

Council Meeting Agenda

Wednesday, 8 December 2021 at 7pm

Hylands Pavilion, Hylands House,
Chelmsford CM2 8WQ

MEMBERSHIP

The Mayor – Councillor Jude Deakin
The Deputy Mayor – Councillor Linda Mascot

and Councillors

R H Ambor, L Ashley, H Ayres, K Bentley, M W Bracken,
N B Chambers, D J R Clark, P H Clark, W A Daden,
A E Davidson, C K Davidson, S M Dobson,
N A Dudley, J A Frasca, I D Fuller, J Galley, R J E Gisby,
M C Goldman, S M Goldman, I S Grundy, N Gulliver,
P V Hughes, R J J Hyland, A M John, D G Jones, G B R Knight,
J C S Lager, J S Lardge, R J Lee, M J Mackrory, R Massey,
L A Millane, R J Moore, G H J Pooley, J A Potter, R J Poulter,
S Rajesh, J M C Raven, I C Roberts, S J Robinson, T E Roper,
E J Sampson, C M Shaw, R J Shepherd, M Sismey, A B Sosin,
J E Sosin, M S Steel, A G Thorpe-Apps, C R Tron, N M Walsh,
R T Whitehead, T N Willis, I Wright and S Young

Local people are welcome to attend this meeting, where your elected
Councillors take decisions affecting YOU and your City.

There is also an opportunity to ask your Councillors questions or make a
statement. These have to be submitted in advance to

committees@chelmsford.gov.uk. Further details are on the agenda page.

If you would like to find out more, please telephone Brian Mayfield in the
Democracy Team on Chelmsford (01245) 606923, email

brian.mayfield@chelmsford.gov.uk, call in at the Civic Centre, or write to the
address above.

MEETING OF CHELMSFORD CITY COUNCIL

8 December 2021

AGENDA

1. Apologies for Absence

2. Mayor's Announcements

3. Declarations of Interest

Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

4. Minutes

Minutes of meeting on 22 September 2021

5. Public Questions

To receive questions from members of the public in accordance with Council Rules 10.1 to 10.6 on Item 6 on the agenda.

Any member of the public who wishes to submit a question or statement to this meeting should email it to committees@chelmsford.gov.uk 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting.

6. Cabinet Question Time

The Leader and Members of the Cabinet to answer questions submitted by Members of the Council in accordance with Council Rules 10.18 to 10.22.

7. Treasury Management Mid-Year Review

To consider the attached report from the Cabinet Member for Fairer Chelmsford

8. South Essex Parking Partnership - Proposed New Working Arrangements for New Term of the Partnership Agreement

To consider the attached report from the Cabinet Member for Sustainable Development

9. Neighbourhood Plans for South Woodham Ferrers and Writtle

To consider the attached report from the Cabinet Member for Sustainable Development

10. Gambling Act 2005 – Statement of Licensing Principles

To consider the attached report from the Cabinet Member for Greener and Safer Chelmsford

11. Notice of Motion – Improving Air Quality and Safety Around Schools

In accordance with notice duly given, Councillor S Rajesh will move, and Councillor n Walsh will second:

“Council notes that:

1. A 2021 report from Chelmsford City Council states that “Air pollution is associated with a number of adverse health impacts. It’s recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in the society: children, the elderly, and those with existing heart and lung conditions.”
2. Road transport is the principal source of both particulate matter and nitrogen dioxide pollution in Chelmsford.
3. Chelmsford City Council declared a Climate & Ecological Emergency in 2019, and encouraging cycling and walking is part of the action plan.
4. Families across Chelmsford are concerned about road safety outside schools, noting in particular the recent incident outside Moulsham Junior School.
5. Most roads outside schools in Chelmsford have 30mph or even 40mph speed limits and some do not have safe crossings.
6. A number of councils including Sutton, Hackney, Camden, Greenwich and Southend have introduced ‘School Streets’, whereby only pedestrians and cyclists can use roads close to a school’s entrance at start and finish times.
7. Essex Highways is introducing 20mph around some school clusters in Colchester and welcomes this as a step in the right direction that should be urgently rolled out more widely.

Council believes:

1. That vehicles parking near schools, often with engines idling causing air pollution pose a serious threat to the health of young people.

2. That the potential for conflict between vehicles and pupils near schools is a safety risk that should be reduced.
3. That roads near the entrances of every school in Chelmsford should be assessed for the potential of being designated as “School Streets” and, if that is not possible, No-Idling Zones and 20mph speed limits should be introduced.
4. That it is important to provide parents and children with healthier and safer ways of travelling to school. Therefore, the City Council should work with Essex County Council to develop walking and cycling schemes.

Council resolves to:

1. Request Essex County Council to consider School Streets schemes or No-Idling Zones and 20mph speed limits around Chelmsford schools as soon as possible.
2. To engage in constructive discussions with ECC about how these could be funded.
3. To support active travel schemes for Chelmsford.”

CHELMSFORD CITY COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL

held on 22 September 2021 at 7pm

PRESENT:

The Mayor (Councillor J A Deakin)

Councillors R H Ambor, L Ashley, K Bentley, M W Bracken, N B Chambers, D J R Clark, P H Clark, W A Daden, A E Davidson, C K Davidson, S M Dobson, N A Dudley, J A Frasca, I D Fuller, J Galley, R J E Gisby, M C Goldman, S M Goldman, I S Grundy, P V Hughes, R J J Hyland, D G Jones, J C S Lager, J S Lardge, R J Lee, M J Mackrory, L Mascot, L A Millane, R J Moore, R J Poulter, J M C Raven, I C Roberts, S J Robinson, T E Roper, E J Sampson, C M Shaw, M Sismey, A B Sosin, J E Sosin, M S Steel, C R Tron, N M Walsh, T N Willis and S Young

1. Apologies for Absence

Apologies for absence had been received from Councillors H Ayres, N Gulliver, G B R Knight, R Massey, G H J Pooley, J A Potter, S Rajesh, A Thorpe-Apps, R T Whitehead and I Wright.

Before opening the meeting, the Mayor paid tribute to all those competitors and their support teams born or living in Chelmsford who had participated in the Olympic and Paralympic Games in Tokyo. Their dedication was inspiring and, whether successful or not in winning medals, they were all winners in the eyes of many people.

2. Declarations of Interest

Members were reminded to declare at the appropriate time any personal and prejudicial interests in the business on the meeting's agenda.

3. Minutes

The minutes of the meeting held on 21 July 2021 were confirmed as a correct record.

4. Public Question Time

There were no questions or statements from members of the public.

5. Cabinet Question Time

The following questions from councillors were put to members of the Cabinet:

1. Question from Councillor I Roberts to the Leader of the Council

“It is concerning that a relatively high number of meetings have been cancelled over the past few months, including important Cabinet, Policy Board and other committees. This must give our citizens the impression that the Council is doing nothing and must be concerning for all members. Is it due to the pandemic effect or not having any new policies to deal with?

Can the Leader give an update on the administration’s proposals to deal with this apparent lack of work to set the future for the Council and the Chelmsford citizens?”

The Leader of the Council said that although the public had shown little interest in attending meetings, access to them had been improved through the live reporting and webcasting of many of them. Greater information about the Council was also being communicated through newsletters, social media and the City Life website.

The programme of meetings was produced up to 18 months in advance and there could be no guarantee that there would be sufficient business for a meeting on the scheduled date. In the Leader’s view, it would not be a good use of time and resources to hold a meeting for only one item if a decision on it could await the next scheduled meeting. The number or absence of meetings was not an indication of a lack of activity and much work was being done outside of the forum of formal meetings.

2. Question from Councillor K Bentley to the Cabinet Member for Sustainable Development

“Could the Cabinet Member for Sustainable Development please explain how Countryside Properties can continue with their proposal to set up a land trust and charge future residents of SGS10 in SWF to provide open space management when they will already be paying council tax and special expenses for this service? I was under the impression that our adopted “MAKING SPACES SPD”, developed by the Policy Board and agreed by the Cabinet, made it mandatory for developers to hand over open spaces for the Council to manage. This avoids us having a two-tier payment system within the town - something that will divide SWF residents rather than integrate them.”

The Cabinet Member for Sustainable Development replied that the national planning system and the policies within the Local Plan created the means to ensure the right type and size of open space in new developments was delivered, maintained and protected as open space in perpetuity.

Policy DM26 and Appendix B of the Local Plan set the necessary types and size standards of open spaces required in each relevant development.

The Making Places SPD set out in paragraphs 7.2 to 7.13 further detail on how open spaces should be designed to support relevant development. Paragraph 7.3 set out that the

Planning Obligations SPD included detailed information on the management expectations of such spaces.

The Planning Obligations SPD set out how open spaces would be managed in paragraphs 8.26 and 8.27 as set out below:

8.26 *Maintenance contributions will be required for all open space provided on-site when responsibility for the long-term maintenance resides with Chelmsford City Council or a Parish or Town Council. This will be calculated according to the landscape layout and quantified elements to be provided by the developer and will be required for 25 years after completion.*

8.27 *The Council's preference is for all open spaces to be transferred to and adopted by the Council with a commuted maintenance sum. If a developer chooses to retain open space, it should be maintained by a recognised not-for-profit management trust. Where appropriate, and following negotiation between the relevant parties, open space can also be transferred to a Parish or Town Council.*

The Planning Obligations SPD then went on to set out further details on the legal mechanism for a conditional performance bond to be issued in the event that the S106 obligations were not met. Paragraph 8.31 of the SPD make clear that:

8.31 *Should a developer wish to self-manage open space, the Council would require public access agreements and an agreed maintenance specification and inspection regime, secured through a legal agreement. In addition, the Council would require a conditional performance bond issued by a reputable financial institution in favour of the Council, to a specified indexed linked amount calculated in reference to Table 9. This would enable the Council to call upon the bond in the event of the owner of the open space becoming financially unviable or failing to comply with its management and maintenance obligations under the section 106 agreement.*

While the Making Places SPD made clear it was the Council's preference for all open spaces to be transferred to and adopted by the Council with a commuted maintenance sum, this could not be a mandatory requirement, providing the planning objectives of delivering, maintaining and protecting open space in perpetuity were legally enforced. Therefore, developers could seek to retain the open space under the arrangements set out in the Planning Obligations SPD.

3. Question from Councillor K Bentley to the Cabinet Member for Fairer Chelmsford

"Would the member of cabinet responsible for business please give Council an update about vacant retail and office properties owned by the Council? Is there any new interest in taking up lets - particularly in The Meadows?"

The Cabinet Member for Fairer Chelmsford said that the Council received rental income from High Chelmer, The Meadows and also a portfolio of commercial properties.

The income received was significantly affected by Covid-19. The Budget report at Council in February 2021 forecast a £1.3m reduction for the current year, attributable to High Chelmer and The Meadows (mainly High Chelmer).

The commercial portfolio continued to perform as forecast. The lease of Aquila House had recently come to an end and the tenant had vacated. The building would be refurbished and then marketed. There were also a couple of office suites available in the Aquarium which it was expected would be let shortly. These gaps between tenancies were normal incidents of property letting.

The Council owned the freehold of The Meadows but had let it on a long lease, receiving a ground rent; it had no say in the management of the shopping centre. Officers maintained a dialogue with the long leaseholders and the Council would encourage rejuvenation of the centre in both the short and long term. The former BHS store had been let to the Department for Work and Pensions and would open as a Job Centre, which should increase footfall in the centre. The Council also remained optimistic that High Chelmer would continue to be fully let and that rents would recover from the lows caused by the pandemic.

The Cabinet Member would be updating projections for future years' rental income in his next budget in February 2022.

The Council did not own other vacant property on the High Street but was aware that discussions were taking place which should lead to their being brought back into use. It was therefore confident that the City Centre was resilient and had a great future.

4. Question from Councillor R Hyland to the Cabinet Member for Fairer Chelmsford

"Would the member of cabinet responsible please give Council an update on this administration's, Our Chelmsford, Our Plan ambition, to *"Develop and implement a new strategic approach to improve the supply and accessibility of affordable homes?"* (Pg5 - *What we will do*). And specifically, about steps they have taken or are planning, to make housing genuinely affordable to residents looking to live in Chelmsford? And can you provide the statistics for Monthly Affordable Housing Starts and Completions during this administration's tenure? And, how does this compare to the previous incumbents? Also, can you give the Council, this administration's definition of genuinely affordable housing? And finally, are there any interventions in the market that this Council is, or could consider, that would make housing in Chelmsford genuinely affordable?"

The Cabinet Member for Fairer Chelmsford said that the Council was fully committed to improving the supply and accessibility of affordable housing.

The Council declared a housing crisis over two years ago and was proud of the progress made since then.

It gave planning permission for CHP to build 12 new homes for social rent at Woodhall Road, on land that was owned by CCC. That had not happened for at least 10 years.

The Council was reviewing its other land holdings with a view to increasing the supply of affordable homes, not selling them off to the developer who bids the highest, as might have happened previously.

It had just concluded consultation on a new housing strategy. This was something that had not been produced for a number of years but was now very timely. It aimed to prioritise not only the supply of affordable homes but in particular those of a type that were most needed because they were the most difficult to find currently, i.e. larger 3- and 4-bedroom homes for affordable rent. This recognised that the type and tenure was just as important as the number of homes that were delivered.

The Woodhall Road development would include 5x4-bed and 2x3-bed houses.

It was a fact that supply from the existing housing stock had been reducing. It was not sustainable to rely only on new homes delivered through the Local Plan to address this shortfall, so the aim was to bring forward more sites like Woodhall Road, providing more larger homes. That would, in turn, help improve the overall supply from the existing stock.

This was not something CCC could do alone. It therefore welcomed support from a range of partners including Registered Providers and local housing charities, who were vital to the improvements the Council wanted to see.

The Cabinet Member agreed with Councillor Hyland's sentiments and said that the country desperately needed a change of approach; the Council was hamstrung by national policy, set by the Government. The key to solving the housing crisis was to increase the supply of housing, especially good-quality, affordable housing.

The Council had a good track record of delivering new homes, including affordable homes, through planning policy, despite the national constraints.

Referring to Councillor Hyland's request for statistics, the Cabinet Member said, in summary, that in 2019-20 and 2020-21, 189 and 264 new homes within the Government's definition of affordable were built in Chelmsford. That was 27.3% of total new homes, by far the highest proportion of affordable new homes in any two years over the last decade for which he had statistics.

It was still not enough because the percentage needed to be higher and because the Government's definition of affordable simply was not adequate for the task. There was an enormous gulf between actual private sector rents, which were high because house prices were high, and the Local Housing Allowance the Government set which determined what was affordable for families on low incomes. Further, as the country emerged from the pandemic, the housing market was moving even further against the efforts to provide more affordable housing. More therefore needed to be done.

The consequences of the housing crisis in Chelmsford were that:

- There were 280 households in temporary accommodation – families and individuals who were homeless until the Council put a temporary roof over their heads;

- There were nearly 800 entries on the housing register – people in housing that was not suitable for their needs who wanted to move somewhere better suited, who could not afford to buy or rent in the private sector; and
- There were an unknown number of people living with family or friends at an age when they should be able to get a place of their own.

The Liberal Democrat City Council would give them hope for the first time in a generation.

Officers were projecting that the numbers would improve over the next five years, with the percentage of affordable homes reaching 35%. The Council would ensure it got more of the larger homes that were so desperately needed and we would do more Woodhall Roads, so homes could be offered at social rents that were genuinely affordable.

None of this would be easy while Government policy continued to subsidise rents via the benefits system instead of putting the money into building more houses at prices people could actually afford to rent.

The Cabinet Member and Councillor Pooley, his Cabinet Deputy for affordable housing, looked forward to continuing support from Councillor Hyland and other Members as they worked through the details.

5. Councillor W Daden to the Cabinet Members for Fairer Chelmsford and Greener and Safer Chelmsford

“For the benefit of the Council and the public, could we please have an update on the traffic order and when parking charges will be implemented at Hylands Park?

Will the detailed ways for discounts be circulated to parish clerks and ensure our website has a highly sensitive search so residents can easily find Hylands parking information and ways to pay?

Earlier this year, CCC employed consultants to maximise profit Hylands Estate, could we please have a brief update tonight and the reports be circulated?”

The Cabinet Member replied that the decision as to whether or not to make a Traffic Regulation Order would be taken in due course and would be communicated in the normal way.

The Cabinet Member for Greener and Safer Chelmsford said that the City Council did not employ consultants ‘to maximise profit’ of Hylands Estate as such. This was, in fact, assistance provided through the Cultural Recovery Fund to help the Council to identify and understand any opportunities to increase business use following the disruptions caused by Covid and any adjustments that might be possible in respect of the commercial hire rates for facilities..

It was not appropriate to share the detail of the report due to the commercial information included in it, but the key issues identified included support for the proposal to create an

outdoor venue spaces, suitable for weddings and other events, the needs to improve internal diary and event management systems and some adjustments to the pricing for weddings and event hire. These were all now being taken forward.

The Cabinet Member paid tribute to the staff at Hylands House who had ensured its continued operation and success through the pandemic.

6. Councillor S Dobson to the Leader of the Council

“During the pandemic it was apparent that the attendance at Council meetings of both members of the public and other Councillors increased when Council meetings were held virtually.

Now that we are required to attend meetings in person – whether we agree with that or not – have members considered holding hybrid meetings going forward? The attendance of the public (who normally would not make the effort to physically attend) is surely good for local democracy, and also other councillors who again would not usually attend, will be able to be involved. We surely need to plan forward for when things do return to a semblance of normality and I would be interested to know members’ views on whether this format would be possible.”

The Leader of the Council shared Councillor Dobson’s view that councils should again have the ability, if they wished, to conduct their business via remote or hybrid meetings.

The temporary regulations which allowed the conduct of business by remote and hybrid meetings expired in May. The government issued a call for evidence to help it decide whether to reintroduce those or similar regulations. It was yet to publish the results of the call for evidence, although it was known that 83% of councils that responded to it favoured having the ability to hold remote or hybrid meetings. However, until legislation permits otherwise, all meetings must continue to be held in person.

Currently, the Marconi and Crompton Rooms were equipped for video conferencing, which would enable hybrid meetings to be held in those venues, if they were permitted. The Council Chamber did not have such equipment and it would be expensive to install it. Instead, the focus at the moment was on enabling meetings in the Council Chamber to be webcast.

(7.05pm to 7.30pm)

6. Community Governance Review

At its meeting on 8 September 2021 the Governance Committee had considered draft recommendations proposed by the Connectivity and Local Democracy Working Group following the initial consultation on the review of all aspects of community governance within the City Council area.

Introducing the report, Councillor Dudley, as acting Chair of the Governance Committee, said that in undertaking a Community Governance Review (CGR) the Council was required to consider the two statutory criteria:

1. Governance arrangements must represent the interests and identities of the local area, and
2. They must lead to effective and convenient local governance.

The report before the meeting was based on the assessment of responses received through the first round of public consultation. The number of responses to the consultation was quite high, compared to CGRs conducted elsewhere in the past. However, the views received may not be representative. As such, the report was not based on the number of responses received, but sought to balance the views represented and to understand the overall themes emerging.

Taking into account the various submissions received and the discussion and debate surrounding each local area, the Governance Committee had made the following draft recommendations:

1. No changes were proposed to the parish boundaries or to the number of parish councillors in the following areas:
 - East Hanningfield
 - Good Easter
 - Great Waltham
 - Highwood
 - Pleshey
 - South Hanningfield
 - South Woodham Ferrers
 - Stock
 - Woodham Ferrers and Bicknacre
2. No changes were proposed to boundaries in the following areas, but a change to the number of parish councillors was recommended. In all cases, the proposed new number of parish councillors was based on NALC recommendations, and any changes were subject to public consultation with local residents and the parish councils.
 - Danbury – reduce the number of parish councillors from 15 to 12
 - Little Baddow – reduce the number of parish councillors from 9 to 8
 - Great and Little Leighs – increase the number of parish councillors from 9 to 10
 - Margaretting – reduce the number of parish councillors from 9 to 7
 - Roxwell – reduce the number of parish councillors from 9 to 7
 - Sandon – increase the number of parish councillors from 7 to 8
 - West Hanningfield – reduce the number of parish councillors from 9 to 8

3. More substantive changes or targeted consultations were proposed in other areas, as set out below. In all of these cases, local residents would receive a letter or leaflet from the City Council explaining the Draft Recommendations and inviting them to respond to the consultation, either online or on paper.
- Mashbury (parish meeting) – no changes to boundary or governance arrangements, but a targeted consultation of residents to take place regarding whether residents felt that local community governance would be more effective and efficient by being part of Chignal parish.
 - Runwell – create a new parish ward for St Lukes, to be served by 2 parish councillors. East and West wards of Runwell to be served by 4 and 7 parish councillors respectively.
 - Chignal – Hollow Lane area to move to currently unparished city centre.
 - Writtle – adjust the parish ward boundary to follow the polling district boundary, and adjust the parish councillors by parish ward in the North and South wards to 7 and 8 respectively.
 - Galleywood – remove the parish wards, amend the parish boundary such that the southern part of Goat Hall ward becomes part of Galleywood (222 electors), and increase the number of parish councillors from 9 to 12.
 - Great Baddow – adjust the boundary such that 30 Petrel Way becomes part of the currently unparished city centre; adjust the boundary such that Regal Close moves from Baddow Road parish ward of Great Baddow to the currently unparished city centre; adjust the boundary such that Goodwin Close, Bawden Way and the balance of Waterson Vale move from Rothmans ward of Great Baddow to the currently unparished city centre. Increase the number of parish councillors by one to six in both the Rothmans and Village wards.
 - Rettendon – no changes, but a targeted consultation of residents to take place regarding a range of alternative options.
 - Broomfield – adjust the boundary such that Petty Croft becomes part of Broomfield; adjust the boundary such that the new development north of the hospital becomes part of Broomfield; adjust the boundary such that the Hollow Lane area moves to the currently unparished city centre; adjust the boundary in the east to accommodate the new Chelmsford Garden community.
 - Boreham – adjust the boundary to create the new parish (no electors are affected by this change).
 - Little Waltham – adjust the boundary to create the new parish; Petty Croft and the new development north of Broomfield hospital to move to Broomfield; reduce the number of parish councillors from 9 to 7.
 - Create a new parish of Chelmer Village, from part of the current Chelmer Village and Beaulieu park parish ward of Springfield.
 - Extend Springfield parish to include The Lawns ward (except the new development in the south-west corner, which will become part of Marconi ward) and the northern part of Trinity ward; part of Springfield moves to the new Chelmsford Garden community; part forms the new Chelmer Village. Springfield to be served by 19 parish councillors (10 for North ward, 3 Trinity, 6 The Lawns).

- Create the new Chelmsford Garden community, comprising parts of Broomfield, Little Waltham, Boreham and Springfield parish, and consult upon the name of the new parish (either Belsteads or Chelmsford Garden Community); to be served by 7 parish councillors initially.
- The remainder of the City Centre, other than the changes noted above (The Lawns, northern part of Trinity ward, southern part of Goat Hall ward) to remain unparished; Hollow Lane area of Chignal and Broomfield parishes to become part of the unparished city centre.

In response to a question, Councillor Dudley reiterated that any household which could move from one parish to another as a result of the Draft Recommendations would be sent a letter or leaflet and invited to respond to the consultation. At the close of the consultation, all responses would be reviewed and a further report presented through the Working Group, Governance Committee and then to the Council for consideration.

Referring to the recommendations that would affect the parish of Little Waltham, a ward councillor for the area said that the recommendations took account of the first statutory criteria (reflecting the identities and interests of the community in that area) in certain areas where new estates were currently part of rural Parish Council, and there was a case for a distinction between a modern housing estate and a well-established rural village, such as Bloor Homes and Little Waltham/Broomfield, and Little Hollows and Chignal/Broomfield.

However, questions had been asked in Little Waltham as to whether moving these new estates out of the rural Parish area met the second criteria of being effective and convenient.

Specifically, on the upcoming Bloor Homes development, there was a desire to keep Bloor Homes and the existing new houses around the hospital, as one entity. The decision then was whether to make that one entity part of the Broomfield or Little Waltham Parish. The recommendation was to make it part of Broomfield, which would make Broomfield an even larger parish.

Little Waltham Parish Council argued that:

1. The Bloor home development site was predominantly in the current Little Waltham Parish, with a logical east/west horizontal line as the border such that both sides of the B1008 were in the same parish.
2. Access to the new site had not been finalised. If it was via a new road from Blasford Hill, then the argument for the site being in Broomfield was diluted.
3. New residents would be closer to the facilities of Little Waltham and this premise was supported by the Master Planning document which referenced new residents using the services of Little Waltham Parish.

Whilst Broomfield Parish Council may make a similar but opposite argument, it was requested that Little Waltham Parish Council's concerns be revisited as part of the consultation process.

On the issue of Little Hollows and Chignal Parish Council, the logic of "reflecting the identities and interests of the community in that area" led to a conclusion of separating a new estate from a rural Chignal Parish, and also noting that the eventual size of the estate would

actually dominate such a parish. However, a number of people in Little Hollows preferred to remain as part of the Chignal Parish, or not be swallowed up into the unparished area, and their views should be taken into account during the next stage of the consultation.

Local members for other areas affected by the draft recommendations made the following comments:

- Boreham Parish Council were disappointed that the airfield would not remain in the parish and believed that this recommendation should be revisited. If the change were to go ahead, it was requested that the memorial at the airfield be moved to Boreham village hall;
- The proposals envisaged the loss of a large area from the current parish of Great Baddow, with Regal Close, Goodwin Close, Bawden Way and the entirety of Waterson Vale becoming part of the unparished area. Although only accessible by road from the unparished area, these roads were regarded locally as an intrinsic part of Great Baddow; It was also noted that the main body of the report for Great Baddow included a proposal to increase the number of parish councillors.
- The proposal to create a new ward in Runwell was divisive. In light of the difficulty of attracting candidates to serve on parish councils, it could result in councillors representing areas in which they were not resident.

In seconding the report's recommendations, the Leader of the Council said that:

- Strong and effective parish councils were an asset to local communities and this long overdue review was intended to strengthen local governance;
- Whilst in other parts of the country the creation of parishes in formerly unparished areas has been a success, it was recognised that the consultation so far had not shown sufficient support to justify pursuing that in Chelmsford at present;
- The two statutory criteria to be followed in conducting a review were not always compatible and it was often the case that a balance needed to be struck between the two;
- In the case of areas in which major new development was planned, it was difficult to make decisions on behalf of residents who had not yet moved into the area;
- All views on the parishing of the Garden Community area would be taken into account and the Council would work closely with the four parishes affected.

On being put to the vote, the motion to agree the draft recommendations for the next stage of the review was carried.

RESOLVED that the outcome of the initial formal consultation on the Community Governance Review be noted and that the Draft Recommendations of the Review for the second and final stage of public consultation detailed in the report to the meeting be approved.

(7.30pm to 8.02pm)

7. Urgent Business – Absence of Councillor R J Shepherd

The Mayor had agreed to accept as an additional item of urgent business a report seeking approval to the absence of Councillor R J Shepherd under Section 85(1) of the Local Government Act 1972. She had done so on the grounds that Councillor Shepherd was currently unable to attend meetings owing to ill health and would be disqualified as a member of the Council if his absence was not authorised by 13 October 2021.

RESOLVED that the absence of Councillor R Shepherd be authorised under Section 85(1) of the Local Government Act 1972 until the meeting of the Council on 22 February 2022.

The meeting closed at 8.03pm

Mayor



Chelmsford City Council

8 December 2021

Treasury Management Mid-Year Review

Report by:

Cabinet Member for Fairer Chelmsford

Officer Contact:

Brian Mayfield, Democratic Services Manager, brian.mayfield@chelmsford.gov.uk,
01245 606923

Purpose

To report to the Council the Treasury Management (TM) activities undertaken in the first part of 2021-22 and on compliance with the approved TM Strategy, and to request that the Council consider the recommendation of the Treasury Management and Investment Sub-Committee and Cabinet that the Strategy continue unamended.

Recommendation

That the Council note the Treasury Management activities carried out in 2021-22 and confirms the existing TM Strategy.

1. Background

1.1. The Council has cash to invest arising from its revenue activities, capital balances and the collection of Council Tax & Business Rates. The Council can fund its capital programme from borrowing. The activities around the management of Council cash and external borrowing are known as Treasury Management.

1.2. Under statute and the CIPFA Code of Practice on Treasury Management ("the Code"), members are required to receive reports on the Council's Treasury

Management (TM) activities. The report in Appendix 1 complies with the CIPFA Code of Practice and relevant Government regulations.

- 1.3. Full Council has overall responsibility for Treasury Strategy but delegates to the Treasury Management and Investment Sub Committee responsibility to monitor and recommend changes to the strategy. The Section 151 Officer of the Council is delegated responsibility to manage operational TM activities within the approved strategy.
- 1.4. Members of the Treasury Management & Investment Sub Committee have reviewed the contents of the report and recommended that the Cabinet notes its contents and seek Council approval for it.

2. Executive Summary

- No breaches of the 2021/22 Treasury Management Strategy occurred
- Interest Rates have remained low due to the Bank of England base rate staying at 0.10% resulting in projected income from cash investments being low
- Investments in three Diversified Income Funds have improved yields in 2021/22 since their establishment in late June
- The Council continues to remain internally borrowed to fund its capital investment and does not expect in 2021/22 to externalise any debt.
- The Council has a high level of liquidity as a result of cashflow uncertainties as a consequence of the Coronavirus pandemic and the level of returns from longer investments have not justified an increase in duration.
- No change to the TM Strategy is recommended for 2021/22

3. Conclusion

- 3.1. Cabinet will be asked to accept the review of the Treasury Management Activity for the period to the end of August as endorsed by the Treasury Management and Investment Sub Committee. No changes to the 2021/22 Treasury Management Strategy are recommended.

List of appendices:

Appendix 1 – Review of Treasury Management Activity (2021/22)

Background papers:

Nil

Corporate Implications

Legal/Constitutional: The report meets statutory obligations on reporting Treasury Management Activity

Financial: As detailed in the report

Potential impact on climate change and the environment:

Any fund managers will be required to consider ESG (Environmental, Social and Governance) factors in their investment process. All the fund managers would be expected to have signed up to the UN Principles for Responsible Investment (PRI). PRI argues that active participation in ESG and exercising shareholder rights on this basis can help to improve the performance of companies which may otherwise not address such concerns and so being an engaged corporate stakeholder is a more effective way to bring about change in corporate behaviour on ethical issues.

Further requirements from those identified above are not practical given the limited ability to directly influence any immediate change in the financial markets.

Contribution toward achieving a net zero carbon position by 2030: N/A

Personnel: N/A

Risk Management:

The report is part of the Council's approach to managing risks arising from Treasury Management

Equality and Diversity: N/A

Health and Safety: N/A

Digital: N/A

Other: N/A

Consultees:

Cabinet

Relevant Policies and Strategies:

Treasury Management Strategy 2021/22

1. Treasury Management Activity during the period 1st April 2021 – 31st August 2021

This report complies with the CIPFA Code by identifying the Council's investments and external borrowings as at 31/08/2021 and compares treasury activity to the approved strategy.

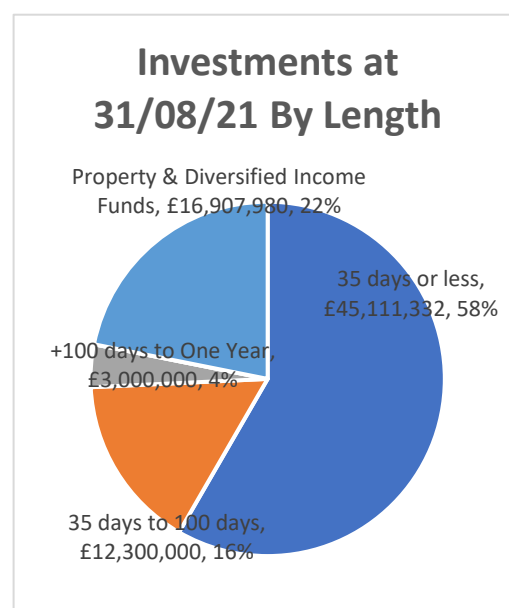
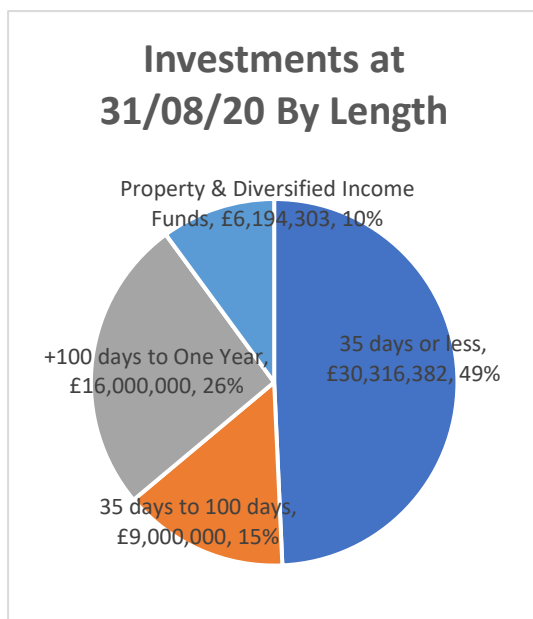
2. **Liquidity Management and borrowing**

- 2.1 The Council has continued to keep a significant proportion of its portfolio available for instant access and within notice accounts. This reflects the uncertain cashflow of the Council due to income losses from Covid-19 (mainly Business Rates and Sales, Fees and Charges). Also, investment returns for longer duration investments have not justified the lengthening of maturities

To assist in managing liquidity, the Council set the following target in its Treasury Management Strategy.

A minimum of £15m of all investments must be invested for periods of 35 days or Less

Outcome: The target was achieved, and officers will continue to keep the average durations of investments short until longer investment durations become worthwhile in terms of returns.



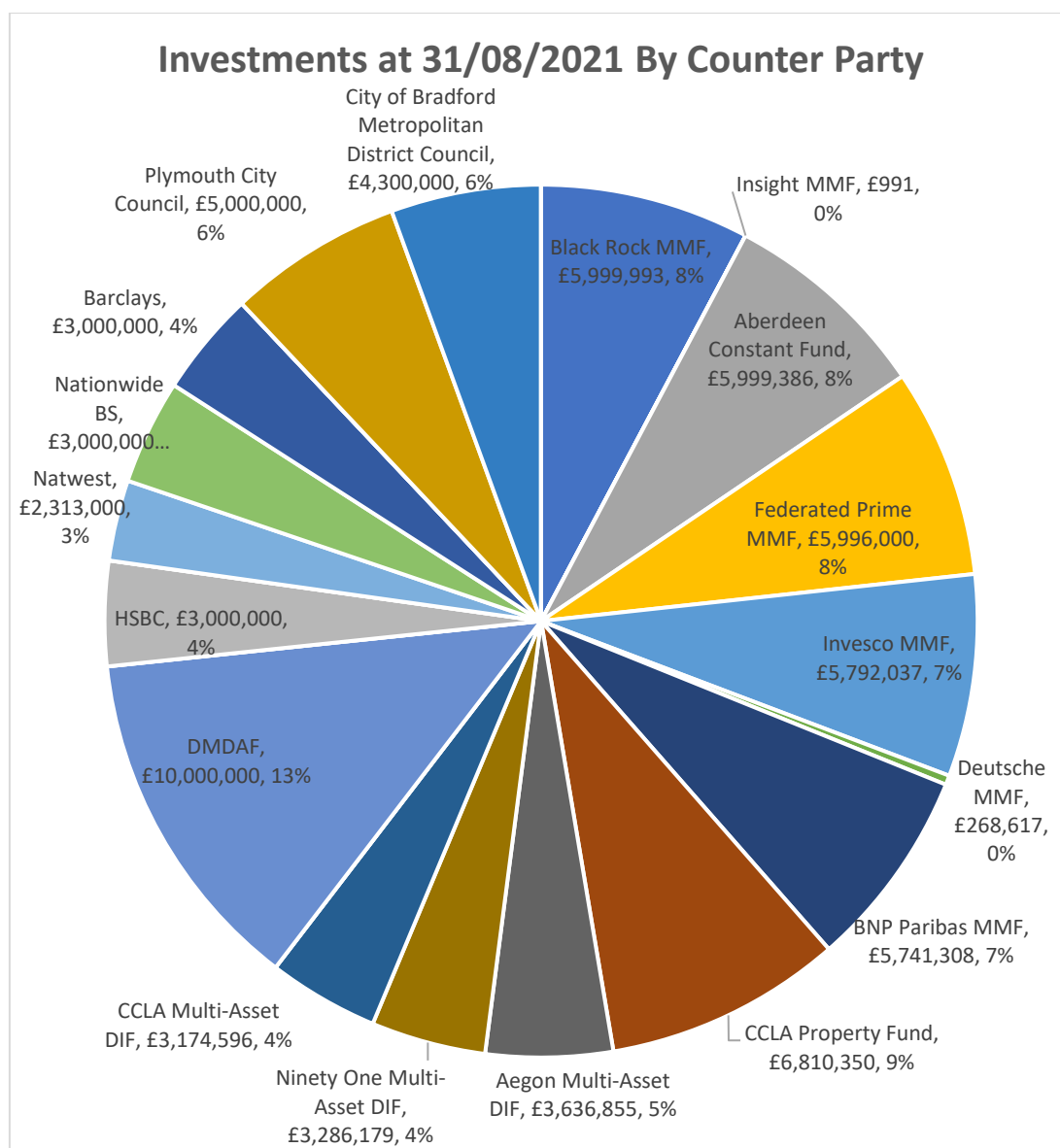
Investments at:	31/08/20	%
35 days or less	£30,316,382	49
35 to 100 days	£9,000,000	15
+100 days to 1 yr	£16,000,000	26
Over 1 yr	£0	0
Property & DIF	£6,194,303	10
Total	£61,510,685	100

Investments at:	31/08/21	%
35 days or less	£45,111,332	58
35 to 100 days	£12,300,000	16
+100 days to 1 yr	£3,000,000	4
Over 1 yr	£0	0
Property & DIF	£16,907,980	22
Total	£77,319,312	100

- 2.2 The Council's Treasury strategy set the following
No fixed duration investments over 365 days are proposed for 2021/22; Subject to being reviewed during 2021/22 depending on cashflow and counterparty risk. It is recommended that any investments beyond 365 days are at the discretion of the Section 151 Officer

Outcome: The limit has not been exceeded. Currently, none are proposed at this point in time, but further work on the Council's cashflow will be undertaken to assess whether longer term (1 year or longer) investments would be worthwhile.

- 2.3 **No breaches of counter party limits have occurred.** The investments held by the Council are noted below



The Council's investments with the DMDAF (Government), local authorities and Nationwide Building Society are all fixed maturity dates and of a duration of less than one year. The investments with HSBC and Barclays are 31-day and 95-day notice accounts respectively, which both achieve a higher return to the Council than Money Market Funds.

- 2.4 **The Council has not undertaken any external borrowing in the year to date.** The funding of the approved Capital programme requires borrowing but that has been internal borrowing which reduces the amount the Council has to invest. The Council operates two borrowing limits, the Authorised (maximum limit) which cannot be exceeded without Council agreement and an Operational boundary (which provides an expected level of external debt). The current limits are noted below

	Limit
Authorised Limit of Borrowing	£37m
Operational Boundary of Borrowing	£1.8m

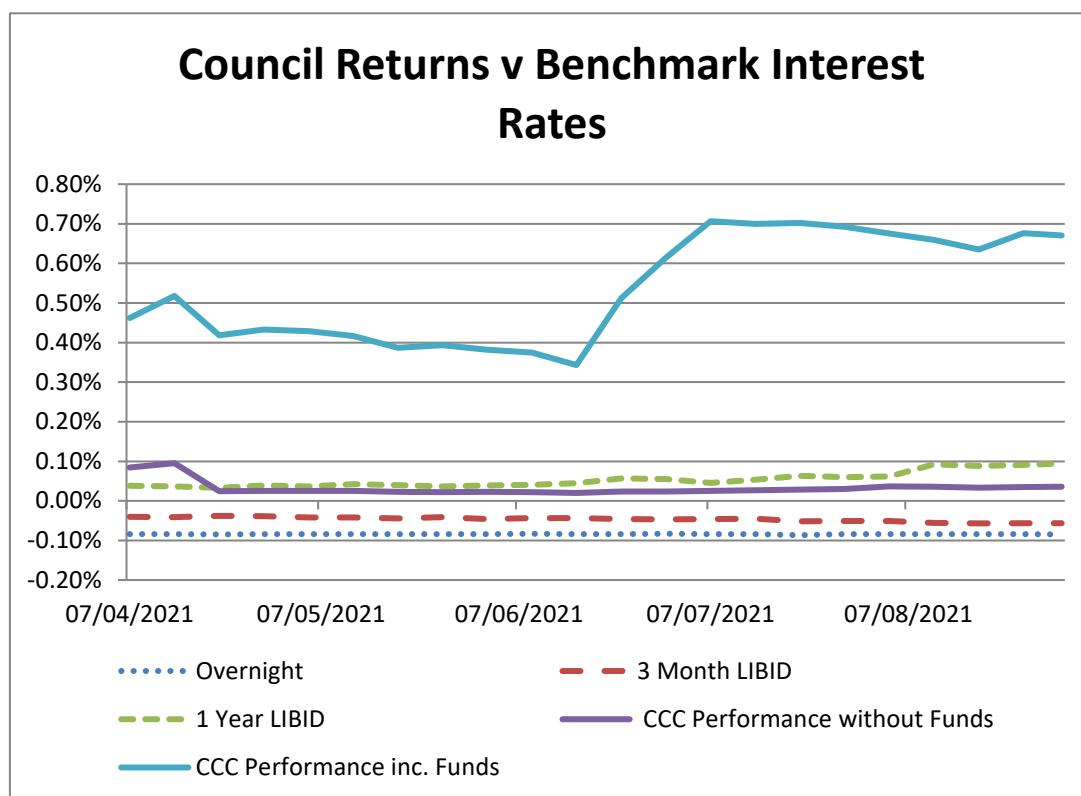
- 2.5 The impact of Covid 19 has continued to make cashflow planning and forecasting difficult throughout 2021/22.
The Council cash balances will fall as the year progresses due to the normal outflow of Council Tax to other precepting bodies and capital programme spend. It is thought unlikely that short-term external borrowing will occur in 2021/22 and a full review of the Councils forecast cashflow is taking place as part of the 2022/23 budget which will identify when the Council may need to undertake external long-term borrowing.

3. **Rate of Return**

- 3.1 The Bank of England Base rate stands at 0.1%. One-month local authority loans are 0.01% and one year 0.20%, although the local authority market has reduced significantly over the last year or so, due to local authorities sitting on higher liquidity from government funding relating to Covid-19.

Money Market Funds are currently running at 0.01% or 0.00% with other cash investments with banks and building societies offering similarly low returns. The Council has now invested in three multi-asset diversified income funds to a total of £10m across the three funds which will help to increase returns on the Council's overall portfolio. The returns are discussed in paragraphs 3.2 to 3.6.

- 3.2 Money market interest rates have fallen since the beginning of Covid-19 outbreak. The Council returns are shown below alongside some comparable benchmark rates.



- 3.3 The Council's rate of return in 2021/22 reflects the historically low interest rates on any cash or short-notice investments. Three diversified income funds have now been invested in which provide a better return to the Council. Officers are continually reviewing options for longer duration investments. However, lack of demand from borrowers (a limited number of counter parties) and low interest rates have made increasing duration not financially attractive to-date.
- 3.4 The Council had an average yield on its portfolio of 0.67% as at 31st August 2021. The budgeted income for 2021/22 from investment returns is £290k, this is expected to be exceeded for the year by at least £150k due to investment in the three diversified income funds.
- 3.5 Some longer duration interest rates have started to rise slightly during September as the market begins to price in potential rate rises over the medium term. These trends will be monitored throughout the rest of 2021/22 to assess whether returns can be increased, whilst maintaining security for the Council.
- 3.6 For the remainder of the financial year, it is expected that short term interest rates will remain very low, but Council returns will be maximised wherever possible within the approved TM Strategy.

4 Externally Managed Fund Performance

- 4.1 The Council is now invested in three Multi Asset Diversified Income Funds alongside its longstanding investment in the CCLA property fund. These are all intended to be longer term investments to generate a secure return for the Council at a higher rate

than many other alternatives. Capital values will fluctuate throughout the period of investment.

- CCLA Property Fund - This investment fund is open only to Local Authority investors. The Council invested at cost of £5m and its current value is £6.8m. The yield is currently around 4.1%.
- Aegon Multi-Asset Diversified Income Fund - A £3.6m investment was made into the Aegon DIF in June 2021.
 - Income yield to end of August – 6.03% (on initial capital investment)
 - Capital Value – 1.02% increase on initial investment
- Ninety-One Multi Asset Diversified Income Fund – A £3.3m investment was made into the Ninety-One DIF in June 2021.
 - Income Yield to end of August – 4.06% (on initial capital investment)
 - Capital Value – 0.42% decrease on initial investment
- CCLA Multi Asset Diversified Income Fund – A £3.1m investment was made into the CCLA DIF in July 2021.
 - Return to end of August – No dividend declared yet (paid quarterly) but expected at between 2.5% and 3%
 - Capital Value – 2.41% increase on initial investment

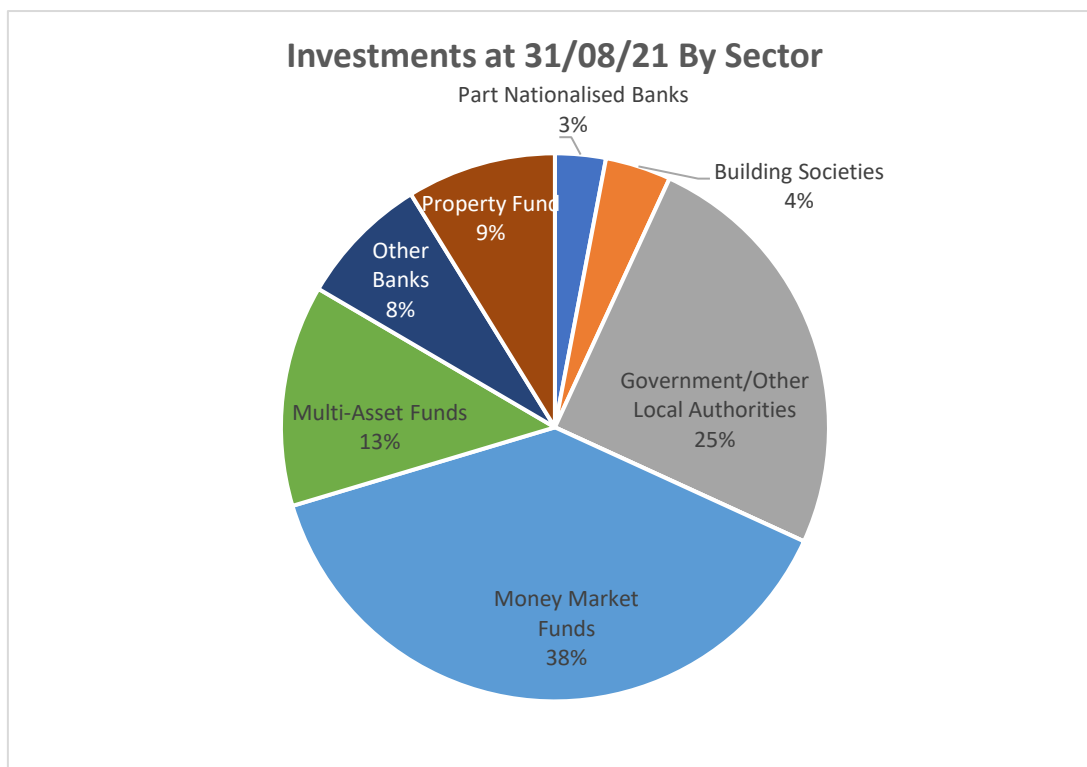
The return on all external funds should be looked at as a portfolio allowing for periods of over and underperformance for individual funds. If the first few months of performance were to continue, then the annualised income yield would be yield 4.31%. The unrealised capital gain to date is £1.9m (including CCLA property fund). It is important to note the unrealised capital gain will fluctuate, the main objectives of the investment in funds is spread of risks across asset types and improving annual income (yield).

- 4.2 As all four of the funds that the Council is invested in are externally managed, the Council benefits from experts who bring expertise and additional data when selecting and managing investments, therefore helping to spread risk across a wider range of counter parties and assets, whilst maintaining a high yield.
- 4.3 The value of the different funds the Council invests in can be seen when looking at the returns the Council receives without them. As at the 31st August 2021, Council returns excluding these funds was 0.03% due to the historically low returns for any cash investments. There has also been a significant reduction of counterparties active in the market, particularly other local authorities looking to borrow. This reduced demand is due to higher levels of liquidity as a result of Government support to reduce the impact of Covid-19. It is therefore proposed to continue to hold investments in the four different funds in order to maximise the return to the Council, whilst maintaining security of its assets.

5. **Bail-in Risk**

- 5.1 This is the risk that regulators will step in and enforce losses on depositors in order to recapitalise a failing bank or building society, rather than rely on taxpayer bailouts.

- 5.2 Overall exposure to bail-in has not greatly altered from last financial year to current, predominantly due to the continued high short-term cash balances generated as a result of Covid-19.



Exposure	As at 31 st August 2020	As at 31 st August 2021
Bail-in risk	59%	53%
Exempt from bail-in (including CCLA)	41%	34%
Diversified Income Funds	0%	13%
Total	100%	100%

The Diversified Income Funds will be partially exposed to Bail-In risk, but it is not possible to identify specifically risk due to the changing nature and proportion of their investments in bonds, equities, property etc. They have therefore been split out as a separate line in the table above for clarity.

6. Conclusion

- No breaches of the Treasury Management Strategy occurred
- Interest Rates are expected to remain low for the remainder of the financial year resulting in low returns for cash investments.
- The Council continues to remain internally borrowed to fund its capital investment.
- Investments into three diversified income funds has occurred in 2021/22, resulting in higher returns for the Council.
- No change to Strategy is recommended for the rest of 2021/22.



Chelmsford City Council

8 December 2021

South Essex Parking Partnership – Proposed New Working Arrangements for New Term of Partnership Agreement

Report by: Cabinet Member for Sustainable Development

Officer contact: Nick Binder, Parking Partnership Manager, tel 01245 606302, email nick.binder@chelmsford.gov.uk

Purpose

The current 11-year term of the South Essex Parking Partnership (SEPP) Joint Committee Agreement ends on 31 March 2022. The purpose of this report seeks approval from the Council to a new offer from Essex County Council (ECC) to continue the operation into a new term under a new Joint Committee Agreement, commencing on 1 April 2022.

The proposed Agreement was considered by the SEPP Joint Committee on 28 October 2021. It unanimously supported its proposed terms and recommended that its constituent councils formally approve them.

Recommendations:

That the Council agrees the proposed terms of the new offer from Essex County Council to enter into a new South Essex Parking Partnership Joint Committee Agreement from 1 April 2022 and confirms that the City Council should continue to act as the lead authority for the Partnership.

1. Introduction

- 1.1 Essex County Council is the authority responsible for the enforcement of decriminalised on street parking contraventions. Since 2011, these functions have been discharged via two Joint Committees, the South Essex Parking Partnership and North Essex Parking Partnerships.
- 1.2 The operations delivered by SEPP are governed by a Joint Committee Agreement signed up to by each of the partners – Basildon Borough Council, Brentwood Borough Council, Castle Point Borough Council, Maldon District Council, Rochford District Council, Essex County Council and Chelmsford City Council (the Lead Authority).
- 1.3 The Joint Committee Agreement also provided the scope for the Partnerships to take responsibility for the maintenance of parking related signs and lines and the implementation of new parking related Traffic Regulation Orders. These additional functions have also been accepted by both the Parking Partnerships.
- 1.4 The current Joint Committee Agreement which commenced on 1 April 2011 will expire on 31 March 2022 and a new agreement is required in order for the Partnership to continue delivering the operation from 1 April 2022 into a new term.

2. Background

- 2.1 When NEPP and SEPP were set up, the on-street parking enforcement arrangements were operating at an unsustainable deficit of around £900,000 with very little investment into the maintenance of parking related signs and lines and limited funds to implement essential traffic management schemes; one of the key aims was to change this outturn position moving to a cost neutral position, and ultimately a surplus position.
- 2.2 The delegation of this function to the two Joint Committees had the benefit of the surplus remaining in the full control of the Joint Committees but also had the added risk of being responsible for any deficit to the account.
- 2.3 To manage this risk, the long-term business aims of SEPP throughout the current term of the Joint Committee Agreement were to:
 - Support the core principles of the Traffic Management Act 2004
 - Achieve an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO) function at zero deficit and to provide an operational fund to invest back into the operation
 - Maintain a reserve fund in the region of £300,000

- Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of any individual deficit
 - Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available
 - Invest in innovation and initiatives to improve service delivery
- 2.4 To date the Partnership has exceeded its aims and ambitions and successfully developed an operational model which fully funds and delivers the core parking enforcement operation. The year-on-year surplus achieved from this operation has enabled suitable funding to cover the cost of the TRO operational costs (£172,000) and provide an annual budget of £200,000 for the essential maintenance of parking related road signs and road markings and for the introduction of new parking schemes which require a new TRO.
- 2.5 The success of the Partnership has also enabled the Joint Committee to invest in new innovations and initiatives to improve the enforcement operation and customer experience. **Appendix B** provides more information on the funding and areas of investment and the benefits of Partnership working.
- 2.6 The operational and financial performance of the Partnership has provided a solid foundation to continue the operation and maintain the essential level of investment into a new agreement considering both the needs of ECC and the Partnership.
- 2.7 In November 2020 the SEPP and NEPP Chairmen received a letter from the Cabinet Member for Highways setting out an initial proposal to set up a project team with the view to providing some recommendations for a new working model to take forward into a new agreement.
- 2.8 ECC acknowledged that the Parking Partnerships had been a great success and were keen to continue this working relationship with a new proposal that would specifically include:
- a surplus sharing model for the new arrangement
 - plans and ideas for innovation and technology
 - how cost efficiencies could be delivered in future
- 2.9 A project team consisting of nominated officers from ECC, NEPP and SEPP in consultation with the NEPP and SEPP Chairmen and the Cabinet Member for Highways, collectively agreed a new working proposal for a new term of a Joint Committee Agreement.

3. New working proposal – April 2022

- 3.1 The agreed officer proposal is summarised as **Appendix A** to this report.

- 3.2 Under the new proposal, the Joint Committee governance arrangements, the on-street parking delegations and the operation will remain unchanged and incorporates a new arrangement to manage the operational surplus achieved from the parking enforcement account.
- 3.3 The new arrangement ensures that the surplus generated at the end of every financial year will be applied across three key areas split into three parts. Part 1 and 2 ensures that the Parking Partnership maintains a suitable reserve in the region of £400,000 and maintains the same level of required funding to cover the cost of the TRO Team, the maintenance of parking related road signs and road markings, the implementation of new traffic management schemes and secures the essential investment into new technologies and innovations for continual service improvements.
- 3.4 Any surplus that is allocated to Part 3 will contribute to wider Essex strategic highways priorities and is proposed to be governed through a new Strategic Panel consisting of the NEPP and SEPP chairmen and the ECC cabinet member for highways. ECC will work with the two Lead Authorities to develop the assessment criteria for bids for this funding. Bids will be put forward by officers from both the partnerships and ECC.
- 3.5 The surplus remaining at the close of financial year 2021-22 (the end of the current agreement term) will transfer into the new arrangement but will remain the sole responsibility of the SEPP Joint Committee Members to determine how this surplus is used and allocated in accordance with Section 55 of the RTRA 1984.
- 3.6 The proposal also sets out other future functions and new initiatives that can be delivered by the Parking Partnerships on behalf of ECC and these proposals will be reviewed on a case-by-case basis in line with the appropriate procurement and subject to separate arrangements.

4. ECC Decision and formal offer

- 4.1 On 21 September 2021, a report was presented to the ECC Cabinet with a proposal to agree to enter into joint committee agreements under which the Council (ECC) delegates civil parking enforcement to the two area Joint Committees with the same areas as the current joint committees under the terms of the proposal at **Appendix A** for a period of five years with an option to extend for a further twelve months on three consecutive occasions.
- 4.2 A formal letter of offer setting out this proposal was sent to the SEPP Chairman on 17 October 2021.

5. Partner Authority approval

- 5.1 On 28 October 2021 the SEPP Joint Committee approved the proposed new working arrangements and accepted the formal offer from ECC to enter into a new Joint Committee Agreement under the terms of the proposals contained in **Appendix A**.
- 5.2 The Committee authorised the SEPP Manager to agree the terms of the new Joint Committee Agreement in consultation with each of the SEPP partner authority lead officers and the lead authority (Chelmsford City Council) legal representative.
- 5.3 Each Joint Committee Member is now asking their respective councils to formally approve continued membership of the SEPP under the terms of the new offer; this will also be subject to the new Joint Committee Agreement being signed. These decisions will be taken by each partner council no later than 31 January 2022. Each partner council has been asked to provide written notice of its decision, to the SEPP Manager, no later than 31 January 2022.

6. Chelmsford City Council role as lead authority for the Parking Partnership

- 6.1 Nominated as the Lead Authority and working in partnership with the partner authorities, Chelmsford City Council has successfully delivered the approved business plans and taken a proactive role within the Partnership to produce a self-financing operational model which has provided a year on surplus for essential investment back into the operation.
- 6.2 On behalf of the Joint Committee, the Lead Authority is responsible for the service delivery of the operation and as such directly employs all of the staff working for SEPP, including back-office staff and civil enforcement officers. Support is also provided by other Chelmsford City Council departments such as, Legal and Democracy, HR, IT and Accountancy. The central back office is located in the Civic Centre at Chelmsford City Council and six area depots support the enforcement officers across the Partnership areas.
- 6.3 The Joint Committee Members and officers acknowledge the important role of Chelmsford City Council in maintaining the achievements and the continual growth and improvement of SEPP. The proposal sets out that Chelmsford City Council will continue as the lead authority into the new term of the Joint Committee Agreement and the associated Chelmsford City Council central support costs will continue to be financed by the SEPP central account.
- 6.4 It is also important to note that there will be TUPE and financial implications should Chelmsford no longer wish to retain this important role and it is therefore recommended that Chelmsford City Council agrees to continue as the lead authority for SEPP under the terms of the new agreement.

7. Conclusion

- 7.1 The current Joint Committee Agreement which commenced on 1 April 2011 will expire on 31 March 2022 and a new agreement is required in order for the Partnership to continue delivering the operation from 1 April 2022 into a new term.
- 7.2 A project team consisting of nominate officers from ECC, NEPP and SEPP in consultation with the NEPP and SEPP Chairmen and the Cabinet Member for Highways, collectively agreed a new working proposal (**Appendix A**) for a new term of a Joint Committee Agreement. This Council is requested formally to approve that Agreement.

List of Appendices

Appendix A: Proposed new working arrangements for a new term of the Joint Committee Agreement.

Appendix B: Benefits of partnership working

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

Corporate Implications

Legal/Constitutional: The Agreement is legally binding on the partner authorities and their duties and responsibilities are detailed in it.

Financial: See paragraph 2.2. Detailed arrangements set out in the Agreement

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel:

Risk Management: There are financial risks to the Partnership Authorities if SEPP fails to make a surplus

Equality and Diversity:

(For new or revised policies or procedures has an equalities impact assessment been carried out? If not, explain why)

Health and Safety: None

Digital: None

Other:

Consultees:

Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.

SEPP Joint Committee

Relevant Policies and Strategies:

None

Appendix A



Proposed new working arrangements for a new term of the Joint Committee Agreement.

1: Overview of recommended joint proposal

- 1.1 The proposals reflect a joint officer approach discussed by all partners for taking forward as the recommended approach for the future of on street parking arrangements in Essex.
- 1.2 The proposed operational model has been developed to introduce two financial models for different aspects of the services being provided. The first model applies to the current operational services being delivered by The South Essex Parking Partnership which are covered by the Joint Committee Agreement. The second model is for new Essex County Council (ECC) services that may be added to the Parking Partnership under separate arrangements such as a service level agreement.

2: Term of the new agreement

- 2.1 The proposed term is five years with the option to extend a further twelve months on three consecutive occasions.

3: Business model to deliver the current services covered by the Joint Committee Agreement.

For current services it is proposed that the surplus generated at the end of every financial year will be applied across three key areas split into three parts.

Part 1

- 3.1 The principle in Part 1 ensures the maintenance of a suggested deficit reserve of up to £400,000 per partnership (agreed by the Parking Partnership Managers). This level of reserve must be maintained (and topped up as appropriate) before any surplus is moved into the second and third parts. The level of reserve will be monitored through the quarterly meetings. Provided that this reserve is maintained (which is the priority), this minimises the deficit risk to all members of the partnership, which was an issue at the outset of the original joint committee agreements.

Any surplus generated after any calls to maintain the Part 1 deficit reserve at the agreed level will be split on the following basis between Part 2 (55%) and Part 3 (45%) subject to the conditions of part 2 below.

Part 2

- 3.2 Part 2 is used for local needs as set out in the annual business plan and specifically; a) the operational and funding costs for TROs and the essential maintenance of parking related signs and lines and; b) innovation around different ways to manage parking within each partnership. This reflects the

existing arrangements within the joint committee agreement. Any capital / innovation funds required above the level agreed in the annual business plan that cannot be contained within Part 2 can be bid for in Part 3 and will be considered on merit against other county-wide priorities.

3.3 It is recognised that there are fixed and ongoing commitments in relation to ongoing TRO costs therefore any in year surplus must cover the below costs (see **table 1** below, Part 2 Breakdown). Therefore, a priority is to ensure that these costs are always covered within the 55% split.

3.4 In the event that the 55% share does not cover the required costs in the table below, those costs will be covered but the remainder will be allocated to Part 3.

Table 1 -Part 2 breakdown	SEPP
a) TRO delivery (operational and funding costs plus essential maintenance of parking related signs and lines)	*£372,000
b) Innovation to manage on street parking	*£56,000
TOTAL ANNUAL CAP	*£428,000

*These figures will be reviewed on an ongoing basis and any changes will be agreed between ECC and the Lead Authority

Note: The surplus generated in one year will be allocated for spend in the subsequent year.

Part 3

3.5 The principle in **Part 3** is to cover Essex wider strategic highways priorities and is proposed to be governed through a new Strategic Panel. It is proposed the new Panel is led by the ECC cabinet member, with the two chairmen possibly with one other member from each of the three partners. Any surplus achieved in this area from NEPP and SEPP will be directed towards county-wide priorities within the respective areas, still in line with section 55 of the RTRA 1984. ECC will work with the two Lead Authorities to develop the assessment criteria for bids for this funding. Bids will be put forward by officers from both the partnerships and ECC.

4: SEPP Operational surplus - carry forward into new arrangement

4.1 Any surplus remaining at the end of the current Joint Committee Agreement will transfer into the new arrangement but will remain the sole responsibility of the SEPP Joint Committee to determine how this surplus is used and allocated in accordance with Section 55 of the RTRA 1984.

5: Management of deficit under the new arrangement

5.1 In the unlikely event that an operational deficit presents itself, which is not able to be contained by the current business plan (i.e. the deficit reserve or by cessation of spending in part 2 and part 3 or reducing any other part of operational

expenditure as appropriate), then the remaining deficit will be supported on an equal basis by each of the seven members of the SEPP Joint Committee.

5.2 The SEPP Annual Business Plan for 2022-23 to be presented to the Joint Committee at its meeting in December 2021 will recommend the allocation of £300,000 of the Joint Committee held reserve fund to mitigate any risk of a deficit position to the Partners and this level of reserve will be maintained throughout the term of the new agreement.

6: Service delivery of other functions and new initiatives on behalf of ECC

6.1 In addition to the functions covered in the Joint Committee Agreement there is the opportunity for the Partnership to deliver other functions and initiatives on behalf of ECC.

The additional functions that have jointly been agreed in principle with the parkingpartnerships are:

- the rollout of the Park Safe project (to promote safe parking outside school clearways, monitored in real time by civil enforcement officers (CEOs) viewing cameras located in optimum locations close to the school)
- additional on street Pay & Display (P&D) parking

The model for these projects is detailed in detailed in **Table 2** – these are not included within Parts 1, 2 and 3 above as they will be delivered under a separate arrangement to be agreed.

Table 2

Description	SEPP
On Street P&D Parking:	All expenditure and income remains in the SEPP account and contributes to parts 1,2&3
a) existing sites	
b) additional sites	Equipment investment and on-going maintenance costs funded by ECC
	Income (P&D) to ECC; No SEPP management or operational costs to be charged to ECC but SEPP will retain all PCN income
	Where ECC don't want to pursue any proposed new sites but the Joint Committee do, the Joint Committee will fund the implementation of the schemes and the income contribute to parts 1, 2 and 3 of the new working arrangements.
Park Safe (outside schools):	Camera equipment investment and maintenance cost, plus agreed SEPP management cost for SEPP to operate the function to be funded by ECC. ECC retain PCN income

7: Possible future initiatives

- 7.1 The agreement will also set out a basis for other activities to be incorporated in the future – e.g. discretionary disabled badge holder bays, enforcement on highways outside country parks, Traffic Management Act 2004 Part 6 moving traffic offences and electric vehicle charging points, should ECC wish to pursue any of the above. This list is not intended to be exhaustive and these will be reviewed on a case-by-case basis in line with the appropriate procurement and subject to separate arrangements.

This note provides an update on the benefits of Partnership working since launching on 1st April 2011.

1. Financial aims

- Reduce the 2010/11 £378,000 annual deficit under previous agency agreements
- Achieve an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO) function at zero deficit, while maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004
- Maintain a reserve of £300,000
- Utilize any surplus in accordance with Section 55 RTRA 1984 to create an operational fund to invest back into the enforcement and TRO function and maintain the long-term business plan.

2. Allocation of operational fund to manage the TRO function

- Surplus carefully managed to date ensuring the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position. Since 2015 this has enabled the withdrawal of financial support from ECC for the TRO function.
- Annual TRO operational costs of £172,000 and £200,000 budget allocated annually for the essential maintenance of signs and lines and the implementation of traffic management schemes which require a TRO
- Since 2015 a total of £1,624,000 from the SEPP account has been allocated to cover these costs.
- Level of reserve to be maintained, increased from £200,000 to £300,000 to offset any future risks to the account.

3. Joint Committee approved funding from SEPP operational fund.

- £14,000 for new Response Master System
- £120,000 for new handheld computer (HHC) equipment and printers for CEOs
- £18,000 for new CCTV car and associated equipment for Basildon
- £27,000 for new CCTV body worn cameras to improve CEO safety and wellbeing
- £85,000 for replacement of on-street pay and display
- £80,000 to launch and the on-going delivery of the new School Parking Initiative (3PR) at zero cost to the schools
- £150,000 to complete a review of all existing parking restrictions for compliance and the introduction of a new digital TRO mapping system.
- £76,000 to engage in partnership working arrangements with partner councils to provide additional enforcement coverage in known problem areas outside of normal core working hours.
- £816,000 allocated to the seven partner authorities (£116,000 each) to invest in local highway and car parking schemes within their respective areas in accordance with Section 55 of the RTRA 1984

4. Improvements and projects implemented

- A Partnership working model, ensuring partners maintain an influence on local parking matters.
- Response Master System installed and linked to the Partnership Discretion Policy providing a consistent outcome and response to letters of challenge against a Penalty Charge Notice
- New virtual resident permit system introduced across all Partnership areas, offering a quick, flexible and convenient method for residents to manage their permit allocation via an on-line account.
- Central back office, central TRO team and area-based CEOs - offering consistent working practices, across the Partnership areas
- Central policies providing consistency and transparency on how and why the Partnership operates parking enforcement
- Staff welfare improvements with the introduction of CCTV body worn cameras for CEOs
- New HHC equipment, issued to all CEOs, with built in camera and real time data, streamlining and improving the administration process.
- Good working practices shared between the North and South Partnerships.
- Dedicated staff resource introduced to manage new projects, review current, new and best practice, develop and maintain the website and support the various Partnership IT functions
- Introduction of the award-winning School Parking Initiative called 3PR, the 3 parking rules [3PR UC – Care, Caution & Consideration](#)
- MiPermit cashless payment solution available on all on-street pay and display machines
- New TRO digital mapping system, all TROs across the Partnership are now digital and mapped and checked for compliance and available to view on-line via the Traffweb portal
- Off-street parking enforcement arrangements with Chelmsford, Basildon and Castle Point to deliver enforcement coverage in public car parks offering greater staff resilience and patrol coverage.
- Service level agreements with Brentwood and Maldon to utilise their community safety officers to deliver parking enforcement on behalf of and in partnership with SEPP outside of core operational hours

5. Current enforcement projects

- Enforcement of resident permit zones using Automatic Number Plate Recognition (ANPR) equipment to validate permits
- Exploring the merits of parking bay sensors for a data led enforcement approach
- Implement wave and pay credit / debit card payments on pay and display machines to move to a totally cashless solution

6. Benefits of Partnership working

- Maintaining local influence on parking and enforcement matters
- Achieving an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO), maintaining a surplus position to invest back into the operation and essential traffic management schemes.
- Maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004
- The provision of traffic management schemes which meet the aims and objectives of the Parking Partnership and are fit for purpose
- Greater consistency of the application of TROs across the Partner areas
- A higher level of consistency with maintaining signs and lines ensuring compliance for enforcement purposes.
- Partnership lead officers contributing to the development of the Annual Business Plans, the allocation of the operational fund and the implementation of essential traffic management schemes within their respective areas
- Partnership working with partner authority community safety teams to co-ordinate joint patrols

7. Risk if a partner authority withdraws from the Partnership

One of the key benefits of the Parking Partnership has been the ability for Joint Committee Members and Lead Officers to retain influence and input regarding parking matters within their respective areas. The success of SEPP to date has been the contribution of the Joint Committee Members and Lead Officers, from each partner area, providing valuable input into the development of the Annual Business Plans, formulating high level Risk Assessments and approving policies and procedures which meet the aims and objectives of the Parking Partnership. In addition, all new proposals for new Traffic Management Schemes are subject to local decision by the respective area officers and Joint Committee Members for final decision and approval.

The Joint Committee Members recognise the benefits of this Partnership working model and have indicated support to continue into a new Joint Committee Agreement from 1 April 2021. This will enable the Joint Committee to build on the successes achieved to date and to develop the Partnership further.

If a Partner Authority decides to withdraw from SEPP at any time, the delegated functions for on-street parking enforcement, TROs and signs and lines maintenance would still be delivered within that geographical area by SEPP but without an elected Member from that Authority being part of the Joint Committee.



Chelmsford City Council

8 December 2021

Making of the South Woodham Ferrers and Writtle Neighbourhood Plans

Report by:

Director of Sustainable Communities

Officer contact:

Jenny Robinson, Senior Planning Officer

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Purpose

To report the successful outcome of Neighbourhood Plan referendums and formally make (adopt) the final plans.

Recommendations:

1. That the Council formally make the Neighbourhood Plan for South Woodham Ferrers, and the Neighbourhood Plan for Writtle, in accordance with Section 38(A)(4) of the Planning and Compulsory Purchase Act 2004.
 2. That the necessary legal and procedural processes to make the Neighbourhood Plans are delegated to the Director of Sustainable Communities in consultation with the Cabinet Member for Sustainable Development.
-

1. Introduction

- 1.1. Following independent examination, the Neighbourhood Plans for South Woodham Ferrers (Appendix 1) and Writtle (Appendix 2) have both successfully gained the required community support at their formal referendums.
- 1.2. Following the referendums, the Plans become part of the statutory Development Plan for the administrative area of Chelmsford. The two Plans are brought to this meeting to formally 'make' them as part of the Development Plan.

2. Referendum and results

- 2.1. The Council published a Decision Statement on 6 August 2021 for each Neighbourhood Plan to confirm that it accepted the Examiner's Report, that the Plans (as modified) would meet the basic conditions set out in regulations, and that they should proceed to referendum.

- 2.2. A referendum was held on 21 October 2021, for voters within the two Neighbourhood Areas.

- 2.3. The results were as follows:

South Woodham Ferrers

- 2.4. The referendum asked the question "Do you want Chelmsford City Council to use the Neighbourhood Plan for South Woodham Ferrers to help it decide planning applications in the neighbourhood area?"

- 2.5. 73% of those who voted were in favour of the Plan.

- 2.6. Referendum Results:

YES	1,497
NO	558
Rejected ballots	4
Total votes cast	2,059

Writtle

- 2.7. The referendum asked the question "Do you want Chelmsford City Council to use the Neighbourhood Plan for Writtle to help it decide planning applications in the neighbourhood area?"

- 2.8. 93% of those who voted were in favour of the Plan.

2.9. Referendum Results

YES	868
NO	62
Rejected ballots	1
Total votes cast	931

3. Decision and reasons

3.1. The Council is required to ‘make’ a Neighbourhood Plan if more than half of those voting have voted in favour of the Plan. This is in accordance with Section 38(A)(4) of the Planning and Compulsory Purchase Act 2004.

3.2. Alongside other parts of the Statutory Development Plan such as Chelmsford Local Plan, the Neighbourhood Plans have full weight in planning decision-making.

4. Conclusion

4.1. The South Woodham Ferrers Neighbourhood Plan and the Writtle Neighbourhood Plan have been developed by the relevant Town/Parish Council through ongoing and extensive consultation within their parishes. The majority of those who voted at each referendum on 21 October voted in favour of the Neighbourhood Plan.

4.2. The Council now needs to complete the process to formally ‘make’ the Neighbourhood Plans so they form part of the statutory development plan for Chelmsford.

List of appendices:

Appendix 1: South Woodham Ferrers Neighbourhood Plan

Appendix 2: Writtle Neighbourhood Plan

Background papers:

Corporate Implications

Legal/Constitutional:

Following the referendums on 21 October, the Council must now formally 'make' the Plans in accordance with Section 38(A)(4) of the Planning and Compulsory Purchase Act 2004.

Financial:

Costs of arranging a referendum are borne by the Council, but are expected to be reimbursed through the Government's Neighbourhood Planning grant system.

Potential impact on climate change and the environment:

As part of the Local Plan, the policies contained in the Neighbourhood Plans will help to reduce the impact on the environment from inappropriate development.

Contribution toward achieving a net zero carbon position by 2030:

As part of the Local Plan, the policies contained in the Neighbourhood Plans will help to reduce the impact on the environment from inappropriate development.

Personnel:

Costs of arranging a referendum are borne by the Council, but are expected to be reimbursed through the Government's Neighbourhood Planning grant system.

Risk Management:

No direct impacts are anticipated.

Equality and Diversity:

All Neighbourhood Development Plans are subject to an Equality Assessment which was part of the submission document package.

Health and Safety:

No direct impacts are anticipated.

Digital:

No direct impacts are anticipated.

Other:

Facilitating Neighbourhood Plans contributes to priorities in the Council's Our Chelmsford, Our Plan 2020: A Fairer and Inclusive Chelmsford, A Safer and Greener Place, Healthy, Enjoyable and Active Lives, and Connected Chelmsford

Consultees:

Legal and Democratic Services

Relevant Policies and Strategies:

This report takes into account the following policies and strategies of the City Council:

Local Plan 2013-2036

Our Chelmsford, Our Plan, January 2020.



SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

2020 - 2036

December 2021



SOUTH WOODHAM FERRERS
TOWN COUNCIL

South Woodham Ferrers
NEIGHBOURHOOD PLAN
2020 -2036



December 2021



Address: Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ
Website: www.southwoodhamferrerstc.gov.uk
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Notes

- (1) This document is set up in A3 for double-sided printing.
- (2) The typeface and colour palette used in this Neighbourhood Plan reflects the original masterplan documents for South Woodham Ferrers.



Foreword

Dear Residents,

This Plan has been produced by the South Woodham Ferrers Neighbourhood Plan Committee on behalf of South Woodham Ferrers Town Council. The Plan has been created after several years of study, research and consultation with the local community across South Woodham Ferrers parish and with guidance from Chelmsford City Council.

It is important that I, on behalf of the Town Council, thank every previous and current member of the Neighbourhood Plan Committee for their hard work, care and attention to Parish and Community best value. All members past and present deserve our most sincere thanks for contributing their time to the creation of OUR Neighbourhood Plan.

Support from you, our Town Community, has also been superb. Thank you for your responses to surveys, attendance at meetings and overall interest in the future wellbeing of South Woodham Ferrers. Your input made through open days, interest group meetings and surveys confirms that this Plan reflects the views of you all – our community.

A strong message emerging from the consultation process was that the local people are proud of the character reflected across the town of South Woodham Ferrers and have a very strong desire to retain this character, avoiding excessive over development.

This was key to developing the Plan's vision. The aims and views of the community have been used to create this vision and are detailed in this Plan. I strongly believe that this Plan is robust and when formally adopted will provide the necessary guidance for South Woodham Ferrers until 2036.

A full copy of the Plan and other supporting documents are on the South Woodham Ferrers Town Council website.

This Plan is fully compliant with national standards and:

- has appropriate regard to national planning policy;
- contributes to sustainable development;
- confirms with strategic policies in the development plan for the local area; and
- is compatible with EU obligations and human rights requirements.

In addition to its value as a statutory document used in planning-decision making, the South Woodham Ferrers Neighbourhood Plan will also help the Town Council decide priorities for the parish and give guidance when making decisions on behalf of the parish.

Murrough O'Brien

Chair of the South Woodham Ferrers Neighbourhood Plan Committee



1. Introduction

A new plan for South Woodham Ferrers

- 1.1 This is the 'made' version Neighbourhood Plan for South Woodham Ferrers. It covers the entire Town Council area, as illustrated in Figure 1. It sets out the local community's aspirations for South Woodham Ferrers over the period to 2036¹ and establishes policies in relation to land use and development. It sits alongside the Chelmsford Local Plan and the policies in it will be used to influence future planning applications and decisions in the area. But the Neighbourhood Plan is much more than this. It represents the community's manifesto for South Woodham Ferrers, bringing together more than just traditional planning matters.
- 1.2 The purpose of neighbourhood planning is to give local people and businesses a much greater say in how the places they live and work in should change and develop over time. South Woodham Ferrers is about to enter a period of growth and development. The new Chelmsford Local Plan allocates land to the north of the town for development of around 1,000 new homes (Strategic Growth Site 10).
- 1.3 Applicants for growth and development in South Woodham Ferrers are required to fund new infrastructure through payment of a Community Infrastructure Levy (CIL). Following the 'making' of the Neighbourhood Plan as a planning policy document, 25% of all monies payable under CIL will be passed to the Town Council to spend on locally identified projects. The Neighbourhood Plan is thus a very powerful document for identifying those projects that can help deliver positive change and improvement at the local level.
- 1.4 South Woodham Ferrers was formally designated as an area for neighbourhood planning purposes in October 2015². The Neighbourhood Plan Steering Group has surveyed, spoken to and listened to members of the community, and has used the issues, and opportunities, raised during that process to help inform production of the policies and projects now presented in the Neighbourhood Plan.

- 1.5 There are a number of stages involved in preparing a Neighbourhood Plan. It has been subject to formal consultation and independent examination, with a referendum then held where all people of voting age residing in South Woodham Ferrers were invited to cast a vote on whether they thought the Neighbourhood Plan should be brought into force ('made'). Of those who turned out to vote, 73% voted in favour of the Plan being 'made'.
- 1.6 The Neighbourhood Plan is an exciting opportunity for the community to come together and influence future change in South Woodham Ferrers. More information on the Plan and the process followed can be found via the Town Council website:

https://www.southwoodhamferrerstc.gov.uk/Neighbourhood_Plan_26846.aspx

Reviewing the Neighbourhood Plan

- 1.7 Notwithstanding the defined period of the Neighbourhood Plan to 2036, it is recognised that, with further changes to planning policy at the national level, and consequently, to the Local Plan (the Local Plan was adopted in May 2020 and a review is likely to commence within two years from this date), the Neighbourhood Plan will need to be reviewed periodically. This will enable the Neighbourhood Plan to remain 'current' and in conformity with the Local Plan and National Planning Policy Framework.

¹ This aligns with the period covered by the Chelmsford City Local Plan, adopted in May 2020.

² The Localism Act 2011 (<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>) gave communities the power to develop neighbourhood plans, to be progressed by Town and Parish councils, or neighbourhood forums, as opposed to the local authority.

Structure of the plan

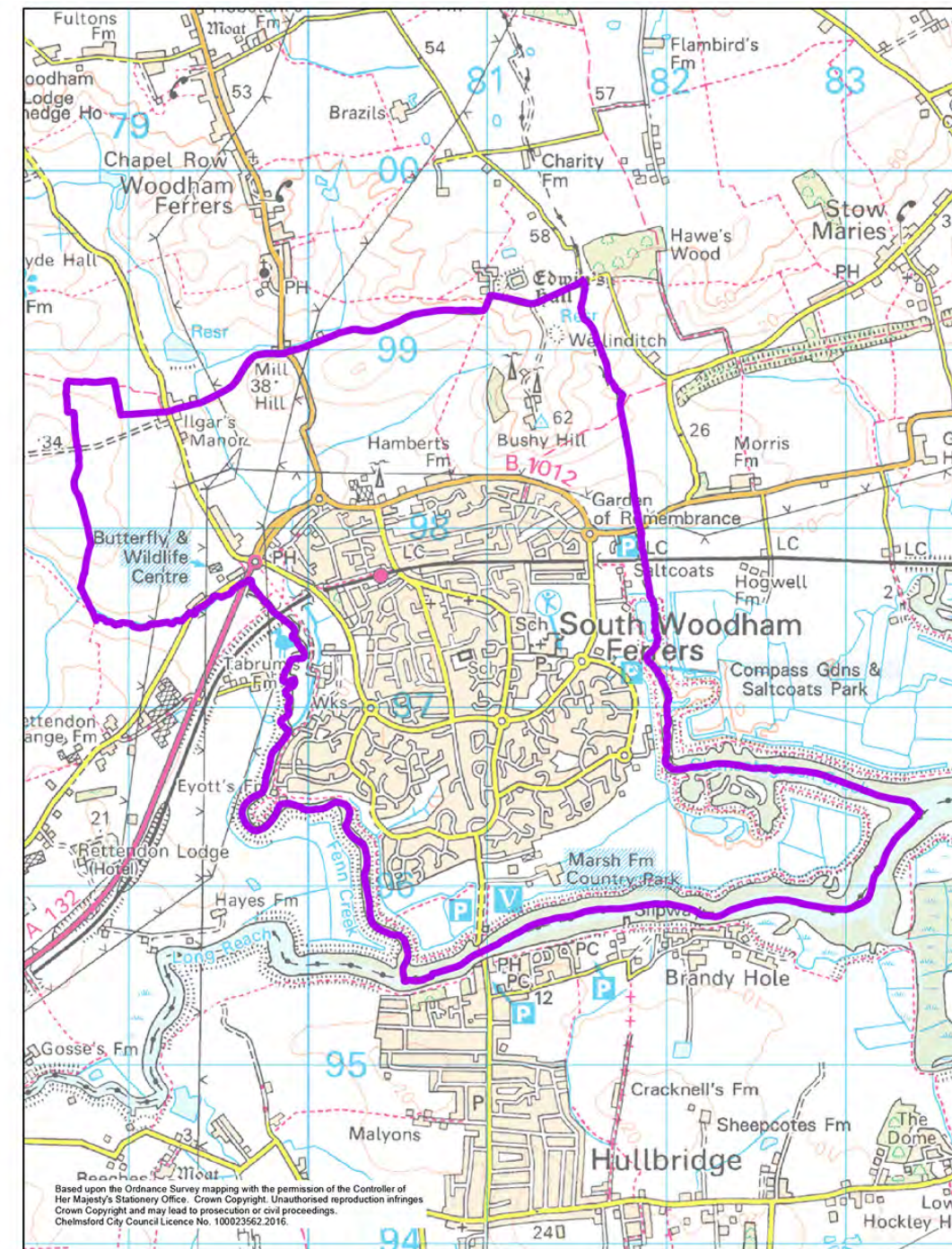
- 1.8 Following this introduction the Neighbourhood Plan comprises eight further sections. These are:
- Section 2: 'South Woodham Ferrers today', presents an overview of the area covered by the draft Neighbourhood Plan, what existing planning policy says for the area, key issues and comments raised during consultation.
 - Section 3: 'South Woodham Ferrers tomorrow', presents the vision and objectives for the Plan area.
 - Sections 4 – 9: These sections present the policies and associated projects for South Woodham Ferrers. These are grouped based upon the objectives outlined in Section 3.
- 1.9 For the avoidance of doubt, within sections 4 – 9, each topic area includes some introductory and explanatory text, followed by one or both of the following:

Policy Box

The Neighbourhood Plan establishes land use and development management policies for South Woodham Ferrers. These are contained in blue shaded policy boxes, like this one. These will be used to help determine planning applications.

Project Box

The Neighbourhood Plan covers more than just traditional planning matters as it presents the community's vision for the area. Items that the community are seeking, but that cannot be delivered through planning policy, are identified and contained in green shaded project boxes, like this one. These are included within the body of the report, rather than being presented in a separate chapter or appendix, because they relate to the objectives and form a clear and important part of the story.



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Web: www.chelmsford.gov.uk



Figure 1: The designated Neighbourhood Plan area for South Woodham Ferrers



image source © Google Earth



2. South Woodham Ferrers ‘today’

Overview of the neighbourhood plan area

- 2.1 South Woodham Ferrers is perhaps best known as the original Essex Design Guide Town and the growth and development which took place from the 1970's onwards. Development in the town though dates back to 1899 and the coming of the railway, with housing, in the form of plotlands, initially taking place around the station. The first period of major growth after that then took place in the 1960's and early 1970's, focused along the north-south spine of Hullbridge Road. The population of South Woodham Ferrers at this point was approximately 4,500 people.
- 2.2 Major expansion of South Woodham Ferrers into the town we know today resulted from the New Town movement, with Essex County Council leading the large scale, comprehensive expansion of the town, with the vision of it being a 'new country town by the River Crouch'.
- 2.3 The first major stage of development resulting from the new town programme took place to the north of the town, with later development from the mid-1980's taking place to the south of the railway line. The pace of development has been more limited since the turn of the century.
- 2.4 The development of South Woodham Ferrers has many lessons for the wave of new towns and garden communities currently being proposed across the country, not least those across mid and north Essex. Indeed, it appears as a case study of new developments in a 'best-practice' report prepared by the Town and Country Planning Association for the Government in 2007³. The report recognises the legacy and influence of South Woodham Ferrers within the ground-breaking Essex Design Guide, the strong lead taken by the County Council in developing the town and ongoing maintenance of it. The report notes that it is *"undoubtedly... a strong community with key elements required for everyday living"*. However, it also notes that *"the fabric of the town centre is now ripe for refurbishment"* and that, *"while being walking and cycle friendly, is still road dominated"*. More than ten-years on from that report these comments remain valid and, indeed, are reflected in the priorities for the Neighbourhood Plan.
- 2.5 Although the town initially grew as a response to growth pressures in the 1970's and 80's, it now faces renewed pressure for growth and expansion, with land to the north of the town allocated for new homes and infrastructure in the Chelmsford City Local Plan. This presents an exciting new chapter in the growth of South Woodham Ferrers, with the Neighbourhood Plan establishing policies that help shape the future development of this area, such that it integrates with the existing community, reflects the character and qualities of the town and the local landscape, and brings benefits back to the town for all, through improved connections to green space, housing choice and strengthening the role and function of the town centre.

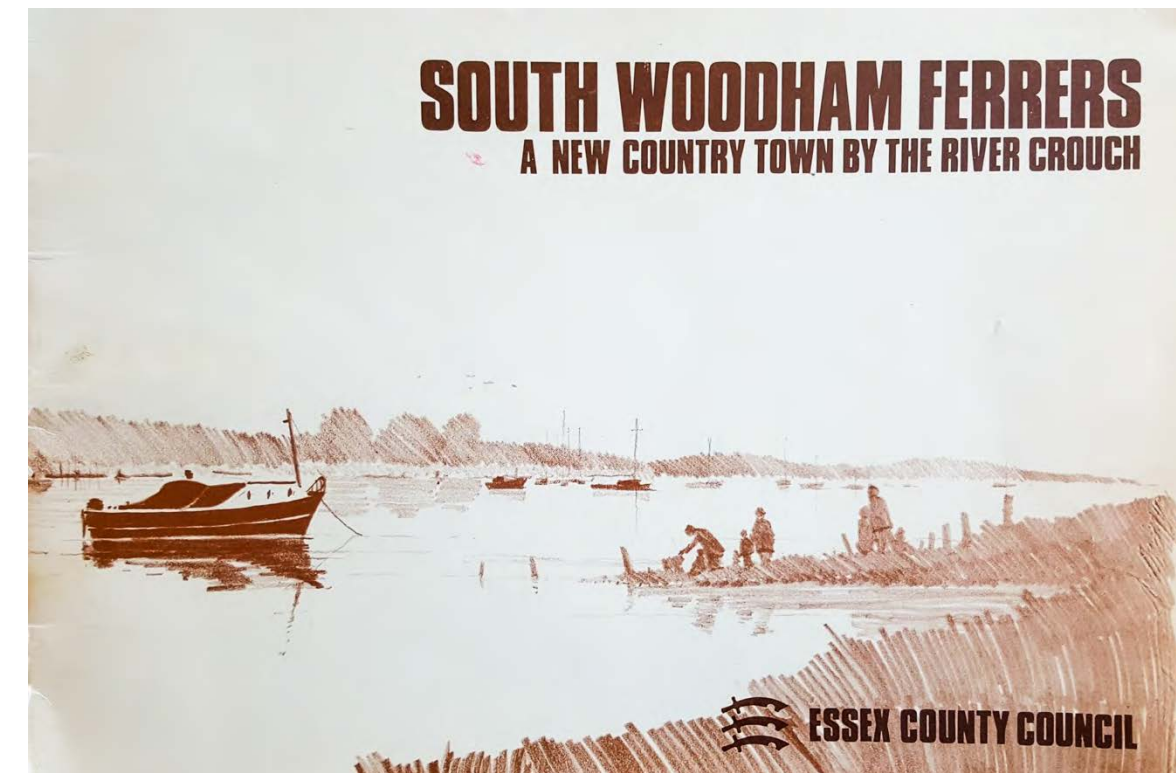


Figure 2: The cover from the original masterplan document for South Woodham Ferrers

³ TCPA and DCLG, Best Practice in Urban Extensions and New Settlements: A report on emerging good practice, March 2007

Demographic profile

- 2.6 The original masterplan for South Woodham Ferrers envisaged a population of approximately 18,000 people. Today the town has a population of 16,300 people, although this has fallen slightly since the 2011 census. The population is also ageing: the predominant age band has moved from 30–44 years old in 2001 to 45-59 years old in 2011. Population predictions now indicate a growth in the 60-74 year age group.
- 2.7 This population shift is evident in analysis of household size: much of the housing stock in South Woodham Ferrers was designed for families, with the average size house having three bedrooms. However, the average household size is now 2.46 persons per household. This indicates that there are a large proportion of married or co-habiting couples without dependent children in the home. Altogether there are 6,600 households in South Woodham Ferrers: the majority of which (81%) live in homes either owned outright or with a mortgage.

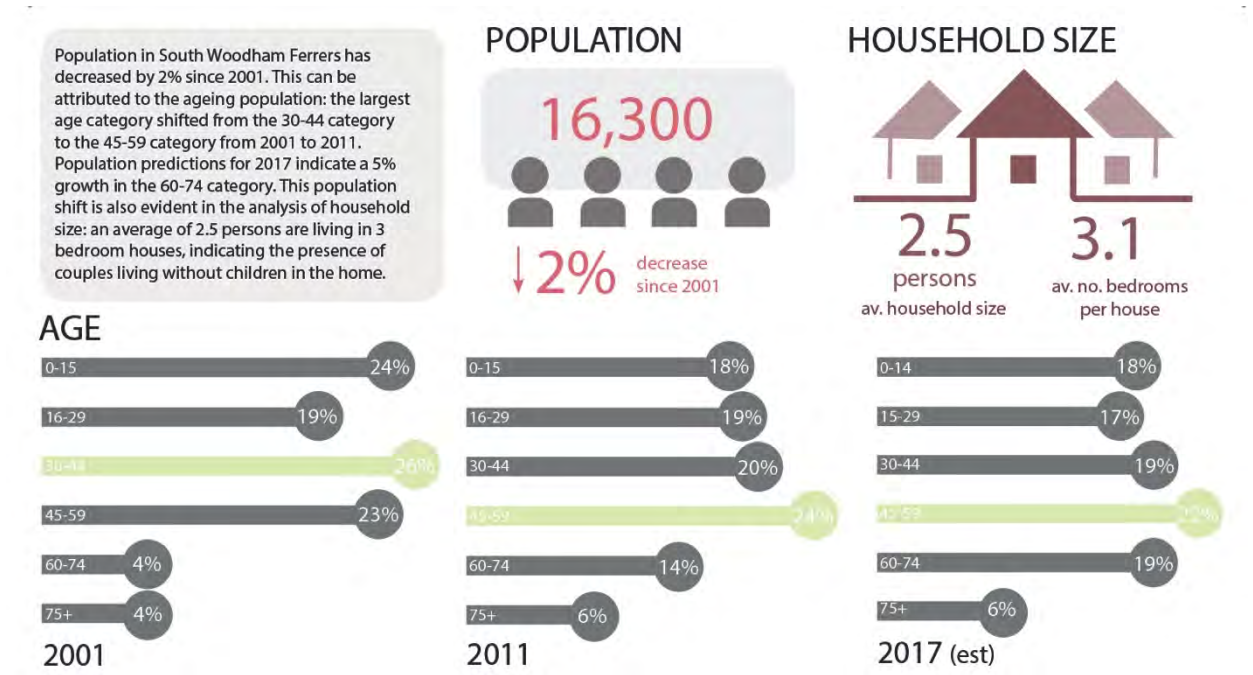


Figure 3: Population data for South Woodham Ferrers. Sources: Parallel, ONS Population Estimates Mid 2016 / Nomis, South Woodham Ferrers Parish: Local Area Report

- 2.8 A high proportion of residents (87.5%) are reported as being in good or very good health. However, and in comparison with the immediate area⁴, there is a relatively high prevalence of obesity and high blood pressure. Both of these can be reduced by regular exercise, with land use policies encouraging walking and cycling, through provision of safe and attractive routes, as well as incorporating accessible sports, play and leisure facilities.

HEALTH

Disease prevalence in South Woodham Ferrers in comparison to the UK and to the rest of the Maldon parliamentary constituency:

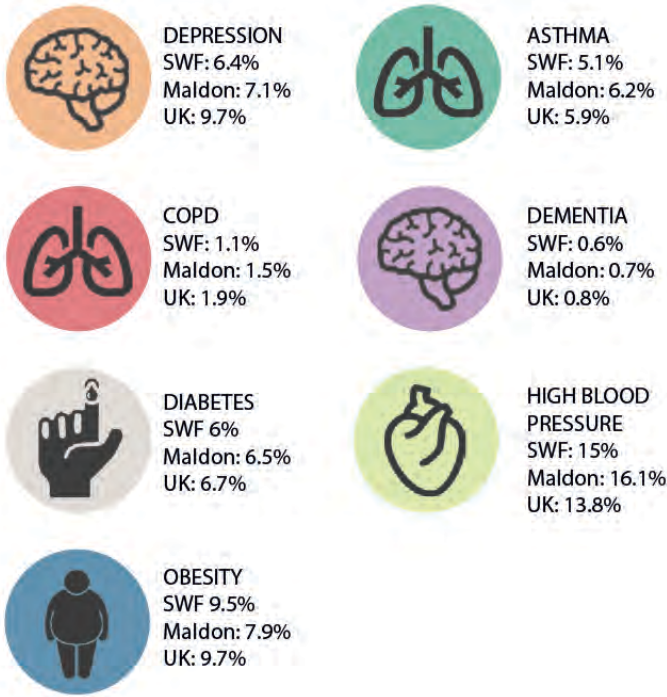


Figure 4: Health data for South Woodham Ferrers. Sources: House of Commons Library (January 2019), Constituency Data: How healthy is your area / Local Government Association, Natural Neighbourhoods, Basic facts about South Woodham Ferrers

⁴ Constituency level data for Maldon forming part of the House of Commons Library, based on NHS digital data: <https://commonslibrary.parliament.uk/social-policy/health/diseases/constituency-data-how-healthy-is-your-area/>

- 2.9 The town centre, which was designed and built in partnership between Essex County Council and Asda, has a relatively low vacancy rate (8%, compared to a UK average of 12.5%), but there are few comparison goods retailers⁵, with many travelling to Chelmsford for this offer.
- 2.10 Chelmsford is also the main place of work for the economically active population of South Woodham Ferrers, with 42% of all commuters travelling to Chelmsford, most by car. This is more than double the proportion of people who commute to London (17%). Just under 10% of the economically active population live and work in South Woodham Ferrers, with others commuting to nearby towns, including Basildon. Maldon, Brentwood, Rochford and Southend.
- 2.11 The relationship with Chelmsford is two-way, with almost 60% of all commuters into South Woodham Ferrers originating from Chelmsford, with 24% coming from Maldon. Although the train service led to the growth of the town in the first place, and remains important, the majority of journeys are by car and take place in both directions between South Woodham Ferrers and Chelmsford. The employment base is mixed, with the population employed across a diverse range of activities.

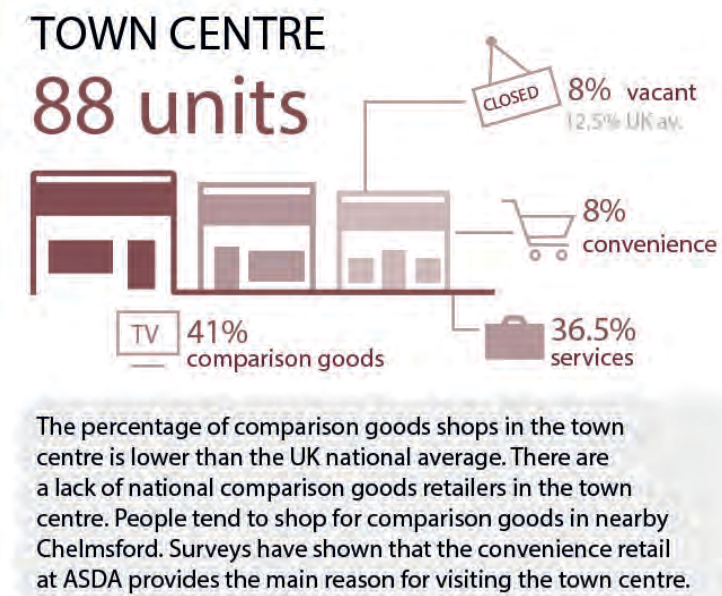
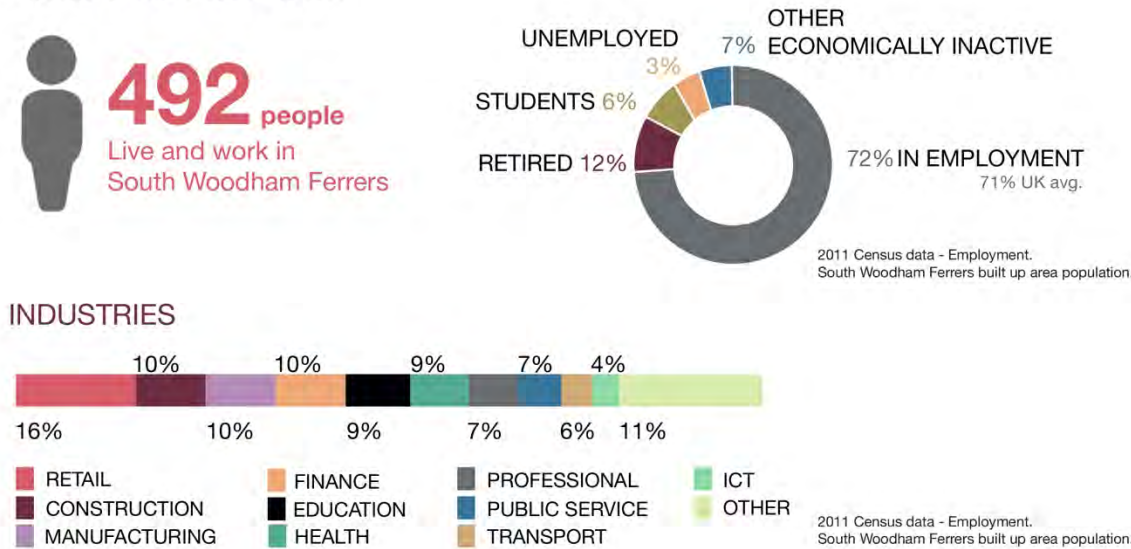


Figure 5: Breakdown of use types in South Woodham Ferrers town centre. Source: Chelmsford Retail Capacity Study, January 2015

EMPLOYMENT



OUT- COMMUTING

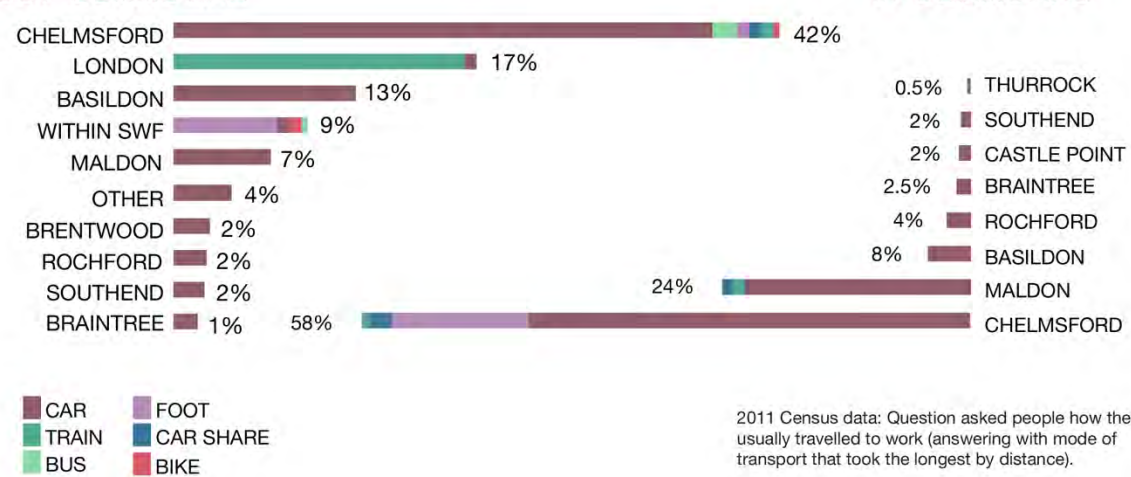


Figure 6: Employment data for South Woodham Ferrers. Sources: Nomis / 2011 Census

⁵ Comparison goods shopping is that normally undertaken for non-food items such as clothing, footwear, electrical and household goods. This type of shopping is undertaken less frequently than convenience (food) shopping.

What you told us

- 2.12 A series of consultation events and activities have been undertaken to inform this Neighbourhood Plan. They include:
- Visioning events in Summer 2017, encompassing exhibitions, displays and poster competitions with local school children.
 - A series of events in March 2019 revisiting the findings of the earlier visioning exercise, seeking to ratify the focus of the Plan. This included the display of material on the Bandstand, at the Annual Town Meeting and the Mayor's Charity Event.
 - A workshop with town centre landowners in June 2019 held at the Town Council offices, exploring the potential opportunities and scale of intervention that might be possible in the town centre from both a land-use and non land-use perspective.
 - Display of material through July and August 2019 to present emerging ideas for the Plan, including attendance at an open event at the Town Council office in July as well as attendance at the 'Summer Fun' event for parents and children held at the Town Council in the August school holiday period.
 - Six-week 'Regulation 14' consultation period in February and March 2020, including display of material, surveys and presentation at the Annual Town Meeting. A further six-week consultation period (Regulation 16) was also organised by Chelmsford City Council as part of the independent examination.
- 2.13 Alongside the above feedback was sought through surveys (both online and in paper form) and updates provided via the Town Council website and Facebook page. Regular meetings with the Steering Group have also been held, as well as meetings and workshops with the developer team for the Northern Growth Area. Meetings have also taken place with Chelmsford City Council in relation to progress and relationship with the Local Plan.
- 2.14 The consultation exercises undertaken identified a range of issues of importance for addressing in the Neighbourhood Plan. Four key themes were identified, relating to:
- The town centre.
 - Access and movement.
 - Greenery.
 - Future growth to the north of the town.
- 2.15 These are expanded upon overleaf. Although not all of these are 'land-use planning policy' matters, they do reflect the community's concerns and hopes for the area, and are thus embedded in this Neighbourhood Plan through a combination of the vision, objectives and supporting projects.



Figure 7: Entry to poster competition, Summer 2017 (Top), and July 2019 consultation event at the Town Council offices (Bottom)

i. The town centre:



Figure 8: View of the central bandstand square

- The town centre should provide a wider range of shops, restaurants, civic and community facilities.
- Potential should be explored for new employment opportunities and space for start-up businesses in the town centre.
- The quality of the public realm and connections with the town as a whole should be improved.
- The centre should be an attractive and welcoming place for people to spend time in.
- Activities that bring the town together, such as local festivals and cultural events, and which instill pride in the town, should be actively encouraged and could take place in the town centre.

ii. Access and movement:



Figure 9: View of an existing pedestrian route across Ferrers Road into the town centre

- The Plan should look to provide better walking, cycling and public transport facilities, both within the town but also to Wickford and Chelmsford, for work, leisure and education.
- The speed of traffic on main roads should be reduced so that these become safer places for all users.
- The right amount of parking provision should be provided, in the right places, in new and existing development.
- There should be better maintenance of public spaces across the town.

iii. Greenery:



Figure 10: Image of existing housing fronting onto green space surrounding the town

- New street-tree planting and green routes in the built-up area should be provided that link to the surrounding green spaces.
- Access across Ferrers Road to Saltcoats Park and Compass Gardens should be improved, making this safer for people to access by foot and by bike.
- A range of sports and leisure facilities should be provided for all ages.
- Existing flood defences should be improved and new flood mitigation measures provided.

iv. Future growth to the north of the town:



Figure 11: View of the site of the Northern Growth Area

- Any future growth to the north of the town should be well-linked to the existing built-up area, improving connections across Burnham Road.
- Consideration needs to be given to the role and function of Burnham Road, and how growth will be balanced with traffic movements.
- A range of housing types should be provided, including those for young families, as well as opportunities for self-build homes.
- Provision of new and improved social and community infrastructure, including space for leisure and recreation, schools and early years facilities, new walking and cycling links.
- New growth and development should be designed and located so that it responds to views, the local landscape, and provides access to green space.
- New development and housing should be well designed, reflecting local character.

The development plan

- 2.16 Neighbourhood Plans must be prepared in line with national guidance and legislation including the Localism Act (2011), the Neighbourhood Planning (General) Regulations (2012)⁶, the Neighbourhood Planning Act, the National Planning Policy Framework (NPPF) (2021) and National Planning Practice Guidance (NPPG).
- 2.17 Neighbourhood Plans must be in general conformity with the strategic policies of the development plan⁷. The development plan for South Woodham Ferrers is the Chelmsford Local Plan, adopted in May 2020. This presents the planning strategy for the City Council administrative area for the years up to 2036 and is the framework within which the Neighbourhood Plan needs to function.
- 2.18 Of particular relevance to the Neighbourhood Plan are the following policies in the Local Plan:
- The spatial strategy outlined in Strategic Policy S7 for the Chelmsford administrative area as a whole, and which makes provision for a sustainable urban extension to the north of South Woodham Ferrers. This is further elaborated upon in Strategic Growth Site Policy 10, establishing the mix and quantum of development to be provided. The Local Plan notes within the supporting text to this Policy that the Neighbourhood Plan can help shape the allocation and that, when made, the Town Council will receive 25% of the Community Infrastructure Levy payable as a result of development.
 - The role and function of South Woodham Ferrers Town Centre, as set out in Strategic Policy S12, and which is further elaborated upon in Policy DM5 in respect of primary and secondary retail frontages in the Town Centre.
 - The requirement for new development to help make high quality new places, through good design and sustainable principles, as set out, for example, in Policies DM23 (High Quality and Inclusive Design), and DM24 (Design and Place Shaping Principles in Major Developments).
- 2.19 This Neighbourhood Plan has been informed by the Chelmsford City Council Local Plan documents and the suite of supporting material providing evidence to this, all of which can be accessed via the Chelmsford City Council website⁸.
- 2.20 Other relevant policy documents at City Council level include the Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017)⁹. Furthermore, South Woodham Ferrers is close to important European habitat sites – the Essex Estuaries Special Area of Conservation (SAC), the Crouch and Roach Estuaries Special Protection Area (SPA). These sites are sensitive to increased visitor pressure from any new housing development, particularly from disturbance to birds and their habitats. An Essex-wide strategy (called the Recreational disturbance Avoidance and Mitigation Strategy, or RAMS) has been prepared, identifying the potential for disturbance and the types of mitigation that might be needed. Requirements are set out in Strategic Policy S4 of the Chelmsford Local Plan.

- 2.21 All new housing development in South Woodham Ferrers, however small, will need to provide financial contributions towards the mitigation measures. Developers can also agree bespoke mitigation measures with Chelmsford City Council and Natural England. A South East Inshore Marine Plan is also currently being prepared by Defra and the Marine Management Organisation which, once adopted, will be relevant for the coastal area at South Woodham Ferrers.

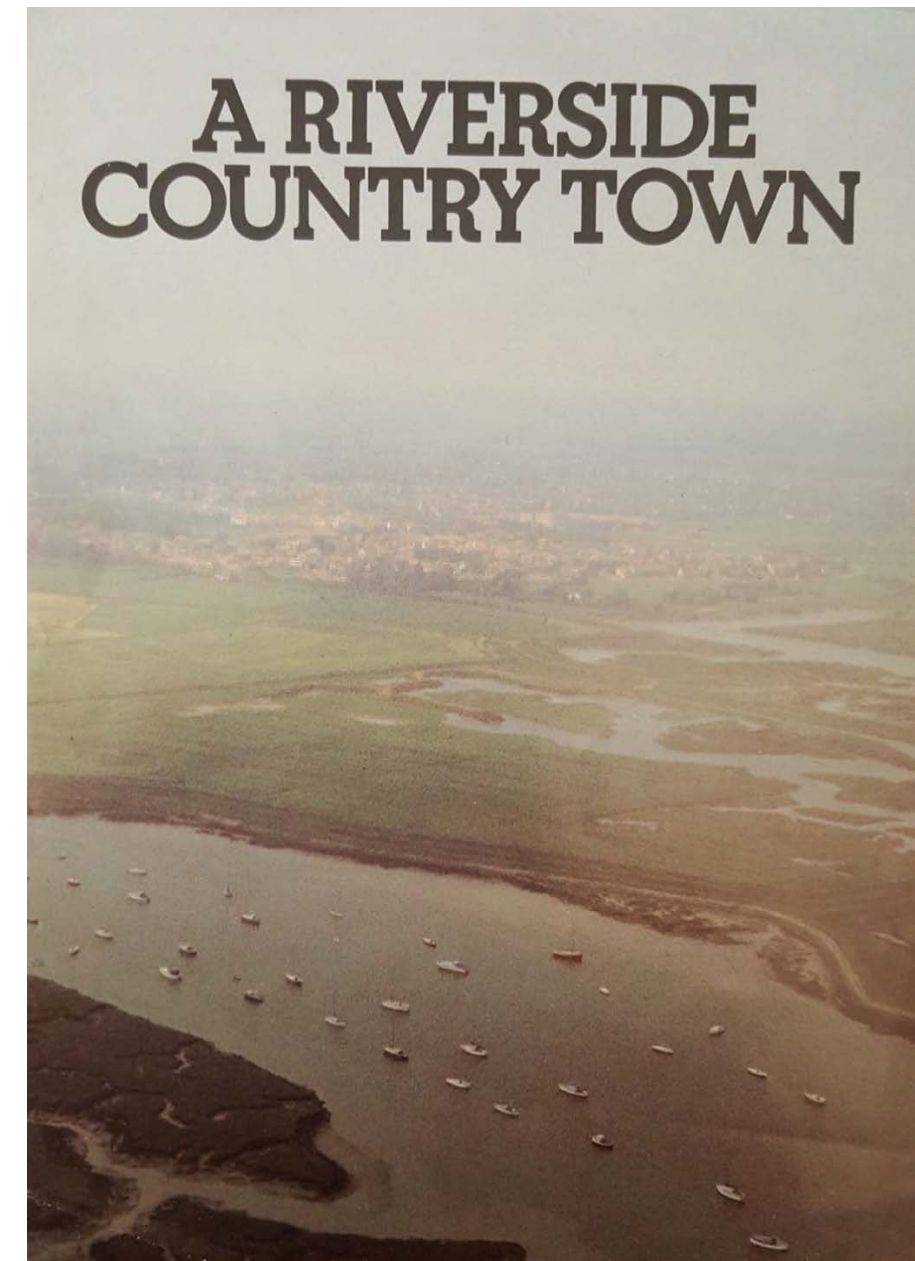


Figure 12: Marketing material prepared for South Woodham Ferrers, Essex County Council, 1982

⁶ Updated in 2015 and 2016

⁷ See Para 29 / Footnote 16, MHCLG, February 2019, NPPF

⁸ See: <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/> (accessed May 2019)

⁹ See Appendix C of the Neighbourhood Plan for more information



3. South Woodham Ferrers ‘tomorrow’

3.1 This section of the Neighbourhood Plan sets out the vision and objectives for South Woodham Ferrers. It has been informed through consultation and establishes the community's aspirations for the future of the area.

Vision 2036

3.2 The vision for South Woodham Ferrers is presented below:

Our vision for South Woodham Ferrers is that, by 2036, it will have become a ‘Complete Community’.

The strong sense of community and identity that the town experiences will have been strengthened. South Woodham Ferrers will be a safe, friendly, green, accessible and welcoming place for all, with a range of housing choices, leisure and employment opportunities, all in easy walk and cycle of the home, and with a strong and vibrant centre at the heart of the town.

Through future growth and change, South Woodham Ferrers will become the ‘riverside country town’, with greenery integrated into the heart of the town.

New development will reflect the best of the local ‘Essex vernacular’ and be an exemplar for new design and place making.

We see South Woodham Ferrers becoming the ‘Complete Community’.

You previously told us that there is a strong sense of community in South Woodham Ferrers and that the town has a strong identity. Our vision seeks to maintain and strengthen this, providing a safe, friendly, green, accessible and welcoming place for all, with a range of housing choices, leisure and employment opportunities, all in easy walk and cycle of the home, and with a strong and vibrant town centre at the heart of the town.



Figure 13: Vision diagram

Objectives

3.3 The objectives below provide a framework for the Neighbourhood Plan policies.

Objective 01:

To revitalise the town centre such that it becomes the hub of civic life and activity, providing a wide range of uses and facilities that cater for day-to-day needs, entertainment and leisure for all ages.

Objective 02:

To make it safer and easy for all people of all ages to move around South Woodham Ferrers, promoting active and sustainable travel measures.

Objective 03:

To integrate surrounding green space into the town and create new green space for the use and enjoyment of all, whilst also delivering environmental, health and well-being benefits.

Objective 04:

To reflect the legacy of the Essex Design Guide in any new development, delivering high quality design in the built form and surrounding landscape. Development should be in keeping with the Essex vernacular and respect existing building heights.

Objective 05:

To successfully integrate new growth and expansion with the existing built form and communities, providing housing choice and opportunities, as well as new community infrastructure, for the benefit of all.

- 3.4 The policies, and projects, within this Neighbourhood Plan intend to deliver on these objectives. The following sections of the Neighbourhood Plan present these, ordered in response to the objectives.
- 3.5 **It is important that the Neighbourhood Plan is read as a whole. All policies should be viewed together in the preparation and consideration of planning applications.**

Spatial interpretation of the vision and objectives

3.6 The original masterplan for the growth of South Woodham Ferrers envisaged it as a 'riverside country town'. An 'abstract town plan' was prepared and included in that document (Figure 14). It notes that South Woodham Ferrers should have its own identity, 'avoiding the rigid parceling of land into areas for specific land uses... the general aim will be to foster a more cohesive approach to the creation of urban form and the sense of place'.

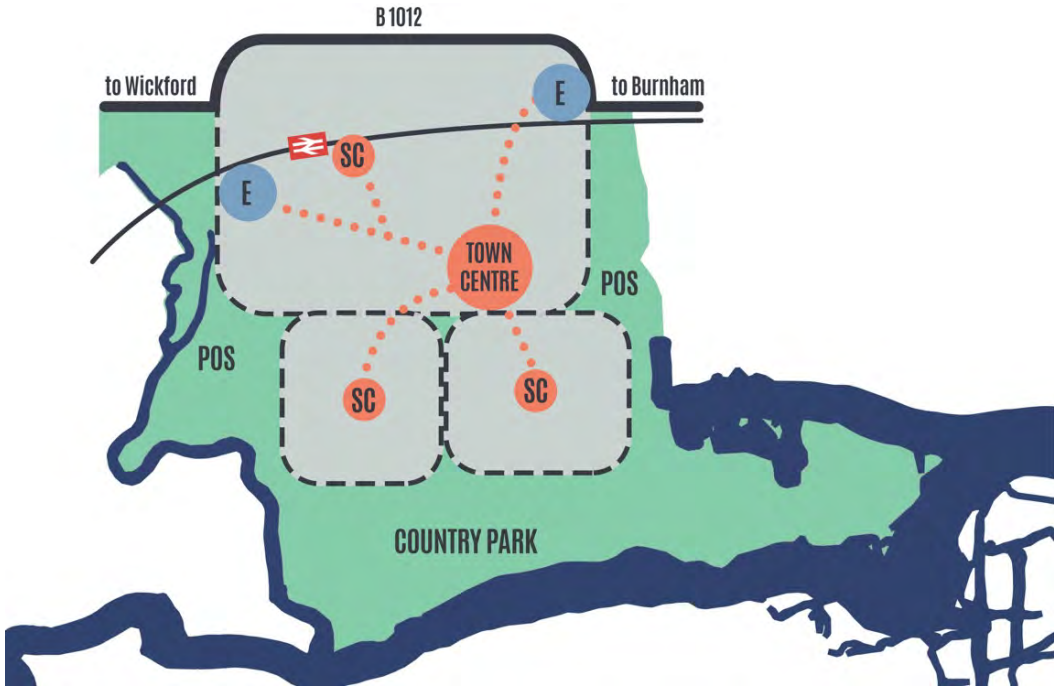


Figure 14: Original abstract plan from the masterplan for South Woodham Ferrers (Note: 'E' stands for employment, 'SC' for sub-centre, and 'POS' for public open space)

- 3.7 These aims hold true today. The legacy of the masterplan and associated Essex Design Guide is a town with a unique identity and its own character. Yet some of the original ambitions, for example the concept of the riverside country town, have not been fulfilled: despite being surrounded by green space, the relationship between the town and surrounding space is limited. Furthermore, the structure of the town, which is typified by a series of estate periphery roads and network of cul-de-sac development within these has created a series of disconnected areas of development and barriers to movement between these. Future change and growth in South Woodham Ferrers provides the opportunity to realise the original ambitions for the town, developing a 'complete community' that provides for the needs of all and builds upon the locally distinctive character.
- 3.8 The sequence below (Figure 15 - Figure 18) illustrates how South Woodham Ferrers might change over time whilst staying true to the original masterplan concept. This change is reflected in the series of policies and projects contained within the Neighbourhood Plan.

Growing the town:



Figure 15: Updating the original abstract plan (a)

- New growth to the north of South Woodham Ferrers will be well connected to the existing built form, particularly by foot and by bicycle.
- New growth to the north also provides the opportunity to provide new accessible green space for the enjoyment of all, wrapping the town with a network of connected open space.
- Roads in and around the town are redesigned as streets, creating safer places for all.

Greening the town:



Figure 16: Updating the original abstract plan (b)

- Green fingers and spaces reconnect the town with the surrounding landscape.
- Opportunities for new trees and rain gardens within the public realm, integrating water with the urban environment, minimising surface water flood risk and reinterpreting the riverside setting: South Woodham Ferrers becomes the 'riverside country town'.
- The City Council has pledged to plant one tree for each of its residents¹⁰. For South Woodham Ferrers this means around 18,500 new trees, accounting for the existing population and the likely population generated from the new growth area. These trees should be planted across the urban area and in the network of green spaces forming the setting of the town.

¹⁰ <https://www.chelmsford.gov.uk/news/help-plant-thousands-of-trees-in-chelmsford/> accessed May 2020

Strengthening the town centre:

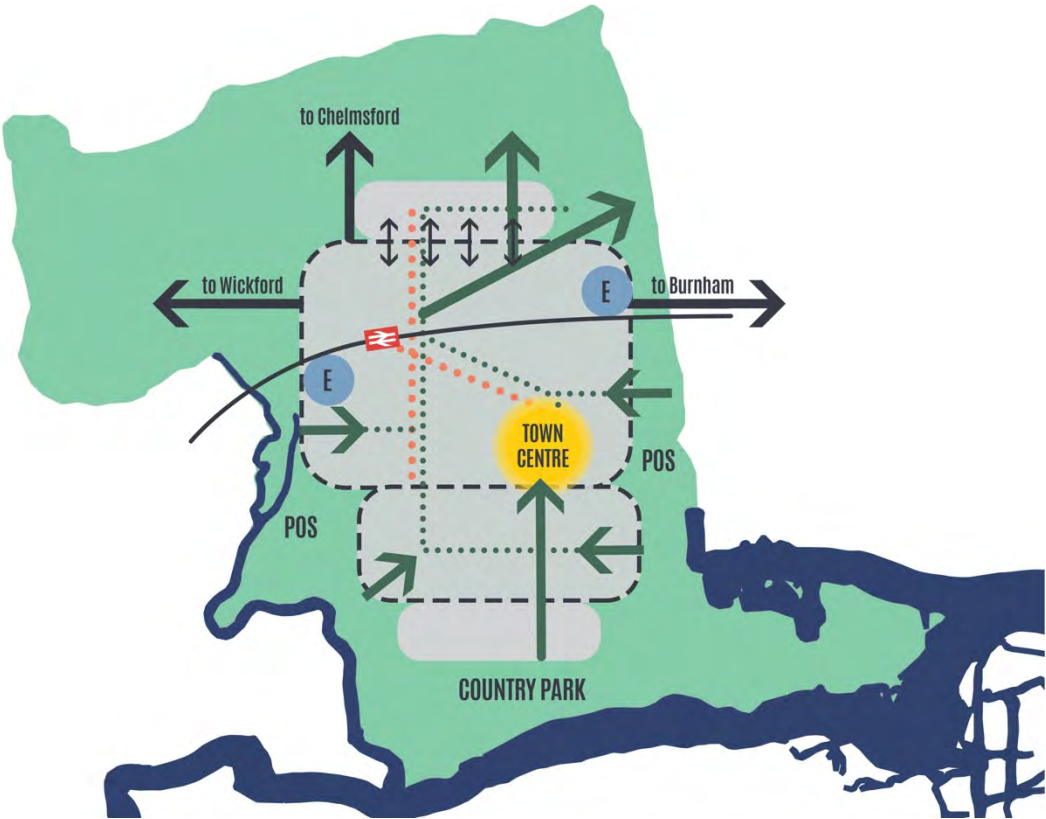


Figure 17: Updating the original abstract plan (c)

- The town centre is reinvigorated as the hub of social life and activity in South Woodham Ferrers.
- A wider range of uses and activities are found in the town centre, set around welcoming and attractive spaces.
- Regular events take place in the town centre as part of a 'Place-branding' initiative that promotes the distinct and unique local character of the town and it's setting, with local businesses and land owners actively engaged in delivering local level change.

Improving access and movement:

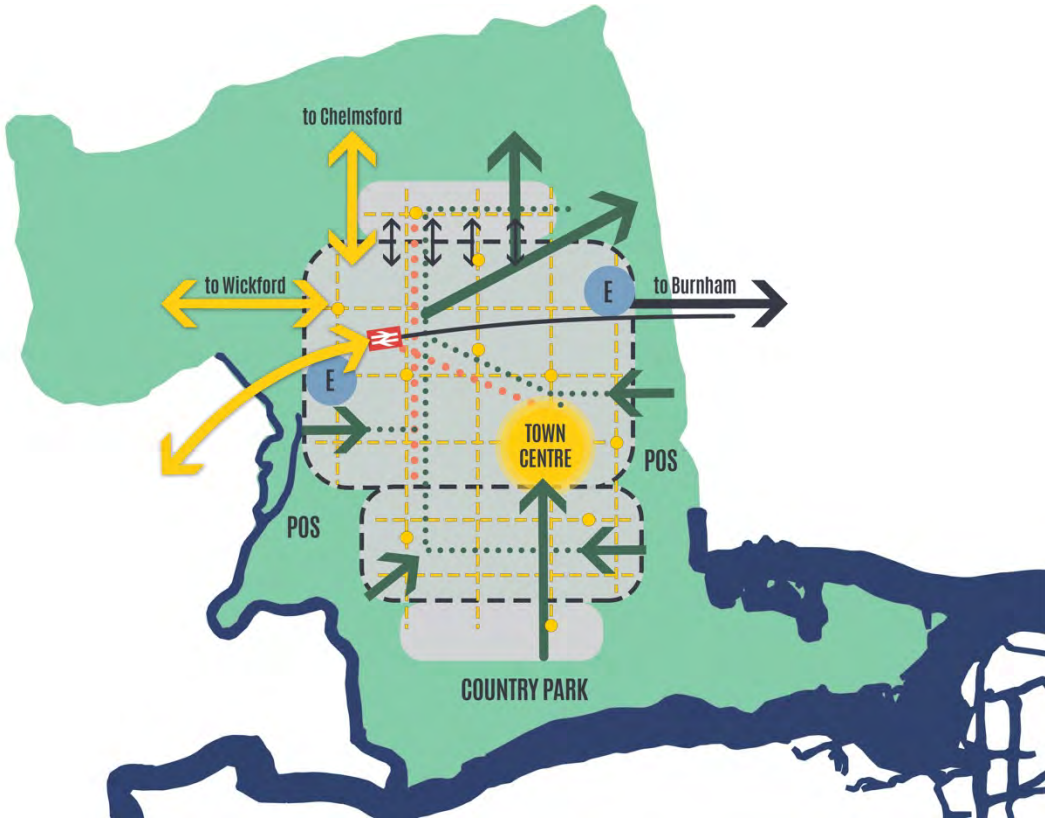


Figure 18: Updating the original abstract plan (d)

- A lattice of well-connected walking and cycling routes provide excellent connections across town for all people of all ages.
- Everyone is within a ten-minute walk or cycle of day-to-day services and facilities, including schools, healthcare, shops, employment and leisure opportunities.
- Transport connections to nearby towns, particularly by bus and train, are improved.

Climate change and planning for a post-pandemic world

- 3.9 During the course of writing this Neighbourhood Plan two global events took place which have begun to impact on the way we live and plan for our towns and cities. First, the ever increasing momentum behind the climate change agenda has seen many authorities, including Chelmsford City Council, declare a climate emergency. Second, the rapid spread of COVID-19 at the start of 2020 and the social distancing measures put in place as a result of that, including the need for homeworking and home schooling, had a profound effect on day-to-day life. The implications of these for development planning will likely be far reaching.

Climate change

- 3.10 This Neighbourhood Plan is set in the context of the 'Climate and Ecology Emergency' declared by Chelmsford City Council in July 2019. The Town Council has also declared a Climate Emergency.
- 3.11 The City Council has pledged to reduce its own carbon emissions to net zero by 2030 and to encourage others to do the same. A raft of actions have been proposed by the City Council to support this, including the promotion of sustainable forms of development, promoting active travel, protecting and planting new woodland, and reviewing planning policies that encourage developers to build to zero-carbon standards.
- 3.12 This Neighbourhood Plan seeks to promote high quality, eco-friendly design that respects the environmental qualities and landscape setting of South Woodham Ferrers. It promotes walking, cycling and better public transport facilities. It seeks to protect and enhance green infrastructure, as well supporting the full range of facilities that make South Woodham Ferrers a vibrant and attractive place, reducing the need to travel, maximising social cohesion, health and wellbeing.
- 3.13 As the City Council reviews and updates policies in response to the Climate and Ecology Emergency, so this Neighbourhood Plan will be reviewed.

COVID-19

- 3.14 The COVID-19 pandemic that spread across the world at the start of 2020 will have far reaching consequences for plan-makers, service and infrastructure providers, with questions asked as to whether lifestyles and the working environment should change.
- 3.15 With social isolation and homeworking measures put in place the need to travel quite so extensively on a daily basis for many people reduced. This resulted in improvements to air quality as well as quieter and safer streets for walking and cycling. At the same time, it increased awareness of the importance of local shops and essential services, and the ability of people to be able to access those, with matters such as resilience in regard to food supplies, for example, recognised. The measures also highlighted the importance of good quality broadband provision, the need for parks and spaces for people to exercise in, and the importance of well-designed homes and living spaces. Moreover, the importance of good social networks and community cohesion was highlighted, providing support to neighbours and those in need.
- 3.16 As a response to COVID-19 the Government published an update to the Traffic Management Act 2004¹¹. This specifically requires local authorities to make significant changes to road layouts to give more space to pedestrians and cyclists. The Government expects measures to be implemented quickly, with any temporary measures being installed with a view to making them permanent in the long term. The reallocation of road space is expected to help support behavioural change, facilitate active travel and realise the benefits this brings in terms of health and wellbeing, air quality and congestion.
- 3.17 As part of this Neighbourhood Plan we have sought to future proof growth and development, with the suite of policies and projects set out in the Plan responding to these challenges, with key messages illustrated in Figure 19.

¹¹ <https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19>, accessed May 2020



Figure 19: Key messages for plan-making, responding to climate change and the challenges presented by the COVID-19 pandemic

Illustration of the vision for the town centre within the original masterplan for South Woodham Ferrers. Image source: Essex County Council





4. The Town Centre

Objective 01:

To revitalise the town centre such that it becomes the hub of civic life and activity, providing a wide range of uses and facilities that cater for day-to-day needs, entertainment and leisure for all ages.

Town centre challenges and opportunities

- 4.1 South Woodham Ferrers town centre (as defined in the Local Plan, Policies Map 6) was planned and developed in the late 1970's as a partnership between Essex County Council and Asda, who remain the primary landowner. The design of the town centre adapted the principles embodied in the 1973 Essex Design Guide for residential areas. Although it includes many distinctive elements which create local identity, such as the Bandstand and Clock Tower, the form of the town centre, activities within it and way it is used, need revisiting.
- 4.2 In 2008 the City Council, in partnership with South Woodham Ferrers Town Council, prepared a 'Plan for South Woodham Ferrers'¹². Consultation informing the 2008 Plan indicated strong support for revitalising the town centre. It summarises 'key likes' as *"the town being small and friendly, its location and access, and safety"*. Key 'dislikes' included *"litter, vandalism and graffiti, the perceived dominance of ASDA, and a lack of number and variety of shops"*. With specific reference to Asda it also states that *"there is a perception that a greater sensitivity to neighbour businesses and active partnership within the town centre economy by Asda would strengthen the confidence and diversity of business in the community"*.
- 4.3 The findings of the 2008 Plan for South Woodham Ferrers remain relevant today. The Chelmsford Local Plan states that the town centre would benefit from enhancements and investment to meet the requirements of customers, businesses and visitors.
- 4.4 Drawing upon evidence prepared in support of the Chelmsford Local Plan, as well as that produced for this Neighbourhood Plan, including a Character Area study, identified issues include:
- The dominance of the retail offer by Asda.
 - The car dominated experience of arrival to the centre.
 - The layout of the centre, which is very inward looking, and does not let the visitor know that there is a wider town centre offer beyond the Asda store.
 - A tired and poorly maintained public realm, with convoluted routes to and through the centre.

A Vision for the town centre

- 4.5 At the heart of every successful town is a strong and vibrant centre. The NPPF encourages the use of planning to support 'strong, vibrant and healthy communities' and to improve the vitality and competitiveness of town centres. We believe that South Woodham Ferrers town centre should be more than just a retail centre. It should be the 'centre of everything'. It should have a main square that is the town's 'living room'. It should be a place for social interaction, the civic hub and heartbeat of the town.
- Retail + civic and community + employment + entertainment and activities + housing + green space + places to play + places to learn + a cultural centre + a market place + a meeting place + great streets and spaces.*
- 4.6 With new growth and development, including 1,000 new homes to be delivered on land in the Northern Growth Area, comes the opportunity to identify and invest in a range of projects and initiatives to help improve the quality and function of the town centre. The new growth area will generate a population of approximately 2,500 people. A strong centre will be needed to meet the needs of the existing and new community, providing for day-to-day needs, retaining expenditure in the town and strengthening community cohesion. A series of land-use and non-land use policies and projects are included in this section of the Neighbourhood Plan, which, if pursued together, can help deliver change.



Figure 20: The vision is that the town centre should be lively and welcoming to all, with a wide range and mix of activities and uses set around an improved public realm, that becomes a place for social cohesion and interaction.

¹² Chelmsford Borough Council, A Plan for South Woodham Ferrers: Supplementary Planning Document, June 2008

Initiatives

- 4.7 Change in the town centre can be delivered through land use and development, but also through interventions and initiatives explored in partnership with landowners and businesses that help promote the range and mix of uses in the centre, which bring people into the centre and maintain retail spend in South Woodham Ferrers. Ideas such as place branding, establishment of a business forum and public realm interventions were discussed at a town centre landowners meeting, with support expressed for investigating new ideas and approaches that help support the centre. Such initiatives could be explored and established relatively quickly, and ahead of any wider land use and development proposals that might come forward.

Case study: a Business Improvement District

Business Improvement Districts (BIDs), are business-led organisations, funded by a levy on eligible businesses in a defined area subject to a ballot of businesses signaling their approval for establishment.

A BID can provide additional and or improved services in the defined area, which have been identified as important by local businesses. This could include promotional, cleaning and environmental measures.

Money raised through the levy is ring-fenced for spending in the defined area, and spent on projects identified and agreed on by the businesses. Benefits include place promotion, increased footfall and staff retention.

There are now more than 270 BIDs in the UK. As an alternative, informal business forums might be established to identify opportunities that can be worked on together, though which might need delivering through alternative funding streams.

Project / Aspiration SWF TCa: Town centre initiatives

(a) Town Centre Forum

The Town Council is keen to work with local businesses and landowners to establish a business forum or similar for the town centre. The purpose of this would be to help co-ordinate and lead on activities and initiatives that help it compete with other centres. This might include the establishment and running of regular events and efforts to attract inward investment to the town centre.

This could take the form of a Business Improvement District. A not-for-profit organisation, this would help create a strong partnership between local businesses, the Town and City Councils, providing a basis to work together to deliver improvements to the town centre trading environment.

(b) Place Branding

The Town Council is keen to prepare a 'place branding' strategy for the town, through which a year-round programme of events are curated, linked back to the unique identity of the town, including its design legacy, relationship with water and potential for local food and drink production raising the profile of the town centre and attracting visitors to spend time, and money, in the centre. This might include a design centre for visitors, showcasing the growth of the town as a centre of design excellence and providing an opportunity for the community to be involved in discussing future growth and development proposals.

Wider initiatives might also be explored, including the potential introduction of a town-wide 'app', providing a social media platform to share local news, events and promotions.

(c) Public Realm Pilot Projects

The Town Council is keen to explore potential public realm trial projects in association with partners, including landowners, the City and County Council. These would test opportunities for intervention prior to major works taking place, exploring how people use and interact with the space. Potential pilot projects are outlined below, for which relevant approvals may be required. Longer-term projects are set out in Project SWF TCb.

- A series of 'pop-up' parks within the main squares in the centre, providing planting, places to sit and opportunities for outdoor events and activities.
- Introduction of planting and greenery through placement of planters within the public realm.
- Promotion of outdoor events, including exhibitions, screenings and other cultural events, particularly those which maximise use of the Bandstand square.
- Installation of parklets, which can be moved around, testing the most suitable location of areas of seating.
- Decoration of blank walls, through use of public art, murals and greening, enlivening the space and experience of these.

The provision of well-designed water bottle refill points in public spaces is also encouraged, subject to them not becoming an obstruction within the public realm.

Planning and development strategy

- 4.8 Where future development is proposed in the town centre (as defined in the Chelmsford Local Plan, Policies Map, Plan 6) it should, wherever possible, help contribute to the vitality of the centre, encompassing the mix of uses and activities as well as the way in which it is structured and functions as a place. This includes the quality and experience of the urban realm (which is the space between buildings) and relates directly to the way in which the town centre is laid out, including the movement network, activities in spaces and links to and from those spaces, development frontages and the way in which the public, semi-public and private realms are defined.
- 4.9 There are many positive features in the town centre, including for example the pedestrian nature of streets and human scale architecture. There are also references in the built form to traditional town and village centres: the Barclays Bank building for example is evocative of a Guildhall or Corn Exchange. Analysis of the urban morphology has though drawn out a series of issues which development projects should help address. These include:
- Although Asda is an important anchor, footfall declines rapidly beyond this.
 - There is no real sense of arrival to the town centre, with routes leading to and through car parks.
 - Main routes through the town 'by-pass' the centre, with limited connectivity with the wider catchment of the town.
 - The hierarchy of streets and spaces, their role and function is unclear.
 - Building lines deflect and terminate views. Combined with a mix of building fronts and backs, including exposed service yards and blank walls, it is unclear what represents public, semi-public or private space, and whether you are welcome in that space.
- 4.10 Further analysis of the character of the town centre is presented in the Character Study accompanying this Neighbourhood Plan and summarised in section 8 of this Plan (Design and Character).
- 4.11 Development proposals and uses should help strengthen and recognise the central spine of the town centre, which is that from the Bandstand through to Trinity Square, as the 'High Street'. But activity and footfall currently falls away very quickly from the Asda store. Greater efforts need to be made to encourage people to move across the town centre. This relates in part to the experience and understanding of the centre. The Bandstand and routes leading from this are home to a wide range of retailers and businesses, but many are 'hidden from view'. It is not clear for example, when arriving in the main town centre car park, that there is a retail offer beyond the main Asda store. Indirect routes and structures, such as the archway from the car park through to the Bandstand, obstruct views and thus discourage movement. Efforts should be made to open these up and encourage footfall from the main arrival points and across the town (Figure 21). Projects and interventions that proposals for development should respond to are illustrated in Figure 22. All proposals should respond to good design principles and which reflect the unique character and identity of the town centre.



Figure 21: Views to the central Bandstand Square should be opened up, providing a clear visual link to the central spine from the main car park and arrival point into the town. Coupled with public realm improvements and activities in the square, this could increase footfall into the centre.

Policy SWF TC1: The central spine

Where development is proposed within the town centre it should, wherever possible, help deliver a well-defined central spine between the Bandstand Square and Trinity Square that acts as the 'High Street' for South Woodham Ferrers. Principles indicated on Figure 22 that should be considered include:

Entrances

All development should front onto this central spine, with main doors and entrances opening onto this. Where the opportunity arises, existing retail and business units should be reconfigured to provide new windows, doors and entrances opening onto the central spine.

Views and connections

Where the opportunity arises, views to and connections between town centre arrival points and the central spine should be opened up, made clear and direct, including:

- a. reconfiguration of the arched entranceway into the Bandstand Square from the main Asda car park.
- b. reconfiguration of the former NatWest bank building, providing a clear link with Barons car park, but also opening views along the central spine from the squares at each end that currently terminate on this vacant building. As a short term measure, potential for 'pop-up' uses and activities of the former NatWest bank will be encouraged.

Proposals for new development in the town centre should allow retention of views to the Clock Tower.

Development opportunities

Opportunities should be explored that help define the public, semi-public and private realm, including provision of new development and associated frontages that enclose rear service areas. Where this opportunity arises, development should align with existing building frontages and respond to the scale and massing of adjacent buildings.

Where the opportunity arises through the size of the site, the provision of clear and direct routes through the site should be explored that strengthen links into the central spine from surrounding streets. Opportunities potentially include:

- a. The area at Knight Street currently used for parking¹³, providing a new frontage along Inchbonnie Road and possible new links from this through to the central spine.
- b. Reuse and or redevelopment of the former health centre and emergency services site, providing new connections across Ferrers Road.








Policy SWF TC2: Town centre design principles

Proposals for new development in South Woodham Ferrers Town Centre should complement the special character of the centre, reflected in the height and massing of buildings, as well as the materials used and interpretation of the Essex Design Guide for application in central areas, expressed through the building styles and roof heights.

Development proposals which meet the following criteria will be supported:

- a. Create clear and consistent building lines with active frontages at ground floor level, following established building lines where they exist.
- b. Provide the principal points of access to buildings on the main street or public space onto which it fronts.
- c. Provide for clear, direct and well-overlooked pedestrian routes through or around the development site, connecting with the existing route network.
- d. Clearly define areas of public and private realm through well-defined building lines and enclosure of private space. Blank walls and exposed back land areas, including car parking and servicing areas, should be screened from view, preferably through the wrapping of these with active development edges, or with other solutions such as provision of green walls that improve the quality of the townscape.
- e. Avoid creation of blank gable ends.
- f. Respect the prevailing building height. Where building heights vary this change should be subtle and step up or down by no more than half to one storey between buildings.
- g. Incorporate generous floor to ceiling heights, particularly at ground floor level, to allow for flexibility and change of use over time.
- h. Support improvements to the quality of the public realm in the town centre.
- i. Protect or enhance views of the Clock Tower from key vantage points in the centre and on approach to the centre as shown on Figure 22.
- j. Align with SuDS drainage principles and explore options that reduce surface water runoff volumes and pollution.

¹³ This has previously been identified as a development opportunity area. See: Chelmsford Borough Council, June 2008, A Plan for South Woodham Ferrers, Supplementary Planning Document and, prior to this, The Knight Street Planning Brief, published by Chelmsford Borough Council in May 2005.

- ① ENCOURAGE OPPORTUNITIES TO CREATE CLEAR AND DIRECT VISUAL LINKS BETWEEN CAR PARKS AND CENTRAL AREA
 - ② ENCOURAGE DEVELOPMENT TO ENCLOSE AND CLEARLY DEFINE THE PUBLIC REALM AND SCREEN SERVICE AREAS
 - ③ ENCOURAGE INFILL DEVELOPMENT THAT CREATES ACTIVE NEW STREET FRONTS ALIGNED WITH BUILDING LINE ON INCHBONNIE ROAD
 - ④ WHERE DEVELOPMENT ALLOWS, ENCOURAGE PROVISION OF NEW, DIRECT ROUTES INTO CENTRAL AREA. THESE SHOULD BE FRONTED WITH ACTIVE DEVELOPMENT EDGES
 - ⑤ ENCOURAGE REUSE AND REDEVELOPMENT OF HEALTH CENTRE AND EMERGENCY SERVICES SITE TO INCLUDE ACTIVE FRONTAGES AND EDGES, WITH DIRECT ROUTES TO SURROUNDING AREA
 - ⑥ ENCOURAGE NEW RETAIL USES, ACTIVITIES AND OTHER SERVICES TO FOCUS ALONG CENTRAL SPINE, WITH KEY ROUTES AND FRONTAGE ALIGNED TO LEAD TO THIS. MAIN ENTRANCES SHOULD BE CONFIGURED TO OPEN ONTO CENTRAL SPINE
 - ⑦ MAINTAIN VIEWS OF CLOCK TOWER WITHIN THE CENTRE AND FROM KEY VANTAGE POINTS LOOKING TOWARDS THE CENTRE
-  CENTRAL SPINE
-  ACTIVE FRONTAGES ONTO CENTRAL SPINE
-  KEY LINKS
-  CLOCK TOWER
-  VIEWS OF CLOCK TOWER
-  PRIMARY RETAIL FRONTAGE
-  SECONDARY RETAIL FRONTAGE

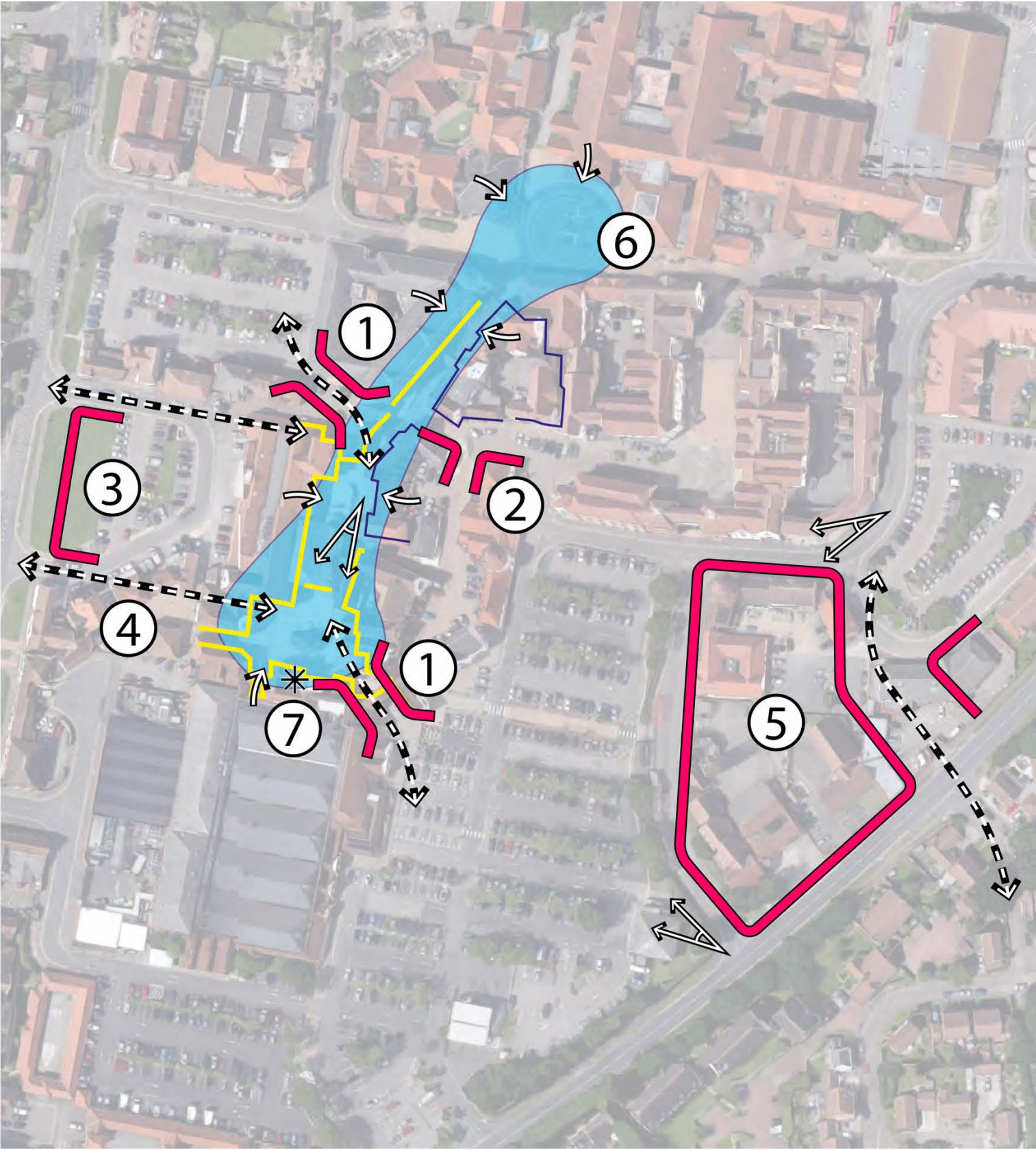


Figure 22: Potential town centre development interventions

Town centre uses

- 4.12 A mix of uses should be provided in the town centre that encourage activity. With the changing nature of the High Street, competition from other centres and from internet-based shopping, uses that provide for a mix of activities, including services, are encouraged. Use of such services will help support retail activities, by bringing customers into the centre, including local and independent retailers.
- 4.13 The central spine (Figure 22) is the core area of the town centre. New retail uses are encouraged to locate within this area, particularly within the defined primary retail frontages. Outside of the central spine but within the wider town centre area (as defined in the Chelmsford Local Plan, Policies Map, Plan 6) other uses are also considered appropriate, including leisure and entertainment, office floorspace, cultural activities, community uses and residential development.
- 4.14 A key challenge for the town centre is the decision to relocate health facilities to a new medical centre within the growth area. Activities such as these are important to the footfall of the town. Wherever possible, and subject to viability, these buildings should be repurposed with other social and community uses, and or leisure, entertainment, arts and cultural uses.
- 4.15 There are several vacant retail units within the town centre. Temporary re-use of these, through 'pop-up' and 'meanwhile uses'¹⁴ is encouraged, providing life and activity in the short-term whilst opportunities for longer-term re-use and marketing of the units is undertaken. Pop-up units could cover a range of activities compatible with the function of the town centre, including retail and places to eat.
- 4.16 Proposals for mixed use development including residential are encouraged, as this will increase the resident catchment of the centre and provide movement and activity throughout the day, helping to sustain and support town centre businesses.



Figure 23: View along the 'central spine' from the Bandstand Square north towards Trinity Square

¹⁴ A 'pop-up' shop or other similar activity is one that opens for a short period of time on a temporary basis, taking advantage of an empty retail space. Equally, a 'meanwhile use' refers to the short-term use of temporarily empty buildings, such as retail units, until they can be brought back into commercial use. Both provide an opportunity to maintain the vibrancy of an area.

Policy SWF TC3: Town centre uses and activities

Proposals for major development in the town centre (as defined in the Chelmsford Local Plan, Policies Map, Plan 6) should incorporate a mix of uses consistent with the role, function and character of the town centre.

Suitable uses in the town centre will include uses listed below in Class E and Class F of the Use Classes Order¹⁵ and residential, Class C3:

Class E: Commercial, Business and Service:

E(a) Display or retail sale of goods, other than hot food

E(b) Sale of food and drink for consumption (mostly) on the premises

E(c) Provision of:

- E(c)(i) Financial services,
- E(c)(ii) Professional services (other than health or medical services), or
- E(c)(iii) Other appropriate services in a commercial, business or service locality

E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)

E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)

E(f) Creche, day nursery or day centre (not including a residential use)

E(g) Uses which can be carried out in a residential area without detriment to its amenity:

- E(g)(i) Offices to carry out any operational or administrative functions,
- E(g)(ii) Research and development of products or processes
- E(g)(iii) Industrial processes

Class F: Local Community and Learning:

F1 Learning and non-residential institutions – Use:

- F1(a) Provision of education
- F1(b) Display of works of art (otherwise than for sale or hire)
- F1(c) Museums
- F1(d) Public libraries or public reading rooms
- F1(e) Public halls or exhibition halls
- F1(f) Public worship or religious instruction (or in connection with such use)
- F1(g) Law courts

F2 Local community – Use:

- F2(b) Halls or meeting places for the principal use of the local community
- F2(c) Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)
- F2(d) Indoor or outdoor swimming pools or skating rinks

Class C:

C3: Dwelling houses

The main focus of the town centre for new business and retail activities will be encouraged along the central spine (the primary retail frontage defined in the Chelmsford Local Plan).

Where residential uses are proposed in the areas of primary or secondary retail frontage within the central spine (as indicated on Figure 22) these should be on the upper floors of a mixed-use scheme, with ground floors comprising retail or other complementary uses. Outside of this and other areas of primary retail frontage (as indicated on the Chelmsford Local Plan Policies Map, Plan 6) residential uses may be appropriate at ground floor level.

Temporary proposals for the use of vacant buildings within the use classes listed above, including 'pop-ups', are encouraged.

Community facilities

Applications for development that provide new community facilities or which improve existing facilities in the town centre will be encouraged. Proposals for such uses should:

- a. Ensure that good access to facilities is provided to everyone commensurate with the scale of development.
- b. Include walking, cycling and public transport links and related infrastructure.
- c. Demonstrate by design, adaptation for future community uses and functions has been considered.
- d. Demonstrate that there would be no unacceptable impact on the character, appearance or local environment.

The loss community facilities will only be supported where an equivalent replacement of alternative provision is made for that use or met by an existing facility within the town centre. Where an existing community facility is to be vacated, wherever practicable, reuse for alternative community facilities will be the preferred land use option. Proposals which would result in the loss of community facilities from the town centre will need evidence to be submitted to demonstrate that the use is not economically viable through appropriate evidence of market testing and that it is no longer required to meet the needs of the community.

Proposals for community uses integrated with other complementary town centre uses are also encouraged.

¹⁵ The Town and Country Planning (Use Classes) Order 1987 (as amended), SI 1987 No. 764
<https://www.legislation.gov.uk/ukSI/1987/764/introduction/made>

Public realm

4.17 The public realm is defined as all the spaces between buildings to which the public has access. The importance and value of good quality public realm is well recognised¹⁶. A series of public realm projects have been identified which the Town Council encourages applicants for development to respond to. Not all of these are directly related to individual development schemes and instead represent projects that the Town Council will look to take forward in discussion with the City Council and other partners, including the Highways Authority and land owners. These are outlined in Project SWF TCb and illustrated on Figure 25, and form the basis of projects towards which CIL receipts might be directed towards. Guidance on public realm design can be found in the Making Places SPD¹⁷ published by Chelmsford City Council to which applicants should refer. Proposals for outdoor activities and events are encouraged but will be subject to the necessary approvals and licenses.

Policy SWF TC4: Town centre streets and spaces

Within the designated Town Centre:

- a. Development proposals involving streets and spaces that enhance the attractiveness of the public realm will be supported.
- b. Proposals for development in the central spine (the area of primary retail frontage as defined in the Local Plan) should include appropriate materials and design coding to define this part of the Town Centre and distinguish it from the surrounding network of pedestrian streets facilitating outdoor activities and events including markets, screenings and displays.



Figure 24: The main town centre square, looking towards the Bandstand and Clocktower

¹⁶ See, for example, Cabe, The Value of Public Space, 2004, and, The Heart Foundation, Good for Business: The benefits of making streets amore walking and cycle friendly, 2011

¹⁷ Chelmsford City Council, January 2021, Making Places – Supplementary Planning Document

Project SWF TCb: Improving the public realm around the town centre for all users

Linked to Policy SWF TC4, the Town Council is keen to explore opportunities that improve the quality of the public realm and highway network in the town centre, and to work with partner organisations to test and deliver the projects outlined below and as indicated on Figure 25:

Greening

Opportunities should be taken that contribute to the greening of the urban environment. Subject to agreement of appropriate management and maintenance regimes, this includes but is not limited to:

- New tree planting as well as planting of wildflowers, including that on underused land alongside public highways.
- Planting of green walls.
- Introduction of urban rills and other water features, forming part of a network of sustainable urban drainage systems, which also help create functional and attractive places.
- Creation of temporary 'pop-up' parks.
- Creation of a formal landscaped square at Trinity Square, comprising part of a green landscaped street that transforms the northern edge of the centre formed by William De Ferrers school, and including planters, green walls and places to sit. This will provide a green link between Inchbonnie Road and Compass Gardens.
- Reconfigure Oaklands Square along the lines of a traditional 'London Square', with tree planting and places to sit.

Streets and spaces

Opportunities to improve crossing points along Inchbonnie Road and Ferrers Road should be facilitated, connecting surrounding residential areas, parks and gardens with the central area. This may involve remodeling existing roundabouts (including Brickfields Roundabout) to provide safe and direct crossing points for pedestrians and cyclists, including measures that slow traffic along Ferrers Road and allow safer crossings to Saltcoats Park and Compass Gardens by foot and by bicycle. Subject to feasibility, potential transformation of Inchbonnie Road may include:

- Introduction of rain gardens, wildflowers and trees along the currently under-utilised mown verge.
- Segregated cycle lanes.
- Visual clues, such as the narrowing of the road space and use of different materials, to define this as an entry point to the town centre.
- Integration of additional crossing points for pedestrians that connect with existing routes.

On-street parking provision should be removed where possible, allowing re-use of that space for walking, cycling and landscape improvements.

Project SWF TCb continued

The main car park

Opportunities to reconfigure the layout of the main car park should be explored, including:

- In any redevelopment of Asda or the main car park, the layout should be reconfigured to create an enlarged arrival space at the main entrance to Asda and aligned to provide clear routes and views through to the central spine, with materials and landscaping matching that within the central spine.
- Provision of routes through the car park that follow pedestrian desire lines and include direct connections with crossing points on Ferrers Road to surrounding residential areas.

Case study: creating an 'urban forest'

Aarhus, in Denmark, is rated as 'Europe's second best place' to visit and in 2017 was the European Capital of Culture.

Over the last decade a city centre greening programme has transformed the quality and experience of public spaces in Aarhus. An Urban Forest programme was launched that initially changed the central square into a green meadow, with trees and water features bringing the country into town.

Exposure to nature has nurtured social trust, reduced stress, improved long-term mental health and increased educational attainment. Initially a temporary project as part of a cultural festival, it has now led to the transformation of other public squares in Aarhus, and its success was recognised as a category winner at the 2011 Landscape Awards.

The commitment by Chelmsford City Council to plant one new tree for each of its residents can take inspiration from the 'urban forest' programme in Aarhus.

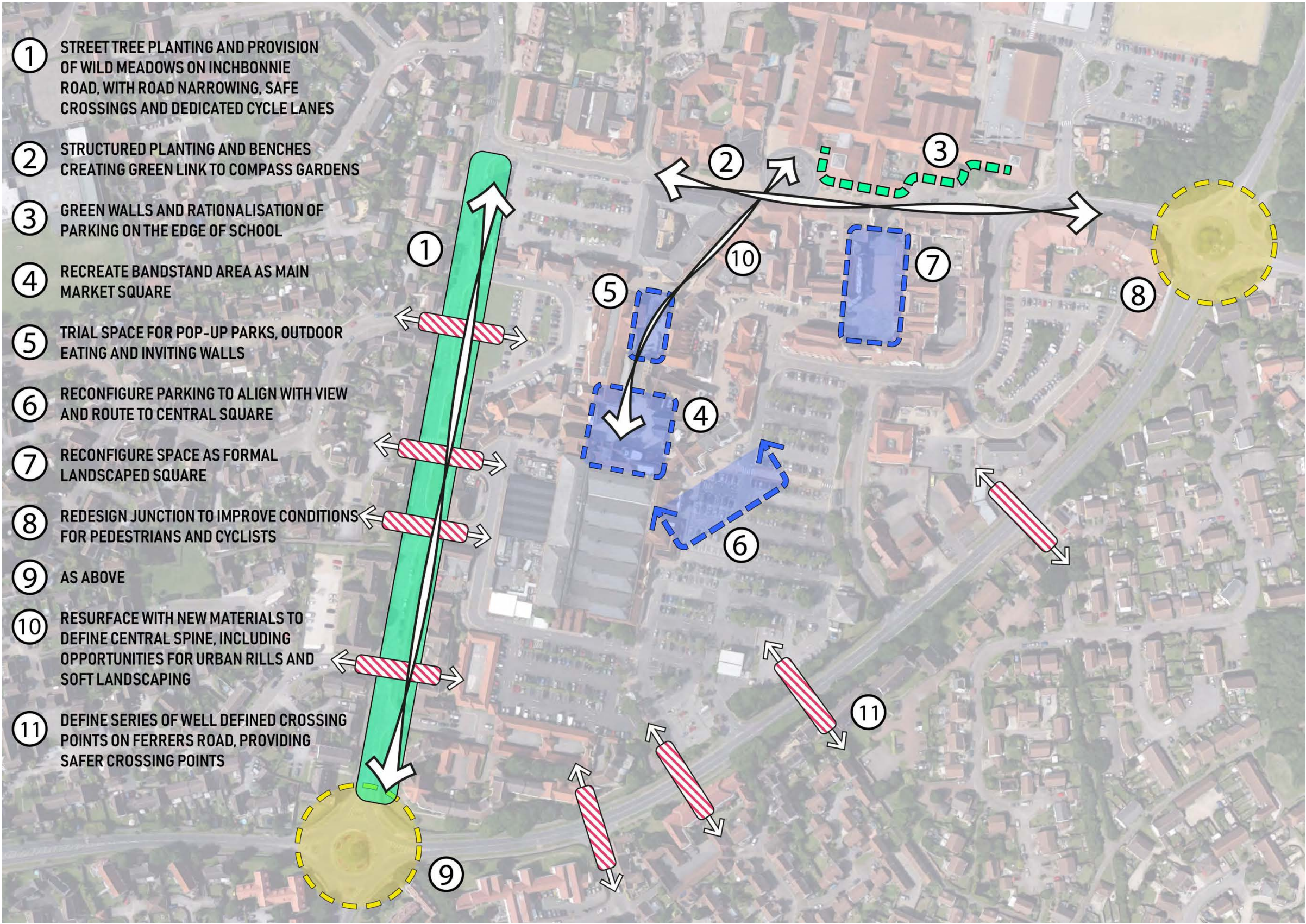


Figure 25: Public realm strategy for the town centre

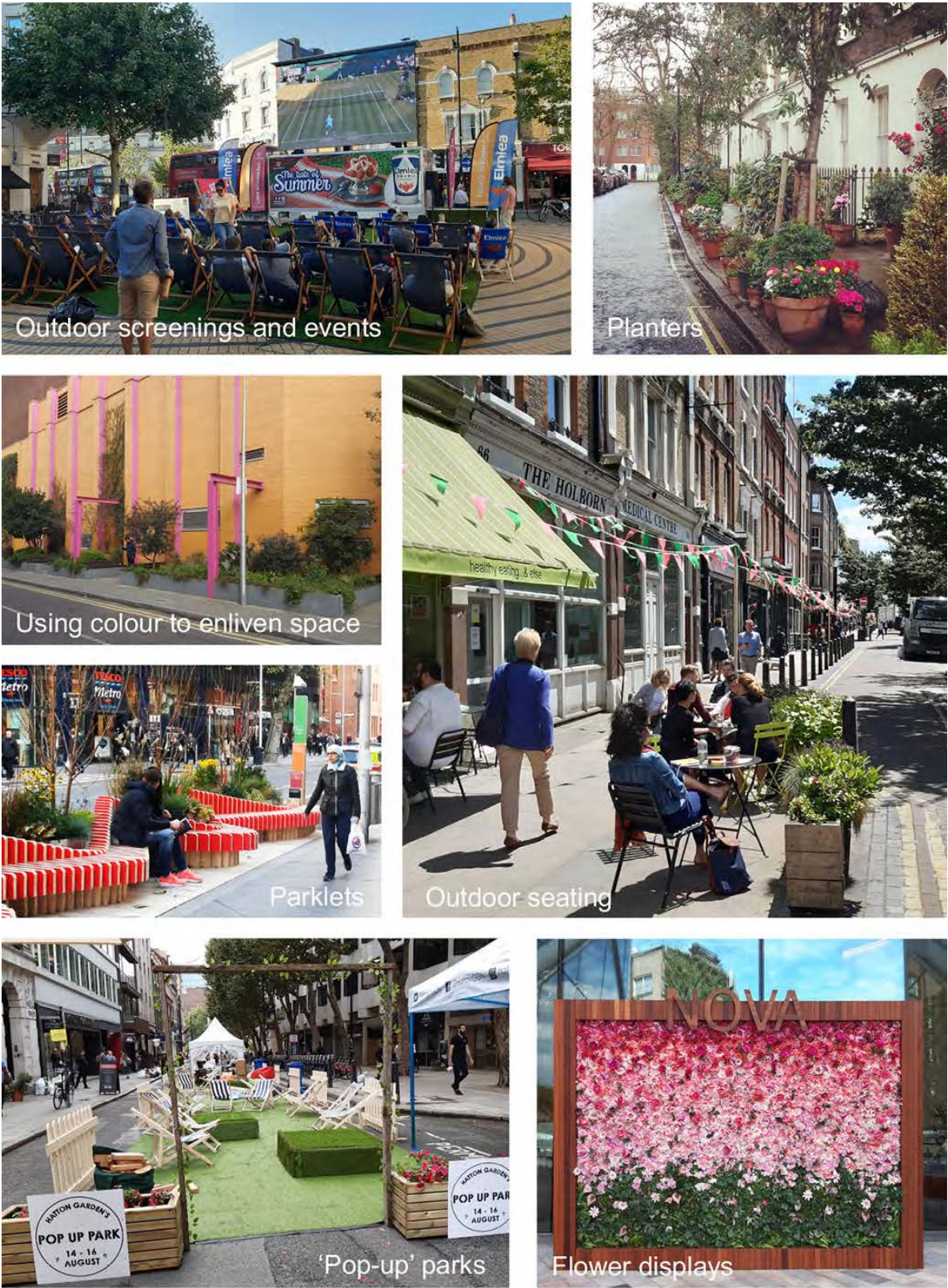


Figure 26: Example public realm images and precedents for exploring and testing ideas on an initial temporary basis in the town centre

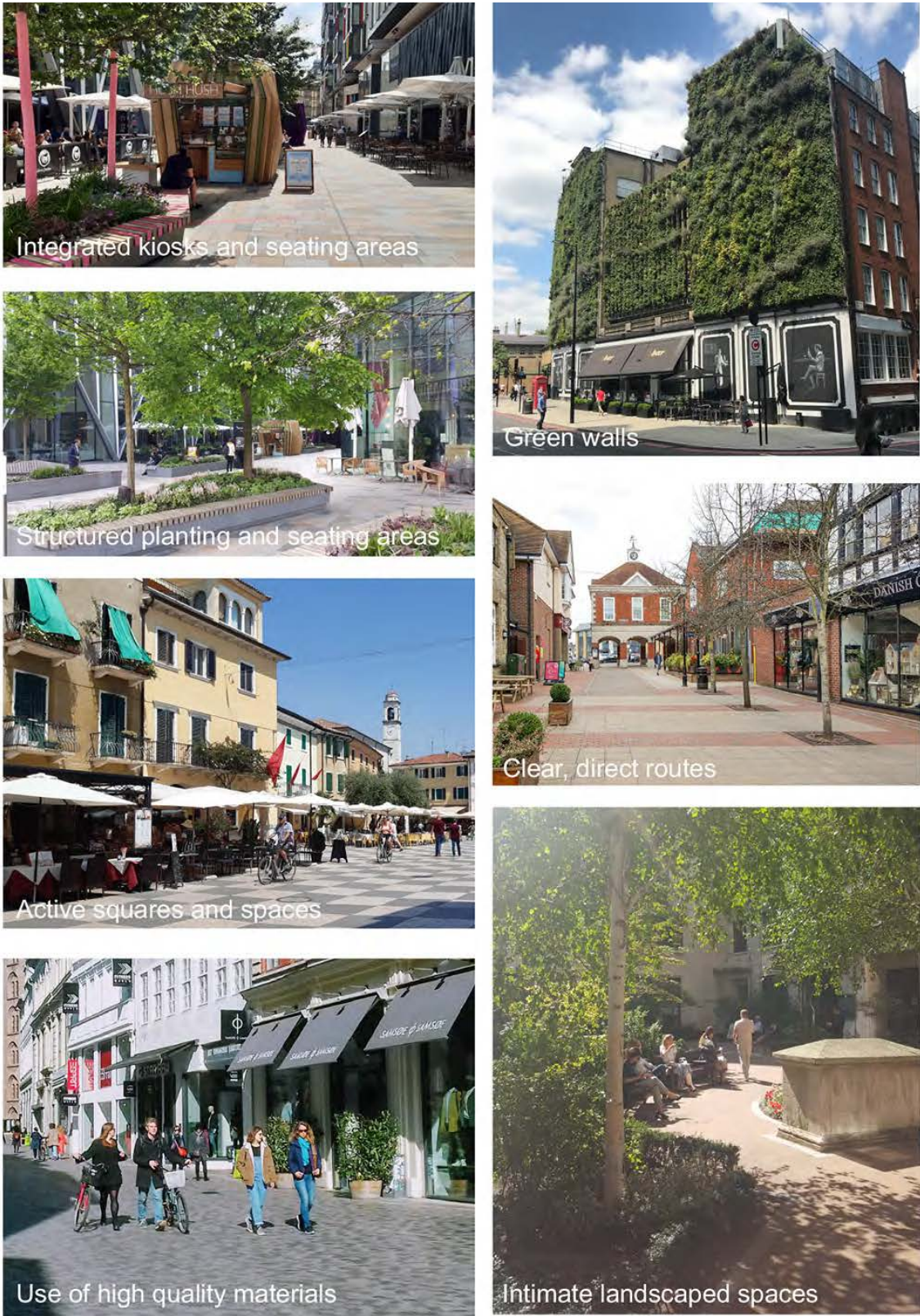


Figure 27: Example public realm images and precedents for longer term structural change and public realm intervention in the town centre

Car parking

- 4.18 Car parking represents the dominant use of land within the town centre. Areas of parking are well-used throughout the year. The retail study undertaken by Chelmsford City Council as part of the Local Plan suggests that 70% of all visitors arrive by car, despite only 9% of visitors to the centre being from outside South Woodham Ferrers. This would suggest there is a high propensity amongst local residents to drive.
- 4.19 As part of this Neighbourhood Plan a car park and visitor survey was undertaken¹⁸. This was carried out at different times of the week, during and outside of school holiday periods. It reiterates findings from the retail study noted above and also suggests:
- Spare capacity exists within the car parks.
 - The majority of the users of the car parks are visiting for purposes of shopping, food and drink.
 - The length of stay of the majority of car park users is less than two hours.
 - Most users of the car parks only use these once or twice a week.
- 4.20 This suggests scope exists to reconsider the amount of parking provision within the town centre. The areas of car parking form the setting of the town centre and comprise the main points of arrival, with the centre itself and main retail offer located behind these and looking inwards. The layout and orientation of uses suggests that the Asda store is 'the town centre'. Rationalisation of car parking space, including reconfiguring this and introducing landscaping, might improve the sense of arrival and connection with the wider retail offer, as well as making this a more attractive place to spend time in.
- 4.21 However, any parking interventions need to go hand in hand with town wide strategies that support active and sustainable travel measures, such that these become easy and attractive to use. This means more direct walking and cycling routes to the centre, and reconfiguration of the alleyway network around the town. At present, many respondents to consultation exercises said they do not make regular use of these, because they are indirect and because of a perception of danger. Combined with the typical street layout in South Woodham Ferrers, which includes a network of residential culs-de-sac, walking and cycling routes are indirect, and the associated walking and cycling catchment of the centre is diminished: in short, the layout makes it easier and more convenient for people to drive than to walk or cycle. Indeed, the updates to the Traffic Management Act 2004 (published in May 2020) require changes to be made in towns and cities that provide more space for and make it safer and easier for people to walk and cycle, particularly for short journeys, which includes those to the town centre.

Policy SWF TC5: Town centre car parking

Development proposals that reconfigure parking provision and the layout of spaces will be supported, subject to evidence of use, which complement initiatives to improve the arrival experience into the town centre and include for improved walking and cycling connections into the central spine from the car park and adjacent areas.

Where multi-storey or decked parking provision is proposed this should be wrapped with active development frontages and be informed by the scale of adjacent buildings.

Proposals for the rationalisation or reconfiguration of car parking should be associated with proposals that support active travel measures (non-car modes of travel) across the town.

Proposals that involve the loss of on-street parking within the town centre will be supported where adequate alternative provision is shown to be available within the existing car parks, and where the space lost is replaced with public realm improvements, including landscaping, walking and cycling provision.

¹⁸ Alpha Parking for South Woodham Ferrers Town Council, October 2019, Parking Occupancy & Car Park User Questionnaire Report





5. Movement and access

Objective 02:

To make it safer and easy for all people of all ages to move around South Woodham Ferrers, promoting active and sustainable travel measures.

Active and healthy travel

- 5.1 The Chelmsford Local Plan establishes a hierarchy of movement (see Local Plan Policy S1 and supporting text), which states that in new development, priority should first be given to attractive walking and cycling routes, and or improvements to the environment along existing routes, followed by public transport. This is reflected in national guidance, with the Government's Cycling and Walking Investment strategy¹⁹, for example, pointing to the importance of and need for new infrastructure investment to support active travel.
- 5.2 South Woodham Ferrers is a relatively small and compact town, with everyday uses located within a five to ten-minute walk, cycle, or bus journey of the home. But current infrastructure provision does not support travel by these modes. The design of roads and streets is unbalanced and weighed heavily in favour of travel by car. This is exacerbated by the layout of development: the cul-de-sac layout often means that routes between places are convoluted and not conducive to walking or cycling.
- 5.3 The quality of streets and spaces in the town need rethinking, such that it is safe, easy and convenient for all members of society to move freely around the town. New routes and connections are needed, that provide for direct links between the places people want to travel to and which, more importantly, are safe. Space for cycling should be made available on the main routes in and around the town, and safe crossings provided at junctions to avoid conflicts between vehicles and cyclists.
- 5.4 Walking and cycling can and should be the default choice for moving around in South Woodham Ferrers. It is an aspiration that short trips, by foot and by bike, will become more common. This is good for the environment, for health and social well-being²⁰, and for the economy²¹. Indeed, this is now required by the updated Traffic Management Act 2004 (published May 2020).

- 5.5 This needs to go hand-in-hand with changes to the way we currently use the car. Providing more road space and plentiful car parking simply encourages demand, creating additional traffic and supporting the growth of lower density development that is dependent on car movement. Whilst it is accepted that people will continue to travel by car, the Neighbourhood Plan aims to create the conditions that encourage safe, attractive and efficient travel by alternative modes, and which provide people with the choice and opportunity to travel by foot, bike or public transport: a choice that doesn't fully exist at the moment. Indeed, providing for good walking and cycling conditions, and improved public transport services, has been shown to help reduce congestion²² and carbon emissions from vehicles, bringing environmental benefits. This includes giving support to measures that reduce traffic speeds in South Woodham Ferrers, particularly around schools, making these safer places for all. Encouragement is given to introduction of the 'Sustainable Travel Recognition and Accreditation for Schools (STARS)' scheme²³, which seeks to change the way that children travel to school, promoting a shift towards walking and cycling.
- 5.6 Within South Woodham Ferrers, streets should be redesigned to recognise that they are places too, that they comprise the majority of public space in the town and should therefore be safe and attractive for all people of all ages and abilities to use, and should provide opportunities for people to meet, sit and enjoy being in. New or improved walking and cycling infrastructure should reflect best practice principles²⁴, thus becoming an attractive proposition for all to use.
- 5.7 Alongside provision of safe street conditions and junctions for walking and cycling is a need to increase the provision of cycle parking, particularly within the town centre. Safe and secure parking facilities should be accommodated within the public realm, though designed such that provision responds positively to the character and quality of the built environment. Covered cycle parking is also encouraged, particularly within new commercial development, which should also provide shower and locker facilities for cyclists.
- 5.8 High quality walking and cycling routes should be integrated within new developments. But the quality and attractiveness of the network is only as good as the missing links or gaps in the routes. The Town Council thus proposes that CIL payments received from development are directed to an improved town wide walking and cycle network for the benefit of existing and new residents. Key routes for improvement are those that make short, everyday journeys easy and enjoyable. This includes improving links to parks, the town centre, schools, healthcare and other community facilities.

¹⁹ Department for Transport, Cycling and Walking Investment Strategy, April 2017

²⁰ See, for example, the Healthy Streets Initiative developed by Living Streets with Transport for London.

²¹ See, for example, the Health Economic Assessment Toolkit developed by the World Health Organisation

²² See, for example, <https://civitas.eu/news/civitas-flow-quick-facts-show-how-walking-and-cycling-help-reduce-traffic-congestion>

²³ For more information, see <https://www.modeshift.org.uk/stars> and <https://ec.europa.eu/energy/intelligent/projects/en/projects/stars>

²⁴ See, for example, Cycle Infrastructure Design (LTN 1/20), Department for Transport, July 2020, and Chelmsford City Council, 2021, Making Places SPD



Figure 28: New segregated cycle lanes should be provided across South Woodham Ferrers, providing safe and attractive traffic free routes for all to use

Policy SWF MA1: Active travel

Development proposals should enable active travel through delivery of new attractive walking and cycle routes, and or improvements to the environment of existing routes.

Where new walking and cycling routes are provided, they must be direct, safe and convenient to use. The layout of proposed development should allow for the natural surveillance of routes through overlooking with active development frontages. Proposals should not result in the loss of existing walking or cycling routes, nor reduce the capacity or safety of that infrastructure.

Where new cycle routes are provided, they should reflect national and local best practice guidance.

Where existing walking and cycling routes are provided within or adjacent to a site, development proposals should link to these networks.

Proposals for commercial, leisure and community uses should support and enable active travel through inclusion of safe, secure and convenient cycle parking and changing facilities where appropriate. Proposals for secure and covered cycle parking areas in the public realm are welcome, subject to compliance wider design policies.

Project SWF MAa: Safer streets and town wide cycle grid

The Town Council is keen to improve the town-wide cycle network (see Figure 29), providing scope for short, everyday activities and trips to be made by bicycle. Opportunities to provide safe cycle routes on or alongside the main road network will be explored and should be supplemented by a network of safe streets and routes in residential areas, with junctions and crossings redesigned along Dutch-principles to make cycling as safe and attractive as possible for all members of society.

Where possible, the Town Council is keen to see other measures introduced that make the use of streets and spaces safer for all, including a town-wide reduction of speed limits on all roads to 20mph, particularly those around existing and proposed new schools. The Town Council will seek to work with partners to explore the feasibility of such ideas.

Case study: a small cycling city

Goes, in Zeeland, The Netherlands, has a population of 27,000 people. Recently, major investment in cycling infrastructure has helped seen the mode share for journeys made by bike for short journeys (those defined as being up to 7.5km) increase to 50%.

The town includes a network of primary and secondary cycle routes, as well as coastal paths. Major junction redesign, including those near a local school, have helped improve safety and relieve congestion on the ring road.

The town was shortlisted as Dutch 'Cycling City' in both 2008 and 2016.

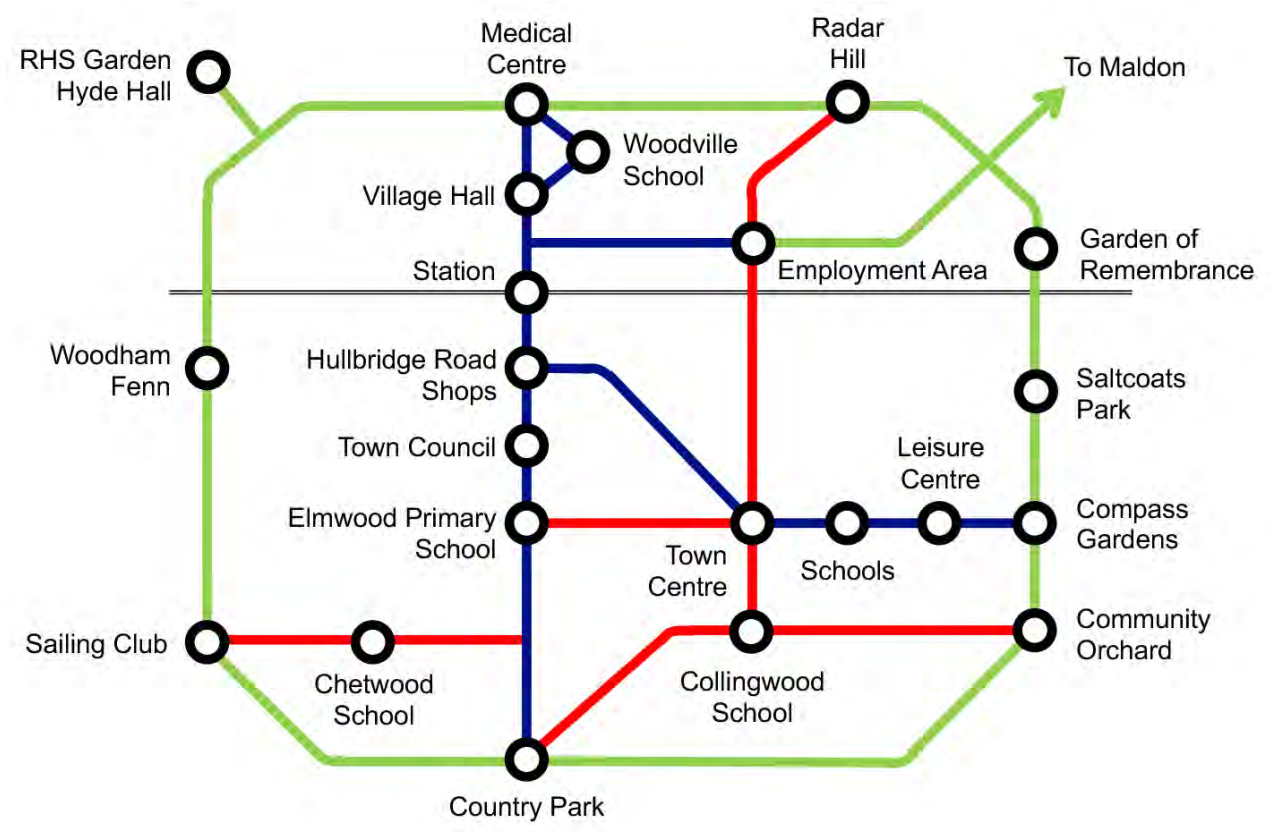


Figure 29: Concept for a connected town-wide grid of cycle routes across South Woodham Ferrers, enabling everyday journeys to be made between the home, leisure, employment and other activities. Green comprises leisure routes around the town as part of the 'Green Necklace'. Red comprises opportunities to improve links through the existing network of off-road routes. Blue comprise opportunities for new cycle infrastructure in the highway.

Case study: applying 'Dutch' cycle principles

Canmore, in Alberta, Canada, is a town of 14,000 people. Located in the Rockies, streets and spaces are being redesigned along 'Dutch principles' to increase the proportion of all journeys made by foot and by bicycle to 30%.

Segregated cycle lanes have been installed, with Dutch-style red paving used to make these highly visual. Other design tools have also been employed, including street tree planting and a reduction in overall road widths. These changes signal to motorists that they are a 'guest in the street'. As a result, driver behaviour is changing, slowing traffic and making streets and spaces safer for all. This, coupled with introduction of greenery, also makes walking and cycling a more attractive proposition, reducing the volume of local journeys made by car.

Alleyways

- 5.9 The original design of South Woodham Ferrers included a network of footpaths and alleyways, connecting residential streets with schools and the town centre. Although these allow for relatively quick journeys by foot across town there are a series of issues related to them. These include:
- Concerns about personal safety, perceived or otherwise, particularly because in many places they are indirect and do not benefit from entrances or windows overlooking them. They are, in many cases, a route 'around the back' of residential properties.
 - A lack of lighting, particularly after sunset, which compromises their use.
 - Poor maintenance, including overgrown vegetation, presence of litter and graffiti, reducing the attractiveness of these as routes people will use on a regular basis.
- 5.10 These factors, accompanied by the indirect road network, can make use of the car a more attractive proposition than walking and cycling. Through consultation, strong support was given to improving the quality of the alleyway network.



Figure 30: Example of an existing alleyway in South Woodham Ferrers. Could the space be opened up and made more attractive to users, including new development frontages and accessible community gardens?



Figure 31: This new development in Cambridge²⁵ shows how alleyways can be successfully incorporated within new development, making these safe and attractive for all to use at all times of the day, encouraging people to walk and promoting active and healthy lifestyles. Opportunities to retrofit existing alleyways along these lines should be explored.

5.11 The Town Council is keen to encourage active travel and recognises the benefits of a well-connected network of walking routes. However, interventions are required to make the existing routes more conducive to use. These might include:

- Opening up routes wherever possible, removing unnecessary walls and fencing between public spaces, creating a sense of space.
- Encouraging the provision of new frontages onto the routes, either through new development or adaptation and extension of existing development over time.
- Identifying potential for provision of more direct routes.
- Re-using redundant or under-utilised space within and along routes for other uses, such as installation of community gardens, increasing community ownership and maintenance of space, whilst also contributing to the greening of the town.
- Installation of lighting to increase the perception of safety and the use of routes.

5.12 Where areas of new development are proposed and these are to integrate pedestrian routes, these should, as outlined above, be direct, well overlooked, landscaped and lit. Wherever there are stretches of footpaths without a direct frontage onto them, these stretches should be short. Reference should be made to the Making Places SPD and Secured by Design²⁶ where relevant.

Policy SWF MA2: Alleyways

Development proposals adjacent to an existing alleyway which facilities passive surveillance by:

- a. providing new entrances and windows that face onto the footpath;
- b. demonstrate how the route might be made more direct, with a clear visual link from each end; and
- c. providing, if relevant, low level lighting designed to respect the amenity of occupants of any neighbouring residential properties, will be supported.

Project SWF MAb: Alleyway transformation projects

The Town Council is keen to work with partners to deliver transformational projects that improve the quality and attractiveness of the alleyway network such that they become a more attractive proposition for people to use on a regular basis. Projects include:

- a. Opening up enclosed spaces wherever possible through removal of walls and fences between public and semi-public spaces.
- b. Encouraging community use and ownership of the alleyways and spaces through a programme of community gardening initiatives.
- c. Establishing a regular programme of maintenance.

Case study: creating a community garden

Lamlash Street, SE11, London, is a reclaimed road in a residential area that has been transformed from an unloved fly-tipping hotspot into a thriving community garden.

It has become a new social space in the heart of the neighbourhood, mixing places to sit and relax with opportunities for local food production, including seasonal fruit and vegetables, and an 'urban mini-orchard' of plum, apple, pear, cobnut and fig trees.

It has become an active and well-used pedestrian route and, in 2016, was awarded 'Cleaner Greener Safer Funding' by Southwark Council to expand the project.

²⁵ Image source © 2019 Google (Image capture: July 2015)

²⁶ <https://www.securedbydesign.com/guidance/design-guides>



Figure 32: Lamlash Street in London has been reimagined as a traffic free community garden. It provides a direct link between adjacent streets and opportunities for local food production.



Figure 33: This 'mini front garden' project in Southfields, south west London, is a neighbourhood initiative that seeks to foster community ownership and civic pride through conversion of 'grey' areas into space for biodiversity and local food production, reusing under-utilised spaces in the public realm.

Public transport

- 5.13 Provision of good public transport services are essential to creation of a socially inclusive community, providing opportunities for all to access services and employment opportunities. Within South Woodham Ferrers, bus links between the residential areas, the railway station, town centre and new medical centre within the growth area are important. Bus and rail links to destinations outside of South Woodham Ferrers are also important: rail for those commuting to London, and bus for those commuting for work elsewhere, in Chelmsford for example.
- 5.14 The quality and frequency of services at present is limited, with many of those who can, travelling by car instead. Anecdotally, many respondents through the consultation process said that they drive to Wickford in order to travel by train to London as the service there is more frequent. However, and at the same time, many respondents raised concern about traffic congestion and the impact of this on journey times. Travelling by car contributes to congestion. Promoting an improved public transport service, with regular and direct links to key destinations, would help influence a mode shift away from the car to public transport services and, at the same time, relieve congestion and free-up space for those who need to travel by car.

Policy SWF MA3: Public transport

Proposals for development should respond to the need to reduce the generation of road traffic and help reduce air and noise pollution. Where appropriate to the scale of development, proposals that incorporate sustainable transport measures, including new and enhanced bus services, new and improved public transport infrastructure, including real time information, waiting facilities, and or accessibility to services will be supported.

Proposals that support provision of improved bus services to Chelmsford and Wickford (including Wickford station), as well as between the Northern Growth Area, railway station and town centre will be encouraged.

Project SWF MAC: Public transport services

The Town Council is keen to explore opportunities to work with partners, including Essex County Council, the Train Operating Company and the developers of the Northern Growth Area, which, subject to feasibility work, would deliver improvements to public transport services between South Woodham Ferrers, Chelmsford and Wickford station. The Town Council would like to see the quality of bus waiting facilities improved, integrating technology into these, providing real time journey information.

New technology

- 5.15 The way in which people move, own and access means of transport is evolving, with new concepts, such as 'mobility as service'²⁷ and the e-vehicle revolution, providing new choice and opportunity. With technology rapidly advancing, and the climate change agenda given ever more emphasis, the role and future of traditional modes of transport, based around private car use and ownership, will need to be questioned.
- 5.16 The House of Commons cross-party Science and Technology Select Committee has recently reported²⁸ that, if the UK is to meet climate change targets, then transport solutions are required. It reports that 'in the long-term, widespread personal vehicle ownership does not appear to be compatible with significant decarbonisation'. Improvements in public transport, walking and cycling are supported.
- 5.17 The Government is committed, through the 'Road to Zero' Strategy²⁹, to half of all new car sales being ultra-low emission vehicles by 2030 (with the sale of all petrol and diesel vehicles phased out by 2040), whilst also rolling-out the necessary infrastructure to support provision of electric vehicles. The National Infrastructure Audit³⁰ goes further than this and includes recommendations that are based on preparing for the sale of all new cars by 2030 to be electric. More recently, the Government has launched a consultation³¹ on proposals to make it mandatory for all new homes to be fitted with an electric car charging point.
- 5.18 Support will be given to projects and proposals that embed new technologies, providing a wider range of choice and opportunity for all. Such technology should be designed such that it does not cause obstruction within the public realm (e.g.: e-vehicle charging points and cables placed on the footway which impede pedestrian movement).
- 5.19 Where mobility is provided as service, through car sharing and docking points for bikes for example, these should be located within a convenient walk of the home and main destination (such as the town centre, railway station and places of work), encouraging their use. Where provided in the public realm, these should replace existing car parking provision, encouraging a modal shift away from use of the private car.
- 5.20 Research undertaken by Transport Systems Catapult³² provides an overview of Mobility as a Service, how it works, and examples of how it might be used on a day-to-day basis. It notes that transport services need to better suit customers' circumstances and provide options that align with their lifestyles. Traditional 'one size fits all' approaches are no longer an option.



Figure 34: Example of an e-vehicle charging point at Asda Car Park in South Woodham Ferrers

²⁷ See, for more information: <https://maas-alliance.eu/homepage/what-is-maas/>

²⁸ <https://www.parliament.uk/business/committees/committees-a-z/commons-select/science-and-technology-committee/news-parliament-2017/clean-growth-report-published-17-19/>

²⁹ Department for Transport, July 2018, The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy

³⁰ National Infrastructure Commission, National Infrastructure Audit, July 2018

³¹ <https://www.gov.uk/government/news/electric-car-chargepoints-to-be-installed-in-all-future-homes-in-world-first>

³² Transport Systems Catapult, Mobility as a Service: Exploring the opportunity for mobility as a service in the UK, July 2016

5.21 Mobility as a Service, in its current form, works through an app that enables customers to access a journey planner to show which route and combination of modes are available, including public transport, docked hire vehicles or on-demand services. Research undertaken on behalf of the Government³³ acknowledges that Mobility as a Service will transform the way in which we travel, and that this needs reflecting in policy decisions. The research states:

“MaaS potentially offers a paradigm shift from transport being fundamentally provider-led (i.e.: where fixed capacity is provided to serve a predictable demand), to being a fully user-led system whereby the level and type of transport supply continually adjust in response to the specific desires of individual travelers.”



Figure 35: Provision of mobility as service alongside an improved public transport, walking and cycling network, can combine to make these attractive alternatives to private car use and ownership

- 5.22 It is recognised that people in South Woodham Ferrers will continue to own cars, and that they will continue to be used for some journeys. The provision of new technology and mobility solutions is though intended to provide wider choice and opportunity for all, reducing reliance on private car ownership and use, contributing to an improved environment.
- 5.23 The Chelmsford Local Plan, at Policy DM25, requires all new dwellings and non-residential buildings to provide convenient access to Electric Vehicle (EV) charging points. The policy for Strategic Growth Site 10 (land north of South Woodham Ferrers) also requires provision of and financial contributions towards car club facilities. The concept of Mobility as a Service is however far more extensive than car clubs or electric charging points: it is about providing for a whole range of integrated transport solutions that are accessible to all, including those unable to drive.

Policy SWF MA4: E-vehicles and Mobility Hubs

Development proposals which provide for e-vehicle charging points and/or shared mobility infrastructure (mobility hubs) within the public realm in locations which would not harm pedestrian circulation, or the immediate appearance of the street scene, or wider townscape, will be supported.

Proposals including EV charging infrastructure, capable of delivering additional charging points, will be encouraged.

Appropriate locations for new mobility hubs include the town centre and railway station car parks.

³³ Foresight, Government Office for Science, December 2018, Mobility as a Service (MaaS) in the UK: change and its implications



6. Green space & natural environment

Objective 03:

To integrate surrounding green space into the town and create new green space for the use and enjoyment of all, whilst also delivering environmental, health and well-being benefits.

The 'green necklace'

- 6.1 The natural setting of the town is a major asset. In particular, the presence of the Marsh Farm Country Park, the riparian environment of the River Crouch, network of creeks and views across these give the town character. But these assets are on the edge of the town. Despite the original masterplan for South Woodham Ferrers envisaging it as the riverside country town, there is little connection with the surrounding assets, or indeed, sense of these within the town. Better connections with and integration of the natural environment within the built form should be considered in future change. Indeed, 'greening' the existing built-up area will also help address matters such as flood risk.
- 6.2 Opportunities should be taken that allow for enjoyment of the green and blue space by all, connecting these with the existing built form and integrating new green space within the new Northern Growth Area. This should be done in such a way that provides space for enjoyment but without placing additional visitor and recreational pressures on the River Crouch environment.
- 6.3 Associated with this is the nature of the street environment. Estate periphery roads around South Woodham Ferrers are just that, and restrict movement: Saltcoats Park for example is 'cut off' from the neighbouring residential area, despite presence of sport and play facilities. Improved crossing points to enable all people to cross and access the Park, and all green spaces, are required.

Policy SWF GS1: Completing the Green Necklace

Development proposals will be supported which:

- a. In the Northern Growth Area, include accessible green space that complements and completes the network of multi-functional green infrastructure around the town; and
 - I. allow for a continuous network of walking routes and bridleways that are accessible to all, and
 - II. provide the type and mix of green space conforming to the standards established by Chelmsford City Council and the Essex Biodiversity Validation Checklist.
- b. Incorporate greenery within the public realm as appropriate through provision of tree planting, green spaces and sustainable urban drainage systems.
- c. Provide appropriate safe crossing points for pedestrians and cyclists, which connect with existing rights of way and other established routes on Ferrers Road and Burnham Road.

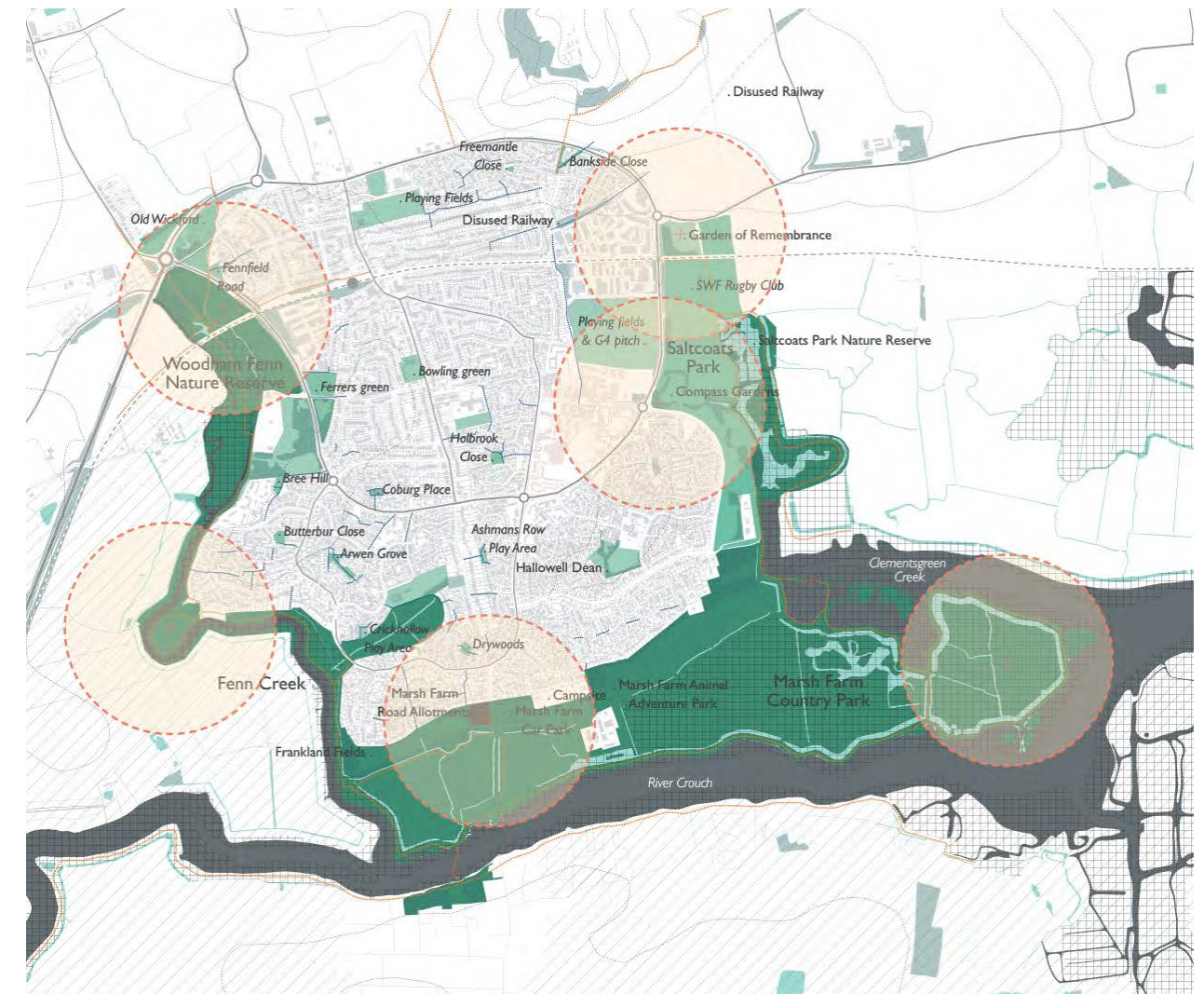


Figure 36: The above plan shows the location of green space provision within and around the town, and, by way of the circles, five minute walking distances from these spaces. The plan shows that although the town is surrounded by green space much of this is outside of a reasonable walking distance of many residents. Equally, there is limited provision of green space within the town. Opportunities that provide new green space and improved access to this are encouraged, including new green space provision within the Northern Growth Area, the greening of existing streets, through landscaping, and safer routes for all between the home and green space network. Provision of a green corridor within the Northern Growth Area, combined with accessible routes, would complete the network of green space around the town, strengthening the unique setting of the town and providing a leisure and recreational resource for all to enjoy.

Avenues and Connections

- 6.4 As noted above, although the town is surrounded by high quality natural and amenity space, access to these is limited, as is green space provision in the built-up area. Access to and extensions of the green infrastructure network is required, including the potential retrofitting of existing streets and spaces.
- 6.5 The existing network of streets within South Woodham Ferrers include, in places, mown grass verges. These provide scope to integrate street tree planting and other landscaping, including raingardens and planting of wildflowers. This would transform the nature of the urban environment, providing a link between the built area and surrounding green space, whilst also enhancing biodiversity and flood management. Replanting mown verges with wildflowers would also bring cost benefits, reducing the need for regular maintenance. The City Council has pledged to plant a tree for all its residents. These spaces are ideal locations for such an initiative.

Project SWF GSa: Street greening

The Town Council is keen to promote delivery of greener streets throughout South Woodham Ferrers.

The Town Council is keen to work with partners, including the City and County Council, to explore how underused green spaces and roadside verges might be better used to increase biodiversity value, provide new wildlife habitats and space for local food production. Reuse of such space for raingardens and wildflower meadows is encouraged, and which would also help manage surface water run-off. These may act as a network of 'B-Lines' allowing bees, butterflies and other insect pollinators to extend their range.

The associated management and maintenance regimes would be agreed with the relevant authorities.

Case study: from grey to green

The city of Sheffield is surrounded by spectacular countryside, parks and gardens. The Grey to Green project has brought this colour into the city centre, transforming streets into vibrant, green and attractive public spaces.

Phase I is now complete. A large area of wild flowers, trees and shrubs have replaced redundant carriageway. Public art and provision of benches provide an opportunity for people to linger in these spaces, enjoying the sights and scents of the plant life and associated wildlife it attracts.

The scheme also acts as a new rain garden, helping to manage flood risk and surface water run-off. This is an award winning scheme delivered in partnership by Sheffield City Council and Sheffield City Region.



Figure 37: There is plenty of scope within existing streets in South Woodham Ferrers to introduce new landscaping



Figure 38: Example in Kent of trees and wild flowers alongside the street, bringing biodiversity and environmental benefits

Creating ‘Play Streets’ and ‘Homezones’

- 6.6 Many of the residential streets in South Woodham Ferrers take the form of a cul-de-sac and are dominated by the street environment and parking of cars, with housing built close to the pavement edge. As a result there is a lack of greenery within many of these streets. At the same time, and because of the cul-de-sac and main road network, access to green space for play and recreation is limited. This is recognised in the Chelmsford Open Space study³⁴, which notes that although there is good provision of natural green space surrounding the town, the walking catchment of these is limited, and that there is a shortfall of allotments, amenity green space, parks and recreation grounds, children's play space and youth play space in the town.
- 6.7 Opportunities for improving access to and provision of green space in the existing built environment is actively encouraged and can bring numerous benefits, helping facilitate healthy and active lifestyles, strengthening community cohesion, and delivering environmental benefits through a net increase in biodiversity and local management of surface water flooding.
- 6.8 Transforming existing residential streets into Play Streets or Homezones is one strategy to help create greener, safer streets for residents while also creating connections with the surrounding natural environment. The concept derives from The Netherlands, where such streets are known as ‘Woonerfs’. These streets typically include shared spaces, greening, traffic calming and low speed limits. A central goal of the concept is to remove the traditional segregation of vehicles, bicycles, and pedestrians in public spaces and encourage natural human interaction.

Case study: a UK pilot Homezone scheme

The Methleys neighbourhood in Leeds was one of the first to pilot the Homezone approach in the UK. The area contains 300 properties and is home to around 700 people.

A ‘turf the street’ project was initially tested prior to transformation as a Homezone. The scheme has involved the narrowing of the road, and corresponding expansion of pavement areas, traffic calming, speed restrictions and new shared road surfaces, with coloured block paving and extensive planting.

Residents have reported reduced traffic and parking problems, lower speeds and improved air quality. The scheme has also improved the appearance of the area, increased street based activity and opportunities for children's play.

The scheme was funded by a pilot project set up by the Department for Transport. A detailed case study of the pilot project is available via: <https://trl.co.uk/sites/default/files/TRL586.pdf>

Project SWF GSB: Play Streets and Homezones

The Town Council is keen to explore opportunities for transforming existing culs-de-sac into Play Streets and Homezones. This would need to involve the cooperation of homeowners and close partnership with the relevant authorities, including the local highways authority, to identify a pilot project to trail this concept, ahead of any longer term roll-out of such a project.

Identification of a pilot project would enable funding streams to be identified to help facilitate such transformation, with management and maintenance regimes and responsibilities established as a result of the trail.

Ahead of this, temporary applications for street closures as part of annual car free days and other similar events are encouraged and can be used to monitor the community benefits.

The Neighbourhood Plan encourages the Northern Growth Area to plan for and accommodate play streets and homezones within the new development area. The lessons of these schemes will be used to inform design solutions for the retrofitting of existing residential streets.



Figure 39: Concept illustration of Play Street / Homezone concept applied to a typical residential street in South Woodham Ferrers

³⁴ Chelmsford City Council, Chelmsford Open Space Study: Green space area profiles, 2016-2036

The Riverside

- 6.9 As noted elsewhere in this Neighbourhood Plan, South Woodham Ferrers was originally envisaged as the ‘riverside country town’. The relationship with the River Crouch is important to the history and setting of the town. The 2008 Plan for South Woodham Ferrers explains that *‘the town’s river frontage and the two creeks are the farthest inland stretches of tidal water in Essex (with the exception of Battlesbridge)’*³⁵. The river is important for recreation and for biodiversity. The Country Park, which extends to some 260 hectares, is both a nature reserve and place for walking and cycling. A car park and sailing club are located adjacent to the old ford across the river to Hullbridge.
- 6.10 However, the riverside is somewhat disconnected from the town. Routes to the riverside, other than by car, are limited. Although footpaths do exist they are not continuous, are hidden from view and use is susceptible to weather conditions. And although the walks and views of the riverside bring pleasure, facilities are lacking. Access to nature is important for a healthy society. The Country Park and riverside are important though over looked assets for the town.
- 6.11 Through the Coastal Communities Fund Essex County Council is investigating how the role and setting of the riverside and its relationship with the town might be improved for the benefit of all.

Project SWF GSc: The Riverside

The Town Council is keen to improve access to and enjoyment of the Riverside and will explore opportunities to work with partner organisations that provide:

- a. New and better signage from the town to the riverside, including signs and information points at the railway station and in the town centre.
- b. Improved and continuous all weather walking routes along Marsh Farm Road to the riverside.
- c. New power and water connections for casual traders.
- d. Improved toilet facilities.
- e. Car park improvements for multi-user access.



Figure 40: Looking out across the River Crouch from the riverside, South Woodham Ferrers

Management of open space


- 6.12 The quality and provision of green space around and within South Woodham Ferrers is a defining feature and characteristic of the town. Through this Neighbourhood Plan, the aspiration is to improve access to green space, integrate it within the urban area, and improve the quality of the space. Good quality open space is important for quality of life and environment and should be managed for the public good. The Town Council supports the establishment of a Community Land Trust to manage and maintain the quality of open space for the benefit of all, particularly that outside the built-up area.

Project / Aspiration SWF GSc: Community Land Trust

Open space outside of the built-up area and Northern Growth Area allocation should be retained and protected as the setting of the town. Support is given to the establishment of a Community Land Trust to manage and maintain that land, in partnership with other organisations, on behalf of the town and its residents.

³⁵ Chelmsford Borough Council, June 2008, A Plan for South Woodham Ferrers, Supplementary Planning Document



A photograph of a residential street. In the foreground, there is a large, leafy tree with green foliage. The ground is covered with grass and some fallen leaves. In the background, there is a two-story red brick house with a dark roof. A blue car is parked on the street in front of the house. The sky is overcast.

“This ambitious County Council project has become renowned nationally, and indeed internationally, for the innovative way it has developed... The results really speak for themselves, and the local Essex style is much evident... I agree wholeheartedly with the slogan that this is a little piece of Essex created with a lot of imagination”

Ron Williams, Former Chair, Essex County Council

Source: Essex County Council, 1984, A Guide to South Woodham Ferrers

7. Design and character

Objective 04:

To reflect the legacy of the Essex Design Guide in any new development, delivering high quality design in the built form and surrounding landscape. Development should be in keeping with the Essex vernacular and respect existing building heights.

A legacy of design quality

- 7.1 Good design has a major role in contributing to quality of life and creating attractive, livable places. Good design goes beyond the look of buildings and considers: the mix of uses and activities that help create lively and interesting places; the local character and distinctiveness of a place, reflected through its landscape and building materials for example, contributing to healthy lifestyles by making it easy for people to move by foot and by bike; fostering a sense of community through well designed, functional and attractive public spaces; and enhancing the quality of environment.
- 7.2 The achievement of high quality design is a core principle of the NPPF. It states, at paragraph 126, that *'good design is a key aspect of sustainable development, creates better places in which to live and work and helps makes development acceptable to communities'*. The importance of the design of the built environment and its contribution to making better places for people is emphasised. It goes on to note that *'Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development'* (paragraph 127).
- 7.3 In short, good design will help create high quality, safe and successful places where people enjoy living, working and visiting. Successful places are those which reflect the following ten characteristics:³⁶:
- Enhance the surroundings.
 - Are attractive and distinctive.
 - The built form presents a coherent pattern of development.
 - Are accessible and easy to move around.
 - Enhance and optimise nature.
 - Have safe, social and inclusive public spaces.
 - Mixed and integrated uses.
 - Functional, healthy and carbon neutral; homes and buildings.
 - Are efficient and resilient.
 - Are made to last.

³⁶ MHCLG, October 2019, National Design Guide. Also see, for further information, the Design Companion for Planning and Placemaking, Transport for London (Urban Design London), 2017. This document supports and extends national Planning Practice Guidance and is



Figure 41: Image from original masterplan document for South Woodham Ferrers, showing a model of one of the proposed housing areas

- 7.4 South Woodham Ferrers is the original Essex Design Guide town. First published in 1973, this forward thinking and ground-breaking document established guidance to shape new development. South Woodham Ferrers stands apart from many other towns of the same growth period, including those in Essex, at Basildon and Harlow, for example, and has a unique character.
- 7.5 Now more than forty years later the Essex Design Guide is in its fourth iteration, having been updated in 2018³⁷. This presents new guidance and good practice case studies that should be drawn upon to inform new development, whilst reflecting the 'Essex vernacular'. Equally, new development in South Woodham Ferrers, particularly that to the north, represent a new chapter in the growth and evolution of the town. As with the original planning and development of South Woodham Ferrers, so new growth and development should be of the highest quality, embedding best practice in design.

intended for use by all those involved in the planning and placemaking process to help secure higher standards of urban design and the delivery of better practice.

³⁷ <https://www.essexdesignguide.co.uk/>

Character and identity

- 7.6 New growth and development in South Woodham Ferrers, whether that is in the northern growth area or elsewhere in the Neighbourhood Plan area will be expected to reflect upon the legacy of the Essex Design Guide and respond to the positive features and qualities of the town.
- 7.7 Alongside this Neighbourhood Plan a Character Area study has been produced³⁸. This identifies a series of character areas across the town (illustrated in Figure 42), positive character features, risks to character, and opportunities. It also considers the street hierarchy and typology of streets, which are central to character and affect the way in which people move around and use the town. Landscape Analysis of South Woodham Ferrers has also been undertaken³⁹, identifying the typology of open spaces in and around the town, the potential to integrate with and extend the network of green infrastructure. Key findings from assessment of local character, which applicants for new development should respond to, are summarised below, with more information within the Character Area study:

Table 1: Positive character features and opportunities in the original village area (1960's – 1970's):

Positive character features	<p>The interconnected streets make this area more pedestrian and cycling friendly than other parts of the town.</p> <p>The presence of a number of older properties, such as The Railway Pub dating from 1889, gives a sense of the historic development of this area.</p> <p>There are a small number of original plotlands development still evident in the area, which further contextualises this original village area.</p> <p>Unifying character features of the built form include the colour palate, building materials and gabled roofs. The area is generally well maintained.</p>
Opportunities	<p>The reintroduction of permeable surfaces into the area would help to maintain a verdant, suburban character.</p> <p>The safety of the alleyway connections could be improved with better lighting and reconfiguring housing to face or overlook the passageways.</p> <p>Connecting the interspersed cycle paths would help to improve their utility.</p>

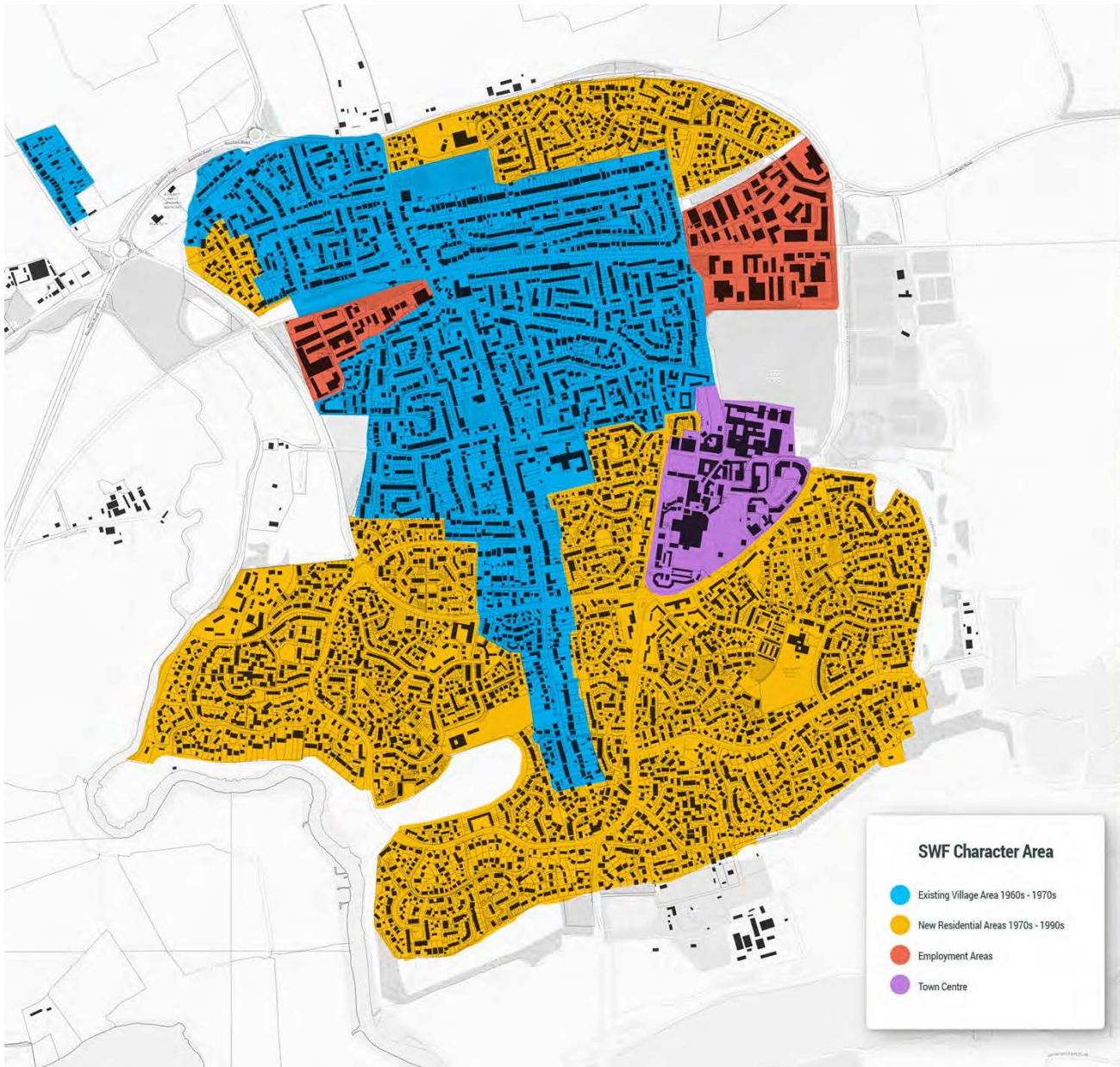


Figure 42: Broad character areas within South Woodham Ferrers. See the Character Area Study for further information

³⁸ Troy Planning + Design for South Woodham Ferrers Town Council, South Woodham Ferrers Character Area Study, March 2019

³⁹ Troy Planning + Design for South Woodham Ferrers Town Council, South Woodham Ferrers Landscape Analysis, April 2019

Table 2: Positive character features and opportunities in the ‘new town’ residential areas (1970’s – 2010’s):

Positive character features	<p>Views towards the countryside, the River Crouch and Fenn Creek beyond the area frame the suburban context.</p> <p>Residential areas are adjacent to high quality open spaces.</p> <p>Unifying characteristics of the built form include orange, red and brindle brick, white render and different shades of weather boarding.</p> <p>Houses tend to be set in smaller plots and have short or no setbacks from the road, particularly within culs-de-sac; this distinguishes the area from the older, existing village area.</p> <p>The area is generally well maintained.</p>
Opportunities	<p>The area is surrounded by high-quality open space, however the pedestrian and cycle connections to these areas could be improved.</p> <p>Improvement of the disjointed cycle routes could strengthen connections to the town centre and open spaces.</p> <p>Measures to slow down road speeds would improve residential character and improve pedestrian and cycling opportunities.</p> <p>Increasing the greenery of some of the areas, through “de-paving” and tree planting along roads, would strengthen the suburban character of the area.</p>

Table 3: Positive character features and opportunities in the Town Centre:

Positive character features	<p>The Town Centre has a distinctive built form that clearly distinguishes it from residential areas.</p> <p>The Town Centre is very different to other town centres planned at a similar time in terms of its built form. The Bandstand and Clock Tower are distinctive features and lend a local identity to the Town Centre. There are a number of versatile ‘market square’ areas.</p> <p>Inchbonnie Road is lined with grass. This improves the pedestrian walking environment.</p>
Opportunities	<p>Pedestrian and cycle connections through residential development should be improved to reduce the car-centric character of the Town Centre.</p> <p>The sense of arrival at the Town Centre could be improved by reducing the dominance of car parking.</p> <p>Long views into the Town Centre would help to signal the importance of the area.</p> <p>Connections to the market squares within the Town Centre could be improved; this would help to define the role and function of the squares. This could be achieved by ‘signalling’ main routes within the area, such as with tree planting and more explicit signage.</p> <p>Introducing residential and other uses in the town centre may increase vibrancy.</p> <p>Increasing the offer within the town centre for all age groups may help to increase vitality.</p> <p>The utility of the grassy open space to the west of the Town Centre along Inchbonnie Road could be improved.</p>

Table 4: Positive character features and opportunities in the employment areas:

Positive character features	<p>The built form and materials cohere with adjacent residential areas.</p> <p>The industries located in the employment areas have a minimal impact on residential amenity. This is partly as a result of the road network, which directly connects with main routes, reducing through traffic through residential streets.</p> <p>The Tap Room bar attached to the brewery creates a connection with the adjacent residential areas.</p>
Opportunities	<p>Some active frontages, similar to the Tap Room, along the edges of the employment areas could help introduce connections between residential and commercial areas.</p> <p>Greenery could be introduced along roads to improve the walking environment for pedestrians.</p> <p>Walking and cycling connections to the other parts of the town may help to reduce the dominance of vehicles in this area.</p> <p>Installing windows that overlook streets may help to improve the street environment, especially in regards to walking.</p>

- 7.8 Proposals for development should respond to the findings and recommendations of the Character Study, taking a design-led approach to development. Given the legacy of the Essex Design Guide in South Woodham Ferrers, innovative design that promotes and reinforces local distinctiveness is welcome.
- 7.9 The Essex Design Guide was first published in 1973 by Essex County Council. It is used as a reference guide to help create high quality places with an identity specific to its Essex context. It was updated in 2018 (<https://www.essexdesignguide.co.uk/>). The City Council has also prepared a Making Places SPD⁴⁰, establishing design principles. Applicants should refer to and be guided by the most recent version of these documents. Contemporary design approaches may be considered acceptable where they respond positively to context. To help deliver design quality, encouragement is given to the use of independent review through the use of design panels.

- 7.10 The layout of proposed new development should contribute to the provision of well-designed energy efficient buildings and places. Innovative approaches to the construction of low carbon development, and which demonstrate sustainable use of resources and high energy efficiency levels will be supported, subject to compliance with other policies in the Neighbourhood Plan. Construction to Passivhaus standards and the Home Quality Mark is encouraged. Buildings should, where possible, viable and in line with good design principles, be orientated to optimise passive solar gain, and be designed such that they can accommodate photovoltaic panels or materials on roofs, either at the point of construction or at a future date. Alterations to existing buildings should also be designed with energy reduction in mind.

Policy SWF DC1: Design

Development proposals which will deliver high quality design in the built form and the surrounding landscape and in keeping with the Essex vernacular and demonstrating:

- a design-led approach underpinned by good practice principles, reflecting a thorough site-appraisal, enhancing and reflecting local distinctiveness; and
- the inclusion of the best practice design principles, where relevant, identified in the:
 - Sustainable Drainage Systems Design Guide for Essex⁴¹,
 - Chelmsford Local Plan, and
 - Making Places SPD, will be supported.

Opportunities for improving character and local conditions identified in the South Woodham Ferrers Character Study and as presented in this Neighbourhood Plan in Tables 1-4 will be encouraged. Within the town centre, as defined on the Chelmsford Local Plan policies map (Inset Map 6), proposed development of up to four storeys in height will be supported, subject to the consideration of supporting site appraisals. Elsewhere in the South Woodham Ferrers Urban Area as defined on the Chelmsford Local Plan policies map (inset Map 5) building heights of two and three storeys are appropriate.

Major residential developments demonstrating design innovation reinterpreting local design cues, and an imaginative sense of place, whilst respecting the surrounding context, including how they would deliver best practice through submission of a Building for a Healthy Life⁴² assessment (or later equivalent), will be encouraged.

⁴⁰ Chelmsford City Council, January 2021, Making Places – Supplementary Planning Document

⁴¹ Essex County Council, 2020, Sustainable Drainage Systems Design Guide for Essex

⁴² Birkbeck, D., Kruczkowski, S. with Jones, P., McGlynn, S., and Singleton, D, for Design for Homes, June 2020, Building for a Healthy Life: A Design Toolkit for neighbourhoods, streets, homes and public spaces



Figure 43: Exemplar housing schemes, such as the one above, in Saffron Walden, demonstrate the benefits of a design-led approach, successfully integrating development around a central green spine, and carefully using a limited palette of materials to create unity and interest, whilst successfully managing the impact of the private car on the quality of the street scene and enjoyment of the public realm.

The built-up area

- 7.11 The character of South Woodham Ferrers also derives from its scale and relationship with surrounding countryside, green and open spaces. The Neighbourhood Plan Area (Figure 1) is relatively small and, in the main, occupied by the existing built up area as defined in the original masterplan for the town, as well as open spaces including the Country Park, Compass Gardens, Saltcoats Park and Woodham Fen. The 2008 Plan for South Woodham Ferrers explains that *'the need to maximise the actual area of building for land for private houses had a strong influence on the town's layout and composition. On three sides of the town, housing allocation was taken to the physical limits of developable land, taking into account drainage and flooding issues'*⁴³. The fourth side is defined by Burnham Road.
- 7.12 The allocation of the Northern Growth Area will see the built-up area extend across Burnham Road, representing the first major expansion of the town since the original masterplan was prepared. Land to the north of the Neighbourhood Plan area is though important to the setting of the town; with high points framing the built-up area and offering a connection with the surrounding countryside. Furthermore, and as witnessed during the COVID-19 pandemic, accessible green space in close proximity to the home is important for health and well-being. Equally, and reflecting the City Council's commitment to plant a tree for all of its residents, land to the north of the Northern Growth Area is an ideal location for enhanced biodiversity and access to nature. Proposals for future development should respect the extent of the built-up area and relationship with the countryside, maintaining this as an asset for the residents of the town to enjoy.

Policy SWF DC2: South Woodham Ferrers Urban Area

The Neighbourhood Plan defines the South Woodham Ferrers Urban Area as that drawn on the Chelmsford Local Plan policies map (Inset Map 5), which includes land within the extent of the Northern Growth Area allocated for development. Proposals for development outside of the urban area of a scale and form consistent with the landscape character and rural uses will be supported subject to compliance with other relevant policies within the South Woodham Ferrers Neighbourhood Plan.

⁴³ Chelmsford Borough Council, June 2008, A Plan for South Woodham Ferrers, Supplementary Planning Document

Parking in residential areas

- 7.13 The quality and provision of car parking can be a major determinant on the quality of place, particularly in residential areas. If it is not provided in the right place, it is unlikely to be used properly. The location and provision of parking should respond to good urban design and placemaking principles⁴⁴, with on-plot and on-street parking provided in close proximity to the home. Rear courtyards should be avoided where possible. Equally, alternatives to garages should be explored, as these are not often used for parking and occupy valuable space that might be used more effectively for other uses, including living space.
- 7.14 Where parking is provided on-street, consideration should be given to using different materials to define the use of different areas. Where possible, unallocated on-street parking provision, particularly for visitors, and which is more land-efficient than parking courts, should be provided. Applications for proposals in areas of new growth are encouraged to present a street hierarchy and cross sections as part of the pack of submission material, demonstrating how parking will be provided on street. Robust street widths that allow for on-street parking but which also incorporate street trees and landscaping, and are designed to reduce speed in residential areas, will be viewed favourably. Design principles⁴⁵ and parking standards published by Essex County Council should also be referred to⁴⁶. Provision of private and visitor parking will also need considering in light of technological changes (e.g.: MaaS⁴⁷) and the impact of this on planning for parking.

Policy SWF DC3: Parking

Parking within proposed new development, including the northern growth area, shall be designed such that it is used in the way it is intended, avoiding informal parking that undermines the quality of the street environment. Parking should be unobtrusive and in locations that benefit from natural surveillance. Proposals for rear or separate parking courts are not encouraged and should only be proposed unless alternative provision is impracticable. Key principles for integrating parking include:

- On-plot parking is preferred for new development. This should be set back from the main building line in accordance with ECC parking standards. Parking bays set back from the building line should be of a sufficient size to accommodate a parked car.
- Where it can be shown that on-plot parking is not achievable, formal parking spaces, including unallocated visitor parking, can be planned into the street, where forming a comprehensive public realm strategy, including tree planting and use of materials to define parking spaces and soften the visual impact of parked cars.
- Garage and parking courts should only be provided where they benefit from natural surveillance, are directly accessed from the front of properties, and are designed as attractive, functional spaces, incorporating tree planting. Narrow vehicular accessways should be avoided.
- Undercroft and decked parking may be appropriate but should in all instances be wrapped with active development frontages, particularly at ground floor level.

Chetwood School

- 7.15 Although the Chelmsford City Council Local Plan envisages provision of a new two form-entry primary school in the Northern Growth Area (see Northern Growth Area section of this Neighbourhood Plan and associated Local Plan policy for 'Strategic Growth Site 10'), there are parts of South Woodham Ferrers where school provision is limited. In the south west of the town the Chetwood Primary school was recently closed due to falling pupil numbers. The school has since been repurposed as a 'Family Hub Delivery Site' offering 'stay and play', child clinic services and advice. It remains in the ownership of Essex County Council. Those residents of primary school age living in the Chetwood area currently need to travel across the town for education in one of the other schools.
- 7.16 As the population cycle of the town changes so local needs and requirements may change. Future residents of family housing in the Chetwood area may include school age children. This Neighbourhood Plan 'future-proofs' the area such that the Chetwood school could potentially be brought back into use at a later date for primary school age education. This would also provide for a school close to home and help minimise the impacts of the school run. Demographics and household structure will be monitored and the impact on school place planning reviewed with the local education authority.

Policy SWF DC4: Chetwood School

The site of the Chetwood School shall be safeguarded for future educational or community use. The change of use or redevelopment from education use will only be permitted if it identified as surplus to education requirements. Until such time as the school is reused for educational purposes, other civic and community uses will be considered appropriate, subject to impact on residential amenity.

⁴⁴ URBED, University of Edinburgh and Design for Homes, 2013, Space to Park, and online resource: <http://www.spacetopark.org>

⁴⁵ <https://www.essexdesignguide.co.uk/design-details/parking-design/>. Also see Chelmsford City Council, January 2021, Making Places SPD

⁴⁶ <https://www.essexdesignguide.co.uk/media/1960/essex-parking-standards.pdf>

⁴⁷ Mobility as a Service. See Section 5 for more information

Design review

- 7.17 The NPPF states (at paragraph 133) that Local Planning Authorities should have access to and make use of tools and processes to assess and improve the design quality of development, including making use of design review arrangements. Design review is a way of assessing the design quality of new developments by an independent panel of experts to help support high standards of design. Guidance on the Design Review process can be found via the Design Council Cabi and Essex County Council websites⁴⁸.
- 7.18 In South Woodham Ferrers it is envisaged that major applications for development, as well as smaller schemes in sensitive or important locations, should be subject to design review. This might include residential, commercial and mixed-use development proposals, infrastructure, community facilities, public realm and open space proposals. Design review should take place at the pre-application stage to inform the design process and again following submission of the application, to help inform officer recommendations. The final proposals submitted should show how comments made during the design review have influenced the proposed development.

Project / Aspiration SWF DCa: Design Review

Emerging schemes for major development⁴⁹ should be assessed through design review. Design review of smaller schemes is also encouraged, including those in sensitive or important locations, such as the town centre.

It is envisaged that schemes will be referred to the Quality Review Panel operated by Essex County Council (until such a time that Chelmsford City Council runs and operates a Design Review Panel) to ensure the delivery and promotion of high-quality new development through the creation of good design, sustainability and improved quality, creating better places and environments. It is encouraged that design review takes place early in the process to allow scope for input into the emerging design. The final schemes submitted to the Council should include a report on the design review process and how the scheme has responded to this. Design Review of live applications is also encouraged.

⁴⁸ <https://www.designcouncil.org.uk/what-we-do/built-environment/design-review>, and <https://www.essexdesignguide.co.uk/qualitypanel/about/>

⁴⁹ Major development is that as defined in the NPPF. For residential development it is that where ten or more homes will be provided, or where the site is greater than 0.5 hectares. For non-residential development it means additional floorspace of 1,000 square metres or more, or a site of one hectare or more.



8. Northern growth area

Objective 05:

To successfully integrate new growth and expansion with the existing built form and communities, providing housing choice and opportunities, as well as new community infrastructure, for the benefit of all.

- 8.1 The northern growth area is a major area of opportunity for new growth and development in South Woodham Ferrers. Allocated in the Chelmsford Local Plan for around 1,000 new homes and other supporting uses, it is anticipated that development will commence in 2024/25.
- 8.2 The Local Plan establishes the parameters for new development and the principles that need to be considered. Following submission of the Neighbourhood Plan for examination purposes a masterplan for the land to the north of South Woodham Ferrers was approved by Chelmsford City Council⁵⁰ and now sits alongside the Local Plan. It is expected that development proposals should accord with this.
- 8.3 The Local Plan states that *“although the development quantum and extent of the allocation is set out in the Local Plan, the emerging Neighbourhood Plan being prepared in South Woodham Ferrers is envisaged to help shape this allocation”*.
- 8.4 Through work on the Neighbourhood Plan, including discussion and workshops with the City Council and the developers of the northern growth area, principles for 'good growth' were explored. Earlier iterations of the Neighbourhood Plan presented a set of principles and associated concept masterplan presenting the spatial manifestation of these. The principles sought to reflect community concern and feedback expressed through consultation on the Neighbourhood Plan, including the importance of successfully integrating new development with the existing built form. Matters raised during production of the Neighbourhood Plan are presented below and are reflected to a large degree in the approved masterplan:

- The landscape character of the site and topography, including presence of Bushy Hill, play an important role in the setting and 'backdrop' of the town, as does the ridgeline along the north of the site.
- Structuring the development such that new facilities are accessible to all and well-integrated with the existing community, connecting across Burnham Road to Hullbridge Road, balancing traffic movements along Burnham Road with the need for all to be able to cross Burnham Road safely and easily by foot or by bicycle.
- The need to integrate safe and attractive routes for all, including for people walking and cycling.
- The importance of providing green space and the potential to integrate green infrastructure within the site such that it is accessible and useable for all, forming a linked network of green spaces around the town.
- Local flood risk and patterns, particularly along Burnham Road where existing drainage ditches meet, and thus the need to successfully design and integrate sustainable urban drainage systems into the development.
- The sensitive nature of the Garden of Remembrance and locating appropriate uses, potentially including allotment gardens, next to this. There is a waiting list for allotments in South Woodham Ferrers.
- Equally, there is a need for new burial space in South Woodham Ferrers, though land within the town is limited for this. The Town Council is keen to work with Chelmsford City Council to identify the most appropriate and effective strategy for providing additional capacity in the future. Land within the Northern Growth Area, but on higher ground away from areas of flood risk, are favoured by the Town Council, and opportunities for provision will continue to be explored by the Council and partner organisations.
- Providing plots for Travelling Showpeople where the road infrastructure can accommodate provision, and where the amenity and setting of adjacent uses is respected.
- Existing roadside vegetation and landscaping should be retained.
- A holistic approach to development which recognises that the growth area comprises three landownerships and that these should be coordinated to create a cohesive place.

⁵⁰ https://www.chelmsford.gov.uk/_resources/assets/inline/full/0/4266204.pdf

- 8.5 Of particular note is the relationship of development to Burnham Road. The original masterplan for South Woodham Ferrers saw Burnham Road as the northern limit of the town. With the requirement to accommodate future growth and development, and the allocation of the Northern Growth Area in the Local Plan to help achieve this, new development will now take place to the north of Burnham Road.
- 8.6 Burnham Road is the main east-west route for vehicular movements in the area, connecting the Dengie Peninsula with Basildon. Junctions on the Burnham Road also comprise the main points of vehicular access into (and out of) South Woodham Ferrers.
- 8.7 Burnham Road is a barrier to movement, carrying fast moving traffic, and is currently difficult to cross. Indeed, review of traffic accident data since 2010⁵¹ shows a high occurrence of accidents on Burnham Road between the junctions with Ferrers Road and Hullbridge Road.
- 8.8 As per the Chelmsford validation requirements, the planning application for the Northern Growth Area will need to be accompanied by a Transport Assessment. The Highways Authority will need to be satisfied with the Assessment and package of transport solutions, and mitigations, put in place, including how development will resolve issues in respect of traffic generation from the development and the cumulative impacts of movements associated with development in the wider area, including that across the Dengie Peninsula and the forthcoming Development Consent Order for the Bradwell B Power Station.



Figure 44: Bushy (Radar) Hill forms an important backdrop to South Woodham Ferrers, the setting of which should be protected.

Policy SWF NGA1: Placemaking principles

Proposals for development of the Northern Growth Area which conform to the adopted 'Land North of South Woodham Ferrers Masterplan', and which mitigate the cumulative transport impact through all phases of development following acceptable assessment by the Highways Authority will be supported.

- 8.9 The capacity of remaining burial space in South Woodham Ferrers is limited. The Town Council has indicated its preference for future burial space to be provided within the northern growth area, and will work with partners to identify appropriate locations for this. Should this not be possible, the Town Council intends to work closely with Chelmsford City Council to identify the most appropriate and effective strategy for providing additional capacity in the future. This will need to consider the necessary size and most suitable location for additional capacity, the needs for different types of burial and cremation, car parking and accessibility, and proximity to existing burial provision.

Project / Aspiration SWF NGAa: Burial Space

The Town Council will commence a review of the options to provide additional burial space in South Woodham Ferrers and work with partner authorities to deliver this in the most effective way.

⁵¹ <http://www.crashmap.co.uk>

Housing

- 8.10 As noted in Section 2 of the Neighbourhood Plan there is a predominance of family-sized housing in South Woodham Ferrers. However, as the town has matured, so has the age structure. This is reflected in average household size, there being a large proportion of married or co-habiting couples without dependent children in the home. It is important that the Northern Growth Area provides for a mix of housing types, including those for new families as well as those looking to move into their first home, or those who wish to downsize. This will help provide a balanced mix. The Strategic Housing Market Assessment (SHMA) prepared by the City Council indicates the broad mix of housing sizes to be provided within new development which the application for the Northern Growth Area will be expected to comply with.
- 8.11 The provision of specific housing types in response to the SHMA represents a need at a specific point in time. As demographic patterns change so need may change. Opportunities that allow people to remodel their home to allow for changing circumstances are encouraged. Subject to compliance with Building Regulations, flexible, loose-fit housing models that allow the owner to remodel the internal space to suit their needs over time, but at minimal cost, should be explored. This might be provided through market housing and or through self and custom build housing opportunities.
- 8.12 The Chelmsford Local Plan (at Policy DM1) requires provision of plots for self and or custom build housing on major development sites. The masterplan for the Northern Growth Area will be expected to identify a suitable location and plots for provision of this housing type. It is anticipated that the overall developer of the Northern Growth Area will provide the supporting infrastructure and services for each plot before these are sold.
- 8.13 Plot passports should be provided that establish the parameters within which these new homes can be designed and built, allowing for individual interpretation but within a framework that establishes the grain, scale and rhythm of new development.
- 8.14 Plot passports are in effect a summary of the design parameters for any given plot, helping private homebuilders understand what they are allowed to build on the plot. They capture key information from the planning permission for the site, design constraints and procedural requirements. The passports clearly show permissible building lines within which the new dwelling can be built as well as height restrictions and other details such as parking requirements. Aspects such as materials, roof styles and fenestration are usually left for the plot owner to decide. Further information is set out in the Making Places SPD⁵² published by the City Council to which applicants should refer.

Policy SWF NGA2: Housing

Proposals for multi-generational homes that facilitate sub-division of a dwelling to be occupied as a separate home for independent living will be encouraged.

Development in the Northern Growth Area which makes appropriate provision for self and custom build housing on fully serviced plots will be supported.

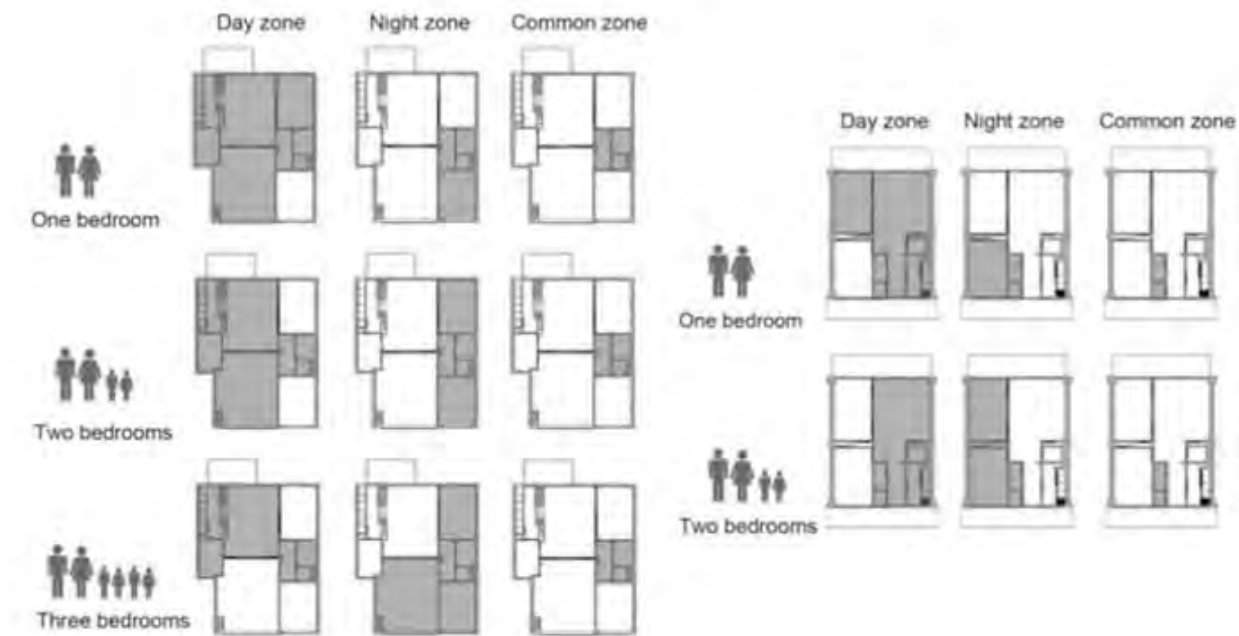


Figure 45: Illustration of a flexible, loose fit dwelling, showing how the house might be adapted to suit different demographic circumstances (image source: planningtank.com)

⁵² Chelmsford City Council, January 2021, Making Places – Supplementary Planning Document

Social and community facilities

- 8.15 The Chelmsford Local Plan requires that the Northern Growth Area safeguard land for provision of a new primary school, to be co-located with an early years and childcare nursery. A further early years and childcare facility is also required.
- 8.16 Provision of the primary school is triggered by, amongst other factors, the child yield ratio deriving from the quantum of homes to be provided on the site. This would result in the provision of a new primary school in close proximity to the existing Woodville Primary school located in the north of South Woodham Ferrers.
- 8.17 The new school should preferably be located within the centre of the Northern Growth Area, closely linked to the new foodstore and Medical Centre, creating a local centre, and which is easily accessible to all by foot and by bicycle, and where good connections with Hullbridge Road enable safe and direct access for existing residents. Measures that reduce the use of the car as part of the school run should be incorporated into the design of the development and provision of new school places. Recommendations and case studies as to how this can be achieved have been prepared by Living Streets⁵³ and should be referenced as part of the design strategy. Further information on school place planning is provided in the Essex guide to infrastructure contributions⁵⁴.

Policy SWF NGA3: School provision

Development proposals incorporating safe pedestrian and cycle friendly accessibility and designed to provide safe but limited vehicular drop off and waiting facilities provided for vehicles will be supported.

⁵³ https://www.livingstreets.org.uk/media/3618/livingstreets_school_run_report_web.pdf

⁵⁴ <https://assets.ctfassets.net/5aKhke88Ey5zkdMvSQj44w/33ef01a332384c239a43ecd7b356ed51/developers-guide-infrastructure-contributions.pdf>

9. Community Infrastructure Levy

- 9.1 The Community Infrastructure Levy (CIL) is a charge levied on development which is payable to the local authority and is intended to be spent on infrastructure projects across the Chelmsford City Council administrative area that help address the demands placed on it resulting from growth. This might include, for example, spending on new transport infrastructure, health and educational facilities, open spaces and sports facilities.
- 9.2 A portion of CIL is payable to the Town Council for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is made the Town Council will receive 25% of all CIL monies paid to Chelmsford City Council in respect of qualifying development within the Neighbourhood Plan area. In regard to what this money can be spent on, advice suggests⁵⁵:
- "The neighbourhood portion of CIL can be used for a wider range of planning issues than infrastructure as long as they are concerned with addressing the demands that development places on an area."*
- 9.3 The Chelmsford City Council CIL Charging Schedule was approved in February 2014 and took effect on 1 June 2014⁵⁶. All applications for development that are above the necessary thresholds will be subject to this charging schedule, or any subsequent updates to it. Payment is linked to an instalments policy, related to the scale and commencement of development. From December 2020, CIL Charging Authorities have to publish Annual Infrastructure Funding Statements which will set out the infrastructure projects or types of infrastructure which the Council intends to wholly or partly fund by CIL.
- 9.4 Through consultation and work on the Neighbourhood Plan a series of projects have been identified which the Town Council intends to direct the neighbourhood portion of CIL towards. These are referred to through the Neighbourhood Plan, in the green 'projects' boxes and referenced within the CIL policy below. These projects will be kept under review by the Town Council.
- 9.5 Alongside CIL, the City Council will continue to negotiate Section 106 agreements with applicants which can provide funds or works to make development more acceptable in planning terms. The Town Council will liaise with the City Council as to the most appropriate form of Section 106 agreement relating to applications within the Neighbourhood Plan area. The ECC Developers Guide to Infrastructure Contributions details the scope and range of infrastructure towards which ECC may seek from developers and landowners in order to make development acceptable in planning terms. Contributions will also be secured towards mitigation measures in accordance with the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS).

Policy SWF NCIL 01: Community Infrastructure Levy (CIL)

CIL receipts payable to South Woodham Ferrers Town Council will be used to help support delivery of the projects outlined in the Neighbourhood Plan, including those in the green project boxes, and which may include but are not limited to:

- a. Town centre public realm improvement projects, including trialing pilot projects to test the feasibility of schemes.
- b. Support for establishment of a Town Centre business forum or similar and associated initiatives to promote the town.
- c. Provision of a town-wide cycle network, working in partnership with ECC, to include safe crossings and junctions along Ferrers Road to be delivered in line with best practice Dutch-style principles.
- d. Transformation of the network of alleyways, including opportunities for community gardening projects, lighting and a programme of regular maintenance.
- e. Street greening initiatives, including tree planting, wildflowers and provision of rain gardens.
- f. Identify and test a pilot Play Street / Homezone project within an existing residential cul-de-sac.
- g. Improved town-wide public transport provision and infrastructure, including improved waiting facilities and travel information.

Possible projects and the spending of any CIL monies received by the Town Council as a result of new development will be kept under review and regularly updated.

⁵⁵ My Community / Locality, 2017, Community Infrastructure Levy; Neighbourhood Planning toolkit

⁵⁶ <https://www.chelmsford.gov.uk/planning-and-building-control/community-infrastructure-levy/>



Appendix A: Projects

The Neighbourhood Plan includes a set of suggested projects and initiatives to be progressed.

Implementation of these will require working with partner organisations, as outlined below.

They will be regularly monitored and may be updated over time.

Project Reference	Project Name / Title	Potential partner organisations	Notes
SWF TCa	Town Centre Initiatives: (a) Town Centre Forum	Town centre businesses and landowners	Scope exists for the businesses to establish a Forum or propose a Business Improvement District (BID).
SWF TCa	Town Centre Initiatives: (b) Place branding	Town centre businesses and landowners	Scope exists for the businesses to prepare a place branding exercise as an action through the establishment of a Forum or BID.
SWF TCa	Town Centre Initiatives: (c) Public realm pilot projects	Essex County Council and Asda as primary landowners	Potential for Neighbourhood portion of CIL funding to be directed towards public realm improvements, supported by landowners and other funding streams available to public sector organisations, including, for example, use of Local Cycling and Walking Infrastructure Plans (LCWIPs) .
SWF TCb	Improving the highway network around the town centre for all users	Essex County Council, Town Centre business and landowners	As above
SWF MAa	Safer streets and town-wide cycle grid	Essex County Council, Chelmsford City Council as well as other potential organisations including Sustrans	The Chelmsford Cycling Action Plan (ECC / Essex Highways) identifies possible funding streams. The draft Essex Walking Strategy also highlights opportunities for intervention. LCWIPs provide scope to develop local solutions. Guidance on these is provided by the Department for Transport. Essex County Council is a partner authority in the programme to accelerate production of LCWIPs.
SWF MAb	Alleyway transformation projects	Essex County Council, Chelmsford City Council	As above.
SWF MAC	Public transport services	Essex County Council, Chelmsford City Council, Northern Growth Area Project team and Public Transport Operators	Sustainable transport packages and s106 funding agreed through application for Northern Growth Area may help facilitate public transport improvements.
SWF GSa	Street greening	Essex County Council as well as other potential organisations including Essex Wildlife Trust	Essex County Council is responsible for the maintenance of roadside verges. In partnership with Place Services and the Essex Wildlife Trust more than 60km of road verges across Essex have

			been designated as 'Special Roadside Verges', providing habitats for wildflowers and other native species.
SWF GSb	Play streets and homezones	Essex County Council, Chelmsford City Council and local residents, as well as other potential organisations including Living Streets and Playing Out	The Department for Transport has issued updated guidance (as of August 2019) to make it easier to close streets for community events, helping trial and inform the creation of play streets.
SWF GSc	The Riverside	Essex County Council	Coastal Communities Funding has been secured by Essex County Council and provides scope to identify and implement projects.
SWF GSc	Community Land Trust	Northern Growth Area Team	Potential to acquire public open space and manage land to the north of the development area for the benefit and enjoyment of the community, and to involve the community in this.
SWF DCa	Design Review	Essex County Council and Chelmsford City Council	Essex County Council has recently established a Quality Review Panel. Until such time that Chelmsford City Council establishes a Design Review Panel, proposals for major development should be referred to Essex County Council for input. It is expected that applications for the Northern Growth Area will be subject to review by the Quality Review Panel.
SWF NGAa	Burial Space	Chelmsford City Council and the Northern Growth Area Team	The Town Council will work with partner organisations to explore potential land for provision of new burial space. The preference is for provision within the North Growth Area. Burial Space to be managed by the Town Council or City Council as appropriate .

Appendix B: Supporting Material

The Neighbourhood Plan draws on the following material, all of which can be found on the South Woodham Ferrers Town Council website:

http://www.southwoodhamferrerstc.gov.uk/Neighbourhood_Plan_26846.aspx

The documents include:

- Character Area Study, March 2019
- Comparator Towns Study, April 2019
- Landscape Analysis, April 2019
- Parking Occupancy & Car Park User Questionnaire Report, October 2019
- Town Centre Analysis, February 2019
- Town Centre Ideas, April 2019
- Town-wide Analysis, February 2019
- Town-wide Ideas: Access and Movement, April 2019
- Town-wide Ideas: Green Infrastructure, April 2019
- Town-wide Ideas: Northern Growth Area, April 2019

The Neighbourhood Plan also draws upon the Chelmsford Local Plan and the suite of technical evidence documents prepared in support of the Local Plan. The evidence documents are available via the Chelmsford City Council website:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/evidence-base/>

The Neighbourhood Plan refers to the latest iteration of the Essex Design Guide. This is available online via the Essex County Council website:

<https://www.essexdesignguide.co.uk/>

The City Council has prepared a new design SPD entitled Making Places. This is available at the following link:

https://www.chelmsford.gov.uk/_resources/assets/inline/full/0/5884657.pdf

A design code template for self and custom build housing has also being prepared by the City Council alongside the Making Places SPD. This is available at the following link:

https://www.chelmsford.gov.uk/_resources/assets/inline/full/0/5884662.pdf

South Woodham Ferrers specific documents referred to in preparation of the Neighbourhood Plan include:

- Chelmsford Borough Council, 2008, A Plan for South Woodham Ferrers: Supplementary Planning Document
- Essex County Council, 1973, A Design Guide for Residential Areas
- Essex County Council, 1973, South Woodham Ferrers, A new country town by the River Crouch
- Essex County Council, 1977, South Woodham Ferrers publicity sheet, A New Riverside Country Town: a place to live in and enjoy
- Essex County Council, 1977, South Woodham Ferrers newssheet 5, Alternatives to Anywhere
- Essex County Council, 1977, South Woodham Ferrers newssheet 7, Traditional Essex Style for Town Centre
- Essex County Council, 1979, South Woodham Ferrers newssheet 5, Three Ways to New Lifestyle
- Essex County Council, 1980, South Woodham Ferrers newssheet 6, The centre for Leisure
- Essex County Council and Essex Chronicle Newspaper, 1980, Guide to a new country town by the River Crouch
- Essex County Council, 1982, South Woodham Ferrers publicity sheet, A Riverside Country Town
- Essex County Council, 1984, A Guide to South Woodham Ferrers; 'A little piece of Essex created with a lot of imagination'
- Essex County Council, undated, South Woodham Ferrers: Restrictive Covenants
- Frankland, J., 1992, South Woodham Ferrers: A Pictorial History
- Pevsner, N. and Bettley, J., 2007, The Buildings of England; Essex
- Waterworth, F., 1978, A Short History of South Woodham Ferrers

Other documents referred to within the Neighbourhood Plan are sourced via the series of footnotes.

Appendix C: Essex Waste and Minerals Local Plans

Essex County Council is the Waste Planning Authority (WPA) for the Plan area and is responsible for preparing planning policies and assessing applications for waste management development. The Essex and Southend-on-Sea Waste Local Plan (WLP) was adopted in July 2017 forming part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. The WLP covers the period from 2017 to 2032. It sets out where and how waste management developments can occur and contains the policies against which waste management planning applications are assessed.

Essex County Council is the Minerals Planning Authority (MPA) for the Plan area and is responsible for preparing planning policies and assessing applications for mineral development. The Essex Minerals Local Plan 2014 (MLP) forms part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Active and unworked sand and gravel deposits are subject to a Minerals Safeguarding policy (Policy S8), which seeks to prevent deposits being sterilised. Part of the Neighbourhood Plan area is covered by sand and gravel deposits, and hence subject to Policy S8. Mineral Consultation Areas seek ECC to be consulted on all non-mineral related development within a distance of 250m around active quarries, mineral infrastructure and mineral deposits permitted for extraction.

Figure 48 identifies that the only area within the Neighbourhood Plan area that is covered by a Mineral Safeguarding Area has already been sterilised by the previous development of South Woodham Ferrers. Any other known deposits are beyond the Plan boundary. In addition, there is currently no mineral or waste related infrastructure in the South Woodham Ferrers Neighbourhood Plan Area.

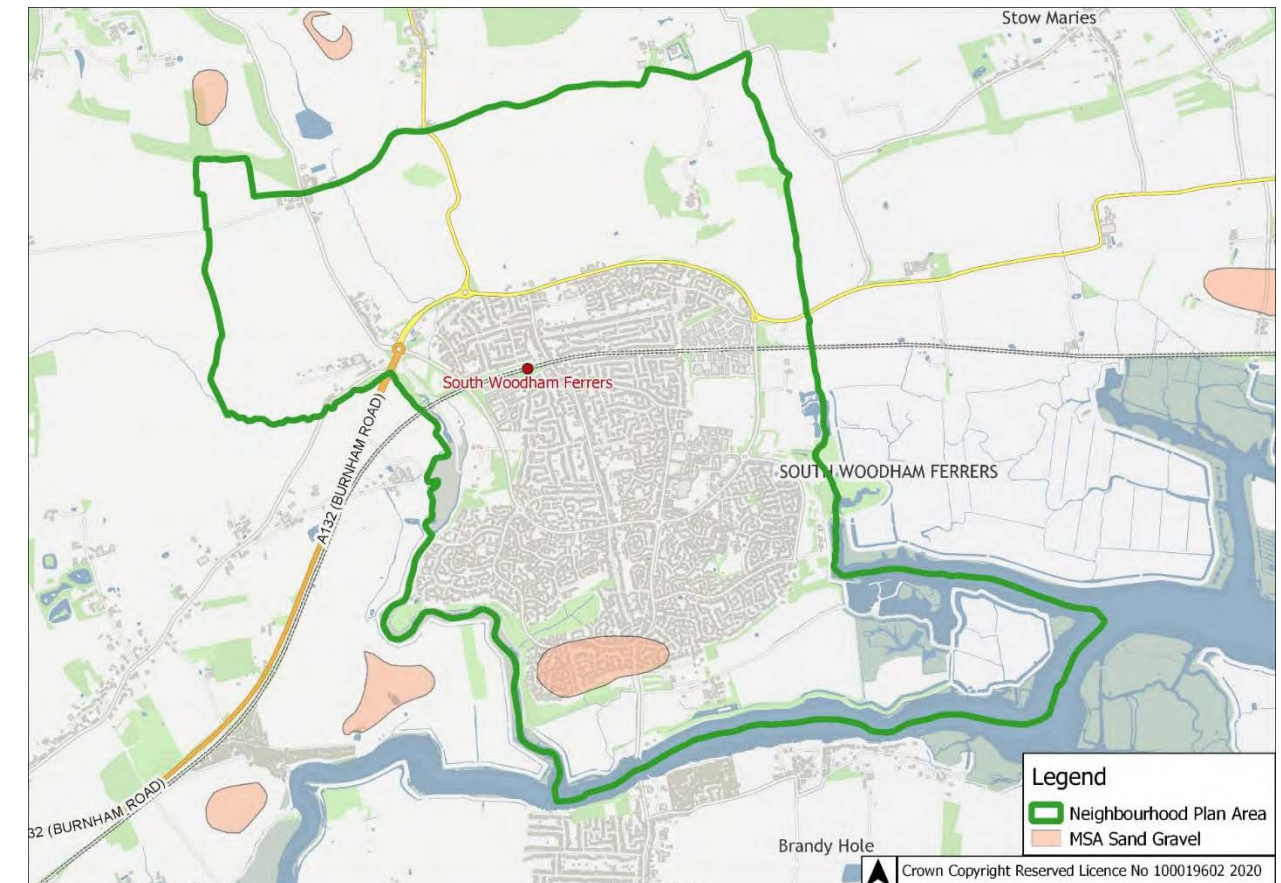


Figure 46: Mineral safeguarding areas in relation to the South Woodham Ferrers Neighbourhood Plan area. Source: Essex County Council

Appendix D: Glossary

Adoption – The final confirmation of a Development Plan by a local planning authority.

Affordable housing - Includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. A full definition is available in the NPPF (see below).

Brownfield site – See Previously Developed Land.

Community Infrastructure Levy (CIL) – A levy that allows Local Authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools, health centres, leisure centres and parks.

Department for Levelling Up, Housing and Communities (DLUHC) - is the Government department with responsibility for planning, housing, urban regeneration and local government. Previously known as the Ministry for Housing, Communities and Local Government (MHCLG), and, prior to that, the Department for Communities and Local Government (DCLG).

Development Plan – A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. For South Woodham Ferrers, this includes the Chelmsford Local Plan. Neighbourhood Plans, once made, form part of the Development Plan.

Evidence base - The background information and data that any Development Plan Document is based on and is made up of studies on specific issues, including physical, economic, and social characteristics of an area.

Greenfield site – Land, or a defined site, where there has been no previous development, often in agricultural use.

Green-space - Those parts of an area which are occupied by natural open space, parkland, woodland, sports fields, gardens, allotments and the like. Also often referred to as 'Green Infrastructure'.

Green wall – External walls purposely covered by vegetation. Vegetation grows from a structure attached to the wall as opposed to the use of climbing plants that grow in the soil alongside the building and grow up the wall. Green walls can support a wide variety of plant species and can support improved air quality, increased biodiversity and building insulation. Also known as 'living walls'.

Heritage Asset – A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated assets (e.g.: listed buildings) and assets identified by the local planning authority, which may include a local list of assets.

Housing Associations – Not-for-profit organisations that work with councils to offer affordable flats and houses to local people.

Independent Examination - An assessment of a proposed Development Plan carried out by an independent person to consider whether a Development Plan conforms with the relevant legal requirements.

Infill Development – Small scale development filling a gap within an otherwise built up frontage.

Infrastructure – Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities.

Listed Building – A building of special architectural or historic interest. Listed buildings are graded I, II or II*, with grade I being the highest. Listing includes the exterior as well as the exterior of the building.

Local Plan – The Plan for the future development of the local area, drawn up by the local planning authority. This forms part of the Development Plan.

Local Planning Authority - Local government body responsible for formulating planning policies and controlling development in a particular area, e.g.: a district council, metropolitan council, county council, a unitary authority or national park authority. For South Woodham Ferrers this is Chelmsford City Council.

Made – Terminology used in Neighbourhood Planning to indicate whether a Plan has been adopted.

Ministry of Housing, Communities and Local Government (MHCLG) – See Department for Levelling Up, Housing and Communities.

National Planning Policy Framework (NPPF) - sets out government's planning policies for England and how these are expected to be applied. The current version of the NPPF was published in February 2019.

Neighbourhood Plan – A plan prepared by a Town or Parish Council, or a Forum, for a particular Neighbourhood Area, which includes land use topics. Once made this forms part of the Development Plan.

Outline Application – A general application for planning permission to establish that a development is acceptable in principle, subject to subsequent approval of detailed matters. Does not apply to changes of use.

Passivhaus – Passivhaus is the world's leading fabric first approach to low energy buildings. The core focus of the Passivhaus standard is to dramatically reduce the requirements for space heating and cooling, whilst also creating excellent indoor air quality and comfort levels. See <http://www.passivhaus.org.uk> for more information.

Permitted Development – Comprises certain categories of minor development as specified in the General Permitted Development Order, which can be carried out without having first to obtain specific planning permission.

Planning Permission - Formal approval granted by a local planning authority (e.g. Chelmsford City Council) in allowing a proposed development to proceed. Permission may be sought in principle through outline planning applications, or be sought in detail through full planning applications.

Pop-up Park – Use of planters and benches to create a temporary and small park-like structure within an otherwise urban area.

Previously Developed Land - Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by

agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

Public Open Space - Open space to which the public has free access and which fulfils, or can fulfil, a recreational or non-recreational role (for example, amenity, ecological, educational, social or cultural uses).

Public Realm – Those parts of a city, town or village, whether publicly or privately owned, which are available for everyone to use. This includes streets, squares and parks.

Public Right of Way – Paths on which the public has a legally protected right to pass and re-pass.

Raingarden – An area designed to receive surface water run-off from roofs and other hard surfaces, and thus manage the risk of surface water flooding. Species of plants used in the raingarden will typically be able to stand waterlogging for up to 48 hours at a time.

Registered Social Landlords (RSL) – See Housing Associations

Section 106 Agreement – A legal agreement under Section 106 of the 1990 Town & Country Planning Act. These are agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to development are undertaken.

Settlement Development Limits Boundary – Settlement or development boundaries (including 'village envelopes') seek to set clear limits to towns and villages. They are designed to define the extent of the existing settlement area and to identify areas of land where development may be acceptable in principle, subject to other policies and material planning considerations.

Soundness – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified (founded on robust and credible evidence and be the most appropriate strategy), whether the plan is effective (deliverable, flexible and able to be monitored), and whether it is consistent with national and local planning policy.

Stakeholder – People who have an interest in an organisation or process including residents, business owners and national organisations and government departments

Sustainability Appraisal – An appraisal of the economic, environmental and social effects of a Plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

Sustainable Communities – Places where people want to live and work, now and in the future.

Sustainable Development – An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Urban Design – The art of making places. It involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, to create successful development.

Use Classes Order – The Town and Country Planning (Use Classes) Order 1987 (as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another class.

Urban rill – A shallow channel cut into the surface of the street or urban space for running water. Can be used alongside raingardens and other drainage systems to help manage and mitigate surface water run-off.

Appendix E: Acknowledgements

South Woodham Ferrers Town Council would like to thank everyone who participated in consultation and engagement events to help shape and inform the Neighbourhood Plan.

We are also grateful to members of the Neighbourhood Planning Steering Group, who have committed their time, energy and passion to preparing the Neighbourhood Plan and helping to shape a better future for South Woodham Ferrers.

We would also like to thank consultancy Troy Planning + Design for their help in preparing the Neighbourhood Plan.

South Woodham Ferrers
Neighbourhood Plan, 2020-2036

December 2021



South Woodham Ferrers Town Council
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Writtle Neighbourhood Plan

2020 – 2036

Made 8th December 2021

Cow Watering Lane

WARREN FARM
HOUSING
GROWTH AREA



Writtle University College

Lordship Road

Village Green



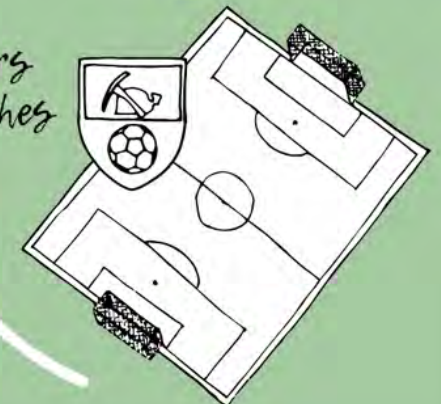
Chelmsford Road

CHELMSFORD
AND
HYLANDS SCHOOL

All Saints
Church



Writtle Minors
Football Pitches



HYLANDS PARK
AND
HYLANDS HOUSE

MARGARETTING

Margaretting Road

Greenbury Way

Lodge Road

Long Brandocks

MILLFIELDS

Ongar Road

Victoria Road

Oxney Green
Allotments



Writtle Parish Council
Neighbourhood Plan for Writtle
Parish, 2020-2036

Writtle Neighbourhood Plan
Steering Group
Writtle Parish Council
Parish Office
The Green
Writtle
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Foreword

Dear Residents,

Welcome to the Writtle Parish Neighbourhood Development Plan 2020-2036. The Localism Act 2011 provided communities with the opportunity to shape their own future. Prior to the Act, planning decisions were taken solely by our local authority, Chelmsford Borough (now City) Council (CCC).

To prepare a robust Neighbourhood Development Plan and offer residents of Writtle the opportunity to influence the future of the Parish, Writtle Parish Council applied to CCC and were granted permission to become a designated area for such a Plan in January 2017. As a result, a community led Steering Group was put in place consisting of some Parish Councillors, but mainly of volunteers from within the Parish, who were subsequently advised by a professional planning consultancy.

A range of community engagement events were then held around the village and focus groups formed to identify key issues which were important to the Community as a whole. In November 2018, a community survey was distributed to every household, business and school. These activities further established Parish needs, allowing residents and businesses alike to express their views and opinions. An excellent, and above average, response was received which showed how passionately residents felt about the Parish. The results of this questionnaire were then analysed externally and provided to the Steering Group.

Further events were held to communicate these initial results, and participation was further widened by including younger members of the community and all the major organisations including Scouts and Guides, the Junior Parish Council, the junior and primary schools and sports clubs. This enabled us to further refine and identify how you felt.

Your responses indicated that in looking forward there existed a strong desire to protect the strong community which exists in Writtle, its semi-rural nature and its continued separation from the ever growing City of Chelmsford. This was to be achieved by controlling development of a type and at a level that meets the needs of the Parish, especially concentrating on the need for smaller and more affordable housing units, without negatively impacting the environment and tranquil character of the area and improve its appearance.

You also identified the urgent need for traffic controlling and calming initiatives, especially in the light of the housing development at Warren Farm allocated to Writtle Parish in the adopted Chelmsford Local Plan. Both businesses and residents emphasised the need for improvements to the available communications infrastructure.

The Parish Council proposes to formally review the Neighbourhood Development Plan on a five year cycle or to coincide with the review of the Chelmsford Local Plan if this cycle differs. The review will assess the performance of the Neighbourhood Development Plan in

influencing the design, quality and housing types, in managing development generally, and in bringing forward other proposed infrastructure improvements.

I would emphasise that this is your Plan and sets out your desires and ideas for the future of the Parish which we all believe is unique in its history and location. That having been said, this Plan is designed to steer change going forward and when adopted takes its place as a statutory planning document which will apply to all planning matters within the Parish

A huge amount of time and effort has gone into the production of our Plan and I would like to thank everyone who has contributed, especially given the difficulties encountered with the intervention of the COVID 19 Pandemic. This is basically the whole of the Community of Writtle Parish who contributed in so many ways, all those who completed questionnaires, attended community events and joined Focus Groups: all of whom have helped to shape the content of our Plan along the way. My thanks to all the members of the Steering Group, past and present, our planning consultants at Troy Planning + Design, the unwavering support of Writtle Parish Council and their staff and our contacts at Chelmsford City Council, who have worked hard to bring our Plan to this stage over the last three years. A formal list of acknowledgements appears in the Plan itself.

I hope that you will be able to take the time to read this plan carefully and give it your support, which is based on your views as this is an important and vital opportunity to shape the future of your community. The period lost by the Pandemic, has given us all time to think about how we wish the future of our environment and our Parish to develop and perhaps this Plan can go some way to enable us to reset our values and ensure that Writtle continues to remain a strong lasting community and a tranquil and pleasant place in which to live and work.

Jonathan Weymouth

Chair Writtle Neighbourhood Plan Steering Group

1. Introduction

A new plan for Writtle

1.1 This is the Neighbourhood Plan for the Parish of Writtle. It covers the entire Parish area, as illustrated in Figure 1, and sets out the local community's aspirations for Writtle Parish over the period to 2036¹, establishing policies in relation to land use and development. Having now been formally adopted ('made') the Neighbourhood Plan will form part of the suite of policies used by Chelmsford City Council to determine future planning applications in the area. But the Neighbourhood Plan is much more than this. It represents the community's manifesto for the Parish, bringing together more than just traditional planning matters.

1.2 The purpose of neighbourhood planning is to give local people and businesses a much greater say in how the places they live and work in should change and develop over time. Neighbourhood planning is designed to give local people a very real voice in shaping the look and feel of an area.

1.3 Writtle Parish was formally designated as an area for neighbourhood planning purposes in January 2017². A Steering Group, set up by the Parish Council to prepare the Plan, has surveyed, spoken to and listened to members of the community, and has used the issues, and opportunities, raised during that process to help inform production of the policies and projects now presented in this Neighbourhood Plan.

1.4 There are a number of stages involved in preparing a Neighbourhood Plan. The Plan was subject to a formal period of consultation and independent examination, with the Examiner recommending that, subject to modifications, the Plan could proceed to a referendum, which was held on 21st October. All people of voting age residing in the Parish were able to cast a vote on whether they thought the Neighbourhood Plan should be brought into force 'made'. With 93% of those people who turned out having voted 'yes', the Neighbourhood Plan was then 'made' by the City Council on 8th December 2021.

¹ This aligns with the period covered by the Chelmsford Local Plan.

² The Localism Act 2011 gave communities the power to develop neighbourhood plans, to be progressed by Town and Parish councils, or neighbourhood forums, as opposed to the local authority.

WRITTLE PARISH BOUNDARY

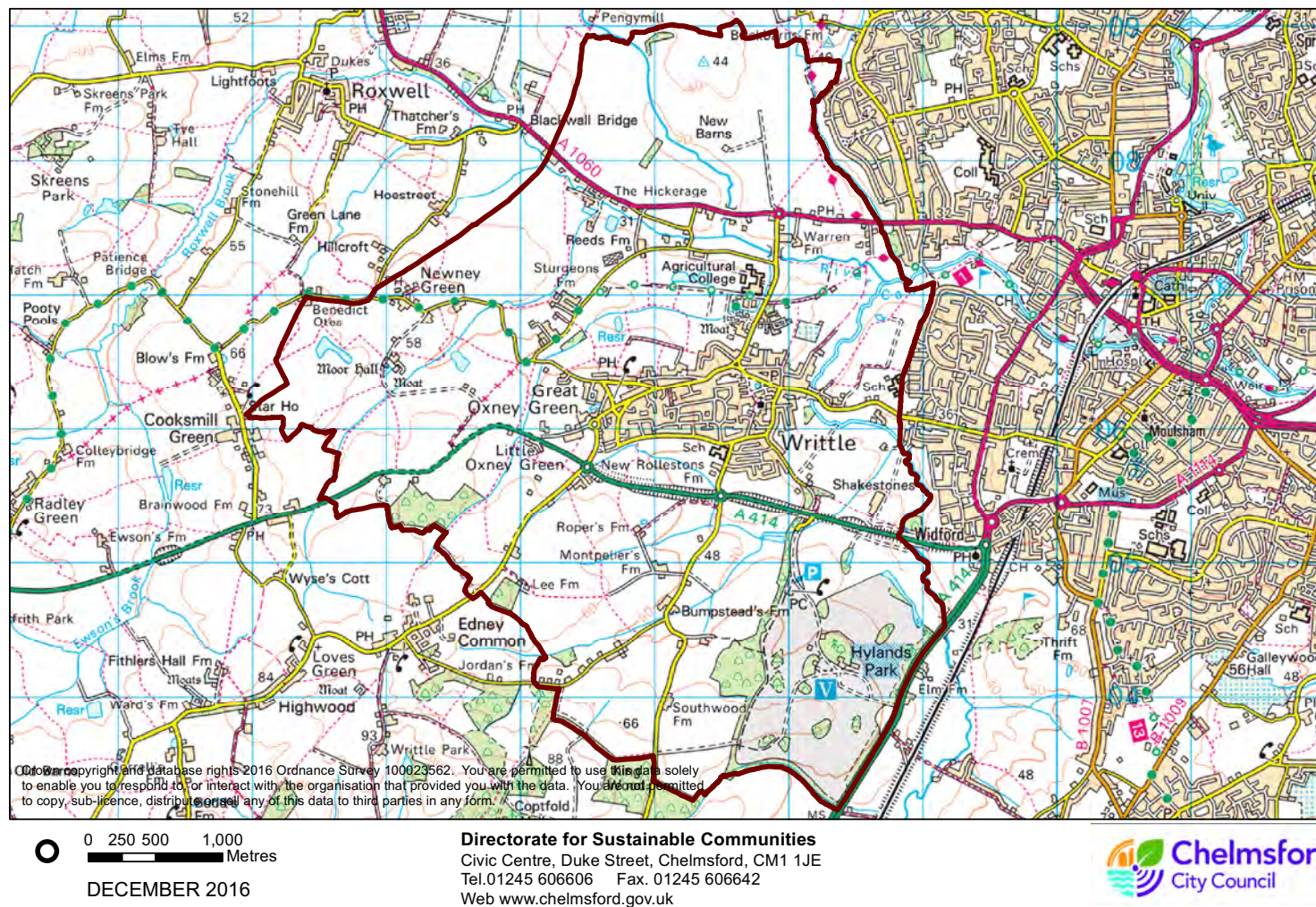


Figure 1: Designated Writtle Neighbourhood Plan area

Structure of the plan

1.5 Following this introduction the Neighbourhood Plan comprises seven further sections. These are:

- Section 2: 'Writtle today', presents an overview of the area covered by the Neighbourhood Plan, what existing planning policy says for the area, key issues and comments raised during consultation.
- Section 3: 'Writtle tomorrow', presents the vision and objectives for the Plan area.
- Sections 4 – 9: These sections present the policies and associated projects for Writtle Parish. These are intended to achieve the objectives outlined in Section 3.
- Section 10: 'Next steps' outlines the current stage in the plan making process, and what the future steps in the process are.

1.6 Within sections 4 – 9 each topic area includes some introductory and explanatory text, followed by a policy of project. These are highlighted in coloured boxes, as shown below:

Policy Box

The Neighbourhood Plan establishes land use and development management policies for Writtle Parish. These are contained in green shaded policy boxes, like this one.

Project / Aspiration Box

The Neighbourhood Plan covers more than just traditional planning matters as it presents the community's vision for the area. Items that the community are seeking, but that cannot be delivered through planning policy, are identified and contained in blue shaded project boxes, like this one. These are included within the body of the report, rather than being presented in a separate chapter or appendix, because they relate to the objectives and form a clear and important part of the story.

1.7 **It is important that the Neighbourhood Plan is read as a whole. All policies should be viewed together, alongside those in the Chelmsford Local Plan (2020), in the preparation and consideration of planning applications.**

2. Writtle 'today'



The neighbourhood plan area

2.1 The Neighbourhood Plan area covers the entire parish of Writtle. The Parish lies within the administrative area of Chelmsford City Council and is located to the west of the Chelmsford urban area, though separated from it by a combination of river valleys, green and open spaces. Consultation undertaken for the Neighbourhood Plan highlighted the importance that is attached by the community to the sense of separation between Writtle and Chelmsford, as well as the presence of areas of wildlife, natural areas, waterways and the associated feeling of tranquility,

2.2 The village of Writtle is, in the main, surrounded by Green Belt (see Figure 2). At the heart of the village is the Writtle Conservation Area, focused around the Village Green: which is probably amongst the most beautiful and best preserved of its kind in Essex.

2.3 The Parish benefits from the presence of Hylands Park, to the south of the Parish. This is a Registered Park and Garden extending across more than 230 hectares of historic parkland. The Park, which includes the Grade II* listed house and adventure playground is also home to regular events, and, historically, hosted an annual music festival.

2.4 The Parish is also home to Writtle University College. Established in the late 1890's it is the only 'land-based' higher education institution in the Eastern region of the country. Occupying an estate of 220 hectares in size which is spread across a number of sites, it employs 240 people and has 4,000 students (mixed between full and part time). The estate includes traditional educational premises as well as farm and livestock buildings, glasshouses, equine areas, small animal units and design studies. Furthermore, it also includes halls of residence (for 400 students), a restaurant, bar and sports facilities.

2.5 The Chelmsford Local Plan identifies the College as being within a Special Policy Area (SPA), which allows for the improvement of facilities whilst being responsive to the landscape and rural setting, and which are considered appropriate in the Green Belt.

2.6 To the north of the Parish, and immediately adjoining the western boundary of Chelmsford, is a new growth area. Allocated in the Chelmsford Local Plan as Strategic Growth Site Policy 2 ('West Chelmsford'), this growth area (henceforth referred to as Warren Farm in this Neighbourhood Plan) will accommodate around 800 new homes and supporting facilities.

2.7 Chelmsford City Council has prepared a set of parish profiles which form supporting evidence to the Local Plan³. Some of the key statistics from that for Writtle are:

- The Parish has a population of 5,383 people living in 2,263 households. This equates to an average household size of 2.38 people per household. However, almost a third of all households comprise one person. These figures are reflective of the national picture, which sees an average household size of 2.4 people and around 28% of households containing one person.
- Most homes are owner occupied (almost 74%), with semi-detached and detached units being the predominant house type (64.72% combined). Home ownership is higher in Writtle than across the country as a whole, which averages around 65%.
- The largest age-group in the Parish is the 45-64 group, accounting for just over a quarter of the total population (26.4%), closely followed by those aged 65+ (24.42%). Around 10% of the population comprise those of school age. The age structure of Writtle is older than that for the UK as a whole, where 18% of the population is aged 65 or over. And the population is ageing, with growth in the over 65 age group expected.
- The majority of the population is reported as being in good or very good health (combined total of 82.15% of the population). This is reflective of the national picture.
- Educational attainment in the Parish is high, as is the rate of employment. Of those in employment, education accounts for the primary industry of work (15.32%), perhaps related to the presence of Writtle University College and, in Chelmsford, Anglia Ruskin University, the Grammar Schools and numerous secondary schools, including private schools. The 'wholesale, retail trade and repair of motor vehicles' sector also performs strongly, accounting for 13.32% of those in employment.
- Most people travel to work by car or van (64.8%). This is around ten percentage points higher than the national average. Despite the proximity to Chelmsford railway station, the speed and frequency of services for accessing employment in London, less than 8% of people use rail as their main mode of transport for work. So although links to the station are important, those to the City centre and other employment areas in Chelmsford (and elsewhere) are equally important.

³ See <https://www.chelmsford.gov.uk/your-council/data-and-statistics/parish-profiles/> accessed June 2019. This draws on information from the 2011 census.

The development plan

2.8 Neighbourhood Plans must be prepared in line with national guidance and legislation including the Localism Act (2011), the Neighbourhood Planning (General) Regulations (2012)⁴, the Neighbourhood Planning Act, the National Planning Policy Framework (NPPF) (2019) and National Planning Practice Guidance (NPPG).

2.9 Neighbourhood Plans must be in general conformity with the strategic policies of the development plan⁵. The development plan for Writtle Parish is the Chelmsford Local Plan. This means that the Neighbourhood Plan cannot have policies or objectives that conflict with the Chelmsford Local Plan.

2.10 The Local Plan, adopted in May 2020, presents the planning strategy for the City Council administrative area for the years up to 2036 and is the framework within which the Neighbourhood Plan needs to function.

2.11 Of particular relevance to the Neighbourhood Plan are the following policies in the Local Plan:

- The spatial strategy outlined in Strategic Policy 7 identifies Writtle as a 'Key Service Settlement' and makes provision for a sustainable urban extension to the west of Chelmsford, but within the parish of Writtle (Warren Farm). This is further elaborated upon in Strategic Growth Site Policy 2, establishing the mix and quantum of development to be provided (around 800 homes). This also requires a masterplan to be prepared for the site.
- Growth Site Policy 5 covers the Telephone Exchange in the centre of Writtle and notes potential for provision of around 25 new homes on the site. Supporting text to the Local Plan policy notes that the Neighbourhood Plan can help shape the nature of development on this site.
- Strategic Policy S11 seeks to protect land outside of urban areas from development, and notes that the extent of the Green Belt will be maintained. This is further developed in Policy DM6. Special circumstances need to be demonstrated for development in the Green Belt. On land outside of the Green Belt (i.e.: 'Rural Areas'), development will only be considered acceptable where it does not adversely impact on the character of the that area. This is important to note in respect of the north western part of the Parish which is outside of the Green Belt and beyond the Warren Farm growth area.

⁴ Updated in 2015 and 2016

⁵ See Para 29 / Footnote 16, MHCLG, February 2019, NPPF

- Policy DM4 covers employment areas and rural employment areas, of which there are two such allocations in Writtle, being (1) land to the east of Lordship Road (The Warren Estate) and (2) land north of Cow Watering Lane (Reeds Farm Estate Business Centre). This policy seeks to retain and protect these allocations for employment purposes.
- Writtle University College is identified as a special policy area, covered by Policy SPA6. This supports the functional and operational requirements of the College, improving facilities, enhancing the setting of Listed Buildings, improving links to the countryside and encouraging sustainable travel.
- The requirement for new development to help make high quality new places, through good design and sustainable principles, as set out, for example, in Policies DM23 (High Quality Design and Inclusive Design), and DM24 (Design and Place Shaping Principles in Major Developments).

2.12 This Neighbourhood Plan has been informed by the Chelmsford City Council Local Plan documents and the suite of supporting material providing evidence to this, all of which can be accessed via the Chelmsford City Council website⁶. Policy designations and layers of relevance to the Neighbourhood Plan area are presented on Figure 2.

⁶ See: <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/> (accessed May 2019)

⁷ <https://www.essexdesignguide.co.uk/>

2.13 Writtle also benefits from a Village Design Statement (VDS). This was published in 2004 and formed Supplementary Planning Guidance to the previous Chelmsford Local Plan. The findings and recommendations of the VDS have been reviewed to inform appropriate policies in the Neighbourhood Plan. The 2011 Parish Plan (updated 2019) has also informed the Neighbourhood Plan. A list of all supporting material is included in Appendix 7.

2.14 Other relevant policy documents include the Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017). Information from the Minerals and Waste Plans is presented in Appendix 6 of the Neighbourhood Plan. Furthermore, the Essex Design Guide⁷ was updated in 2018 and provides design advice and guidance to inform proposed new development in the County.

Reviewing the Neighbourhood Plan

2.15 Notwithstanding the defined period of the Neighbourhood Plan to 2036, it is recognised that, with further changes to and review of the Local Plan likely⁸, the Neighbourhood Plan will need to be reviewed periodically. This will enable the Neighbourhood Plan to remain 'current' and in conformity with the Chelmsford Local Plan and National Planning Policy Framework.

⁸ The Local Plan was adopted in May 2020 and a review is likely to commence within two years from this date

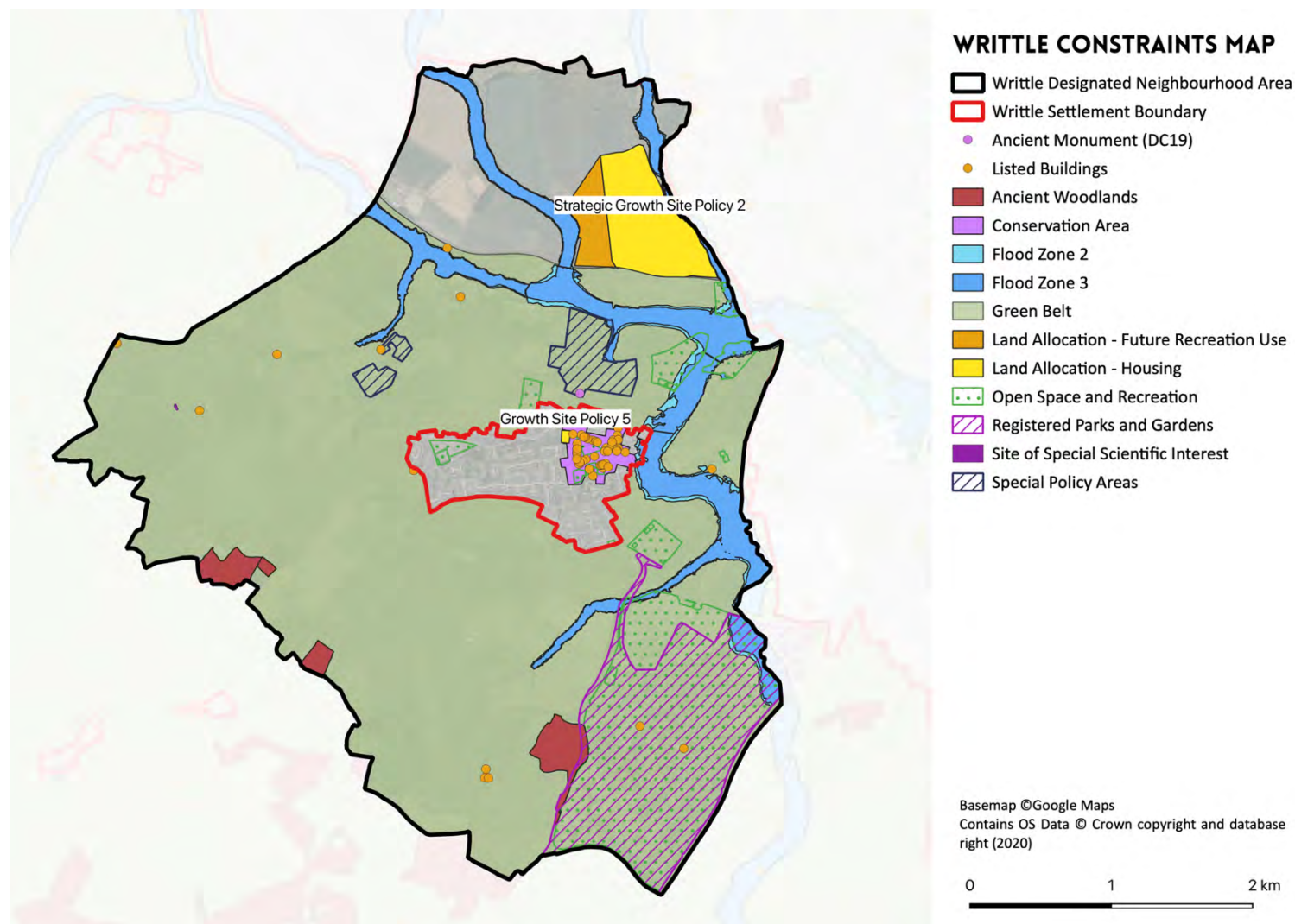


Figure 2: Policy layers and constraints in Writtle (Sources: Chelmsford City Council, Environment Agency, Historic England, Esri, Ordnance Survey 2018). For more detailed information see the Chelmsford City Local Plan Policies Map

3. Writtle 'tomorrow'



What you told us

3.1 The consultation exercises undertaken identified a range of issues of importance for addressing in the Neighbourhood Plan. Feedback from consultation exercises, including that received during the Regulation 14 consultation, reinforced earlier findings from the 2011 Parish Plan (updated 2019) and suggested that:

- There is a strong sense of community in Writtle which is highly valued, as is proximity to Chelmsford and its services. However, the sense of separation from Chelmsford is highly valued, as is proximity to and the quality of the surrounding countryside.
- The impact of traffic on the village and quality of life is a key concern. Measures to reduce the volume and speed of traffic would be welcome.
- It is important to preserve Writtle's historic buildings and landscape features, and to maintain the quality of public spaces.
- New development should reflect the existing character and qualities of the village, with a mix of housing provided, including opportunities for those looking to downsize, as well as for young families.
- Writtle is generally well catered for in terms of local facilities, though more and better pedestrian crossings, cycle lanes and recycling facilities should be provided.

3.2 Although not all of these are 'land-use planning policy' matters, they do reflect the community's concerns and hopes for the area, and are thus embedded in this Neighbourhood Plan through a combination of the vision, objectives and supporting projects.

Vision

3.3 Our proposed Vision for how the Parish of Writtle will grow and develop over the period to 2036 is:

“Writtle will continue to be a thriving and vibrant community whose character, rich heritage and natural assets are protected and enhanced in their rural setting separate from the City of Chelmsford, and where the Parish benefits from a distinct identity of its own. Sustainable development in the parish will help make it a better place in which to live, learn, work or visit”

3.4 The policies, and projects presented within this Neighbourhood Plan intend to deliver on the vision and objectives that flow from it, as presented in the following section of the Plan.

Objectives

3.5 Following from the vision a set of objectives have been created. These provide a framework for the policies in the Plan.

Objective 1: Our Built Environment

To conserve and enhance Writtle's unique identity, history and character as reflected in its heritage assets and their setting, landscape setting, distinctive local features and architectural quality within the built form. To promote high-quality design and sustainability standards within any new development.

Objective 2: The Natural Environment

To conserve, manage and enhance Writtle's natural environment and to enable access for the enjoyment of the public. This includes measures that safeguard the natural water systems, wildlife, biodiversity and other multi-functional green infrastructure, mitigate climate change and support enduring sustainability. To retain the separation between Writtle and Chelmsford which gives the Parish its distinct identity.

Objective 3: Our Community and Wellbeing

To support a flourishing and inclusive community through the provision of a mix of housing types, with appropriate infrastructure including community, health, education and leisure facilities.

Objective 4: Business and Economy

To encourage the creation, retention and growth of local businesses, training facilities and employment opportunities.

Objective 5: Access and Movement

To promote active and sustainable travel that is safe and attractive for all, including walking, cycling and public transport, and to seek to adopt measures that reduce the impact of traffic in the Parish.

Objective 6: Writtle University College

To work in collaboration with the College to support its growth as a centre of excellence for learning and to deliver improved access to sports, leisure, recreation, education and training opportunities for the benefit and enjoyment of the community.

Opportunities

3.6 Based upon the consultation and research undertaken to inform the Neighbourhood Plan, a set of ideas and interventions have been identified. These are presented spatially in Figure 3 and developed through the set of policies and projects in subsequent sections of this Plan. They comprise:

- Setting the new Warren Farm development back from Roxwell Road, thus creating a green corridor which takes the form of a landscaped buffer and amenity space, which retains the sense of separation between Chelmsford and Writtle, and which helps contribute to a reduction in traffic speeds and creates a safer environment for pedestrians and cyclists.
- Supporting the presence of the extensive sporting, recreational and educational facilities in the area, better integrating these within the fabric of the Parish for use by all.
- Promoting active travel measures that support healthy lifestyles and access for all.
- Extending and connecting the network of cycle routes to provide an attractive alternative to car based travel for long and short trips, including a new north south route between Warren Farm, Writtle University College (and National Cycle Route 1), The Green, Paradise Road Sports Pitches and Hylands Park. Other new routes and links should also be explored, including to Hylands School.
- Combined with the above making the network of streets safe for all, including physical interventions that slow traffic and allow better crossing points.

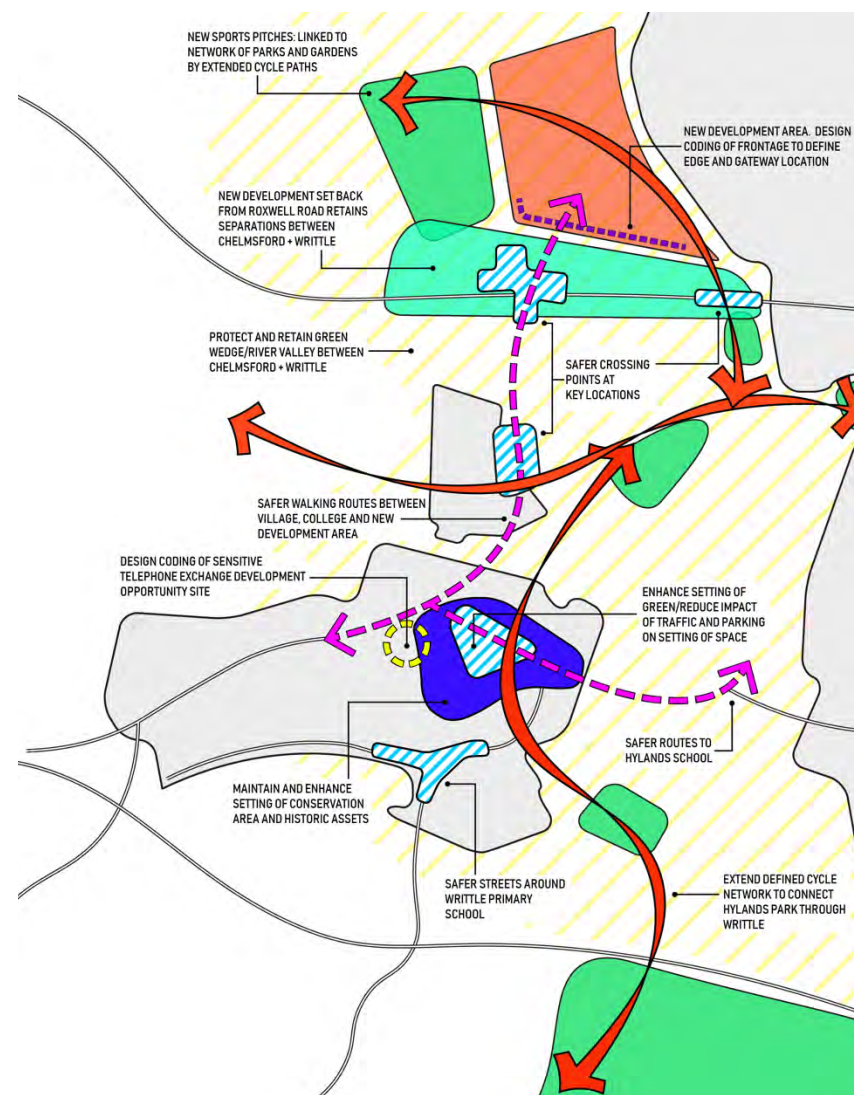


Figure 3: Spatial opportunities in Writtle

- Promoting street improvements at the junction of Lordship Road and Roxwell Road, which might be delivered as part of the Warren Farm development, crossing points between Writtle University College and Tea Rooms, along The Green and outside Writtle Primary School.
- Remodelling of the public realm and parking provision along The Green, reducing the visual impact and intrusion of parked cars in this space, maximising it is a place for all the community to enjoy.
- Production of design codes that help shape new development that responds to setting, local character and context, and which build upon the Village Design Statement. The design codes are set out in the Writtle Village Design Guide which accompanies the Neighbourhood Plan.
- A requirement for all future change to respond to the rich history of the Parish, including opportunities to maintain and improve existing assets, but also to reinterpret local history through design and public realm treatments. This richness extends to reinforcing key views, including those of the Church Spire⁹ and along river valleys.
- Exploring opportunities for improved communication systems, supporting local businesses and allowing more people to work from home.

Climate Change

3.7 This Neighbourhood Plan is also set in the context of the 'Climate and Ecology Emergency' declared by Chelmsford City Council in July 2019. The City has pledged to reduce its own carbon emissions to net zero by 2030 and to encourage others to do the same.

3.8 A raft of actions have been proposed by the City Council to support this, including the promotion of sustainable forms of development, promoting active travel, protecting and planting new woodland, and reviewing planning policies that encourage builders to build to zero-carbon standards.

3.10 In addition, the Essex Climate Action Commission (ECAC) was established in October 2019 by Essex County Council (ECC) and is seeking to identify ways where ECC can mitigate the effects of climate change, improve air quality, reduce waste and increase the amount of green infrastructure and biodiversity across the county. It is also exploring how ECC can attract investment in natural capital and low carbon growth.

3.11 This Neighbourhood Plan seeks to promote high quality, eco-friendly design, that respects the environmental qualities and landscape setting of Writtle. It promotes walking, cycling and better public transport facilities. It seeks to protect and enhance green infrastructure and river valleys, and seeks to protect and support the

⁹ More accurately a 'Bell Tower', though the evidence base for the Local Plan and the Neighbourhood Plan refer to a Church Spire. For consistency we retain reference to Spire in this document

full range of facilities that make Writtle a vibrant and attractive place, reducing the need to travel, promoting social cohesion, health and wellbeing. As the City Council reviews and updates policies in response to the Climate and Ecology Emergency, so this Neighbourhood Plan will be reviewed.

3.12 Linked to matters of climate change is the presence of European designated nature conservation sites¹⁰ and concern about any plan or proposal that might adversely affect the integrity of these sites. Essex County Council, in conjunction with Chelmsford City Council and other local authorities in Essex has prepared the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS) which has been adopted as SPD by the City Council¹¹. This sets out the mitigation strategy necessary to protect the birds of the Essex coast and their habitats from increased visitor pressure associated with new residential development in combination with other plans and projects. It also sets out how this strategy will be funded, with the Planning Obligations SPD adopted by the City Council¹² providing the mechanism for collecting contributions associated with the mitigation strategy from residential development in the Chelmsford administrative area.

3.13 Writtle falls entirely within the zone of influence of the RAMS area and all proposals for residential development in the Neighbourhood Plan area will be subject to the overarching RAMS policy set out below.

Policy WNP RAMS1: Recreational disturbance Avoidance and Mitigation

All residential development within the zones of influence of European Sites should make an appropriate financial contribution towards mitigation measures, as detailed in the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document, to avoid adverse in-combination recreational disturbance effects on European Sites.

All residential development within the zones of influence should deliver all measures identified (including strategic measures) through project level Habitat Regulations Assessment (HRAs), or otherwise, to mitigate any recreational disturbance impacts in compliance with the Habitats Regulations and Habitats Directive.

¹⁰ Colne Estuary Special protection Area, Blackwater Estuary Special Protection Area and Ramsar, and Essex Estuaries Special Area of Conservation

¹¹ Essex County Council, May 2020, Essex Coast Recreational disturbance Avoidance and Mitigation Strategy, Supplementary Planning Document

¹² Chelmsford City Council, January 2021, Planning Obligations, Supplementary Planning Document

4. Design



Design and Character

4.1 Good design has a major role in contributing to quality of life and creating attractive, livable places. This goes beyond the look of buildings and considers: the mix of uses and activities that help create lively and interesting places; the local character and distinctiveness of a place, reflected through its landscape and building materials for example, contributing to healthy lifestyles by making it easy for people to move on foot and by bike; fostering a sense of community through well designed, functional and attractive public spaces; and enhancing the quality of environment.

4.2 The achievement of high quality design is a core principle of the NPPF. It states, at paragraph 124, that *'good design is a key aspect of sustainable development, creates better places in which to live and work and helps makes development acceptable to communities'*. The importance of the design of the built environment and its contribution to making better places for people is emphasised. It goes on to note that *'Neighbourhood Plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development'* (paragraph 125).

4.3 In short, good design will help create high quality, safe and successful places where people enjoy living, working and visiting. This is emphasised in the National Design Guide¹³, which should be referred to by all involved in the planning system when shaping, responding to and considering applications for planning permission. This recognises the importance of local character and the role of the community in the design process. It states that:

'Local communities can play a vital role in achieving well-designed places and buildings and making sure there is a relationship between the built environment and quality of life' (paragraph 17).

4.4 The key characteristics and features of the built form in Writtle have been reviewed¹⁴ to inform future development proposals. The historic context and growth of the village is recognised as being important to the character of Writtle, and this manifests itself in the structure of the village, centred around the green, the conservation area and listed buildings. This is also reflected in the style of buildings and materials used, as well as the presence of Hylands House and Writtle University College, and views of these.

4.5 This Neighbourhood Plan includes a series of character areas (see Figure 4) within the defined settlement area as well as a set of general guidelines for development. It also presents general guidance

¹³ MHCLG, September 2019, National Design Guide: Planning practice guidance for beautiful, enduring and successful places

¹⁴ The Village Design Statement provides a useful overview of the qualities of Writtle

in respect of the rural environment, highways and infrastructure. Applicants for development will be expected to show how they have responded to these policies, principles and guidelines, taking a design-led approach to development. Key aspects of each character area are summarised in Table 2.

4.6 For the purpose of this Neighbourhood Plan a Writtle Design Guide has been prepared. This has been informed by a review of the VDS and reflects the NPPF which encourages the use of codes and guidelines to help deliver quality outcomes for new development. Production of the Design Guide responds to the new National Model Design Code (January 2021) and the clear expectation from central Government that *‘codes and guides are used to inform development proposals to provide maximum clarity about design expectations at an early stage and reflect local character and preferences’*. The stated purpose of the Writtle Design Guide, which informs policies and design principles in the Neighbourhood Plan, is:

“to establish principles so that new development is designed and planned with regard to the existing character and context of the Writtle Neighbourhood Plan Area... It sets out a series of design guidelines related to green infrastructure and residential development within the landscape setting of Writtle”.

4.7 It is important that full account is taken of the local context and that the new development responds to and enhances ‘sense of place’. General design considerations that all proposals for development in Writtle should respond to are set out in Table 1.

Important design considerations for all development in Writtle

- Harmonise with and enhance the existing settlement in terms of physical form, movement pattern and land use.
- Relate well to local topography and landscape features, including prominent ridge lines and long-distance views (see Table 4 and Section 5: Setting).
- Reinforce or enhance the established character of streets, squares and other spaces (See Table 2).
- Integrate with existing paths, streets, circulation networks and patterns of activity.
- Provide adequate open space for the development in terms of both quantity and quality.
- Reflect, respect and reinforce local architecture and historic distinctiveness (see Table 2 and 3).
- Retain and incorporate important existing landscape and built form features into the development.
- Respect surrounding buildings in terms of scale, height, form and massing (see Table 2).
- Adopt contextually appropriate materials and details (see Table 3).
- Ensure all components e.g. buildings, landscapes, access routes, parking and open space are well related to each other; to provide a safe, attractive and cohesive environment.
- Make enough provision for sustainable waste management (including facilities for kerbside collection, waste separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours.
- Sensitively integrate energy efficient technologies within the scheme at the start of the design process.

Table 1: General design considerations that all proposals for development in Writtle should respond to. All are developed further in the Writtle Design Guide document, with key principles summarised in Appendix 1

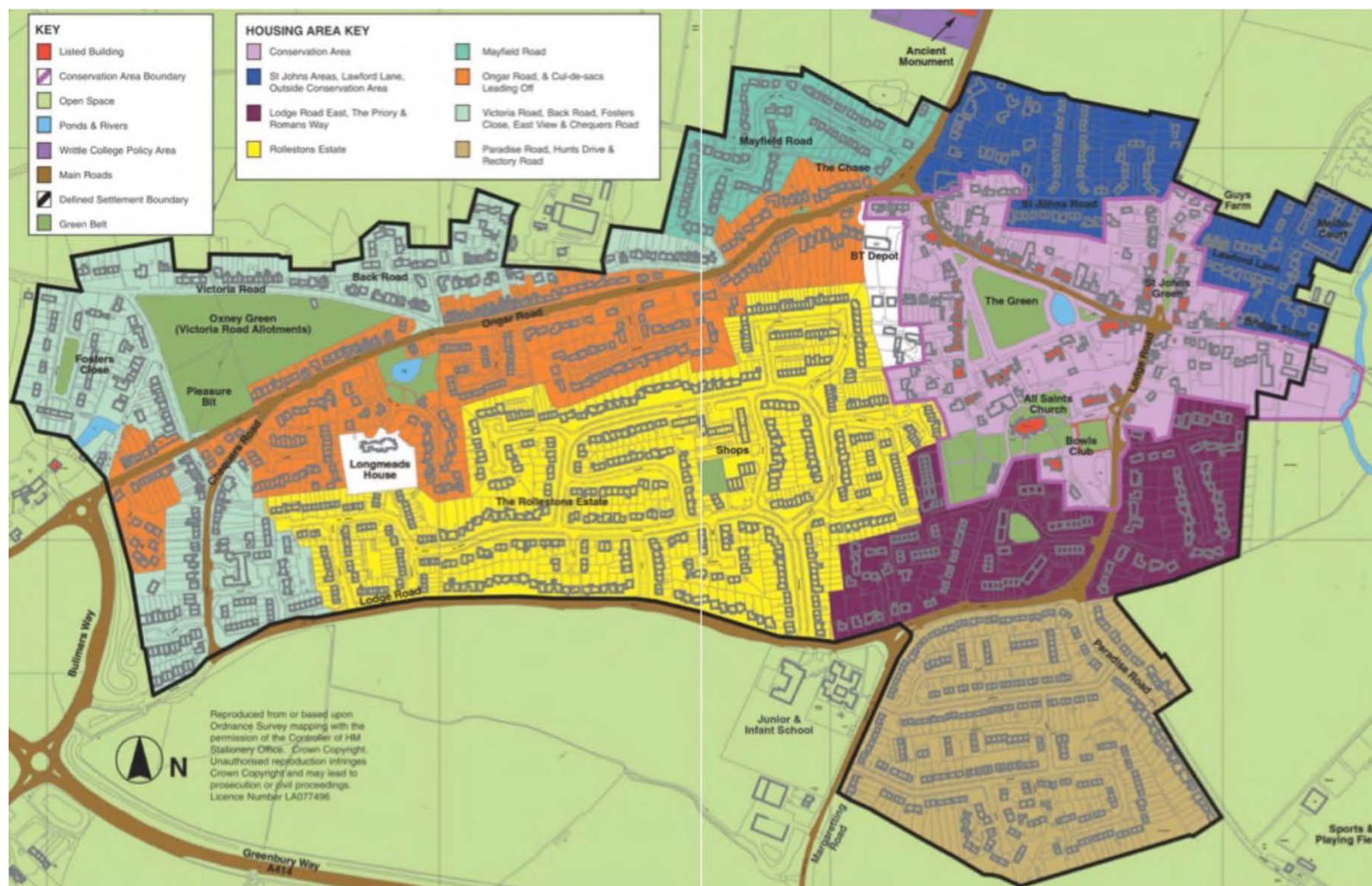


Figure 4: Character areas in Writtle (source: Writtle Village Design Statement). It should be noted that although some limited change and development has taken place in Writtle since the Village Design Statement was prepared, the key characteristics and qualities of Writtle, as well as the main character areas identified above, effectively remain as set out in the Village Design Statement.

Character Area	Summary of key features identified within the Village Design Statement
Conservation Area	The Greens are key features of the area, surrounded by buildings that display a variety of architectural styles and materials which reflect the historic growth of the village. Most buildings are of two to three storeys and include dormer windows in the roof. Building forms, heights, roof styles and materials should respond positively to those found in the Conservation Area.
Lawford Lane and St. Johns Road (outside the Conservation Area)	Lawford Lane is important as part of the historic link between London and Colchester. The area includes early examples of local authority housing, with rendered elevations, slate roofs and pantiles representing interesting architectural features that might inform any new development. Buildings are generally two storeys in height.
Lodge Road East (outside the Conservation Area)	This area comprises a mix of housing types. The mature street trees in this area are an important feature and should be retained, marking the extent of an ancient defensive ditch and bank around the Green. Opportunities to improve parking conditions are welcome. The area includes a mix of modern houses, bungalows and maisonettes. Building heights are generally between one and two storeys.
Rollestons Estate (including part of Lodge Road)	An area of 1960's housing including a mix of house types and with front gardens that are open to the street. This open nature should be retained with any extensions staggered or set back from the main building line to avoid a terracing effect. House types include a mix of terraces, detached and semi-detached, town houses and some flats. Building heights are generally between two and three storeys.
Ongar Road	An area of varied housing stock, generally two storeys in height, including Victorian and Edwardian properties, the scale of which should inform new developments. An unmade track known as The Chase should be retained as such, preserving its natural appearance.
Victoria Road, Back Road, East View and Chequers Road	Area mainly comprises small two storey Victorian homes, with some larger family homes, as well as green spaces which are integral to the pattern of development and should be retained as such.
Mayfield Road	Area of 1930s housing and chalet style bungalows. New development should respect building heights (between one and two storeys), sense of space and open aspect to the streets.
Paradise Road Area	This area includes a mix of housing types, though with a regular and well established building line to the street, which should be maintained. Interesting architectural features include curved roof canopies and key hole porches which should be retained wherever possible. Front garden hedgerows should also be retained as a feature of the area. Buildings are generally two storeys high.

Table 2: Summary of key features of the Character Areas in Writtle. Table 3 (overleaf) provides more information on common building materials and features.

Local building materials and features

Older timber framed buildings in Writtle have lime washed walls in a variety of traditional colours, some having been clad with brickwork in Georgian times. There are also some examples of pargetting: a traditional Essex design feature.

Buildings of the Georgian and Victoria periods were mainly constructed in traditional red brick and lime mortar, although on St. Johns Green the predominant brick is yellow stock.

Many buildings facing The Green and St. Johns Green have hand-made clay pegged tiled roofs, with later Georgia, Victorian and Edwardian properties having slate roofs. Chimneys, mansards and dormers are a feature in the village, particularly in the Conservation Area.

New buildings are constructed in a variety of brick and / or render, with slate and plain tile roofs.

Front gardens around The Green and St. Johns Green are typically enclosed by a combination of walls, picket fences or iron railings with decorative finials. The Rolleston Estate area and other newer developments tend to have open front gardens with boundary treatments. Elsewhere, boundaries are commonly defined by hedgerows.

Table 3: Common building materials and treatments characteristic of development in Writtle

4.8 Further design guidance is presented in the Essex Design Guide. This is intended to be used as a reference guide to help create high quality places with an identity specific to the Essex context. It was updated in 2018 (<https://www.essexdesignguide.co.uk/>). Applicants should refer to and be guided by the most recent version of the Essex Design Guide. Reference should also be made to the 'Making Places SPD' published by Chelmsford City Council¹⁵. Together with the Writtle Design Guide these documents present up-to-date design advice which will contribute to the delivery of sustainable development within the Neighbourhood Area.

4.9 In addition, Chelmsford City Council, together with all the local authorities in Essex, has launched the 'Livewell Campaign'¹⁶, which seeks to improve the health and wellbeing of local people. Alongside this a 'Livewell Development Accreditation Scheme' has also been created¹⁷. This encourages developers to promote the physical and mental health of residents when designing and building new developments. Schemes following this process should embed health design principles identified through a Health Impact Assessment or through submission of a Healthy Places Checklist to the City Council at pre-application stage. Schemes should also be subject to review by the Essex Quality Panel.

¹⁵ Chelmsford City Council, January 2021, Making Places – Supplementary Planning Document

¹⁶ <https://www.livewellcampaign.co.uk/>

¹⁷ <https://www.essexdesignguide.co.uk/supplementary-guidance/livewell-development-accreditation/>

4.10 The Writtle Design Guide presents a set of principles and codes that interpret development plan policies within the context of Writtle, indicating how these should be applied in the Neighbourhood Area. The Design Guide advocates character-led design which responds to and enhances the existing townscape. Reference to context does not intend to promote the copying of or use of pastiche solutions. It means responding to what is around as inspiration and influence and it could be that a contemporary solution is equally in harmony with the surroundings.

4.11 Key principles presented in the Writtle Design Guide are summarised in Appendix 1 of the Neighbourhood Plan with further information set out in the Design Guide itself and to which applicants and decision-takers should refer.



Figure 5: View across The Green towards the Church

Local views

The landscape setting of the village and Parish as a whole, combined with the historic growth and evolution of the settlement, which is evident in the numerous heritage assets still present in the area, means the Neighbourhood Area benefits from numerous views that help characterise the Parish.

Views include those of buildings within the village, of the entrances to the village, and of longer distance vistas across the landscape. They give Writtle a strong identity and sense of place, defining it from the wider Chelmsford area.

Within the village key views include those in and around the Conservation Area, of the Church, The Green and St Johns Green. The rural character of the Parish is evident in long distance views across fields and farmland, including tree lined country lanes.

Hylands Park and Gardens is a significant historical and recreational asset for Chelmsford as a whole, with views of the House and gardens, as well as further afield to Widford Church important to the setting and enjoyment of the Park.

Views within the village and of the landscape setting should be used to inform appropriate design responses, particularly in terms of the siting and form of development. The Writtle Design Guide, along with the Making Places SPD, provide advice on how views should be considered within the design process.

Table 4: Design responses should consider local views

Policy WNP D1: High Quality Design

New development in the parish of Writtle which contributes to the creation of high quality places through a design-led approach to development underpinned by good practice principles and reflecting a thorough site appraisal will be supported. Development proposals which have regard to guidance and best practice principles established in the Essex Design Guide, the Chelmsford Local Plan, the Making Places SPD and the guidance and relevant codes established in the Writtle Design Guide, including those summarised in Table 1 and Appendix 1 of the Neighbourhood Plan will also be supported.

Development proposals that have regard to the key features of each character area (Figure 4) set out in Table 2, and local design cues, and which demonstrate an imaginative sense of place whilst respecting the surrounding context, are welcome.

The design and standard of any new development should aim to meet a high level of sustainable design and construction and be optimised for energy efficiency, targeting zero carbon emissions. Innovative approaches to construction of low carbon homes, including construction to Passivhaus standards, are strongly encouraged where development also complies with other policies of the Development Plan.

Encouragement is given to development proposals that accord with the City Council's Livewell Accreditation Scheme.

Development proposals in the Writtle neighbourhood development area will be supported which, where appropriate:

- a. have regard to the historic settlement pattern and makes use of materials present within the built environment that complement Writtle's character as set out in Table 3;*
- b. strengthens the verdant character of Writtle by retaining existing trees and incorporating open space in line with appropriate standards of provision, in accordance with the Chelmsford Local Plan;*
- c. uses boundary treatments that complement the street scene, rural character of the village and landscape setting, as set out in Tables 2 and 3;*
- d. minimises visual intrusion through the appropriate scale, design and siting of development, and through the planting of trees and hedgerows native to Writtle, including deciduous broad-leaved trees;*
- e. reflects the prevailing building height in the character area within which it is located, as set out in Table 2, and retains views of the Church Spire;*
- f. includes off-street parking wherever possible, combined with landscaping, to minimise the visual impact of vehicles on the street scene; and*
- g. as appropriate to their scale, nature and location, should incorporate sustainable drainage principles to ensure that flood risk will not be increased either on or off site. All new development proposals should be safe and flood resilient for their lifetime. Where practicable, sustainable drainage systems should be designed to be multi-functional and deliver benefits for wildlife, amenity and landscape.*

Design Review

4.13 The NPPF states (at paragraph 129) that Local Planning Authorities should have access to and make use of tools and processes to assess and improve the design quality of development, including making use of design review arrangements. Design review is a way of assessing the design quality of new developments by an independent panel of experts to help support high standards of design. Guidance on the Design Review process can be found via the Design Council Cabi and Essex County Council websites¹⁸.

4.14 In Writtle it is envisaged that major applications for development, as well as smaller schemes in sensitive or important locations, should be subject to design review. This might include residential, commercial and mixed-use development proposals, infrastructure, community facilities, public realm and open space proposals. Design review should take place at the pre-application stage to inform the design process and again following submission of the application, to help inform officer recommendations. The final proposals submitted should show how comments made during the design review have influenced the proposed development.

Project / Aspiration DA: Design Review

Emerging schemes for major development should be assessed through design review. Design review of smaller schemes is also encouraged, including those in sensitive or important locations, such as in, or in the setting of, the conservation area.

It is envisaged that schemes will be referred to the Quality Review Panel operated by Essex County Council (until such a time that Chelmsford City Council runs and operates a Design Review Panel). It is encouraged that design review takes place early in the process to allow scope for input into the emerging design. The final schemes submitted to the Council should include a report on the design review process and how the scheme has responded to this. Design Review of live applications is also encouraged.

Applicants are encouraged to participate in the Livewell Development Accreditation Scheme. Schemes following this process will be subject to review by the Essex Quality Review Panel.

¹⁸ <https://www.designcouncil.org.uk/what-we-do/built-environment/design-review> , and <https://www.essexdesignguide.co.uk/qualitypanel/about/>

The Telephone Exchange, Ongar Road

4.15 The Telephone Exchange is allocated in the Chelmsford Local Plan, at Growth Site Policy 5, for 'around 25 new homes of a mixed size and type to include affordable housing'. Supporting text (para 7.190) notes that 'the emerging Neighbourhood Plan being prepared in Writtle is envisaged to help shape this site allocation'.

4.16 Through work on the Neighbourhood Plan a series of design scenarios were prepared for the site, exploring how development might best respond to the site, constraints and surrounding context¹⁹. The site is located centrally within Writtle, in close proximity to a wide range of services and facilitates for day-to-day needs. Strong preference has been expressed (through initial consultation²⁰ and supported during the Regulation 14 feedback) for the provision of homes for the elderly on this site given changing demographics²¹ and the location of the site in proximity to local services and facilities, and which could include opportunities for downsizing, though acknowledging that, subject to viability, a mix of housing types could be accommodated.

4.17 A design-led approach to development of the site is required that responds positively to the following constraints:

- A strip of land adjacent to the eastern boundary of the site is in different ownership. Access to this land is via the BT site entrance from Ongar Road and needs to be retained.
- Proximity to Writtle Conservation Area, which runs along the north and eastern boundaries of the site.
- Presence of important trees, including those benefitting from Tree Preservation Orders, on the boundaries of the site.
- Presence of neighbouring properties and the need to respect amenity, particularly in terms of privacy, through application of appropriate back-to-back distances between existing and new homes.
- The form of development should not preclude opportunities for development on sites to the east and west of the site.
- Obtaining suitable vehicular access into the site from the junction of Ongar Road / Lordship Road and The Green.

¹⁹ Troy Planning + Design, November 2019, BT Site Workshop, Summary Report

²⁰ See for example the 2018 Community Questionnaire which had a response rate from around 30% of all households in Writtle and within which around one in five respondents suggested they would

likely need to relocate within Writtle in the next five years, indicating a need for downsizing to small properties, including 'retirement housing'.

²¹ See paragraph 2.7 and section 6 of the Neighbourhood Plan which present more information on demographic patterns and providing housing in response to an ageing population.

4.18 Although the Local Plan policy suggests development for around '25-units', it is important that development seeks to optimise potential for the site that reflects the constraints and the best qualities of the built form. Meeting the design principles for the site may result in delivery of fewer homes. The scale and form of development should refer to the codes and guidance within the Writtle Design Guide. Key points for this site include:

- The scale of surrounding buildings, which tend to be two-storeys in height and comprise a mix of detached, semi-detached and short terraces of no more than three buildings together.
- The importance of trees within the landscape.
- The form of public open spaces in Writtle.
- The building styles and materials present within the Writtle conservation area.

4.19 Design advice established in the Making Places SPD²² is also relevant and should be referenced in development proposals. Design principles for the site are established in Policy WNP D2 and illustrated in Figure 6.



Figure 6: Illustrative design response to principles outlined in Policy WNP D2

²² Chelmsford City Council, January 2021, Making Places – Supplementary Planning Document

Policy WNP D2: Telephone Exchange

Development proposals will be supported which provide homes that align with local need, including dwellings designed for occupation by the elderly and small units offering opportunities for downsizing, and which confirm to the following key design:

- a. Offer a design-led approach clearly demonstrating how the proposal relates to local context, including the setting of the Conservation Area and listed buildings at 49 and 57 The Green.*
- b. Reflect the scale, grain and character of surrounding dwellings and respect neighbouring residential amenity.*
- c. Offer design innovation informed by the surrounding townscape, including the layout of open space, building heights and materials.*
- d. Foster a sense of community designed to provide:*
 - i. a pedestrian-friendly environment with pedestrian connections to Ongar Road;*
 - ii. a green setting including public space that is fronted by new homes; and*
 - iii. siting of car parking designed to mitigate the visual impact of cars on the street scene.*
- e. Preserve all significant trees and those with Tree Preservation Orders. Where proposals include felling of other trees to facilitate development, the designs should incorporate reprovion with appropriate species on site, either within private gardens or public open space.*
- f. Include a permeable urban form sufficient to facilitate subsequent development to the east and west of the site, designed to facilitate walking and cycling routes and, where possible, link into existing networks.*
- g. Demonstrate that suitable vehicular access can be achieved into the site.*

The Warren Farm Growth Area

4.20 Land at Warren Farm is allocated in the Chelmsford Local Plan (Strategic Growth Site Policy 2) for a development of around 800 new homes and a Travelling Showpeople site for five serviced plots, as well as supporting on-site community infrastructure.

4.21 The Chelmsford Local Plan establishes a series of principles for the site, which have been further developed through a masterplan for the site adopted by the City Council in February 2021²³. Furthermore, the City Council has also adopted the Making Places SPD, which seeks to promote and secure high-quality sustainable new development. Taken together, these present the framework within which planning applications for development at Warren Farm will be prepared and considered against.

4.22 However, the Chelmsford Local Plan notes (at para 7.97) that:

"Although the development quantum and extent of the allocation is set out in the Local Plan, the site is located in the Parish of Writtle where an emerging Neighbourhood Plan is being prepared. It is envisaged that the Neighbourhood Plan will help to shape this site allocation".

4.23 The Writtle Design Guide develops the site principles contained within the Local Plan further, establishing more locally specific design principles and considerations for the Warren Farm Growth Area. This approach is line with 'Planning for the Future'²⁴ which includes a commitment to local communities being able to produce their own design guides and codes that will help shape the places they want to see delivered. It states:

"We will ask local places to produce their own design guides and codes, informed by listening to local people and considering local context. This will embed standards in planning policy and give local communities the confidence to demand that they are met"

4.24 Design principles and considerations set out in the Writtle Design Guide for the Warren Farm Growth Area are presented overleaf. These expand upon the suite of Local Plan documents and are intended to assist in shaping the development, having regard to the existing character and context of the Neighbourhood Plan area.

²³ See: https://www.chelmsford.gov.uk/_resources/assets/inline/full/0/5149492.pdf

²⁴ MHCLG, March 2020, Planning for the Future:
<https://www.gov.uk/government/publications/planning-for-the-future>

Design principles

- Development along the A1060 should carefully consider the approach to Chelmsford, and should provide active frontage to the road, deep front gardens and a landscape buffer should be provided to create a transition between the existing settlement of Chelmsford and the countryside (Figure 7).
- Built development on the periphery of Warren Farm should be of low density, with consideration of stepped building lines and vegetation to reduce the visual mass of the development and which preserves the visual boundary between the more intensely developed suburban areas of Chelmsford and the countryside.
- Green spaces with trees and other natural features integrating opportunities for children's play should be a prominent feature of estate development in Warren Farm.
- Soft landscaping on street facing aspects should be seen as more responsive to the existing streetscape character than hostile hard boundaries. Privacy can still be maintained using hedges and other soft landscaping which is more sympathetic to the character of the area.
- Driveways employing materials such as gravel, clay brick or hoggin surfaces are often more sympathetic to the rural character of the area than concrete or tarmac drives. However, use of loose materials which could result in them being taken onto the highway may be detrimental to highway safety. Use of any such materials used would thus have to be agreed with the relevant authorities.

Design considerations

- Development should provide active frontage to adjacent road and primary routes through the development.
- Screening to adjacent properties should be employed to maintain the privacy of existing properties.
- Existing landscaped boundaries adjacent to countryside should be retained and reinforced where necessary with enhanced hedgerow and tree planting, particularly to the south of the site, to screen the development from sensitive viewpoints such as public rights of way (PROW) in the open countryside.
- Ecological corridors should be integrated within the development, include mixed native species of woodland, hedgerow species and species rich grassland to support biodiversity and maintain a rural character.

4.25 The Local Plan includes a requirement for strategic growth areas to provide plots for self and custom house building. Where proposed a set of plot passports should be produced. These provide a summary of the design parameters for any given plot and help private homebuilders understand what they are allowed to build on the plot.

4.26 Applicants shall refer to 'Design Code Template for Self-Build and Custom Housebuilding' (May 2020) published by Chelmsford City Council in support of the Planning Obligations SPD²⁵ and which provides information on the role and content of a Plot Passport, including their relationship with the design codes prepared for the wider site at the planning application stage. A range of housing and delivery models might come forward on the self and custom build plots, including shared delivery through collaboration. To allow for this, any area of self and custom build should be no smaller than ten plots.

4.27 To assist the specific location and layout of new community facilities reference should be made to the ECC 'Developers Guide to Infrastructure Contributions. (2020), specifically, Appendix D: Exemplar Layouts for Education and Community Facilities.

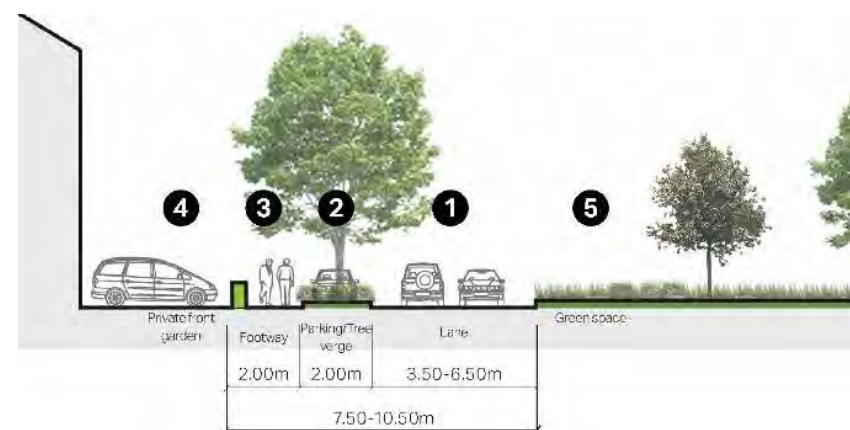


Figure 7: Cross section showing potential approach to Warren Farm development frontage along Roxwell Road as illustrated in the Writtle Design Guide. Key to image: (1) Shared Lane, (2) Verge, (3) Footway, (4) Residential gardens, (5) Landscaped green space. Opportunities for incorporating cycle lanes, potentially integrated within the green space, should also be explored. See the Writtle Design Guide for further information.

²⁵ Adopted January 2021

Policy WNP D3: Warren Farm Growth Area

To enhance local character, setting and distinctiveness, proposals within and adjoining the Warren Farm Growth Area conforming to the principles identified within the Writtle Design Guide at page 58, will be supported. These are:

- a. development along the A1060 should carefully consider the approach to Chelmsford, and should provide active frontage to the road, deep gardens and a landscape buffer should be provided to create a transition between the existing settlement of Chelmsford and the countryside;*
- b. built development on the periphery of Warren Farm should be of low density, with stepped building lines with breaks of vegetation to reduce the visual mass of the development and which preserves the visual boundary between the more intensely developed suburban areas of Chelmsford and the countryside;*
- c. green spaces with trees and other natural features integrating opportunities for children's play should be a prominent feature of estate development in Warren Farm;*
- d. soft landscaping on street facing aspects should be seen as more responsive to the existing streetscape character than hostile hard boundaries. Privacy can still be maintained using hedges and other soft landscaping which is more sympathetic to the character of the area; and*
- e. driveways employing materials such as gravel, clay brick or hoggins surfaces sympathetic to the rural character of the area rather than concrete or tarmac drives.*

Sites outside the settlement boundary

4.28 Although land outside the defined settlement boundary of the village falls within the Green Belt there do exist a number of brownfield sites, including those in agricultural use, that have historically been subject to development and change. Policies DM6 – DM12 of the Chelmsford Local Plan establish the approach to development in the Green Belt and rural areas. These policies recognise that some infill development may be appropriate in these areas, including the provision of essential infrastructure. Infill development is that which is small in scale and which fits into an existing built-up area. For such development to be acceptable, it is unlikely to comprise more than the filling of small gaps within existing villages where it does not significantly impinge upon the openness of the Green Belt.

4.29 Proposals for change and development on sites outside the settlement boundary often come forward within Writtle. If a brownfield site in the Green Belt is deemed to be appropriate for development, the design principles within Policy WNP D4 shall be applied. These are set out further in the Writtle Design Guide, to which applicants should refer.

Policy WNP D4: Sites outside the settlement boundary

As defined on the Chelmsford Local Plan proposal map, proposals for development outside of (a) the defined settlement boundary of Writtle and (b) the allocated Warren Farm Growth Area, which satisfy Strategic Policy 11 in the Chelmsford Local Plan for infill development in the Green Belt and rural areas, and which also meet the following design principles, will be supported.

Development proposals should:

- a. demonstrate a sympathetic regard to the scale, height, roof line and distinctive architecture of neighbouring buildings, including the palette of materials;*
- b. provide an active frontage along the main streets or roads; and*
- c. where possible, maintain or make use of the footprints and envelopes of existing agricultural sheds and buildings.*

5. Landscape and Environment



Setting

5.1 The residents survey points to the importance attached to the sense of separation between Writtle and Chelmsford as well as the presence of areas of wildlife, natural areas, waterways and associated feeling of tranquillity.

5.2 This sense of separation is defined by the green corridor that exists between Writtle and the western edge of Chelmsford (Figure 8). This follows the natural course of the river corridors flowing through the area. The Green Wedge Study prepared for the City notes that the river valley acts as a 'clear wedge between Chelmsford and Writtle'²⁶.

5.3 The network of rivers and associated streams and tributaries, including the Rivers Can and Wid, Butlers, Roxwell and Sandy Brooks are a key feature of the landscape. The broad extent of flood zones 2 and 3 form an important part of the 'gap' between Chelmsford and Writtle, but also the wider morphology of Chelmsford, with river valleys and green fingers reaching into the city centre. One such finger, extending from Central Park and through Admirals Park comprises an important green lung for the city as well as an attractive walking and cycling route between Writtle and Chelmsford.

5.4 The sense of separation is strengthened through the presence of farmland and the network of parks, gardens and sports facilities in the 'gap', including the Old Chelmsfordians Sports Ground, Writtle College Sports Grounds, Hylands School and associated playing pitches, the Paradise Road Sports ground, and, to the south of the Greenbury Way (A414), Hylands House and Park.

5.5 The Warren Farm development area sits to the north of this 'gap'. The opportunity exists to reflect the green space network through provision of pitches and parks that connect into the green finger leading into Chelmsford, but which also reinforces the separate identity of Writtle and Chelmsford.

²⁶ Amec Foster Wheeler for Chelmsford City Council, February 2017, Green Wedges and Green Corridors: Defining Chelmsford's River Valleys, Review Report

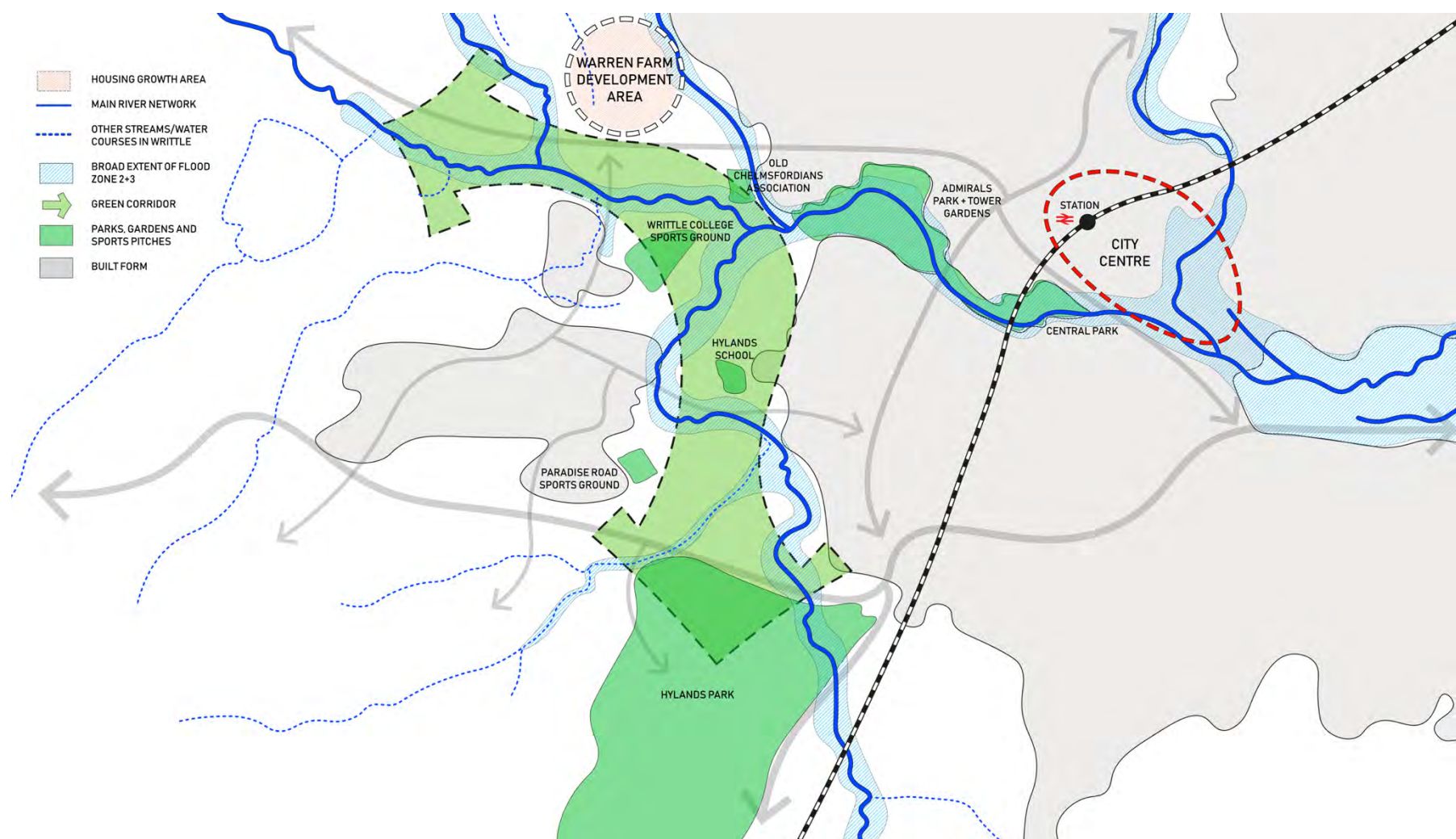


Figure 8: The green and blue corridor between Writtle and Chelmsford

5.6 This message is also made in the landscape sensitivity and capacity study for Chelmsford²⁷, which notes that new development should create a more sympathetic urban edge, and that there may be opportunities to reinstate landscape features. Equally, the Chelmsford Green Infrastructure Strategic Plan²⁸ recommends that development at Warren Farm should:

- Reinforce existing green corridors.
- Create a gateway at junction with Roxwell Road and Lordship Road.
- Improve pedestrian and cycle links across the main Roxwell Road.

5.7 The Landscape Sensitivity report notes that the Parish lies in three separate landscape character areas, each with their own characteristics and qualities, and which have been used to draw out wider points for future design and development in the broad 'west of Chelmsford area'. Key points are:

- The main built-up area of the Parish falls within the Writtle Farmland Plateau Landscape Character Area²⁹. This describes Writtle as being separated from Chelmsford by the

floodplains of the Rivers Can and Wid, and that away from the main roads, there is a sense of tranquillity.

- The Church Spire within Writtle is noted as a visible landmark across the farmland plateau.
- Concerns are expressed in relation to disturbing the sense of tranquillity through increased traffic, the potential increased pressure on minor roads and lanes, and the visual intrusion of any new development.

5.8 The studies outlined above recommend that any new development responds to the historic settlement pattern and makes use of materials that are appropriate to local landscape character.

5.9 The defining features of the landscape are further explored in the Historic Landscape Characterisation study of Essex³⁰. This reflects on the historic settlement pattern and presence of greens and commons in the area, which might act as design cues for future growth and development. The study notes:

"This area [Historic landscape Character Zone 66] is located on the south facing side of the rolling plateau which lies between the River Wid to the south and the River Can to the north. The geology comprises Boulder Clays in the western half of the area, with head deposits to the north and outcrops of Claygate Beds to the south and east. Anciently, this area was

²⁷ Amec Foster Wheeler for Chelmsford City Council, March 2017, Landscape Sensitivity and Capacity Assessment, Report

²⁸ Amec Foster Wheeler for Chelmsford City Council, January 2018, Chelmsford Green Infrastructure Strategic Plan 2018-2036

²⁹ See Writtle Design Guide (Aecom, February 2020) for further information on the Landscape Character Areas

³⁰ English Heritage and Essex County Council, 2011, The Historic Landscape Characterisation Report of Essex

part of Writtle Forest, a medieval hunting forest. Substantial pockets of woodland survive, as does the historic settlement pattern of dispersed villages focussed on greens and commons, and scattered farmsteads in an irregular field and woodland pattern. Only within Writtle itself has development gradually spread to encompass two greens and take on the characteristics of a nucleated settlement in relatively modern times. There has been moderate boundary loss, creating some areas of large, but still irregular, fields. Hylands Park has been the focus of greatest boundary loss, but the park itself adds considerable character to the area”.

5.10 The Writtle Design Guide prepared alongside the Neighbourhood Plan has assessed the landscape character of the Parish further, the positive aspects of character and sensitivity to change. A set of design principles have been created for each landscape character area (Figure 9), which are presented in Appendix 1 (Items M, N and O) of this Neighbourhood Plan. These add a spatial dimension and clarity to policies in both the Local Plan and Neighbourhood Plan, and how they should be interpreted in Writtle. It is expected that proposals for development respond positively to these principles.



Figure 9: Landscape Character Areas within Writtle (source, Writtle Design Guide, Aecom, February 2020)

Policy WNP LE1: Setting

Proposals for development which would not diminish the separation and openness between Writtle and Chelmsford, nor between the village of Writtle and Writtle University Campus, and which demonstrate that proposals will:

- a. conserve and where possible enhance native hedgerows and mature woodland;*
- b. include screen planting of species native to Writtle around new development to minimise visual impact; and*
- c. incorporate materials that reflect local character as found in neighbouring buildings, will be supported.*



Figure 10: viewing looking north from Writtle towards Chelmsford (source: AECOM)



Figure 11: Footbridge over the River Can along Lawford Lane (source: AECOM)



Figure 12: View north-east along Highwood Road (source: AECOM)

Project / Aspiration LEA: Tree Planting

The planting of new trees in the landscape gap between Chelmsford and Writtle, and particularly along the edge of the Chelmsford area, is welcome, where it will help screen the extent of the urban area and help retain the separate rural character of Writtle. This could be achieved through actions emerging in response to the climate emergency declared by the City Council

Natural environment

5.11 The landscape character and setting of the Parish is defined by the network of green and blue infrastructure, comprising open spaces, fields, trees and hedges, rivers, brooks and ponds. Indeed, the topography of the countryside is gently undulating and dissected by several small brooks within relatively shallow valleys.

5.12 Many of the fields surrounding Writtle are delineated by hedges, often with gaps containing single mature deciduous trees. This affords open views across the countryside, arable fields and river valleys towards patches of woodland and, in the distance, the built-up area of Chelmsford. This gives Writtle a picturesque, rural character and identity separate from Chelmsford. These expansive views do however mean that the landscape is visually sensitive to new development.

5.13 Within the river valleys the presence of mature vegetation, including trees and scrub, provide a sense of enclosure. These create a sense of tranquillity and naturalness. The River Can is north of Writtle Village and runs from west to east. The River Wid is located east of the village and runs from south to north where it connects with the River Can north-east of Writtle Village. Both rivers form an important part of the landscape of the Parish and are a key habitat. There are many streams and brooks in the area including Butlers, Roxwell and Sandy Brooks which all contribute to the character of the landscape. Springs such as Reeds Springs are also an important characteristic.

5.14 Within the Village, well-vegetated front gardens contribute to the character of the streetscape though are sensitive to change, particularly through provision of off-street parking. Green boundary treatments around the front and rear of properties, including trees and hedgerows, are a strong feature of the area and give it a verdant character.

5.15 The village ponds (Figure 13) are also characteristic with the most significant being Wear Pond on The Green in the east of the village. It is a focal point within the village and is used by young and old. There are other ponds including Gore Pond and Tower Pond which provide important habitats, a pond at the Old Vicarage which could have an association with the Priory, as well as those on the outer edge of the Parish, such as that to the south of Admirals Park on the walking route to Chelmsford. Many of the ponds were originally man-made but have been reclaimed by nature.

5.16 Several lakes are visible from public footpaths, including those within the Writtle University Campus. Evidence of moated properties are also seen and include St John's Hunting Lodge, Montpelier, Moor Hall, and Newney Green. The network of rivers, brooks, ponds and lakes are important for biodiversity, providing excellent habitats for a range of species.

5.17 Any proposals impacting on the natural environment will be required to demonstrate the potential impacts and any mitigation measures that may be required to offset these. Such measures should result in a net biodiversity gain and improvement to the quality of habitats. Where off-site replacement is proposed, this should be as close as possible to the development site.

Policy WNP LE2: Natural Environment

Development proposals which are expected to retain and enhance the natural environment within the neighbourhood area including mature trees, hedgerows, ponds and other multi-functional green infrastructure and are expected to result in net environmental and biodiversity gains will be supported.



Figure 13: Ponds in Writtle

Access to the Countryside

5.18 Writtle is surrounded by attractive countryside, providing opportunities for leisure and recreation for all to enjoy, and benefits from an extensive pattern of footpaths radiating out of the village and crossing the village.

5.19 Several long-distance footpaths travel through the Parish. These include the Centenary Circle, a 21-mile route around Chelmsford established in 1988, passing through Sandon, Chignal Smealey, Galleywood, Writtle, and Broomfield. The section through the Parish provides views of the village from Lawford Lane and connect the village with Hylands Park. Part of the route is shared with the Saffron Trail, a 71 mile long-distance path stretching all the way from Southend-on-Sea in south-east Essex to Saffron Walden in the north-west.

5.20 National Cycle Route 1 also runs through the Parish, connecting the village with the centre of Chelmsford and east towards Heybridge, Tiptree and Colchester. Travelling west it provides a long distance cycle link to Harlow, the Lea Valley and Queen Elizabeth Park.

5.21 Essex County Council maintains a Definitive Map of Public Rights of Way (Figure 14). An interactive map³¹ is also available for general purposes. The Public Rights of Way include footpaths, bridleways, byways and cycle paths. For the purposes of the Neighbourhood Plan, these are termed 'green routes'.

5.22 All existing green routes should be retained and incorporated, wherever possible, within proposals for development. Any diversion or stopping up of an existing route will be subject to an application for permission.

5.23 Any proposed new routes that complement the existing network of public rights of way in Writtle, or improvements proposed to existing routes, should be delivered in accordance with best practice principles for design and maintenance. Sustrans, for example³², recommends that cycle routes should include a smooth surface with good drainage properties and long-term durability. Handbooks for cycle route design³³ and greenway management³⁴ published by Sustrans are a source of best practice for implementing and maintaining routes for all. Other relevant guidance includes the Essex Design Guide, providing information on how to create safe and suitable routes for cyclists in conjunction with the Highways Technical

³¹ See: <https://www.essexhighways.org/getting-around/public-rights-of-way/prow-interactive-map.aspx>

³² See: <https://www.sustrans.org.uk/our-services/our-expertise/route-design/sustrans-design-guidance> (accessed March 2018)

³³ Sustrans, April 2014, Sustrans design manual: Handbook for cycle-friendly design

³⁴ Sustrans, June 2016, Sustrans design manual: Greenway management handbook

Manual³⁵. Latest guidance published by the Department for Transport (Cycle Infrastructure Design LTN 1/20)³⁶ shall be referred to and is currently being implemented by ECC.

Project / Aspiration LEB: Access to the Countryside

The provision of improved green routes and, where possible, new green routes, is strongly encouraged. Where new routes, or improvements to existing routes, are provided, they should accord with best practice design principles, including that established by Sustrans in the 'Handbook for Cycle Friendly Design' and 'Greenway Management handbook'.

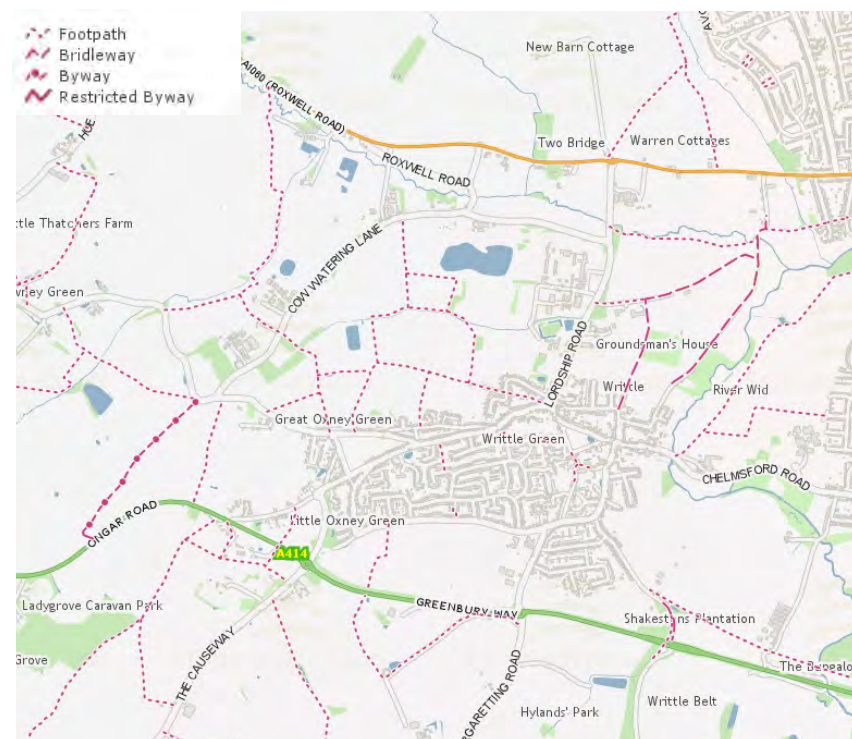


Figure 14: Public Rights of Way in Writtle (source: Essex County Council). In addition to the routes shown above, there are also many permissive footpaths, particularly within the grounds of Writtle University College.

³⁵ See: <https://www.essexdesignguide.co.uk/design-details/highways-technical-manual/>

³⁶ See: <https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120>

Local Green Spaces

5.24 Through the residents survey attention was drawn to the retention and preservation of Writtle's landscape features. Improving the quality of the street scene was also considered particularly important. The Village Green for example, which is at the heart of the Village, and which is recognised as being one of the most attractive village greens in Essex, is somewhat undermined by the presence of car parking surrounding this. Solutions that improve these conditions are required.

5.25 There are a number of green spaces in and around Writtle, including, amongst others, the Village Green and ponds, Oxney Green and the Paradise Road sports ground.

*"Writtle possesses one of the **most attractive village greens** in Essex"*

Pevnsner, 1954, The Buildings of England

5.26 Under the NPPF, Neighbourhood Plans can designate Local Green Spaces which are of importance to the local community. The NPPF states that Local Green Spaces should only be designated where the green space is:

- a) *In reasonably close proximity to the community it serves;*
- b) *Demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and*
- c) *Local in character and is not an extensive tract of land'.³⁷*

5.27 Many of the green spaces in Writtle already benefit from some form of policy protection as established through the NPPF or through Local Plan policy. However, it is clear from public consultation on the Neighbourhood Plan that the local community would support designation of green spaces in Writtle as Local Green Spaces. Through a review of the Neighbourhood Plan, the Parish will seek to consult with the community and landowners to identify suitable green spaces for designation and how they satisfy the criteria.

³⁷ Paragraph 100, MHCLG, February 2019, National Planning Policy Framework

Project / Aspiration LEC: Local Green Spaces

The Parish is keen to identify potential green spaces in the Parish that are suitable for designation as 'Local Green Space' and which may form the basis of a policy in a future review of the Neighbourhood Plan.

The process for designation would involve consultation with the community and with landowners to better understand the suitability and appropriateness of any designation, and how the identified sites satisfy the criteria for designation established in the NPPF and Planning Practice Guidance.

6. Living and Working in Writtle



Housing

6.1 The Chelmsford Local Plan, at Policy DM1, requires all major developments (those being ten units or greater) to provide a mix of housing types. Supporting text to the Local Plan (see Table 5 of the Local Plan) sets out the indicative mix of housing types that should be delivered across the Chelmsford administrative area. Note is also made of needing to support an ageing population and those with a need for Specialist Residential Accommodation, including independent living for people over the age of 55 whose current home no longer meets their needs.

6.2 Through consultation on the Neighbourhood Plan strong messages have been made in respect of the need for housing for the elderly in Writtle, including opportunities for people to downsize, and which may then free up a larger home for families. The need to plan for an ageing population is emphasised through demographic data which shows that³⁸, across the Chelmsford administrative area, around a fifth of the total population growth in the ten-year period 2015-2025 will be in the over 65 age group³⁹. There are also anticipated to be increasing numbers of people over 65 with dementia, impacting upon the housing stock, with more places in supported and sheltered housing required.

6.3 This is reflected in the Joint Strategic Needs Assessment (2019)⁴⁰ prepared by ECC for Chelmsford which notes that the proportion of people aged 65+ across Chelmsford will continue to rise. This assessment also refers to information prepared used POPPI (Projecting Older People's Population Information) (2019) which highlights increasing concerns about mobility in the ageing population, hindering ability to get outdoors, to get up and down stairs and move around the house. This all points to a need for new housing that responds to changing demographics and associated health issues.

6.4 Planning Practice Guidance⁴¹ notes that there are a variety of specialist housing types that can meet the needs of older people. This includes, but is not limited to, (1) age-restricted general market housing, (2) retirement living or sheltered housing, (3) extra care housing or housing-with care, and (4) residential care homes and nursing homes.

³⁸ Essex County Council, Organisational Intelligence, May 2016, Essex Local Authority Portraits: A profile of people living in Chelmsford

³⁹ Also see para 2.7 of this Neighbourhood Plan and the adopted Chelmsford Local Plan (para 2.4)

⁴⁰ See: <https://data.essex.gov.uk/dataset/e73xk/chelmsford-jsna-profile-2019>

⁴¹ MHCLG, June 2019, PPG: Housing for older and disabled people <https://www.gov.uk/guidance/housing-for-older-and-disabled-people> accessed December 2019

6.5 In Chelmsford, planning permission was granted in May 2019 for retirement accommodation on Rainsford Road⁴². The application included analysis prepared utilising the Housing LIN toolkit: Strategic Housing for Older People (SHOP@)⁴³. This notes that, across the Chelmsford administrative area, there will be a 60% increase in people aged over 75 living alone between 2014 and 2030. It also notes that most older persons currently own their own home and would be looking to purchase a property to be able to downsize and thus free up their existing house. Furthermore, it notes that, across Chelmsford, there is a current shortfall of accommodation for sheltered housing, and that this will increase from a current shortfall of 435 units to 2,236 in 2035.

6.6 It is thus clear that, as we plan for the future, so we need to consider the needs of an ageing population. Support is given in Writtle for provision of housing for the elderly, including schemes that provide smaller homes for those looking to downsize. Housing for the elderly should ideally offer easy access to community facilities, services and good public transport. Although this Neighbourhood Plan does not allocate sites for development, it does support the principle of development on the BT Site (as allocated in the Local Plan) for elderly housing, subject to viability matters.

6.7 Where housing for the elderly is to be provided it should meet the design criteria contained in Section 4 of this Neighbourhood Plan. Further guidance also exists which should be considered. This includes the principles of inclusive design outlined in Planning Practice Guidance⁴⁴, as well as those principles set out in the HAPPI (Housing our Ageing Population Panel for Innovation) report⁴⁵ which are applicable to housing for elderly people and age-friendly places.

6.8 Planning Practice Guidance notes that:

'accessible and adaptable housing enables people to live more independently, while also saving on health and social costs in the future. It is better to build accessible housing from the outset rather than have to make adaptations at a later stage – both in terms of cost and with regard to people being able to remain safe and independent in their homes.'

6.9 In line with this, opportunities to provide flexible housing types that can be adapted over time in response to changing lifestyles will be supported.

⁴² Planning Application reference: 17/01899/FUL

⁴³ <https://www.housinglin.org.uk/Topics/browse/HousingExtraCare/ExtraCareStrategy/SHOP/SHOPAT/> accessed December 2019

⁴⁴ <https://www.gov.uk/guidance/housing-for-older-and-disabled-people> accessed December 2019

⁴⁵ <https://www.housinglin.org.uk/Topics/browse/Design-building/HAPPI/> accessed December 2019

Policy WNP LW1: Housing type and mix

New housing within the defined settlement boundary of Writtle and within the Warren Farm Growth Area will be supported where the following criteria are met:

- a. The size and mix of the dwellings and the tenure of the affordable dwellings are consistent with the most up-to-date evidence of housing need.*
- b. Subject to Local Plan thresholds for the provision of affordable housing, proposals provide the maximum viable amount of affordable housing.*
- c. All affordable-housing is designed to be tenure-blind i.e.: it should be integrated into the design of the overall proposal and be of an equal quality in terms of its design and use of materials compared to the market housing element.*
- d. Provision is made for a mix of housing, including, where appropriate, bungalows, supported and sheltered housing, and independent living, that meets the needs of the ageing population. Such housing provision should be located within easy access of shops, facilities and public transport services. Housing should be well-integrated within the wider neighbourhood and be designed in accordance with the HAPPI principles.*

Support will be given to proposals for new homes that designed to be adaptable to meet future to accommodate needs of occupiers at different stages of their lifecycle.

Community Facilities

6.10 The presence and provision of social and community infrastructure is critical to sustaining and meeting the day-to-day needs of local residents, providing access to essential services and facilities, and helping to maintain a high quality of life. Such facilities, which include schools, healthcare, churches, sports⁴⁶ and community centres, also have an important role to play in strengthening social networks, sense of community and identity.

6.11 Writtle currently thrives socially because of its range of community facilities and services, which should be preserved. This message was highlighted through consultation exercises with residents expressing a high level of satisfaction with regard to available facilities. However, many thought more could be done to promote and improve the role and quality of facilities, local clubs and societies.

6.12 The Chelmsford Local Plan, at policies DM20 and DM21, recognises the importance of delivering new community facilities and protecting existing facilities. The Local Plan clarifies what is covered by community facilities and services. Policy WNP LW2 below lists important facilities within Writtle that should be protected from loss. Where appropriate, the neighbourhood portion of the Community Infrastructure Levy payable to the Parish Council may be used to

support the ongoing maintenance and improvement of these facilities. This might extend to the provision of publicly accessible water fountains and bottle refill points, which are important for health and well-being, as well as being a positive response to the climate change agenda.

6.13 Where facilities are to be provided, or improvements made, they should be accessible to all, with an emphasis placed on good walking and cycling links to these, as well as provision of secure, and dry, cycle parking provision. All facilities should be designed to reflect the character and qualities of the site and local setting, referencing key features identified in the Village Design Statement.

⁴⁶ Sports and Leisure facilities are a particular feature of Writtle and are addressed separately in Policy WNP LW3.

Policy WNP LW2: Community Facilities

(1) Important local community facilities

Existing community facilities will be protected from loss. Important local facilities in Writtle are:

- a. All Saints Church.
- b. Writtle Library.
- c. The Beryl Platt Community Centre.
- d. Writtle Christian Centre.
- e. Writtle Village Hall.
- f. Doctors' Surgery.
- g. Writtle Sports and Social Club.
- h. Writtle Infant and Junior Schools.
- i. Public Houses: The Chequers, The Rose and Crown, The Wheatsheaf, Horse and Groom

(2) Loss of facilities

Proposals that involve the loss of any space used for community purposes will only be supported where an equivalent replacement for alternative provision is made for that use, and or where the application is supported by material which demonstrates the benefits to the community which outweigh the harm created by loss of that facility.

(3) New or improved facilities

Proposals for new or improved community facilities will be supported and should:

- a. include provision of flexible space that can be used for a variety of community uses;
- b. be provided in locations that capitalise on opportunities to promote walking, cycling and use of public transport;
- c. be easily accessible to all; and
- d. respond to local character, design policies and guidance set out in the Neighbourhood Plan and the supporting Writtle Design Guide.

(4) Community water taps

Proposals for provision of public water taps and water bottle refill points are welcome, though should be appropriately designed to reflect the setting and should not cause obstruction in the public realm. Potential locations for such facilities include:

- a. The Village car park adjacent to the Writtle Parish Office.
- b. Paradise Road Sports Fields.

Sports and Leisure

6.14 Writtle is home to a wide range of sports clubs and associations. These form part of the setting of the village, with grounds located in the green gap between Writtle and Chelmsford, and are also important to community cohesion, health and social well-being. Most of these facilities provide for outdoor sports and recreation. Through consultation, responses suggested a need for indoor facilities. These do exist, at Writtle University College, and the Parish is keen to work in partnership with the University to make these accessible to the community.

6.15 Strategic Priority 4 of the Chelmsford Local Plan seeks to protect and enhance leisure use, including sports facilities. This is also recognised at Strategic Policy S5, which seeks to protect such facilities from change of use or redevelopment.

6.16 As part of the Warren Farm growth allocation (Strategic Growth Site Policy 2) Chelmsford City Council requires the provision of new sports pitches. These are to provide for a wider shortfall across Chelmsford as a whole. The provision of such facilities is supported, subject to these being complementary to existing provision in Writtle, and where they are accessible to all for use, particularly younger members of the community. Safe walking and cycling routes should be provided to the proposed new sports pitches, with any associated buildings or structures designed in consideration of its surrounding context, helping to achieve a cohesive form of development, whilst minimising visual impact on the green gap and separation between Chelmsford and Writtle.

Policy WNP LW3: Sports and Leisure

Proposals for development which retain provision of existing and new sports and recreation facilities will be supported. Existing facilities to be protected for sport and recreation purposes include:

- a. Paradise Road Sports Fields (Writtle Sports and Social Club).*
- b. Writtle University College Sports Ground.*
- c. Old Chelmsfordians Association and Tennis Club.*

Proposals for the improvement of the existing sport and recreation facilities on these sites will be supported where they will not have a significant adverse impact on residential amenity, nor diminish the sense of separation between Writtle and Chelmsford.

Proposals that allow public use of indoor and outdoor sports facilities at Writtle University College are welcome.

The provision of new sport and recreation facilities at the Warren Farm Growth Area is encouraged but should be complementary to the existing sports and leisure facilities within the Parish.

Proposals for sport and leisure development including provision for:

- a. safe and direct walking and cycling, routes, enabling access for all; and*
- b. appropriate artificial lighting which will not impact on the living environment, will be supported.*

Writtle Village centre

6.17 Successful places benefit from the presence of local centres that comprise a range of services and facilities to cater for day-to-day needs, which allow people to shop within walking distance of the home, and to engage in other social activities and events.

6.18 Writtle is identified in the Chelmsford Local Plan as a 'key service settlement within the Green Belt'. This means it is a place that provides 'a range of services and facilities' for its residents, including convenience shopping and other community facilities. The Local Plan notes that growth in key service settlements should '*enhance their service role... promoting stronger communities*'. Shops are dispersed across Writtle though, with those at Long Brandocks and towards the eastern end of the Village providing for the main day-to-day convenience shopping needs of its residents.

6.19 The area around The Green, which is the heart of the village, also forms an important cluster of retail premises and other complementary local centre uses, including community facilities. However, this does not act as a traditional centre, and the main retail frontage is fragmented, with residential properties located between commercial properties and community facilities. This is clear from the Chelmsford Local Plan proposals map, which shows a discontinuous line along the northern side of The Green as comprising the Local Centre retail frontage. Policy DM5 (clause D) of the Chelmsford Local Plan states that in such locations, the change of use from ground floor units away from retail use will only be permitted where it would reinforce the role and function of the centre.

6.20 There has traditionally been a relatively high churn of businesses along The Green, partly related to the fragmented nature of the retail frontage, partly related to the volume of traffic along The Green. In this Neighbourhood Plan we support the retention and protection of retail and other local centre activities along The Green, and encourage new uses to locate here which complement the role and function of the area.

6.21 It also recognises that the setting of The Green could be improved, reducing the impact of vehicular traffic through public realm measures that slow speeds and improve the relationship between properties and The Green.

6.22 The presence of parked cars can be a physical and visual barrier between The Green and shops and services along it. The importance of parking spaces for local businesses in the centre is recognised, but the aspiration to improve the quality of the public realm, and thus the setting of businesses along The Green, can be achieved without loss of parking, through introduction of new materials to define the different uses of space, and through introduction of street planting and raingardens as appropriate that soften the impact of vehicular traffic.

Policy WNP LW4: Writtle Village centre

Proposals for new development and change of use within the area of retail frontage in the village centre, as shown on Figure 15, which provide active ground floor uses that contribute to the diversity of the centre, including shops, financial and professional services, cafes and restaurants (Use Class E(a) – E(c)), drinking establishments ('sui generis') and community facilities (Use Class E(e), E(f), F1, F2) will be supported.

Proposals for new retail premises along The Green will be supported where they complement the existing mix of uses in Writtle and where it can be demonstrated that the application:

- I. Contributes to the attractiveness, vitality and viability of the area.*
- II. Responds positively to the scale and grain of the existing built form as expressed in the Writtle Design Guide and design policies in this Neighbourhood Plan, and preserves and enhances the Conservation Area.*
- III. Either retains or creates active street frontages*

Proposals that result in the loss of such use will need to demonstrate that in the periods immediately prior to submission of a planning application, that:

- a. The land or premises in question has not been in active use for a period of at least twelve months.*
- b. Active marketing efforts have been made for a period of at least six months to attract alternative commercial uses, and that this is supported by evidence to demonstrate that marketing has been undertaken and subject to peer review.*

Project / Aspiration LWA: Public realm project – The Green

The Parish will investigate the potential for a public-realm improvement scheme along The Green in partnership with Chelmsford City Council and Essex County Council as appropriate. Any such scheme would be subject to community involvement, with the intention being to minimise the impact of vehicular traffic on the setting of The Green and connection between these and businesses.

Any scheme would seek to create a better balance between pedestrian and vehicular space, slow traffic down, rationalise and better define areas of parking and introduce new planting where possible. The scheme should make use of a simple and consistent palette of materials and street furniture that help define the centre, complement the materials and features within the conservation area, and which might provide opportunities for people to sit and relax.



Figure 15: Writtle village centre

Employment Opportunities

6.23 The Chelmsford Local Plan, at Policy DM4, seeks to retain employment uses, including those in 'Rural Employment Areas'. It notes that such uses make an important contribution to the economy of Chelmsford.

6.24 The Chelmsford Local Plan identifies two 'Rural Employment Areas' in Writtle, being (i) Reeds Farm, Cow Watering Lane, and (ii) The Warren Estate, Lordship Road. Through consultation on the Neighbourhood Plan, concerns were raised about traffic impacts, noise, safety and pollution associated with employment areas. In this Plan, proposals that retain and provide additional employment opportunities in the Rural Employment Areas are supported, subject to consideration of amenity, traffic and visual impact.

6.25 Writtle University College is also recognised for its contribution to the economy. At Strategic Policy S8 of the Local Plan, it is noted that there needs to be a provision of flexible local employment space to meet the employment and economic needs of Chelmsford. In Writtle there is a unique dynamic between the presence of the University, the need to support economic growth and to protect the setting of the village. The University is designated as a Special Policy Area in the Chelmsford Local Plan (at Policy SPA6). The intention of Policy SPA6 is to support the role and function of the University. The Neighbourhood Plan is supportive of new employment opportunities that are created as a result of linkages to the University and the economic benefits this brings. These need not necessarily be located within the University estate.

6.26 Within the Parish there are a number of examples of former agricultural buildings and estates that have been converted for employment use. These have enabled farm diversification, led to the sustainable re-use of vacant buildings and provided opportunities for the establishment and development of small businesses which generate income and employment opportunities for local people. Future conversions are supported within the Plan subject to consideration of visual impact and traffic volume issues.

6.27 To help maintain the local economy while protecting the character of the local area from inappropriate development, the Plan supports the sustainable growth and expansion of business and enterprise through the development and where appropriate conversion of existing buildings. Specifically, this is intended to:

- Promote viable and sustainable local businesses within the Writtle Parish.
- Promote the diversification of rural businesses.
- Encourage new businesses to provide a wider range of local produce, services and leisure facilities, to provide local employment and attract visitors to the Parish.

6.28 The Neighbourhood Plan also actively promotes the provision of faster broadband speeds and improved mobile reception, to support existing businesses, and facilitate opportunities for home working. This is addressed in Policy WNP LW6.

Policy WNP LW5: Local Employment Opportunities

Encouragement is given to proposals that maximise opportunities for local people to access employment, including training initiatives, and development that includes premises for micro and start-up businesses.

Proposals for new employment activities that are related to the specialist research and teaching at Writtle University College are supported subject to their accordance with the criteria of other relevant policies within the Development Plan.

Proposals that create new employment opportunities will be supported where:

- a. They do not result in a material increase in large and heavy vehicle traffic on non-strategic routes within the Parish.*
- b. They are well integrated with and complement existing businesses.*
- c. They do not have a significant impact on the local living environment and the amenities of adjacent residential properties or other land uses.*
- d. Their size and design respects the immediate surroundings within which they are to be located. Where located within the village proposals should reflect the guidance and key design characteristics and qualities identified in Tables 2-3 of this document and Table 1 and Appendix 1 of the Writtle Design Guide.*

Communication Technology

6.29 The NPPF states that ‘advanced, high quality and reliable communications infrastructure is essential for economic growth and social well-being’.⁴⁷

6.30 Slow internet speeds were though cited as a local issue in the business survey undertaken by the Neighbourhood Plan Steering Group. This is backed up in data from Ofcom which shows that average broadband download speeds in Writtle are far below those in Chelmsford⁴⁸. Improved broadband provision will help support the local economy and increased opportunities for working from home. Policy S10 of the adopted Chelmsford Local Plan states that all new properties should allow for the provision of superfast broadband as and when it is available. However, the quality of mobile reception also varies across Writtle, and by provider⁴⁹.

Policy WNP LW6: Communication Technology

Proposals for new development should be capable of receiving high speed and reliable mobile and broadband connections.

Where appropriate cabling and ducting is to be provided to the premises and linked to infrastructure networks to enable the fastest available connections, proposals will be supported.

⁴⁷ Para 112, MHCLG, February 2019, NPPF

⁴⁸ See <https://indicators.cdrc.ac.uk/digital/broadband-speed-map/> accessed June 2019

⁴⁹ See: <https://checker.ofcom.org.uk/mobile-coverage> accessed December 2019

7. Moving About



Active Travel

7.1 Results of the Writtle residents survey⁵⁰ indicate that the car is the main mode of transport for residents, but that residents also consider traffic to be one of the worst aspects of village life. Routes into Chelmsford City Centre and the station are important for employment, shopping, leisure and education purposes.

7.2 As an alternative to the car, it is possible to cycle between the village and city centre, along National Cycle Route 1, which is also branded as the Writtle Cycle Route (Figure 16). Parts of this have recently been upgraded and it offers an attractive route through parkland into the city centre. However, within Writtle itself, there is limited provision for cyclists. Although there is some provision along Paradise Road and linking to Hylands Park, it is the gaps in the network that are as much a determinant of how well any routes will be used. Critical gaps exist between Hylands Park and National Cycle Route 1, between Writtle and Hylands Secondary School on Chelmsford Road, and between Writtle University College and the Warren Farm Growth Area. Where new cycle routes are to be provided they should reflect best practice principles, drawing on examples from The Netherlands and Denmark⁵¹.

7.3 The distance that can be covered by bicycle in five or ten minutes is substantial, and efforts that help make this the 'norm' for short distances, rather than travelling by car, should be encouraged⁵²: particularly for those who may not have access to a car – children and younger members of the community for example: to put this into context, almost a quarter of all respondents to the Writtle residents survey said they used the car for the school run.

7.4 The Government's Cycling and Walking Investment Strategy⁵³ points to the importance of and need for investment in new infrastructure to support active travel. Where investment is targeted towards improved routes and facilities they should be designed to benefit all and make short, everyday journeys easy and accessible. All walking routes should reflect the 'Five C's'⁵⁴:

- *Connected*: good pedestrian routes which link the places where people want to go, and form a network.
- *Convenient*: direct routes following desire lines, with easy-to-use crossings.
- *Comfortable*: good quality footways, with adequate widths and without obstructions.
- *Convivial*: attractive, well-lit and safe, and with variety along the route.
- *Conspicuous*: legible routes easy to find and follow, with surface treatments to guide pedestrians.

⁵⁰ IDA Consulting Limited for the Writtle NP Steering Group, Writtle Parish Council, February 2019, Summary Report on the 2018 Neighbourhood Plan Survey

⁵¹ The London Cycling Design Standards for example includes guidance and advice for the delivery of cycle friendly infrastructure based upon best practice lessons from cities across the globe.

⁵² Indeed, this is now required by the Department for Transport. See: Statutory Guidance, May 2020, Traffic Management Act 2004: network management in response to COVID-19

⁵³ <https://www.gov.uk/government/publications/cycling-and-walking-investment-strategy>

⁵⁴ As first recommended by the Department for the Environment, Transport and the Regions, in Encouraging Walking, 2000

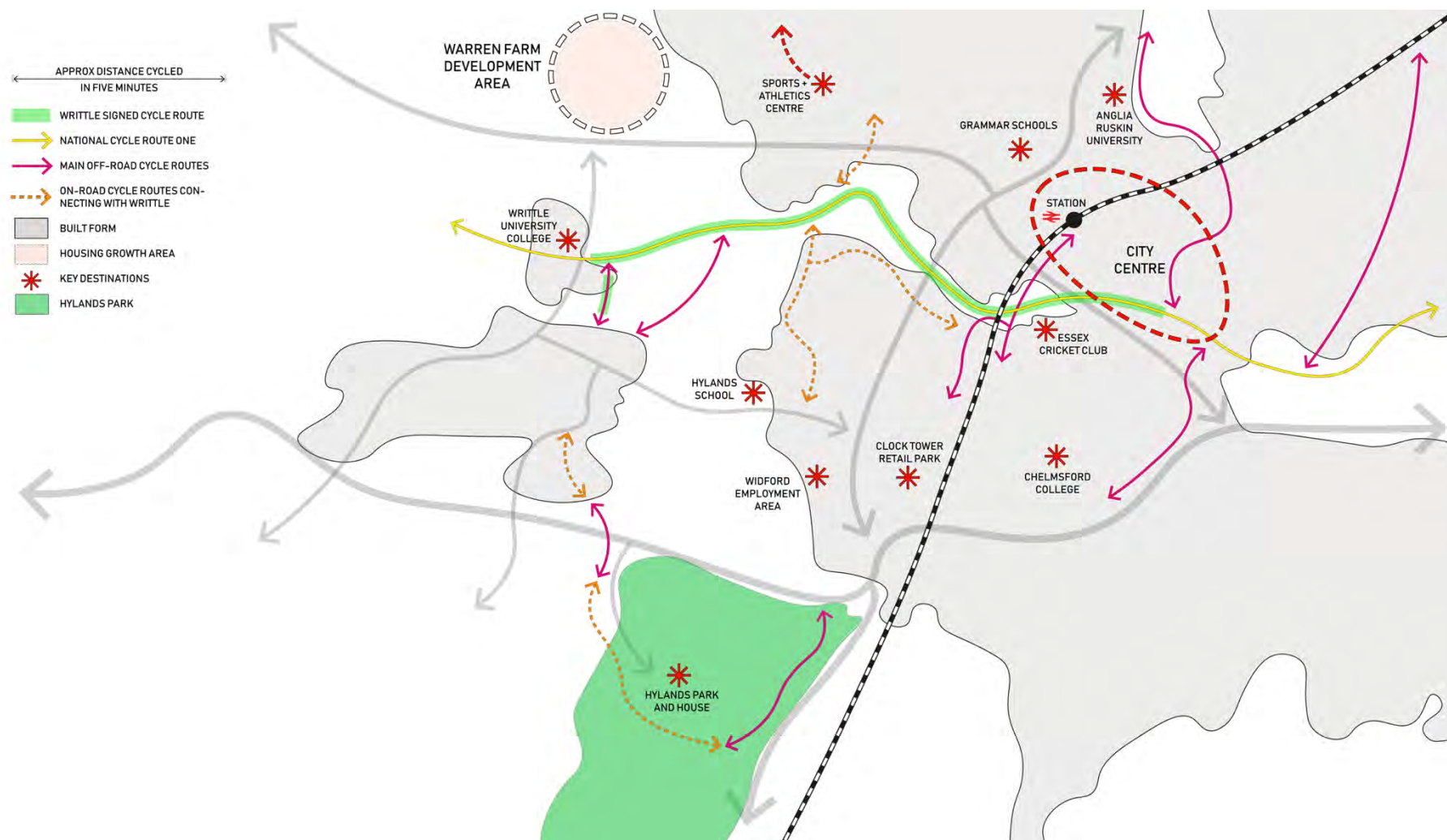


Figure 16: Existing cycle network in and around Writtle

Policy WNP MA1: Active Travel

Proposals for major residential and commercial development are expected to include Travel Plans in accordance with ECC Developers' Guide to Infrastructure Contributions (2020), or successor document, demonstrating where appropriate how they satisfy the active travel criteria below:

- a. Provide new walking and cycling routes that are direct, safe and convenient to use and designed for use by people of all ages and abilities.*
- b. Demonstrate how such proposals will integrate satisfactorily into existing adjacent walking and cycling networks, without reduction of capacity or safety of those routes.*
- c. Provide development layouts with active frontages which allow for the natural surveillance of routes through overlooking.*
- d. Reflect best practice principles for active travel design with the design of new cycle routes incorporating the guidance set out in DfT Cycle Infrastructure Design LTN 1/20, or successor guidance.*
- e. Proposals for residential development shall provide secure cycle storage assigned to the dwelling and located within or immediately adjacent to the property, fully enclosed and at ground-level.*

- f. Proposals for commercial, leisure and community uses should support and enable active travel through inclusion of safe, secure, dry and convenient cycle parking and changing facilities where appropriate.*
- g. Streets within the Warren farm Growth Area must be designed to balance the needs of competing users and avoid conflicts between bus users, pedestrians and cyclists.*

Proposals satisfying the active travel criteria above will be supported.

Project / Aspiration MAA: Walking and cycling routes

The Parish has identified the following locations for new and or improved walking and cycling routes, which it is keen to explore further in partnership with relevant delivery organisations including the City and County Council:

1. *Across Roxwell Road to the Warren Farm Growth Area.*
2. *Across Lordship Road, providing a link on National Cycle Route 1 between Writtle College Sports Ground and Writtle University College.*
3. *An all-weather and off-highway link between the Paradise Road Sports Pitches towards The Green and Signed Writtle Cycle Route, providing a continuous and safe connection to Hylands Park.*
4. *Across the River Wid to link the Westlands area and Hylands School with Hylands House.*
5. *Between The Green and Hylands School, providing safe routes to school.*

Public Transport

7.5 Bus services are important, providing access to jobs, health services, shopping and leisure facilities. For longer distances, beyond which people might otherwise walk or cycle, good public transport can provide a viable and suitable alternative to the car. In Writtle existing bus services link the village with the City Centre, Bus and Railway Stations, Chelmer Village, Moulsham, Broomfield Hospital and Ongar (Figure 17).

7.6 The main focus of bus routes in Writtle is along The Green and Chelmsford Road, with four to five buses per hour into the city centre operating on this route. Routes to other destinations are less frequent and may involve a change in service. Although there is a route along Lordship Road there is no direct bus connection to Writtle via Roxwell Road / Rainsford Road.

7.7 The Warren Farm Growth Area Masterplan includes a package of active travel routes and public transport provision. In addition, and in response to the Government strategy for funding bus services⁵⁵, Essex County Council is pursuing an 'Enhanced Partnership'⁵⁶ approach with bus operators in Essex and which may identify opportunities for improved services for local communities. The Parish is keen to see further improvements to bus services and facilities

⁵⁵ DfT, March 2021, Bus Back Better

⁵⁶ ECC, 22 June 2021, Report to Cabinet, Bus Back Better: Proposed Enhanced Bus Partnership for Essex

across the Neighbourhood Area and to work with partner organisations to achieve this.

Project / Aspiration MAB: Bus Services

The Parish is keen to explore opportunities that arise with partner organisations, including the Highway Authority, City Council and bus operators, to identify public transport needs across the Neighbourhood Area. This might, for example, include new bus routing, new or improved waiting facilities, and improved access to services, such as crossing points close to bus stops.

Traffic Management

7.8 The sense of connection and, at the same time, separation, between Writtle and Chelmsford is key to the character and identity of the Parish and the main built-up area of Writtle.

7.9 The village is well connected to Chelmsford (Figure 18), with Chelmsford Road linking the centre of the village with Waterhouse Lane and New London Road in Chelmsford, which then link to the city centre and other main destinations in and around Chelmsford, including the railway station, retail areas, secondary schools, higher and further education establishments. Equally, routes north and south out of Writtle connect with the strategic road network and provide access to the A12 and thus onto London via the A414 to Harlow and M11.

7.10 However, although the junctions of the local road network in Writtle with the main road network around this comprise key gateways into the village, they can equally be points of congestion, with traffic from Writtle mixing with that from across Chelmsford. In particular, and at peak times, traffic along Roxwell Road / Rainsford Road from the junction of Lordship Road into the centre of Chelmsford is slow moving. Wherever possible, future development should bring forward a package of active and sustainable travel measures that encourage a shift to movement away from the car.

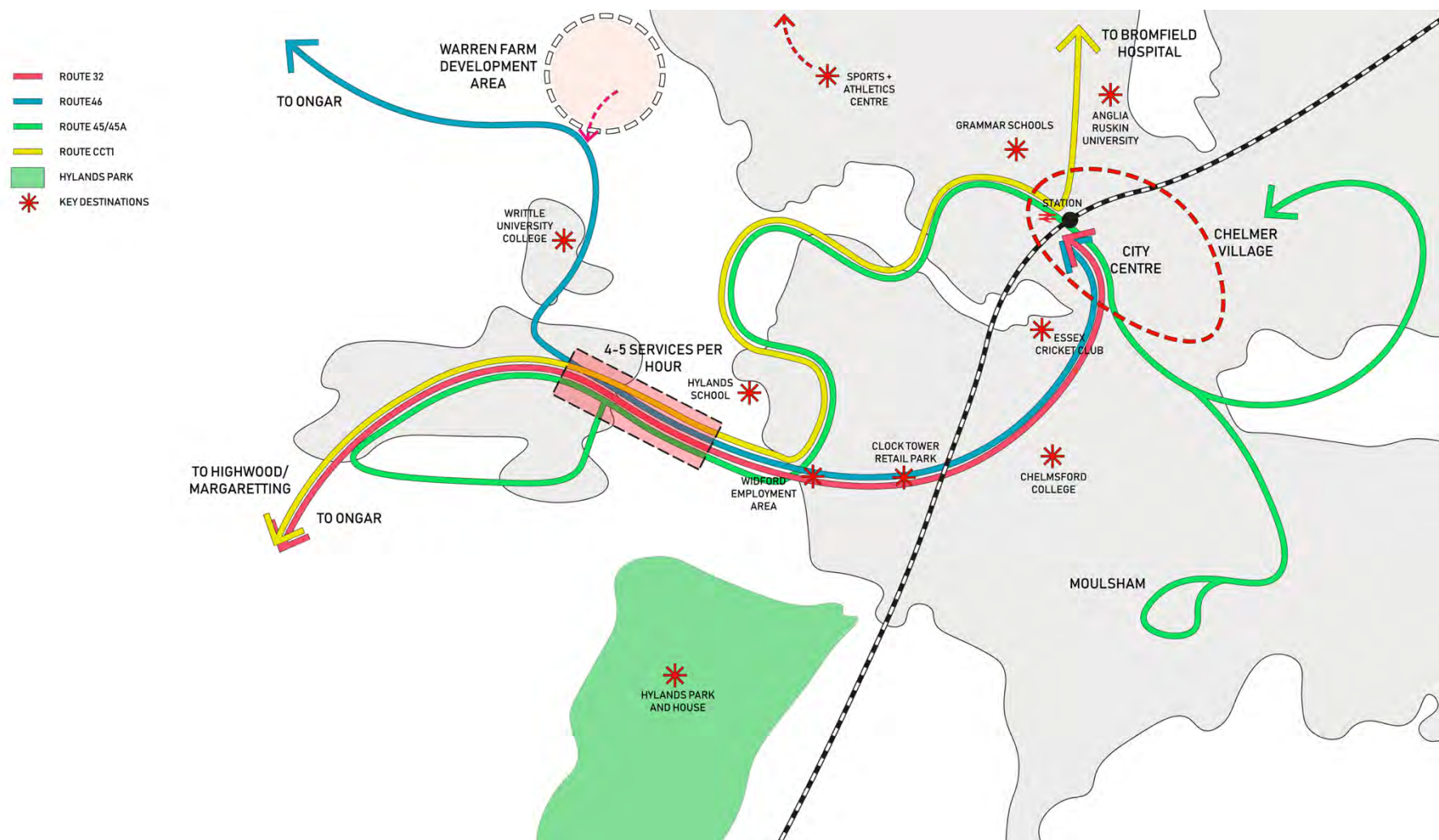


Figure 17: Current bus routes serving Writtle

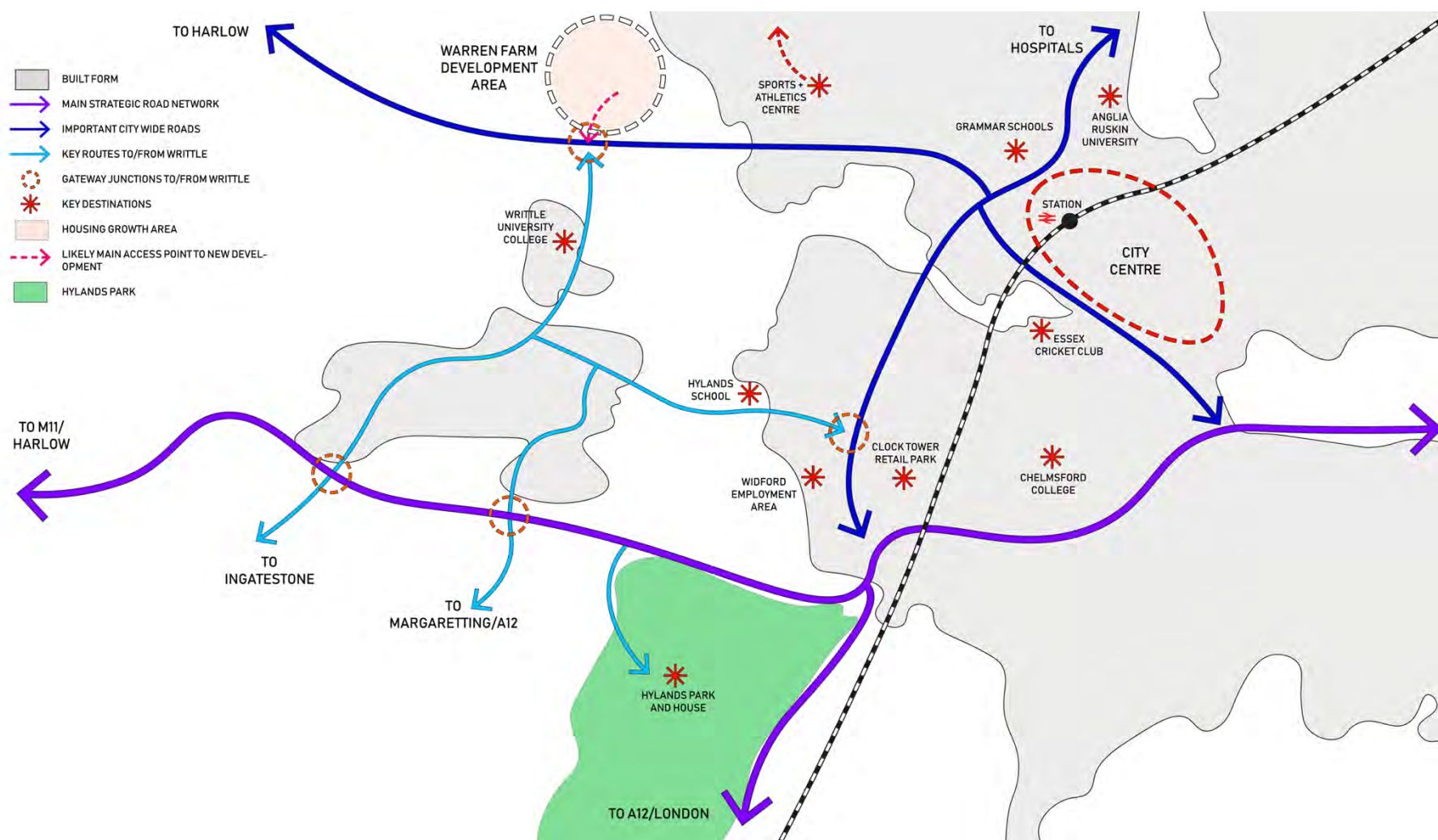


Figure 18: Main road connectivity to and from Writtle

7.11 Traffic along Waterhouse Lane and New London Road is also slow moving, and this can cause tailbacks along Writtle Road and continuing back to Chelmsford Road. Indeed traffic is slow moving at the junction of Chelmsford Road and Waterhouse Lane throughout much of the day. This is perhaps unsurprising: it is the key north south route through Chelmsford, connecting the A12 with the city centre via employment and retail areas (including the Clocktower Retail Park). Within Writtle itself, traffic along The Green, leading to Ongar Road, is also slow moving at times⁵⁷.

7.12 The volume and speed of traffic impacts on the quality of life in Writtle, particularly in terms of road safety and the ability for all to move around freely. With the new growth at Warren Farm including a mix of social and community facilities which may be used by existing residents of Writtle (such as playing pitches, the local centre, primary school and early years provision), it is important that good links between the village and growth area are provided. Equally, residents of the Warren Farm Growth Area may visit and use existing facilities in Writtle.

7.13 New and existing links across the Neighbourhood Plan area should be safe and attractive for all to use. Data⁵⁸ shows a high number of accidents along Roxwell Road, along Lordship Road by Writtle University College, along The Green and at the junctions with the A414 Greenbury Way. Efforts to improve the safety of the street network should be made: this could include a reduction in traffic speed coupled with redesign of the streets and junctions.



Figure 19: Junction outside Writtle Infant and Junior School

⁵⁷ See for example typical traffic flows presented on Google Maps

⁵⁸ See: <https://www.crashmap.co.uk>, accessed June 2019 (Map included in Appendix 5)

Policy WNP MA2: Traffic Management

Proposals for development which include appropriate mitigation measures that contribute towards traffic safety will be supported.

Project / Aspiration MAC: Road Improvements

The Parish has identified the following locations where road improvements, potentially through the use of design and highway treatments, might contribute to speed reductions and traffic safety for all users. The Parish is keen to explore potential opportunities in partnership with relevant delivery organisations including the City and County Council. Locations include:

1. *The junction of Roxwell Road and Lordship Road.*
2. *Along Lordship Road in the vicinity of the bridge across the River Can and alongside Writtle University College.*
3. *Along The Green and Chelmsford Road.*
4. *Along Lodge Road and Margaretting Road in the vicinity of Writtle Infant and Junior School.*
5. *Along Ongar Road.*

E-vehicles

7.14 The Chelmsford Local Plan, at Policy DM25, requires all new dwellings and non-residential buildings to provide convenient access to Electric Vehicle (EV) charging points. The policy for land at Warren Farm also requires provision of and financial contributions towards car club facilities.

7.15 Technological solutions associated with mobility are evolving at a rapid pace. With the City Council announcing a Climate and Ecology Emergency, it is important that new development embraces new ideas that provide wider choice and opportunity for people to access a range of greener transport options.

7.16 The House of Commons cross-party Science and Technology Select Committee has recently reported⁵⁹ that, if the UK is to meet climate change targets, then transport solutions are required. It reports that 'in the long-term, widespread personal vehicle ownership does not appear to be compatible with significant decarbonisation'. Improvements in public transport, walking and cycling are supported.

⁵⁹ <https://www.parliament.uk/business/committees/committees-a-z/commons-select/science-and-technology-committee/news-parliament-2017/clean-growth-report-published-17-19/>

7.17 The Government is committed, through the ‘Road to Zero’ Strategy⁶⁰, to half of all new car sales being ultra-low emission vehicles by 2030 (with the sale of all petrol and diesel vehicles phased out by 2040), whilst also rolling-out the necessary infrastructure to support provision of electric vehicles. The National Infrastructure Audit⁶¹ goes further than this and includes recommendations that are based on preparing for the sale of all new cars by 2030 to be electric. More recently, the Government has launched a consultation⁶² on proposals to make it mandatory for all new homes to be fitted with an electric car charging point.

7.18 It is recognised that people in Writtle will continue to own cars, and that they will continue to be used for some journeys. The provision of new technology and mobility solutions is though intended to provide wider choice and opportunity for all, reducing reliance on private car ownership and use, contributing to an improved environment.

Policy WNP MA3: E-vehicles

Proposals for communal e-vehicle charging points for personal and micro-mobility solutions, as well as shared mobility infrastructure within the public realm are welcome. Where proposed, they should be located sensitively to ensure that there are no harmful impacts upon pedestrian circulation or the immediate appearance of the street scene and wider townscape. Wherever possible, public EV charging infrastructure, such as cabling, should be provided in such a way that it can be expanded in the future to provide additional charging points.

Proposals for e-vehicle infrastructure will be supported in the following locations, subject to compliance with wider policies in the Development Plan:

1. *Within the car park adjacent to the Parish Hall.*
2. *The car park at the Paradise Road sports pitches.*
3. *At the Beryl Platt Community Centre.*

⁶⁰ <https://www.gov.uk/government/news/government-launches-road-to-zero-strategy-to-lead-the-world-in-zero-emission-vehicle-technology>

⁶¹ <https://www.nic.org.uk/our-work/national-infrastructure-assessment/>

⁶² <https://www.gov.uk/government/news/electric-car-chargepoints-to-be-installed-in-all-future-homes-in-world-first>

8. Heritage



Heritage assets

8.1 Writtle, being a very old settlement has more than its fair share of historic buildings. This has featured clearly in consultation responses, with residents strongly indicating that it is important to preserve Writtle's historic buildings, archaeology and landscape features.

8.2 The Writtle Conservation Area covers much of the centre of the village (See plan in Appendix 2) and contains many of Writtle's most significant and important heritage assets. The extent of the Conservation Area respects the medieval Infra barras which is the ditch and bank around the town centre, and is still visible on Lodge and St. Johns Roads. The following are particularly notable:

- Greenbury Green (The Green) – The traditional focus of the village, The Green is surrounded by some of the oldest buildings in Writtle (many of which are listed). It also contains All Saints Church which dates from 1230. The buildings display a variety of architectural styles, reflecting the historical growth at the heart of the village.
- St. Johns Green – A smaller version of the main green, the skyline from this point is considered a significant visual feature.
- Lawford Lane – The part within the Conservation Area comprises a row of Victorian cottages.
- St. Johns Road – The part within the Conservation Area comprises a number of fully timber framed rendered cottages dating back to the early 17th Century.

- Lodge Road – The part within the Conservation Area comprises older houses and cottages.
- Romans Place – A single terrace of 18th Century brick clad timber framed houses.

8.3 The Essex County Council "Writtle - Historic Assessment 2001" lists some 56 buildings, mostly houses in the Parish which have Grade II status, though also including the Grade I Aubyns and Grade II* Hylands House. These all date from the medieval period, with the majority being post-medieval. Outlying ones are spread throughout the Parish and are now farmhouses, with associated barns etc. The majority however are within the Village boundaries, the centre itself and especially around the two Greens, where they are a prominent feature. They show the wide range of wealth of the Villagers.

8.4 Additionally, historic buildings and ancient roads that are now demolished (and where the interest in these is archaeological) or much altered must be considered as part of Writtle's built heritage. The Parish is preparing a local list of Heritage Assets for consultation and which the parish believes should be protected and enhanced. These include:

- King John's Hunting Lodge and associated buildings.
- Roman villa on WUC farm.
- Old barns on many farms.
- Priory.
- Round houses from Iron Age etc. at two or more locations.
- Manor houses such as Lordships.
- Several ale houses around the Greens, now in domestic use.

Policy WNP H1: Conservation Area and Heritage Assets

(1) Conservation areas, listed buildings and monuments

Development proposals in Writtle Parish are required to conserve and enhance:

- a. The special interest, character and appearance of the Conservation Area, including key assets such as Greenbury Green, St. Johns Green, Lawford Lane, St. Johns Road, Lodge Road and Roman Place; and*
- b. The significance of designated heritage assets and their settings including listed buildings and monuments in line with National and City Council Policy.*

Where it is proposed to retrofit historic buildings for the purposes of energy efficiency this will be encouraged where undertaken sensitively and safeguarding the special characteristics of the heritage asset.

(2) Non-designated heritage assets

Development proposals should protect and where appropriate enhance non-designated heritage assets which make a significant contribution to the historic fabric of Writtle. Non-designated heritage assets identified by the Parish Council are listed in Appendix 4.

Development proposals affecting non-designated heritage assets (or their settings) should be endorsed by appropriate analysis to enable a balanced judgment regarding the scale of any harm or loss and the significance of heritage asset to be made.

Heritage projects

8.5 Writtle benefits from a beautiful village green: one that is probably amongst the best preserved in Essex. This forms the heart of the village and conservation area, fronted by a wonderful variety of historic buildings. However, streets and roads around the green are home to many parked cars. These impact on the setting of the Green (and the Conservation Area), access to the Green and enjoyment of it.

8.6 As an ongoing project, the Parish is keen to identify projects that could formalise and or mitigate the impact of the parking, thus improving the setting of the green and surrounding buildings still further. This might involve the rationalisation of parking in some places and use of different materials to better define parking areas, as well as improved crossing points for pedestrians. This is set out as an aspiration in Project LWA above. The Parish Council is keen to work with partner organisations, including Chelmsford City Council and Essex County Council to explore the potential for a public realm project in this location.

8.7 As noted above, Writtle benefits from a large number of historic buildings, many of which are listed, but some which are not. Taken together, they contribute to the quality and character of Writtle and all historic buildings, listed or not, should be conserved and enhanced. A list of currently non-designated heritage assets has been identified, which the Parish, through partnership working with the Writtle Archives and Heritage Writtle, would wish to see added to the Register of Buildings and Historic Features of Local Value in Chelmsford. This draft list includes 57 entries on Part 1 (Archaeology) and 55 entries on Part 2 (Buildings and Structures), demonstrating the very long and important history of Writtle. These are presented in Appendix 4. They will be subject to review and update over time.

Project / Aspiration HA: Local Heritage Assets

The Parish is preparing a list of local heritage assets of importance to the growth of Writtle, local character and identity. The Parish Council is keen to work with Chelmsford City Council to add these to the Register of Buildings and Historic Features of Local Value, describing each building and its significance. This will raise awareness of the importance of these buildings and aid the City Council when discussing and determining planning applications.

*“WRITTLE, a large and well-built village, pleasantly situated on the west side of the River Can... has a spacious Green, ornamented with a sheet of water; and a small one, called St. John's Green. It has many good houses... Its parish is the largest, and **one of the finest in the county...***

Writtle is conjectured to have been a Roman Station... the road from London to Chelmsford is said to have passed through Writtle, until Maurice, Bishop of London, erected Moulsham Bridge, about A.D. 1100.

Near the village is a square plot of ground, enclosed by a moat, and supposed to have been the site of a palace erected by King John, about the year 1211.

In the time of Edward the Confessor, the extensive lordship of Writtle belonged to Earl Harold, and it was afterwards held by the Conqueror. It has since been held by various noble families, but it often reverted to the Crown, till Queen Mary granted it, and other estates, to Sir William Petre, Kt., an ancestor of Lord Petre, the present lord of the manor.”

White's Directory of Essex, 1848⁶³

8.8 Despite its size Writtle has had a significant role in industrial developments and buildings. Important sites include:

- Marconi Research at Lawford Lane where developments were carried out on marine and aircraft radios.
- Marconi Research made the first live broadcasts from station 2MT in 1922 (the hut number which was originally a WW1 RFC hut, now in Sandford Mill Museum),
- Marconi Research at Guys Farm (supposedly confidential)
- Marconi's very early aerials were at Beddles End/ Warren Farm since Chelmsford was too “radio noisy”.
- WW1 airfields at Lawford Lane (Rugby Field) and near Shakestones Farm.
- Writtle Agricultural College (now University College) Carried out and taught important agricultural and horticultural research.
- Writtle had two mills near Skeggs Farm run by the same miller, one was a water mill and the other a sail mill.
- Writtle Brewery occupied several buildings in the area from St Johns Green to the river Wid.
- Writtle had its own gas works at St Johns Green /St Johns Road and the house of the manager of the gasworks still survives.

⁶³ <https://historyhouse.co.uk/placeW/essexw38a.html>

8.9 Equally, there are numerous religious buildings in Writtle which are considered important and contribute to the historic character of Writtle, as well as to social and cultural networks in the Parish. Religious buildings include All Saints Church, the Priory Buildings, The United Reformed Church, former Methodist Chapel and St Mary's Chantry Chapel. More information on these is presented in Appendix 3 of the Neighbourhood Plan.

8.10 Furthermore, the setting of the village and Parish, reflected in the network of fields and hedges is deep rooted, with the landscape being enjoyed by all.

8.11 There is evidence from pollen analyses and butchered animal bones that, 2000 years ago, the land was in arable and pastoral farming. Medieval field systems and workings have also been found. There are also several large areas of ancient forest in the Parish, which is managed as part of Writtle Forest. Additionally, there was a Napoleonic camp in Rugby Field close to Lawford Lane as well as a medieval market behind St John's Green , and other nearby fields were used for archery and rifle practice, such as Butt Field near Lordship Road.

8.12 Responses to consultation undertaken for the Neighbourhood Plan indicate that people are proud of the local history and that more should be made of this, through use of notices and information boards. Plaques commemorating the Airfields have been erected.

Project / Aspiration HB: Heritage Trail

The Parish Council will investigate the potential for introducing a heritage trail around Writtle, which would include information boards on the history of local buildings, sites and monuments. Plaques commemorating the former airfields currently exist and will be expanded as appropriate to other locations. The Parish will work with partners, including the Writtle Archives and Heritage Writtle, to develop ideas for the trail.



Figure 20: Example heritage plaque in Writtle

Locally Protected Lanes and Tracks

8.13 Writtle is rich with historic routes. There are several Green Lanes in the Parish: former roads that have become public footpaths, with trees, scrub and hedgerows demarcating routes and historically designated as 'Protected Lanes'. These are defined as Green Lanes in the Inventory of Landscape of Local Interest and Protected Lanes Studies.

8.14 Heritage Writtle (HW) has found evidence of roads or trackways that were probably pre-Roman. Four additional Roman roads have also been found by HW and all together these still form the basis for several of the present roads, one of which is potentially the main Londinium – Camulodunum (Colchester) road with Writtle at the half way point – hence the Mansio (rest house) in Moulsham on a spur. This road continues from Hylands Park, through the Village centre, down to the Lawford Lane ford then over Warren Farm and to north and east of Chelmsford.

8.15 Many of the footpaths in the Parish also have long, but un-recorded histories. Many are based on ancient roadways and tracks, and along which many current routes are aligned. Some tracks are seen on Chapman and Andre's maps of 1777.

8.16 The Chelmsford Protected Lanes Study⁶⁴ identified Nathans Lane and Newney Green as lanes which meet the threshold for Protected Lane Status. It was considered that Lawford Lane did not meet the required threshold for designation. However, Lawford Lane, previously called Lollefordstrat (Low Ford Street) and also known as 'The Kings Highway', dates back to Anglo-Saxon times. It was also probably a drovers road for the nearby Writtle market.

8.16 The Writtle Design Guide notes that Lawford Lane is the most important Green Lane in Writtle, forming a key gateway to the village. As such, it is considered to warrant 'Protected Lane' status. Similarly, the Writtle Design Guide also notes that other important Green Lanes include Coldhall Lane, connecting to Margaretting Road, south of Southwood's Farm, and a Green Lane which connects Victoria Road and the A414.

8.17 The Parish Council is keen to review the status of lanes and tracks within the Neighbourhood Plan area, utilising the methodology outlined in the Chelmsford Protected Lanes Study to assess whether Lawford Lane and Coldhall Lane meet the criteria for designation as a 'Protected Lane'. Existing protected lanes in Writtle (Nathans Lane and Newney Green) are illustrated in Figure 22. This also shows the location of Lawfords Lane and Coldhall Lane.

⁶⁴ Essex County Council, September 2009, Protected Lanes Study for Chelmsford Borough Council



Figure 21: View along Lawford Lane

Project / Aspiration HC: Locally Protected Lanes and Tracks

The Parish Council is keen to assess the appropriateness of designating Coldhall Lane and Lawford Lane as 'Locally Protected Lanes' of important historical significance in Writtle. Such an assessment would follow the method established in the Chelmsford Protected Lanes Study prepared by ECC and be subject to engagement with partner organisations. Should the Lanes be assessed as meeting the criteria for designation they may form the basis of a policy to be included in a future review of the Writtle Neighbourhood Plan.

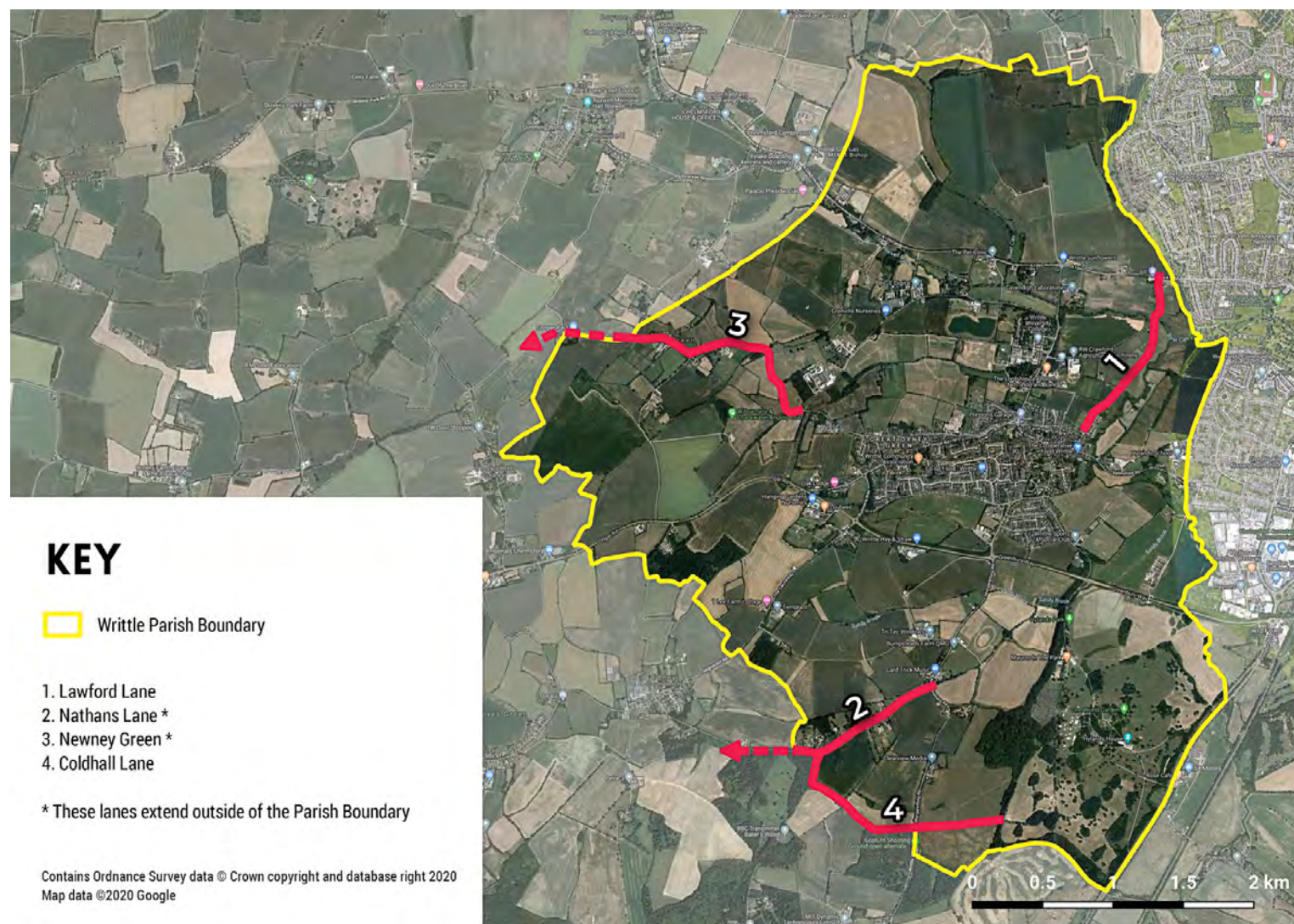


Figure 22: Historic lanes and tracks in Writtle parish

9. Community infrastructure



9.1 The Community Infrastructure Levy (CIL) is a charge levied on development which is payable to the local authority and is intended to be spent on infrastructure projects across the Chelmsford administrative area that help address the demands placed on the area resulting from growth. This might include, for example, spending on new transport infrastructure, health and educational facilities, open spaces and sports facilities.

9.2 A portion of CIL is payable to the Parish Council for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is made the Parish Council will receive 25% of all CIL monies paid to Chelmsford City Council from qualifying developments within Writtle. In regard to what this money can be spent on, advice suggests⁶⁵:

"The neighbourhood portion of CIL can be used for a wider range of planning issues than infrastructure as long as they are concerned with addressing the demands that development places on an area."

9.3 The Chelmsford City Council CIL Charging Schedule was approved in February 2014 and took effect on 1 June 2014⁶⁶. All applications for development that are above the necessary thresholds will be subject to this charging schedule, or any subsequent updates to it. Payment is linked to an instalments policy, related to the scale and commencement of development (following approval of detailed / reserved matters planning applications for development by the City).

⁶⁵ My Community / Locality, 2017, Community Infrastructure Levy; Neighbourhood planning toolkit

⁶⁶ <https://www.chelmsford.gov.uk/planning-and-building-control/community-infrastructure-levy/>

The City Council's CIL Governance document and annual monitoring reports⁶⁷ show how CIL receipts are allocated and spent.

9.4 Through consultation and work on the Neighbourhood Plan a series of projects have been identified which the Parish Council intends to direct the neighbourhood portion of CIL towards. These are referred to through the Neighbourhood Plan, in the blue 'projects' boxes. These projects will be kept under review by the Parish Council. They include, but are not limited to:

- a. Improvements to the quality of the public realm alongside The Green, including potential design solutions to reduce the visual impact of parked cars.
- b. Provision of new and improved walking and cycle routes, designed to best practice standards.
- c. Road and junction design that results in a reduction of traffic speed and volume of through traffic through Writtle.
- d. A local heritage trail.

9.5 Alongside CIL, the City Council will continue to negotiate Section 106 agreements with applicants which can provide funds or works to make development more acceptable in planning terms. The Parish Council will liaise with the City Council as to the most appropriate form of Section 106 agreement relating to applications within the Neighbourhood Plan area.

⁶⁷ <https://www.chelmsford.gov.uk/planning-and-building-control/community-infrastructure-levy/how-we-spend-cil/how-we-allocate-cil/>

9.6 The Chelmsford City Council Planning Obligations SPD⁶⁸ sets out how and when the City Council will seek planning obligations when negotiating planning applications. When negotiating Section 106 agreements reference should also be made to the ECC Developers' Guide to Infrastructure Contributions (2020) or any successor document to this.

⁶⁸ Adopted January 2021

10. What Happens Next?



10.1 This is the final 'made' version of the Neighbourhood Plan for Writtle Parish.

10.2 Chelmsford City Council formally consulted on the Neighbourhood Plan and appointed an independent examiner to review the Plan and any comments made in response to it. The Examiners report recommended that the Plan should proceed to referendum subject to the making of modifications. These have been made and the Plan was subject to referendum.

10.3 The City Council organised the referendum, which was held on 21st October. All people of voting age residing in the Parish were able to cast a vote on whether they thought the Neighbourhood Plan should be brought into force 'made'. With 93% of those people who turned out having voted 'yes', the Neighbourhood Plan was then 'made' by the City Council on 8th December 2021.

10.4 Having now been formally 'made', the Neighbourhood Plan will form part of the suite of policies used by Chelmsford City Council to determine future planning applications in the area.

Appendix 1: Design Principles and Codes

The following design principles and codes are extracted and summarised from the Writtle Design Guide (February 2020) and included here for reference.

These have been prepared to show how good practice principles and wider policies in the Chelmsford Local Plan and the Writtle Neighbourhood Plan should be applied in Writtle. They thus present a spatial interpretation of the policies.

They support policy and should be read in accordance with relevant guidance applicable in the authority area, including the National Design Guide, the latest iteration of the Essex Design Guide and associated technical standards.

The full Design Guide and supporting material should be used by applicants and decision makers to inform proposals and responses to these.

A: Settlement Pattern / development and landscape setting	B: Views and landmarks	C: Green spaces, public realm and streetscape	D: Streets - Residential streets
<ol style="list-style-type: none"> 1) <i>The open countryside should be maintained as distinct and separate from the village of Writtle and the commercial and campus areas of Writtle University College. Future development should generally augment existing settlement and not detract from Writtle as a distinct settlement within the Green Belt.</i> 2) <i>The Open fields and 'Green Wedge' which separates the village of Writtle from Writtle University College and the settlement of Chelmsford should remain undeveloped to avoid settlement coalescence.</i> 3) <i>Any future development should augment existing settlement or replace existing developments in the case of brownfield land and not detract from Writtle as distinct settlement within the Green Belt separate from Chelmsford.</i> 4) <i>New development should include off street parking provision, wherever possible, and if a development results in on-street parking its impact should be thoroughly assessed.</i> 5) <i>Development in close proximity to areas of open land and green space should be responsive to the historic rural setting.</i> 6) <i>The network of Public Rights of Way should be retained and enhanced as part of new developments, and opportunities to create connections between estates with additional green space to ensure the proposed development does not detract from the existing green space.</i> 7) <i>Careful consideration should be given to the interface between Warren Farm and Roxwell Road as it will create a new settlement edge for Chelmsford.</i> 	<ol style="list-style-type: none"> 1) <i>New development should be in keeping with the surrounding landscape and consider the wider setting of the landscape.</i> 2) <i>Views of landscape on entering Writtle should be maintained to preserve Writtle's historic settlement pattern as a settlement within Green Belt.</i> 3) <i>New development proposals should not be visually intrusive. This should be achieved through the appropriate scale and design including screening where appropriate through the planting of trees and hedgerows.</i> 4) <i>New development should avoid forming the horizon from long distance views, especially from public rights of way.</i> 5) <i>Scenic values and the tranquility of Writtle's surrounding countryside should be retained and enhanced in relation to any future development.</i> 6) <i>Views of existing landmarks, and the framing views of the surrounding landscape should be considered as part of new developments to engender a sense of place.</i> 	<ol style="list-style-type: none"> 1) <i>Protect the landscape setting of Writtle and the rural character of the village.</i> 2) <i>New development should provide sufficient open space appropriate to the location and size of the dwelling, preferably through including front and rear gardens, grass verges and shared green spaces.</i> 3) <i>Existing trees should be retained as part of new developments.</i> 4) <i>New developments should use boundary treatments which complement the street and the rural character of the village.</i> 5) <i>A mixture of shallow front gardens, which create a village character and deep front gardens with trees which contribute to the verdant character of the area should be provided as part of any new developments.</i> 	<ol style="list-style-type: none"> 1) <i>Residential streets have a strong residential character and provide direct access to residences from the secondary roads. They must be designed for low traffic volumes and low speed.</i> 2) <i>Where carriageways include parking bays, such as unallocated visitor parking, these should be designed to also accommodate two-way traffic. They may also include green verges with small trees on one or both sides, which would be subject to commuted sums for maintenance. Verges may alternate with parking to form inset parking bays, subject to the necessary approvals. These roads must be designed to safely accommodate pedestrians and cyclists in accordance with the Essex Design Guide (EDG). Traffic calming features can be used to prevent speeding.</i>

E: Streets - Lanes / Private drives	F: Streets - Edge lanes	G: Vehicle parking - General	H: Vehicle parking - on-plot or front parking
<p>1) Lanes and private drives are the access-only types of streets that usually serve a small number of houses. They must be minimum 6m wide and serve all types of transport modes including walking and cycling, and allow sufficient space for parking manoeuvre.</p> <p>2) Opportunities to include green infrastructure, hedges, and/or private gardens to soften the edges must be maximized.</p> <p>3) The width of the carriageway should be reduced in areas to discourage parking.</p> <p>Note: The term 'Lanes' may also be termed a 'Mews Court' as referenced in the Essex Design Guide. Any such street type, as with all street types, should be designed to safely accommodate walking and cycling.</p>	<p>1) Edge lanes are low-speed and low-traffic roads that front houses with gardens on one side and a green space on the other. Carriageways typically consist of a single lane of traffic in either direction and are shared with cyclists.</p> <p>2) The lane width can vary to discourage speeding and introduce a more informal and intimate character. Variations in paving materials and textures can be used instead of kerbs or road markings.</p> <p>Note: Although this street type is not included within the Essex Design Guide it may be an appropriate design response to local context and should be considered as such.</p>	<p>1) When needed, residential car parking can be a mix of on-plot side, front, garage, and courtyard parking, and complemented by appropriately located on-street parking, including that for visitors.</p> <p>2) For family homes, cars must be placed at the side (preferably) or front of the property. For small pockets of housing, a rear court is acceptable if well designed and overlooked from dwellings.</p> <p>3) Car parking design must be combined with landscaping to minimise the presence of vehicles.</p> <p>4) Parking areas and driveways must be designed to minimise impervious surfaces, for example with permeable paving.</p> <p>5) When placing parking at the front, the area must be designed to minimise visual impact and to blend with the existing streetscape and materials. The aim is to keep a sense of enclosure and to break the potential of a continuous area of car parking in front of the dwellings. This can be achieved by means of walls, hedging, planting, and the use of quality paving materials.</p> <p>6) Parking bays and spaces must be designed for easy access by wheelchairs, loading carts, and buggies</p> <p>Note: Proposals for parking shall comply with the dimensions contained in the Essex Planning Officers Association (EPOA) parking standards or successor document. This also includes a range of solutions for cycle parking that might be accommodated.</p>	<p>1) On-plot parking can be visually attractive when it is combined with high quality and well-designed soft landscaping. Front garden depth from pavement back must be sufficient for a large family car.</p> <p>2) Boundary treatment is the key element to help avoid a car-dominated character. This can be achieved by using elements such as hedges, trees, flower beds, low walls, and high-quality paving materials between the private and public space.</p> <p>3) Hard standing and driveways must be constructed from porous materials to minimise surface water run-off.</p> <p>Note: Proposals for parking shall comply with the dimensions contained in the Essex Planning Officers Association (EPOA) parking standards or successor document. This also includes a range of solutions for cycle parking that might be accommodated.</p>

I: Vehicle parking - on-plot garages	J: Green infrastructure	K: Boundary treatments	L: Materials
<p>1) Where provided, garages must be designed either as free-standing structures or as additive form to the main building. In both situations, it must complement and harmonise with the architectural style of the main building rather than forming a mismatched unit.</p> <p>2) Often, garages can be used as a design element to create a link between buildings, ensuring continuity of the building line. However, it should be considered that garages are not prominent elements and they must be designed accordingly.</p> <p>3) It should be noted that many garages are not used for storing vehicles, and so may not be the best use of space.</p> <p>4) Considerations must be given to the integration of bicycle parking and/or waste storage into garages.</p> <p>Note: Proposals for parking shall comply with the dimensions contained in the Essex Planning Officers Association (EPOA) parking standards or successor document. This also includes a range of solutions for cycle parking that might be accommodated.</p>	<p>1) The landscape corridor which separate Writtle Village from the settlement edge of Chelmsford should be protected from development which would detract from the landscape setting or would be visually intrusive.</p> <p>2) Opportunities to augment the landscape corridor through the new development of Warren Farm should be explored in order to enhance the function of the green network for wildlife leisure and recreation.</p> <p>3) Opportunities to increase biodiversity along the landscape corridor and river corridors to increase resilience is advised.</p> <p>4) New properties with boundaries which border green space, particularly back gardens should be composed of hedgerows with trees to instill a rural character and avoid visually intrusive building in the landscape.</p> <p>5) Strengthen east-west green landscape corridor to strengthen biodiversity and resilience across the area.</p> <p>6) Encouragement is given to the planting of native appropriate tree species.</p>	<p>1) New development should use boundary features which are complementary to the street and that enhance the rural character of the village. The use of panel fencing in publicly visible boundaries should be avoided.</p> <p>2) The materials proposed for new boundary features should be of high quality, responding to the village character and have strong attention to architectural detailing.</p> <p>3) Boundary treatments should reinforce the continuity of the building line along the street.</p> <p>4) Traditional low fencing and railings are more appropriate for village settings.</p> <p>5) The planting of indigenous species within the new developments should be encouraged to complement the existing hedgerows across the area.</p> <p>6) Where boundaries constitute an important part of the street scene, the removal of such boundaries for the purposes of allowing off street parking should be discouraged.</p>	<p>1) Materials used in new developments should demonstrate an understanding of local and regional character and build upon the sense of place.</p> <p>2) High quality roof materials consistent with the rural character of the village should be used in new development. Concrete tiles and artificial slates should be avoided.</p> <p>3) The choice of render colour should help to integrate a new building into its context and compliment Writtle's character.</p> <p>4) Matching bricks, render or appropriate materials should be employed for extensions.</p> <p>5) Materials for alterations and extensions should be high-quality and retain or if possible enhance the character and appearance of the host building and the surrounding area.</p>

M: Landscape character area - Writtle Farmland Plateau	N: Landscape Character area - Can and Wid River Valley	O: Landscape Character area - Blackmore Wooded Farmland
<ol style="list-style-type: none"> 1) <i>Protect the landscape setting of Writtle and the rural character of the village.</i> 2) <i>Protect the landscape setting of Writtle University College as a campus within a rural setting.</i> 3) <i>Ensure new development responds to the historic settlement pattern and makes use of materials which respond to the character of the local built environment.</i> 4) <i>Ensure new development does not increase coalescence between Writtle and Chelmsford and between Writtle and Writtle University College.</i> 5) <i>Conserve and enhance existing hedgerows with native species particularly around the settlement edge to conserve and enhance the setting of the village.</i> 	<ol style="list-style-type: none"> 1) <i>New farm buildings or extensions to properties should be carefully considered and their visual impact reduced through screen planting.</i> 2) <i>Ensure any new development does not increase coalescence between Writtle and Chelmsford and ensure new development is of a small-scale and responds to historic settlement pattern and form of the area.</i> 3) <i>To conserve the tranquil and undeveloped character of the floodplain, screening of visually intrusive elements of Chelmsford's urban edge should be considered.</i> 4) <i>Seek to manage and control potential run-off from nearby farmland into the River Wid and Can.</i> 5) <i>Seek to enhance existing floodplain habitats.</i> 	<ol style="list-style-type: none"> 1) <i>Conserve the rural character of the area, and ensure any new development is appropriate in scale and responds to the historic settlement pattern, using materials which respond to the character of the local built environment.</i> 2) <i>Conserve the setting of Hylands Park and House, and look to screen elements of Chelmsfords urban edge which are visually intrusive.</i> 3) <i>Conserve and manage the existing network of mature hedgerows and woodland.</i> 4) <i>Conserve important views towards the Wid Valley.</i>

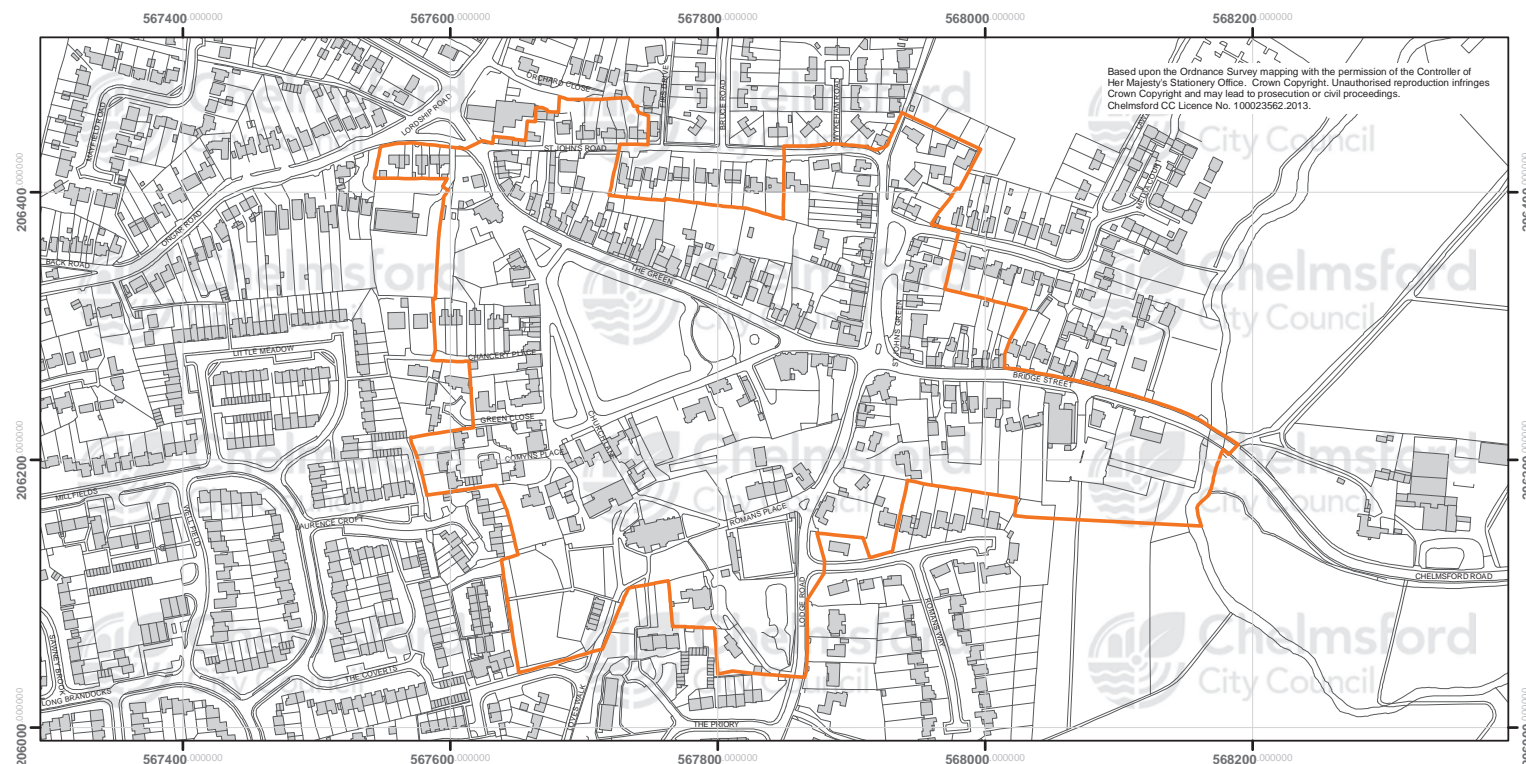
Appendix 2: Writtle Conservation Area

The map presented overleaf shows the extent of the designated Conservation Area in Writtle.

Writtle Conservation Area

Reference	G011
Designated	01.04.1969
First amendment	19.06.1969

Second amendment	30.04.1991
Third amendment	-
Fourth amendment	-



0 100 Metres
JULY 2013

Directorate for Sustainable Communities
Civic Centre, Duke Street, Chelmsford, CM1 1JE
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Appendix 3: Religious buildings in Writtle

Responses to consultation undertaken on the Neighbourhood Plan showed that religious buildings were considered “very important” (69%) to “quite important” (22%) to the Parishioners.

The ancient Infra Barras (boundary ditch feature) encompassed All Saints Church, the old churchyard, the Priory, the present and older Vicarage, and fishpond. This Church built in 1230 was reconstructed and enlarged from a previous Norman church. The church walls also incorporate Roman brick and tile possibly from an even earlier building.

Additionally, there are records of St Mary’s Chantry Chapel which dates from the 11th-12th C, and was in a ruinous state in early 1500s and totally demolished, possibly at the Dissolution. The Chantry Chapel was in the churchyard to the north east of the Church, and the location has been found by dowsing.

The Priory buildings, known as the ‘Writtle Hospice’ occupied by lay brethren and a priest from Rome, were built in the time of King John in the early 1200s and a later house was built in 1668 and modified in the 1920s. However the Priory house was unfortunately demolished in 1969 and developed for housing. This has left a legacy of a tunnel to the Church running beside Loves Walk which was found during demolition.

The United Reformed Church (URC) on the west of the Green was built in 1885, but has recently closed its doors, due to a dwindling congregation.

Writtle also had a Methodist Chapel about which little is recorded. A building on the east side of Writtle Green was originally used and then later a small chapel was built on the triangle at East View in Oxney Green, long since demolished for housing.

Dowsing also showed that there may be graves outside the Church walls by Romans Place and also in the gardens south of the Main Green. These could be investigated further.

Appendix 4: Local Heritage Assets

This appendix includes a list of local heritage assets (buildings and assets of archaeological interest) of importance to the growth of Writtle, local character and identity.

This exercise was conducted over a two year period – January 2019 to January 2021- and drew on the knowledge and skills of members of the Heritage Writtle and Writtle Archive groups who engaged with numerous local householders, villagers and land owners. Organisations including Essex Records Office, Essex County Council, Chelmsford City Council and Historic England were consulted for advice in the development of the Register.

The initial listing of those buildings with potential for inclusion in the Register was drawn up by Heritage Writtle members based on sound local knowledge. The advice of the Chelmsford City Council's Conservation Officer was sought throughout the exercise.

Inclusion of buildings in the final Register was determined using an established set of criteria and a scoring system as prescribed by the Conservation Officer. The assessment form is shown below. Buildings credited with a score of 20 or more were eventually included in the Register.

This list will be reviewed with Chelmsford City Council and updated as appropriate. All planning applications should have regard to this list.

The full report is available in a free-standing document alongside this Neighbourhood Plan.

The heritage assets are mapped on the pages following the list. An interactive version of this is also available to view on the Parish Council website.

Criteria / Scoring Assessment Form

Map ref	Criterion	Address:	Score	Given
	A – Age of Construction	Pre 1840 easily recognisable 1840-1900 largely complete 1900-1940 unaltered Post 1940 wholly complete	6	
4				
2				
1				
	B -Aesthetic or architectural value	Aesthetic or design merit, local character and distinctiveness, use of quality materials and workmanship, or contributing to village-scape /community	0	
2				
4				
6				
	C -Group value	Does the asset form part of a group that contributes to character and distinctiveness of its locality or the Village	0	
2				
3				
4				
	D - Historical association	Is the asset associated with a significant figure or event in terms of design, occupation or events e.g., war, inventions, people?	0	
2				
4				
6				
	E - Landmark Status	Does the asset represent and important landmark	0	
1				
2				
3				
	F - Social and communal value	Does the asset contribute to social or community's history and heritage due to its location, form or use	0	
1				
2				
3				
	G - Rarity	Is this a rare or substantially unaltered example of type of building or structure or is the alteration itself, a significant example	0	
2				
4				
6				
	H - Sustainability	A building/structure which is of robust construction with quality materials, and is useful/ adaptable for continuing or alternative uses	0	
1				
2				
3				
		Comments:	TOTAL	

Buildings of Heritage interest

Bridge Street	Blue Bridge 1 Pakwaan 2-4 Cottages 17 Brewery Buildings 19 Malt Store 21 Malt House
Chelmsford Road	Skeggs Farm
St Johns Green	19 Gasworks Cottage 13-18 Terraced Cottage
St Johns Road	5 Old Forge 15-17 Cottages and Pump
The Green	War Memorial 2 Cottage with 1-2 St Johns Green 16 Village Hall 21 Maltings and Pump Green 25 Cottage 45 Library 49 United Reformed Church 66-70 Wheatsheaf Pub and Cottages Rumsey Row The Christian Centre Jubilee Cottage (by church gates)
Loves Walk	Alms Houses Priory Wall
Lodge Road	1 Deodora or The Lodge 36 The Meadows
Paradise Road	Writtle Lodge

Ongar Road	11-17 Cottages Chase House 146-148 Mildred Cottages Longmeads House
Great Oxney Green	Chequers Rd: The Chequers Pub and The Firs East View – Fosters Farm Tower Road – 3 the Haven
Little Oxney Green	Range Cottage and Prospect Cottages
Lordship Road	Kitts Croft and Doctors Surgery Writtle University Cottage
Cow Watering Lane	Riverside Cottage, Sturgeons Farm Buildings
Roxwell Road	Horse and Groom The Manor House and Coach House New Barns Farm and Marconi Buildings
Newney Green	Moor Hall Cottages & Christophers Cottages The Duck and Cottages, Christophers
Margaretting Road	Montpelliers Farm and outbuildings Gable Cottages, Ropers Barn and Buildings
Highwood Road	Lee Farm and Barn
Fords and Crossings	
Cow Watering Lane	Ford
Lawford Lane	Ford and Crossing
Chelmsford Road	Skeggs Farm Ford & Water Meadows
Lordship Road	Culvert and Warren Bridge

Assets of Archaeological interest

Ancient Highways and Tracks

- Roman road runs parallel to Cow-watering Lane, across Foxburrows field, crossing the River Wid, and then the road heads towards the Roman Mansio in Moulsham
- Roman Road from St Johns Green to Foxburrows Field, junction with above
- The ancient roadway under Lawford Lane ford is possibly Roman or earlier, connecting to the Colchester Road
- Saxon Road- Lolleford Straat, now Lawford Lane, was a Kings Highway and possibly a drovers' road to Writtle Market by St John's Green
- Roman or earlier road continues from Lawford Lane north across Warren Farm land around North of Chelmsford. May be part of London - Colchester Roman Road
- Various green lanes which may be pre-Roman
- Various Roman or earlier byways/ tracks on fields around Writtle linking main ancient highways
- Victoria Rd to Newney Green- probably the old Epping & London road - see Chapman & Andre 1777
- Writtle Race Course 3 miles around village

Heritage assets- archaeology and "site of"

- The Roman Settlement, ancient hut circles and features back to Mesolithic (4000yrs BC) in three fields on College Estate (confidential)
- The C14 Chantry Chapel in NE of All Saints Churchyard
- King Johns Hunting Lodge, moat and fish ponds on Lordship Road. (Partly exposed)
- "The Lodge" medieval mansion in the Tudor walled garden, now the Bowling Green on Lodge Road

- The medieval Infra-Barras around the Village centre i.e. Lodge Road, St John's Road and St John's Green. Much is visible
- Manor of Lordship on Lordship Road - site of
- Napoleonic camp - Rugby Field by Lawford Lane - site of
- Old market in Rugby Field & beside drovers' road (Lawford Lane)
- WWII British Restaurant site at Ongar Rd/East View (was then Bonnet's general store, then a garage showroom)
- WWI airfield in Rugby Field – has a plaque at the site
- WWI airfield on Shakestones Farm – plaque on Sports Club Wall on Paradise Road
- Middle Ages militia practice area - Butt Field near Lordship Road
- Middle Ages militia practice area - Stoneyshots near Lordship Road
- Possible henge, probably wood, in Stoneyshots Field – Writtle College
- The Priory site, Walls, and Fish pond in Lodge Road. Now partly under "The Priory" houses. Walls still standing by Loves Walk, 11C pottery found on site.
- Warren Farm fields, Google/aerial photos show many crop marks / features. Field walking yielded brick, tile & pottery. Known Marconi/ WWII site. Pottery tile found.
- Skeggs Farm Field on Hilltop above house. Worked flint, hut circles burnt stones found by field walking/dowsing. Good settlement site on hill and near river.

Writtle's Industrial sites

- Victorian Gas Works Managers House at 19, St Johns Green and cottages for brewery and gasworks
- Maltings in Bridge Street
- Writtle Brewery sites on both sides of Bridge Street
- Gas works site in St John's Road & St John's Green
- Writtle Water Works & tower and pond late 1800s in Tower Road. (tower and works now demolished, pond remains)

- Maltings site Warren Farm - next to Malt house Cottage on Roxwell Rd
- 2 Mills at Skeggs (Southgate's), wind and water, for grain, on Chelmsford Road
- Southgate's Mill owners house Grade II, and terrace houses on Chelmsford Road
- Beaches water Mill, formerly called "Oil Mill" or "Much Mill" ("Mochel Mill" in Old English, therefore is old) on River Wid near Beaches Rd – leather, grain and bricks
- Marconi complex - Melba Court, Guys Farm, Rugby Field
- Experimental sound/radar location Rugby Field Lawford Lane (Marconi)
- Guys Farm, St Johns Road (Marconi).
- Aerials and buildings at Warren Farm / Bedells End radio WWII site (Marconi)

Manmade water sources for industry, water and food

- Pond on Greenbury Green, with hard bottom for transport uses e.g. dray horse/oxen watering and cart wheel soaking. Fresh Water source is from canal in Motts Graded II listed.
- Vicarage pond – was originally for the Priory, probably as a fish pond
- Medieval Fish pond at King Johns Hunting Lodge
- Pond at Skeggs Farm for domestic and possibly fish, and non-stock agricultural uses e.g. keeping willow whips pliable for rhubarb bunching use.
- Water works Pond, Tower Rd, Oxney Green. Tower etc all demolished.

Post Boxes GR Large

- Paradise Road
- The Green

Post Boxes EIIR Small

- Newney Green
- Cooksmill Green
- Oxney Green – Lodge Road
- Oxney Green – Ongar Road

Bridges

- Lordship Road over the River Can. Part of the Petre Estate. An ancient crossing for 2000 years.
- Cow Watering Lane - culvert for Butlers Brook. At Lordship Rd Junction. Probably built by German POWs in WWII
- Lawford Lane over River Can. Wooden one replaced 2009. Ancient crossing. Locally known as the "The Pooh Bridge".
- A 1060 bridge at Three Mile Hill over River Wid. Modern, but area is ancient and may have old artefacts/built structures in vicinity.
- The Blue Bridge on Bridge Street over River Wid. Decorative painted iron bridge

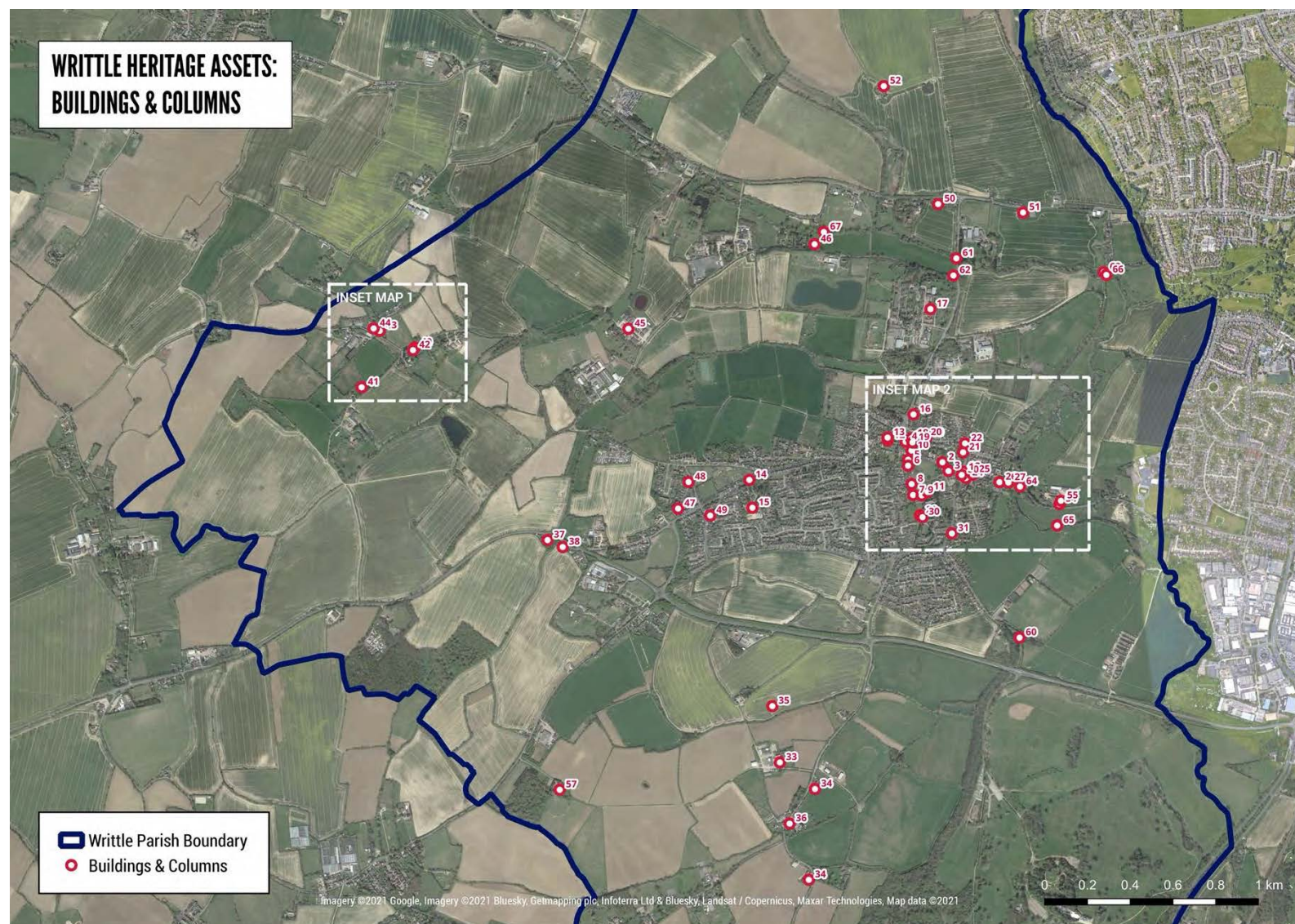
Fords

- Skeggs Farm on Writtle Rd, fording River Wid
- Lawford Lane, fording River Can, beside the bridge. Historic Kings Highway over 1000 yrs old. May be pre Roman
- Old Roxwell Road/ Cow Watering Lane, fording Roxwell Brook
- Skeggs river meadow to Lawford /Cowatering lanes, Roman agger and ditches when dry. Roman ford to south of Chelmer.

Key to heritage maps (buildings) on following pages:

LOCATION	Address	Ref
The Green	2 Mansmiths (inc Beresfords 1 & 2 St Johns Green)	1
The Green	The Village Hall no 16	2
The Green	The War Memorial	3
The Green	The Wheatsheaf and cottages	4
The Green	United Reform Church	5
The Green	The Library/Board School	6
The Green	No 21 / The Maltings (nr Pump Cottage)	7
The Green	No 25	8
The Green	The Christian Centre	9
The Green	Rumsey Row -specialist shops & businesses	10
The Green	Jubilee Cottage	11
Ongar Road	No's 11-17	12
Ongar Road	Chase House	13
Ongar Road	Mildred Cottages. Nos 146 & 148	14
Ongar Road	Longmeads House	15
Lordship Road	Kitts Croft - Doctors Surgery/ House	16
Lordship Road	Writtle Agricultural College (now Writtle University College)	17
St John's Rd	The Old Forge (no 1)	18
St John's Rd	Rumsey Row	19
St John's Rd	11, 15 -17 St Johns Rd	20
St John's Green	No's 13-18 Cottages	21
St John's Green	Gasworks Cottage no 19	22
St John's Green	1, Old Forge Cottage (includes no 2)	23
Bridge Street	The Cock and Bell (Pakwaan)	24
Bridge Street	No's 2 & 4 Bridge Street	25
Bridge Street	19, The Old Malt Store and brewery buildings	26
Bridge Street	21, Originally workhouse later known as "The Old Maltings"	27
Loves Walk	1,2 & 3 Almshouses	29
Lodge Road	No 1 Deodora	30
Loves Walk	Priory wall	30
Lodge Road	36 The Meads	31
Margaretting Rd	Montpelier's Farmhouse and outbuildings	33
Margaretting Rd	1 & 2, Montpelier's cottages	34
Margaretting Rd	Gables Cottages	34

LOCATION	Address	Ref
Margaretting Rd	Barns at Ropers Farm	35
Margaretting Rd	Barn at Bumpstead / Bumpstead farmhouse	36
A414	Range Cottage	37
A415	Prospect Cottage	38
Newney Green	Christopher's	40
Newney Green	Kingscroft Cottage, originally 1/2 Moor Hall cottages	41
Newney Green	Christophers Cottages	42
Newney Green	The Cottage adj to Duck Inn	43
Newney Green	The Duck Inn	44
Cow Watering Lane	Sturgeons Farm Buildings	45
Cow Watering Lane	Riverside Cottage	46
Gt Oxney Green	"Haven House", 3 Tower Road	47
Gt Oxney Green	Fosters Farm, East View	48
Gt Oxney Green	The Chequers and house adjacent	49
Roxwell Rd	Coach House/Manor House etc	50
Roxwell Rd	Horse and Groom	51
Roxwell Rd	New Barns Farm and WWII/Marconi buildings	52
Chelmsford Rd	Skeggs Farm- Farmhouse	54
Chelmsford Rd	Skeggs Farm- range of farm buildings and barn.	55
Highwood Road	Lee Farm	57
Hand pumps for water	At 15 St Johns Road	59
Paradise road	Writtle Lodge	60
Bridges- see Archaeology	Lordship Road over the River Can	61
Bridges- see Archaeology	Cow Watering Lane - culvert for Butlers Brook	62
Bridges- see Archaeology	Lawford Lane over River Can	63
Bridges- see Archaeology	The Blue Bridge on Bridge Street over River Wid	64
Fords- see Archaeology	Skeggs Farm on Writtle Rd, fording River Wid	65
Fords- see Archaeology	Lawford Lane, fording River Can	66
Fords- see Archaeology	Old Roxwell Road/Cow Watering Lane, thro Roxwell Brook	67



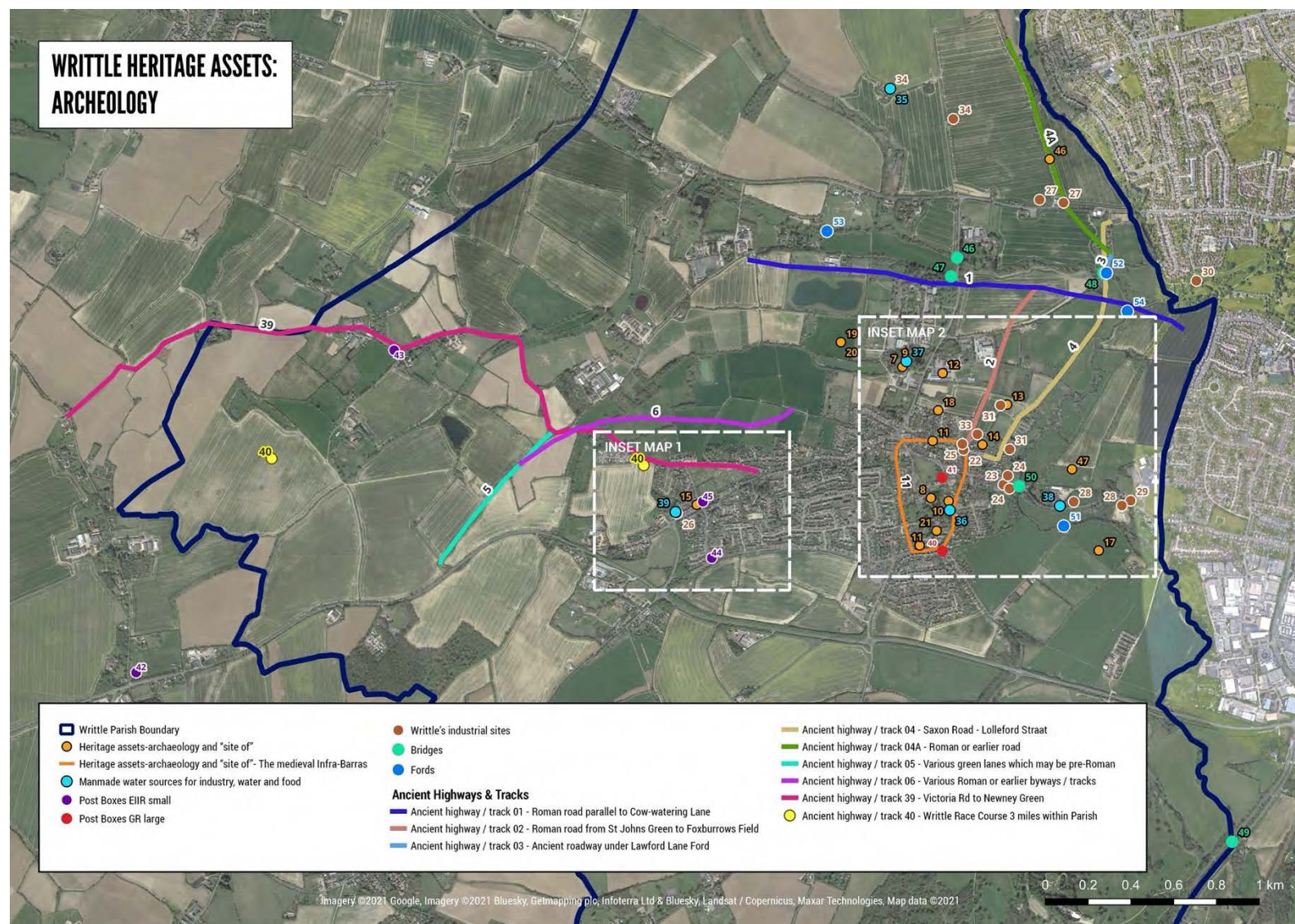




Key to heritage maps (archaeological interest) on following pages:

CATEGORY	DESCRIPTION	REF
Ancient highways & tracks	Roman road runs parallel to Cow-watering Lane, across Foxburrows field, crossing the River Wid, and then the road heads towards the Roman Mansio in Moulsham	1
Ancient highways & tracks	Roman road runs parallel to Cow-watering Lane, across Foxburrows field, crossing the River Wid, and then the road heads towards the Roman Mansio in Moulsham	1
Ancient highways & tracks	Roman Road from St Johns Green to Foxburrows Field, junction with above	2
Ancient highways & tracks	Roman Road from St Johns Green to Foxburrows Field, junction with above	2
Ancient highways & tracks	The ancient roadway under Lawford Lane ford is possibly Roman or earlier, connecting to the Colchester Road	3
Ancient highways & tracks	The ancient roadway under Lawford Lane ford is possibly Roman or earlier, connecting to the Colchester Road	3
Ancient highways & tracks	Saxon Road- Lolleford Straat, now Lawford Lane, was a Kings Highway and possibly a drovers' road to Writtle Market by St John's Green	4
Ancient highways & tracks	Saxon Road- Lolleford Straat, now Lawford Lane, was a Kings Highway and possibly a drovers' road to Writtle Market by St John's Green	4
Ancient highways & tracks	Various green lanes which may be pre-Roman	5
Ancient highways & tracks	Various green lanes which may be pre-Roman	5
Ancient highways & tracks	Various Roman or earlier byways/ tracks on fields around Writtle linking main ancient highways	6
Ancient highways & tracks	Various Roman or earlier byways/ tracks on fields around Writtle linking main ancient highways	6
Ancient highways & tracks	Victoria Rd to Newney Green- probably the old Epping & London road - see Chapman & Andre 1777	39
Ancient highways & tracks	Victoria Rd to Newney Green- probably the old Epping & London road - see Chapman & Andre 1777	39
Ancient highways & tracks	Writtle Race Course 3 miles within the village	40
Ancient highways & tracks	Writtle Race Course 3 miles within the village	40
Ancient highways & tracks	Roman or earlier road continues from Lawford Lane north across Warren Farm land around North of Chelmsford	4A
Ancient highways & tracks	Roman or earlier road continues from Lawford Lane north across Warren Farm land around North of Chelmsford	4A
Heritage assets- archaeology and "site of"	The medieval Infra-Barras around the Village centre i.e. Lodge Road, St John's Road and St John's Green. Much is visible	11
Heritage assets- archaeology and "site of"	The medieval Infra-Barras around the Village centre i.e. Lodge Road, St John's Road and St John's Green. Much is visible	11
Writtle's industrial sites	Writtle Brewery sites on both sides of Bridge Street	24
Writtle's industrial sites	Writtle Brewery sites on both sides of Bridge Street	24
Writtle's industrial sites	Maltings site warren Farm - next to Malt house Cottage on Roxwell Rd	27
Writtle's industrial sites	Maltings site warren Farm - next to Malt house Cottage on Roxwell Rd	27
Writtle's industrial sites	2 Mills at Skeggs (Southgate's), wind and water, for grain, on Chelmsford Road	28
Writtle's industrial sites	2 Mills at Skeggs (Southgate's), wind and water, for grain, on Chelmsford Road	28
Writtle's industrial sites	Marconi complex - Melba Court, Guys Farm, Rugby Field	31
Writtle's industrial sites	Marconi complex - Melba Court, Guys Farm, Rugby Field	31
Writtle's industrial sites	Aerials and buildings at Warren Farm / Bedells End radio WWII site (Marconi)	34
Writtle's industrial sites	Aerials and buildings at Warren Farm / Bedells End radio WWII site (Marconi)	34

CATEGORY	DESCRIPTION	REF
Heritage assets- archaeology and "site of"	The Roman Settlement, ancient hut circles and features back to Mesolithic (4000yrs BC) in three fields on College Estate (confidential)	7
Heritage assets- archaeology and "site of"	The C14 Chantry Chapel in NE of All Saints Churchyard	8
Heritage assets- archaeology and "site of"	King Johns Hunting Lodge, moat and fish ponds on Lordship Road. (Partly exposed)	9
Heritage assets- archaeology and "site of"	"The Lodge" medieval mansion in the Tudor walled garden, now the Bowling Green on Lodge Road	10
Heritage assets- archaeology and "site of"	Manor of Lordship on Lordship Road - site of	12
Heritage assets- archaeology and "site of"	Napoleonic camp - Rugby Field by Lawford Lane - site of	13
Heritage assets- archaeology and "site of"	Old market in Rugby Field & beside drovers' road (Lawford Lane)	14
Heritage assets- archaeology and "site of"	WWII British Restaurant site at Ongar Rd/East View (was then Bonnet's general store, then a garage showroom)	15
Heritage assets- archaeology and "site of"	WWI airfield in Rugby Field - has a plaque at the site	16
Heritage assets- archaeology and "site of"	WWI airfield on Shakesstones Farm - plaque on Sports Club Wall on Paradise Road	17
Heritage assets- archaeology and "site of"	Middle Ages militia practice area - Butt Field near Lordship Road	18
Heritage assets- archaeology and "site of"	Middle Ages militia practice area - Stoneyshots near Lordship Road	19
Heritage assets- archaeology and "site of"	Possible henge, probably wood, in Stoneyshots Field - Writtle College	20
Heritage assets- archaeology and "site of"	The Priory site, Walls, and Fish pond in Lodge Road. Now partly under "The Priory" houses. C11 pottery found on site	21
Writtle's industrial sites	Victorian Gas Works Managers House at 19, St Johns Green and cottages for brewery and gasworks	22
Writtle's industrial sites	Maltings in Bridge Street	23
Writtle's industrial sites	Gas works site in St John's Road & St John's Green	25
Writtle's industrial sites	Writtle Water Works & tower and pond late 1800s in Tower Road. (tower and works now demolished, pond remains - no 39)	26
Writtle's industrial sites	Southgate's Mill owners house Grade II, and terrace houses on Chelmsford Road	29
Writtle's industrial sites	Beaches water Mill, formerly called "Oil Mill" or "Much Mill" ("Mochel Mill" in Old English, therefore is old) on River Wid near Beaches Rd - leather, grain and bricks	30
Writtle's industrial sites	Experimental sound/radar location Rugby Field Lawford Lane (Marconi)	32
Writtle's industrial sites	Guys Farm, St Johns Road (Marconi)	33
Manmade water sources for industry, water and food	Pond on Greenbury Green, with hard bottom for transport uses e.g. dray horse/oxen watering and cart wheel soaking.	35
Manmade water sources for industry, water and food	Vicarage pond - was originally for the Priory, probably as a fish pond	36
Manmade water sources for industry, water and food	Medieval Fish pond at King Johns Hunting Lodge	37
Manmade water sources for industry, water and food	Pond at Skeggs Farm for domestic and possibly fish, and non-stock agricultural uses e.g. keeping willow whips pliable for rhubarb bunching use	38
Manmade water sources for industry, water and food	Water works Pond, Tower rd, Oxney Green	39
Post Boxes GR large	Paradise Rd	40
Post Boxes GR large	The Green	41
Post Boxes EIR small	Newney Green	42
Post Boxes EIR small	Cooksmill Green	43
Post Boxes EIR small	Oxney Green-Lodge Rd	44
Post Boxes EIR small	Oxney Green - Ongar Road	45
Heritage assets- archaeology and "site of"	Warren Farm fields, Google/aerial photos show many crop marks / features. Field walking yielded brick, tile & pottery	46
Bridges	Lordship Road over the River Can	46
Heritage assets- archaeology and "site of"	Skeggs Farm Field on Hilltop above house. Worked flint, hut circles burnt stones found by field walking/dowsing.	47
Bridges	Cow Watering Lane - culvert for Butlers Brook	47
Bridges	Lawford Lane over River Can	48
Bridges	A 1060 bridge at Three Mile Hill over River Wid. Modern, but area is ancient and may have old artefacts/built structures in vicinity.	49
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Fords	Lawford Lane, fording River Can, beside the bridge	52
Fords	Old Roxwell Road/ Cow Watering Lane, fording Roxwell Brook	53
Fords	Skeggs river meadow to Lawford /Cowwatering lanes, Roman agger and ditches when dry	54





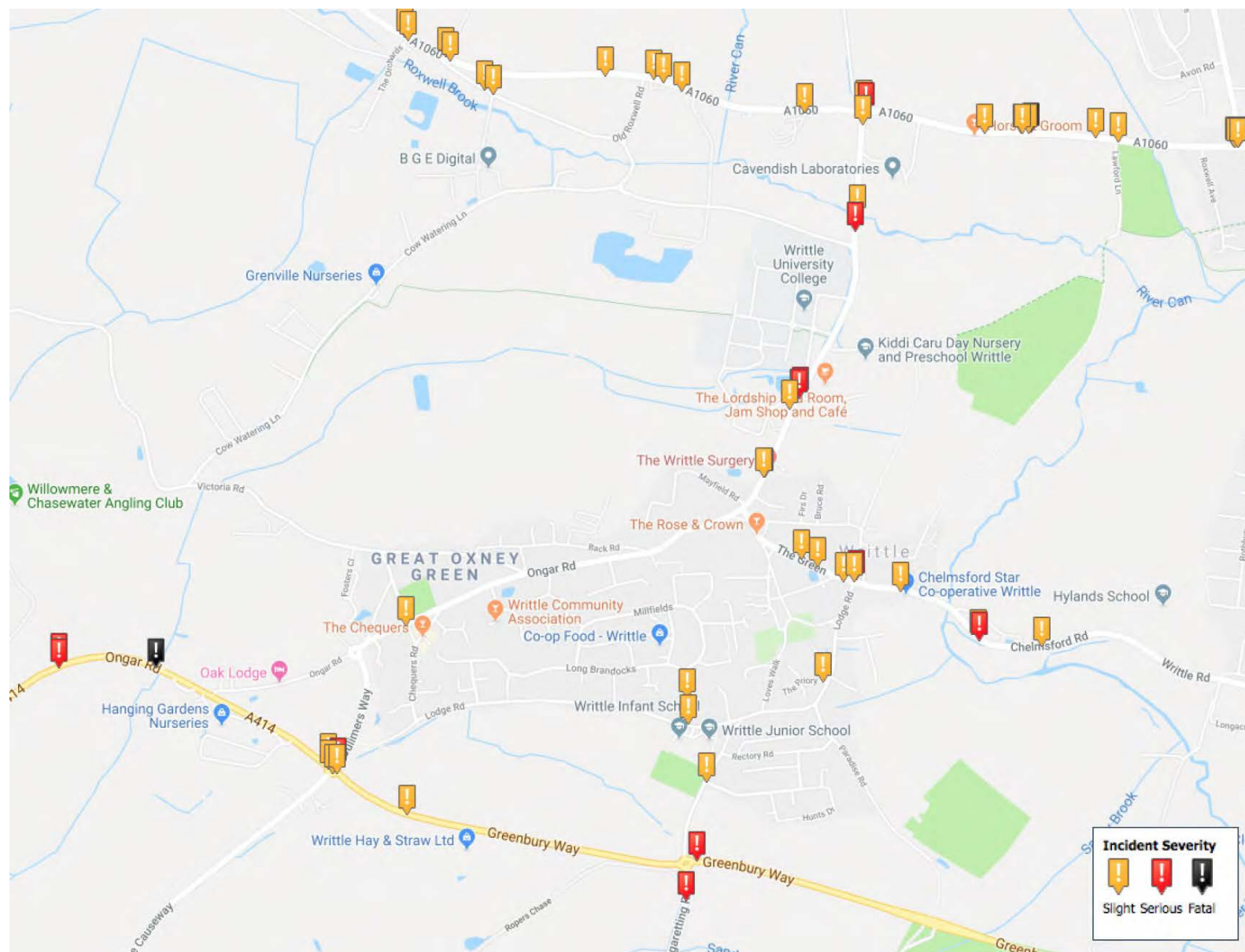


Appendix 5: Traffic Safety

The plan attached overleaf indicates the location and severity of all traffic incidents recorded over the five-year period 2014 – 2018 (inclusive), including all vehicle types and casualty types.

The information is taken from Crashmap.co.uk, which uses data collected by the police about road traffic crashes where someone has been injured. The data is approved by the National Statistics Authority and released by the Department for Transport.

The plan overleaf is taken from <http://www.crashmap.co.uk>, as accessed in June 2019.



Appendix 6: Waste and Minerals Local Plans

Essex and Southend-on-Sea Waste Local Plan (WLP)

Essex County Council is the Waste Planning Authority (WPA) for the Plan area, and is responsible for preparing planning policies and assessing applications for waste management development. The WLP was adopted in July 2017 forming part of the statutory Development Plan and should be read alongside the adopted Chelmsford Local Plan. The WLP covers the period from 2017 to 2032. It sets out where and how waste management developments can occur, and contains the policies against which waste management planning applications are assessed. Policy 2 of the WLP designates Waste Consultation Areas within 250m of active, allocated or permitted waste management facilities (400m in the case of Water Recycling Centres). These act to ensure that ECC are consulted on all non-waste related development proposals to ensure that there are no detrimental impacts which would compromise the operation of the existing facility or the newly proposed development.

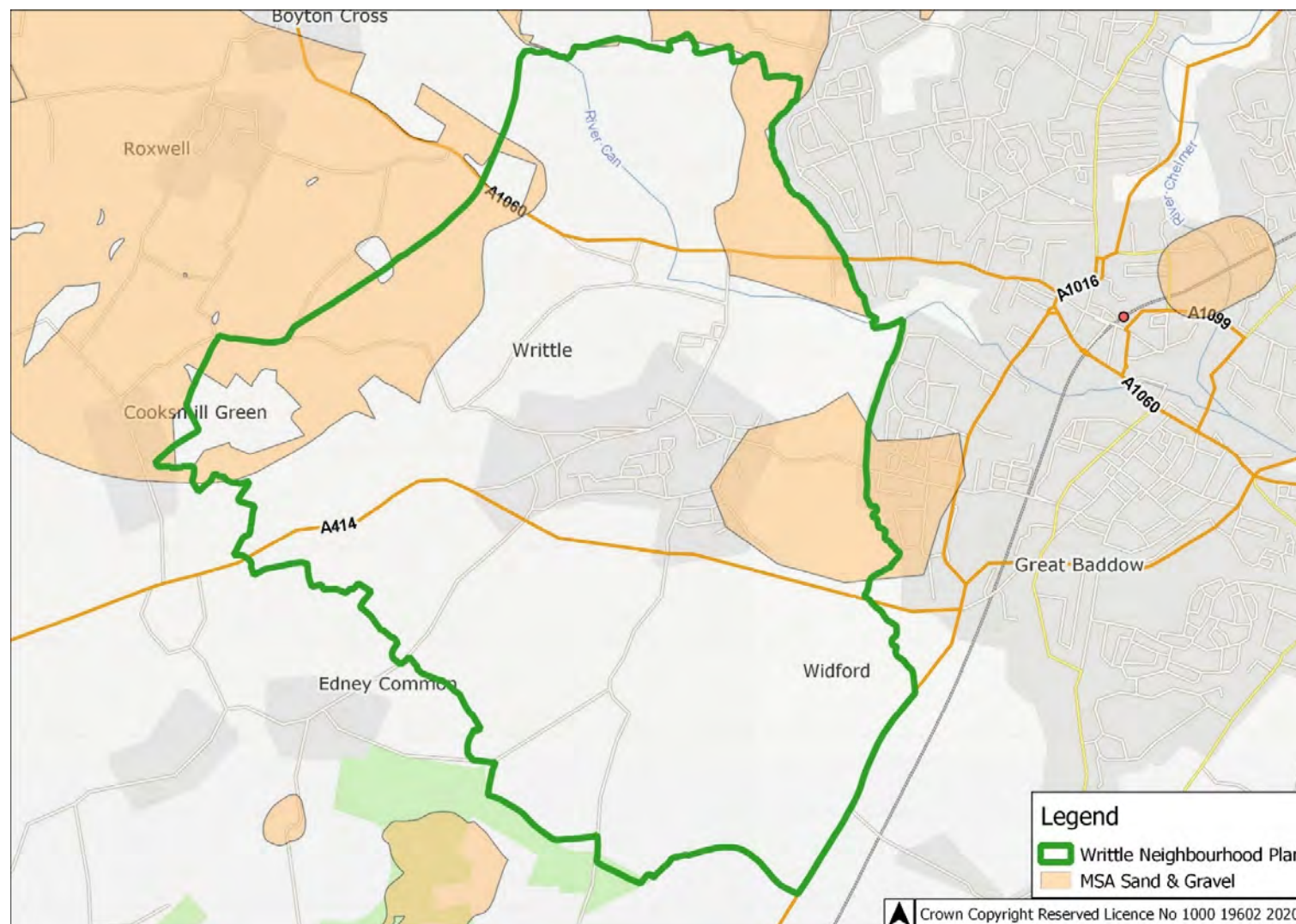
Essex Minerals Local Plan 2014 (MLP)

The Essex Minerals Local Plan 2014 (MLP) forms part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Sand and gravel deposits are subject to a Minerals Safeguarding policy (Policy S8), which seeks to prevent deposits being sterilised by on mineral development.

Mineral Consultation Areas are also established through Policy S8 and these act to ensure that ECC are consulted on all non-mineral related development within a distance of 250m around active, allocated and permitted quarries, and other mineral infrastructure.

The map overleaf identifies areas in the North East, East and North of the Parish as being within a Minerals Safeguarding Area due to the presence of sand and gravel deposits beneath the ground. These areas are subject to the minerals safeguarding policy (Policy S8 of the MLP), which seeks to prevent deposits being unnecessarily sterilised by non-mineral development. All housing allocations, other than development at Warren Farm (see Policy WNP D3: Warren Farm Growth Area), proposed in the Plan fall below the site size threshold at which the provisions of Policy S8 are engaged. Consequently, there is currently no minerals and waste infrastructure existing, allocated or permitted in the Plan area.

Mineral safeguarding areas in relation to the Writtle Neighbourhood Plan Area:



Appendix 7: Supporting material

The Neighbourhood Plan draws on the following material, all of which can be found on the Writtle Parish Council website:

<https://writtle-pc.gov.uk/neighbourhood-plan/>

The documents include:

- Heritage Writtle / Writtle Archives, Register of Heritage Buildings for Writtle, January 2021
- Writtle Analysis Paper, June 2019
- Writtle BT Site, Workshop Report, November 2019
- Writtle Business Survey Report, December 2018
- Writtle Design Guide, Aecom, February 2020
- Writtle Key Views, January 2021
- Writtle Parish Plan, 2011, updated 2019
- Writtle Residents Survey Report, IDA Consulting Ltd, February 2019
- Writtle Village Design Statement, 2004

The Neighbourhood Plan also draws upon the Chelmsford Local Plan and the suite of technical evidence documents prepared in support of that. The evidence documents are available via the Chelmsford City Council website:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/evidence-base/>

The Neighbourhood Plan refers to the latest iteration of the Essex Design Guide. This is available online via the Essex County Council website:

<https://www.essexdesignguide.co.uk>

Other documents referred to within the Neighbourhood Plan are sourced via the series of footnotes.

Glossary of Terms

Adoption – The final confirmation of a Development Plan by a local planning authority.

Affordable housing – Housing for sale or rent, or for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers), and which may comprise one or more of the following: (a) affordable housing for rent; (b) starter homes; (c) discounted market sales housing; or (d) other affordable routes to home ownership (e.g.: shared ownership and rent to buy etc). A full definition is available in the NPPF (2019).

Brownfield site – See Previously Developed Land.

Community Infrastructure Levy (CIL) – A levy that allows Local Authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools, health centres, leisure centres and parks. .

Conservation Area - An area of special architectural or historic interest, the character or appearance of which is preserved by local planning policies and guidance.

Development Plan – A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. For Writtle, this includes the Chelmsford Local Plan (2020), the Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017). Neighbourhood Plans, once made, form part of the Development Plan.

Evidence base - The background information and data that any Development Plan Document is based on and is made up of studies on specific issues, including physical, economic, and social characteristics of an area.

Green Belt – A designation for land around certain cities and large built-up areas which aims to keep this land permanently open or largely undeveloped. The purposes of the greenbelt is to (i) check the unrestricted sprawl of large built up areas (ii) prevent neighbouring towns from merging (iii) safeguard the countryside from encroachment (iv) preserve the setting and special character of historic towns (v) assist urban regeneration by encouraging the recycling of derelict and other urban land.

Greenfield site – Land, or a defined site, where there has been no previous development, often in agricultural use.

Green-space - Those parts of an area which are occupied by natural open space, parkland, woodland, sports fields, gardens, allotments and the like. Also often referred to as 'Green Infrastructure'.

Heritage Asset – A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated assets (e.g.: listed buildings) and assets identified by the local planning authority, which may include a local list of assets. (Also see entry for Non-designated Heritage Assets below)

Housing Associations – Not-for-profit organisations that work with councils to offer affordable flats and houses to local people.

Independent Examination - An assessment of a proposed Development Plan carried out by an independent person to consider whether a Development Plan conforms with the relevant legal requirements.

Infill Development – Small scale development filling a gap within an otherwise built up frontage.

Infrastructure – The term infrastructure is defined in the adopted Chelmsford Local Plan (2020) at paragraph 6.70, explaining that it can include any structure, building, system facility and/or provision required by an area for its social and/or economic function and/or wellbeing including (but not

exclusively): footways, cycleways, bridleways and highways; public transport; drainage, SuDs and flood protection; waste recycling facilities; education and childcare; healthcare; sports, leisure and recreation facilities; community and social facilities; cultural facilities, including public art; emergency services; green infrastructure; open space; affordable housing; live/work units and lifetime homes; broadband; and facilities for specific sections of the community such as youth or the elderly.

Listed Building – A building of special architectural or historic interest. Listed buildings are graded I, II or II*, with grade I being the highest. Listing includes the exterior as well as the interior of the building.

Local Plan – The Plan for the future development of the local area, drawn up by the local planning authority. This forms part of the Development Plan.

Local Planning Authority - Local government body responsible for formulating planning policies and controlling development in a particular area, e.g.: a district council, metropolitan council, county council, a unitary authority or national park authority. For Writtle this is Chelmsford City Council.

Made – Terminology used in Neighbourhood Planning to indicate whether a Plan has been adopted.

Ministry of Housing, Communities and Local Government - Government department with responsibility for planning, housing, urban regeneration and local government (MHCLG). Previously known as the Department for Communities and Local Government (DCLG).

National Planning Policy Framework (NPPF) - sets out government's planning policies for England and how these are expected to be applied. The current version of the NPPF was published in February 2019.

Neighbourhood Plan – A plan prepared by a Town or Parish Council, or a Forum, for a particular Neighbourhood Area, which includes land use topics. Once made this forms part of the Development Plan.

Non-designated Heritage Asset - buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets

Outline Application – A general application for planning permission to establish that a development is acceptable in principle, subject to subsequent approval of detailed matters. Does not apply to changes of use.

Permitted Development – Comprises certain categories of minor development as specified in the General Permitted Development Order, which can be carried out without having first to obtain specific planning permission.

Planning Permission - Formal approval granted by a local planning authority (e.g. Chelmsford City Council) in allowing a proposed development to proceed. Permission may be sought in principle through outline planning applications, or be sought in detail through full planning applications.

Previously Developed Land - Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

Public Open Space - Open space to which the public has free access and which fulfils, or can fulfil, a recreational or non-recreational role (for example, amenity, ecological, educational, social or cultural uses).

Public Realm – Those parts of a city, town or village, whether publicly or privately owned, which are available for everyone to use. This includes streets, squares and parks.

Public Right of Way – Paths on which the public has a legally protected right to pass and re-pass.

Raingarden – An area designed to receive surface water run-off from roofs and other hard surfaces, and thus manage the risk of surface water flooding. Species of plants used in the raingarden will typically be able to stand waterlogging for up to 48 hours at a time.

Registered Social Landlords (RSL) – See Housing Associations

Section 106 Agreement – A legal agreement under Section 106 of the 1990 Town & Country Planning Act. These are agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to development are undertaken.

Settlement Development Limits Boundary – Settlement or development boundaries (village envelopes) seek to set clear limits to towns and villages. They are designed to define the existing settlement and to identify areas of land where development may be acceptable in principle, subject to other policies and material planning considerations.

Soundness – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified (founded on robust and credible evidence and be the most appropriate strategy), whether the plan is effective (deliverable, flexible and able to be monitored), and whether it is consistent with national and local planning policy.

Stakeholder – People who have an interest in an organisation or process including residents, business owners and national organisations and government departments

Sustainability Appraisal – An appraisal of the economic, environmental and social effects of a Plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

Sustainable Communities – Places where people want to live and work, now and in the future.

Sustainable Development – An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Urban Design – The art of making places. It involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, to create successful development.

Use Classes Order – The Town and Country Planning (Use Classes) Order 1987 (as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. 'Change of use' can occur within the same use class or from one use class to another. Depending on the specifics of any proposed change of use, including any building work associated with the proposal, it may require an application for planning permission or prior approval. The Use Class Order was most recently updated in September 2020 and can be accessed via the link below:

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

Acknowledgements

The Whole Community of Writtle and their advisors without whose help, the production of this Plan would not have been possible:

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- Essex County Council
- Essex Records Office
- Historic England
- Rural Community Council for Essex
- Locality
- AECOM
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- Broomfield Neighbourhood Plan Group
- Writtle University College
- Writtle Library
- Writtle News
- Writtle Voice
- Writtle Archives
- Writtle Heritage
- Writtle Scouts and Guides
- Writtle Infants and Primary Schools
- Writtle W.I.
- Nextdoor Writtle
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Writtle Parish Council

Neighbourhood Plan for Writtle Parish, 2020-2036

Made version: December 2021

Writtle Neighbourhood Plan Steering Group

Writtle Parish Council

Parish Office

The Green

Writtle

Chelmsford CM1 3DT

<https://writtle-pc.gov.uk/>



Chelmsford City Council

8 December 2021

Gambling Act 2005 – Statement of Licensing Principles

Report by:

Cabinet Member for Greener and Safer Chelmsford

Officer Contact:

Brian Mayfield, Democratic Services Manager, brian.mayfield@chelmsford.gov.uk,
01245 606923

Purpose

To seek the Council's approval of the latest Statement of Licensing Principles under the Gambling Act 2005.

Recommendation

That the Council adopt the attached latest version of the Statement of Licensing Principles under the Gambling Act 2005.

Background

1. At its meeting on 9 September 2021, the Licensing Committee considered the revised statement of principles to the Statement of Gambling Policy under the Gambling Act 2005. The Statement needs to be reviewed every three years.
2. The Statement of Principles sets out the policy that Chelmsford City Council, as the Licensing Authority under s.349 (1)(b) of the Gambling Act 2005 ('the Act'), proposes to apply in discharging its functions to license premises for gambling under the Act in addition to:

- Designating the body responsible for advising the Authority on the protection of children from harm;
 - Determining whether or not a person is an “Interested Party”;
 - Exchanging information with the Gambling Commission and others; and
 - Inspecting premises and instituting proceedings for offences under the Act.
3. The latest review had concluded that only a few minor corrections were required and that it otherwise remains fit for purpose. The Licensing Committee agreed to put the revised Statement out to consultation and it was advertised on the Council’s website, in a local newspaper and brought to the attention of relevant stakeholders.
 4. No comments on the Statement were received during the consultation period and only a few typographical corrections have been made to it since the meeting of the Committee.
 5. The Cabinet on 16 November 2021 recommended that the Council formally adopt the Statement of Licensing Principles.

[List of appendices:](#)

Revised Statement of Licensing Principles

[Background papers:](#)

Nil

Corporate Implications

Legal/Constitutional: The Council is required to produce and review every three years a Statement of Licensing Principles under the Gambling Act 2005

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: No effect on current staffing levels or responsibilities

Risk Management: None arising from this review

Equality and Diversity: None arising from this review

(For new or revised policies or procedures has an equalities impact assessment been carried out? If not, explain why)

Health and Safety: None arising from this review

Digital: None arising from this review

Other: None

Consultees:

Legal and Democratic Services Manager. Cabinet.

Relevant Policies and Strategies:

None

STATEMENT OF LICENSING PRINCIPLES FOR GAMBLING

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PART A

1 INTRODUCTION

- 1.1 This Statement of Principles sets out the policy that Chelmsford City Council, as the Licensing Authority under s.349 (1)(b) of the Gambling Act 2005 (referred to in this document as 'the Act'), proposes to apply in discharging its functions to license premises for gambling under the Act in addition to: -
- Designating the body responsible for advising the Authority on the protection of children from harm;
 - Determining whether or not a person is an "Interested Party";
 - Exchanging information with the Gambling Commission and others; and
 - Inspecting premises and instituting proceedings for offences under the Act.
- 1.2 It should be noted that this policy may be affected by any revised guidance issued by the Gambling Commission or as a result of any stated court appeal cases.

2. THE LICENSING OBJECTIVES

- 2.1 In exercising its functions under the Act, Licensing Authorities must have regard to the Licensing Objectives as set out in Section 1 of the Act. The Licensing Objectives are: -
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way; and
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.

3. RESPONSIBILITIES UNDER THE ACT

- 3.1 The Act introduced a licensing regime for commercial gambling, to be conducted by the Gambling Commission and by Licensing Authorities, depending on the matter to be licensed.
- 3.2 The Act establishes Chelmsford City Council as the Licensing Authority whose responsibilities must be discharged by the Licensing Committee (created under Section 6 of the Licensing Act 2003) across the whole Council area.
- 3.3 The Gambling Commission is responsible for issuing Operating and Personal licences to persons and organisations who: -
- Operate a casino;
 - Provide facilities for playing bingo or for pool betting;

- Act as intermediaries for betting;
- Make gaming machines available for use in Adult Gaming Centres and Family Entertainment Centres;
- Manufacture, supply, install, adapt, maintain or repair gaming machines;
- Manufacture, supply, install or adapt gambling machine software; or
- Promote a lottery.

3.4 The Licensing Authority is responsible for licensing premises in which gambling takes place. This includes all types of gambling, other than spread betting and the National Lottery. The Licensing Authority is also responsible for issuing permits for premises with gaming machines and for receiving notices from operators wishing to use unlicensed premises for gambling on a temporary basis. The Licensing Authority is also responsible for the registration of certain types of Small Society Lotteries.

3.5 The Licensing Authority cannot become involved in the moral issues of gambling and must aim to permit the use of premises for gambling where they are used:

- in accordance with any relevant codes of practice;
- in accordance with any relevant Guidance issued by the Gambling Commission;
- reasonably consistent with the Licensing Objectives; and
- in accordance with the Licensing Authority's Statement of Licensing Policy.

3.6 Before the Licensing Authority can consider an application for a Premises Licence, an Operating and Personal Licence must have been obtained from the Gambling Commission (With the exception of Tracks).

4. STATEMENT OF LICENSING PRINCIPLES

4.1 The Licensing Authority is required by the Act to publish a Statement of Licensing Policy (The Policy), which contains the principles it proposes to apply when exercising its functions under the Act.

4.2 The Policy must be reviewed and published every three years. The Policy must also be reviewed from 'time to time' and any proposed amendments and/or additions must be subject to fresh consultation. The 'new' Policy must then be published.

4.3 This revised policy will have effect from 1st February 2022 until 31 January 2025

5. CONSULTATION

5.1 In producing this Policy, the Licensing Authority consulted widely before finalising and publishing it. In addition to the statutory consultees (listed below), the Council chose to consult with additional local groups and individuals. A list of these other groups and persons consulted is also provided below.

- 5.2 The Act requires that the following parties are consulted by the Licensing Authority:-
- The Chief Officer of Police for the Authority's area;
 - One or more persons who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area; and
 - One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Act.

5.3 The other groups and people consulted were: -

- Organisations, including faith groups, voluntary and community organisations working with children and young people and organisations working with people who are problem gamblers, medical practices or primary care trusts and the Citizen's Advice Bureau;
- Businesses who are, or will be, holders of Premises Licences;

5.4 Responsible Authorities under the Act. The Licensing Authority's consultation took place between 12th July 2021 and 31st August 2021.

5.5 A full list of comments made and details of the Council's consideration of those comments will be available by request to The Licensing Section, Public Places, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex CM1 1JE. (licensing@chelmsford.gov.uk)

6. APPROVAL OF POLICY

6.1 This Policy was approved at a meeting of the Council on XX November 2021 published via its website. Copies are available on request or on the Council's Web Site (www.chelmsford.gov.uk)

6.2 It should be noted that this Policy does not override the right of any person to make an application, to make representations about an application, or to apply for a review of a licence, as each case will be considered on its own merit in accordance with the requirements of the Act.

7. DECLARATION

7.1 In this Policy the Licensing Authority declares that it has had regard to the Licensing Objectives, formal Guidance issued to Licensing Authorities and any responses from those consulted during the consultation process.

7.2 Appendices have been attached to this statement providing further information and guidance that is intended only to assist readers of this document and should not be interpreted as legal advice or as constituent of the Council's policy. Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Gambling Act 2005, or they should consult the Guidance or Regulations made under the Act.

8. RESPONSIBLE AUTHORITIES

8.1 A full list of the Responsible Authorities designated under the Act and their contact details are given in the Definition/Glossary. It should be noted that under the Act, the Licensing Authority itself is designated as a Responsible Authority.

- 8.2 The Licensing Authority is required to designate, in writing, a body that is competent to advise it about the protection of children from harm. In making this designation the following principles have been applied: -
- The competency of the body to advise the Licensing Authority;
 - The need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and
 - The need for the body to be answerable to democratically elected persons rather than any particular invested interest group etc.
- 8.3 In accordance with the Gambling Commission's Guidance to Local Authorities, the Licensing Authority designates the Essex Safeguarding Children Board for this purpose.

9. INTERESTED PARTIES

- 9.1 Interested Parties can make representations about licensing applications or apply for a review of an existing licence. An Interested Party is defined in the Act as follows: -
- ' A person is an interested party' in relation to a premises licence or in relation to an application for or in respect of a premise if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:
- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities;
 - b) Has business interests that might be affected by the authorised activities; or
 - c) Represents persons who satisfy paragraphs (a) or (b).
- 9.2 Interested parties can be persons who are democratically elected, such as District and Parish Councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the Ward likely to be affected. Likewise, Parish Councils likely to be affected will be considered to be interested parties.
- 9.3 District Councillors who are members of the Licensing Committee will not qualify to act in this way.
- 9.4 Other than persons mentioned in **10.2** and **10.3**, the Licensing Authority will generally require some form of confirmation that a person is authorised to represent an interested party.
- 9.5 The Licensing Authority considers that the Trade Associations, Trade Unions and Residents' and Tenants' Associations qualify as "Interested Parties" where they can demonstrate that they represent persons in (a) or (b) above.
- 9.6 In determining if a person lives or has business interests sufficiently close to the premises that they are likely to be affected by the authorised activities, the Licensing Authority will consider the following factors: -

- The size of the premises;
- The nature of the premises;
- The distance of the premises from the location of the person making the representation;
- The potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment);
- The circumstances of the complaint. This does not mean the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises;
- The catchment area of the premises (i.e. how far people travel to visit); and
- Whether the person making the representation has business interests in that catchment area that might be affected.

10. EXCHANGE OF INFORMATION

10.1 In its exchange of information with parties listed in Schedule 6 of the Act, the Licensing Authority will have regard to: -

- The provisions of the Act, which include the provision that the Data Protection Act 2018 will not be contravened;
- The guidance issued by the Gambling Commission;
- Data Protection Act 2018;
- Human Rights Act 1998;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- The Common Law Duty of Confidence;
- Electronic Communications Act 2000;
- Computer Misuse Act 1990;
- Criminal Procedure and Investigations Act 1996; and
- Crime and Disorder Act 1998.

10.2 Exchanges of information will be conducted in a timely and accurate fashion and confirmed in writing in all cases to form an audit trail. (Note: Written confirmation may include information in electronic form). An audit trail should include: -

- Record of data disclosed;
- Project chronology; and
- Notes of meetings with other partners and recent correspondence, including phone calls.

- 10.3 The Licensing Authority may also exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime, but we will only share any personal details for this purpose is required to do so by law.

11 PUBLIC REGISTER

- 11.1 The Licensing Authority is required to keep a public register and share information in it with the Gambling Commission and others (e.g. H.M. Revenue and Customs). Regulations will prescribe what information should be kept in the register.

12 COMPLIANCE AND ENFORCEMENT

- 12.1 In exercising its functions with regard to the inspection of premises and to instituting criminal proceedings in respect of offences specified, the Licensing Authority will follow best practice requiring actions to be: -
- Proportionate – Intervention will only be when necessary. Remedies should be appropriate to the risk posed and costs identified and minimised;
 - Accountable – Authorities must be able to justify decisions and be subject to public scrutiny;
 - Consistent – Rules and standards must be joined up and implemented fairly;
 - Transparent – Enforcement should be open and regulations kept simple and user friendly; and
 - Targeted – Enforcement should be focused on the problems and minimise side effects.
- 12.2 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes, so far as is possible, and adopt a risk based inspection programme.
- 12.3 The main enforcement and compliance role of the Licensing Authority in terms of the Act will be to ensure compliance with the Premises Licence and other permissions which it authorises. The Gambling Commission will be the enforcement body for Operating and Personal Licences. It is also worth noting that concerns about the manufacturer, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.
- 12.4 The Licensing Authority will keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of Local Authorities.
- 12.5 Where an operator carries out test purchasing in their premises, Chelmsford City Council expects to be advised of the results. Should the results show a failure, then the Licensing Authority will, in the first instance, work with the operator to review and improve their policies and procedures.
- 12.6 Where there is a Primary Authority Scheme in place, the Licensing Authority will seek guidance from the Primary Authority before taking any enforcement action on matters covered by that scheme. At the time of the publication of this policy there

were four Primary Authority arrangements with host local authorities:

- Coral – London Borough of Newham;
- Ladbrokes – Milton Keynes;
- Paddy Power – Reading; and
- William Hill – City of Westminster.

13 DELEGATION OF POWERS

- 13.1 The Council has agreed a scheme of delegation for discharging its functions under the Act.

PART B

PREMISES LICENCES

14. GENERAL PRINCIPLES

14.1 Premises Licences will be subject to the permissions/restrictions set out in the Act as well as the specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others, where it is thought appropriate.

14.2 Each case will be decided on its merits and will depend upon the type of gambling that is proposed, as well as taking into account how the applicant proposes that the Licensing objective concerns can be overcome.

14.3 Licensing Authorities are required by the Act, in making decisions about Premises Licences, to permit the use of premises for gambling so far as it thinks fit: -

- In accordance with any relevant codes of practice issued by the Gambling Commission;
- In accordance with any relevant guidance issued by the Gambling Commission;
- To be reasonably consistent with the Licensing Objectives; and
- In accordance with the Authority's Policy.

14.4 Definition of Premises:

A premise is defined in the Act as "any place". It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises, although this will always be considered in the light of the guidance issued by the Gambling Commission. It will always be a question of fact in each circumstance. The Gambling Commission does not, however, consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

The Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed).

14.5 Demand:

Demand is a commercial consideration and is not an issue for the Licensing Authority.

14.6 Location:

Location will only be of material consideration in the context of the Licensing Objectives.

14.7 The Act is clear that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The Licensing

Authority will pay particular attention to the objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

- 14.8 In order for location to be considered, the Licensing Authority will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6th April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, that licensees assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.
- 14.9 The LCCP also states that licensees must review (and update as necessary) their local risk assessments:
- a) to take account of significant changes in local circumstance, including those identified in this policy;
 - b) when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
 - c) when applying for a variation of a premises licence; and
 - d) in any case, undertake a local risk assessment when applying for a new premises licence.
- 14.10 The Licensing Authority expects the local risk assessment to consider as a minimum:
- whether the premises is in an area of deprivation;
 - whether the premises is in an area subject to high levels of crime and/or disorder;
 - the ethnic profile of residents in the area, and how game rules, self-exclusion leaflets etc. are communicated to those groups;
 - the demographics of the area in relation to vulnerable groups;
 - the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather.
- 14.11 In every case, the risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.
- 14.12 The Licensing Authority expects all licensed premises to have their local area risk assessment available on site for inspection by an authorised officer at all times when they are trading.
- 14.13 Information contained within the local area risk assessment may be used to inform the decision the Licensing Authority makes about whether to grant a licence, to grant a licence with special conditions or to refuse an application.
- 14.14 This policy does not preclude an application being made, and each application will be decided on its merits, with the onus being upon the applicant to show how any concerns can be overcome.
- 14.15 Chelmsford City Council has not published a local area profile, however, the Licensing Authority commits to assisting applicants by providing them such

information that they may require when considering their local area risk assessments.

14.16 **Duplication with other Regulatory Regimes:**

Duplication with other statutory/regulatory regimes will be avoided where possible. This Authority will not consider whether a licence application is likely to be awarded Planning Permission or Building Control consent.

14.17 **Licensing Objectives:**

Premises Licences granted must be reasonably consistent with the Licensing Objectives. With regard to these Objectives, the following will be considered: -

- **Preventing gambling from a source of crime or disorder, being associated with crime or disorder, or being used to support crime –**
Whilst the Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime, it will pay attention to the proposed location of gambling premises in terms of this licensing objective.

Where an area has known high levels of organised crime, this Authority will consider carefully whether gambling premises are suitable to be located there and the need for conditions, such as the provision of door supervisors.

The Licensing Authority is aware that there is a distinction between disorder and nuisance and that the prevention of nuisance is not a licensing objective under the Act;

- **Ensuring that gambling is conducted in a fair and open way –**
The Gambling Commission does not generally expect Licensing Authorities to be concerned with ensuring that gambling is conducted in a fair and open way. The Licensing Authority notes that in relation to the licensing of tracks, its role will be different from other premises in that track operators will not necessarily have an Operating Licence. In those circumstances, the Premises Licence may need to contain conditions to ensure that the environment in which betting takes place is suitable; and
- **Protecting children and other vulnerable persons from being harmed or exploited by gambling –**
In practice, the Objective of protecting children from being harmed or exploited by gambling often means preventing them from taking part in, or being in close proximity to, gambling.

There is no definition of the term 'vulnerable person' in the Act, but this could include people who are gambling beyond their means and people who may not be able to make informed or balanced decisions about gambling due to mental health needs, alcohol or drugs.

14.18 Conditions:

Any conditions attached to Licences will be proportionate and will be: -

14.18.1 Relevant to the need to make the proposed premises suitable as a gambling facility;

- Directly related to the premises and the type of licence applied for;
- Fairly and reasonably related to the scale and type of premises; and
- Reasonable in all other respects.

14.19 In addition, the Licensing Authority will examine how applicants propose to address the licensing objectives. In considering applications the Licensing Authority will particularly take into account the following:

- Proof of age schemes (*where applicable*);
- CCTV;
- Door Supervisors;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices and signage;
- Specific opening hours; and
- With particular regard to vulnerable persons, measures such as the use of self-barring schemes, provision of information, leaflets, helpline numbers for organisations such as GamCare, Gamblers Anonymous, Gordon House Association, National Debtline and local Citizens Advice Bureaux and independent advice agencies

14.20 Decisions upon individual conditions will be made on a case-by-case basis.

Consideration will be given to using control measures, should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult only areas, etc. Applicants will also be expected to offer their own suggestions as to the way in which the Licensing Objectives can be effectively met.

14.21 It is noted that there are conditions, which the Licensing Authority cannot attach to Premises Licences. These are: -

- Any conditions on the Premises Licence which make it impossible to comply with an Operating Licence condition;
- Conditions relating to gaming machine categories, numbers, or method of operation;
- Conditions, which provide that membership of a club or body, be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated);

- Conditions in relation to stakes, fees, and the winning of prizes.

14.22 **Door Supervisors:**

The Licensing Authority may consider whether there is a need for door supervisors in terms of the Licensing Objective of protecting children and vulnerable persons from being harmed or exploited by gambling and also in terms of preventing premises becoming a source of crime.

The Authority will make a door supervision requirement only if there is clear evidence from the history of trading at the premises or evidence of a likelihood that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and required

As the Act has amended the Security Industry Act 2001, door supervisors at casinos or bingo premises need not be licensed by the Security Industry Authority.

14.23 **Credit**

Credit facilities are prohibited from being provided in casinos and bingo licensed premises. Cash machines (ATM's) may be installed in such premises but the licensing authority may apply conditions as to where they are sited.

14.24 **Betting Machines:** (see appendix for definition)

In relation to Casinos, Betting Premises and Tracks, the Licensing Authority can restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a Betting Premises Licence or to a Casino Premises Licence (*where betting is permitted in the Casino*).

14.25 When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, among other things, shall take into account: -

- The size of the premises;
- The number of counter positions available for person to person transactions; and
- The ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.

14.26 In deciding whether to impose conditions to limit the number of betting machines, each application will be considered on its own merit and account will be taken of the codes of practice or guidance issued under the Act.

15 **PROVISIONAL STATEMENTS**

15.1 A Premises Licence under the Gambling Act 2005 may lawfully be granted in respect of premises that are not ready to be used for gambling, the premises being about to be or in the course of construction or alteration, and they being premises which the applicant has a right to occupy and in respect of which they hold an operating licence which authorises him/her to carry on the activity in respect of which the Premises Licence is sought.

16 REPRESENTATIONS AND REVIEWS

- 16.1 Representations and Applications for Review of Premises Licence may be made by responsible authorities and interested parties.
- 16.2 The Licensing Authority can make a representation or apply for a review of the Premises Licence on the basis of any reason that it thinks is appropriate. For the purpose of exercising its discretion in these matters, the Authority has designated the Environmental Services Manager, Safer Communities as being the proper person to act on its behalf.
- 16.3 The Licensing Authority will decide if a representation or application for a review is to be carried out on the basis of whether or not the request is:
- Frivolous or vexatious
 - Based on grounds that will certainly not cause the Authority to wish to revoke/suspend a licence or remove, amend or attach conditions on the ILicence;
 - Substantially the same as previous representations or requests for a review;
 - In accordance with any relevant codes of practice issued by the GamblingCommission;
 - In accordance with any relevant guidance issued by the Gambling Commission;
 - Reasonably consistent with the licensing objectives.
- 16.4 There is no appeal against the Authority's determination of the relevance of an application for review.

17 ADULT GAMING CENTRES

- 17.1 An Adult Gaming Centre is defined in **Appendix C**. Entry to these premises is age restricted.
- 17.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

18 LICENSED FAMILY ENTERTAINMENT CENTRES

- 18.1 A Licensed Family Entertainment Centre is defined in **Appendix C**. Entry to these premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.
- 18.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

19 CASINOS

- 19.1 Casinos are defined in Appendix B. Chelmsford was not selected as one of the sites for one of the new casinos.
- 19.2 In the event that the Government decide to grant any further casino licences the Licensing Authority will consult widely on this issue.
- 19.3 The Licensing Authority can restrict the number of **betting machines**, their nature and the circumstances in which they are made available by attaching a licence condition to a Betting Premises Licence or to a Casino Premises Licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, amongst other things should take into account: -
- The size of the premises;
 - The number of counter positions available for person to person transactions; and
 - The ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.
- 19.4 In deciding whether to impose conditions to limit the number of betting machines, each application will be on its own merits and account will be taken of Codes of Practice and Guidance issued under the Act.
- 19.5 **Credit** facilities are prohibited in casinos; however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

20 BINGO PREMISES

- 20.1 A Bingo premises is defined in **Appendix C**. Entry to these premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.
- 20.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.
- 20.3 **Credit** facilities are prohibited in premises licensed for Bingo; however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

21 BETTING PREMISES

- 21.1 Betting Premises are defined in. **Appendix C**
- 21.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.
- 21.3 **Fixed Odds Betting Terminals (FOBT's)**
In respect to nationally expressed concerns that exist in relation to the potentially adverse impact FOBT's may have on vulnerable groups of adults, The Licensing Authority will give due consideration to the need to apply conditions to betting shop premises licences including, but not limited to, setting out minimum staffing levels to ensure sufficient staff are on the premises to enable staff to comprehensively promote responsible gambling, adequately protect players, particularly in relation to

players who are deemed to be vulnerable and to prevent under 18 year olds accessing gambling facilities.

22 TRACKS

- 22.1 A Track is defined in **Appendix C**. Entry to these premises is generally age restricted except on days when racing takes place or is scheduled to take place.

On race days, specific areas within the Track may be age restricted dependent on the licensable activities taking place.

23 TRAVELLING FAIRS

- 23.1 The Licensing Authority will determine whether the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at a travelling fair is met, where Category D machines and/or equal chance prize gaming without a permit are to be made available for use.

PART C

PERMITS/TEMPORARY OR OCCASIONAL USE NOTICES & REGISTRATIONS

24 GENERAL

- 24.1 Forms and Method of Application and any additional information or documents required for permits covered by this section will be available when the Regulations under the Act are made by the Secretary of State.

25 UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

25.1 Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a Permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

25.2 Statement of Licensing Principles

The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include: -

- Criminal Record Bureau checks for staff;
- How the applicant proposes to ensure that children will be protected from harm whilst on the premises; and
- Training covering how staff would deal with:-
 - Unsupervised, very young children being on the premises;
 - Children causing perceived problems on/around the premises; and
 - Suspected truant children.

26 (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

- 26.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines, of Categories C and/or D. The Premises Licence holder needs to notify the Licensing Authority at least two months prior to the date of expiry of the current permit.
- 26.2 Gaming machines can only be located on licensed premises that have a bar for serving customers.
- 26.3 Premises restricted to selling alcohol only with food, will not be able to apply for a Permit.

26.4 Where an application for more than two gaming machines is received, the Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm, or being exploited by gambling and will expect the applicant to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only machines. Measures will cover such issues as: -

- Adult machines being in sight of the bar;
- Adult machines being in sight of staff who will monitor that the machines are not being used by those under 18yrs;
- Appropriate notices and signage; and
- As regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the use of self-barring schemes, provision of information in the form of leaflets or help line numbers for organisations such as GamCare, Gamblers Anonymous, Gordon House Association, National Debtline and local Citizens Advice Bureaux and independent advice agencies

The Licensing Authority can decide to grant an application with a smaller number of machines and/or a different category of machines than that applied for but conditions other than these cannot be attached.

27 PRIZE GAMING PERMITS

27.1 Statement of Licensing Principles

The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include: -

- Disclosure and Barring service (DBS) checks for staff;
- How the applicant proposes to ensure that children will be protected from harm whilst on the premises; and
- Training covering how staff would deal with: -
 - Unsupervised, very young children being on the premises;
 - Children causing perceived problems on/around the premises; and
 - Suspected truant children.

In making its decision on an application for a Permit, the Licensing Authority does not need to have regard to the Licensing Objectives but must have regard to any Gambling Commission guidance.

28 CLUB GAMING AND CLUB MACHINE PERMITS

28.1 Members' clubs and miners' welfare institutes may apply for a Club Gaming Permit and/or a Club Gaming Machine Permit but are restricted by category and number of machines and to equal chance gaming and games of chance.

- 28.2 A fast-track procedure is available for premises that hold a Club Premises Certificate under the Licensing Act 2003.
- 28.3 Commercial Clubs may apply for a Club Gaming Machine Permit only but are restricted by category and number of machines.

29 TEMPORARY USE NOTICES (TUN)

- 29.1 The persons designated to receive TUNs and to issue objections are specified in **Appendix C**.
- 29.2 A TUN may only be granted to a person or company holding an operating licence relevant to the temporary use of the premises. Regulations will be issued by the Secretary of State prescribing the activities to be covered. (At present this applies to equal chance gaming only)
- 29.3 For the purpose of a TUN, a set of premises is the subject of a TUN if any part of the premises is the subject of the Notice. This prevents one large premise from having a TUN in effect for more than 21 days per year by giving a Notice in respect of different parts.
- 29.4 The definition of “a set of premises” will be a question of fact in the particular circumstances of each Notice that is given. In considering whether a place falls within the definition of “a set of premises” the Licensing Authority will consider, amongst other things, the ownership/occupation and control of the premises.
- 29.5 The Licensing Authority will object to Notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

30 OCCASIONAL USE NOTICES (OUN)

- 30.1 Occasional Use Notices, apply only to tracks, which are described as being premises on any part of which a race or other sporting events take place, or is intended to take place. Tracks need not be a permanent fixture.
- 30.2 OUNs are intended to permit licensed betting operators who have the appropriate permission of the Gambling Commission to use tracks for short periods for conducting betting. The OUN dispenses with the need for a Betting Premises Licence for the track.
- 30.3 The Licensing Authority has very little discretion as regards these Notices, aside from ensuring that a statutory limit of 8 days in a calendar year is not exceeded.
- 30.4 The Licensing Authority will, however, consider the definition of a track and whether the applicant is permitted to benefit from the use of such a Notice.
- 30.5 The person designated to receive the OUNs (tracks only) and assess its validity is specified in the scheme of delegation as the Director of Safer Communities. A copy of the notice must also be served on the local Chief of Police.

31 SMALL SOCIETY LOTTERIES

31.1 The definition of a Small Society Lottery is contained in **Appendix C** and these require registration with the Licensing Authority.

Note - Further information on small society lotteries may need to be included once the consultation document on the lotteries has been concluded.

APPENDIX A

List of Consultees

The Gambling Commission maintains a list of useful contacts on organisations involved in gambling and their contact details can be found on the Commission's website www.gamblingcommission.gov.uk Some of these organisations provide codes of practice on their particular interest area.

The draft policy was placed on the Council Website and in accordance with the Act the following organisations and individuals were consulted as part of the formal consultation exercise on the Statement of Gambling Licensing Policy.

- All responsible Authorities for the Gambling Act (as specified in Appendix B);
- Holders of Premises Licences and Permits under the Gambling Act 2005;
- Gamblers Anonymous;
- The Licensing Committee;
- Public Health

APPENDIX B

RESPONSIBLE AUTHORITIES

ORGANISATION	CONTACT AND ADDRESS	TELEPHONE
Chelmsford City Council (Licensing Authority)	Public Health and Protection Services Manager Chelmsford City Council The Civic Centre Duke Street Chelmsford CM1 1JE	01245 600606 or 01245 606800
Essex Police	The Licensing Manager The Licensing Department Essex Police Braintree Essex CM7 3DJ	01245 212501
Essex County Fire and Rescue Service	Essex County Fire and Rescue Service Headquarters Kelvedon Park Rivenhall Witham Essex CM8 3HB	01245 328388
Essex County Council Children's Safeguarding Service	Head of Children's Safeguarding Service [Licensing Applications] Essex County Council DG06, D Block Schools Children's and Families Service PO Box 11 County Hall Chelmsford CM1 1LX	0845 6037627
Chelmsford City Council [Planning]	Head of Planning Service Chelmsford City Council The Civic Centre Duke Street Chelmsford CM1 1 JE	01245 606606
Chelmsford City Council [Environmental Health - Noise Pollution and Premises Safety]	Principal Environmental Health Officer Public Places Chelmsford City Council The Civic Centre Duke Street Chelmsford CM1 1JE	01245 606606 or 01245 606800

ORGANISATION	CONTACT AND ADDRESS	TELEPHONE
Gambling Commission	Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP	0121 230 6666
HM Revenue & Customs	The Proper Officer HM Revenue & Customs HMRC Banking St Mungos Road Cumbernauld Glasgow G70 5WY	None

APPENDIX C

DEFINITIONS

Adult Gaming Centre	Premises in respect of which an Adult Gaming Centre Premises Licence has effect.
Authorised Local Authority Officer	A Licensing Authority Officer who is an authorised person for a purpose relating to premises in that Authority's area.
Betting Machines	A machine designed or adapted for use to bet on future real events [not a gaming machine].
Bingo	A game of equal chance.
Casino	An arrangement whereby people are given an opportunity to participate in one or more casino games.
Casino Resolution	Resolution not to issue Casino Premises Licences.
Child	Individual who is less than 16 years old.
Club Gaming Machine Permit	Permit to enable the premises to provide gaming machines [3 machines of Categories B,C or D.
Conditions	<p>Conditions to be attached to licences by way of:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Automatic provision <input type="checkbox"/> Regulations provided by Secretary of State <input type="checkbox"/> Conditions provided by Gambling Commission <input type="checkbox"/> Conditions provided by Licensing Authority <p>Conditions may be general in nature [either attached to all licences or all licences of a particular nature] or may be specific to a particular licence.</p>
Default Conditions	Conditions that will apply unless the Licensing Authority decides to exclude them. This may apply to all Premises Licences, to a class of Premises Licence or Licences for specified circumstances.
Delegated Powers	Decisions delegated either to a Licensing Committee, Sub-Committee or Licensing Officers.
Disorder	No set interpretation. However, likely to be connected to the way gambling is being conducted. In the case of Gambling Premises' Licences, disorder is intended to mean activity that is more serious and disruptive than mere nuisance.
Equal Chance Gaming	Games that do not involve playing or staking against a bank and where the chances are equally favourable to all participants.
Exempt Lotteries	<p>Lotteries specified in the Gambling Act as permitted to be run without a licence from the Gambling Commission. There are four types:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Small Society Lottery (required to register with Licensing Authorities). <input type="checkbox"/> Incidental Non-Commercial Lotteries. <input type="checkbox"/> Private Lotteries. <input type="checkbox"/> Customer Lotteries.
External Lottery Manager	An individual, firm or company appointed by the Small Lottery Society to manage a lottery on their behalf. They are consultants who generally take their fees from the expenses of the lottery.

Gaming	Prize Gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before the play commences.																													
Gaming Machine	<p>Machine covering all types of gambling activity, including betting on virtual events.</p> <p><u>Categories</u></p> <table><tr><td>Category</td><td>Max. Stake</td><td>Max. Prize</td></tr><tr><td>A</td><td>Unlimited</td><td>Unlimited</td></tr><tr><td>B1</td><td>£5</td><td>£10,000</td></tr><tr><td>B2</td><td>£100</td><td>£500</td></tr><tr><td>B3</td><td>£2</td><td>£500</td></tr><tr><td>B3A</td><td>£2</td><td>£500</td></tr><tr><td>B4</td><td>£2</td><td>£400</td></tr><tr><td>C</td><td>£1</td><td>£100</td></tr><tr><td>D</td><td>10p or 30p*</td><td>£5 or £8*</td></tr></table> <p>*when monetary prize only</p>			Category	Max. Stake	Max. Prize	A	Unlimited	Unlimited	B1	£5	£10,000	B2	£100	£500	B3	£2	£500	B3A	£2	£500	B4	£2	£400	C	£1	£100	D	10p or 30p*	£5 or £8*
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B4	£2	£400																												
C	£1	£100																												
D	10p or 30p*	£5 or £8*																												
Human Rights Act 1998 Articles: 1,6,8 and 10	<p>Article 1: Protocol 1 The right to peaceful enjoyment of possessions.</p> <p>Article 6: The right to a fair hearing.</p> <p>Article 8: The right of respect for private and family life.</p> <p>Article 10: The right to freedom of expression.</p>																													
Incidental Non Commercial Lottery	A lottery promoted wholly for purposes other than private game, and which are incidental to non commercial events [commonly charity fundraising events, lottery held at a school fete or at a social event such as a dinner dance]																													
Exchange of Information	Exchanging of information with other regulatory bodies under the Gambling Act.																													
Interested Party	<p>A person who:-</p> <ul style="list-style-type: none">❑ Lives sufficiently close to the premises to be likely affected by the authorised activities.❑ Have business interests that might be affected by the authorised activities.❑ Represents persons in either of the above groups.																													
Licensing Objectives	<ol style="list-style-type: none">1. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.2. Ensuring that gambling is conducted in a fair and open way.3. Protecting children and other vulnerable persons from being harmed or exploited by gambling.																													
Lottery	An arrangement which satisfies the statutory description of either a simple lottery or a complex lottery in Section 14 of the Act.																													
Lottery Tickets	<p>Tickets that must:-</p> <ul style="list-style-type: none">❑ Identify the promoting society;																													

	<ul style="list-style-type: none"> ❑ State the price of the ticket, which must be the same for all tickets; ❑ State the name and address of the member of the Society who is designated as having responsibility for the Society for the promotion of the lottery or, if there is one, the External Lottery Manager, and ❑ State the date of the draw, or enable the date of the draw to be determined.
Members' Club	<p>A club that must:-</p> <ul style="list-style-type: none"> ❑ Have at least 25 members; ❑ Be established and conducted 'wholly or mainly' for purposes other than gaming; ❑ Be permanent in nature; ❑ Not be established to make commercial profit; ❑ Be controlled by its members equally.
Occasional Use Notice	Betting may be permitted on a 'track' without the need for a full Premises Licence.
Off Course Betting	Betting that takes place other than at a track, i.e. at a licensed betting shop.
Off Course Betting - Tracks	Betting that takes place in self-contained betting premises with the track premises providing facilities for off course betting, i.e. on other events, not just those taking place on the track. Normally operates only on race days.
On Course Betting - Tracks	Betting that takes place on a track while races are taking place.
Operating Licence	Licence to permit individuals and companies to provide facilities for certain types of gambling. It may authorise remote or non remote gambling.
Permits	Authorisation to provide a gambling facility where the stakes and prizes are very low or gambling is not the main function of the premises.
Personal Licence	Formal authorisation to individuals who control facilities for gambling or are able to influence the outcome of gambling. Cannot be held by companies.
Pool Betting - Tracks	Betting offered at a horse racecourse by the Tote and at a dog track by the holder of the Premises Licence for the track.
Premises	Defined as 'any place'. It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises.
Premises Licence	Licence to authorise the provision of gaming facilities on casino premises, bingo premises, betting premises, including tracks, Adult Gaming Centres and Family Entertainment Centres.
Private Lotteries	<p>There are three types of Private Lotteries:</p> <ul style="list-style-type: none"> ❑ Private Society Lotteries - tickets may only be sold to members of the Society or persons who are on the premises of the Society; ❑ Work Lotteries - the promoters and purchasers of tickets must all work on a single set of work premises; <p>Residents' Lotteries - promoted by, and tickets may only be sold to, people who live at the same set of premises.</p>
Prize Gaming	Where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised

	by the gaming. The prizes will be determined by the operator before play commences.
Prize Gaming Permit	A permit to authorise the provision of facilities for gaming with prizes on specific premises.
Provisional Statement	Where a applicant can make an application to the Licensing Authority in respect of premises that he:- <ul style="list-style-type: none"> <input type="checkbox"/> Expects to be constructed. <input type="checkbox"/> Expects to be altered. <input type="checkbox"/> Expects to acquire a right to occupy.
Relevant Representations	Representations that relate to the Gambling Licensing Objectives, or that raise issues under the Licensing Policy or the Gambling Commission's Guidance or Codes of Practice.
Responsible Authorities	Public Bodies that must be notified of all applications and who are entitled to make representations in relation to Premises Licences, as follows:- <ul style="list-style-type: none"> <input type="checkbox"/> The Licensing Authority in whose area the premises is partly or wholly situated <input type="checkbox"/> The Gambling Commission <input type="checkbox"/> The Chief Officer of Police <input type="checkbox"/> Fire and Rescue Service <input type="checkbox"/> The Planning Authority for the local authority area <input type="checkbox"/> Environmental Health Service for the local authority area <input type="checkbox"/> The Body competent to advise on the protection of children from harm <input type="checkbox"/> HM Revenue and Customs <input type="checkbox"/> Authority in relation to vulnerable adults <input type="checkbox"/> Vessels only - the Navigation Authority whose statutory functions are in relation to waters where the vessel is usually moored or berthed, i.e. the Environment Agency, British Waterways Board, the Maritime and Coastguard Agency <p>Full details of Responsible Authorities for the Chelmsford District are contained in Appendix 'B' to this Policy.</p>
Small Society Lottery	A lottery promoted on behalf of a non commercial society, i.e. lotteries intended to raise funds for good causes.
Society	The society or any separate branch of such a society, on whose behalf a lottery is to be promoted.
Temporary Use Notice	To allow the use of premises for gambling where there is no Premises Licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling.
Tote [or Totalisator]	Pool betting on tracks.
Track	Sites where races or other sporting events take place, e.g. horse racing, dog racing or any other premises on any part of which a race or other sporting event takes place or is intended to take place.
Travelling Fair	A fair that 'wholly or principally' provides amusements and must be on a site used for fairs for no more than 27 days per calendar year.
Vehicles	Defined trains, aircraft, sea planes and amphibious vehicles other than hovercraft. No form of commercial betting and

	gaming is permitted.
Vulnerable Persons	<p>No set definition, but likely to mean group to include people who:-</p> <ul style="list-style-type: none"> ❑ gamble more than they want to ❑ gamble beyond their means ❑ who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs
Young Person	An individual who is not a child but who is less than 18 years old.

APPENDIX D

TEMPORARY USE NOTICES

The organisations designated to receive TUNs and to issue objections are:-

- The Licensing Authority;
- The Gambling Commission;
- Essex Police;
- HM Commission for Revenues and Customs;
- If applicable, any other Licensing Authority in whose area the premises are situated (if the premises crosses the border between two Licensing Authority's areas).

APPENDIX E
DELEGATION OF FUNCTIONS

Matters to be dealt with	Licensing Committee	Director of Public Places	Public Health & Protection Services Manager
Application for a premises licence	Where representations have been received and not withdrawn. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary	Where no representations are received/representations have been withdrawn.	
Application for a variation to a licence	Where representations have been received and not withdrawn. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary	Where no representations are received/representations have been withdrawn.	
Application to transfer a licence	Where representations have been received from the Gambling Commission	Where no representations received from the Gambling Commission	
Application for a provisional statement	Where representations have been received and not withdrawn. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b)	Where no representations are received/representations have been withdrawn.	

Matters to be dealt with	Licensing Committee	Director of Public Places	Public Health & Protection Services Manager
Review of a premises licence	×		
Decision as to whether a representation is relevant		×	
Licensing Authority to make representations as a responsible authority			×
Proposal to attach a condition to a premises licence in accordance with section 169(1)(a) of the Act in addition to the mandatory or default conditions			×
Proposal to exclude a default condition from a premises licence under S169(1)(b) of the Act			×
Request a review of a premises licence under sections 197 or 200 of the Act as a responsible authority			×
Give a notice of objection to a temporary use notice under S221 of the Act			×
Determine that any representations received under part 8 of the Act are vexatious, frivolous or certainly will not influence the Authority's determination of an application	×		
Reject all or part of any application for a review of a premises licence in accordance with Section 198 of the Act		×	
Revoke a premises licence for non-payment of the annual fee (s193)		×	

Matters to be dealt with	Licensing Committee	Director of Public Places	Public Health & Protection Services Manager
Application for a club gaming/club machine permit	Where objections have been received and not withdrawn. Refusal of permit proposed on the grounds listed in Sch 12 paragraph 6(1)(a)-(d), or paragraph 10(3) as applicable unless Authority and all relevant parties agree that a hearing is unnecessary.	Where no objections/objections have been withdrawn.	
Cancellation of a club gaming/club machine permit	×		
Application for other permits/registrations		×	
Cancellation of licensed premises gaming machine permits	All cases where permit holder requests a hearing under paragraph 16(2) or makes representations.	All other cases	
Consideration of temporary use notice	All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary and the Environmental Services Manager is satisfied that a counter notice is not required.	All other cases	
Serve notification of intended refusal of any of the following:- Family Entertainment Centre Gaming Machine Permit (Sch 10 para 10) Prize Gaming Permits (Sch 14 para 11) Licensed Premises Gaming Machine Permits (Sch 13 para 6) And also in the latter case notice of intention to grant the application but for a smaller number of machines than specified and/or a different category of machines from that specified in the		×	

Matters to be dealt with	Licensing Committee	Director of Public Places	Public Health & Protection Services Manager
application			
Serve notification of lapse of any of the following:- Family Entertainment Centre Gaming Machine Permit (Sch 10 para 14 and 15(1)(b))		×	
Serve notice of intention to cancel or vary any of the following:- Club Gaming Permit or Club Gaming Machine Permit (Sch 12 para 21) Licensed Premises Gaming Machine Permits (Sch 13 para 16)		×	
Create and amend the Authority's application procedures in relation to applications for the following in accordance with any relevant legislation:- Family Entertainment Centre Gaming Machine Permits (Sch 10 paras 5 and 7) Licensed Premises Gaming Machine Permits(Sch 13 para 2) Prize Gaming Permits (Sch 14 paras 6 and 8)		×	
The Director of Public Places be given delegated power to administer and carry out all other functions of the Licensing Authority capable of delegation under The Gambling Act 2005 and its subordinate legislation, (and any other legislation which may subsequently amend or replace it) which is not otherwise delegated to the Authority or the Licensing Committee.			

APPENDIX F

APPLICATION PROCESS

This guidance covers those aspects that are the responsibility of the Licensing Authority only; guidance on aspects dealt with by the Gambling Commission can be obtained via the following link: - www.gamblingcommission.gov.uk

PREMISES LICENCES

A Premises Licence is required for any premises where gambling activity is carried out of a type requiring Personal and Operators' Licences to have been issued by the Gambling Commission.

An application may only be made by persons having the right to occupy the premises and who have, or have applied for, an Operating Licence allowing the proposed activities to be carried out. The Premises Licence cannot be granted until the necessary Operator's Licence has been issued.

Premises Licences are issued by the Licensing Authority and are required for Casinos, Bingo premises, Betting premises (including tracks and premises used by betting intermediaries) Adult Gaming Centres and Family Entertainment Centres providing category C gaming machines.

A licence is restricted to one premises only. However one set of premises may have separate licences issued in respect of different parts of the building.

Licensing Authorities are obliged to grant an application for a Premises Licence, provided the application is made in accordance with the Act, the Gambling Commission's guidance and the Licensing Authority's Gambling Licensing Policy Statement. Licences will be subject to mandatory and default conditions applied by regulations issued under the Act.

Premises Licences are valid indefinitely from the date of grant unless previously surrendered, lapsed, renewed or cancelled. An annual charge is payable to the Licensing Authority.

BINGO, BETTING, ARCADES (Adult Gaming Centres & Licensed Family Entertainment Centres)

New Licences or Permissions

Applicants wishing to commence operating on or after 1 September 2007 may apply from 1 January 2007 to the Gambling Commission for an Operator's Licence and from 31 January 2007 to the Licensing Authority for a Premises Licence.

TRACKS

An Operator's Licence is not required from the Gambling Commission to operate a track but a Premises Licence from the Licensing Authority is required. A number of Premises Licences may be granted for one track, provided each is for a different part of the track.

Betting is usually divided into on-course, off-course and pool betting, the provision of which requires operators to hold either a general Betting Operator's Licence or a Pool Betting Operating Licence from the Commission.

Pool betting on tracks may only be offered by the Tote (in relation to horse tracks) and by the Premises licence holder (in relation to dog tracks). Pool betting may not be provided elsewhere.

Gaming machines, consisting of a maximum of 4 machines of categories C – D, may be operated at a track by the Premises licence holder provided they hold a Pool Betting Operator's Licence (for siting and other special considerations in respect of gaming machines at tracks, see *'the Gambling Commission's guidance'* at www.gamblingcommission.gov.uk).

Betting machines may also be operated at tracks (see *'Betting machines'*).

The licensing process is the same as for other premises described above.

BETTING MACHINES

Betting machines are used for accepting bets on live events such as racing, in place of making bets at a counter, e.g. in a betting shop or on a track. These machines are not classed as gaming machines. The Licensing Authority may impose a limit on the number of betting machines that may be used in conjunction with a premise's licence.

GAMING MACHINE SUPPLY & REPAIR

These activities require Operators' Licences to be issued by the Gambling Commission. For advice on applying for licences from the Commission, see their website at www.gamblingcommission.gov.uk.

GAMING MACHINES IN LICENSED PREMISES

Premises Licences issued under the Gambling Act 2005 automatically authorise the provision of gaming machines, according to the type of premises and gambling activities permitted (but see also *'Tracks'*).

The Gambling Act 2005 introduces new classes of gaming machines, as shown in figure 1 below. The category and number of machines that may be operated under a Premises Licence are shown in figure 2 below.

Fig. 1

Category of machine	Maximum Stake £	Maximum Prize £
A	Unlimited	Unlimited
B1	£5	£10,000
B2	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D	10p or 30p when non-monetary prize	£5 cash or £8 non-monetary prize
D Non money prize (other than a crane machine)	30p	£8
D Non money prize (crane grab machine)	£1	£50
D - money prize (other than a coin pusher or penny falls machine)	10p	£5
D - combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)

D - combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)
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Fig. 2

Premises Type	A	Machine category						
		B1	B2	B3	B3A	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)			Maximum of 150 machines. Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio).					
Small casino (machine/table ratio of 2-1 up to maximum)			Maximum of 80 machines. Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio).					
Pre-2005 Act casinos (no machine / table ratio)			Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead.					
Betting premises and tracks occupied by Pool Betting				Maximum of 4 machines categories B2 to D (except B3A machines)				
Bingo Premises					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4 **		No limit on category C or D machines	
Adult gaming centre					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**		No limit on category C or D machines	
Family entertainment centre (with premises licence)							No limit on category C or D machines	
Family Entertainment Centre gaming machine permit							No limit on category D machines	
Club Gaming permit					B3A, B4, C and D		3 total Cat B3A machines are lottery only machines which are only permitted in members clubs and miners welfare institutes.	
Club machine permit					B3A, B4, C and D		3 total	
Licensed premises: automatic entitlement					C and D		2 total	

Licensed premises gaming machine permit					C and D		Unlimited
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* It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement.

Commercial clubs are entitled to a total of three machines in categories B4 to D.

** Adult gaming centre and bingo premises are entitled to make available a number of Category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises. Premises in existence before 13 July 2011 are entitled to make available four (adult gaming centre premises) or eight (bingo premises) category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Adult gaming centre premises and bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of four or eight category B gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only. But not B3A machines.

TEMPORARY USE NOTICES (TUNs)

A TUN may only be issued by a person or company holding an Operating Licence relevant to the proposed temporary use of the premises and may be issued in respect of a 'set of premises' for a maximum of 21 days in any 12 month period. (NB. A TUN may not be issued in respect of a vehicle).

A 'set of premises' is the subject of a TUN if any part of the premises is the subject of the notice. This prevents one large premises from having a TUN in effect for more than 21 days per year by giving a notice in respect to different parts.

In considering whether a place falls within the definition of 'a set of premises', the Licensing Authority will consider, amongst other things, the ownership/ occupation and control of the premises.

The Licensing Authority will generally aim to permit gambling activities under a TUN but will object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises

Issue

Not less than 3 months and 1 day prior to the day on the which the gambling event is to take place, a TUN must be given to: -

- the Licensing Authority;
- the Chief Officer of Police;
- HM Commissioners for Revenue and Customs
and, if applicable;
- any other Licensing Authority in whose area the premises are situated

The notice must include details of: -

- the date the notice is given;
- the gambling activity to be carried on;
- the premises where it will take place;
- the dates and times it will take place;
- any periods during the preceding 12 months that a TUN has had effect for the same premises; and
- any other information prescribed by Regulations

If there are no objections, the notice will be endorsed by the Licensing Authority and returned to the issuer for display upon the premises at the time the activity takes place.

Objections

Having regard to the Licensing Objectives, those Authorities upon whom the TUN is served may make objections to the gambling activity taking place within 14 days of the date of the notice. Objections must be made to the Licensing Authority and TUN issuer.

Modifications to the notice may be suggested by those objecting to it. If accepted by the issuer, a new notice must be issued. It should be noted that the 3 month, 1 day time limit and a new fee will not apply to the new notice, nor may the original objector[s] object to the new notice.

A Hearing must be held before the Premises/Personal Licences Sub-Committee to hear representations from all parties, unless agreement is reached that a Hearing is unnecessary [e.g. by modification of the notice] within 6 weeks of the date of the notice.

Following a Hearing the Licensing Authority must issue a counter notice setting out whether or not the TUN will have effect, any limitations to the activities permitted, the time period when activities may take place and any conditions that are imposed.

OCCASIONAL USE NOTICES (OUNs)

Occasional Use Notices may only be issued in relation to tracks that are used on eight days or less in a calendar year.

A track can be any part of a premises on which a race or other sporting event takes place or is intended to take place. Tracks need not be a permanent fixture.

OUN's are intended to permit licensed betting operators who have the appropriate permission of the Gambling Commission to use tracks for short periods for conducting betting. An OUN dispenses with the need for a Betting Premises Licence for the track.

Issue

The notice may be issued by the person responsible for the administration of events on the track or the occupier of the track. **The notice must be served on the Licensing Authority and a copy on the Chief Officer of Police.**

Objections

Generally objections may not be made to the issue of an OUN, except the Licensing Authority must issue a counter notice where the effect of the OUN would result in betting facilities being made available for more than 8 days in a calendar year.

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PREMISES LICENCES

PREMISES WHERE AN OPERATOR'S LICENCE HAS BEEN GRANTED TO OPERATE A CASINO, BINGO PREMISES, BETTING PREMISES, ADULT GAMING CENTRE OR LICENSED FAMILY ENTERTAINMENT CENTRE

1. Attach required documentation
2. Pay prescribed fee

1. Licence lasts indefinitely unless surrendered, lapsed etc.
2. Annual charge payable to licensing authority

GAMING PERMITS

Certain types of gambling are authorised by permits issued by the Licensing Authority. The permits generally authorise low stake gambling for small prizes by: -

- Gaming machines in alcohol-licensed premises, Members' Clubs, unlicensed Family Entertainment Centres (FEC's) and certain other premises, e.g. taxi offices (see '*Other premises*' below);
- Equal chance gaming, games of chance and gaming machines in Members' Clubs; and
- Prize gaming, e.g. at Travelling Fairs.

GAMING MACHINES

The Gambling Act 2005 introduces new classes of gaming machines that may be operated under a permit, as shown in figure 3 below.

Fig. 3

Category of machine	Maximum Stake £	Maximum Prize £
A	Unlimited	Unlimited
B1	£5	£10,000
B2	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D	10p or 30p when non-monetary prize	£5 cash or £8 non-monetary prize
D Non money prize (other than a crane machine)	30p	£8
D Non money prize (crane grab machine)	£1	£50
D - money prize (other than a coin pusher or penny falls machine)	10p	£5
D - combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D - combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)

The category and number of machines that may be operated under a premise's licence are shown in Figure 2 above.

Fig. 4

		Machine category						
Premises Type	A	B1	B2	B3	B3A	B4	C	D
Clubs or Miners' Welfare Institutes with permits				B3A		Maximum of 3 category B3A or B4 to D machines		
Qualifying alcohol licensed premises upon notification							Automatic entitlement of 1 or 2 category C or D machines	
Qualifying alcohol licensed premises with gaming machine permit							Unlimited category C or D machines - number specified on permit	
Family Entertainment Centre (with permit)								Unlimited category D machines
Travelling Fair								Unlimited category D machines

ALCOHOL-LICENSED PREMISES

Certain types of gambling may take place on alcohol-licensed premises under the Licensing Act 2003 without any authorisation being required. Generally these consist of the playing of cribbage, dominoes and other games for low stakes.

Premises holding a Premises Licence may be authorised to operate machines of Class C or D provided the Premises Licence authorises the sale and supply of alcohol for consumption on the premises without it being a condition that the sale and supply of alcohol has to be accompanied by food.

The following paragraphs apply only to those premises.

Automatic Entitlement

The Gambling Act 2005 gives an automatic entitlement for the holder of a Premises Licence under the 2003 Act to provide up to two gaming machines on their premises.

An application for a permit is not required but Premises Licence holders must notify their Licensing Authority in writing of their intention to provide the machines and pay the prescribed fee.

The entitlement may be withdrawn if:-

- provision of the machines is not reasonably consistent with the pursuit of the Licensing Objectives;
- gaming has taken place on the premises that has breached a condition of the Act, e.g. they do not comply with siting and operation requirements; or
- the premises are mainly used for gaming; or where an offence under the Gambling Act 2005 has been committed on the premises

The Licensing Authority may not exercise their powers to remove the entitlement without first giving the permit-holder the opportunity to make written or oral representations or both. A Hearing will be held before the Premises/Personal Licences Sub-Committee for this purpose, unless all parties agree that it is unnecessary.

New permits

Where the holder of a Premises Licence wishes to provide more than two gaming machines, an application for a permit must be made to the Licensing Authority with the prescribed fee. There is no restriction on the number of machines that may be applied for and applications to vary the number of machines may be made at any time.

In determining an application for an increase in the number of machines, the Licensing Authority will consider: -

- the size of the premises;
- the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons;
- any documentary evidence [e.g. supporting statistical evidence providing details of usage, etc.];
- each application on its own merits;
- the Codes of Practice or Guidance issued under the Gambling Act 2005

Where the Authority grants the application, a permit will be issued for the number of machines authorised, which will include the automatic entitlement of 2 machines.

Where the Authority intends to refuse an application, or grant it for a different number or category of machines to that requested, the applicant will be given the opportunity to make written or oral representations or both. A Hearing will be held before the Premises/Personal Licences Sub-Committee for this purpose, unless all parties agree that it is unnecessary

Where the Premises Licence is transferred, the gaming machine permit must also be transferred or it will lapse. In all other cases the permit will last indefinitely, unless surrendered or revoked.

Although the permit will not need to be renewed, an annual charge will have to be paid to the Licensing Authority.

MEMBERS' CLUBS

The Gambling Act 2005 permits a Members' Club holding a Club Premises Certificate issued under the Licensing Act 2003, or Miners' Welfare Institute, to hold a **Club Gaming Permit** allowing participation in equal chance gaming or playing games of chance (see Annex C for definitions of 'equal chance gaming' and 'games of chance'). In addition they may operate a maximum of 3 machines of either Class B3A, B4, C or D.

The Act also permits a Members' Club holding a Club Premises Certificate or a Commercial Club holding a Premises Licence under the Licensing Act 2003 to operate a maximum of 3 machines of either Class B3A, B4, C or D under a **Club Machine Permit**.

New Permits

Applications for a permit for premises already holding a Club Premises Certificate are subject to a 'fast track' procedure that prevents the making of objections and restricts the ability of the Licensing Authority to refuse the application.

An application under this process may be refused if the club is established primarily for gaming (other than that permitted); if, in addition to the permitted gaming, facilities are provided for other gaming; or that a club machine permit issued to the applicant within the preceding 10 years has been cancelled.

An application and payment of the prescribed fee is required. A permit has effect for 10 years unless surrendered or revoked.

Applications for a permit for premises not holding a Club Premises Certificate e.g. a Commercial Members' Club with a Premises Licence, may be refused by the Licensing Authority on the grounds that:-

- the applicant does not fulfil the requirements for a Members' or Commercial Club;
- the premises are used wholly or mainly by children and/or young persons; an offence under the Act or breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous 10 years; or
- an objection has been made by the Police or Gambling Commission

Permits may be varied at any time to meet changing circumstances, other than an increase above 3 to the number of machines. Licensing Authorities may only refuse a variation if, on consideration of the proposed variation as a new application, they would refuse a permit.

A permit will lapse if the holder no longer qualifies as a Members' Club or no longer qualifies under the 'fast track' system, or the permit is surrendered. A permit may be cancelled if the premises are used wholly or mainly by children and/or young persons or where an offence under the Act or breach of a permit condition has been committed by the applicant in the course of gaming activities.

Permits are valid for 10 years from the date of grant unless previously surrendered, lapsed, renewed or cancelled. An annual charge is payable to the Licensing Authority.

OTHER PREMISES

Premises such as taxi offices, take-away restaurants, cafes etc are prohibited from obtaining a gaming machine permit under the Act and will be unable to operate gaming machines of any kind.

UNLICENSED FAMILY ENTERTAINMENT CENTRES

The Licensing Authority may grant an application for a permit for category D gaming machines in an unlicensed Family Entertainment Centre (FEC) provided it is satisfied the premises will be used as an unlicensed FEC and that the Chief Officer of Police has been consulted. There are no limits to the number of machines that may be applied for in an unlicensed FEC.

The Authority will apply its Gambling Policy Licensing Statement in consideration of an application, e.g. requiring an applicant to demonstrate they have no relevant convictions, that they have a full understanding of the maximum stakes and prizes permissible and that staff have a similar understanding.

An application for a permit will have to be accompanied by plans of the premises and a current certificate issued by the Criminal Records Bureau or its equivalent in respect of the applicant, i.e. a certificate issued within the previous 28-day period. The requirement in respect of the CRB certificate will be satisfied, where the applicant is a person who is a sole proprietor of the premises, by submission of a certificate in respect of that person or, where an applicant is a company or partnership, by submission of a certificate in respect of the person normally having day-to-day control of the premises.

The Authority may refuse an application for renewal of a permit only on the grounds that an authorised Local Authority Officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with the pursuit of the Licensing Objectives.

Where the Authority intends to refuse an application, the applicant will be given the opportunity to make written or oral representations or both. A Hearing will be held before the Premises/Personal Licences Sub-Committee for this purpose, unless all parties agree that it is unnecessary.

In determining an application, the Licensing Authority need not have regard to the Licensing Objectives but must have regard to any Gambling Commission guidance.

A permit will last for 10 years unless it ceases to have effect because it is surrendered, it lapses or it is renewed. There is no annual charge payable to the Licensing Authority.

Unlicensed FEC's may also offer equal chance gaming under the authority of their Gaming Machine Permit.

New permits

Applications for new permits may be made to the Licensing Authority.

PRIZE GAMING

Prize gaming may be carried on in premises under a permit issued by the Licensing Authority. A Prize Gaming Permit will **not** authorise the use of gaming machines.

The Authority may apply its Gambling Licensing Policy Statement in consideration of an application, e.g. requiring an applicant to demonstrate they have no relevant convictions, that they have a full understanding of the maximum stakes and prizes permissible and that staff have a similar understanding.

The Authority may refuse an application for renewal of a permit only on the grounds that an authorised Local Authority Officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with the pursuit of the licensing objectives.

An application for a permit will have to be accompanied by plans of the premises and a current certificate issued by the Criminal Records Bureau or its equivalent in respect of the applicant, i.e. a certificate issued within the previous 28-day period. The requirement in respect of the CRB certificate will be satisfied, where the applicant is a person who is a sole proprietor of the premises, by submission of a certificate in respect of that person or, where an applicant is a company or partnership, by submission of a certificate in respect of the person normally having day-to-day control of the premises.

Where the Authority intends to refuse an application, the applicant must be given the opportunity to make written or oral representations or both. A Hearing will be held before the Premises/Personal Licences Sub-Committee for this purpose, unless all parties agree that it is unnecessary.

In determining an application, the Licensing Authority need not have regard to the Licensing Objectives but must have regard to any Gambling Commission guidance.

A prize gaming permit will last for 10 years unless it ceases to have effect or is renewed. There is no annual charge payable to the Licensing Authority.

New permits

Applications for new permits may be made to the Licensing Authority.

Prize gaming without a permit

Prize gaming without a Prize Gaming Permit may be carried on in any premises with a Premises Licence issued under the Gambling Act 2005, except that casinos may not offer prize bingo.

Unlicensed FEC's may also offer equal chance gaming only, under the authority of their gaming machine permit.

Travelling Fairs may also offer equal chance gaming only without a permit provided the facilities for gaming are ancillary amusements to the fair.

TRAVELLING FAIRS

Travelling Fairs do not require a permit to provide gaming machines but must comply with codes of practice on how they are operated.

Travelling fairs may provide an unlimited number of category D machines and prize gaming in the form of equal chance gaming provided that facilities for gambling amount to no more than ancillary amusement at the fair.

ALCOHOL LICENSED PREMISES

PREMISES WHERE THE LICENCE PERMITS THE SALE OF ALCOHOL FOR CONSUMPTION ON THE PREMISES AND THE SALE IS NOT CONDITIONAL UPON FOOD BEING SOLD MAY HAVE GAMING MACHINES OF CLASS C OR D

UP TO 2 MACHINES

1. Automatic entitlement to 2 machines
2. Notify Licensing Authority in writing of proposed intention to operate machines.
3. Pay prescribed fee

MORE THAN 2 MACHINES

1. Apply to Licensing Authority
2. Attach statistical justification showing 'need'
3. Attach plan of premises showing location of machines
4. Pay prescribed fee

1. Permit has effect from date of grant unless surrendered or cancelled
1. Annual charge to be paid to Licensing Authority

1. Licensing Authority can withdraw entitlement for 2 machines where their provision is not consistent with Licensing Objectives; gaming has taken place in breach of a condition; premises are used mainly for gaming; an offence under the Act has been committed.
2. Licensing Authority can cancel a permit where the premises are used wholly or mainly by children or young persons or an offence under the Act has been committed.

BUT

1. Permit holder must be given 21 days notice of the intention to withdraw or cancel
2. Hearing must be held if permit holder requests one
3. Withdrawal or cancellation has no effect until 21 days has elapsed from notice being served where no hearing is requested or 21 days following a hearing or appeal.

MEMBERS' CLUBS

MAXIMUM OF 3 CATEGORY B3A, B4, C OR D MACHINES

Applications for new permits and renewals must be made to Licensing Authority

ATTACH TO APPLICATION

1. Club Premises Certificate (for fast track applications)
2. Rules of club (if not CPC)
3. Plan of premises showing location of machines
4. Prescribed fee

1. Copy of application and accompanying documents to Police and Gambling Commission
2. Objections may be made (except to 'fast track' applications)
3. Permit lasts 10 years

Application for grant may be refused if: -

1. Applicant does not qualify as a Members' or Commercial Club or Miners' Welfare Institute.
2. The premises are used wholly or mainly by children or young persons.
3. An offence under the Act or a breach of a permit has been committed while providing gaming facilities.
4. A permit held by the applicant has been cancelled in previous 10 years.
5. An objection has been made by Police or Commission.

Application for renewal must be sent to Licensing Authority with fee between 3 and 6 weeks before permit expires and may only be refused on the same grounds as for original grant.

Duration of the permit will not be curtailed while a renewal application is pending or where an appeal against a refusal to renew is outstanding.

UNLICENSED FAMILY ENTERTAINMENT CENTRE

PERMIT MAY BE ISSUED FOR PREMISES WHOSE PRIMARY USE IS AS AN UNLICENSED FAMILY ENTERTAINMENT CENTRE TO HAVE AN UNLIMITED NUMBER OF GAMING MACHINES OF CLASS D

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graph TD; A[PERMIT MAY BE ISSUED FOR PREMISES WHOSE PRIMARY USE IS AS AN UNLICENSED FAMILY ENTERTAINMENT CENTRE TO HAVE AN UNLIMITED NUMBER OF GAMING MACHINES OF CLASS D] --> B[1. Attach information required by Gambling Licensing Policy Statement
2. Attach plan of premises showing location of machines
3. Consult Chief of Police
4. Pay prescribed fee
5. Permit lasts for 10 years]; B --> C[Application for grant may be refused if the grant would not be reasonably consistent with the Licensing Objectives, e.g. convictions making the applicant unsuitable, the location and type of premises being unsuitable, issues concerning disorder.
Application for renewal must be sent to Licensing Authority with fee between 2 and 6 months before permit expires and may only be refused if an Authorised Officer has been refused access to the premises without reasonable excuse, or renewal would not be reasonably consistent with the licensing objectives. Duration of the permit will not be curtailed while a renewal application is pending or where an appeal against a refusal to renew is outstanding]; C --> D[Permits will lapse if: -
1. Licensing Authority notifies holder premises are no longer being used as an unlicensed FEC
2. Holder no longer occupies premises
3. Holder dies, becomes mentally incapacitated, bankrupt or, in case of a company, ceases to exist or goes into liquidation
4. Court orders holder to forfeit permit
5. Holder surrenders or fails to renew];
```
1. Attach information required by Gambling Licensing Policy Statement
  2. Attach plan of premises showing location of machines
  3. Consult Chief of Police
  4. Pay prescribed fee
  5. Permit lasts for 10 years

Application for grant may be refused if the grant would not be reasonably consistent with the Licensing Objectives, e.g. convictions making the applicant unsuitable, the location and type of premises being unsuitable, issues concerning disorder.

Application for renewal must be sent to Licensing Authority with fee between 2 and 6 months before permit expires and may only be refused if an Authorised Officer has been refused access to the premises without reasonable excuse, or renewal would not be reasonably consistent with the licensing objectives. Duration of the permit will not be curtailed while a renewal application is pending or where an appeal against a refusal to renew is outstanding

Permits will lapse if: -

1. Licensing Authority notifies holder premises are no longer being used as an unlicensed FEC
2. Holder no longer occupies premises
3. Holder dies, becomes mentally incapacitated, bankrupt or, in case of a company, ceases to exist or goes into liquidation
4. Court orders holder to forfeit permit
5. Holder surrenders or fails to renew

## PRIZE GAMING PERMIT

**PRIZE GAMING PERMITS MAY ONLY BE ISSUED IN RESPECT OF PREMISES FOR WHICH THERE IS NO PREMISES LICENCE OR CLUB GAMING PERMIT ISSUED UNDER THE GAMING ACT 2005**

1. Attach information required by Gambling Licensing Policy Statement
2. Attach plans of premises
3. Pay prescribed fee
4. Permit lasts for 10 years

Application for grant may be refused if the grant would not be reasonably consistent with the Licensing Objectives, e.g. convictions making the applicant unsuitable, the location and type of premises being unsuitable, issues concerning disorder.

Application for renewal must be sent to Licensing Authority with fee between 2 and 6 months before permit expires and may only be refused if an Authorised Officer has been refused access to the premises without reasonable excuse, or renewal would not be reasonably consistent with the Licensing Objectives. Duration of the permit will not be curtailed while a renewal application is pending or where an appeal against a refusal to renew is outstanding.

Permits will lapse if: -

1. Holder no longer occupies premises
2. Holder dies, becomes mentally incapacitated, bankrupt or, in case of a company, ceases to exist or goes into liquidation
3. Court orders holder to forfeit permit
4. Holder surrenders or fails to renew



## LOTTERIES

A lottery is unlawful unless it is run in accordance with an Operating Licence issued by the Gambling Commission, or it is exempt. This advice covers only those categories of lottery that are exempt. For more information on the licensing requirements for lotteries, see the Gambling Commission's website on [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

The Gambling Act 2005 defines 4 categories of lottery that are exempt from needing an operating licence: -

- Incidental non-commercial lottery;
- Private lottery;
- Customer lottery; and
- Small society lottery

Only a small society lottery is required to be registered with the Licensing Authority.

Applications must be made by the promoting society to the Licensing Authority for the area in which the principal address of the society is located. The Licensing Authority must record details of the society in a register and notify the applicant and the Gambling Commission of the registration.

The Licensing Authority will require applicants to declare: -

- the purposes for which the society is established;
- that they represent a bona fide non-commercial society; and
- that they have no relevant convictions

The Licensing Authority may refuse an application if: -

- it considers the applicant is not a non-commercial society;
- any person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
- information provided in or with an application is false or misleading.

An application shall be refused if an Operating Licence held or applied for by the applicant has been revoked or refused in the previous 5 years.

The Licensing Authority may revoke a registration where it believes the grounds exist that would permit or require it to refuse an application for registration.

Where the Licensing Authority intends to refuse or revoke the registration application it will give the society: -

- details of the reasons;
- evidence upon which it reached the decision; and
- the opportunity to make written and/or oral representations.

## NEW REGISTRATIONS.

An application for registration with the prescribed fee must be made to the Licensing Authority under the Gambling Act 2005. The registration will be valid indefinitely with an annual fee being payable to the Licensing Authority.

## **Lottery Requirements**

To ensure the main purposes of the lottery are met: -

- the society must apply a minimum of 20% of the proceeds of the lottery to the purposes of the society;
- no single prize may exceed £25,000;
- rollovers may be permitted provided every lottery affected is also a small society lottery by the same society and the maximum single prize does not exceed £25,000; and
- every ticket must cost the same and must be paid for before being entered into the draw.

## **Returns**

No later than 3 months after making the draw (or in the case of a rollover, the last draw), a return must be sent to the Licensing Authority that: -

- has been signed by 2 members of the society over 18 years of age who are appointed for the purpose in writing by the society or its governing body, if it has one;
- is accompanied by a copy of each member's letter of appointment;  
and include the following details: -
- the dates when tickets were available for sale;
- the dates of any draw and value of prizes, including any rollover;
- the proceeds raised;
- the amounts deducted for prizes and expenses incurred in organising the lottery;
- the amount applied or to be applied to the purposes of the promoting society; and
- whether any expenses incurred in connection with the lottery were paid for other than from the proceeds of the lottery and, if so, the amount and the source(s) from which they were paid.

## **EXTERNAL LOTTERY MANAGERS**

External Lottery Managers require Operators' Licences issued by the Gambling Commission. For more information, see the Gambling Commission's website on [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## SMALL SOCIETY LOTTERIES

**PROMOTED BY A NON-COMMERCIAL SOCIETY ESTABLISHED FOR CHARITABLE PURPOSES; FOR PURPOSE OF ENABLING PARTICIPATION IN OR OF SUPPORTING SPORT, ATHLETICS OR CULTURAL ACTIVITY; OR FOR OTHER NON –COMMERCIAL PURPOSES OTHER THAN PRIVATE GAIN**

- ↓
1. Attach information required: -
    - (a) Purpose for which society established
    - (b) Confirm bona fides of society as non-commercial
    - (c) Declare convictions, if any
  - 2 Pay prescribed fee
  - 3 Registration valid for life, annual fee payable to Licensing Authority

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Lottery requirements: -

1. Society must apply minimum 20% of proceeds to purposes of society
2. No single prize to exceed £25000
3. Rollovers permitted provided all lotteries affected are small society lotteries & maximum single prize does not exceed £25000
4. Tickets must cost the same, be paid for before being entered in draw and include details of society, price, name and address of the person responsible for promotion of the lottery and date of draw

Returns, which must be made no later than 3 months after draw, must be signed by 2 members and include details of: -

5. Dates tickets were available for sale, dates of draw and value of prizes
6. Proceeds raised, amounts deducted for prizes, expenses incurred in organising lottery and where any were paid for other than from proceeds of lottery, the amount and source
7. Amount to be applied to purposes of the promoting society

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Registration may be refused if: -

1. Society is not considered to be non-commercial
2. Any person connected with promotion of lottery has been convicted of relevant offence , or
3. Information provided in application is false/misleading

Registration must be refused if an operating licence held by or applied for by the applicant has been revoked or refused in the previous 5 years

Registration may be revoked where grounds exist for an application for registration to be refused.

BUT a registration will not be refused or revoked unless the society has been informed of the reasons and the evidence supporting them and been given the opportunity to make representations



## APPENDIX G

### FEES

The Gambling Act allows licensing authorities to set their own fees for premises licences, subject to maximum levels that have been specified by central government.

- The relevant fee must be sent with an application, in order for the application to be valid.
- The application fee is not refundable if the application is withdrawn or if it is unsuccessful
- A first annual fee is payable within 30 days of the date of licence issue, details regarding this payment will be provided at the time of licence issue
- An annual fee is payable before the anniversary of the licence being granted

Non statutory fees are reviewed by the Licensing Authority on an annual basis in accordance with the Gambling (Premises Licence Fees) (England and Wales) Regulations 2007.

Details of current fees can be obtained from the Council's website [www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

or by contacting      The Licensing Department,  
Chelmsford City Council,  
The Civic Centre,  
Duke Street,  
Chelmsford,  
CM1 1JE

Tel: 01245 – 606727

E-mail: [licensing@chelmsford.gov.uk](mailto:licensing@chelmsford.gov.uk)