

**CHIEF OFFICERS' GROUP MEETING**  
**Remote Meeting via MS Teams ACTION NOTES**  
**22 July 2021**

	Agenda item	ACTION(S)
1.	<p><b>Introductions &amp; Apologies</b></p> <p><u>Member attendees:</u>  Jeremy Potter (JP) (Chair) – Chelmsford  Emma Goodings (EG) (Vice Chair) – Braintree  Alethea Evans (AE) – ECC  Amanda Parrott (AP) – Castlepoint  Ian Butt (IB) – Castlepoint  Karen Syrett (KS) – Colchester  Matt Leigh (ML) – Maldon  Phil Drane (PD) – Brentwood  Richard Greaves (RG) – ECC  Tanusha Waters (TW) – Harlow  Gordan Glenday (GG) – Uttlesford  Kevin Waters (KW) – Southend  Nigel Richardson (NG) – Epping Forest  Gary Sung (GS)- Braintree</p> <p><u>Apologies:</u>  Trevor Saunders (TS) – Southend  Christine Lyons (CL) - Basildon  Daniel Goodman (DG) – Rochford  Graham Thomas (GT) ECC</p> <p><u>Optional attendees:</u>  Ben Kennedy – ECC  Katherine Wilkinson – Highways  Rachel Forkin – Colchester  Gary Sung – Braintree  Simon Thomas – Canterbury  Nick Fenton – Kent Developers Group  Liz Gibney – Lee Evans Partnership  John Crane – Place Services  Rebecca Rushmer – ECC</p>	
2.	<b>Notes and Actions arising from previous meeting on 4 February 2020</b>	
3.	<p><b>Notice of AOB</b>  None</p>	
4.	<p><b>Essex Highways and Transportation – Future Communities</b></p> <ul style="list-style-type: none"> <li>• Discussion held regarding criticism in relation to Dunton and feedback from Homes England.</li> <li>• Essex Climate Action: the current policies will make it hard to achieve carbon neutrality.</li> <li>• Local Transport Plan: developed over a two year period.</li> <li>• Sustainable Development Transport Strategy: overarching framework for delivering transport for garden communities and strategic developments. There will be specific guidance and toolkit documents within this.</li> <li>• Sustainable growth: internal activities proposed, including seminars.</li> </ul>	Ben Kennedy and Ashley Keller to attend future EPOA to continue interactions with Chief Planners.

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<b>5.</b>	<p><b>Essex Parking Standards Review - Update on workstream</b></p> <ul style="list-style-type: none"> <li>• At present, working on graphics and peer reviewing draft.</li> <li>• Feedback from workshop found that minimum parking standards were welcome and proposed provisions were sensible.</li> <li>• There needs to be greater consideration and support regarding visitor parking.</li> <li>• Accessibility of area: <ol style="list-style-type: none"> <li>1. Highly accessible (e.g., residential) – no parking</li> <li>2. Moderately accessible – one space per dwelling</li> <li>3. Poorly accessible – three parking spaces were dwelling.</li> </ol> </li> <li>• Discussion regarding how to categorise areas based on transport accessibility. There needs to be consideration in relation to access to facilities.</li> </ul>	Katherine Wilkinson to test categorisation criteria in other districts.
<b>6.</b>	<p><b>Phosphates and Nitrates - Lessons from East Kent</b></p> <ul style="list-style-type: none"> <li>• Stodmarsh Lakes: Natural England found water quality to be unfavourable due to phosphates and nitrates entering via the River Stour.</li> <li>• Water is entering waste water treatment works and then being discharged containing residual amounts of phosphates and nitrates.</li> <li>• Strategic sites: permission can be granted on the basis that onsite treatment sites and environmental enhancements are provided.</li> <li>• Nick noted that it is unclear whether Essex has this problem as there have been no tests conducted.</li> <li>• Highlighted importance of putting a strategy in place to mitigate this problem.</li> </ul>	JP to create workstream with Gordon
<b>7.</b>	<p><b>EPOA Planning Skills Training Update</b></p> <p>Lewis was unable to attend the meeting. Jeremy will follow up with him after the meeting.</p>	
<b>8.</b>	<p><b>RAMS Update – Note to follow</b></p> <ul style="list-style-type: none"> <li>• RSPB have proposed that a survey be commissioned. There have been issues employing a surveyor. Jeremy confirmed that RSPB are happy to employ a surveyor themselves.</li> <li>• Recruitment: interviews for a Project Officer have concluded. The position has been offered to a candidate, however they have not heard back.</li> <li>• Rangers for wintering period: exploring whether temporary rangers can be employed through ECC.</li> <li>• Letter sent to MHCLG regarding s111 for permitted development.</li> </ul>	<p>Take up offer from Place Services in the interim.</p> <p>Gary Sung to amend letter and wait for response to come back.</p>
<b>9.</b>	<p><b>Livewell Accreditation and Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Jeremy noted there is no cost of any local authority.</li> <li>• Staff members will have access to a three module training programme organised by DHE about how to interpret and use health impact assessments.</li> </ul>	All to get in touch with JP if interested.

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<b>10.</b>	<p><b>Clarification of Status of Specialist Advice from Place Services</b></p> <ul style="list-style-type: none"> <li>• Alethea confirmed that the Planning Service have no role in preparing, reviewing or finalising any element of advice from Place Services.</li> <li>• Place Services are a consultancy and are commissioned by the District or Borough to fill the gap of specialist advice on ecology, heritage etc.</li> <li>• ECC requests that this separation is appropriately referenced in decision making documents please.</li> </ul>	
<b>11.</b>	<p><b>Other EPOA Working Groups Update</b></p> <ul style="list-style-type: none"> <li>• Gypsy and Traveller Transit Site Assessment: no update</li> <li>• Housing Delivery Test: Laura noted she has not done anything on it and there is no work.</li> </ul>	
<b>12.</b>	<p><b>EPOA Forum Feedback</b></p> <ul style="list-style-type: none"> <li>• Discussion in relation to new PD legislation and there being a lack of guidance.</li> <li>• There has been an increase in expectations for customer service and demand on limited resources.</li> <li>• Urban Design Forum: they continue to meet.</li> <li>• Support Forum: no update.</li> </ul>	JP asked to receive an update on each forum.
<b>13.</b>	<p><b>Local Plan Preparation/Examination Updates</b></p> <ul style="list-style-type: none"> <li>• Ian shared that Castlepoint hearings finished at the end of June. They want to work with inspector to deal with issues.</li> <li>• Emma shared that Historic England objected to Braintree's plan. They did not attend hearing.</li> <li>• Phil shared that Brentwood have had objections from Highways England.</li> </ul>	PD to provide further update at next EPOA.
<b>14.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Active Travel: caused debate with residents in areas where roads were shutting. Consultations did not include any modelling about the impact on other roads in the network.</li> <li>• A12: response has been shared.</li> <li>• Bradwell: Emma shared that this has recommenced.</li> </ul>	