

Public Document Pack



Supplementary Agenda

Dear Councillor

POLICY, PROJECTS AND RESOURCES COMMITTEE - TUESDAY, 19TH MARCH, 2019

I am now able to enclose, for consideration at next Tuesday, 19th March, 2019 meeting of the Policy, Projects and Resources Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
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| 4. | <u>Dunton Hills Garden Village Project Governance</u> (Pages 3 - 32) |
| 6. | <u>Seven Arches Investments Limited Business Plan</u> (Pages 33 - 36) |
| 10. | <u>Brentwood Town Hall Update</u> (Pages 37 - 54) |
| 11. | <u>Feasibility Study for Parking on Housing Greens</u> (Pages 55 - 66) |

Yours sincerely

Chief Executive

Encs

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19 March 2019

Policy, Projects and Resources Committee

Dunton Hills Garden Village Project Governance

Report of: *Phil Drane, Director of Strategic Planning*

Wards Affected: *Herongate, Ingrave and West Horndon*

This report is: *Public*

1. Executive Summary

- 1.1 In January 2017, Dunton Hills Garden Village became one of 14 Garden Village proposals across the UK to receive a garden settlement designation and funding to bring forward its delivery. Dunton Hills Garden Village is one of four strategic allocations in the Council's Pre-Submission Local Development Plan (February 2019).
- 1.2 Local leadership is needed to ensure delivery of the garden village in line with emerging policy. The Council should play a significant role in shaping a locally-led masterplan so that it meets local needs and the garden city principles.
- 1.3 To this end, a Governance Framework (Appendix A) has been prepared to ensure the masterplan and development process delivers the best possible outcome for the planned, locally-led Garden Village in accordance with the Council's emerging Local Plan policies. The Governance Framework details the organisational structure, roles and responsibilities, reporting lines and project controls put in place to ensure effective and timely decision-making, to enable project success. The framework is a living document, to be updated as the project progresses.
- 1.4 Approval of the Governance Framework is important to ensure:
 - a) Land ownership integration;
 - b) Consistent quality;
 - c) That development is locally-led; and
 - d) Deliverable.

2. Recommendations

- 2.1 To approve the approach defined by the Governance Framework (Appendix A), recognising that this will need to evolve as the project progresses through different stages of development and delivery.**
- 2.2 To approve the membership of the governance arrangements outlined in the Governance Framework.**

3. Introduction and Background

- 3.1 In January 2017, Dunton Hills Garden Village became one of 14 Garden Village proposals across the UK to receive a garden settlement designation and funding to bring forward its delivery.
- 3.2 Dunton Hills Garden Village is one of four strategic allocations in the Council's Pre-Submission Local Development Plan (February 2019), which will help deliver growth in the Borough in line with Housing Delivery Targets (HDT). The site is proposed to deliver a minimum of 2,700 homes within the plan period up to 2033, and around a total of 4,000 homes over the life of the site. In addition, the development will deliver a new self-contained community with accompanying employment, local services & facilities, community infrastructure (schools etc), and will be characterised by connected green spaces.
- 3.3 This project is focused upon the facilitated "locally-led" delivery of a new garden village at Dunton Hills. There are a series of headline strategic principles which underpin this project, including the need to support high quality place-making and the establishment of a new community supported by a comprehensive range of infrastructure.
- 3.4 Three strategic aims and 12 sub-objectives underpin the policies for this project, focusing on how the new settlement will be designed, how it will function, and how it will be governed and managed in the long-term. The strategic aims are:
 - a) Create a distinctive and well-designed new settlement;
 - b) Deliver a place of prosperity that promotes enterprise, innovation and learning as part of the delivery process; and
 - c) Create a process and legacy of co-design, co-delivery leading to cohesive community spirit and stewardship.

- 3.5 Local leadership is needed to ensure delivery of the garden village in line with emerging policy. Since being designated one of 14 Garden Villages across the UK in 2017 the project has received Government funding to take it forward. This implies that the Council cannot wholly leave the delivery to the planning application process alone; it should play a significant role in shaping a locally-led masterplan so that it meets local needs and the garden city principles, as set out by Town and Country Planning Association (TCPA)¹ and the Government's Garden Communities Prospectus (2018)², published by the Ministry of Housing, Communities and Local Government (MHCLG) and Homes England.
- 3.6 To this end, a Governance Framework (Appendix A) has been prepared to ensure the masterplan and development process delivers the best possible outcome for the planned, locally-led Garden Village in accordance with the Council's emerging Local Plan policies. This will involve managing the coordinated collaboration between landowners; the coordinated evolution of a coherent masterplan across the allocation site; and assurance of adherence to site policies.
- 3.7 The Governance Framework (Appendix A) details the organisational structure, roles and responsibilities, reporting lines and project controls put in place to ensure effective and timely decision-making, to enable project success. Attention is brought to the need for a hybrid role to be undertaken between the Planning policy and Development Management teams, to ensure the project maintains a locally-led focus, notwithstanding the need to also recognise the demarcation between what is driven locally (i.e the masterplan framework and design guidelines in line with policy) and applicant proposals that respond to these quality controls. The framework is a living document, to be updated as the project progresses.

4. Issue, Options and Analysis of Options

- 4.1 In addition to the Dunton Hills Garden Village project having its own Governance structure, it is also considered important to bring key issues and decisions to Policy, Projects and Resources Committee. In addition, it may be appropriate to audit elements of the project through revised terms of reference of Audit and Scrutiny Committee.

¹ TCPA (2018). Understanding Garden Villages. An Introductory Guide [online] <https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=3507c991-fde2-4218-8920-641416f521b5>

² MHCLG (2018) – Garden Communities Prospectus [online] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734145/Garden_Communities_Prospectus.pdf

5. Reasons for Recommendation

5.1 Approval of the Governance Framework is important to ensure the following:

- a) **Land Ownership Integration:** While there is one dominant site owner who owns most of the land (promoted by Commercial Estates Group (CEG)), there are up to eight different land parcels/ownerships within the site allocation. This will require careful coordination and site-wide planning to ensure masterplan integration, so that the Garden Village feels coherent and cohesive, as well as the appropriate apportionment of infrastructure delivery costs.
- b) **Consistent Quality:** The masterplan and design guidance across the whole site allocation should be underpinned by Garden Community principles and additionally incorporate the locally-led spatial vision. A masterplan framework and design guidance should ensure that proposals clearly set out a coherent development across all land interests, irrespective of which developer brings forward the respective sites.
- c) **Locally-Led:** Strong local leadership is one of the garden community principles and is crucial to developing and delivering the long-term vision and eventual stewardship arrangements for this new garden village community. Proposals should have the backing of the local authority in which they are situated, including Essex County Council. While the planning application process is being led by a master developer and potentially other developers, it is important that the right governance is in place to ensure that proposals align with local aspirations and requirements of the local area in order to achieve this aim.
- d) **Deliverability:** Planning a garden village requires a substantial amount and the timely delivery of new infrastructure to address the impact of development and aid the early establishment of a cohesive community. This involves complex liaison with a number of statutory bodies, utility suppliers and the local community to ensure sustainable investment in infrastructure. The governance arrangements ensure that the right stakeholders will be brought into the process at the right time.

6. Consultation

- 6.1 Delivery of Dunton Hills Garden Village has been part of several Local Development Plan consultations in recent years. It is part of the Council's Pre-Submission Local Plan consultation currently taking place.
- 6.2 The Governance Framework has been shared with Essex County Council and Homes England for their input. The document reflects all feedback received to date.

7. References to Corporate Plan

- 7.1 The project is relevant to the Council's Local Development Plan, which is a key priority in the Council's 'Vision for Brentwood' Corporate Plan 2016-2019.

8. Implications

Financial Implications

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- 8.1 In previous years, the project has been awarded £528,000 of capacity funding from Homes England. This has enabled funding of necessary resources to deliver the project to date, including a dedicated project team, facilitation of a number of workstreams (education etc), and specific technical studies as part of the evidence base. A further £100,000 of Homes England capacity funding has been announced this February 2019.
- 8.2 Looking forward to the coming financial year 2019/20, it may be necessary for the Council to provide additional funding for the project as part of efforts to progress the Local Development Plan and as the capacity funding received to date is used. Homes England has indicated the intention to run future rounds of capacity fund bidding and for these to cover a two-year period rather than year-to-year as at present.

Legal Implications

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- 8.3 As the project transitions into delivery, securing the Section 106 agreements will be key to the successful implementation and construction of the Garden Village. This will require legal input.

- 8.4 Other relevant agreements may also need to be drawn up, such as agreement between landowners on cooperation. Subject to these agreements and given the scale of the development there could be scope for compulsory acquisition of land. Legal input would be required.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.5 Legacy implications will need to be carefully mapped out soon. It is envisaged that some asset management issues may arise that will need careful consideration of options, e.g. stand-alone community trust versus enlargement of parish council role. A business case will be brought to the relevant committee in due course.

9. Background Papers

- 9.1 Background papers for the Local Development Plan and Dunton Hills Garden Village project are published on the Council's website via www.brentwood.gov.uk/localplan.

10. Appendices to this report

- a) Appendix A: Dunton Hills Garden Village Project Governance Framework (Version 0.4, March 2019)

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Planning Services – Strategic Sites

Dunton Hills Garden Village

Project Number: 090

DHGV Project Governance Framework

Version:	0.4
Issue Date:	11 March 2019
Author:	K Pallaris
Workstream Lead:	Philip Drane

Revision History

Revision Date	Author	Version	Summary of Changes	Changes Marked
03-12-18	K Pallaris	0.1	Document Creation	
07-02-19	K Pallaris	0.2	Updated reflecting further discussions	
08-02-19	K Pallaris	0.3	Updated reflecting ECC comments	
11-03-19	K Pallaris	0.4	Updated to remove contact names, retaining job titles and organisations	

Approvals

Name	Title	Date	Version
Phil Drane	Project Director	11-03-19	0.4
Phil Ruck	Project Sponsor		

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1 Introduction

1.1 Purpose of Document

The purpose of this document is to define the governance arrangements for the Dunton Hills Garden Village (DHGV) Project. The project involves the successful masterplanning and delivery of the DHGV site allocation. The document details the organisational structures, reporting lines and project controls put in place to ensure effective and timely decision-making and to ensure the masterplan and development process delivers the best possible outcome for the planned, locally-led Garden Village, in accordance with the Dunton Hills strategic site allocation and policies of the Brentwood Borough Local Plan (2016-2033).

This document covers:

- The parties involved, their relationship to each other and how the Council Project interacts with these stakeholder interfaces.
- The major meetings and boards that take place where decisions are recorded.
- The organisational structures and the broad communication flows, escalation pathways and approval procedures.

1.2 Structure of Document

- **Section 1:** Outlines the background to the project
- **Section 2:** Sets out the organisational and functional structure and key roles and responsibilities, put in place to deliver an ambitious Garden Village at Dunton Hills.
- **Section 3:** Describes in detail the hierarchical governance structures, decision making bodies, reporting lines and escalation pathways as well as the meetings and boards set up which record key decisions.

1.3 The DHGV Project

1.3.1 Project Description

The Project Initiation Document (PID) defined the DHGV project. At Extraordinary Council on 8 November 2018 the Brentwood Borough Pre-Submission Local Plan (Regulation 19) was approved, including the strategy to deliver DHGV. The DHGV project is a key corporate project of Brentwood Council which will help the borough meet its key housing and infrastructure needs over the next 15 years and beyond.

This project is focused upon the facilitated – locally-led - delivery of a new garden village at Dunton Hills. There are a series of headline strategic aims and sub objectives which underpin this project, including the need to support high quality place-making and the establishment of a new community supported by a comprehensive range of infrastructure. These have been embodied in the Brentwood Local Plan and summarised in Figure 1.

1.3.2 Project Aims

The aims of the project are:

- To ensure the proposals align with the locally-led spatial vision for Dunton Hills to meet the quality, infrastructure, employment and housing requirements.
- To ensure all applications across the site allocation align with a coherent masterplan framework and design guidance, that are to be jointly produced and agreed upon.
- To ensure the timely delivery of development at Dunton Hills.

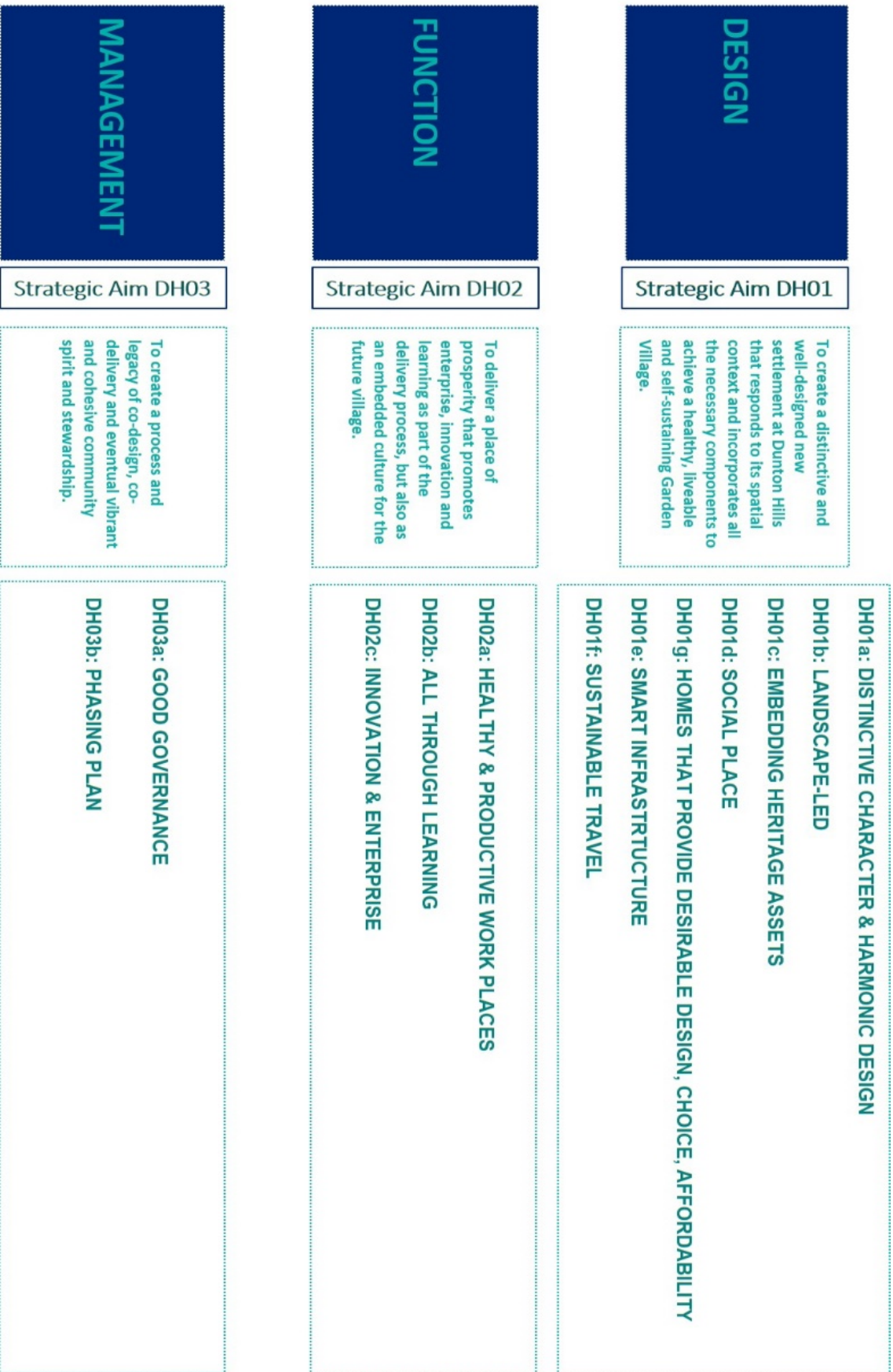


Figure 1: Strategic Aims and Objectives for DHGV

1.4 Why Governance is Important

In January 2017, the DHGV project received Government funding to support the feasibility of a Garden Village to ensure whatever is planned is well-designed, locally-led and has an important part to play in meeting Brentwood’s housing needs.

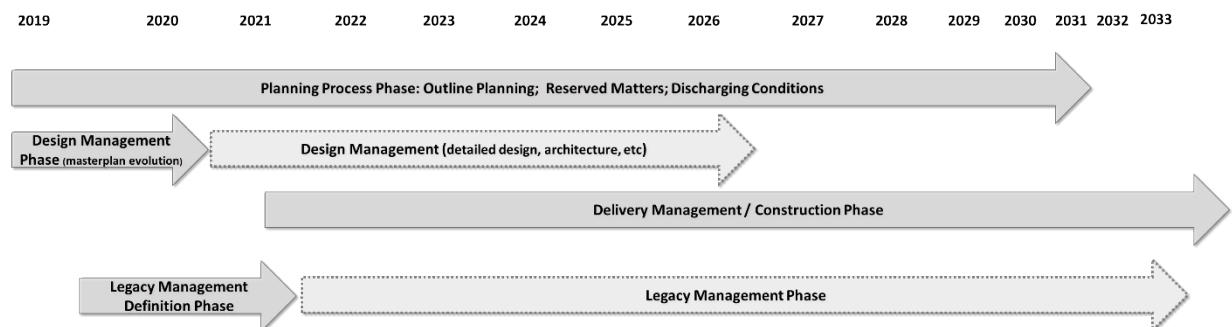
The DHGV site allocation is now central to the Brentwood Local Plan (2016-2030). It is set out as a strategic allocation to deliver a minimum of 2,700 homes in the plan period along with supporting infrastructure.

Setting out a clear governance framework is important for the following reasons:

1. **Ensure Land Ownership Integration.** While there is one dominant site owner who owns the majority of the land, there are up to 8 different land parcels within the site allocation. This will require careful coordination and site-wide planning to ensure masterplan integration, so that the Garden Village feels coherent and cohesive.
2. **Ensure Consistent Quality.** The masterplan and design guidance across the whole site allocation should be underpinned by Garden Community principles and qualities, as set out in the respective Town and Country Planning Association (TCPA) and the Government ‘Garden Community’ Prospectus (2018)¹ guidance and additionally incorporate the locally led spatial vision. A masterplan framework and design guidance should ensure it clearly sets out a coherent development across all land interests, irrespective of which developer brings forward the respective sites.
3. **Ensure it is Locally-Led.** Strong local leadership is one of the garden community principles and is crucial to developing and delivering the long-term vision for this new garden village community. Proposals should have the backing of the local authority in which they are situated, including the county council in two-tier areas. While the planning application process is being led by a master developer and potentially other developers, it is important that the right governance is in place to ensure it fits with the local aspirations and requirements of the local area in order to achieve this aim.
4. **Ensure Deliverability.** Planning a garden village requires a substantial amount and the timely delivery of new infrastructure to address the impact of the new garden village and help the early establishment of a cohesive community. This involves the complex liaison with a number of statutory bodies, utility suppliers and the local community to ensure the sustainable investment in infrastructure. The governance arrangements ensure that the right stakeholders will be brought into the process at the right time.

1.5 Update Frequency

The project’s governance arrangements will need to be mindful of the different project phases as broadly indicated in Figure 2. As the project moves through the different phases, these governance arrangements will need to be updated accordingly.



¹ MHCLG (2018) – Garden Communities Prospectus
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734145/Garden_Communities_Prospectus.pdf

1.6 Parallel Governance Agreements

In addition to this document, the following arrangements must also be taken into account as part of the wider project governance.

- **Duty to Cooperate (DtC)** – Through the DtC process a series of Statements of Common Ground (SoCG) will be drawn up with respective parties of various aspects of the project.
- **PPA** – A planning performance agreement (PPA) is an agreement between Brentwood Borough Council and the applicant (e.g. CEG) that provides a project management framework for handling the development proposal from pre-application stage through to decision. The PPA puts in place a dedicated Development Management (DM) officer for the project and an opportunity to discuss scheme through a series of working group design workshops to inform the development proposals, where many of the detailed discussions are taking place to resolve issues; an additional Design Review Panel will be in place as an assurance review of the masterplan design proposals, which will also form part of the DM pre-app service.
- **PPA** – A parallel PPA will be in place with Essex County Council (ECC) as further advice is required to inform masterplanning, supporting evidence, attendance at workshops etc, to ensure any decision making that needs to be escalated upwards as the authority for strategic infrastructure, is also dealt with in a timely manner.

2 DHGV Project Governance Arrangements

2.1 DHGV Project Team Structure

The internal DHGV project team has been put in place to drive and accelerate the delivery of the Garden Village at Dunton Hills. The roles are outlined in Table 1. Key roles are illustrated in Figure 3.

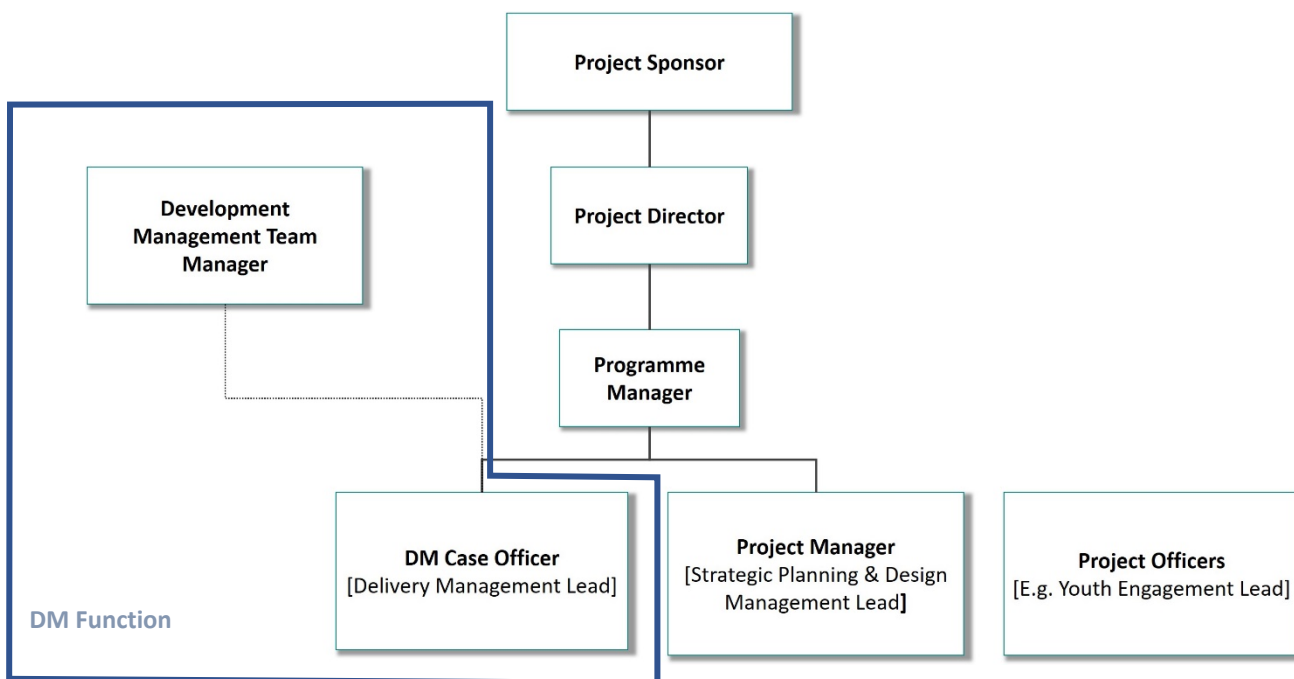


Figure 3: Internal DHGV Programme Team Roles

Role	Responsibility
Project Sponsor	The project sponsor has overall internal responsibility for the DHGV programme. The role provides corporate direction, review and oversight and is a direct link to council senior decision-making.
Project Director	The project director is responsible and ensuring the DHGV objectives are being met. The role is responsible for making informed decisions that will drive the project forward and delivery the outcomes on a day-to-day basis, in light of the wider knowledge and information about development across Brentwood. The project director also has financial responsibilities for the DHGV programme.
Programme Manager	The Programme manager is responsible for advising and providing strategic direction for the programme as well as has oversight of the risks and issues and programme work breakdown structure, ensuring the coordinated approach to delivery. Attends Project Delivery Board Meetings and records decisions and actions taken.
Development Management (DM)	The dedicated DM Case officer will be responsible for all workstreams which relate to the Development Management aspects of the project, including the

<p>Case Officer</p>	<p>PPA, S106, DM pre-application recommendations as well as any other developer agreement.</p> <p>This dedicated officer is responsible for managing the DM process for the project including:</p> <ul style="list-style-type: none"> • seeing the application through the planning process in a timely manner, ensuring internal consultees respond within a timely manner. • regular liaison with Essex County Council DM officers, whilst reporting regularly into BBC DM Service Managers on procedural matters including statutory compliance of the DM process in accordance with the Council's own procedures, as well as the DMPO and EIA Regulations. • overseeing day-to-day tasks of finalising Planning Performance Agreements and delivery of the Council's associated services under this agreement. • Attends relevant 'Delivery Management' working group meetings and records any decisions and actions taken. • undertaking the relevant functions in a traditional planning case officer role as a single point of contact and project manager generating pre-application advice and processing planning applications, including the preparation of recommendations for Planning Decisions by the Council's Planning Committee. <p>The role also provides the necessary assurance that the correct protocols have been followed in respect of any application determinations.</p>
<p>Project Manager – Strategic Planning</p>	<p>Project Manager is responsible for the day-to-day operational delivery of actions against the project plan and will reports progress and escalate issues to the Programme Manager / Project Director. Other responsibilities include:</p> <ul style="list-style-type: none"> • puts in place the project controls, against which the project will be managed. • develops the programme's work breakdown structure and coordinates the various workstreams. • Ensures the inter-dependencies are noted and sufficient oversight and management of the risks and issues to ensure the project is being successfully controlled and is on target to deliver its objectives. • responsible for the strategic Planning and Design Technical elements of the masterplanning process, ensuring that masterplan proposals and design guidance aligns with the locally-led spatial vision for Dunton Hills and ensures policy requirements are being met as part of the masterplanning outcomes. • The role is also responsible for ensuring the wider planning processes (namely the West Horndon Neighbourhood Plan and South Essex Joint Strategic Plan (JSP)) are in alignment with the strategic allocation policy for Dunton Hills. <p>The project manager will write a monthly progress update report that reports on progress for the respective Technical Steering Group and Project Delivery Board.</p> <p>Attends relevant working group meetings and Technical Steering Group and records any relevant decisions and actions.</p>
<p>Project Officers</p>	<p>Project Officers are responsible for delivering specific components within workstreams to ensure the successful totality of the programme. They are assigned to a particular task, e.g. the DHGV Education programme. Their</p>

	role is to report back to the Programme Manager and Project Manager on their planned activities and outcomes.
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Table 1. DHGV Project Team Roles and Responsibilities

2.2 Wider Corporate Governance

The Dunton Hills Garden Village sits within Brentwood’s Corporate Projects structure. For this reason, the DHGV Project Delivery Board will report up to Corporate Project Scrutiny Committee / Corporate Leadership Board on a periodic basis for the following purposes:

- To keep informed of major decisions and direction of travel for the DHGV project
- To escalate any issues and seek direction on any major issues.

2.3 Meeting Governance

Figure 4 illustrates the key groups and meetings set up to manage the DHGV project. The governance arrangements are in three parts:

- **Project Delivery** – These groups and meetings will focus on directing and delivering the various aspects of the project.
- **Project Assurance** – These meetings will focus on the assurance of the process, providing an independent review of the project progress against the project milestones and outputs to ensure the decisions are robust and progress is on track. These will occur at two levels:
 - Meetings with Homes England (HmE) will help to report back progress and decisions to ensure alignment to the Garden Village programme.
 - Input from the Development Management process will ensure the planning applications are independently monitored against Local Plan policy and align to deliverability within any agreements put in place to deliver DHGV.
 - Design Review Panel process to ensure the masterplanning and design process is robustly reviewed and aligned to policy.
- **Project Engagement** – These meetings will focus on the outward communication of the project progress at appropriate milestones of the project. It will also be a mechanism by which local input into key stages of the project will be sought.

This three-pronged approach ensures a robust and credible process that will keep the project on track and aligned to the vision, aims, objectives and corporate goals, while ensuring an adequate level of review and audit.

Table 2 summarises the key roles of each of the groups; the membership of each group/meeting; and the frequency of meetings. Specific membership is provided, although in some cases substitutes may attend when the named lead is unable to attend.

Group/Meeting Name	Roles	Frequency of Meeting	Membership
Executive Board and Corporate	Purpose:	Weekly	The Council’s corporate leadership

Leadership Board (CLB)	<ul style="list-style-type: none"> As a corporate project DHGV will be governed by the executive direction, review and oversight of the Council's Leadership Board. Approval of any decisions that will impact delivery. 		and senior managers
Project Delivery Board	Purpose: <ul style="list-style-type: none"> Key channel for corporate and member briefing on project progress. Have oversight of programme risks; raise any risks if identified. Establish strategic priorities for steering group and working groups to address. Provide direction and validation of decision making, in light of corporate and constituent directions. 	Quarterly	BBC: <ul style="list-style-type: none"> Project Sponsor: Chief Executive Project Deputy Sponsor: Chief Operating Officer Project Director: Director of Strategic Planning Programme Manager: Dunton Hills Garden Village Programme Manager Councillors / Ward Members: <ul style="list-style-type: none"> Leader of the Council and Policy, Projects & Resources Committee Chair Deputy Leader of the Council and Strategic Planning Lead Councillor Herongate, Ingrave and West Horndon Opposition Lead West Horndon Parish Council <ul style="list-style-type: none"> Chair Vice-Chair CEG: <ul style="list-style-type: none"> Strategic Development Director Head of Strategic Development – South Head of Strategic Land – West Essex County Council: <ul style="list-style-type: none"> Leader of the Council and Garden Community Lead Head of Planning Homes England <ul style="list-style-type: none"> Senior Planning Manager (Garden Town and Village Delivery Team)
Technical Steering Group	Purpose: <ul style="list-style-type: none"> Responsible for driving forward the delivery of DHGV, addressing risks and issues. Ensure proposal compliance with planning policy. Provide technical expertise and help 'unstick' technical issues. Report progress and key decisions to Project Board. 	Monthly	DHGV Project Team: <ul style="list-style-type: none"> Project Director: Director of Strategic Planning Programme Manager Project Manager DM Case Officer CEG Team: <ul style="list-style-type: none"> DHGV Project Director: Head of Strategic Land West Project Manager

			<ul style="list-style-type: none"> • Masterplanning Team • Planning Team • Specialist Technical consultants (varies depending on the subject matter on the agenda) <p>Other Stakeholders:</p> <ul style="list-style-type: none"> • Homes England • Essex County Council
DHGV Project Team (internal) and Project Liaison (external) Meetings	<p>Purpose:</p> <ul style="list-style-type: none"> • Project Team shall be internally facing while Project Liaison meetings shall involve the developer(s). Purpose is the same for both meetings, with external meeting coordinating the project with developer teams. • Help unstuck project planning issues. • Agree overall coordination of working group tasks. • Coordinate delivery of tasks and actions. • Track and monitor project controls (risk register, work plan, action list, etc) 	Weekly	<ul style="list-style-type: none"> • BBC DHGV Project Team • CEG DHGV Project team
Working Group	<p>Purpose:</p> <ul style="list-style-type: none"> • Will involve both Design Management and Delivery Management Groups • To work through the different issues and policy obligations • To resolve design issues and delivery issues using various expert input • To monitor risks and issues and address technical constraints 	Weekly	<ul style="list-style-type: none"> • Technical specialist / consultancy teams • Relevant Stakeholders
Masterplan Integration Meeting	<ul style="list-style-type: none"> • To resolve masterplan design integration issues across all land ownership sites of the DHGV Allocation Site. • To work on joint design quality elements, such as connectivity and design guides. 	As required	<ul style="list-style-type: none"> • Land Owners • Project Director • Project Advisor • Project Manager • Masterplanning Working Group
DtC Meetings	<p>Purpose:</p> <ul style="list-style-type: none"> • To communicate to key stakeholders key directions and progress of the project 	As required	<ul style="list-style-type: none"> • Neighbouring Boroughs • Essex County Council • Infrastructure Providers • Thurrock Unitary Transport Authority • Highways England
Community Engagement Meeting	<p>Purpose:</p> <ul style="list-style-type: none"> • To work with the community to establish key design criteria 	As required	<ul style="list-style-type: none"> • West Horndon Parish Council • West Horndon Neighbourhood Planning Steering Committee • Other local Stakeholders

	<ul style="list-style-type: none"> To communicate key design outputs and get input To effectively communicate key direction and progress of the programme. 		<ul style="list-style-type: none"> Resident Groups Other Local Community Organisations
Pre-App Meetings	<p>Purpose:</p> <ul style="list-style-type: none"> To assure the masterplanning development and delivery process and compliance with policy. To gauge the recommendations of internal stakeholders To formally record advice and decisions so as to establish the framework of terms agreed May be one and the same as the working group meetings, depending on subject matter to be discussed. 	As set out in the PPA	Development Management Applicant – e.g CEG
Homes England Review Meeting	<p>Purpose:</p> <ul style="list-style-type: none"> To address strategic concerns and risks. Assure compliance with Garden Village Principles. To report on delivery progress to Homes England. 	Bi-monthly / Quarterly	<ul style="list-style-type: none"> Homes England Project Director Programme Manager Project Manager DM Case Officer Project Sponsor (optional)
Design Review Panel	<p>Purpose:</p> <p>To review masterplan and design elements submitted as part of the application process, and to assure compliance with design best practice and policy</p>	As specified	<ul style="list-style-type: none"> DHGV Project Team DHGV Developer(s) Review Panel experts

Table 2. Governance Groups – Roles and Responsibilities and Membership

Project Engagement

Project Delivery

Project Assurance

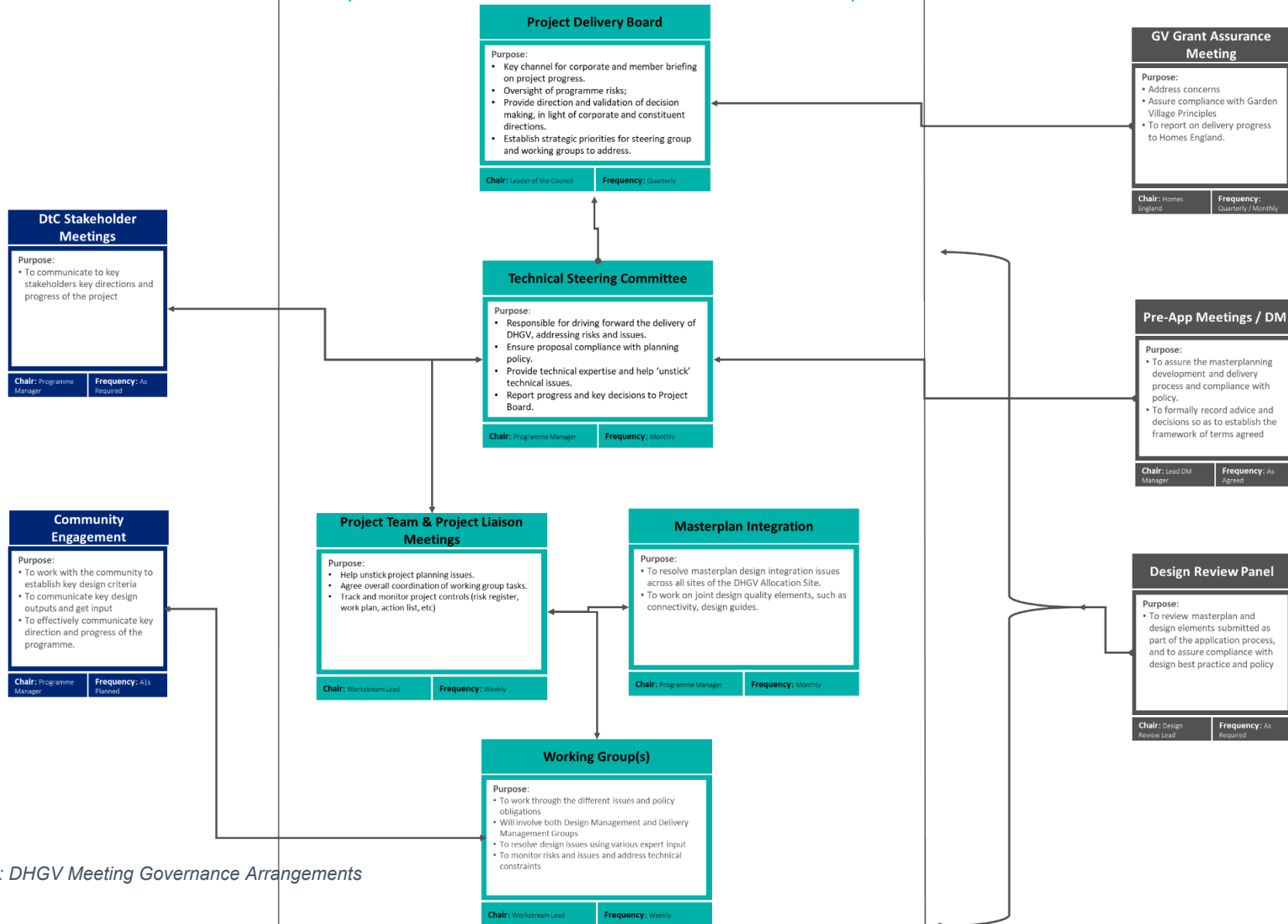


Figure 4: DHGV Meeting Governance Arrangements

2.4 Project Work Breakdown Structure

Key workstreams have been identified, each is interrelated with key interfaces as broadly illustrated in

Figure 5.

For example, the Planning Policy Workstream (concerned with the Local Plan, JSP, Neighbourhood Planning), while sitting slightly to one side of the DHGV project, can impact the Development Management Workstream (concerning matters related to the Outline Planning Application (OPA), Reserved Matters, etc).

Equally, the Design Management workstreams (dealing with strategic planning of the site allocation masterplan and technical design matters at the working group level) may influence the direction of the Delivery Management workstream (relating to delivery working group matters such as S106 agreement, EIA, etc).

The Design Management and Delivery Management Workstream have within them a number of sub-workstreams in the form of themed working groups to address specific matters. The working groups and key stakeholders are identified in

Table 3.

All six workstreams sit alongside overarching communications and assurance procedures, to ensure a robust, collaborative process and the right accountabilities are in place.

The workstreams will be reviewed as the project phases change with time.

The workstreams can be described as follows:

1. **Planning Policy Workstream:** this workstream will primarily manage the production of the Brentwood Local Plan, in compliance with a challenging timetable, necessitated by the recent threat of intervention in the Council's planning policy powers by the Secretary of State for Housing, Communities and Local Government. The Local Plan is dependant upon the allocation of Dunton Hills Garden Village in order to meet identified housing and employment needs over the Plan period (until 2033). In addition, this workstream will also manage the associated policy work surrounding the production of the Local Plan, including the emerging Joint Strategic Plan for south Essex, the West Horndon Neighbourhood Plan and the interface with Local Plan production at neighbouring authorities (immediate neighbours as well as nearby authorities such as Rochford and Southend on Sea).

2. **Development Management Workstream:** this workstream will be responsible for the oversight of the preparation and response to the Outline Planning Application (OPA), the reserved Matters applications and any other regulatory approvals that may be required from the Council or County Council. This work includes the preparation of a Planning Performance Agreement prior to the submission of the first OPA, the management of the OPA, subsequent applications for approval of “Reserved Matters”, any amendments or variations to previously granted consents and approval of the details required to discharge conditions of planning permissions.
3. **Legacy Workstream:** This workstream will manage a number of short term and longer-term consequences of the development and establishment of a new community in the Borough. Short term requirements notably include developing engagement strategies that go beyond the statutory requirements for planning policy and planning applications, whilst the longer term consequences include, amongst other things, the implications of the requirements for managing public realm, open space, leisure and joint use facilities, the village centre, transport concierge and the interface with current democratic arrangements, including Ward representation and the relationship with the Parish Council/community of West Horndon.
4. **Delivery Management Workstream:** This workstream will manage (i) the alignment of the Infrastructure Delivery Plan (IDP), the document that defines the extent and cost of the additional infrastructure needed to facilitate and mitigate the effects of the new development proposed, (ii) the development and completion of any legal agreements necessary to secure the provisions and mitigation of the approved development and coordination across delivery parties and (iii) ensure implementation of the approved works, in order to give effect to the provisions of the Local Plan and secure the longer term benefits to the Borough.
5. **Design Management Workstream:** This workstream will hold a series of workshops to work through each of the Garden Village design issues as the DHGV Project Team collaboratively work with the developer team(s) to deliver a locally-led Garden Village Masterplan and corresponding design guides to ensure the quality and adherence to the Strategic Allocation Spatial Strategy. Decisions here will be fed up to the Development and Delivery Management workstream.

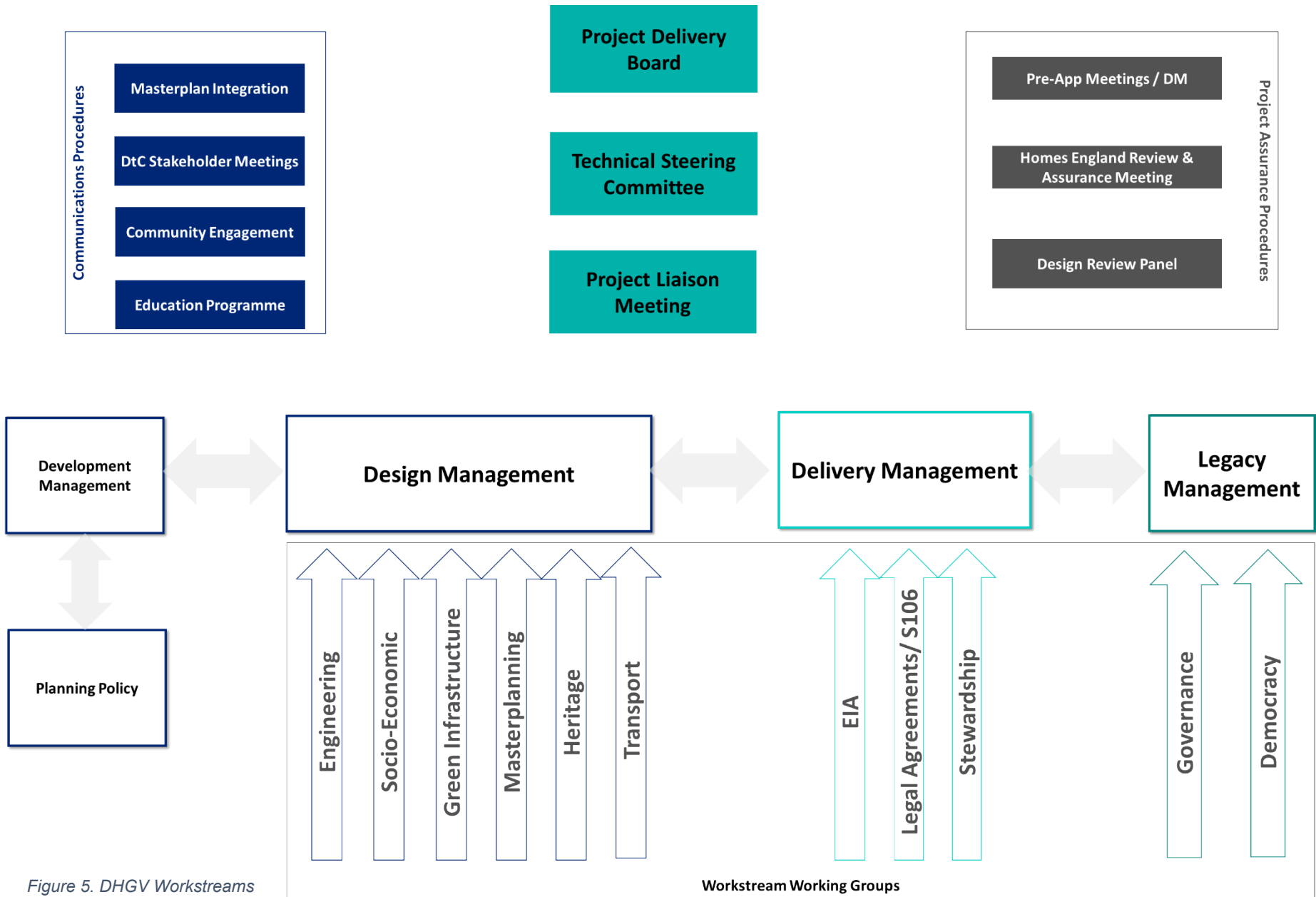


Figure 5. DHGV Workstreams

#	Working Group	Sub Themes	Key Stakeholder Contacts
1	Masterplan Group	Masterplan integration issues, landscape, densities, block layout, urban design morphology and structure	<ul style="list-style-type: none"> BBC CEG ECC SLR HmE
2	Socio-economic Group	Community buildings	<ul style="list-style-type: none"> BBC CEG ECC
		Retail/employment and village centres	<ul style="list-style-type: none"> LEP
		Health facilities	<ul style="list-style-type: none"> NHS England STP Strategic Estates Forum CCG
		Education facilities	<ul style="list-style-type: none"> Education Authority - ECC
		Recreation facilities	<ul style="list-style-type: none"> SE
3	Green/Blue Infrastructure Group	Connectivity, ecology, biodiversity, landscape design, outdoor recreation facilities (crossover)	<ul style="list-style-type: none"> BBC CEG ECC EA NE Essex Wildlife Trust Thames Chase Community Forest Group SE
4	Heritage Group		<ul style="list-style-type: none"> Historic England
5	Environmental Engineering Group	Sustainable drainage	<ul style="list-style-type: none"> EA Utility Providers (Anglia and Thames Water)
		Energy	<ul style="list-style-type: none"> BBC CEG ECC
		Broadband	<ul style="list-style-type: none"> BT UK Power Networks
		Pylon undergrounding	
6	Transport Group	Transport mitigations, junction improvements, mobility, sustainable solutions, street hierarchy design	<ul style="list-style-type: none"> CEG BBC Highways Authorities – ECC and HgE NR C2C TfL

BBC	Brentwood Borough Council including Housing, Environmental Health, Leisure/Parks, Waste Collection etc	NE	Natural England
CEG	Commercial Estates Group	NHS	Basildon and Thurrock University Hospitals NHS Foundation Trust; NHS Basildon and Brentwood Clinical Commissioning Group
C2C	Trenitalia c2c	NR	Network Rail
EA	Environment Agency	SE	Sport England
ECC	Essex County Council including LLFA, Highways & Education etc	Utilities	Cadent; UK Power Networks; Essex and Suffolk Water; Anglian Water; BT/Broadband and Telecom providers etc
HgE	Highways England	WHPC	West Horndon Parish Council
HmE	Homes England	EWT	Essex Wildlife Trust
HE	Historic England		
LEP	South East Local Enterprise Partnership		

Table 3: Working Groups and Stakeholders

3 Assurance Framework

3.1 Arrangements

A number of groups/meetings will act as independent scrutiny to ensure adherence to the Local Plan Policy, development agreements and strategic direction, as well as design quality. These will include the Design Reviews, the Homes England Programme Review Meetings and the DM procedures.

3.2 Project Controls

A number of project controls have been set up to track, monitor and control the project:

- **A work programme** will be used to track and monitor timescales at each Project Team Liaison Meeting.
- **A risk register** will be the main tool to manage the foreseeable risks and work through how they might be resolved as part of the working group or steering group meeting arrangements.
- **Working group action list** will be maintained to log all actions and decisions and reported to the Project Manager.
- **Project update report** will be sent to the Programme Delivery Board and Steering Group members reporting on monthly project progress.

3.3 Project interface with BBC Development Management Service

While the project is concerned with the successful development of a masterplan across the whole allocation site and the eventual successful delivery of the scheme, it is equally there to ensure that the planning application process can ensure the timely delivery of applications coming forward.

The project's interface with the Council's Development Management (DM) function is therefore important and an integral part of the project governance.

The DM function has been conceived as a bespoke arrangement in order to facilitate the specific requirements for the delivery of the project, which include a high level of coordination and timely capacity to ensure the efficient management of the project. The DHGV Project Team at BBC have appointed a dedicated Development Management Lead Officer (Job Title: Senior Planner, Dunton Hills Garden Village) who will provide critical enabling capacity for the project to sit within the Council's established Development Management Service.

The methodology for ensuring the integration of the DM process is based on the following principles.

It is envisaged that the DHGV project will involve parallel and overlapping processes for inter-related planning application submissions that should also allow for iterative development of the planning application proposals in conjunction with simultaneous design and planning technical work that is being led by the DHGV Project Team. Further, there are also likely to be a number of overlapping corporate initiatives.

Throughout, there will therefore be an ongoing need for integration of DM processes into the project's wider delivery programme fulfilling the required assurance parts of the project.

The Development Management Lead Officer is a member of the DHGV Steering Group to ensure that there is DM accountability into the DHGV project with project management control over the DM process in itself as well as dealing with any related cross-over of other project deliverables. Steering Group Membership will therefore provide an essential conduit for timely dissemination of critical project information.

The pre-application process allows for managed stakeholder involvement and consultation through a series of Working Group meetings as the emerging proposals develop through a number of stages that will be managed by the DHGV Project Team. These meetings will therefore serve both project delivery as well as DM pre-app functions. The pre-application programme occasions a number of Design Review Panel (DRP) and Masterplan "milestone" meetings that will also serve as DM pre-application feedback iteration points, which will take on board the consultation responses solicited as part of that stage. It is likely that due to the iterative processes throughout which the project will progress, this method of working will continue throughout the formal planning application determination periods, and possibly also during the pre-construction, construction and operational stages of the various project phases.

4 Stakeholder Management

4.1 Duty to Corporate

Brentwood Borough Council has a duty to engage constructively, actively and on an ongoing basis with neighbouring local planning authorities, the County Council and other statutory public bodies to ensure strategic issues that may impact the wider area are considered. This includes cross boundary issues such as transport, flooding, and environmental impacts.

This legal requirement was set out in Section 110 of the Localism Act 2011 and the further amendment of section 33A of the Planning and Compulsory Purchase Act 2004. Maintaining effective cooperation is also reinforced by the NPPF (2018, paragraphs 24-27), which calls for one or more 'Statements of Common Ground' to be prepared and maintained on cross-boundary matters being addressed and progress in cooperating to address these. These are to be made publicly available.

The Council is committed to cooperate with neighbouring authorities and key organisations on strategic planning issues. Since January 2018, a Memorandum of Understanding was signed between Basildon, Brentwood, Castle Point, Essex County, Rochford, Southend-on-Sea and Thurrock Councils – forming the Association of South Essex Local Authorities (ASELA), which agreed to jointly work on 'place vision' for the region. This new venture will continue to look across borough boundaries. This work is progressing at early stages and Brentwood Borough Council is committed to engaging with partners as discussions and evidence gathering progresses through the plan-making process.

The Council will publish a Duty to Co-operate Position Statement to describe the ongoing engagement and provide an update on the activities undertaken so far.

In addition, the Council will continue to have regards to neighbouring authority plans, Essex County Council plans, and strategies of other relevant bodies.

4.2 Stakeholder Map

A stakeholder database has been compiled and is saved in this location: \\az-fs1-shares\policy-dept\Planning Policy Team\Dunton Hills Garden Village\03_Stakeholder Communications\01_Stakeholder Database.

The database will remain a live document that is updated as the project progresses. To ensure a robust masterplan is developed, communications and engagement will be maintained between the statutory and non-statutory stakeholders, as well as local community organisations, throughout the programme.

4.3 Stakeholder Communication Protocols

All communications with BBC stakeholders, including members, statutory and non-statutory stakeholders shall be direct with and by Brentwood Council if the matters relate to the development and delivery of the wider masterplanning and design of the Garden Village.

If matters are specific to the developer's application, those matters should be taken up directly with the statutory consultees. Regular updates should be provided to the council to ensure alignment with the wider strategic aims and objectives of the project.

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19th March 2019

Policy, Projects and Resources Committee

Seven Arches Investments Limited Business Plan

Report of: *Chris Leslie – Executive Director of Commercial Services*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report presents the 2019/20 business plan for Seven Arches Investments Limited (SAIL) to Committee for approval.

2. Recommendation(s)

- 2.1 **That the business plan for Seven Arches Investments Limited is approved.**

3. Introduction and Background

- 3.1 At an Extraordinary Council meeting held on 21 March 2018 the creation of SAIL was approved and the shareholder's powers delegated to the Policy, Projects and Resources Committee. Subsequently SAIL was registered with Companies House on 12th April 2018.
- 3.2 In accordance with the Shareholder's Agreement, an annual business plan is to be presented for approval.

4. Business Plan

- 4.1 In accordance with the requirements of the Shareholder's Agreement, SAIL's annual business plan is included at Appendix A for approval.

5. Reasons for Recommendation

- 5.1 It is a requirement of the Shareholder's Agreement that an annual business plan is presented to the Committee for approval.

6. References to Corporate Plan

- 6.1 This fits with the Council's Transformation Vision, to explore new income generating ideas and opportunities.

7. Implications

Financial Implications

Name & Title: Jacqueline Vanmellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

- 7.1 Although this report has no direct financial implications. It should be noted that Seven Arches Investments Limited will provide a substantial income stream to Council which is included within its Medium-Term Financial Plan. The projected returns are tabled in Section 5 of the Business Plan.
- 7.2 SAIL will deliver these returns by following two streams of activity. Securing Investments opportunities commissioned through a specialist property consultancy; as well as launching a Joint Venture partnership for medium to longer term investment with potentially higher yield returns from year 6. Investments do carry a degree of risk and the company will need to be sustainable in the long term.
- 7.3 SAIL has in place a loan facility agreement of £30m with the Council, which was approved in June 2018. Currently £13.5m has been drawn down to date.
- 7.4 The financial model adopted requires front loaded investment, therefore, significant additional funding will be required in order to realise the figures shown in the financial plan. Any request for additional funding will be made via the agreed governance and approval procedures.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 7.5 Legal Services, working with external legal advisers and specialists, will be providing advice and assistance going forward.

8. Appendices to this report

Appendix A – SAIL 2019/20 Business Plan

Report Author Contact Details:

Name: Chris Leslie
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E-mail: christopher.leslie@brentwood.gov.uk

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19th March 2019

Policy, Projects & Resources Committee

Brentwood Town Hall Update

Report of: Steven Butcher – Project and Programme Manager

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 The attached report provides an update on the Town Hall redevelopment programme, including the community hub and partners, Council Chamber and back office space, commercial space and residential units.

2. Recommendation(s)

- 2.1 For Members to note the progress of the Town Hall Transformation Programme.**

3. Introduction and Background

- 3.1 In October 2016 Brentwood Borough Council approved the redevelopment of the Town Hall with a number of distinct elements:

- Council Service
- Community Hub (with customer facing partners co-locating)
- Police back office for Brentwood Borough
- Residential units (19 x 1- and 2-bedroom apartments)
- Commercial space
- Business start-up space

4. Issue, Options and Analysis of Options

Construction

4.1 Work began on site in November 2017 with the soft strip out of the building, including asbestos removal.

4.2 When the main contractors, Farrans, started on site in March 2018, much of the early work concentrated on demolitions, stripping the roof, excavations for lift pits and propping up in preparation for the installation of the steel work. These initial works are now completed with main areas of activity shown below:

- Roof works and window installation close to completion
- 1st fix mechanical and electrical are progressing throughout the building
- Partitions on the 2nd and 3rd floor are 95% complete boarded one side and sign off procedure ongoing to close walls
- Lift installations progressing
- Curtain walling installation to the rear of the building on-going
- Rendering to parapets and rear façade
- Preparation works in basement for decoration
- Plant room installation on going
- Front façade window and stonework installation is underway
- Groundworks underway
- Screeding preparations ready
- 2nd fix carpentry, window boards, doors, skirting throughout

4.3 Forthcoming planned activities in the coming weeks include:

- Plastering and making good to walls
- Bulk heads and ceilings throughout the building.
- Scaffold drop to front façade
- Balustrades and handrails to parapets
- Decking to apartment balconies
- Power changeover
- Brickwork cleaning

4.4 Currently there are in excess of 100 contractors on site.

4.5 The site continues to be well managed and safe and recently received a glowing report from a recent Health & Safety Executive visit.

- 4.6 The programme timescales are slightly over anticipated with the original target for the residential units to be completed by the end of March 2019, now forecast to be finished by 16th April 2019. The remainder of the building was expected to be completed by the end of May 2019. This is now expected to be 18th June 2019.
- 4.7 The delay has been caused by the discovery of further asbestos at the beginning of the programme.

Service Delivery Hub Partners

- 4.8 Discussions continue with the various groups who have engaged with the Council to take space within the Service Delivery Hub.
- 4.9 The Department for Work and Pensions has presented a business case to its finance board to relocate Brentwood Job Centre from its present site in Fairfield Road to the Town Hall. They plan to occupy a space equalling 204sqm/2196sqft, to include a front of house with 11 positions, training room, small back office and admin stores. The first stage in the DWP governance has been approved (December 2018) and a draft agreement for lease has been prepared. Subject to full business case approval, expected in March 2019, the intention is that the Brentwood Job Centre will relocate to the Town Hall in September 2019.
- 4.10 Brentwood Mind has previously expressed a desire to locate to the new Town Hall. However, Brentwood Mind has announced that they will no longer be operating with effect from 31st March 2019. The space that was to be occupied by MIND will be utilized by the Electoral Services team as they relocate from Merrymeade House back to the Town Hall. This move is expected to take place in July/August 2019.
- 4.11 Brentwood Council for Voluntary Service, currently located at the multi-storey car park office, is looking to relocate back into the Town Hall to occupy a small back office space of 18sqm/193sqft.
- 4.12 Talks with Citizens Advice Brentwood are at an advanced stage with draft heads of terms being discussed for agreement with CAB board. It is anticipated that the move for CAB will coincide with DWP moves and is planned to take place in October 2019. The future lease agreement will be with Brentwood Borough Council and will allow the Assizes Trust scope to develop CAB's current accommodation in Crown Street and generate revenue income to be reinvested in the community.

- 4.13 Completing the service delivery hub, the new reception area will benefit from a range of meeting and interview rooms, waiting area and soft seating, digital information screens, as well as the self-service iPads, scanning software and payment kiosk.

Brentwood Borough Council back office

- 4.14 The Council's back office function will be mostly confined to the first floor. Some 604sqm/6501sqft has been set aside to form space for 74 fixed desk positions, meeting rooms, kitchen and rest area facilities, as well as offices/meeting rooms for the Leader and Chief Executive. CCTV, Parking and Enforcement will be located in the basement, with close proximity to the Police. Electoral Services will be located on the ground floor.

Council Chamber

- 4.15 The Council Chamber has been completely stripped to make way for new, more flexible furniture. This will make the chamber far more accessible, versatile and useful as a space, opening opportunities for seminars, conferences, larger weddings etc. to be held there and provide additional income. The Mayor's desk will be on a raised platform with a new glass Brentwood Crest above. The old crest will be positioned at the main entrance to the Chamber. See Appendix A – Layouts, artist's impression, progress photos.
- 4.16 Modern audio-visual solutions, including presentation and audio-conferencing equipment with wireless microphones will also improve the flexibility of the room, thereby increasing the revenue potential for the area.
- 4.17 Meeting rooms will be available for members to book ahead of committees.

Access

- 4.18 Officers have met with the Brentwood Access Group throughout the design process to ensure that the building meets and goes beyond the standards expected of a modern public building.
- 4.19 This includes providing an adult changing places facility, improving and increasing the number of disabled parking spaces, split level reception desk, and a hearing loop in reception, Chamber and Committee Rooms.

- 4.20 Officers have also met with the Alzheimer's Society to make sure that the Town Hall is as dementia friendly as possible. Recommendations applicable to signage and floor colourings will be adopted within the new Town Hall reception area and all public areas of the building.

Managing Agent

- 4.21 A procurement process has been undertaken to secure a private rental and commercial lettings managing agent. The outcome of this was a joint bid from Beresfords to manage and market the residential units and Sanderson Weatherall to market and manage the commercial spaces.
- 4.22 Whilst the Council will manage the community service delivery hub, the lettings agents will be responsible for marketing and letting both the residential units and the commercial space, including the start-up hubs. They will also be responsible for facilities management, invoicing and service charge management, lease renewals and compliance management of the spaces.
- 4.23 Initial meetings have taken place with the successful bidders and it is anticipated the marketing of the property beginning in Spring 2019.

Return to the Town Hall

- 4.24 As well as confirming that space planning is in line with members, staff and service delivery hub partners' expectations, officers are working to ensure that all requirements are captured and delivered as part of the plans for the return to the Town Hall.
- 4.25 As with the move out of the Town Hall, detailed plans will be established that make the transition back as smooth as possible so that there is no loss in service to the public and staff down time is kept to a minimum.

Members' Tour of the Town Hall

- 4.26 A tour was arranged for members to see progress on Friday 1st February 2019. A further tour is to be organised in April for members and staff to see the Town Hall closer to completion. Members will be notified to the times and date once confirmed with Farrans Construction.

5. Reasons for Recommendation

- 5.1 To provide an update to Members on the progress of the Town Hall Transformation programme.

6. Consultation

6.1 Not applicable.

7. References to Corporate Plan

7.1 The Town Hall redevelopment programme fits with a number of corporate objectives set out in the vision for Brentwood 2016-19:

- Review the Town Hall project to deliver a community hub, shared by others
- Consider how Council assets can be utilised to promote sustainable development in the Borough
- Maximise Council assets to deliver corporate objectives and ensure community benefit
- Review our asset management governance strategy
- Develop new ways of working for the Council, improving service delivery and reducing costs and unnecessary bureaucracy
- Explore alternative methods of service delivery, including shared services and outsourcing

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 Regular budget meetings are held with officers and the external project managers. The financial position of the Town Hall, as discussed at these meetings are captured within the Councils budget monitoring process and reported as part of Capital Programme Monitoring.
- 8.2 Due to the further discovery of asbestos at the beginning of the programme, this delay has incurred additional costs of £125k. This will be funded from internal borrowing and reported as part of the outturn report to Policy, Projects and Resources in June 2019.
- 8.3 Costs associated with the furniture and audio-visual equipment for the Town Hall are subject to a procurement exercise. Indicative figures are currently included in existing budgets, any changes to these will be reported accordingly.
- 8.4 The Town Hall business model is updated to reflect the current tenancies as detailed within the report. The income expected from these tenants are captured within the Medium-Term Financial Plan, and amendments will be reflected through the budget monitoring process.

- 8.5 Costs associated with staff moving back to the refurbished Town Hall, are expected to be met from within existing budgets.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.6 The Council when delivering these projects is required to comply with the EU procurement regulations and related legislation, as well as regulations on State Aid. Legal Services acting in conjunction with specialist legal and technical advisers are advising and assisting on these projects to ensure ongoing compliance.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

Health & Safety Implications

Name & Title: David Wellings, Corporate Health and Safety Advisor

Tel & Email: 01277 312500/david.wellings@brentwood.gov.uk

- 8.7 Health & Safety, Farrans have been on site with 352 accident free days to date. No incidents have been reported and is being monitored closely by Farrans H&S team. The Health & Safety Executive has visited the site twice during the development (26/06/18 & 05/02/19) no issues have been reported

9 Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 Not Applicable.

10 Appendices to this report

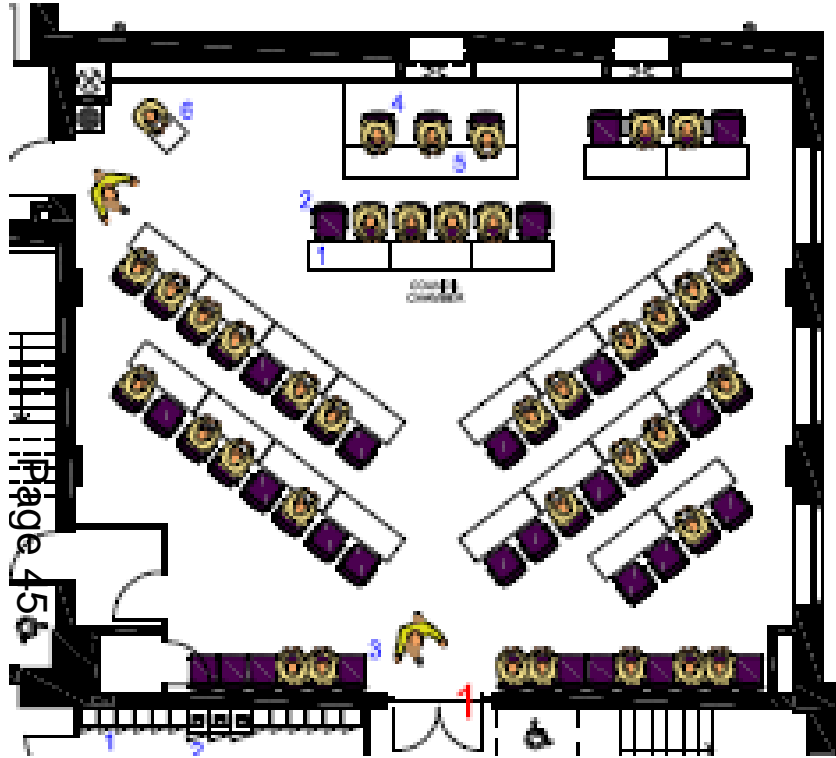
Appendix A – Layouts, artist’s impression, progress photos

Report Author Contact Details:

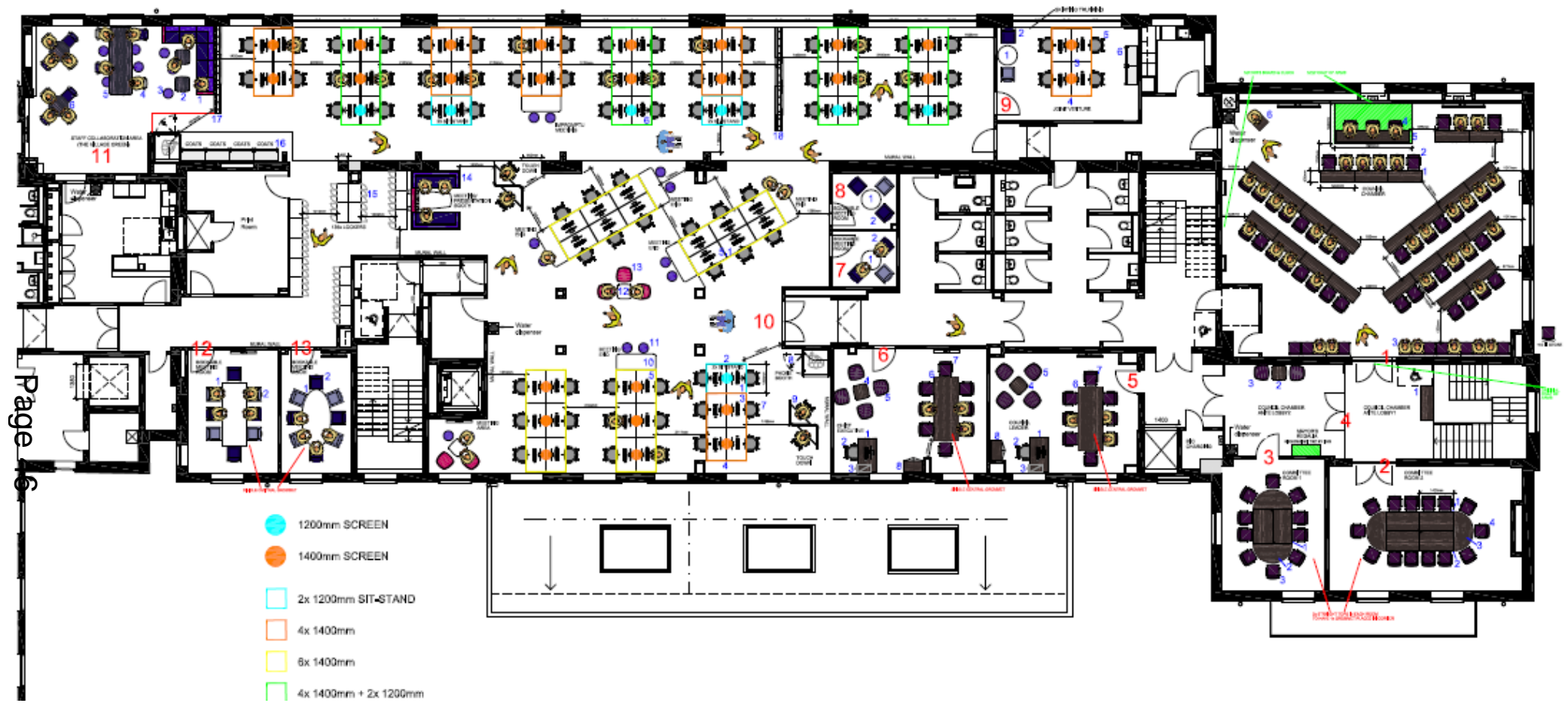
Name: Steven Butcher, Projects & Programme Manager
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E-mail: steven.butcher@brentwood.gov.uk

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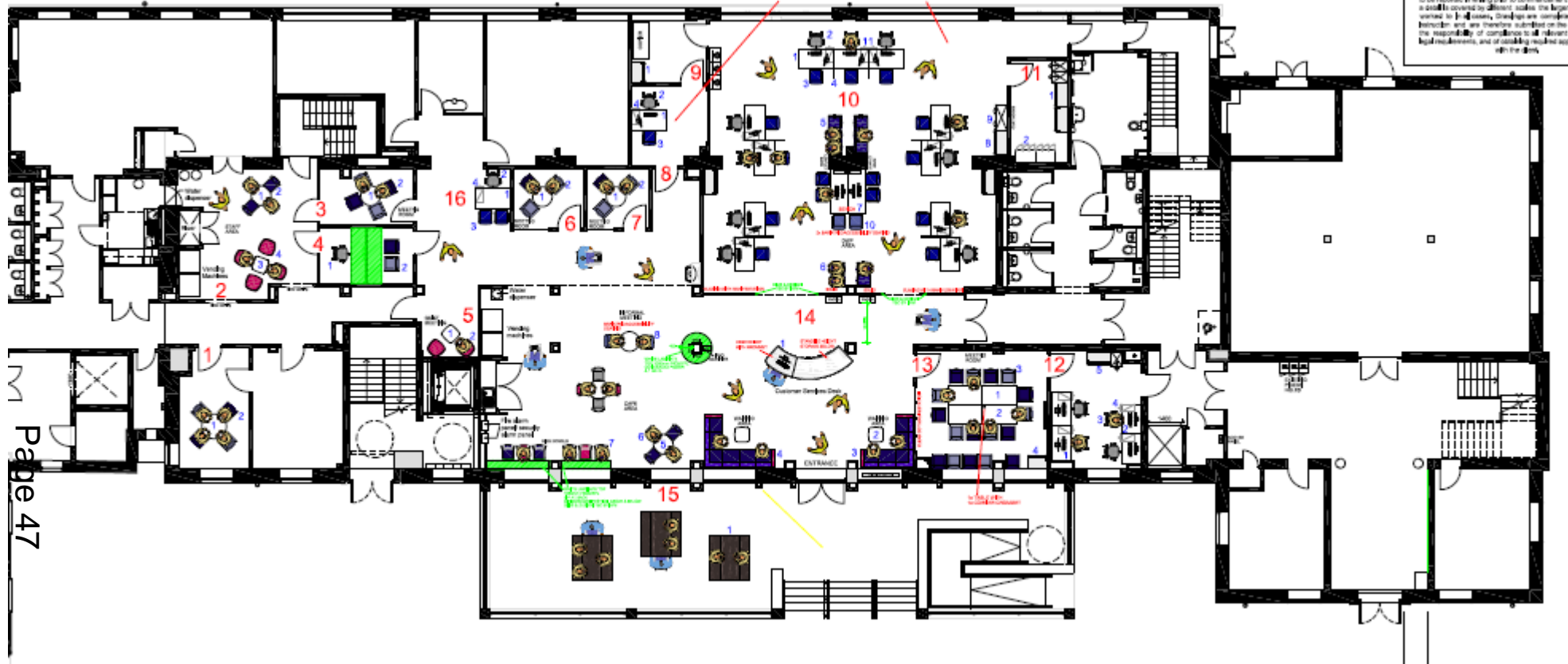
Appendix A
Chamber Layout & Artist Impression



1st Floor layout (Brentwood Borough Council's back office)



Ground Floor Layout (Community Hub)



to be prepared in writing prior to commencing a design governed by different codes the design is to be prepared in writing and are therefore submitted on the responsibility of compliance to all relevant legal requirements, and of working in accordance with the Code.

Front Facade

22 Feb 2019 at 08:57:42



Roof



Ground Floor (Community Hub & Reception Area)



First floor (Brentwood Borough Council Back Office)



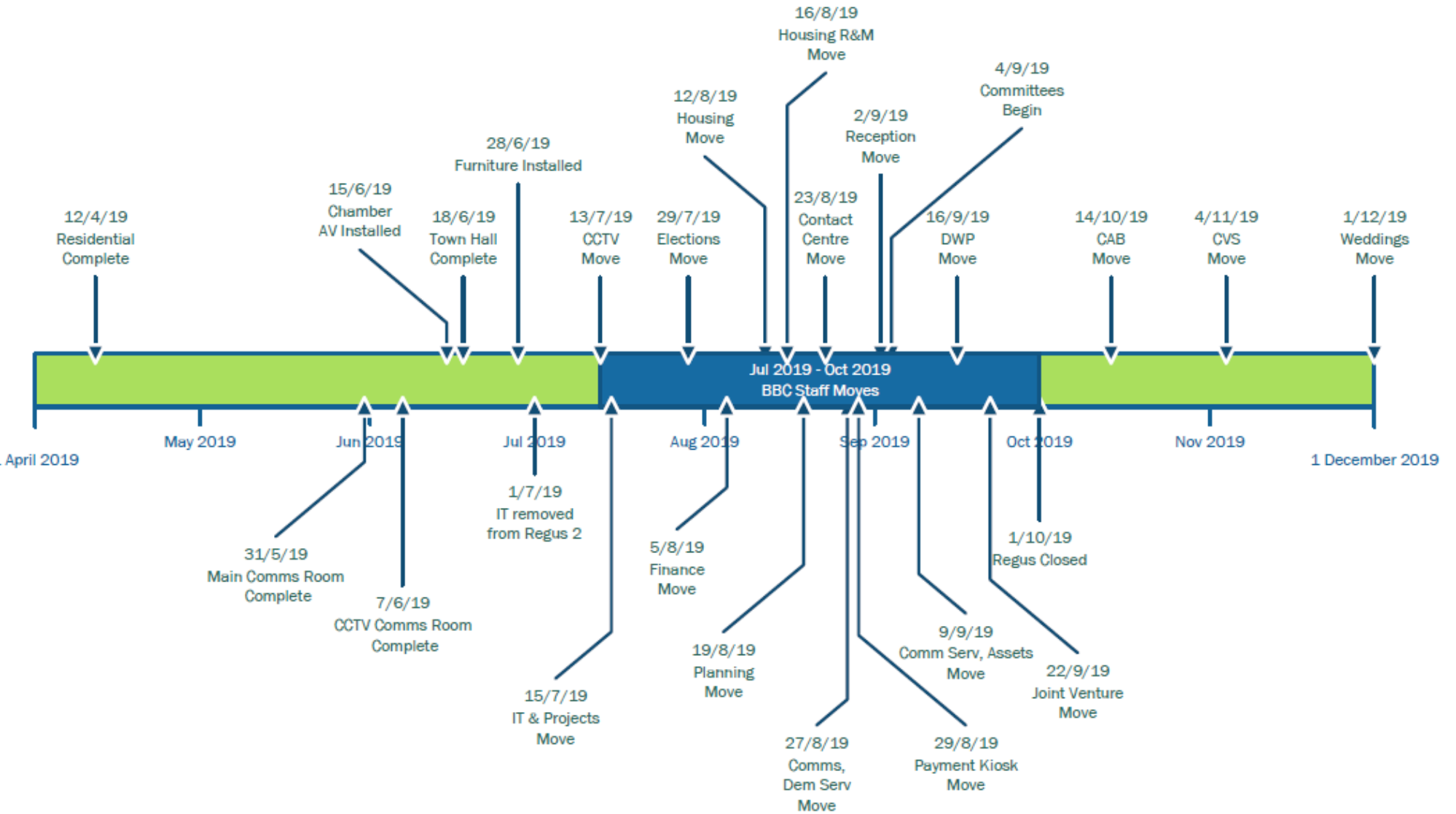
Second Floor (Residential)



Third Floor (Residential)



Indicative Timeline



19th March 2019

Policy, Projects and Resources Committee

Feasibility Study for Parking on Housing Greens

Report of *Steve Summers – Chief Operating Officer*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 At the Ordinary Council on the 6th March 2018 as part of the medium-Term Financial Plan 2018/19 to 2020/21 it was agreed that £25,000 would be allocated to the Council's Capital Programme for a Feasibility Study for parking on Housing Greens.
- 1.2 Housing Greens within the Council's ownership have now been identified as potentially suitable for the provision of additional parking in Coram Green (Appendix A), Birkbeck Road (Appendix B), the former Housing depot at Fielding Way in Hutton (Appendix C) and Whittington Road (Appendix D).
- 1.3 A feasibility study has been undertaken out on the sites including discussions with ECC Highways, BBC Planning Services and a review of the utility services provisions. The next stage of the process is to develop detailed designs identifying exact location and number of parking spaces for each site.
- 1.4 Subject to detailed design, resident's consultation and planning permission it is intended that the parking bays will be installed within the 2019/20 financial year.

2. Recommendation(s)

- 2.1 To instruct Officers to develop detailed designs for each location identifying exact location and number of spaces.**
- 2.2 To instruct Officers to undertake a consultation exercise with residents on the detailed designs.**
- 2.3 That funding has been set aside from the 2019/20 HRA budget for implementation of the work, with approval given subject to the detailed work being finalised and planning permission granted.**

3. Introduction and Background

- 3.1 The Council is currently undertaking a review of its garage sites and Housing Greens which may be developed according to a new strategic approach. This initiative will support this approach to enable greater use of Council Assets for residents.

4. Issues, Options and Analysis of Options:

- 4.1 Effective management of the Council's Housing stock and associated assets is required for current and future residents of the Borough, including both tenants and private home owners.
- 4.2 One of the opportunities includes reviewing possible alternative parking options, including parking bays, and an effective increase in parking provision may be possible.
- 4.3 A feasibility study has been undertaken for each site which considered utilities, highway considerations, possible planning permission requirements.

5. Reasons for Recommendation:

- 5.1 To enable Officers to develop detailed designs and submit a formal planning application for approval.

6. Consultation

- 6.1 Informal consultation with Essex Highways has been undertaken who have no initial objections to the provision of additional parking on these sites.
- 6.2 Consultation with residents on the detailed designs will be required.

7. References to Corporate Plan

- 7.1 The Council's Corporate Plan aims to:
- Consider how Council assets can be utilised to promote sustainable development in the Borough.
 - Maximise Council assets to deliver corporate objectives and ensure community benefit.

8. Implications

Financial Implications

Name/Title: Jacqueline Vanmellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312500 / jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 There are no direct financial implications included in this report, all costs associated with the feasibility study will be met within existing budgets in the Housing Revenue Account. £25K has been set aside from the 2019/20 Capital programme for implementation of this work.

Legal Implications

Name/Title: Daniel Toohey, Head of Legal Services

Tel/Email: 01277 312500 / daniel.toohey@brentwood.gov.uk

- 8.2 Legal Services are available to provide ongoing advice and assistance in relation to this programme, including advice on public procurement requirements and property issues as these emerge.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 8.4 None.

9. Appendices to this report

Appendix A – Site Plan, Coram Green

Appendix B – Site Plan, Birkbeck Road

Appendix C – Site Plan, Fielding Way Depot Site

Appendix D - Site Plan, Whittington Road

Report Author Contact Details:

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Appendix A

NOTES

APPENDIX A - CORAM GREEN
 PROPOSED PARKING AREA

Facilities Management

Adrian J Tidbury
 Project Manager

Contract

Coram Green

Title

Drawn By AJT

Scale 1:500 @ A3

Date February 2019

Checked

Revisions

Drawing No. T/AJT/4499



Tom Hill
 Iqgrave Road
 Brentwood
 Essex
 CM8 0HT
 Tel: 0277 30294

Approved for the Project by the Local Authority on behalf of the Director of the Highways Department. This drawing is the property of Tom Hill and is provided as a planning application support document to the Local Authority.



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NOTES

APPENDIX B - BIRKBECK ROAD

PROPOSED PARKING AREA

Facilities Management

Adrian J Tidbury
Project Manager

Contract
Birkbeck Road

Title

Drawn By AJT
 Scale 1:500 @ A3
 Date February 2019
 Checked
 Revisions

Appendix B

Drawing No. T/A/JT/4500

Tom Hill
 Ingrave Road
 Brentwood
 Essex
 CM8 8RY
 Tel: 0277 332306



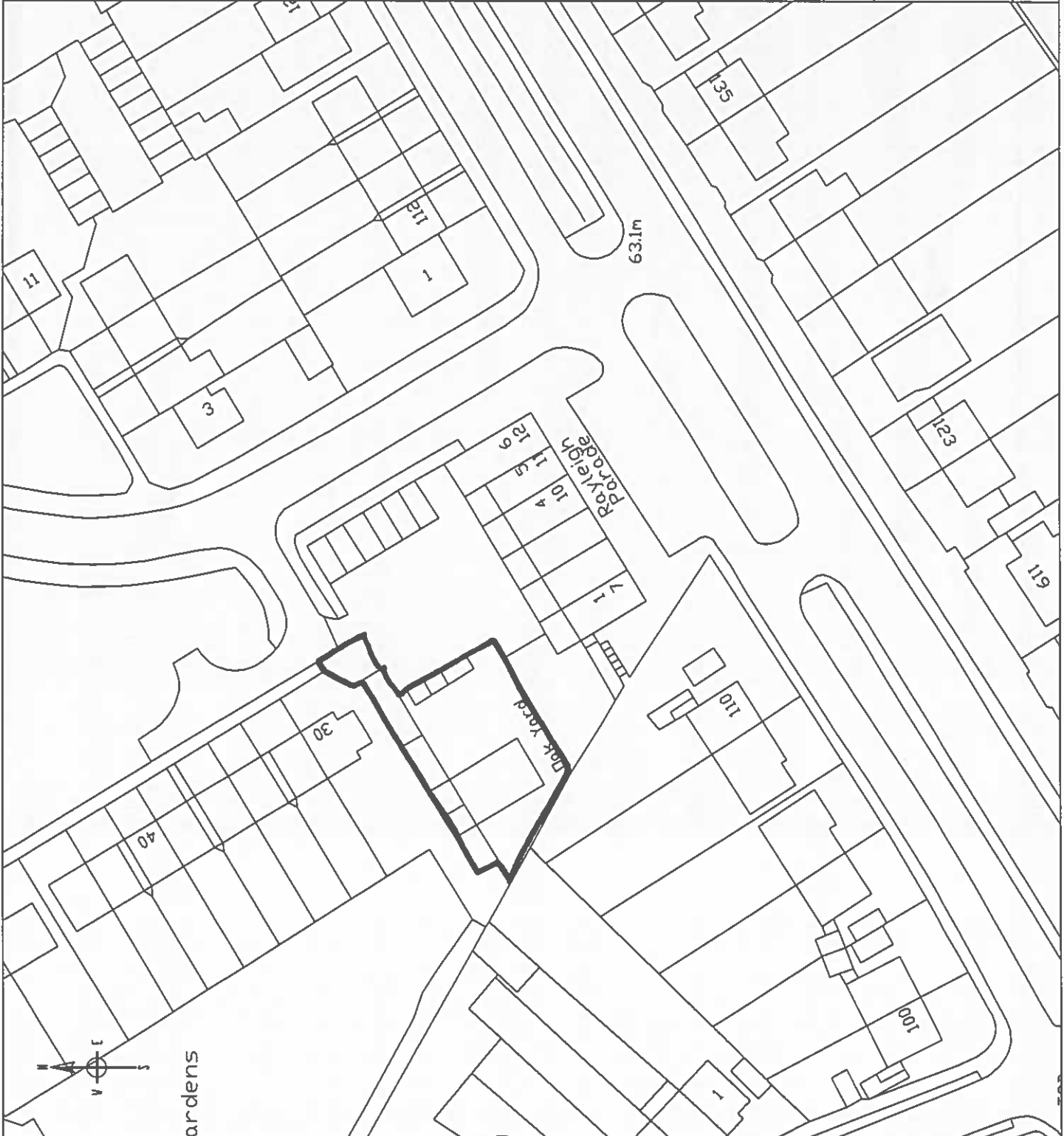
Information for the client: This drawing is the property of the contractor and is not to be used for any other purpose without the written consent of the contractor. The contractor is not responsible for any errors or omissions in this drawing.



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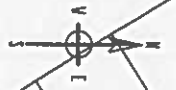
NOTES	APPENDIX C - FIELDING WAY DEPOT PROPOSED PARKING AREA
	Facilities Management Adrian J Tidbury Project Manager
Contract	Fielding Way Depot
Title	
Drawn By	AJT
Scale	1:500 @ A3
Date	February 2019
Checked	
Revisions	
Drawing No.	T/AJT/4498
Town Hall Ingrave Road Brentwood Essex CM15 8AY Tel: 01277 312500	

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Appendix D



JTCS

Appendix D Whittington Road

Facilities Management
Adrian J Tidbury
Project Manager

Contract

Fielding Way
Depot

Title

Drawn By AJT

Scale 1:500 @ A3

Date February 2019

Checked

Revisions

Drawing No. T/AJT/4498



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Information on the Plans: Every night 24 hours of the customer of the facility's Library Office (open 9am-5pm). Additional information through email support and any help is provided at all times. Drawings through email support is provided.

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