

## HDL Meeting Log – Inception and Pre-Application Stages (06/12/23)

**Summary:** 2 No. Inception Meetings; 4 No. Pre-App Meetings, being 3 No. Topic Workshops and 1 No. Progress Meetings (based on situation at 06/12/23)

NB: IBC/ESC to be additionally invited to any meetings arranged separately with statutory consultees (Highways, LLFA).

| Meeting Date | Agenda  | Attendees | Meeting Outcomes/Actions  | Pending Actions             |
|--------------|---|-----------|---|-----------------------------|
| 20/07/23     | <u>Inception Meeting No.1</u>   | IBC/ESC   | 1. IBC and ECS to consider housing mix, with particular attention as to how the differing affordable requirements/mix will be overcome and potential for 'blending' across the Masterplan.  | ESC/IBC                     |
|              | Introduction to project   | HH/BDW    | 2. Request for HH/BDW to consider SDMP template in setting out process.   | HH/BDW                      |
|              |   |           | 3. HH/BDW to provide information on previous discussions with highways, education, and drainage.  | HH/BDW                      |
|              |   |           | 4. HH/BDW to provide an initial 'basic plan' to help with visualisation.<br>5. HH/BDW to consider public consultation programme.<br>6. IBC/ESC to consider resourcing/key personnel.  | HH/BDW<br>HH/BDW<br>ESC/IBC |
| 15/09/23     | <u>Inception Meeting No.2</u>   | IBC/ESC   | <u>Update</u><br>1. Notes of previous meeting agreed.   |                             |
|              | Pre-Application Process   | HH/BDW    |   |                             |
|              | <u>Agenda</u>   | P2P       | <u>Pre-Application Process</u><br>2. ESC/IBC noted concerns regarding timetable and resource availability. ESC/IBC investigating shared officer resources if possible e.g. single planner and single specialisms.   | P2P                         |
|              | 1. Update on matters/actions arising from Inception Meeting #1.<br>2. Pre-Application Stages/Resources/Process<br>3. Technical Work |           | 3. Agreed to proceed on step-by-step basis, material to be made availability in good time for meetings. New ESC contact to assist with diaries. P2P to seek next meeting date.<br>4. Workshop topics agreed, but with inclusion of additional workshop on character/design/coding. P2P to update Log. | P2P                         |

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|          | 4. Initial Concept Plan   |   | <p>5. IBC/ESC to advise on pre-app fees (ESC £148 per officer/meeting).<br/> 6. Agreed that Inception stages of SDMP complete and now into pre-app 'proper'.<br/> 7. Circulate updated Consultant Directory.</p> <p><u>Technical Work</u><br/> 8. Current survey work discussed. Mostly low key but additional bore hole information to be obtained in coming weeks.<br/> 9. No additional survey requirements identified at this stage.</p> <p><u>Concept Plan/Policy Framework</u><br/> 10. Agreement that reasonable to approach site as single Masterplan. Flexibility over different requirements between ESC/IBC policies can be afforded where justification advanced.<br/> 11. ESC/IBC initial comments related to the need to look at accessibility/connectivity e.g. concerns re Tuddenham Road.</p> | <p>ESC/IBC</p> <p>P2P</p>  |
| 09/10/23 | <p><u>Pre-App Meeting</u></p> <p>Agenda to include:<br/> 1. Strategy for public consultation and Member briefing.<br/> 2. Contextual Analysis<br/> 3. Update on baseline evidence<br/> 4. Progress Review</p> | <p>IBC/ESC<br/> HH/BDW<br/> Concilio<br/> PRP<br/> P2P</p>                        | <p>Meeting not held.</p> <p>However, public consultation strategy discussed separately between Concilio and LPAs, and contextual analysis reviewed as part of joint site visit on 19/10/23.</p>  |                            |
| 01/11/23 | <p><u>Pre-App Meeting #2 - Topic Workshop #1</u></p> <p>Green Infrastructure and Built Heritage – including strategies for Open Space and Play,</p>   | <p>IBC/ESC<br/> HH/BDW<br/> SCC LLFA<br/> MJK (heritage)<br/> CSA (landscape)</p> | <p>1. General concern raised regarding impact on HDL hedgerow, and need to ensure impact minimised.<br/> 2. IBC advised contact with Lisa Stannard to check latest open space provision.</p>   | <p>All Note</p> <p>P2P</p> |

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|          | Drainage, and Landscape (informed by ecology and tree surveys)   | PRP<br>P2P<br>RSK   | <ol style="list-style-type: none"> <li>3. Cross sections for HDL should pick up lower level of bungalows opposite.</li> <li>4. HRA walking routes should not rely on quiet lanes.</li> <li>5. Green trail should follow footpath on north side rather than site edge/add sensitive view from bungalows to landscape constraints.</li> <li>6. Tree schedule to be issued to accompany plan.</li> <li>7. SUDs features can be expanded with shallower sides to help integrate into the landscape (though still need to show open space, and noted also that SUDs is a technical layout at this stage, not a landscape design).</li> <li>8. Open space typology to be set out to demonstrate different categories.</li> </ol> | PRP<br><br>P2P to note<br><br>CSA/PRP<br>P2P<br>PRP to note<br><br>CSa |
| 02/11/23 | <u>Pre-App Meeting #3 – Topic Workshop #2</u><br>Highways and Sustainable Travel – walking and cycling strategies, public transport, access and junctions. | IBC/ESC<br>HH/BDW<br>SCC Highways<br>RSK<br>P2P             | <ol style="list-style-type: none"> <li>1. Strong desire for vehicular access to be investigated from Tuddenham Road to avoid two points of access from HDL.</li> <li>2. Bus access through the site encouraged/objective is to have every resident within 400m walking distance of bus stop.</li> <li>3. Suggested destinations for walking and cycling noted, but further work needed on actual walking/cycling routes to identify deficiencies to the destinations shown.</li> <li>4. SCC/RSK to meet with WSP to discuss access to Suffolk Transport Model and the inputs required.</li> </ol>  | RSK<br><br>RSK<br><br>RSK<br><br>RSK/SCC                               |
| 09/11/23 | Masterplan Workshop  |   | Cancelled to enable further work on vehicular access points.   |  |
| 16/11/23 | Highways Design Technical Meeting  | SCC/RSK<br><br>Invitation open to all to attend if desired. | RSK to issue a copy of options discussed for further review.   | RSK  |
| 29/11/23 | <u>Pre-App Meeting #4 – Topic Workshop #3</u>  | IBC/ESC<br>HH/BDW   | 1. RSK to investigate Sidegate Lane light controlled junction.   | RSK  |

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|          | Access and Masterplan Options Review  | SCC LLFA<br>MJK (heritage)<br>CSA (landscape)<br>PRP<br>P2P<br>RSK                      | 2. Contact to be made with bus operators/passenger transport team.<br><br>3. Feedback note from public engagement to be provided. | RSK<br><br>P2P to liaise with Concilio |
| 08/12/23 | Pre-App Meeting #5<br>Progress Review Meeting –<br>Highways and Masterplan Update | IBC/ESC<br>HH/BDW<br>SCC LLFA<br>MJK (heritage)<br>CSA (landscape)<br>PRP<br>P2P<br>RSK |   |  |
|          | <u>Additional/Re-arranged meetings TBC</u>  |   |   |  |