

**Brentwood Town Centre Working Group
Minutes of Meeting 6 December 2017
Seven Arches Road**

Present: Cllr Gareth Barrett (GB), Cllr David Kendall (DK), Cllr Jan Pound (JP), Cllr Louise Rowlands (LR), and Cllr Mark Reed (MR) Chair

Also present: Phil Drane (PD) – Planning Policy Team Leader
Paulette McAllister (PM) – Principal, Design & Conservation
Thom Hoang (TH) – Assistant Policy Planner
Steve Summers (SS) – Chief Operating Officer

Apologies: None

1. Welcome

The Chair welcomed all present to the meeting, which was the first meeting of the group

2. Apologies for absence

No apologies were received, all members of the group attended.

3. Minutes of Previous Meeting

Not applicable as this was the first meeting of the group.

4. Matters arising from previous meeting

Not applicable as this was the first meeting of the group.

5. Terms of Reference

Discussion about the scope of the group and writing terms of reference to reflect this.

Action: PD to present draft terms of reference at next meeting.

6. Review of reports provided

6.1 Design Plan

Presentation and discussion regarding the Design Plan work and purposes informing next stages of Town Centre changes (Design Guide and development briefs for individual sites). The work was commissioned to provide a high-level overview of how the Town Centre could change in future, focusing on three Council owned sites (Chatham Way/Crown Street car park, Westbury Road car park, and William Hunter Way car park).

Action: Officers to provide Members with the website link to view the published Brentwood Town Centre Design Plan.

6.2 Design Guide

Discussion about the follow-on stage now that the Design Plan has been completed, which is to produce a Brentwood Town Centre Design Guide. The Design guide needs to be adopted by the Council to form weight when determining planning applications in the Town Centre. Options for how this can be achieved within the existing and emerging planning policy framework are being considered.

A presentation was provided on the draft content of the Design Guide so far.

Discussion about what constitutes 'good design' and who decides on preferred styles/precedents.

If the document is to be adopted by the Council as a Supplementary Planning Document (SPD) public consultation will be required, which is expected in early 2018. Discussion about the role of the group in suggesting the types of consultation methods and timings.

Action: Officers to provide the latest draft of the Design Guide before Christmas for Members to review before the next meeting (January 2018).

6.3 Additional Member training on design was discussed by the group, who saw value in the design tour organised several years ago to show examples of good and bad practice in the area.

Action: PM to investigate options for further training and design tour.

7. Any Other Business

None.

8. Date of next meeting

Next meeting will take place in January 2018 – date to be finalised.

Minutes of Meeting 23rd January 2018 Seven Arches Road

Present: Cllr Gareth Barrett (GB), Cllr David Kendall (DK), Cllr Louise Rowlands (LR).

Also present: Phil Drane (PD) – Planning Policy Team Leader
Paulette McAllister (PM) – Principal, Design & Conservation
Vintia Dhume (VD) – Levitt Bernstein

Apologies: None

1. Welcome

Everyone was welcomed to the meeting.

2. Apologies for absence

Cllr Pound and Reed.

3. Minutes of Previous Meeting

Agreed.

4. Matters arising from previous meeting

None.

5. Terms of Reference

Terms of Reference still remains outstanding and require agreement.

6. Review of reports provided

6.1 Design Guide

A presentation was provided by Vinita Dhume of Levitt Bernstein on the draft content of the Design Guide so far.

6.2 Consultation

Discussion on Consultation process. e.g. Set up a portal through Commonplace/ Stickyworld or own council website explaining purpose of the document, why the Council have prepared this draft and how it will be useful for the various users. The need to provide specific questions that wider locals, key stakeholders can then respond to for Consultation agreed as important.

VD recommended separating the various chapters with key questions for each and a final set of questions for the whole document. Discussed setting up the Pop up shop for consultation.

New issue of layout is expected to be received week commencing 5th March 2018.

Final draft issue of Town Centre Design Guide due by the end of March 2018.

Action: PMcA to issue to Working Group for review and comment.

7. Any Other Business

None.

8. Date of next meeting

Next meeting - date to be finalised.