

CHIEF OFFICERS' GROUP MEETING
Remote Meeting via MS Teams ACTION NOTES
4 February 2021

	Agenda item	ACTION(S)
1.	<p>Introductions & Apologies</p> <p><u>Apologies received from:</u></p> <p>Ian Butt (Castle Point) Christine Lyons (Basildon) Phil Drane (Brentwood) Amanda Parrott (Castle Point) Matt Leigh (Maldon) Trevor Saunders (Southend)</p> <p><u>Member attendees:</u></p> <p>Jeremy Potter (JP) (Chair) – Chelmsford Emma Goodings (EG) (Vice Chair) - Braintree Karen Syrett (KS) - Colchester Graham Thomas (GT) – ECC Richard Greaves (RG) – ECC Alethea Evans (AE) – ECC Tanusha Waters (TW) – Harlow Daniel Goodman (DG) – Rochford Gary Guiver (GG) - Tendring Gordan Glenday (GG2) – Uttlesford Kevin Waters (KW) - Southend-on-Sea Nigel Richardson (NR) – Epping Forest Mathew Besant (MB) – Castle Point</p>	<p><u>Other Contributors/Presenters</u></p> <p>Katherine Wilkinson (ECC) Michelle Wright (Chelmsford) Sam Botterill (Southend) Tom Day (ECC) Lewis Herbert (Place Services) Rich Cook (ECC) Jayne Rogers (ECC) Colin Nicholl (UKPN)</p>
2.	<p>Notes and Actions arising from previous meeting on 17 September 2020</p> <p>National Planning Reforms: Trevor Saunders working to bring broad proposals for Recruitment and Retention to a future meeting</p> <p>Climate Change Commission: Design Guide will include a section on climate change</p> <p>Developer Contributions Guide: Hassan has sent an email to EPOA colleagues to start the discussion on implementing the Developer Guide section on Employment and Skills.</p>	

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3.	<p>Notice of AOB</p> <p>None</p>	
4.	<p>Parking Standard Review – Update</p> <p>Feedback on work to date, aimed at pushing the project forward. Confirmed working groups set up, topic based, and good input. Decisions needed:</p> <ul style="list-style-type: none"> • Zoning approach • EV charging • Resources needed <p>Agreement for project to be taken forward in phases:</p> <ol style="list-style-type: none"> 1. Phase 1 update existing DM parking standards, best practice cycle and EV along with addressing revised land use types 2. Phase 2 zonal parking and design. 	<p>Katherine to write up a proposal setting out the phasing and include an idea of a resources based on current working group input/capacity. For discussion with JP in w/c 8th Feb.</p> <p>Chief Officers to prepare for an ask of £ and time investment to get this key EPOA project over the line in 2021.</p>
5.	<p>UKPN Business Plan</p> <p>UKPN posed several questions to chief officers and a discussion took place on the topic of planning policy levers & encouraging zero carbon technology uptake.</p>	<p>JP to circulate presentation and questions</p> <p>All to respond to queries Sam Botterill by 19th February</p>
6.	<p>Essex Green Infrastructure Standards Framework Update</p> <p>Jayne set out emerging GI Standards and links to Essex Design Guide.</p> <p>Assembled group welcomed the work so far and were happy with the approach being followed, plus for the next steps to go ahead as outlined –chiefly the consultation exercise.</p> <p>Agreed a ‘horses for courses’ approach tailored to each district councils’ own circumstances and requirements was appropriate and helpful</p> <p>Jayne offered support for Neighbourhood Plan responses, to ensure GI standards are embedded in NPs.</p>	<p>Jayne & Rich will provide further presentations, workshops, meetings with LPA colleagues as preferred.</p>

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7.	<p>EPOA Planning Skills Training Update Lewis ran through the events planned for 2021. Booking to open in March, events to run from April.</p>	<p>Lewis to include role playing public enquiry encouraged as a key part of a session given the challenging environment this presents for planners.</p>
8.	<p>Essex Climate Action Commission LA Feedback on the Interim Report</p>	<p>GT prompted EPOA to be aware of the letter from Lord Randall, and promised to circulate this asap</p>
9.	<p>EPOA Working Groups Updates</p> <ul style="list-style-type: none"> • Gypsy and Traveller Transit Site Assessment: Emma noted progress by the group and need for EPOA response through the working group. • Housing Delivery Test: No discussion 	<p>All prompted to respond to Laura on the latest transit site work in order to move project forward.</p>
10.	<p>EPOA Forum Feedback</p> <ul style="list-style-type: none"> • Policy Forum & DM Forum: no feedback provided. • Urban Design Forum: Paul Sallin has moved to a role with Thurrock, uncertain if he will continue his role with the forum. • Planning Support Forum: lacking members from some authorities. Group focusing on levels of invalid apps and actions to resolve. 	<p>EG/JP to gather feedback from EPOA Forums and circulate with minutes as necessary.</p> <p>Planning Support forum needs representation from a few missing districts.</p>
11.	<p>Government consultation on PDR Changes –</p> <p>Discussion on individual LPA responses and common themes.</p> <p>Support for a joint EPOA response, to be based on ECC response as a pan Essex view, and then amended to suit EPOA perspective</p>	<p>GT to circulate draft ECC response to form basis of EPOA.</p> <p>EG to lead on editing this to create EPOA response for agreement virtually.</p>

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12.	<p>Local Plan Preparation Updates</p> <p>Many examinations underway or planned for 2021, short discussion took place on progress around adoptions and upcoming dates.</p> <p>Discussion on how planners are coping with the scrutiny of their image/snapshot of their work being broadcast publicly at EIP, Planning Committee and Public Enquiry. Highlighted importance of emotional resilience building skills as this virtual way of working/recording is predicted to continue.</p>	<p>AE to prompt Lewis to consider including emotional resilience/media training as part of a training session.</p>
13.	<p>AOB</p> <p>Next Planning Portfolio Holder meeting 24th Feb: AE noted the meeting focus on Climate Change, activities of the commission and actions taken across Essex. GG2 agreed to present, alongside Sam Kennedy (ECC director)</p>	