

Time	Activity	Description
<p>Background</p> <ul style="list-style-type: none"> Dunton Hills Garden Village is a new settlement proposed in Brentwood Borough that will help to meet the needs of our growing population. The proposal will be self-sustaining; providing up to 4,000 homes, new schools, job opportunities, health and community facilities and new public spaces. Dunton Hills Garden Village will become one of the boroughs many villages that make up the unique character of Brentwood. Work has been drafted for the draft Masterplan and Supplementary Planning Document (SPD), taking into consideration policy requirements set out in the draft Brentwood Local Development Plan, technical constraints and opportunities, and feedback received from stakeholders and community members to date. The co-designing process took place between May-August 2020, informed the Supplementary Planning Document, which will guide how development comes forward at Dunton Hills in the future. Brentwood are currently consulting on the site-specific planning guidance ahead of adoption later in the year. 		
<p>Communications Summary</p> <ul style="list-style-type: none"> We know that Brentwood is growing with the need to provide around 7,000 homes over the next 15 years. Dunton Hills Garden Village will provide nearly 2,000 in that time and up to 4,000 over 20 years to help provide homes for the growing population. A coordinated approach to planning, will strike a balance between provision of housing, jobs and infrastructure, such as open space, educational facilities and community services. We want the community to be part of the planning journey to make sure Dunton Hills Garden Village is co-designed and becomes a place that is planned by the people that will eventually live work and be part of that community. Firstly we will understand peoples values and aspirations for DHGV by undertaking an extensive online engagement programme which will be interactive and educational. We will then use that information to inform the contents of the SPD which forms part of the policy framework. Following that we will ask for feedback on the SPD to understand whether to validate and make sure we have got it right. Once we know that, we will look to adopt the document so it can be used as a tool to assess applications that come forward for the site. 		
<p>Phase 1 – Co-design and evidence gathering: Community and Stakeholder Engagement</p> <p>To collect input from the community and stakeholders about (a) what they value about their communities, and (b) their visions for the future of their community. Engage with key stakeholders internal and external to the organisation, as well as a wide range of community members across different demographics and groups.</p>		
<p>May – August 2020</p>	Website update	<p>Announcement of co-design and call out to get the community involved</p> <p>Announce co-design starting for DHGV and providing links to get people involved in online engagement.</p> <p>These will occur the same date as all co-design starts to signal its beginning (Date TBC).</p>
	Electronic Direct Mail (EDM) to co-design opportunities	
	Social Media update	
	Vision Magazine advert, Phoenix FM station*	
	Short video interviews with professionals based on themes.	Short interviews with engaged architects and project lead will be held to explain the importance of co-design and what each of the themes mean to help people understand the background to the themes ahead of co-design. This will be posted online with the survey links as well as with the mapping tool.
	<p>Technical Workshops (between 11 may – 22 May)</p> <ul style="list-style-type: none"> Landscape - Integrated Strategies Transport Housing Sustainability 	<p>Technical workshops (online)</p> <p>Technical workshops will allow government stakeholders and technical consultants to have a say on how DHGV comes forward on a detailed level. Five online and interactive workshops will inform specific themes of the detailed design and will be framed from the existing FMD. Invite lists and detailed content for the workshops is saved on file.</p>
	<p>Community Themed Surveys (Dates TBC)</p> <ul style="list-style-type: none"> A Strong Sense of Place Landscape Design Sustainable Transport Detailed Design Forward Thinking Village 	<p>Community Themed Surveys (online)</p> <p>Targeted Community themed surveys specific community groups to have a say on how DHGV comes forward on a detailed level. Five online and interactive surveys will inform specific themes of the detailed design and will be framed from the existing FMD. Invite lists and detailed content for the targeted survey groups is saved on file. These groups will complete surveys based on the themes they have registered interest in and will replace former workshops. Targeted surveys will be sent to BATIAS, Frontline and Older peoples focus group and other specialised community groups.</p>
	<p>General DHGV Survey</p> <p>Link to detailed surveys if people want to answer additional questions</p>	<p>The general survey will be widely distributed online and through various media channels for many community members to complete. It will generally cover key points for each theme identified above.</p>
Youth Engagement Task, theme based (Date TBC)	Engagement Task (online)	

<ul style="list-style-type: none"> • A Strong Sense of Place • Landscape Design • Sustainable Transport • Detailed Design • Forward Thinking Village 	An engagement task for students will be undertaken as a 'homework task' and used to inform the evidence base for the SPD. It could involve a drawing tasks for primary and SNE, and a written task for secondary schools. An online speaker event may also be run for secondary school students while being home-schooled. An overview of
Cottages Survey / conference call discussion phone questions	A specific survey that focusses on the interface between the smaller landowners on the site and wider DHGV site will be sent to residents and businesses.
Email and phone call / text message service <ul style="list-style-type: none"> • Add email link to survey so people can dial in • Live session for people who still want to actively engage 	Provision of email address and phone number will be provided throughout co-design to ensure people have the greatest opportunity to have their say on what they would like to see at DHGV in the future. A live session where people who wanted to engage still can. These will be themes Q&A sessions of approx. 10-15 mins each. Relevant technical experts will join at certain points.
Mapping Tool (commonplace, social pinpoint, Engagement HQ, citizen lab)	An interactive mapping tool will be used to better understand in an interactive way what people want to see on site. It is similar to a post-it note activity and will allow people to give their ideas in a creative way through open text and images. People of all ages and groups will be able to use this tool.
Members briefing (date TBC)	Briefing to Council members to ensure they are up to date on co-design work and they can have their say on DHGV. Briefing to Ward Member is important.
Community Forum (Date TBC – September)	Following co-design events undertaken above, a community forum will be held to go over the outcomes of the work and how it has informed the draft SPD to be consulted on in Phase 2.
Internal governance meetings	Steering Group and Project Delivery Board meeting
Summary of Co-design work report to be distributed following co-design and before exhibition	A summary report of all consultation work will be undertaken

Phase 2 Statutory Exhibition: Community and Stakeholder Engagement (Date TBC)

To exhibit draft SPD and FMD and validate the community and stakeholder's values and aspirations identified in previous consultation and phase 1 consultation.

May – June 2021	Website update	Announcement of exhibition of draft SPD Providing information about opportunities to get involved and participate in engagement, providing feedback on draft SPD to validate community values and aspirations in DHGV. These will occur the same date as formal exhibition starts to signal its beginning (Date TBC).
	Electronic Direct Mail (EDM)	
	Social Media	
	Media Release	
	Vision Magazine advert	
	Phoenix FM advert	
	Public Survey	A survey will be prepared which looks at validating what is in the SPD based on that we heard throughout co-design.
	Market Testing Workshop	Feedback workshop with housebuilders and developers to go through implementation of SPD.
	Drop-in sessions online (6 th April?)	An interactive online drop-in session for the public to get feedback on draft SPD.
	Youth Engagement Tasks	Ongoing engagement with schools will continue to understand and validate their previous input into the SPD. This may include art activities in collaboration with Cultural Engine Essex.
	Mapping pinpoint Tool	Interactive platform for people to pinpoint and comment on elements of the proposed Plan.
	Internal governance meetings	Steering Group and Project Delivery Board meeting
	Stakeholder meetings with key groups including: learning disabled, older people, Alzheimer's association, landowners, local authorities)	Key meetings to provide an overview of draft SPD will be undertaken with Project Delivery Board and Steering Group. This would test key questions regarding the draft SPD and gain insight to minority groups that may not have been heard in the co-design process due to COVID-19.

	Written submissions	Feedback on draft SPD through written submissions online and to BBC.
	Members briefing (1 March 2021)	Briefing to Council members to ensure they are up to date on co-design work and they can have their say on DHGV. Briefing to Ward Member is important.
	Community Forum (TBC)	Following formal exhibition undertaken above, a community forum will be held to go over the highlights of exhibition and key points heard.
	Summary of exhibition report	A summary report of all consultation work will be published online.
Phase 4 Publication: Community and Stakeholder Engagement Release of final SPD and FMD based on feedback received from formal exhibition.		
Summer 2021	Members briefing (date TBC)	An overview of final SPD will be provided at committee meeting.
	Community Forum (Date TBC)	Prior to formal adoption a community forum will be held to show any updates made to SPD from exhibition. Next steps for community forum and involvement in stewardship will be outlined. Update will also be provided to other groups engaged throughout the consultation process.
	Youth Engagement update	Update provided to Youth Groups engaged to date and how they will continue to be involved, specifically through the Artist Commission.
	Stakeholder meetings	Key meetings to provide an overview of final SPD will be undertaken with Project Delivery Board and Steering Group.
	Interviews with professionals with overview of final SPD	Interviews with engaged architects and project lead will be held to explain the highlights of the draft SPD and encourage people to have their say. The interviews will focus on showing how peoples feedback has fed into the draft SPD.
	Mailout/ EDM	Announcement of final SPD Overview of SPD and link provided. Outline next steps of the project and how people can continue to be involved.
	Phoenix FM station advert	
	Website update	
	Social Media	
Vision Magazine advert		
Ongoing Engagement throughout Process Continuous engagement activities with community and stakeholders to ensure minimal risk to project timeframe and delivery of project in line with values and aspirations.		
Ongoing	Regular meetings with key stakeholders	Regular project governance meetings will take place to ensure all stakeholders remain up to date throughout the preparation of the SPD. This will include through Liaison meetings, Steering Groups and Project Delivery Boards, as well as ongoing internal meetings and community forum.