorate (PINS) appointed two inspectors for the examination. Initial questions received from the inspectors in May 2020 and MIQ received 6 weeks ago. • Responses to these questions have been published on the Council's website. These were published in parts (Duty to Cooperate and other immediate issues published 24 July 2020; more detailed topic papers, including one on Dunton Hills Garden Village, published 28 August 2020; and additional questions published 4 September 2020. Responses to MIQs for week 1 are also provided online in addition to responses to hearing statements. All submission material is available online at http://www.brentwood.gov.uk/index.php?cid=694 • PD noted that Hearing statement response to week 2 and 3 are currently being prepared with submission date due 15th December and will be published online ahead of Christmas. • PD noted hearing session timings as follows: <ul style="list-style-type: none"> ○ Week 1 hearing sessions due to start on Tuesday 1 Dec to Friday 4 Dec with reserve day on Friday 11 Dec. ○ Weeks 2 & 3 MIQs were issued on 30 October. Hearing statements due to be submitted on 15 December. Sessions to take place in February (2nd to 5th & 9th to 12th) with reserve days on 24th & 25th Feb. • PD explained that week 1 will focus on the strategy and week 2 and 3 will focus on site specific matters. • PD noted the team have also been preparing statements of common ground with various partners. • PD 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 design guidance Supplementary Planning Document (SPD). • PD noted that as a result of the hearing sessions and updates required as a result of the heritage work, the consultation will be delayed until early 21.
<p>2. SPD Overview and Presentation</p>	<p>Supplementary Planning Document Update</p> <ul style="list-style-type: none"> • CT provided update that the as a result of timing of hearing sessions and further review to ensure Heritage Impact Assessment recommendations are reflected in the SPD, the formal consultation of the SPD will be in early 2021. • CT noted that since we last met, BBC undertook extensive co-design consultation to inform the look and feel of DHGV. See presentation. • CT highlighted key link between Framework Masterplan Document (FMD) and SPD. CT noted that there is a strong link between the mandatory principles in the FMD which have informed in more detail how the SPD comes forward. CT noted three key variations options from the FMD including: <ul style="list-style-type: none"> ○ Land Use Plan; ○ Density Plan; and

	<ul style="list-style-type: none"> ○ Integrated Transport Plan. ● CT explained timing for consultation of the SPD. See presentation. ● HTA provided presentation and overview of initial draft SPD. See presentation for information. Largely reflects site wide spatial principles, neighbourhood specific principles, delivery and phasing and stewardship. ● CT invited comments and the following points were raised: <ul style="list-style-type: none"> ○ TB raised that ECC still have outstanding issues regarding location of the schools. CT noted the SPD allows for either option to come forward at application stage. ○ CF raised issue with eastern emergency access outcome. ○ CF raised issue with link from DHGV to station and the roundabout access to West Horndon Station. <ul style="list-style-type: none"> ▪ Action: CT to bring back issues to next project board. ○ CH noted that many issues don't relate to site itself and relate to wider infrastructure. <ul style="list-style-type: none"> ▪ Action: CT to include supporting infrastructure as an agenda item for next Project Board.
<p>3.</p> <p>Development Management</p>	<p>Planning Application Timing</p> <ul style="list-style-type: none"> ● JB explained that the PPA with CEG has been updated in line with new planning application timeframes. This includes application in Q2 of 2021 with a decision to council by Christmas 2021 and decision by March 2022. ● JB explained that the Outline Planning Application (OPA) is awaiting outcomes of the Brentwood Local Plan Examination in Public. ● CR agreed with JB and highlighted support for OPA to be submitted as soon as practicable following DHGV allocation.
<p>4. Programme Updates</p>	<p>Garden Communities New Town Development Conference</p> <ul style="list-style-type: none"> ● CT noted as a result of extensive consultation, BBC were asked to present at conference on engagement process undertaken for DHGV SPD. Positive achievement for the project. <p>Homes England Funding</p> <ul style="list-style-type: none"> ● CT noted the funding bid was submitted September 2020 to Homes England and thanked ECC and CEG for including a supporting letter with the submission. ● AJ noted she will continue to update council on timeframes and outcomes. <p>PlaceMakers Health Tool</p> <ul style="list-style-type: none"> ● CT noted this tool is a 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 of October for early draft from PlaceMakers. <p>Art Programme</p> <ul style="list-style-type: none"> • CT noted that BBC have 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 specific projects are not defined until later, however it may be, as an example, drawings of youth's future vision of DHGV to be translated as some art form at the garden village when built out.
<p>5. Any Other Business</p>	<p>Next Meeting Timing</p> <ul style="list-style-type: none"> • CT noted that there was a meeting scheduled in December, which we will delay early 2021 as a result of SPD consultation. <ul style="list-style-type: none"> ○ Action: CT to send updated meeting invite date

Actions:

1. Action: CT to bring back issues raised by stakeholders for SPD to next project board.
2. **Action:** CT to include supporting infrastructure as an agenda item for next Project Board.
3. **Action:** CT to send updated meeting invite.