

**CHIEF OFFICERS' GROUP MEETING**  
**Remote Meeting via MS Teams AGENDA**

**Meeting on 22 April 2021 ACTION NOTES**

	<b>Agenda item</b>	<b>Actions</b>
1.	<b>Introductions &amp; Apologies</b>	
2.	<b>Notes and Actions arising from previous meeting on 4/2/21</b>	
3.	<b>Notice of AOB</b>	
4.	<b>Planning and Health</b> <ul style="list-style-type: none"> <li>• Updated interim approach to S106 financial contributions in Mid and South Essex CCG</li> <li>• Livewell Development Accreditation/ Essex HIA Update</li> </ul>	<p><b>Agreed with the proposal put forward</b></p> <p><b>KH to add contact details to the slide for each area of Essex and JP will load to the teams area</b></p> <p><b>KH requested that the new policy officer for mid and south Essex have the opportunity to physically sit within the authorities when restrictions ease.</b></p> <p><b>JP to circulate the Livewell Development Accreditation material and potential training for authorities to consider.</b></p>
5.	<b>Highway Design and Adoption Standards</b> Discussion on need for update to better accommodate wider placemaking objectives in new developments  JP and PD to work with ECC and provide feedback and examples	<p><b>JP and PD to work with ECC and provide feedback and examples</b></p>
6.	<b>Parking Standards Review – Update</b> Katherine to update Group on Progress	<p><b>Noted and welcome the positive progress</b></p>
7.	<b>5G Design Guidance</b> - Presentation on outcomes of the project  Noted and welcome the positive progress	<p><b>Noted and welcome the positive progress</b></p>
8.	<b>EPOA Planning Skills Training Update</b> Update on programme delivery for 2021/22 The planning series alongside Councillor Training and a series on climate change is agreed	<p><b>All asked to consider whether they could participate in one of the sessions and let LH know via email</b></p>
9.	<b>EPOA Budget 2021/22</b> Planning Skills Training programme and additional contribution for Parking Standards Review presented	<p><b>Agreed by all authorities. GT to invoice authorities</b></p>

	<b>Agenda item</b>	<b>Actions</b>
<b>10.</b>	<b>Essex Wide Planning Customer Charter -</b> Discussion arising from DM Forum	<b>Ask DM forum to circulate a table on existing customer charters and standards so we can understand how different or the same authorities are</b>
<b>11.</b>	<b>Other EPOA Working Groups Updates</b> <ul style="list-style-type: none"> <li>• Gypsy and Traveller Transit Site Assessment JP to liaise with LC to push ORS to progress with the report</li> <li>• Housing Delivery Test</li> </ul>	<b>GT to find what other colleagues are doing across the region</b>
<b>13.</b>	<b>Local Plan Preparation/Examination Updates</b> LPA to provide update and identify any key issues	<b>PD to update group at the next meeting</b>  <b>PD and GG to organise meeting for authorities to discuss HE issues with the strategic road network</b>  <b>JP to write to Andy Millard and Ian Vipond to thank them for their service to planning in Essex and wish them well for their future retirement</b>
<b>14.</b>	<b>TOR Review</b> – Annual review of Terms of Reference (attached)	<b>Agreed</b>
<b>15.</b>	<b>AOB</b> <b>Ecology support</b>  <b>Public Practice</b>	<b>Ecology support</b> JP to share table previously provided on what resources authorities have in Essex across the support services.  <b>Public Practice</b> UDC and EFDC have had positive experiences and have used PPA money to pay for some of that service. All encouraged to share experiences with GT where they have them.
	<b>Next meeting - 22 July 2021</b>	