

<b>Committee(s):</b> Ordinary Council	<b>Date:</b> 2 December 2020
<b>Subject:</b> Chairs report for Policy, Resources and Economic Development Committee	<b>Wards Affected:</b> All
<b>Committee Chair:</b> Cllr Chris Hossack	
<b>Report of:</b>  Name: Greg Campbell, Director of Environment Telephone: 01277 312738 E-mail: <a href="mailto:greg.campbell@brentwood.gov.uk">greg.campbell@brentwood.gov.uk</a>  Name: Amanda Julian, Director of Law & Governance and Monitoring Officer Telephone: 01277 Tel: 01277 312705 E-mail: <a href="mailto:amanda.julian@brentwood.gov.uk">amanda.julian@brentwood.gov.uk</a>  Name: Phil Drane, Director of Planning and Economy Telephone: 01277 312610 E-mail: <a href="mailto:philip.drane@brentwood.gov.uk">philip.drane@brentwood.gov.uk</a>	<b>For Information</b>

### **Local Development Plan**

The LDP examination process continues. Initial questions were received from the appointed inspectors in May 2020. Throughout July to September several documents have been published in response to those questions, in the form of examination notes and topic papers. The following matters have been published on the Council's website as part of the examination

([www.brentwood.gov.uk/examination](http://www.brentwood.gov.uk/examination)):

<b>Matter</b>	<b>Document</b>	<b>Published</b>
Legal compliance (duty to cooperate and other matters)	Supplementary information to the Duty to Cooperate Statement and examination note	24 July
South Essex JSP	Examination notes	
Retail		
Historic environment		
Open space		
Sustainability Appraisal process	Topic papers	28 August
Dunton Hills Garden Village		
Gypsies and Travellers		
Housing need		
Housing supply	Examination notes	
Affordable housing		
Housing standards and mix		
Employment		

Matter	Document	Published
Transport infrastructure		
Air quality		
General matters		
Spatial strategy	Topic papers	4 September
Green Belt		
Use classes order	Examination note	

Moving forward, more information is to be published in response to inspectors' questions about minor modifications to policy wording. We expect to hear from the inspectors soon about timeframes for next steps, including receipt of the Matters, Issues and Questions, and examination hearing sessions.

Hearing session date and time		Matters and issues
<b>Week One (1-4 December 2020, plus reserve day)</b>		
Tuesday 1 December 2020	Morning session (09:30)	Opening statement from the Inspectors followed by Council statement  <b>Matter 1: Legal and procedural requirements</b> Issue 1: Duty to cooperate (Question 1) Issue 2: Other legal and procedural requirements (Questions 2-13)
	Afternoon session (14:00)	<b>Matter 2: Spatial strategy</b> Issue 3 (Questions 14-23)
Wednesday 2 December 2020	Morning session (09:30)	<b>Matter 2 continued</b>
	Afternoon session (14:00)	<b>Matter 3: Green Belt</b> Issue 4: Principles of releasing land from Green Belt (Questions 24-29)
Thursday 3 December 2020	Morning session (09:30)	<b>Matter 4: Housing needs and requirement</b> Issue 5: Overall housing needs and requirement (Questions 30-34) Issue 6: Affordable housing (Questions 35-38)
	Afternoon session (14:00)	<b>Matter 5: Employment needs and requirement</b> Issue 7 (Questions 39-42)
Friday 4 December 2020	Morning session (09:30)	<b>Matter 6: Dunton Hills Garden Village</b> Issue 8 (Questions 43-54)
	Afternoon session (14:00)	<b>Matter 6 continued</b>
Friday 11 December 2020	Morning session (09:30)	Reserved
	Afternoon session (14:00)	Reserved
<b>Week Two (2-5 February 2021)</b>		
Tuesday 2 February 2021	Morning session (09:30)	<b>Matter 7: Site allocations</b> Issue 9

Hearing session date and time		Matters and issues
		<p><b>Matter 7a: Site selection methodology</b> (Questions 68-71)</p> <p><b>Matter 7b: Site allocations – general questions</b> (Questions 72-76)</p> <p><b>Matter 7c: Site allocations – Brentwood town</b> (Questions 77-80)</p>
	Afternoon session (14:00)	<b>Matter 7d: Site allocations – Shenfield</b> (Questions 81-84)
Wednesday 3 February 2021	Morning session (09:30)	<b>Matter 7e: Site allocations – Urban neighbourhoods</b> (Questions 85-89)
	Afternoon session (14:00)	<p><b>Matter 7f: Site allocations – Large villages (West Horndon and Ingatestone)</b> (Questions 90-92)</p> <p><b>Matter 7g: Site allocations – Rural villages (Kelvedon Hatch and Blackmore)</b> (Questions 93-94)</p>
Thursday 4 February 2021	Morning session (09:30)	<b>Matter 7h: Site allocations – other employment sites</b> (Questions 95-100)
	Afternoon session (14:00)	<b>Matter 6: Dunton Hills Garden Village – continuation and specific policy details</b> (Questions 55-67)
Friday 5 February 2021	Morning session (09:30)	<b>Matter 6</b> continued
	Afternoon session (14:00)	<b>Matter 6</b> continued
<b>Week Three (9-12 February 2021, plus reserve days)</b>		
Tuesday 9 February 2021	Morning session (09:30)	<b>Matter 8: Housing Provision</b> Issue 10 (Questions 101-118)
	Afternoon session (14:00)	<b>Matter 9 Gypsies, travellers and travelling showpeople accommodation</b> Issue 11 (Questions 119-127)
Wednesday 10 February 2021	Morning session (09:30)	<p><b>Matter 12: Infrastructure (transport, connectivity, community and communications)</b> Issue 12</p> <p><b>Matter 12a: Transport</b> (Questions 152-159)</p>
	Afternoon session (14:00)	<b>Matter 12b: Other infrastructure</b> (Questions 160 - 169)
Thursday 11 February 2021	Morning session (09:30)	<p><b>Matter 10: Employment land provision</b> Issue 13 (Questions 128-138)</p> <p><b>Matter 11: Retail provision</b> Issue 14 (Questions 139-151)</p>

Hearing session date and time		Matters and issues
	Afternoon session (14:00)	<p><b>Matter 13: Environment</b> Issue 15</p> <p><b>Matter 13a: Strategic policies and future proofing</b> (Questions 170-172)</p> <p><b>Matter 13b: Natural environment</b> (Questions 173-176)</p> <p><b>Matter 13c: Historic environment</b> (Questions 177-187)</p>
Friday 12 February 2021	Morning session (09:30)	<p><b>Matter 13d: Green Belt and rural development</b> (Questions 188-190)</p> <p><b>Matter 13e: Promoting a safe, clean and healthy environment</b> (Questions 191-197)</p> <p><b>Matter 13f: Sustainable construction and resource efficiency</b> (Question 198)</p> <p><b>Matter 13g: Design and place-making</b> (Questions 199-203)</p>
	Afternoon session (14:00)	<p><b>Matter 14: Monitoring and viability</b> Issue 15: Is the Plan viable, deliverable and capable of being effectively monitored? (Questions 204-207)</p>
Wednesday 24 February 2021	Morning session (09:30)	Reserved
	Afternoon session (14:00)	Reserved
Thursday 25 February 2021	Morning session (09:30)	Reserved
	Afternoon session (14:00)	Reserved

### **Dunton Hills Garden Village**

Delivery of Dunton Hills Garden Village is a key part of the LDP strategy. Community co-design engagement took place over the summer to inform detailed design guidance being prepared. This guidance will be brought to Policy, Resources and Economic Development Committee before it is published for public consultation. Resources are currently being prioritised on the LDP examination.

## **Economic Development Strategy**

The Place Audit for Brentwood, Shenfield and Ingatestone was brought to Policy, Resources and Economic Development Committee in September. Several recommendations are made in the document. To consider these, alongside recommendations made in the Economic Development Study (March 2020), and prioritise objectives to be set in the emerging Economic Development Strategy, it was agreed that a workshop be set-up to identify High Street priorities. This took place on Monday 5 October 2020 with PRED committee members and representatives from Brentwood Business Partnership, Brentwood Chamber, and Ingatestone & Fryerning Parish Council.

A key output of the work agreed by PRED Committee in September 2020 was to pursue better marketing initiatives to attract more people to the area. A series of marketing workshops have been organised, led by local businesses, to inform the work. The discussions are intentionally business-led. Outcomes will inform the emerging Economic Development Strategy, and also work to commence a new Parking Strategy.

A working group will consider the points raised on Parking with a view that any outcomes or suggestions from this work will assist to form the specification that will be put together to work with a consultant in order to develop a long term parking strategy for the Borough

This working group will consider and provide thoughts on those issues raised within the Place Audit, including but not limited to:

- The exploration of mixed use solutions for car parking spaces;
- Implement a consistent car park timing system;
- Provide electric charging points and favourable options for eco cars;
- Invest in signage to assist in parking availability;
- Provide consistency across borough in times for stopping; and
- Explore implementation of new systems like Automatic Number Plate Recognition.

## **Remembrance Day**

The mark the fortnight leading up to Armistice Day. The Deputy Mayor, Cllr Olivia Sanders together with members of the Royal British Legion, Major Paul Herlihy – 124 Transport Squadron, Group Leaders of Brentwood Borough Council and the Chief Executive, Jonathan Stephenson were present at a small ceremony to raise the Flag of Remembrance and to say a few words to remember those who lost their lives in conflict.

The Town Hall building was illuminated red until 11<sup>th</sup> November 2020.

Due to the recent COVID19 lockdown restriction which began on 5<sup>th</sup> November 2020, plans for the private church services with a small congregation were suspended following Government Guidance.

Father Mark North, Vicar of St Thomas Church kindly carried out the Remembrance Day Service as planned with no congregation and this was streamed live via Facebook for residents of the Borough to view.

No official wreath laying took place at the War Memorial on Remembrance Sunday. However, residents did gather at the Memorial in their own private acts of Remembrance.

Following the church service six dignitaries were invited to private wreath laying ceremony in the grounds of the St Thomas' Church. Wreaths were also laid by church wardens for the units not able to attend due to the restriction. This was also streamed live.

The wreaths remained at the Church Memorial until Wed 11<sup>th</sup> November 2020, these were taken to the War Memorial in Middleton Hall Lane and re-laid by Members of the Royal British Legion prior to 11.00am silence.

Virtual activities to mark Remembrance Day were available on the Council's Facebook.

### **Member's Interests**

With regards to the Motion at Ordinary Council in January, moved by Cllr Tumbridge and Seconded by Cllr Hossack.

We have reviewed the current Member's Interest Form, however the completed forms are unable to be edited. Therefore, a new process will be put in place to update Members Register of Interests forms.

A new template is being put together which when completed by the Member will be uploaded to the website as usual. This will be a word document to help make future amendments. This will be which will be PDF protected before being uploaded.

Members can request to update their Register of Interests form - their current form will be sent to them by Democratic Services - this version will allow for any necessary amendments and when returned to Democratic Services will be uploaded to the website.

An updated version will be required from all members annually - this will be after May elections to capture all new members information at the same time.

Members are reminded that their Register of Interests form should be updated and amended when any changes occur that are relevant within the form. Your revised Member's interest in this format have been circulated to Members to update.

## **Constitution Working Group**

Constitution Working Group have met on four occasions since April, to ensure the Council Constitution is constantly reviewed.

At the first meeting back in July 2020, a workplan was agreed by the Members of the working group on the work required in areas of the Constitution, mainly around the Planning Code of Good Practice/Chapter, Emergency Committee and Delegated Authority.

A consultation with Members of the Planning and Licensing was undertaken on the Planning Code/Chapters. This work is now complete, and a report is before members this evening.

## **Remote Meetings**

With the country starting its second lockdown on 5<sup>th</sup> November 2020, the council has reverted back to fully remote meetings.

Democratic Services and IT officers worked together to ensure that meetings could continue with the facility to live stream during this time.

Councillors were invited to attend drop-in sessions on 10<sup>th</sup> and 12<sup>th</sup> November 2020 to discuss any IT issues they may be experiencing and how to apply corporate backgrounds.

On 18<sup>th</sup> November 2020, the Council held their second Emergency Committee to enable the Council to administer the Local Restrictions Support Grant aimed at businesses that have been adversely impacted by the national and Local Covid Alert Level (LCAL) restrictions imposed to prevent the spread of Covid-19, which needed urgent approval.

The committee/council meetings will continue remotely, until Government Guidance enables the return to Hybrid meetings.

## **Canvass**

Final preparation is being undertaken for the publication of the Revised Register on electors on 1<sup>st</sup> December 2020. The canvass was conducted under the new legislation whereby data held on the electoral register was initially matched against the Department of Work & Pensions & local data sets at the onset of the annual canvass in July.

Only households where a match was not consistent with these data sets were required to respond to the request of confirming or altering the information on the electoral register.

The new Canvass Reform Legislation has allowed the flexibility to change processes at short notice and conduct the exercise with the flexibility that has been required to meet the challenges of the canvass.

Further work will continue after publication to maintain the accuracy of the register and encourage ongoing registration.

### **Legal Services**

The position of legal services manager will shortly be advertised. This will be the first role, in establishing a small in-house team, to be filled. The plan is to, once appointed, to involve the successful candidate in filling the other roles. It is envisaged that this will occur whilst the successful candidate is working a notice period.

### **Information Governance**

A new IG group of officers has been set up to ensure that policies, procedures and guidance documents are kept up to date and in line with legislation. There will be an inaugural meeting to set out a project plan. The appropriate reports will be brought to PRED, as the project progresses.