

2 November 2023 at 7pm

Council Chamber, Civic Centre, Chelmsford

Membership

Councillor C Adutwim (Chair)

and Councillors

P Clark, J Jeapes, B Massey, M O'Brien, G Pooley, E Sampson, T Sherlock, A Sosin, A Thorpe-Apps, N Walsh, R Whitehead, S Young

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

There is also an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance and details are on the agenda page. If you would like to find out more, please telephone Dan Sharma-Bird in the Democracy Team on Chelmsford (01245) 606523

email dan.sharma-bird@chelmsford.gov.uk

Recording of the part of this meeting open to the public is allowed. To find out more please use the contact details above.

CHELMSFORD POLICY BOARD

2 November 2023

AGENDA

PART 1

Items to be considered when members of 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

Minutes of meeting on 28 September 2023

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 20 minutes is allotted to public questions/statements, which must be about matters for which the Board 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.

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

5. Publication of Revisions to the Chelmsford Local Development Scheme (LDS)

6. Travelling Showpersons Sites Planning Advice Note

7. Refresh of Our Chelmsford Our Plan

8. Work Programme

9. 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.

PART II (EXEMPT ITEMS)

NIL

MINUTES
of the
CHELMSFORD POLICY BOARD
held on 28 September 2023 at 7:00pm

Present:

Councillor C. Adutwim (Chair)

Councillors N. Chambers, B. Massey, M. O'Brien, G. Pooley, E. Sampson, T. Sherlock, A. Sosin, A. Thorpe-Apps, N. Walsh, R. Whitehead and S. Young

Also present: Councillors I. Fuller, B. Knight and M. Steel

1. Apologies for Absence

Apologies for absence were received from Cllrs P Clark and Whitehead. Cllr Chambers substituted for Cllr Whitehead.

2. Declarations of Interest

Members were reminded that they must disclose any interests they knew they had 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 became aware of the interest. If the interest was a Disclosable Pecuniary Interest they were also obliged to notify the Monitoring Officer within 28 days of the meeting. Any declarations are recorded in the relevant minute below.

3. Minutes

The minutes of the meeting on 29 June 2023 were confirmed as a correct record.

4. Public Questions

Two public questions were asked at the meeting. One related to Item 5 and the other to Item 6.

The question for Item 5, was from a Member of Little Waltham Parish Council. They stated that their area was one of the most affected by the National Grid proposals and residents were angry and uncertain about what was happening. The Board heard that they had been searching for an alternative solution and were grateful for the Council's support in opposing the current plans. The Board were asked to consider asking the Council to undertake a full and fair impact assessment for Little and Great Waltham, rather than one carried out by National Grid. It was noted that this would have better access to information, would be more reliable and independent from National Grid themselves. The Board were also informed that the first preference would be for underground cabling instead as this would resolve various

concerns and the Council were also asked to support an alternative route using uninhabited agricultural land.

The question for Item 6 related to the Council's decision to delay the revision of the Local Plan to late 2023 or early 2024 to understand with greater clarity the review to the National Planning Policy Framework. The Board were asked whether it was now best to continue with the revisions already underway and to submit it before June 2025 or to wait until the new rules were enacted and start again. The Board were also asked what effect the new process would have on both made and upcoming Neighbourhood Plans and what action those Councils should be taking in order to keep up with the proposed changes.

Both of the above questions were answered by officers during the relevant reports and the responses are detailed under those items below.

5. Norwich to Tilbury Powerline Proposals – Responses to Second Non-Statutory Consultation

The Board were asked to consider the draft consultation responses to the second non-statutory consultation from National Grid on the Norwich to Tilbury Powerline proposals. It was noted that the 1st consultation responses were not being referred to at this point and just the changes would be focused on by officers, although in the response itself National Grid were being redirected to the 1st response. It was noted that due to its nationally significant nature, the application would be submitted directly to the Planning Inspectorate rather than the relevant local authorities. The Board heard that the proposals were for a new 183km, 400kV Transmission line in East Anglia, connecting the Norwich Main Substation, with Bramford in Suffolk and Tilbury in Essex. It was noted that a new substation would be built at Tendring Peninsula, connecting to proposed new offshore wind farms and the Overhead lines would have conductors and steel lattice pylons with a height of 45-50m. There would also be a section of underground cabling in the Dedham Vale Area of Outstanding Natural Beauty.

The preferred alignment of the route through Chelmsford was detailed to the Board, which passed through a narrow corridor in the Walthams, then through North Chelmsford toward Writtle, adjacent to ancient woodland, before continuing towards Brentwood and Basildon. The Board heard that this route had been assessed by officers and there were concerns about the very narrow gap planned to be used in the Walthams, that had lots of heritage assets of significant historical value. It was noted that a full assessment of these concerns had not yet been carried out by National Grid. It was noted that the potential of underground cabling could be a solution, but this was something that could raise other issues and until impact assessments were carried out it was difficult to raise solutions. It was noted by officers that as they were not proposals of the City Council, they could not themselves carry out the relevant heritage assessments and that was a matter for National Grid to carry out.

The Board were provided with an overview of the proposed consultation response, which is summarised below.

- Supports the transition to a low or zero carbon economy to address climate change and improve sustainability – where schemes are appropriately located and suitable mitigated.
- Asks for more evidence that the reinforcements are needed by 2030.
- Confirmation that inclusion for accelerated investment has not effectively scoped out an off-shore option.

- Continues to raise strong objections in principle to the proposal as the project still considered premature as not all the potential alternative options have been fully explored and assessed.
- Raises very serious concerns about the preferred alignment itself:
- The absence of detailed impact assessments, in particular Heritage Impact Assessments to identify the significance of individual and groups of designated and non-designated heritage assets and assess the impact, including cumulative impact on their significance.
- Once heritage significance and the impact of the proposals have been identified and assessed, then suitable mitigation measures need to be considered. This includes undergrounding, pylon design and landscape mitigation.
- Particular attention needs to be given to suitable mitigation where there are a concentration of designated heritage assets in close proximity to the proposed alignment e.g. the narrow and sensitive corridor between Great and Little Waltham.

The Board were informed of the next steps, which would involve the statutory public consultation in 2024, the Development Consent Order application in 2025, construction in 2027 and the powerlines fully operational by 2031. Officers also confirmed to the Board that the 2022 consultation response would be resubmitted with the one being agreed.

In response to questions from the Board, officers noted that;

- Indications were that an offshore scheme could be up to 5 times more expensive, but another part of National Grid were exploring the option. Until it was clear whether it was a possible solution it was difficult for officers to comment or compare the two options, therefore they felt the proposals from National Grid were premature.
- The future of the Bradwell site was not part of these specific proposals and that would involve a separate DCO being submitted for that. Officers did note however that there would be issues that affect each DCO and if the Board wanted to highlight this as a potential point in the response, officers could do so.
- The Neighbourhood Development Plan in Writtle had been referred to in the consultation and if preferred officers were happy to reinforce the importance of this in the consultation response.
- National Grid had contractual arrangements to connect to new wind farms in the North Sea and that was one of the reasons why the powerline was needed by 2030.
- It was disappointing that the initial response in 2022 had effectively been ignored by National Grid, but that National Grid had been in touch with key officers and had held a consultation event in Chelmsford at an earlier date.
- The required heritage assessment in areas such as the Walthams, had to be carried out by National Grid themselves, as it was their application, but the City Council would continue to encourage its undertaking and the Council's Heritage Officer will assess and provide feedback on its outcomes and recommendations..
- The impact of these national projects was often much higher on the actual areas they took place in, with the benefits being spread nationally. There was always an opportunity for local communities to benefit from environmental funds and this would be explored by the host authorities in the future.

- It was hoped that the Council's response would be looked at before Christmas and it was also noted that the City Council had been continuing to work with other neighbouring authorities.

The Board agreed to support the proposed response with some additions as detailed below.

RESOLVED that the consultation response set out at Appendix 1 for submission to National Grid, with additional comments on the request to provide more detail on the generating requirements for Central Essex, with reference to the Bradwell site, the Writtle Neighbourhood Plan and the concerns expressed for the narrow corridor being used in the Walthams and the lack of information on relevant heritage concerns.

(7.03pm to 8.pm)

6. Consultation on National Planning Reforms – Implementation of Plan-Making Reforms

The Board were informed of the government's proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan-making and asked to consider the draft responses from officers to the consultation questions. The Board heard that the main element behind the proposals from the Government was for a quicker plan making process that could be updated more frequently and that would be more digitally accessible. It was noted that the proposals contained new ones, previously promoted ones from earlier reform consultations and proposals to improve features of the existing system. It was noted that a 30-month plan-making timeframe would be implemented instead of the current system which typically took five to seven years for a plan to reach adoption. The Board heard that the time spent to examine plans would be reduced and that there would be a greater emphasis on community engagement and the use of digital tools, alongside light touch annual monitoring returns with a more detailed one four years after plan adoption.

The Board were also informed that existing adopted local plans would still be considered as up to date under the proposals and that they would stay in place until the adoption of new ones, officers felt that was an appropriate approach. The Board heard that officers were broadly supportive of making the plan-making process easier but did have concerns that some of the proposals would be unrealistic in practice. Officers also felt there were a number of additional financial burdens, and that the 30-month plan-making process was not feasible and would not allow for delays in getting information from 3rd parties, the complexity of evidence bases and potential changes in political leadership. Officers stated that the proposals would have a real and significant impact on future local plan making and this was demonstrated by the draft response prepared.

In response to the earlier public question, officers confirmed that arrangements for neighbourhood plans had not yet been set out by the Government but would be in due course. It was noted that future Government plan-making consultations would be expected to be considered by the Policy Board as well. It was also noted that in the interim officers would continue to support those areas developing neighbourhood plans and encourage them to continue with their plan making processes.

In response to questions from the Board, officers noted that;

- They would add some further detail on the Board's views of the importance of neighbourhood plans and to request clarification and certainty on the impact of the proposals for those areas working on their plans.

- The list of prescribed bodies in Question 29 did include relevant statutory bodies and that the draft response did include mention to the list being widened to include neighbouring planning authorities. Chelmsford City Council already consult Parish/Town Councils.
- It was hoped the proposals would lead to a wider audience being reached during consultation stages with the enhanced digital tools, but it was important to note that the Council already used many of these within its existing processes.

The Cabinet Member for Growing Chelmsford highlighted to the Board, that the Council were very fortunate to have high quality work from their officers in areas such as local plan development and the detailed consultation response demonstrated this.

RESOLVED that the consultation responses set out at Appendix 1 be noted and approved with the additional comments on the importance of neighbourhood plans and requests for clarity and certainty on the impact of the proposals on neighbourhood plans.

(8pm to 8.28pm)

7. Urgent Business

There were no items of urgent business.

The meeting closed at 8.29pm

Chair



Chelmsford Policy Board

2 November 2023

Publication of revisions to the Chelmsford Local Development Scheme (LDS)

Report by:
Director of Public Places

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Purpose

The purpose of this report is to consider the revised Local Development Scheme (LDS) and recommend it to Cabinet for approval and publication. The LDS sets out the programme of work for the preparation of statutory and non-statutory development plan documents for the period of 2023-2028. The LDS is set out at **Appendix 1**.

Recommendations

To consider the LDS set out in **Appendix 1** and recommend it to Cabinet for approval and publication.

1. Introduction

1.1. Local Authorities are required to prepare and keep up-to-date a Local Development Scheme (LDS). This is the Council's timetable for preparing and revising local development documents relating to the development and use of land in its area (in this case the review of the Local Plan which was adopted in 2020). It also includes details of other supporting documents including the

Council's Community Infrastructure Levy Charging Schedule and Supplementary Planning Documents.

- 1.2. The LDS helps the Council to establish plan-making priorities and set a clear timetable for the preparation of development plan documents. For the public and stakeholders, the LDS provides information on the proposed programme of work to be undertaken by the local authority and highlights key milestones where public engagement and consultation will be sought.
- 1.3. In July, the Government published its latest consultation proposals for the reform of the plan-making system to implement relevant parts of the Levelling Up and Regeneration Bill currently making its way through Parliament. The proposed changes are intended to be rolled out on a phased basis to permit the new local plans system to commence in November 2024. Through the consultation, the Government confirms that Local Plans currently underway and submitted for examination on or before 30 June 2025 will be examined under the current system rather than the proposed new system, and that such plans will, in general, need to be adopted by 31 December 2026.
- 1.4. The Government is also proposing to replace the current Community Infrastructure Levy (CIL) system with a mandatory, more streamlined, and locally determined Infrastructure Levy as part of the Levelling Up and Regeneration Bill. The new system will be gradually rolled out over several years, with existing CILs continuing to apply until a national roll-out.

2. Local Development Scheme (LDS) 2023-2028

- 2.1. This LDS represents a management tool for setting and managing the plan-making process. However, the LDS is not subject to Independent Examination or formal public consultation. Chelmsford City Council's first LDS was adopted in 2006 and has since been subject to regular reviews as we have made progress with preparing development plan documents. The current LDS dates from 2021 and requires an update. Once approved, it will replace all previous versions.
- 2.2. The Council has a single Local Plan covering the whole Council area. This was adopted in May 2020 and covers the period up to 2036. A full review of the adopted Local Plan is underway with the first Regulation 18 public consultation (Issues and Options) taking place in 2022. This was in accordance with the Local Plan's commitment to commence a review of the Plan in Policy S13 in 2022.
- 2.3. This latest LDS covers the period 2023-2028 and sets out the scope of the review and updated timeframe for the remainder of the review process. This includes revised dates for two further formal public consultations, submission of the plan for examination and indicative date for plan adoption. These updated dates reflect delays with the Issues and Options consultation and allow sufficient time to complete the evidence base and stakeholder engagement. They will also seek to ensure that the review of the Local Plan will be prepared under the existing

plan-making system i.e., be ready for submission before the 30 June 2025 deadline and adoption by 31 December 2026 in line with the Government's latest plan-making reforms. The projected timetable for in the remaining stages of the plan review is set out in Section 4 of the LDS.

2.4. The LDS also sets out other planning documents that will be required to assist in the preparation of the review of the Local Plan. These are set out in Section 5 of the LDS and include:

- A review of the Community Infrastructure Levy (CIL) charging schedule (to align with Government's proposed new 'Infrastructure Levy' system)
- Statement of Community Involvement (SCI)
- Supplementary Planning Documents (SPDs)
- Evidence base documents
- Integrated Impact Assessment (IIA)
- Policies Map
- Masterplans

2.5. Section 6 sets out potential risks which may impact the timetable, alongside contingencies to deal with those.

2.6. Sections 7 and 8 cover the monitoring of the LDS and the project management and resources for undertaking the review of the Local Plan. This includes the governance arrangements for formal decision making relating to the review of the Local Plan.

2.7. In accordance with Section 15 (9A) (b) of the Planning and Compulsory Act 2004 Act, a copy of any amendments made to the LDS since its last publication in 2018 is set out in **Appendix 1**.

3. Conclusion

3.1. The Council is required to publish and up-to-date Local Development Scheme by the Planning and Compulsory Purchase Act 2004. The Local Development Scheme (LDS) at **Appendix 1** sets out the programme of work for the preparation of statutory and non-statutory development plan documents covering the period of 2023-2028. The LDS is a 'living' document which does not preclude further changes within this period if that is deemed necessary.

3.2. It is recommended that the revised LDS as set out in **Appendix 1** be referred to Cabinet for approval and publication.

List of appendices:

Appendix 1 – Local Development Scheme 2023-2028

Background papers:

- Local Development Scheme Eighth Review (2021-2025)
- Planning and Compulsory Purchase Act 2004
- Localism Act 2011
- Plan-making reforms: consultation on implementation published by the Department for Levelling Up, Housing and Communities (July 2023)
- Consultation on National Planning Reforms – Implementation of Plan-Making Reforms (Chelmsford Policy Board Report 28 September 2023)

Corporate Implications

Legal/Constitutional: The Council are required to publish an up-to-date LDS in accordance with the Planning and Compulsory Purchase Act 2004.

Financial: The cost of the review of the Local Plan will be met through the budget reserve identified for this purpose.

Potential impact on climate change and the environment: There is no direct impact on climate change and the environment arising directly from this report, although the review of Local Plan policies will enable higher environmental standards to be considered for new development.

Contribution toward achieving a net zero carbon position by 2030: There are no direct implications arising from this report, although the review of Local Plan policies will enable higher environmental standards to be considered for new development.

Personnel: There are no direct personnel implications arising from this report.

Risk Management: Risks and contingencies relating to the LDS are set out in section 6 of Appendix 1.

Equality and Diversity: An Equalities and Diversity Impact Assessment has been undertaken for the Council's new Local Plan and will need to be updated as part of its review.

Health and Safety: There are no Health & Safety issues arising directly from this report.

Digital: There are no IT issues arising directly from this report.

Consultees:

Directorate for Sustainable Communities

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

Statement of Community Involvement 2020

Chelmsford Local Plan

**Local Development
Scheme 2023-2028**

November 2023



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1 Introduction

Purpose

- 1.1. In accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), this Local Development Scheme (LDS) sets out what Local Plan related documents the City Council intend to prepare and a timetable for their production and consultation in the period 2023-2028.
- 1.2. This LDS is a management tool for setting and managing the plan-making process. However, the LDS is not subject to Independent Examination or formal public consultation. Chelmsford City Council’s first LDS was adopted in 2006 and has since been subject to eight previous reviews. This LDS forms the ninth review and replaces all previous versions and will be published on the City Council’s website.

What has been achieved to date?

- 1.3. Since the publication of the first LDS, the City Council has continuously made good progress in the preparation of its Local Plans. The Council had a complete suite of adopted Development Plan Documents within its Local Development Framework which covered the period up to 2021.
- 1.4. These have subsequently all been superseded by the new single Local Plan which was adopted in May 2020 and covers the period up to 2036.

2 The adopted Statutory Development Plan

Adopted Development Plan Documents

- 2.1 The statutory development plan for Chelmsford City Council’s administrative area comprises of the following documents:

Document	Adoption Date	Period document covers
Chelmsford City Council’s Local Plan	27 May 2020	2013 – 2036
Essex Minerals Local Plan	July 2014	2012 – 2029
Essex and Southend-on-	July 2017	2017 – 2032

Sea Waste Local Plan		
South East (Inshore) Marine Plan	June 2021	2021-2041
Little Baddow Neighbourhood Plan	Designated 6 January 2017 Referendum August 2023 Adopted ('made') August 2023	https://www.littlebaddowplan.org.uk/
South Woodham Ferrers Neighbourhood Plan	Designated 14 January 2016 Regulation 14 consultation March 2020 Regulation 16 consultation November 2020 Referendum October 2021 Adopted ('made') December 2021	http://www.southwoodhamferrerstc.gov.uk/Neighbourhood_Plan_26846.aspx
Writtle Neighbourhood Plan	Designated 3 January 2017 Regulation 14 consultation December 2020 Regulation 16 consultation April 2021 Referendum October 2021 Adopted ('made') December 2021	https://writtle-pc.gov.uk/neighbourhood-plan/

- 2.2 When reviewing the Chelmsford Local Plan regard will need to be given to the strategies and policies contained within the Minerals and Waste Local Plans, the South East (Inshore) Marine Plan and the adopted Neighbourhood Plans.

Development Plan Documents in progress

Neighbourhood Development Plans

- 2.3 Work is continuing on a number of Neighbourhood Plans within the Chelmsford City Council Administrative area. Upon each of these being 'made', they become part of the statutory development plan for the area which they cover.
- 2.4 Their status of Neighbourhood Plans in the Chelmsford area is set out below and further details for each one can be found on their websites.

Neighbourhood Development Plan	Key dates/ Status	Website
Boreham	Designated 11 January 2017	http://www.borehamparishcouncil.co.uk/organisation/neighbourhood-plan/

Broomfield	Designated 22 March 2016	https://www.broomfieldessex.co.uk/your-neighbourhood-plan/
Danbury	Designated 9 March 2016	https://www.danburyneighbourhoodplan.com/
East Hanningfield	Designated 24 September 2019	https://e-voice.org.uk/easthanningfieldparishcouncil/village-design/
Sandon	Designated 31 October 2017	https://sandonparishcouncil.co.uk/neighbourhood-development-plan/

3 Chelmsford Local Plan Review

- 3.1 A comprehensive ten-week programme of consultation took place during the extended consultation period which ran from 11 August to 20 October 2022 on the Local Plan Issues and Options and its accompanying Integrated Impact Assessment (IIA). The consultation was promoted through a range of activities including email/letter notifications to more than 2,100 contacts registered on the Council’s Consultation Portal, on the Council’s website, press releases, adverts in local publications and social media. Consultation activities included placing consultation documents on deposit at the Council’s Customer Service Centre, organised stakeholder presentations, Duty to Co-operate meetings, a virtual exhibition and staffed physical exhibitions. An animated Local Plan video was also published.
- 3.2 The review of the Local Plan continues to cover the whole of the Chelmsford administrative area and include strategic priorities and long-term vision for Chelmsford. It will contain a Spatial Strategy which identifies locations for delivering housing and other strategic development needs such as employment, retail, leisure, green, blue and wild infrastructure, and community development. It also will also include strategic policies, site allocation policies, development management policies and Policies Map for determining all forms of planning applications.
- 3.3 The reviewed Local Plan will have a Plan period covering the period 2022-2041 and once adopted will replace the existing Local Plan which covers the period 2013 – 2036.

4 Timetable for review of the Local Plan

- 4.1 The Council has a statutory duty to review the Local Plan at least every five years under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. The NPPF (2023) sets out in paragraph 33 that policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary. It also states that reviews should be completed no later than five years from the adoption date of a plan (which would be 28 May 2025) and should take into account changing circumstances affecting the area, or

any relevant changes in national policy. Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; and they are likely to require earlier review if local housing need is expected to change significantly in the near future.

- 4.2 The Local Plan commits to a full or partial review of the Plan in Policy S13 to commence in 2022. The timetable for a full review of the Local Plan is set out below and will be updated with further detailed timescales as the review progresses and relevant milestones are met or require amending. The table is set out in quarters for each year as follows:

Quarter 1 = January/February/March

Quarter 2 = April/May/June

Quarter 3 = July/August/September

Quarter 4 = October/November/December

Stage	Estimated timescale
New Local Development Scheme Approved	Quarter 4 2023
Preferred Options Local Plan Consultation (Regulation 18)	Quarters 1 and 2 2024
Review comments and revise Local Plan	Quarters 2-4 2024
Submission Local Plan Consultation (Regulation 19)	Quarter 1 2025
Submission of Local Plan and representations to Secretary of State (Regulation 20, 22 and 35)	Quarter 2 2025
Independent Examination (Regulation 20)	Quarters 3 and 4 2025
Inspector's Report and Adoption of Local Plan (Regulation 20 and 35)	Quarter 4 2025/Quarter 1 2026

Other Planning Documents

- 5.1 To assist in its preparation and to inform the scope of the Local Plan review the following documents are also relevant and will be updated/reviewed as set out below:

Community Infrastructure Levy (CIL)

- 5.2 The CIL is a planning charge on new developments used by local authorities to fund and deliver infrastructure needed to support new development. CIL is charged on a £ per square metre basis on the gross internal area of new development.
- 5.3 Chelmsford was the first local authority in Essex to bring a CIL into force on the 1 June 2014. This followed two rounds of public consultation and an independent examination that took place in October 2013.
- 5.4 The Government is proposing to replace the current CIL system with a mandatory, more streamlined, and locally determined Infrastructure Levy as part of the Levelling Up and Regeneration Bill. The Bill provides the framework for the new Levy, with the detailed design to be delivered through new regulations still to be prepared. The new system will be gradually rolled out over several years, with existing CILs continuing to apply until a national roll-out. Work towards producing a Chelmsford IL is expected to commence once new regulations are in place and the national roll-out measures are announced.

Statement of Community Involvement (SCI)

- 5.5 The Statement of Community Involvement (SCI) sets out how the City Council will involve the community and stakeholders in plan-making and when considering planning applications. The SCI also sets out the levels of consultation that developers will be encouraged to undertake, before submitting an application, particularly those involving major or controversial proposals.
- 5.6 The City Council adopted its first Statement of Community Involvement (SCI) in February 2006. There have been several reviews since with the most recent review being approved in September 2020.
- 5.7 The most recently approved version of the SCI can be found at:
<https://www.chelmsford.gov.uk/resources/assets/inline/full/0/4284192.pdf>

Supplementary Planning Documents (SPDs)

- 5.8 The City Council currently has eleven adopted SPDs, including six Village Design Statements. SPDs can be used as a vehicle to aid in the successful delivery of development and/or infrastructure.
- 5.9 The table below lists the SPDs that are currently adopted:

Document title	Scope of document	Adopted
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Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document	Sets out a strategic approach to identifying the scale of recreational disturbance to Special Protection Areas, Special Areas of Conservation and Ramsar sites along the Essex coast and proposes measures to mitigate impacts. It is a joint strategy with eleven local planning authorities across Greater Essex (Basildon District Council, Braintree District Council, Brentwood Borough Council, Castle Point Borough Council, Colchester Borough Council, Chelmsford City Council, Maldon District Council, Rochford District Council, Southend-on-Sea District Council, Tendring District Council and Thurrock Council).	May 2020
Making Places Supplementary Planning Document	Seeks to promote and secure high-quality sustainable new development. It is aimed at all forms of development, from large strategic developments, public spaces and places, to small extensions to individual homes. It sets out detailed guidance on the standards included in Chelmsford's Local Plan for future planning proposals. It also shows how development can go beyond planning policy requirements to create the most sustainable and environmentally friendly development.	January 2021
Planning Obligations Supplementary Planning Document	Sets out how CCC will seek planning obligations when considering planning applications. It identifies topic areas where planning obligations and possible contributions would be applicable, whether financial or otherwise. This can include providing things like affordable housing, open space, environmental improvements or community facilities, and/or paying financial contributions towards them. Along with the Community Infrastructure Levy Charging Schedule, the SPD gives clear guidelines to developers, landowners and stakeholders. It sets out the likely scope and scale of planning obligations applicable to different sorts of development.	January 2021
Solar Farm Development Supplementary Planning Document	Provides guidance on preparing, submitting and assessing planning proposals for solar farms and guidance on where solar farms may be most suitable. It considers and applies advice from a number of sources, including the requirements of	November 2021

	National Planning Policy and Guidance, local planning policies and other relevant strategies.	
Chelmsford Town Centre Public Realm Strategy	Forms a framework for funding bids, investment and programming of works and the basis for negotiation of planning applications in the City Centre. It sets out priorities and guidance for the design-led improvement of public spaces and seeks to coordinate the design of streets and spaces. It provides the basis for best practice standards for client and contractor organisations with influence over public spaces and helps to promote community cohesion and encourage the successful use of spaces.	January 2011
Broomfield Village Design Statement	Provides local design guidance for development in the area.	2011
Danbury Planning Framework	Provides local design guidance for development in the area.	2011
Great Baddow Village Design Statement	Provides local design guidance for development in the area.	2011
Little Baddow Village Design Statement	Provides local design guidance for development in the area.	2012
Sandon Village Design Statement	Provides local design guidance for development in the area.	2011
Stock Village Design Statement	Provides local design guidance for development in the area.	2011

- 5.13 To support the review of the Local Plan, some SPDs will be required to be updated, or additional SPDs may be required. The latest status of new/updated SPDs is available on our website at: [Supplementary Planning Documents and planning advice notes \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/Supplementary-Planning-Documents-and-planning-advice-notes)

Evidence Base

- 5.14 The Local Plan has been informed by a range of information including background studies, research, surveys and feedback documents. Many of the studies that form the evidence base have been undertaken by the City Council or by consultants on behalf of the City Council. Others have been undertaken in partnership with other Local Authorities and Essex County Council to take into account any issues and opportunities affecting neighbouring areas and the wider region. You can view information relating to the Local Plan Evidence Base on the Council's website at: [Evidence base for the local plan \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/Evidence-base-for-the-local-plan)
- 5.15 Various evidence base documents will be reviewed, updated, or additional evidence base documents produced, to assist in the review of the Local Plan. The evidence base is important to ensure the Local Plan policies and allocations are justified and support the

Local Plan being found sound at Examination. All new and updated evidence base documents will be added to the Council's website as they are produced.

5.16 As part of the legal Duty to Co-operate¹, the City Council is committed to continue to work collaboratively with other local authorities and stakeholders on strategic matters of cross-boundary and sub-regional significance.

5.17 Some evidence base documents will identify needs required for the Plan period e.g. numbers of homes and jobs, while others will test and inform proposals within the Plan e.g. transport modelling and viability testing. While not intended to be a comprehensive list, evidence base documents covering the following general topic areas will be prepared to support the review of the Local Plan:

- Consultation and Duty to Co-operate
- Population and homes
- Economy and Regeneration
- Green/Blue/Wild Infrastructure
- Natural, Historic and Built Environment
- Transport and Movement
- Viability
- Monitoring and Equality

¹ Section 110 of the Localism Act (2011)

Integrated Impact Assessment (IIA)

- 5.18 The Integrated Impact Assessment (IIA) will inform the review of the Local Plan and any other Development Plan Documents (DPD). IIA's are published for consultation alongside the publication of each stage of the review of the Local Plan or DPD and form a key consideration of determining soundness at Examination.
- 5.19 All policies and proposals contained within the review of the Local Plan are subject to an Integrated Impact Assessment (IIA) which investigates the impacts of different proposals within the Local Plan against environmental, equality, health and community safety objectives. This involves scoping reports and assessments throughout the preparation of the review of the Local Plan to ensure an iterative approach. These documents form part of the evidence base.

Policies Map

- 5.20 The policies map covers the whole of the Chelmsford area and its purposes is to illustrate sites allocated for development or protection within the Local Plan. The current Local Plan maps and map legend can be downloaded at: [Adopted Local Plan \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/adopted-local-plan) These will be revised as part of the review of the Local Plan and updated maps will be published on adoption of the new Local Plan.

Masterplans

- 5.21 Masterplans are high-level documents, which set out what we expect from a new development. They mainly relate to strategic growth sites, which are allocated in the Local Plan. The Local Plan sets out the overall number and locations for homes, jobs and businesses along with the infrastructure needed to support growth.
- 5.22 Masterplans help create excellent places to live, work and enjoy, and which are suitable for the individual site. They help us to make sure developments deliver what the area needs, while giving developers some flexibility.
- 5.23 Full details of the Masterplan procedure and progress on existing Masterplans can be found at: <https://www.chelmsford.gov.uk/planning-and-building-control/masterplans-for-new-developments-in-chelmsford/>. To support the review of the Local Plan, some masterplans may be required to be updated, and additional masterplans will be required.

6 Risks and Contingencies

Risks	Level	Contingency
Significant changes to the planning system - publication of new Government legislation/guidance	Medium to High	Continue to keep fully abreast with any changes/publications of Government legislation. Assess as soon as practicable any revisions that may be necessary to the review of the Local Plan.
Problems/inability to engage with key stakeholders and the community	Low	Continue to engage and maintain good relationships with key stakeholders and communities. Raise any problems or issues through appropriate channels.
Failure to comply with Duty to Co-operate	Medium	Prepare and implement a Duty to co-operate strategy and ensure early engagement at officer and Member level.
Handling higher than expected numbers of representations	Medium to High	Engage additional staff resources during and after consultation periods with the use of external specialists if necessary.
Loss of key staff within Spatial Planning Services team	Medium	Recruiting temporary contract staff, if necessary, to cover any shortfalls in staffing levels.
Inability for the Planning Inspectorate to deliver hearings and reports on time	Medium	This would affect the Examination and adoption of the review of the Local Plan. No contingency as Planning Inspectorate is the sole body able to undertake this process.
Legal Challenges to the Local Plan	Medium	Seek appropriate legal advice through the preparation of the review of the Local Plan and keep abreast of best practice.
Neighbourhood Plans – staff are required to provide advice and support to neighbouring groups	Medium to High	Early engagement with Parish Councils/community groups to anticipate workload. Recruit temporary contract staff, if necessary, to divert some of the workload.

7 Monitoring and Review

- 7.1 The City Council is required to prepare an Authority Monitoring Report (AMR) which assesses the extent to which the Plan's objectives and policies are being achieved as set out in the Local Plan Monitoring Framework. This can be found in Section 10 of the adopted Local Plan which can be downloaded at:
<https://www.chelmsford.gov.uk/resources/assets/inline/full/0/4676389.pdf>
- 7.2 The AMR also monitors the implementation of the LDS by reviewing the production of Local Plan document progress compared with the targets and milestones set out in the LDS. It assesses where the City Council:
- has met the LDS targets and milestones, is falling behind schedule, or will not meet targets with reasons for this and;
 - needs to update the LDS particularly in light of the above. Where it is necessary to update the LDS, the steps and the timetable needed for the revision of that scheme.
- 7.3 Chelmsford's AMR's are published annually and are available on the City Council's website at: [Monitoring development \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/monitoring-development)

8 Project Management and Resources

- 8.1 The preparation of the review of the Local Plan will be led and co-ordinated by staff within the Spatial Planning Services Team supported by members of other teams within the City Council's Directorate for Sustainable Communities. Contributions will also be made from members of other Directorates and Services within the City Council as required. There may also be a need for input from specialist consultants and some joint evidence base working with other authorities.
- 8.2 The review of the Local Plan will be prepared on a project basis with a team of officers led by the Spatial Planning Services Manager. Consultation arrangements, as defined in the adopted Statement of Community Involvement, will be co-ordinated by a designated Officer using other resources of the Council as appropriate.
- 8.3 The City Council's budget currently covers the costs of current work on the review of the Local Plan and the Council expects to meet projected costs for future years from its Revenue Budget. The City Council will need to meet the costs of the Independent Examination process in collaboration with the Planning Inspectorate to ensure that such costs are met at the appropriate times.
- 8.4 Evidence base documents to inform the review of the Local Plan will be signed off by Officers under delegated powers. The existing governance for formal decision making relating to the review of the Local Plan will be through the following Boards/Committees:

- Chelmsford Policy Board
- Cabinet
- Full Council

8.5 Role of Chelmsford Policy Board in relation to the Local Plan review process:

- To consider draft public consultation documents/materials and to make recommendations to the Cabinet and Council, as appropriate
- To consider consultation feedback reports, as appropriate
- To recommend to the Cabinet approval and adoption of the final versions of Masterplans, Supplementary Planning Documents and other non-statutory planning policy documents.

8.6 The above provisions do not prevent Cabinet or Council adopting new or revised policies that have not been reviewed by the Chelmsford Policy Board.

8.7 Role of Chelmsford Cabinet in relation to the Local Plan review process:

- To formally agree recommendations of the Chelmsford Policy Board at key stages of preparation.

8.8 Role of Chelmsford Full Council in relation to the Local Plan review process:

- To formally agree the submission of the review of the Local Plan for Examination
- To formally agree the adoption of review of the Local Plan.

8.9 Technical consultations with specified technical stakeholders can be agreed by Director of Sustainable Communities or Spatial Planning Services Manager in consultation with Cabinet Member for Growing Chelmsford.

Appendix 1 – Appendments made to 2021 LDS

In accordance with Section 15 (9A) (b) of the Planning and Compulsory Act 2004 Act a copy of any amendments made to the LDS since its last publication in 2021 is set out below:

2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
1. Introduction	1. Introduction	
Purpose of the Local Development Scheme	Purpose	Text updated to reflect this will be the ninth review of the LDS and that this will replace all previous versions.
What has the Council already achieved	What has been achieved to date?	Text updated to reflect the Council had an adopted suite of Development Plan Documents which have subsequently been replaced with a composite Local Plan covering the period up to 2036.
2. Context	N/A	
The Planning System	N/A	Section previously covered the changes in the planning system which had occurred since the adoption of the Local Development Framework documents and the need for a composite Local Plan. This section was outdated and not required to be included in an LDS. Given that it has the potential to become out of date at any point in time it has been removed as it is unnecessary.

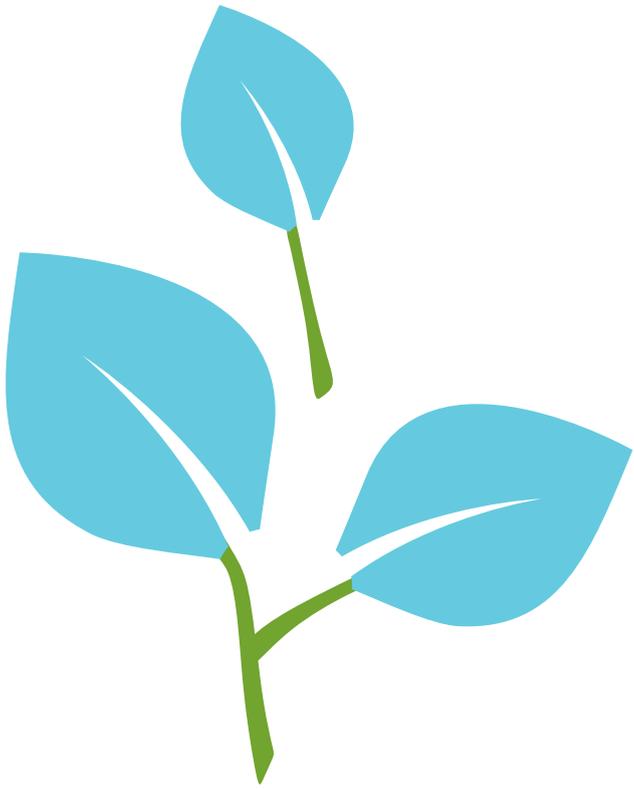
2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
3. The Adopted Statutory Development Plan	2. The adopted Statutory Development Plan	
Chelmsford Local Development Framework 2001-2021	Adopted Development Plan Documents	All adopted Development Plan Documents included in one table with their Plan period and adoption dates. South East (Inshore) Marine Plan added.
Minerals and Waste Local Plans	Adopted Development Plan Documents	All adopted Development Plan Documents included in one table with their Plan period and adoption dates.
	Development Plan Documents in progress	Details of all Neighbourhood Plans and their progress to date are included in a table with links to them all. Details of these were previously included under section 4 but since they have progressed further and some are now in force, at which point they will become part of the statutory development plan for the area which they cover, it was considered more appropriate to include them in this section.
4. Chelmsford Local Plan	3. Chelmsford Local Plan Review	
Background	Chelmsford Local Plan Review	Text updated to reflect that the Local Plan will be reviewed rather than a comprehensive new Local Plan to replace the previous Local Development Framework (which has already happened).

2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
		<p>Text includes the area the Local Plan Review will cover, what it will contain, and the period of time it will cover.</p> <p>Previous text which covered issues such as Evidence Base is now covered in the Evidence Base sub-section in section 5.</p>
Neighbourhood Plans		<p>Details of all Neighbourhood Plans and their progress to date are now included in a table with links to them all in section 2. Details of these were previously included under section 4 but since they have progressed further and some are now in force, at which point they will become part of the statutory development plan for the area which they cover, it was considered more appropriate to include them in section 2.</p>
	4. Timetable for review of the Local Plan	<p>Timetable moved from Appendix 1 and 2 in previous LDS to sit with the details about the Review of the Local Plan, so it is easier to read across.</p> <p>Text sets out the need and requirement for a review of the Local Plan and the projected timetable for the review.</p>
5. Other Planning Documents	5. Other Planning Documents	
Supplementary Planning Documents (SPDs)	Community Infrastructure Levy (CIL)	<p>Moved to the beginning of this section as its timetable sits alongside that of the Local Plan Review. Text added to reflect</p>

2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
		<p>that the CIL review has not taken place due to the proposed national government review on the Infrastructure Levy.</p> <p>Text updated to set out why a review of CIL did not commence in the timeframe previously suggested and that it will be reviewed in the same timeframe for the review of the Local Plan.</p>
Community Infrastructure Levy (CIL)	Statement of Community Involvement (SCI)	Text updated and moved further up this section as a new SCI has recently been approved. Text includes a link to the latest SCI available on the Council's website.
Statement of Community Involvement (SCI)	Supplementary Planning Documents (SPDs)	<p>SPD table previously included updated to include all current SPDs, their scope and status.</p> <p>A weblink of where to find details of any potential review of these, or any future SPDs, on the Council's website is included.</p>
Authority Monitoring Report (AMR)	Evidence Base	Weblink of where to find the full list of Evidence Base documents is updated and general topic areas for evidence base documents proposed to be covered is included.
Evidence Base	Sustainability Appraisal	Additional text included to set out that SA's will be published for consultation alongside each stage of the Local Plan Review process.

2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
Sustainability Appraisal	Policies Map	<p>New section added for completeness, to set out that the policies map covers the whole of the Chelmsford area and its purposes is to illustrate sites allocated for development or protection within the Local Plan.</p> <p>A weblink to the map on the Council's website is included as well as setting out that this will be reviewed and updated accordingly, as part of the Local Plan Review.</p>
	Masterplans	<p>New section added as Masterplans were introduced as part of the Strategic Site Policy Allocations in the adopted Local Plan.</p> <p>Details of their purpose and a weblink to Council's Masterplan procedure and progress on existing Masterplans on the Council's website is included.</p>
6. Risks and Contingencies	6. Risks and Contingencies	<p>Additional risk and contingencies identified relating to the potential for failing to comply with the Duty to Co-operate, and Legal Challenges to the Local Plan.</p>
7. Monitoring and Review	7. Monitoring and Review	<p>Text updated to reflect the Council's adopted Local Plan Monitoring Framework as previous version referred to Local Development Framework Monitoring Framework.</p> <p>Weblink included to latest Local Plan Monitoring Framework and Authority Monitoring Report on the Council's website.</p>

2021 LDS Section/Sub-section title	2023 LDS Section/Sub-section title	Amendments made
8. Project Management and Resources	8. Project Management and Resources	<p>Text updated to reflect the Planning and Housing Policy team is now the Spatial Planning Services Team.</p> <p>Additional text added to set out the existing governance for formal decision making relating to the review of the Local Plan will be through the following Boards/Committees:</p> <ul style="list-style-type: none"> • Chelmsford Policy Board • Cabinet • Full Council <p>Details of which documents will go to which Board/Committee added.</p>
	Appendix 1 – Appendments made to 2021 LDS	This table of amendments has been added as an appendix to the LDS, rather than previously being published alongside it on the Council’s website, to ensure it is easy for all to find.
Appendix 1 – Documents Proposed for Preparation	N/A	Timetable moved and updated from Appendix 1 and 2 in previous LDS to sit with the details about the Review of the Local Plan in section 4 so it is easier to read across.
Appendix 2 – Document Preparation Timetable	N/A	Timetable moved and updated from Appendix 1 and 2 in previous LDS to sit with the details about the Review of the Local Plan in section 4 so it is easier to read across.



This publication is available in alternative formats including large print, audio and other languages

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Chelmsford Policy Board

2 November 2023

Travelling Showperson Sites Planning Advice Note

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Director of Public Places

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Purpose

The purpose of this item is seek approval from Policy Board to publish the draft Travelling Showperson Sites Planning Advice Note for a technical consultation.

Recommendations:

1. The draft Travelling Showperson Sites Planning Advice Note, attached at Appendix 1, be approved for a 4-week technical consultation.
2. To delegate to the Director of Public Places, in consultation with the Cabinet Member for a Growing Chelmsford, to settle any final changes to the Traveller Showperson Planning Advice Note arising from the Policy Board ahead of the technical consultation.

1. Background

- 1.1 The National Planning Policy Framework (NPPF) and Planning Policy for Traveller Sites (PPTS) set out that local planning authorities have a responsibility to identify and address the accommodation needs of different groups of the community, including Travelling Showpeople.
- 1.2 The cultural lifestyle of Travelling Showpeople often means that accommodation in the form of flats and houses etc. are not suitable for this community. Travelling Showpeople are generally accommodated on 'plots' (sometimes informally known as 'yards').
- 1.3 Chelmsford City Council in partnership with other Essex local planning authorities, commissioned consultants to identify the local accommodation needs of this community through the undertaking of Essex-Wide Gypsy and Traveller Accommodation Assessment (GTAA). This establishes the number of plots required by the Travelling Showperson community within the administrative area. The plots required are then allocated within the adopted Chelmsford Local Plan.
- 1.4 The adopted Chelmsford Local Plan has allocated 24 plots to be provided to meet the identified need of the Travelling Showperson community as follows:

Strategic Growth Site Policy	Number of TSP Plots Allocated
SGSP2 – West Chelmsford	5
SGSP6 – North East Chelmsford	9
SGSP7a – Great Leighs, Land at Moulsham Hall	5
SGSP10 – North of South Woodham Ferrers	5
TOTAL	24

- 1.5 Local Plan Policy DM3 and the Planning Obligations Supplementary Planning Document (POSPD) provide some general specifications towards location, design, and on-site provisions in the development of Travelling Showperson Sites. This includes considerations towards natural designations (e.g. Green

Belt), historic designations, impact on character, provision of on-site services (e.g. water, electricity, etc.), vehicular access and proximity to local amenities.

- 1.6 The draft Travelling Showperson Sites Planning Advice Note has been produced to support the Local Plan and POSPD by providing clarity in response to common questions, and guidance on the design and layout of emerging Travelling Showperson Sites.
- 1.7 The draft Travelling Showperson Sites Planning Advice Note is attached at **Appendix 1**. It is recommended that this be approved for a 4-week technical consultation ahead of seeking final approval from Cabinet for adoption.

2. Purpose of the draft Travelling Showperson Sites Planning Advice Note

- 2.1 The PPTS sets out the government’s aim to “*ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community*”. This includes “*provision of suitable accommodation*”.
- 2.2 The draft Travelling Showperson Sites Planning Advice Note supports and elaborates upon the Local Plan and POSPD, to seek delivery of Travelling Showperson plots that meet these government aims, ensuring sites (whether allocated or unallocated) are:
 - Delivered to the same high-quality standard as would be expected in any other residential provision,
 - Suitable to accommodate the live/work lifestyle associated with the Travelling Showperson community,
 - Able to facilitate easy maintenance and management to ensure site sustainability and protect the health and wellbeing of residents.

3. Contents of the draft Travelling Showperson Sites Planning Advice Note

- 3.1 The draft Travelling Showperson Sites Planning Advice Note sets out design and layout standards to be expected on all emerging Travelling Showperson sites. Split into themed sections, the design and layout standards cover:
 - Site sizes – detailing the minimum area per plot, maximum number of plots per site and requirement for Biodiversity Net Gain and tree planting.
 - Site Boundaries – ensuring that plots and sites are suitably bounded with due consideration to safety, security, and setting.
 - Vehicle Access and Parking – ensuring provision can accommodate the number and range of vehicles typically associated with the Travelling Showperson community.

- On-site Services – detailing the expected provisions of essential services, electric vehicle charging points, water efficiency standards, waste and recycling facilities, and on-site energy generation provisions.
 - Suitable Living and Working Environments – addressing infrastructure provisions required to accommodate the Travelling Showperson community's way of life, with due consideration towards functionality, health and safety, and resident privacy.
 - Amenity Green Spaces – detailing the form and amount required to ensure the Travelling Showperson community have access to safe, accessible spaces that promote wellbeing.
- 3.2 Indicative plans within the draft Note provide visual guidance on how sites may be laid out to accommodate the design and layout standards.
- 3.3 The draft Travelling Showperson Sites Planning Advice Note goes on to detail the planning stages involved in delivering a Travelling Showperson site, clarifying the level of detail required at each stage and the provisions that will be secured through a S106 agreement.

4. Consultation

- 4.1 As the draft Travelling Showperson Sites Planning Advice Note takes an advisory approach to the design and delivery of Travelling Showperson sites, stakeholders will be invited to give their views on the draft through a 4-week technical consultation.

5. Conclusion

- 5.1 The draft Travelling Showperson Sites Planning Advice Note provides guidance on the design and layout of emerging Travelling Showperson Sites to promote the delivery of high-quality, suitable, and sustainable sites. This is one of the first of examples of its type to solely focus on design guidance for Travelling Showperson sites.
- 5.2 The draft Travelling Showperson Sites Planning Advice Note, attached at **Appendix 1**, will be subject to a targeted consultation and then referred to Cabinet for approval, subject to the inclusion of any further changes.

List of appendices:

Appendix 1 – Draft Travelling Showperson Sites Planning Advice Note.

Background papers:

Equality Impact Assessment for Draft Travelling Showperson Sites Planning Advice Note

National Planning Policy Framework, 2021

Planning Policy for Traveller Sites, 2015

Corporate Implications

Legal/Constitutional:

N/A

Financial:

N/A

Potential impact on climate change and the environment:

Travelling Showperson Sites would need to adhere to the Council's sustainable development policies within the adopted Local Plan and the guidance within the Council's Making Places SPD and Tree Planting Planning Advice Note, as appropriate.

Contribution toward achieving a net zero carbon position by 2030:

Built structures on Travelling Showperson sites will need to adhere with Building Regulations which are currently working towards Net Zero Ready by 2025.

Personnel:

N/A

Risk Management:

N/A

Equality and Diversity:

The Chelmsford Local Plan was subject to an Equality and Diversity Risk Assessment. A further assessment has been undertaken on this Planning Advice Note.

Health and Safety:

N/A

Digital:

N/A

Other:

N/A

Consultees:

Planning Policy

Development Management

Relevant Policies and Strategies:

Chelmsford Local Plan 2013-2036, 2020

Planning Obligations Supplementary Planning Document, 2021

Our Chelmsford, Our Plan

Equalities Impact Assessment for Draft Travelling Showperson Sites Planning Advice Note

Chelmsford Local Plan

Travelling Showperson Sites Planning Advice Note

October 2023



Travelling Showperson Sites: Planning Advice Note

1. Background

- 1.1. Planning Policy for Traveller Sites (PPTS) sets out the government's aim of ensuring 'fair and equal treatment for travellers, in a way that facilitates the traditional nomadic way of life of travellers while respecting the interests of the settled community.' This includes 'provision of suitable accommodation'.
- 1.2. Within the travelling community, the PPTS identifies two distinct cultural groups: Gypsies and Travellers and Travelling Showpeople. This Planning Advice Note deals only with provision for Travelling Showpeople.
- 1.3. PPTS defines Travelling Showpeople as:
'members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers'.
- 1.4. The cultural lifestyle of Travelling Showpeople often means that accommodation in the form of flats and houses etc. is not suitable for this community. Travelling Showpeople are generally accommodated on 'plots' (sometimes informally known as 'yards').
- 1.5. In accordance with the National Planning Policy Framework (NPPF) and PPTS, local planning authorities have a responsibility to identify and address the accommodation needs of different groups of the community, including Travelling Showpeople.
- 1.6. Chelmsford City Council adhere to this requirement in the undertaking Gypsy and Traveller Accommodation Assessments (GTAAAs) to identify the number of plots required and duly allocating the required amount within the Chelmsford Local Plan.
- 1.7. The Chelmsford Local Plan has allocated 24 plots to be provided to meet the identified needs of the Travelling Showperson community.

2 Purpose

- 2.1. This planning advice note has been prepared to focus upon the design and layout of emerging Travelling Showperson provision. Information is provided about the standards that should apply to all new Travelling Showperson sites in Chelmsford, unless it can be demonstrated that the particular site circumstances require a different design approach.
- 2.2. This note applies to both allocated and non-allocated sites which may come forward. It seeks to ensure that Travelling Showperson plots are delivered to the same high standard and high quality as would be expected by Chelmsford City Council on any other form of residential development, therefore achieving the government's aim of ensuring fair and equal treatment and provision of suitable accommodation.

- 2.3. This note should be read in conjunction with:
- **Chelmsford Local Plan Policy DM3**
This sets out some general provisions on Gypsy, Traveller and Travelling Showperson sites. This planning advice note does not supersede policy, but design related elements from the policy are reiterated and elaborated upon.
 - **Chelmsford Local Plan Appendix B – Development Standards**
This provides standards relating to privacy, amenity space, natural light, open space, internal space and recycling and waste applicable to new residential development within settled communities. This planning advice note refers to the standards where they are also applicable to Travelling Showpeople plots.
 - **Planning Obligations Supplementary Planning Document (POSPD)**
This sets out some general provisions on Gypsy, Traveller and Travelling Showperson sites. This planning advice note complements and elaborates upon elements in this document.
 - **Making Places SPD**
This provides detailed guidance on additional design elements to be considered that are not addressed in this note.
- 2.4. The following design standards are covered in this Planning Advice Note:
- Site sizes
 - Site boundaries
 - Vehicle access and parking
 - On-site services
 - Suitable living and working environments
 - Amenity green spaces

3. Site Sizes

- 3.1. Local Plan Policy DM3 states that sites must be of a sufficient size to accommodate the proposed number of caravans, vehicles, and ancillary areas and to enable the storage, repair, and maintenance of equipment.
- 3.2. It is expected that 0.2 hectares per plot should be provided. This is considered an appropriate size to accommodate the above and to account for turning space required by the larger vehicles and amenity space for residents. Larger plots may be acceptable to facilitate future sub-division of plots to accommodate any anticipated rise in need.
- 3.3. To help sites integrate into existing communities and to ensure sites are suitable for an extended family unit, new Travelling Showperson sites should seek to provide a maximum of 10 plots.
- 3.4. In accordance with the approach set out within the POSPD and Making Places SPD, all new Travelling Showperson provision should seek the planting of three trees per net new plot. In line with the Environment Act 2021, all development proposals (except where exemptions apply) will be required to provide a minimum of 10% biodiversity net gain above the ecological baseline for the application site. Where it is possible to achieve, the Council will encourage the delivery of a greater than 10% biodiversity net gain.

4. Site Boundaries

- 4.1. Local Plan Policy DM3 requires sites to provide a suitable living environment for the proposed residents. To work towards achieving this requirement, the perimeter of any Travelling Showperson site should be suitably bounded. This is to provide a level of safety and security to site residents, deterring unauthorised entry onto the Travelling Showperson site.
- 4.2. Site boundaries should be clearly marked, and materials chosen should be sympathetic to the character of the area. Consideration should be given towards location of access points in the boundary to ensure connectivity between the site and the surrounding amenities can still be achieved.
- 4.3. Further, each plot should have a clear boundary defining the area each individual household occupies. This ensures clarity over land responsibility and protects the living, working and amenity space of individual households.
- 4.4. In designing plot boundaries, consideration needs to be given towards achieving a balance of preventing overlooking onto individual households to provide privacy and retaining a level of natural surveillance across the site for resident safety.

5. Vehicle Access and Parking

- 5.1. Local Plan Policy DM3 requires sites to have safe and convenient vehicular access to the local highway network.
- 5.2. Travelling Showpeople sites need to accommodate a range of vehicles including cars, vans, lorries, trailers, mobile homes, and caravans and be accessible to emergency vehicles and refuse collection vehicles. Access is required both into the site as a whole and into individual plots.
- 5.3. Access into and within the site needs to be able to accommodate the turning space required by large trailers as well as emergency vehicles, refuse collection, without compromising the safety of residents nor the function of the connecting strategic highway. Early consultation with Essex Highways is advisable to ensure this is achieved.
- 5.4. The following parking provision is suggested for each plot as a minimum:
 - 2 bays to accommodate private cars
 - 1 bay to accommodate a static mobile home
 - 1 bay to accommodate a touring caravan
 - 4 bays to accommodate lorries and/or trailers
- 5.5. Bays allocated for static mobile homes or touring caravans must be at least two meters away from any road. On each plot, at least one bay allocated for use by private car must be suitable to accommodate drivers/passengers who are wheelchair users.
- 5.6. All parking provision is to be provided on hardstanding areas and clearly designated to deter unsafe or obstructive parking. These areas must be constructed with material suitably able to sustain large weight and regular movement attributed with the range of vehicles on site.

- 5.7. For fire safety reasons, no bay allocated for static mobile home nor touring caravan should be placed within three metres of the site boundary; and the distance between bays allocated for static mobile homes or touring caravans needs to be at least six metres.
- 5.8. Allocated bays for private cars ought to have a separation distance of at least six meters from a touring caravan or static home. Where this is not achievable, a separation distance of at least three meters can be allowed so long as the private cars would not obstruct entrance to the touring caravan or static home.
- 5.9. All separation distances must also be clear of any combustible structures. Early consultation with the Fire Services is advisable.

6. On-Site Services

- 6.1. Local Plan Policy DM3 and the POSPD set out that essential services including mains water, electricity, drainage, and sanitation should be available or are made to be available on-site. In addition, surface drainage (which may take the form of SuDS), and broadband are to be provided where possible.
- 6.2. Further, reflective of Local Plan Policy DM25, each plot will be required to provide electric vehicle (EV) charging points at a rate of at least 1 EV charging point per plot. The EV charging point provided must be on plot and accessible to vehicles parked within the allocated bays for cars and/or static mobile home and/or touring caravan. Provision of any additional EV charging points on plot will be welcomed.
- 6.3. Any amenity building provided on plot shall meet the Building Regulations optional requirement for water efficiency of 110 litres/person/day.
- 6.4. Recycling and waste provisions are to be provided in the same manner as are expected for any other residential development. Space to store recycling and waste receptacles and ability for refuse collectors to reach these needs to be considered. See Appendix B of the Chelmsford Local Plan for details.
- 6.5. Infrastructure facilitating on-site energy generation and sustainable living will be supported. This may take the form of solar PV/solar thermal, rainwater harvesting, heat pumps, etc.

7. Suitable Living and Working Environment

- 7.1. When not holding fairs, circuses, shows or the like, Travelling Showpeople require space to reside with their troupes and/or families and space to store and undertake maintenance on their equipment. Each plot therefore needs to be able to accommodate a suitable work/home lifestyle with consideration given to the layout to minimise potential conflict between residents, vehicles and storage/maintenance works.
- 7.2. An amenity building must be provided on each plot with connections to all on-site services. As a minimum, the building must include a WC with sink basin, a shower and utility room, kitchen, lounge, and a dining area.

- 7.3. The amenity building should suitably accommodate residents of all abilities and stages of life. In designing the amenity building, consideration must be given towards accessibility and adaptability provision.
- 7.4. Consideration must also be given towards resident privacy in the siting and orientation of the amenity building. In accordance with Appendix B of the Local Plan, all habitable rooms must have at least one window in a wall allowing outlook and ventilation. Walls which form a boundary with another plot or a boundary to the site should not have windows.
- 7.5. An external shed should be provided to serve as residential storage, and a secure enclosure to be provided for the storage of metal gas bottles.
- 7.6. A maintenance/storage workshop of at least 100m² floorspace is to be provided on each plot. Water and electricity provision must be available as a minimum. Where feasible, the height should be around 1.5 storeys to accommodate the height of a standard lorry/trailer.
- 7.7. If site constraints prevent delivery of maintenance/storage workshops on each plot, provision of these can be within a communal areas. It is expected in this instance that at least 100m² floorspace per plot is still achieved.
- 7.8. The maintenance/storage workshops should be positioned at a distance of at least six metres away from any amenity building, or parking bay for static or touring caravans to minimise the impact of visual, noise and odour pollution on residents. Conditions may be required to establish permissible activities/use classes and set operation times to reduce risk of nuisance.
- 7.9. Each Travelling Showperson site should have a site office provided on-site, where a site manager can be based and residents on site can reasonably access. It is expected that the site owners/other residents of the site would collectively own and manage the office building. Planning conditions will be put in place to retain the use as a site office for site management in perpetuity.
- 7.10. To promote safety and security on site, consideration must be given towards the design, layout, and positioning of the site office. This site office must be situated within a suitable distance of the residential plots to provide security to the site without being intrusive and should be clearly visible to visitors entering the site. The site office must be designed to ensure it is easily accessible to all residents on site, and suitably accommodate all abilities and stages of life.
- 7.11. A site office must have connections to all on-site services. As a minimum, the building must include a WC with sink basin, kitchen, and lounge area.
- 7.12. For fire safety, the amenity building, site office, maintenance/storage workshop and any other storage units should be constructed from non-combustible materials such as masonry brick.

8. Amenity Green Spaces

- 8.1. Local Plan Appendix B sets the Council's expectation that all new homes provide easy access to private or communal garden space and that this space be provided to a high standard.
- 8.2. The principle behind this requirement is applicable to the traveling community also. Access to green space can serve as a space for relaxation, for play, for socialising, and for connecting with nature, all of which help to promote wellbeing.
- 8.3. Provision of amenity green space should be made on Travelling Showperson sites in accordance with Table 1 below.

Table 1: Amenity Space Provision on Travelling Showperson Plots

Private/Communal Amenity Green Space	Form	Amount
Where amenity green space can be delivered on plot	<ul style="list-style-type: none"> Grassy and/or woodland space without hardstanding. Within boundary of plot. Not accessible to motorised vehicles. 	<ul style="list-style-type: none"> 80m² minimum private green amenity space
Where amenity green space cannot be delivered in full on plot*	<ul style="list-style-type: none"> Demarcated private zone on each plot capable of use as a clothes drying area. Within boundary of plot. Not accessible to motorised vehicles 	<ul style="list-style-type: none"> 10m² minimum demarcated private zone
	<ul style="list-style-type: none"> Communal space, overlooked by other plots on site to promote safety through surveillance. Within site boundary Grassy and/or woodland space without hardstanding - with exception being the presence of children's play equipment if appropriate. Not accessible to motorised vehicles. 	<ul style="list-style-type: none"> 20m² minimum per-plot communal green amenity space (100m² minimum in total).

*both demarcated private zone AND communal space to be provided in this instance

- 8.4. Spaces need to feel safe and be accessible to all intended users. It is advisable to consider the boundary treatment of the amenity green space provision to protect its users – particularly children – from the surrounding vehicular traffic.

8.5. Members of this travelling community may keep domestic animals. The design of amenity green space therefore needs to offer flexibility to safely accommodate these animals on site.

9. Indicative Layout Designs

9.1. Though not prescriptive, the following figures provide indicative layout designs of Travelling Showpeople sites that would be acceptable.

Figure 1: Indicative Travelling Showperson site example layout with separate provisions

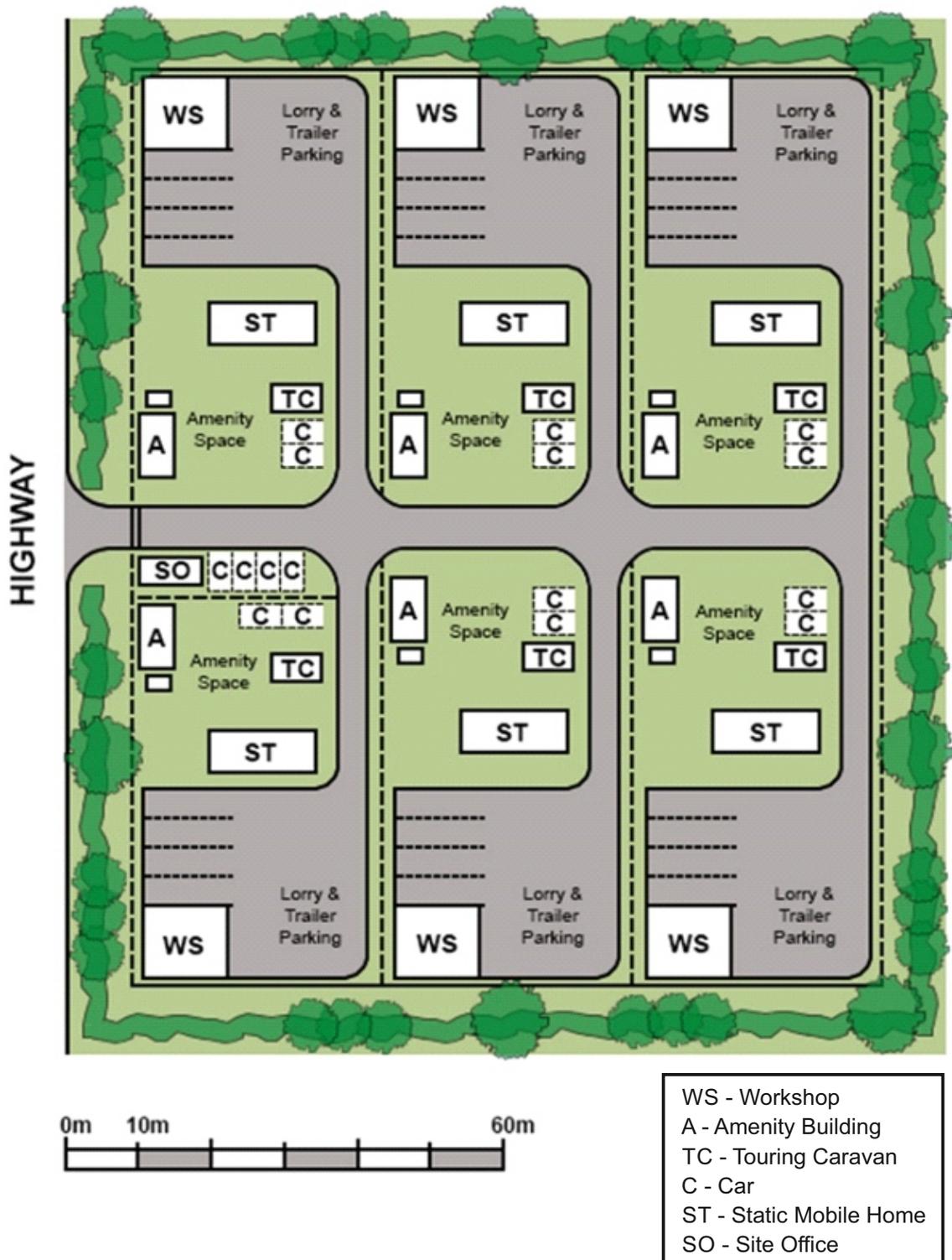


Figure 2: Indicative Travelling Showperson site example layout with shared provisions



10. Planning Stages

- 10.1. Development of a new Travelling Showperson site must be in accordance with Local Plan Policy DM3 (and other relevant Local Plan policies) and requires the submission of a Travelling Showpeople Site Scheme, to be approved in writing by the Council.
- 10.2. The Travelling Showpeople Scheme (with plans/drawings as appropriate) must detail:
 - The location of the proposed Travelling Showpeople Site
 - The layout and configuration of each plot
 - Parking provision
 - Areas set aside for storage and maintenance of equipment
 - Provision for the supply of on-site services
 - Landscaping
 - Any ancillary buildings
 - Boundary treatment and screening
 - Highway access
 - The mechanism for agreeing the market value in respect of the Travelling Showpeople Site which shall be applicable to any marketing and transfer of the Completed Travelling Showpeople Site
 - Any other details that the Council may reasonably require to be included
- 10.3. Where Travelling Showperson sites are allocated as part of a wider strategic site, certainty surrounding Local Plan Policy compliancy and elements of the Scheme will also be required at earlier stages of the planning process as set out in the following flow chart.

Step 1 - Masterplan Submission

All potential Travelling Showpeople sites are indicated on a site plan with high level consideration given to:

- Size of site and number of plots to be provided
- Identification of any protected natural feature on site
- Impact upon character of the area, historic or natural environment assets, and flood risk



Step 2 - Outline Planning Application

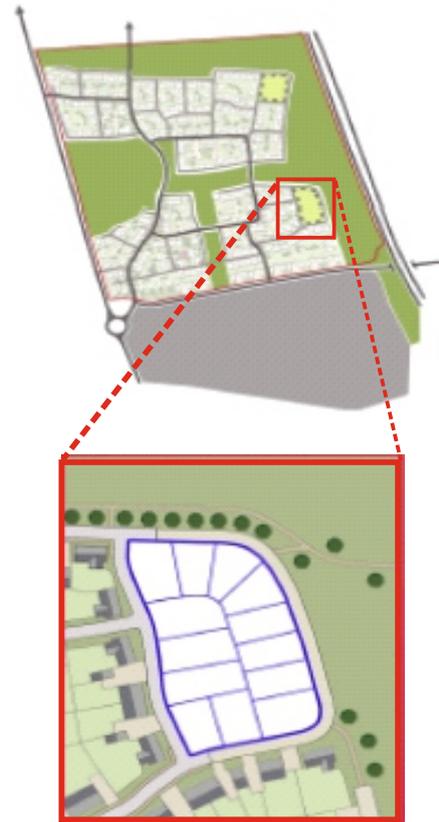
All Travelling Showpeople sites are shown on an indicative layout plan and relative parameter plans. A S106 agreement will secure the delivery of Traveller Showperson plots. Detailed consideration is to be given to:

- Vehicle access into the site and connectivity to the highway network
- Provision for the supply of all on-site services into the site boundary
- Provision of adequate community services and facilities within reasonable travelling distance to the site
- Plot boundaries



Step 3 - Reserved Matters Application

Full Travelling Showpeople Site Scheme to be submitted. This should include plans detailing the site location, plot layouts and siting of hardstanding, buildings and other provisions on-site.



11. Section 106

- 11.1. For development of Travelling Showpeople sites, the Council will seek to secure a Section 106 obligation to set out the number of plots, tenure, uses on site, mechanism for determining the 'market value' of the site and the prioritisation mechanism of the Traveller Showperson accommodation to be provided in perpetuity.
- 11.2. The prioritisation mechanism will ensure that each Travelling Showperson plot shall only be occupied by persons who satisfy that they are part of a Travelling Showperson household, they (or one of them if the household consists of more than one person) are aged 18 or over, have a Travelling Showpeople Local Connection, and can adhere to the 'Plot Eligibility & Allocation Prioritisation Policy for Travelling Showpeople' as enforced at the time.
- 11.3. Where the Travelling Showperson site is part of a wider strategic development, the Section 106 will seek to secure that Travelling Showperson provision will be constructed in accordance with the approved Travelling Showpeople Site Scheme and the terms of the Planning Permission/Reserved Matters approval before occupation of 50% of the market housing provision.



Chelmsford Policy Board

2 November 2023

Refresh of Our Chelmsford Our Plan

Report by:

Director of Public Places

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Purpose

Policy Board is invited to give feedback on the ambitions, direction and priorities set out in the framework for a refresh of 'Our Chelmsford Our Plan'.

Recommendations

That the Board review and provide feedback on the ambitions, direction and priorities set out in the framework that will guide the refresh of 'Our Chelmsford Our Plan', so as to inform the further development of this Plan and the associated action plan.

1. Introduction

- 1.1. 'Our Chelmsford Our Plan' was adopted by Council on 22 January 2020 setting out the priorities and strategic direction for the City Council over the subsequent years. A refresh of this Plan is now proposed building on the ambition for the area to be a *'sustainable and creative community at the heart of Essex, recognised as a leading regional centre and destination in the East of England'*.
- 1.2. The Policy Board are invited to give feedback on the ambitions, direction and priorities set out in the framework that will guide the refresh of 'Our Chelmsford Our Plan', attached as Appendix A.
- 1.3. The priorities identified in 'Our Chelmsford Our Plan' are geared towards helping create a *'safer, greener, fairer and more-connected place, a vibrant and appealing place where people want to live, work, study and visit'*.
- 1.4. Once the direction and priorities have been agreed a more detailed Action Plan will be developed to deliver the ambitions set and expected outcomes.

List of Appendices:

Appendix A: Framework to guide the refresh of 'Our Chelmsford Our Plan'

Background Papers:

None

Corporate Implications

Legal/Constitutional:

There are no legal or constitutional implications at this point in time.

Financial:

There are no immediate financial implications.

Potential Impact on Climate Change and the Environment:

There draft framework makes reference to the need to address the impact of climate change on the environment.

Contribution toward Achieving a Net Zero Carbon Position by 2030:

There draft framework makes reference to the need to reduce carbon and greenhouse gas emissions, lower energy consumption and improve air quality.

Personnel:

There are no immediate direct staffing implications arising from this report.

Risk Management:

There are no direct risk management considerations at this point in time.

Equality and Diversity:

There are no direct equality and diversity considerations at this point in time.

Health and Safety:

There are no direct health and safety implications arising from this report.

Digital:

There are no immediate direct digital implications arising from this report.

Other:

None.

Consultees:

Cabinet Members and Cabinet Deputies

Relevant Policies and Strategies:

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

Chelmsford Local Plan 2013-2036
[The existing] Our Chelmsford, Our Plan agreed in January 2020
Chelmsford Climate and Ecological Emergency Action Plan

Appendix A

Framework to guide the refresh of ‘Our Chelmsford Our Plan’

A refresh of ‘Our Chelmsford Our Plan’ is proposed. The refreshed Plan will build on the ambition to be a *‘sustainable and creative community at the heart of Essex, recognised as a leading regional centre and destination in the East of England’*. The priorities identified in ‘Our Chelmsford Our Plan’ are geared towards helping create a *‘safer, greener, fairer and more-connected place, a vibrant and appealing place where people want to live, work, study and visit’*.

A fairer and more inclusive place

<p>Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types</p>	<ul style="list-style-type: none"> ○ bringing investment into the area, together with an increase in skills, jobs, and overall employment ○ meeting the demand for new homes of all types and tenures, in particular homes to rent that local people can afford ○ adopting an approach whereby growth and development also delivers a broad range of social, community and environmental benefits that are sustainable over time
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Priority A Through the Local Plan review set out the approach and principles to guide housing and economic growth, promoting sustainable development and helping to create greener, fairer and more-connected communities

Priority B Put in place measures to help tackle local housing needs so everyone can aspire to having a home that they can afford, and which help address the causes of, and mitigates the impacts of homelessness

Priority C Promote our area as a place for investment and business location, encouraging the creation of high value jobs and excellence in education, skills and vocational attainment

A greener and safer place

<p>Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, and ensuring that people and communities are safe</p>	<ul style="list-style-type: none"> ○ protecting and enhancing wildlife, habitats, and landscapes and connecting people with the built and natural environment ○ providing attractive, high quality green areas and public places that are clean, safe and easily accessible for all ○ managing in a sustainable way to help reduce energy consumption and waste and to help preserve natural resources
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Priority D Reduce waste, carbon and greenhouse gas emissions, lower energy consumption and improve air quality, creating a more sustainable approach to growth, development and everyday living

Priority E Protect, expand and improve the quality and accessibility of green spaces, increasing biodiversity and improving habitat value

Priority F Improve the environmental quality, attractiveness, safety, leisure and recreational potential of public spaces, green areas, rivers and waterways

A more-connected place

<p>Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area</p>	<ul style="list-style-type: none"> ○ promoting physical and mental wellbeing and reducing social isolation ○ providing access to sport, leisure and recreational activities that encourage healthy, active lifestyles ○ enlivening and enriching people’s lives through creative and cultural activities and events ○ engaging with local communities and fostering strong relationships, knowing that more can be achieved by working together
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Priority G Improve opportunities for adults and children to live well, reducing health inequalities and social isolation, so that they can enjoy a healthy, safe and fulfilling life

Priority H Help create a network of amenities, community facilities and infrastructure to meet growing needs, providing opportunities and fair access for people of all backgrounds to engage in healthy, active and socially connected lifestyles

Priority I Celebrate Chelmsford as a culturally ambitious place providing opportunities for people to engage creatively and productively within their communities

CHELMSFORD POLICY BOARD WORK PROGRAMME

2 November 2023

Date of Meeting	Report Subject
2 November 2023	<p>Revised Local Development Scheme (LDS) – To consider the revised LDS and refer to Cabinet for approval</p> <p>Travelling Showpersons Sites Planning Advice Note – To agree to consult</p> <p>Refresh of Our Chelmsford Our Plan</p>
1 February 2024	<p>Review of Chelmsford Local Plan - Preferred Option Consultation – To consider the relevant documents and materials and approve for public consultation</p>
14 March 2024	
<i>Standing or other items not currently programmed</i>	