



BRENTWOOD
BOROUGH COUNCIL

Brookfield Close and Courage Court, Hutton

Small Sites Affordable Homes Programme

Statement of Community Involvement, Resident Consultation and Outcomes

Section 105 Housing Act 1985 and Section 149 Equality Act 2010

June 2021

Prepared by Barton Willmore on behalf of Brentwood Borough Council

BARTON
WILLMORE

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1.0 — Introduction

This Statement of Community Involvement (SCI) has been prepared by Barton Willmore on behalf of Brentwood Borough Council, hereafter referred to as 'the Applicant'. This SCI provides a clear record of the pre planning application consultation carried out for the proposed development of the Brookfield Close site between October and November 2020 and also additional one to one consultation that took place from January 2021 to June 2021. This document was submitted with the planning application and records the actions taken to consult Council tenants under the Housing Act 1985 and tenants and wider residents under the Equality Act 2010.

A 'consultation pack' of complete information is available for scrutiny by the public at the Council's Offices, Town Hall, Ingrave Road, Brentwood, Essex. CM15 8AY.

This SCI should be read in conjunction with the suite of documentation which forms the Applicant's full planning application to Brentwood Borough Council as local planning authority for the following proposed development:

// Redevelopment of site including demolition of houses and bungalows and development of 62 zero carbon homes through conversion and extension of Courage Court to form 22 flats; the erection of 16 houses and 24 flats; provision of open space, landscaping and associated works."

The purpose of the programme of early engagement with the local community has been to ensure that local people have the opportunity to inform the proposals prior to the submission of a planning application.

The consultation programme has sought to identify any issues or concerns raised by local residents and stakeholders. It has satisfied the requirements for pre-application consultation on major planning applications; ensured that the local community and its representatives have had the opportunity to be fully engaged in the proposals' preparation; and has demonstrated how feedback received has been addressed in the final scheme now the subject of a planning application.

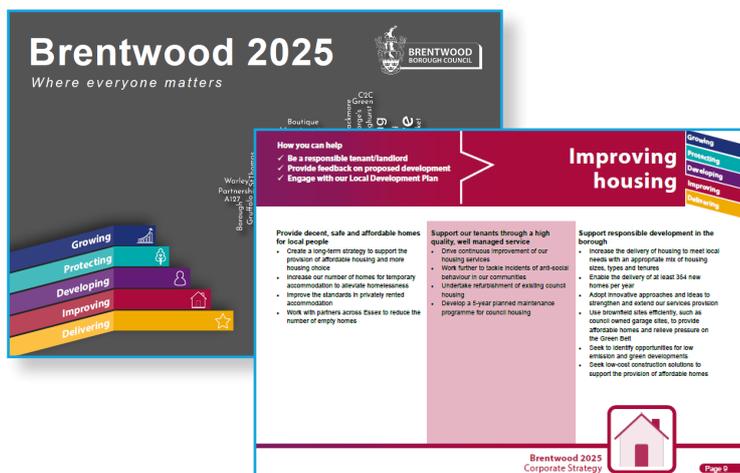
1.1 — The Small Sites Affordable Homes Programme

The Small Sites Affordable Homes Programme has been initiated by Brentwood Borough Council's Strategic Housing Development Team to better utilise its land and assets, whilst delivering genuinely affordable homes for local residents on brownfield sites over a 7 year period. Phase 1 is expected to achieve at least 100 new homes.

The Council's Corporate Strategy 'Brentwood 2025' commits to introducing "innovative carbon reduction and absorption schemes", and identifying "opportunities for low emission and green developments". The Brookfield Close proposals aim to deliver carbon zero 'in use' homes once occupied, to help deliver this strategy and support residents to access the most energy efficient homes possible.

The Brentwood 2025 programme has so far assessed and scored 19 sites for the delivery of new council homes and has commissioned further capacity studies for 9 sites.

Brookfield Close has been identified as the first potential development site to deliver much needed new housing in the Borough, which will contribute towards the Council's 350 dwelling per annum delivery target, including the provision for affordable homes and more sustainable living, to promote greater health and wellbeing of communities and residents alike.



1.2 — Location and current use of the site



The site is located in Hutton, accessed from Brookfield Close and bounded by Hanging Hill Lane and Hutton Drive.

Shenfield train station is only a mile away (approximately a 20-minute walk), which sits on the London Liverpool Street to Norwich mainline, providing easy and fast commuting opportunities to the City of London and north into Essex, Suffolk and Norfolk.

The nearest bus stop (400m from the site) operates on route 81, providing direct access to the key retail and employment centres. The nearest shops are located on Hutton Drive to the south of the site and Rayleigh Road to the north, both within a very short walk or cycle of the development.

The nearest GP is (Mount Avenue) approximately a 20-minute walk, with Willowbrook Primary School sitting to the north east of the site, on Rosen Crescent.

The site (highlighted in the red shaded area) under consideration for improvement and regeneration, includes:

- 47 existing homes (tenanted and privately owned) of which 13 sheltered bedsits are derelict and boarded;
- 44 garages of varying usage and;
- A community office which is also boarded and out of use.

1.3 — Overview of the development

The proposed development represents an efficient use of a brownfield site and will deliver much needed affordable homes for local people. The scheme design is underpinned by a strong ethos to provide homes that respond effectively to climate challenge, by providing conscientious living in a sustainable way.

For reference purposes, and to aid understanding of the themes shared and discussed in this document, please see an indicative site plan below, which was presented as part of the consultation material. The final development proposal has evolved since this version, in part due to feedback provided through the engagement process, and this is described fully in the accompanying Planning Statement and Design and Access Statement.



It was presented throughout the consultation that the development proposals would deliver the following:

- 61 new net carbon zero 'in use' homes comprising of 28 x 2, 3 and 4 bed houses (including detached, semi-detached, and terraces) and 33 x 1 and 2 bed apartments
- At least 43 homes will be affordable (approximately 37 homes will be social rent and approximately 6 in shared ownership)
- 3 of the affordable homes will be built to wheelchair user homes standards
- 12 of the proposed 1-bedroom flats will be targeted at existing older residents on the site
- Formal play area and outdoor gym
- Approximately 80 formal parking spaces, some with access to a car charging station, incorporating about:
 - » 61 private parking spaces
 - » 9 visitor parking spaces
 - » At least 4 disabled parking spaces
- 69 covered and secured cycle storage for all residents
- Communal gardens likely to include allotments
- Improved access connecting Hanging Hill Lane with Rosen Crescent and Willowbrook Primary School
- Designed with pedestrians having priority over car
- Retaining and renovating Courage Court

2.0 — Requirements of the consultation

The usual first step for preparing an SCl is to carry out a review of the relevant national and local planning policy guidance on pre-application engagement. Whilst this was conducted as part of preparing the planning application, it had to be set in context of the current global pandemic, which has required consultants to recast standard best practice measures for consultation and ensure that any new methods employed continue to deliver the same type and quality of engagement and communication, and that opportunities for public participation are not diminished.

In March 2020, the UK Government imposed restrictions on public gatherings and on non-essential travel due to the COVID-19 outbreak. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Part 2 Remote Attendance and Section 4 of Brentwood Borough Council's Statement of Community Involvement Update, Temporary COVID-19 Amendments (June 2020) came into effect. These had a key influence over our chosen methods of communication and consultation.

Whilst we had hoped to hold face-to-face events in November 2020, the COVID-19 situation unfortunately had not improved enough to allow this. On this basis, and in light of the aforementioned regulations and guidance, the decision was made, with the support of the Council as local planning authority, to hold the public consultation remotely.

Therefore, in order to establish an appropriate consultation strategy for the proposed development, a review of the relevant national and local planning policy guidance was undertaken, and then combined with a considered response to the new regulations identified above. Despite some limitations, we are satisfied that all reasonable measures have been taken to deliver a robust and measurable public consultation.

2.1 — Local policy requirements

As the local planning authority, Brentwood Borough Council has an adopted Statement of Community Involvement (December 2018). It applies to both the preparation of local planning policy documents and to planning applications. Following the onset of COVID-19 and subsequent Government restrictions and guidelines for engagement, the Council published a temporary amended version of the SCI to ensure that its requirements specify safe and effective community involvement in the planning process that can be conducted remotely, without the need for face-to-face engagement, for the duration of the pandemic.

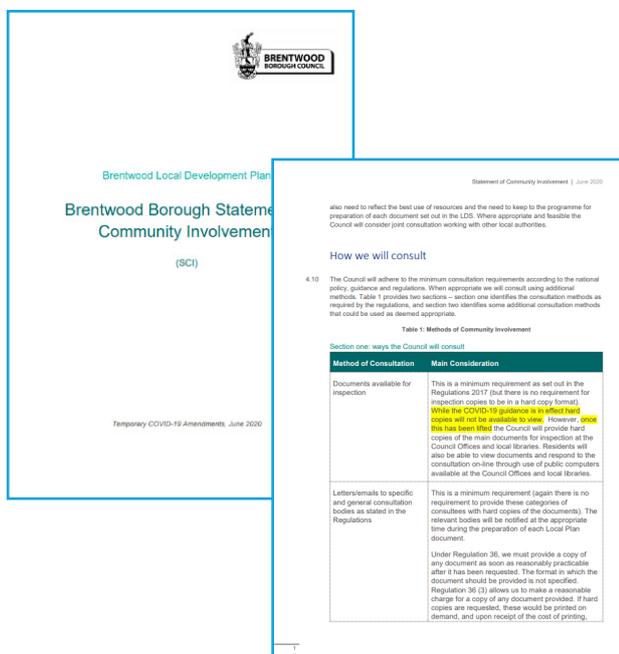
The purpose of the temporary measures is to address inconsistencies between the 2018 SCI and the current guidance to stay at home and socially distance. The key effect of this update is to move as much consultation as possible online, to reduce physical contact with people, documents and materials.

2.2 — National Planning Policy

The National Planning Policy Framework, February 2019 (NPPF) sets out the Government’s planning policies for England and how these are expected to be applied. Community involvement is at the forefront of national planning policy and the Government considers that pre-application engagement, prior to the submission of a planning application, is paramount to ensuring timely decision making, reducing delays, enabling better coordination between public and private resources and improving outcomes for the community.

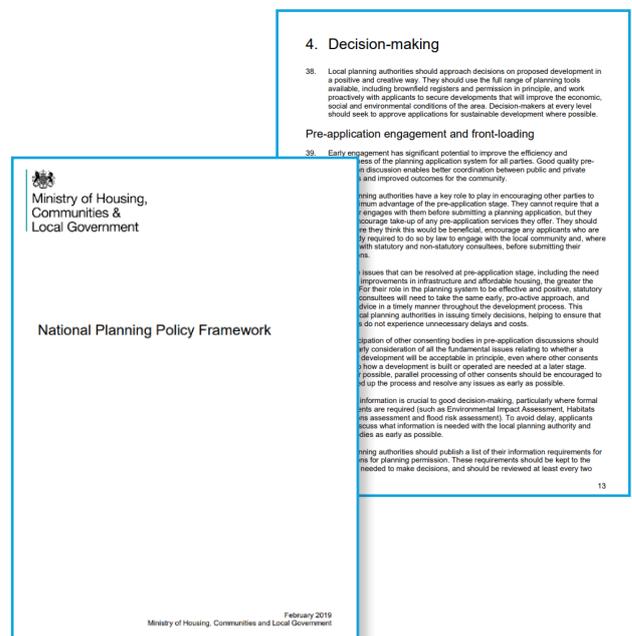
The NPPF (paragraph 40) states that LPAs have a significant role to play in community engagement, by encouraging applicants to utilise pre-application services and engage with the local community and any statutory consultees, prior to submitting their application.

The level of engagement should be proportionate to the nature and scale of the proposed development. Early engagement by applicants, before an application is formally submitted, is encouraged so that the Council can give informal comments and help overcome any potential difficulties that may arise. Paragraph 41 encourages statutory consultees to engage and respond at an early stage to ensure that the planning process is not unnecessarily delayed.



The image shows two overlapping documents. The top document is the 'Brentwood Local Development Plan' and 'Brentwood Borough Statement of Community Involvement (SCI)'. The bottom document is a 'Temporary COVID-19 Amendments' to the SCI, dated June 2020. It details how the Council will consult, including a table of consultation methods and main considerations.

Method of Consultation	Main Consideration
Documents available for inspection	This is a minimum requirement as set out in the Regulations 2017 (but there is no requirement for inspection copies to be in a hard copy format). Where the COVID-19 guidelines are followed copies will not be available to view. However, if this has been lifted the Council will provide hard copies of the main documents for inspection at the Council Offices and local libraries. Residents will also be able to view documents and respond to the consultation online through use of public computers available at the Council Offices and local libraries.
Letters/emails to specific and general consultation bodies as stated in the Regulations	This is a minimum requirement (again there is no requirement to provide these categories of consultees with hard copies of the documents). The relevant bodies will be notified at the appropriate time during the preparation of each Local Plan document. Under Regulation 36, we must provide a copy of any document as soon as reasonably practicable after it has been requested. The format in which the document should be provided is not specified. Regulation 36 (3) allows us to make a reasonable charge for a copy of any document provided, if hard copies are requested. These would be printed on demand, and upon receipt of the cost of printing.



The image shows a page from the 'National Planning Policy Framework' (NPPF), dated February 2019. It focuses on '4. Decision-making' and '4.1 Early engagement'. The text emphasizes that local planning authorities should approach decisions on proposed development in a positive and creative way, and that early engagement is crucial for improving the efficiency and quality of the planning process.

4. Decision-making

38. Local planning authorities should approach decisions on proposed development in a positive and creative way. They should use the full range of planning tools available, including brownfield registers and permission in principle, and work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision-makers at every level should seek to approve applications for sustainable development where possible.

Pre-application engagement and front-loading

39. Early engagement has significant potential to improve the efficiency and quality of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private interests and improved outcomes for the community.

Planning authorities have a key role to play in encouraging other parties to take full advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they offer. They should do so by being clear about the benefits of pre-application engagement, and by being required to do so by law to engage with the local community and, where appropriate, with statutory and non-statutory consultees, before submitting their applications.

Issues that can be resolved at pre-application stage, including the need for improvements in infrastructure and affordable housing, the greater the role of the planning system to be effective and positive, statutory consultees will need to take the same early, pro-active approach, and engage in a timely manner throughout the development process. This will help planning authorities in issuing timely decisions, helping to ensure that they do not experience unnecessary delays and costs.

Engagement with other consenting bodies in pre-application discussions should encourage consideration of all the fundamental issues relating to whether a development will be acceptable in principle, even where other constraints (such as how a development is built or operated) are needed at a later stage. Where possible, parallel processing of other consents should be encouraged to speed up the process and resolve any issues as early as possible.

Information is crucial to good decision-making, particularly where formal assessments are required (such as Environmental Impact Assessment, Habitats Assessment and Flood Risk Assessment). To avoid delay, applicants should discuss what information is needed with the local planning authority and provide it as early as possible.

Planning authorities should publish a list of their information requirements for pre-application discussions. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years.

2.3 — Statutory requirements

The development proposal will be determined on the basis that it comprises a Major Planning Application, on account of the number of residential units that are being proposed. As such, the following publicity will be given when the application is submitted to the local planning authority, satisfying the requirements of the Town and Country Planning (General Development Procedure) Order 1995:

- A site notice will be displayed in at least one place, on or near the development site for at least 21 days
- Notice will be served on adjoining landowners and occupiers as relevant
- An advertisement in the local newspaper

The Applicant introduced the proposals to the local planning authority at pre-application stage and discussed the level of community involvement that would be required and the preferred methods of consultation.

2.4 — Best practice

It is generally considered that the normal means of consultation should be either an exhibition or public meeting at a suitable public venue, or by letter with accompanying plans as appropriate. A report of the consultation exercise should be submitted as part of the planning application process, which sets out details of the events held; the range of information and visual material that was shared and offered for comment; the nature of questions and concerns raised by the community participants together with any responses given and details of any proposed changes to the design of the pre-application version of the proposed scheme arising from feedback from the consultation process. This document provides information on these matters.

3.0 — Consultation Process

The aim of our community consultation has been to engage with local residents, stakeholders and other interested parties; inform them of the investment that is being made in their community; identify any significant local issues or concerns; and then ensure these are addressed in an inclusive manner.

This SCI, and the accompanying Planning Statement and Design and Access Statement, explains how the Applicant and its advisory team have actively engaged with the local community and key local stakeholders throughout the preparation of the current planning application.

Comments were invited to be submitted by Monday 23 November 2020, to allow sufficient time for the Applicant's team to consider all received comments ahead of the submission of the planning application.

3.1 — Consultation aims

The objectives throughout the process of consultation have been to:

- Research and identify all relevant interest groups and parties
- Encourage as much input as possible from the local community, including residents, interest groups, Councillors and Businesses
- Provide the community with genuine and well-publicised opportunities to provide feedback on the proposed scheme
- Ensure that people can put forward their own ideas and feel confident that there is a process for considering those ideas
- Identify and address where possible any issues or concerns highlighted by the community and stakeholders
- Be clear about what can be changed and what cannot, and explain why
- Be inclusive, accessible, transparent and engaging
- Clearly communicate all feedback from the local community to the wider project team
- Make provisions to ensure that interested parties are kept informed about progress and outcomes

3.2 — Methods of engagement

A variety of methods of engagement were applied to raise awareness of the proposed development.

CONSULTATION BOUNDARY

A consultation boundary was established in the early stages of the project. The consultation boundary comprised 378 addresses, made up of 377 residential addresses and 1 business, and was used as a distribution area for the consultation material.

The main streets within the boundary were identified as: Brookfield Close; Hanging Hill Lane; Rayleigh Road; Hutton Drive; Quennell Way; Rosen Crescent; Burns Way; Copeman Road; and Coleridge Walk.



WEBINARS

In place of a face-to-face public exhibition, virtual Webinars were held on 12 November from 11:00 – 13:00 and 18:00 – 20:00, and 12 November from 14:00 – 16:00. These sessions allowed the online presentation of information about the proposed scheme and emerging images of the Applicant's preferred form of development. The key purpose of these sessions was to explain the proposed masterplan and provide images to give an impression of the types of homes planned for the site, to allow interested parties to provide comments and feedback.

A copy of the full set of story boards used for the Webinars is provided at [Appendix 1](#). Whilst an overview of the proposals was presented, focused time was also spent to explain the important issues of landscape, public open space and natural habitat enhancements.

The proposed communal gardens and open living measures were described and illustrated, to communicate the intention to encourage residents to spend greater time outside, collectively and communally managing the space.

It was explained how the masterplan includes a carefully crafted mix of green areas and planting, and the Applicant's intention for these areas to combine to provide a calm and welcoming community environment, for residents and those passing through the site alike.

Critically, the Webinars communicated that key to the ethos and ambition for Brookfield Close are the zero carbon and sustainability agendas. The Webinars provided an important opportunity to outline the measures built into the proposed design to deliver carbon zero homes, sustainable water management and safe drainage systems.

The Webinars provided a channel for interested parties to ask questions, and for the Applicant's team to give a direct answer. Additionally, participants were directed to a dedicated website in order to access a feedback form and an email address was provided to allow any further questions to be submitted and responded to.

The feedback form was the primary consultation tool at the Webinar sessions. It allowed the Applicant's team to collect views on specific aspects of the proposals. Consultees were asked to record their level of agreement or otherwise on the key aspects of the scheme in order to obtain structured feedback. The form also offered open areas for people to record their general opinions and more detailed thoughts.

PUBLICITY

The following methods were used to publicise the public consultation and public exhibition webinars:

- Leaflets distributed to 377 homes and 1 business within the consultation boundary (post/email)
- A short video by Cllr Maria Pearson, Chair of the Environment, Enforcement & Housing Committee, outlining the Council's objectives, was posted on the project website and the Council's social media pages
- Public Exhibition Webinar dates published on the dedicated project website
- 1/4 page adverts in the Brentwood Gazette on 4 and 11 November 2020

- One week social media campaign via Essex Live Partners on Facebook and Instagram, running between 4-11 November 2020, generating 19,627 impressions
- Brentwood Borough Council's social media pages
- Leader of the Council, Chris Hossack discussed Brentwood Close on the 'Eat my Brunch' radio programme on Phoenix 98 FM on Friday 6 November 2020

A copy of the leaflet can be found at [Appendix 2](#) and a copy of the print advertisement in the Brentwood Gazette can be found at [Appendix 3](#).



phoenix98fm

Friday 6 November 2020, 3.09pm
https://www.phoenixfm.com/2020/11/06/leader-brentwood-council-chris-hossack-eat-brunch/?fbclid=IwAR0L4G7mXmOy3z_VQMUKK4zn7EbWx-NO1xn5Sfr_CgpJVFj86ndzyGLk

Brentwood Borough Council to build new affordable 'Zero Carbon' homes for local people

Local residents are encouraged to take part in the consultation. A dedicated website has been set up brookfieldclosehutton.co.uk

Residents are also being encouraged to join the online 'Zoom' webinars <http://brookfieldclosehutton.co.uk/#exhibition> on

- Thursday 12th November from 11am to 1pm and 6pm to 8pm
- Friday 13th November 2020 from 4pm to 6pm



Essex Live Partners
Sponsored

Brentwood Council are seeking residents views on their emerging proposals to redevelop Brookfield Close, Hutton. Click here to find out more about the scheme, view the emerging print and images, webinar dates and submit your comments.

BROOKFIELD CLOSE

brookfieldclosehutton.co.uk
 Brookfield Close | Brentwood Council



Brentwood Borough Council
November 11, 2020

Have your say on plans to build 61 new zero carbon homes on Brookfield Close, as explained by Cllr Maria Pearson, Chair of the Environment, Enforcement & Housing Committee. Join the Public Exhibitions online via webinar:

- Thursday 12th November from 11am to 1pm and 6pm to 8pm (presentations start at 11am and 6pm)
- Friday 13th November 2020 from 4pm to 6pm (presentation starts at 4pm)

Find out more <http://brookfieldclosehutton.co.uk/#exhibition>

**19,627
impressions
generated**

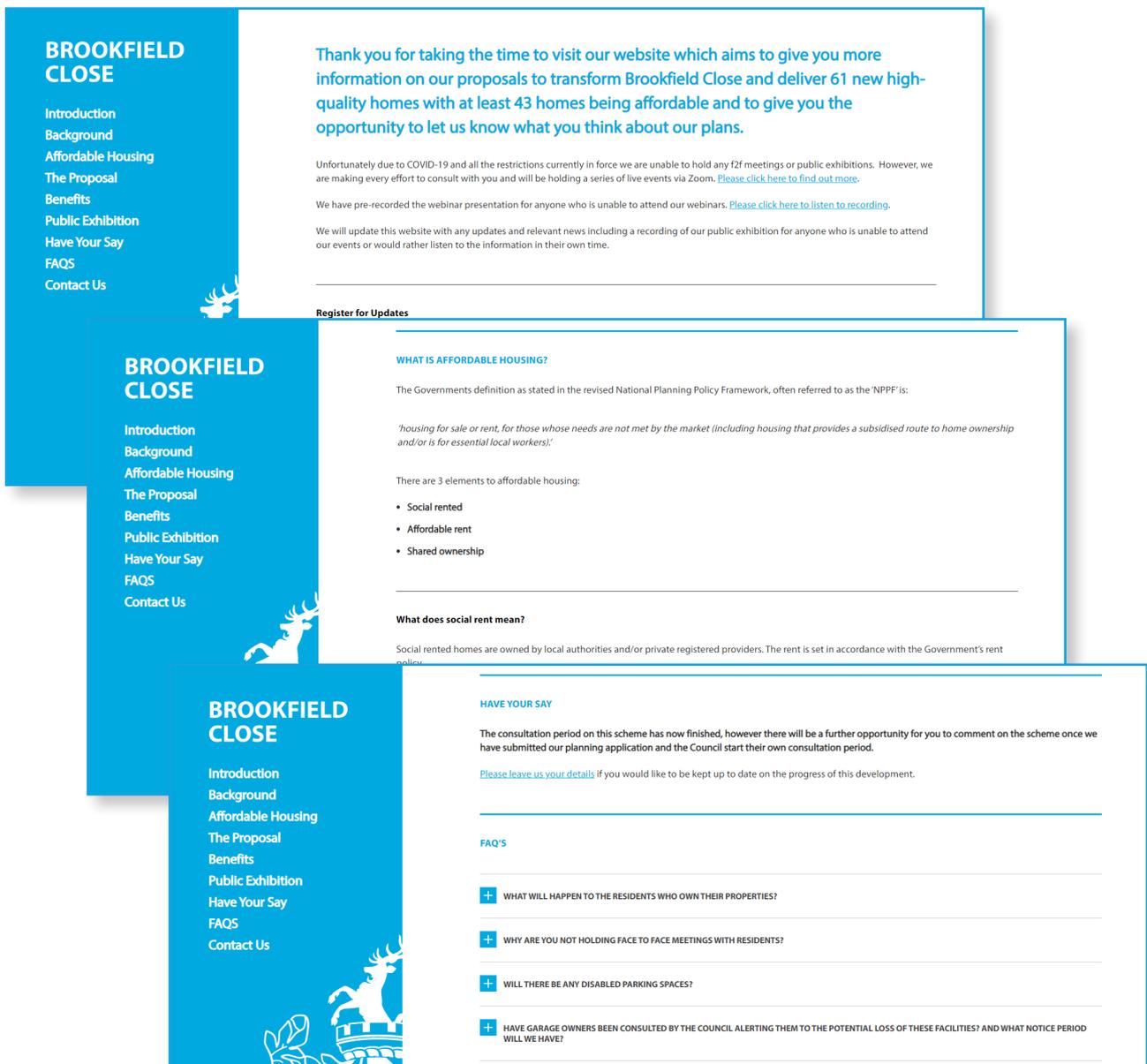
WEBSITE

A website went live on Monday 2 November 2020, dedicated to the consultation and engagement process.

The website contained key information on the proposals, notice of public exhibition webinars and a pre-recorded presentation of the story boards used in the Webinars.

Feedback forms were available to be completed online and additional contact details were also given.

The website can be accessed at: www.brookfieldclosehutton.co.uk. The website continues to be updated, most recently with the final plans that form part of the planning application being made available for viewing.



BROOKFIELD CLOSE

- Introduction
- Background
- Affordable Housing
- The Proposal
- Benefits
- Public Exhibition
- Have Your Say
- FAQS
- Contact Us

BROOKFIELD CLOSE

Thank you for taking the time to visit our website which aims to give you more information on our proposals to transform Brookfield Close and deliver 61 new high-quality homes with at least 43 homes being affordable and to give you the opportunity to let us know what you think about our plans.

Unfortunately due to COVID-19 and all the restrictions currently in force we are unable to hold any f2f meetings or public exhibitions. However, we are making every effort to consult with you and will be holding a series of live events via Zoom. [Please click here to find out more.](#)

We have pre-recorded the webinar presentation for anyone who is unable to attend our webinars. [Please click here to listen to recording.](#)

We will update this website with any updates and relevant news including a recording of our public exhibition for anyone who is unable to attend our events or would rather listen to the information in their own time.

Register for Updates

WHAT IS AFFORDABLE HOUSING?

The Governments definition as stated in the revised National Planning Policy Framework, often referred to as the 'NPPF' is:

'housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers).'

There are 3 elements to affordable housing:

- Social rented
- Affordable rent
- Shared ownership

What does social rent mean?

Social rented homes are owned by local authorities and/or private registered providers. The rent is set in accordance with the Government's rent policy.

HAVE YOUR SAY

The consultation period on this scheme has now finished, however there will be a further opportunity for you to comment on the scheme once we have submitted our planning application and the Council start their own consultation period.

[Please leave us your details](#) if you would like to be kept up to date on the progress of this development.

FAQ'S

- + WHAT WILL HAPPEN TO THE RESIDENTS WHO OWN THEIR PROPERTIES?
- + WHY ARE YOU NOT HOLDING FACE TO FACE MEETINGS WITH RESIDENTS?
- + WILL THERE BE ANY DISABLED PARKING SPACES?
- + HAVE GARAGE OWNERS BEEN CONSULTED BY THE COUNCIL ALERTING THEM TO THE POTENTIAL LOSS OF THESE FACILITIES? AND WHAT NOTICE PERIOD WILL WE HAVE?

BROOKFIELD CLOSE

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EMAIL

A dedicated email address brookfieldclosehutton@bartonwillmore.co.uk was set up at the beginning of the project to provide a direct contact point for queries throughout the consultation. This was publicised on the website, at the webinar sessions and in all printed material.

PROJECT PHONE NUMBER

A telephone number 0207 466 6837 was provided for all queries regarding the consultation and wider project. It was advertised in all printed material, as well as also featuring in online communication. This was staffed and managed by the Applicant's community engagement consultant team and was particularly important to enable people without access to the internet to be able to find out more about the scheme and have an equivalent opportunity to provide their own comments and opinions.

PROJECT DATABASE

A project database was built by the Barton Willmore Community Engagement team and was used to keep a record of people who expressed an interest in remaining involved or being informed about the project.

The database was populated by:

- People who directly contacted the Applicant's community engagement consultant team via the project email and phone line;
- People who completed feedback forms on the proposals online requesting to be kept informed about the progress of the project; and
- Representatives of local groups and associations contacted directly by the Applicant and community engagement consultant teams.

The database was used to send any updates or relevant information regarding the project.

We take data protection seriously. Personal details were supplied to the Barton Willmore Community Engagement consultant team only for the purposes of research in connection with this project and to be able to update those registered on the progress of the project. Personal details will be treated as confidential and will not be shared, passed on to or used by any third parties, and they will only be retained until the end of the planning process for the project, after which time they will be deleted.

COMMUNITY CONSULTATION NEWSLETTER

A newsletter has been sent to residents within the consultation boundary who signed up to be kept up to date on matters relating to the project. This informed them of the progress of the project, shared the feedback received in the consultation process, responded to some FAQs and set out the next steps for the development proposals.

4.0 — We have responded to the requirements of consultation by...

INVOLVING LOCAL REPRESENTATIVES

We sought to involve local councillors, groups and organisations in the consultation process and will ensure that this consultation continues beyond submission to help further support the application.

INVOLVING RESIDENTS

A leaflet was sent to 378 addresses around the site explaining the plans and inviting residents to webinars held on Thursday 12 November from 11am to 1pm and 6pm to 8pm, and Friday 13 November from 2pm to 4pm.

These online events were also widely publicised through print advertising and social media outlets, inviting local residents to attend the events.

ENCOURAGING FEEDBACK

Feedback forms could be submitted via either email or the website. However, in order to not isolate anyone in digital poverty or digitally disconnected, a telephone hotline was set up to enable people to discuss the proposals and give their feedback, which was then loaded online on their behalf. A postal address was also available for those wanting to write to us.

ENGAGING ONLINE

Due to COVID19 restrictions, engaging and giving feedback were strongly encouraged via the consultation website www.brookfieldclosehutton.co.uk.

This was set up with information about the proposals, a pre-recorded presentation and detailed images. The website was publicised through the consultation leaflet, social media and the press. Visitors were strongly encouraged to submit feedback online.



4.1 — Involving local representatives

We recognised that it was important to engage local representatives as part of the consultation process. Following on from the Council's internal consultation and briefings with Members in March, emails were sent to Ward Councillors introducing the community engagement consultation team, informing them of the agreed remote consultation process, inviting them to the two Webinars on Tuesday 16 June from 2pm to 4pm and Wednesday 17 June from 6pm to 8pm, and enclosed the leaflet that was distributed to residents within the consultation boundary. Ward Councillors were specifically asked to suggest any local groups or associations that should be engaged with.

ENGAGING WITH BROOKFIELD ROAD RESIDENTS ASSOCIATION

Following the Council's advice, representatives from Brookfield Road Residents Association were contacted by Barton Willmore's Community Engagement Team. A Zoom meeting was subsequently arranged on 3 November 2020. The meeting was attended by Barton Willmore's Community Engagement Team, two members of the Brookfield Road Residents Association and a representative from Brentwood Council. During the discussion, questions were asked such as: the reason why bungalows were not being provided to replace the existing bungalows, the reasons behind the proposed parking arrangements, when the procurement process commenced and when the project team were instructed. All questions were answered in the meeting or in a follow up email from Barton Willmore's Community Engagement Team.

ENGAGING WITH WILLOWBROOK SCHOOL

Following the Council's advice, representatives from Willowbrook School were contacted by Barton Willmore's Community Engagement Team. A Zoom meeting was subsequently arranged on 3 November 2020. The meeting was attended by Barton Willmore's Community Engagement Team and a representative from Willowbrook School. The main comments from this meeting were that there no specific concerns with the proposals. Other concerns raised were around existing traffic and parking which hinders access to the school, the suggestion that a CPZ and traffic calming measures be introduced and that Brookfield Close and Rosen Crescent be one way.

ESSEX DESIGN REVIEW PANEL

The proposal was presented by the project team to Essex Design Review Panel on the 2 December 2020 to review the quality of the design. The Design Panel was very supportive of the overall aspirations of the scheme with regards to the provision of a carbon zero (in use) development and a significant provision of affordable housing. The panel did raise a number of concerns regarding the detailed design and layout. The panel's detailed comments and the Applicant's design response are included within the Design and Access Statement.

In summary, the Design Panel raised concerns regarding the siting of the terrace of four dwellings on the northern boundary in relation to the quality of the proposed living environment and access. The Panel suggested these buildings should be removed and could be accommodated in an additional storey on the apartment block. The Panel also suggested the home zone fronting the building was too car dominated and the pedestrian footpath should be relocated to the north of the home zone as a natural desire line for children accessing the school.

The comments of the design panel were carefully considered and the design and layout revised with the northern block of houses removed and replaced with two, four storey flat blocks with a one way drive and parking for residents at the rear and a footpath to the north of the home zone.

The Panel was also concerned regarding the need for the green link through the centre of the site, the delineation of public and private space and lack of private gardens space for residents. It felt that the scheme could be simplified with this link removed and the landscaping scheme rationalised. In response, the site layout was reconfigured, removing the green link and providing back to back housing to provide secure private gardens for the properties. The green space was repositioned to the front of the northern apartment blocks creating a large landscape feature to include play equipment and communal open space.

The following amendments were also made in response to the Design Panel comments:

- An additional storey has been added to the northern block of Courage Court
- The landscaping scheme has been simplified with more manageable and usable green spaces
- The cycle parking provision has been relocated with shed in the gardens of houses and communal cycle stores for the apartment blocks

4.2 — Involving local residents – Public exhibition webinar

The public exhibition webinars, explained in Section 3 above, were conducted using Zoom software. The Zoom platform was chosen for the following reasons:

- Easily accessible from smartphones, laptop, tablets and desktops
- No software to download
- No pre-registration
- No account activations
- Safe and reliable
- Fully GDPR compliant

Residents around the site were invited to join remote the public exhibition webinars held on Thursday 12 November from 11am to 1pm and 6pm to 8pm, and Friday 13 November from 2pm to 4pm.

The webinars were also widely publicised through the Brentwood Gazette and Essex Live social media channels – both print and online – and via the Council’s Facebook and Twitter accounts.

Every effort was taken to ensure that the webinars were known about, useful to participants, and crafted in a way to ensure that feedback could be recorded and used by the Applicant’s team to finalise the preparation of the planning application.

- The exhibitions were held during the week both in the afternoon and in the evening, to accommodate those who may be busy at the weekend or who wanted to attend after work
- Local residents were invited to the exhibition via a leaflet which was sent to 377 homes and 1 business
- Local political representatives and other interested parties were invited to the consultation by email and via the leaflet
- Attendees at the webinars were encouraged to complete the feedback form on the website
- Seven members of the project team were present to answer questions and talk residents through the plans
- Presentation boards were presented live with residents able to ask questions live to the project team
- All consultation materials were made available on the project website prior to the exhibition
- The exhibition dates and times were publicised on the project website and via leaflets distributed to 378 residents and businesses

The exhibition provided residents with the opportunity to understand the rationale behind the proposals and the emerging site plan. 15 exhibition story boards were presented, covering the following information:

- Welcome
- Introduction
- Project Team
- What Does Affordable Housing Mean?
- The Site
- Emerging Masterplan
- Emerging Masterplan – Accommodation Schedule
- Emerging Masterplan – Illustrative Designs of Homes
- Emerging Masterplan – Illustrative Site Plan
- Emerging Masterplan – Illustrative Design and Elevations
- Landscape & Public Open Space – Community
- Landscaping and Habitat
- Sustainable Features
- Access, Transport and Parking
- Emerging Masterplan – Zero Carbon 'In Use@
- Benefits
- Questions and answers
- Have Your Say

A complete copy of the exhibition boards presented at the webinar can be found in [Appendix 1](#).



4.3 — Engaging online

The dedicated website – www.brookfieldclosehutton.co.uk – was created.

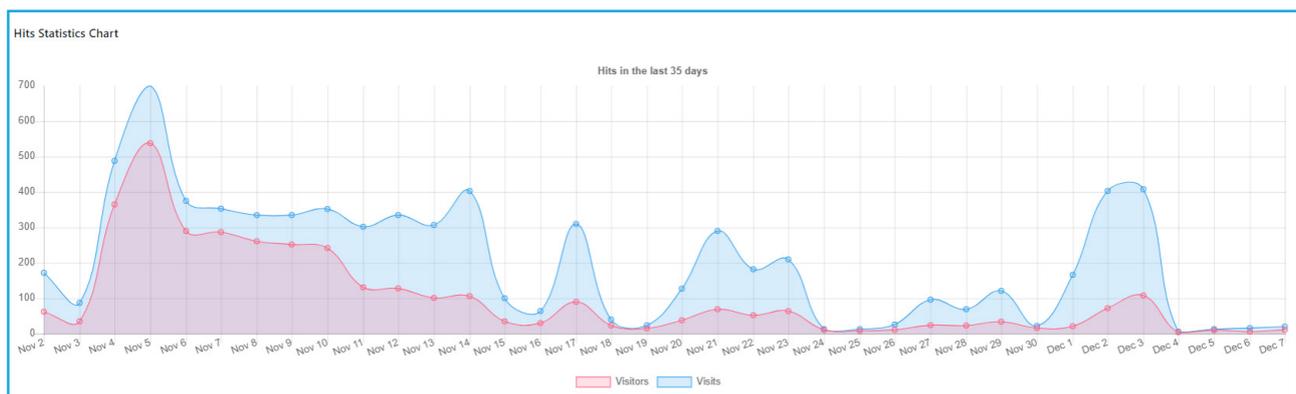
- This website gives details of the proposals and allows visitors to submit feedback electronically via a feedback form and via email
- The website identifies a phone number as an alternative source for information and feedback
- FAQs were available to view

It hosts:

- Layout plans
- An online feedback form
- Images of the site
- Webinar details
- Contact details

Number visitors to website
3,907

Number visits to website
8,874



Showing daily number of visits and visitors to website during consultation period

5.0 — Feedback

An important part of the consultation process is to analyse and report back on the findings from all received comments, in order for them to be able to be fed back into the design process and keep the Applicant's team updated on any topics or issues which may arise.

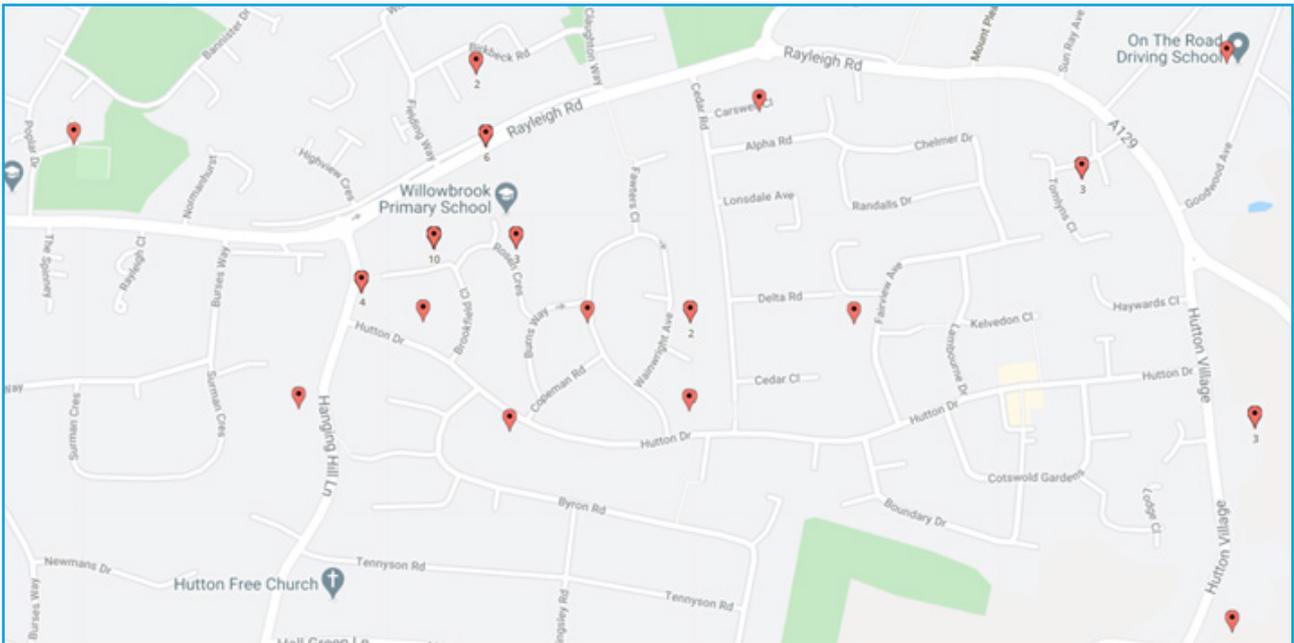
Residents were asked to complete a comment form online, if possible, to record their level of agreement or otherwise on the key aspects of the scheme, in order to obtain structured feedback. Email and telephone comments were also accounted for and loaded online by the Barton Willmore Engagement Team.

When comments have been recorded on respondents' behalf, all due care has been taken to fairly represent comments and opinions, to ensure that the categorisation of answers has been done in a consistent and unbiased way.

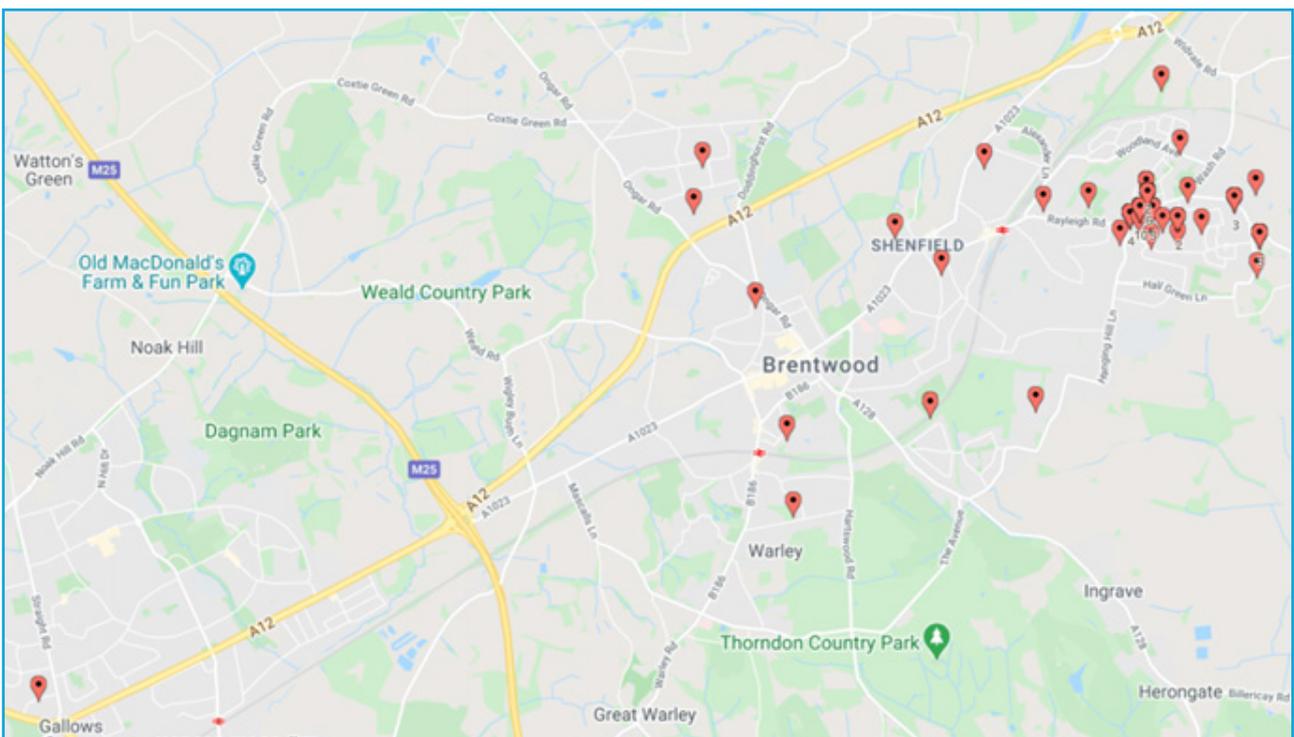
Following the close of the consultation period, the Applicant's team analysed and discussed the comments received from the community and reported back to the project development team. A pledge was given to share with the local community the final plans and the responses to the comments through a community newsletter and via the project website prior to the submission of the planning application, and this has been met.

5.1 — Origin of comment forms received

The map below shows that 15 responses from Brookfield Close residents were received.



The map below identifies the origin locations of all 59 responses received in total.



5.2 — Summary of feedback

A total of 59 comment forms (including emails and telephone comments) were received from the public consultation, with 54 of these being from local residents.

A summary of the demographics of the respondents is provided at [Appendix 4](#).

The following is a high-level summary of feedback received from the comment forms. Key recurring topics and comments noted, in no particular order, are set out as follows. We have divided the feedback into that which relates to the design and detail of the proposed scheme, and those which would fall into a category of matters of principle or Corporate Council topics.

Feedback on scheme detail and design	
Positive Comments	Concerns
Sustainability and zero carbon credentials are welcomed	The design and materials do not relate to the area
The design and appearance are liked	Traffic implications for Hanging Hill Lane, through the site and near the school
Enhancement of the local area would be achieved	Not enough parking is proposed
The provision of play space and green spaces is positive	Fear of antisocial behaviour in communal areas
The redevelopment of empty/old homes is supported	Loss of gardens of existing residents
Improvements would be made to pedestrian and cycle access	No cycle parking outside each home
Enhanced living standards would be realised	There is no new infrastructure
	Removal of existing green spaces

Feedback on Corporate Council matters	
Positive Comments	Concerns
The redevelopment of empty homes is supported	Temporary relocation concerns for residents
The provision of family homes is welcomed	Moving elderly people is irresponsible
The principle of more affordable housing is supported	Extensive time to complete redevelopment
	The housing is not affordable and will attract London overspill
	Don't want any more affordable housing
	Strain on schools and healthcare facilities
	Fear that buildings won't be maintained
	Demolition notices issues too close to Christmas
	Existing issues with waste/recycling collection
	For Council profit only

5.3 — Detailed feedback from comment forms

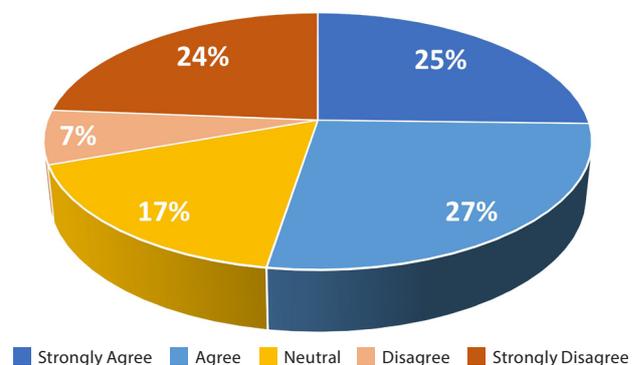
Detailed analysis, drawn from the 59 comment forms completed, is set out below.

People were invited to answer a total of 11 questions. Questions 1-7 were direct response questions and questions 8-11 were open-ended questions, to give residents the opportunity to provide more comments and suggestions, enabling both positive and negative feedback.

Q1. To what extent do you think the proposals will improve the area and the health and wellbeing of residents?

A total of 52% either agreed or strongly agreed that the proposals will improve the area and the health and wellbeing of residents. 17% remained neutral and 31% disagreed that an improvement would come about as a result of the development.

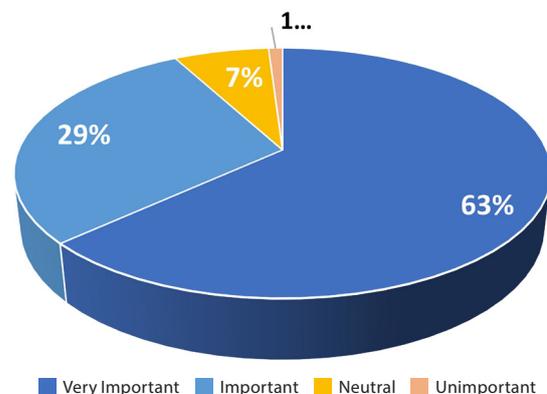
Sample Size: 59



Q2. How important do you think it is for residents to have access to private external spaces either in the form of rear gardens, communal gardens or balconies?

A total of 92% considered residents having access to private external spaces to be either very important or important. Only 1 respondent considered this form of access to be unimportant.

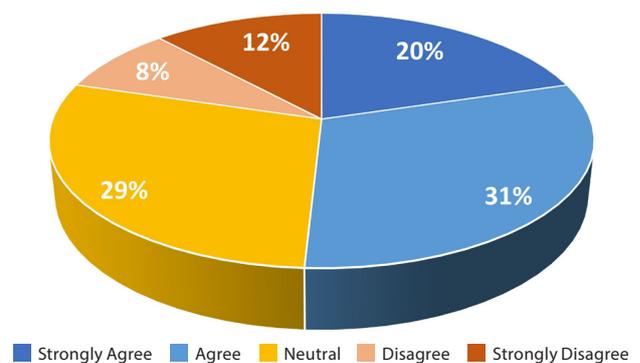
Sample Size: 59



Q3. To what extent do you think the proposed pedestrian improvements, connecting Hanging Hill Lane with Rosen Crescent and the nearby Willowbrook Primary School, will improve safety and benefit local residents?

51% of respondents either strongly agreed or agreed that the proposed pedestrian improvements will improve safety and benefit local residents. 29% were neutral on this matter with 20% either disagreeing or strongly disagreeing.

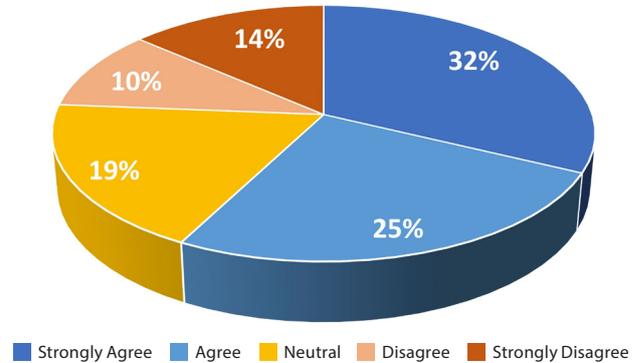
Sample Size: 59



Q4. To what extent do you think it is important to provide residents with a formal play area, an outdoor gym and rest area?

57% of respondents either strongly agreed or agreed that it was important that the proposed development included a formal play area, an outdoor gym and a rest area for use by residents. 19% remained neutral and 24% disagreed or strongly disagreed that this type of provision was important.

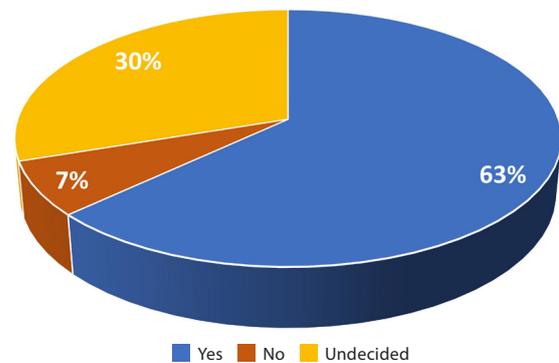
Sample Size: 59



Q5. Do you think it is important to build zero carbon housing to help reach the Council's and the national agenda of 'net zero' carbon emissions by 2050?

63% of consultees responded 'Yes' to this question, with 30% undecided and 7% responding 'No'.

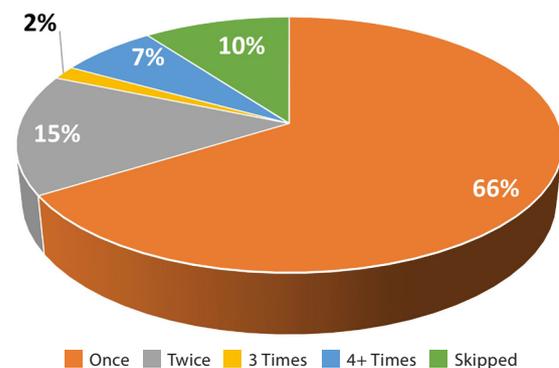
Sample Size: 59



Q6. In order to re-develop Brookfield Close, existing residents will have to be temporarily rehomed. How many times do you think it would be acceptable to move?

66% considered that it would be acceptable to move once. 15% answered twice; 2% answered 3 times and 7% answered four or more times. 10% of respondents chose to skip this question.

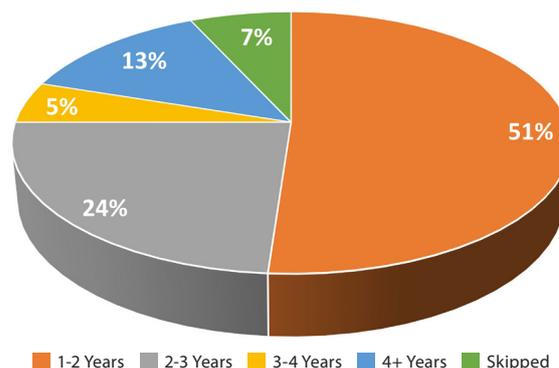
Sample Size: 53



Q7. How quickly do you think the Council should deliver new homes after consulting with residents?

51% considered that the Council should deliver new homes within 1-2 years of consulting with residents. 24% considered that 2-3 years would be acceptable. 5% considered 3-4 years and 13% thought 4 or more years would be suitable. 7% of respondents chose to skip this question.

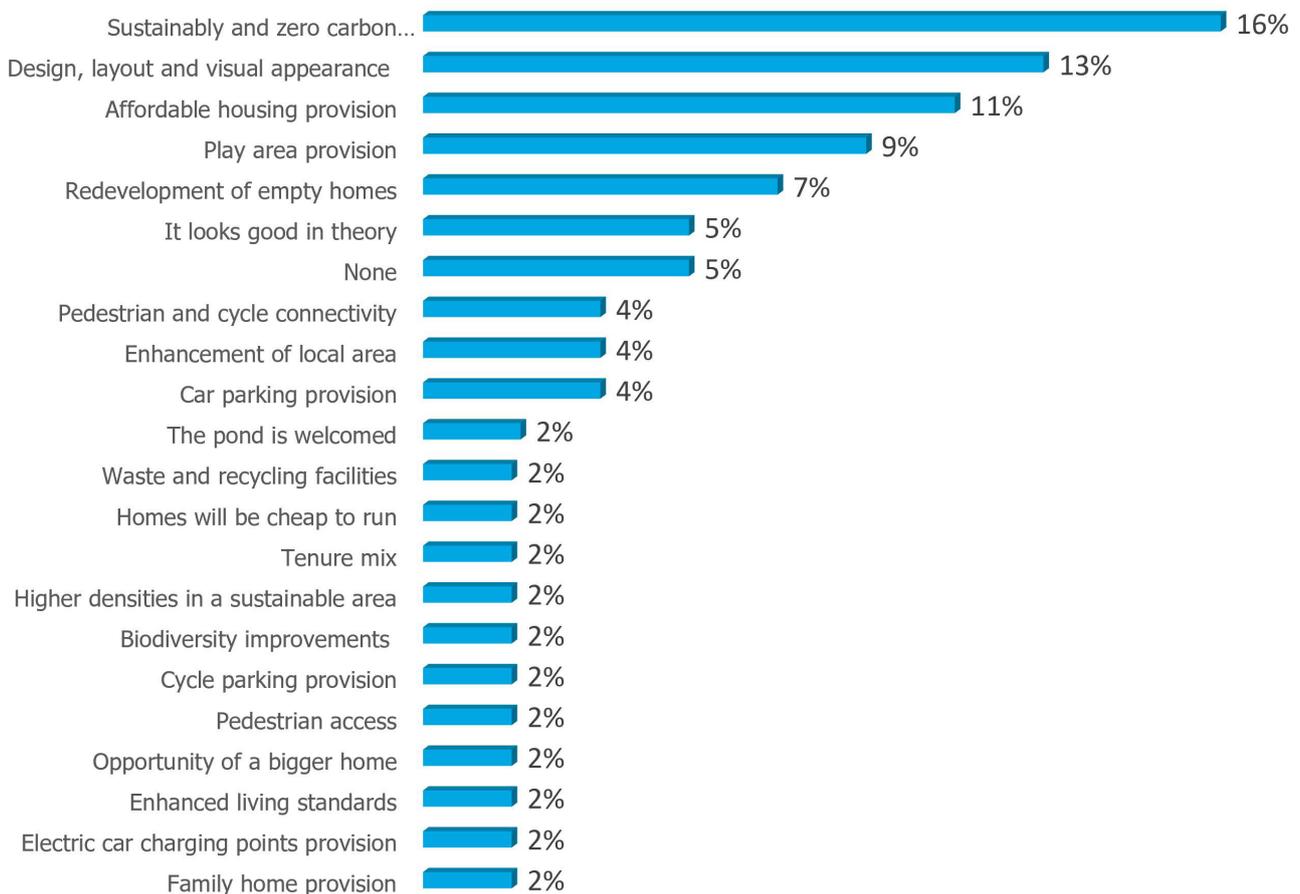
Sample Size: 55



Q8. What aspects of the proposals do you particularly like and why?

Of the 59 respondents, 43 supplied additional information on what they particularly like about the proposed development. The three planning matters attracting the most comments were achieving sustainability and zero carbon credentials (16%); the overall design, layout and visual appearance (13%) and the provision of local affordable housing (11%). A wide range of other positive features were identified in the responses and these are summarised below:

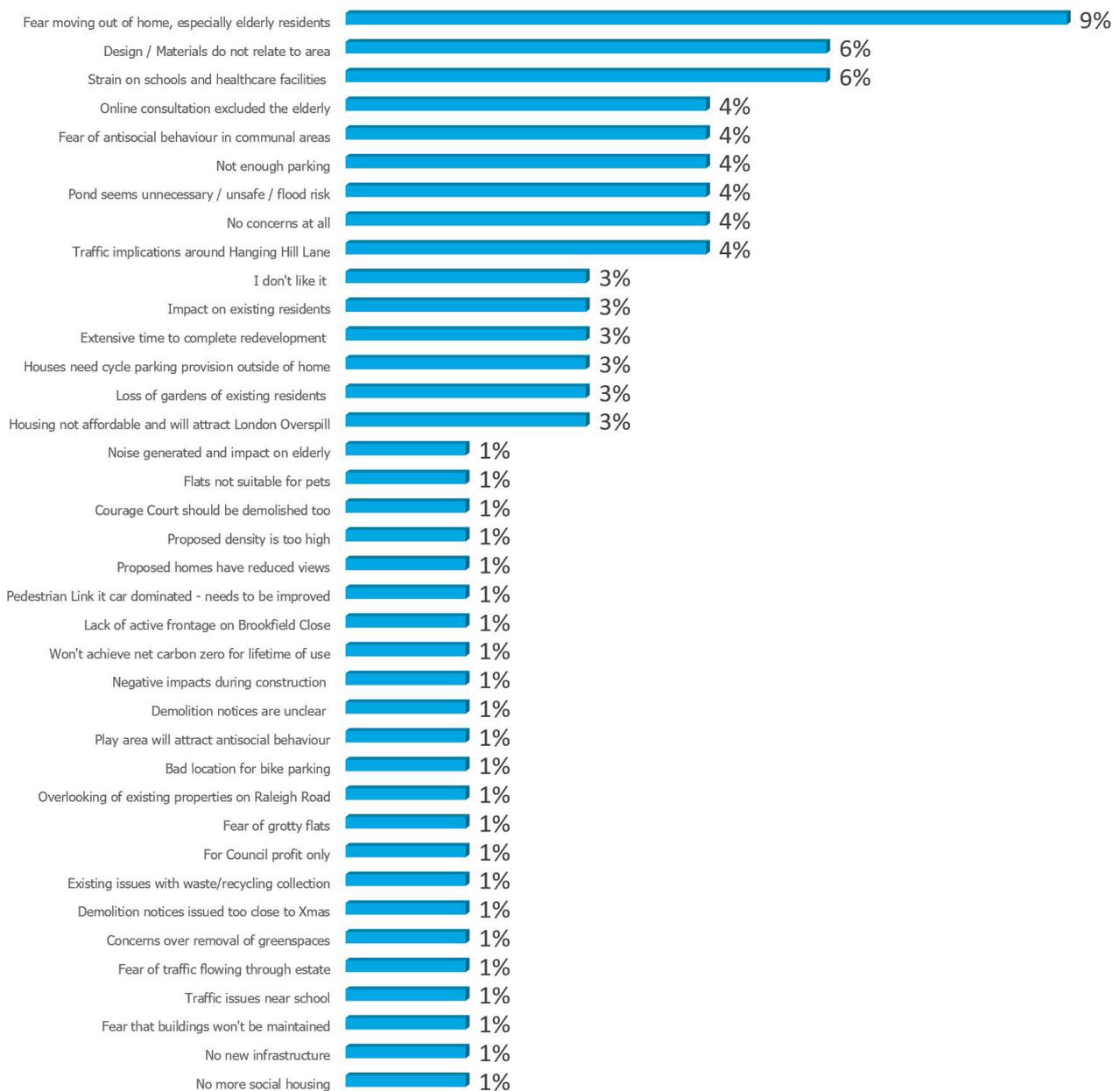
Sample Size: 43
Made up of 55 comments



Q9. Do you have any reservations about the proposals and why?

Of the 59 respondents, 41 provided details of concerns or opinions on the proposals. A broad range of matters were raised, summarised as follows:

Sample Size: 41
Made up of 67 comments

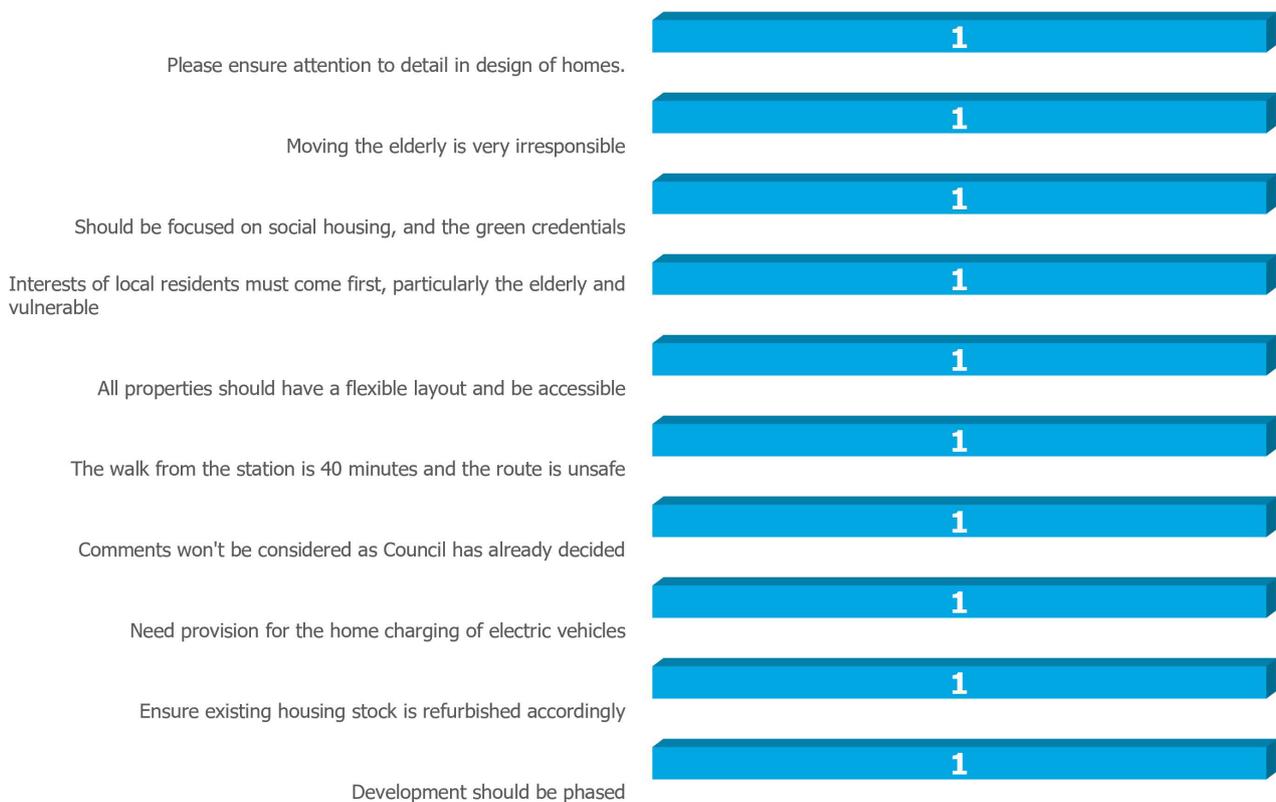


Q10. Do you have any other comments or suggestions that you haven't already raised?

Of the 59 respondents, 22 provided additional comments and/or suggestions under this question.

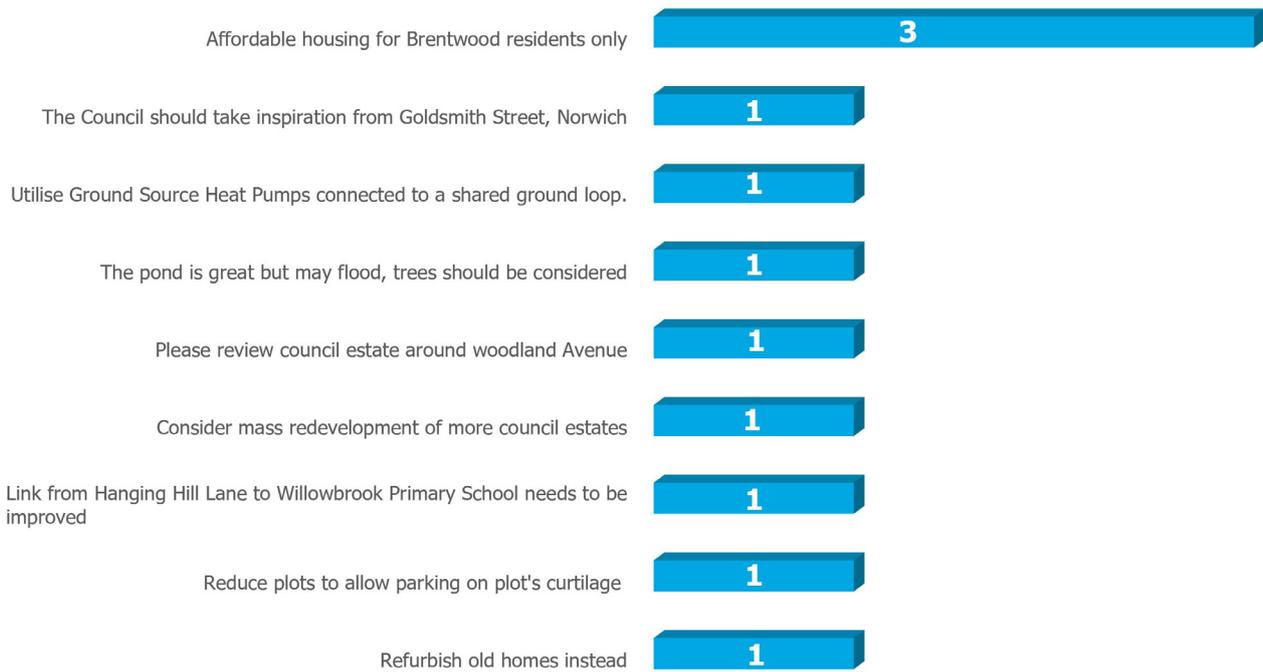
Ten comments were offered:

Sample Size: 35
Made up of 10 comments



Eleven suggestions were offered:

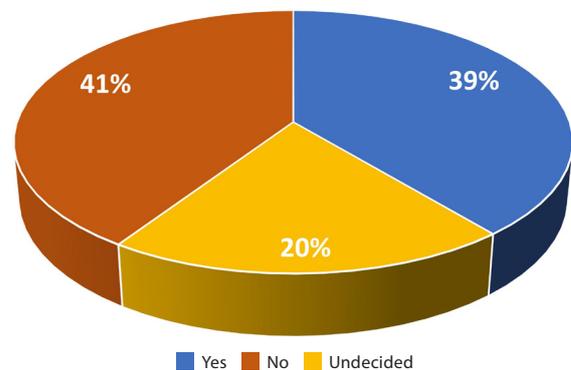
Sample Size: 35
Made up of 11 Suggestions



Q11. Having seen our emerging scheme, in principle, would you support our planning application?

On the basis of comments collected through the feedback forms, 39% of respondents stated that they would support the application. 41% considered that they would not support the proposals, with 20% being undecided at that stage.

Sample Size: 59



5.4 — Questions raised during the consultation period

Questions	Response
What will happen to the residents who own their properties?	<p>The Council will discuss individual circumstances with each homeowner. If the development goes ahead, there will be a need for homeowners to vacate their property. The Council will aim to buy property by agreement and may also support those affected with moving and other costs such as legal fees. The final offer on this will form part of what's called a 'Landlord offer'. You will receive this early in 2021 as part of your individual discussions.</p> <p>The Council will treat all homeowners equally and draw a conclusion through this consultation on how an offer might be calculated.</p> <p>The Council also has powers of compulsory purchase as a last resort, where agreement cannot be reached with individuals.</p>
Why are you not holding face to face meetings with residents?	<p>There are restrictions due to COVID on the number of people that can meet at once. Also, there are some older and vulnerable residents where any face to face meeting could cause unnecessary risk at the moment.</p>
Will there be any disabled parking spaces?	<p>Yes. Three disabled parking spaces will be provided along the south western corner of the site, to service the three wheelchair accessible flats that are proposed.</p>
Have garage owners been consulted by the Council alerting them to the potential loss of these facilities? And what notice period will we have?	<p>Those renting garages will be contacted as part of this consultation. Generally, subject to the lease agreements, notice periods on garages generally range from 1-2 months. Each agreement will be dealt with on the terms that they were let on.</p>
When will construction start?	<p>If the plans are approved by the planning committee then preparation for construction will begin immediately. The construction will not begin until all residents have a plan for their individual move. It is expected that construction will start within 12-18 months of any planning permission being granted.</p>
What will be the impact of construction?	<p>Different areas of the site will be closed off during the construction period, although it is unlikely that the whole area will be closed off at once. There will be noise and some dust as well as vehicle movements consistent with any construction. All this will be kept to a minimum and working hours, for example, will be tightly controlled.</p> <p>Some footpaths might be closed temporarily and access onto and through the area might be changed for a period of time.</p>

Questions	Response
How long will construction take?	We expect the site to be fully built within 2-3 years of construction starting.
Where will the existing residents be moved to?	<p>It will be possible for some Council tenants to stay in their existing homes until their new homes is ready. We are aiming for older and more vulnerable residents to be able to do this as a priority where possible. Some residents will need to move from the site during construction, and the Council's housing team will work with individual households to find suitable temporary accommodation elsewhere in Council homes in the Borough. All Council tenants will have a right to return to a new home on the site once completed if they would like to.</p> <p>Homeowners will move from the site once arrangements to buy their homes are completed. There will be some houses for sale on the site at the end of the construction and the Council will discuss the possibility of homeowners being able to return should they wish.</p>
Will I be entitled to compensation as a tenant if I'm forced to move?	<p>Yes. The law requires the Council to pay compensation to any person that has a secure, and some other specific tenancies, and has lived in their home for more than 12 months at the point at which they are forced to leave their home. The amount you will receive is currently £6,500 and you may spend this as you wish. You may also be entitled to financial support to pay for reasonable moving costs.</p> <p>The final offer on this and your right to return will form part of what's called a 'Landlord offer'. You will receive this early in 2021.</p>
How do you intend to tackle anti-social behaviour (ASB) in the area?	<p>We are aware of the reports of ASB and the scheme is designed to reduce the potential for ASB. The Council's Housing Management Team is also working to reduce ASB in the surrounding area.</p> <p>The scheme design will be reviewed by the Essex Police as a Statutory Consultee, with whom we are required to consult. The Design Out Crime officers will assess the proposed scheme and provide feedback on any improvements that could be made in order to make the development as secure and resilient to antisocial behaviour as possible.</p> <p>We can only comment in terms of how the design of the scheme has approached this. The scheme has considered 'passive surveillance' and 'positive overlooking'. What this means is that we have designed the scheme so that it allows for many residents to clearly view shared areas, which is widely accepted as a way of preventing areas where antisocial behaviour could take place.</p>

Questions	Response
<p>What does net Zero Carbon ‘in use’ actually mean?</p>	<p>Zero Carbon ‘in use’ refers to operational carbon; this is the carbon emissions generated during the building’s lifetime relating to its use and principally arising from the building’s energy demand. To achieve zero net emissions, we therefore need to be able to offset our actual energy use with energy derived from renewable energy sources.</p> <p>The homes will become so well performing that the energy required to heat, and maintain the heat, is expected to considerably reduce. On similar projects annual heating bills have reduced to roughly £40 per annum.</p>
<p>What does affordable housing mean?</p>	<p>Affordable housing is made up of social rented, affordable rented and intermediate housing (homes for part sale and part rent), provided to eligible households whose needs are not met by the market. Eligibility is determined by local incomes and local house prices.</p> <p>Affordable housing should include provisions for properties to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.</p> <p>Our proposal is anticipated to provide 37 socially rented, 6 shared ownership and 18 open market homes, which equates to a 70% affordable homes contribution.</p>
<p>Why have I been served with an initial demolition notice on my home before we have completed consultation on the plans?</p>	<p>As a tenant you may have the Right to Buy your home. Some people around Brookfield Close and Courage Court have already completed this and now own their home. If the Council is to consider the regeneration of the area in the future, then it is required by the Housing Act to inform you of this before it can restrict further Council house sales. It needs to do this since selling more homes might make the process of regeneration more complicated but also makes the circumstances clear to those who might want to make an application to purchase. The Council does this by serving an Initial Demolition Notice. This does not automatically mean that your home is going to be demolished, just that the Council has plans, which subject to consultation and planning, might lead to demolition in the future.</p>

Questions	Response
I am a tenant of the Council. If I have to move out of my home, can I move back to Brookfield Close after the new homes are built?	The Council is committed to helping you return to Brookfield Close, if you'd like to, after the new homes are built. This is called 'right to return' and we will have individual discussions early in 2021 with all tenants about their own circumstances and how we can help you return to Brookfield Close if you have to move away for a while. The final offer on your 'right to return' will be made as part of the Council's 'Landlord Offer', which it will publish in spring 2021 after discussions have been completed with you.
I am a tenant. How many times will I have to move?	We will try and minimise the number of times you have to move. If you are one of our sheltered housing tenants, we are looking at ways in which your new home can be built before you move out of your current home so that you can move in directly. For other residents, we will try as far as we can to keep moves to a minimum of 2. The final commitment to number of moves will be made as part of the Council's 'Landlord Offer' which it will publish in spring next year after discussions have been completed with you.
I am a tenant. Can I move to another house the Council owns away from Brookfield Close if I want to?	The Council owns many homes but when they will become empty is often hard to predict. If you are happy to move from Brookfield Close, we can discuss this with you individually and look with you at what is available as the regeneration starts to happen. The final approach to this will be made as part of the Council's 'Landlord Offer' which it will publish in spring 2021 after discussions have been completed with you.
Will my rent change if I move to a new home?	If you move to a new home with the same number of bedrooms, your rent will be the same as it would have been for your old home. The Council increases your rent each year by a small amount which is set by the Government. The usual rent increases will apply during the regeneration. The final offer and commitment on rent will be made as part of the Council's 'Landlord Offer' which it will publish in spring 2021 after discussions have been completed with you.
I am a homeowner. If the Council buys my current home can I move back to Brookfield Close after the new homes are built?	There will be a number of new homes for sale in the area after the regeneration. If you want to buy one of these homes then we can speak to you about the opportunity for that when we have our individual conversation with you. The final approach to things such as valuation of your home and how the Council might buy it will be made as part of the Council's 'Landlord Offer' which it will publish in spring 2021 after discussions have been completed with you.

6.0 — Responding to feedback

Throughout the consultation process, the Applicant has listened to feedback from stakeholders and local residents, and where possible has made changes to the emerging scheme design to address concerns raised. The following table is a response to those concerns. Where it has been possible to make changes in order to address stakeholder and residents’ concerns, this is explained below.

Concerns	Response
Inappropriate design and materials are proposed	The illustrative images of the scheme presented at the consultation are the Applicant’s initial ideas on what could be achieved. In terms of the materials, we are open to ideas, within certain limits which are defined by the design and budget limitations. In terms of the maintenance, the Council will be responsible for this, albeit that the overall maintenance life cycle is being considered as part of the overall design ethos.
Effective traffic management solutions are needed	We are assessing the wider area to identify areas for improvement. As the scheme progresses, we are actively consulting with the technical teams to understand how the redevelopment will impact the wider area. Each of the areas which affect traffic and flow will be analysed in order to understand where improvements need to be made. Our overarching objective is to consider the need of pedestrians and cyclists first and to remove some of the existing issues generated by peak traffic flow causing congestion.
Object to the removal of existing green spaces	The development of Brookfield Close to a greater density is a necessary and positive solution to otherwise underutilised space. The emerging design is seeking to enhance the existing spaces and provide purposeful green spaces for mutual enjoyment, but reducing the likelihood of antisocial behaviour.
Insufficient parking is proposed	<p>To determine the amount of parking we have considered many influences for example, the current informal use of parking spaces and all existing formally provided parking. We also have to consider wider objectives such as the national and local sustainability agendas to provide less need to travel by private vehicle. The site is in a location where availability of public transport is high, together with the general sustainable location with most core services being within a walkable distance.</p> <p>We acknowledge that parking spaces for private vehicles is required, however it is not felt that full compliance with the Parking Standards is required or appropriate given the sustainability agenda of the development.</p> <p>We are reflecting on the most appropriate way to incorporate and distribute the parking throughout the development to both be usable and safe, but not overly dominant.</p>

Concerns	Response
Homes are not genuinely affordable	<p>At this stage we are proposing 18 open market homes, 6 shared equity homes and 38 social rent homes, ensuring that all existing residents can return if they wish to. We are also providing 'tenure blind' development, which means that the social and private home will visually appear the same.</p> <p>In order to carry out regeneration it is necessary to build some open market sale and open market affordable homes, in order to fund the redevelopment. There is also an additional cost to provide a fully zero carbon (in use) development, owing to the requirement for a much higher quality material and build specification together with photo-voltaic panels and heat pumps. However, when these homes are occupied the bills for energy will be significantly lower and therefore there will be a huge benefit to the tenants or homeowners who will experience these savings each month, together with other associated social and health benefits.</p>
No new infrastructure is proposed	<p>When a planning application is submitted the Council will consider what implications it might have on the local infrastructure. The Council produces an Infrastructure Development Plan. If there is an identified need for new infrastructure, applications will provide an appropriate level of contribution to the delivery of the infrastructure through agreements with the Council. Any infrastructure needs arising from the proposed development will be secured as appropriate through negotiation and planning conditions.</p>
Need to ensure high quality refurbishment and redevelopment	<p>The focus of this scheme is to deliver the highest quality homes possible within the budget that the Council has. The construction materials used will be of the highest quality, to ensure the comfort of those who live there. The aim is to provide attractive homes, which are built to a high standard in terms of construction and environmental credentials. However, when these homes are occupied the bills for energy will be significantly lower and therefore there will be a huge benefit to the tenants or homeowners who will experience these savings each month.</p>
Improvements to access routes and associated safety are needed	<p>The team is reviewing associated works with the access to both ease current issues but also provide a betterment for the future. One of the core project objectives is to ensure that transition across Brookfield Close is safe and inclusive for everyone.</p>
Net carbon zero will not be achieved	<p>The aspiration for the site is for all buildings to be upgraded to the highest standard and to achieve zero carbon in operation. While there is carbon generated during the construction of new homes, by far the largest contributor of carbon emissions in buildings is during everyday operation. This is mostly from the energy used in heating homes. In order to achieve homes that generate zero carbon in use, we have needed to change parts of the current layout to ensure that the new buildings are orientated to the south, as this allows for shading and prevents overheating in the summer. The proposals therefore futureproof Brookfield Close to be responsive to possible future climate change. We do not currently have detailed figures on the carbon payback and carbon balances but we can share these once they are available.</p>

Concerns	Response
<p>Relocation plans for existing residents, in particular elderly residents need to be clearly explained</p>	<p>We will have individual discussions with each of the displaced residents. During these discussions we will establish individual circumstances and determine any current and future needs and will extensively explain the process for temporarily moving out, before a permanent home is ready.</p> <p>We understand that there are many elderly residents at Brookfield Close and that these residents may feel very anxious by having to move. The Applicant will spend as much time as is needed with these residents, ensuring that it communicates also with relatives and/or carers where necessary, in order to make the best decision for that particular individual.</p>
<p>Online consultation has excluded the elderly</p>	<p>A telephone number 0207 466 6837 was provided for all queries regarding the consultation and wider project. It was advertised in all printed material, as well as also featuring in online communication. This was staffed and managed by the Applicant’s community engagement consultant team and was particularly important to enable people who do not have access to the internet to be able to find out more about the scheme and have an equivalent opportunity to provide their own comments and opinions.</p>
<p>How will fair decision making by the Council operate, in its role as both Applicant and Local Planning Authority?</p>	<p>Brentwood Council has the statutory role of local planning authority. This role includes preparing Local Plans, determining planning applications and carrying out enforcement against unauthorised development. In determining planning applications, the Planning and Compulsory Purchase Act 2004 carried forward the provisions of the Town and Country Planning Act 1990, giving statutory force to a planning led system of development control. Under Section 38 of the 2004 Act, the determination of planning applications by Local Planning Authorities must be in accordance with the approved Development Plan for the area, unless material considerations indicate otherwise. Land ownership itself is not a consideration that the local planning authority can take into account when determining any application. Therefore there can be no conflict between the role as applicant and that of decision maker.</p> <p>The Design Team still has to comply with all planning requirements, including the validation requirements for planning applications. To date, the design has undergone two pre-application reviews, the Essex Quality Design Panel together with the general planning process.</p> <p>The Applicant and Local Planning Authority will undertake their duties as if it were another applicant.</p>

7.0 — Ongoing engagement with residents of Brookfield Close and Courage Court

Following the formal consultation activities which concluded at the end of November 2020, the Applicants dedicated Community Engagement team have and will continue to engage and communicate with the residents of Brookfield Close and Courage Court throughout the planning process and into the development stage.

7.1 — Methods and tools of engagement

ONE TO ONE MEETINGS WITH RESIDENTS (FEBRUARY TO MARCH 2021)

One to one meetings have been conducted with every household, except one household who have yet to respond to the request to have a meeting with members of the Applicants project team.

During these meetings a detailed survey was completed to record all contact details, next of kin (if applicable) etc; and to record and understand each households needs and requirements. Special attention has been given to existing sheltered housing residents including carrying out a detailed assessment of their current and future needs.

A copy of the questionnaire can be found in [Appendix 6](#).

RESIDENTS PROJECT DATABASE

A detailed and secure database was developed to record all household details, preferred contact method, a record of communications issued and a detailed summary of all interactions with residents and other family members.

The database acts as a master document to ensure continuity of calls and a clear record for members of the engagement team to individually communicate with residents and be fully aware of each residents needs and requirements.

		Communications issued:	Date	How	Residents Survey	Residents response:
Name:		1	Demolition Letter	By Post	How long have you lived in your home?	
Address:		2	Consultation leaflet	01/11/2020 By Post	Number living in home	
Post Code:		3	Community Newsletter	31/12/2020 By Post	Vulnerability/ill health that is declared	
Contact No:		4	Letter - delay in application	08/03/2021 By hand	How many school aged children?	
Email Address:		5			Tenure ?	
Preferred contact method:		6			Are you on the Council's waiting for a transfer home?	
Alternative Contact (if required):		7			Who is your landlord?	
Name:		8			How quickly would you like to move from Brookfield Close/Courage Court	
Address:		9			Do you intend to move back after the development is complete?	
Post Code:		10			How best would you like the Council to discuss buying your home?	
Telephone/mobile:		11			Are you happy to open a conversation in the next month to start that process?	
Email:		12			How do you think the Council can support you to move quickly?	
Notes:		13			How would you like to see an agreement reached on value?	
EXAMPLE ONLY: Daughter lives in Basingstoke and important that she is informed on everything - wants regular calls		14			What other help or support will you need to move home?	
		15			How would you like us to keep in contact?	
		16			Other comments from survey:	
		17				
		18				
		19				
		20				
		21			Surveyed By: Ian Winslet & Paulette McAllister	
		22			Date: XXXXX 2021	
		23			Time: XXXX	
Contact and communications						
Date	Method	Notes				

TELEPHONE, EMAIL AND POST

The engagement team regularly call residents, particularly the elderly residents, who have requested they are kept up to date by telephone. These vary from weekly, bi-weekly or monthly. These calls have proved invaluable during the pandemic and have been a source of comfort to many more vulnerable residents.

Regular emails and in some instances letters sent via post have been issued to residents who prefer this form of communication.

“Thank you for visiting (doorstep visit), it is so nice to see someone’s face as it is hard to remember everything you want to say over the phone.”

“Thank you for checking in, I won’t listen to rumours and will wait until we are told anything by the Council.”

“I appreciate you calling, it is nice to hear someone’s voice. Although it is difficult being in the unknown I understand we have to wait.”

WEBSITE

The dedicated website is continuously updated with any new information, with care taken to update the FAQ’s with residents new questions. This remains and will continue to be a key source of information for the residents of Brookfield Close and Courage Court and the wider community.

DEDICATED MEMBER OF APPLICANTS STAFF

The Applicant has a dedicated member of staff supporting the residents of Brookfield Close and Courage Court with the support of the Barton Willmore Engagement Team. All residents have a direct telephone line and email address should they have any concerns or questions.

“Good of you to check in, will call if we think of any concerns or hear anything we are unsure about.”

8.0 — Conclusion

The Applicant has undertaken a programme of consultation and engagement with local residents, representatives and stakeholders on the proposals to redevelop Brookfield Close in Hutton. The Applicant's engagement process, under the Government's COVID-19 restrictions, has actively enabled local residents and stakeholders to comment on the proposed scheme prior to submission of the planning application.

The Applicant is confident that its consultation process to date has reflected guidance set out within the NPPF and the Council's SCI, whilst adhering to COVID-19 Government guidelines and restrictions prohibiting public gatherings and encouraging the planning system to continue through these unprecedented times.

In summary, the Applicant's pre-application engagement strategy for the proposed residential scheme has focused on:

- The identification of, and engagement with, key local stakeholders
- An extensive notification by post of the public exhibition webinars covering all households and businesses within the consultation boundary, providing further details of the exhibition via the dedicated community engagement website page and various online and press advertisements, including Brentwood Borough Council's social media pages.
- Providing all reasonable opportunities for the local community to comment on the proposed scheme online, via email and by telephone
- The appropriate timing for the engagement webinars i.e. daytime and evening periods
- Ensuring key members of the project team were on hand during the public exhibition live webinars to respond effectively to any detailed and technical questions that were raised

- Maintaining a positive and ongoing dialogue with local stakeholders, responding to requests for further meetings - via MTeams or Zoom - and information where possible
- Undertaking a thorough review and analysis of all feedback received

As part of the collaborative approach to planning, the Applicant and its project team have listened to all the feedback received. The Applicant's submission has been informed by the pre-application process and this SCI provides responses, where appropriate and possible, to all feedback received to address any concerns expressed and include any suggestions and comments.

Overall, the consultation responses generated a range of issues and questions for the project team to consider. It was clear that the protection of existing residents, and providing them with a clear pathway to their next accommodation arrangements was very important to a large number of people. The Applicant's team has sought to give every reassurance and explanation to residents in these circumstances.

The planning application that has been submitted to Brentwood Borough Council has sought to address the concerns raised by the local community and stakeholders.

The Applicant is keen to ensure an ongoing dialogue with local Councillors, residents and stakeholders as the application is taken through the planning process and as such, will keep all communication channels open and interested parties updated in the future.

9.0 — Appendix

Appendix 1 — Story Boards



Small Sites Affordable
Homes Programme

Brookfield Close,
Hutton

**PUBLIC EXHIBITION
12TH AND 13TH
NOVEMBER 2020**



WELCOME



Thank you for taking the time to join our webinar.

We had hoped to hold face-to-face events in November however the COVID-19 situation has not improved enough to allow this and unfortunately Essex has now been placed in Tier 2 a high-risk area. On this basis, and in line with Government guidelines, the consultation is being held online.

This online exhibition gives you the chance to view and comment on our emerging proposals with our project team talking you through our plans for the redevelopment of Brookfield Close.

We will be answering as many questions as we can today, but if we don't manage to answer all of them please email your questions to:

brookfieldclosehutton@bartonwillmore.co.uk

Please do take the time to complete our feedback form which can be found on our website, we have also uploaded the materials – with audio coverage - we have shared with you today.

www.brookfieldclosehutton.co.uk

All your comments and suggestions will be taken into consideration as we progress towards submitting our planning application at the end of December 2020.

INTRODUCTION



The Small Sites Affordable Homes Programme has been initiated by Brentwood Council to better utilise the Council's land and assets whilst delivering genuinely affordable homes for local residents on brownfield sites over a 7 year period with phase 1 aimed at achieving at least 100 new homes.

The Council's Corporate Strategy 'Brentwood 2025' commits to Introducing "innovative carbon reduction and absorption schemes", "identify opportunities for low emission and green developments". This potential Brookfield Close project aims at delivering carbon zero 'in use' homes once occupied to support this strategy and support resident to access the most energy efficient homes possible.

The programme has so far assessed and scored 19 sites for the delivery of new council homes and have commissioned further capacity studies on 9 sites.

Brookfield Close has been identified as the first potential development site to deliver much needed new housing in the Borough which will contribute towards their 350 dwelling per annum target, including the provision for affordable homes and more sustainable living to promote greater health and wellbeing of communities and residents alike.

"This is a very exciting time for the Council as we will be building homes for people that desperately need council housing."

Cllr Maria Pearson, Chair of the Environment, Enforcement & Housing Committee



PROJECT TEAM



BRENTWOOD BOROUGH COUNCIL

Project Sponsor – Steve Summers, Chief Operating Officer
 Lead Director - Tracey Lilley, Director, Housing and Enforcement
 Project Lead – Paulette McAllister
 Housing Project Officer – Angela Abbott
 Consultant Advisor, Ian Winslet, ARK Consultancy



CONSULTANTS

Richard Gawthorpe - Group Business Development, NPS Group
 Daniel Hughes - Construction Consultant, Hamson Barron Smith
 Anthony Polansky, Architect , Hamson Barron Smith
 Kate Greatrix - Stakeholder & Community Engagement, Barton Willmore
 Amy Clarke - Stakeholder & Community Engagement, Barton Willmore
 Richard Smith - Planning Consultant, NPS Group
 Bevin Carey & Caroline Brooks, Transport Consultants, Aecom
 Chie Komai Landscape Consultant, Hamson Barron Smith



WHAT DOES AFFORDABLE HOUSING MEAN?



The Government's definition as stated in the revised National Planning Policy Framework, often referred to as the 'NPPF' is:

'housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers).'

There are 3 elements to affordable housing:

- Social rented
- Affordable rent
- Shared ownership

Our proposal is anticipated to provide 37 socially rented, 6 shared ownership and 18 open market homes, which equates to a 70% affordable homes contribution.

What does social rent mean?

Social rented homes are owned by local authorities and/or private registered providers. The rent is set in accordance with the Government's rent policy.

What does shared ownership mean?

Shared ownership offers people the chance to purchase a share of a property, while paying a subsidised rent on the remainder.

What does affordable rent mean?

Affordable rented homes must be no more than 80% of the local market rent (including service charges, where applicable).



THE SITE



The site is located off Brookfield Close and is bounded by Hanging Hill Lane and Hutton Drive.

Shenfield train station is only a mile away (approx. 20-minute walk), which sits on the London Liverpool Street to Norwich mainline and provides easy and fast commuting opportunities to the City of London and north into Essex, Suffolk and Norfolk.

The nearest bus stop (400m from the site) operates on route 81, providing direct access to the key retail and employment centres. The nearest shops are located on Hutton Drive to the south of the site and Rayleigh Road to the north both within a very short walk or cycle of the development.

The nearest GP is (Mount Avenue) approximately a 20-minute walk, with Willowbrook Primary school sitting to the north east of the site, on Rosen Crescent.

The site (highlighted in the red shaded area) under consideration for improvement and regeneration, incorporates:

- 47 existing homes (tenanted and privately owned) of which 13 sheltered bedsits are derelict and boarded;
- 44 garages of varying usage and;
- A community office which is also boarded and out of use.



Aerial view of local area



Aerial view of proposed development site



Empty bungalows on Brookfield Close

EMERGING MASTERPLAN

EMERGING MASTERPLAN



- 61 new net carbon zero 'in use' homes comprising of 28 x 2,3 and 4 bed houses, including detached, semi-detached, terraces and 33 x 1 and 2 bed apartments.
- At least 43 homes will be affordable (approx. 37 homes will be social rent with approx. 6 shared ownership).
- 3 of the affordable homes will be built to wheelchair user homes standards.
- 12 of the proposed 1-bedroom flats will be targeted at existing older residents on the site.
- Formal play area and outdoor gym.
- Approximately 80 formal parking spaces incorporating about:
 - » 61 private parking spaces
 - » 9 visitor spaces
 - » At least 4 disabled spaces
- 69 covered & secured cycle storage for all residents.
- Communal gardens likely to include allotments.
- Improved access connecting Hanging Hill Lane with Rosen Crescent and Willowbrook Primary school.
- Designed with pedestrians as a priority over cars.
- Retaining and renovating Courage Court.



EMERGING MASTERPLAN – ACCOMMODATION SCHEDULE



Block H
4 x 4 bed houses (2 storey)

Block G
2 x 2 bed houses (2 storey)

Block I
Refurbishment of the existing Courage Court, providing up to 24 x 1 bed flats.



Block A
4 x 2 bed houses
2 storey and garden facing

Block B
12 x 2 bed Apartments
3 storey and garden facing

Block C
6 x 2 bed houses (2 storey)
and 6 x 1 bed flats (3 storey)

Block D
3 x 4 bed houses (2 storey)

Block E & F
3 x 3 bed houses (2 storey)

EMERGING MASTERPLAN – ILLUSTRATIVE DESIGNS OF HOMES



In arriving at the proposed masterplan and anticipated visual intent, the below images give an impression of the types of buildings and design precedent being used.



EMERGING MASTERPLAN – ILLUSTRATIVE SITE PLAN



EMERGING MASTERPLAN – ILLUSTRATIVE DESIGN AND ELEVATIONS



EMERGING MASTERPLAN – ILLUSTRATIVE DESIGN AND ELEVATIONS



Illustrative view of Courage Court

LANDSCAPE AND PUBLIC OPEN SPACE - COMMUNITY




Communal Gardens and Open Living



Communal Play



Outside Space



Brookfield Close is proposed to include attractive external areas, which by their nature prompt residents to spend greater time outside, collectively and communally managing the space.

- Community Gardens; gardens maintained and influenced by the community, to be enjoyed by all.
- Communal play, including a small park and games.
- Providing clustered seating to encourage greater social interactions and spaces.



Communal Gardens and Open Living

LANDSCAPING AND HABITAT




Allotments



Wildflower and marginal planting



Swales to manage water runoff



As well as the immediate residents, Brookfield Close is the thoroughfare for many people. We want Brookfield Close to provide those living in, visiting or passing through to be greeted with a calm and welcoming community environment. To enhance the experience, but also create a natural habitat, the following shall be explored:

- Community Allotments, to serve as both educational but also allowing sustainable growth.
- Communal play, including a small park and games.
- A 'home zone' which looks to provide a street area that prioritises the needs of pedestrians, cyclists, children and residents. Encouraging play, community and social integration.

SUSTAINABLE FEATURES



Lagoons, rainwater harvesting and drainage water features

Key to the ethos and ambition of Brookfield Close is the Zero Carbon and sustainable agenda. This doesn't just relate to the new homes we are providing, but the landscaping too. Within the emerging landscaping design, we are looking to include the following:

- Rainwater harvesting. Collecting clean rainwater for use within the communal and private gardens together with allotments.
- Sustainable Urban Design drainage. Where possible we will use ponds, lagoons or soakaways below the ground to control the flow of water back to the earth rather than connect to existing sewage systems.

ACCESS, TRANSPORT AND PARKING



In keeping with the sustainable ethos of the emerging design, the target of Zero Carbon and responding to the larger Climate Emergency, we are looking to provide harmony between the number of parking spaces being provided but also encouraging the use of more sustainable modes of transport, noting its connectivity to the wider public transport service.

Brookfield Close currently only has four formal on street disabled parking spaces. However it is recognised that there are additional informal spaces on the estate e.g. on driveways and the kerbs.

The redevelopment of Brookfield Close could provide approximately 80 parking spaces incorporating about:

- 61 private parking spaces
- 9 visitor spaces
- At least 4 disabled spaces

Some of these spaces will have access to a car charging station.

There will also be approximately 69 secure cycle storage spaces for residents and visitors.

Access will remain off Hutton Drive and Brookfield Close. The existing access from Brookfield Close to the garage block will be utilised for new housing in the centre of the development and the proposed housing to the north will be served off the existing access road off Brookfield Close leading to Hanging Hill Lane.

It is not considered that the proposed development will significantly increase traffic movements to the area given its previous residential use and any additional traffic movements could be accommodated within the local highway network.



EMERGING MASTERPLAN – ZERO CARBON ‘IN USE’



Our key strategy on this project is to reduce operational energy demand to as low a level as possible, through adopting a fabric first approach, akin to that of Passivhaus*. Having a building with a low energy demand means that we can much more easily generate the same level of energy to provide heat as required.

Zero Carbon (in use) refers to operational carbon; this is the carbon emissions generated during the building’s lifetime relating to its use and principally arising from the building’s energy demand. To achieve zero net emissions, we therefore need to be able to offset our actual energy use with energy derived from renewable energy sources.

The homes will become so well performing that the energy required to heat, and maintain the heat, is expected to considerably reduce.

Other benefits of a fabric first and Zero Carbon approach include:

- A home that is free from draughts and cold spots
- Air that is fresh, clean and filtered
- A home that will have a maintained and controlled environment
- A home that demands such a small energy demand, that the same level of energy will be generated by onsite renewables, such as Photo Voltaic Panels
- A home that strongly responds to the climate emergency by providing conscientious living in a sustainable way



* Passive House (Passivhaus (German) is a voluntary standard for energy efficiency in a building, which reduces the building’s ecological footprint. It results in ultra-low energy buildings that require little energy for space heating or cooling

BENEFITS



- ✓ 61 new 1,2,3 and 4 bed homes.
- ✓ 43 much needed affordable homes for local people - helping to reduce the number of families on the housing waiting list and in temporary accommodation.
- ✓ 3 of the affordable homes will be built to wheelchair user homes standards.
- ✓ Net zero carbon ‘in-use’ homes.
- ✓ New play area with outdoor gym and rest area.
- ✓ Promotes pedestrian movement over that of cars by introducing a home zone into the heart of the scheme to slow the speed of movement and provide a safer route to and from Willowbrook Primary School.
- ✓ Improved access connecting Hanging Hill Lane with Rosen Crescent and Willowbrook Primary school.
- ✓ Secure cycle storage for residents and visitors.
- ✓ Electrical charging points for cars.
- ✓ Layout optimised to maximise passive solar gain in winter and minimise overheating in the summer.
- ✓ All homes will have access to private external spaces – either rear gardens, communal gardens or balconies.
- ✓ Approximately 80 parking spaces, incorporating about:
 - » 61 private parking spaces, 9 visitor spaces, at least 4 disabled spaces
- ✓ 69 covered & secured cycle storage for all residents.
- ✓ Efficient use of a brownfield site relieving pressure on the Green Belt.
- ✓ Communal gardens likely to include allotments.



QUESTIONS AND ANSWERS



HAVE YOUR SAY



Please do take the time to complete our feedback form which can be found on our website, a recording of this webinar will also be available very shortly on our website:

www.brookfieldclosehutton.co.uk



If you have any questions, please email us:
brookfieldclosehutton@bartonwillmore.co.uk

To enable us to consider all your comments, we need to set a deadline for your feedback form to be completed by **Monday 23rd November 2020**.

Over the next couple of weeks, we will analyse and discuss, as a team, all the feedback we receive from the community and we will share with you our final plans and your comments through a community newsletter and via our website, prior to submitting our planning application at the end December 2020 or early January 2021.



Appendix 2 — Consultation leaflet (mailing date 2nd November 2020)



BRENTWOOD
BOROUGH COUNCIL

BROOKFIELD CLOSE PUBLIC CONSULTATION



Brentwood Borough Council is proposing to partially redevelop Brookfield Close to deliver up to 61 new carbon zero 'in use' homes with 70% being affordable housing.

All homes will have their own private external spaces either in the form of rear gardens, communal gardens or balconies.



This information leaflet is intended to give you some brief information on our proposals and offer you various opportunities to tell us what you think.

www.brookfieldclosehutton.co.uk



BRENTWOOD
BOROUGH COUNCIL

As a member of the community, we are keen to understand your views on our emerging proposals.

Unfortunately due to Covid-19 restrictions we are unable to hold any face to face meetings or public exhibition, but we are making every effort to consult with you. We will be holding a series of webinars to share our proposals in greater detail and answer any questions you may have on the following days:

Thursday 12th November 2020
11am to 1pm AND 6pm to 8pm
(presentations will start at 11am and 6pm)

Friday 13th November 2020
From 2pm to 4pm
(presentation will start at 2pm)

Please visit our website to find out more information on the scheme, the webinars and to complete our online feedback form: www.brookfieldclosehutton.co.uk

Alternatively scan the QR code with your smart phone to be directed to the website.

We fully appreciate that not everyone has access to the internet or is comfortable navigating websites and commenting online. We have therefore set up a direct telephone line and an email address for anyone wishing to find out more and leave their comments.



 0207 446 6837

 brookfieldclosehutton@bartonwillmore.co.uk

If you wish to make any comments, please submit them to us by **Monday 23rd November 2020.**

www.brookfieldclosehutton.co.uk

BROOKFIELD CLOSE EMERGING MASTERPLAN



- 61 new net carbon zero 'in use' homes comprising of 28 x 2,3 and 4 bed houses, including detached, semi-detached, terraces and 33 x 1 and 2 bed apartments.
- At least 43 homes will be affordable (approx. 37 homes will be social rent with approx. 6 shared ownership).
- 3 of the affordable homes will be built to wheelchair user homes standards.
- 12 of the proposed 1-bedroom flats will be targeted at existing older residents on the site.
- Formal play area and outdoor gym.
- Approx. 80 formal parking spaces, providing a gain of 24 against the existing 56 spaces.
- 69 covered & secured cycle storage for all residents.
- Communal gardens likely to include allotments.
- Improved access connecting Hanging Hill Lane with Rosen Crescent and Willowbrook Primary school.
- Designed with pedestrians as a priority over cars.
- Retaining and renovating Courage Court.



Appendix 3 — Brentwood Gazette advert



Brentwood Borough Council is proposing to partially redevelop Brookfield Close to deliver up to 61 new carbon zero 'in use' homes with 70% being affordable housing.

Unfortunately due to Covid-19 restrictions we are unable to hold any face to face meetings or public exhibitions, but we are making every effort to consult with you. We will be holding a series of webinars to share our proposals in greater detail and answer any questions you may have on the following days:

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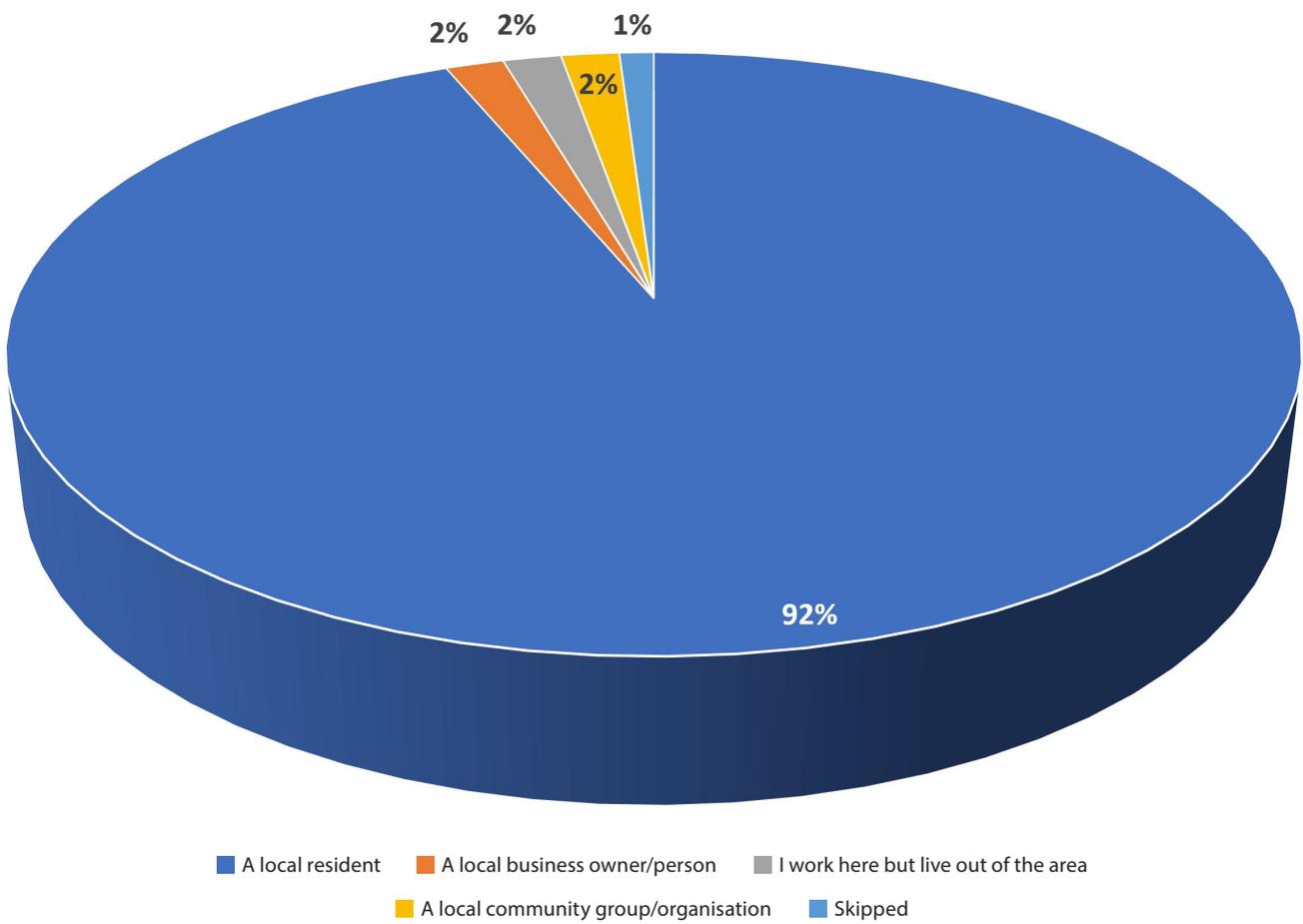
 brookfieldclosehutton@bartonwillmore.co.uk

 0207 446 6837

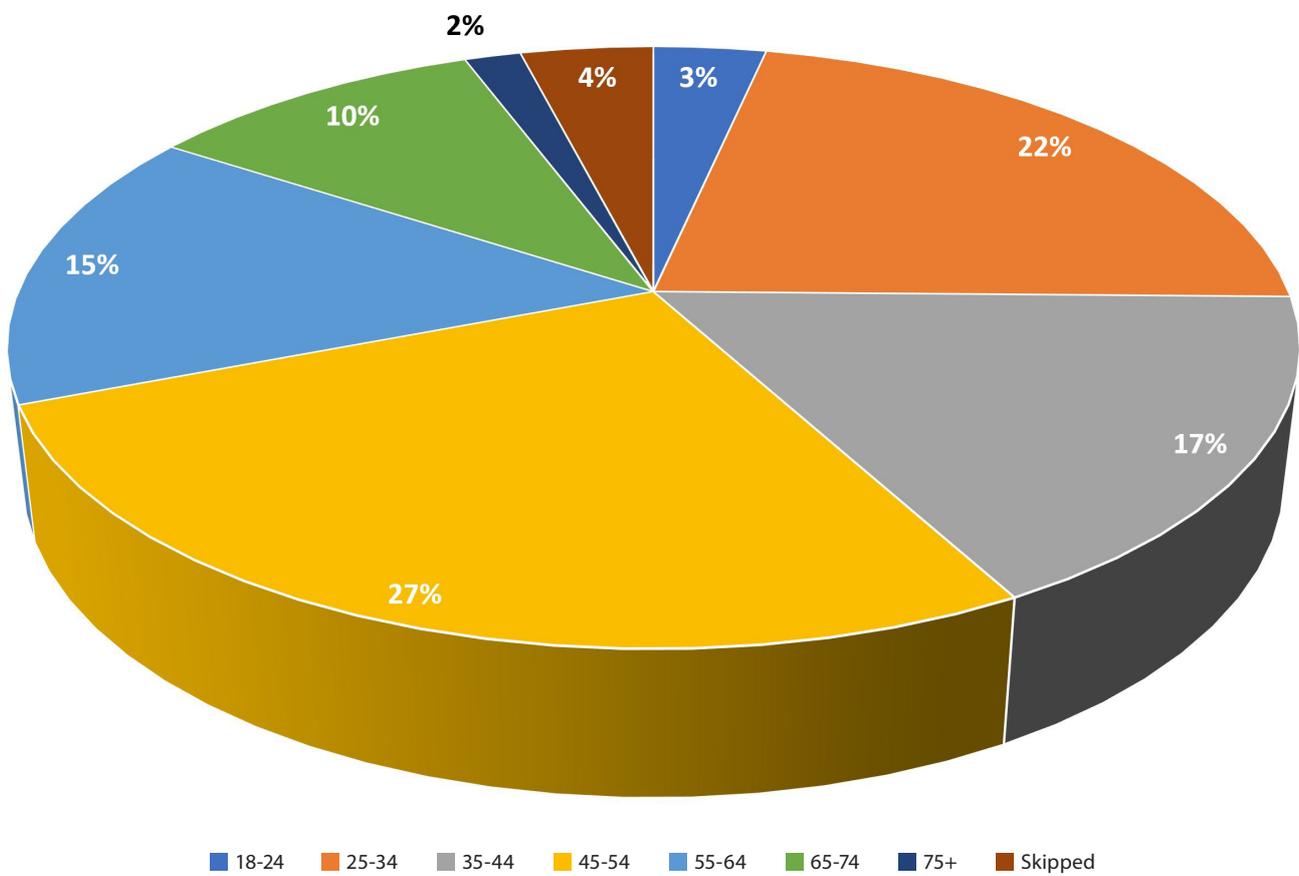
Appendix 4 — Demographics of comments received

Sample size: 59

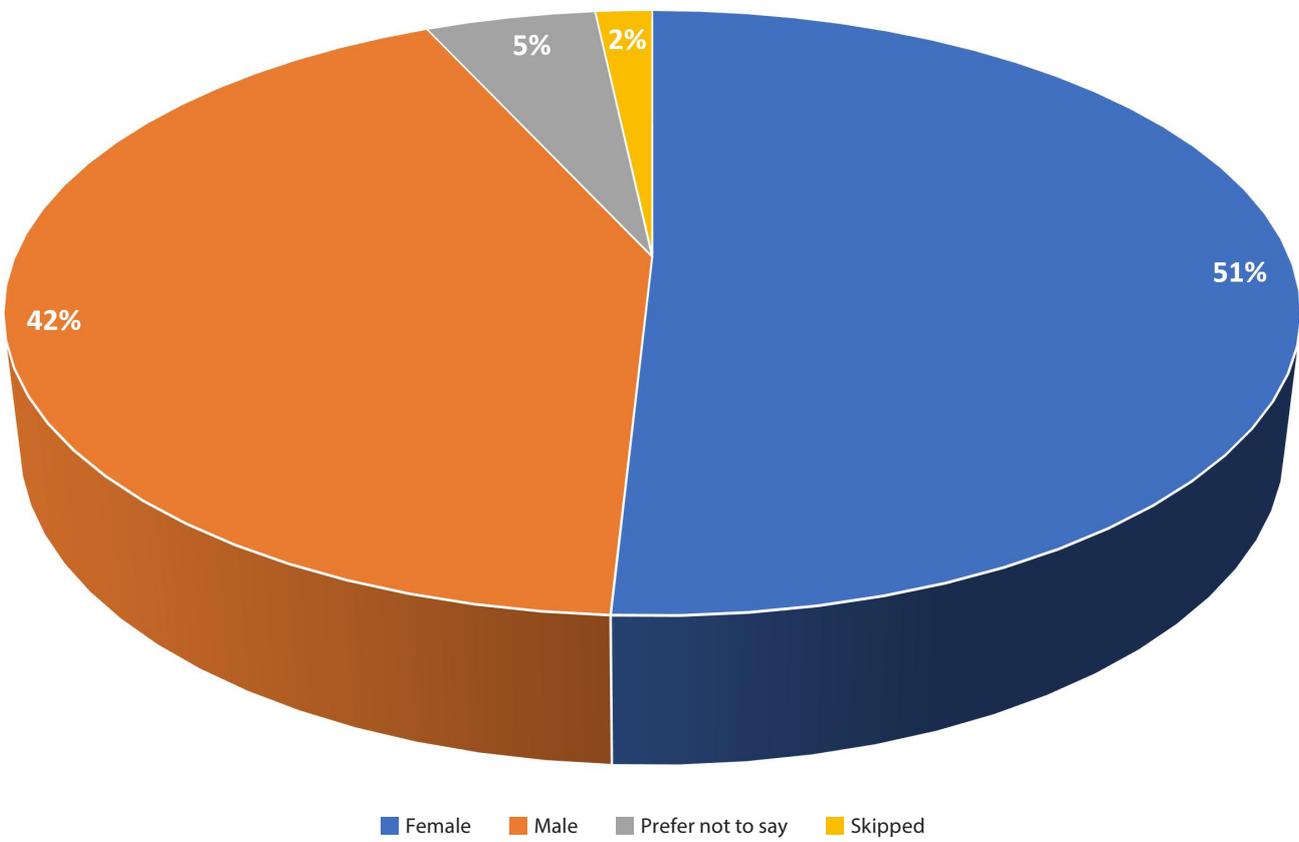
What is your connection to the area?



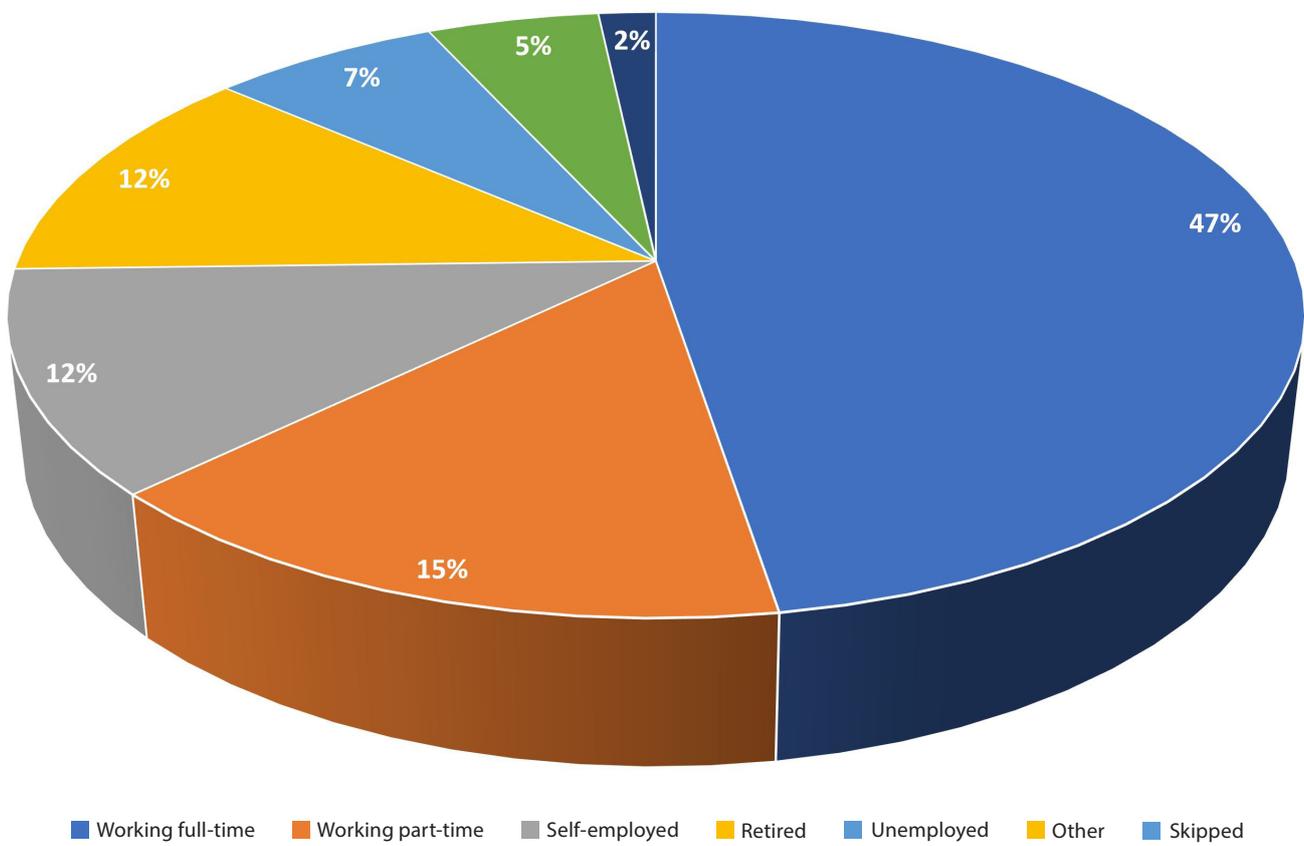
What is your age group?



What is your gender?



What is your employment status?



Appendix 5 — Consolidated list of questions and answers from the consultation process

PRE - CONSTRUCTION QUESTIONS

Questions	Response
When did plans for the redevelopment of Brookfield Close start?	IW: The project team was formed, and work started on the project in July 2020. However, the Council have considered the possibility of redevelopment since around 2019.
Is the scheme that you are presenting just proposed or has it already gone ahead?	<p>PM: The scheme has not been decided yet. The purpose of this engagement is to shape and inform the proposals and we are at the beginning stage. We have been consulting extensively with members of the community and community groups to gain the best understanding of what people would like to see in the proposals. The consultation will be open until the application is submitted, meaning that comments will still be considered up until this point. When we submit a planning application, we will include a Statement of Community Involvement (SCI) which is a report detailing the entire engagement process. Specifically, it sets out the following:</p> <ul style="list-style-type: none"> • The extent of the engagement area covered and an explanation of our approach to engagement • The entirety of meetings held and details of the discussions • Questions, comments or suggestions raised during the consultation • Our detailed responses to questions, comments or suggestions raised • Details of any changes made to the scheme as a result of consultation, or the reasons why we have not made changes
If no plans have been finalised, why have existing residents been given 28 days to empty their garages located at the centre of the site?	<p>IW: The Council have identified that there are generally issues with sites which have garages across the Council area. A theme from Brentwood Council is to redevelop and improve these sites.</p> <p>The garages at Brookfield Close attract anti-social behaviour and are in poor condition. Regardless of whether the regeneration goes ahead these issues need to be dealt with.</p>

Questions	Response
<p>What will the process be for existing residents from now until the new homes are built and ready to be moved back into?</p>	<p>IW: We will have individual discussions with each of the displaced residents. During these discussions we will establish individual circumstances and determine any current and future needs.</p> <p>For Council tenants There will be an option to return to a new property at Brookfield Close and there will also be an option to move to another area if preferred.</p> <p>Owner occupiers will also be individually consulted with to establish particular needs.</p> <p>These conversations will probably begin in January 2021. We hope to have options set out by springtime 2021. Those who have been consulted with will be aware of what the offer might be through the consultations, before final decisions have been made. There is no need for residents do anything, we will ensure that we contact you.</p>
<p>Will this be the last Christmas for existing residents in the current homes at Brookfield Close?</p>	<p>The timeline is not set but this is a possibility, however there is a long process of consultation and approval is required from the Council before a consent is granted and we are legally allowed to start on site.</p>
<p>The proposed timeframe for demolition to begin, provided the project goes ahead, is April 2021 - given the current situation regarding Covid-19, will the project be delayed?</p>	<p>IW: There has been a delay due to COVID-19 but there is an ambition to progress with redevelopment and we will do what we can in light of the circumstances.</p>
<p>Have you considered how the mental health of existing residents and especially vulnerable elderly residents might be affected by having to leave their homes?</p>	<p>IW: At the start of the project, it was key to plan a scheme to support the current residents first and foremost. We have set aside at least 12 homes for the existing residents of the sheltered accommodation. All existing residents are absolutely of most importance and all residents will have the option to remain at Brookfield Close if they wish to.</p>
<p>When will the Council publish an updated Decant Policy?</p>	<p>IW: The Decant Policy and the Local Lettings Plan are currently being reviewed to account for the potential redevelopment at Brookfield Close. Once these have been finalised, they will be available through the Council's website by following: https://www.brentwood.gov.uk/index.php?cid=2987</p>
<p>How many of the proposed homes will be for council tenants and how many will be sold on the open market, or as affordable (or shared ownership) homes?</p>	<p>IW: At this stage we are proposing 12 open market homes, 6 shared ownership (affordable) homes and 43 social homes. We are also providing 'tenure blind' development, which means that the social and private home will visually appear exactly the same.</p>

Questions	Response
Are the open market and affordable homes necessary to make the project viable?	IW: Yes, Regeneration projects are expensive and there is also an additional cost to provide a fully zero carbon (in use) development. This is due to increased costs of the construction materials to produce the quality of housing required. However, when these homes are occupied the bills for energy will be significantly lower and therefore there will be a huge benefit to the tenants or homeowners who will experience these savings each month.
Is Courage Court changing from family occupancy to single occupancy?	KG: One bedroom flats are what we currently propose for Courage Court, however we are keen to hear any suggestions on what the community would prefer to see in this block.
How does the Council have enough temporary accommodation if there are so many people already on the waiting list?	IW: Any temporary moves are based on what is available in Brentwood's housing stock at the time when residents will be required to move. With the Council, we will be putting together a 'Decant Strategy' which will provide clarity of the options available for residents to move to while the redevelopment is taking place. We are currently seeking that Brookfield close residents are prioritised and given as much choice as possible.
If we move back to the new development, will we get to choose what house we have? i.e., the plot specifically?	IW: This is difficult to define at the moment as we do not know the final plot layouts but once this has been determined we can start to plan who and where people might return to. Priority will be given to existing residents before new residents.
Will existing residents be reimbursed for the monies spent on their current homes?	IW: There are other discretionary payments that the Council can make, based on individual cases. There would be discussions through the landlord offer to support people in their new homes, and allow them some discretion on fixtures and fittings for the homes that they move into: for example carpeting costs.
Will there be compensation for residents surrounding the area who will have to live in a building site for up to 2/3 years?	IW: Surrounding residents will not be directly financially compensated, however, the planning conditions and obligations associated with any planning consent will ensure that disturbances due to building activities are mitigated to have as little impact as possible.
Could existing residents be offered a flat for temporary accommodation if they have a house currently?	IW: This will be informed by individual need and what is suitable.
How long will existing residents have to move their belongings from their current homes to the temporary accommodation?	IW: The Councils' Decant Policy and Local Lettings Policy will help to define what the arrangements will be. We are trying to decide to avoid people having to move into temporary accommodation through the phasing of the development construction timetable. Once we know what the development timetable is we will be in a position to inform residents.

Questions	Response
What happens if existing residents refuse to move?	IW: We hope that we can reach agreement through our discussions to give people certainty about their future. The Councils' priority is to work with people to help them in a sensitive way. We would definitely prefer to meet with residents face to face but we will need to look into this at the time.
Will existing residents get a 'like for like' home when returning back to Brookfield close? For example: if an existing resident has a 3 bedroom house will they get a 3 bedroom house upon their return:	IW: Through discussions with residents, we will ensure we understand their needs now and their perceived needs for the future. This means that we can possibly accommodate a larger or smaller property if required.
What happens if an existing resident owns a 2 bed home as a single occupant but have children who may need to return to the family home in the future? Will a 2 bed home be available upon return to Brookfield Close?	IW: This will be discussed individually with each resident. We will take into account multiple factors when allocating new homes.
How many people currently on the Council's waiting list are waiting for a 3 bed home?	IW: As of 8 weeks ago, there are 1,009 people on the homeless waiting list.
Are any of the proposed 3 bedroom houses private?	IW: This will depend on the open market needs at the time and once we have provided adequate accommodation for all of the existing residents.
Will there be any 4 bedroom homes available for social rent by council tenants?	IW: The development of new homes will reflect the need that the housing team are dealing with. Currently requirement for 4 bed properties is not as needed as smaller properties but this will be confirmed in due course.
How can it be justified to potentially move existing tenants to other areas when children are enrolled in local schools and have workplaces which aren't accessible from other areas?	IW: We will talk to individual residents to gain an understanding of what their needs are and we will do our very best to accommodate these. We are not able to define exactly what the arrangements will be as we do not know what will be available at the time.
Will workshop areas be allocated to those who have had existing workshops in their rear gardens?	IW: This will be considered as part of individual discussions with residents.
With regards to the flats opposite Courage Court, would this not be in scope for refurbishment also?	PM: These properties are currently not within the scope of the redevelopment however, the council are looking holistically at all Council owned properties in the borough to assess where there might be scope for redevelopment. This is an ongoing process so there may be future consultations in other areas.

CONSTRUCTION AND DESIGN QUESTIONS

Questions	Response
Which part of the proposed redevelopment would go ahead first? For example top or bottom end of the estate?	DH: At the moment it is too early to define the build out sequence but we intend to minimise the number of moves that residents will need to make. Currently, we anticipate that Courage Court may be refurbished first so as to rehome those people first. This will officially be confirmed when surveys for drainage etc. have taken place.
How will the phasing work? Will people be able to stay in their homes whilst earlier phases are constructed?	DH: One of the main drivers behind phasing is to reduce the impact on existing residents. We need to establish some of the technical requirements before we can set the strategy and confirm if some residents are able to stay in their homes.
Will there be temporary fencing placed along Brookfield Close when houses are being demolished and building works taking place in order to protect houses on the other side of the road from excessive noise and pollution?	DH: Throughout the planning process we will be consulting many statutory consultees including Environmental Health Officers. Throughout the process we will be listening and taking on board their comments as to what would be most be the most appropriate. There are many different approaches which we could take to mitigate the effect of construction for local residents, fencing is one of these approaches but not the only solution.
Why are the row of houses next to Courage Court and the row of houses on Hutton Drive not being demolished with the rest of the development?	IW: The houses referred to are all in private ownership so there is an added complication. When analysing the scheme we have found that we can achieve a really good scheme without having to remove these properties.
Will the houses in Block A be able to overlook the adjacent gardens in Rayleigh road (proposed as 2 storeys but are currently 1 storey bungalows)?	<p>AP: We fully appreciate that this might be a concern for residents of Rayleigh Road and we are doing all we can to ensure that these existing properties are not overlooked. The houses in Block A that are immediately in front of the boundary line will be single aspect, meaning that windows will be on the South elevation. There will only be glazed patio doors at ground level and no windows at first floor level, apart from a maybe a bathroom which will be obscured glass. The houses would be accessed from the South elevation and therefore there will only be private access to the patios at the rear of the new houses.</p> <p>The apartment blocks in block B are 3 storeys but the land height in this area will allow for the roof line of the flats to appear lower. We anticipate that the apartments will also be single aspect to prevent overlooking.</p>
Are the houses from block D overlooking the right hand side gardens/houses on Hutton Drive?	AP: The houses in Block D will be at least 20 metres away from the boundary of the houses on Hutton Drive and will not be overlooking the houses or gardens on Hutton Drive. The block D houses will have upper floor bedroom windows facing the houses on Hutton Drive so could overlook albeit they are over 20 meters away from the boundary and at least a further 5 metres away from any of the upper floor windows in the Hutton Drive houses.

Questions	Response
How are the façade materials chosen and how will they be maintained over the lifetime of the development?	AP: The illustrative images of the scheme are our initial ideas on what could be achieved. In terms of the materials, we are open to ideas, within certain limits which are defined by the design and budget limitations. In terms of the maintenance, the Council will be responsible for this.
How will access to the communal garden be given? Will people from outside the area be able to access it?	From Blocks C, D and E we are currently considering low fences (approx. 1.2m high) possible combined with or enhanced with hedges of a similar height. All other communal gardens will be open and accessed from the adjacent footpaths around the site. That said, we are liaising with Essex Police and will review any recommendations they put forward regarding the principles of secure by design. People from the wider community may have access, no firm decision's have been made. We would welcome views from the wider community on this matter.
Will residents be able to manage the gardens themselves - what happens if someone does not wish to maintain the garden?	DH: We are open to various solutions with regard to maintaining the communal areas. The purpose of the consultation process is to hear ideas from residents as to how they wish to enjoy the communal spaces.
What are the expected working hours on the site during construction?	DH: Construction hours are enforced through planning conditions and are always specific to the site. Exact times will be established within the pre-commencement conditions. Construction hours will be strictly during the week and in the daytime only and will therefore not disturb residents earlier in the day and evenings. There may be occasional work taking place on a Saturday morning.
Will care be taken to reduce noise and dust during the work and ensure work only takes place during normal hours during the construction period?	PM: There will be pre-commencement conditions and other planning conditions which would form part of a planning consent and which will have to be adhered to when construction begins. This will include conditions over air quality and hours of work for construction activities. We will also take the feedback comments into account to guide what we can suggest to the Council for these conditions. As a project team, we will be involved throughout the construction process to monitor this.
Will the new homes be protected from noise disturbances from the outside?	S: The Passive House design of the building incorporates multiple layers of insulation in the walls and also triple glazing for windows. This means that the homes will be significantly quieter than traditional homes.
The Council's ambition to deliver exemplar zero carbon homes is positive however, the physical houses only form part of the scheme. How will you ensure that the urban design is also exemplar? Will there be any changes made to the design?	DH: What we have presented today is still evolving and we will consider all feedback in our emerging proposals.

Questions	Response
How are all of the homes zero carbon when the 6 three bedroom homes at the east of the development do not have solar panels on the roof like the other houses?	KG: The drawings are indicative, and all houses when constructed will have solar panels installed.
How long is the payback on the benefits from the passive house zero carbon justification from demolishing 6 houses?	S: The aspiration for the site is for all buildings to be upgraded to the highest standard and to achieve zero carbon in operation. While there is carbon generated during the construction of new homes, by far the largest contributor of carbon emissions in buildings is during everyday operation. This is mostly from the energy used in heating homes. In order to achieve homes that generate zero carbon in use, we have needed to change parts of the current layout to ensure that the new buildings are orientated to the South, as this allows for shading and prevents overheating in the summer. The proposals therefore futureproof Brookfield Close to be responsive to possible future climate change. We do not currently have detailed figures on the carbon payback and carbon balances but we can share these once they are available.
What is the Carbon footprint of the building and will this be offset during the life of the building?	S: The construction of the new homes aims to reduce embodied carbon (or carbon produced as a result of the manufacturing of construction materials used) by 50% therefore, the carbon generated by the construction process will be off set during the lifespan of the building.
Are the private gardens fenced off?	KG: We anticipate that private housing will have boundary fencing around them.
Who will be responsible for the upkeep of the communal grounds and the shared spaces etc?	IW: The Council will maintain the responsibility for maintaining the proposed communal areas and shared spaces.
Will allotments be allocated to people from outside of the area? What will the rent be? Will there be onsite tool storage?	PM: The allotments would most likely be allocated to those who live at Brookfield Close. We are very interested to hear how residents feel about the incorporation of allotments within the scheme and would welcome comments to allow us to expand on our initial ideas. In terms of security and rent, this is also something that we will consider fully as the proposals emerge.
If Courage Court is to house elderly residents, who will be responsible for the upkeep and care of this building and provide support to the residents?	IW: Our intention is to designate 12 of the 1 bedroom flats in Courage Court to the displaced elderly residents, however this will be informed by the individual discussions that we have with residents. The Council will be responsible for managing the properties.
Will the trees in the gardens of existing bungalows be retained?	AP: We intend to save as many of the existing trees as possible and the vast majority will be retained. Our pending arboricultural report will allow us to determine the quality of the existing trees and allow us to categorise the trees to determine which will be retained.

Questions	Response
<p>Will the location, design and visual appearance of the cycle and refuse areas be considered? For example, the cycle/refuse area shown at the end of Brookfield Close will be a key landmark building that every pedestrian and vehicle will see.</p>	<p>AP: due to the early stage of the design the areas are currently only designated for waste and recycling and also cycle storage but this is not yet fixed. We will take on board the comments and devise a strategy based on this.</p>
<p>Why is so much cycle storage proposed if most of the Courage Court residents are likely to be elderly?</p>	<p>DH: We are currently consulting with Essex County Council to ensure that we include adequate provision. Allocating zones for cycle storage. We are currently proposing around 69 cycle spaces but we are looking to review the areas in which we will provide storage for these. We are also considering alternative vehicle storage (such as mobility scooters) as part of our detailed design coming forward. We are also mindful of storage facilities for visitors.</p>
<p>How will bicycle storage be allocated? What about children's cycles? How many cycles will each household be allocated?</p>	<p>We are currently working to define how cycle parking spaces will be allocated. We will ensure that cycle provision is provided for all sizes of bikes.</p>
<p>How will you ensure that cycle parking can only be utilised by residents and visitors of residents of Brookfield Close?</p>	<p>DH: We are currently looking at various solutions for the cycle stores. Our objective is to provide safe, secure and visually attractive storage spaces.</p>

TRANSPORT AND PARKING QUESTIONS

Questions	Response
How have you determined how many accessible homes and parking spaces to provide?	DH: To determine the provision of accessible homes and accessible parking spaces we initially refer to the policy requirement in the local Plan, which is currently for 5% of all homes and parking spaces to be accessible. At this point in time accessible parking numbers and number of accessible homes have not been fixed and we would welcome feedback with ideas on provision.
Currently, the main parking is backing on the back gates of the homes of Hutton Drive. Does that mean that the existing properties back gates will be blocked and not accessible anymore?	AP: We will ensure that this remains accessible.
The odd numbers in Brookfield Close are staying. Where will they park their vehicles if the road is being widened for vehicles to drive on either side?	DH: We are providing an increased number of formal parking spaces across the site in order to alleviate any informal parking in the area.
A lot of residents have more than 1 car per household. Why are you only proposing 61 car parking spaces?	DH: We have considered many influences for example, informal use of parking spaces and existing parking. We also have to consider wider objectives such as the national and local sustainability agenda to provide less need to travel by private vehicle. The site is in a location where availability of public transport is high.
It would be better to provide parking on plots for residents as the parking courts are a poor solution. Can this be achieved?	DH: We have many competing factors with the project and we are trying to identify the actual needs that people will have for car parking spaces. We have to consider the best way in which we can incorporate the parking spaces into the development. We agree that ideally, parking would be on plots, but we have to consider the constraints of the site and therefore we may have to locate it elsewhere.
How will you ensure that the parking area does not attract antisocial behaviour?	AP: We will be liaising with Essex Police to ensure that we design the parking areas are provided to 'Secure by Design' principles. We will try to avoid dark alleys and allow active surveillance enabled by direct views from surrounding properties. We will also ensure adequate lighting is installed.
Once constructed there will be a significant increase in road traffic utilising Brookfield Close. Are the Council proposing any additional traffic calming measures? Will the road, kerbs and footpaths to Brookfield Close be resurfaced/improved? Including any improvement works to the junction of Hutton Drive and Brookfield Close?	PM: We are assessing the wider area to determine areas for improvements. As the scheme progresses, we are actively consulting with the technical teams to understand how the redevelopment will impact the wider area. Each of the areas which affect traffic and flow will be analysed in order to understand where improvements need to be made. Our overarching objective is to consider the need of pedestrians and cyclists first.

Questions	Response
<p>The link from Hanging Hill Lane to Willbrook Primary School is poor because this is dominated by car parking and car's manoeuvring - this shared surface is clearly dangerous for school children. Could this link incorporate a green corridor which is pedestrian only?</p>	<p>DH: We acknowledge that the route from Hanging Hill lane from Willbrook School is a main thoroughfare and we are trying to provide alternative routes through the site. Through experience, Home Zones do provide a good solution to encourage cars to slow down and be more mindful of pedestrians, however there are many other ways which can also be considered.</p>
<p>Will the proposed development including widening Brookfield Close highway to enable vehicles to pass seamlessly in both directions?</p>	<p>DH: We are looking to align the highways to help traffic movement</p>
<p>How will the impact of construction traffic be mitigated? Will parking controls be put in place, will parking be provided in advance so that residents can still park their cars?</p>	<p>PM: As part of the planning application both Brentwood Council and the transport division of Essex County Council will ensure that stringent conditions are placed to prevent issues which may arise as part of the construction traffic. These will have to be adhered to and the Construction Management Agreement signed before start on site.</p>
<p>Will parking controls be introduced to Brookfield Close?</p>	<p>We will be considering all comments that have been raised around parking and where there might be issues. All ideas around how parking controls could be implemented will be put forward to Essex County Council so that they can implement the most effective scheme.</p>
<p>Will the Council provide funds to residents for the purchase of electric motor vehicles or electric mobility vehicles?</p>	<p>IW: The Council will not be able to provide electric vehicles to residents. We understand that there may be schemes which may allow those in need to access these and we can support those who may require information on this.</p>

OTHER QUESTIONS

Questions	Response
Are there plans for a new surgery as the Mount Avenue one is already very busy?	PM: When planning applications are submitted the Council will consider what implications it might have on the local infrastructure. The Council produces an Infrastructure Development Plan which identifies need for healthcare requirements. If there is an identified need, this will be identified in the Local Plan and any planning applications which are approved will need to make financial contributions for new services
How can members of the community formally object to the development?	PM: When the application becomes a formal application, the Council will notify local residents by letter and by local posters. This will allow you to object formally against the planning application and your objection will be reordered by the Council's planning officer who will be responsible for the case.
Why is the emphasis on children and young people and no emphasis on the existing elderly residents?	DH: The drivers of this project is to provide a pleasant living environment for everyone who lives at Brookfield Close. We hope that through the consultation process we are able to establish the key issues that affect existing residents.
What planning policy will the application be determined against?	PM: As with all applications, we are guided by the National Planning Policy Framework and Planning Policy Guidance and the National Design Guide. We specifically relate to policies contained within Brentwood's Adopted Local Plan and the Emerging Local Plan which is moving forward to examination, anticipated at the end of 2020.
Does anyone on the project team live in Hutton?	PM: The project team are familiar with the site and some members know the area very well and live in or have previously lived in Brentwood. We fully appreciate that no one will understand the site more than those who live there, so we are very keen to fully understand the views of residents.
How is the Council funding this scheme?	IW: The scheme is funded through the Council Revenue Account. We are also talking to Homes England for potential additional grant aid, which is funded by Central Government. The 18 open market homes that we are proposing will also support some of the funding, however we are very cautious that the housing market can fluctuate so this only makes up a very small amount of the funding.

COMMENTS

Comments	Response
<p>The boarded up bungalows were not sheltered housing, the sheltered housing bungalows are the 12 odd numbers in Brookfield close.</p>	<p>IW: More recently these were not used as sheltered housing but for temporary accommodation but historically their purpose was for sheltered housing.</p>
<p>The derelict unoccupied properties that exist currently are due to eviction/pressure to leave by the council for purpose of this development, if they had not been, said properties would still be housing tenants. What is your response to this?</p>	<p>IW: the needs and requirements of people have changed. We especially find that older people do not wish to live in sheltered accommodation and we feel that the current properties to not provide an acceptable living standard to residents.</p>

Appendix 6 — Residents survey

1	All	Name	
2	All	Address	
3	All	Contact Email	
4	All	Contact Number	
5	All	Name and Contact of Support Person (If required)	
6	All	How long have you lived in your home?	
7	All	Number living in home	
8	All	Vulnerability/ill health that is declared	
9	All	How many school aged children?	
10	All	Tenure (Secure Tenant /Temporary Accommodation/Freeholder/Leaseholder/Private Rent Rented)	
11	All	Are you on the Council's waiting for a transfer home?	
12	Private Rented	Who is your landlord?	
13	Tenants/TA	How quickly would you like to move from Brookfield Close/Courage Court	
14	Tenants/TA	Do you intend to move back after the development is complete?	
15	Owner Occupier	How best would you like the Council to discuss buying your home?	
16	Owner Occupier	Are you happy to open a conversation in the next month to start that process?	
17	Owner Occupier	How do you think the Council can support you to move quickly?	
18	Owner Occupier	How would you like to see an agreement reached on value?	
19	All	What other help or support will you need to move home?	
20	All	How would you like us to keep in contact?	
Other Comments			
Surveyed By			
Date			
Time			



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