

**CHIEF OFFICERS' GROUP MEETING**  
**Remote Meeting via MS Teams ACTION NOTES**  
**3 December 2020**

	Agenda item	ACTION(S)
1.	<p><b>Introductions &amp; Apologies</b></p> <p><u>Apologies received from:</u></p> <p>Ian Butt (Castle Point)  Christine Lyons (Basildon)  Phil Drane (Brentwood)  Karen Syrett (Colchester)  Amanda Parrott (Castle Point)  Shelley Blackaby (Colchester)</p> <p><u>Member attendees:</u></p> <p>Jeremy Potter (JP) (Chair) – Chelmsford  Emma Goodings (EG) (Vice Chair) - Braintree  Simon Cairns (SC) - Colchester  Graham Thomas (GT) – ECC  Richard Greaves (RG) – ECC  Alethea Evans (AE) – ECC  Alex Crusciak (AC) – Harlow  Matt Leigh (ML) – Maldon  Daniel Goodman (DG) – Rochford  Trevor Saunders (TS) – Southend  Graham Norse (GN) - Tendring  Richard Hatter (RH) – Thurrock  Gordan Glenday (GG) – Uttlesford</p> <p><u>Other Contributors/Presenters:</u></p> <p>Michelle Wright (Chelmsford)  Sam Botterill (Southend)  Tom Day (ECC)  Helen Goodwin (Design SE)  Lewis Herbert (Place Services)  Hassan Shami (ECC)</p>	

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<b>2.</b>	<p><b>Notes and Actions arising from previous meeting on 17 September 2020</b></p> <ul style="list-style-type: none"> <li>• Joint response sent to the White Paper from EHO and EPOA which was well received.</li> <li>• Ian Butt sent the changes to the current planning system response on behalf of EPOA</li> <li>• JP sent a letter to support the TCPA Healthy Homes Act</li> <li>• The mobile infrastructure working group has met</li> <li>• Issues of how cross boundary pre apps etc work to be further discussed and ECC considering how it can make sure the ECC waste and minerals pre app guidance takes account of the LPAs. Potentially a further meeting to be arranged when capacity allows.</li> <li>• Chief Officers meeting is the place to decide key issues for the EPOA Forums to discuss specific issues.</li> <li>• Noted the great news that two new EPOA forums are being set up</li> <li>• All other items were considered on the agenda</li> </ul>	
<b>3.</b>	<p><b>Notice of AOB</b></p> <p>Promotion of Digital Planning – RG  Design for waste - SC  Caravan Parks and Enforcement During COVID Pandemic – JP  Local Land Charges Capacity – JP</p>	
<b>4.</b>	<p><b>National Planning Reforms Update</b></p> <ul style="list-style-type: none"> <li>• Update following close of consultation on Planning White Paper</li> <li>• Discussion particularly considering resource constraints to implementing the new local plans.</li> <li>• Considered whether we might want to pool resources on urban design, apprenticeships etc</li> <li>• Should we look at encouraging people in schools and careers into the planning profession</li> </ul>	<p><b>TS to consider broad proposals for Recruitment and Retention at a future meeting</b></p> <p><b>GT to continue to the discussions with MHCLG on key areas</b></p>

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<b>5</b>	<p><b>Essex Climate Change Commission</b></p> <p>GG provided presentation on latest position with subsequent discussion</p> <p>JP provided update on Zero-Carbon Demonstrator Site project working with Homes England</p>	<p><b>Agreed that the Essex Design Guide should include a climate change section</b></p> <p><b>GG to send the slide deck round and co-ordinate feedback from the teams</b></p>
<b>6.</b>	<p><b>UKPN Business Plan</b></p> <p>Presentation from Michelle Wright (Chelmsford) Sam Botterill (Southend) and Tom Day (ECC) related to future electricity demands from decarbonisation –</p> <p>Discussion and consideration of Terms of Reference for Forum</p>	<p><b>JP to provide the table of housing growth to UKPN</b></p> <p><b>Feedback from EPOA to be discussed at next meeting</b></p>
<b>7</b>	<p><b>Design South East</b></p> <p>Presentation from Helen Goodwin from Design South East work in the south-east and east regions on Design Review and other design related matters</p>	
<b>8</b>	<p><b>ECC Developers Guide Update</b></p> <p>AE and Hassan provided an update on the approval of the Developers Guide</p>	<p><b>AE to be in touch with specific LPAs regarding the implementation of the Guide.</b></p>
<b>9</b>	<p><b>RAMS Partnership Agreement and Implementation</b></p> <p>Group considered the RAMs Action Note and these were agreed</p>	<p><b>Shelley Blackaby to implement actions</b></p>

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<b>10.</b>	<p><b>EPOA Working Groups Updates</b></p> <ul style="list-style-type: none"> <li>• Parking Standards Review Note to be circulated by Rachel Forkin for a wider discussion</li> <li>• Gypsy and Traveller Transit Site Assessment No further update</li> <li>• Housing Delivery Test No further update</li> </ul>	
<b>11</b>	<p><b>EPOA Planning Skills Training Update</b> – Feedback on virtual training sessions and promoting planning for future planners</p> <ul style="list-style-type: none"> <li>• 10 sessions have run with last one just before Christmas</li> <li>• Online sessions have been well attended, but some not as well as face to face sessions</li> <li>• LH keen to get feedback from those who have attended</li> </ul> <p>Agreed –To continue to go forward with the next series  Agreed - Could do some online training for Councillors and this was supported by the group</p>	<p><b>Email to LH if anyone has any particular ideas for a next series which would feed into a survey to the wider group</b></p>
<b>12.</b>	<p><b>EPOA Forum Feedback</b></p> <ul style="list-style-type: none"> <li>• Policy Forum Noted that it would be good to get more active participation in the meeting from attendees and the ability to showcase or present work being done to that group</li> <li>• DM Forum No update available</li> <li>• Urban Design Forum</li> <li>• Terms of reference have been written and an informal meeting has happened</li> <li>• Planning Support Forum A meeting has taken place</li> </ul>	
<b>13.</b>	<p><b>Local Plan Preparation Update</b> – Key Issues Arising</p> <p>None were raised beyond general discussion in the meeting</p>	
<b>14.</b>	<p><b>EPOA Chief Officers Group Terms of Reference</b></p> <p>Final Draft TOR circulated with agenda  Terms of reference were agreed</p>	

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<b>15.</b>	<p><b>AOB</b></p> <p>Digital Planning – RG Richard suggested a working group may be necessary to look at the challenges and opportunities. Around 5 volunteer Councils would be needed</p> <p>Design for waste - SC Would be useful for some Essex wide thoughts on the design for waste which could be considered in the Essex Design Guide</p> <p>Caravan Parks – JP Jeremy would feed back to EHOG that authorities are being pragmatic on a whole host of Covid related issues</p> <p>Local Land Charges Capacity – Jeremy Potter No other knowledge of capacity</p> <p>Alex asked if others could share their data retention policy</p> <p>Graham and Jeremy to have a EPOA finance discussion in the New Year</p>	
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