

Chief Officers' Group Meeting**Meeting Action Notes – 18 June 2020**

	Agenda item	ACTION(S)
1.	<p>Introductions & Apologies</p> <p>Apologies received from:</p> <p>Peter Geraghty – Southend-on-Sea Leigh Nicholson – Thurrock (sub. Richard Hatter) Christine Lyons – Basildon (sub. Philip Bylo)</p>	
2.	<p>Minutes and Matters Arising from previous meeting on 5 December and virtual update 30 March.</p> <p>Meeting notes from 5 December and ad-hoc meeting on 30 March agreed. GLA letter to circulated when received.</p> <p>The majority of staff at Essex LPAs continuing to work remotely. Changes to national consultation requirements has helped. More regulated site visits continuing particularly regarding enforcement cases.</p>	<p>Richard Hatter to circulate GLA Letter</p>
3.	<p>Notice of AOB</p> <p>Leigh Norris letter on engaging with emergency services strategic planning project was circulated and noted.</p>	<p><i>All to provide feedback directly to Leigh where relevant</i></p>
4.	<p>Great Crested Newts Licencing – Presentation from Jen Almond (Natural England) and Neil Harvey (Place Services)</p> <p>Presentation was noted and welcomed and the Group thanked Jen and Neil. It was agreed that the launch of the scheme needed to be two fold to appeal to both developers/applicants who look at it from their side and the LPAs and wildlife groups who are coming at it from another angle. The link to the climate change agenda, strong in many LPAs at the moment should also be drawn out.</p>	<p>Jen Almond to liaise with Place Services about launch.</p> <p>Jeremy to contribute to launch comms.</p>

	Agenda item	ACTION(S)
5.	<p>Essex Garden Communities Model – Presentation from Matthew Thomas Essex CC</p>	
6.	<p>Climate Action Matters – Presentation/update from Samantha Kennedy (Essex CC) on the Essex Climate Action Commission + update from Gordon Glenday (Uttlesford DC)</p>	
7.	<p>Essex Design Guide – Presentation/update from Pete Dawson (Pace Services) on Air Quality and Density update to EDG and Quality Review Panel</p>	
	<p>These three items were taken together, and the presentations were all welcomed and noted.</p>	
	<p>ECC would like to work more closely with a few LPAs in the first instance to consider the best ways to work jointly with the LPA and growth team. This will then be reported back to the wider EPOA group.</p>	<p><i>Interested LPAs to contact Matthew directly</i></p>
	<p>Walkable Neighbourhoods – Pete Dawson explained the walkable neighbourhood concept and the development of the walkable neighbourhood group. This could include looking at how scalable the work may be, particularly for smaller sites.</p>	<p><i>Interested LPAs to contact Pete directly.</i></p>
	<p>Air quality - presentation to be uploaded to Teams and feedback requested to Pete directly on any final comments so that the new additions to the EDG can be launched in early July. Any case studies would also be very useful to be shared and added to the Design Guide website.</p>	<p><i>Jeremy to upload to Teams site Case study examples to Pete</i></p>
	<p>Climate Change commission - Noted that climate change commission meetings are open and therefore can listen in. Built environment meeting is in September which Graham Thomas is leading on. Potential for EPOA to make a submission into this and for individual authorities to get involved.</p>	
	<p>LPAs to update the table previously circulated and send direct to Gordon by the 30th June.</p>	<p><i>ALL – provide update to Gordon</i></p>
	<p>UDC working on fast tracking policies/expectations for developers and will ask ECC to look at and for others to send and share best practice.</p>	<p><i>All to share best practice</i></p>

	Agenda item	ACTION(S)
8.	<p>Essex Recreational Disturbance Avoidance and Mitigation Strategy – Update from Claire Stuckey (Chelmsford CC) on SPD, partnership agreement and implementation</p> <p>The Group passes on its congratulations and thanks to Claire Stuckey, Shelly Blackaby and the members of the working group who will have been working on this project which we all understand has been challenging.</p> <p>Shelley Blackaby from Colchester is the new chair of this group and comments/questions should be directed to her. Need to ensure that this is being passed round so that we all take ownership of this project.</p>	<p><i>Relevant LPAs to adopt RAMS SPD and sign the Partnership Agreement</i></p>
9.	<p>EPOA Parking Standards Review 2020 – presentation from Katherine Wilkinson and Nathan Drover on first steps (Essex CC)</p> <p>The presentation was welcomed and noted. It was agreed that a Working Group should be set up with a single officer leading the project. It was agreed that it should be a holistic piece of work focusing on placemaking in addition to the more technical highway matters.</p> <p>Representation on the working group should be from North, West, South and Mid Essex reps to be part of the group across urban and rural areas and Paul Wilkinson would provide link to Harlow Gilston Garden Town work.</p>	<p><i>Karen Syrett will investigate Colchester officer taking lead role.</i></p> <p><i>Working Group to meet in Autumn 2020</i></p>
10.	<p>Gypsy and Traveller Transit Site Assessment – update from EPOA Working Group</p> <p>Work is ongoing but survey work has been delayed by COVID-19 restrictions</p>	
11.	<p>Planning Skills Training Update – Amended timetable and switch to remote learning Lewis Herbert (Place Services)</p> <p>Lewis presented the revised programme and format for the Planning Skills Training going forward in response to COVID-19 restrictions</p> <p>Lewis Herbert to circulate proposal for some early basic online sessions with a more extensive virtual learning platform launched letter. Look at www.aclessex.com for examples of what could be achieved.</p>	<p><i>Lewis to circulate revised training programme for comment</i></p>

	Agenda item	ACTION(S)
12.	<p>COVID-19 Update – EPOA letter to MHCLG and any other updates on practice and process</p> <p>EPOA letter sent and response from Government made</p>	
14.	<p>Local Plan Preparation Update – Key Issues</p> <p>Progress of Local Plans across Essex noted</p>	
12.	<p>AOB</p> <p>Urban Design Group</p> <p>Agreed that an urban design sub-group may be a useful forum for colleagues in this area to get together. Jeremy to send email round with people to nominate people to the group.</p> <p>Meeting Dates</p> <p>Agreed that more but shorter meetings may be better. Proposed to add a further meeting into the diary so the pattern would be Sept, Nov, Jan, April and July meetings.</p>	<p>Paul Salin (Uttlesford) and Andy Bestwick (Chelmsford) to pursue</p> <p>Jeremy to investigate</p>