

Chelmsford City Council

Chelmsford Draft Local Plan: Preferred Options Consultation Document

Non-Technical Summary to the Sustainability Appraisal Report



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Amec Foster Wheeler Environment
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Report for

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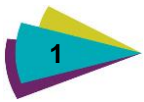
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Document revisions

No.	Details	Date
1	Draft NTS	16.03.17
2	Final NTS	17.03.17



Non-Technical Summary

Introduction

This Non-Technical Summary (NTS) provides an overview of the Sustainability Appraisal (SA) of the Chelmsford Draft Local Plan Preferred Options Consultation Document (the Preferred Options Consultation Document). The SA is being carried out on behalf of Chelmsford City Council (the Council) by Amec Foster Wheeler Environment and Infrastructure UK Ltd (Amec Foster Wheeler) to help integrate sustainable development into the emerging Local Plan.

The following sections of this NTS:

- ▶ provide an overview of the Preferred Options Consultation Document;
- ▶ describe the approach to undertaking the SA of the Preferred Options Consultation Document;
- ▶ summarise the findings of the SA of the Preferred Options Consultation Document; and
- ▶ set out the next steps in the SA of the Local Plan.

What is the Draft Preferred Options Consultation Document?

The Chelmsford Local Plan will be a new single planning policy document. It will set out how much new development will be delivered in Chelmsford City Council's administrative area in the period up to 2036 and where this growth will be located. It will also contain planning policies and site allocations. For brevity, the term 'the City Area' is used throughout this document to describe the Council's administrative area.

The first stage in the development of the Local Plan was the publication of the Chelmsford Local Plan Issues and Options Consultation Document (the Issues and Options Consultation Document) that was consulted on between 19th November 2015 and 21st January 2016. The Issues and Options Consultation Document set out, and sought views on, the planning issues that face Chelmsford over the next 15 years and options for the way they could be addressed in terms of the amount and broad location of future development in the City Area. Following consideration of the comments received as part of that consultation, ongoing engagement and further evidence base work, the Council has selected its preferred options for the Local Plan and these form the Preferred Options Consultation Document that is being published for consultation between 30th March and 11th May 2017.

The Preferred Options Consultation Document includes the following key parts:

- ▶ Local Plan Strategic Priorities, reflected in the Vision and Spatial Principles;
- ▶ the preferred Local Plan options in terms of the amount of growth (development requirements) and broad location growth (Spatial Strategy);
- ▶ proposed site allocations to deliver the preferred options across three Growth Areas; and
- ▶ plan policies including development requirements for proposed site allocations.

Further information about the Preferred Options Consultation Document is set out in Section 1.3 and Section 1.4 of the SA Report and is available via the Council's website:
www.chelmsford.gov.uk/planningpolicyconsult.

What is Sustainability Appraisal?

National planning policy¹ states that local plans are key to delivering sustainable development. Sustainable development is that which seeks to strike a balance between economic, environmental and social factors to enable people to meet their needs without compromising the ability of future generations to meet their own needs.

It is very important that the Chelmsford Local Plan contributes to a sustainable future for the plan area. To support this objective, the Council is required to carry out a Sustainability Appraisal (SA) of the Local Plan². SA is a means of ensuring that the likely social, economic and environmental effects of the Local Plan are identified, described and appraised and also incorporates a process set out under a European Directive³ and related UK regulations⁴ called Strategic Environmental Assessment (SEA). Where negative effects are identified, measures are proposed to avoid, minimise or mitigate such effects. Where any positive effects are identified, measures are considered that could enhance such effects. SA is therefore an integral part of the preparation of the Local Plan.

There are five key stages in the SA process which are shown in **Figure NTS.1**.

What has happened so far?

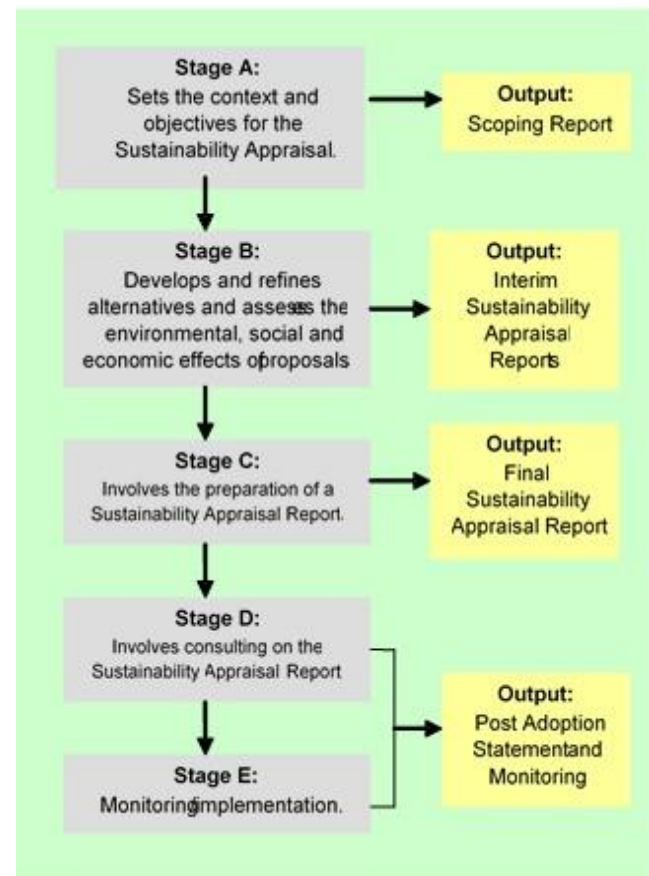
The first stage (**Stage A**) of the SA process involved consultation on a SA Scoping Report. The Scoping Report⁵ set out the proposed approach to the appraisal of the Local Plan including a SA Framework and was subject to consultation that ran from 24th July to 11th September 2015.

Stage B is an iterative process involving the appraisal and refinement of the Local Plan with the findings presented in interim SA Reports. In this context, the options concerning the amount and broad location of growth that were identified in the Issues and Options Consultation Document were assessed using the revised SA Framework with the findings presented in a SA Report⁶ that was issued for consultation alongside the document. The Preferred Options Consultation Document presents further options and choices regarding proposed development sites. The SA Report (of the Preferred Options Consultation Document) to which this NTS relates also forms part of Stage B of the SA process.

At **Stage C**, a SA Report will be prepared to accompany the Draft Pre-Submission Local Plan and will be available for consultation alongside the draft Local Plan itself prior to consideration by an independent planning inspector (**Stage D**).

Following Examination in Public (EiP), the Council will issue a Post Adoption Statement as soon as reasonably practicable after the adoption of the Local Plan. During the period of the Local Plan, the Council will monitor its implementation and any

Figure NTS.1 The SA Process



¹ See paragraph 150-151 of the National Planning Policy Framework (Department for Communities and Local Government, 2012).

² The requirement for SA of local plans is set out under section 19(5) of the Planning and Compulsory Purchase Act 2004.

³ Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

⁴ Environmental Assessment of Plans and Programmes Regulations 2004 (statutory instrument 2004 No. 1633).

⁵ Amec Foster Wheeler (2015) *Chelmsford City Local Plan Sustainability Appraisal: Scoping Report*.

⁶ Amec Foster Wheeler (2015) *Chelmsford Local Plan Issues and Options Consultation Document: Sustainability Appraisal Report*.

significant social, economic and environmental effects (**Stage E**).

Section 1.5 of the SA Report describes in further detail the requirement for SA of local plans and the SA process including its relationship with the preparation of the Chelmsford Local Plan.

How has the Preferred Options Consultation Document been appraised?

To support the appraisal of the Local Plan, a SA Framework has been developed. This contains a series of sustainability objectives and guide questions that reflect both the current socio-economic and environmental issues which may affect (or be affected by) the Local Plan and the objectives contained within other plans and programmes reviewed for their relevance to the SA and Local Plan. The SA objectives are shown in **Table NTS 1**.

Table NTS 1 SA Objectives Used to Appraise the Preferred Options Consultation Document

SA Objective
1. Biodiversity and Geodiversity: To conserve and enhance biodiversity and geodiversity and promote improvements to the green infrastructure network.
2. Housing: To meet the housing needs of the Chelmsford City Area and deliver decent homes.
3. Economy, Skills and Employment: To achieve a strong and stable economy which offers rewarding and well located employment opportunities to everyone.
4. Sustainable Living and Revitalisation: To promote urban renaissance and support the vitality of rural centres, tackle deprivation and promote sustainable living.
5. Health and Wellbeing: To improve the health and wellbeing of those living and working in the Chelmsford City Area.
6. Transport: To reduce the need to travel, promote more sustainable modes of transport and align investment in infrastructure with growth.
7. Land Use and Soils: To encourage the efficient use of land and conserve and enhance soils.
8. Water: To conserve and enhance water quality and resources.
9. Flood Risk and Coastal Erosion: To reduce the risk of flooding and coastal erosion to people and property, taking into account the effects of climate change.
10. Air: To improve air quality.
11. Climate Change: To minimise greenhouse gas emissions and adapt to the effects of climate change.
12. Waste and Natural Resources: To promote the waste hierarchy (reduce, reuse, recycle, recover) and ensure the sustainable use of natural resources.
13. Cultural Heritage: To conserve and enhance the historic environment, cultural heritage, character and setting.
14. Landscape and Townscape: To conserve and enhance landscape character and townscapes.

The Local Plan Vision and Spatial Principles have been assessed for their compatibility with the SA objectives above (note that the Strategic Priorities have not been assessed separately as they are reflected through the Vision and Spatial Principles, as well as the policies, of the Preferred Options Consultation Document). The preferred development requirements, preferred Spatial Strategy (including an alternative spatial strategy option identified following consultation on the Issues and Options Consultation Document) and plan policies have been appraised using matrices to identify likely significant effects on the SA objectives. A qualitative scoring system has been adopted which is set out in **Table NTS 2**.

Table NTS 2 Scoring System Used in the Appraisal of the Preferred Options Consultation Document

Score	Description	Symbol
Significant Positive Effect	The preferred option/policy contributes significantly to the achievement of the objective.	++
Minor Positive Effect	The preferred option/policy contributes to the achievement of the objective but not significantly.	+
Neutral	The preferred option/policy does not have any effect on the achievement of the objective	0
Minor Negative Effect	The preferred option/policy detracts from the achievement of the objective but not significantly.	-
Significant Negative Effect	The preferred option/policy detracts significantly from the achievement of the objective.	--
No Relationship	There is no clear relationship between the preferred option/policy and the achievement of the objective or the relationship is negligible.	~
Uncertain	The preferred option/policy has an uncertain relationship to the objective or the relationship is dependent on the way in which the aspect is managed. In addition, insufficient information may be available to enable an appraisal to be made.	?

NB: where more than one symbol/colour is presented in a box it indicates that the appraisal has identified both positive and negative effects. Where a box is coloured but also contains a '?', this indicates uncertainty over whether the effect could be a minor or significant effect although a professional judgement is expressed in the colour used. A conclusion of uncertainty arises where there is insufficient evidence for expert judgement to conclude an effect.

Proposed site allocations and reasonable alternatives have been appraised against the SA objectives that comprise the SA Framework using tailored appraisal criteria and associated thresholds of significance.

Section 4 of the SA Report provides further information concerning the approach to the appraisal of the Preferred Options Consultation Document.

What are the findings of the appraisal of the Preferred Options Consultation Document?

Local Plan Vision and Spatial Principles

The Vision for Chelmsford out to 2036 contained in the Preferred Options Consultation Document is reproduced in **Box NTS 1** below.

Box NTS 1: Local Plan Vision

To continue the existing successes from the growth of Chelmsford City Council's area by embracing our role as England's newest City and the Capital of Essex by being a sub-regional catalyst for change, providing new sustainable neighbourhoods and attracting inward investment for a wide range of businesses across our area. It is also about maximising development opportunities within a compact and vibrant City Centre. This positive change will optimise the opportunities for new and upgraded infrastructure including leisure and recreation facilities, shops, education and healthcare services and also provide even better housing and job opportunities to local residents making places where people want to live and work to further improve their quality of life and wellbeing. This will include improving the way people move around by private and public transport, by bike and on foot and making the most of the area's assets and opportunities such as its river valleys, and improving the built and natural environment.

Strategic Policy S1 lists a total of 11 Spatial Principles that together detail how the Vision will be achieved. The Spatial Principles are:

- ▶ Maximise the use of brownfield land for development.
- ▶ Continue the renewal of Chelmsford City Centre and Urban Area.
- ▶ Locate development at well-connected sustainable locations.
- ▶ Utilise garden community principles for strategic development allocations.
- ▶ Protect the Green Belt.
- ▶ Protect the character of valued landscapes, heritage and biodiversity.
- ▶ Respect the pattern and hierarchy of settlements.
- ▶ Ensure development is deliverable.
- ▶ Ensure development is served by necessary infrastructure.
- ▶ Use development to secure new infrastructure.
- ▶ Plan for the longer-term.

The Local Plan Vision and Spatial Principles above have been tested for their compatibility with the SA objectives.

The Vision for the City Area seeks to deliver significant growth over the plan period in terms of housing, employment and associated services, facilities and infrastructure whilst protecting and enhancing the built and natural environment. Reflecting its emphasis on growth, the promotion of sustainable communities and environmental conservation and enhancement, the Vision has been assessed as being compatible with the majority of the SA objectives. There is the potential for conflicts, particularly between those elements of the Vision that support growth and SA objectives concerning environmental protection and enhancement (and vice-versa), although the extent of any conflict is likely to depend on how the Vision is realised through the policies and proposals of the Preferred Options Consultation Document.

The appraisal contained in the SA Report has found the 11 Spatial Principles to be broadly supportive of the SA objectives. Where possible incompatibilities or uncertainties have been identified, these can be resolved if development takes place in accordance with all of the Spatial Principles. As such, an incompatibility or uncertainty is not necessarily an insurmountable issue.

The completed compatibility assessment is presented in Section 5.2 of the SA Report.

Preferred Development Requirements and Spatial Strategy

The Preferred Options Consultation Document makes provision for 22,162 dwellings, 10 permanent pitches for Gypsies and Travellers, 24 permanent plots for Travelling Showpeople, 55,000 sqm of employment floorspace and 13,400 sqm of retail floorspace over the plan period. The preferred Spatial Strategy seeks to focus this growth on the higher order settlements of Chelmsford and South Woodham Ferrers, and the Key Service Settlements outside of the Green Belt (as illustrated in **Figure NTS 2**).

Figure NTS 2 Preferred Options Consultation Document Key Diagram



The preferred development requirements and Spatial Strategy have been appraised against the SA objectives. **Table NTS 3** summarises the findings of this appraisal and identifies the cumulative likely significant effects of the preferred options.

Table NTS 3 Summary of the Appraisal of the Preferred Development Requirements and Spatial Strategy

Preferred Option	1. Biodiversity	2. Housing	3. Economy	4. Urban Renaissance	5. Health and Wellbeing	6. Transport	7. Land Use	8. Water	9. Flood Risk	10. Air Quality	11. Climate Change	12. Waste and Natural Resources	13. Cultural Heritage	14. Landscape and Townscape
Preferred Housing/Gypsy Traveller and Travelling Showpeople Requirement	-/?	++	++	+/-	+/-	+/-/?	+/-	-	-/?	-/?	-/?	-	+/-/?	+/-/?
Preferred Employment/Retail Requirement	-/?	0	++	+	+/-/?	+/-/?	+/-	-	-/?	+/-/?	+/-/?	-	+/-/?	+/-/?
Preferred Spatial Strategy	+/-/?	++	++	++/-	++/-	++/-	+/-	+/-	+/-	+/-	+	~	+/-/?	+/-
Cumulative Effect	+/-/?	++	++	++/-	++/-	++/-	+/-	+/-	+/-	+/-	+/-	-	+/-/?	+/-/?

The delivery of 22,162 dwellings, provision for Gypsies, Travellers and Travelling Showpeople and creation of 55,000 sqm of employment floorspace as well as retail floorspace over the plan period is expected to have significant positive effects on housing (SA Objective 2) and the economy (SA Objective 3). Focusing this growth in and adjacent to Chelmsford Urban Area, to the north of South Woodham Ferrers and at Key Service Settlements should ensure that prospective residents and workers have good access to key services and facilities by virtue of the wide range of services and facilities these settlements provide and their good transport links. It is also anticipated that growth will promote investment in additional facilities, services and infrastructure including highways improvements (such as the proposed Chelmsford North East By-pass). This is expected to help promote the regeneration of brownfield sites and urban renaissance and address deprivation whilst minimising the need to travel by car and promoting walking and cycling. Overall significant positive effects have therefore also been identified in respect of urban renaissance (SA Objective 4), health and wellbeing (SA Objective 5) and transport (SA Objective 6). Minor positive effects are anticipated across the majority of the remaining SA objectives.

Growth in the City Area is likely to have a range of adverse environmental and social effects during both the construction and operation of new development arising from, for example, land take, disturbance (e.g. noise), increased vehicle movements and associated emissions to air, the use of energy and resources, the generation of waste and impacts on landscape and townscape character. These adverse effects are likely to be minimised through the implementation of Local Plan policies and mitigation at the site level and are not considered likely to be significant.

The preferred development requirements and Spatial Strategy have been assessed as having mixed significant positive and significant negative effects on land use (SA Objective 7). The Spatial Strategy seeks to maximise the use of previously developed (brownfield) land and would deliver 2,000 dwellings, 4,000 sqm

of office floorspace and 11,500 sqm of retail floorspace on brownfield sites (sites with a total of 2,407 new homes are allocated in the Preferred Options Consultation Document in order to provide a measure of flexibility and ensure that this projection is met). However, the scale of the development requirements and the limited number of suitable brownfield sites that have not already been earmarked for future development in the City Area mean that greenfield land adjacent to the urban areas of Chelmsford would be required to deliver circa 80% of new development (greenfield/mixed greenfield and brownfield sites with a total area of approximately 650ha are allocated in the Preferred Options Consultation Document, although it is not expected that all of this area would accommodate new development).

Detailed matrices containing the appraisals of the preferred development requirements and Spatial Strategy are presented in Appendix F to the SA Report. The findings of these appraisals are summarised in Section 5.3 of the SA Report.

Growth Areas and Associated Site Allocations

To deliver the Spatial Strategy, the Preferred Options Consultation Document directs growth to sustainable locations within the following three Growth Areas:

- ▶ **Growth Area 1** - Central and Urban Chelmsford.
- ▶ **Growth Area 2** - North Chelmsford.
- ▶ **Growth Area 3** - South and East Chelmsford.

To inform the selection of these sites, all proposed plan allocations (and reasonable alternatives) have been subject to SA using tailored appraisal criteria and associated thresholds of significance.

Overall, the scale of housing and employment land to be delivered through proposed site allocations within the three Growth Areas identified in the Preferred Options Consultation Document is considered to be significant and will help to meet the future needs of the City Area, its communities and businesses over the plan period whilst minimising the potential for significant adverse environmental effects. This reflects both the characteristics of individual sites and also the fact that the majority of dwellings and employment land will be delivered in/adjacent to urban areas and Key Service Settlements which have greater capacity in terms of their sustainability to receive growth. Overall significant positive effects have therefore been identified in respect of housing (SA Objective 2), the economy (SA Objective 3) and urban renaissance (SA Objective 4), although cumulatively development could place pressure on key services and facilities (if unmitigated).

There is the potential for new development to result in adverse environmental effects (and in some cases, significant negative effects). However, in many cases (such as in respect of biodiversity, water, flood risk, cultural heritage and landscape) it is anticipated that the potential adverse effects could be mitigated or reduced at the project level. In this context, the site-specific development requirements contained in Chapter 7 of the Preferred Options Consultation Document and the more general Local Plan policies will help minimise adverse effects and enhance positive effects associated with the delivery of the proposed site allocations.

Whilst the Preferred Options Consultation Document allocates a number of previously developed sites, cumulatively development will result in the loss of a substantial area of greenfield land. For a total of 13 proposed site allocations, this would include land classified as grades 1, 2 or 3 agricultural land (land in grades 1, 2 and 3a is classified as the best and most versatile agricultural land at Annex 2 of the National Planning Policy Framework). In consequence, there is the potential for significant positive and negative effects on land use (SA Objective 7).

The findings of the appraisal of both the proposed site allocations and reasonable alternatives are presented in Appendix G to the SA Report. A summary of the appraisal is provided in Section 5.4 of the SA Report.

Plan Policies

To support the overall strategy for development, the Preferred Options Consultation Document includes 91 policies across the following chapters:

- ▶ Our Vision and Spatial Principles (1 policy);
- ▶ Creating Sustainable Development (6 policies);
- ▶ How will Future Growth be Accommodated? (8 policies);
- ▶ Where will Development Growth be Focused? (45 policies);
- ▶ Protecting and Securing Important Assets (22 policies);
- ▶ Making High Quality Places (9 policies).

The performance of these policies has been tested against the 14 SA objectives (note that the Spatial Principles set out in Strategic Policy S1 have been assessed separately above). **Table NTS 4** shows the anticipated cumulative effects of each plan chapter against the SA objectives. The cumulative effects on the SA objectives resulting from all chapters has also been assessed.

Table NTS 4 Summary of the Cumulative Effects of the Local Plan Policies

SA Objective	Preferred Options Consultation Document Policy Chapter					
	Creating Sustainable Development	How will Future Development Growth be Accommodated?	Where will Development Growth be Focused?	Protecting and Securing Important Assets	Making High Quality Places	Cumulative effect of the Preferred Options Consultation Document
1. Biodiversity and Geodiversity: To conserve and enhance biodiversity and geodiversity and promote improvements to the green infrastructure network.	++	+/-/?	-/?	++/?	+	+/-/?
2. Housing: To meet the housing needs of the Chelmsford City Area and deliver decent homes.	++/-	++/-/?	++	++/-/?	++	++
3. Economy, Skills and Employment: To achieve a strong and stable economy which offers rewarding and well located employment opportunities to everyone.	++/-	++/-	++	++/-/?	++	++
4. Sustainable Living and Revitalisation: To promote urban renaissance and support the vitality of rural centres, tackle deprivation and promote sustainable living.	++	++/-	++	++	++	++
5. Health and Wellbeing: To improve the health and wellbeing being of those living and working in the Chelmsford City Area.	++	++/-	+	++	++	++

SA Objective	Preferred Options Consultation Document Policy Chapter					
	Creating Sustainable Development	How will Future Development Growth be Accommodated?	Where will Development Growth be Focused?	Protecting and Securing Important Assets	Making High Quality Places	Cumulative effect of the Preferred Options Consultation Document
6. Transport: To reduce the need to travel, promote more sustainable modes of transport and align investment in infrastructure with growth.	++	++/-	+	+	+/?	++/-
7. Land Use and Soils: To encourage the efficient use of land and conserve and enhance soils.	++	+/-	++/-	+/-	++	++/-
8. Water: To conserve and enhance water quality and resources.	++	++/-	-	+	++	+/-
9. Flood Risk and Coastal Erosion: To reduce the risk of flooding and coastal erosion to people and property, taking into account the effects of climate change.	++	++/-	-	++/?	+	+/-
10. Air: To improve air quality.	++	+/-	-	+	++	+/-
11. Climate Change: To minimise greenhouse gas emissions and adapt to the effects of climate change.	++	+/-	-	++	++/?	+/-
12. Waste and Natural Resources: To promote the waste hierarchy (reduce, reuse, recycle, recover) and ensure the sustainable use of natural resources.	++	-	--/?	+	+/?	+/-/?
13. Cultural Heritage: To conserve and enhance the historic environment, cultural heritage, character and setting.	++	+/-/?	+/-	++/?	+	+/-/?
14. Landscape and Townscape: To conserve and enhance landscape character and townscapes.	++	+/-/?	+/-	++/?	++	+/-/?

The implementation of the proposed Local Plan policies contained in the Preferred Options Consultation Document is anticipated to have positive effects across all of the SA objectives. These effects are expected to be particularly significant in respect of: housing; the economy; urban renaissance; health and wellbeing; and transport. This reflects the likely socio-economic benefits associated with the delivery of housing, employment and community facilities, services and infrastructure in the City Area over the plan period and the focus of this growth in and adjacent to Chelmsford Urban Area, to the north of South Woodham Ferrers and at Key Service Settlements outside of the Green Belt. It also reflects the strong framework provided by the plan policies that will help to conserve the City Area's natural and built environment and resources.

Despite the overall positive effects associated with the implementation of the policies contained in the Preferred Options Consultation Document, negative effects have also been identified against many of the SA objectives including: biodiversity; transport; water; flood risk; air quality; climate change; waste and resources; cultural heritage; and landscape. This principally reflects impacts associated with the

construction and operation of new development including land take, resource use, emissions and loss of landscape character. However, the Preferred Options Consultation Document includes policies which seek to manage these effects and in consequence, it is expected that significant adverse effects will be largely avoided, although some uncertainty remains.

The Local Plan policies seek to maximise the use of previously developed (brownfield) land. However, as noted above, development requirements and the limited number of brownfield sites that have not already been earmarked for future development in the City Area mean that greenfield land adjacent to the urban areas of Chelmsford would be required to deliver circa 80% of new development. In consequence, cumulative mixed significant positive and significant negative effects have been identified in respect of land use.

Detailed matrices containing the appraisal of the Local Plan policies are presented in Appendix H and Appendix I to the SA Report. The findings of these appraisals are summarised in Section 5.5 of the SA Report.

Mitigation and enhancement

The appraisal contained in the SA Report has identified a range of measures to help address potential negative effects and enhance positive effects associated with the implementation of the Preferred Options Consultation Document. These measures are highlighted within the detailed appraisal matrices to the SA Report and will be considered by the Council in refining the Local Plan.

Next steps

This NTS and the SA Report are being issued for consultation alongside the Preferred Options Consultation Document. The consultation will run from **30th March to 11th May 2017**.

The findings of the SA Report, together with consultation responses and further evidence base work, will be used to help refine the emerging Local Plan leading to consultation on the Draft Pre-Submission Local Plan which is due to take place in September- October 2017. The Draft Pre-Submission Local Plan will also be subject to further SA.

This Consultation: How to Give Us Your Views

We would welcome your views on any aspect of this SA Report. In particular, we would like to hear your views as to whether the effects which are predicted are likely and whether there are any significant effects which have not been considered.

Please provide your comments by 4.45pm on Thursday 11th May 2017. The Council encourages people to submit comments via its consultation portal at:

www.chelmsford.gov.uk/planningpolicyconsult

Alternatively, comments can be sent to:

- By email – planning.policy@chelmsford.gov.uk
- By post - Planning and Housing Policy, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1XP
- By hand – During normal opening hours to Chelmsford City Council Customer Service Centre (Duke Street, Chelmsford)

A specially designed response form is available online at www.chelmsford.gov.uk/new-local-plan or on request by telephoning (01245) 606330.

