

Cabinet Agenda

8 June 2021 at 7pm

Council Chamber, Civic Centre, Chelmsford

Membership

Councillor S J Robinson (Chair and Leader)
Councillor M C Goldman (Connected Chelmsford
and Deputy Leader)

and Councillors

C K Davidson (Fairer Chelmsford)
M J Mackrory (Sustainable Development)
R J Moore (Greener and Safer Chelmsford)

Local people may attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. However, numbers must necessarily be restricted owing to distancing requirements and if you wish to attend you will need to obtain an admission pass beforehand.

To apply for an admission pass or find out more about attending, please telephone Brian Mayfield in the Democracy Team on Chelmsford (01245) 606923 or email brian.mayfield@chelmsford.gov.uk

THE CABINET

8 JUNE 2021

AGENDA

PART 1 – Items to be considered when the public are likely to be present

1. Apologies for Absence

2. Declarations of Interest

All 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.

3. Minutes and Decisions Called in

Minutes of meeting on 2 March 2021. No decisions at that meeting were call in.

4. Public Questions

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Cabinet is responsible. The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Owing to social distancing requirements, it is necessary to limit the number of members of the public attending the meeting. Any member of the public wishing to attend, whether as an observer or to ask a question or make a statement, should email committees@chelmsford.gov.uk in advance of the meeting. If space permits, they will be sent an admission pass which must be presented on arrival.

5. Members' Questions

To receive any questions or statements from councillors not members of the Cabinet on matters for which the Cabinet is responsible.

6. Sustainable Development Items

6.1 Masterplan for Land to East of Chelmsford

6.2 Trinity Road School CIL Funding Allocation

6.3 Review of CIL Governance Arrangements

7. Fairer Chelmsford Items

7.1 Review of Corporate Grant Aid Funding

7.2 Discretionary Business Rate Relief Policy (Covid-19 Amendments Extending Retail Discount)

8. Greener and Safer Chelmsford Item

Creation of Greener Chelmsford Grants Scheme

9. Leader's Item

Statement on Modern Day Slavery

10. Urgent Business

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency and which does not constitute a key decision.

11. Reports to Council

The officers will advise on those decisions of the Cabinet which must be the subject of recommendation to the Council.

PART 2 (Exempt Items)

NIL

MINUTES OF
CHELMSFORD CITY COUNCIL CABINET

on 2 March 2021 at 7.00pm

Present:

Cabinet Members

Councillor S J Robinson, Leader of the Council (Chair)
Councillor M C Goldman, Deputy Leader and Cabinet Member for Connected Chelmsford
Councillor C K Davidson, Cabinet Member for Fairer Chelmsford
Councillor M J Mackrory, Cabinet Member for Sustainable Development
Councillor R J Moore, Cabinet Member for Greener and Safer Chelmsford

Cabinet Deputies

Councillor A Davidson, Healthy Living
Councillor N Dudley, Community Engagement
Councillor S Goldman, Economy and Small Business
Councillor S Rajesh, Community Safety
Councillor Chloe Tron, Affordable Housing

Opposition Spokespersons: Councillors

K Bentley, N Chambers, P Clark, S Dobson, J Galley, N Gulliver,
R Massey, I Roberts, M Sismey, M S Steel and R T Whitehead

Also present: Councillors D Clark and A Sosin

Barry Knight

The Chair referred with regret to the recent death of Barry Knight, who had worked for the Council for 41 years in the Planning service and had been responsible for the mapping of planning documents and the electronic mapping system. He had also contributed significantly to the documents that had supported the bid for city status. Barry had been a valued, popular and much loved employee who would be sorely missed.

1. Attendance and Apologies for Absence

The attendance of members was confirmed. Apologies for absence were received from Councillor R J Hyland, Opposition Spokesperson.

2. Declarations of Interest

Members of the Cabinet were reminded to declare at the appropriate time any pecuniary and non-pecuniary interests in any of the items of business on the meeting's agenda.

3. Minutes and Decisions Called-in

The minutes of the meeting on 26 January 2021 were confirmed as a correct record. No decisions at that meeting had been called in.

4. Public Questions

Questions were asked by members of the public and a number of parish and town councils on the Masterplan for land north of South Woodham Ferrers. The questions, which were lengthy and detailed in nature, mainly concerned the impact of the development on what many regarded as an already inadequate road network in and around the town. This would lead to congestion and air pollution and gave rise to concerns about road safety. Junction improvements would not resolve the problems and would simply slow traffic and increase journey times. The Bradwell B development would exacerbate the pressure on the road network and the long-term solution lay in the provision of a northern by-pass. There were also concerns that the development would make worse flooding and drainage problems already being experienced in that part of South Woodham Ferrers.

The Cabinet Member for Sustainable Development said that the site had been allocated in the Local Plan, which the Planning Inspector had found to be sound. In coming to that view the Inspector had said that any traffic mitigation confirmed by a detailed traffic assessment at the planning application stage should be sufficient to alleviate any concerns or potential problems and did not feel that any new roads would be needed as a result of the development. Essex County Council, as the highway authority, would be carrying out a detailed traffic assessment at the planning application stage. Any development at Bradwell B would need to include proposals to mitigate its impact on the road network in the area.

Addressing a point raised by the Town Council, the Cabinet Member said that the County Council's Cabinet had recently accepted the need for a primary school as part of the development.

A separate question was asked by a member of the public in connection with the decision to introduce charges for car parking in Hylands Park. The Cabinet was asked whether this represented an intention to introduce similar charges at other parks or whether the Council intended to reduce costs in other ways.

The Cabinet Member for a Fairer Chelmsford replied that the Council had no plans to introduce charges at any of its other parks, including Galleywood Common. With the Council

increasingly reliant on income from car parks and other facilities, and the pandemic likely to have a long-term impact on those sources of income, the Council would need to look at all options for reducing the expected budget gap in future years if it was to continue to provide the vital services the residents of Chelmsford depended on, including its parks and play grounds.

(7.06pm to 7.27pm)

5. Members' Questions

Councillor N Gulliver referred to the fact that although he had requested that he be sent paper copies of agendas for meetings of City Council bodies of which he was a member, he had not received them for recent meetings. He had received an apology and explanation from Democratic Services and an assurance that he would be sent paper copies.

The Leader of the Council agreed that Councillor Gulliver's circumstances meant that he needed paper copies of agendas and should receive them as a matter of course.

(7.27pm to 7.32pm)

6. Strategic Growth Site Policy 10 – Masterplan for Land North of South Woodham Ferrers (Sustainable Development)

Declarations of interest:

None.

Summary:

At its meeting on 14 January 2021, the Chelmsford Policy Board had considered a Masterplan to guide the development of strategic growth site 10 on land to the north of South Woodham Ferrers. The Policy Board had recommended that the Cabinet adopt the Masterplan and whilst it had not changed since it had been considered by the Board, a late consultation response was included in the report to the Cabinet.

Options

Approve the Masterplan, with or without amendments, or not approve it.

Preferred Option and Reasons

The Masterplan as presented met the requirements of the Local Plan and would help achieve a high quality development well related to its context.

Discussion

In presenting the Masterplan to the meeting, the Cabinet Member reiterated some of the responses he had given to the questions and statements put earlier in the meeting. He said that the Masterplan now provided for up to 1200 dwellings, a reduction on previous numbers put forward by the developer, and would include a 35% allocation for affordable

housing. Whilst it could not be guaranteed at this point until confirmed in writing by the County Council, a primary school was also likely to be provided.

It was clear that local people had concerns about the adequacy of any highways infrastructure but, as stated earlier in the response to public questions, the planning application would need to be accompanied by a detailed traffic assessment and the County Council would advise on whether the highway measures proposed were satisfactory.

The Cabinet Member had no wish to lose green fields and farmland as part of the development but it was necessary in this case to provide much needed housing. The Masterplan proposed the retention of many hedgerows and trees and sought to protect wildlife and biodiversity. About 45% of the development would be open space and a green grid and new tree planting was planned, whilst there would be a net biodiversity gain of 10%. There would be a large area for sports pitches and designated children's play areas. Sustainable travel was a prominent feature, with pedestrian and cycle routes, controlled crossing points and enhanced bus services. The Cabinet Member believed that the Masterplan would meet the objectives of the Local Plan and provide a high quality development.

During the Cabinet's discussion of the report, the concerns expressed by residents and local councils about the size of the development, highways, drainage and the lack of a primary school were revisited and the responses given to them reiterated. In connection with drainage issues, the Cabinet Member said that the County Council as drainage authority would assess whether the drainage and flood alleviation measures proposed as part of a future planning application would be sufficient, just as it would, as the highway authority, assess the measures proposed to manage traffic. The proposals for open space and the creation of a green necklace were welcomed but extending them outside of the boundary of the site was beyond the scope of the Masterplan. It was for the developer to judge how many housing units, up to the maximum of 1200, could be accommodated on the site and for the Council to consider at the planning application stage whether that was a reasonable number.

RESOLVED that:

1. The Masterplan for Strategic Growth Site Policy 10, Land North of South Woodham Ferrers, as submitted to the meeting, be approved.
2. The Director of Sustainable Communities, in consultation with the Cabinet Member for Sustainable Development, be authorised to make all necessary revisions to the approved Masterplan.

(7.32pm to 8.09pm)

7. Community Funding Applications (Fairer Chelmsford)

Declarations of Interest:

None

Summary:

The report set out the recommendations of the Community Funding Panel for the award of funding grants for schemes and projects proposed by groups in Chelmsford.

Options:

Agree the recommendations put forward by the Community Funding Panel, with or without amendment.

Preferred Option and Reasons

The projects and schemes recommended for approval met the criteria for funding under the Community Funding process and would be of most benefit to the residents of Chelmsford.

RESOLVED that the recommendations of the Community Funding Panel for the five Community Funding grants detailed in the report and appendix to the meeting totalling £37,500 be approved.

(8.09pm to 8.11pm)

8. Urgent Business

There were no items of urgent business.

9. Reports to Council

Neither of the reports to the meeting needed to be referred to the Council for approval.

The meeting closed at 8.11pm

Chair

Chelmsford City Council Cabinet

8 June 2021

East Chelmsford Masterplan – Strategic Growth Sites 3b, 3c and 3d

Report by:

Cabinet Member for Sustainable Development

Officer Contact:

Julie Broere, Senior Planning Officer julie.broere@chelmsford.gov.uk

Purpose

This report is asking for Cabinet approval of the masterplan for the East Chelmsford Local Plan Site Allocations 3b, 3c and 3d.

The masterplan is attached to this report as Appendix 1.

Context to this report

As set out above, the purpose of this report is to enable the Cabinet to fully consider the proposed masterplan for Sites 3b, 3c and 3d and decide whether it is acceptable. The masterplan has previously been considered by Chelmsford Policy Board, as required by the agreed Masterplan Procedure Note (October 2019). Since the masterplan proposals have not changed in the intervening period, the Chelmsford Policy Board officer report is attached as Appendix 2 and this is relied upon to provide the officer considerations to support Cabinet decision making. This report addresses any matters arising since the masterplan was considered by Chelmsford Policy Board. These two reports should be read together.

Recommendation

The Cabinet approve the masterplan.

1. Background

1.1 The Chelmsford Local Plan was adopted on 27th May 2020. Strategic Policy S7 of the Local Plan requires that the allocated Strategic Growth Sites proceed in accordance with masterplans to be approved by the Council. The Local Plan East Chelmsford allocation comprises the following four Strategic Growth Sites:

3a: East Chelmsford – Manor Farm (Residential) – Hopkins Homes	
3b: East Chelmsford – Land North of Maldon Road (Employment)	} Redrow Homes
3c: East Chelmsford – Land South of Maldon Road (Residential)	
3d: East Chelmsford – Land North of Maldon Road (Residential)	

1.2 The masterplan presented in this report relates to Strategic Growth Sites 3b, 3c and 3d which is brought forward by Redrow Homes. Strategic Growth Site 3a – Manor Farm, is being brought forward by a different site promoter (Hopkins Homes) who are preparing a separate masterplan for this site. However, Hopkins Homes and Redrow Homes are engaging with one another to ensure consistency across the masterplans.

1.3 The masterplan proposal for Sites 3b, 3c and 3d follows community and technical stakeholder workshops, which took place on 30th September and 5th October 2020 respectively and seven weeks of public consultation during December 2020-January 2021. A Quality Design Review took place on 14th December 2020. At each of these stages in the process, the developer reviewed and amended the masterplan proposals in order to respond to the feedback received. The masterplan development has been a progressive process.

1.4 The masterplan was considered by Chelmsford Policy Board at its meeting on 4th March 2021. The Chelmsford Policy Board report is attached at Appendix 2. The draft minutes of that meeting have been published and are attached at Appendix 3. During the meeting Members welcomed the principle of additional pedestrian and cycle routes to the locality but there were concerns by Members and the Great Baddow Parish Council on the extent of the routes, in particular the lack of a direct, off road cycle link to schools and the City Centre. Officers highlighted a number of existing routes that the sites would connect into, some which are more on road and some which are more off road and that cyclists had a choice depending on their preference. Officers also demonstrated, with the use of plans, that connections into the City Centre could be achieved without Site 3a, the other development parcel which is the subject of a separate masterplan being prepared by Hopkins Homes. Sites 3b, 3c and 3d provide connections into this site but are not solely reliant on it for the delivery of sustainable means of transport.

1.5 Officers also advised that third-party land ownership and the constraints of the urban environment restricted what could be realistically delivered by the site developers in term of the extent and the availability of a dedicated off-road cycle

route to the City Centre. However, the City Council, on their part since Chelmsford Policy Board has been exploring the possibility of additional off-road routes west of the East Chelmsford allocation with Essex County Council. These discussions are likely to require further engagement with the developers of East Chelmsford on how they could connect into these and also engagement with other third-party landowners.

- 1.6 Related to connectivity but also to the wider development of East Chelmsford, concerns were raised on the synergy between the Redrow Homes Sites 3b, 3c and 3d and the Hopkins Homes Site 3a. Officers advised that whilst it would be desirable to have one masterplan that covered all the development sites in East Chelmsford, the sites were in different ownerships and being brought forward by separate developers. The sites also have differing requirements, constraints and considerations. The allocation boundaries for the sites reflect these circumstances and there is no Local Plan requirement for a single masterplan to be produced for East Chelmsford. In addition, with the exception of access and connectivity, there are no other key interdependencies between the Redrow Homes and Hopkins Homes sites.
- 1.7 However, Redrow Homes and Hopkins Homes have been engaging with one another to ensure consistency across the masterplans and this is demonstrated in Redrow Homes' masterplan which shows the East Chelmsford allocation as a whole and the connections through to the Hopkins Homes site. Further detail can be found within the masterplan at Appendix 1 and the Chelmsford Policy Board report (paragraphs 3.8-3.14) which specifically addresses access, movement and connections and the relationship between the East Chelmsford sites. It should also be noted that the same CCC and Highways Authority officers are working with both developers on their masterplans to ensure consistency and coherency. The Council is satisfied that the developers can come forward with their masterplans independently without impacting on the delivery of the East Chelmsford allocation.
- 1.8 Officers also advised at Chelmsford Policy Board that a joint statement between Redrow Homes and Hopkins Homes could be sought confirming that they have and will continue to work collaboratively with one another to ensure the successful delivery of the East Chelmsford allocation.
- 1.9 The Policy Board concluded that whilst a single masterplan was preferable, or the two separate masterplans were submitted at the same, the Cabinet should be recommended to approve the Redrow Homes masterplan subject to a joint statement being submitted by Redrow Homes and Hopkins Homes on the joint working undertaken and the Cabinet be informed of the concerns expressed regarding connections and the synergy between the development areas.
- 1.10 The Policy Board resolved that:

- The Policy Board recommend to Cabinet that the masterplan for East Chelmsford attached at Appendix 1 to the report to the meeting be approved, but that it notes the concerns expressed at the meeting regarding the uncertainty of delivery of infrastructure, in particular interdependent cycling and walking connectivity, relating to the separate masterplan covering Site 3a (being delivered separately by Hopkins Homes).
- The officers seek from Redrow Homes and Hopkins Homes before the Cabinet considers this masterplan a joint statement from them confirming that they are working collaboratively with each other to ensure key connections and synergy between the sites to ensure the successful delivery of the East Chelmsford allocation.
- The Director of Sustainable Communities, in consultation with the Chair and Vice Chair of the Policy Board and the Cabinet Member for Sustainable Development, be authorised to negotiate any final changes to the masterplan ahead of its consideration by the Cabinet.

1.11 The content and therefore full consideration of this masterplan proposal before Cabinet can be summarised as follows:

- Context and site analysis
- Constraints and opportunities
- Landscape, ecology, heritage and drainage analysis
- Access, movement and connectivity
- Land use
- Green infrastructure – creating a network of green corridors and compensatory planting

2. Matters arising since consideration by Chelmsford Policy Board

Joint Statement between Redrow Homes and Hopkins Homes

2.1 Since Chelmsford Policy Board Redrow Homes and Hopkins Homes have prepared a joint statement and this is attached at Appendix 4. The statement sets out the collaboratively work that has been undertaken to date and the commitment to continue this as they progress forward at both masterplan and planning application stage.

2.2 The statement also confirms the preparation of a legal agreement between the two developers, which sits outside the masterplan/planning application process, that allows for a joint planning application to come forward for the roundabout which is to serve the residential parcels of Sites 3a (Hopkins Homes), 3c and 3d (Redrow Homes). The agreement also allows whichever party who gains

planning permission first to construct the roundabout allowing for its timely delivery.

2.3 The joint statement confirms both developers' commitment to continue to engage with one another which should reassure Members on the successful delivery of the East Chelmsford allocation.

3. Conclusion

3.1 The masterplan demonstrates how the requirements of the Local Plan will be delivered on Sites 3b, 3c and 3d.

3.2 The masterplan demonstrates that the sites promotes sustainable travel both individually (as Sites 3b, 3c and 3d) and in combination with Site 3a.

3.3 The vision is sufficiently ambitious to achieve a high-quality development which is well related to its context. The masterplan layout and other content provides a sound framework to guide successful placemaking and will support the planning application as it should.

3.4 The masterplan is presented to Cabinet with recommendation that it be approved.

List of appendices:

Appendix 1 Masterplan

Appendix 2 Chelmsford Policy Board Report 4 March 2021 and appendices

Appendix 3 Draft minutes of the Chelmsford Policy Board 4 March 2021

Appendix 4 Joint Statement prepared by Hopkins Homes and Redrow Homes

Background papers:

None

Corporate Implications

Legal/Constitutional:

None

Financial:

None

Potential impact on climate change and the environment:

New housing delivery can have a negative impact on climate and environmental change issues. Planning Policies, Building Regulations and Environmental Legislation ensure that new housing meets increasingly higher sustainability and environmental standards which will help mitigate this impact.

Contribution toward achieving a net zero carbon position by 2030:

The new Local Plan and adopted Making Places SPD will provide guidance to assist in reducing carbon emissions through development. This development will follow the published guidance.

Personnel:

None

Risk Management:

None

Equality and Diversity:

None. An Equalities and Diversity Impact Assessment has been undertaken for the Local Plan.

Health and Safety:

None

Digital:

None

Other:

None

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

Chelmsford Climate and Ecological Emergency Action Plan



Sites 3b, 3c & 3d
Land at East
Chelmsford
Essex

**DEVELOPMENT
FRAMEWORK DOCUMENT**

February 2021



Acknowledgements:

All aerial mapping images are courtesy of Google Maps. All Streetview images where referred to are courtesy of Google.

A copyright licence has been obtained for Ordnance Survey mapping used in the plans related to this document.



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Planning	Barton Willmore
Heritage	RPS
Ecology	SES Ecology
Transport, drainage	WSP
Landscape design	Lloyd Bore
Masterplanning	LSH
Engagement	BECG

Indicative character: Redrow Homes



1 Introduction

Foreword

- 1.1 Chelmsford Local Plan 'Location 3 East Chelmsford' (shown opposite) comprises four Strategic Growth Sites, 3a, 3b, 3c and 3d. These sites are collectively identified by Chelmsford City Council (CCC) to deliver around 400 new homes, a stand-alone early years and childcare nursery (Use Class D1), safeguarded land for the future expansion of Sandon Park and Ride site and 5,000sqm of new B1 or other appropriate B Use Classes floorspace.
- 1.2 This Development Framework Document has been prepared by the Redrow Homes project team for Sites 3b, 3c and 3d. Site 3a: East Chelmsford - Manor Farm is being developed as a separate masterplan by Hopkins Homes for around 250 homes and a Country Park.
- 1.3 The CCC policy provisions for Strategic Growth Sites 3b, 3c and 3d (the Sites) are summarised below (*note: use classes referred to below: B1 and D1 are now replaced by E*)*:

Site 3b: East Chelmsford – Land North of Maldon Road (Employment Site)

- Around 5,000sqm (net) new Use Class B1 floorspace, or other appropriate B Use Classes;
- Land (circa 0.13 hectares) for the physical provision of a stand-alone early years and childcare nursery (ECC advise 56 places) (Use Class D1) in consultation with the Local Education Authority; and
- Safeguard land for the future expansion of Sandon Park and Ride site.

Site 3c: East Chelmsford – Land South of Maldon Road (Residential Site)

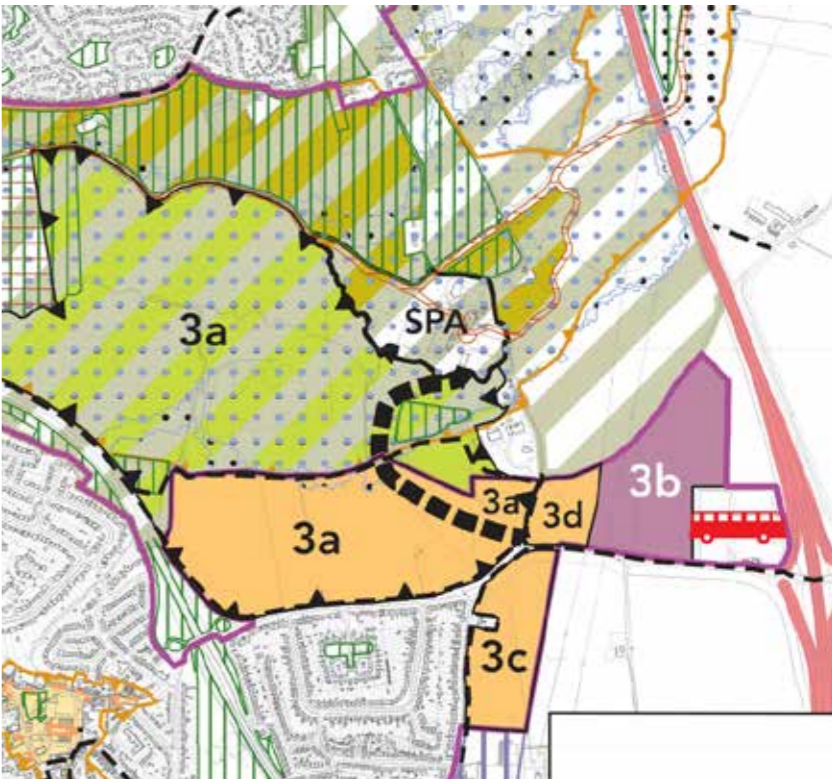
- Around 100 new homes of mixed size and type to include affordable housing.

Site 3d: East Chelmsford – Land North of Maldon Road (Residential Site)

- Around 50 new homes of mixed size and type to include affordable housing.
- 1.4 All Strategic Growth Sites require the preparation of masterplans to ensure that a comprehensive approach is taken to the planning and delivery of each allocation. Each masterplan is required to:
 - have an understanding of the associated infrastructure requirements;
 - ensure stakeholder engagement and public consultation before approval CCC Policy Board/ Cabinet; and then
 - be subject to a planning application submission.
- 1.5 This Development Framework Document describes the context for the Sites to provide an understanding of the capacity for development and infrastructure requirements. A planning application informed by this document will follow.

Structure

- 1.6 The remainder of this structured as follows:
 - Section 2, describes the surrounding context
 - Section 3 analyses the site
 - Section 4 discusses the opportunities and constraints to development
 - Section 5 discusses the design objectives and principles
 - Section 6 describes the masterplan concept
 - Section 7 describes the masterplan framework
 - Section 8 concludes this document



Chelmsford Local Plan

*Use Classes	
•	B2 General industrial - Use for industrial process other than one falling within class E(g) (previously class B1) (excluding incineration purposes, chemical treatment or landfill or hazardous waste)
•	D1 Non-residential institutions - Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non-residential education and training centres
•	Class E- In 11 parts, Class E more broadly covers uses previously defined in the revoked Classes A1/2/3, B1, D1(a-b) and 'indoor sport' from D2(e):
•	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: (i) Financial services,(ii) Professional services (other than health or medical services), or (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: (i) Offices to carry out any operational or administrative functions (ii) Research and development of products or processes (iii) Industrial processes



Chelmer Village

Site 3a - country park

Essex Yeomanry Way

Sandford Mill Lane

A12

Site 3a - residential

Site 3d

Site 3b

Sandon Park and Ride

Maldon Road

Great Baddow

Maldon Road

Site 3c

Brick Kiln Road

Molrams Lane

Woodhill Road

Sandon

VISION

- 1.7 Our proposals will help fulfill the vision of the Council for East Chelmsford, capitalising upon the location's assets in terms of accessibility, proximity to Sandon Park and Ride and relationship to the existing landscape and built environment.**

A great place to live

- 1.8** Redrow Homes seek to create a cohesive and sustainable development that will deliver a productive and vibrant community at East Chelmsford. It will be a place which combines housing with community, social and economic infrastructure all set in an attractive and accessible landscape. It will deliver a scheme that will achieve the optimum balance of uses for a new sustainable community providing new homes and jobs to meet a range of needs.
- 1.9** The Framework will provide a range of high quality homes where people will live and take pride in their environment. It will also offer significant areas of new public open space, recreational routes, children's play areas, a children's day nursery and employment area, in addition to safeguarding the extension of the park and ride site, of benefit to both new and existing residents.
- 1.10** High quality housing and supporting employment uses within a landscape setting can not only meets the needs of local residents, but will attract new people to live in East Chelmsford, contributing to the community and supporting shops and services within the wider area of Great Baddow and Sandon.
- 1.11** The Framework will protect and enhance local distinctiveness through the creation, protection and enhancement of networks to ensure a net gain for biodiversity and green infrastructure.
- 1.12** The Framework supports a strong sustainable transport focus through the provision of excellent pedestrian and cycle connections to the Sandon Park and Ride, the national cycle network and footpath network, Chelmsford city centre and urban area, together with neighbouring areas of Great Baddow and Sandon. The sustainable transport focus will help Chelmsford meet the need to reduce carbon emissions, also through the location of development and the design of buildings.

Redrow Homes

Designing a better way to live

- 1.13 At Redrow, we build more than just homes; we create thriving communities. Our creative and determined approach combines the best of town and country to create healthy, vibrant communities.
- 1.14 Redrow has long embraced the design principles of Garden Towns and Villages to create new communities that stand the test of time based around the key values that are essential to create better places to live and are applied to all of our developments, irrespective of their scale and location. Redrow are able to deliver thriving communities that integrate work, leisure and home life.
- 1.15 Not only do we build communities of our own, we work hard to integrate into the wider community, improving services for the benefit of the whole neighbourhood and making leisure spaces more accessible for everyone to enjoy. We create and improve transport infrastructure via roads, paths and cyclepaths that blend seamlessly with the existing network.

Natural places

- 1.16 Redrow enhances the ecological value of our developments recognising the importance of strengthening people's connections with nature and their natural surroundings. We achieve this through design, partnerships and our commitment to continually refine our understanding of important biodiversity principles. That's why we create layouts carefully designed to allow the natural flow of life, with ponds, wetlands and wildlife habitats, bee friendly gardens and family friendly woodlands. We often are able to create valuable wildlife corridors and habitat areas on our developments and work hard to protect the wider environment.

Award winning homes

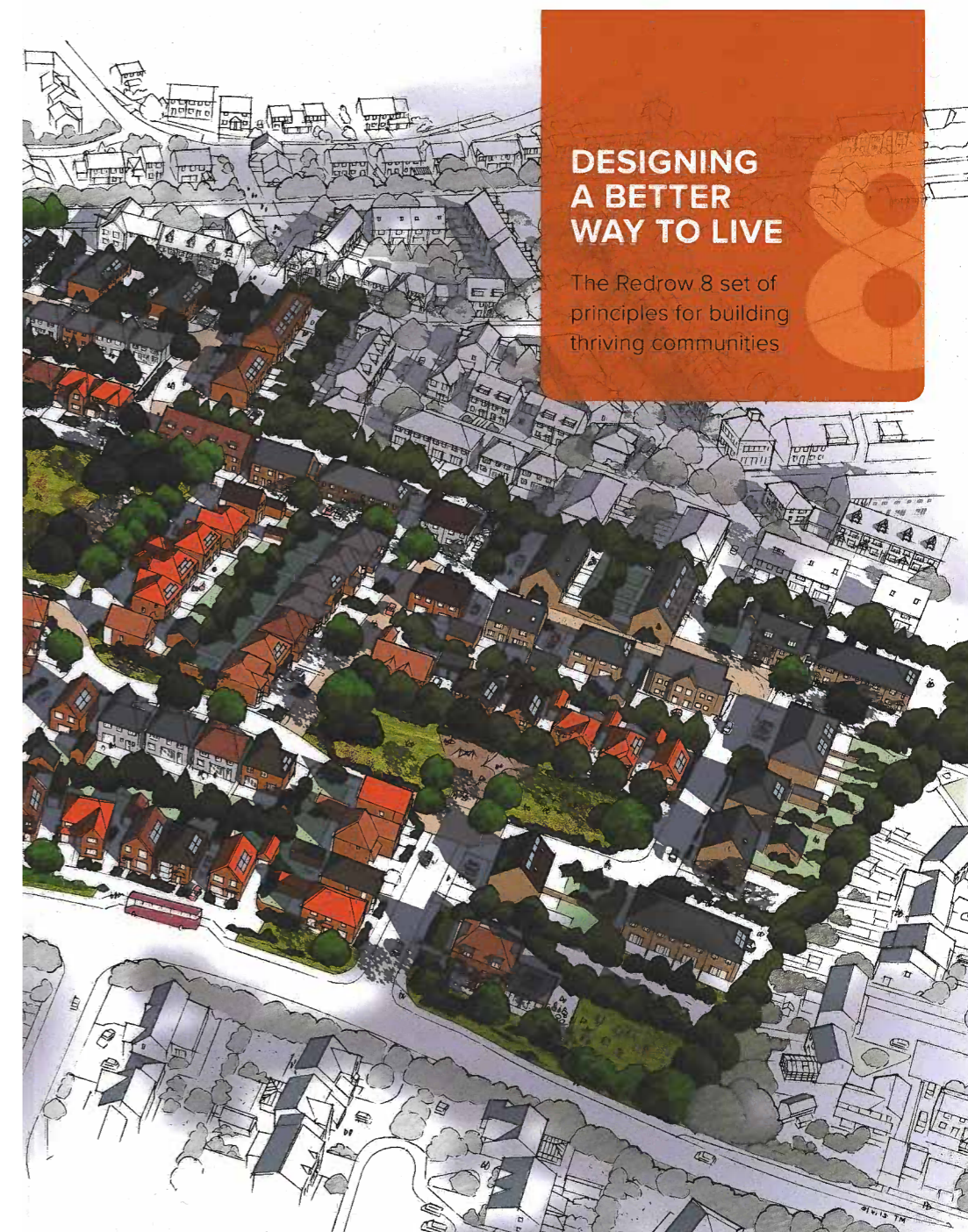
- 1.17 Every element of our award winning Heritage homes are carefully considered to offer a better way of living. Inside and out, from first time buyer to large family homes.
- 1.18 We never lose sight of our responsibility to our customers, making sure that their home is not just a place to live, but a place for living.
- 1.19 At Redrow we develop places where individuals and families can live and flourish. Places that not only cater for community needs but enhance lifestyles. Places that feel like home.

Redrow 8: Designing a Better Place to Live

- 1.20 The Redrow 8 are a key set of principles that sets out the ways in which redrow goes about creating a better place to live:
1. Listen to learn
 2. Keeping it local
 3. Easy to get around
 4. Places to go things to do
 5. Nature for People
 6. Streets for life
 7. Homes for all
 8. Built to impress

Our approach

- 1.21 Our approach is collaborative. Since September 2018 we have worked with Chelmsford City Council (CCC) Officers to produce a framework consistent with the emerging planning policies; to ensure that the Sites will deliver a high quality, attractive place that meets the vision and design principles set out in this document.
- 1.22 The masterplan process is iterative, informed by the input stakeholders and local organisations in addition to comments from ECC and CCC.



2 Context





Location

- 2.1 The Strategic Growth Sites are located to the east of Chelmsford City Centre and adjacent to Great Baddow.
- 2.2 Sites 3b (at circa 10.66ha) and 3d (at circa 2.8 ha) lie to the north of Maldon Road and Site 3c (at circa 7.2 ha) lies to the south of Maldon Road.

Key	
	Allocation Site areas
	Site 3a



Key

	Allocation Site areas
	Site 3a



Accessibility

- 2.3 The Sites are located within close proximity to the A12 and the Essex Yeomanry Way which provides access to the wider highways network. The Sites are within 3km of Chelmsford City Centre and 1.25km of The Vineyards' local centre at Great Baddow.
- 2.4 The Sites are within 25 minutes cycling distance of much of Chelmsford, Great Baddow and the western edge of Danbury using existing roads and cyclepaths.

2.5 The following pedestrian and cycle routes are considered important to the connectivity of these allocation Sites:

- East-west to and from the nearby facilities in Great Baddow and to Chelmsford City Centre;
- North-south to and from Chelmsford City Centre, Chelmer Village and the area identified for a new country park;
- North-south-from Chelmer Village to the Sandon School;
- To and from Sandon Park and Ride; and

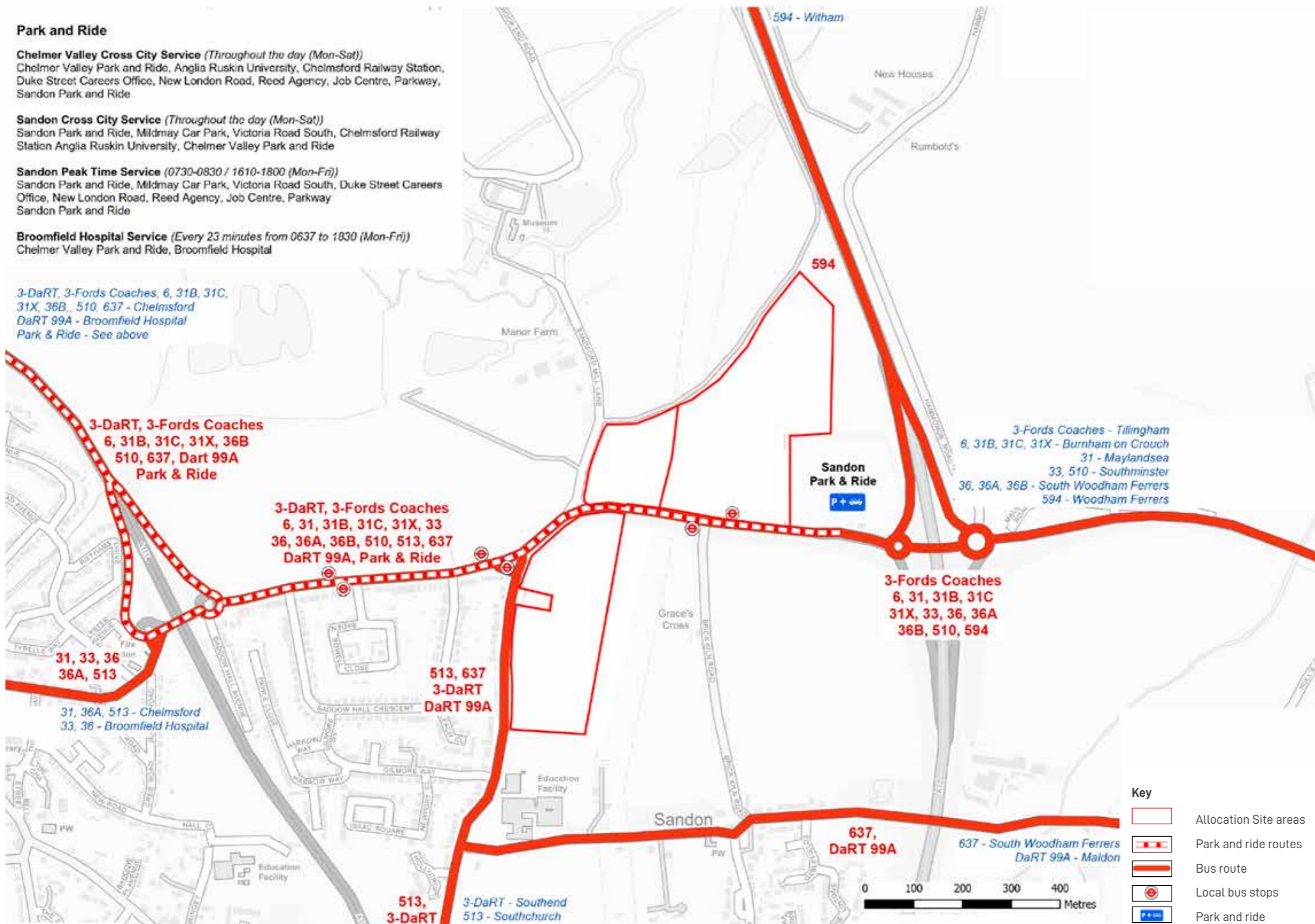
- To and from the existing and proposed residential areas and the children's day care/nursery at Site 3b.

Bus routes

- 2.6 There are a number of bus routes along Maldon Road, and bus stops within convenient walking distance (250m and 500m) of the Sites. The bus services provide access within circa 11 minutes to Chelmsford City Centre and to local services at Great Baddow. Sandon Park and Ride also provides frequent services direct to Chelmsford City Centre (See details opposite).



Bus Stops and Routes around the Sites.

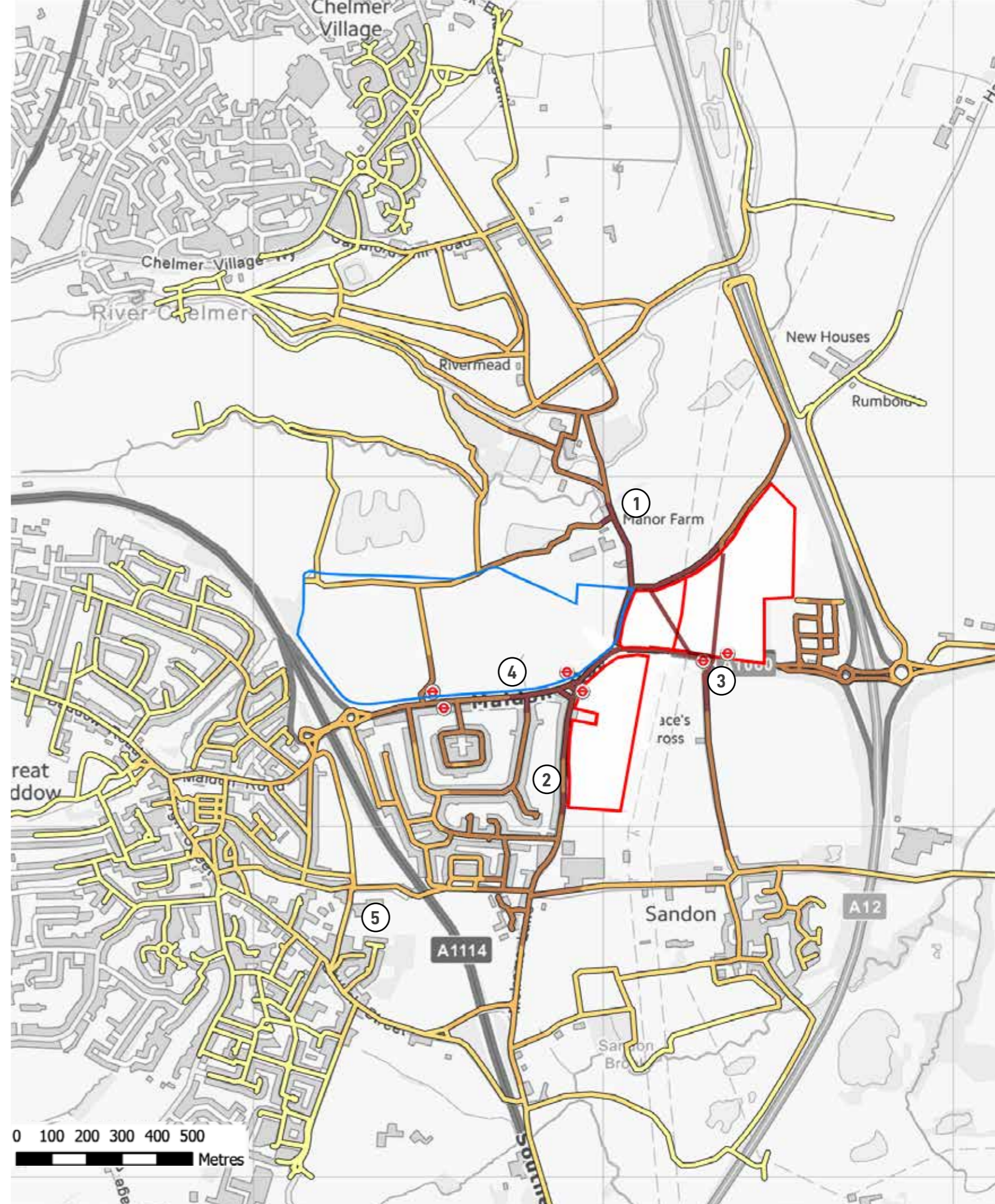
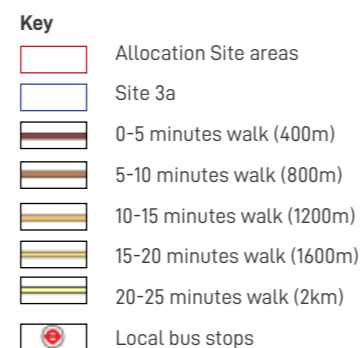


Bus Routes: Details (Source WSP).



Footpaths

- 2.7 The wider, strategic footpath network connecting the Sites into the local context and journey times is shown opposite. For walking to and from Chelmer Village, pedestrian routes start on Sandford Mill Lane (**1** plan opposite).
- 2.8 From Sites 3d and 3b heading due south towards Sandon School and Great Baddow, a desire line is to cross Maldon Road in the area between the Sandford Mill Lane and Molrams Lane junctions (**2** plan opposite) using the existing footpaths.
- 2.9 For users of the existing footpaths through Sites 3d and 3b, the desire line south to Sandon is to cross Maldon Road close to the junction with Brick Kiln Road (**3** plan opposite)
- 2.10 There are two pedestrian routes from the Sites to and from Great Baddow to the west. The first runs along Maldon Road for the majority of its length (**4** plan opposite). The second uses the west side of Molrams Lane and the traffic free route towards the infant/junior schools and the Vineyards neighbourhood centre (**5** plan opposite) - within 25 minutes walking time.
- 2.11 There is no continuous footpath along Maldon Road from the junction of Brick Kiln Road leading to Sandon Park and Ride. A 1m wide path extends as far as the bus stop opposite Brick Kiln Road.



Footpath Isochrones. Walk times are based on a speed of 4.8kph, approximately 80m per minute (3mph). Source WSP.

Cyclepaths

2.12 The sites are within 25 minutes cycling distance of much of Chelmsford, Great Baddow and the western edge of Danbury using existing roads and cyclepaths. See figure right. The existing and proposed principal routes are highlighted on the plan opposite and below:

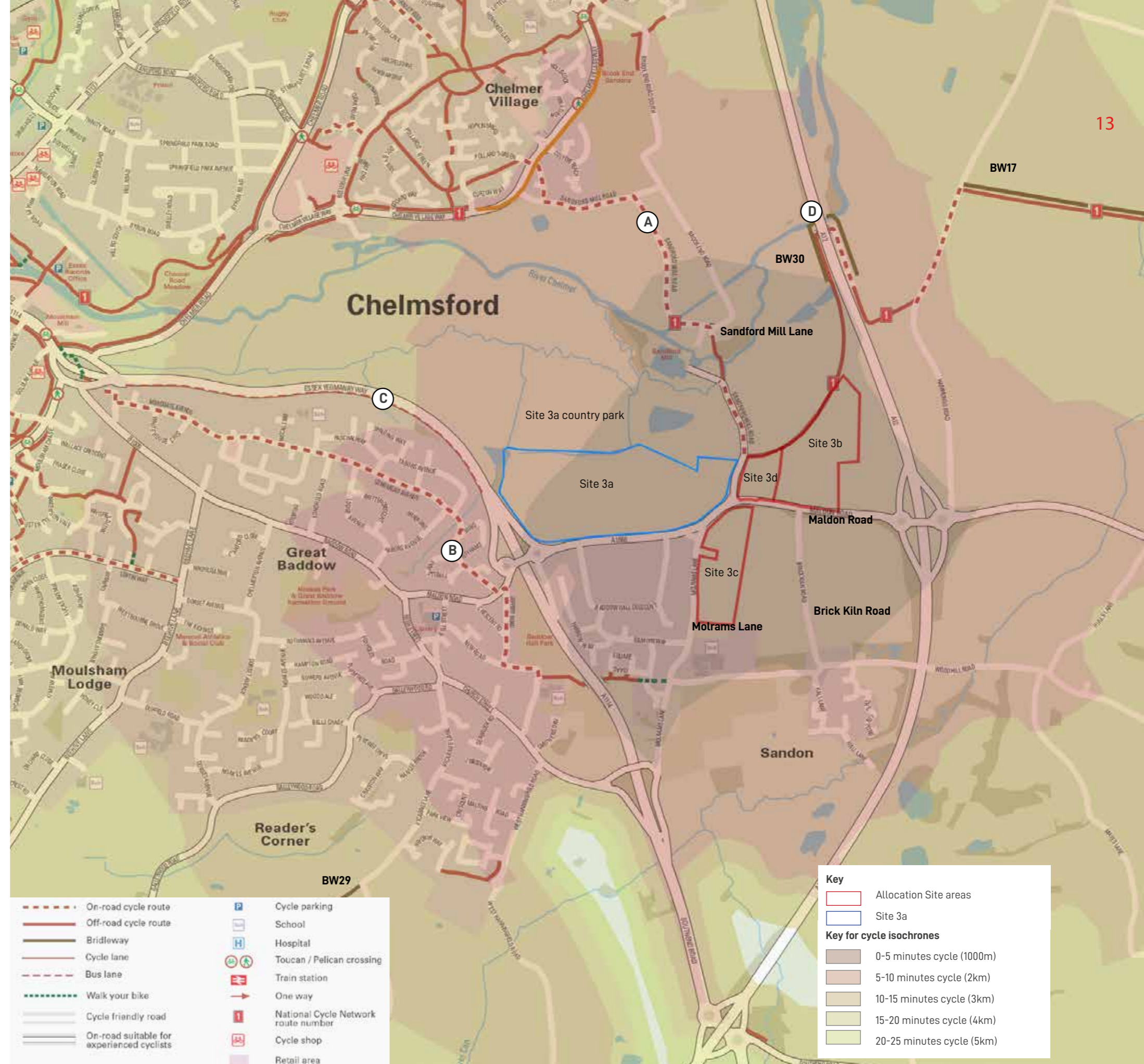
- **(A)** National Cycle Network Route 1 (NCN R1) at Sandford Mill Lane which links north-south to Chelmsford City Centre and Chelmer Village. North of Site 3d NCN R1 is an unlit collection of single lanes, tracks, and where it crosses the River Chelmer a shared footpath.
- **(B)** Cycle routes east-west via The Bingey towards Great Baddow local centre and beyond, Chelmsford City Centre towards the City Centre.
- **(C)** West along the bus lane of the west bound carriageway of Essex Yeomanry Way

2.13. Cycle routes through the sites will help connect the existing routes **A**, **B** and **C**, creating the framework for a circular network within east Chelmsford.

Bridleways

2.14 The area has a fragmented bridleway network and there are no bridleways within the immediate context of the sites. There is an aspiration for improvements to the bridleway network, with a link to the existing A12 underpass (NCN R1), BW30 and BW17 as shown indicatively **(D)**, connecting south to Brick Kiln Road.

2.15 Beyond the allocation sites. There is also the aspiration to access the Site 3a country park subject to the masterplanning of Site 3a and the country park. The connections could be made from Sandford Mill Lane.



Cycle Isochrones, proposed and existing cycle routes and bridleways. Source: Chelmsford Cycling Map, Chelmsford Growth Package, Local Cycling and Walking Infrastructure Plans. Cycle isochrones are based on an average speed of 12kph, approximately 200m per minute (7.5mph). Source WSP.



The Vineyards local shopping centre.

Access

- 2.16 Sites 3b and 3d are accessed from a field gate off Maldon Road and Sandford Mill Lane. Across Site 3d and there is a footpath link to the north. Site 3c lies to the east off Molrams Lane, from which there is a field gap access to the south west corner. East of Site 3c lies Brick Kiln Road which affords access to the north east corner across intervening land.
- 2.17 All sites are proposed to be served from new junctions with Maldon Road. There is also the potential to serve limited residential development direct off Molrams Lane.

Local Facilities

- 2.18 A key theme of the development of Sites 3b, c and d will be connectivity, ensuring integration between the new and existing community, enhancing links within and between the River Valley, using existing and new recreational resources (PRoW and cyclepaths) to achieve this. The range of accessible facilities is shown overleaf.

Country Park

- 2.19 In addition to the local services, development at Site 3a will facilitate a new Country Park in the valley floor of the Chelmer and Blackwater Navigation (See figure overleaf). This will be a significant new recreational focal point for local communities and the city as a whole, and part of a wider network of resources to the east of Chelmsford.



Sandon Park and Ride.



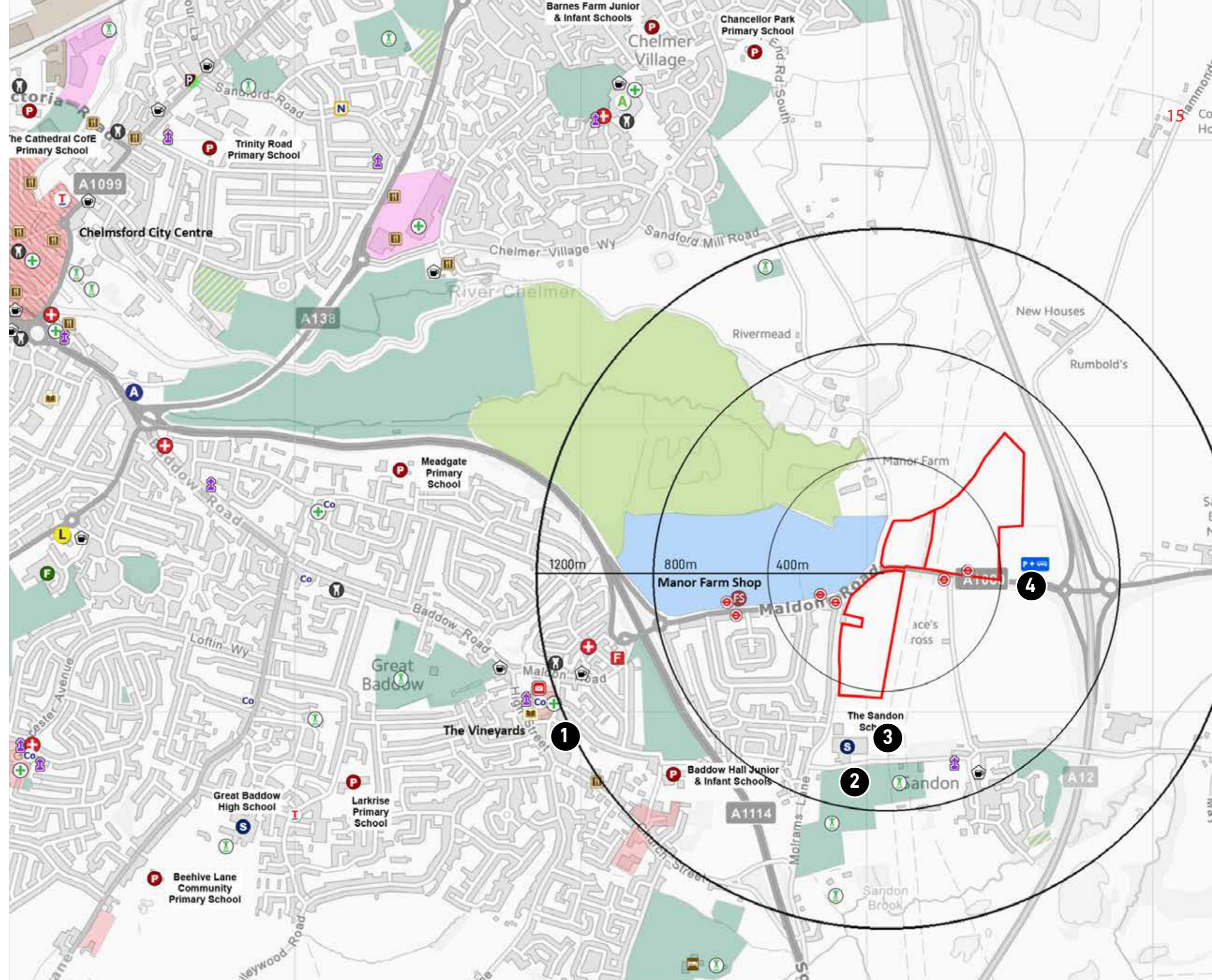
Playing fields.



The Sandon School.

Key

- Site Location
- Proposed Housing Development - Site 3a
- Employment
- City Centre
- Retail Park
- Retail / Local Shopping
- Allotments
- Sports Ground / Recreation Space
- Proposed country park Site 3
- Aldi
- Asda
- Co-op
- Farm Shop
- Lidl
- Nisa
- Premier
- Tesco
- Tesco Express
- Primary School
- Secondary School
- College
- Hospital (No A and E)
- GP Practice
- Pharmacy
- Dentist
- Sports / Fitness Venue
- Library
- Place of Worship
- Post Office
- Pub
- Restaurant
- Hotel
- Fire Station
- Park and Ride
- Bus Stops (nearest Site)



Local services and 5, 10 and 15 minute walking radii (source WSP).



3 Site Analysis

Site Boundaries

- 3.1 The northern boundary of Sites 3b and 3d is defined by Sandford Mill Lane/NCN R1, a narrow track with hedgerow and trees along the common boundary. The track leads east towards the A12, and passes beneath the road to the north east. The lane eastward is closed to vehicular traffic.
- 3.2 Between Sites 3b and 3d are pylons and overhead wires.
- 3.3 The eastern boundary to Site 3b is defined by the edge of the allocation area. Some 5-10m east of this there is a field boundary which extends south toward Sandon Park and Ride. At the south eastern boundary to the park and ride there is dense screen planting.
- 3.4 The southern boundary to Sites 3b and 3d is defined by Maldon Road. The road has a landscape character with woodland along the southern edge (Cross Wood) and hedgerow to the north.
- 3.5 The western boundary to Site 3d is defined by Sandford Mill Lane. At the boundary, is a mature hedgerow which increases in density to the north.
- 3.6 The northern boundary to Site 3c is defined by Cross Wood, beyond which is Maldon Road.
- 3.7 The eastern boundary to Site 3c is defined by the allocation boundary. East of the boundary are pylons and overhead wires, Brick Kiln Road and Grace's Cross, a listed building. Along brick Kiln Road there are dense hedgerow.
- 3.8 The southern boundary to Site 3c is defined by the hedgerow boundary to the Sandon School playing fields.
- 3.9 The western boundary to Site 3c is defined by Molrams Lane which comprises a mix of predominantly two storey detached, semi-detached and short terraces set back from the lane behind long driveways.
- 3.10 The surrounding housing is of a mix of styles. The housing on Molrams Lane marks the present, well defined, eastern edge to the built area of Great Baddow.





1. Housing at corner of Molrams Lane and Maldon Road.



5. Site 3c boundary from Molrams Lane.



9. Junction of Sandford Mill Lane and Maldon Road looking towards Site 3a.



13. Pylons east of Site 3c looking towards Grace's Cross.



2. Existing houses on Molrams Lane facing Site 3c.



6. Existing houses on Molrams Lane backing onto Site 3c.



10. Site 3c from edge of Maldon Road looking at Cross Wood.



14. Grace's Cross on Brick Kiln Road.



3. Molrams Lane and existing hedgerow to Site 3c.



7. Molrams Lane from Maldon Road with Cross Wood to left.



11. Site 3c boundary (Cross Wood) from Maldon Road looking west. Site 3d boundary in the background.



15. Pill box within Site 3c as seen from Molrams Lane.



4. Molrams Lane looking north alongside Site 3c boundary.



8. Maldon Road looking east towards Site 3d along woodland and hedgerow corridor. Cross Wood to right of frame.



12. Hedgerow boundary of Site 3d adjacent to Sandford Mill Lane.



16. Sandford Mill Lane looking east.

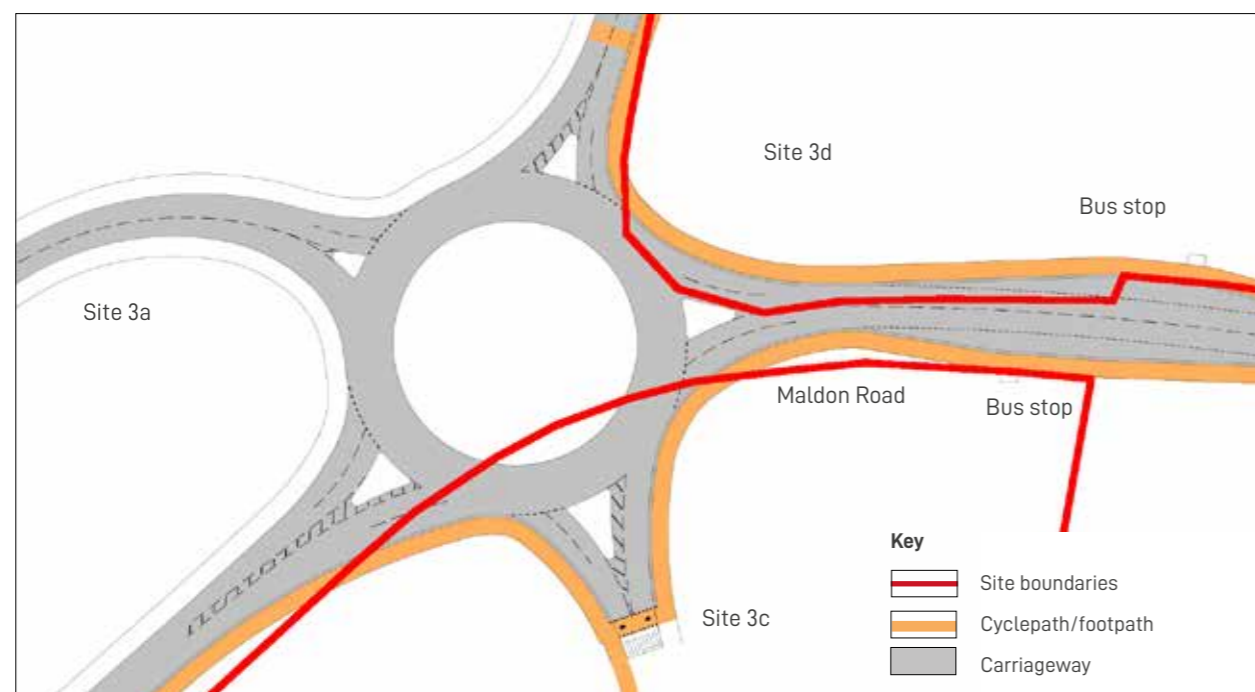


Access

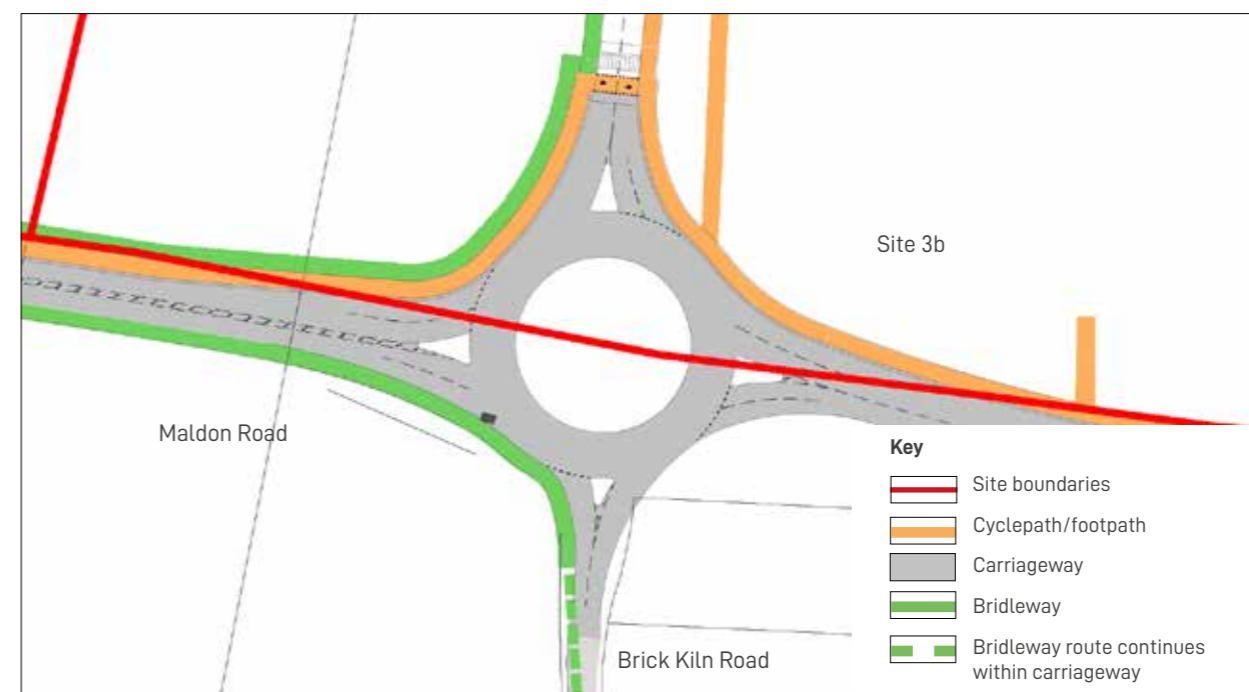
- 3.11 Sites 3b and 3d are presently accessed from field gates off Maldon Road and Sandford Mill Lane. There is a field gap access to the south west corner of Site 3c from Molrams Lane.
- 3.12 Important to the delivery of the Sites is the vehicular access arrangements from Maldon Road and the safe/ convenient crossing of the road. The Sites are proposed to be principally served from new roundabout junctions with Maldon Road.
- 3.13 The design of the access to Sites 3a, b and c has been the subject of discussions with ECC, and a 5-arm roundabout has been agreed in principle to the west. The design has been developed to take account of the strategic pedestrian and cycle desire lines as well as a review of design standards. Liaison with the consultants acting for Hopkins Homes (Site 3a) has also been undertaken.
- 3.14 The proposed access arrangements (images right) have been resolved to prioritise the safe and convenient crossing points to help foster integration across Maldon Road to the east of the five arm junction. Following a review of a number of options, the design proposes cycle/footpath routes towards a Toucan / Pegasus crossing located mid way between the western and eastern junctions. This location is considered to be the safest point, close to the intersection of the existing footpath desire line from Site 3d.
- 3.15 To help facilitate safe horse crossing of Maldon Road from Brick Kiln Road towards Sandford Mill Lane / NCNR1, a bridgeway is proposed to the south of the carriageway from the end of the proposed four arm roundabout west to the crossing. This approach maintains the existing continuity of the route. Once the carriageway is crossed the bridgeway continues along the north side of the carriageway before turning north towards Sandford Mill Lane / NCNR1.
- 3.16 There is also potential for access to serve a very limited number of dwellings within Site 3c direct off Molrams Lane.
- 3.17 The existing PROWs through Sites 3b and 3d presently provide the only public/pedestrian access to the Sites. The development of the Sites will facilitate a much broader connectivity to the local context.



Emerging design for access to allocation areas and Site 3a.



Emerging design for the five arm western roundabout.



Emerging design for the four arm eastern roundabout.



Emerging design for crossing of Maldon Road. The 'Brick Kiln Road' bus stops will be moved to lay-bys either side of the eastern arm of the 5-arm roundabout. They will both have new shelters / appropriate facilities tbc with ECC. This will remove any conflict with bridleway shown along a dedicated verge to the south of Maldon Road. The detailed design of the roundabouts will need to ensure that safe crossing points are provided across the arms for pedestrians, and cyclists where appropriate.

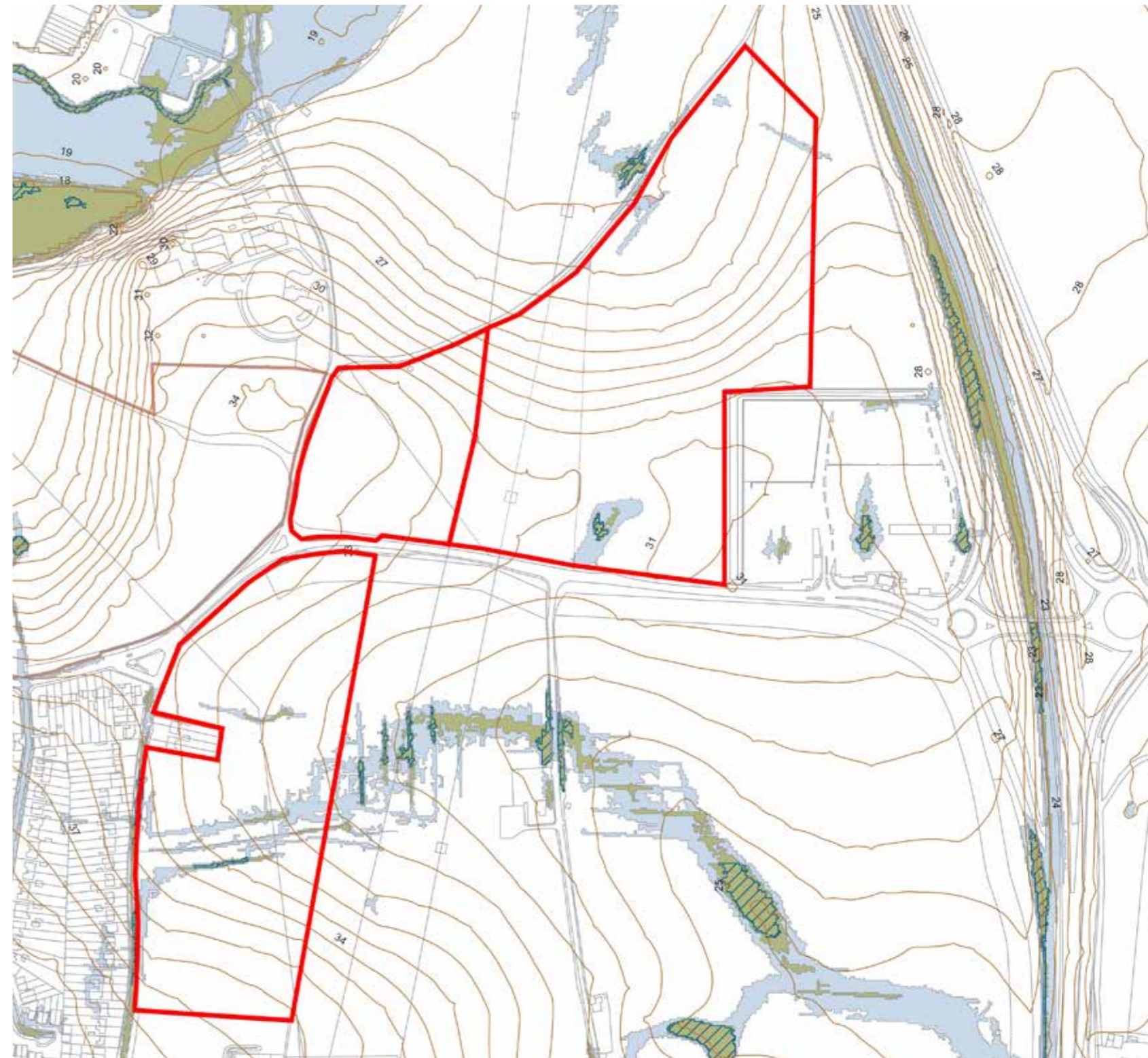
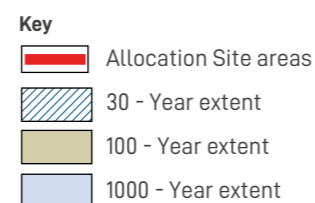


Topography

- 3.18 The Sites are located on gently undulating ground.
- 3.19 Site 3c is located on ground that slopes down gently to the east. A high of c.32m AOD is recorded in the west, to a low of c.28m AOD beyond the boundary.
- 3.20 Sites 3b and 3d slopes gently to the north-east, from a high of c.31m AOD at the boundary with the A1060, to a low of c.25m AOD at the northern site boundary.
- 3.21 In summary, development will work with the topography of the sites and surrounding land to facilitate Sustainable Drainage Systems (SuDS).

Drainage & Flood Risk

- 3.22 The Sites lie within Flood Zone 1 and are considered at low risk of flooding. Surface water runoff on the existing green fields discharges naturally to the low points to the northern part of Site 3b and adjacent to Maldon Road, and beyond the eastern boundary of Site 3c.
- 3.23 For the sustainable drainage strategy, surface flood water attenuation basins will be required within natural low points of the Sites. The preferred approach for the Sites is to create as naturally, and sustainable draining solution as possible. Following a detailed drainage appraisal and considering the topography, the characteristics of the soil and site features, a strategy requiring two attenuation basins is proposed, one sited within Site 3b at the natural depression and the other at the depression to the east of Site 3c. It is not considered possible to sustainably drain Site 3c within the allocation area. To facilitate the delivery of Site 3c with a natural, sustainable drainage strategy, the proposed strategy is to include a small area of land to the east to accommodate a basin within an extended green infrastructure along the boundary.



Topography, Drainage and Flood Risk.

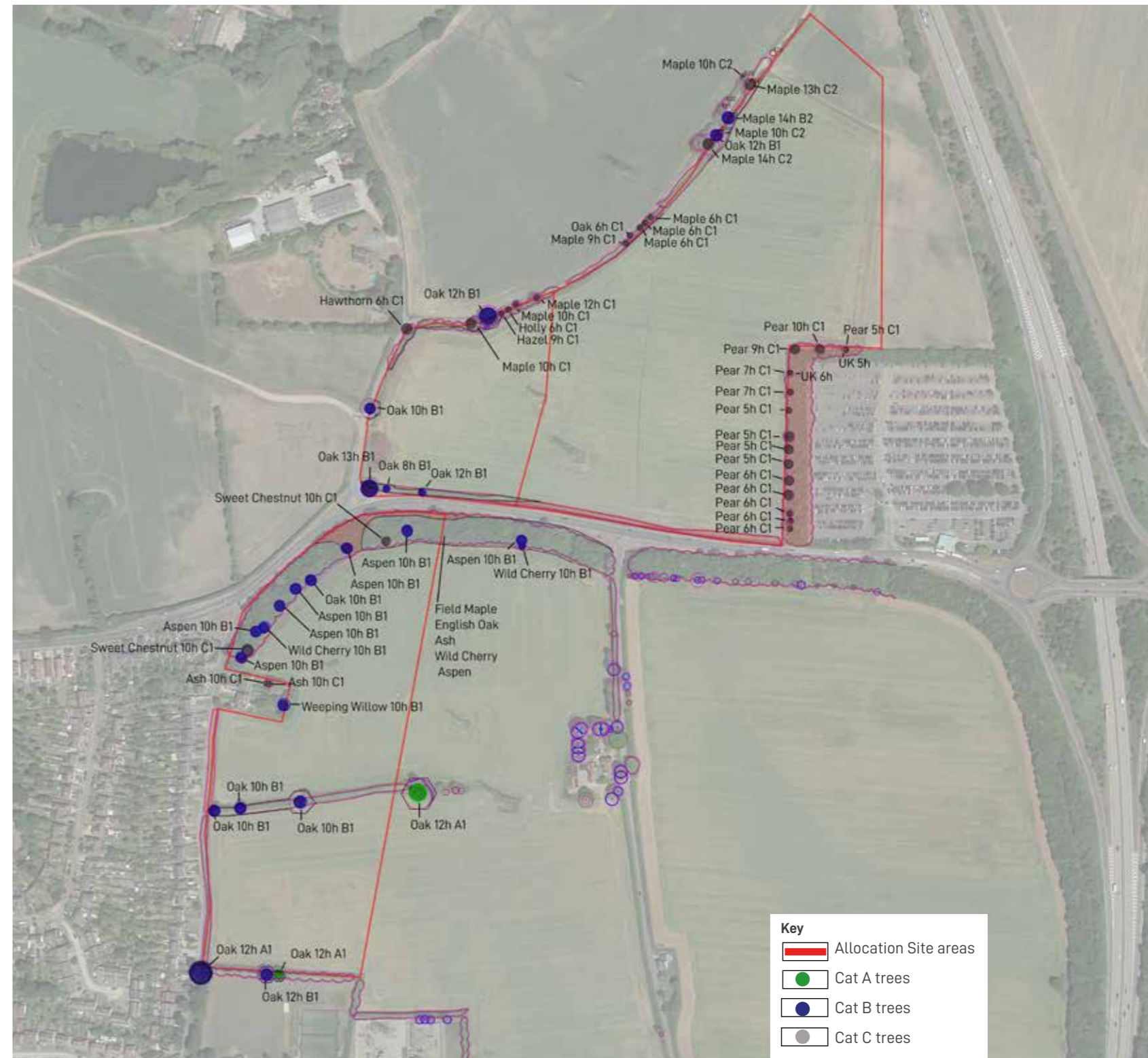
Landscape Features

- 3.24 Sites 3b and 3d are one large, open arable field sloping down to the River Chelmer floodplain. To the north-east there is no boundary vegetation with the adjacent agricultural land. The north-west and west boundaries are formed by a hedgerow with occasional groups of trees, partly located on a bank. A hedgerow forms a strong site boundary to the south, and contributes to the creation of a green corridor along Maldon Road. The lack of trees along most of the hedgerow means that the pylons and the wind turbine in the park and ride site are dominant in views from Maldon Road. A mature oak in the south-west corner is an attractive feature in a number of views. There are filtered views through the hedge after leaf-fall.
- 3.25 Site 3c is also a large, open arable field, with a good landscape structure to the northern, western and southern boundaries. Cross Wood and hedgerow contains the site to the north, creating an effective screen and attractive feature on Maldon Road. The eastern boundary is defined by the allocation. Beyond the eastern boundary a hedgerow with occasional trees contributes to the attractive rural lane character of Brick Kiln Road. A young hedgerow forms the western boundary, which will provide a stronger element of landscape structure as it matures, giving better definition to the site boundary with Molrams Lane. A hedgerow with occasional trees runs across the centre of the site from west to east. Hedgerows to the south boundaries with the school and sub-station provide a relatively strong low-level screen.
- 3.26 In summary Site 3c has a good landscape structure which would help to integrate any proposed development into the wider landscape, whilst Sites 3b and 3d have a weaker landscape structure which can be enhanced.



Trees and hedgerow

- 3.27 Cross Wood is a young plantation of predominantly oak (*Quercus robur*), ash (*Fraxinus excelsior*) and wild cherry (*Prunus avium*) with a lesser number of field maple (*Acer campestre*) and aspen (*Populus tremula*) dispersed along the belt. It is a uniform even aged plantation, with trees planted in a grid formation having mixed size and form as is typical of plantation trees. This is likely to require future thinning works to make the woodland more resilient in the long-term. There are two locations where the trees within the existing section of tree belt plantation have been topped at 3m height due to being located underneath high voltage overhead electricity cables.
- 3.28 A section of Cross Wood is proposed to be removed to accommodate a proposed entrance road. Compensation is to be provided in the form of improvements to the structural composition of the retained tree belt plus additional structural edge planting within Site 3c.
- 3.29 A number of hedgerows are present, most of which are species-poor with a few exceptions, i.e. the hedgerow running across the middle of the western field which contains species such as hawthorn, field maple, hazel, pedunculate oak *Quercus robur*, elder *Sambucus nigra* and guelder rose *Viburnum opulus*. Other hedgerow species include blackthorn *Prunus spinosa*, sycamore *Acer pseudoplatanus* and bramble *Rubus* sp. A number of hedgerows without trees are positioned around the site, generally species-poor; species typically include hazel, ivy *Hedera helix*, field maple, bramble, elder, beech *Fagus sylvatica*, blackthorn and hawthorn.
- 3.30 A 2m high hedge of mixed native species, predominantly of hawthorn, borders the length of the northern edge of the woodland.
- 3.31 The hedge that crosses Site 3c contains a few Category B trees and terminates in a Category A Oak beyond the site boundary. The Oak is a feature of views in the context of Site 3c.
- 3.32 There are also a number of Category B trees within the hedgerow boundaries to Sandford Mill Lane and NCN R1.



Hedgerow and Tree Survey.

Ecology

3.33 The site is not located close to any designated sites but is within the Zone of Influence of the Essex Coast Recreational Disturbance Avoidance Mitigation Strategy (Essex Coast RAMS).

3.34 An extended Phase 1 Habitat Survey of the sites was undertaken in March 2015 and updated in 2018. Other species surveys were undertaken and updated or repeated in 2018 for badgers, bats (including tree inspection), birds, Great crested Newts, invertebrates, reptiles, small and medium sized mammals and hedgerow. There was limited evidence of protected species within the site with birds and invertebrates being classified as of District Importance. Other features were either of Local or Site importance.

3.35 The site is dominated by habitats considered to be of relatively low ecological value (arable farmland). Habitats considered to be of relatively higher biodiversity value are present including hedgerows and tree belts. There were five habitat types found within the sites and one beyond site 3c:

1. **Semi-improved Grassland:** A narrow boundary (1m to 0.5m) of semi-improved grassland bounded the majority of arable fields. The semi-improved grassland was not considered particularly diverse
2. **Scattered Trees:** Scattered trees made up boundary features (or former boundary features) in fields within the site, some of which were mature
3. **Hedgerows with Trees:** Most of which were species-poor
4. **Plantation Woodland:** Young broadleaved plantation woodland
5. **Arable:** The fields supported intensively managed, winter wheat
6. **Standing Water:** An ephemeral pool at the end of a ditch west of Site 3c

3.36 The proposed development provides opportunities to not only achieve no net loss to biodiversity but deliver real biodiversity gains targeting priority species and habitats, shaping the masterplan enabling landscape-scale coherent ecological networks to the planned through the strengthening and interconnecting of site's green infrastructure.



Ecology.

Archaeology

- 3.37 An Archaeological Desk-Based Assessment of the sites was undertaken in August 2015. No archaeological designated heritage assets are recorded on or in close proximity to the Sites. Two undesignated archaeological assets are recorded on the Essex Historic Environment Record and comprise two pill boxes.
- 3.38 Site 3c is considered to have a low to moderate archaeological potential for evidence dated to the Bronze Age, Iron Age, Medieval and later localised modern evidence of the pill boxes. A low archaeological potential is considered for all other periods of human activity.
- 3.39 Site 3b and 3d are considered to have a moderate to high archaeological potential for evidence dated to the Bronze Age and Iron Age given the proximity of evidence uncovered during the Sandon Park and Ride excavations. A low to moderate archaeological potential for later localised modern evidence of the pill box is identified. A low archaeological potential is considered for all other periods of human activity.
- 3.40 It is anticipated that any archaeological remains present would likely be of local significance.

Heritage

- 3.41 A Built Heritage Statement was prepared for the site in May 2017. The report outlines the heritage assets on and around the sites, as well as assessing the impact of a larger development area (in relation to Site 3c and the eastern boundary) on the heritage assets.
- 3.42 Grade II listed Grace's Cross, to the east of Site 3c, is an eighteenth century two-storey brick house, with a northern extension dating to the nineteenth century (1 - plan opposite). A small portion of development proposals would likely be appreciable or experienced within the heritage asset's setting. From Site 3c, intervening vegetation, and the distances involved

Key			
	Allocation Site areas		Conservation area boundaries
	Site 3a		Listed building
			Non-designated heritage asset



Heritage Assets.

between the heritage asset and new development, will ensure that any visual change to the setting is negligible. On balance, the harm on the heritage asset's significance was considered to be at the lower-end of the less than substantial spectrum.

- 3.43 To the south east of Site 3c and beyond a dense woodland plantation is the Sandon Conservation Area. There are listed buildings identified within the Conservation Area boundary, including the Grade II* listed St Andrew's Church (**2- plan opposite**). The report states that the dense vegetation between the Sites and the Conservation Area ensures that their association is insignificant.
- 3.44 A small portion of the Chelmer and Blackwater Navigation Conservation Area lies to the north of Sites 3b and 3d. The Conservation Area stretches approximately 21.1km from Springfield Basin, Chelmsford to Heybridge Basin near Maldon. It is hidden from view behind an established hedgerow and tree planted field boundary.
- 3.45 Within Sites 3c and 3d are two Second World War pill boxes. These pill boxes formed part of the four-hundred similar hardened defence installations within the General Headquarters Line between Great Chesterford and Canvey Island, Essex. Defined as local monuments, these pill boxes constitute 'non-designated heritage assets'. Their retention supported by suitable interpretation methods is considered to offer suitable benefits to the overall development, allowing a continued understanding of the General Headquarters Line in Essex for future users.

Utilities

- 3.46 Details of the power lines, gas mains and easements have been provided and the relevant statutory authorities will be consulted with as the development progresses.
- 3.47 There are a number of 11 kv, 22 kv and 132 kv overhead lines crossing Site 3c, extending north from the primary substation at the southern boundary. There is also an electric transmission line owned by National Grid running north south between Sites 3b and 3d.
- 3.48 There are high pressure and intermediate pressure gas pipelines running through Site 3c.



Utilities.



Views into and across Sites

- 3.49 There are a number of public views and vistas across, into and from the Sites which visually connect them into the wider landscape and urban form. A number have been identified by CCC Officers to assist in masterplanning the Sites. Those which help describe the local context and can help inform development parameters are summarised across the following pages.
- 3.50 From the north, and south along Sandford Mill Lane/ NCN R1 beyond the edge of the Chelmer and Blackwater Navigation Conservation Area the turbine is a prominent local landmark in the landscape where glimpsed views are afforded by gaps in the hedgerow (Views 1 and 2).
- 3.51 There are no public views (along Sandford Mill Lane) from the Chelmer and Blackwater Navigation Conservation Area to the north, the boundary to which is well defined by a dense hedgerow.
- 3.52 For views across Site 3b from Sandford Mill Lane, the pylons are prominent and the A12 is an urbanising, visible and audible influence on the landscape character of the area.
- 3.53 View 1, the first opportunity to glimpse the sites from the north, illustrates the change in landscape and how the trees and hedgerow layer the scene.
- 3.54 The woodland and hedgerow edge to Sites 3b and 3d along Sandford Mill Lane is a visibly well defined boundary to the allocation area as described earlier (View 3).





1. North along Sandford Mill lane, there is a gap in the woodland/hedgerow boundary which affords long distant views across the fields towards the wind turbine within Sandon Park and Ride, the pylons and the higher ground to the south west of site 3b – the field in the middle. Beyond on the horizon is Danbury Ridge, on which can be seen the spire of St John The Baptist Church Danbury.



2. On approaching 3b and 3d, The existing woodland and hedgerow screen local views into the sites. The pylons and turbine are prominent on the skyline.



3. Panoramic view north east from NCN R1 across the edge of Sites 3b and 3d with the A12 in the distance. Also visible is the Green Wedge and Conservation Area to the left of frame.

- 3.55 View 4 from along the PROW 232 2 through Site 3d illustrates the visual containment of Sites 3b and d, and the visual prominence of the turbine and pylons.
- 3.56 From Molrams Lane, the two semi-detached houses, densely planted boundaries, woodland and hedgerow, screen most views east across Site 3c except for at gaps in the hedgerow (as illustrated earlier). As the hedgerow matures, these views will be screened.
- 3.57 From within Site 3c there are long views east towards Danbury (view 5). The eastern edge to Site 3c, as defined by the allocation boundary is open to the remainder of the existing field, which is enclosed to the east by the hedgerow along Brick Kiln Road and trees around Grace's Cross.
- 3.58 For views 4 and 5, the principal elements that are considered important are:
1. The distant ridgeline
 2. Spires on the ridgeline
 3. The turbine
 4. The layered landscaping, reinforced by hedgerow and tree belts that define fore, middle and background





4. Panoramic view across Site 3b and 3d from PROW towards Sandon Park and Ride with boundary trees and hedgerow to Sandford Mill Lane to the left of the frame. The level changes across Site 3b are evident in the background. Left of frame is the Pill box. In the distance is Danbury Ridge and Little Baddow. The turbine is prominent on the skyline.



5. Panoramic view east across Site 3c towards Grace's Cross and beyond, distant ridgeline and Danbury.



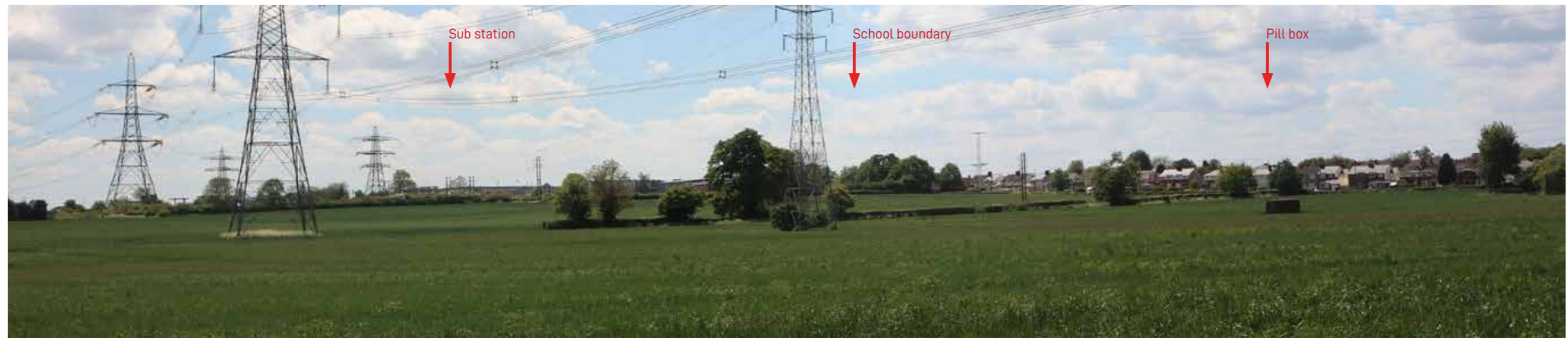
Inset. Wind turbine at Sandon Park and Ride (left of frame) and Grace's Cross (centre) with the spire of St John The Baptist on the ridgeline at Danbury.

- 3.59 Views 6, 7 and 8 are from Molrams Lane looking east across Site 3c. They illustrate the visual prominence of the turbine and pylons.
- 3.60 At gaps in the hedgerow to the Site 3c boundary along Molrams Lane, there are long views east towards Danbury (view 8) and south towards the sub station and Sandon School boundary (View 7).
- 3.61 For views along Molrams Lane the principal elements that are considered important are:
1. The distant ridgeline
 2. Spires on the ridgeline
 3. The layered landscaping, reinforced by hedgerow and tree belts that define fore, middle and background





6. View from Molrams Lane along line of field boundary with Site 3c towards Grace's Cross and distant ridgeline. The Pylon adjacent to Grace's Cross detracts from the setting of this listed



7. Panoramic view south towards field boundary with Sandon School and the sub-station.



8. View east along southern boundary to Site 3c showing existing hedgerow field boundary and trees to Sandon School boundary. In the background can be seen the spire of St John The Baptist on the ridgeline at Danbury.

- 3.62 From Brick Kiln Road there are views south towards Grace's Cross, the sub-station and school in the background (Views 9, 10 and 11).
- 3.63 The urban edge of Molrams Lane is in view at gaps in the hedgerow and from within the field (View 9 and 10). Views 9 and 10 illustrate that the existing urban edge is clearly defined by linear development seen above the hedgerow.
- 3.64 In these views, the development and retained hedgerow reinforce the historic field pattern - an underlying feature of the area which is described later.





9. Panorama south across Site 3c along line of Brick Kiln Road. Grace's Cross is largely hidden by trees and hedgerow.



10. Winter view across Site 3c from Brick Kiln Road towards Pill box, Molrams Road and Sandon School. The existing urban edge is well defined along Molrams Road.



11. View south into Sandon Village. The edge of the Conservation Area lies at the woodland. The hedgerow to either side of Brick Kiln Road obscure views into Site 3c to the west.

- 3.65 A illustrated by views 11 and 12, there are views south along the lower part of Brick Kiln Road of development into Sandon that are framed by hedgerow. Views east and west from Brick Kiln Road are limited.
- 3.66 Looking north along the edge of Brick Kiln Road, there is no visual connection between Sandon village and the Sites. From the edge of the woodland at the northern edge of the Sandon Conservation Area on Brick Kiln Road there are oblique views from gaps in the hedgerow across Site 3c (View 13).
- 3.67 From the southern end of Molrams Lane there are views towards the existing houses adjacent to Site 3c.

Summary

- 3.68 The development of Sites 3b, 3c and 3d should seek to maintain key views to connect the new communities into the landscape setting. The development can also use variation in heights and new hedgerow/landscaping to reinforce the hierarchy of the fore, middle and background, and help define a new urban edge.
- 3.69 Sites 3b and 3d to a greater extent are visually contained by trees and hedgerow, except for some limited views from the north along Sandford Mill Lane afforded by gaps in the hedgerow, which reveal the local topography. Site 3c and the field to the east are also to some extent visually contained by boundary hedgerow and woodland. The allocation boundary to Site 3c is open to the residual field area. This 'boundary' could be defined by a new hedgerow consistent with the prevalent pattern.





12. View towards Sandon illustrating extent/height of hedgerow along Brick Kiln Road.



13. View from edge of Conservation Area on Brick Kiln Road looking over hedgerow. The existing urban edge of Great Baddow and the sub station are clearly visible.



14. View from Molrams Lane looking north alongside school towards road narrowing. In the foreground are mature trees and the fence of the school to the right and the wide footpath to the left.



Summary Site Features

3.70 Informed by the previous analysis, the following plans provide an overview of the key Site features.

Site 3d

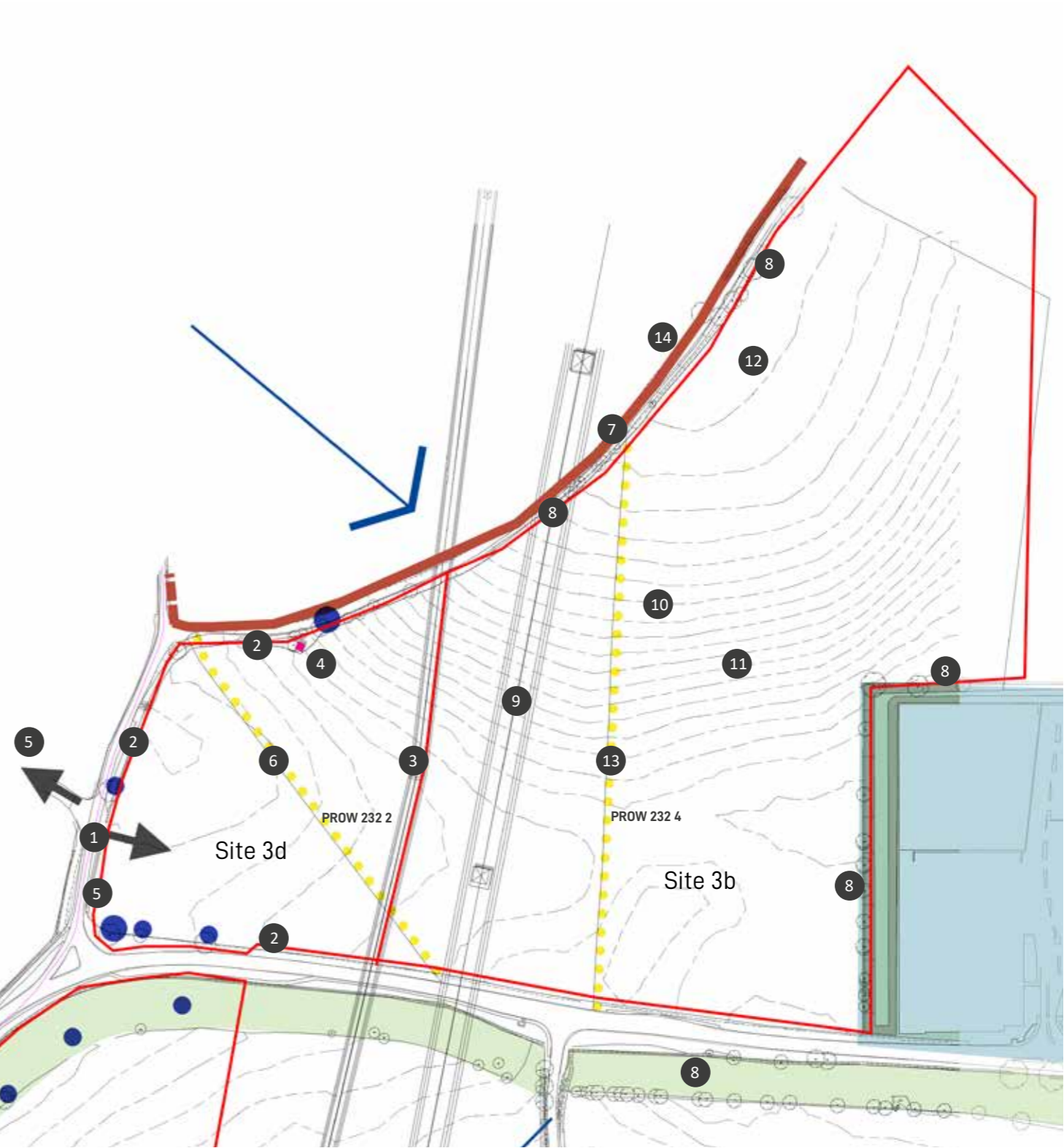
- 1. Existing field access from Sandford Mill Lane
- 2. Existing mature boundary hedgerow and trees
- 3. Overhead power line defining eastern boundary
- 4. Pill box
- 5. Access to Site 3a
- 6. Footpath (232 2 - unmarked)

Site 3b

- 7. Existing field access from Sandford Mill Lane
- 8. Existing mature boundary hedgerow and trees
- 9. Overhead power lines
- 10. Views - glimpsed from Sandford Mill Lane
- 11. Slopes
- 12. Low point (drainage)
- 13. Footpath (232 - 4 unmarked)
- 14. NCN R1 cyclepath

Key

- Site allocation areas
- Sandon Park and Ride
- NCN R1
- Woodland
- PROW footpath
- Category A trees (from survey)
- Category B trees (from survey)
- 5m contours
- Views
- Current field access/egress



Site 3b and 3d Features.



Northern boundary to NCN R1. Note extent of mature hedgerow, which forms a barrier to connectivity except at the point of the footpath. There is also a level change at the boundary, NCN R1 (14) is set slightly below the field level and there is a ditch.



Northern boundary to NCN R1 and corner of Sandford Mill Lane. Note raised level of hedgerow at boundary to Site 3d.



Dwellings north of Site on Sandford Mill Lane. The Lane is designated NCN R1.



The pill box located within the hedgerow along northern boundary.



The unmarked route of the footpath across the site.















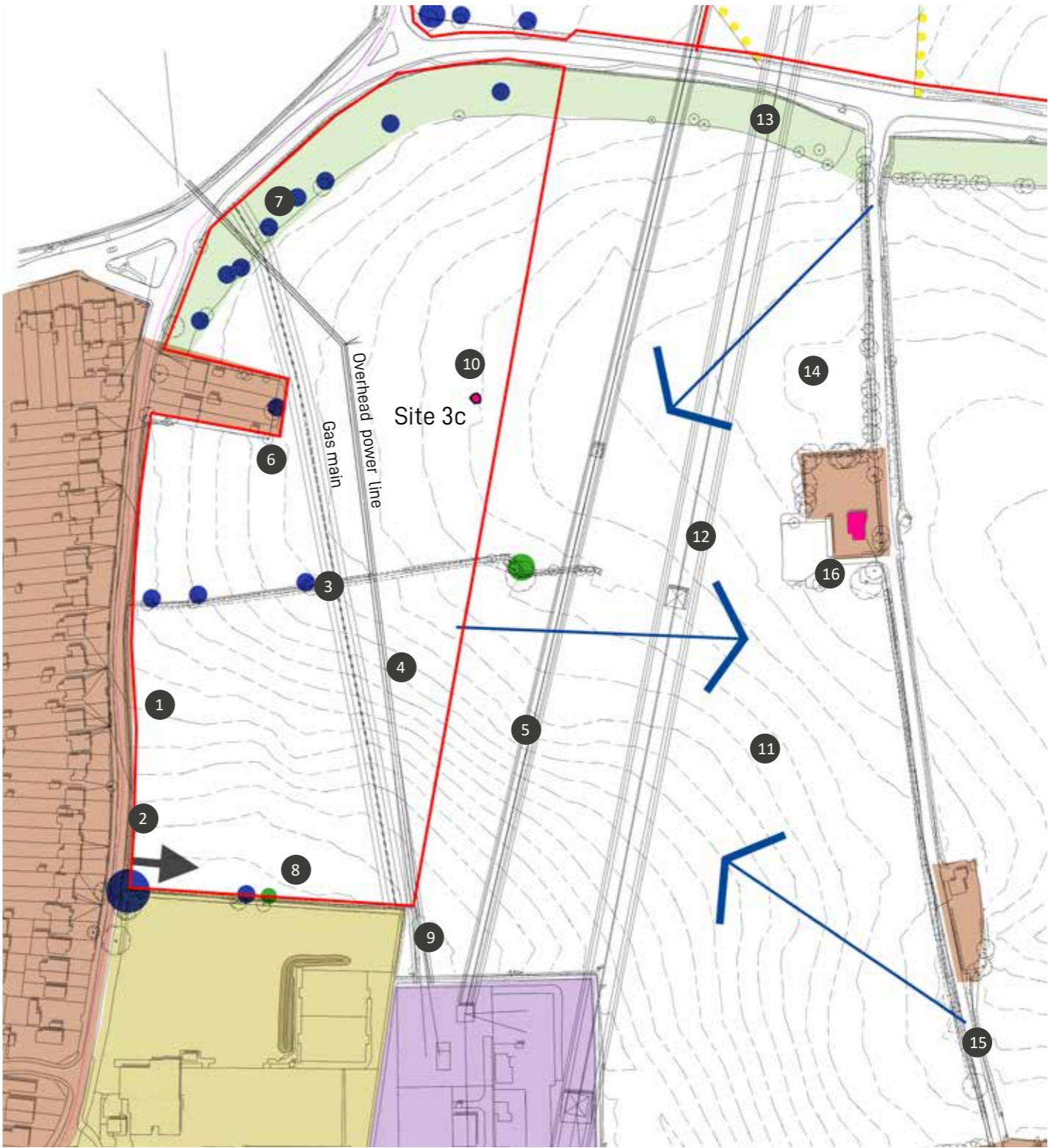
The woodland boundary to Sandon Park and Ride.

Site 3c

- 1. Existing field access from Molrams Lane
- 2. Existing boundary hedgerow to Molrams Lane
- 3. Existing historic field boundary, hedgerow and trees east-west through site
- 4. Overhead line
- 5. Overhead power line
- 6. Fence and planted boundary
- 7. Extent of Cross Wood along Maldon Road
- 8. Mature hedgerow to school boundary
- 9. Sub-station site boundary
- 10. Pill box
- 11. Open boundary views east across countryside
- 12. Power lines
- 13. Section of tree belt plantation topped at 3m height due to being located underneath high voltage overhead electricity cables.
- 14. Topography. Levels drop from south to north east, towards a low point beyond the allocation boundary. This will impact siting and drainage
- 15. Contained views north
- 16. Listed building

Key

	Site allocation area
	Residential area
	Sandon School
	Sub station
	Woodland
	PROW footpath
	Category A trees (from survey)
	Category B trees (from survey)
	Heritage asset
	5m contours
	Views
	Current field access/egress



Site 3c Features.



Grace's Cross listed building.



Junction of Brick Kiln Road and Maldon Road with bus stop shelter in background.



Existing built edge to Molrams Lane from Brick Kiln Road looking across Site 3c.



The Sandon School.



Flank of house on Molrams Lane backing into Site 3c.



Brick Kiln Road looking south towards Grace's Cross

Understanding Place

38 An understanding of the context, history and the cultural characteristics of a site, neighbourhood and region influences the location, siting and design of new developments. It means they are well grounded in their locality and more likely to be acceptable to existing communities. Creating a positive sense of place helps to foster a sense of belonging and contributes to wellbeing, inclusion and community cohesion.

National Design Guide

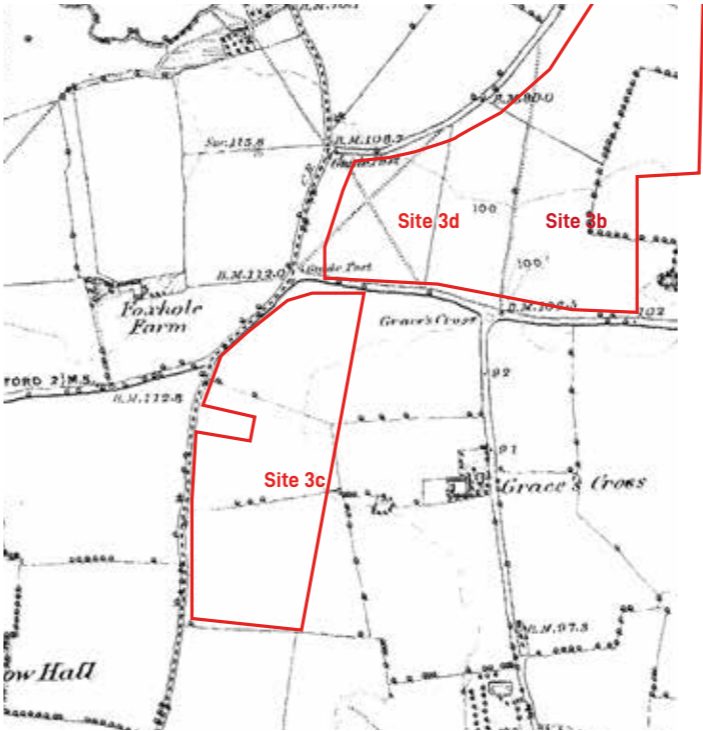
3.71 The following paragraphs describe the local townscape, the pattern of built form and the features of which will inform the development proposals.

Historic pattern of growth

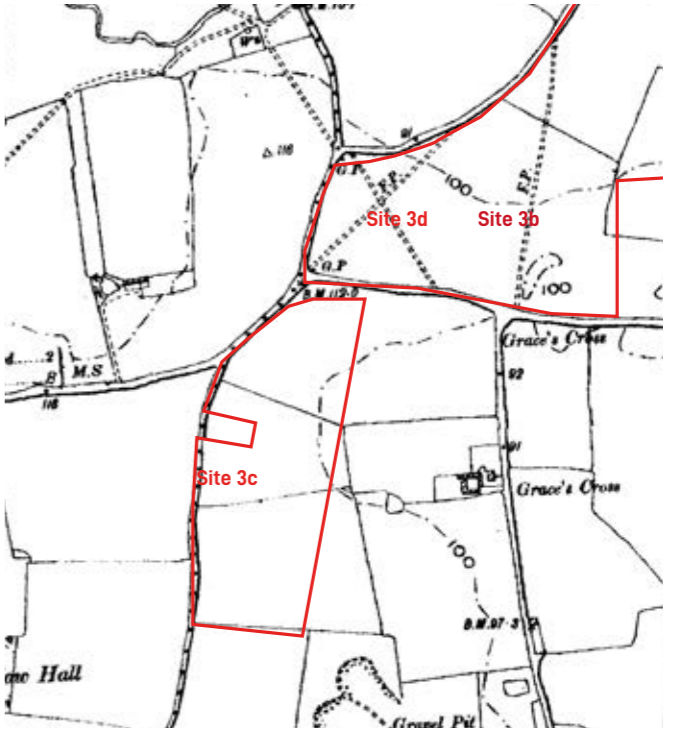
3.72 The pattern of growth has been eastwards and defined by development within, and contained by field boundaries. These historical field boundaries are evident in the underlying pattern of development, such as Baddow Hall and the Sandon School site. Informed by the historic pattern of growth, the development will be seen as a natural progression of the eastward growth Great Baddow along Maldon Road.

3.73 Relevant features of the historic maps are:

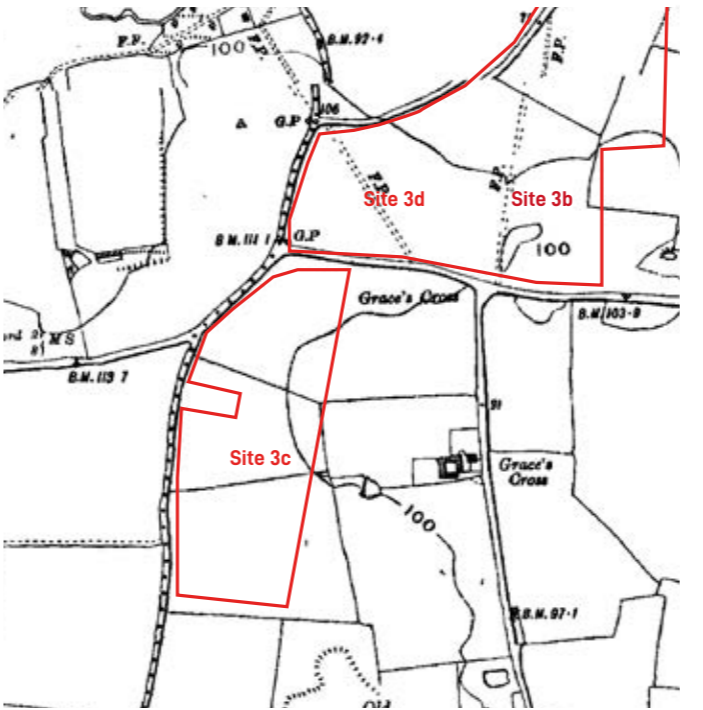
- Post war suburban eastern expansion along Maldon Road from Great Baddow;
- Underlying streets and places (Maldon Road, Sandford Mill Lane, Brick Kiln Road) much older;
- Self contained areas defined by field boundaries; and
- Strategic Sites 3b and 3d have existing PROWs - footpaths - that should be retained and integrated into the development.



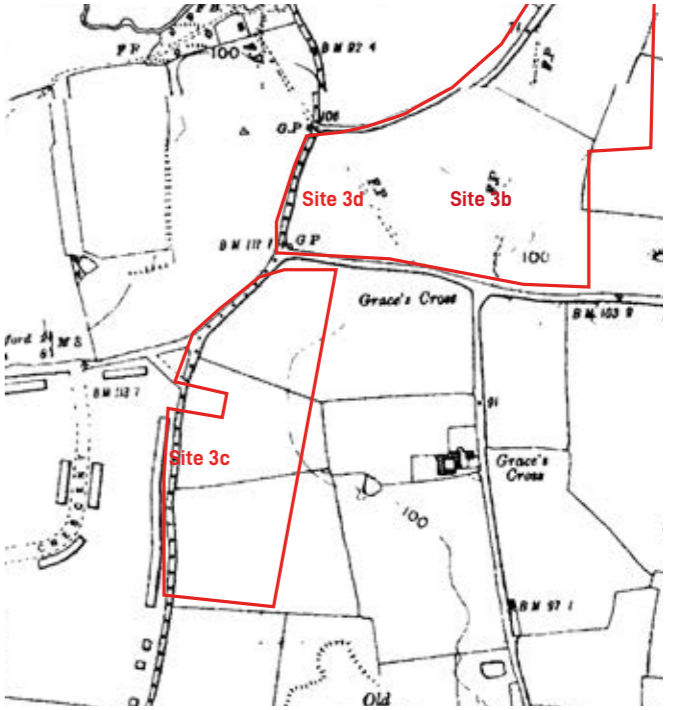
1881: Grace's Cross is one of the few buildings in the surrounding area. There are two diagonal footpaths running through Site 3d and the north-south footpath through Site 3b. The east-west hedgerow through Site 3c is evident.



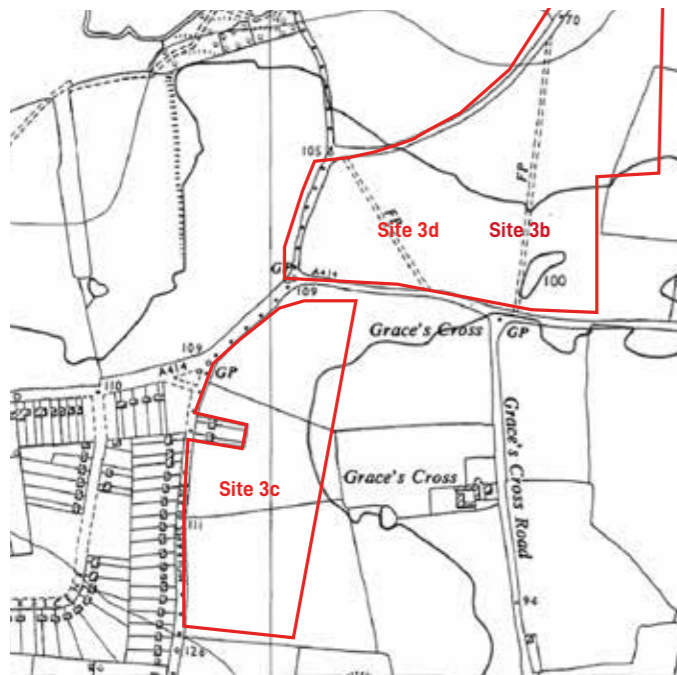
1898: No significant change in context.



1924: One of the two footpaths through Site 3d has been deleted.



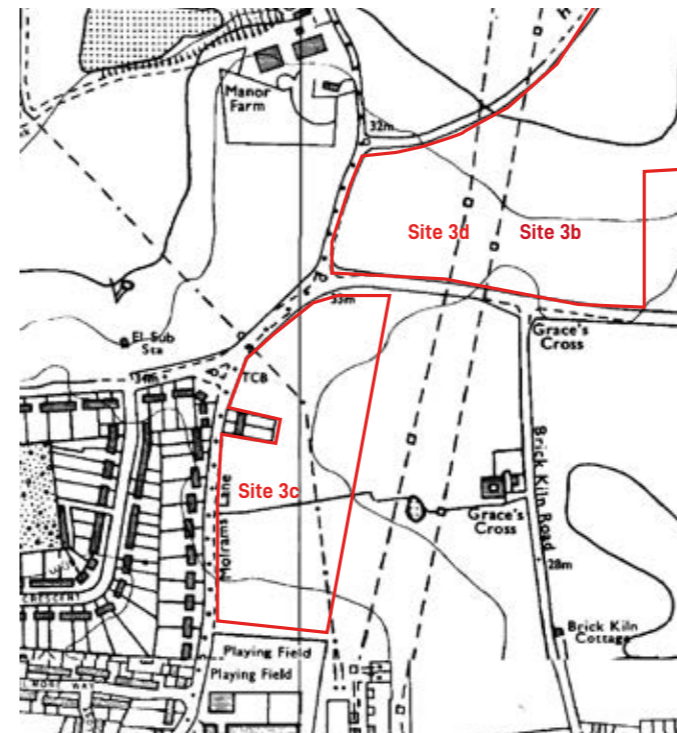
1938: The first signs of the eastward growth of Great Baddow are evident with housing along Maldon Road, Hall Crescent and Molrams Lane.



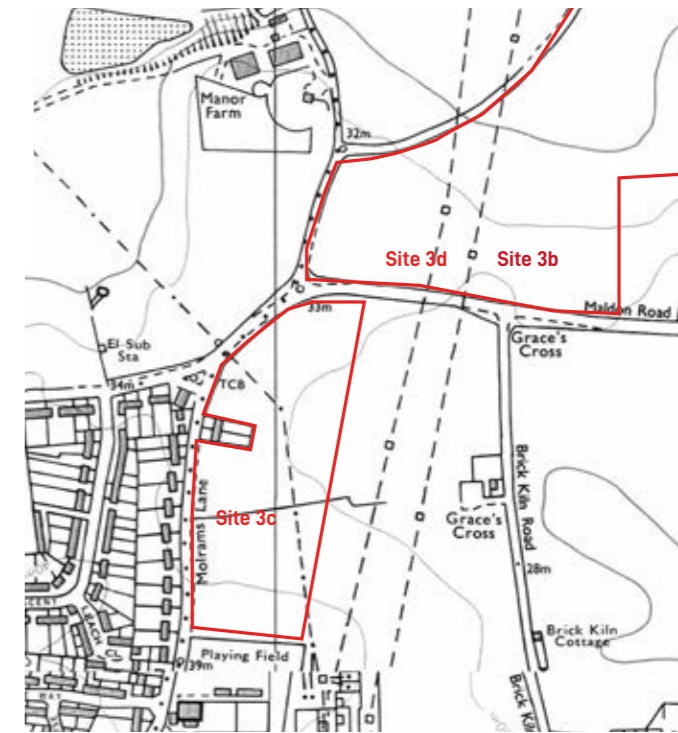
1954: By 1954 the Baddow Hall estate is nearing completion. The two houses east of Molrams Lane and adjacent to Site 3c are shown.



1965: The Baddow Hall estate to the west of Site 3c is complete. Evident is the retained field boundary through the middle of Baddow Hall (see above 1881).



1983: The school was built and powerlines cross the sites. Manor Farm has also expanded. Grace's Cross Road has also changed name to Brick Kiln Road. The school is shown to the south of 3c alongside the substation.



1990: The development pattern has remained largely unchanged from 1983.



2000: Cross Wood is visible along the northern boundary to Site 3c.



2005: The infill development within the Baddow Hall estate is under construction.



2009: The infill development is complete and the Sandon Park and Ride is open, with a strong landscape buffer to the west.



2016: The Sandon Park and Ride has expanded westward to its present boundary, removing the original landscape buffer.



Character

3.74 Informed by the historic pattern of growth, the development will be seen as a natural progression of the eastward growth Great Baddow along Maldon Road. The following paragraphs describe the local built context and character. The character study also references the business park development(at Springfield Lyons to the north of Chelmer Village to inform local, modern patterns of employment use.

Great Baddow

3.75 The Great Baddow Village Design Statement is planning guidance which is taken into account by Chelmsford City Council when making planning decisions. In the Village Design Statement, Site 3c adjoins the Baddow Hall residential character area.

3.76 The houses along Molrams Lane and to the west, Baddow Hall Crescent, date mostly from the late 1940s, 1950s. They comprise a mix of mostly semi-detached and detached two storey dwellings in large plots. The layout is formal, with long, straight streets and mostly consistent buildings.

"In Molrams Lane the housing is mixed with some brick and render and variation within terraces. Housing further away from Sandon School has more fencing, especially black bow-top fencing, including outside the new Molrams Terrace. This forms an attractive boundary while keeping the feeling of space suitable to the rural feel of the edge of the village."

3.77 The materials and detailing include:

1. Arts and Craft references (particularly Baddow Hall Crescent but also in the semi-detached houses backing onto the application site)
2. Hipped roofs
3. Prominent gables with decorative tile hanging
4. Brick/rendered elevations (red/brown brick)
5. Grey/red roof tiles



Houses on Molrams Lane.



Houses on Molrams Lane.



Houses on Baddow Hall Crescent.



Houses on Molrams Lane.



Street scene along Molrams Lane.



Houses on Molrams Lane.



Area location plan and density study areas.



Houses on Baden Powell Close.



Houses on Baden Powell Close.



Apartments on Baden Powell Close.



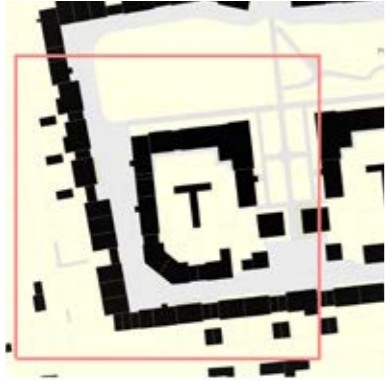
Density/grain study. Sandon, Hall Lane: 25 dph.



Density/grain study: Molrams Lane
23 dph.



Density/grain study: Baddow Hall
Crescent: 21 dph.



Density/grain study: Baden Powell
Close: 53dph.

Sandon

- 3.78 Sandon village lies to the south of the site. The northern part of the village along Woodhill Road and including the Church lies within a Conservation Area. The village is visually and physically separated from the Sites by woodland along the northern edge of the Conservation Area and along Woodhill Road, and the edge of Brick Kiln Road.
- 3.79 The Village is structured around The Green and Woodhill Road, wherein the oldest properties are concentrated. The village grew south and east from these areas. With reference to the Sandon Village Design Statement (2011) the building form, style and materials within the Conservation Area have a number of Essex features, including:
- White/cream rendered elevations;
 - Hipped, catslide roofs; and
 - Prominent gables and jetties.
- 3.80 Other features and materials include:
- Red brick with decorative banding in a contrasting colour;
 - Gabled roofs; and
 - Grey, red roof tiles.
- 3.81 Development in the Sandon Conservation Area is concentrated on post-medieval development surrounding the Grade II* listed St Andrew's Church. Associated with the Church is the Grade II* listed The Rectory, located further to the south-west.
- 3.82 The east-west orientated Woodhill Road forms the main 'spine' of the Conservation Area although the greater proportion of development in Sandon is located outside of the Conservation Area boundary further south, where successive expansion has occurred and typically characterised by cul-de-sacs extending north east off Hall Lane.
- 3.83 The Church of St Andrew's provides a local landmark in the Conservation Area, set back from Woodhill Road within its associated churchyard.



Area location plan.



Sandon Place, Sandon Village.



Fore and Post House, Sandon Village.

3.84 In terms of the Conservation Area's setting, dense vegetation predominately defines Sandon's immediate surroundings, particularly to the north where the Site 3c lies beyond. The Church itself is not orientated in the direction of Site 3c. Within the churchyard, views looking north are obscured by the dense woodland along Woodhill Road. This landscape buffer provides a clear separation between Sandon and the agricultural fields that constitute the Site.

Springfield Lyons Business Park

3.85 To assist in the development of Site 3b, CCC have recommended that the design team consider the layout and form at Springfield Lyons Business Park. Some of the key characteristics are noted as follows:

1. Buildings address principal streets and parking areas
2. Service areas to the rear sharing access with parking areas
3. Contemporary and traditional design
4. Two storey, small and large scaled buildings
5. Dense site coverage with efficient landscaping - narrow roadside verges
6. Shared cyclepath footpath along one side of carriageway, footpath along other
7. Strong landscape setting to carriageway
8. Buildings sited close to carriageway



Springfield Lyons.



4 Constraints & Opportunities

4.1 The following constraints and opportunities have been identified from the previous analysis and will inform the development proposals.

Constraints

Access

- 4.2 Vehicular access/egress will be principally taken from Maldon Road via new junctions and will need to safeguard future access to Site 3a. There could also be access to a limited number of dwellings from Molrams Lane. There will also need to be safe pedestrian, cycle and equestrian crossing from 3b/3d to 3c across Maldon Road.
- 4.3 The proposed roundabout access into Sites 3b and 3c will impact upon Cross Wood to the north of Site 3c and hedgerow and trees planting along the boundary to Site 3d. Compensatory woodland planting will be required to mitigate tree loss.
- 4.4 The existing PROWs through Sites 3b and 3d will need to be considered in determining the layout of buildings and spaces.
- 4.5 There is no continuous footpath along Maldon Road leading to Sandon Park and Ride.

Topography

- 4.6 The layout of buildings and spaces will need to have regard to the topography of the sites and surrounding context in considering drainage and building heights, particularly where buildings may be visible from the edges of the Conservation Areas identified earlier.

Drainage

- 4.7 For the sustainable drainage strategy, surface flood water attenuation basins will be required within the natural low points, which for Site 3c is beyond the allocation area.

Trees and hedgerow

- 4.8 There are a number of Category A and B trees within the hedgerow boundaries that need to be considered in the layout of buildings and spaces.
- 4.9 Pedestrian/cycle and vehicular access from Molrams Lane will need to consider the impacts upon existing hedgerow.

Heritage assets & conservation areas

- 4.10 The setting of the surrounding Conservation Areas will need to be considered with regard to development heights and the edges of the built areas.
- 4.11 Development may make the pill boxes accessible which will have implications for safety and maintenance of these non designated heritage assets.

Powerlines & gas easements/safety zones

- 4.12 Discussions with the relevant utilities companies will inform wayleaves and easements. The gas mains through Site 3c has implications for uses within the easement zones and the structuring of development.
- 4.13 Under-grounding the power line through Site 3c may require an easement which will impact upon the layout of buildings and open space. The swing of overhead lines through Site 3b will also impact on the siting of buildings.

Minerals

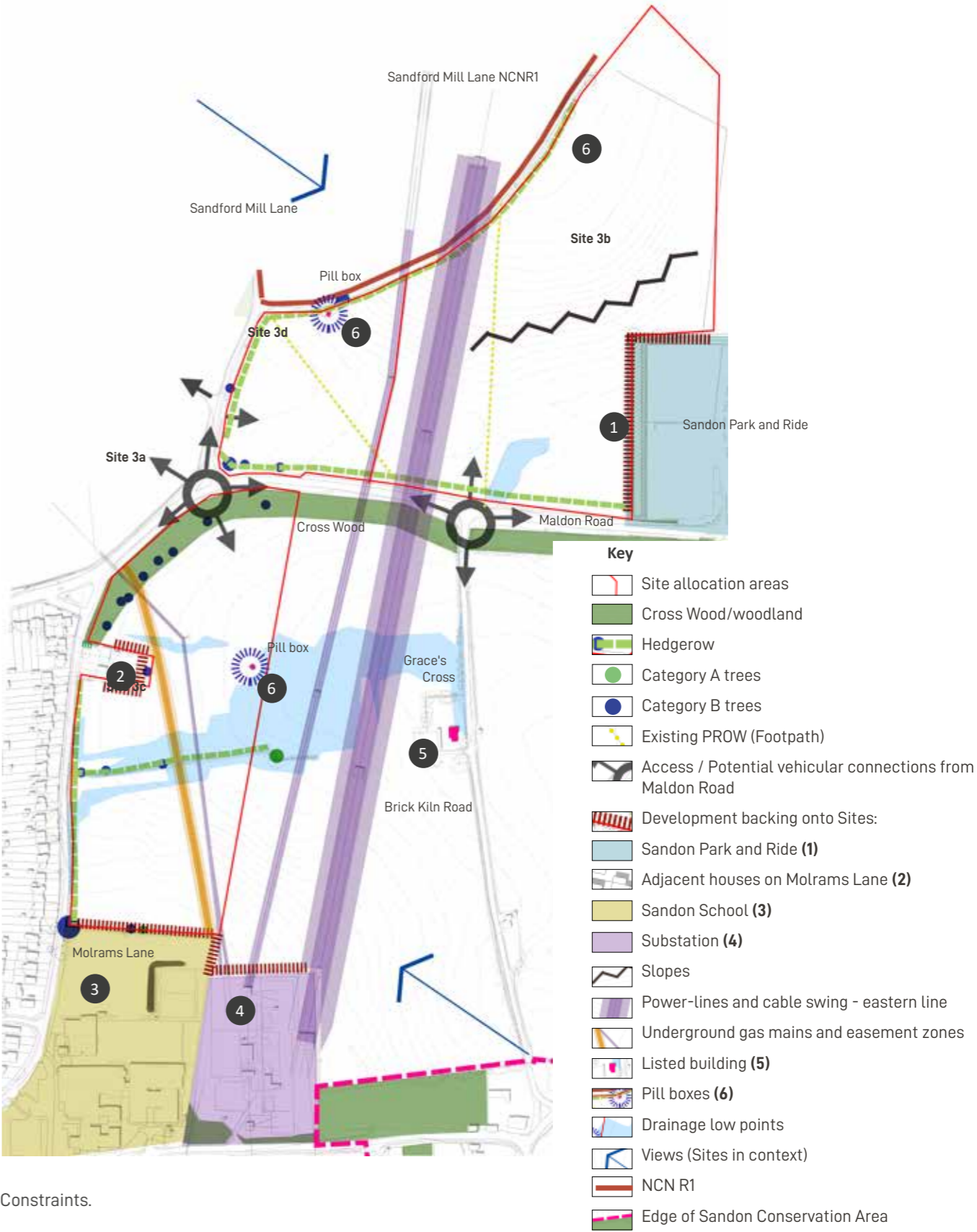
- 4.14 Parcels of the site are located within a Minerals Safeguarding Area. This predominantly relates to Site 3b. A Minerals Resource Assessment will be submitted as part of the planning application. This will assess the viability and feasibility of extracting minerals from the site prior to development occurring. Should minerals require to be extracted, this would occur prior to development taking place.

Molrams Lane

- 4.15 A pair of semi-detached houses cut 'back' into the development area. Development should have regard to overlooking, privacy and security of their boundaries.
- 4.16 Site 3c backs onto the playing fields of the adjacent school playing fields, a potential noise issue and also nearby is an all weather pitch with flood lighting, and to the south east is the sub station - a noise source.

Extension to Sandon Park and Ride

- 4.17 The extension to the park and ride site should consider levels and accessibility, planting at the boundary and lighting. Advised by ECC, the park and ride should safeguard the extension for circa 600 spaces.



Constraints.

Opportunities

A sustainable development

- 4.18 There is the opportunity to optimise the capacity of the sites for development to deliver an attractive place within which to live and work - providing for potential skills development and training opportunities that will emerge as part of the development.

Access

- 4.19 There is the opportunity to extend and integrate the existing footpath and cyclepath network to support a sustainable transport modal shift, including the provision of a safe and convenient crossing of Maldon Road that facilitates footpath, cyclepath and equestrian crossing. There is the opportunity to accommodate a bridleway through Site 3b, to connect to NCN R1 affording potential access to the proposed country park via Sandford Mill Lane.
- 4.20 There is the opportunity to promote public transport usage through providing new and improved bus stop infrastructure, and by providing direct convenient and attractive links to existing/new bus stops and to the Park and Ride site.
- 4.21 There is the opportunity for limited vehicle access/ egress to a small residential area from Molrams Lane with no through link to the wider Site 3c. There is the opportunity for a footpath within Site 3c alongside Molrams Lane.

Landscape

- 4.22 There is the opportunity to structure development within the landscape setting, using views, topography and planting to frame and site buildings. Structuring development around existing features can reinforce a sense of place.
- 4.23 To mitigate the loss of trees at Cross Wood and hedgerow facilitated by access, compensatory planting and biodiversity enhancements will be provided.
- 4.24 There is the opportunity to provide additional planting to reinforce local landscape character; address sensitive views; reduce the visual impact of the pylons; reinforce existing hedgerow.

- 4.25 There is the opportunity for trees and hedgerow (retained and proposed) to contribute to the placemaking of the development and wider ecological and biodiversity benefits as part of a wider green infrastructure network - such as those within the hedgerow at Site 3c which mark an historic field boundary.

Ecology

- 4.26 There is the opportunity for a number of landscape corridors through the sites along the services corridors to enhance the biodiversity value of the sites as well as providing for areas of amenity.

Views

- 4.27 There is the opportunity to create views through the development areas that connect to existing features to aid legibility and placemaking.

Existing heritage assets

- 4.28 there is a broad archaeological context to the sites and a potential for archaeological remains which can tell a clear and interesting story about the past. The pill boxes are visible remains which can be incorporated into the development proposals, as part of the landscape and open space strategy.

Sandon Park and Ride

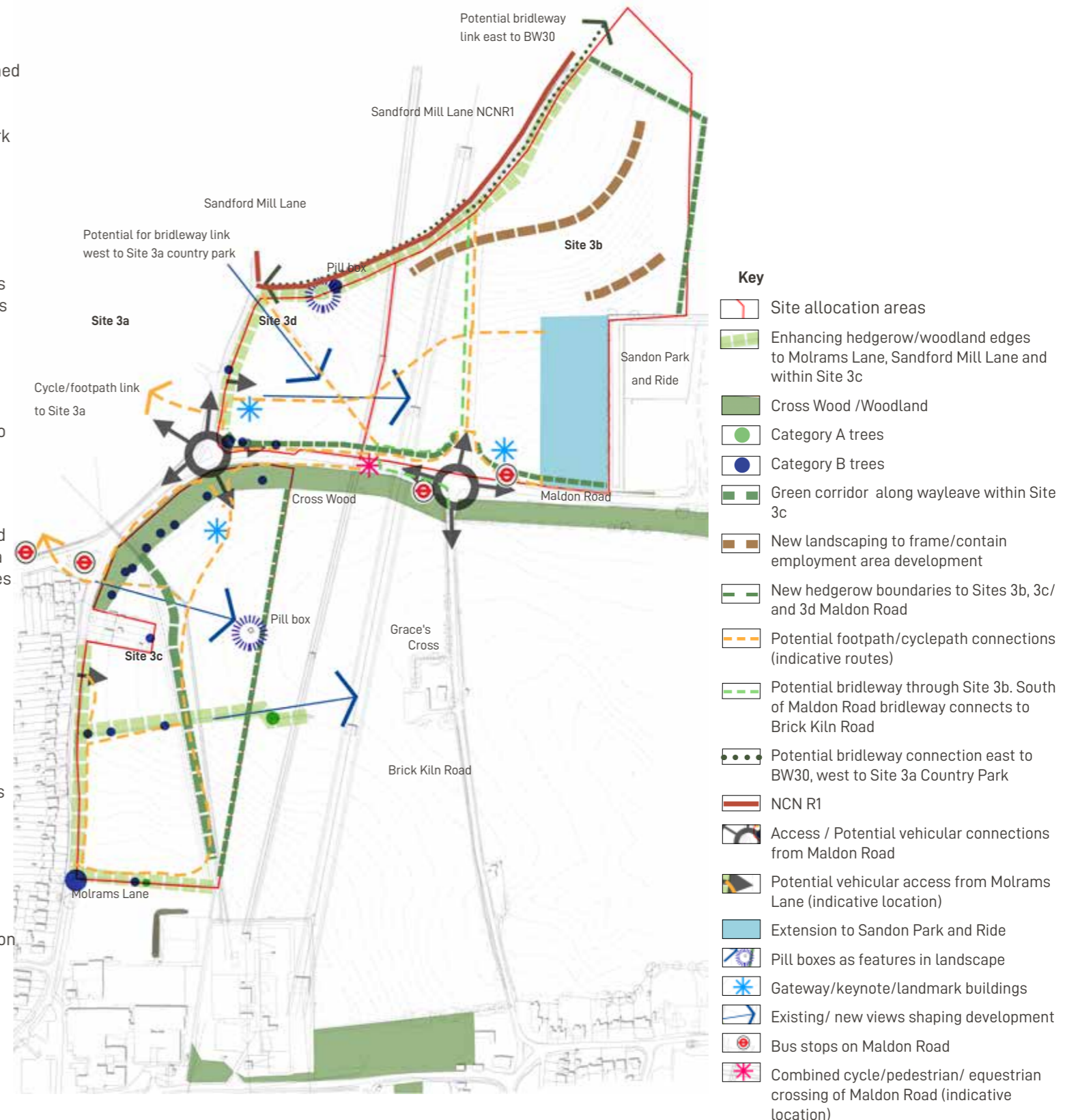
- 4.29 There is the opportunity for new development and landscaping to help mitigate its visual impact (i.e. lighting) of the park and ride. There is also the opportunity for greater cycle and footpath connections to the park and ride and land safeguarded for its extension.

Drainage

- 4.30 There is the opportunity to integrate SuDs into the landscaping strategy for the sites and for an attenuation basin near Site 3c to form part of the wider landscape strategy.

Built form

- 4.31 There is the opportunity to provide a development that draws upon some of the features of the local area to reinforce those and help define the sense of place.



Opportunities.

5 Design Objectives & Principles

5.1 This Masterplan Framework Document has been informed by local and national policy as well as an iterative design process which has involved the Council.

Chelmsford Local Plan May 2020

- 5.2 Relevant polices of the local plan include:
- 1. STRATEGIC POLICY S1 – SPATIAL PRINCIPLES
 - 2. STRATEGIC POLICY S2 – ADDRESSING CLIMATE CHANGE AND FLOOD RISK
 - 3. STRATEGIC POLICY S4 – CONSERVING AND ENHANCING THE NATURAL ENVIRONMENT
 - 4. STRATEGIC POLICY S6 – HOUSING AND EMPLOYMENT REQUIREMENTS
 - 5. STRATEGIC POLICY S9 – INFRASTRUCTURE REQUIREMENTS
 - 6. POLICY DM1 – SIZE AND TYPE OF HOUSING
 - 7. POLICY DM4 – EMPLOYMENT AREAS AND RURAL EMPLOYMENT AREAS
 - 8. POLICY DM13 – DESIGNATED HERITAGE ASSETS
 - 9. POLICY DM14 – NON-DESIGNATED HERITAGE ASSETS
 - 10. POLICY DM15 – ARCHAEOLOGY
 - 11. POLICY DM16 – ECOLOGY AND BIODIVERSITY
 - 12. POLICY DM17 – TREES, WOODLAND AND LANDSCAPE FEATURES
 - 13. POLICY DM18 – FLOODING/SUDS
 - 14. POLICY DM19 – RENEWABLE AND LOW CARBON ENERGY
 - 15. POLICY DM23 – HIGH QUALITY AND INCLUSIVE DESIGN
 - 16. POLICY DM24 – DESIGN AND PLACE SHAPING PRINCIPLES IN MAJOR DEVELOPMENTS
 - 17. POLICY DM25 – SUSTAINABLE BUILDINGS
 - 18. POLICY DM26 – DESIGN SPECIFICATION FOR DWELLINGS
 - 19. POLICY DM27 – PARKING STANDARDS

5.3 The local plan sets out the following design objectives and principles for the sites with regard to the Chelmsford Local Plan.

STRATEGIC GROWTH SITE POLICY 3b – EAST CHELMSFORD – LAND NORTH OF MALDON ROAD (EMPLOYMENT)

Land to the north of Maldon Road as shown on the Policies Map, is allocated for a office/business park. Development proposals will accord with a masterplan approved by the Council to provide:

Amount and type of development:

- Around 5,000sqm (net) new Use Class B1 floorspace, or other appropriate B Use Classes
- Stand-alone early years and childcare nursery.

Site masterplanning principles:

Movement and Access

- Main vehicular access to the site will be from a new junction at Maldon Road/Sandford Mill Lane
- Provide a well connected internal road network
- Provide pedestrian and cycle connections including access to the Sandon Park and Ride.

Historic and Natural Environment

- Preserve or enhance the character or appearance of the Chelmer and Blackwater Conservation Area
- Protect important views into and through the site from across the Chelmer Valley
- Create a network of green infrastructure
- Mitigate the visual impact of the development
- Provide suitable SuDs and flood risk management
- Minerals Resource Assessment
- Undertake an Archaeological Assessment.

Design and Layout

- Provide a coherent network of public open space, formal and informal sport, recreation and community space within the site.

Site infrastructure requirements:

- Land (circa 0.13 hectares) for the physical provision of a stand-alone early years and childcare nursery (Use Class D1) in consultation with the Local Education Authority
- Safeguard land for the future expansion of Sandon Park and Ride site
- Provide appropriate improvements, as necessary, to the local and strategic road network as required by the Local Highways Authority
- Appropriate measures to promote and sustain travel through sustainable modes of transport.

STRATEGIC GROWTH SITE POLICY 3c – EAST CHELMSFORD – LAND SOUTH OF MALDON ROAD

Land to the south of Maldon Road as shown on the Policies Map, is allocated for a residential development. Development proposals will accord with a masterplan approved by the Council to provide:

Amount and type of development:

- Around 100 new homes of mixed size and type to include affordable housing.

Site masterplanning principles:

Movement and Access

- Main vehicular access to the site will be from a new junction at Maldon Road/Sandford Mill Lane
- Provide a well connected internal road network
- Provide pedestrian and cycle connections which may include access to the Sandon Park and Ride.

Historic and Natural Environment

- Minimise the impact on Cross Wood, the tree belt that lines the site to the north and north west
- Create a network of green infrastructure
- Mitigate the visual impact of the development including the electricity pylons and the sub-station to the east of the site
- Provide suitable SuDs and flood risk management
- Preserve or enhance the character or appearance of the Sandon Conservation Area
- Preserve and where appropriate enhance the setting of the Graces Cross listed building
- Retain the WWII pillbox to the east of the site and provide interpretation boards
- Undertake a Minerals Resource Assessment
- Undertake an Archaeological Assessment.

Design and Layout

- Development should front onto Molrams Lane, Maldon Road and the open space to the east
- Provide a coherent network of public open space, formal and informal sport, recreation and community space within the site
- Remove low voltage electricity lines from within the site and install electricity cables underground.

Site infrastructure requirements:

- Provide appropriate improvements, as necessary, to the local and strategic road network as required by the Local Highways Authority
- Appropriate measures to promote and sustain travel through sustainable modes of transport
- Provide new and enhanced cycle routes, footpaths, Public Rights of Way and bridleways where appropriate
- Financial contributions towards primary and secondary education and early years and childcare provision as required by the Local Education Authority, and towards community facilities such as healthcare provision as required by the NHS/CCG
- Provide, or make financial contributions to, new or enhanced sport, leisure and recreation facilities
- Where appropriate, contributions from developments will be secured towards mitigation measures identified in the Essex Recreational disturbance Avoidance and Mitigation Strategy (RAMS) which will be completed by the time the Local Plan is adopted. Prior to RAMS completion, the authority will seek contributions, where appropriate, from proposed residential development to deliver all measures identified (including strategic measures) through project level HRAs, or otherwise, to mitigate any recreational disturbance impacts in compliance with the Habitats Regulations and Habitats Directive.

GROWTH SITE POLICY 3d – EAST CHELMSFORD – LAND NORTH OF MALDON ROAD (RESIDENTIAL)

Land to the north of Maldon Road as shown on the Policies Map, is allocated for a residential development. Development proposals will accord with a masterplan approved by the Council to provide:

Amount and type of development:

- Around 50 new homes of mixed size and type to include affordable housing.

Site masterplanning principles:

Movement and Access

- Main vehicular access to the site will be from a new junction at Maldon Road/Sandford Mill Lane
- Provide a well connected internal road network
- Provide pedestrian and cycle connections which may include access to Sandon Park and Ride.

Historic and Natural Environment

- Preserve or enhance the character or appearance of the Chelmer and Blackwater Conservation Area
- Protect important views into and through the site from across the Chelmer Valley
- Create a network of green infrastructure
- Mitigate the visual impact of the development
- Provide suitable SuDs and flood risk management
- Retain the WWII pillbox in the northern part of the site and provide interpretation boards
- Undertake a Minerals Resource Assessment
- Undertake an Archaeological Assessment.

Design and Layout

- Provide a coherent network of public open space, formal and informal sport, recreation and community space within the site.

Site infrastructure requirements:

- Provide appropriate improvements, as necessary, to the local and strategic road network as required by the Local Highways Authority
- Appropriate measures to promote and sustain travel through sustainable modes of transport
- Provide new and enhanced cycle routes, footpaths, Public Rights of Way and bridleways where appropriate
- Financial contributions towards primary and secondary education and early years and childcare provision as required by the Local Education Authority, and towards community facilities such as healthcare provision as required by the NHS/CCG
- Provide, or make financial contributions to, new or enhanced sport, leisure and recreation facilities
- Where appropriate, contributions from developments will be secured towards mitigation measures identified in the Essex Recreational disturbance Avoidance and Mitigation Strategy (RAMS) which will be completed by the time the Local Plan is adopted. Prior to RAMS completion, the authority will seek contributions, where appropriate, from proposed residential development to deliver all measures identified (including strategic measures) through project level HRAs, or otherwise, to mitigate any recreational disturbance impacts in compliance with the Habitats Regulations and Habitats Directive.



National Design Guide
Planning practice guidance for beautiful, enduring and successful places

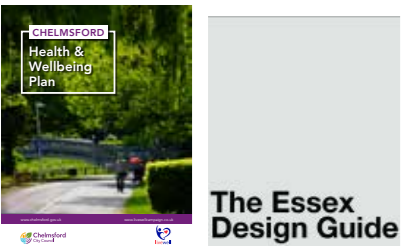


**Making Places -
Supplementary Planning Document**

Consultation Draft



March 2020



5.4 There is a range of relevant supplementary planning policy and guidance at both national and local level which will need to be taken into consideration for the development of the Sites.

5.5 Overarching the best practice guidance is the National Planning Policy Framework (NPPF) and Consultation Draft NPPF 2021 which sets out the Government's planning policies for achieving well designed and sustainable development in England. The key elements of the NPPF relevant to the proposals are summarised below:

- Achieving sustainable development;
- Delivering a wide choice of high quality homes;
- Promoting healthy communities; and
- Requiring high quality, beautiful and sustainable buildings and places.

5.6 Relevant best practice guidance includes:

1. Consultation Draft National Design Code (2021)
2. Building for a Healthy Life (2020)
3. Making Places SPD (2020)
4. Self-build and Custom Build Design Code Template (2020)
5. Living with Beauty (2020) BBBBC
6. The Sustainable Drainage Systems Design Guide For Essex (February 2020)
7. Essex Green Infrastructure Strategy (2020)
8. The National Design Guide (2019)
9. Chelmsford Health and Wellbeing Plan (2019)
10. The Essex Design Guide (EDG) - online
11. Sustainable Drainage Systems Design Guide (2016)
12. Active Design Sport England (2015)
13. Secured by Design
14. The Setting of Heritage Assets 2nd edition
15. Essex Vehicle Parking Standards (2009)
16. ECC Development Management Policies (2011)

17. Manual for Streets and Manual for Streets 2(2007/10)
18. A Sense of Place: design guidelines for development near high voltage overhead lines
19. NPPG
20. Livewell Development Accreditation

5.7 The Essex Planning Officers Association (EPOA) supports the use of Health Impact Assessments (HIA) for residential developments over 50 homes and non-commercial spaces over 1000sq metres. This tool provides an assessment of the above key areas featured in the EDG and ensures that both the positive benefits to health are promoted whilst raising awareness of the potential unintended consequences on health to the development team. As neither use of the EDG or HIA is statutory, it is proposed that acknowledgement should be through a voluntary accreditation scheme available for any scale of housing scheme within the County of Essex. The assessment is undertaken by the Essex Quality Review Panel (EQRP). Development assessed on a credit-based scoring process on the following principles:

- Design of homes and spaces
- Active environment and connectivity
- Environmental Sustainability
- Supporting Communities
- Access to healthier food environments
- Improving access to education, skills and employment

5.8 Redrow Homes will consider the ways in which it has complied with the Livewell Accreditation Scheme at detailed planning application stage.

Summary

5.9 Informed by the vision, context appraisal, the NPPF, National Design Guide, CCC objectives, and Redrow Home's 'Designing A Better Way Live' best practice guidance, our overarching design objectives and principles can be summarised at Table 1.

Table 1: Overarching Masterplan Design Objectives and Principles	
1.	A place: Create an identifiable place. Build to impress. Delivery of a high quality and locally distinct new development that is responsive, attractive and sensitive to the setting of the three sites; through the arrangement of streets and landscape corridors
2.	Promote a sustainable development , adopting best practices as an integral part of lifestyle, encouraging people to walk and cycle. Create a permeable block structure that affords a great degree of connectivity and choice of routes. Provide a landscape and built environment that promotes sustainable living, the preference for walking
3.	A mixed use community. Places to go and things to do. Deliver a range of accommodation, commercial and community uses and open spaces that will help foster a strong sense of community, provide for potential skills development, training and employment opportunities that will emerge as part of the development. Co-locate and provide commercial/employment opportunities and a stand-alone early years and childcare nursery (ECC advise 56 places). Provide affordable housing along with a range of accommodation to provide a balanced community. Ensure that through management and built form/style, the quality of the environment is equal across tenures. Ensure equal accessibility open spaces to enable all members of society to take part in sport and physical activity, and have access to communal resources
4.	Ensure the development is successfully integrated and well connected to the surrounding area, linking into existing footpaths and cyclepaths, accessible to local shops and the existing community. Provide footpaths that connect into existing paths and will connect into Site 3a and Sandon Park Ride. Have regard to the setting of the Conservation Areas identified earlier. Under-grounding the overhead power lines through Site 3c. Integrating the footpaths through Sites 3d and 3b. Provide for safe and direct routes to schools
5.	Promote inclusive design and provide access for all members of the community. Ensure that there are equal opportunities to access open spaces and that groups ,such as by age or tenure, are not disadvantaged accessibility by design. Well designed streets and spaces support and sustain a broader variety of users and community activities
6.	Improve quality of life, health and wellbeing , through the design of buildings and spaces. Capitalising on the site and surrounding green assets and provision of new uses, creating a high quality spaces for social interaction. Ensure that as many dwellings as possible within a perimeter block approach benefit from a dual aspect in terms of light, or for apartments, avoid a north aspect. Provide access to attractive/useable private and communal open space
7.	Safe, easy, direct and attractive pedestrian and cycle movement within the development and beyond. Streets and landscape corridors designed as places not just for vehicle movement or parking. Design street spaces to be pedestrian and cycle friendly, through traffic calming and detailed design of materials and landscaping - to create streets for people. Routes within green infrastructure should be safe, attractive and direct
8.	Deliver quality homes. With regard to Redrow's 8 principles and Building for a Healthy Life, be energy efficient and respond to climate change through the design of buildings and building fabric, use of materials and approach to drainage. Promote energy efficiency with the dwelling. Provide for change in the use of accommodation such as home working/ flexible home space, changing garages to accommodation
9.	Minimising the impact of the development on the environment by encouraging conservation, management and the recycling of natural resources. Using the area of land constrained by the gas wayleaves to create a landscaped green corridor. Using natural processes to protect places from flood risk. Using green infrastructure to assist in reducing Carbon in the atmosphere
10	Provide multi-functional green infrastructure , a living network of green spaces, water and environmental features. A well-connected ecosystem network by creating and enhancing habitats and natural features, increasing biodiversity. Natural and semi-natural open space including reinforced/compensation woodland and hedgerow planting; and local open space / strategic open space

6 Design Concept

- 6.1 Informed by the previous analysis and the design objectives and principles set out previous; the follow paragraphs describe the design concept for Sites 3b, c and d with reference the design concept for Site 3a as provided by Hopkins Homes from their Stage 1 presentation.
- 6.2 The figure below identifies the potential network of strategic routes that would help integrate the development areas into the surround context. These indicative routes seek to improve existing paths/ cyclepaths and facilitate convenient connections between them. They include a bridleway sharing existing lanes (such as Brick Kiln Road) and cyclepaths, which from Sandford Mill Lane could be afforded access to the Site 3a country park to the west subject to the masterplanning of this area.



Potential Strategic Footpath, Cycle and Equestrian Routes - wider allocation area.

6.3 The figure below illustrates existing landscape features, the hedgerows and woodland that bound Sites 3a, b, c and d, the existing green wedge, proposed country park and green corridors through Sites 3c and 3d along wayleaves and within the pylon corridor. The woodland plantation along Maldon Road, existing and proposed hedgerow connect the larger landscape spaces - the park, green wedge and proposed green corridors along

the pylons and wayleave through Site 3c. Together, they provide a framework for shaping the green infrastructure for the wider allocation area.

6.4 The design concept seeks to use existing landscape features and corridors to connect into the wider landscape and to provide a structure for the development, paths, cyclepaths and bridleways.



Potential Strategic Landscape Framework- wider allocation area.

Concept Masterplan

- 6.5 The Concept Masterplan focuses upon the structural elements to inform the development proposals for the allocation Sites. The Concept Masterplan:
- 1. Provides a concept for structure for the layout of uses and key links informed by the opportunities for the strategic site allocations
 - 2. Illustrates the location of green spaces and corridors which afford a setting for the development, sustainable drainage, biodiversity and recreation along and connected to the key links
 - 3. Promotes an accessible development. Facilitates a layout structured around people first, of key footpath and cycle connections between attractive homes and open spaces, the children's day nursery, employment opportunities and the wider context
 - 4. Provides a structure for development blocks, informed by the context appraisal that will integrate development into the pattern and grain of the wider community and provide a safe and attractive environment
 - 5. Provides the structure for new paths, cyclepaths that blends seamlessly with the existing and new network and a bridleway through Site 3b
 - 6. Provides a landscape structure and boundaries that integrate SuDs that are familiar and will reinforce the local context, using the Site constraints and opportunities to create a network of green corridors and reinforcing existing hedgerow alongside new compensatory tree planting including along Molrams Lane
 - 7. Enhances the ecological value of the Sites through connecting open spaces to nature and existing trees and hedgerows to achieve a biodiversity net gain
 - 8. Facilitates future cycle and footpath links to Site 3a. Facilitate bridleway access to NCN R1 and therein BW20 to the east, potentially Site 3a country park to west
 - 9. Creates a place informed by its context

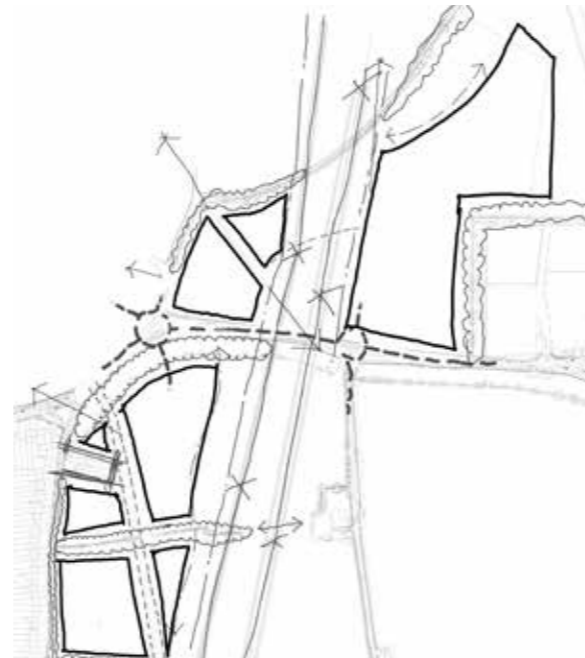


Concept Masterplan.

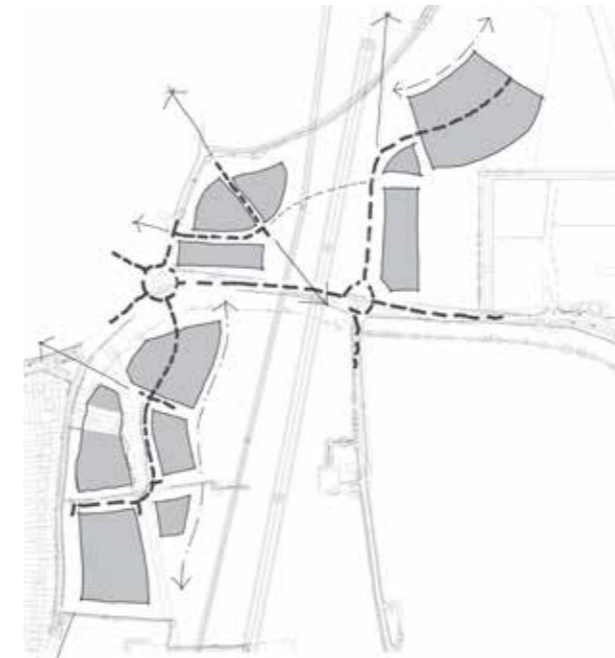
7 Framework Masterplan

Evolution

7.1 Engagement with Planning and Urban Design Officers at CCC has been instrumental in forming the design concept and underlying framework for the layout and distribution of land uses. Over some 24 months Redrow Homes has engaged with CCC and ECC, the local community, residents and design review to resolve this Development Framework Document. The images across the following pages illustrate some of the key 'milestones' in the evolution of the Framework Masterplan.



Determining links, framework, development areas by features, edges, constraints and opportunities. The linear eastern edge boundary to Site 3c is a feature that was returned to following clarification of the Allocation Boundary



Refining the Framework, shaping development areas by corridors, links. Exploring the pattern of development



Testing the block structure/landscape structure. Green corridors informed by existing landscape features including views, hedgerow, woodland and pill boxes structure the movement network and layout of blocks. Aligning key routes to corridors. Green corridors provide a succession of views into and through the development area providing for a highly legible layout



The draft Masterplan Framework as presented to stakeholders and the local community at workshop events



The Masterplan Framework as presented to design review, stakeholders and which informed public consultation during November/December 2020 and January 2021

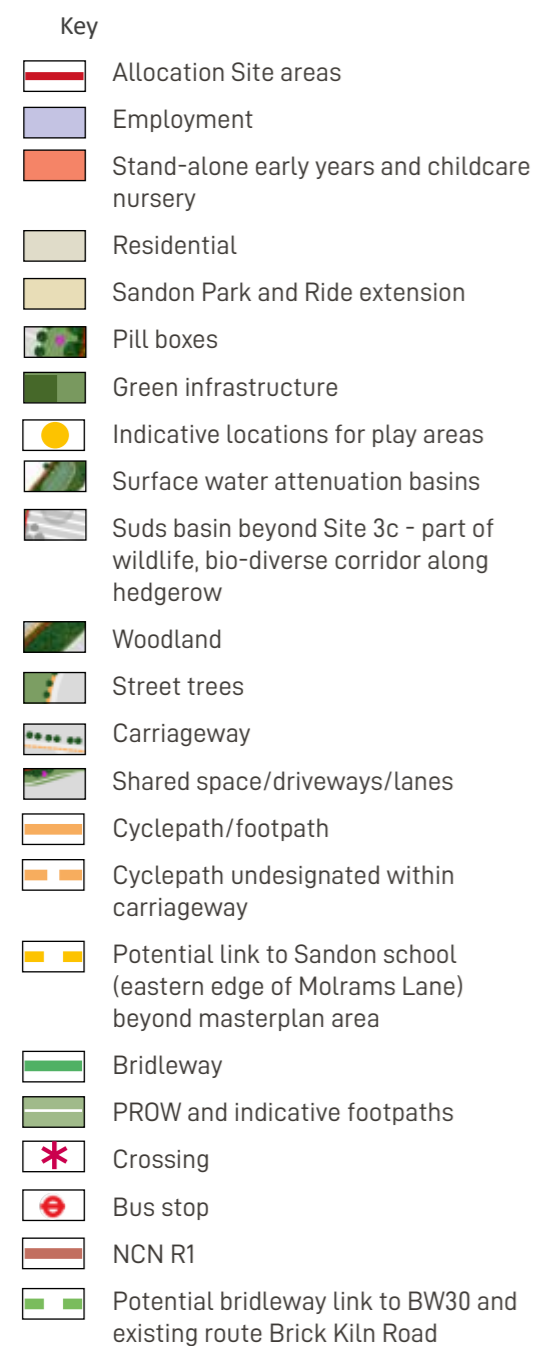
A Sense of Place

- 7.2 NPPF Para 127 states that development should:
- “establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit”*
- 7.3 Paragraphs 63 and 163 of the NDG state that well-designed places have:
- compact forms of development that are walkable, contributing positively to well-being and placemaking;
 - accessible local public transport, services and facilities, to ensure sustainable development;
 - recognisable streets and other spaces with their edges defined by buildings, making it easy for anyone to find their way around, and promoting safety and accessibility;
 - memorable features or groupings of buildings, spaces, uses or activities that create a sense of place, promoting inclusion and cohesion; and
 - Careful consideration needs to be given to placemaking, local distinctiveness and the character of new homes and buildings.
- 7.4 With reference to the above, our vision, and the context appraisal earlier, the underlying elements of placemaking are set out as follows:
- 7.5 TThe Framework Masterplan (far right) is considered to create a strong sense of place that reinforces the existing 'distinctive' characteristics of its context at the edge of Great Baddow and Sandon. The masterplan shapes the development within the allocation areas to create a place informed by the surrounding context.
- 7.6 The retention of, and integration of existing footpaths binds the layout in the historic movement patterns. The inclusion of heritage assets into open spaces and views provides for memorable connections to the story of this area. The creation of new connections and integration of existing creates an integrated place.
- 7.7 The masterplan maintains a strong landscape character retaining and reinforcing hedgerow boundaries and woodland, recognising the contribution these features

- make to the local area. The masterplan retains an open view into the site from Molrams Lane. There will be views over and between buildings and landscape. The landscape strategy will support a sustainable, green environment affording improvements to the existing bio-diversity. Green infrastructure accommodates space for amenity, ecology and biodiversity where they can enhance existing features, and drainage. The following pages describe the land uses, structure and principles of development proposed at Sites 3b, c and d. Space for recreation and play can be accommodated within the structure within convenient walking distance of residents.
- 7.8 The combination of housing, employment and the childrens day care centre, along with the multi use open spaces will make for an active and vibrant place.
- 7.9 The residential areas are structured by green infrastructure and footpath/cycle routes. They are shaped around the landscape and movement corridors having regard to the site constraints and opportunities. The employment areas are located to wrap around the Sandon Park and Ride. They frame attractive landscaped spaces to the north that provide a reinforcement of the existing edge visible from the conservation area to the north. Within the employment area, a nursery - child day care site - is located at the intersection of a number of routes through the northern sites. The landscape areas provide space for planting to mitigate the effect of development upon views through Site 3b, provide space for SuDs flood management.
- 7.10 The architecture will be attractive and draw appropriately upon the local landscape a common traditional architectural style, respecting where appropriate the scale and proportions of the existing built forms which itself is varied. As described by the density and heights plans, the massing and scale of the buildings, articulated by a varied roof form will provide for an interesting street scene that is consistent with the local variety.
- 7.11 The extension to Sandon Park and Ride is shown west of the previous extension, within close walking distance of the bus terminal. It has the capacity to accommodate a further 600 cars. It will be screened by development to the north and west, and allows for buffer planting along Maldon Road.

A Healthy Place that promotes Well-Being

- 7.12 The Framework Masterplan has been designed to create a new, balanced community which meets local housing need, enhances green infrastructure and provides additional infrastructure for the benefit of the occupants and of the local public. High-quality dwellings (as measured by M4 (2,3) and the NDSS) and employment space provision are designed around generous amounts of green space and new planting. The inclusion of formal and public open space with green corridors will provide a range of beneficial health effects. Where appropriate, by applying careful design and use of suitable technology and materials, the Development will offer an effective response to energy poverty and reducing energy consumption.
- 7.13 Following completion of the new community and once operational, the employment floorspace provision will provide permanent jobs and could afford opportunities for training and apprenticeships. The community will also indirectly support roles for maintenance of public open spaces and landscaping as well as for highways, utilities and other service provisions. The child day nursery facility within the centre of the employment provision, will serve the occupiers of the community and local public.
- 7.14 Access considerations promote active and sustainable travel, including attractive and safe cycling and pedestrian facilities that connect to the wider area. Travel packs for residents will set out the available sustainable travel options; and a Travel Plan will include objectives, targets and monitoring of movements. A welcome pack that includes details of local Farmers' Markets to support access to healthy food.
- 7.15 The Development will be designed in accordance with the principles set out by 'Secured by Design' to ensure the future residents feel secure and promote an inclusive community.
- 7.16 The following pages describe the component features of the Framework Masterplan.



Land Use

7.17 The Land Use Masterplan illustrates the general disposition of land uses and key infrastructure of the Framework Masterplan. Overall, the Framework Masterplan will deliver development areas, open spaces, highway works, new footpath, cyclepaths and bridleway.

Site 3b (10.66 ha)

- Circa 0.27 ha for a stand-alone early years and childcare nursery;
- Circa 3.74 ha for business use employment within flexible plots/buildings and a strong landscaped setting;
- Circa 1.45 ha for the western extension to the Sandon Park and Ride (circa 600 spaces);
- Circa 0.22 ha highways infrastructure Maldon Road access; and
- Circa 4.98 ha of green infrastructure.

Site 3c (7.2 ha)

- Circa 4.35 ha of residential development;
- Circa 0.13 ha highways infrastructure Maldon Road access; and
- Circa 2.72 ha of green infrastructure.

Site 3d (2.8 ha)

- Circa 1.9 ha of residential development;
- Circa 0.1 ha highways infrastructure Maldon Road access; and
- Circa 0.8 ha of green infrastructure.



Land Use Masterplan.



Land Use Development:

- Circa 0.27 ha for a stand-alone early years and childcare nursery;
- Circa 3.74 ha for business use employment within flexible plots/buildings and a strong landscaped setting;
- Circa 1.45 ha for the western extension to the Sander Park and Ride (circa 600 spaces)
- Circa 6.25 ha of residential development
- Circa 0.45 ha highways infrastructure Maldon Road access



Land Use Open space:

- Circa 8.5 ha of green infrastructure which comprises:
 - Circa 4.43 ha: Natural and semi-natural open space including reinforced/compensation woodland and hedgerow planting; and
 - Circa 4.07 ha: Local open space / strategic open space (suitable for community orchard, allotments, play space, green space, parks and recreation grounds)

Access and Integration

7.18 The Framework Masterplan and the emerging strategy for Site 3a are designed to integrate with the principal cycle and public transport connections outlined earlier. In addition the Framework Masterplan will help facilitate improved bridlway connections which could extend to the country park subject to the masterplanning of Site 3a and the country park as shown on the plan right and across the page.

7.19 Informed by the earlier analysis, the principal routes shown opposite and across the page are:

- A** Existing links north-south to Chelmsford City Centre and Chelmer Village
- B** Existing cycle routes east-west via The Bingey towards Great Baddow local centre and beyond, Chelmsford City Centre
- C** Cycle route towards Chelmsford city centre along the bus lane of west bound carriageway of Essex Yeomanry Way

Cyclepaths/footpaths/bridleway

7.20 There are seamless link through the site for pedestrians and cyclists in accordance with LTN 1/20 for the benefit of pedestrians and cyclists which connect also to bus stops - existing and prposed relocated. The principal pedestrian and cycle movement corridors follow convenient and attractive paths through the development area. These routes connect to the wider network of footpaths and cycle routes identified earlier. Strategic cycle/footpath routes connect Sandon Park and Ride, the employment area and stand-alone early years and childcare nursery to Sites 3a, b,

c and d and NCN R1. They could also integrate existing and proposed paths and cycle routes alongside Maldon Road as part of the Site 3a masterplan.

- 1:** There are routes north south that connect to NCN R1 and link to Sandon Park and Ride and south towards Sandon School. To the south beyond Site 3c, if agreement with the identified landowner / school is possible, a direct link on the eastern side of Molrams Lane to the school can be provided. If a connection is not possible then a crossing will be needed which can be dealt with under s278 works (a crossing is identified).
- 2:** There is an east-west route from Site 3a towards the employment areas and park and ride. This intersects with the north south routes. Through Site 3d the cycle route is along a street owing to the expected very low volume of vehicular through traffic.
- 3:** There is a direct east-west route along Maldon Road between the park and ride and Molrams Lane.
- 4:** There is a link from the top of Molrams Lane into Site 3c. This also connects north into the Site 3a Masterplan.

On-road cycle route

Off-road cycle route

Bridleway

Cycle lane

Bus lane

Walk your bike

Cycle friendly road

On-road suitable for experienced cyclists

Cycle parking

School

Hospital

Toucan / Pelican crossing

Train station

One way

National Cycle Network route number

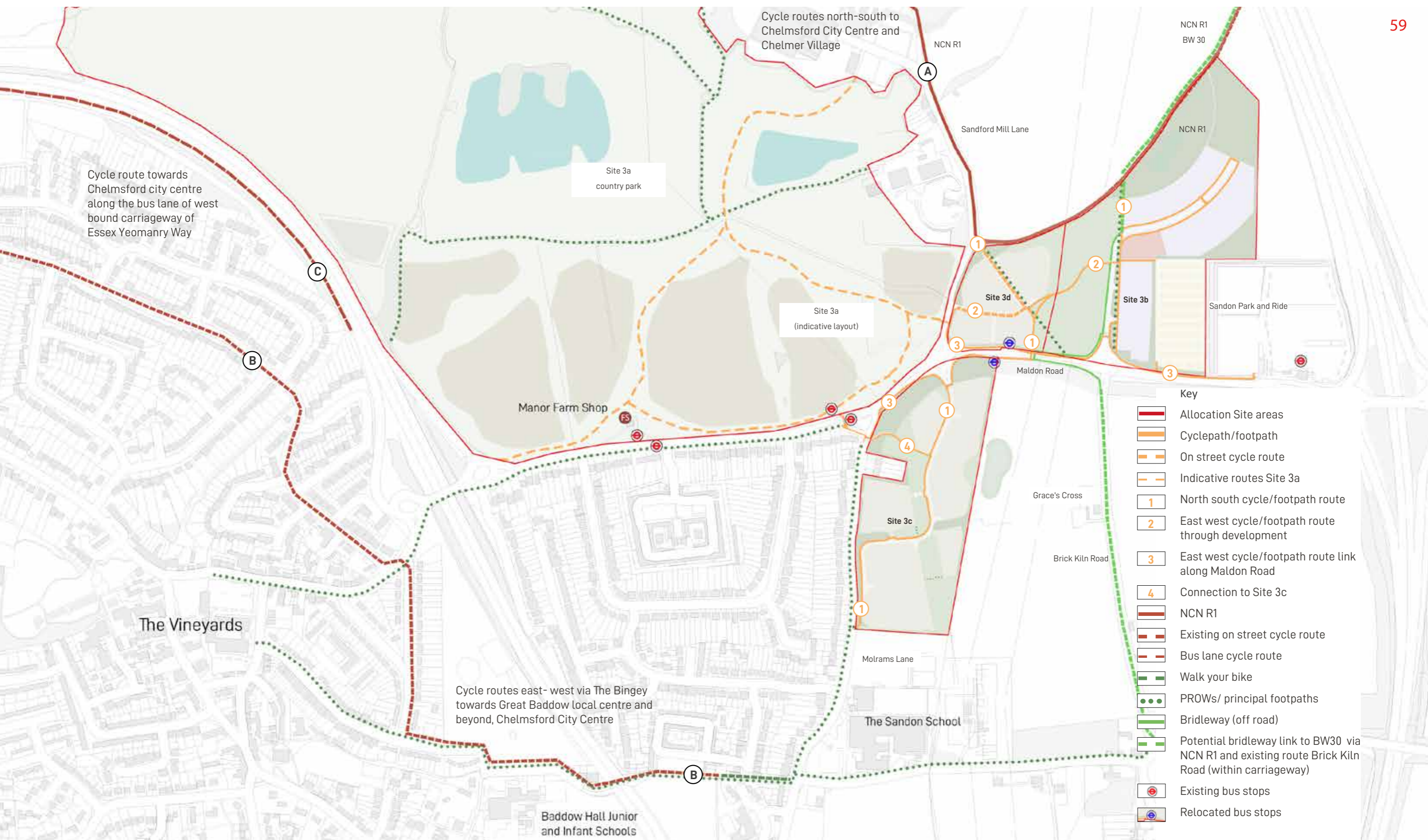
Cycle shop

Retail area

Indicative and Existing Strategic Movement: Cyclepaths, Footpaths and Bridleway.

7
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LAND AT EAST CHELMSFORD: DEVELOPMENT FRAMEWORK DOCUMENT FEBRUARY 2021

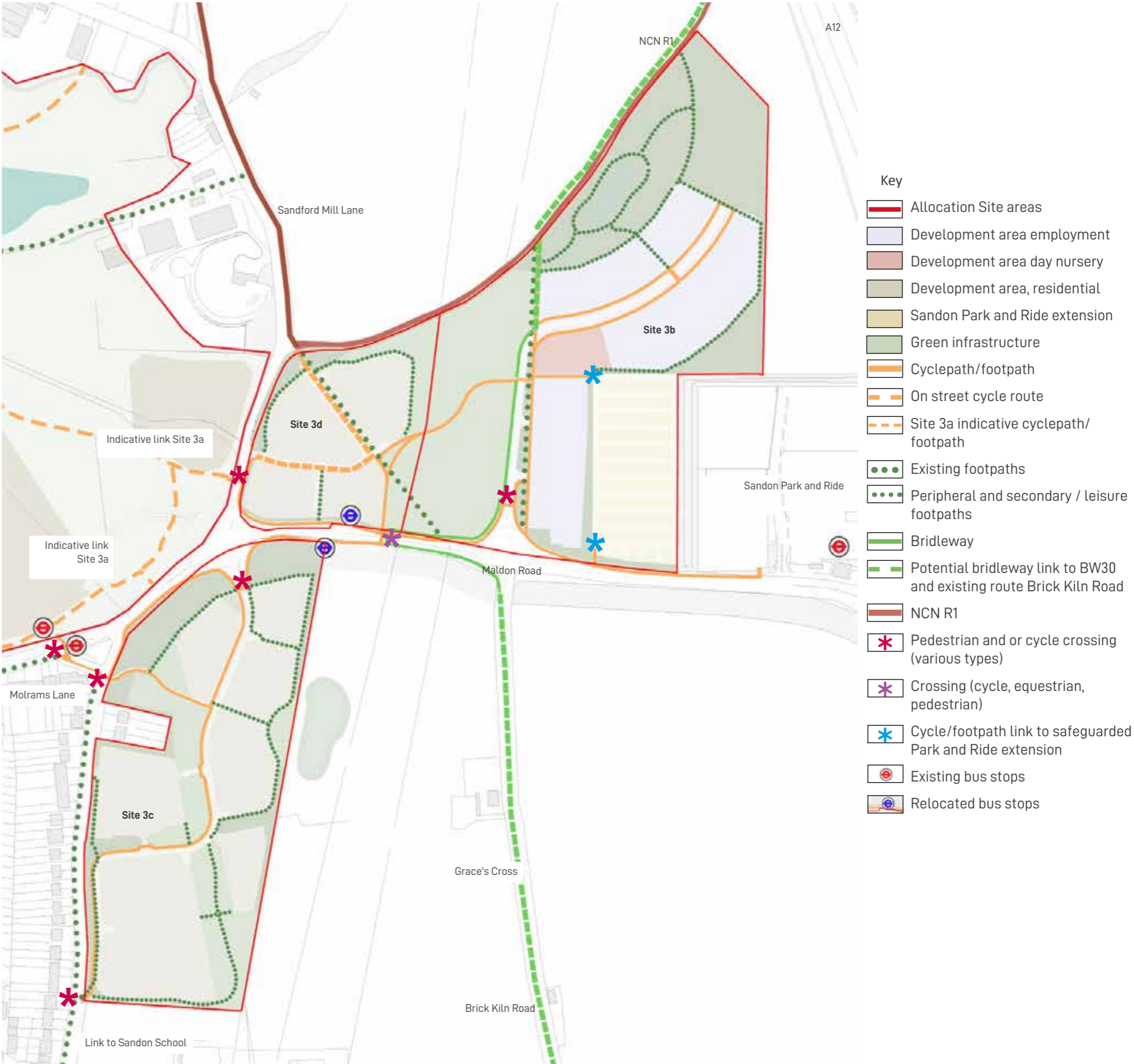


Indicative and Existing Strategic Movement: Bus Stops, Cyclepaths, Footpaths and Bridleway.
The illustrative masterplan for Site 3A has been provided by Hopkins Homes Stage 1 Presentation and is for indicative purposes only.

- 7.21 There are two crossings on Maldon Road, which coincide with bus stops. The Brick Kiln Road bus stops will be moved to lay-bys either side of the eastern arm of the 5-arm roundabout. The bus stops will both have new shelters / appropriate facilities to be confirmed with ECC.
- 7.22 Improvements are shown to the junction with Maldon Road and Molrams Lane, removing one of the split junctions and replacing it with a shared space that serves the immediate houses and as a cyclepath link.
- 7.23 Upgrading the existing footpath through Site 3b to a accommodate a cyclepath and brideway provides connectivity between the park and ride/employment/ children's day nursery and NCN R1.
- 7.24 Subject to the requirements of the Sandon Park and Ride operation, there are potentially footpath and cyclepath connections into the safeguarded park and ride extension site from Site 3b through the employment area which will link into the wider network of routes and from Maldon Road.
- 7.25 Footpaths at the edges of the built areas and through the open spaces will provide for further permeable routes.

Bridleways

- 7.26 A brideway is shown north-south through Site 3b running alongside the proposed cyclepath/footpath and access road. It links Sandford Mill Lane to Brick Kiln Road via a Pegasus crossing on Maldon Road, providing a mix of on carriageway and off carriageway routes.
- 7.27 The shared Maldon Road crossing will require a 3m for two-way horse movements and 5m x 10m holding areas to wait to cross.
- 7.28 There is the potential to extend the proposed brideway route towards the proposed Site 3a country park subject to the masterplanning of Site 3a.



Movement: Cyclepaths, footpaths and brideway. Crossing points

Streets

- 7.29 Vehicles will principally access and egress the Sites via new roundabout junctions on Maldon Road, and once within the sites there will be a permeable, traffic calmed environment.
- 7.30 The permeable perimeter block structure supports a connected hierarchy of street spaces. It will be made legible by picking up on views, creating new sequences of spaces, and through enclosure by buildings and landscape. For Sites 3c and 3d, central primary streets connect to the proposed roundabout on Maldon Road. These lead into the development areas from which there is a lower hierarchy of streets and spaces within the residential areas. A central boulevard through Site 3b facilitates access to the employment units and the children's day centre/nursery.
- 7.31 Connected streets via shared spaces and driveways will facilitate easy servicing and refuse collections and enable frontages to address public spaces and the peripheral edges of the Sites wherever possible.



Movement: Streets.

Green Infrastructure

7.32 The Framework Masterplan provides for a significant amount of multi-functional green infrastructure to meet the needs of the development (8.5 ha - excluding area around SuDs basin east of Site 3c). The green infrastructure provides a living network of green spaces, water and environmental features - the natural landscape, trees and hedgerow. The strategy will deliver a well-connected ecosystem network by creating and enhancing habitats and natural features, increasing biodiversity.

Landscape corridors

7.33 Landscape corridors reinforce existing landscape features such as the retained trees and hedgerow, safeguard wayleaves such as through Site 3c and between Sites 3d and 3b, and define movement corridors. The corridors also retain and protect the setting of the pill boxes.

7.34 The landscape corridor to the north of Sites 3b and 3d provides a natural edge to the built form that will help screen and layer views across the site from Sandford Mill Lane. Within this corridor, the landscaped open space at the Site 3b basin would have public access with benches for the public. The landscape corridor to the east of Site 3c provides a tree planted and hedgerow boundary alongside a continuous footpath/ shared space to provide for frontage development. The landscape corridor to the west of Site 3d provides a natural edge to the built form that draws the planting along Sandford Mill Lane south. Within the corridors, public footpaths and play areas will connect with the surrounding network, developing a truly permeable development with varied experiences along the journey.



Green Infrastructure.

Gas easement/overhead line safety zones

7.35 The figure right highlights the safety zone and gas easements through Site 3c and the principal overhead line cable swing through Site 3b. The gas easement and the cable swing 'wayleave' lines are accommodated within areas of strategic and local open space. The low voltage cable through Site 3c will be under-grounded.

Open space provision

7.36 Local Plan Policy S9 states that infrastructure necessary to support new development must provide or contribute towards ensuring a range of green and natural infrastructure, net gain in biodiversity and public realm improvement. The policy requirement (Appendix B, Tables 12 and 14) is 19sqm per dwelling of 'Local Open Space' (allotments, play space, green space) and 40sqm per dwelling of 'Strategic Open Space' (parks and recreation grounds).

7.37 Informed by the indicative capacity for development, Site 3d requires circa 950sqm of local open space and 0.2 ha of strategic open space; and Site 3c requires 0.19 ha and 0.4 ha of open space respectively. Together, the sites require access to 0.2 ha of local open space and 0.6 ha of strategic open space. The exact composition of open space will be determined at the application stage. The framework masterplan's indicative provision of open space is described below and demonstrates that the Sites can deliver in excess of the policy requirements for open space to support health and wellbeing.

Site 3b

7.38 Site 3b provides circa 4.98 ha of green infrastructure of which 3.0 ha is primarily for drainage, natural and semi-natural open space, including compensation / reinforced woodland and hedgerow planting. The green infrastructure measures includes planting belts and buffers along Maldon Road and the enhancement of planting along Sandford Mill Lane to help provide visual containment to the development. Planting on the higher ground adjacent to the park and ride will ultimately provide a backdrop to the built form and street tree planting along the access road provides further opportunity for planting to break up the built form.



Gas Easement Overhead Line Safety Zones.

7.39 The residual 1.98 ha of green infrastructure is suitable for strategic open space / parkland having regard to the guidance within 'A Sense of Place: design guidelines for development near high voltage overhead lines' prepared by National Grid / Transco. The space allows for wide views across the Chelmer valley to be retained and maintains a visual connection to wider landscape. The open space and the areas of open space around the basin will be accessible to informal and formal footpaths, the bridleway and cyclepaths.

Site 3c

7.40 Site 3c provides circa 2.72 ha of green infrastructure, of which circa 1.2 ha is primarily natural and semi natural open space, including reinforced woodland and new hedgerow planting and circa 1.52 ha is residual local open space - 0.5 ha of which lies outside of the gas main outer safety zone. Indicative play areas are located outside of the gas main outer safety zone. At the eastern boundary to Site 3c there is a circa 5m landscape corridor for hedgerow and tree planting, consistent with the prevalent boundary character, to afford an appropriate transition between development and landscape. The corridor widens around the pill box and the proposed attenuation basin to the east which will be included into the landscape infrastructure to facilitate delivery of Site 3c. The basin can be tied in with the open space provision around the Pill box as forming a walking route and an interesting site feature. The corridor also widens to the south east to ensure there remains visual and physical separation from Sandon village. Hedgerows along Molrams Lane, to the southern boundary and through the middle of the Site are retained except to facilitate access.

Site 3d

7.41 Site 3d provides circa 0.8 ha of green infrastructure of which 0.23 ha is primarily natural and semi-natural open space, including reinforced woodland and hedgerow planting and 0.57 ha of residual local open space. The green infrastructure incorporates landscape compensation measures along Maldon Road, comprising new hedgerow and trees, and planting belts and buffers along the edge of the Site. Along the western boundary, hedgerow/tree planting will need to provide natural surveillance to encourage use of the adjacent open space.



Natural and Semi-Natural Planting at the Site Boundaries.

Play

- 7.42 Open space will incorporate casual amenity space for walking and cycling such as along the wayleave corridor through Site 3c, and socialising along with more formal recreation opportunities such as at the play areas. Where appropriate play areas will incorporate the principles of natural play using sustainable materials.

Natural and semi-natural planting

- 7.43 Other than to facilitate access in accordance with the objectives of the masterplan the intention is to first retain trees and hedgerow where ever possible and augment existing planting as appropriate. Hedgerows/ mature trees and new planting will provide a framework for the development and alongside sustainable drainage will create a variety of wildlife habitats.
- 7.44 Formally arranged street trees will form part of the character of the development. Tree planting throughout the residential parcels will aid navigation, frame views and break up the mass of the residential development whilst connecting existing habitat areas to the buffers on the edge of the site. Street tree planting provided in groups or clusters will typically consist of three trees, and will generally be spaced every 10-20m. The detailed design of street tree planting will consider potential conflicts such as service corridors, highway standards, public safety, lighting requirements, owner liability and adoption strategies. Care should be taken to ensure that planting will not cause management problems. Each street tree should have capacity to mature without impeding on adjoining infrastructure. Planting will take into account ground conditions, service routes and foundation design to avoid conflict.

- 7.45 New planting within the public open spaces will go to the heart of the residential development, breaking up the building mass when viewed from outside the site. Planting will provide connectivity with existing, off-site habitats and enhance the site for ecology and biodiversity. There will be a presumption towards native species although it is acknowledged that pure natives are not always appropriate to the denser development frontages.

Cross Wood

- 7.46 Subject to detailed design, the proposed western access arrangements may require the loss of up to circa 0.13 ha of Cross Wood. To compensate the loss of trees to facilitate access, there is envisaged: tree management of Cross Wood to address the issues identified earlier with new plantation woodland and new tree planting. As indicated, the new planting can be provided within areas of natural and semi natural open space along the north western edge of Site 3c adjacent to Molrams Lane (circa 0.12 ha); along the eastern boundary to Site 3c (circa 0.07ha) and to the north of Site 3b (circa 1.0ha).

Biodiversity

- 7.47 The scheme will seek to achieve a minimum of 10% in biodiversity net gain. A biodiversity management plan, as part of future applications will provide details of the anticipated net gain in biodiversity across the sites. Management strategies for the Sites will be holistic and designed to:
- Integrate landscape across the development and respond to local character;

- Incorporating features of the same or higher biodiversity value as those affected by development - such as hedgerow and woodland. Ensure that lost or damaged features are not replaced by features of lower biodiversity value through management and consideration of species and habitat;
- Develop improved and legible connections between the new planting and the existing vegetation to create connections to support and protect species movement; and
- Manage existing wildlife by creating opportunities for it to be extended and enhanced. Seek ecological enhancements wherever possible, such as native tree and hedge planting, integral bird and bat boxes.

Drainage

- 7.48 The preferred approach for the Sites is to create as naturally, and sustainable draining solution as possible having regard to the site constraints and opportunities. Water drained to attenuation will do so at a controlled rate to ensure greenfield levels of run-off. This will include a controlled infiltration system designed to cater for the 1:100 year flood event in accordance with national guidance. The Sustainable Drainage System (SuDS) within the scheme will therefore comprise wet/ dry attenuation basins and subject to detailed design could also include the following measures as may be appropriate to the development areas:
- Swales providing both conveyance and water quality treatment stages for the surface water; and
 - Recycling of roof water via water butts located in the rear gardens of all plots.



- 7.49 The strategy proposes two attenuation basins, one located to the east of Site 3c and the other to the north of the employment units in Site 3d. Informed by the indicative capacity of the sites, the illustrative basins are a reasonably indication of the size to accommodate a 1 in 100 year rainfall event, plus a 40% allowance for climate change.
- 7.50 For Site 3c the basin is located in a natural low point marginally outside of the allocated area in order to enable a gravity fed connection from the development areas to the basin and to avoid the pill box. The land required for drainage is deliverable as additional to the allocation, the exact boundary to be determined through a planning application. Trying to accommodate the basin into the allocated area would result in potentially less sustainable localised pumped arrangements in order to bring the surface water from the southern areas against the natural topography. The basin forms a natural depression within the adjacent landscape that will not be farmed. It will become a landscape habitat that, afforded by its proximity to the proposed landscaping along the boundary to Site 3c, forms part of the wider bio-diverse corridors to be afforded by the proposals and could be integrated into the open space provision associated with the pill box.
- 7.51 For Sites 3b and 3d, the basin falls within a natural low area within the 3b allocation area. Here the approach creates the opportunity for habitats and amenity space that could include seating and peripheral walks, integrated into the wider green infrastructure. The management of the SuDs will be resolved through subsequent planning applications.
- 7.52 Foul sewerage will be treated on-site by means of foul pumping to be resolved at the detailed stage.



Drainage.

Block Structure

- 7.53 The indicative block structure is informed by the landscape framework, the key movement links, the pattern and grain of the surrounding context identified earlier and the Concept Masterplan. The structure affords a coherent network of public open space, formal and informal sport, recreation and community space within the Sites. The relationship to Site 3a is indicatively shown overleaf.
- 7.54 The blocks afford flexibility in terms of dwelling types and create a clear definition of public and private space, ensuring that public space can be passively overlooked. Blocks are aligned to retain and create views through the sites, footpaths and existing hedgerow as identified previously, and the landscape corridors.
- 7.55 Along Molrams Lane development addresses the street from behind the retained hedgerow which will provide for a new landscape corridor and soften the transition between existing and new development. Gaps in the edge will afford connections east into the new community.
- 7.56 Along the eastern boundary of Site 3c, a lower density of built form set behind hedgerow will respect the landscape setting of the listed building and the prevalent pattern of development.
- 7.57 At Site 3d the pattern of development is shaped by the footpath that crosses through the area and a future link from Site 3a through to the children's day care nursery, the employment uses and Sandon Park and Ride.
- 7.58 At Site 3b, the employment units and the childcare nursery are sited within a landscape setting defined by the topography and landscape corridors. A central access road provides the opportunity for frontage development, with parking and servicing principally behind the buildings. Around the buildings landscaping would blend into the surrounding countryside.

Views

- 7.59 There are a number of views through the development areas that are retained in landscape corridors and the block structure to aid legibility and placemaking.
- 7.60 Views through Site 3d follow the existing footpath and the new link into the site to the proposed crossing of Maldon Road and east towards the employment area and children's day nursery.



- 7.61 Views through Site 3b follow the existing footpath and from the central access road, visually connecting the development east towards Site 3d. Keynote buildings, such as the children's day centre can provide a focus for views.
- 7.62 The views through Site 3c draw upon existing landscape features, using the hedgerow and trees to define memorable features along key routes. Views beyond the site boundaries connect to the countryside to the east.

Community safety

- 7.63 All new developments will create pleasant environments for residents so that the quality of life is not undermined by crime or the fear of crime with strong influence from Secured By Design and similar national guidance. The following measures can deter crime and create a safer place to live:
- Well-defined routes through the development, with spaces and entrances designed to maximise convenient movement;
 - Layouts which maximises natural surveillance to the public open spaces, parking areas and houses;
 - Layouts which aims to promote a sense of ownership, respect, territorial responsibility and community, with a mix of different house types and sizes to encourage different age groups into the new community; and

- 7.64 Details design which will incorporate well-designed security features with the dwellings themselves.

Density

- 7.65 The Density Plan illustrates how the Framework Masterplan responds to landscape features and surrounding context. This plan should be read alongside the Heights Plan to inform the potential scale and massing.
- 7.66 The medium density residential areas could be characterised by a mix that could include apartments and terraces whereas lower density areas would have a greater number of detached dwellings. Generally, there is a gradation of density away from the countryside edges towards the existing urban edge to the west. The indicative density bands reflect the local context



and could support a balanced community with a mix of dwelling types and tenure.

- 7.67 To reduce the visual impact of built development on views from the north and the edge of the conservation area, the medium density employment areas could be characterised by larger, two storey buildings set into the lower part of Site 3b and screened by the existing and enhanced planting along Sandford Mill Lane/NCNR1. The lower density areas would be characterised by lower buildings and two storey buildings concentrated along the lower contours of the density band, allowing for trees on the upper slopes to be seen above the roof tops.

Height

- 7.68 The height of the development will respect the existing characteristics of the surrounding area as described earlier. The majority of houses will be between 2 and 2.5 storeys with key landmark buildings up to 3 storeys (employment buildings to the equivalent of).
- 7.69 The eventual heights of business units will need to have regard to the setting of the Conservation Area and the Green Wedge to the north, the proposed mitigation planting and any Landscape and Visual Impact Assessment submitted at planning application stage.
- 7.70 Variation in eaves and ridge height will add interest to the skyline and street scene and create a legible framework for the community, aiding place making.

Landmark and keynote buildings

- 7.71 Within the block structure, distinctive buildings by virtue of design and/or height, scale and massing can aid legibility and define the character of development. The principal locations around the new junctions aid wider legibility, terminate views from the links leading eastward towards the sites from Site 3a.





Sustainability: Energy Efficiency and Climate Change

7.72 Redrow have been rated as a Top 3 Housebuilder in the UK for Sustainability and have won a gold award for the fourth year in a row by the Next Generation benchmark. The Benchmark rigorously evaluates the annual progress the homebuilding sector has made in delivering sustainable development.

Sustainability

- 7.73 At a site wide level, transport measures will include:
- Provision of sustainable transport facilities within easy walking distance of residents;
 - Attractive and practical pedestrian/cyclist routes; and
 - Travel planning and travel information packs, to encourage new residents to travel by more sustainable alternatives than the private car, including links to the Park and Ride site.

Climate Change

7.74 Our Carbon Target is to reduce the carbon intensity of our construction operations and offices by 10% by 2022 (2017 baseline). While our actual emissions have increased over time, which is expected due to the continuous business growth and an increase of 13% in delivery of new homes from the previous year, we have reduced our direct emissions intensity (tCO2e per 100m2 of homes built) by 21% since 2013. In 2019, our emissions intensity decreased by 2.4% compared to 2018 and we are on course to meet our 2022 target. As a company, we have been disclosing our carbon emissions and reduction activities to the Carbon Disclosure Project (CDP) annually since 2010. In the most recent submission, we were awarded a B grade which reflects the progress we have made by measuring awareness, management and actions taken on climate change.

7.75 The climate change adaptation measures include:

- Improving the ability of buildings to adapt to climate extremes by reducing water consumption, reducing overheating and improving ventilation; and
- Landscape strategy to include significant new planting and SuDS features that help to provide natural cooling and channel surface water runoff and assist in reducing Carbon in the atmosphere.

7.76 The proposed designs will meet sustainable methods of construction in accordance with the Building Regulations. This approach will result in a residence that consumes reduced amounts of energy, resulting in benefits for the environment through reduced greenhouse gas emissions and better adaptation to climate change. The sustainability strategy will be based on providing well designed energy and water efficient homes, set within an external environment that seamlessly links with the built form and is adaptable to the future needs of residents. At the application stage, energy demand measures will include:

1. Thermally efficient, easily controlled, well designed and orientated buildings; A fabric first approach, resulting in dwellings with lower energy consumption
2. The layout of plots and buildings that seek to maximise the benefits of passive solar design
3. Roof structures that maximise the surface area with a southerly orientation to allow for the potential installation of solar technology
4. The design of the dwellings to accommodate home working, which will also reduce the need to travel. This includes the need to ensure that new homes have connections to superfast broadband readily work from home. This may include suitable space within habitable rooms, or specific rooms for home offices
5. Energy efficient lighting both within private homes and in public spaces
6. Energy performance meters as provided by utilities companies

7.77 To alleviate the effects of climate change and flood risk on our developments, we incorporate Sustainable Urban Drainage Systems (SuDS) on most of our developments, which are designed to mimic the natural drainage of

surface water by managing rainfall, whilst also often providing habitats for wildlife. Water measures will include:

- Sustainable Urban Drainage Systems to manage surface water run off through attenuation ponds;
- Water butts to harvest rainwater; and
- Water efficiency measures to reduce consumption.

Waste and Recycling

7.78 To fully de-carbonise by 2050 and keep global heating to below 1.5 degrees, the building and construction sector must tackle the emissions created from the entire building lifecycle. We understand that significant reductions in construction waste can reduce greenhouse gas emissions and in turn help to tackle climate change, which is why we're committed to reducing the quantity of waste going to landfill. Last year 98% of our waste was recycled or reused, and there has been a significant reduction in the construction waste we produced over the past three years. We're now actively working to reduce waste levels even further over the coming years.

7.79 Redrow Homes have been working with The Community Wood Recycling Scheme to increase the reuse of waste wood. The Community Wood Recycling Scheme is a network that provides an efficient collection service for excess wood, with the aim of saving resources by reusing and recycling waste timber. The Community Wood Recycling Scheme also operates as a Social Enterprise, by creating jobs and volunteering options for disadvantaged people.

7.80 The storage and collection of waste will be arranged so that it does not adversely effect the character or appearance of the development:

- There should be a dedicated storage area on an area of hardstanding for collection;
- There should be easy access between the storage area and the collection point;
- Storage areas to the front of a site to be integrated and well screened; and
- Detached stores should be covered and should be at least 5m away from flats and houses to minimise noise disturbance to residents during use and collection.





8 Conclusion

This Development Framework Document for Sites 3b, 3c and 3d has evolved from an understanding of the local context and the growth requirements of Chelmsford City Council. The Sites will integrate with the wider allocation and existing landscape and townscape.

The design approach will provide an exceptionally high-quality living and working environment and create a development opportunity for future generations to benefit. It will also guarantee the very timely delivery of new houses in the initial years of the new local plan.

Table 2 overleaf illustrates how the Framework Masterplan will achieve the design objectives set out earlier.

Opposite page: Framework Masterplan Sites 3b, 3c & 3d Site 3a and country park in context.

Table 2: Overarching Design Objectives and Principles and how these will be delivered.	
1. A place: Create an identifiable place. Build to impress. Delivery of a high quality and locally distinct new development that is responsive, attractive and sensitive to the setting of the three sites; through the arrangement of streets and landscape corridors	i.e. A masterplan structured by the existing features and connections/new connections. A place that draws upon local character to inform design. Use existing footpaths to structure the layout of Site 3d. Recreate a field boundary to the east of Site 3c. Using pill boxes within the sites as a positive feature that connect with past and the history of the local area
2. Promote a sustainable development, adopting best practices as an integral part of lifestyle, encouraging people to walk and cycle. Create a permeable block structure that affords a great degree of connectivity and choice of routes. Provide a landscape and built environment that promotes sustainable living, the preference for walking	i.e. A layout that encourages walking and cycling to reach local services, to Sandon Park and Ride/local bus stops to access Chelmsford and Great Baddow
3. A mixed use community. Places to go and things to do. Deliver a range of accommodation, commercial and community uses and open spaces that will help foster a strong sense of community, provide for potential skills development, training and employment opportunities that will emerge as part of the development. Co-locate and provide commercial/employment opportunities and a stand-alone early years and childcare nursery (ECC advise 56 places). Provide affordable housing along with a range of accommodation to provide a balanced community. Ensure that through management and built form/style, the quality of the environment is equal across tenures. Ensure equal accessibility to open spaces to enable all members of society to take part in sport and physical activity, and have access to communal resources	i.e. The employment area and children's day care nursery are located to be accessible to all. Cyclists and pedestrian connections into the park and ride. Through the realisation of the development, there will be opportunities for employment in construction and following completion, employment opportunities and potential for skills development and training within the E class uses; and associated with the management of the green infrastructure
4. Ensure the development is successfully integrated and well connected to the surrounding area, linking into existing footpaths and cyclepaths, accessible to local shops and the existing community. Provide footpaths that connect into existing paths and will connect into Site 3a and Sandon Park Ride. Have regard to the setting of the Conservation Areas identified earlier. Under-grounding the overhead power lines through Site 3c. Integrating the footpaths through Sites 3d and 3b. Provide for safe and direct routes to schools	i.e. Multiple footpath and cycle links into Molrams Lane and development that faces across the street. Links east from Molrams Lane into the new open spaces afforded by the development. Provide for an attractive and convenient route that connects through the Sites and integrates with existing cycle and footpaths leading to local services, community uses, the country park and schools. There are future links to Site 3a created by the proposed infrastructure
5. Promote inclusive design and provide access for all members of the community. Ensure that there are equal opportunities to access open spaces and that groups ,such as by age or tenure, are not disadvantaged accessibility by design. Well designed streets and spaces support and sustain a broader variety of users and community activities	i.e. Locating new community uses (open space and children's day care nursery) on the principal footpath and cycle routes. Open space play areas that are accessible to all areas of the development
6. Improve quality of life, health and wellbeing, through the design of buildings and spaces. Capitalising on the site and surrounding green assets and provision of new uses, creating a high quality spaces for social interaction. Ensure that as many dwellings as possible within a perimeter block approach benefit from a dual aspect in terms of light, or for apartments, avoid a north aspect. Provide access to attractive/useable private and communal open space	i.e. To provide development within a framework that provides easy access to attractive and useable open spaces within which a network of routes encourages walking and cycling. Spaces that are well-designed to be attractive and safe, functional and well maintained. Provide for useable and attractive private space
7. Safe, easy, direct and attractive pedestrian and cycle movement within the development and beyond. Streets and landscape corridors designed as places not just for vehicle movement or parking. Design street spaces to be pedestrian and cycle friendly, through traffic calming and detailed design of materials and landscaping - to create streets for people. Routes within green infrastructure should be safe, attractive and direct	i.e. Legible streets with space for cycle and footpaths that afford the most convenient routes through the Sites. To prioritise accessibility for pedestrians and cyclists with a permeable block structure that connects into the existing spatial hierarchy of routes. Direct links to bus stops, the park and ride and new facilities in the employment area
8. Deliver quality homes. With regard to Redrow's 8 principles and Building for a Healthy Life, be energy efficient and respond to climate change through the design of buildings and building fabric, use of materials and approach to drainage. Promote energy efficiency with the dwelling. Provide for change in the use of accommodation such as home working/ flexible home space, changing garages to accommodation	i.e. A masterplan structure that provides space for flexible buildings with potential to adapt. Tenure blind approach to layout and design
9. Minimising the impact of the development on the environment by encouraging conservation, management and the recycling of natural resources. Using the area of land constrained by the gas wayleaves to create a landscaped green corridor. Using natural processes to protect places from flood risk. Using green infrastructure to assist in reducing Carbon in the atmosphere	i.e. The sustainable transport measures that underpin the movement through the Sites. Using multi-functional green corridors to connect landscape features, creating wildlife and biodiverse corridors and attractive spaces for residents and workers
10. Provide multi-functional green infrastructure, a living network of green spaces, water and environmental features. A well-connected ecosystem network by creating and enhancing habitats and natural features, increasing biodiversity. Natural and semi-natural open space including reinforced/compensation woodland and hedgerow planting; and local open space / strategic open space	i.e. By providing an overall landscape strategy for the Sites that creates attractive and functional spaces for residents, visitors, wildlife and bio-diversity that manages SuDs and resolves an asset to the development
11. Deliver biodiversity net gain and ecological enhancements through the provision of high quality green infrastructure to incorporate habitats of ecological value. Retaining and enhancing existing hedgerow, providing new tree planting and new green corridors that will support wildlife	i.e. By providing green infrastructure and space for planting within the development to enhance biodiversity. Integrating and enhancing existing landscape features. Semi-natural areas such as around the flood attenuation ponds provide informal recreation and protection for species and habitats. Retaining Important features such as trees and hedges of amenity or ecological value. Connecting green corridors to the existing landscape features





Chelmsford City Council Policy Board

4 March 2021

East Chelmsford Masterplan – Strategic Growth Sites 3b, 3c and 3d

Report by:

Director of Sustainable Communities

Officer Contact:

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Purpose

This report is asking the Policy Board to recommend to Cabinet the approval of the masterplan for the East Chelmsford Local Plan Site Allocations 3b, 3c and 3d.

Recommendation

1. The Policy Board recommend to Cabinet that the masterplan attached at Appendix 1 be approved.
2. That the Policy Board delegate the Director of Sustainable Communities in consultation with the Chair, Vice Chair and Cabinet Member for Sustainable Development, to negotiate any final changes to the masterplan ahead of the consideration by Cabinet.

1. Background

- 1.1. The Council adopted its new Local Plan on 27th May 2020. The plan allocates land for development in locations across Chelmsford, including Location 3 – East Chelmsford. This location comprises the following four Strategic Growth Sites:

3a: East Chelmsford – Manor Farm (Residential) – Hopkins Homes

3b: East Chelmsford – Land North of Maldon Road (Employment)	} Redrow Homes
3c: East Chelmsford – Land South of Maldon Road (Residential)	
3d: East Chelmsford – Land North of Maldon Road (Residential)	

- 1.2. The masterplan presented in this report relates to Strategic Growth Sites 3b, 3c and 3d which is brought forward by Redrow Homes. Strategic Growth Site 3a – Manor Farm, is being brought forward by a different site promoter (Hopkins Homes) who are preparing a separate masterplan for this site. However, Hopkins Homes and Redrow Homes are engaging with one another to ensure consistency across the masterplans and CCC officers have considered both developers’ masterplans as they have progressed to ensure compatibility between the proposals.
- 1.3. The formal determination of masterplans consists of two stages: consideration by Chelmsford Policy Board and then approval by Cabinet.
- 1.4. Strategic Policy S7 sets out the Spatial Strategy (i.e. the scale and distribution) for new development over the period of the Local Plan. In allocating sites for strategic growth this policy confirms that Strategic Growth Sites will be delivered in accordance with masterplans to be approved by the Council. This is to ensure the creation of attractive places to live and the successful integration of new communities with existing. Masterplans are to demonstrate how the site(s) will satisfy the requirements of the respective site policies.
- 1.5. The site policies for Strategic Growth Sites 3b, 3c and 3d require the following amount and type of development:
 - Strategic Growth Site 3c – Around 100 new homes including 35% affordable housing
 - Strategic Growth Site 3b – Around 5,000sqm (net) new Use Class B1 floorspace, or other appropriate B Use Classes, a stand-alone early years and childcare nursery and safeguarded land for the future expansion of the Sandon Park and Ride
 - Strategic Growth Site 3d – Around 50 new homes including 35% affordable housing
- 1.6. The Council’s Masterplan Procedure Note updated in October 2019 sets out what masterplans should contain. For this site, the core content of masterplan covers:
 - Context and site analysis
 - Constraints and opportunities
 - Landscape, ecology, heritage and drainage analysis
 - Access, movement and connectivity

- Land use
 - Green infrastructure– creating a network of green corridors and compensatory planting
- 1.7. The masterplan does not secure detailed site planning or housing typologies as these will be considered at planning application stage.
- 1.8. Developer obligations will be secured by way of a s.106 Agreement as part of any outline planning application.
2. The Journey to This Stage
- 2.1 Stage 0 of the masterplan process required the developers to carry out a thorough site and context analysis. The context analysis looked at existing connections, land uses and location of local amenities. Nearby heritage assets and protected sites were identified as part of the wider setting to the allocation. Stage 0 also required a thorough site analysis. This included topography surveys, tree, hedge and ecology surveys, flood risk and identification of numerous utilities which have dictated not only where the site allocation boundaries have been drawn but how the sites can be successfully masterplanned.
- 2.2 The layering of the site constraints allowed identification of the developable areas and fed into the development of landscape, flooding, heritage and movement strategies. The developers worked with CCC officers and ECC Highways Authority in accordance with an agreed PPA to collaboratively develop the first draft masterplan.
- 2.3 Joint meetings also took place with Redrow Homes, Hopkins Homes (Site 3a) and ECC Highways Authority to agree the shared access arrangements at the junction of Sandford Mill Road and Maldon Road.

Community and Technical Stakeholder Workshops

- 2.4 Due to COVID-19 restrictions community and technical stakeholder workshops (Stage 1) were held remotely on 30th September 2020 and 5th October 2020 respectively. Redrow Homes prepared a virtual exhibition accessed online which stakeholders were able view prior to the workshops.
- 2.5 The workshops provided the opportunity to gather the views of all key, local political and community stakeholders within the local area. The workshops concentrated on six topic areas, which were:
- Highways, access and movement
 - Heritage
 - Ecology, landscape and topography
 - Drainage and utilities
 - Place making
 - Site 3b and Park and Ride extension.

- 2.6 The relevant technical consultants from the developer's project team were available to answer questions on the topic areas. Feedback was collated via a notetaker. Following the sessions stakeholders were provided with a copy of the draft masterplan and were encouraged to provide any further feedback, comments and questions by 9th October 2020.
- 2.7 A feedback report was produced by the developers following the sessions, which provided a response to comments raised and prompted amendments to the masterplan. The alterations included strengthening landscaping and landscape buffers, in particular around the existing properties (17-23 Molrams Lane) adjacent to Site 3c, clarifying and extending cycle/footpath connections, providing further detail on open space provision and reducing the area for three storey buildings.

Public Consultation

- 2.8 The public consultation on stage 2 of the masterplan ran for seven weeks during December 2020-January 2021. The consultation was extended from the usual three-week period to seven weeks due to the pandemic and the Christmas period. Again, COVID-19 restrictions meant that the developers were unable to hold conventional walk-in exhibitions. The City Council displayed site notices and consulted residents close to the allocations by letter (Molrams Lane, Maldon Road, Brick Kiln Lane and Sandford Mill Lane).
- 2.9 The site promoters sent consultation leaflets to approximately 3,000 addresses within the Great Baddow and Sandon area. The leaflet provided information on the masterplan and directed consultees to their website where further information could be found including a virtual exhibition. A member of the project team was also available via a 'live chat' session or via telephone or email.
- 2.10 The comments received from the public consultation have been summarised and the comments have been discussed between Redrow Homes and City and County Council officers. This has resulted in a final masterplan document.

Quality Design Review

- 2.11 The masterplan was reviewed by the Essex Quality Design Review Panel on 14th December 2020. The panel recognised that the sites were challenging and appreciated that considerable work had been undertaken to develop the proposals to their current stage. Many of the points raised by the panel will need to be addressed at planning application stage, when more detailed designs of the development will be known. For example, the panel were keen for the buildings to have adaptability and flexibility in their design to adapt to future needs and working patterns.

2.12 The Panel's main comments and suggestions for the masterplan stage were as follows:

- Ensuring there are seamless links through the sites for pedestrians and cyclists
- Ensuring collaboration between Redrow Homes and Hopkins Homes to ensure development is not fragmented
- A better understanding of the creation of a sense of community and place
- A better understanding where the 'Redrow 8' principles¹ come into the masterplan
- Improved connections to the play and open spaces at site 3c and through to the north of Maldon Road
- Further clarity of sustainability measures (although much of this would be subject to the detailed design stages)

2.13 The site promoters responded to the comments of the review panel and made subsequent changes to the plan. Details of this can be found at Appendix 3 – Site promoter's response to consultee comments.

Member Presentation

2.14 Prior to the Chelmsford Policy Board meeting all members were invited to a briefing by the developers on 23rd February 2021 setting out the content of the final draft masterplan.

3. Overview of Masterplan Content

Land Uses and developable parcels

3.1. The constraints of the site, in particular utilities, natural landscape features, landscape designations and heritage assets have dictated the developable areas of the allocation. On sites 3b and 3d, which are located to the north of Maldon Road, their location next to the Park and Ride provides opportunities to both encourage more sustainable patterns of travel and also to extend the Park and Ride by safeguarding land. However, Maldon Road, Sandford Mill Lane and the National Cycle Route to the north act as a barrier and effectively define the site area. The Green Wedge and Conservation Area are located further north of these sites where policies seek to protect these landscapes and the proposed landscaping, indicative heights and densities in the masterplan seek to reflect this.

3.2. Site 3b provides the opportunity for a new business park specifically due to its proximity to the Sandon Park and Ride and the City Centre. The early years and childcare nursery is deliberately located on this site, as required by the Local Plan, to serve to employees of the employment uses but also the wider area including patrons of the Park and Ride. One of the aims is to try and encourage linked trips and movements. As such Park and Ride users will take advantage of the convenient location of the nursery which, as shown in the masterplan, is located adjacent to

¹ Redrow 8 principles set out in Vision section of masterplan

pedestrian/cycle routes that lead to the Park and Ride and to Sites 3c and 3d and Site 3a beyond.

- 3.3. High voltage powerlines bisect Sites 3b and 3d which restricts development but allows for the creation a large landscape corridor and the provision of strategic open space/parkland with pedestrian/cycle routes connecting to and through.
- 3.4. Site 3d is the smaller of the two residential sites and is allocated for around 50 homes. A Second World War pillbox lies on the northern boundary and this would be retained and enhanced within a landscape setting. Open space would be provided to the east to complement the green corridor between Sites 3b and 3d.
- 3.5. Site 3c is located to the south of Maldon Road adjacent to the existing settlement of Great Baddow to the west and The Sandon School to the south. It is allocated for around 100 new homes. Its location offers the opportunity to continue development in this location but also being sensitive to its rural surroundings.
- 3.6. There is a high-pressure gas main that runs through the middle of Site 3c together with low voltage powerlines which are proposed be located underground. An established wooded boundary, Cross Wood, which is a result of a Forestry Commission grant borders the north and north-western boundaries. Access is required through this wood but as a valued feature the masterplan seeks to minimise any impact and ensure robust compensatory planting.
- 3.7. Similar to Sites 3b and 3d, the high-pressure gas main also restricts development but allows for a landscape corridor and play spaces within it.

Access, Movement and Connections

- 3.8. A five-arm roundabout is proposed at the junction of Sandford Mill Lane and Maldon Road which would provide access to Sites 3d and 3c and the Hopkins Homes Site 3a. This is a result of discussions between Redrow Homes, Hopkins Homes and ECC Highways Authority. A further four arm roundabout is proposed to the east to provide access to the employment site (3b). The design of both roundabouts has been developed to take account of strategic pedestrian and cycle desire lines and design standards. Crossing points are proposed to ensure safe connections.
- 3.9. A vehicle access is also proposed off Molrams Lane to serve a limited number of properties at Site 3c. Concerns that this would result in 'rat running' and on street parking on Molrams Lane were raised at the Stage 2 consultation. However, the masterplan advises that a through link will not be provided to the wider site and parking will be in accordance with Local Plan parking standards – both would be addressed at planning application stage.
- 3.10. A multi-user crossing is proposed between the two roundabouts on Maldon Road to facilitate safe crossing between the sites and the wider area. A Pegasus crossing is included to provide safe movement and access for horse riders – there are a number of livery yards located in Sandon and the surrounding area – to the bridleway network

to the north and north-east of Site 3b extending into Little Baddow. Access to this network would be facilitated by a bridleway link through Site 3b.

- 3.11. Pedestrian/cycle routes are proposed either adjacent to Maldon Road or through the three sites to facilitate connections to the Park and Ride, the National Cycle Route to the north, The Sandon School and existing pedestrian/cycle connections to the wider area including Great Baddow. The constraints of the surrounding urban environment, i.e. Maldon Road, existing housing, and third-party ownership does limit how far connections can be extended but it is considered that the sites provide safe and enhanced routes between each other and the wider area. It is considered the masterplan successfully promotes the use of more sustainable means of transport.
- 3.12. Although the East Chelmsford sites have limited interdependencies, CCC officers have been assessing all four sites that make up the East Chelmsford allocation. This is to ensure that the sites, when read together, are coherent, connected and maximise placemaking opportunities. CCC officers consider one of the key issues is connectivity between the four sites.
- 3.13. A plan is provided at page 59 of the masterplan showing the East Chelmsford allocation as a whole. Hopkins Homes, the developer for Site 3a, have undertaken Stage 1 consultation of their masterplan and the indicative blocks and routes from this have been overlaid onto a plan with the Redrow Homes sites. The plan crucially shows how the sites would relate to each other, connections between the sites and the wider area. Whilst the developers are producing separate masterplans for their respective sites, there are shared infrastructure requirements and therefore they have and will continue to engage with one other on the delivery of the East Chelmsford development.
- 3.14. In addition, the same CCC and Highways Authority officers are working with both developers on their masterplans to ensure consistency and coherency. The Council is satisfied that the developers can come forward with their masterplans independently without impacting on the delivery of the East Chelmsford allocation.

Green/Blue Infrastructure

- 3.15. With the exception of where access needs to be facilitated, the masterplan takes a landscape led approach and seeks, where possible, to retain existing hedgerows and trees and seeks to enhance woodland and hedgerow planting within key areas and landscape corridors particularly within the safeguarded/wayleave through Site 3c and between Sites 3b and 3d. These corridors together with the northern section of the employment site (3b) provide an extensive area of open space/natural landscaping to complement the build form of development. Pedestrian/cycle routes extend through these areas effectively creating a network of green spaces between the sites for existing and future residents.

- 3.16. The importance of Cross Wood at Site 3c is recognised in the masterplan and robust compensatory/new planting to strengthen the wood to mitigate any loss for access is proposed along the north and north-western boundaries.
- 3.17. Reinforced/new hedgerow planting is proposed on Site 3c's western boundary to provide a landscape frontage to development along Molrams Lane.
- 3.18. Similarly, a landscape corridor is proposed on the eastern boundary of Site 3c to provide a softer transition between built form and the countryside to the east. This will be integrated with the existing pillbox along this boundary and the SuDS attenuation basin which lies just outside of the site boundary. On this, the siting of the basin in this location has been agreed following extensive discussions between CCC officers and the developer. Due to the site's topography and natural drainage point as well as the location of the gas main and the pillbox, there would be significant challenges in delivering a well-designed and connected development that, crucially, drains sustainably, were the basin to be sited inside of the allocation boundary. The area around the basin would be landscaped as part of a wildlife, bio-diverse corridor along the site's boundary.

Density and height

- 3.19. Although indicative, the masterplan illustrates how the development would respond to both the urban and rural landscape. Residential density ranges between 20-30dph with lower densities along the boundaries where there is a transition to countryside beyond. Indicative heights also take account of landscape character and residential amenity, in particular the properties directly adjacent Site 3c and the properties on the opposite side of Molrams Lane.
- 3.20. Concerns were raised at the Stage 2 consultation on the residential blocks at Sites 3c and 3d adjacent to Maldon Road which indicate heights up to three storeys. These blocks offer opportunities to provide gateway buildings to the sites and as well as potentially providing a mix of housing types. However, the detailed design and final height of these buildings will be determined at planning application stage.

4. Public Consultation – Main Issues (masterplanning)

- 4.1. The public consultation resulted in 103 neighbour representations and representations received from a wide range of consultees. The responses ranged from matters that needed to be resolved at masterplan stage, those that needed to be addressed at pre-application and more detailed issues that will be covered by the planning application.
- 4.2. Appendix 2 sets out a summary of the responses received and Appendix 3 sets out the site promoters responses to the matters that needed to be addressed at masterplan stage.

- 4.3. City Council officers are content that the matters raised by the consultation have been addressed satisfactorily in the latest version of the masterplan and that the input from consultees and local residents has positively enhanced the development of the allocation proposals.

5. Conclusion

- 5.1. The masterplan demonstrates how the requirements of the Local Plan will be delivered on Sites 3b, 3b and 3d.
- 5.2. The vision is sufficiently ambitious to achieve a high-quality development which is well related to its context. The masterplan layout and other content provides a sound framework to guide successful placemaking and will support the planning application process as it should.
- 5.3. The masterplan is presented to Chelmsford Policy Board with recommendations that it be referred to Cabinet for approval subject to the inclusion of any further necessary changes.

List of appendices:

Appendix 1 – Masterplan

Appendix 2 – Summary of consultation and neighbour responses

Appendix 3 – Site promoters responses to consultation and neighbour responses at masterplan stage

Background papers:

None

Corporate Implications

Legal/Constitutional:

None

Financial:

None

Potential impact on climate change and the environment:

New housing delivery can have a negative impact on climate and environmental change issues. Planning Policies, Building Regulations and Environmental Legislation ensure that new housing meets increasingly higher sustainability and environmental standards which will help mitigate this impact.

Contribution toward achieving a net zero carbon position by 2030:

The adopted Local Plan and Making Places SPD will provide guidance to assist in reducing carbon emissions through development. This development will follow the published guidance.

Personnel:

None

Risk Management:

None

Equality and Diversity:

None. An Equalities and Diversity Impact Assessment has been undertaken for the Local Plan.

Health and Safety:

None

Digital:

None

Other:

None

Consultees:

CCC – Spatial Planning

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

Chelmsford Climate and Ecological Emergency Action Plan

MINUTES
of the
CHELMSFORD POLICY BOARD
held on 4 March 2021 at 7.00pm

Present:

Councillor I Fuller (Vice-Chair in the Chair)

Councillors H Ayres, N Chambers, W Daden, J Galley, M Goldman, S Goldman,
G B R Knight, R Moore, G H J Pooley, R J Poulter, I Roberts, M Sismey, A Sosin,
and N Walsh

Also present:

Councillors D Clark, A Davidson, C Davidson, R Lee, M J Mackrory, C Shaw, J Sosin
and S Young

1. Attendance and Apologies for Absence

The attendance of those present was confirmed. Apologies for absence had been received from Councillor R T Whitehead, who had appointed Councillor M Sismey as his substitute.

2. Minutes

The minutes of the meeting on 14 January 2021 were confirmed as a correct record.

3. Declarations of Interest

All Members were reminded to disclose any interests in items of business on the meeting's agenda and that they should do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it.

4. Public Questions

Questions were put and statements made by Great Baddow Parish Council and the Great Baddow East Neighbourhood Association on the East Chelmsford Masterplan, details of which are recorded under minute number 5 below.

5. Strategic Growth Site Allocations 3b, 3c and 3d – Masterplan for East Chelmsford

The Policy Board considered a masterplan for Strategic Growth Site Allocations 3b, 3c and 3d – East Chelmsford, which was being brought forward by Redrow Homes. Site 3b had been allocated for employment use and Sites 3c and 3d for residential use. Strategic Growth Site 3a – Manor Farm, was being brought forward by Hopkins Homes who were preparing a separate masterplan for that site. Hopkins Homes and Redrow Homes were engaging with one another to ensure consistency across the masterplans and the City Council had considered both developers' masterplans as they had progressed to ensure compatibility between the proposals.

The Masterplan presented to the meeting provided for:

- Strategic Growth Site 3c – Around 100 new homes including 35% affordable housing
- Strategic Growth Site 3b – Around 5,000sqm (net) new Use Class B1 floorspace, or other appropriate B Use Classes, a stand-alone early years and childcare nursery and safeguarded land for the future expansion of the Sandon Park and Ride
- Strategic Growth Site 3d – Around 50 new homes including 35% affordable housing

Its core content included context and site analysis; the constraints and opportunities presented by the site; analysis of landscape, ecology, heritage and drainage; access, movement and connectivity; land use and green infrastructure through the creation of a network of green corridors and compensatory planting.

Questions and statements on the Masterplan had been submitted by Great Baddow Parish Council and the Great Baddow East Neighbourhood Association (GBENA). Their concerns centred primarily on the impact the development would have on an already congested road network; the lack of information on the provision of infrastructure and services to support the development; the potential of the development to exacerbate flooding in the area; and the lack of co-ordination of this development with that intended for Site 3a and the need to consider all of the sites in conjunction with one another.

Ward councillors for the area attended the meeting and many of their comments reflected the concerns expressed by the Parish Council and GBENA. They were of the opinion that a coherent and coordinated development would best be achieved by considering together the masterplans of both developers and it was regrettable that both had not been brought forward at the same time. They were not convinced that the concerns about the impact of the Redrow and Hopkins developments on the highway network were adequately addressed by the former's masterplan. In particular, the proposed cycle network lacked a direct, off-road link to the city centre; there was no provision for a footpath and cycle path in Molrams Lane to Baddow Hall school; there were no plans for a dedicated cycle route in Meadgate

Avenue; and some of the routes planned in the masterplan were dependent on that being produced by Hopkins.

Other doubts expressed by ward councillors and members of the Board included the impact of the development on already over-stretched infrastructure and facilities in Great Baddow, including schools and health services; the ability of current bus services to support the sites; the suitability of the proposed three-storey elements of the residential developments; the apparent use of part of the Park and Ride site to provide parking for the industrial units at Site 3b; and the design of the roundabout which provided the main access to the residential areas.

In response to the questions and comments, officers informed that Board that:

- Whilst it would be desirable to have one masterplan that covered all the development sites in East Chelmsford, the sites were in different ownerships and being brought forward by separate developers. They also had differing requirements, constraints and considerations. Nonetheless, efforts had been made to ensure that Redrow and Hopkins took into account each other's masterplan, worked together to create a synergy between the two and brought them forward as close to the same time as possible. A joint masterplan would not guarantee the delivery of the East Chelmsford sites both individually or collectively. It would still be for the separate developers to determine whether their sites would be delivered but at present there is every indication that they will be. Hopkins Homes were keen to proceed with consultation on their masterplan and submit it for approval as soon as possible, there had been a series of meetings between them and Redrow, and a legal agreement between the two companies for the main roundabout serving both developments was imminent. Even if, for example, the Hopkins masterplan was not presented or approved, the Redrow plan would satisfy the Local Plan requirements for the development of that site.
- With regard to highway matters, the allocation of the Redrow sites had been supported by traffic modelling at the Local Plan stage which confirmed that the current and proposed highway network could accommodate traffic generated by the development. A full transport assessment would accompany the detailed planning application. The impact on the Army and Navy would be taken into account in plans for future improvements to the roundabout and plans for the Bradwell B development would need to include measures to mitigate the impact of construction traffic on all routes that might be affected by it. The main access to the residential areas would be via the new roundabout rather than Molrams Lane, with only a small number of properties being accessed via that Lane. Both developers were co-ordinating with Essex County Council on their traffic models and there would be an assessment as part of the detailed planning application of any off-site improvements that may need to be made to the highway network.
- The Redrow masterplan included a number of cycle routes that connected the site to the existing cycle network and would improve the present provision for cycling through less trafficked routes. This included an off-road route to the Park and Ride site and the national cycle network to the city centre. There would also be connections through the Hopkins Homes site and the routes proposed by both

developers were likely to be delivered at around the same time. Land ownership constraints prevented the creation of entirely off-road routes but Redrow was taking all steps possible to create safe and convenient routes.

- The Redrow development would not include the direct provision of infrastructure services for health and education but contributions for the expansion and enhancement of existing services would be secured through Section 106 contributions. Baddow Hall school, for example, had space for expansion.
- The strategic flood risk assessment for the site produced to support its inclusion in the Local Plan had shown that it was suitable for development and the measures proposed in the masterplan to prevent flooding and manage surface water drainage were acceptable. The parts of the site to be developed were in the areas of lowest risk and the planning application would include details of drainage and flood mitigation.
- Officers were mindful of concerns about the scale and density of the residential developments. However, the three-storey elements would act as strong gateway features at the main accesses to the developments which, in design terms, would be appropriate in the context of the infrastructure to be built in those areas.
- The need for a five-arm roundabout to provide access to the residential sites was dictated by the topography of the area.
- The car parking standards for the employment site would meet the City Council's requirements and would be provided on-site.
- The developer was looking at the improvements to bus services that would be needed to serve the site.

The Board concluded that although ideally the developments in East Chelmsford would be the subject of a single masterplan, or separate plans that were submitted at the same time, in order to alleviate any uncertainty about synergy between the development areas, the Cabinet should be recommended to approve the Redrow masterplan but be informed of the concerns expressed at the meeting. Officers were asked to press Redrow and Hopkins Homes for a joint statement confirming that they would work together to address those concerns.

RESOLVED that :

1. The Policy Board recommend to Cabinet that the masterplan for East Chelmsford attached at Appendix 1 to the report to the meeting be approved, but that it notes the concerns expressed at the meeting regarding the uncertainty of delivery of infrastructure, in particular interdependent cycling and walking connectivity, relating to the separate masterplan covering Site 3a (being delivered separately by Hopkins Homes).
2. The officers seek from Redrow Homes and Hopkins Homes before the Cabinet considers this masterplan a joint statement from them confirming that they are working collaboratively with each other to ensure key connections and synergy between the sites to ensure the successful delivery of the East Chelmsford allocation.
3. The Director of Sustainable Communities, in consultation with the Chair and Vice Chair of the Policy Board and the Cabinet Member for Sustainable Development, be

authorised to negotiate any final changes to the masterplan ahead of its consideration by the Cabinet.

(7.31pm to 9.20pm)

6. Solar Farm Development Supplementary Planning Document (SPD)

A Supplementary Planning Document on the development of solar farms was submitted for the Board's approval prior to formal consultation. It provided guidance on preparing, submitting and assessing planning proposals for solar farm proposals and guidance on where solar farms may be most suitable. The SPD considered and applied the requirements of national planning policy and guidance, local planning policies and other relevant strategies and provided practical advice intended to be used by solar farm applicants, Council planners, local stakeholders, and communities in the consideration of solar farm proposals. Once adopted, the SPD would be a material consideration in the determination of solar farm development proposals in the Council's area.

A Green Sheet was circulated before the meeting proposing the deletion of the reference in paragraph 7.36 of the SPD to solar farms within 500m of each other and instead emphasising the need for developers to engage with the City Council on the cumulative impact of developments at the pre-application stage.

During the discussion of the report it was suggested that reference should be included in the SPD that the use of overhead powerlines should be avoided and that the operators of solar farms should show provision for the restoration of the sites at the end of their operation, perhaps by providing a financial bond which they would pay into during the life of the solar farm.

In response to other points raised, officers said that

- RAMS contributions could not be required for solar farm sites as such contributions related only to residential developments; however, the SPD required that solar farms near European Designated Sites include a habitat assessment.
- The inclusion in the SPD of an assumption that they would be welcomed in principle reflected the National Planning Policy Framework which said that they should not be resisted in principle unless there were robust planning reasons for doing so. Any proposal would be judged on its merits and against national and local planning considerations.
- Solar farm technology was evolving fast and therefore the types of modules the Council would expect to be provided were not specified.

RESOLVED that:

1. Subject to the amendment to paragraph 7.36 detailed in the Green Sheet and the addition of wording relating to the restoration of solar farm sites and avoiding overhead

lines, the draft Solar Farm Development Supplementary Planning Document be approved for public consultation.

2. Any subsequent changes to the draft Solar Farm Development Supplementary Planning Document and finalising of all consultation material is delegated to the Director for Sustainable Communities, in consultation with the Cabinet Member for Sustainable Development.

(7.04pm to 7.31pm)

7. Chelmsford Policy Board Work Programme

The Board received the latest version of its Work Programme for 2020-21.

RESOLVED that the latest Work Programme of the Board be noted.

(9.19pm to 9.20pm)

8. Urgent Business

There were no items of urgent business.

The meeting closed at 9.20pm

Chair

Strategic Growth Area – East Chelmsford

Joint Statement prepared by Hopkins Homes and Redrow Homes

1. Introduction

This Statement has been jointly prepared by Hopkins Homes and Redrow Homes in connection with land at Strategic Growth Sites 3a, 3b, 3c and 3d (SGS3a-d) as allocated in the adopted Chelmsford Local Plan. Hopkins and Redrow have control of the allocation parcels as follows:

Table 1: Site Allocations

Site Name	Developer
3a – East Chelmsford (Manor Farm)	Hopkins Homes
3b – East Chelmsford – Land North of Maldon Road	Redrow Homes
3c – East Chelmsford – Land South of Maldon Road	
3d – East Chelmsford – Land North of Maldon Road	

Strategic Growth Location – East Chelmsford comprises of four site allocations (SGS 3a, 3b, 3c and 3d) which, are proposed by the Local Plan, to collectively deliver around 400 new homes and 5,000 sqm of new commercial floorspace over the plan period, as follows:

- **Strategic Growth Site 3a** – Around 250 new homes including 35% affordable housing and a new Country Park.
- **Strategic Growth Site 3b** – Around 5,000sqm (net) new commercial floorspace, a stand-alone early years and childcare nursery and safeguarded land for the future expansion of the Sandon Park and Ride.
- **Strategic Growth Site 3c** – Around 100 new homes including 35% affordable housing.
- **Strategic Growth Site 3d** – Around 50 new homes including 35% affordable housing.

This Statement has been prepared at the request of Chelmsford City Council (CCC) to provide clarity to CCC members on the collaborative joint working undertaken on the proposed masterplans and infrastructure requirements for both the Hopkins and Redrow sites.

2. Background

This Statement follows a previous Statement of Common Ground (Nov 2018) between Hopkins Homes, Redrow and CCC prepared for the Chelmsford Local Plan Examination and attached at Appendix 1. The SOCG confirms areas of common ground amongst the parties including on site delivery (and associated infrastructure), as well as on the Local Plan policy requirements for the sites.

Over the years substantial work has been undertaken amongst the parties. This has included collective working including on the shared access provision for the residential sites. Through this work the parties (including Essex County Council) have agreed in principle the provision of a 5-arm roundabout (at Maldon Road/Sandford Mill Lane) which will serve all residential parcels within the East Chelmsford allocation.

Both developers have positively engaged with CCC throughout the masterplan process, entering into PPAs with CCC to secure this process. In broad terms, the developers have to-date undertaken the following work:

Hopkins

- Stage 0 – Site analysis/context.
- Stage 1 – Community/technical workshops (held on 8 October 2020 – afternoon and evening sessions).

Hopkins is soon to undertake Stage 2 public consultation on its masterplan.

Redrow

- Stage 0 – Site analysis/context.
- Stage 1 – Community/technical workshops (held on 30 Sept 2020, and 05 Oct 2020).
- Stage 2 – Public consultation undertaken (04 Dec 2020 – 22 Jan 2021) and consideration of Masterplan by CCC Policy Board (04 Mar 2021).

Whilst the masterplan work has occurred along varied timescales as above, Hopkins Homes and Redrow can confirm that both parties have continued to engage with each other throughout this process. This has resulted in the formulation of two masterplan documents which secure the principle of key connections between the sites, including pedestrian and cycle links.

3. Delivery

Hopkins and Redrow are progressing individual masterplans and planning applications for the sites. These are informed by collaborative work undertaken to-date, and the parties can confirm a commitment to continued engagement on the proposals going forward both at masterplan and planning application stage.

The adopted site policy requirements for Sites 3a, 3c and 3d is that access is taken from the junction of Maldon Road/Sandford Mill Lane to serve all the residential parcels within the East Chelmsford allocation area (the employment Site 3b has its own separate access arrangements). In order to ensure timely and coordinated delivery of this, both Hopkins Homes and Redrow are working to finalise a legal agreement which sits outside of the masterplan/planning application process. This legal agreement will allow for a joint planning application to come forward for the roundabout and will allow whichever party gains residential planning permission first to build the access provision with the appropriate legal mechanisms to ensure this is undertaken in a timely manner.

4. Conclusion

Hopkins Homes and Redrow confirm the commitment to continue engagement to ensure the developments deliver high quality, comprehensive and sustainable new neighbourhood at East Chelmsford. This will include delivery of the associated infrastructure requirements in accordance with the Chelmsford Local Plan.

Signature

Date

Hopkins Homes

A handwritten signature in black ink, appearing to read "V. F. Lisan".

11/05/2021

Redrow Homes

A handwritten signature in black ink, appearing to read "J. Kirk".

12/05/2021

Chelmsford Local Plan
Statement of Common
Ground with East
Chelmsford Site Promoters
- Strategic Matters

November 2018

Our Planning Strategy to 2036

Chelmsford Local Plan

Statement of Common Ground with East Chelmsford Site Promoters – Strategic Matters

1. Introduction

This Statement of Common Ground (SOCG) has been jointly prepared by the promoters (the ‘Promoters’) of Strategic Growth Sites 3a, 3b, 3c and 3d (SGS3a-d) and Chelmsford City Council (CCC) in relation to the proposed Local Plan Location 3 – East Chelmsford, which incorporates the site allocations and Promoters as set out in Table 1 below. It considers areas of agreement between the parties following the Promoters representations on the Chelmsford Pre-Submission Local Plan and Sustainability Appraisal (SA).

Table 1

Site Name	Promotor/PID Ref Number	Representation Ref numbers
3a – East Chelmsford (Manor Farm)	Hopkins Homes (927684)	PS1856-1858
3b – East Chelmsford – Land North of Maldon Road	Redrow Homes (927695)	PS1901-02, 1904, 1907, 1913, 1916-1920, 1922-25, 1927, 1933, 1938, 1940, 1942, 1944-1966
3c – East Chelmsford – Land South of Maldon Road		
3d – East Chelmsford – Land North of Maldon Road		

Location 3 comprises of four site allocations (Strategic Growth Sites 3a, 3b, 3c and 3d) which, as set out in the Local Plan Pre-Submission Document, are proposed by the City Council to collectively deliver around 400 new homes and 5,000 sqm of new Use Class B1 floorspace over the plan period. This SOCG relates to matters which are common across all sites. Separate site specific SOCGs cover issues which relate to the individual site allocations.

The agreed matters in this SOCG do not preclude any further written or verbal representations that the City Council, County Council and Site Promoters may wish to make as part of the Local Plan Examination, in relation to any other matters which may not have been agreed and/or which do not form part of this SOCG.

2. The Site Promoters

The Site Promoters are working collaboratively to bring the sites forward for development. The signatories to this SOCG and their interest in the sites is set out in table 2 below:

Table 2

Signatory	Interest in Site
Hopkins Homes	Site Promoter SGS3a
Redrow Homes	Site Promoter SGS3b-d
Chelmsford City Council	Local Planning Authority

The Sites

The four sites are located to the east of the Chelmsford City area, adjacent to the existing Urban Area of Chelmsford. A plan of site allocations SGS3a-d is shown on Map 1 of the Pre-Submission Local Plan Policies Map and a plan of the area controlled/owned by the parties listed above are given in **Appendix 1 and Appendix 2**.

3. Legal Compliance and Duty to Co-operate

All parties consider that the Local Plan has been prepared in accordance with the timetable set out in the Local Development Scheme and having regard to the National Planning Policy Framework (2012) in terms of the Duty to Co-operate. Furthermore, it is considered that the consultation on the Local Plan has been in accordance with the Council's Statement of Community Involvement and appropriate bodies have been consulted. A Sustainability Appraisal has also been carried out to support the Local Plan.

4. Spatial Strategy and Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)

The Spatial Strategy contained within the Chelmsford Pre-Submission Local Plan contains suitable broad locations for growth including at Location 3 – East Chelmsford.

An SA/SEA has been undertaken as part of the Local Plan and this confirms Location 3 - East Chelmsford as forming the most appropriate and sustainable strategy for development and growth.

5. Strategic Priorities, Vision and Spatial Principles

The Strategic Priorities, Vision and Spatial Principles within the Chelmsford Pre-Submission Local Plan provide a robust and sound strategic framework.

6. Strategic Policies

The Chelmsford Pre-Submission Local Plan contains sound Strategic Policies that delivers the Strategic Priorities and Vision, and that are in accordance with the Spatial Principles.

Location 3 – East Chelmsford

Location 3, comprising of Strategic Growth Sites 3a, 3b, 3c and 3d set out the amount and type of development expected by Chelmsford City Council to be provided together in this location with specific supporting infrastructure and other requirements needed.

The parties for all the sites agree to the following main principles:

Development and masterplanning principles

- That the site allocations as shown on the Pre-Submission Local Plan Policies Map (Map 1 – Chelmsford Urban Area) and attached at **Appendix 1** are suitable, available and achievable

- That the site allocations will provide a mixed size and type of development include affordable housing and specialist housing
- The delivery of 35% affordable housing in accordance with the requirements of the Local Plan and Policy HO2
- The site masterplanning principles and the need to prepare a masterplan to be approved by CCC. A PPA has been entered into with CCC and Redrow Homes and is attached at **Appendix 3**. Hopkins Homes has indicated their intention to enter into a PPA with CCC. The PPAs will guide the content, timing, preparation and consultation of the masterplan.
- A delivery period of between 2020 and 2028 for Location 3 as a whole (site specific delivery periods set out in the individual site allocation SOCGs) and the completion rate contained within the Housing Trajectory as set out in the Council's Schedule of Additional Changes (see below)

Infrastructure

- The supporting on-site development and site infrastructure requirements including a new Country Park and a new stand-alone early years and childcare nursery at Site 3b
- The main vehicular access point to serve sites 3a, 3c and 3d and Sandford Mill will be a roundabout at the junction of Maldon Road and Sandford Mill Lane
- Provision of pedestrian and cycle connections, including, where applicable, access to Sandon Park and Ride and provision of bridleways where appropriate

Design and layout

- The delivery of a high-quality comprehensively planned sustainable neighbourhood
- The delivery of growth alongside a network of green infrastructure, habitat mitigation and creation and a coherent framework of wide green spaces for formal and informal sport, recreation and community space that is well-connected to Public Rights of Way

Development requirements

- Preserving and enhancing the historic and natural environment
- Provision of appropriate local and strategic road network improvements as required by the Local Highways Authority
- Provision of appropriate measures to promote sustainable transport
- Undertaking the relevant assessments as set out in policies SGS3a-d
- Provision of suitable SuDs and flood risk management
- For sites 3a, 3c and 3d, where appropriate, contributions towards mitigation measures identified in the Essex Recreational Disturbance Avoidance and Mitigation Strategy (RMAS) (further details set out in the Council's Schedule of Additional Changes SD 002)

7. Delivery

The Chelmsford Pre-Submission Local Plan is supported by modelling which tests traffic (EB 026, EB 027, EB 029, EB 031, EB 032 and EB 033), flood and water cycle impacts (EB 106A-I and EB 107B). These demonstrate that there are no over-riding issues and constraints to the development site.

The Chelmsford Pre-Submission Local Plan is supported by infrastructure modelling contained within the Infrastructure Delivery Plan Update (EB 018B) and together with all other policy requirements have been the subject of appropriate viability testing (EB 082A and EB 082B).

8. Council's Schedule of Additional and Minor Changes

The parties agree to all the proposed changes related to the East Chelmsford site allocation as set out in the Schedule of Additional Changes (SD 002) and Schedule of Minor Changes (SD 003) to the Chelmsford Pre-Submission Local Plan and Policies Map, including changes AC109-AC132 and MC11-MC12) to the site allocation policies and reasoned justification.

All parties consider that these changes do not go to soundness of the Local Plan, but that they provide an up-to-date position and improve clarity and consistency. The proposed changes overcome some of the concerns raised by the Site Promoters in their Regulation 19 representations. The outstanding matters that remain to be resolved between the parties are set out in the in the individual site allocation SOCGs.

9. Conclusion

All parties agree that the East Chelmsford Strategic Growth Site allocations 3a, 3b, 3c and 3d are deliverable within the plan period, in a suitable location for development and are viable. There are no over-riding issues and constraints to bringing forward these development sites in accordance with the Chelmsford Local Plan.

10. Appendices

1. Extract from Pre-Submission Local Plan (Map 1)
2. Area controlled/owned by the landowners/promoters
3. Redrow Masterplanning Planning Performance Agreement

Signatories:

Jeremy Potter

Planning and Strategic Housing Policy Manager
Chelmsford City Council

Robert Elurne

Hopkins Homes

Sarah Kirk

Redrow Homes

Chelmsford City Council Cabinet

8 June 2021

Trinity Road Primary School Expansion

Report by:

Cabinet Member for Sustainable Development

Officer Contact:

Stuart Graham, Economic Development and Implementation Services Manager,
stuart.graham@chelmsford.gov.uk, 01245 606364.

Purpose

This report sets out the proposed expansion project at Trinity Road Primary School and the use of £950,000 of Community Infrastructure Levy funding to support its successful delivery.

Options

The following options are available to Cabinet:

- a) Agree to allocate £950,000 from the Community Infrastructure Levy (Strategic Allocation) to support the expansion of Trinity Road Primary School, or
- b) Agree to not allocate £950,000 from the Community Infrastructure Levy (Strategic Allocation) to support the expansion of Trinity Road Primary School

Preferred option and reasons

The preferred option is option (a). The expansion of Trinity Road Primary School is required to meet increased demand in the Chelmsford Urban Area and is identified in Essex County Council's 10 Year School Plan as the priority to serve this part of the urban area. As the new neighbourhood at Chelmer Waterside comes forward, in line with the adopted Chelmsford Local Plan, it will be important for primary school places to be available to meet demand in the most sustainable location. Trinity Road

Primary School is the closest school to the new neighbourhood and provides for the best opportunities for safe walking and cycling to school. Improving the school's capacity will provide the infrastructure ahead of the development and without the Community Infrastructure Levy contribution ECC would need to consider alternatives, which may be less appropriate.

Recommendations

It is recommended that:

- a) Cabinet approves the allocation of £950,000 from the Community Infrastructure Levy (strategic allocation) to the Trinity Road Primary School expansion project,
- b) that the Director of Sustainable Communities is delegated to prepare and agree the funding agreement with Essex County Council to enable the transfer of funding

1. Background and context

- 1.1. The Chelmsford Local Plan (adopted May 2020) allocates residential development within a number of sites within the city centre of Chelmsford. The primary brownfield location for new residential development within the city centre is Chelmer Waterside (Strategic Growth Site 1a), where six sites are allocated and where new development has already been delivered in recent years and is being constructed now, the primary development being the Aspyre development on Wharf Road.
- 1.2. It is critical for new development to be supported by accompanying infrastructure. This includes highway infrastructure (including cycling and walking), removal of land constraints and the delivery of new community infrastructure, including new health and educational facilities.
- 1.3. The City Council is already bringing forward new infrastructure at Chelmer Waterside to enable housing delivery in Chelmer Waterside. This includes land remediation, removal of on-site constraints and the provision a new access road and bridge.
- 1.4. Whilst education provision is the responsibility of Essex County Council, the City Council has a key enabling role to play to assist in delivery of wider provision, either through securing infrastructure through S106 agreements or collecting the Community Infrastructure Levy from development and using that funding to support the delivery of strategic infrastructure to support its Local Plan.
- 1.5. The Chelmsford Local Plan and its supporting Infrastructure Delivery Plan set out a requirement for enhanced primary school provision to support the new

neighbourhood in Chelmer Waterside. The County Council's 10 year forward plan for primary school provision identifies an expansion at Trinity Road Primary School as the best option to meet additional provision in this location.

- 1.6. This report sets out further detail on the proposal for the expansion of Trinity Road Primary School and an allocation from the Community Infrastructure Levy to support its successful delivery.
- 1.7. The Community Funding Panel met on 6th July 2020 to consider the principle of the project and recommended that the City Council provides funding to support the project, subject to formal Cabinet approval.

2. What is being proposed?

- 2.1 The overall objective of the project is to provide enough room within the school to expand from 1.5 form entry to 2 form entry. This will provide an additional 105 places within the school (15 per year group) from September 2022.
- 2.2 Specifically, the following will be provided at the school:
 - a) a new multi-use games area and pitch
 - b) replacement of the existing HORSAs (school hut) building at the front of the site and replacement with a new purpose-built facility providing 2 classrooms and a multi-purpose hall
 - c) some internal remodelling of the main building
- 2.3 Public consultation has just taken place and the current programme is for the planning application to be submitted in July 2021, with project completion ready for September 2022.
- 2.4 Appendix 1 shows the current plan for the project.

3. Funding

- 3.1 Essex County Council estimates that an investment of in excess of £2m is required to complete the school expansion.
- 3.2 Whilst ECC holds just under £119,000 of S106 contributions that can support the project, the basic needs funding from the Department for Education (DfE) is limited and the DfE expects local development to fund projects required as a result of growth, whether through S106 or the Community Infrastructure Levy.
- 3.3 To enable the project to proceed requires a minimum contribution of £950,000 from the Community Infrastructure Levy. Without this funding, ECC

would have to consider alternative cheaper, but probably less suitable options.

3.4 It is therefore considered appropriate to support the project using already collected CIL receipts from the strategic allocation. By way of an example, the Aspyre development on Wharf Road delivered a CIL receipt of £3.5m, and with no education provision via S106, it is wholly appropriate to use part of that receipt to support the Trinity Road Primary School project and to enhance its provision as the rest of Chelmer Waterside comes forward.

3.5 Should Cabinet approve the funding allocation then a funding agreement between both Councils will be put in place.

4. Meeting Chelmsford City Council objectives

4.1 Supporting the expansion of Trinity Road Primary School using CIL meets the following strategic objectives of the City Council:

- a) It will deliver enhanced primary education provision within the urban area as required by the Local Plan and its Infrastructure Delivery Plan
- b) It will deliver a school expansion close to the Chelmer Waterside new neighbourhood in a sustainable location that encourages walking and cycling to school
- c) It will provide enhanced infrastructure before the rest of Chelmer Waterside comes forward, alongside the delivery of other infrastructure being led by the City Council
- d) The design team is fully embracing low carbon design principles * for the project which aligns with the Council's Climate and Ecological Emergency Action Plan objectives

*current design principles include for the project to be designed to be energy efficient in construction and in use. The design will optimise the use of south-facing photovoltaic solar panels, cross ventilation with mechanical heat recovery and natural lighting through high-level windows and efficient LED lighting.

5. Conclusion

5.1 The delivery of infrastructure to support future development is a key objective of the Chelmsford Local Plan. The Chelmsford Local Plan proposes significant new residential growth at Chelmer Waterside and elsewhere in the urban area.

5.2 Both the Chelmsford Local Plan, its supporting Infrastructure Delivery Plan and the Essex County Council 10 Year School Plan identify the need for enhanced primary school provision in the city centre.

5.3 Trinity Road Primary School is best located to meet that need and provide for a sustainable expansion that will meet future needs in the city centre, particularly as Chelmer Waterside continues to come forward.

5.4 An allocation of funding from the Community Infrastructure Levy to ensure the delivery of this project is considered to be wholly in line with the Council's strategic objectives.

List of appendices:

Trinity Road Primary School, Proposed General Arrangement Plan

Background papers:

Chelmsford Local Plan and Infrastructure Delivery Plan

Corporate Implications

Legal/Constitutional: The use of CIL funding to support the delivery of improvements to a school is in accordance with the CIL Regulations 2010 and the definition of infrastructure as defined in the Planning Act 2008.

Financial: The use of CIL funding for this project would allocate funding already held by the Council through collected CIL receipts.

Potential impact on climate change and the environment: The school is well located in a sustainable location close to the new Chelmer Waterside neighbourhood. Its expansion will create additional space within the School and given its proximity to the new development and the increase in demand will encourage active travel to the school.

Contribution toward achieving a net zero carbon position by 2030: The principles of low carbon design are being applied to the building's design.

Personnel: N/A

Risk Management: This will be managed by ECC who are delivering the project. CCC will require ECC to enter into a funding agreement for the CIL contribution.

Equality and Diversity: Managed by ECC

Health and Safety: Managed by ECC

Digital: N/A

Other: None

Consultees:

Essex County Council

Relevant Policies and Strategies:

Chelmsford Local Plan (adopted May 2020)

Essex County Council 10 Year School Plan

Appendix 1: Trinity Road Primary School General Arrangement Plan



Chelmsford City Council Cabinet

8 June 2021

Review of Community Infrastructure Levy (CIL) Governance Arrangements

Report by:

Cabinet Member for Sustainable Development

Officer Contact:

Stuart Graham, Economic Development and Implementation Services Manager,
stuart.graham@chelmsford.gov.uk, 01245 606364

Purpose

To update the Council's CIL governance arrangements and approach for decision making on the prioritisation and spend of CIL within the City Council's area.

Options

The following options are available:

- A) Agree the revised CIL Governance Arrangements without amendment
- B) Agree the revised CIL Governance Arrangements with amendments
- C) Not accept the revised CIL Governance Arrangements.

Preferred option and reasons

Option A is the preferred option. This will enable strategic CIL spending decisions to prioritise the delivery of infrastructure to support the development set out in the new Local Plan and its associated evidence base. In the case of neighbourhood CIL, to remove boundary restrictions to better address the impact of development across the entire unparished urban area.

Recommendations

1. The revised governance process for the strategic allocation of CIL is approved
 2. The revised governance for the neighbourhood allocation of CIL is amended to remove the geographical boundaries that restrict spend within the four neighbourhood groups
 3. The updated CIL Governance Arrangements document (Appendix 1) is approved and that the Director of Sustainable Communities, in consultation with the Cabinet Member for Sustainable Development, be authorised to approve any required amendments before publication on the Council's website.
-

1. Introduction

- 1.1. CIL is a charge which local authorities can place on developers to help fund infrastructure needed to support new development in their areas. CIL is governed by the CIL Regulations 2010 (as amended). Chelmsford City Council adopted CIL in June 2014 and to date has collected circa £28 million in receipts.
- 1.2. Under the CIL regulations, Chelmsford City Council has an obligation to determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area. While the CIL regulations broadly define what CIL can be spent on, the City Council must establish its own governance process for decision making and allocation of CIL. The Council's CIL governance arrangements were last published in November 2019.
- 1.3. The City Council is also required to publish an annual Infrastructure Funding Statement that sets out how CIL and S106 is spent or is intended to be spent.
- 1.4. This report considers a review of the adopted CIL governance arrangements and recommends the adoption of new arrangements as set out within the document at Appendix 1.

2. Strategic Allocation of CIL

- 2.1. The majority of CIL funds, the strategic allocation, are retained by Chelmsford City Council for spending on infrastructure in accordance with the definition in the 2008 Planning Act (section 216).
- 2.2. Under the previously agreed governance arrangements, the Council reserved 4/5 of the strategic allocation for strategic priorities as recommended by the Community Funding Panel in consultation with external partners. The remaining 1/5 would be allocated through an annual expression of interest process, open to

internal departments and external infrastructure delivery partners. It is now proposed that this split is removed.

- 2.3. On an annual basis, and as part of the Council's budget setting process, the Council will now set out an Infrastructure Priority Schedule that, amongst other things, sets out the prioritisation of the spend of CIL alongside other funding streams, to support the delivery of strategic priorities, over the medium term to 5 years. This will be reviewed annually and will form part of the Council's Medium-Term Financial Strategy. This will take into account projects delivered by the City Council and its external partners.
- 2.4. External strategic partners (including Essex County Council and NHS England) will be able to submit an expression of interest for project funding through the Council's website, which will be permanently open.
- 2.5. For any strategic projects that are the responsibility of the City Council, relevant service areas will be required to submit an expression of interest.
- 2.6. To date, the CIL receipts collected by the Council relate to development brought forward via the previous Local Development Framework (plan period to 2021). The new Local Plan, adopted in May 2020, covers the period to 2036 and the future use of CIL receipts from now on will prioritise the delivery of infrastructure to support the development set out in the new Plan and its associated evidence base, including the Infrastructure Delivery Plan.
- 2.7. Appendix 2 contains a summary of projects against which strategic CIL has been allocated to date.

3. Neighbourhood Allocation of CIL in Chelmsford's Unparished Urban Area

- 3.1. In line with the CIL regulations, Chelmsford City Council must pass 15% of the relevant CIL receipts to the parish council for the area of the contributing development, rising to 25% in areas that have an adopted Neighbourhood Plan. If there is no parish or town council, the City Council retains the 15% portion of CIL that would otherwise have been passed to the parish or town council.
- 3.2. The CIL regulations do not prescribe a specific process for agreeing how this portion is spent. There is guidance provided by Government, although not written into law. The CIL guidance proposes engagement with the communities where development has taken place to ensure that the money is used to address the priorities of the local community. For example, any existing neighbourhood groups, local businesses, and ward councillors' networks. The Council has previously addressed this with the involvement of local ward councillors who have knowledge of priorities in their areas.
- 3.3. The guidance further advises that local consultation should be proportionate to the level of receipts and the scale of the proposed development to which the

neighbourhood funding relates. It emphasises that consideration should be had for the importance of certain projects for delivering development that the area needs, the infrastructure needs of the wider area and appropriate linkages to the growth plans for the area and how spending might support these objectives.

3.4. The regulations do not specify that collected CIL money should be used within a radius of its originating development. Within the regulations, the local CIL generated from an unparished area and retained by the City Council can be used within any unparished area.

3.5. The nine unparished wards within Chelmsford have previously been grouped into four neighbourhoods (listed below), and 15% of the CIL collected in those areas has been restricted to be spent in the neighbourhood of the contributing development.

- Central: Marconi, Moulsham & Central, and Waterhouse Farm
- North East: The Lawns and Trinity
- North West: St. Andrews and Patching Hall
- South: Goat Hall and Moulsham Lodge

3.6. The neighbourhoods were introduced with the intention that CIL budgets would be made available to each of the four neighbourhoods, and local ward councillors would work together to establish priorities in their neighbourhood group. The City Council would retain control over the money and administer any funding. This approach was taken to streamline the process and introduce an element of strategic decision making across the nine wards.

3.7. The process in practice was difficult and did not have the desired strategic outcome. It was reviewed and in September 2019 the Community Funding Scheme was introduced. Under the new scheme voluntary and community organisations working within or for the benefit of Chelmsford's nine unparished wards, responding to the infrastructure needs linked to new developments can apply for some of the 15% local CIL. Under this scheme, the local CIL is not separated by boundaries into neighbourhood budgets. A project can be in any of the unparished wards regardless of how much CIL has been collected in its ward location. The Community Funding Panel reviews the proposals received and makes recommendations to Cabinet.

3.8. It is recommended that approval is given to remove the restriction of the neighbourhood groups, allowing 15% of the CIL collected in unparished wards to be spent in any unparished ward. This will allow the Council to better address the impact of development across the entire unparished urban area.

3.9. Appendix 3 contains a summary of projects funded to date within the nine unparished wards.

4. Conclusion

It is important for the Council to keep its CIL Governance arrangements up to date and in line with the adopted Local Plan. The revised Governance

arrangement set out in this report updates the currently adopted arrangements and are recommended to Cabinet for adoption and publication. A further review will be carried out within the next 2 years, or earlier should Government legislation make that necessary.

List of appendices:

Appendix 1 –Community Infrastructure Levy Governance: Allocating and Spending CIL, June 2021

Appendix 2 – Summary of Strategic CIL allocations to date

Appendix 3 – Summary of Neighbourhood CIL allocations to date

Background papers:

Chelmsford Local Plan and evidence base

Corporate Implications

Legal/Constitutional: The recommendations in the report comply with the CIL Regulations 2010 (as amended)

Financial: As detailed in the report

Potential impact on climate change and the environment: Applicants for CIL funding must consider how they meet the Council's strategic priorities, including 'A Safe and Greener Place'

Contribution toward achieving a net zero carbon position by 2030: The use of CIL for the delivery of strategic and community infrastructure can make a positive contribution to achieving a net zero carbon position by 2020. Many of the projects funded to date achieve this objective.

Personnel: N/A

Risk Management: N/A

Equality and Diversity: N/A

Health and Safety: N/A

Digital: N/A

Other: N/A

Consultees:

None

Relevant Policies and Strategies:

Chelmsford Local Plan (adopted May 2020)

Community Infrastructure Levy Governance

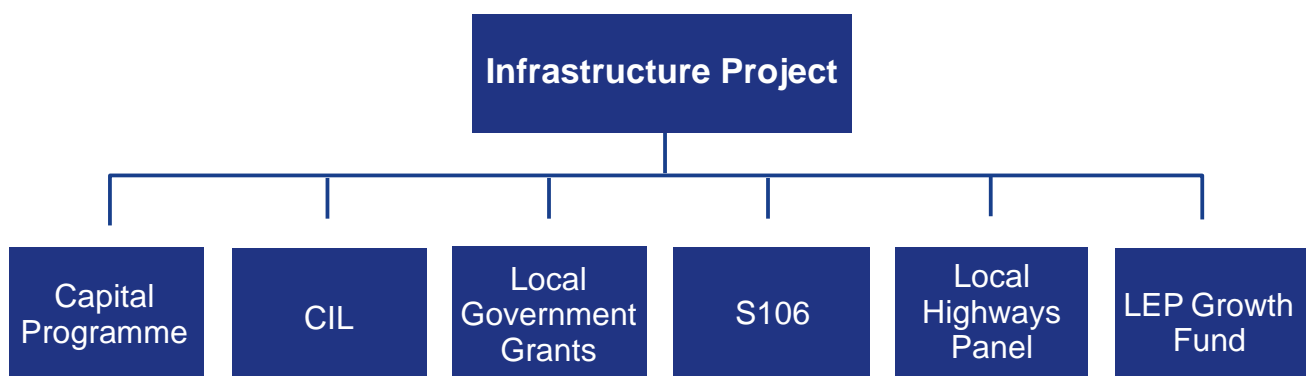
Allocating and Spending CIL



1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a charge which local authorities can place on developers to help fund infrastructure needed to support new development in their areas. CIL is governed by the CIL Regulations 2010 (amended).
- 1.2 Chelmsford City Council approved the introduction of CIL on 26 February 2014 and started charging on 01 June 2014.
- 1.3 CIL is paid to the Council by developers after their planning permissions commence. Since CIL was implemented, it has become the only significant means by which the Council is able to collect and pool developer contributions to deliver infrastructure improvements.
- 1.4 In Chelmsford, CIL is charged on all residential and retail developments which add one or more new dwelling(s) or more than 100sqm of floor space. The Council's CIL Charging Schedule sets out a levy of £125 per sq.m for residential development, and £87 and £150 per sq.m for retail development, and a zero rating for all other types of development. The CIL rate changes on 01 January each year in line with an index of inflation.
- 1.5 This document details the governance arrangements in place at Chelmsford City Council for the allocation and spending of CIL.
- 1.6 Since adopting CIL, the Council has funded a range of infrastructure projects and these are detailed in the "how we spend CIL" pages published at www.chelmsford.gov.uk/cil
- 1.7 CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations still exist, but generally as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as the provision of affordable housing. Examples of how infrastructure projects can be funded can be seen in Figure 1.

Figure 1 - Funding Streams



2. Statutory Requirements

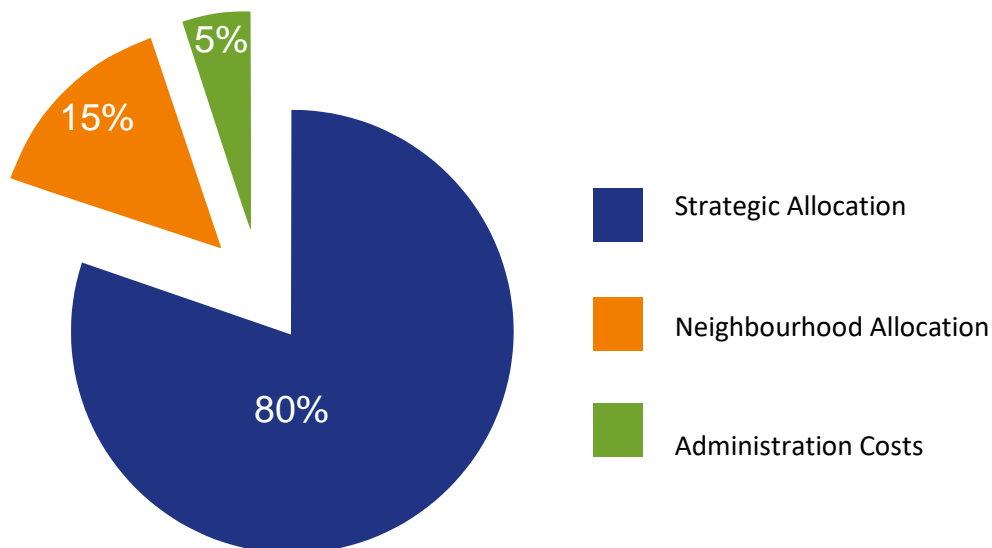
- 2.1 Under the CIL regulations, Chelmsford City Council will act as the designated Charging Authority. As a Charging Authority the Council has an obligation to:
- Prepare and publish the CIL Charging Schedule
 - Determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area
 - Report publicly on the amount of CIL revenue collected, spent and retained each year in an annual Infrastructure Funding Statement.
- 2.2 Chelmsford City Council's CIL Charging Schedule and annual Infrastructure Funding Statement can be found on the Council's website at www.chelmsford.gov.uk/cil.

3. What can CIL be spent on

- 3.1 CIL is pooled into one fund, which can be used for any infrastructure needed to support new development across the Council's administrative area.
- 3.2 Unlike other obligations or charges, CIL spending does not need to be directly related to the donor development.
- 3.3 The key points set out by the CIL Regulations and Guidance relating to CIL funding are:
- CIL should be spent on infrastructure, including roads and other transport, schools and other education, community facilities, health, sport / recreation, and open spaces as defined in the Planning Act 2008
 - The infrastructure funded must support the development of the area
 - CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure, if needed to support development
 - CIL cannot be used to fund the delivery of affordable housing
- 3.4 As per the CIL Regulations and Guidance, CIL is proportioned and allocated using the following approach:
- A maximum of 5% is retained by Chelmsford City Council to cover administrative costs (including consultation on the levy charging schedule, enforcing CIL, legal costs and reporting on CIL activity)
 - 15%, known as the Neighbourhood Allocation, is established for spending within the neighbourhood of contributing development (up to a maximum of £100 per existing Council Tax dwelling in areas with a parish or town council). This allocation can either be transferred to the relevant parish council or retained by Chelmsford City Council to be spent on neighbourhood projects where the development is not in a parish. This allocation rises to 25% when a parish has a Neighbourhood Plan in place. At the present time, no Chelmsford parish has a Neighbourhood Plan in place, although plans are being developed in Boreham, Broomfield, Danbury, East Hanningfield, Sandon, Little Baddow, South Woodham Ferrers and Writtle

- The remainder (around 80%), known as the Strategic Allocation, is retained by Chelmsford City Council to allocate to strategic infrastructure projects
- 3.5 It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. It is therefore important to ensure there are robust, accountable and democratic structures in place to ensure the spending of CIL funds are prioritised in the right way.
- 3.6 The sections that follow set out the governance arrangements and approach for how decisions are made on the prioritisation and spend of CIL.

Figure 2 – How CIL is allocated in Chelmsford



4. Governance Arrangements - Strategic Allocation

- 4.1 The majority of CIL funds, the Strategic Allocation, are retained by Chelmsford City Council for spending on infrastructure in accordance with the definition in the 2008 Planning Act (section 216).
- 4.2 To date, the CIL receipts collected by the City Council relate to development brought forward via the previous Local Development Framework (plan period to 2021). The new Local Plan, adopted in May 2020, covers the period to 2036 and the future use of CIL receipts from now on will prioritise the delivery of infrastructure to support the development set out in the new Plan and its associated evidence base, including the Infrastructure Delivery Plan.
- 4.3 Inevitably, there will be competing interests for the use of CIL to fund strategic infrastructure priorities and the framework below sets out how the Council will prioritise spend and involve external organisations in this process.

Core principles

- 4.4 In deciding how to allocate CIL funding to strategic infrastructure the City Council will adopt the following core principles:
- Strategic CIL will only be spent on infrastructure projects within the definition of infrastructure as defined in the 2008 Planning Act
 - The Strategic Allocation will be applied to strategic infrastructure that supports the development of the area and the adopted Chelmsford Local Plan to 2036
 - On an annual basis, and as part of the Council's budget setting process, the Council will set out an Infrastructure Priority Schedule that, amongst other things, sets out the prioritisation of the spend of CIL alongside other funding streams, to support the delivery of strategic priorities, over the medium term to 5 years. This will be reviewed annually and will form part of the Council's Medium Term Financial Strategy. This will take into account projects delivered by the City Council and its external partners
 - External strategic partners (including Essex County Council and NHS England) will be able to submit an expression of interest for project funding through the Council's website, which will be permanently open
 - For any strategic projects that are the responsibility of the City Council, relevant service areas will be required to submit an expression of interest
 - Expressions of interest/business cases will be expected to demonstrate what other sources of funding are being used to support the infrastructure project
 - Strategic CIL receipts that arise from the Strategic Growth Area in South Woodham Ferrers will be ring fenced to support infrastructure that is required to support the development in that town

Supporting Infrastructure Delivered by Chelmsford City Council

- 4.5 The City Council is a core provider of strategic infrastructure within the definition of infrastructure as defined in the 2008 Planning Act. Specifically, it is the provider of sport and recreation facilities (including museums and theatres), community facilities, open space/public realm and burial and cremation services.
- 4.6 All these facilities are impacted as new development comes forward within the City Council's area. The CIL will therefore be used, where appropriate, to deliver new and improved infrastructure that the City Council has responsibility for as Chelmsford grows.

Supporting Infrastructure Delivered by External Partners

- 4.7 The City Council recognises that infrastructure to support the development of the area is also the responsibility of key external partners, including Essex County Council, the Environment Agency and NHS England.
- 4.8 In prioritising spend, the needs and aspirations of the Council's external partners will be part of the prioritisation process, with a recognition that there will be limits to how much funding can be made available. The arrangements for the involvement of external delivery partners is set out below.

Expressions of Interest

- 4.9 Expressions of interest to request funding are invited from external organisations, through the submission of an online expression of interest form that requests key information about the infrastructure project, including:
- What is the infrastructure project and does it meet the definition of strategic infrastructure
 - Why the project is required
 - Cost of the project
 - Timing for project delivery
 - Funding from other sources
 - Detailed business case (if available)
- 4.10 Strategic infrastructure delivery partners will be able to submit an expression of interest throughout the year. Where further information is required this will be requested by the City Council.
- 4.11 Eligible projects will be considered as part of the City Council's Infrastructure Priority Schedule and annual budget planning process and medium-term financial strategy.

Eligibility for Externally Funded Projects

- 4.12 For a project to be considered for CIL funding, the following eligibility criteria must be met:
- The Expression of Interest Form has been completed satisfactorily

- The organisation has the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations and Planning Act 2008

The Decision Making Process

- 4.13 Funding decisions will be taken by Cabinet or Council, depending on the level of funding being agreed. Any funding of £1,000,000 or above must be determined by Council. If agreed by Cabinet or Council, stakeholders are informed and funds allocated, subject to completion of a funding agreement.
- 4.14 There may be occasions where the release of additional CIL funds is required for urgent or unforeseen infrastructure requirements. In these cases, a report will be taken to Cabinet for approval for the release of further funds or dealt with, in exceptional circumstances, through the Council's urgency arrangements.

Once the Funding Decision has been made

- 4.15 If a project is successful with its request for funding, the funds will then either be allocated to the relevant Chelmsford City Council service area or transferred to a third party who are responsible for delivering the project (once any funding conditions have been met). All approved schemes will be shown within the Council's Capital Programme. If funds are to be transferred to a third party, a legal funding agreement will be signed. Successful applicants of CIL funding are expected to maintain communication with Chelmsford City Council on the progress of their project after a decision has been made to provide funding. Where funding has been agreed 'in principle' or where staged payments are agreed, the scheme applicant is expected to provide information to justify funding being transferred.
- 4.16 Applicants should continue to provide information until the scheme has been completed and all CIL funding has been spent. At a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information forms part of the agreement that the successful applicant is required to sign between themselves and Chelmsford City Council.

5. Governance Arrangements – Neighbourhood Allocation

- 5.1 One of the purposes of CIL is to encourage communities to support growth and recognise that development can bring clear and identifiable benefits to an area.
- 5.2 CIL places a responsibility on Chelmsford City Council to pass CIL monies to local neighbourhoods. This equates to 15% of CIL collected having to be spent locally.
- 5.3 The Neighbourhood Allocation of CIL can be used much more widely than the Strategic Allocation, provided it supports:
- The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - Anything else that is concerned with addressing the demands that development places on an area.

Parished Areas

- 5.4 In parished areas, 15% of CIL receipts from development within the parish will be transferred from Chelmsford City Council to the town or parish council. This is capped at a maximum of £100 per existing council tax dwelling in each financial year, adjusted annually by an index of inflation.
- 5.5 The Neighbourhood Allocation will be transferred to the town or parish council every six months, at the end of October and at the end of April.
- 5.6 To ensure transparency, town and parish councils are required to produce an annual report detailing their total CIL receipts, total CIL expenditure and total amount of CIL payments retained at the end of the reported year. Town and parish councils must publish this report on their website or on Chelmsford City Council's website.
- 5.7 If a parish or town council is due more money than the cap allows, the councils and neighbourhood groups near the development that generated the CIL are invited submit expressions of interest. The process is detailed in Chelmsford City Council's CIL governance document, The Neighbourhood Cap, which is published on the 'how we allocate CIL' pages at www.chelmsford.gov.uk.

Unparished Areas and the Community Funding Scheme

- 5.8 In Chelmsford's unparished areas, the 15% Neighbourhood Allocation is administered by the City Council. It must be spent by the Council to support the development of the unparished areas.
- 5.9 The Council has set up the Community Funding Scheme to review and distribute the Neighbourhood Allocation in unparished areas.
- 5.10 Voluntary and community organisations working within or for the benefit of Chelmsford's nine unparished wards, responding to the infrastructure needs linked to new developments (as detailed in the CIL regulations) can apply for the Neighbourhood Allocation of CIL via the Community Funding Scheme.
- 5.11 The Community Funding Scheme was launched in September 2019 and combines the Council's old Corporate Aid Scheme discretionary fund and the Neighbourhood Allocation of CIL within Chelmsford's nine unparished wards.
- 5.12 For the purpose of the Neighbourhood Allocation of CIL, the nine unparished wards are considered as one geographical area.
- 5.13 The Community Funding Scheme is permanently open for bids. Organisations interested in the Community Funding Scheme can submit an online expression of interest form. Forms will then be reviewed by Council officers, who will ensure that all submitted projects meet the basic criteria and are therefore eligible for the Neighbourhood Allocation of CIL funding.
- 5.14 All organisations who have submitted an expression of interest form that meets the basic criteria will then be sent a stage two form. The stage two form allows a more detailed understanding of the project to be gained. In addition to further information about the organisation requesting funding, it requests a breakdown of costs and risks, as well as details of how the project aligns to the Council's corporate priorities.

- 5.15 Stage two forms will then be reviewed by Council officers and the projects will be scored using the 'Community Funding Summary and Appraisal Form'. Projects will be scored based on their strategic fit with Council priorities, their sustainability and financial viability and on how the project meets the required CIL elements.

The Decision Making Process

- 5.16 Twice a year, a summary of projects and the Community Funding Summary and Appraisal Forms will be taken to the Community Funding Panel for consideration. The Community Funding Panel comprises of the Deputy Leader of the Council, the Cabinet Member for Fairer Chelmsford, the Cabinet Member for Sustainable Development, the Director of Finance, the Director of Sustainable Communities, the Procurement and Risk Services Manager, the Economic Development and Implementation Services Manager and an independent external funding professional from the Rural Community Council for Essex (RCCE).
- 5.17 Relevant ward members may also be invited to attend the Panel meetings when the Neighbourhood Allocation CIL funding is being discussed to provide further detail on the proposed projects.
- 5.18 The Community Funding Panel will review the proposals received and make recommendations which will go forward to Cabinet. If agreed by Cabinet, the relevant parties will be informed, and funds will be allocated once any funding conditions have been met.

Once the Funding Decision has been made

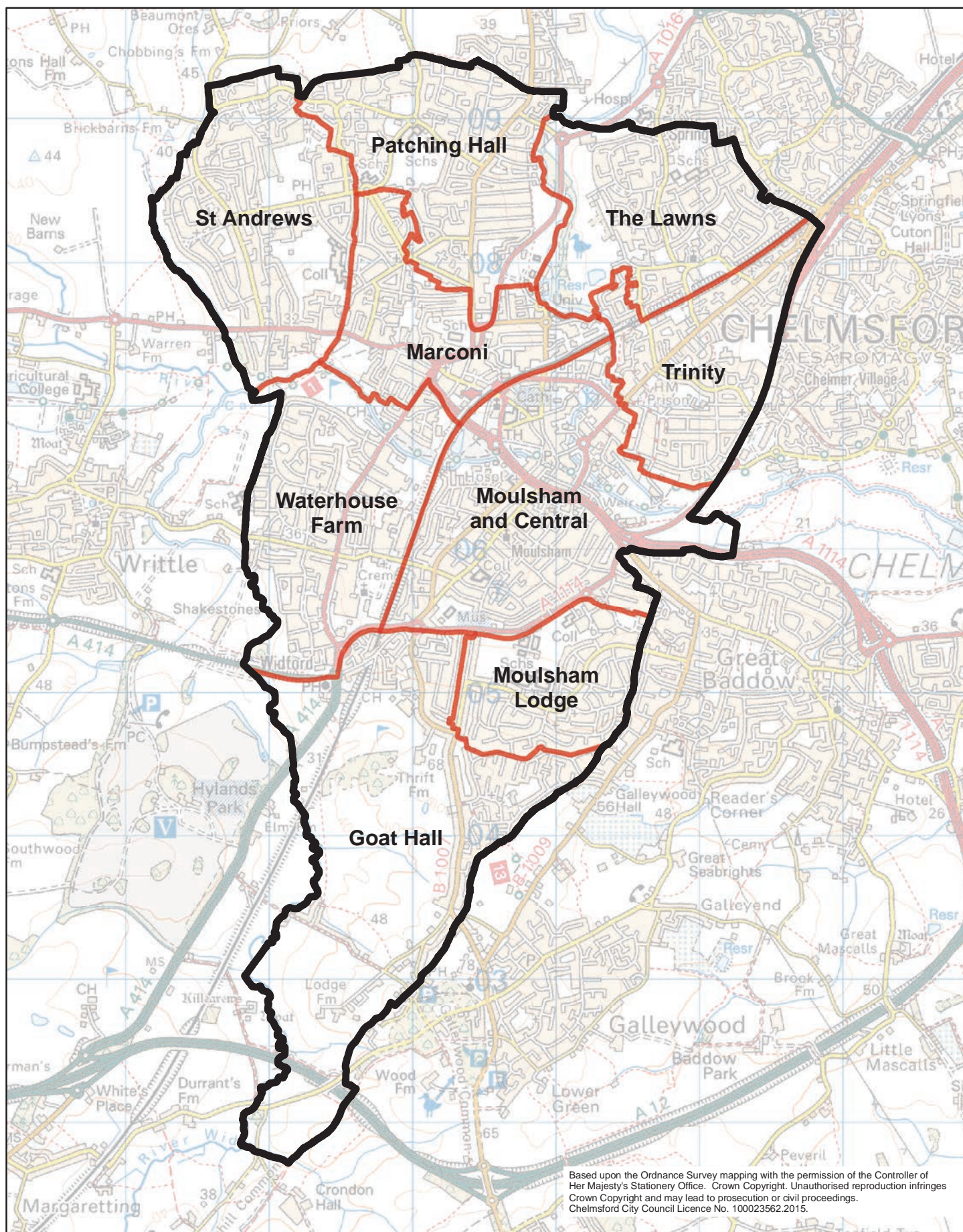
- 5.19 If a project is successful with its request for funding, the funds will then either be allocated to the relevant Chelmsford City Council service area or transferred to a third party who are responsible for delivering the project. If funds are to be transferred to a third party, a legal funding agreement will be signed, and terms and conditions must be met. It is expected that the Community Funding Panel will receive updates on the progress of the project(s).
- 5.20 Unsuccessful projects will receive feedback detailing why the request for funding was unsuccessful and, if appropriate, details of what information or actions are required to secure a future positive result.

6. Monitoring and Review Arrangements

- 6.1 Chelmsford City Council is committed to ensuring the use of CIL is open and transparent. The Council is required to produce an annual Infrastructure Funding Statement that includes both CIL and S106 funding revenues and spend.
- 6.2 Chelmsford City Council will continue to monitor the operation and implementation of CIL.
- 6.3 If you have any questions about this guidance, or CIL generally, please contact Chelmsford City Council at cilenquiries@chelmsford.gov.uk or call 01245 606817.

CHELMSFORD CITY COUNCIL AREA

WARD BOUNDARIES IN THE UNPARISHED AREA



0 500 1,000 Metres

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JUNE 2015

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Appendix 2 – Summary of Strategic CIL allocations to date

Project	Amount Allocated (£)
Riverside Leisure Centre	1,700,000
Riverside Public Realm	745,000
Tindal Square	1,600,000
Mill Yard	400,000
Sutherland Lodge GP Surgery	525,000
Chelmsford Library Family Hub	171,000
Main Road/Hospital Approach Junction	97,000
Wayfinding Phase 2	77,500
Chelmsford Museum	55,000
Cycling Infrastructure	100,000
Trinity Road Primary School *	950,000
Chelmer Waterside	5,050,000
North East Chelmsford Garden Community Bridge	1,500,000
Total	12,970,500

*Trinity Road Primary School funding is being considered by Cabinet on 08 June 2021

Appendix 3 – Summary of Neighbourhood CIL allocations to date

Project	Amount Allocated (£)
Westlands Play Area	63,000
Police Community Support Officers	152,000
North Avenue Youth Centre	41,050
Admirals Park Outdoor Gym	23,000
Forest Drive CCTV	15,000
Langton Community Centre	57,000
Langton Community Centre	43,000
Springfield Police Patrols	4,000
Springfield Youth Centre	2,000
Savernake Road Scout Hut	4,000
Langton Community Centre	47,000
Langton Community Centre	5,000
Helping Hands George Street	71,500
Chess Day Centre	300,000
Sanctus Education Programme	5,000
Sanctus First Floor Refurbishment	15,120
Sanctus First Floor Refurbishment Service Provision	13,423
CCTV Admirals Park	30,000
North Avenue Youth Centre Defibrillator	3,500
North Avenue Youth Centre Lighting and Equipment	14,750
Moulsham Lodge Community Trust Café	9,583
Havengore CCTV	6,380
Torquay Road CCTV	6,380
Byron Road CCTV	6,380
Additional Police Controls Springfield	7,000
Coronation Park Basketball Court	5,500
Springfield Youth Centre	2,000
Age Concern First Floor Extension	211,500
Meadows Car Park Additional Streetlight	5,000
Chelmsford Community Transport - Minibus	29,495
Cool To Be Kind Locker Project	2,925
Oaklands Park Neighbourhood Watch CCTV	3,000
Sanctus Refit Kitchen	7,530
Widford Parish Centre - Community Hub	6,505
Moulsham Lodge Community Trust Café Phase 2	36,931
Sanctus New Premises Refurbishment	43,000
Age Concern Additional Funding for First Floor Extension	25,000
	1,323,452



Chelmsford City Council Cabinet

8 June 2021

Review of Corporate Grant Aid Funding and Governance

Report by:

Cabinet Member for Fairer Chelmsford

Officer Contact:

Alison Chessell, Procurement & Risk Services Manager,
alison.chessell@chelmsford.gov.uk, 01245 606598

Purpose

To provide a review of the current corporate grant funding arrangements across all schemes and recommend improvements to the current governance arrangements.

Options

To approve recommendations and move to a commissioning and grants model for community funding and improved governance of the process.

Not to approve the recommendations and continue with current arrangements.

Preferred option and reasons

To approve the recommendations to increase focused support for the community groups whilst providing sustainable funding for key partners within an improved and streamlined governance framework.

Recommendations

That the Council move to the commissioning model for community funding as outlined in section 4.

That the Council be recommended to approve the changes to the terms of reference for the Community Funding Panel set out in the Appendix to this report.

1. Background or Introduction

- 1.1. The Council has been providing discretionary community funding for many years and it has taken a variety of formats. Over the last 18-24 months the funding process has been aligned with that of the Neighbourhood element of the Community Infrastructure Levy (CIL) under the umbrella of the Community Funding Scheme. The alignment has provided increased transparency and a more robust allocation process, as well as bringing both schemes in line with audit recommendations.
- 1.2. Part of the alignment process was the establishment of the Community Funding Panel. The role of the panel is to ensure transparency and strengthen Councillor awareness and involvement in third sector funding arrangements.
- 1.3. A review of the scheme and its processes has now been undertaken. The review considered the efficiency and effectiveness of the processes in use and if there was scope to refine and improve them further.

2. Current Position – Service Level Agreements (SLA's)

- 2.1 There are 4 SLAs in place with third sector organisations, which end in March 2022: Chelmsford CAB, Chelmsford CVS, Essex YMCA and Chelmsford Community Transport.
- 2.2 The approval process for the SLAs is via the Community Funding Panel. Organisations were originally recipients of large grants; when the ad hoc grant maximum was changed to £10k, it was decided to put in place multi-year agreements. The agreements are reviewed on a six-monthly basis throughout their duration.
- 2.3 Current SLAs are CAB: £113,000 a year, CVS: £36,000 and £18,000 a year, YMCA: £25,000 a year and CCT: £40,000 a year.

3. Current Position – Community Funding Scheme

- 3.1 There is an online expression of interest process which is open all year. There are two grant panel decision meetings each financial year.
- 3.2 The applications are evaluated, by an officer, on fit with Council strategic aims and requirements. They also undergo due diligence checks including a requirement to meet specific financial criteria. An appraisal report is produced and commented on by a panel of expert officers. The appraisals, with a

recommendation, are then presented to the Grant Funding Panel for a provisional decision that is then ratified by Cabinet.

- 3.3 Eleven groups were supported via the small grants element of the scheme in 20/21. Grants ranged from £500 to £10,000. £46,919 was allocated in the first round, a further £11,000 in round two.

4. Proposal to move to commissioning model

- 4.1 Following a thorough review of the current arrangements a hybrid commissioning based model has been developed and is based on three funding types:

- Key Enabling Partner Status via SLA – £150k budget
- Key Service Partners via SLA – £80k budget
- Annual Community Grants – £60k budget

- 4.2 The model is designed to improve the contribution of discretionary funding to the Council's aims and objectives whilst also aligning it with current service spend with the third sector.

- 4.3 The proposed model will also accelerate the administration of grants and provide the Community Funding Panel with greater delegation to award lower value grants as part of a more streamlined governance process. The Panel will also be able to consider all types of Community Funding applications in a more holistic way.

- 4.4 Key Service Partners: The commissioning process has its foundations in the themes of Our Chelmsford Our Plan. The first step is to request proposals in response to clearly stated objectives and requirements; based on Our Plan and service requirements. A competitive process may then be undertaken, with groups bidding to deliver their project/proposal in response to our requirements.

- 4.5 However, this process would not be undertaken for key infrastructure groups. In this situation a direct award would be made to 'Key Enabling Partners'. These groups provide services that cannot be delivered by others or where the cost of moving to an alternative provider would be prohibitive or unacceptably disruptive to delivery.

- 4.6 Annual Community Grants. The smaller, annual grants would also be excluded from a commissioning approach, enabling the Council to continue to support local community projects or groups. However, it is recommended that this process be simplified, with the decision process accelerated and returned to a single annual process.

- 4.7 It is proposed that the approval of SLAs and grants be amended as follows:

- Key Enabling Partner – funded via SLA for up to 3 years – recommended by the Grants Panel with approval at Cabinet at the start of the agreement term.
- Key Service Partners – funded via SLA for up to 3 years – recommended by the Grants Panel with approval at Cabinet at the start of the agreement term.
- Annual Community Grants – one-off applications up to £10k – agreed and approved by Grants Panel with delegation to Director of Finance.
- All other Community Grants, more than £10k, to be considered by Grants Panel for recommendation to Cabinet.

4.8 The constitution of the Grants Funding Panel will be changed to reflect these amendments, as shown in Appendix 1, subject to approval of Cabinet, Governance Committee and Council. the Council's usual procedures for making changes to the constitution.

4.9 The Director of Financial Services, after consulting the Panel, will also have a delegation to award the Greener Chelmsford Grant awards up to £10k per application.

5. Conclusion

5.1 The restructure of the community grants budget and move to a commissioning model will provide an improved long term grants provision for a wide selection of groups within the community.

5.2 This restructure will also provide value for the Council in delivering Our Chelmsford Our Plan deliverables within the support of third sector stakeholders.

List of appendices:

Community Funding Panel Terms of Reference

Background papers:

Our Chelmsford Our Plan

Love Your Chelmsford Green Grant Cabinet report –8th June 2021.

Corporate Implications

Legal/Constitutional: Changes to the Grant Panel will be made through the Council's usual processes for changes to be made to the constitution. The proposals have

already been considered by the Constitutional Working Group and are scheduled for consideration by Governance Committee prior to formal approval at Full Council in July.

Financial: The grants budgets have been allocated for 2021/22 year.

Potential impact on climate change and the environment: Supporting the Climate and Ecological Action Plan

Contribution toward achieving a net zero carbon position by 2030:

Personnel: None

Risk Management: None

Equality and Diversity:

An Equality Impact assessment has not been undertaken at this stage.

Health and Safety: None

Digital: None

Other: None

Consultees:

Director of Public Places

Economic Development and Implementation Manager

Relevant Policies and Strategies:

Our Chelmsford Our Plan

Community Funding Panel				
Membership	Quorum	Other attendees	Politically Balanced	Frequency of meetings
Deputy Leader and Cabinet Member for Connected Chelmsford	3 including at least one councillor	Relevant Ward Members may also be invited to join the Panel on occasion when the Neighbourhood Allocation CIL funding is being discussed for Neighbourhood groups	Not applicable	Normally twice a year
Cabinet Member for Greener Chelmsford		There will be no substitutes		
Cabinet Member for Fairer Chelmsford				
Director of Sustainable Communities				
Director of Financial Services				
Economic Development and Implementation Manager Services Manager				
Procurement and Risk Services Manager				
External Funding professional				
Functions/Purpose				
1. To oversee the governance of Chelmsford's Community Funding Scheme, which includes the Neighbourhood Allocation of the Community Infrastructure Levy (CIL) in the nine unparished wards and the Council's Discretionary Corporate Grant Aid fund. 2. To make recommendations to Cabinet on the allocation of Community Funding including commissioning service level agreements of up to 3 years.				Director of Financial Services in consultation with the Panel for awards of up to £10k.

<p>3. To oversee the governance of the Strategic Allocation of CIL and to make recommendations on spend to Cabinet and Council as appropriate.</p> <p>4. To oversee the governance of the Greener Chelmsford Grant scheme and to make recommendations on spend to Cabinet and Council as appropriate.</p>		
Procedures	N/a	
Codes	Part 5.1 – Code of Conduct for Councillors	

Chelmsford City Council Cabinet

8 June 2021

Discretionary Business Rate Relief Policy (Covid-19 Amendments Extending Retail Discount)

Report by:

Cabinet Member for Fairer Chelmsford

Officer Contact:

Rob Hawes, 01245 606695, robert.hawes@chelmsford.gov.uk

Purpose

To amend the existing Discretionary Business Rate Relief policy to give effect to extensions to retail discounts arising from measures relating to COVID-19, for the period 1 July 2021 to 31 March 2022.

Options

Approve the revised policy, with or without amendments, or not approve it.

Preferred option and reasons

The revised policy will accord with government requirements for discretionary business rate relief.

Recommendations

That the additions and alterations to the existing Discretionary Rate Relief Policy as highlighted in Appendix A are agreed.

1. Background or Introduction

- 1.1 In the Budget on 3 March 2021, the Government announced its intention to extend business rate relief for retail and nursery businesses into 2021/22. Urgency decision 4/2021 (background paper) was taken in March 2021 in order to give effect to a discretionary 100% relief for eligible properties for the period 1 April 2021 to 30 June 2021. Since Urgency Decision 4/2021, clarification has been received regarding the retail discount for eligible properties for the period 1 July 2021 to 31 March 2022.
- 1.2 The Government is not intending to change the legislation around business rates discounts and reliefs. Instead, it has requested that local authorities use discretionary relief powers which were introduced by the Localism Act (under s47 of the Local Government Finance Act, as amended) to give effect to these additional measures. In return for this, Government has committed to fully reimburse local authorities for the cost of granting these various discretionary reliefs by way of grants under s31 of the Local Government Act 2003.
- 1.3 A local authority is able to agree its own rules regarding discretionary rate reliefs. However, any reliefs awarded which do not attract s31 grant reimbursement must be paid for in full out of the authority's own funds.

2. Amendments to the Existing Policy

- 2.1 For ease of reference, the existing policy has been attached as Appendix A and alterations are shown in red font. The substantive changes are listed below.
- 2.2 **Retail Discount 1 July 2021 to 31 March 2022** (section 7) has been inserted so that a business occupying property carrying out retail, leisure or hospitality activities as defined in section 8 will receive a 66% relief on business rates for the period specified.
- 2.3 **Nursery discount 1 July 2021 to 31 March 2022** (section 11) has been inserted so that any qualifying nursery occupying a property will receive a 66% relief on business rates for the period specified.
- 2.4 Both retail and nursery relief are subject to a cash cap as defined in section 7.2. The cash cap operates at a Group company level rather than individual property or subsidiary level. Businesses that were forced to close by the coronavirus restrictions in force as at 5 January 2021 may claim relief up to a cap of £2m. Businesses that were able to remain open as at 5 January 2021 may claim relief up to a cash cap of £105,000.

3. Conclusion

3.1 The amendments and additions to the existing reliefs available to reduce business rates bills are a helpful assistance to local businesses and should be incorporated into Chelmsford City Council's discretionary rate relief policy as detailed in appendix A. As they adopt a national policy, not doing so would put Chelmsford businesses at a disadvantage compared with businesses based elsewhere.

List of appendices:

Appendix A – Discretionary Rate Relief Policy with proposed amendments highlighted

Background papers:

Urgency Decision Notice 4/2021 18 March 2021

Corporate Implications

Legal/Constitutional:

All relevant legal considerations are addressed in the body of the report.

Financial:

None, unless Government decides that rate relief has been granted inappropriately

Potential impact on climate change and the environment:

None

Contribution toward achieving a net zero carbon position by 2030:

None

Personnel:

None

Risk Management:

None

Equality and Diversity:

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

None

Health and Safety:

None

Digital:

None

Other:

None

Consultees:

Director of Financial Services

Relevant Policies and Strategies:

The changes support the ambition in Our Chelmsford, Our Plan to be a leading regional centre by assisting businesses to meet their business rate liability.

APPENDIX A

CHELMSFORD CITY COUNCIL'S DISCRETIONARY RATE RELIEF POLICY

1. Introduction

- 1.1 Section 47 of the Local Government Finance Act 1988 allows Local Authorities to award discretionary rate relief to a range of organisations, including charities, Community Amateur Sports Clubs and other non-profit making bodies.
- 1.2 In the case of charities, the ratepayer must be a charity or trustee for a charity and the property must be wholly or mainly used for charitable purposes. Mandatory relief of 80% will be given in such cases, and charities can also receive up to a further 20% discretionary relief.
- 1.3 In the case of Community Amateur Sports Clubs, these must be registered with HM Revenue & Customs in order to be eligible for 80% mandatory relief. They can also receive up to a further 20% discretionary relief.
- 1.4 In the case of non-profit making organisations, all or part of the property must be occupied by an institution or organisation which is not established or conducted for profit and whose main objectives are charitable or otherwise philanthropic or religious, or concerned with education, social welfare, science, literature or the fine arts or it is wholly or mainly used for the purposes of recreation.

2. Awarding Relief

- 2.1 The Council's policy for determining applications for discretionary rate relief can be divided into 2 parts as follows:

Part 1

- 2.2 A 'top-up' discretionary rate relief of up to 20% may be granted to charitable organisations who already receive 80% mandatory relief.
The Council currently chooses to award 'top-up' relief to scouts, guides and the sea cadets.

Part 2

- 2.3 It is intended that the scheme provides a mechanism for sports clubs and organisations to continue and expand their role in providing sports development opportunities, by maximising the availability of relief to those clubs and organisations who operate in accordance with the Council's aspirations for the development of sport in the City.

- 2.4 All sports clubs and organisations will start off with a flat rate of 40% rate relief, provided that they meet the following criteria:
- (a) The primary purpose of the club/organisation should be to provide sporting opportunities to its members or to a local community
 - (b) Membership should be open to all members of the community irrespective of gender, race, age, disability, religious belief and financial circumstances
 - (c) Membership fees should be realistic and not used as a means of restricting membership to a particular community group
 - (d) Profits and surpluses must be used to further the sporting objectives of the club/organisation and not distributed as a share or dividend amongst some or all members
 - (e) A legal constitution must be in existence and applicants must demonstrate that they are operating in accordance with its requirements.

3. Adjusted Relief

- 3.1 Applicants who meet all of the above criteria and are awarded the basic 40% rate relief, will also be able to have their relief adjusted by some or all of the following:-

- 10% The applicant can demonstrate a close working relationship with local schools & disabled groups and where practical, has supported the development of their sport(s) in schools and has encouraged and assisted school pupils and/or disabled persons to join appropriate clubs. The applicant undertakes to continue this development work
- 10% The applicant can demonstrate support for its coaches and administrators to obtain further relevant qualifications, e.g. coaching qualifications, National Coaching Foundation courses, Running Sport courses etc. The applicant undertakes to continue this work.
- 10% The applicant can demonstrate that they have provided opportunities for regular use of its facilities and equipment by outside groups/the Council's Sports Development Unit and undertakes to continue this policy
- 10% The applicant can demonstrate that they have in place or are working towards a development plan and (if applicable) a child protection policy
- 20% Should less than 50% of members be resident in the City, then a reduction in relief of 20% of the total rate liability will be made

Table of relief at current levels.

Relief	
Discretionary Rate Relief	Base level of 40%
Work with Schools or Disadvantaged Groups	+10%
Support for coaches/administrators	+10%
Shared use of facilities	+10%
Current Development Plan/child protection policy	+10%
Less than 50% of members resident in the borough	-20%

EXTENSIONS TO CHELMSFORD CITY COUNCIL'S DISCRETIONARY RATE RELIEF POLICY

1. Introduction

- 1.1 Section 69 of the Localism Act 2011 amends Section 47 of the Local Government Finance Act 1988. The changes came into effect from 1 April 2012 and they extend the existing provision relating to the granting of discretionary rate relief.
- 1.2 The changes allow Local Authorities to grant discretionary rate relief in any circumstances where it feels fit. However, the whole cost of any purely discretionary relief awarded will have to be met by the City's Council Tax payers. Some discretionary reliefs are reimbursed in full by the Government via grants paid in accordance with section 31 of the Local Government Act 2003. Full details are set out below. Currently, these reliefs are 100% Retail Discount (to 30 June 2021 only); **66% Retail Discount (1 July 2021 to 31 March 2022)**; Nursery Discount (to 30 June 2021 only); **66% Nursery Discount (1 July 2021 to 31 March 2022)**; Supporting Small Businesses Scheme; and, Local Newspaper Relief (until 2025).

2. Awarding Relief

- 2.1 Any ratepayer applying for discretionary rate relief who does not meet the criteria for relief under the existing policy must meet all of the following criteria and any award will be based on these factors:
- (a) The ratepayer must not be entitled to mandatory rate relief (Charity or Rural Rate Relief)

- (b) The ratepayer must not be an organisation that could receive relief as a non-profit making organisation or as Community Amateur Sports Club.
- (c) The ratepayer must occupy the premises – no relief will be granted for unoccupied properties
- (d) The premises and the organisation must be of significant benefit to the residents of the City
- (e) The ratepayer must:
 - (i) Provide facilities to certain priority groups such as elderly, disabled, minority or disadvantaged groups, OR
 - (ii) Provide significant employment or employment opportunities to residents of the City
- (f) Provide residents of the City with such services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation
- (g) The ratepayer must show that the organisation will comply with all legislative requirements and operate in an ethical, sustainable and environmentally friendly manner at all times

2.2 Where a ratepayer can demonstrate that all of the above criteria are met, any award must have due regard to:

- (a) the financial status of the applicant when determining the level of relief to be granted, and
- (b) the impact and best interests of the Council Tax payers of the City

2.3 Relief will not be given to those organisations where a bar is the main activity. It would be expected that any bar profits would be used to offset any expenses thus negating the reliance on public funds.

2.4 Where a ratepayer is suffering hardship or severe difficulties in paying their rates liability then an application may be made for relief under Section 49 of the Local Government Finance Act 1988. There will be no requirement to grant relief in such cases under the Council's discretionary rate relief policy.

3. Level and Period of Relief granted

3.1 The level of relief to be granted, if any, will range from 0% to 100% of the ratepayer's liability. Given the continuing reduction in government grant funding to the Council, awards of discretionary rate relief will be made for a fixed period and reviewed on an annual basis.

4. Equality and Diversity Implications

- 4.1 It is important that the Discretionary Rate Relief Policy clearly shows the criteria on which premises could be eligible so that all potential applicants are aware of why their application has been either accepted or refused.

5. Right of Appeal

- 5.1 There is no statutory right of appeal against a decision made by the Council in respect of discretionary rate relief. However, the Director of Finance will review the decision if the ratepayer is dissatisfied with the outcome.
- 5.2 If an unsuccessful applicant requests a review, they will still need to continue to pay their rates bill. Once the review has been carried out, the ratepayer will be informed, in writing, of the decision.
- 5.3 The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review.

6. **RETAIL DISCOUNT - 2020/21 AND 1 APRIL 2021 to 30 JUNE 2021 ONLY**

- 6.1 For properties specified in sections 8 and 10 the relief available is 100% of the bill after mandatory reliefs and other discretionary reliefs (other than public house relief) funded by Section 31 grants have been applied. Ratepayers do have a right to refuse this discount.
- 6.2 The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis using the following formula:

Amount of relief to be granted = **V**

Where:

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, except public house relief, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants

- 6.3 This should be calculated by ignoring any prior year adjustments in liabilities which fall to be liable on the day.
- 6.4 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties. State Aid limits will apply until the Government receives approval for the Retail Discount scheme to become a notified State aid.

7. **RETAIL DISCOUNT – 1 JULY 2021 TO 31 MARCH 2022**

7.1 For properties specified in sections 8 and 10, the relief available is 66% of the bill

after mandatory reliefs and other discretionary reliefs (other than public house relief) funded by Section 31 grants have been applied, **provided that** the businesses or group of businesses will not exceed the cash cap in 7.2 below by accepting this relief. Businesses are able to voluntarily refuse this relief even if the cash cap does not apply.

7.2 The cash cap applies at a Group company level, so holding companies and subsidiaries cannot claim up to the cash cap for each company. Up to £2m of retail discount can be claimed for hereditaments which would have been required to close, based on the coronavirus rules in force on 5 January 2021. For businesses in hereditaments able to open on 5 January 2021, including qualifying nurseries as defined in section 10.1, the cash cap is £105,000. A company may claim a total of £2m using a combination of the two cash caps ie up to £105,000 in respect of businesses able to open and £1,895,000 in respect of businesses required to close.

8. **Which types of use are eligible?**

8.1 To qualify for the relief, the hereditament should be wholly or mainly used as a shop, restaurant, café, drinking establishment, or related to the leisure and hospitality industry. This is a test of use not occupation. Hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief. Hereditaments which have closed temporarily due to Government advice on COVID19 will be treated as occupied for the purposes of this relief.

8.2 The lists below are not exhaustive. Uses that are broadly similar to those listed below will be considered eligible for the relief.

a) Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post Offices
- Furnishing shops/display rooms e.g. carpet shops, double glazing, garage door showrooms
- Car/caravan showrooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

- b) Hereditaments that are being used for the provision of the following services to visiting members of the public:
- Hair and beauty services (such as hairdressers, nail bars, beauty salons, tanning shops, tattoo parlours etc)
 - Shoe repairs/key cutting
 - Travel agents
 - Ticket offices e.g. for theatre
 - Dry cleaners/laundrettes
 - PC/TV/domestic appliance repair
 - Funeral directors
 - Photo processing
 - DVD/video rentals
 - Tool hire
 - Car hire
 - Employment agencies
 - Estate Agents and letting shops
 - Betting shops
- c) Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:
- Restaurants
 - Takeaways
 - Sandwich shops
 - Coffee shops
 - Pubs
 - Bars
- d) Hereditaments that are being used as cinemas
- e) Hereditaments that are being used as live music venues

-live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).

– Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

- f) Hereditaments that are being used for the provision of sport, leisure and facilities to visiting members of the public (including the viewing of such activities):
 - Sports grounds and clubs
 - Museums and art galleries
 - Nightclubs
 - Sport and leisure facilities
 - Stately homes and historic houses
 - Theatres
 - Tourist attractions
 - Gyms
 - Wellness centres, spas, massage parlours
 - Casinos, gambling clubs and bingo halls
- g) Hereditaments that are being used for the assembly of visiting members of the public:
 - Public halls
 - Clubhouses, clubs and institutions
- h) Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:
 - Hotels, Guest- and Boarding Houses
 - Holiday homes
 - Caravan parks and sites

9. Which types of use are not eligible?

9.1 As before, the lists below are not exhaustive but uses broadly similar to those set out below will not be considered eligible for the relief.

- a) Hereditaments that are being used for the provision of the following services to visiting members of the public:
 - Financial services (such as banks, building societies, cash points, bureaux de change, payday lenders)
 - Medical services (such as vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (such as solicitors, accountants, insurance agents, financial advisers)
 - Post Office sorting offices
- b) Hereditaments that are not reasonably accessible to visiting members of the public

9.2 The relief should be applied on a day to day basis using the formula set out in 6.2. A new hereditament created as a result of a split or merger during the relevant financial years, or where there is a change of use, should be considered afresh for relief on that day.

10 NURSERY DISCOUNT 2020/21 AND 1 APRIL 2021 TO 30 JUNE 2021 ONLY

- 10.1 Hereditaments occupied by providers on Ofsted's Early Years Register and wholly or mainly used for the provision of the Early Years Foundation Stage will pay no business rates in respect of 2020/21 or for the first three months of 2021/2022. There is no limit on rateable value of properties that this will apply to.
- 10.2 The eligibility for the discount and its calculation will be the same as for Retail Discount as set out in paragraphs 6.1 to 6.4 above. Ratepayers do have a right to refuse this discount.

11 NURSERY DISCOUNT 1 JULY 2021 to 31 MARCH 2022

- 11.1 Hereditaments occupied by providers on Ofsted's Early Years Register and wholly or mainly used for the provision of the Early Years Foundation Stage will receive a discount of 66% of the business rates levied from 1 July 2021 to 31 March 2022 subject to the overall company cash cap of £105,000 as defined in section 7.2.

12 SUPPORTING SMALL BUSINESS SCHEME

- 12.1. The transitional scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 01 April 2017.
- 12.2. The Supporting Small Businesses relief scheme will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.

There is no discretion around whether to grant this relief if the terms of the scheme are met.

The Supporting Small Businesses relief scheme will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:

- a. a percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation, or
- b. a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought into paying something.

- 12.3 In the first year of the scheme (2017/18), this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 in year 5.
- 12.4 Those on the Supporting Small Businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for the Supporting Small Businesses relief scheme.
- 12.5 Ratepayers remain in the Supporting Small Businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme. A change of ratepayers will not affect eligibility for the Supporting Small Businesses relief scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
- 12.6 There is no 2nd property test for eligibility for Supporting Small Business relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.
- 12.7 As with all reliefs, the amount of relief awarded under the Supporting Small Business relief scheme should be recalculated in the event of a change to the rateable value or the hereditament. This change of circumstance could arise during the year in question or during a later year.
- 12.8 The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which allow the amount of relief to be amended within the year to reflect changing circumstances.
- 12.9 Therefore, when making an award for Supporting Small Business relief, the conditions of the award that the relief is allowed include that it can be recalculated in the event of a change to the rating list (retrospective or otherwise). This is so that the relief can be recalculated if the rateable value changes. This applies to all Discretionary Relief awarded by Chelmsford City Council.

13 Detailed guidance for operation of the Supporting Small Business (SSB) scheme

13.1 Day 1 Eligibility for the Scheme

For 1 April 2017, the supporting small business (SSB) relief scheme applies to hereditaments for which ratepayers lose some or all of their small business rate relief or rural rate relief.

- a. The chargeable amount for 31 March 2017 is calculated in accordance with section 43(4B) or (6B),
- b. In relation to 43(4) the value of E for 31 March 2017 is greater than 1,
- c. The chargeable amount for 01 April 2017 is found in accordance with section 43(4), 43(4B), 43(6A), or where regulations 12(3), 12(7) or 12(9) of the Non Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 applies, and
- d. The chargeable amount 1 April 2017 is more than (£600/365) higher than the chargeable amount for 31 March 2017.

Where for 31 March 2017 the chargeable amount has been found under section 47, then eligibility for SSB should be determined as if section 47 did not apply.

13.2 Continued eligibility for the scheme after 1 April 2017

After 1 April 2017, the Supporting Small Business (SSB) scheme will cease to apply where:

- a. The chargeable amount for a day found under the SSB scheme is the same as or more than the chargeable amount found in the absence of the SSB scheme. This ensures that where, for example, the minimum increase in the chargeable amount in the SSB scheme would take the bill above the level it would otherwise have been then the hereditament will drop out of the SSB scheme. It also ensures that where, for example, with effect from after 1/4/17, the hereditament becomes eligible for 100% Small Business Rate Relief then they also fall out of the SSB scheme,
- b. The chargeable amount for a day would otherwise fall to be found by section 43(5) or where paragraph 12(5) or sub-paragraphs 2(4), 3(4), 4(4), 5(4) of Schedule 2 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 applies (charities or registered community amateur sports clubs), or

c. The hereditaments for a day is unoccupied.

13.3 Furthermore, where the ratepayer during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended (and therefore was still entitled to small business rate relief on 31 March 2017), then eligibility for the SSB scheme will cease at the end of that 12 months period of grace.

13.4 Hereditaments which cease to be entitled to Supporting Small Businesses for a day cannot return to eligibility if their circumstances change from a later day. For example, if a property falls unoccupied it will not then be eligible for Supporting Small Businesses relief if it subsequently becomes occupied again.

13.5 Chargeable Amount under the Supporting Small Businesses Scheme

Where the Supporting Small Businesses scheme applies then DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act for the period 1 April 2017 to 31 March 2022 found in accordance with the rules in (Part 1 to Part 3 of) the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 subject to the following changes:

- a. BL for 2017/18 is the chargeable amount for 31 March 2017 x 365 (on the assumption that section 47 did not apply for 31 March 2017 and on the assumption in the City of London that the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17). This ensures the starting base liability for hereditaments eligible for SSB include the SBRR or rural rate relief for 31 March.
- b. Where the certificate has been issued under regulations 17 or 18 then BL 2017/18 should be found in line with a) above but on the assumption that the rateable value in the rating list was the rateable values as certified.
- c. References to "(BL x AF)" are to "(BL x AF)" or (BL + 600) whichever is the greater". This ensures the bill increase is greater or £600 or the increase under the caps in transitional relief scheme,
- d. AF is found in accordance with regulation 10(6) irrespective of the rateable value of the hereditament for 1 April 2017. This ensures only the cap on increases for small properties is applied in the SSB scheme irrespective of the actual rateable value of the hereditament,
- e. Regulation 12(6)(b) is omitted. This ensures SBRR is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief,

- f. The reference to “2” in regulation 12 (8) is “1”. This ensures rural rate relief is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief,
- g. “U” is taken to have a value of 0 throughout. This ensures that any hereditament whose rateable value is £51,000 or more does not have to pay the 1.3p supplement whilst eligible for SSB relief,
- h. For a year (the year concerned) other than 2017/18, BL is $(BL \times AF)$ or $(BL + 600)$ from the year immediately the year concerned whichever is the greater.

13.6 No change is made to the meaning of NCA. However, as discussed above, eligibility for Supporting Small Business relief ceases when the chargeable amount for a day found under the Supporting Small Businesses scheme is the same as or more than the chargeable amount found outside the scheme.

13.7 For the avoidance of doubt, the rules for changes in rateable value with effect from after 1 April 2017 (regulation 13) will continue to apply as normal subject to the amendments above in sections a to h.

13.8 Splits and Mergers

The SSB scheme will apply to hereditaments;

- a. Coming into existence because of the circumstances described in paragraph 1 of Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265,
- b. Where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for the SSB scheme, and
- c. The circumstances described above in points a to h above do not apply for the creation day in respect of the hereditament.

13.9 After the creation day, the SSB scheme will cease to apply in the circumstances described in points a to h above.

13.10 The number of hereditaments eligible for SSB which then split or merge is likely to be very small and devising rules in particular for mergers with properties outside of the SSB scheme would be complex. Therefore, in discussions with local authority stakeholders, DCLG has concluded it would be disproportionate to devise detailed rules to prescribe the chargeable amounts in the various circumstances which could arise from a split or a merger.

Instead, for hereditaments meeting the criteria in paragraph 39 and 40 above, DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act found in accordance with the following principle:

- a. That the protection offered by the SSB scheme (that the bill will not rise by the greater of £600 p.a. or the transitional relief caps) will continue to apply in principle to that part of the newly created hereditament which was immediately before the creation day in the SSB scheme, and
- b. That increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of the SSB scheme.

For simple splits of hereditaments previously eligible for SSB, authorities may wish to simply apportion the chargeable amount in the SSB scheme for the hereditament before the split in line with the change in rateable value from the split) i.e. in line with the principle in Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265).

For mergers and reorganisations, authorities will have to estimate the degree to which, in line with the principle of the SSB scheme, that part of the hereditament which was formerly eligible for SSB should continue to receive support under the SSB scheme. DCLG does not expect authorities to seek any formal apportionments of rateable value for this purpose.

14 LOCAL NEWSPAPER RELIEF (To 31 March 2025)

- 14.1 This relief is a sum of £1,500 in respect of office space occupied by local newspapers to a maximum of one discount per local newspaper title and per hereditament. A local newspaper with two offices can only claim the relief in respect of one of the offices. An office shared by three separate local newspaper titles would only be eligible for one relief.
- 14.2 This relief is specifically for local newspapers, those that would be regarded as a 'traditional local newspaper'. The relief will not be available to magazines. The hereditament must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.

15 STATE AID

- 15.1 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However, relief is State Aid compliant where it is provided in accordance with the De Minimis Regulations (SI 1407/2013)
- 15.2 The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).

- 15.3 To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Enquiries may be made and declarations required from businesses to confirm whether the de minimis level has been reached.
- 15.4 The UK left the EU on 31 January 2020. The Withdrawal Agreement negotiated by the Government and the EU provides that during an implementation period State aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. Local authorities will therefore continue to apply State aid rules, including De Minimis, to reliefs during the implementation period.
- 15.5 The Government has sought clearance under Article 107(3)(b) of the Treaty on the Functioning of the European Union to treat the Expanded Retail Discount scheme as a notified State Aid. This approval has been received and State Aid limits can be ignored when deciding to award the Retail Discount.

16 ADMINISTRATION OF APPLICATIONS FOR RELIEF

- 16.1 Decisions relating to the granting of reliefs will be delegated to the staff reporting to the Director of Finance. Most reliefs will be granted automatically using records already held by the Council. Applications from business rate payers who think they should be eligible must be made in writing to Chelmsford City Council, Business Rates, Civic Centre, Duke Street, Chelmsford CM1 1JE.
- 16.2 There is no statutory right of appeal against a decision made by the Council in respect of retail rate or business rate reoccupation relief. However, the Council will review the decision if the ratepayer is dissatisfied with the outcome. The review will be carried out by the Director of Finance and the final decision made by the Director of Finance and/or the Cabinet Member for Fairer Chelmsford.
- 16.3 If an unsuccessful applicant requests a review, they will still need to continue to pay their rates bill. Once the review has been carried out, the ratepayer will be informed, in writing, of the decision.
- 16.4 The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review.



Chelmsford City Council Cabinet

8 June 2021

Creation of Greener Chelmsford Grant Scheme

Report by:

Cabinet Member for Greener and Safer Chelmsford

Officer Contact:

Alison Chessell, Procurement & Risk Services Manager,
alison.chessell@chelmsford.gov.uk, 01245 606598

Purpose

To establish the Greener Chelmsford Grant Scheme to support “green” community initiatives to help local groups deliver elements of the Climate and Ecological Emergency Action Plan.

Options

1. To approve the creation of the Greener Chelmsford Grants Fund as proposed in the Climate and Ecological Emergency Action Plan.
2. Not to approve the creation of the Greener Chelmsford Grants Fund.

Preferred option and reasons

Preferred option is Option 1 to approve the creation of the scheme to deliver the commitment within the Climate and Ecological Emergency Action Plan as approved in 2020.

Recommendation

That Cabinet approve the creation of the Greener Chelmsford Grants Fund, to enable the Council to continue to prioritise the delivery of the Climate and Ecological Emergency Action Plan and reallocation of appropriate resources to support this Plan.

That Cabinet recommend appropriate changes to the Community Grants Funding Panel for approval through the Council's usual procedures for making changes to the Constitution.

1. Background

- 1.1 On 16th July 2019 the Council declared a Climate and Ecological Emergency (CaEE), reflecting growing concerns about the impact of human behaviour on Climate Change, the local environment and biodiversity loss.
- 1.2 Following the Declaration in 2019, an Action Plan was agreed by Cabinet on 28th January 2020, intended to support the delivery of the ambitions highlighted in the CaEE Declaration.
- 1.3 The CaEE Action Plan included a commitment to establish a 'green investment fund' to support to support wider community initiatives.

2. Details of scheme

- 2.1 The scheme will align with the funding cycle for other City Council administered grants and will provide an additional funding opportunity for local community groups to support "green" initiatives.
- 2.2 The scope of the scheme will include a variety of ecological and green initiatives focused on:
 - 2.2.1 Protecting and enhancing wildlife
 - 2.2.2 Lowering energy consumption
 - 2.2.3 Reducing waste
 - 2.2.4 Lowering carbon emissions
- 2.3 The intention is for community groups operating within the boundary of Chelmsford district to apply for the grants with schemes and projects they have identified that they can deliver and which will contribute to at least one of the areas outlined in 2.2, above.
- 2.4 There will not be a limit primarily of the amount available for each individual grant. The scoring methodology and selection criteria will focus on the above objectives.
- 2.5 The scheme will be administered electronically, via the City Council's Love Your Chelmsford website www.loveyourchelmsford.co.uk .

2.6 Applications for grants will be assessed twice annually. Following checks for suitability and due diligence, they will be reviewed by an Officer panel. Recommendations will then go forward to the Community Grants Panel. The Council's Climate Ambassador will be in attendance for these items.

2.7 The scheme will be launched in August 2021 and reviewed after one year.

3. Funding of the Greener Chelmsford Grant Scheme

3.1 The scheme will be funded by an allocation of £100k as a one-off contribution from the **CIL neighbourhood allocation** within the 9 unparished wards, and any project funded will need to satisfy the definition set out under Regulation 59 (f) of the CIL Regulations as below:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area

3.2 These criteria will be part of the scheme terms and conditions.

4. Conclusion

4.1 The establishment of the Greener Chelmsford Grants Scheme encourages wider community engagement to help deliver elements within the Council's CaEE Action Plan. Reallocation of CIL funding for this purpose facilitates community-led initiatives that both improve a local area and enable wider "green" actions. The Greener Chelmsford Grant Scheme will operate alongside the other Community Grants and commissioning process, delivering consistency, transparency and efficiency for the Council and the local community.

List of appendices:

Community Grant Funding Panel Terms of Reference

Background papers:

Climate and Ecological Action Emergency Declaration

Climate and Ecological Emergency Action Plan (CaEE Plan)

Community Grants Funding Panel Terms of Reference

Corporate Implications

Legal/Constitutional: Changes to the Community Grant Funding Panel Terms of Reference will be required through the Council's usual procedures for making changes to the Constitution. The issue has already been considered by the Constitutional Working Group and will be considered by Governance Committee prior to final decision by Full Council in July.

Financial: The Neighbourhood CIL for the unparished areas budget will be reduced by £100k to create the Greener Chelmsford Grants budget.

Potential impact on Climate Change and the environment: Delivery of the CaEE Action Plan will be supported by the establishment of the Greener Chelmsford Grant Scheme.

Contribution towards achieving a net zero carbon position by 2030: Delivery of the CaEE Action Plan will be supported by the establishment of the Greener Chelmsford Grant Scheme.

Personnel: None

Risk Management: Delivery of the CaEE Action Plan is a strategic risk being monitored by Management Team and Audit and Risk Committee.

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

Director of Public Places

Economic Development and Implementation Services Manager

Relevant Policies and Strategies:

Our Chelmsford Our Plan

Climate and Ecological Emergency Action Plan

Chelmsford City Council Cabinet

8 June 2021

Modern Slavery Statement

Report by:

Leader of the Council

Officer Contact:

Alison Chessell, Procurement & Risk Services Manager,
alison.chessell@chelmsford.gov.uk, 01245 606598

Purpose

To approve for publication the annual Statement on Modern Slavery and Human Trafficking.

Options

1. Approve Statement on Modern Slavery and Human Trafficking.
2. Approve a variation of the Statement on Modern Slavery and Human Trafficking

Preferred option and reasons

Option 1 is the preferred option as there is a legal requirement to approve and publish a statement for the 2020/21 financial year. The attached Statement is a comprehensive and factual account of the Council's current position.

Recommendation

The proposed Statement on Modern Slavery and Human Trafficking for 2020/21 be approved and published.

1. Background

- 1.1 Section 54 of the Modern Slavery Act 2015 states that every organisation carrying on business in the UK with a total annual turnover of £36m or more must produce a Slavery and Human Trafficking Statement for each financial year. It is good practice to produce an annual statement.
- 1.2 The statement must include “the steps the organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains, and in any part of its own business”.

2. Required Content of the Statement

- 2.1 The Modern Slavery Act does not define in detail what a statement must include or how it should be structured. It does, however, indicate that a statement should aim to include information about:
- i) the organisation’s structure;
 - ii) its policies in relation to slavery and human trafficking;
 - iii) its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
 - iv) the parts of the business and supply chains where there is a risk of slavery and human trafficking taking place;
 - v) its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
 - vi) the training about slavery and human trafficking available to its staff.

3. Conclusion

- 3.1 The attached statement for 2020/21 meets the above requirements. Government guidance indicates that the statement must be approved by the board of directors and signed by a director (or equivalent) before being published. In the case of a local authority operating executive arrangements, the equivalent would be the Cabinet and the Leader of the Council. This statement is therefore updated and submitted annually to the Cabinet for approval before being signed by the Leader and Chief Executive and published.

List of appendices:

Annual Statement on Modern Slavery and Human Trafficking

Background papers:

None

Corporate Implications

Legal/Constitutional: The Modern Slavery Act 2015 states that every organisation that is operation within the UK with an annual turnover of £36m or more must publish a Modern Slavery and Human Trafficking Statement for each financial year.

Financial: The supplier elements of the strategy may affect the supplier base and hence the costs of procurement exercises.

Potential impact on climate change and the environment: The use of ethically sourced products and industries has a positive impact on the environment.

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

Personnel: Safeguarding and human trafficking checks are embedded within the Council's requirement and Human Resources Policies.

Risk Management: The risk of not complying with the legislation and reputational impact of considered within the report.

Equality and Diversity: The modern slavery implications are included within the Equality and Diversity Policy

Health and Safety: The modern slavery implications are included in the safeguarding risk assessments which consider safety of staff.

Digital: None

Other: None

Consultees:

Public Health and Protection Manager

Human Resources Services Manager

Modern Slavery and Human Trafficking Statement – 2020-21

This statement explains how Chelmsford City Council aims to understand and address all potential modern slavery and human trafficking risks related to its business. This statement is subject to annual review and will be published on the Council's website.

Commitment

Chelmsford City Council as a public sector organisation, an employer and a community leader is committed to undertaking a preventative approach to modern slavery and human trafficking within its corporate responsibilities and activities.

The Council adopted the Modern-Day Slavery Charter at Full Council on 26th February 2020 to reinforce its commitment to preventing Modern Slavery within its operations and supply chain.

Organisational Structure and Supply Chain

Chelmsford City Council provides a large range of services to over 170,000 residents within Essex. All of the services that the Council delivers are directly managed by the Council.

All of Chelmsford City Council's suppliers are asked to confirm whether they are compliant with the Modern Slavery Act 2015 ("the Act"). Failure to do so is treated as grounds for mandatory exclusion from current or future procurement opportunities.

This in line with the approach developed by Crown Commercial Services, the executive agency and trading arm of the UK Government's Cabinet Office. This approach is utilised nationally across the public sector.

Chelmsford City Council has an expectation that any organisation it works with, or commissions or procures a service from, operates appropriate policy and practice in relation to modern slavery and human trafficking.

Our Responsibilities

Chelmsford City Council has a corporate cross-cutting role and responsibility as an employer, community leader and procurer, to safeguard people within our community across all our operations.

Chelmsford City Council works with Essex Police and other enforcement agencies as appropriate to share intelligence and work collaboratively to address issues relating to modern slavery or human trafficking.

Our Policies

As a Council, we have a wide range of policies and processes in place that reflect our commitment to prevent modern slavery and human trafficking in everything that we do.

Formulation of all policies is subject to a robust assurance process, including staff and union consultation. Councillors, senior officers and partner organisations may also be invited to comment.

Relevant Policies:

- Employee Code of Conduct
- Whistleblowing Policy and Procedure
- Equality, Diversity, and Inclusion Policy
- Safer Recruitment Policy
- Safeguarding Children and Vulnerable Adults Policy
- Domestic Abuse Workplace Policy
- Contract Procedure Rules

Multi-Agency Arrangements

The **Essex Safeguarding Adults Board (ESAB)** is a statutory organisation that is committed to protecting an adult's right to live in safety, free from abuse and neglect. It collaborates with wider strategic partnerships in Essex to ensure that, where safeguarding responsibilities are spread across multiple organisations, there is a clear understanding of where responsibility lies to ensure a robust, joined-up approach.

The **Essex Safeguarding Children Board (ESCB)** is a statutory body which acts as a mechanism for agreeing how relevant organisations in Essex co-operate to safeguard and promote the welfare of children and young people.

As part of the Council's commitment to robust safeguarding provision, Chelmsford City Council through its Safeguarding Lead has a board member on both the ESCB and the ESAB.

Management Responsibilities

The Council has responsibilities to its workforce: this includes employee health, safety and welfare.

As part of the Council's commitment to the welfare of its workforce, any employee can raise concerns and have assurance from the Council that their concerns will be taken seriously.

The Council has an Employee Assistance programme for all staff, which provides confidential support and advice for work and personal matters and includes support for victims of crime. Employees have access to 24-hour confidential support, 365 days per year.

Risk Assessment

A Modern Day Slavery (MDS) Supplier Risk Assessment was undertaken in 2020. Its purpose was to expose potential areas of risk that may lie within the first tier of the Council's supply chain, the first tier being the suppliers that the Council has a direct contractual relationship with.

An action plan was developed to ensure delivery of the commitments within the Modern Slavery Charter and approved by the Audit and Risk Committee in September 2020. An annual progress report is to be made to the Committee in 2021, which will include a wider update on activities taking place across the Council to combat Modern Slavery.

Training and Awareness Raising

To meet its statutory safeguarding responsibilities, the Council offers a wide and extensive training programme to all staff.

In 2020/21, 336 members of staff undertook safeguarding training at an appropriate level for their role. The safeguarding training provides awareness of Modern Day Slavery and Human Trafficking matters.

The Council-led Chelmsford Community Safety Partnership held a stakeholder event in October 2020. 39 partner organisations attended for training and awareness-raising sessions. Also discussed at the event was the scope for setting up an anti-slavery partnership - CASP (Chelmsford Against Slavery Partnership).

Facilitated training on the 28th October 2020 to the community partners by Rah-Rah theatre company raised awareness of modern slavery and human trafficking.

A bid has been submitted to the Essex Police Fire and Crime Commissioner to support further development work for the Community Safety Partnership and progress the work around the development of CASP.

Due Diligence

Chelmsford City Council is committed to and understands the vital role that procurement plays in combatting modern slavery. This includes due consideration and recognition of its duty when sourcing to ensure that effective employment practices are in place within the supply chain and that modern slavery and human trafficking practices will not be tolerated.

Due diligence actions must be carried out, and the contract rules require collaboration with the Procurement Team for high-risk procurements to ensure, before awarding any contracts to prospective bidders, that the Council meets its legal obligations under the Modern Slavery Act 2015 and the Contract Procedure Rules.

The Council will be registering this statement on the Modern Slavery statement registry on GOV.UK, in line with best practice, in addition to publishing it on the Council's website.

Reporting Concerns

If any staff witness or suspect modern slavery or human trafficking is taking place, they are required to follow the internal safeguarding reporting process.

In line with statutory responsibilities and related guidance for local authorities, Chelmsford City Council may be required to notify the Home Office of a potential victim of modern slavery or human trafficking or make appropriate referrals to the National Referral Mechanism (NRM).

Performance

Chelmsford City Council has made one referral to the National Referral Mechanism for 2020-2021.

Declaration

This statement is made pursuant to Section 54 (1) of the Modern Slavery Act 2015 and constitutes Chelmsford City Council's slavery and human trafficking statement for the term of the financial period 1st April 2020 to -31st March 2021.

.....
Nick Eveleigh, Chief Executive

.....
Councillor Stephen Robinson, Leader of the Council