

CHIEF OFFICERS' GROUP MEETING
Remote Meeting via MS Teams AGENDA

Meeting on 22 April 2021 ACTION NOTES

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

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10.	Essex Wide Planning Customer Charter - Discussion arising from DM Forum	Ask DM forum to circulate a table on existing customer charters and standards so we can understand how different or the same authorities are
11.	Other EPOA Working Groups Updates <ul style="list-style-type: none"> • Gypsy and Traveller Transit Site Assessment JP to liaise with LC to push ORS to progress with the report • Housing Delivery Test 	GT to find what other colleagues are doing across the region
13.	Local Plan Preparation/Examination Updates LPA to provide update and identify any key issues	PD to update group at the next meeting PD and GG to organise meeting for authorities to discuss HE issues with the strategic road network 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
14.	TOR Review – Annual review of Terms of Reference (attached)	Agreed
15.	AOB Ecology support Public Practice	Ecology support JP to share table previously provided on what resources authorities have in Essex across the support services. Public Practice 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.
	Next meeting - 22 July 2021	