



# Uttlesford District Council

Chief Executive: John Mitchell

## Cabinet

**Date:** Thursday, 17 September 2015  
**Time:** 19:00  
**Venue:** Council Chamber  
**Address:** Council Offices, London Road, Saffron Walden, CB11 4ER

**Members:** Councillors Howard Rolfe (Leader and Chairman), Susan Barker, Simon Howell, Julie Redfern and Lesley Wells

**Other attendees:** Councillors Alan Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee), John Lodge (Residents for Uttlesford Group Leader) and Edward Oliver (Chairman of Performance and Audit Committee)

### Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days' prior notice.

## AGENDA PART 1

### Open to Public and Press

- 1 **Apologies for absence and declarations of interest.**
- 2 **Minutes of the previous meeting** 5 - 10  
To receive the minutes of the meeting held on 23 July 2015.
- 3 **Matters Arising**  
To consider matters arising from the minutes
- 4 **Questions or statements from non executive members of the council**  
To receive questions or statements from non-executive members on matters included on the agenda

- 5 Matters referred to the Executive (standing item)**  
To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules
- 6 Reports from Performance and Audit and Scrutiny Committees (standing item)**  
To consider any reports from Performance and Audit and Scrutiny Committee
- 7 2015-16 Budget monitoring** 11 - 32  
To consider a report of the predicted financial position for 2015-16 at period 4.
- 8 Clavering Parish Plan** 33 - 52  
To consider the Clavering Parish Plan.
- 9 Quendon & Rickling Village Plan** 53 - 84  
To consider the Quendon and Rickling Village Plan.
- 10 Designation of Stansted Mountfitchet Neighbourhood Plan Area** 85 - 90  
To consider the designation of the Stansted Mountfitchet Neighbourhood Plan area.
- 11 Community project grant scheme 2015/16** 91 - 98  
To consider the outcomes of the community project grant scheme.
- 12 Christmas Car Parking** 99 - 102  
To consider free car parking over Christmas and New Year.
- 13 Transfer of piece of land at Dunmow depot** 103 - 122  
To consider the transfer of a small piece of land at Dunmow depot.
- 14 Developer Contributions Guidance** 123 - 146  
To consider developer contributions guidance.
- 15 Appointment to Cabinet working group - Stansted Airport Advisory Panel**  
To receive nominations for a vacancy on the Stansted Airport Advisory Panel
- 16 Any other items which the Chairman considers to be urgent**  
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The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN on 23 JULY 2015 at 7.00pm**

Present: Councillor Howard Rolfe – Leader  
Councillor Susan Barker – Deputy Leader and Cabinet Member  
for Environmental Services  
Councillor Simon Howell – Cabinet Member for Finance and  
Administration  
Councillor Julie Redfern – Cabinet Member for Housing and  
Economic Development  
Councillor Lesley Wells – Cabinet Member for Communities and  
Partnerships

Also present: Councillors T Goddard, D Jones, John Lodge (Leader –  
Residents for Uttlesford) and J Loughlin (Deputy Leader –  
Liberal Democrat group).

Officers in attendance: John Mitchell (Chief Executive), D Barden  
(Communications Manager), Rebecca Dobson (Principal  
Democratic and Electoral Services Officer), S Ellis (Revenues  
Manager), Roger Harborough (Director of Public Services),  
Angela Knight (Assistant Director – Finance), R Millership  
(Assistant Director Housing and Environmental Services),  
Michael Perry (Assistant Chief Executive – Legal), J Snares  
(Housing Needs and Landlord Services Manager), A Taylor  
(Assistant Director Planning and Building Control), T Tice  
(Principal Research Officer) and Adrian Webb (Director of  
Finance and Corporate Services).

**PUBLIC STATEMENT**

At the suggestion of the Chairman, it was agreed the public speaking would  
take place when the item regarding land clearance at Broxted was discussed.  
A summary of the statement is appended to the minutes.

**CA16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dean.

**CA17 MINUTES**

The minutes of the meeting held on 18 June 2015 were received and signed  
by the Chairman as a correct record, subject to the correction of duplicate  
Minute number CA13.

**CA18 LAND CLEARANCE AT BROXTED**

Councillor Howell thanked Councillor Clark of Broxton Parish Council for attending to make a statement about the recommendation.

Councillor Howell said the purpose of the report was to authorise funds for taking direct action to clear land at Broxton which had already been the subject of two enforcement notices. The preferred means of enforcement was prosecution and securing of injunctions. However, as a last resort, the direct measure of clearance was now proposed. Officers had pursued all reasonable options before recommending this step, which did not set a precedent. It was important the Council should be seen to act firmly.

In reply to questions, Councillor Howell said this was a relatively small patch of land and a charge had been placed over it. Whilst there was no guarantee the Council would recover the money, it would do everything possible to try to do so.

AGREED To approve expenditure of fund to an amount up to £16,000 plus VAT for the payment of professional fees to a certified enforcement agent for direct action to clear land at Brick End, Broxton.

CA19

## **ALLOCATIONS POLICY**

Members considered a report outlining proposed amendments required to the Council's allocations policy following a change in government policy in relation to social housing tenants having a right to move for reasons of employment. In addition to the proposed amendments reflecting the new statutory instrument, some further amendments were proposed to clarify the eligibility criteria and the allocation of properties on rural exception sites.

Councillor Redfern referred to the detailed proposals set out in the report. The Right to Move would be incorporated into the Allocations Policy, requiring the Council to remove the local connection criteria from tenants of social housing who lived outside the district but who needed to move to the district either to take up a definite offer of employment or to be able to maintain their existing employment. The new regulation also required that additional preference be given to such applicants. It was proposed to place applicants meeting the strict Right to Move criteria in one Band higher than their housing need. The Council would be able to restrict the numbers assisted by this regulation to no more than 1% of annual allocations, and this provision had been incorporated into the policy change.

Councillor Redfern outlined the other proposals in the report and said all proposals had been endorsed by the Tenant Forum and recommended to Cabinet by the Housing Board.

Councillor Lodge asked whether the proposal to place applicants meeting the Right to Move criteria into one Band higher than their housing need reflected the national guidance, and how the mechanism for restricting this number of tenants to 1% of annual allocations would work.

Councillor Redfern confirmed that this policy would be in line with national guidance.

The Housing Needs and Landlord Services Manager said the cap of 1% was also a provision set out in national guidance.

Councillor Redfern drew attention to a minor correction to the document: at paragraph 2 of page 68 of the Policy document, the wording needed to be changed from “planning agreement” to “planning obligation”.

AGREED to amend the Council’s allocations policy as follows:

1. To incorporate The Right to Move into the Allocations Policy (Appendix III)
2. To equalise the qualification period for residence and employment within the district to 3 years (5.2.iii)
3. To add clarification that tenants have to have lived in a flat for more than 2 years and have conducted their current tenancy in a satisfactory manner (8.2.4)
4. To add clarification on the eligibility criteria and the allocation of properties on rural exception sites

CA20

## **REPLACEMENT ESSEX WASTE LOCAL PLAN**

Councillor Barker presented a report on the revised preferred approach to the replacement Essex waste local plan. She said Cabinet was invited to consider the proposed response to the consultation being conducted by Essex County Council. She referred to the meeting of the Planning Policy Working Group on 13 July, at which proposed preferred site allocations in Uttlesford had been considered.

Councillor Barker referred to further emailed representations which had been received today regarding the site at Gaunts End, Elsenham. These additional points referred to the proximity of the proposed allocation to listed buildings; the cumulative impact of the existing mineral extraction, and the proposed inert waste recycling; and the existing operation at Gaunts End.

Councillor Loughlin said she endorsed the proposed response document, although she had concerns that lorries travelling through Elsenham would cause nuisance to residents. She asked that the response include a reference to reinforcement of weight restrictions for traffic approaching from Grove Hill.

AGREED the Council's response to consultation be as set out in appendix 2 to the report, and additionally that officers be requested to add to the response points in relation to the proposed Elsenham allocation about proximity to listed buildings and the cumulative impact of the existing mineral extraction, the proposed inert waste recycling and the existing operation at Gaunts End; and that weight restrictions for traffic approaching from Grove Hill be reinforced.

## CA21 **BUILDINGS AT RISK**

Councillor Barker presented a report updating Cabinet on the listed buildings at risk within the district and the work being carried out by officers.

Councillor Howell welcomed the report. He said whilst it was sad that some properties had been allowed by their owners to slide into disrepair, it was encouraging that the list comprised a relatively small number of properties. This was the start of a process of working with owners, and he would like a regular update to be provided.

Councillor Lodge agreed, as the situation in the district used to be much worse. He congratulated officers on the work being done.

Councillor Rolfe said there were limits to the powers available to officers, and the Council might therefore need to consider a broader solution.

In reply to a question from Councillor Redfern regarding the risk to listed buildings located in fields arising from ploughing, the Assistant Director Planning and Building Control said although the report from Historical England included advice to farmers, there were no measures available to prevent damage to listed buildings other than to communicate with the owners to offer guidance.

AGREED to note the report and to endorse proactive working with owners to restore buildings and bring them back to use.

## CA22 **COUNCIL TAX WRITE OFF**

Councillor Howell presented a report for information on the recovery of money which had been written off as a council tax debt of £11,839 in March 2014. Following an Independent Voluntary Arrangement obtained by the customer in April 2015, the Council had recovered an interim payment of 90p in the £, totalling £11,083. It was expected that the full amount of the outstanding monies would be recovered in due course.

AGREED to note the report.

## CA23 **COUNCIL TAX AND HOUSING BENEFIT PENALTIES POLICY**



Councillor Howell presented a report requesting Cabinet's approval of the implementation of a Council Tax and Housing Benefit Civil Penalties Policy for those customers who failed to advised the Council of a change in circumstance which affected a discount, benefit or exemption or who failed to respond to a request for information relating to those allowances.

Councillor Howell said this policy was not intended to be an additional source of income generation, but aimed to encourage the prompt notification of changes of circumstance.

Councillor Barker asked how people would be informed of the introduction of this policy.

The Director of Finance and Corporate Services said the bills and letters currently sent to customers already included reference to penalty provisions. The intention to implement these provisions, which were available under existing legislation, would be the subject of a press release.

AGREED to approve the introduction of the Council Tax and Housing Benefit Civil Penalties Policy as set out in the appendix to the report.

#### CA24 **ASSETS OF COMMUNITY VALUE**

Councillor Barker presented a report on the recent response of parish and town councils to the Council's request for submissions of land of community value under section 87 of the Localism Act 2011.

AGREED to include the following on the Assets of Community Value list:

1. Three Willows Public House, Birchanger
2. Birchanger Social Club and Field
3. Birchanger Village Sign

#### CA25 **EXCLUSION OF THE PUBLIC**

AGREED under Section 100I of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

#### CA25 **ESSEX BUILDING CONTROL PROJECT**

AGREED to commit to joining the Essex Building Control project subject to there being a critical mass of participating councils.

The meeting ended at 8pm.

### **Public Statement**

Councillor Roger Clark of Broxted Parish Council addressed the Cabinet. He said he endorsed the report recommending clearance of land opposite the Prince of Wales public house at Brick End, Broxted. The direct action would rid local people of what was currently an eyesore, and the removal of items such as sheds and containers would inhibit nuisances emanating from the land. There would be a benefit to the community in terms of nuisance from noise of trucks on the land, to the burning of car tyres. Councillor Clark said the Parish Council supported the proposed land clearance.

**Committee:** Cabinet

**Agenda Item**

**Date:** 17 September 2015

**7**

**Title:** 2015/16 Budget Monitoring

**Portfolio Holder:** Cllr Simon Howell, Cabinet Member for Finance and Administration

Key Decision: No

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## **Summary**

1. This report details financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It is based upon actual expenditure and income from April to July and predicts a forecast for the end of the financial year.
2. The General Fund is forecasting a £549,000 underspend.
3. The Housing Revenue Account is forecasting a £613,000 overspend.
4. The Capital Programme is forecasting a £818,000 underspend.
5. Treasury management activity has been routine and in accordance with policy.

## **Recommendations**

6. The Cabinet is recommended to:
  - Note and approve this report.
  - Remove Catons Lane Car Park budget of £155,000 from the Capital Programme and put this back into the Strategic Initiatives Fund Reserve as set out in paragraph 17.

## **Financial Implications**

7. Any financial implications are included in the body of the report.

## **Background Papers**

None

## Impact

Communication/Consultation	Budget holders and CMT have been consulted. Verbal update to be provided on CMT comments and feedback
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
None Ward-specific impacts	None
Workforce/Workplace	None

## General Fund

8. On the bottom line, a £549,000 underspend is forecasted. A summary of the budget by portfolio is shown below and this is set out in more detail in Appendix A.

£000	2014/15 Outturn	2015/16			
		Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Communities & Partnerships	818	1,018	1,018	989	(29)
Environmental Services	1,549	2,075	2,206	1,959	(247)
Finance & Administration	4,542	5,254	5,273	4,843	(430)
Housing & Economic Development	1,298	1,253	1,253	1,271	18
Portfolio (Service) Budgets	8,207	9,600	9,750	9,062	(688)
Corporate Items	2,276	2,133	2,283	2,337	54
<b>Total Net Budget Position</b>	<b>10,483</b>	<b>11,733</b>	<b>12,033</b>	<b>11,399</b>	<b>(634)</b>
Funding	(5,638)	(6,234)	(6,234)	(5,952)	282
Net Operating Expenditure	4,845	5,499	5,799	5,447	(352)
Transfers to Reserves	(150)	(847)	(1,146)	(1,343)	(197)
<b>Overall Net Position</b>	<b>4,695</b>	<b>4,652</b>	<b>4,653</b>	<b>4,104</b>	<b>(549)</b>

9. The key variances greater than £10,000 within service budgets are detailed below:

#### Overspends

- Waste and Recycling - £194k relates to the revised arrangements for the contract for disposal of recyclable waste.
- Corporate Management - £22k is the net cost relating to the £28k costs associated with the recruitment of a new Chief Executive and a small repayment from a historical agreement with Improvement East.
- Offices - £30k is due to Essex County Council terminating the rental agreement of office space at UDC (6 month loss of income @ £30k).
- Homelessness - £24k this is due to an underachievement of rental income due to higher than expected number of voids on Temporary Accommodation.

#### Underspends

- Non Domestic Rates - £166k is the discretionary rate relief budgeted for within revenue; this has been accounted for within the Collection fund.
- Revenues Administration - £80k relates to Council Tax sharing agreement and transfer of fraud case work to the DWP. This has generated a chance to restructure staffing and there was a delayed start in the Fraud and Compliance posts for the Council Tax sharing agreement.
- Planning Policy - £92k is made up of 3 items. The Neighbourhood Planning budget and the Cycleway Strategy were funded from reserves initially at £150k, of which it is now predicted that only £80k will be spent in 2015/16. The corresponding entry is adjusted within the planning reserve and thus no bottom line effect. A further saving of £12k has been made due to vacancies within staffing.
- Local Council Tax Support - £112k is made up of no requirement to fund the major preceptors £19k and a reduction of £11k in funding for Parishes. The remaining £82k is increased income generated from the Essex Council Tax sharing agreement due to high performance in maximising the tax base.
- Community Safety - £80k relates in the main to the Police no longer needing the PCSO funding.

- Street Services Management and Admin - £47k net savings achieved from staffing restructure.
- Local Tax Collection - £40k change in process for bad debts which are now accounted for within the Collection fund and a reduction in the court costs for income recovery.
- Corporate Team - £36k is a staff saving due to a vacant post.
- Waste and Recycling - £27k relates to a reduction in the cost of diesel due to the fluctuating markets.
- Pest Control - £25k due to the cessation of service and customers are now redirected to the council's preferred supplier.

#### Increased Income

- Public Health - £79k is due to changes in the legislation for the inspection of imported foods, green beans will be delisted and income ceased at the end of June. The legislation has introduced the inspection of imported peas although this is only guaranteed until the end of September. Due to the impending changes to food inspections a prudent approach was taken when setting the original budget.
- Licensing - £51k is one off income arising from the changes to the Taxi licensing tariffs. The new fee structure comes in to force from the 1<sup>st</sup> October 2015.
- Waste and Recycling - £26k increased estimate of IAA income from ECC to reflect the current level of recycling.
- PFI - £20k is a one off receipt in respect of the profit share agreement.

10. The corporate items and funding variances on the General Fund are summarised below:

- Capital Financing - £140k increase in requirement due to changes in the Capital programme of works and the reworking of the financing and subsequent revenue contributions
- HRA to GF recharges - £78k increase is the net effect of service underspends and an increase in the HRA requirement for corporate support. The recharges relate directly to the HRA share of corporate and central costs within the GF.
- NNDR – a reduction in the income for business rates retention funding of £328k is detailed overleaf:

- Discretionary rate relief of £166k being added to reserves to offset the cost of these reliefs within the collection fund at year end (corresponding entry in the finance and admin service area)
- Updated position on the levy and S31 grant of £162k based on the most up to date financial information.

11. The net drawdown on reserves is predicted at £1.343m compared to the current budget of £1.146m. A table showing the reserves position is set out at Appendix B.

The changes from current budget to the forecast outturn position in the reserves net draw down is as follows:

- £200k from Access Reserve – Cycle Path is near completion on the Saffron Walden to Audley End Station and the reserve is now being drawn down to match expenditure. The expectation is that S106 payments will replenish this reserve.
- £84k from DWP Reserve relating to 2012/13 benefit audit, where the DWP make a subsidy income adjustment within service.
- £80k has been put back to the Planning Reserves as only £70,000 of the originally planned drawdown of £150k relating to Neighbourhood Planning and Cycleway Strategy is currently required.

12. The outturn forecast is the most informed prediction we have at this point in time and there is an element of risk to some areas and these risks could impact on the final outturn position. Detailed below are the areas which are at high risk and have the potential to affect our year-end financial position.

- Business Rates Retention - the total business rate income recognised in the Council's account is highly volatile due to the difficulty in estimating the year end business rate levy due to central government. The total business rate levy is linked to the net use of business rates appeals provision within the year. The Council is reliant on the Valuation Office Agency (VOA) to release these figures and for UDC's consultant to assess the potential impact on the appeals provision at year end promptly. The actual position is not known until year end and it is difficult to estimate this during the year.
- Housing Benefit Subsidy Income Claims – due to the complexity of the subsidy claim, a change in number of claimants throughout the year and the high financial value of the subsidy income a small % change can have a significant impact on the budget. For example a 1% change to caseload can increase or decrease the bottom line by approx. £68k.
- Council Tax Sharing Agreement – Uttlesford is part of an Essex Wide Agreement to improve collection performance and reduce fraud for Council Tax. The first quarter monitoring has shown a significant

improvement in collection and this extra income has been reflected in the budget. This income source could fluctuate throughout the year.

- Income for food inspection – the income has only been budgeted until the end of September as there is no indication that this will continue further to this date. Although the process is assessed on a quarterly basis and if this continues for the next 6 months it could bring in another £100k of income.
- Waste Collection, specifically recycling disposal costs – although we now have a new disposal contract for the recyclable waste there remains a level of uncertainty due to potential changes that may occur when the new Waste Transfer Station opens.



## Housing Revenue Account

13. The HRA is showing a projected forecast overspend of £613,000, comprising of a £109,000 net operating deficit and £504,000 shortfall for the funding of the Capital Programme. A summary is shown below and full details can be seen in Appendix C.

£000	2014/15	2015/16			
	Outturn	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Total Service Income	(15,539)	(15,695)	(15,695)	(15,686)	8
Total Service Expenditure	4,881	4,495	4,495	4,529	33
Total Corporate Items	7,285	7,702	7,702	7,769	67
<b>TOTAL EXPENDITURE</b>	<b>12,166</b>	<b>12,197</b>	<b>12,197</b>	<b>12,298</b>	<b>100</b>
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>(3,374)</b>	<b>(3,498)</b>	<b>(3,498)</b>	<b>(3,389)</b>	<b>109</b>
Funding of Capital Programme from HRA	1,297	4,811	4,811	5,315	504
Total Use of Reserves/Funding	1,060	3,498	3,498	4,002	504
<b>(SURPLUS)/DEFICIT</b>	<b>(2,314)</b>	<b>(0)</b>	<b>(0)</b>	<b>613</b>	<b>613</b>

14. The overspend will be funded through the HRA reserves.

15. The key variances are detailed below

### Service Areas

- Rents, Rates and other Property Charges - £37k overspend relates to earlier charges for Council Tax in line with council Empty Homes Premium Policy and increased cost of electricity and gas.
- Housing Repairs - £20k overspend is the increased costs of staffing restructure and subsequent training.
- Property Services - £55k underspend relates to vacant posts and small underspend on the current business plan.
- Sheltered Housing - £38k is an overspend on the staffing costs and the extra cost of a new lease/rental agreement for white goods.

### Corporate Items

- HRA to GF recharges - £78k is the net effect of service underspends and an increase in the HRA requirement for corporate support. The recharges relate directly to the HRA share of corporate and central costs within the GF.

16. The HRA reserves are summarised below.

Reserve £'000	Actual Balance 1 April 15	Forecast transfer from HRA	Forecast transfer to HRA	Transfers between Reserves	Estimated Balance 31 March 16
<b>RINGFENCED RESERVES</b>					
Working Balance	463	0	0	0	463
	<b>463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>463</b>
<b>USABLE RESERVES</b>					
Revenue Reserves					
Revenue Projects	60				60
Transformation Reserve	180	20			200
	<b>240</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>260</b>
<b>Capital Reserves</b>					
Capital Projects	3,537		(1,628)		1,909
Potential Projects Reserve	800		0		800
Sheltered Housing Projects Reserve	318		(318)		0
	<b>4,655</b>	<b>0</b>	<b>(1,946)</b>	<b>0</b>	<b>2,709</b>
<b>TOTAL USABLE RESERVES</b>	<b>4,895</b>	<b>20</b>	<b>(1,946)</b>	<b>0</b>	<b>2,969</b>
<b>TOTAL RESERVES</b>	<b>5,358</b>	<b>20</b>	<b>(1,946)</b>	<b>0</b>	<b>3,432</b>

## Capital Programme

17. Forecasted capital expenditure is £14.451m against a budget of £15.259m, showing a reduction in capital spending of £0.818m. The underspend is made up of £0.770m requested slippage leaving a true underspend of £0.048m. The capital programme is set out in more detail in Appendix D which includes a separate table detailing the current level of S106 balances held.

The main areas which contribute to the budget movements are detailed below.

### Requested Slippage

- Mead Court – Phase 2 was delayed by 2 months and this has generated slippage in the required budget for 2015/16 of £505k.
- Hatherley Court – Work was originally planned to commence in November and has now been delayed until January slippage of £265k.

### Underspend

The key under spend is Catons Lane car park where works are not planned to go ahead and a recommendation is included in this report to remove this budget from the Capital Programme and reimburse the SIF reserve with the original allocation of £155k. There is a further net £107k of minor over/underspends across various other capital projects.

## Treasury Management

18. Activity during the period 1 April to 31 July 2015 has been set out in Appendix E.

19. All deposits placed complied with the Council's Treasury Management Strategy. Balances as at the 31 July 2015 totalled £32.31 m and were held at an average interest rate of 0.33%.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual income and expenditure will vary from forecast, requiring adjustments to budget and/or service delivery. Detailed risks are detailed in point 12 in the main body of the report.	2 – some variability is inevitable	2 – budget will be closely monitored and prompt action taken to deal with variances	Budgetary control framework

## APPENDIX A

### GENERAL FUND SUMMARY

£000	2014/15	2015/16				2015/16			
	Outturn	April to July			Original Budget	Full Year			
		Current Budget	Actual to Date	Variance to Date		Current Budget	Forecast Outturn	Forecast Variance	
Communities & Partnerships	818	466	447	(19)	1,018	1,018	989	(29)	
Environmental Services	1,549	548	250	(298)	2,075	2,206	1,959	(247)	
Finance & Administration	4,542	1,860	1,720	(140)	5,254	5,273	4,843	(430)	
Housing & Economic Development	1,298	361	287	(74)	1,253	1,253	1,271	18	
<b>Sub-total – Portfolio and Committee budgets</b>	<b>8,207</b>	<b>3,235</b>	<b>2,704</b>	<b>(531)</b>	<b>9,600</b>	<b>9,750</b>	<b>9,062</b>	<b>(688)</b>	
<b>Corporate Items</b>									
Capital Financing Costs	2,527	105	109	4	3,454	3,604	3,743	140	
Investment Income	(58)	(26)	(18)	8	(50)	(50)	(50)	0	
New Homes Bonus - Community Projects 11/12	15	0	0	0	0	0	0	0	
Pension Fund - Added Years	92	40	38	(2)	102	102	94	(8)	
Pension Fund - Deficit	1,122	0	0	0	0	0	0	0	
Recharge to HRA	(1,069)	0	0	0	(1,138)	(1,138)	(1,100)	38	
HRA Share of Corporate Core	(353)	0	0	0	(234)	(234)	(350)	(116)	
<b>Sub total - Corporate Items</b>	<b>2,276</b>	<b>119</b>	<b>129</b>	<b>10</b>	<b>2,133</b>	<b>2,283</b>	<b>2,337</b>	<b>54</b>	
<b>Sub total - Budget</b>	<b>10,483</b>	<b>3,354</b>	<b>2,833</b>	<b>(521)</b>	<b>11,733</b>	<b>12,033</b>	<b>11,399</b>	<b>(634)</b>	
<b>Funding</b>									
Council Tax - Collection Fund Balance	(257)	0	0	0	(89)	(89)	(89)	0	
Council Tax - Freeze Grant 14/15	(51)	0	0	0	0	0	0	0	
Council Tax - Freeze Grant 15/16	0	0	(20)	(20)	0	0	(51)	(51)	
DCLG - Other Funding	(34)	0	0	0	0	0	0	0	
New Homes Bonus Grant	(2,877)	(1,804)	(1,804)	0	(3,598)	(3,598)	(3,598)	0	
NNDR - UDC share (net of Tariff)	(1,990)	0	0	0	(1,303)	(1,303)	(1,793)	(490)	
NNDR - Lewy Payment/(Safety Net Reimbursement)	1,093	0	0	0	0	0	1,223	1,223	
NNDR - Section 31 Funding	(538)	(153)	(190)	(37)	(459)	(459)	(571)	(112)	
NNDR - Collection Fund Balance	1,275	0	0	0	3,148	3,148	2,338	(810)	
NNDR - Transfer to/(from) Ringfenced Reserve	(752)	0	0	0	(2,689)	(2,689)	(2,172)	517	
Section 106 Funding - Transfers to/(from) S106 reserves	135	0	0	0	(10)	(10)	(5)	5	
Settlement Funding	(1,643)	(636)	(636)	0	(1,234)	(1,234)	(1,234)	0	
<b>Sub-total – Funding</b>	<b>(5,638)</b>	<b>(2,593)</b>	<b>(2,650)</b>	<b>(57)</b>	<b>(6,234)</b>	<b>(6,234)</b>	<b>(5,952)</b>	<b>282</b>	
<b>Sub-total – Net Operating Expenditure</b>	<b>4,845</b>	<b>761</b>	<b>183</b>	<b>(578)</b>	<b>5,499</b>	<b>5,799</b>	<b>5,447</b>	<b>(352)</b>	
<b>Transfers to/from (-) Reserves</b>									
Access Reserve	200	0	0	0	0	0	(200)	(200)	
Budget Equalization Reserve	(1,416)	0	0	0	0	0	0	0	
Budget Slippage Reserve	(28)	0	0	0	0	0	0	0	
Change Management Reserve	(923)	0	0	0	0	0	0	0	
Council Tax Freeze Grant Reserve	(174)	0	0	0	0	0	0	0	
DWP Reserve	259	0	0	0	(175)	(175)	(259)	(84)	
Economic Development Reserve	24	0	0	0	(50)	(50)	(50)	0	
Elections Reserve	28	0	0	0	(75)	(75)	(75)	0	
Emergency Response Reserve	(100)	0	0	0	0	0	0	0	
Hardship Fund	(100)	0	0	0	0	0	0	0	
Homelessness Reserve	(61)	0	0	0	0	0	0	0	
LGRR Contingency Reserve	(1,385)	0	0	0	0	0	0	0	
Licensing Reserve	(15)	0	0	0	(22)	(22)	(15)	7	
MTFS Reserve	1,000	0	0	0	(28)	(28)	(28)	0	
Municipal Mutual Reserve	(51)	0	0	0	0	0	0	0	
Neighbourhood Front Runners Reserve	(57)	0	0	0	0	0	0	0	
NHB Community Reserve	(15)	0	0	0	0	0	0	0	
NHB Contingency Reserve	(790)	0	0	0	0	0	0	0	
Planning Development Reserve	206	0	0	0	0	(150)	(70)	80	
Strategic Initiatives Reserve	600	0	0	0	1,034	1,034	1,034	0	
Transformation Reserve	1,000	0	0	0	0	0	0	0	
Waste Depot Relocation Project	1,500	0	0	0	(1,500)	(1,500)	(1,500)	0	
Waste Reserve	80	0	0	0	(30)	(180)	(180)	0	
Working Balance	68	0	0	0	0	0	0	0	
<b>Sub-total - Movement in Earmarked Reserves</b>	<b>(150)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(847)</b>	<b>(1,146)</b>	<b>(1,343)</b>	<b>(197)</b>	
<b>COUNCIL TAX REQUIREMENT (BOTTOM LINE)</b>	<b>4,695</b>	<b>761</b>	<b>183</b>	<b>(578)</b>	<b>4,653</b>	<b>4,653</b>	<b>4,104</b>	<b>(549)</b>	
<b>Council Tax (precept levied on Collection Fund)</b>	<b>(4,695)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,653)</b>	<b>(4,653)</b>	<b>(4,653)</b>	<b>0</b>	
<b>OVERALL NET POSITION</b>		<b>0</b>	<b>0</b>	<b>-549</b>	<b>0</b>	<b>0</b>	<b>-549</b>	<b>-549</b>	

APPENDIX A (continued)

COMMUNITY PARTNERSHIPS & ENGAGEMENT PORTFOLIO

£000	2014/15	2015/16						
	Outturn	Current Budget	April to July Actual to Date	Variance to Date	Original Budget	Full Year Current Budget	Forecast Outturn	Forecast Variance
Assisted Travel	(1)	0	0	0	0	0	0	0
Community Information Centres	46	18	22	4	48	48	47	(1)
Community & Leisure Management	46	16	16	0	49	49	47	(2)
Day Centres	30	20	9	(11)	55	55	51	(4)
Emergency Planning	48	14	14	0	44	44	44	0
Grants & Contributions	351	289	296	7	377	377	377	0
Leisure & Administration	68	21	22	1	95	95	95	0
Leisure PFI	(77)	(8)	(27)	(19)	10	10	(10)	(20)
Museum Saffron Walden	159	58	63	5	167	167	166	(1)
New Homes Bonus	76	19	10	(9)	117	117	117	0
Renovation Grants	(1)	0	(1)	(1)	0	0	(1)	(1)
Sports Development	73	19	23	4	56	56	56	0
<b>Portfolio Total</b>	<b>818</b>	<b>466</b>	<b>447</b>	<b>(19)</b>	<b>1,018</b>	<b>1,018</b>	<b>989</b>	<b>(29)</b>

## ENVIRONMENT PORTFOLIO

£000	2014/15	2015/16						
	Outturn	April to July			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Animal Warden	33	11	11	0	31	31	31	0
Car Parking	(646)	(113)	(126)	(13)	(618)	(618)	(619)	(1)
Community Safety	55	50	13	(37)	171	171	88	(83)
Depots	63	36	32	(4)	59	59	59	0
Development Management	(184)	(355)	(389)	(34)	(434)	(434)	(452)	(18)
Environmental Management & Admin	105	37	33	(4)	110	110	106	(4)
Grounds Maintenance	159	74	69	(5)	224	224	221	(3)
Highways	(16)	18	18	0	(13)	(13)	(13)	0
Housing Strategy	91	39	29	(10)	95	95	96	1
Licensing	(122)	(17)	(42)	(25)	(115)	(115)	(166)	(51)
Local Amenities	(88)	8	5	(3)	8	8	8	0
Pest Control	25	14	(1)	(15)	28	28	3	(25)
Planning Management & Admin	426	128	139	11	388	388	395	7
Planning Policy	337	131	48	(83)	244	394	302	(92)
Planning Specialists	211	72	71	(1)	219	219	225	6
Public Health	171	171	169	(2)	467	467	384	(83)
Street Cleansing	285	102	104	2	299	299	289	(10)
Street Services Management & Admin	253	106	79	(27)	319	300	253	(47)
Vehicle Management	357	125	112	(13)	372	372	373	1
Waste Management - Expenditure	2,182	611	595	(16)	2,291	2,291	2,472	181
Waste Management - Income	(2,148)	(700)	(719)	(19)	(2,070)	(2,070)	(2,096)	(26)
<b>Portfolio Total</b>	<b>1,549</b>	<b>548</b>	<b>250</b>	<b>(298)</b>	<b>2,075</b>	<b>2,206</b>	<b>1,959</b>	<b>(247)</b>

## FINANCE &amp; ADMINISTRATION PORTFOLIO

£000	2014/15	2015/16						
	Outturn	Current Budget	April to July Actual to Date	Variance to Date	Original Budget	Full Year Current Budget	Forecast Outturn	Forecast Variance
Benefit Administration	-265	56	2	-54	-202	189	180	-9
Business Improvement & Performance Team	76	26	27	1	78	78	78	0
Central Services	377	130	103	-27	380	380	378	-2
Conducting Elections	-7	156	174	18	96	96	96	0
Conveniences	18	21	3	-18	21	21	21	0
Corporate Management	722	204	177	-27	657	657	679	22
Corporate Team	99	38	33	-5	114	133	99	-34
Council Tax Benefits	23	0	0	0	0	0	-10	-10
Electoral Registration	14	7	-20	-27	45	45	45	0
Enforcement	174	49	45	-4	150	150	166	16
Financial Services	867	369	356	-13	927	927	914	-13
Housing Benefits	76	-492	-442	50	145	145	154	9
Human Resources	215	109	114	5	221	221	220	-1
Information Technology	1207	651	692	41	1,121	1,121	1,117	-4
Internal Audit	110	38	37	-1	115	115	110	-5
Land Charges	-84	-21	4	25	-61	-61	-73	-12
Legal Services	-4	34	1	-33	99	99	85	-14
Local Council Tax Support	40	106	65	-41	91	91	-21	-112
Local Tax Collection	-193	0	0	0	-50	-50	-90	-40
Non Domestic Rates	-152	0	0	0	21	21	-148	-169
Offices	345	162	164	2	274	274	304	30
Office Cleaning	154	62	63	1	166	166	167	1
Revenues Administration	730	155	122	-33	846	455	372	-83
<b>Portfolio Total</b>	<b>4,542</b>	<b>1,860</b>	<b>1,720</b>	<b>-140</b>	<b>5,254</b>	<b>5,273</b>	<b>4,843</b>	<b>-430</b>



## HOUSING PORTFOLIO

£000	2014/15	2015/16						
	Outturn	April to July			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Building Surveying	(79)	(58)	(79)	(21)	(81)	(81)	(94)	(13)
Committee Administration	165	55	54	(1)	165	165	164	(1)
Communications	242	86	68	(18)	255	255	257	2
Customer Services Centre	332	116	112	(4)	351	351	348	(3)
Democratic Representation	353	131	119	(12)	336	336	336	0
Economic Development	136	63	51	(12)	135	135	139	4
Energy Efficiency	41	17	16	(1)	47	47	46	(1)
Homelessness	231	59	65	6	167	167	196	29
Housing Grants	10	0	0	0	10	10	10	0
Lifeline	(133)	(108)	(119)	(11)	(132)	(132)	(131)	1
<b>Portfolio Total</b>	<b>1,298</b>	<b>361</b>	<b>287</b>	<b>(74)</b>	<b>1,253</b>	<b>1,253</b>	<b>1,271</b>	<b>18</b>

## GENERAL FUND RESERVES

GENERAL FUND RESERVES 2015/16				
Reserve £ '000	Actual Balance 1st April 2015	Forecast transfer from GF	Forecast transfer to GF	Estimated Balance 31st March 2016
<b><u>RINGFENCED RESERVES</u></b>				
Business Rates	3,670	166	(2,338)	1,498
DWP Reserve	259	0	(259)	0
Licensing Reserve	31	0	(15)	16
Working Balance	1,282	0		1,282
	<b>5,242</b>	<b>166</b>	<b>(2,612)</b>	<b>2,796</b>
<b><u>USABLE RESERVES</u></b>				
<b>Financial Management Reserves</b>				
MTFS Reserve	1,000	0	(28)	972
Transformation Reserve	1,000	0	0	1,000
	<b>2,000</b>	<b>0</b>	<b>(28)</b>	<b>1,972</b>
<b>Contingency Reserves</b>				
Emergency Response	40	0	0	40
	<b>40</b>	<b>0</b>	<b>0</b>	<b>40</b>
<b>Service Reserves</b>				
Access Reserve	200	0	(200)	0
Economic Development	244	0	(50)	194
Elections	95	20	(95)	20
Homelessness	40	0	0	40
Neighbourhood Front Runners	57	0	(50)	7
Planning	1,084	0	(20)	1,064
Strategic Initiatives	600	1,629	(46)	2,183
Waste Depot Relocation Project	1,500	0	(1,500)	0
Waste Management	379	0	(180)	199
	<b>4,199</b>	<b>1,649</b>	<b>(2,141)</b>	<b>3,707</b>
<b>TOTAL USABLE RESERVES</b>	<b>6,239</b>	<b>1,649</b>	<b>(2,169)</b>	<b>5,719</b>
<b>TOTAL RESERVES</b>	<b>11,481</b>	<b>1,815</b>	<b>(4,781)</b>	<b>8,515</b>

## HOUSING REVENUE ACCOUNT

£000	2014/15	2015/16						
	Outturn	April to July			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
<b>Housing Revenue Account Income</b>								
Dwelling Rents	(14,522)	(4,891)	(4,743)	148	(14,672)	(14,672)	(14,672)	0
Garage Rents	(207)	(61)	(75)	(14)	(184)	(184)	(184)	0
Land Rents	(3)	(2)	(2)	(1)	(3)	(3)	(3)	0
Charges for Services & Facilities	(806)	(300)	(253)	47	(835)	(835)	(826)	9
Contributions towards Expenditure	(1)	0	(0)	(0)	0	0	(1)	(1)
<b>Total Service Income</b>	<b>(15,539)</b>	<b>(5,254)</b>	<b>(5,074)</b>	<b>180</b>	<b>(15,695)</b>	<b>(15,695)</b>	<b>(15,686)</b>	<b>8</b>
<b>Housing Finance &amp; Business Management</b>								
Business & Performance Management	393	131	95	(36)	378	371	360	(10)
Rents, Rates & Other Property Charges	74	0	66	66	36	36	73	37
	467	131	162	30	414	407	433	27
<b>Housing Maintenance &amp; Repairs Service</b>								
Common Service Flats	207	83	63	(20)	241	249	249	0
Estate Maintenance	144	98	23	(75)	293	293	293	0
Housing Repairs	2,621	730	675	(55)	2,190	2,190	2,212	21
Housing Sewerage	54	23	27	4	54	54	53	(0)
Newport Depot	51	7	4	(3)	11	11	11	0
Property Services	444	107	97	(10)	320	327	272	(55)
	3,521	1,048	889	(158)	3,109	3,124	3,091	(34)
<b>Housing Management &amp; Homelessness</b>								
Housing Services	314	111	107	(4)	324	324	327	3
Sheltered Housing Services	519	196	178	(18)	595	587	625	38
Supporting People	59	18	(0)	(18)	53	53	53	0
	892	324	284	(40)	972	964	1,005	40
<b>Total Service Expenditure</b>	<b>4,881</b>	<b>1,503</b>	<b>1,335</b>	<b>(168)</b>	<b>4,495</b>	<b>4,495</b>	<b>4,529</b>	<b>33</b>
<b>Corporate Items</b>								
Bad Debt Provision	46	0	0	0	250	250	250	0
Depreciation - Dwellings (transfer to MRR)	3,136	0	0	0	3,209	3,209	3,209	0
Depreciation - Non-Dwellings (transfer to MRR)	131	0	0	0	146	146	146	0
Impairment - Non-Dwellings	(304)	0	0	0	100	100	100	0
Interest/Costs re HRA Loan	2,636	0	(29)	(29)	2,625	2,625	2,625	0
Investment Income	(23)	0	0	0	(21)	(21)	(21)	0
Recharge from General Fund	1,069	0	0	0	1,138	1,138	1,100	(38)
HRA Share of Corporate Core	353	0	0	0	234	234	350	116
Pension Fund - Added Years	19	0	0	0	20	20	19	(1)
Pension Fund - Deficit	236	0	0	0	0	0	0	0
Right to Buy Admin Costs Allowance	(16)	0	0	0	0	0	(10)	(10)
<b>Total Corporate Items</b>	<b>7,285</b>	<b>0</b>	<b>(29)</b>	<b>(29)</b>	<b>7,702</b>	<b>7,702</b>	<b>7,769</b>	<b>67</b>
<b>TOTAL EXPENDITURE</b>	<b>12,166</b>	<b>1,503</b>	<b>1,306</b>	<b>(197)</b>	<b>12,197</b>	<b>12,197</b>	<b>12,298</b>	<b>100</b>
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>(3,374)</b>	<b>(3,751)</b>	<b>(3,768)</b>	<b>(17)</b>	<b>(3,498)</b>	<b>(3,498)</b>	<b>(3,389)</b>	<b>109</b>
<b>Funding of Capital Programme from HRA</b>								
Funding of Action Plan Capital Items	443	0	0	0	3,745	3,745	4,951	1,206
Funding of Capital from Revenue	854	0	0	0	1,066	1,066	364	(702)
	1,297	0	0	0	4,811	4,811	5,315	504
<b>Transfers to/from (-) Reserves</b>								
Capital Projects Reserve	0	0	0	0	(514)	(514)	(1,015)	(501)
Change Management Reserve	(200)	0	0	0	0	0	0	0
Potential Developments	0	0	0	0	(620)	(620)	0	620
Sheltered Housing Reserve	0	0	0	0	(221)	(221)	(318)	(97)
Transformation Reserve	180	0	0	0	42	42	20	(22)
Working Balance	(217)	0	0	0	0	0	0	0
	(237)	0	0	0	(1,313)	(1,313)	(1,313)	0
<b>Total Use of Reserves/Funding</b>	<b>1,060</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,498</b>	<b>3,498</b>	<b>4,002</b>	<b>504</b>
<b>(SURPLUS)/DEFICIT</b>	<b>(2,314)</b>	<b>(3,751)</b>	<b>(3,768)</b>	<b>(17)</b>	<b>(0)</b>	<b>(0)</b>	<b>613</b>	<b>613</b>

## CAPITAL PROGRAMME

£'000	Original Budget 2015-16	Slippage from 2014-15	Budget adjustment as agreed by Cabinet	Current Budget 2015-16	Forecast Outturn	Forecast to Budget Variance	Requested Slippage
<b>Community and Engagements</b>							
Community Project Grants	110	38	0	148	148	0	
S/W Motte & Bailey	195	205	0	400	400	0	
Superfast Broadband	0	100	0	100	100	0	
Cycleways Grant	0	0	200	200	200	0	
<b>Total Community Partnerships and Engagement Excluding S106</b>	<b>305</b>	<b>343</b>	<b>200</b>	<b>848</b>	<b>848</b>	<b>0</b>	<b>0</b>
<b>Community Safety</b>							
CCTV Stansted	0	21	0	21	21	0	
CCTV Thaxted	0	35	0	35	35	0	
<b>Total Community Safety</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>56</b>	<b>56</b>	<b>0</b>	<b>0</b>
<b>Environmental Services</b>							
Vehicle Replacement Programme	660	186	0	846	846	0	
Household Bins	30	0	0	30	30	0	
Kitchen Caddies	10	0	0	10	10	0	
Garden Waste Bins	20	0	0	20	20	0	
Trade Waste Bins	10	0	0	10	10	0	
Swan Meadow car park	0	13	0	13	13	0	
Catons Lane car park	0	155	0	155	0	(155)	
Flood prevention work	0	30	0	30	30	0	
Repair and Renew - Flood Scheme	0	0	0	0	10	10	
<b>Total Environmental Services</b>	<b>730</b>	<b>384</b>	<b>0</b>	<b>1,114</b>	<b>969</b>	<b>(155)</b>	<b>0</b>
<b>Finance Admin</b>							
<b>IT Schemes</b>							
New members IT Equip	18	0	0	18	18	0	
Minor Items IT	20	0	0	20	20	0	
Citrix Upgrade	0	8	0	8	8	0	
PSN CoCo Works	30	8	0	38	38	0	
Mobile working - Housing	0	35	0	35	35	0	
Mobile working - Planning & Env Health	25	44	0	69	69	0	
Video conferencing	25	0	0	25	25	0	
Revs & Bens Server	30	0	0	30	30	0	
PCI Compliance - Cash Receipting	35	0	0	35	35	0	
PCI Compliance - Direct Debits	20	0	0	20	20	0	
UPS Server	0	50	0	50	50	0	
<b>UDC Asset work</b>							
<b>Council Offices Improvements</b>							
- Building works	146	78	0	224	224	0	
- Heating System	26	0	0	26	26	0	
Hill St Conveniences	0	120	0	120	120	0	
Stansted Conveniences - Grant	0	30	0	30	30	0	
Museum Storage Facility	0	0	0	0	46	46	
Dunmow Depot	1,500	0	0	1,500	1,500	0	
Solar Panels - Shire Hill	0	0	150	150	150	0	
Museum Buildings	80	0	0	80	80	0	
Mead Court temporary accommodation	0	0	0	0	21	21	
Day Centres Cyclical Improvements	20	0	0	20	20	0	
<b>Total Finance Admin</b>	<b>1,975</b>	<b>373</b>	<b>150</b>	<b>2,498</b>	<b>2,565</b>	<b>67</b>	<b>0</b>

## CAPITAL PROGRAMME

£'000	Original Budget 2015-16	Slippage from 2014-15	Budget adjustment as agreed by Cabinet	Current Budget 2015-16	Forecast Outturn	Forecast to Budget Variance	Requested Slippage
<b>Housing</b>							
<b>General Fund</b>							
Disabled Facilities Grants	198	62	0	260	260	0	
Empty Dwellings	50	0	0	50	50	0	
Private Sector Renewal Grants	30	0	0	30	30	0	
<b>Total GF Housing</b>	<b>278</b>	<b>62</b>	<b>0</b>	<b>340</b>	<b>340</b>	<b>0</b>	<b>0</b>
<b>HRA</b>							
HRA Repairs	3,260	0	0	3,260	3,260	0	
UPVC Fascia's and Guttering	140	123	0	263	263	0	
Cash Incentive Scheme Grants	50	0	0	50	50	0	
<b>Business Plan Items</b>							
Service Chg Planned Rep System - ICT Schemes	0	65	0	65	65	0	
Housing Contractors Portal & SAM	55			55	55	0	
Energy Efficiency Schemes	280	100	0	380	380	0	
Support unit for people with learning difficulties	0	100	0	100	100	0	
Internet Café's in Sheltered Hsg	25	0	0	25	25	0	
<b>New Builds</b>							
Unidentified	0	212	0	212	212	0	
Catons Lane	827	73	0	900	900	0	
Mead court Phase 1	0	0	0	0	50	50	
Mead court Phase 2	0	1,768	0	1,768	1,263	(505)	505
<b>Sheltered Schemes</b>							
Reynolds Court	2,450	0	0	2,450	2,450	0	
Hatherley Court	865	0	0	865	600	(265)	265
Walden Place	0	10	0	10	0	(10)	
<b>Total HRA</b>	<b>7,952</b>	<b>2,451</b>	<b>0</b>	<b>10,403</b>	<b>9,673</b>	<b>(730)</b>	<b>770</b>
<b>Total General Fund ex S106</b>	<b>3,288</b>	<b>1,218</b>	<b>350</b>	<b>4,856</b>	<b>4,778</b>	<b>(88)</b>	<b>0</b>
<b>CAPITAL PROGRAMME TOTAL Excluding S106</b>	<b>11,240</b>	<b>3,669</b>	<b>350</b>	<b>15,259</b>	<b>14,451</b>	<b>(818)</b>	<b>770</b>

## Appendix D

### SECTION 106 BALANCES

	31 March 2015 £'000	Income £'000	Interest £'000	Drawn Down £'000	Balance as at 31 August 2015 £'000
<b>S106 Unapplied</b>					
Dunmow Eastern Sector	18	-	-	-	18
Woodlands Park, Gt Dunmow	86	-	-	-	86
Friends School, Saffron Walden	29	-	-	-	29
Bell College, Saffron Walden	80	-	-	(65)	15
Priors Green, Takeley	8	-	-	-	8
Foresthall Park, Elsenham	30	-	-	-	30
Lt Walden Road/Ashdon Road, Saffron Walden	98	-	-	-	98
Oakwood Park, Takeley	5	-	-	-	5
Debden Road, Saffron Walden	100	-	-	-	100
Former Lodge Farm, Radwinter Road, Saffron Walden	-	395	-	-	395
<b>SUB TOTAL</b>	<b>454</b>	<b>395</b>	<b>-</b>	<b>(65)</b>	<b>784</b>

	31 March 2015 £'000	Income £'000	Repaid £'000	Drawn Down £'000	Balance as at 31 August 2015 £'000
<b>S106 Receipts in Advance</b>					
Priors Green, Takeley	155	22	-	(31)	146
Felsted	10	-	-	-	10
Oakwood Park Community Hall, Takeley	10	-	-	-	10
Rochford Nurseries/Foresthall Park, Elsenham	680	-	-	-	680
Manuden Village Hall and Sports Facilities	27	-	-	(27)	-
The Orchard, Elsenham	42	-	-	-	42
Wedow Road, Thaxted	54	-	-	-	54
Sector 4 Woodlands Park, Gt Dunmow	10	-	-	-	10
Keers Green Nurseries, Aythorpe Roding	120	-	-	-	120
<b>SUB TOTAL</b>	<b>1,108</b>	<b>22</b>	<b>-</b>	<b>(58)</b>	<b>1,072</b>

	31 March 2015 £'000	Income £'000	Repaid £'000	Drawn Down £'000	Balance as at 31 August 2015 £'000
<b>S106 Receipts in Advance</b>					
Sector 4 Woodlands Park (Helena Romanes School)	165	349	-	(349)	165
Rochford Nurseries/Foresthall Park, Elsenham	289	-	-	-	289
2 Lower St, Stansted	23	-	-	(23)	-
Land west of Braintree Road, Felsted	-	162	-	(162)	-
Brick Kiln Farm, Gt Dunmow	352	37	-	(389)	-
Land between 3 to 5b Hamilton Road, Little Canfield	-	37	-	(37)	-
North View and 3 The Warren, Little Canfield	276	2	-	(278)	-
Carnation Nurseries, Cambridge Road, Newport	-	175	-	-	175
Land north of 4 Hamilton Road, Little Canfield	46	-	-	-	46
Land adj Warwick Road, Priors Green	3	-	-	-	3
Land at Flitch Green, Felsted	50	-	-	-	50
Land at Ersamine, Dunmow Road, Little Canfield	-	49	-	(49)	-
Land at Windmill works, Keers Green, Aythorpe Roding	-	46	-	(46)	-
Land at Blossom Hill Farm, south of Chickney Road, Henham	-	80	-	(80)	-
Land at Maple Lane, Wimbish	-	41	-	(41)	-
<b>Grants and Contributions to Other Bodies</b>	<b>1,204</b>	<b>978</b>	<b>-</b>	<b>(1,454)</b>	<b>728</b>

## TREASURY MANAGEMENT

## DEPOSITS MADE 1 APRIL TO 31 JULY 2015

Date of lending	Amount £m	Institution	Interest	Return Date
01-Apr-15	2.00	Nationwide BS	0.5100%	09-Jul-15
07-Apr-15	2.00	Bank of Scotland	0.5700%	15-Jul-15
07-Apr-15	4.00	DMO	0.2500%	17-Apr-15
07-Apr-15	1.00	DMO	0.2500%	23-Apr-15
07-Apr-15	4.00	DMO	0.2500%	30-Apr-15
07-Apr-15	7.00	DMO	0.2500%	19-May-15
07-Apr-15	7.00	DMO	0.2500%	09-Apr-15
09-Apr-15	3.00	Cornwall Council	0.4000%	28-Sep-15
09-Apr-15	3.00	DMO	0.2500%	14-Apr-15
14-Apr-15	3.00	Guildford Borough Council	0.4000%	21-Sep-15
13-Apr-15	1.00	National Counties BS	0.5600%	20-Jul-15
15-Apr-15	3.00	DMO	0.2500%	17-Jun-15
21-May-15	3.00	Lancashire County Council	0.4000%	18-Nov-15
01-May-15	5.00	DMO	0.2500%	21-May-15
15-May-15	3.00	Dumfries & Galloway	0.3800%	12-Nov-15
21-May-15	2.50	DMO	0.2500%	22-Jun-15
29-May-15	2.00	DMO	0.2500%	20-Jul-15
01-Jun-15	4.00	DMO	0.2500%	17-Jul-15
12-Jun-15	2.00	DMO	0.2500%	19-Aug-15
15-Jun-15	2.00	DMO	0.2500%	22-Jun-15
01-Jul-15	6.00	DMO	0.2500%	19-Aug-15
10-Jul-15	2.00	Nationwide BS	0.5000%	16-Oct-15
10-Jul-15	1.00	DMO	0.2500%	19-Sep-15
15-Jul-15	2.00	Bank of Scotland	0.5000%	19-Oct-15
15-Jul-15	3.00	DMO	0.2500%	17-Sep-15
	<b>77.50</b>		<b>Average</b>	<b>0.3288%</b>

## DEPOSITED BALANCES AS AT 31 JULY 2015

Date of lending	Amount £m	Institution	Interest	Return Date
07-Apr-15	3.00	Cornwall Council	0.4000%	28-Sep-15
10-Apr-15	3.00	Guildford Borough Council	0.4000%	21-Sep-15
30-Apr-15	3.00	Lancashire County Council	0.4000%	18-Nov-15
12-May-15	3.00	Dumfries & Galloway	0.3800%	12-Nov-15
12-Jun-15	2.00	DMO	0.2500%	19-Aug-15
01-Jul-15	6.00	DMO	0.2500%	19-Aug-15
10-Jul-15	2.00	Nationwide BS	0.5000%	16-Oct-15
10-Jul-15	1.00	DMO	0.2500%	19-Sep-15
15-Jul-15	2.00	Bank of Scotland	0.5000%	19-Oct-15
15-Jul-15	3.00	DMO	0.2500%	17-Sep-15
<b>Total</b>	<b>28.00</b>		<b>Average</b>	<b>0.36%</b>

**BALANCES WITH ON CALL DEPOSIT & CURRENT ACCOUNTS  
AS AT 31 JULY 2015**

<b>Institution</b>	<b>Amount £m</b>	<b>Interest</b>
Barclays Stock Broker	1.00	0.38%
Bank of Scotland CA	1.00	0.40%
Money Market Fund - CCLA	1.00	0.35%
Barclays Consolidated Account *	1.31	1.50%
<b>Total</b>	<b>4.31</b>	<b>0.38%</b>



**Committee: Cabinet**

**Agenda Item**

**Date: 17 September**

**8**

**Title: Clavering Parish Plan**

**Portfolio Holder: Cllr Barker, Deputy Leader and Cabinet Member for Environmental Services**

Key decision: **No**

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### Summary

1. Clavering Parish Council has published a Parish Plan. This report considers its findings and action plan. A copy of the Parish Plan is appended.

### Recommendations

2. That Cabinet adopt the Parish Plan as Council Approved Guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan.

### Financial Implications

3. None

### Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 5.

Communication/Consultation	The plan has undergone significant community involvement in its preparation
Community Safety	The plan deals with community safety
Equalities	The plan consulted with every resident
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	The plan deals with sustainability of village
Ward-specific impacts	Clavering

Workforce/Workplace	None
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**Situation**

- 6. The purpose of the Parish Plan is as a resource and a reference document for all those deciding the future of Clavering.
- 7. Key points arising from the Parish Plan are:-
- 8. Housing: The Plan reports on the response to questions on new housing development. Well over half of respondents (59 per cent) think that Clavering needs more affordable housing and 54 per cent believe there should be more new homes for rent. Well over a third (41 per cent) of households with adults aged 60+believe there is not enough housing suitable for local elderly people.

Only three per cent of respondents agree that they would like to see larger (10+) market housing developments. Infill (1-2 homes) developments are preferred by almost a third of villagers. It’s worth noting that 27 per cent of respondents don’t want to see any new houses at all – rising to 33 per cent among families with children.

Almost 40 per cent want family homes and almost a third want homes designed for older people. In addition, 17 per cent of respondents support the idea of homes created to house single people – perhaps reflecting both demographic change in our society and the need for affordable properties in this area.

- 9. Village facilities: The village shop with its Post Office is well used and considered a vital resource. The two pubs and the Fishing Lodge café are also well used.
- 10. Highways and Traffic: The widening of the 30mph speed limit was successfully implemented in 2013 following the results of the parish plan survey.
- 11. Business: 13% of the survey respondents run a business in the village, and of those, the vast majority work from home or from premises located within Clavering. 26% of those businesses employ people from the village. Although over a third of respondents would like to see more locally run ventures there were concerns about the impact of additional traffic caused by the expansion of business activity.
- 12. The Action Plan includes obtaining more information on business and continuing to assess housing needs, specifically for the elderly, and review the need for a design statement.

**Risk Analysis**

- 1.

Risk	Likelihood	Impact	Mitigating actions
------	------------	--------	--------------------

That the Parish Plan is not taken into account as a material consideration	1. Little - Officers will be aware of the plan and will include reference to it in any relevant reports	2. Some - The views of the community are not taken into account, devaluing community-led planning	The Parish Plan is included in a check list of items to consider in preparation of Local Plan and when determining applications within Clavering Parish.
--	---	---	--

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.





# CLAVERING PARISH PLAN

a plan produced by and for the community



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History of the Parish and Clavering today

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Facilities and recreation  
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Business

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Young residents give their views on Clavering  
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# Section 1 INTRODUCTION

## About the Clavering Parish Plan

In common with other communities large and small, rural and suburban, Clavering decided to embark upon developing a Parish Plan. Little did any of those involved realise what a task this would prove to be – or how fascinating.

A Parish Plan is an assessment of all that a Parish has by way of amenities, culture, nature and communities. It also seeks to find out about areas perceived as problems and discover what the community believes should be prioritised in future plans.

The impetus for Parish Plans was the Government's 2000 Rural White Paper, which introduced the framework for surveying communities for their views. All Parish Plans are organised through topic-led working parties made up of people from within the community itself. While it has support from both local and national government, the information gathering process and results remains independent of them.

## How is a Parish Plan used?

Our Parish Plan is a resource and a reference document for all those deciding the future of Clavering. The Plan has been distributed as a reference document to the Parish Council, the Local Authority and – via our Local Councillor – the County Council. The Plan is also available for academic and historical use and as an evidence-based resource for groups and individuals seeking grants or wanting to get more involved in the community. Officially, the Plan should also include the Parish Council's prepared Development Plan and Emergency Plan. The Parish Plan funding included this

requirement, but no binding requirement was included in the funding on the Parish Council. However, it is now decided that the Plan will be published without these additions as the Parish Council, after several discussions, voted not to go ahead with their Development Plan due to the extraordinary amount of work this involves for the Councillors (a Development Plan cannot be done by volunteers from the community). This is disappointing but understandable. The Parish Plan committee have researched what is involved and concluded that there is nothing further that can be done and, therefore, agreed to publish the Plan without these additions.

## So how could this Parish Plan benefit Clavering?

Like all communities, Clavering is growing and changing all around us. Many people have strong views on whether this change is good or bad.

By expressing our own opinions and hearing the opinions of others who live and work here – even if it is one lone voice with a valid comment to make – all of us have an opportunity to consider the current and future needs of our community. Elderly care, youth groups, housing and transport can all be assessed at Parish Council Level, but our Plan has been prepared by and for the community.



Clavering Parish Plan is funded by:



So has the Clavering Plan succeeded in its goals? Will it prove to be a worthwhile document? For the most part, the Plan has achieved its goals and fully justified the grant and time given to it. To some extent, it has been so long in its preparation because of the high response rate. Our Working Groups were so successful in their endeavours that the replies had to be sent away to be collated using specialist computer software. All villagers involved in helping to bring the Parish Plan to publication have been volunteers and their input has been greatly valued. As is often the way with voluntary projects, 'life' then managed to delay some stages of preparation.

Yet, there have already been several positive outcomes. The Speed Group Committee has been able to quote the survey's wholehearted support (100% of respondents for a speed limit reduction to 30mph) as their evidence to Essex County Council, helping our community to secure agreement and introduction of a lowered limit along main routes through the Village.



The Wildlife Group, which grew out of a Working Party for the Parish Plan, has had a very positive influence on the green cutting regime as, once again, evidence from the Plan helped the community to reach a decision. This Group have also extended their work to incorporate native bulb planting and, in the near future, bat and bird boxes. The Nature Trail from Jubilee Field to Dick Ball Meadow that opened in 2012 is further testament to the vibrancy and positive action of this group.



It is, perhaps, regrettable that a more representative voice from employers in Clavering was absent from the Village Plan results. A survey was conducted by the developers of the industrial units at Jubilee Works, with results forwarded to Uttlesford District Council. However, in the continued absence of a Regional Development Plan from Uttlesford District Council (as with many other local authorities), we must wonder if our whole community's voice gets the full attention it deserves. Employment needs of the Parish is an area that would, almost certainly, benefit from further enquiry – not least because of the high number of housing development applications currently being made in communities such as ours.

It is important to remember that Parish Plans are intended to be evolving documents, and so the input of all interested voices in the future of our community is both welcome and important for the future of Clavering.

We also recognise, however, that this has been a very rewarding journey so far, and a wonderful opportunity to forge new friendships and groups. We are indebted to the many committed and talented individuals of Clavering who worked so hard to bring our community's Parish Plan to fruition.



### History of the parish of Clavering

Clavering is a large and scattered parish, situated in gently undulating countryside crossed by tributary valleys of the River Stort, and sited geologically on the border between Upper Chalk and Lambeth group deposits characteristic of the North West Essex landscape. Much of the surrounding countryside is intensively farmed, although there are small woodlands. It is governed locally by Uttlesford District Council and is nationally represented by the elected MP for Saffron Walden.



The extent of the Parish has changed little since the mid 18th century, when it was described as the: "largest and chief parish in this half hundred...in length it measures upwards of four and in breadth about three miles". With the centre of the village regarded as the area in the immediate vicinity of the Parish Church of St Mary & St Clement, Clavering has seven 'greens' and three 'ends' – Hill Green, Stickling Green, Sheepcote Green, Birds/Butts Green, Deers Green, Mill End, Ford End and Further Ford End.

Apart from a late Bronze Age hoard found in the vicinity of the Bury in Victorian times, and a noted 1304 aisled Hall House, there is little evidence of really early settlement. The Parish boundary with Langley is formed by a Roman Road that linked Great Chesterford and Braughing, however it appears that Clavering was established in the early Saxon period, when a small village was sited on the high ground near the confluence of the River Stort and the King's Water Stream (Stickling Brook).

The present medieval church dates from the 14th and 15th centuries, but stands on the site of a much earlier church. Three further distinct areas have developed: the higher ground of Hill Green, which has notable early buildings, early 20th-century housing, farm and industrial units and recreation areas; Pelham and Stortford Roads, which are mainly 20th-century buildings and a mix of private, local authority and shared ownership housing; and Coles Hill, a small late 20th-century housing development.



## Clavering today

Our community is some 20 miles from Cambridge and 10 miles north of Stansted Airport. Clavering is bounded by a number of main arterial routes: the A10 to the west, the A120 to the south and the M11 to the east. Two stations on the Cambridge to London line are situated some four miles away. The proximity of all these transportation routes has influenced – and will continue to shape – the residential make-up of the Village.

Today, Clavering is a vibrant community with a diverse range of local organisations, a shop, school, well-tended recreation grounds, an active Parish Council and light industrial units. The 2001 census states the population to be 1,389.



# Section 2 PARISH PLAN SURVEY RESPONSES

## Demographics – about village residents

The Clavering Parish Plan survey's first questions set out to discover more about the make-up of the village in order to establish what sort of community we live in.

Almost a third of households that responded to the survey have one or more children and close to half of households (46 per cent) contain adults aged 60+.

The survey asked about patterns of work and lifestyle – to discover how many villagers work locally, commute or are retired. Of those that filled in this question on the survey, 39 per cent are retired and a further fifth are full or part-time homemakers.

Of those in employment, 19 per cent work either full- or part-time in the village itself, and a further 14 per cent work in surrounding villages. However, many village residents travel further afield, with almost a fifth working full- or part-time in London. A further 16 per cent are employed in Bishop's Stortford and Saffron Walden, while six per cent commute to Cambridge. One per cent of those who responded to the survey are unemployed.

Clavering Primary School is a valuable asset and 10 per cent of households who responded have children who attend school here in the village, while eight per cent of households have children who attend secondary school in surrounding villages.

The survey also asked respondents how long they had lived in the village and just over a fifth (21 per cent) have clocked up 40 or more years in Clavering – a figure matched exactly by new

blood, with a further 21 per cent having lived here for five years or less.

Clavering can, however, pride itself on being a very stable community, with well over half of respondents (64 per cent) having lived here for a decade or more. The vast majority of residents (89 per cent) own their own home or have shared ownership – unsurprising considering the shortage of rental accommodation in the local area. Over a third of respondents also attend church services at the Parish Church or Christian Centre.



Finally, this section of the survey asked about disability, and 14 per cent of respondents regard themselves as having a disability or long-term health condition affecting day-to-day activities – a figure that rises to 19 per cent among households containing adults aged 60+. Almost a quarter of all respondents say they cannot access all the facilities and services available in Clavering because of their disability or health condition.

**VILLAGE VOICES:**  
*“We are very lucky to live in such a friendly, lively and lovely village”*

## Village communities

The second section of the survey set out to find out what specific communities – younger, older, established and new – feel about information, services and groups within the village.

Part of this section explored communication. Almost three quarters of respondents say they found it easy to learn about village organisations and groups when they first moved to Clavering. The Parish News, produced by the Church and covering Clavering, Langley, Wicken Bonhunt and Arkesden, remains by far the most popular source of initially consulted information about forthcoming events (50 per cent). Word of mouth comes second at 20 per cent. The Parish Council Newsletter is consulted initially by 14 per cent of respondents and is the most popular second source (31 per cent).

The survey wanted to find out more about the kind of social meeting points young residents of Clavering would enjoy. Among households with children, 42 per cent would be interested in joining a youth club. There is even more enthusiasm within this group for dedicated facilities, with almost half (48 per cent) wanting a roofed shelter with facilities for table tennis (51 per cent) and basketball (49 per cent). The survey asked if there should be organised trips for young people and over a third of households with children like the idea of group outings to the cinema. Bowling comes a close second.



The survey also looked at existing facilities/groups for babies and very young children. Among households with children, the Village Hall Playgroup and Babies & Toddlers Group are well-used facilities (14 and 13 per cent respectively). It's worth noting that some children may attend both groups. There was considerable support for running baby and toddler groups throughout the year (not just during term time), with one fifth of households with children supporting the idea.

### VILLAGE VOICES:

*“Try to focus on the younger members of the village, encouraging them to use the facilities and get involved”*

Clavering households were asked what they think of the idea of informal family social events during the summer (such as rounders or barbeques). Over a fifth of all respondents think this is a good idea, rising to over half (55 per cent) among families with children.

Focusing on provision for senior residents, the survey revealed that 62 per cent of respondents know about the village's Over 60s Club – rising to over 90 per cent among eligible residents. For around a third of households with adults aged 60+, the main appeal of this style of group is the opportunity to meet people.

The village has specific facilities to assist less mobile households. Clavering Care is a long-running voluntary help scheme designed to help people keep essential medical appointments and collect prescriptions. Among respondents, three per cent use its services, rising to five per cent among residents aged 60+. Seven per cent of people who responded to the survey would like to become involved in helping to run the scheme. Clavering's mobile library service is used by six per cent of respondents – rising to eight per cent among those aged 60+.

## WHAT VILLAGE GATHERINGS WOULD WE LIKE?

**22 households suggest a New Year's Eve party to appeal to the whole community**

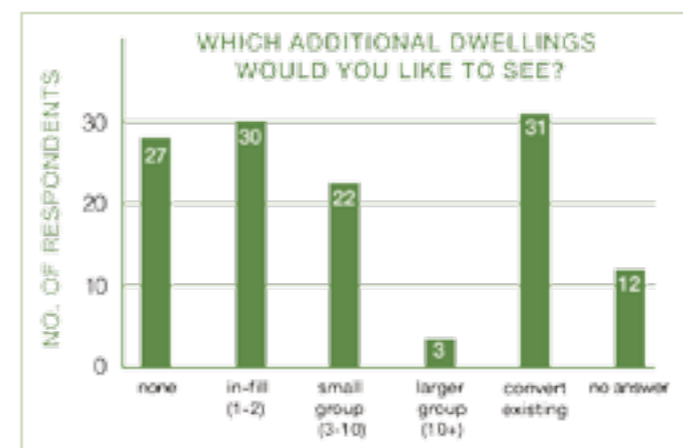
**12 say a village barbecue or summer celebration**

**10 want the return of a village Fireworks Night celebration**

## Housing

Part of the survey covered the major issues of housing, since building homes to meet current and future needs is a well-publicised national and local issue.

The survey asked if Clavering needs more affordable housing. Well over half of respondents (59 per cent) think it does and 54 per cent believe there should be more new homes for rent. Well over a third (41 per cent) of households with adults aged 60+



believe there is not enough housing suitable for local elderly people.

The survey also asked residents what they thought about new build excluding affordable homes. Only three per cent of respondents agree that they would like to see larger (10+) housing developments. Infill (1-2 home) developments are preferred by almost a third of villagers. It's worth noting that 27 per cent of respondents don't want to see any new houses at all – rising to 33 per cent among families with children.

Respondents are split about the style of homes Clavering needs. Almost 40 per cent want family homes and almost a third want homes designed for older people. In addition, 17 per cent of respondents support the idea of homes created to house single people – perhaps reflecting both demographic change in our society and the need for affordable properties in this area. Environmental concerns are clearly a key issue, affecting both quality of life and sustainability. Almost three quarters (74 per cent) of respondents believe that new homes should be environmentally friendly, rising to 85 per cent among families with children.

### VILLAGE VOICES:

*“Any future developments should recognise that Clavering is a village and should be kept rural”*

Light pollution (from street lights, etc) is considered to be a serious issue by seven per cent of residents. Nor are the majority bothered by road noise – over half say that this isn't a serious issue at all. Aircraft noise is a more significant worry, with over a third responding that this is an issue of concern.

Thankfully, most respondents are not too troubled by either bonfires or late night parties – combined these are considered environmental problems by 14 per cent of respondents. This suggests that, in the main, Clavering residents are considerate of their neighbours.

**WHY DID WE MOVE HERE?**

**21 households chose Clavering for the rural location/beauty of the area**

**10 had family connections**

**8 liked the friendly community**



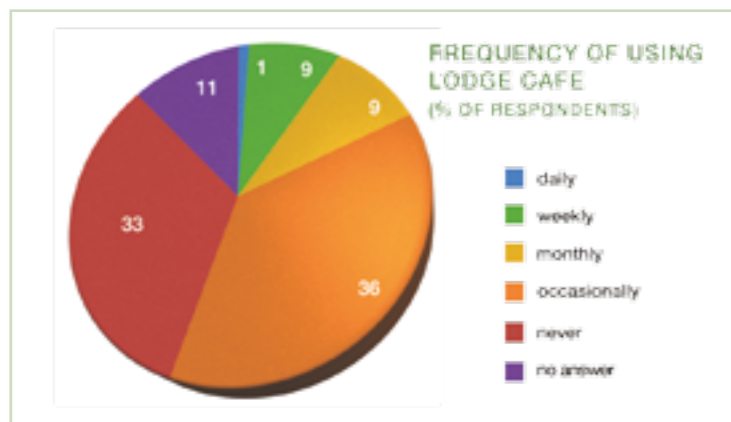
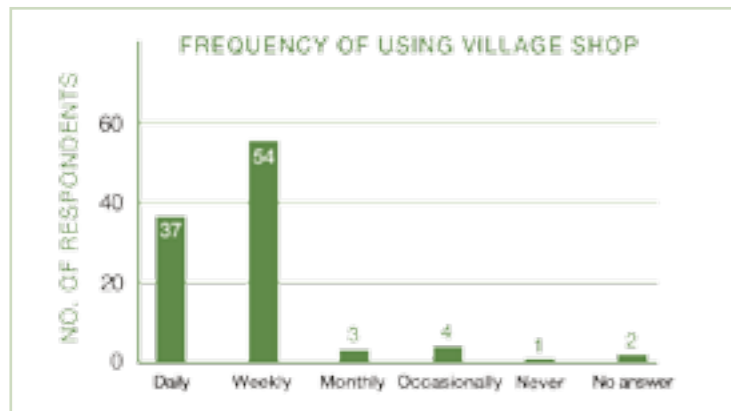
**Facilities and recreation**

In this section the focus was on activities and facilities available to village residents – exploring patterns of usage and what people want in the future.

First the survey asked if people think there are enough facilities to cater for the village’s needs and 89 per cent of respondents say that there are. Then the survey asked about individual facilities. The village shop is used daily by over a third (37 per cent) of respondents, and weekly by over half (54 per cent). The Post Office within the village shop is considered a vital resource, with a resounding 97 per cent believing it is very important to Clavering.

**VILLAGE VOICES:**  
*“The British Legion Sports Day for Children – it’s fab!”*

The village’s two pubs – The Fox & Hounds and The Cricketers – are used either occasionally or monthly by 64 per cent of those who responded to the survey, with almost a fifth of this group visiting at least once a week. The Fishing Lodge Café at The Lakes is visited occasionally or monthly by close to half (45 per cent) of respondents. It is even more popular among families with children, with almost a quarter visiting at least weekly.



The preferred method of travel to local facilities obviously depends on where we live, but encouragingly, 44 per cent usually go on foot and a further six per cent usually cycle. Almost 20 per cent of respondents use a combination of car, bike and walking to get to local facilities – perhaps showing that there is a desire among many households to reduce reliance on petrol power.



households containing 60+ residents, a fifth use its facilities frequently. Of those who do use the Village Hall, over half attend as part of a club. The Christian Centre in Stortford Road is also a popular venue for organisations, with 63 per cent of those who do use it attending for club activities.

Finally, this section of the survey asked if people would like to see more community events within Clavering (eg, a village New Year’s Eve party), and 42 per cent say yes to this idea – with over a fifth of respondents being willing to help organise more community events. These positive answers may suggest how facilities might be managed in the future to maximise their usage and benefit even more village residents.

Clavering is lucky to have many clubs and activities – 23 were listed in the survey. In all, 38 per cent of respondents participate frequently in some form of sporting activity (eg, tennis, riding, cricket, fishing, bowls). Group-run activities (eg, Horticultural Society, British Legion) are attended by a good proportion of survey respondents at least occasionally. Asked if there should be more history-related activities organised within the village, almost a quarter of respondents said that they like this idea. Such activities might perhaps be managed through existing groups, such as the Village Society and Landscape History Group.

The survey asked a set of questions about the allotments behind Stortford Road. Having celebrated their centenary in 2009, these plots are attracting many new allotmentees. The vast majority of those who grow their own on allotment land are happy with the way things are organised. The survey asked if a proportion of spare land should be converted into orchards and 23 per cent of respondents say this is a good idea. The same percentage would also like to see poultry allowed – joining the pheasants, rabbits, deer and other less productive animal life already in residence there!

A fifth of respondents to the survey say they never use the Village Hall, but among

**WHAT VILLAGE HISTORY EVENTS APPEAL TO US?**

**14 households would like a Clavering and local area museum**

**4 people suggest children’s archaeology or history activities**

**4 people want re-enactment days**

**VILLAGE VOICES:**  
*“I don’t think there is any crime here.”*

**Law and order**

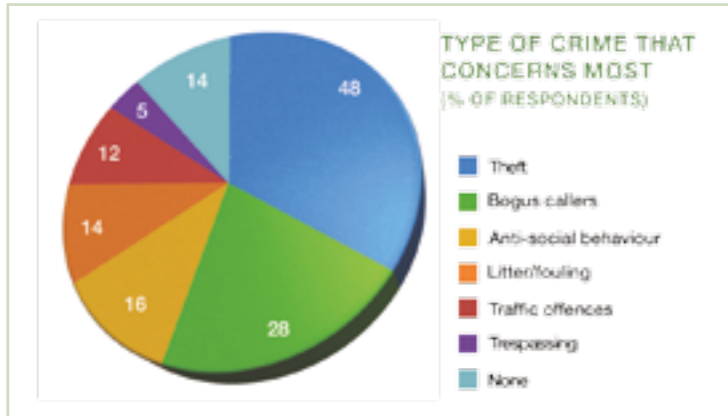
Clavering has very low levels of crime, however law and order remains an important concern so the survey set out to find out about perceptions of security and opinions on the best use of police resources.

Well over half (64 per cent) of households who responded feel safe, while just under a third more describe themselves as reasonably safe. Perhaps Clavering can feel safer still knowing that people will act if they see something unusual, since 94 per cent of respondents say they would report suspicious activity to the Police.

The survey gave people a list of six law and order issues to rank in order of concern.



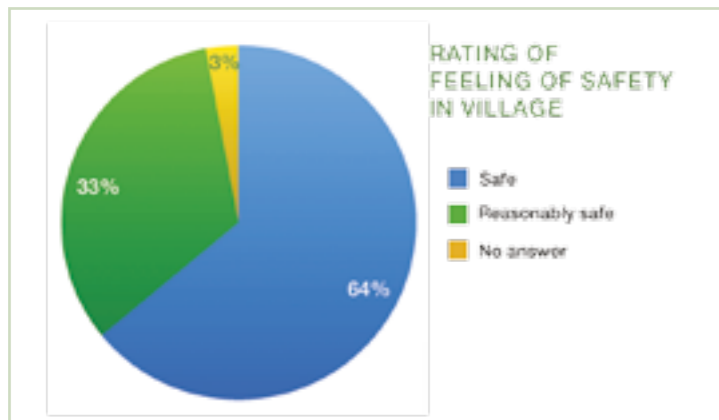
Theft is the biggest issue for households, with 48 per cent citing this as their chief fear. Bogus callers are the most worrying issue for over a quarter (28 per cent) of respondents, while anti-social behaviour is the chief concern among 16 per cent of households.



**VILLAGE VOICES:**  
*“Traffic outside the school is dangerous for pedestrians and other traffic, especially in the morning”*

Almost as pressing are issues that spoil the environment and enjoyment of the community. Littering, refuse and dog fouling is listed as either the second or third most serious concern in Clavering by 40 per cent of respondents.

Asked where police resources might best be targeted, over a third (35 per cent) of respondents opt for a more visible police presence as their top priority. Speed checks are the most important use of resources for a quarter of respondents.



Vehicle obstruction outside schools also concerns many households. Over a fifth (22 per cent) list this as the most important use of police resources and a further 21 per cent think it is the second most important use of resources. This suggests that tackling thoughtless and illegal parking is high on the village agenda for many people.

**HOW SAFE DO WE FEEL?**

**130 households think there isn't much crime and they feel safe**

**8 households think crime is low, but increasing**

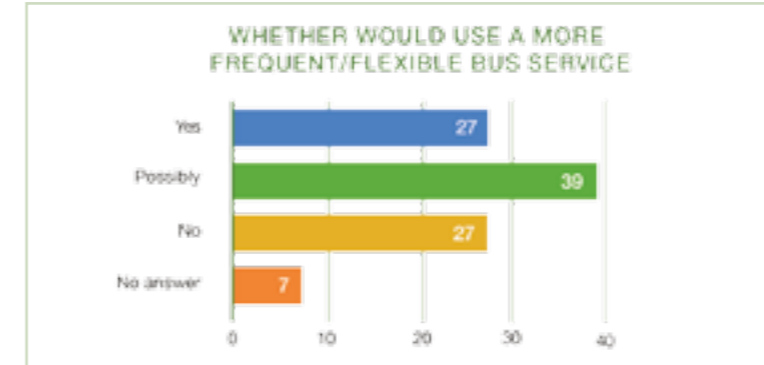
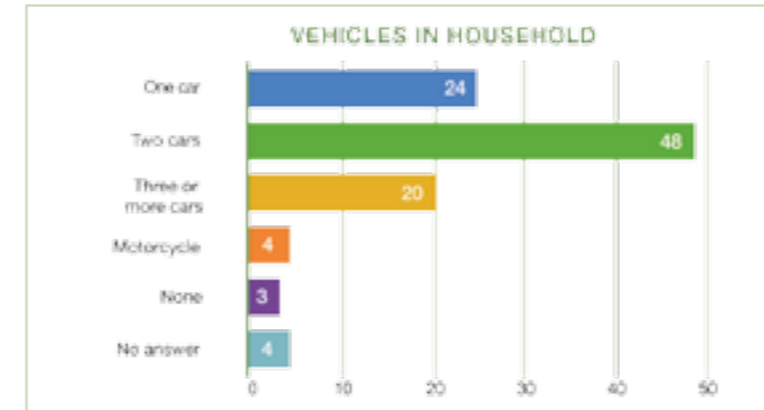
**Transport and traffic**

The Clavering Parish Plan survey asked a series of questions about attitudes to traffic and transport in Clavering.

There was overwhelming support for a widening of the 30mph speed limit, with 87 per cent of respondents believing Clavering should campaign for its introduction throughout the village. Support rises to 92 per cent among village households with children. (Note: this was successfully introduced in 2013.)

Other potential solutions to traffic calming receive a more mixed response. Less than half (46 per cent) of respondents support the idea of village entrance gates with rumble strips. More than half (58 per cent) would like more flashing speed warning signs. The survey also asked about the introduction of crossings. Over half of households with children believe these should be introduced, and almost 40 per cent of all respondents view them as necessary. Only 15 per cent of the village would join a community speed watch scheme.

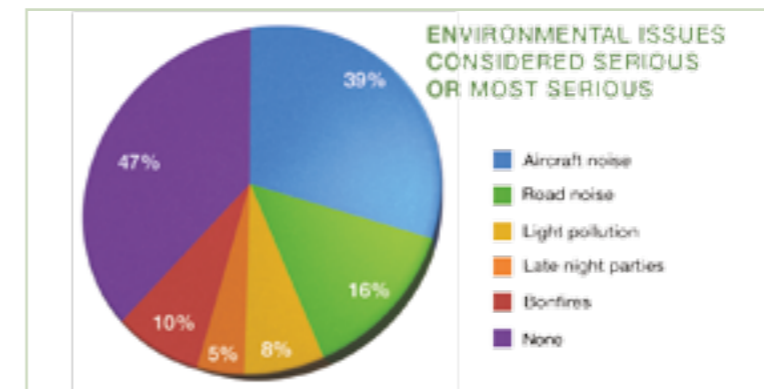
Cars are a vital lifeline, with 68 per cent of the village owning two or more vehicles. Despite the fact that only three per cent of households do not own a car, over a quarter of the village would welcome more frequent and flexible bus services. And among households with children, support for more buses rises to 38 per cent. Around a third of Clavering households with children also



own three or more cars, so this desire for better public transport may reflect a wish to be greener and/or reduce petrol consumption and household 'taxi' duties.

Feelings towards car sharing are mixed. Only 14 per cent of the village say they would be willing to participate in a scheme. However, over half of those who responded (55 per cent) say they are either 'not sure' or 'don't know' – suggesting that this is an idea worth investigating further.

The survey also asked whether the introduction of designated cycle lanes would make the village more likely to get on their bikes. In total almost half (45 per cent) say 'very likely' or 'possibly'. However this rises to almost three quarters among households with children.



The final question in this section asked for views on the volume of heavy goods vehicles. Well over half of respondents (67 per cent) are concerned about the number of lorries on Clavering's roads. This issue is of more concern to villagers aged 60+ – perhaps because they remember when there was less commercial traffic in this area.

**WHAT WOULD MAKE PUBLIC TRANSPORT MORE APPEALING?**

**80 households say more frequent and reliable bus services**

**14 would like more direct routes**

**6 want more bus stops**

**The Village environment**

The survey included a series of questions about the local environment, focusing on rights of way, wildlife and the village landscape.

Rights of way – including footpaths and bridleways – are used by over a third (36 per cent) of the village on a daily basis. Among families with children, this rises to almost half. A much smaller group (four per cent) ride on bridleways at least weekly.

The survey also asked what changes to footpaths would be acceptable. Close to half of respondents (45 per cent) would like both better signposting and boards highlighting seasonal nature highlights. Walkers' leaflets are also a popular idea – supported by over a third of respondents. Over a quarter (28 per cent) would accept the idea of re-routing footpaths so they run around the boundary of fields.

Accessing paths and bridleways can be an issue and almost a quarter (22 per cent) like the idea of introducing buggy/wheelchair-friendly measures. Removal of stiles and introducing parking for cars and horse trailers are both supported by 11 per cent of respondents. Among households with children there is particularly strong support for making

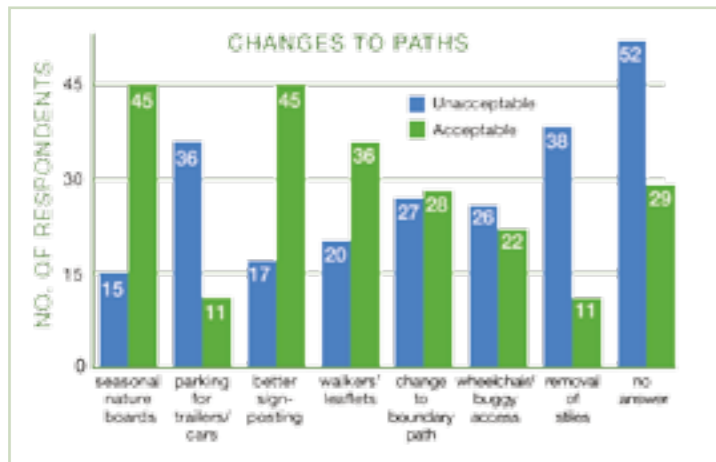
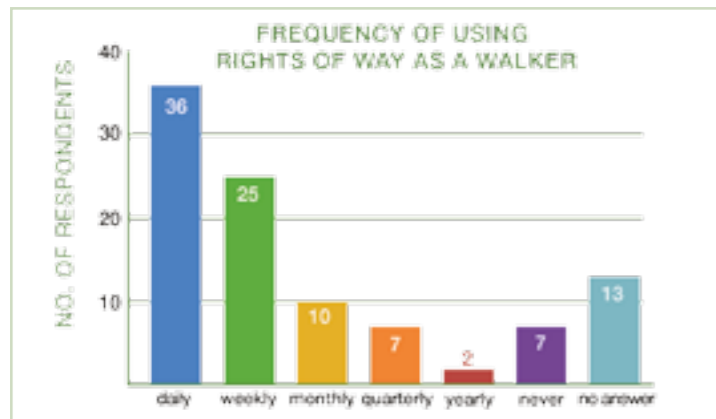
walking more accessible and ‘user friendly’, with over half (59 per cent) supporting both better footpath signposting and organised walks through the year.

It is important to note that maintaining things just as they are is important to a sizeable proportion of those who responded to the

**VILLAGE VOICES:**  
*Byways should not be used as a race-track, whereby they make it impossible for people to walk along the land.*

survey. Over a third don't support either stile removal or parking provision by footpaths and bridleways. Over a quarter don't support alterations to allow access to buggies/ wheelchairs. There is, however, a strong majority (80 per cent) across all households in favour of winter closure of byways to protect surfaces from damage.

Clavering's greens and open spaces are a wonderful natural asset and the survey asked for views on their management. A



conclusive 90 per cent of respondents agree that the parish council should continue to cut them to conserve protected species. A high number (77 per cent) would also like to see parish verges maintained and cut in a way that promotes wild flowers. Some verges (eg, The Mills and Deers Green) are managed by the county council in order to promote wild flowers and 67 per cent of respondents would like to see more verges around Clavering designated for wild flowers.



Among all households who responded, 68 per cent are in favour of a programme to promote wildlife/wildflowers in the churchyards by cutting the grass less frequently in specific areas. However, a quarter of older (60+) households don't support this idea. Perhaps more detailed plans about how this could be managed to ensure both access and appropriate appearance of the churchyards might increase support among this group.

The Parish Council provides and maintains a range of street furniture – including 16 seats, a dog waste bin, village sign, noticeboard and bus shelter. Most respondents (65 per cent) feel this is adequate for the village's needs – although littering, refuse and dog fouling does crop up as a key issue within the Law and order section of the survey.

The survey revealed that the majority (around three quarters) know about Dick Ball Meadow and Simon's Wood, the two nature reserve areas located within the heart of Clavering. Villagers were asked if they would be willing to help maintain the two ponds



(known as Horse and Frog) at Hill Green and a quarter of respondents say they would – rising to 38 per cent among households with children. It seems that Clavering residents not only value the village's wild areas, but are prepared to ‘wade in’ to help maintain them.

**HOW CAN WE IMPROVE THE VILLAGE ENVIRONMENT?**

**50 households want more dog waste bins**

**25 would like street furniture to be better maintained**

**8 suggest more village seats (including seat/s outside the shop)**



**Business**

The survey asked a series of questions about business activities and the village's attitude to them.

Among respondents to the survey 13 per cent run a business in the village and, of those, the vast majority work from home or from premises located within Clavering. This brings jobs – with 26 per cent of these businesses also employing people from the village.

While no in-depth questions were asked about the nature of business activities, the survey did reveal that only nine per cent of respondents who run businesses consider that their activities generate a lot of traffic.

The survey also asked businesses about the quality of services provided in Clavering. Among respondents who run businesses, over 90 per cent consider that services and amenities are sufficient for their operational needs. Almost half (46 per cent) would like to be included in either noticeboard listings or on the village website.



The survey also set out to discover attitudes to business activities from across the village. Half of respondents use the services of businesses based in Clavering and over a third would like to see more locally run ventures. That said, 34 per cent believe they would be affected by any traffic increase caused by expansion of business activity within Clavering.

Finally, the survey asked if village residents would like to be employed by/set up a business within Clavering. While only 12 per cent of respondents said yes to this, almost half answered don't know – so the prospect of avoiding the daily commute may be attractive to a far more substantial proportion of village households.

**VILLAGE VOICES:**  
*The shop provides excellent facilities*

# Section 3 ACTION PLAN

Already in Place	Action Plan	1 Year	2 Years	5 Years
'WELCOME PACK' FOR NEW VILLAGE RESIDENTS	Check all Village organisations have supplied details for 'Welcome Pack'.	Continuing	Continuing	Continuing
VILLAGE WEBSITE	1. Parish Council to check its information is up to date and to publicise Clavering Village website's existence as a utility for the whole community.  2. Ensure Village organisations' information and key contacts are listed on Clavering Village website.	Parish Council to review Village website effectiveness and, if necessary, create a sub-committee that includes co-opted members to advise on website's future development.  Continuing	Continuing  Continuing	Continuing  Continuing
SPEED WATCH/ LIMIT COMMITTEE	To continue to report to Parish Council and the Village and to liaise with Essex County Council on effective traffic management.	Report results of new traffic measures in the Village. Review the placing of the new 30mph signs and the areas covered, bearing in mind the possible future growth of the Village and issues that may arise.	Continue monitoring of traffic's adherence to speed limits. Monitor growth of the Village and potential extension of coverage of the 30mph speed limit, or further measures, as required.	Continue monitoring

Already in Place	Action Plan	1 Year	2 Years	5 Years
VILLAGE ORGANISATIONS  These are numerous and not all were identified by the Parish Plan survey. Some key organisations and actions are detailed here.	<b>Over 60's Club</b> Valuable community social group.  <b>Clavering Countryside Group</b> Actively involved in grass cutting regime and watching brief on Village greens and natural environment. Recently undertook extensive bulb planting around Jubilee Field and erection of habitat boxes.  <b>Horticultural Society</b> Runs the popular Rose Show and Flower, Vegetable and Cookery Open Show  <b>Clavering Care</b> Supporting older residents within the Clavering community	Parish Council to check if the organisers and Church need any further assistance. Can the Clavering Village website be of any help to the Club?  Parish Council to remember this valuable resource that can advise on natural environment matters. Support Group in its efforts to educate and implement schemes to support native wildlife.  Parish Council to continue to support the work of this valuable Group.  Village/Parish Council to maintain contact to see if any further assistance is needed to run the Group	Continuing  Continuing  Continuing  Continuing	Continuing  Continuing  Continuing
VILLAGE HALL COMMITTEE  AND  JUBILEE FIELD COMMITTEE	1.To review respective trust deeds and ensure they are still current, updating as necessary and publishing information about how the trusts are run.  2. Trustees of each organisation to look at how the Clavering Village website might assist with the running of the trusts.  2.Encourage a flow of new / replacement trustees, as required.	Continuing  Continuing  Continuing	Continuing  Continuing  Continuing	Continuing  Continuing  Continuing

# Appendix

## YOUNG RESIDENTS GIVE THEIR VIEWS ON CLAVERING

Already in Place	Action Plan	1 Year	2 Years	5 Years
EMPLOYMENT	Parish Council or a subcommittee to assess current Village employment (types, numbers, levels) and encourage employers to articulate what their future needs might be, e.g., local network groups, planning, broadband and transport.	Continuing	Continuing	Continuing
PARISH COUNCIL	1. Publish Emergency Plan on Clavering Village website  2. Continue to assess housing needs, specifically for the Elderly, and review the need for a Design Statement	Ongoing. Checking relevant updates included  Continual monitoring	Ongoing. Checking relevant updates included  Continual monitoring	Ongoing. Checking relevant updates included  Continual monitoring

Clavering Primary School Workshop was a project that took place on 15 May 2008 and was facilitated by Chris Hobbs and Stella Meesters of the Rural Community Council of Essex, an independent charity. The project set out to get the views of young residents and 22 children from Year 5 - of which six were non-Clavering residents - were asked to provide their opinions on what it was like to live in Clavering and/or visit Clavering, and how the village could be improved.

### Methodology used for the project

- The children were presented with an OS map of the area. Scale 1:4000, kindly provided by Uttlesford District Council Planning Department. The maps, mounted on polystyrene, were used as a visual aid for children to discuss their area as the map detailed everybody's individual house. The children, placed firstly in small groups, were asked to locate the school on the map. Having completed this, they then found their own houses and placed a flag (a post-it note wrapped around a cocktail stick) there.
- The children were then each presented with coloured flags, two blue and two pink. The children were asked to determine what they liked about Clavering or thought was special and use the blue flags to indicate these, and then use the pink flags to indicate what they did not like or thought needed changing.
- Within the groups they then discussed what they felt were the top three issues that they liked and the top three issues that were problems. After further discussion, each group then fed back to the class what they thought were the top three issues to be addressed, either good or bad
- The children had the chance to discuss other things that couldn't necessarily be shown on the map (such as clubs) and, using post-it notes, wrote down what they liked or how things could be improved. There was then a class discussion about how the children thought Clavering could be improved and what needed to change.
- Finally the children were given a blank sheet of A4 paper and asked to write down or illustrate something that they liked about Clavering (or their own village if they were non-Clavering residents).



The Results

EXERCISE 1

There were five table groups, most comprising four children, and they completed five maps like the one shown below.




EXERCISE 2


The comments received on the maps are shown opposite (some comments such as dislike school/homework have obviously been omitted).

Please note: Comments with a star and a number denote there was more than one comment of that type, the number representing how many. Comments are placed in non-alphabetical order and no preference to comments is shown. Comments – including spelling mistakes – are exactly as written by the children in the group.



 BLUE FLAGS  
(THINGS THEY LIKE)

- Trees
- Walking places
- Fields
- Rugby
- Pubs \*6**
- Clavering Park
- The Green \*2**
- Walk
- Tracks
- Lakes/pond \*2**
- Youth club
- Park \*5**
- Forest
- Brook
- Horses
- The wildlife and flowers around the castle
- Fords
- Wildlife
- Woods \*4**
- Tennis Court
- Stables \*2**
- Post office \*3**
- Shop \*7**
- Castle \*3**
- Gym \*3**
- Church \*2**
- Lovely space fields
- Fox mounds
- Park has lots of equipment
- Cricket pitch \*2**
- Cubs
- Park \*2**
- Shop \*2**
- A friendly village
- Good history
- Bowls club
- Village hall \*2**
- We like the school
- I like the fishing lakes
- Fox and Hounds \*2**
- I like the Ford \*2**
- Grange Farm
- Church
- I would like a dance club
- I like the motorway
- Friendly and safe
- Places to walk and take dog for a walk
- I want a youth club

 PINK FLAGS (DO NOT LIKE, OR MISSING FROM CLAVERING)

- Need more pubs
- I don't like the pub \*2**
- River \*2**
- We do not want a skate park \*3**
- Range farm
- Building sites
- Village hall
- Need more places to play
- Litter \*2**
- Clubs at village hall
- The ford \*3**
- No rugby club
- No transport
- No one should have swimming pools
- No more houses
- Houses
- There is no rugby
- No football club
- Swimming pool \*7**
- Building sites- we do not want clavering to get bigger because it destroys wildlife
- Not many play areas
- Not enough clubs
- Village shop
- The new houses
- No swimming pool
- Don't close the shops
- Bowls club
- Too many houses
- Not much sporty clubs
- No monkey bars
- Cock lane is not too safe
- Can be boring

**Note:** observations made by more than one child in the group have been highlighted using bold green text. Descriptions are exactly as the children expressed them.



**EXERCISE 3**

In groups the children were asked to choose their three most important issues in Clavering whether they were deemed good or bad. Interestingly most groups chose 'positive' features of Clavering.

- Castle
- Clavering Park
- Forest
- River and lake
- Shop
- Park and Brooke Woods
- Park \*2**
- Not enough clubs
- Shop \*2**
- No clothes shop
- Village hall/park
- I like the fishing lakes
- The ford



**EXERCISE 4**

In groups children were asked to discuss what they thought would improve Clavering. The annotated comments are below, placed in alphabetical order

**WHAT WOULD IMPROVE CLAVERING?**

**1 night a month a fun night at the village \*2**

- A bus for elderly people
- A field you can play with dogs and balls
- A fun club at village hall
- A go-karting course
- A guide to wildlife in Clavering
- A gym
- A lazer quest
- A little bakery
- A pond in the park
- A theme park
- A youth club
- An ice cream man
- Another pub
- Another village shop
- Archery club \*3**
- Art club \*2**
- Art shop \*2**
- Artist club
- Athletics club
- Bakery in shop \*4**
- Beauty spa
- Better footpaths

- Bigger horse shop
- Bird feeders
- Bird feeders around Clavering
- Bird feeders/baths
- Bird feeds and bird food
- Book shop
- Bouncy castle
- Boxing kick boxing
- Bus stops
- Camping centre
- Camping days
- Campsite
- Car wash center
- Centre parcs
- Change speed limit to 30mph
- Chess club
- Clothes shop \*2**
- Clubs
- Cross country running club
- Cycle paths \*2**
- Dance (not ballet because there's lots of ballet already)
- Dance club \*2**
- Dancing club

**Do more clubs at village hall \*2**

- Drama club \*4**
- English club
- Fairground
- Farming club
- Fencing club
- Film night
- Fishing club
- Football club (for younger age)
- Footpaths
- Footpaths should be cleared
- Fun club
- Fun club every week at village hall
- Fun club once every month
- Games shop
- Get metal cows back
- Girl's football club
- Go karting
- Golf club
- Good friend
- Gym
- Gymnastic club \*2**
- Hairdressers
- Homework club
- Ice cream van to clavering and Takeley \*3**
- Ice rink
- Ice skating rink
- Instrument shops
- Judo club
- Jumble Sale
- Karate Club \*2**
- Kung foo (or martial arts)
- Kayaking club
- Leisure centre
- Library \*4**
- Local swimming pool \*6**
- Lollipop person for walking bus \*6**
- Lower the speed limits \*3**
- Make paths so you can walk to school
- Make the river bigger for more nature
- Maths club \*2**
- Medieval day
- Metal cows \*8**
- Metal horses
- Mini fun fair each year \*2**
- Mini gym
- Monkey bars \*2**
- More dog litter bins \*2**
- More fetes

- More footpaths
- More lakes
- More parks
- More play area
- More shops
- More sporty clubs
- More tennis courts
- Movie centre/night
- Music classes \*2**
- Nature reserve \*5**
- Netball/hockey court
- New play equipment
- Night club
- No more petrol stations
- No speed limit flashing signs they don't work
- Old peoples clubs
- Paint balling
- Pet shop
- Pig farm
- Race track in park (small)
- Reading club
- Reading club at school (where you can go and read in quiet)
- Rebuilt version of clavering castle
- Restaurant
- Rifle range
- Rock/dance club
- Rugby
- Science club \*3**
- Shooting
- Shop in Stickling Green
- Skate board park and Bike Park
- Skate boarding club \*2**
- Small pet shop \*4**
- Snow domes
- Speed cameras \*2**
- Sports club
- Stables \*3**
- Sweet shop \*3**
- Swimming club
- Taxi Park
- Toy shop \*3**
- Vets
- Wildlife club
- Youth club is fun because you get to meet new friends and see your friends
- Zebra crossing (outside school)
- Zebra crossing outside the school
- Zebra crossing \*6**

EXERCISE 5

A class discussion was initiated with different children putting forward a single suggestion for how Clavering could be improved. The majority of the children, as with all events of this nature, wanted a public swimming pool. However the exercise was designed to enable the children to focus on the smaller, more manageable, village projects.

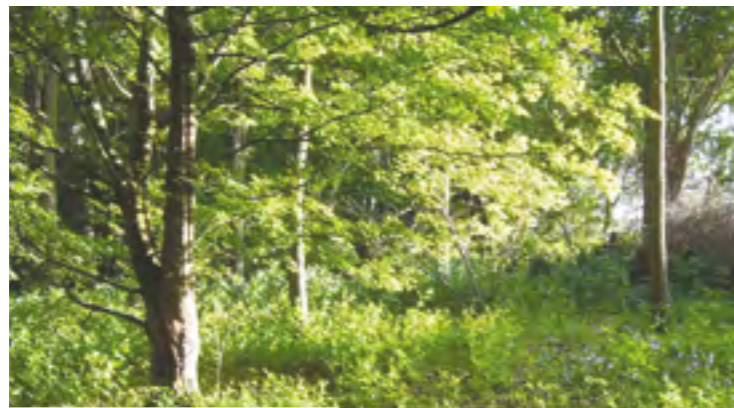
Many children already appreciated the wildlife present in Clavering and wanted to encourage more with nature reserves (although one is already present). Discussing this made them realise that ideas, such as more bird feeders, were more achievable and manageable than a pool.

Other discussions focused on bringing back the 'metal cows' and the introduction of a possible zebra crossing near the school with a lollipop lady/man (especially as many recalled an accident there involving a pupil) and clearing footpaths.

The children identified what they considered the most important assets in Clavering, namely the village shop, pubs and play areas – in particular 'the forest' (Simon's Wood).

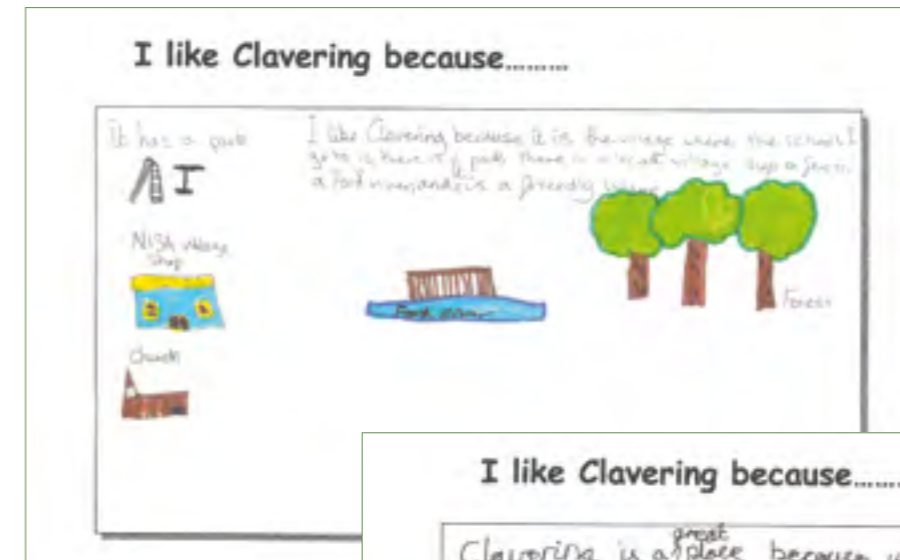
There was a perceived need for more sports related clubs in the area, with suggestions including rugby, football (for younger age groups) and a dance club. With regards to the clubs that were not sport based, many children felt the village hall would be a good way to support these ventures.

Although a library generally falls under the same category as a swimming pool in terms of financial viability, many felt the addition of a travelling library would be beneficial. (At the time, this perplexed the adults as there is a mobile library. However, subsequent research showed that this visited the village during school hours, so many children had never encountered it.)



EXERCISE 6

The session was ended by the children drawing and writing about what they liked about Clavering and why.



# ACKNOWLEDGEMENTS

Clavering Parish Plan was produced with the support and input of an enthusiastic team of village volunteers – there are too many to name here, but it is thanks to their efforts and hard work that this document exists today.

We are particularly grateful to the independent charity Rural Community Council of Essex (RCCE) for their guidance, grant and especially their inspiring project work that encouraged the views and artwork of Clavering's young school residents. We also thank the Parish Council for their donation to allow grants to be sourced.

## Parish Plan production

### DESIGN

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## Parish Plan Committee

April 2014



Clavering Parish Plan is funded by:





**Committee: Cabinet**

**Agenda Item**

**Date: 17 September 2015**

**9**

**Title: Quendon and Rickling Village Plan 2015**

**Portfolio Holder: Cllr Barker, Deputy Leader and Cabinet Member for Environmental Services**

Key decision: **No**

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### Summary

1. Quendon and Rickling Parish Council have endorsed a Village Plan and sent it to the District Council. This report considers its findings and action plan. A copy of the Village Plan is appended.

### Recommendations

2. That Cabinet adopt the Village Plan as Council Approved Guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan.

### Financial Implications

3. None

### Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 5.

Communication/Consultation	The plan has undergone significant community involvement in its preparation
Community Safety	The plan deals with community safety
Equalities	The plan consulted with every resident
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	The plan deals with sustainability of village
Ward-specific impacts	Newport

Workforce/Workplace	None
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## Situation

6. In April 2012 a questionnaire was sent to each household in the Parish and a separate questionnaire was delivered to the known businesses in the village. The results are summarised in the Village Plan and used as a basis for an Action Plan.

7. Key points arising from the Village Plan are:-

8. Public Transport: Few people use the bus service on a regular basis. Comments were made on the reliability, frequency and safety of the service.

76% of respondents were concerned about the speed of traffic and 51% about the volume of traffic, many of the respondents supporting more traffic calming measures throughout the village.

Action/Recommendations: The comments received on public transport were submitted to ECC in response to their 'Getting Around in Essex' consultation, and also forwarded to the bus operators.

Extend the 30mph limit along the length of Belcham's Lane to its junction with B1383.

Create a dual purpose cycle way and pavement along the length of the B1383

9. Planning: In response to the question where new development should be sited, 99% of the 170 respondents said they should be within the village boundaries and 95% also considered infill plots as suitable sites for development.

Out of 268 respondents to the question on how many new homes should be built, 39 said they did not want any new homes built over the next 5 years, with the majority of respondents saying they would like to see up to 30 new homes built over the next 5 years. In response to the question on how many should be affordable homes, 23% did not want to see any affordable homes built, whilst 63% wanted to see up to 20 affordable homes built. Most respondents wanted to see 2-3 bedroom houses.

10. Business: Insufficient business questionnaires were received to provide a representative sample. However, of those who did respond the majority worked from home either self-employed or under contract. Of those businesses that employed staff a number were village residents. The mobile phone service and internet speeds were identified as a hindrance to businesses. One business had outgrown their premises and was looking to move outside the village. 11 businesses thought the village would benefit from additional dedicated business space either within or close to the village.

Recommendations: Consider findings alongside the comments from residents. Create a forum for businesses within the village.

## Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
That the Parish Plan is not taken into account as a material consideration	1. Little - Officers will be aware of the plan and will include reference to it in any relevant reports	2. Some - The views of the community are not taken into account, devaluing community-led planning	The Parish Plan is included in a check list of items to consider in preparation of Local Plan and when determining applications within Quendon and Rickling Parish.

1 = Little or no risk or impact

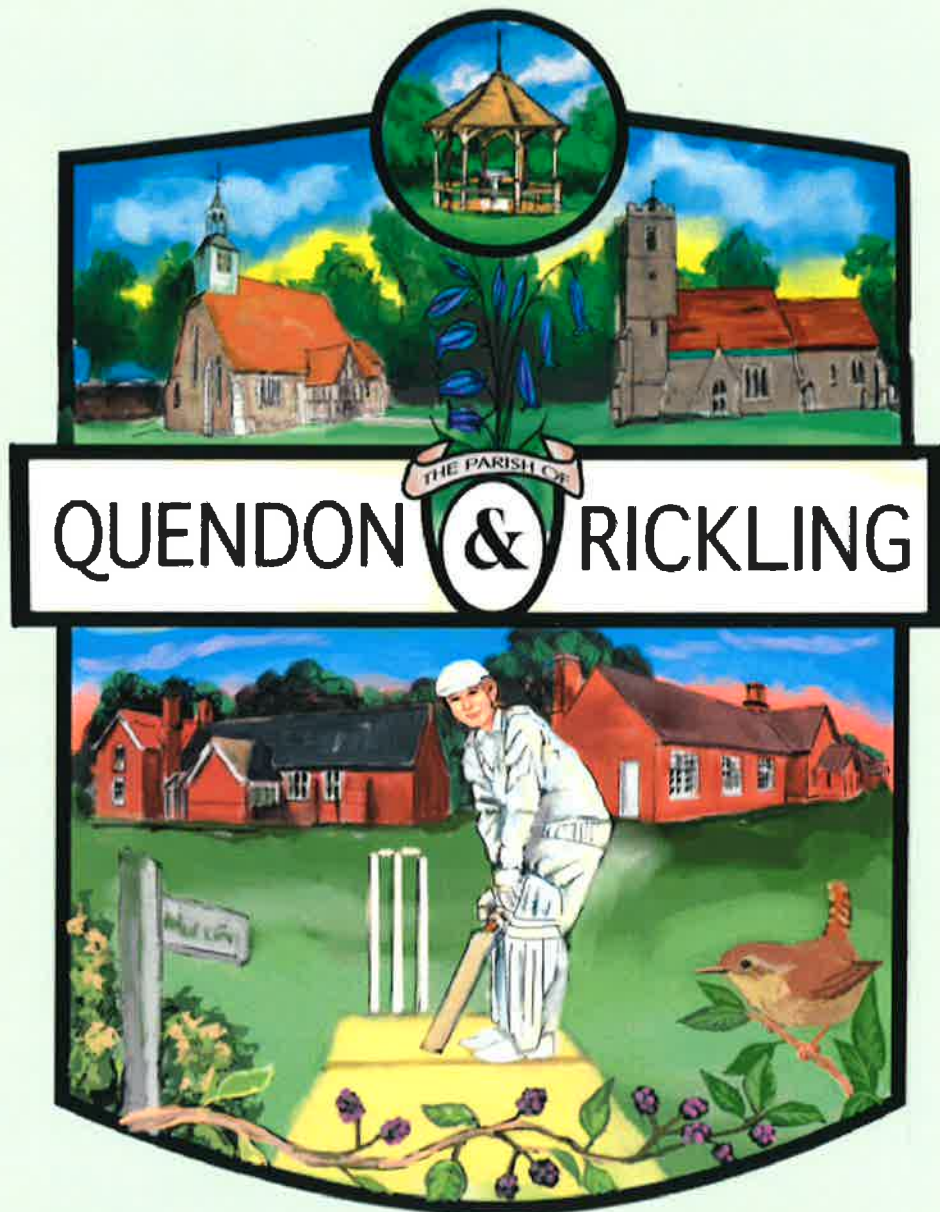
2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.







# The Village Plan 2015



# Introduction

This report is the result of an initiative by the Parish Council to create a Village Plan for Quendon & Rickling, and was produced by the Quendon & Rickling Village Plan Steering Group. This group is comprised of volunteers from the parish who saw the benefit of taking stock of what residents consider to be good about life in the community, and identifying services and facilities that they feel could be improved. It was also an opportunity to gather residents' views on how they would like to see the village develop over the coming years and for these ideas to form the basis of an Action Plan.

In April 2012, each household in the parish received a Community Life Questionnaire. Each person over 11 years of age had the opportunity to make their views heard and, where appropriate, parents were asked to complete the questionnaire on behalf of the younger members of the family.

The results were then collated and analysed by working groups, each focusing on individual sections of the questionnaire and making recommendations for further consideration. This information will then be used as the basis for an 'Action Plan', a document that prioritises actions identified by the community and ones that it is hoped are achievable over the coming years. A summary of the responses is posted on the Quendon & Rickling website.

A separate questionnaire was delivered to the 43 known businesses in the village. It is difficult to make a representative analysis from the 14 questionnaires that were completed and returned, but the comments and statistics have been collated and the results published on page 28 of this document.

**Quendon & Rickling Village Plan Steering Group  
May 2015**

## **2015 Footnote:**

All percentages used in this document are based upon the numbers answering each question. Updates are given throughout the document to show where issues raised in the Village Plan have contributed to current projects.

### *Acknowledgements*

*The Quendon & Rickling Steering Group acknowledges the support received from the Rural Community Council of Essex for this project, and the funding received from Essex County Council. We also acknowledge those members of the village who formed working groups who then analysed data and formulated the recommendations. Our appreciation also extends to the residents of Quendon & Rickling who took the time to complete the questionnaire.*



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## A Brief History of Quendon and Rickling

A walk around the villages of Quendon and Rickling will show just how closely we are all linked to the past. Fine examples of historic buildings, some dating back to the 13<sup>th</sup> century, stand testament to the skills of craftsmen who used local materials in the construction process, working with timber from local woodland, flint from surrounding fields and bricks from the local kiln; by this means, we can observe a particular connection between the fabric of the villages and the land on which they are built. So, where did it all begin?

There is evidence of early settlements throughout the local area, some of which date back to the Stone Age. Amongst many artifacts on display in Saffron Walden Museum is a Neolithic axe-head found in Quendon. Other links to an ancient past are Roman remains, including vases containing burnt human bones, which were found in Rickling Green in the 1850s. However, one of the earliest written records of the villages is in the Domesday Book of 1086 where the names Kuenadanam and Richelinga can be found. Kuenadanam is believed to mean 'the Queen's Valley', and Richelinga 'the people of Riccula'.

We have 56 listed buildings in the village, some built on the sites of much earlier dwellings. Parts of Rickling Hall date back to the 14<sup>th</sup> and 15<sup>th</sup> centuries and appear to have been built in the bailey of a previous castle. After the Norman Conquest, the Manor of Quendon was given to Eudo Dapifer, and in the 13<sup>th</sup> century, it was used by the Bohun family as a hunting lodge. It was not until the 1550s, when Thomas Newman became the owner that work began on the current Hall. Quendon Court is another fine property; built in the mid 1700s, it is the third on this site, replacing a 15<sup>th</sup> century building called White House, which in turn replaced a mediaeval dwelling named Batilles.

The Church of All Saints, Rickling, dates back to the 13<sup>th</sup> century and probably stands on a pre-Conquest site. Later 14<sup>th</sup> century additions include the first two stages of the west tower, the third stage dating back to the 16<sup>th</sup> century. The Church of St Simon & St Jude, Quendon, is also a 13th century building. It was altered in the 16<sup>th</sup> century and further restoration and building work was carried out in 1861. The tower was hit by a lightning strike in 1941 and was later pulled down. It was replaced by the current tower and three bells in 1963. Details of other listed buildings in the village can be found on the British Listed Buildings website<sup>1</sup>.



*Quendon Church, 1909.*

The two parishes remained separate until 1949 when the Civil Parish of Quendon and Rickling was established. It was not until 2012, however, that the Church of England parishes were united as the Parish of Quendon and Rickling. Much of early Rickling would have been located nearer to the parish church at Church End. Outbreaks of plague and the destruction of timber-framed buildings by fires are two theories for the move nearer to the Green. A third suggests

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<sup>1</sup> <http://www.britishlistedbuildings.co.uk/england/esssex/quendon+and+rickling>

that a shift in trade from an old drover's route to London, to the newer London to Newmarket turnpike road was a further reason for the gradual relocation of the village.

The 1841 Census shows both villages to be well established, with a combined population of 655. The workforce included tradesmen, with carpenters, blacksmiths, wheelwrights, thatchers and a brickmaker being some of the trades listed. Innkeepers, shopkeepers, millers and a butcher, as well as shoemakers and a tailor are also recorded, but the most common employment by far was in agriculture. Seventy-two labourers and two shepherds worked on the land with five horse-keepers and four carters working for both farmers and residents alike.

The 1870s saw the beginning of the decline in agriculture. The village population had increased to 708, with new trades and professions appearing on the census, but farming was still the main employment, with 129 men listed as agricultural labourers. By 1901, a population of 527 reflected the general move away from the land to the towns and cities. The agricultural workforce now totalled just 37, with 5 stock-keepers and a cowman listed. By the beginning of the 20th century, the village had witnessed some radical changes in society. Records show the population as 534 in 1931, rising slightly to 557 in 1951. Although still a rural community, the majority of the workforce no longer worked on the land.



*Junction of what is now, Rickling Green Road and Cambridge Road.*

For centuries, the London to Newmarket turnpike road provided excellent links to London and local towns, and brought trade to local businesses. The opening of the Bishop's Stortford to Newport section of The Great Northern Railway's line in January 1845 offered even greater opportunities for residents and local businesses. However, as the population became more mobile, the volume of traffic along the turnpike road increased. During the 19<sup>th</sup> century, bicycles and steam-powered road locomotives would have joined coaches and carts using local roads. By the early 20th century, Rickling and Quendon had two garages servicing the needs of motorcars and lorries; one stood to the side of the Coach and Horses Inn and the other on the site now occupied by Hallfields. This had a café and large car park to the rear; an earlier transport café was sited at Ellis's Corner<sup>2</sup>. During the 1960s and 70s, the volume of traffic using the A11 increased dramatically, and the opening of the M11 in November 1979 greatly reduced the traffic congestion along this route.

Policing traffic is a perennial problem and archives show that charges of riding without reins, being drunk in charge of a horse and cart, and 'furiously riding a bicycle' were just a few offences committed in the village during the 19th century. In 1902, Capt. Osbourne was charged with exceeding the 12 mph limit along the Cambridge Road. Both Quendon and Rickling had village constables as early as the 1650s, but it was not until the 1856 Police Act and the start of a national police force that Newport Station policed the villages.

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<sup>2</sup> *Ellis's café stood at the junction of the B1383 and Belcham's Lane, and is now known as Broomwood Cottage.*

There are also records of burglaries and theft in the village. In 1651, Elizabeth Winstanley's drapery shop was broken into and '29yds of greene say' and £4 in cash taken. Poaching and snaring rabbits were common offences that at times received harsh penalties. In 1838, two local men were found guilty of being 'armed at night in the pursuit of game', and also of assaulting the gamekeeper. William Wootten was imprisoned for twelve months, whilst Thomas Bentiman received seven years transportation.<sup>3</sup> Two of the most infamous local crimes, however, were widely reported by many regional newspapers.

In December 1823, James Mumford was murdered on his way from Quendon Street to his home, Widdington Hall. Having arrived from London by coach, he was followed and attacked by a disgruntled ex-employee. John Pallett was later convicted of the murder and given the death sentence.<sup>4</sup> The 'Moat House Mystery' also excited national interest. In 1899, Miss Camille Holland, a resident at the farm, disappeared. Four years later, the owner of the farm, Mr. Samuel Herbert Dougal, was arrested for forging her signature and was charged and found guilty of her murder.<sup>5</sup>



*Mumford Stores, 1920s.*

In 'Rickling Ramblings', John Fordham recalls village life in the 1930s and 40s. Mumford Stores was the main grocers and had been a mainstay of the village since 1830. It closed in 1978 and the premises were taken over by Quendon Pottery. This is now a private residence. The village also had a Post Office<sup>6</sup> and two sweetshops; milk was delivered by Mr. Walters from his dairy at Bradbury Hall. The place for bicycle repairs and accessories was Mr. Nelson Gray's garage on The Green, from

where he also ran the local taxi service. John also mentions the three village pubs, which 'formed a very important part of village life'.

Dating back to the late 16<sup>th</sup> century and early 18<sup>th</sup> century respectively, the Coach and Horses and the King's Head were not just local hostleries; auctions of property, equipment and goods were held there, as were inquests and public meetings. Both properties are now privately owned. The Cricketers Arms is a Victorian addition to the village and quickly became popular with residents. On applying to renew his license in 1881, the magistrates called Mr. Harris's attention to the fact that his inn 'had been complained of as demoralizing to the neighbourhood'. The license was renewed, but with a 'severe reprimand'.<sup>7</sup>



*Coach and Horses, c. 1905*

<sup>3</sup> *Essex Standard*, 16 March 1838.

<sup>4</sup> *Morning Chronicle*, London, 10 December 1823.

<sup>5</sup> *Chelmsford Chronicle*, 26 June 1903.

<sup>6</sup> A local Penny Post service was available in the village as early as 1813. In 1838, local residents joined a national movement and petitioned Parliament for a 'cheap and uniform postage'. Telegraphic communication arrived in Quendon in 1890.

<sup>7</sup> *Cambridge Independent Press*, 10 September 1881.



Utility services arrived in the village in the second half of the 19<sup>th</sup> century. In August 1867, the newly completed Newport Gas Company made arrangements with Captain Byng of Quendon Hall 'to carry their mains to the Hall to light the mansion'.<sup>8</sup> In 1876, a notice appeared in the *Cambridge Independent Press*. The 'Saffron Walden Rural Sanitary Authority' invited tenders for the construction of 'Sewers and Outfall Works' in Quendon and Rickling. However, it was not until the 1930s that mains water arrived in the village. Until then, residents without their own wells relied upon public wells for their water supply. Before his death in 1806, a local benefactor, Thomas Forster, 'caused a well to be sunk for the use of neighbouring cottagers', and this was sited to the west of the Parish Rooms. The cost of maintaining these wells was paid from a special fund; set up by the Lord of the Manor, this was funded by the rent received from Well Cottage.

The nearest Doctor's surgery was in Newport and until a District Nurse moved into Cherry Tree Cottage in 1910, the villagers treated their own minor ailments. Before the NHS, villagers had to belong to the Nurses' Association, which cost a penny per week per head, or sixpence for the whole family to receive treatment at Saffron Walden General Hospital. In 1925, Mr. and Mrs. Baer of Rickling House funded repairs to the Parish Room and Dr. Salaman from Newport held three surgeries there each week; a monthly baby clinic was also available. The Parish Room was used for surgeries until the 1990s and is now business premises.

Quendon windmill would have been a prominent local landmark. First mentioned in 1678, the original Post Windmill was blown down in 1795 and replaced by a Tower Windmill in 1805. This in turn was demolished c1900.



*Old Post Office, c.1906.*

The Old Post Office is a familiar building in the village and was once a fee-paying school for day pupils. Children from poorer families could attend the National School, which was established in Rickling in 1831. In 1837, a pamphlet was published by the Central Society of Education and looked at 'the progress of education under the fostering care of charitable committees...' The author considered this system to be a

'pauperising system' stating that 'working classes should not be dependent for elementary instruction upon charity'. Rickling National School, Essex, was cited as an example.<sup>9</sup> In 1873, a new school building was constructed and at the start of the 20<sup>th</sup> century, Rickling School became part of the state education system. It is now a popular and flourishing school with 102 pupils.

<sup>8</sup> *Herts Guardian, Agricultural Journal & General Advisor*, 6 August 1867.

<sup>9</sup> *Morning Chronicle*, London, 2 November 1837.

Another familiar building is the Village Hall, which began life as a Reading and Coffee Room. A 'Grand Bazaar' was held in the grounds of Quendon Hall to raise funds for its construction.<sup>10</sup> Later that year a 'Fancy Bazaar' was held to raise funds for the building of the Parish Room. The curate of Rickling believed this 'would be a boon to inhabitants' and could also be used for religious and other purposes.<sup>11</sup>



*The Pump at the beginning of the 20th century.*

Known to many as The Fountain, 'a handsome wellhouse and cattle trough' was given to the Parishes of Quendon and Rickling in 1888, in memory of the late Mrs. Cranmer Byng. Her husband gave the wellhouse and her brother gave the cattle trough. The granite drinking fountain was fitted later and was for the use of the villagers.<sup>12</sup>

The Green is another landmark and has been used by villagers for generations. It has been used for grazing stock, as a meeting place, and somewhere for sports and entertainment, and in June 1838, 'Farmers, tradesmen and others...gave dinner to the poor in the two parishes...' to celebrate the Coronation of Queen Victoria. 'Four hundred and twelve sat around the great Elm Tree in the middle of Rickling Green and were regaled with plenty of beer, beef and plum-pudding'.<sup>13</sup> The Green is still used today for village celebrations; in 1995, the 50<sup>th</sup> Anniversary of VE Day was celebrated there, and in 2012, Queen Elizabeth's Diamond Jubilee was also marked.

And cricket has been played on The Green for 173 years. In August 1842, a London newspaper, *The Era*, published a brief report about a cricket match played between teams from Audley End and Rickling Green. The village also made the national newspapers in 1882 when 'Extraordinary Scoring' during a match between the Orleans Club and Rickling Green 'finally closed for the wonderful total of 920'. Unfortunately, Rickling Green scored just 94. The Parish once boasted three cricket teams; Quendon Hall had its own team and Rickling had two teams, The Rickling Green Club and The Rickling Ramblers. We now have just one club, The Rickling Ramblers, and cricket can still be enjoyed on The Green throughout the summer months.

In the early 20<sup>th</sup> century, a variety of clubs could be found in the village. A Mothers' Union, Women's Institute, Men's Society and Scouts held regular meetings, with a Horticulture Society and Flower Club catering for gardening enthusiasts. In the early 1900s a Coal Club and Shoe Club were set up, a weekly membership acting as a savings scheme for people. Sports clubs were also popular. In 1883, the village had an Archery and Tennis club, and the Tennis Club was



*Boy Scouts and Scout Master in Rickling, 1915.*

<sup>10</sup> *Chelmsford Chronicle*, 30 June 1882.

<sup>11</sup> *Chelmsford Chronicle*, 6 October 1882.

<sup>12</sup> *Chelmsford Chronicle*, 6 July 1888.

<sup>13</sup> From 'Looking Back to 1838', *Chelmsford Chronicle*, 3 January 1902.

still active in the 1950s. The Bowling Club opened in 1937, and was constructed on land donated by Sir William Foot-Mitchell. Over the years, the village Football Club has had various homes and is now known as the Saffron Walden Town Reserves. Perhaps the most unusual club, however, was the Sparrow Club. Set up in 1891 after farmers complained of a plague of sparrows, the club was later renamed the Rat and Sparrow Club and had the task of destroying a regulated quota of animals, with members being fined 'for not killing the number they are bound by the rules to destroy'.<sup>14</sup>

Although a rural community, Quendon and Rickling were not isolated from national events. As with all communities in this country, the World Wars affected every family in the village. The Rolls of Honour for both wars hang in the Village Hall listing the names of those who served in each conflict. In 1939, the nature of warfare had changed. Surrounded by airfields, the villagers witnessed many squadrons of allied aircraft taking to the skies, and also enemy aircraft on their way to attack military bases and cities. Different faces appeared in the village. John Fordham recalls the army commandeering Maces Place and billeting troops there. Military vehicles were parked on the Green. Army units created a camp in Quendon Hall Park and Orchard House was used as a rest centre for American airmen. Evacuees arrived from London and attended Rickling School. This was a great deal of change for a small community to adapt to, but then the whole country was in a state of constant change at this time.

In 2011, the population of Quendon and Rickling was recorded as 587, which shows a gradual increase of just 60 since the 1901 Census. However, the lives of the residents have changed in many ways. New skills in technology, trade and commerce are listed under 'Occupation', and very few of the residents now work in the village. Although surrounded by farmland, modern farming techniques and practices negate the need for a large local workforce. We have lost most of the trades and services enjoyed by past residents, but hopefully we have not lost their spirit and sense of community. Our village has evolved over centuries and will continue to do so. The Village Plan is our opportunity to contribute to its future.

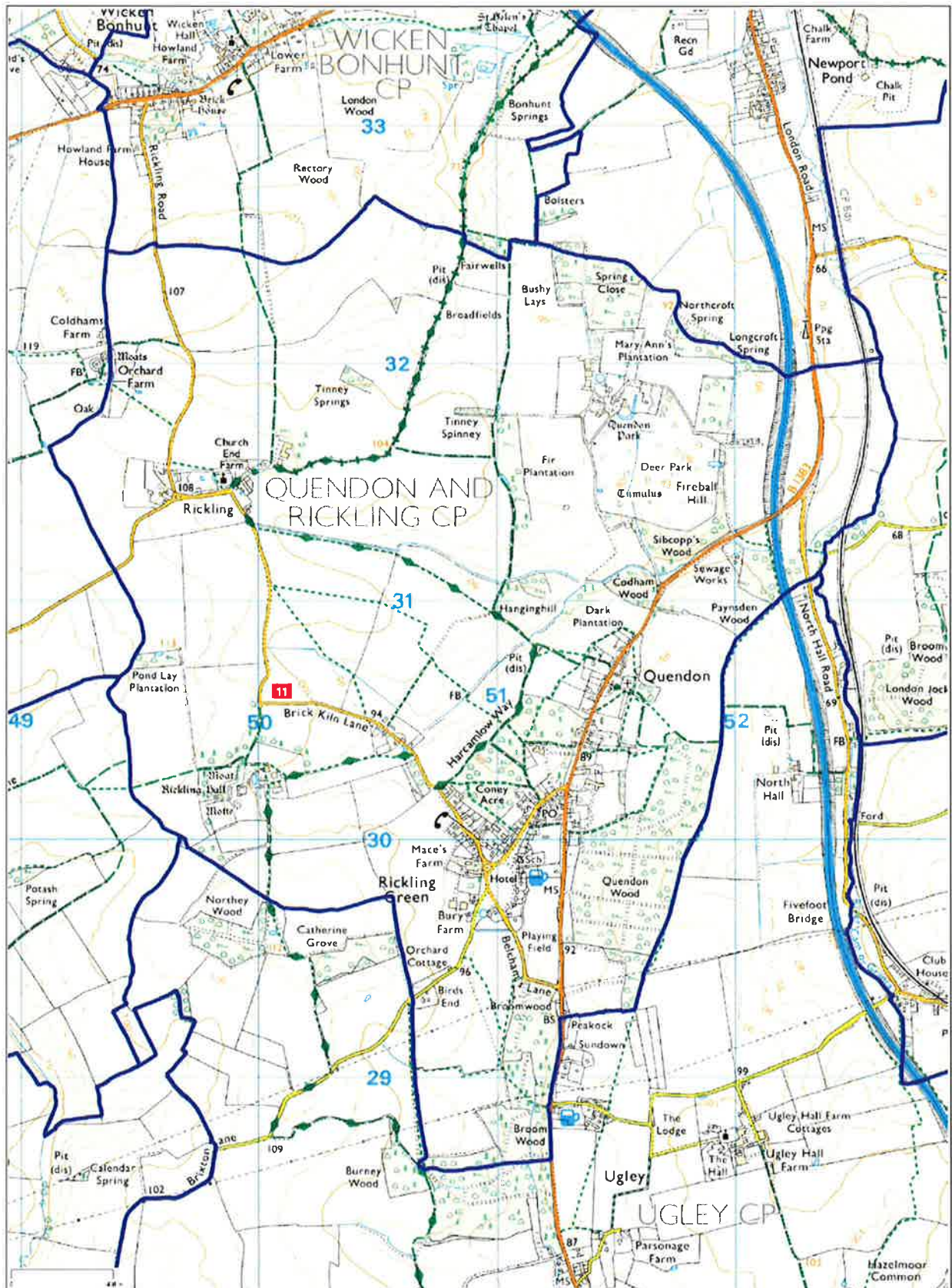


*Harvesting in the 21<sup>st</sup> century*

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<sup>14</sup> *Essex Newsmen*, 5 December 1891, and *Evening Telegraph*, Angus, Scotland, 14 March 1892.

# The Parish of Quendon and Rickling, 2015



Date Created: 15-12-2014 | Map Centre (Easting/Northing): 550913 / 230793 | Scale: 1:20864 | © Crown copyright and database right. All rights reserved (100052700) 2014 © Contains Ordnance Survey Data : Crown copyright and database right 2014

## Demographics

Age Range of respondents		
Age*	Male	Female
Under 11	24	20
11 – 17	14	11
18 – 21	4	11
22 – 40	28	30
41 – 64	73	81
65 – 80	37	47
Over 80	8	14
*5 people chose not to answer this section		

The first section of the questionnaire was designed to develop a profile of the village and its inhabitants. Of the 275 questionnaires delivered, 177 were completed and returned, which represented 64% of the community and was considered a reasonable sample for analysis.

Of the 407 people who answered the questionnaire, 190 were male and 214 female; 3 people chose not to answer this question. From this sample it would appear that the village has a predominantly older population with 260 people over the age of forty. A quarter of respondents were recorded as retired. The largest group of young people in the village is the Under 11's, with 44 children in that category; of these, 18 are recorded as being of pre-school age.

This sample also provided a snapshot of the current workforce in the parish, the majority of whom commute to their place of work, most to within 20 miles of their home. It is also worth noting that 34% of this workforce is self-employed.

Occupation or Lifestyle			
Pre-school	18	Semi-retired	1
In Education	69	Retired	102
Unemployed	5	Voluntary Worker	7
Employee	114	Unwaged partner	6
Self-employed	58	Long-term Sickness	2
In a Government Training Scheme	0	Disabled	11
		A Carer	8

Length of Family Residency Q & R	
Under a year	10
1 – 5 years	32
6 – 10 years	25
11 – 25 years	39
26 - 50 years	30
51 – 75 years	6
76 – 100 years	7
Over 100 years	5

Two questions in this section asked about the length of time families have lived in Quendon & Rickling and their reasons for moving here. Of the 153 people answering this question, 42% have lived here for less than ten years. A number of families have been resident for much longer, generations from five families having lived in Quendon & Rickling for more than one hundred years. The main reason given for choosing to live in the village was the rural location: 'a lovely location' and 'nice area' being amongst the comments made. Schooling and good transport links were more reasons given for moving here; being nearer to friends and family influenced some families.

Reasons for living in Quendon & Rickling			
Born here	40	Schools	64
Housing	81	Village life	159
Relatives here	38	Moved with parents	91
Work	53	Ease of commuting	48

The following sections of the questionnaire provide a more in-depth analysis of life within the community, and demonstrate what a diverse group of people live in Quendon & Rickling, and will enable interested parties to plan more effectively for the future of the village.

## The Environment

This section looks at the appearance, maintenance and future development of the local environment. The results show that although some people are happy with the appearance of the village, many think it could be improved. Better maintenance of verges and hedgerows would not only tidy up the village, but would also improve accessibility for pedestrians. There was an interest in maintaining some of the verges and hedgerows for wildlife. 55% of respondents would like to see litter cleared more frequently; more litterbins and dog waste bins were other suggested improvements. 56% of respondents supported better maintenance of the footpaths and byways that surround the village, which would also improve access for the public.

An interest was also shown in future environmental projects; ideas such as the restoration and development of local ponds, a woodland trail and bulb planting were well supported. Better allotment facilities also attracted some interest and in Question 10, people were asked if they would be willing to help with these initiatives. The results show that there is both an interest in, and a will to engage with the local environment and this enthusiasm should be encouraged and used for the benefit of the village as a whole.



*Dell Pond, Rickling Green, 2015.*

Householders were also asked if they were unduly affected by various sources of noise and light pollution. Local traffic noise seems to affect the greatest number of people, with the noise from aircraft and motorway traffic creating a disturbance for many. Neighbourhood lighting affected a few households and garden bonfires were also mentioned, but on the whole, it would appear that most people are mindful of their neighbours. A further nuisance for 38% of respondents is off-road vehicles using footpaths, bridleways and byways. These tracks often cross privately owned land and little can be done to deter offenders without the co-operation of the landowner. However, it is important that any actions that endanger others should be reported to the police.



### 2015 Updates

- A dog-waste bin has been re-sited at the Woodlands entrance to the woods.
- There are currently no bye-laws regarding bonfires. Anybody considering lighting a bonfire should consult the UDC website or refer to their leaflet on bonfires and environmentally friendly methods of disposing of garden and household waste.
- The Parish Council has a collection of litter grabbers, gloves and bags for use around the village. Please contact the Parish Clerk.
- Contact details for those interested in an allotment plot are listed in *The Link*. Although not under its control, the Parish Council continues to keep the situation under review.

### **Recommendations**

- *Place notices reminding owners to clear up after their dogs at each entrance to the woods and on footpaths around the village.*
- *Site a further dog waste bin at the Brick Kiln Lane entrance to the woods.*
- *Establish a volunteer environmental group to work in conjunction with landowners and other agencies to maintain areas of woodland, hedgerows, verges and ponds for both wildlife and the enjoyment of the community.*
- *Set up a regular 'Village Footpath Walk' to inspect each public footpath at least once a year and report any problems noted to the appropriate agencies.*
- *64 people would be prepared to help with litter picking. Set up regular working parties throughout the village.*



## Transport and Road Safety

The questions in this section sought residents' views on transport and road safety within the village and provided a snapshot of the types of transport used and for what purpose. The main means of transport for 91% of the respondents is by private car.

Q13 What is your main means of transport?	
Car or Van	321
Motorcycle	5
Bicycle	22
Walking	89
Bus or Coach	44
Taxi	14
Train	33

### Public Transport

Few people use the bus service on a regular basis and their journeys tend to be for shopping and leisure. The majority of comments related to the quality of service from the operators, namely, its reliability, frequency and safety, and 54 people would use the 301 service more often if the route came through Rickling Green.

### 2015 Update

- ECC has recently launched 'Getting Around in Essex', a consultation process that will review the county's bus service. The PC will submit all comments they receive from residents concerning the local bus services to ECC.

### Recommendations

- *The issues raised could be collated and passed on to the relevant operator, any changes relying on their support and good will.*
- *Using The Link to highlight any problems and gain feedback, which could then be pursued if there was a sufficient strength of feeling.*

### Stansted Airport

This section also looked into the role the airport plays in the life of the village as both a transport hub and employer. Although the airport has a high profile in the area, it employs very few residents and plays a small role as a transport hub for commuters. Most journeys made from the airport are for leisure, a few people travelling several times each year, but less frequently for the majority of travellers.



*Parking along Rickling Green Road*

### Road Safety and Parking

The subject of traffic and road safety received a lot of comment throughout the questionnaire. Of the 356 respondents to Question 14, 76% were concerned about the speed of traffic and 51% about the volume of traffic using our roads; many of the respondents would support more traffic calming measures throughout the village. The main areas of concern were the junction of Belcham's Lane with the B1383, Cambridge Road and Rickling Green Road.



### **Belcham's Lane - junction with the B1383**

- Restricted vision due to angle of approach in both directions, compounded by poorly maintained verges during the summer.
- Road width on exiting the village results in vehicles being positioned in the middle of the T junction, thereby restricting traffic turning from the B1383, often leaving vehicles dangerously exposed to collision.
- Excessive and variable speeds as drivers leave the village along Belcham's Lane. The 30mph limit changes to an unrestricted 60mph. 150 metres later this changes again to 50mph at the junction with the B1383. Here, drivers are confronted with traffic exiting the B1383 at excessive speed into a blind and narrow turning.



*Junction of Belcham's Lane with the B1383.*

### ***Recommendations***

- *Extend the 30mph limit along the length of Belcham's Lane to its junction with B1383.*
- *More regular clearance of the verges.*
- *Review this junction with the appropriate authorities and determine the status of the informal tarmac area currently used for turning and parking.*

### **Cambridge Road**

Although a 30mph speed limit has been imposed, a survey in March 2014 suggests this is often ignored. The lack of suitable off road parking is also a concern. In some areas cars are able to park on the footpath, often leaving little room for pedestrians. Parking in the road itself creates problems for some residents on entering or leaving their properties and also restricts the flow of traffic. This may add to local traffic noise as vehicles slow down and then accelerate away.

### **Rickling Green Road**

This is a main thoroughfare connecting the eastern part of the village to the Cambridge Road and is also used by through-traffic to Clavering, Berden and Wicken Bonhunt. There are houses and side roads along its length, plus access to the school and the Cricketers Arms. The main concerns are speeding and parking in the road and, to a lesser extent, parking on The Green. The speed limit is currently 30mph, which at quiet times of the day and in clear conditions is probably acceptable. This is not, however, the case during peak times, i.e. at the beginning and end of the school day and early in the mornings, at evenings and weekends when there are often a significant number of cars parked along the road. The main hot spots are: -

- ***Junction with the B1383.*** Traffic turning from the Cambridge Road meets opposite direction traffic on the wrong side of the road passing parked cars. Vehicles are often parked too close to this junction, thereby contravening Highway Code Article 243.
- ***Parking on Rickling Green Road.*** Vehicles are often parked the entire length of the road and, at busy times, there are few gaps for drivers to pull into should they meet opposite direction traffic. Vehicles parked facing oncoming traffic or at an angle to the road are also

hazards as their reflective rear lights are not visible at night. Refer to Highway Code Article 248<sup>15</sup>.

- **Junction of Rickling Green Road and the school/public house.** Most hazardous at the start and finish of the school day when a number of cars are parked along the road. Vehicles are often parked on The Green, which in wet conditions erodes the verges and grass.



*Pavement obstructed along Cambridge Road, Quendon.*

#### 2015 Updates

- A further speed reactive illuminative sign has been installed at the north end of the B1383.
- Bollards have been erected on the verge of the Green bordering Rickling Green Road.
- The PC has applied to Highways Department under the Local Highways Plan to address parking difficulties within the village.

#### Recommendations

- *Publicise these problems to both residents and other road users.*
- *Investigate means of enforcing the speed limits throughout the village.*
- *Parking. Notify all road users of hazards caused by parked cars:- Continue to liaise with School Head and Pub Manager to establish ways of addressing the concerns of villagers.*
- *Install posts around The Green.*
- *Double yellow lines at the junction of Rickling Green Road and B1383.*

#### Pavements

Both this and The Environment section raised the issue of the condition and maintenance of pavements around the village. It is generally felt that they are in a fair state of repair within the core of the village, but this rapidly deteriorates as you travel towards Newport and Stansted. Encroachment of vegetation at ground level from poorly maintained hedgerows and verges restricts access for pedestrians, often making passage more or less impossible.



*Pavement along B1383*

#### Recommendations

- *Encourage householders to look after their boundary hedges and verges and cut back all vegetation that encroaches upon public rights of way and restricts passage for pedestrians.*
- *Contact 'Highways' to maintain areas that fall within their responsibility.*
- *Encourage people not to park on footpaths.*
- *Set up a working party to start clearing the worst parts.*
- *Create a dual purpose cycle way and pavement along the length of the B1383.*

<sup>15</sup> Details of current regulations can be found in The Highway Code or on the following website: <https://www.gov.uk/waiting-and-parking>

## Local Services

The first part of this section looks at the main service providers to the parish and goes on to investigate communications within the village itself and also those of outside agencies. It concludes with a survey on views concerning street lighting, which highlighted strong differences of opinion in the optimum amount of lighting needed.

### Service Providers

The services received from the utility companies – gas, electricity and water – were recorded as being predominantly good to satisfactory. However, concern was expressed about the main drainage system along the B1383, with flooding and the smell of sewage being particular problems. There was also general satisfaction with the refuse collection, roadside care and verge cutting, but 126 people found road repairs to be poor. Once away from the Cambridge Road, potholes and surface damage were mentioned in the comments sections, particularly around Coney Acre.

The Dial-a-Ride service offered by UDC was found to be mainly satisfactory, but some concerns about the lack of hospital transport were expressed. When asked, most people were happy with the available Health and Social Service facilities in the area and those people who had used the Emergency Services found them to be good to satisfactory.

### Recommendations

- *The PC should continue monitoring the state of the drainage and report incidents to Anglian Water. They should also establish lines of communication with their agents to ensure minimum disturbance to the local community when maintenance is carried out.*
- *An initiative to establish a network of local volunteers to supplement these services.*
- *Monitor the quality of Emergency Services at this time of financial cutbacks.*

### Crime

On the whole, our parish falls below the national average for criminal activity, but there does appear to be an increasing number of thefts from gardens and garden sheds. Whilst a number of residents were unaware of the local Neighbourhood Watch scheme, 82% of respondents do read *The Observer*, its quarterly newsletter. However, the fact that some households are not receiving this publication has been highlighted.

### Recommendations

- *The appointment of a new Neighbourhood Watch Coordinator.*
- *Promote a greater awareness of the Neighbourhood Watch scheme and determine ways of encouraging a wider readership of The Observer.*
- *Encourage more engagement with the Local Constabulary representative to enable a better understanding of local policing.*

## Communication

The changeover to ‘digital’ is now complete, but television reception remains unsatisfactory for some people. A fast, reliable Internet service is also a problem for a good proportion of the village and many factors from the age of the equipment to the distance from the exchange dictate the speed and quality of this service. The Essex Superfast Broadband project aims to

achieve 87% fibre optic coverage in the county by 2016, financial considerations restricting a 100% coverage. Mobile phone reception is also very poor around the village. Residents use various providers for all these services and so the level of service will vary. From the responses received to the questionnaire, it is difficult to clarify exactly where the problems lie and a more in-depth survey will be needed to pinpoint the precise problems affecting the various services.

<b>Q24 asked people to rate the standard of service received over the past two years from the following: -</b>			
	Good	Satisfactory	Poor
Telephone – landline	187	132	6
Internet service	41	103	144
Mobile telephone	11	41	260
Television reception	85	132	103
Postal delivery	273	53	3

### 2015 Updates

- The Bowling Club has appointed an agent to liaise with service providers who may wish to use its grounds to improve mobile phone reception in the village.
- We are currently awaiting the outcome of the *Superfast Essex* Phase 2 project when it is hoped that the Newport exchange will be included, thereby benefitting Q & R.

### Recommendations

- *More work is needed to identify which TV service people are using to be able to form a clear action plan.*
- *Further discussion and lobbying Essex Superfast Broadband to ensure we are included in the 87%. Likewise with other service providers regarding upgrades to their equipment and services.*

Good communication is the lifeblood of any village. Creating strong, positive connections empowers people and strengthens the community spirit. Responses to the questionnaire suggest that communications could be improved within the village, thereby creating a more inclusive environment. Some residents have expressed a need to feel included and to participate more in any decisions made regarding the community. With increasing numbers of families commuting in and out of the village daily, contact between people is decreasing and the community spirit of the village is being eroded.

<b>Q25 asked people to rate the quality of the following: -</b>			
	Good	Satisfactory	Poor
The Link	260	48	3
Village Notice Boards	100	136	31
Village Website	86	99	27

### **Recommendations**

- *More needs to be done to encourage people to use the existing information platforms in the village, i.e. The Link, the village website and the three notice boards. It has been suggested that a supplement for younger residents could be added to The Link to attract a wider readership.*
- *As the demographics of the village change, explore the use of social media and mobile devices to keep in touch with residents.*
- *It is crucial to get more residents actively involved in generating and improving communications networks within the village.*
- *Consider using Google Groups forum, as used by a neighbouring village, to air residents' views on topics of local interest.*

#### **2015 Update**

- A Quendon & Rickling Facebook group is currently being considered as a further means of communication within the village.



### **Street Lighting**

A large majority of respondents are opposed to more lighting and feel that existing lighting should be better controlled with, for instance, motion detectors to prevent light pollution. The comments made suggest that areas such as Cambridge Road, especially in the vicinity of the Fountain and footpaths, and Coney Acre are areas where pedestrians use the pavements at night or where our more elderly residents live and would benefit from more lighting for both safety and security reasons.

#### **2015 Update**

- In response to the questionnaire, an investigation has been proposed by the Parish Council to assess the need and costs of improvement to the village lighting, (low level and controlled etc.), and to put forward options for consideration and funding.



## Local Government and Planning

This section sought householders' views on local government and the local planning process with specific reference to this village. Question 34 looked at energy usage and efficiency within the village.

### Local Government

When asked if residents felt that local government was aware of local concerns, 60% of respondents gave a positive answer. To improve this situation further, some people suggested regular meetings with local representatives and updates on local issues.

- ❖ Parish Council meetings are held in the Village Hall each month. Representatives from both Essex County Council and Uttlesford District Council also regularly attend these meetings.
- ❖ The dates for each meeting are published in *The Link*, posted on the village website and displayed on all three notice boards in the village. Residents are both encouraged and welcome to attend and there is an opportunity to speak to all the representatives after each meeting. Despite this publicity, however, only two or three members of the village are generally present. The Parish Council is composed of volunteers elected by the community and, together with the Parish Clerk, may be contacted at any time to discuss local issues. Anybody wishing to serve the community may put their name forward as a councillor.
- ❖ Residents may submit their email address to the Parish Clerk for inclusion in the direct circulation of parish information.

### Recommendations

- *Devote a page in The Link for important contact numbers, e.g. Parish Council, Neighbourhood Watch, emergency numbers for utility services, Citizens' Advice Bureau, Dial-A-Ride etc.*
- *A note in The Link and on the village website explaining the role of local government.*

## Planning

278 residents answered question 29, of which 56% felt that there is sufficient publicity given to planning applications in Quendon & Rickling. Further questions went on to determine the number and type of development that people would like to see in the village. Question 33 asked where new developments should be sited. Of the 170 respondents to this question, 99% would like them to be within the village boundaries. 95% also considered infill plots as suitable sites for development.



Two developments along the Cambridge Road, 2015



### Q30 and Q31 asked how many new houses should be built over the next 5 years and how many of those should be affordable homes.

	New Homes	Affordable
None	39	23%
1-10	62	45%
11-20	60	18%
21-30	65	8%
31-50	28	4%
51-100	12	1%
Over 100	5	None

### Q32 asked what type of housing people would like to see in Q & R.

	Yes	No
Social housing	59	9
Sheltered housing	75	6
Affordable homes to rent	152	8
1-2 bedroom apartments	69	10
2-3 bedroom houses	203	6
4-5 bedroom houses	61	6
6 or more bedroom houses	14	9

## Energy

Just under half of respondents were unaware of the help that is available to manage energy bills and 70% of households have not switched providers to take advantage of better rates. The government definition of 'fuel poverty' is when a household spends more than 10% of its income to maintain a reasonable heating and power regime in the home. A fifth of households answering this question are in this category. A similar number have as yet not insulated their homes.

### 2015 Update

- In the winter of 2013/2014 the Citizens Advice Bureau carried out a house-to-house survey in some areas of Quendon and Rickling as part of the *Keeping Warm in Uttlesford* campaign.

# Recreation, Leisure and The Community

Questions in this section sought views on recreation and leisure facilities within the village and various aspects of community life. The main points to emerge are that existing facilities in the village are limited, but appreciated by some, and many people travel to clubs and leisure activities in nearby towns and villages. There was no clear age-related pattern in the responses to questions in this section, with each age group being well represented.

## Clubs and Activities

When asked what facilities residents use in the village, 67% of respondents said the Village Hall, but this was not on a regular basis for the majority of this number. This result is borne out by the support given to existing clubs. The Village Golf Society, Keep Fit, and Playgroup received the most support in the village, whereas only two or three people appeared to attend other clubs that are available. One of the few meeting places left in the village is The Cricketers Arms. 65% of people answering this question use the pub occasionally, a further 16% on a more frequent basis. From the comments received, it appears that some people find the pub too expensive and there were requests for a 'real' village pub.

The results from questions 42 and 43 are worthy of further analysis. A number of comments were made to several questions saying that more activities and facilities are needed in the village.

**Q43 asked what clubs and interest groups residents would attend if available in Q & R.**

Pilates	7	Choir	3
Music/Singing	6	Youth group	2
Gardening	5	Cookery	2
Dance classes	5	Photography	2
Sports	5	Zumba	2
Book group	4	Bridge	2
Yoga	4	Running club	2
Keep Fit	4	Astronomy	2
Walking groups	4	Theatre trips	2
Crafts	4	History group	2
Tennis	3	Social events	2
Social club	3		

**Q42 Would you like to see the following in Q & R?**

Music events	149
Drama and plays	99
A sports day	91
Organised trips and events	97

From the disparity in the numbers answering questions 42 and 43 it is apparent that more people would like to see organised events and social gatherings in the village than those who wish to attend clubs and interest groups. However, it is often these smaller groups and clubs, where people have a shared interest, that give regular contact with other like-minded people, in turn building a network of friends and acquaintances throughout the village.

## Recommendation

- Encourage local clubs and groups to make better use of The Link and Village website. Include details of activities in neighbouring villages.

## 2015 Updates

- Rickling Runners has been formed and meets weekly on Thursdays on The Green.
- The Village Hall committee now makes regular updates of information concerning local clubs and activities in *The Link*.
- The Parish Council has Welcome Packs for people moving to the village. It is helpful if residents could let the Parish Clerk know when new neighbours arrive in the village.



## The Role of the Church and Local Schools in the Community



All Saints Church, Rickling, 2015

As long standing institutions within our community, the questions in this section sought residents' views on the Church and local schools. 73% of respondents value the part the Church plays in village life, a further 64% being aware of the role of the Friends of Rickling & Quendon Churches. Rickling School is also a valued part of our community with 97% of the respondents confirming this.

64% of respondents felt that nursery provision was inadequate in the village, although some nursery places are available in surrounding towns and villages. We do have a successful Bumps, Babies, Toddlers and Parents Group in Armadillos and they meet in the Village Hall every Tuesday morning during term time. It is difficult to envisage a village nursery being

Q38 asked for the number of children in each household who attended the following: -	
Playgroup	17
Nursery School	8
Primary School	29
Secondary School	20
Special Needs School	0

established at the moment when local demand is set against suitable accommodation and set-up costs. However, any new housing developments in the area will put pressure on existing facilities and may be the catalyst for the establishment of a children's nursery in the village.

The provision of a playground received significant support throughout the questionnaire.

Q37 asked the following questions: -	Yes	No
Do you value the part Played by Rickling School in our community?	255	8
Are nursery facilities within the village adequate for the under 5's	49	87
Would you like to see a playground in the village?	176	76

### 2015 Update

- An area has been identified for use as a playground under the Community Infrastructure Levy imposed on the developers of the proposed Foxley House site. The area allocated suggests that it will only be suitable for younger children.



### Recommendation

- Discussion is needed to determine the type of equipment needed.

## The Quality of Life in the Community

Views on the quality of life within the village are generally positive. It is encouraging that many people feel there is a sense of community and that neighbours are supportive. And yet, some people still feel isolated, which should be of great concern to the rest of the community. There is a strong view that more community activities are needed and this is an area that needs to be addressed.

Q44 asked whether people felt any of the following applied to their situation.	Yes	No
There is a sense of community within the village	175	16
My neighbours are helpful and supportive	240	9
I tend to feel isolated	19	32
Contact with neighbours is difficult in the winter months	34	26
Quendon & Rickling are separate communities	68	19
There is a need for more community activities	121	12



*The Village Hall, 2015.*

### 2015 Update

- A monthly community coffee morning is now held in the Village Hall and has proved to be successful in bringing people together. They are organised by local groups and residents, and are very much a community effort. They have also raised money for local charities.

### Recommendation

- *The Parish Council and Parochial Church Council should be asked to consider ways in which they can work closer together to address community issues as they arise.*

### Suggested Facilities for the Future

Question 45 asked what additional measures might help the elderly and disabled living in the village; the most favoured additional facilities being a shop/post office, a neighbourhood-visiting scheme, a community centre and an improved bus service. Now a private residence, the local shop was a welcome meeting point and is much missed by many. Strict rules on the location of new sub post offices and changes in the way we all carry out our weekly shop make it unlikely that a new shop would prove successful. Little interest was shown in setting up an oil bulk-buying scheme, but 92 people showed some interest in establishing a community-shopping scheme. The priority is to ensure that existing bus services are maintained to help those without their own transport access local towns and villages.

### Recommendation

- *Consult Essex County Council and local bus operators to establish whether there are plans to improve the frequency and timing of local services.*
- *Make further investigations into a community-shopping scheme where smaller orders are combined and delivered to a central location in the village for onward distribution.*

Question 46 asked what facilities for younger people residents would like to see in the village. 101 people answered this question and 40% of those suggested a playground. A youth club was another popular facility with 30% suggesting this, and 16% suggested sporting activities. The need for a playground and social activities for our younger residents is also reflected in the answers to question 48 and comments made in the Young Person's Questionnaire.

<b>Q47 How would you be prepared to fund improvements in Q &amp; R?</b>	<b>Yes</b>	<b>No</b>
Participate in fundraising	148	10
Contribute directly to a project fund	81	16
Pay more Council Tax for projects	16	30

A number of residents have indicated that they are willing to participate in fundraising events for improvements within the village. This is encouraging and will hopefully extend to the planning and organisation of such events.

The final question in this section asked what three changes people would most like to see in the village. 197 people responded and the following table shows the most popular improvements suggested. The full list is available in the Village Plan section of the Village Website.

<b>Q48 Some changes that residents would like to see in Q &amp; R.</b>			
Playground/park	37	Improve junction at Ellis Corner	4
Shop/Post Office	34	Improve internet connection	4
Speed restrictions/traffic calming	25	More affordable housing	4
Better village pub	9	Fill potholes	3
More playgroup/nursery facilities	8	Improve the footpath to Newport	3
More clubs	7	Youth Club	3
Limited residential development	7	Improve mobile signal	2
Parking restrictions	7	Coffee mornings	2
More dog waste bins	6	Clear ditches	2
Improve Village Hall	5	Improve street lighting	2
Improve bus services	5	More bus shelters	2
Community centre	5		

#### **Recommendation**

- *The Parish will need to take a decision on which of these should be pursued and notice should be taken of the weight of responses elsewhere in the questionnaire.*



**Committee: Cabinet**

**Agenda Item**

**Date: 17 September 2015**

**10**

**Title: Designation of Stansted Mountfitchet Neighbourhood Development Plan Area**

**Portfolio Holder: Cllr Barker, Deputy Leader and Cabinet Member for Environmental Services**

**Key decision: No**

## **Summary**

1. The Council received an application from Stansted Mountfitchet Parish Council for the designation of a Neighbourhood Plan Area on 28 May 2015.
2. The application has been advertised in accordance with the Regulations for a period in excess of 6 weeks ending on 15 July 2015.

## **Recommendations**

3. To designate the amended area outlined on the map at Appendix 1 as the Stansted Mountfitchet Neighbourhood Development Plan Area.

## **Financial Implications**

4. The District Council will be able to claim a grant of £5,000 once the designation has been confirmed to cover the costs of assessing and dealing with the submission.

## **Background Papers**

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Application from Stansted Mountfitchet Parish Council for the designation of a Neighbourhood Development Plan Area.

## **Impact**

- 6.

Communication/Consultation	Consultation has taken place in accordance with the Regulations.  The decision to Designate a Neighbourhood Plan Area will be advertised in accordance with the Regulations.
Community Safety	None

Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	Stansted South and Stansted North
Workforce/Workplace	None

### **Situation**

7. The Council received an application from Stansted Mountfitchet Parish Council for the designation of a Neighbourhood Development Plan Area on 28 May 2015. This request was made under Section 5 – 7 of The Neighbourhood Planning (General) Regulations 2012.
8. The application has been advertised in accordance with the Regulations for a period in excess of 6 weeks ending on 15 July 2015. The application was advertised through the Councils website and via press release.
9. The Parish Council has proposed that the Neighbourhood Development Plan Area follows the main parish boundary for the village to the north, west and south. However, to the south east the proposal (Appendix 1) is that the boundary follows the outside line of the airport boundary rather than the parish boundary which runs through the centre of the airport. The Parish Council consider that this is the appropriate area to be designated as it is, in the main, the area administered by the Parish Council while excluding the operational airport land.
10. No comments were received.

### **Considerations**

11. The proposal is that the Neighbourhood Development Plan Area is contiguous in the main with the Parish Boundary of Stansted Mountfitchet. The parish propose one alteration to this approach to the south east of the area to exclude the operational airport land from the designated Area. This is a logical and sensible approach and demonstrates that the Parish Councils wish to plan for the whole of their area while respecting the fact that issues surrounding the airport are of a regional and national significance.
12. Officers consider that while this is a sensible approach, to adopt the line identified by the Parish is not correct in that some operational airport land is still included within the proposed boundary. Therefore officers have prepared an amended boundary at Appendix 1 which is the area recommended as the Neighbourhood Development Plan Area. This has been discussed with the Parish Council who has confirmed that this approach is acceptable.

13. At this stage no ideas have been developed about the type of policies which the Plan would include. However, this would be led by the Parish Council and their public consultation. The Neighbourhood Development Plan will need to be in conformity with the strategic policies of the District Local Plan for it to be accepted.

## Conclusion

14. The area as amended, to exclude operational airport land, should be supported and adopted as the Stansted Mountfitchet Neighbourhood Development Plan Area.

## Risk Analysis

15.

Risk	Likelihood	Impact	Mitigating actions
Concerns and complaints may be raised about the area designated.	1. Low likelihood as the boundaries are contiguous with those of the Parish Council (except the alteration to exclude the operational airport land) which is a logical boundary.	2. Little or no impact would occur.	Full consultation in accordance with the Regulations has taken place.

1 = Little or no risk or impact

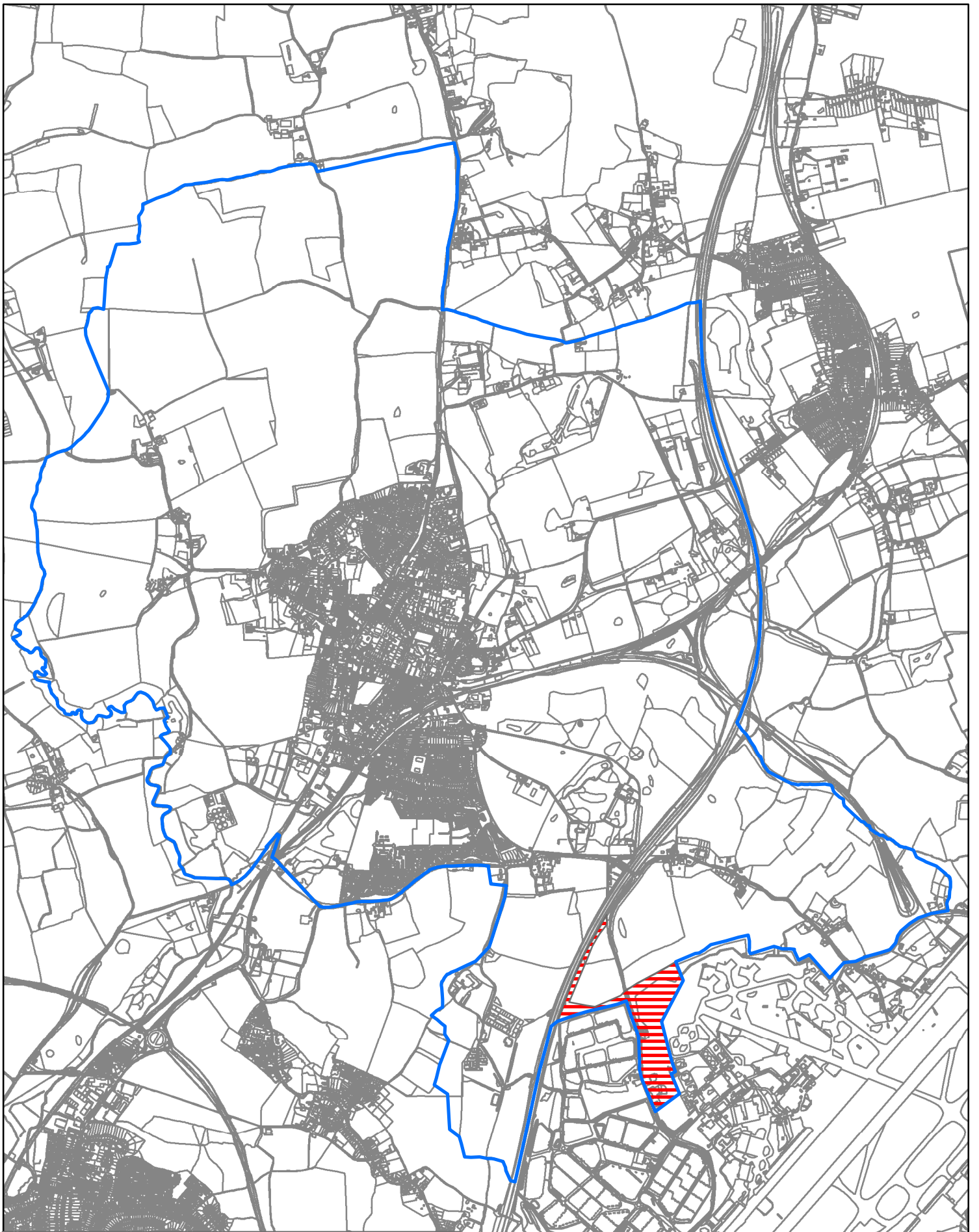
2 = Some risk or impact – action may be necessary.



3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.







-  Submitted NP Area
-  Land to be deleted from NP Area in accordance with Stansted Airport Policy boundary





**Committee:** Cabinet

**Agenda Item**

**Date:** 17 September 2015

**11**

**Title:** **Community Project Grant Scheme 2015/16**

**Portfolio Holder:** Councillor Lesley Wells, Cabinet Member for Communities and Partnerships

Key decision: **No**

**Summary**

1. This report informs the Cabinet of the outcome of the Community Project Grant Scheme for 2015/16.

**Recommendations**

2. Members are requested to note the report.

**Financial Implications**

3. Awards made are within the available budget.

**Background Papers**

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

**Impact**

Communication/Consultation	Details of the scheme were published on the website, sent to interested parties and promoted via press releases. Details were also sent to Parish Councils.
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Community Safety	None
Equalities	All applications were considered on their individual merits
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None, the scheme was open to the whole of Uttlesford
Workforce/Workplace	None

### Situation

5. The Community Project Grant is open to properly constituted voluntary organisations or similar body in Uttlesford such as village hall committees, community shops, town and parish councils, community associations, play and recreation clubs and groups.
6. Grants will be considered towards expenditure incurred in the provision of any of the following:
  - Development of land for recreational purposes, including environmental improvements.
  - Building/facilities that are available for community use e.g. village halls, community centres, public conveniences etc.
  - Car parks and access roads to car parks directly associated with a community building.
  - Children's play areas, including equipment and safety surfacing.

- Improvement, refurbishment or extension to any of the facilities outlined above.
  - Essential equipment that contributes significantly to the aims and objectives of the project.
  - Training or one-off staffing costs that contributes significantly to the development of the project or increases benefits to the community. (Wages and salaries cannot be paid).
7. Under the scheme the minimum grant available is £100 and the maximum is £3,500.
  8. Particular account will be taken of the financial resources of the applicant, including contributions from other sources, and funds raised by the applicant. The amount raised can be a capital sum, an amount guaranteed in writing or value in kind e.g. labour costs. If the application is for £1,000 or more the amount raised must represent at least 50% of the total project cost. If the application is for less than £1,000 then 25% of the total project cost must have been raised.
  9. Projects must be completed after 1 April 2015 and before 31 March 2016. Closing date for receipt of the application was midday on Thursday 30 July 2015.
  10. The panel who evaluated the applications and made the awards were the Portfolio Holder for Community Partnerships and the Leader of the Council in conjunction with the Community Development Officer.
  11. Attached at Appendix One is the list of applications and details of the awards made.
  12. For future years it is intended to review the way in which the decision process is undertaken and it is likely that the panel will make recommendations to Cabinet.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The money awarded will not be spent within	1 Applicants are aware of the	1 Minimal impact for the	The Community Development Officer is in regular contact

the timescale	requirement	council as the money would be returned	with recipients. Any money not spent will be returned
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Reference Number	Organisation	Reason	Amount Required	Comments	Members' suggested funding
CPG/15/001	Chrishall Village Hall Committee	Refurbishment of village hall storage, entrance and flooring	£3500	Complies with criteria full funding awarded	£3500
CPG/15/002	Stansted Day Centre/ Stansted Parish Council	Works to main doors to comply with disabled access and replace curtains and blinds	£3500	Complies with criteria full funding awarded	£3500
CPG/15/003	The Arts Centre	Installation of parking controls	£649	Checking implications with Dunmow Town Council	
CPG/15/004	Stansted Parish Council	Installation of fitness equipment	£3500	Complies with criteria full funding awarded	£3500
CPG/15/005	Stebbing Parish Council	Replace safer surfacing at two play areas	£2600	Complies with criteria full funding awarded	£2600
CPG/15/006	999 SQUADRON	Expand capacity to run and enable cadets to participate in advanced levels of D of E and adventure training by purchasing tents and expedition equipment	£3500	Mandatory attachments not supplied. E-mail sent requesting information	
CPG/15/007	Saffron Walden Town Council	Repairs and make watertight pavilion and summerhouse. Paint CCTV camera poles	£3500	Complies with criteria full funding awarded	£3500
CPG/15/008	Saffron Walden Town Council	Assist with second year of funding costs to enhance Christmas lights display	£3500	UDC gave financial support in 2014/15. Another application received from Saffron Walden Town Team for the extension of Christmas lights. Decision to fund both projects to a total of £3500, which is the maximum grant allocation	£1000
CPG/15/009	Thaxted Parish Council	Resurfacing car park in Park Street and at the recreational ground	£3500	Complies with criteria full funding awarded	£3500
CPG/15/010	Broxted Parish Council	Wooden floor in main hall strip, repair minor damage and re-seal	£1000	Complies with criteria full funding awarded	£1000
CPG/15/011	Uttlesford Buffy Bus Association	Paediatric first aid and safeguard training. Purchase musical equipment and CD player	£801.75	Complies with criteria full funding awarded	£801.75
CPG/15/012	Great Chesterford Recreation Ground Trust	Replace safer surfacing under toddler swing	£1825	Complies with criteria full funding awarded	£1825
CPG/15/013	Clavering Village Hall	Essential electrical works to village hall following 5 year review	£885	Complies with criteria full funding awarded	£885
CPG/15/014	Elsenham Community Association	Complete interior redecoration and replace storage heater covers in the memorial hall	£1500 Page 95	Complies with criteria full funding awarded	£1500

CPG/15/015	Accuro (Care Services)	Cost towards building a workshop for their community gardening project	£3500	Complies with criteria full funding awarded	£3500
CPG/15/016	Takeley Village Hall	2 <sup>nd</sup> phase of building works and professional fees namely creation of front entrance, reordering toilet accommodation, new storage area, provision of meeting room, new side entrance/meeting room, improvement to drainage	£3500	Complies with criteria full funding awarded	£3500
CPG/15/017	The Sampfords Parish Council	To develop a hard standing area for cars in the church yard open to all residents and particularly the school	£2250	Complies with criteria full funding awarded	£2250
CPG/15/018	High Easter Village Hall	To complete the extension of the stage	£960	Complies with criteria full funding awarded	£960
CPG/15/019	Saffron Walden Town Council	Replacement of old defective windows and fascia boards at Golden Acre Community Centre	£3500	Complies with criteria full funding awarded	£3500
CPG/15/020	Saffron Walden Town Team	Christmas lights on George Street and Hill Street	£2600	Awarded £2500 and Saffron Walden Town Council £1000 towards Christmas light project	£2500
CPG/15/021	Arkesden Parish Council	Purchase of defibrillator	£250	Complies with criteria full funding awarded	£250
CPG/15/022	Manuden Village Hall and Sports Trust	Cut back the trees along the boundary of the children's play area. Replace existing fencing around play area	£3500	Complies with criteria full funding awarded	£3500
CPG/15/023	Radwinter Recreation Ground Charity	Purchase and install zip wire as part of a bigger playground project	£3217	Complies with criteria full funding awarded	£3217
CPG/15/024	Hatfield Broad Oak Village Hall	Undertake repair work to the roof of the bar store at the village hall	£999	Complies with criteria full funding awarded	£999
CPG/15/025	Hatfield Broad Oak Parish Council	To create an entrance to the village green compliant with conditions 5, 6, and 7 of planning permission	£3500	Same project as funded in 2013/14 and paid to HBO Village Green Co.	Nil
CPG/15/026	Local Food (& More) Co-operative	Towards development phase costs (bread oven, shed construction and electricity supply)	£3500	Complies with criteria full funding awarded	£3500



CPG/15/027	Elmdon Village Hall	Improvements to the energy efficiency of the hall – replace rear door frame, insulate the roof void, purchase electric fan heaters	£950	Complies with criteria full funding awarded	£950
CPG/15/028	Chrishall Parish Council	Renovation and enhancement of facilities to include internal walls/doors to create community library; museum/history unit; parish office and separate toilet	£3500	Complies with criteria full funding awarded	£3500
CPG/15/029	Chrishall Parish Council	Provision and installation of fencing, hedging, gates and bench to Chrishall burial ground	£2,837.40	Cemeteries not funded as set out in the criteria on the application form	Nil
CPG/15/030	Chesterfords Community Centre	Purchase new chairs and trolley for the centre	£852	Complies with criteria full funding awarded	£852
CPG/15/031	Wimbish Parish Council	Planting of bulbs to verges and areas around Wimbish	£487	Complies with criteria full funding awarded	£487
CPG/15/032	Littlebury Parish Council	Replacement of height restriction barrier	£487.50	Complies with criteria full funding awarded	£487.50
CPG/15/033	Sewards End Parish Council	Improvement works to village green - fertilise and seed	£708	Complies with criteria full funding awarded	£708
CPG/15/034	Saffron Walden Skate Park	Construction of a raised vegetable bed at One Minet Skate Park	£1000	Project checked and agreed by SWTC. Complies with criteria full funding awarded	£1000
CPG/15/035	Ashdon Windmill Trust Ltd	Restoration of cast iron cogs of mill driving mechanism and design and making of canvas sails to collect wind power	£2000	Complies with criteria full funding awarded	£2000
CPG/15/036	Uttlesford Foodbank	Shelving for foodbank warehouse	£680	Complies with criteria full funding awarded	£680
CPG/15/037	Fairycroft House Community Interest Company	As part of a bigger project in developing Fairycroft House money is being sought to purchase equipment for the recording studio	£3397	Complies with criteria full funding awarded	£3397

CPG/15/038	High Roding & Great Canfield WI	Replace side walls, windows and exit doors	£3500	Complies with criteria full funding awarded	£3500
CPG/15/039	Debden Village Hall Group	Construction of new memorial hall to replace the existing one. The grant would be used towards the final stages of preliminary fees and planning application.	£3500	Have checked with applicant to ensure viability of project. Satisfactory response received and complies with criteria full funding awarded	£3500
CPG/15/040	Tang Ting Twinning Association	Replacement of outdated IT and presentation equipment associated software for language tuition as well as funding ESOL classes	£1800	Complies with criteria full funding awarded	£1800
CPG/15/041	Duddenhoe End Village Hall	Repair and refurbishment to exterior feather board timber walls	£3500	Complies with criteria full funding awarded	£3500
		<b>Total</b>	<b>£94,235.65</b>		<b>£81,149.25</b>

**£97,000 in the budget**

**Agreed ..... Portfolio Holder Community Partnerships**

**..... Community Development Officer**

**Committee: Cabinet**

**Agenda Item**

**Date: 17 September 2015**

**12**

**Title: Christmas car parking**

**Portfolio Holder: Cllr Barker, Deputy Leader and Cabinet Member for Environmental Services**

**Key decision: No**

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## **Summary**

1. It is proposed to instigate a waiving of the parking charges within all District Council managed car parks to aid traders and town centre vitality in the run up and over the Christmas and New Year periods.
2. This would involve a number of different changes and would also involve advertising and the provision of signage within the car parks.

## **Recommendations**

3. To agree the Christmas car parking proposals:
  - Introduce 'free after 3pm' on all Council managed car parks EXCEPT Fairycroft/Waitrose from Saturday 7 November 2015 to 23 December 2015 inclusive.
  - Introduce free parking on all Council managed car parks EXCEPT Fairycroft/Waitrose from 24 December 2015 to Sunday 4 January 2015 inclusive.
  - Introduce free parking all day on Saturday 5 December 2015 at Lower Street car park (to note that the Crafton Green car park will be closed to host the Fayre) due to the Frost Fayre.

## **Financial Implications**

4. The lost income from 'free after 3pm' as set out in 3 above would be in the region of £8,500. In addition we may need to compensate the owners of the Rose and Crown car park. Stansted Parish Council as owners of Crafton Green car park have agreed to the proposal with no financial compensation
5. The lost income from 24 December to Sunday 4 January would be in the region of £10,000.

## **Background Papers**

6. None

## **Impact**

- 7.

Communication/Consultation	The changes to parking charges will be advertised widely.
Community Safety	No impact.
Equalities	The requirement will affect all equally.
Health and Safety	No impact.
Human Rights/Legal Implications	No impact.
Sustainability	No impact.
Ward-specific impacts	Affects all wards.
Workforce/Workplace	No impact.

## Situation

8. The Council owns and manages a number of car parks across the District. It sets charges and collects income from the car parks. The charges are set for traffic management reasons and to influence driver behaviour e.g. keep traffic flowing, turnover of shoppers etc.
9. As a result Members have requested that Officers consider the car parking charging situation in the run up to Christmas and over the New Year period with the aim of boosting the number of shoppers and the vibrancy of our centres.
10. Consultation with interested parties has been undertaken (e.g. Gt Dunmow Town Team, Saffron Walden Town Team, Waitrose, Stansted Parish Council) to put together a workable and robust proposal.
11. General support has been received although a number of additional/alternative proposals were made. Specifically these are:
12. Great Dunmow Town Team:
13. *Free after 3pm is really a non-starter, pupils are being picked up from school, various after school activities will be taking place and most shopping is done at the week end. To increase visits to Dunmow we suggest the following:*
  - 1) *Either three hours free from 10am to 1pm or 11am to 2pm, this gives time to shop and eat and also stops workers parking for free.*
  - 2) *All day free Saturday 12th and Saturday 19th December.*
  - 3) *Or the whole month old December free.*
14. Saffron Walden Town Team

15. Generally support the proposal but wish to ensure that the biggest results in terms of increased trade are gained from the least loss of revenue. Need to ensure that the promotion is advertised widely (Cambridge, Bishops Stortford, Braintree, Royston etc) to ensure people are aware. Suggested that free after three is considered for the whole period of 28 November – 4 January.

16. Saffron Walden Town Council

17. The Council supports the proposal of free parking after 3pm but would request that this is extended to include the Fairycroft/Waitrose car park. That the “Free after 3pm” proposal be implemented with immediate effect and not just over the Christmas period. Perhaps a trial period could be started now until at least after the Christmas period. It will provide a better measure of success if the free after 3pm is started now, recognising that there will be a peak in traffic over the Christmas period anyway. If this is introduced now, it will allow a more accurate measure of success.

18. Officers have considered these comments and balanced them against the objectives of the concession.

- a. The ‘free after 3pm’ proposal is not a trial but a promotional offer to support town centre shops and businesses in the busy Christmas period.
- b. Advertising of the promotion will be arranged and consideration will be given to how wide the advertising should be – this needs to be balanced against the cost of the adverts.
- c. The promotion is to attract people to the town in the quieter periods. It is not considered that there is a need to attract people during the middle of the day. Ticket sales drop off (and therefore so do customers) in the afternoon which is why the promotion has been tailored as such.

## Conclusion

19. The Council has the ability to make the suggested changes and it is considered that the changes will have a beneficial impact on the vibrancy of the centres over this key trading period.

20. The resulting loss to expected budget is not significant.

## Risk Analysis

21.

Risk	Likelihood	Impact	Mitigating actions
Loss of income has a detrimental impact on Council finances	1 – Careful assessment has been undertaken to identify the likely loss of income and based	1 – Some reduction in income expected but this is not considered to be	May need to balance loss of income from reserves.

	on experience from last year.	significant.	
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**Committee:** Cabinet

**Agenda Item**

**Date:** 17 September 2015

**13**

**Title:** Transfer of small piece of land currently part of Dunmow depot

**Portfolio Holders:** Cllr Susan Barker, Deputy Leader and Cabinet Member for Environmental Services  
Cllr S Howell, Cabinet Member for Finance and Administration

Key decision: No

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### Summary

1. Following an accident in the depot resulting in damage to an adjacent residential property it is proposed to transfer about 60sq m of the depot into the grounds of the house as part of package of risk mitigation measures.

### Recommendations

2. The land be transferred to the owners of 72A High Street Great Dunmow for nil consideration subject to a covenant restricting its use. Their legal costs will be met by the council, as will the cost of erecting a boundary fence.

### Financial Implications

3. The land has been valued and it is assessed to be worth £3,600 as garden land (mean value within range £2,700 to £4,500). On the basis of the current use as depot land, it has a similar value at £3,300. The site has potential alternative uses as car parking or residential which would put the value of the parcel in the range £9,500 to £13,000. This latter range represents the Best Value consideration for the land under s.123 of the Local Government Act 1972, in the opinion of the company appointed as the council's advisors. It is anticipated that the cost of the new boundary fence will be met by the insurance settlement.

### Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 5.

Communication/Consultation	If the council disposes of the land at less than its Best Value consideration it needs
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	to give public notice of its intention.
Community Safety	
Equalities	
Health and Safety	The proposal is a risk mitigation measure
Human Rights/Legal Implications	See para 10 of the report below
Sustainability	
Ward-specific impacts	The depot is in Great Dunmow South
Workforce/Workplace	

## Situation

6. Following an accident on 7 May 2015 involving one of the council's waste collection trucks colliding with the boundary wall between the Dunmow Street Services depot and 72A High Street, the council received an approach from the owners requesting realignment of the boundary. The accident resulted in the boundary wall falling against the house causing external and internal damage to the render and plaster, and displacing fixtures inside the property. The damage was referred to the council's insurers.
7. The requested alignment would straighten out the boundary and increase the separation of trucks manoeuvring from the residential property. The parcel is a flat triangle. The length of the base is some 30 m, the distance from the base to the apex is 4 m. The existing boundary wall was part of the council's property. The new boundary would be a close boarded fence and belong to the council.
8. The new boundary line would have no material impact on the operation of the depot site. However, the council is actively seeking a new site to which to relocate the stabling of its vehicle fleet working out of Dunmow. The boundary alignment would not significantly affect the potential of the site for any alternative uses.
9. The owners are prepared to agree to a covenant restricting use of the transferred land to purposes ancillary to the residential occupation of 72A High Street.
10. s.123 Local Government Act 1972 provides that a local authority may not dispose of land (other than by way of a tenancy for less than 7 years) for less than the best consideration that can reasonably be obtained without the consent of the secretary of state. s.128 of the Act gives the secretary of state power to grant a general consent for such disposals. In 2003 the secretary of state issued Circular 06/03, the Local Government Act 1972: General Disposal Consent. This applies to transactions where the shortfall between the best



consideration reasonably obtainable and the actual consideration (if any) received does not exceed £2 million. In such cases where the authority is satisfied that the disposal will help to secure the promotion or improvement of the economic, social or environmental well-being of its area specific consent is unnecessary and the general consent may be relied upon. In deciding whether to dispose of land at an undervalue authorities are required by the Circular to have regard to their community strategy. It is also a requirement that the authority should comply with normal and prudent commercial policies including taking advice from a professionally qualified valuer as to the amount of the undervalue (or in the case of a gift of land the value of the land itself).

11. The transfer of the parcel would help alleviate the concerns of any occupiers of 72A High Street about a future re-occurrence of a similar incident, and therefore is consistent with the improvement of the social well being of the area.

### Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Reduction of the depot site area would constrain the existing or potential uses of the land	2 The current use of the site is likely to become redundant. A site search is underway for a new depot site.	1 The parcel in question is triangular and only 60 sq metres in area	

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



Roger Harborough  
Director of Public Services  
Uttlesford District Council  
Council Offices  
London Road  
Saffron Walden  
CB11 4ER

Date: 22nd July 2015  
Email: maldis@wilks-head.co.uk

Dear Sirs,

**Land at Great Dunmow Depot - Valuation**

We write further to your instructions to prepare a valuation for a parcel of land within the Council Depot, Great Dunmow. We are pleased to report to you as follows:-

**1. Purpose of the Valuation**

This report provides independent valuation advice in respect of the proposal to dispose of a small parcel of land located to the rear of the Council Depot, Great Dunmow. The land is currently owned freehold by Uttlesford District Council (UDC).

We understand that UDC must obtain an independent valuation of the land before officers obtain Cabinet approval to dispose of the land. The Authority must satisfy the requirements of Section 123 of the Local Government Act 1972 to derive the 'Best Consideration' for disposal of the land.

This report has been prepared under the terms and definitions set out in the Royal Institution of Chartered Surveyors RICS Valuation – Professional Standards issued in January 2014 (The Red Book).

This valuation report does not constitute a formal valuation report but is prepared as advice to the Authority and the applicants in respect of these issues.

Our report is constrained only for the provision of advice in respect of valuation and specifically excludes any implied or direct decision making or determination in respect of estate management matters. These aspects are for consideration by the Authority and its officers (see Section 3 below).

*Partners:*

I R J Dewar FRICS FIRR V MCI Arb\*  
R G Messenger BSc FRICS FIRR V MCI Arb REV\*  
A M Williams Dip BSc (Hons) MRICS FIRR V REV\*  
W A Minting BA (Hons) MSc  
G Harbord MA MRICS IRR V (Hons)\*

*Associates:*

S Mcbeth

*Consultants:*

R J Guy FRICS (Dip Rating) FIRR V  
B Morle FCSD

## **2. Date of Valuation**

The date of valuation is the 15<sup>th</sup> July 2015.

## **3. Inspection**

We inspected the property on the 6<sup>th</sup> July 2015.

## **4. RICS Appraisal & Valuation Manual**

This valuation report has been provided under the provisions of the Royal Institution of Chartered Surveyors Professional Standards (Incorporating the International Valuation Standards) – January 2014.

This edition applies to all valuation reports with a valuation date on or after 6 January 2014 undertaken by Chartered Surveyors.

As mentioned within Section 1 above; within the guidance it is recognised that valuation advice provided expressly in preparation for, or during the course of negotiations may result in the mandatory application of VPS1 to VPS4 not being appropriate. This is the case for this report and is classified as an exception as opposed to a departure for these purposes.

## **5. Reporting Format**

This signed valuation report and advice is the ultimate result of this instruction and has been provided in an electronic format.

## **6. Valuers**

The valuation report has been prepared by:

- M S Aldis BSc MRICS IRRV (Hons) RICS Registered Valuer of Wilks Head & Eve LLP, Fairgate House, 78 New Oxford Street, London, WC1A 1HB.

The report was subject to the internal audit by our in house RICS qualified Partners:

- I R J Dewar FRICS FIRR V MCI Arb,
- R G Messenger BSc FRICS FIRR V MCI Arb REV,
- A M Williams Dip BSc (Hons) MRICS FIRR V REV.
- G S C Harbord MA MRICS IRRV (Hons)

We confirm that all surveyors involved in the instruction are RICS Registered Valuers and are suitable qualified and experienced for the purposes of the instruction and have the knowledge, skills and understanding to undertake the valuations competently.

All personnel involved with the instruction are employed by Wilks Head & Eve LLP of Fairgate House, 78 New Oxford Street, London, WC1A 1HB. Wilks Head & Eve LLP is a RICS Regulated Firm.

## **7. Sources of Information**

For the purposes of this report and valuation we have had to rely upon information provided to us by the UDC by way of an instruction letter, plan and accompanying documentation. We have also made independent enquiries in order to prepare this report.

## **8. Location**

The parcel of land is located towards the rear of the depot, neighbouring 72A High Street, Great Dunmow. The depot is located within the centre of the town and is accessed via New Street.

Great Dunmow is an old market town located within the Essex countryside. The town is predominantly residential with a commercial high street.

The town is located just off the A120 which provides access to the M11 and Stanstead Airport to the West. The closest rail links are Bishop Stortford to the West and Braintree to the East, both similar distances.

## **9. Description**

The parcel of land is mainly used as surfaced parking for the depot's commercial fleet vehicles. Currently the only access to the land is through the depot, located off New Street which links to the High Street.

On inspection part of the land was fenced off due to the debris from the collapsed wall following the impact from one of the commercial vehicles.

The parcel of land is approximately 60 square metres.

The depot also contains a workshop building with ancillary office/storage, vehicle wash and re-fuelling station.

At the entrance to the depot there is a public car park which was fully occupied at time of the inspection.

We have provided a plan of the site along with a google extract within **Appendix 1**.

## **10. Tenure**

We assume that UDC can prove Title and that there are no other unusual or onerous covenants restricting use or fragmentation.

## **11. Services**

No inspection or testing of the services has been undertaken and we have assumed that all necessary tests and regulations relating to health and safety as well as detailed regulations have been adhered to.

## **12. Contamination, Deleterious or Hazardous Substances**

We are not aware of the content of any environmental audit or any other environmental investigational soil survey, which may have been carried out on the land, which may have drawn attention to any contamination or possibility of any contamination. In undertaking our work, we have been instructed to assume that no contaminative or potentially contaminative uses have been carried out at the site. We have not carried out any investigation into the past or present uses either of the site or any neighbouring land to establish whether there is any potential for contamination from these sites to the subject site, and therefore assume that none exists.

## **13. Basis of Valuation**

The value of the land has been determined using the Market Value / Fair Value definition set out in The RICS Valuation – Professional Standards.

These definitions are set out in **Appendix 3**.

#### **14. Valuation Commentary**

We understand that the parcel of land is currently used as surfaced storage land and commercial vehicle parking within the Council Depot.

Whilst currently a depot, we have been informed by UDC that the site has alternative use potential for car parking, residential and business space.

As far as we are aware, there are currently no active planning proposals for the depot site.

In this area of Uttlesford the highest prevailing value use for development land is for residential uses.

Potential development sites such as this attract a great deal of interest and often outstrip value expectations whilst being in high demand.

Our research suggests that the land value that would be achieved for residential development, on a cleared site basis, would be in the region of £3,000,000 to £3,500,000 per hectare at the present time. This figure is likely to vary depending on the density of the development.

We are of the opinion that this parcel of land has three potential uses;

- 1) Existing surfaced storage land for commercial vehicles
- 2) Garden Land
- 3) Public Car Parking
- 4) Residential Development

It is fair to assume that options two and three would require for the whole site to be developed.

##### Existing Use as storage land for commercial vehicles

Our research suggests that surfaced storage land has a rental value between £4-£6/sq.m in this area of Essex, and we have adopted a yield of 9%.

Based on this use, we are of the opinion that the value of this parcel is in the region of **£3,300**.

##### Garden Land

On the basis that there is no current active planning permission for development of this site, we have attached a value to the land based on its potential use as garden land.

Evidence would suggest that capital values for this type of Open Space / Garden land in the locality can range from around £45 - £65 per square meter (i.e. £45,000 - £75,000 per hectare).

This range would appear to be in line with our findings from similar reports completed on your behalf.

We are of the opinion that the value of this site is in the region of **£2,700 to £4,500**.

##### Public Car Parking

As previously stated, there is a small public car park at the entrance of the depot site. The majority of the site is already surfaced reducing the amount of work that would be required to convert the depot into a public car park.

With the site being centrally located within Great Dunmow, close to the commercial centre, it would provide additional car park spaces for the high street. In addition to this, some parking spaces could be allocated to local residents by way of a permit.

Based on the approximate area of 60sq.m, we are of the opinion 3 car parking spaces (circa 18sq.m per space) would be attributable to this parcel of land.

Evidence suggests that the rental value of a car parking space in this location would be £275 to £325 per space, and we have adopted an estimated yield of 8%.

An allowance has then been made for uncertainty, lack of planning and associated costs.

We are of the opinion that the value of this site is in the region of **£9,000**.

#### Residential Development

Although the Council study established that a potential use for the site could be business space, if the whole site was to be developed assuming planning would be granted for both, the highest value would be that of residential development. Therefore, we shall only be reporting the potential residential land value for this parcel of land.

Based on a residential land value of say, £3,250,000 for cleared sites, we are of the opinion the value of this parcel of land is in the region of **£13,500**.

### **15. Conclusion**

We have established the Fair Value for the site for the purposes of informing the Authority.

For the purposes of this report we have provided a range which we believe would be suitable for a negotiation process.

In our opinion the appropriate range for this site would be between £9,000 and £13,500 based on the potential market value.

This represents the Best Value consideration for the land under s.123 of the Local Government Act 1972.

As discussed we understand that the land will be transferred subject to a restrictive covenant limiting the use of the site to garden use only. We would recommend a claw back provision being inserted to cover any future changes of use.

In addition to the land titles being updated we would recommend that the site be fenced around the boundaries, in order to clarify the land ownership to ensure that this does not prove to be contentious in the future. We would recommend that this would be done at the purchaser's expense.

We also recommend that the purchaser bear all legal and survey costs of the transaction on behalf of UDC.

We are quite willing to discuss these valuations in more detail if this should be required but trust that the conclusions are as expected.

Yours Faithfully,

**WILKS HEAD & EVE**

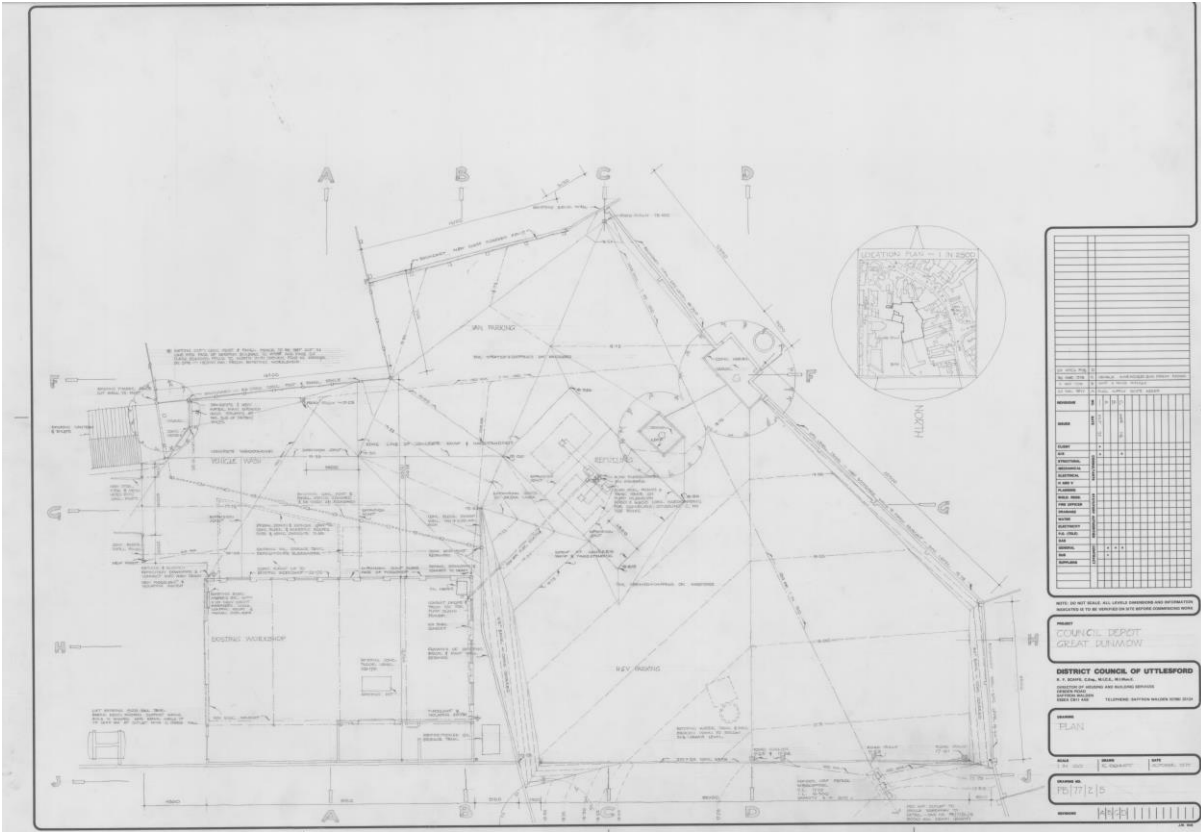
**M. S. ALDIS BSc MRICS IRRV (Hons)**

This report was prepared by M S Aldis BSc MRICS IRRV (Hons), RICS Registered Valuer, subject to internal audit by our other valuation partners: I. R. J. Dewar FRICS FIRRV MCI Arb, R. G. Messenger BSc FRICS FIRRV MCI Arb, A. M. Williams Dip BSc (Hon) MRICS IRRV (Hons), G.S.C Harbord MA MRICS IRRV (Hons).



# **Appendix 1**

## **Plan & Google Extract**



## **Appendix 2**

# **Photographs**



# **Appendix 3**

## **Valuation Definitions**

### Definition of Fair Value (VS 3.5)

Valuations based on Fair Value shall adopt one of two definitions;

#### Definition adopted by the IVSC:

1. 'The estimated price for the transfer of an asset or liability between identified knowledgeable and willing parties that reflects the respective interests of those parties'.

#### Definition adopted by the International Accounting Standards Board (IASB):

2. 'The price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date'

#### Commentary

1. It is important to recognize that the two definitions of Fair Value are not the same. When adopting the basis of Fair Value it is essential that the valuer establishes the correct definition for the purpose and sets it out in full in the Terms of Engagement and the report.
2. In applying the IVS definition, reference should be made to paragraphs 39-43 of the IVS Framework.
  - **IVS – 39** *Fair Value* is the estimated price for the transfer of an asset or liability between identified knowledgeable and willing parties that reflects the respective interests of those parties.
  - **IVS – 40** The definition of fair value in IFRS is different from the above. The IVSB considers that the definitions of fair value in IFRS are generally consistent with *market value*. The definition and application of fair value under IFRS are discussed in IVS 300 *Valuations for Financial Reporting*.
  - **IVS – 41** For purposes other than use in financial statements, *fair value* can be distinguished from *market value*. *Fair value* requires the assessment of the price that is fair between two identified parties taking into account the respective advantages or disadvantages that each will gain from the transaction. It is commonly applied in judicial contexts. In contrast, *market value* requires any advantages that would not be available to market participants generally to be disregarded.
  - **IVS – 42** *Fair Value* is a broader concept than *market value*. Although in many cases the price that is fair between two parties will equate to that obtainable in the market, there will be cases where the assessment of *fair value* will involve taking into account matters that have to be disregarded in the assessment of *market value*, such as any element of *special value* arising because of the combination of the interests.
  - **IVS – 43** Examples of the use of *fair value* include:
    - determination of a price that is fair for a shareholding in a non-quoted business, where the holdings of two specific parties may mean that the price that is fair between them is different from the price that might be obtainable in the market,
    - determination of a price that would be fair between a lessor and a lessee for either the permanent transfer of the leased asset or the cancellation of the lease liability.
3. The guidance in IFRS 13 includes a description of the Fair Value measurement approach:
  - B2. The objective of a fair value measurement is to estimate the price at which an orderly transaction to sell the asset or to transfer the liability would take place between market participants at the measurement date under current market conditions. A fair value measurement requires an entity to determine all the following:
    - The particular asset or liability that is the subject of the measurement (consistently with its unit of account)
    - For a non-financial asset, the valuation premise that is appropriate for the measurement (consistently with its highest and best use)

- The principal (or most advantageous) market for the asset or liability
  - The valuation technique(s) appropriate for the measurement, considering the availability of data with which to develop inputs that represent the assumptions that market participants would use when pricing the asset or liability and the level of fair value hierarchy within which the inputs are categorised.
4. The references in IFRS 13 to market participants and a sale make it clear that for most practical purposes, Fair Value is consistent with the concept of Market Value.

### Definition of Market Value (VS 3.2)

Valuations based on market value shall adopt the definition and the conceptual framework settled by the International Valuation Standards Council (IVSC):-

#### Definition

*“The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s-length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”*

#### Commentary

1. In applying market value, regard must also be had to the conceptual framework set out in paragraphs 31-35 of the IVS Framework, including the requirement that the valuation amount reflects the actual market state and circumstances as of the effective valuation date;
  - **IVS – 31A. “The Estimated Amount”**  
This refers to a price expressed in terms of money payable for the asset in an arm’s-length market transaction. Market Value is the most probable price reasonably obtainable in the market on the date of valuation in keeping with the Market Value definition. It is the best price reasonably obtainable by the seller and the most advantageous price reasonably obtainable by the buyer. This estimate specifically excludes an estimated price inflated or deflated by special terms or circumstances such as atypical financing, sale and leaseback arrangements, special considerations or concessions granted by anyone associated with the sale, or any element of Special Value.
  - **IVS – 31B. “A Property Should Exchange”**  
Refers to the fact that the value of an asset is an estimated amount rather than a predetermined amount or actual sale price. It is the price in a transaction that meets all other elements of the Market Value definition should at the valuation date.
  - **IVS – 31C. “On the Date of Valuation”**  
Requires that the value is time-specific as of a given date. Because markets and market conditions may change, the estimated value may be incorrect or inappropriate at another time. The valuation amount will reflect the actual market state and circumstances as of the effective valuation date, not as of either a past or future date. The definition also assumes simultaneous exchange and completion of the contract for sale without any variation in price that might otherwise be made.
  - **IVS – 31D. “Between a Willing Buyer”**  
This refers to one who is motivated, but not compelled to buy. This buyer is neither over-eager nor determined to buy at any price. This buyer is also one who purchases in accordance with the realities of the current market and with current market expectations, rather than in relation to an imaginary or hypothetical market that cannot be demonstrated or anticipated to exist. The assumed buyer would not pay a higher price than the market requires. The present owner is included amount those who constitute “the market”.
  - **IVS – 31E. “A Willing Seller”**  
Is neither an over-eager nor a forced seller prepared to sell at any price, nor one prepared to hold out for a price not considered reasonable in the current market. The willing seller is motivated to sell the asset at market terms for the best price attainable in the open market after proper marketing, whatever that price may be. The factual circumstances of the actual owner are not a part of this consideration because the ‘willing seller’ is a hypothetical owner.

- **IVS – 31F. “In An Arm’s-length Transaction”**  
Is one between parties who do not have a particular or special relationship (for example, parent and subsidiary companies or landlord and tenant) that may make the price level uncharacteristic of the market or inflated because of an element of Special Value (defined in paragraphs 44-47 of the IVS Framework). The Market Value transaction is presumed to be between unrelated parties each acting independently.
  - **IVS – 31G. “After Proper Marketing”**  
Means that the property would be exposed to the market in the most appropriate manner to effect its disposal at the best price reasonably obtainable in accordance with the Market Value definition. The method of sale is deemed to be that most appropriate to obtain the best price in the market to which the seller has access. The length of exposure time is not a fixed period but will vary according to the type of asset and market conditions. The only criterion is that there must have been sufficient time to allow the asset to be brought to the attention of an adequate number of market participants. The exposure period occurs prior to the valuation date.
  - **IVS – 31H. “Wherein The Parties Had Each Acted Knowledgeably, Prudently”**  
Presumes that both the willing buyer and the willing seller are reasonably informed about the nature and characteristics of the asset, its actual and potential uses and the state of the market as of the valuation date. Each is further presumed to use that knowledge prudently to seek the price that is most favourable for their respective positions in the transaction. Prudence is assessed by referring to the state of the market at the valuation date, not with benefit of hindsight at some later date. For example, it is not necessarily imprudent for a seller to sell assets in a market with falling prices at a price that is lower than previous market levels. In such cases, as is true for the other exchanges in markets with changing prices, the prudent buyer or seller will act in accordance with the best market information available at the time.
  - **IVS – 31H. “And Without Compulsion”**  
Establishes that each party is motivated to undertake the transaction, but neither is forced or unduly coerced to complete it.’
  - **IVS – 32** The concept of market value presumes a price negotiated in an open and competitive market where the participants are acting freely. The market for an asset could be an international market or a local market. The market could consist of numerous buyers and sellers, or could be one characterised by a limited number of market participants. The market in which the asset is exposed for sale is the one in which the asset being exchanged is normally exchanged.
  - **IVS – 33** The market value of an asset will reflect its highest and best use. The highest and best use is the use of an asset that maximises its productivity and that is possible, legally permissible and financially feasible. The highest and best use may be for continuation of an asset’s existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid.
  - **IVS – 34** The highest and best use of an asset valued on a stand-alone basis may be different from its highest and best use as part of a group, when its contribution to the overall value of the group must be considered.
  - **IVS – 35** The determination of the highest and best use involves consideration of the following:
    - To establish whether a use is possible, regard will be had to what would be considered reasonable by market participants,
    - To reflect the requirement to be legally permissible, any legal restrictions on the use of the asset, eg zoning designations, need to be taken into account
    - The requirement that the use be financially feasible takes into account whether an alternative use that is physically possible and legally permissible will generate sufficient return to a typical market participant, after taking into account the cost of conversion to that use, over and above the return on the existing use.
2. The basis of Market Value is an internationally recognised definition. It represents the figure that would appear in a hypothetical contract of sale at the valuation date. Valuers need to ensure that in all cases the basis is set out clearly in both the instructions and the report.
  3. Market Value ignores any existing mortgage, debenture or other charge over property.



4. Notwithstanding this general exclusion of special value where the price offered by prospective buyers generally in the market would reflect an expectation of a change in the circumstances of the property in the future, this element of 'hope value' is reflected in Market Value. Examples of where the hope of additional value being created or obtained in the future may impact on the Market Value include:
- The prospect of development where there is no current permission for that development; and
  - The prospect of 'synergistic value' arising from merger with another property or interests within the same property at a future date.



**Committee: Cabinet**

**Agenda Item**

**Date: 17 September 2015**

**14**

**Title: Developer Contributions Guidance**

**Portfolio Holder: Cllr Barker, Deputy Leader and Cabinet Member for Environmental Services**

**Key decision: No**

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### Summary

1. At its meeting in January 2014 Cabinet adopted a revised Developer Contributions Guide.
2. This updated document responded to the Governments change of national Guidance and removed the requirement for affordable housing contributions on schemes under 10 units.

### Recommendations

3. To adopt a revised Developer Contributions Guidance, which is in accordance with the updated National Planning Practice Guidance, as a material planning consideration.

### Financial Implications

4. The charges will give rise to an increased income stream that will be held by the Planning Department, monitored by the S106 officer and used to fund new affordable housing within the district.

### Background Papers

5. None

### Impact

- 6.

Communication/Consultation	The adopted document will be placed on the website.
Community Safety	No impact.
Equalities	The requirement will affect all equally.
Health and Safety	No impact.
Human Rights/Legal Implications	No impact.

Sustainability	No impact.
Ward-specific impacts	Affects all wards
Workforce/Workplace	To consider as part of planning application process.

**Situation**

7. At its meeting in January 2015 Cabinet adopted a Developer Contributions Guide.
8. This updated document responded to the Governments change of national Planning Policy Guidance (PPG) and removed the requirement for affordable housing contributions on schemes under 10 units.
9. The amended national Guidance was challenged through the Judicial Review process by two Councils (Reading Borough Council and West Berkshire Council). This challenge was successful and the amended process by which the amended paragraphs were inserted in to the PPG were found to be unsound and quashed.
10. As a result the Council is able to collect financial contributions for affordable housing on schemes of under 10 units providing it has the evidence to support this.
11. The current Strategic Housing Market Assessment (SHMA) highlights the high affordable housing need within the District and the Council has carried out a viability assessment of the proposed policy approach which found it to be affordable.
12. The change to the Developer Contribution Document would reinstate the position the Council was in at January 2015.
13. Cabinet should note that this document will need to be updated/alterd again very shortly following the publication of the new SHMA.

**Conclusion**

14. It is recommended that the Developer Contributions Guidance be updated in accordance with the National Planning Practice Guidance.
15. The Council has considered the need for clear guidance for developers and has produced a document which will be made publically available.

## Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
Not all required contributions listed.	1 – The document states that it is not exclusive. Those listed are the main requirements.	1 – Additional requirements from sites can be included.	Carefully considered what is included within document.
Developer does not comply with adopted Guidance.	2 – Developers may challenge the requirements. Clear planning justification lies behind the requirements which will be set out in these instances.	2 – Refusal to comply may result in refusing the application leading to appeal or resubmission.	Publish document so that requirement is clearly set out. Raise through pre-application meetings.
Contributions collected insufficient to cover associated costs.	2 – Historically the contributions collected have not covered the associated costs for the predicted period.	2 – funding therefore needs to be provided from other Council sources to make up difference.	Clearly set out requirements and calculate the contributions required in detail. Refuse to accept transfer of land where contributions proposed are deemed to be insufficient.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



**Developer Contributions**  
**Guidance Document**

**Adopted as a 'Material Consideration' September 2015**

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## 1.0 Introduction

- 1.1 This document is a Guidance Document, which supplements infrastructure delivery policies. The Guidance Document is intended as a guide to developers of residential schemes. It will also ensure the consistent application of policies by the Council. The Guidance Document does not address issues relating to provision or use of other Developer Contributions. Such issues will be considered during the consideration of individual applications. By publishing this guidance the Council wishes to establish a set of procedures which will assist developers in making applications and thus help to minimise planning delays. A systematic approach and the introduction of regular monitoring will ensure efficient use of resources.
- 1.2 Affordable Housing, Recreation Open Space provision, Landscaping and Education contributions, amongst others, are required for new housing development in recognition that the incoming residents will need access to amenities, often generating a requirement for additional or improved facilities. Contributions towards highway improvements may also be required on a site by site basis. New houses place a burden on existing provision which is deficient in many areas. The provision of conveniently located, accessible, safe and attractive communal facilities integrated into, or in close proximity to, residential areas can substantially improve the quality of life of residents and has social and health benefits.
- 1.3 The Council has recently reviewed and updated its Statement of Community Involvement (SCI) to take into account the changes in legislation over recent years. The SCI sets out the consultation process the Council will adopt for all planning applications and pre-application processes. In addition it highlights the need to involve Parish and Town Councils early in the process of developing proposals and in the delivery of S106 obligations.

## 2.0 Affordable Housing

- 2.1 The Council has adopted a Housing Strategy (2012) which sets out the Councils approach to housing provision over the next 3 years. This document has been prepared alongside the new Local Plan to ensure that the needs highlighted can be delivered through new development.

The Key Objectives are:

- To meet the housing requirement for Uttlesford and to make sure that the housing being provided creates balanced communities by delivering sustainable, safe, attractive and healthy places to live while meeting local housing needs in terms of type and tenure including affordable and special needs housing.
- To provide and maintain accommodation that meets the needs of older people living in Uttlesford.
- To maintain our housing to a high standard ensuring our tenants have a good quality of life.

- 2.2 Affordable Housing is defined in the National Planning Policy Framework (2012) and this definition is adopted by the Council.

‘Affordable housing: Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.’

2.3 The Council commissioned a Strategic Housing Market Area Assessment which identified the need for affordable housing market type and tenure across the District. As a result of this the Council will require a specific mix per development proposal which can be supplied as part of pre-application discussions.

2.4 The Strategic Housing Market Area Assessment supports the provision of a range of affordable housing:

Affordable housing provision (rounded up to the nearest whole number)

- 40% on sites of 15 or more dwellings or sites of 0.5ha or more;
- 20% on sites of 5-14 dwellings or sites between 0.17ha and 0.49ha or an equivalent financial contribution as advised by the District Council; and
- Financial contribution on sites of 2-4 dwellings

The Council will expect this to be complied with on all planning proposals unless it can be evidenced to the satisfaction of the Council that these requirements would render the development unviable. In these circumstances the council will require an ‘open book approach’ and will appoint an independent expert to review the submission. The developer will be expected to pay the costs of this independent review.

2.5 Developments which are contrived to try and avoid the clear policy requirements will be resisted. The Council will expect the schemes to comply with policy requirements as if the schemes were submitted jointly as one proposal. For example:

- a development of 14 houses at a very low density, out of character with the surrounding area, will be resisted.
- a scheme for 3 houses which has been broken down into applications for individual units in order to avoid affordable housing contributions will be resisted.
- the sub-division of sites into two or more smaller developments in an attempt to avoid a higher provision of affordable housing will be resisted.

2.6 The Council encourages meeting affordable housing requirements through one of its preferred Registered Providers (RP), who have the management abilities and local knowledge to effectively manage new affordable housing.

2.7 The Council will calculate the financial contribution on sites of 2 – 4 dwellings in 2.4 above as follows:

- 4 unit development – would provide 80% of the build cost of an affordable unit
- 3 unit development – would provide 60% of the build cost of an affordable unit
- 2 unit development – would provide 40% of the build cost of an affordable unit

The payment will be index linked.

2.8 For the financial year 2015/16 and 2016/17 the build cost of an affordable unit will be set at £125,000. This figure will be reviewed yearly and altered to take into account prevailing build costs.

2.9 The Council will expect the following tenure, mix, distribution etc to be followed:

Tenure split

- 70% Affordable Rented or Social Rented Tenure (Rents in line with Government guidance)
- 30% Shared Ownership Tenure (Affordability to be a maximum of 30% of total household income) (Maximum of 2.75% charge on remaining rent)

Housing mix

- Predominantly a mix of one, two and three bedroom houses (1 bedroom 2 person, 2 bedroom 4 person and 3 bedroom 5 person houses to be provided)
- 5% of total units one and two bedroom elderly person bungalows across tenure

Properties should be provided in clusters of no more than 10 units and the clusters should not be contiguous.

Lifts will be required in blocks of flats over two-storey.

### **3.0 Recreation Open Space**

3.1 Recreation open space is defined according to the 'Fields in Trust' definition of outdoor playing space. That is:

*"space which is available for sport, active recreation or children's play, which is of suitable size and nature for its intended purpose and safely accessible and available to the general public."*

3.2 This definition includes:

- facilities such as pitches, greens, courts, athletics tracks and miscellaneous sites such as croquet lawns and training areas in the ownership of local government;
- facilities as described above within the educational sector which are, as a matter of practice or policy, available for public use;
- facilities as described above within the voluntary, private, industrial and commercial sectors which serve the leisure time needs for outdoor sport of their members or the public;
- outdoor equipped playgrounds for children of whatever age;
- play facilities for children which offer specific opportunities for outdoor play, such as adventure play grounds.

#### **Definition and provision of Children's Playspace**

3.3 The 'Fields in Trust' makes a distinction between equipped and informal playspace. Equipped playspace is an area of land specifically dedicated for children to use for play, which will usually include play equipment. Informal or

casual playspace is open space of a useful size and safe location providing opportunities for informal play activities.

- 3.4 Two categories of equipped playspace are sought as part of new development. The first, the local equipped area for play or LEAP, is intended for children of early school age and should be located close to people's homes. It has a minimum area of 400 square metres and contains at least 5 pieces of play equipment with safety surfaces and preferably buffer zones or landscape screening around the activity area.
- 3.5 The second, the neighbourhood equipped area for play or NEAP, is larger and equipped for both young and older children. It has a minimum area of 1,000 square metres and contains at least 8 pieces of play equipment with safety surfaces, a kickabout area and wheeled play area, with buffer zones or landscape screening around the activity area.
- 3.7 Residential developments of 10 or more dwellings will be required to meet the need for children's play on site as part of the overall development proposals. This provision should be to a minimum rate of 0.2 ha per thousand population.
- 3.8 Residential development of 10 or more dwellings will be required to provide amenity greenspace on site as part of the overall development proposals. This provision should be at a minimum of 0.8 ha per thousand population.

#### **Completion of Recreation Open Space Provision**

- 3.9 On completion of the on-site provision, and prior to occupation of the first dwelling (or such other time as agreed), the developer will notify the Council in writing. Council Officers will convene a site inspection to ensure that all requirements of the planning permission have been met. Upon completion of works to the written satisfaction of the Council, the transfer of the open space will be arranged to the appropriate Town or Parish Council together with the maintenance contribution. Where the recreation open space is to remain in the ownership of the developer, or under the ownership of a Management Company, an agreement will be required to ensure that the site is adequately maintained and will be retained as recreation open space with public access. The maintenance contribution will be index linked.

#### **Maintenance of Recreation Open Space**

- 3.10 The Council considers that the best owners and maintainers of the land are the appropriate Town/Parish Council. Developers should open discussions with these bodies at the earliest opportunities, assisted by Council officers. The developer will pay the legal costs for both parties of the transfer. The developer will be responsible for maintenance until such time as the transfer takes place. At the time of the transfer, the developer will be required to pay a sum for future maintenance. The value of the payment will be calculated as being sufficient (with interest) to cover 20 years maintenance and will be ring-fenced for use in upgrading and maintaining facilities. The calculation of the costs will normally be based on published price book estimating rates and prices. Beyond this, future maintenance and other recurrent expenditure will be borne by the authority in which the asset is vested. The payment will be index linked.

**As an example the maintenance costs at March 2013 are as follows:**

**Maintenance cost for equipped play area to LEAP standard.**

Annual maintenance cost per 400m <sup>2</sup> play area (£)	£6,869.12 per annum
Cost per m <sup>2</sup> (£)	£343.45 for 20 years maintenance

**Maintenance cost for equipped play area to NEAP standard.**

Annual maintenance cost per 1000m <sup>2</sup> play area (£)	£13,685.80 per annum
Cost per m <sup>2</sup> (£)	£273.71 for 20 years maintenance

**4.0 Landscaping**

4.1 The Council aims to lead the process of ensuring high quality landscaping of residential development throughout the District. The guidance focuses on the issues which should be addressed by developers in formulating proposals and which the Council will have regard to in considering applications for residential development. The intention is to aid all those involved in the development process: developers, architects, and landowners. To achieve the objective of high quality development the Council encourages early contact and discussion with potential applicants prior to formal submission.

**Landscape structure**

4.2 All larger developments should be designed around a landscape structure. A scoping study early in the design process will assist in identifying the opportunities and constraints on a site and inform the development of a landscape master plan.

**Existing landscape features**

4.3 Existing landscape features such as trees, hedgerows, watercourses should be identified and where appropriate retained and suitably integrated into developments, together with the provision of sufficient open space in their vicinity to ensure they and their visual setting is protected. Where existing trees, and hedgerows, are proposed to be removed the layout should include proposals for compensatory planting.

**Edge of settlements**

4.4 The integration of development at the edges of settlements is important and buffer planting will normally be required to help assimilate and soften its impact on the countryside. Native species and mixtures characteristic of the locality will be required. Broad agricultural type hedgerows, and hedgerows in combination with ‘copse’ planting (normally with a dominant species) shall be required to provide buffer planting. Such planting will contribute to the promotion of biodiversity.

**Public open spaces**

4.5 Open space areas should be suitably located and of appropriate proportions to their use and setting. Narrow or peripheral areas which are difficult to access or maintain will not be considered appropriate. Open space provisions should form an integral part of the design and layout and meet the need generated by the development.

**Private Gardens**

- 4.6 In low density developments front gardens should be designed to allow the planting of trees and shrubs to enhance the visual quality of the development. Hedges should be used to provide enclosure and to provide a unifying element within the development.

**Land drainage and attenuation structures**

- 4.7 The surface water run-off system should be formulated as an integral part of the landscape design. Attenuation structures should contain a permanent body of water to contribute to bio-diversity and provide a landscape feature. They should be designed to reduce risks to people or animals from drowning.

**External lighting**

- 4.8 External lighting provisions should be designed to ensure that light spillage into the countryside is reduced to a minimum.

**Wildlife mitigation areas**

- 4.9 Many developments contain wildlife mitigation areas which will be subject to specific management regimes over a number of years. Details will need to be provided and considered as part of the planning application.

**Maintenance of landscaping areas**

- 4.10 The Council considers that the best owners and maintainers of the land are the appropriate Town/Parish Council. Developers should open discussions with these bodies at the earliest opportunities, assisted by Council officers. The developer will pay the legal costs for both parties of the transfer. The developer will be responsible for maintenance until such time as the transfer takes place. At the time of the transfer, the developer will be required to pay a sum for future maintenance. The value of the payment will be calculated as being sufficient (with interest) to cover 20 years maintenance and will be ring-fenced for use in upgrading and maintaining facilities. The calculation of the costs will normally be based on published price book estimating rates and prices. The payment will be index linked. Beyond this, future maintenance and other recurrent expenditure will be borne by the authority in which the asset is vested.

**5.0 Education contributions**

- 5.1 Essex County Council (ECC) is the Education Authority for the District. ECC have published a 'Developers' Guide to Infrastructure Contributions' which sets out how contributions for Education are calculated. The current document was published in 2010 but this will be periodically updated and the most recent version will be used.
- 5.2 Essex County Council Council will request contributions towards pre-school, primary, secondary and sixth form/post 16 schooling where these are justified by evidence from ECC. The provision of land is often sought from larger developments.

**6.0 Planning Obligations**

- 6.1 The Council will require developer contributions to be secured through a planning obligation which will normally be prepared by the Assistant Chief Executive – Legal.
- 6.2 Obligations need to meet the tests set out in the National Planning Policy Framework:
  - Necessary to make the development acceptable in planning terms;
  - Directly related to the development; and
  - Fairly and reasonably related in scale and kind to the development.
- 6.3 The Council will take account of changes in the market over time and this is explicit in the relevant planning policies.
- 6.4 The Council has a standard obligation and clauses which are attached as an appendix to this Guidance Document and will be used by the Council to prepare each obligation.
- 6.5 The Council will use the Retail Price Index to Index link all the payments due. For Education payments the Index used is the Department for Business Innovation and Skills Tender Price Index of Public Sector Building Non-housing (PUBSEC Index).
- 6.6 The estimated interest rate will be determined with reference to LIBOR 20 year swap rates.
- 6.7 As part of pre-application discussions the Council will wish to agree Heads of Terms and commence drafting an obligation. This does not mean the Council pre-determines applications and the process will be carried out ‘subject to planning assessment and resolution’.
- 6.8 The approval of all major planning applications is a matter for the Planning Committee and the Heads of Terms and justification will be clearly set out in the committee report. The report will set out a timescale for completion of the legal obligation. Failure to complete the agreement within the given timescale will result in the application being refused for the reasons as set out in the committee report. It is therefore important to ensure that all necessary legal issues and titles to land are up to date prior to submitting an application.
- 6.9 The Council will include within the legal obligation a developer contribution to monitor the contributions received. The contributions payable are set out below:

Details	Fee	Calculations/Methodology
Hourly rate for 2015/16	£54	
Minimum charge	£810	£54 x 15hrs
Occupational or future trigger	£1296	£54 x 24hrs
Clause with commencement trigger	£810	£54 x 15hrs
Clause with future trigger	£1296	£54 x 24hrs

Clause with over 5 yrs monitoring	£2376	£1296 + £1080 (4x1hrx5yrs)
Clause with over 10 yrs monitoring	£3456	£1296 + £2160 (4x1hrx10yrs)
Clause with over 15 yrs monitoring	£4536	£1296 + £3240 (4x1hrx15yrs)

- 6.10 The Council considers that phasing will occur in larger development schemes and will therefore require a bespoke arrangement to ensure that monitoring contributions are paid on the commencement/occupation of each phase.
- 6.11 The hourly rate will be reviewed yearly. Once the s106 agreements are agreed, the monitoring fees will be paid on completion of the deed, along with the council's legal fees.
- 6.12 The charges reflect officer time involved in draft discussions, compliance, recording of payment, proof of expenditure, meetings, all correspondence, site visits and data entry. The obligation will then be monitored for correct expenditure and audit trail. All obligations will require some degree of these elements even if they are paid on commencement. The minimum amount of officer time that will be attributed to managing one clause has been set as a minimum charge per clause. The occupational/future obligations result in increased site visits and therefore are higher.
- 6.13 Obligation triggers that require monitoring over 5 years will require quarterly checks and so reflect the extended nature of their compliance dates.

## **7.0 Further Information**

- 7.1 For queries on planning matters you are encouraged to consult the Council's Planning Officers who will be pleased to assist.
- Telephone: (01799) 510510  
 Fax: (01799) 510550  
 E-mail: [planning@uttlesford.gov.uk](mailto:planning@uttlesford.gov.uk)  
 Or write to: Assistant Director Planning and Building Control, Council Offices,  
 London Road, Saffron Walden, Essex, CB10 4ER.

## **8.0 Useful References**

- 8.1 This Guidance Document can be viewed on the Council's website ([www.uttlesford.gov.uk](http://www.uttlesford.gov.uk))

Uttlesford Local Plan 2005

Essex Design Guide 2005.

National Planning Policy Framework 2012.

Planning Policy Guidance.

The Department for Communities and Local Government (DCLG).  
 How to Guide: Parks and Open Spaces, ODPM, 2005.



Fields in Trust. Six Acre Standard 2001

Royal Society for the Prevention of Accidents  
Publish useful guides, recommendations and technical advice.

BS EN 1176 Playground Equipment Parts 1-7

BS EN 1177 Impact Absorbing Playground Surfacing, Safety Requirements and Test Methods (used in conjunction with BS 7188)

PAS 30 Multi-Games Facilities

PAS 35 Wheeled Facilities

Sport England: Design Guidelines.

For guidance on meeting the needs of disabled people, refer to:

Sport England Design Guidance Note: *Access for Disabled People, 2002*

NPFA: *Can Play, Will Play Playgrounds for Disabled Children*

Town and Country Planning Association (TCPA): *Biodiversity by Design, 2004*

Football Foundation Organisation

**Appendix**  
**S106 draft – Major projects**

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Schedule 1	The Permission	
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**AN AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_ between **UTTLESFORD DISTRICT COUNCIL** of Council Offices London Road Saffron Walden Essex CB11 4ER (hereinafter referred to as UDC) of the first part [*Name, company registration number and registered office address*] (hereinafter called the “Developer”) of the second part [*Name, company registration number and registered office address*] (hereinafter called “the Owner”) of the third part and [*Name, company registration number and registered office address*] (hereinafter called “ the Mortgagee”) of the fourth part

1. Definitions

1.1. “the 1972 Act” shall mean the Local Government Act 1972

1.2. “the 1990 Act” shall mean the Town & Country Planning Act 1990

1.3. “the 1999 Act” shall mean the Contracts (Rights of Third Parties) Act 1999

1.4. “the 2000 Act” shall mean the Local Government Act 2000

1.5. “the Land” shall mean the land shown on the Plan edged in red

1.6. “Date of Grant” shall mean the date the Permission is issued by UDC

1.7. “the Development” shall mean the development authorised by the Permission

1.8. “Implementation” shall mean the implementation of the Permission by the carrying out of any material operation (as defined by s. 56 of the 1990 Act) pursuant to the permission PROVIDED ALWAYS for the purposes of this Agreement Implementation shall exclude:

- a. demolition
- b. site survey
- c. ecological survey
- d. archaeological survey
- e. remediation
- f. erection of fences or hoardings

and Implement and Implemented shall mutatis mutandis be construed accordingly

1.9. “Implementation Date” shall mean the date specified by the Developer to the Authorities in a written notice served upon the Authorities as the date upon which the development authorised by the Permission is to be commenced or if no such notice is served the date of Implementation

1.10. “Legal Charge(s)” shall mean (a) legal charged dated \_\_\_\_\_ and made between the Owner of the one part and the Mortgagee of the other part referred to in the Charges Register of Title of the Land

1.11. “the Permission” shall mean the planning permission (a draft of which is annexed at Schedule 1) granted by UDC in respect of the Planning Application

1.12. “the Plan” shall mean the plan at Schedule 2

1.13. "the Planning Application" shall mean the application made by the Developer under reference number UTT/        for

2. Recitals

2.1. UDC is the District Planning Authority within the meaning of the 1990 Act for the District in which the Land is situated

2.2. The Owner is registered at HM Land Registry as proprietor of the Land with freehold title under the Title Numbers set out in Schedule 3 subject to the Legal Charge(s)

2.3. The Developer has made the Planning Application to UDC

2.4. UDC the Owner and the Developer have agreed to enter into this agreement pursuant to the operative powers described in clause 3 for the purpose of regulating the Development and use of the Land

2.5. It is the intention of the parties that this agreement shall remain in full force and effect until such time as it is replaced by a further agreement pursuant to s.106 and s.106A of the 1990 Act

3. Enabling Powers and Obligations

3.1. This agreement is entered into pursuant to section 106 of the 1990 Act section 111 of the 1972 Act and section 2 of the 2000 Act.

3.2. Such of the covenants contained herein as are capable of being planning obligations within the meaning of section 106 of the 1990 Act are declared to be planning obligations and as such are enforceable by UDC

4. Obligations undertaken by the Owner the Developer and the Mortgagee

4.1. With the intent that the Land shall be subject to the obligations and restrictions contained in this agreement for the purpose of restricting or regulating the Development and use of the Land so that the provisions of this agreement shall be enforceable against the Owner the Developer and (but only for so long as the Mortgagee is in possession of the Land) the Mortgagee and their successors in title the Owner the Developer and the Mortgagee hereby jointly and severally covenant with UDC to observe and comply with the obligations contained in Schedule 3

4.2. The liability of the Owner and the Developer under this agreement shall cease once they have parted with their interest in the Land or any relevant part thereof (in which event the obligations of the Owner or the Developer under this agreement shall cease only in relation to that part or those parts of the Land which is or are transferred by them) but not so as to release either party from liability for any breaches hereof arising prior to the transfer

5. Notice of Implementation

5.1. The Developer will give UDC not less than 28 days notice of its intention to implement the permission specifying the intended Implementation Date

5.2. Forthwith upon Implementation the Developer will give UDC notice of Implementation

6. Provisos and Interpretation

6.1. No provision of this agreement shall be interpreted so as to affect contrary to law the rights powers duties and obligations of UDC in the exercise of any of its statutory functions or otherwise

6.2. If any provision of this agreement shall be held to be unlawful or unenforceable in whole or in part under any enactment or rule of law such provision shall to that extent be deemed not to form part of this agreement and the enforceability of the remainder of this agreement shall not be affected

6.3. No waiver (whether express or implied) by UDC of any breach or default in performing or observing any of the obligations covenants or terms and conditions of this agreement shall constitute a continuing waiver and no such waiver shall prevent UDC from enforcing any of the said obligations covenants or terms and conditions or from acting upon any subsequent breach or default

6.4. Insofar as any parts of this agreement may be subject to the rule against perpetuity those parts shall remain in force for as long as any of the provisions hereof remain to be performed or observed or 125 years whichever shall be the shorter

6.5. [References in this agreement to sums of money shall be deemed to mean that sum plus a percentage thereof calculated on 1<sup>st</sup> March in each year (hereinafter called the "Review Date") equivalent to the percentage increase in the Retail Price Index from the date hereof to each Review Date until the Developer shall have paid the full and final amount of such sums to the organisation entitled to receive the same under the terms of this agreement to be calculated pro rata in the case of any balance of such sums remaining unpaid at each Review Date]

6.6. Any provision contained in this agreement requiring the consent or approval of any party hereto shall be deemed to incorporate a proviso that such consent or approval shall not be unreasonably withheld or delayed

6.7. The headings in this agreement do not affect its interpretation

6.8. Unless the context otherwise requires references to sub-clauses clauses and schedules are to sub-clause clauses and schedules of this agreement

6.9. Unless the context otherwise so requires:

- 6.9.1. references to UDC the Owner and the Developer include their permitted successors and assigns
- 6.9.2. references to statutory provisions include those statutory provisions as amended or re-enacted; and
- 6.9.3. references to any gender include both genders

7. Agreements and Declarations

- 7.1. The obligations contained in Schedule 4 shall take effect only upon the Implementation Date (save where expressly stated to the contrary in Schedule 3) and in the event that the Planning Application is refused or the Permission not implemented and expires the obligations contained in Schedule 3 shall absolutely cease and determine without further obligation upon the Owner or the Developer or their successors in title
- 7.2. The obligations contained in Schedules 3 shall absolutely cease and determine without further obligation upon the Owner or the Developer or its successors in title if the Permission is revoked is modified without the consent of the Owner and the Developer expires or if a separate planning permission is subsequently granted and implemented which is incompatible with the Permission
- 7.3. Save as specifically provided in Schedule 3 nothing in this agreement shall prohibit or limit the right to develop any part of the Land in accordance with any planning permission (other than one relating to the Development)
- 7.4. This agreement constitutes a Local Land Charge and shall be registered as such provided that the Authorities will upon the happening of any of the eventualities referred to in paragraphs 7.1. and 7.2. of this Part or upon the determination of this agreement howsoever determined procure the removal of any entry made on the Local Land Charges Register in respect of or related to this agreement

8. Exclusion of the 1999 Act

For the purposes of the 1999 Act it is agreed that nothing in this agreement shall confer on any third party any right to enforce or any benefit of any term of this agreement

9. Notices

- 9.1. Any notices required to be served on or any document to be supplied or submitted to any of the parties hereto shall be sent or delivered to the address stated in this agreement as the address for the receiving party or such other address as shall from time to time be notified by a party to this agreement as an address at which service

of notices shall be accepted or (in the case of a limited company) at its registered office

9.2. Any notices to be served or documents to be supplied or submitted or applications for approval under the terms of this agreement to be made which are addressed to UDC shall be addressed to the Head of Planning Services of that Council

10. Entire Agreement

This agreement the schedules and the documents annexed hereto or otherwise referred to herein contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements arrangements and understandings between the parties relating to that subject matter

11. Costs

Upon the execution of this agreement the Developer will pay the reasonable costs of UDC in connection with the negotiation and preparation thereof

**IN WITNESS WHEREOF** the parties hereto have executed this agreement as a deed the day and year before written

**SCHEDULE 1  
(The Permission)**

**SCHEDULE 2  
(The Plan)**

**SCHEDULE 3  
(Obligations entered into with UDC)**

## Appendix

### S106 draft – Minor projects

**AN AGREEMENT** made the                      day of                      two thousand and  
between **UTTLESFORD DISTRICT COUNCIL** of Council Offices London Road Saffron  
Walden Essex CB11 4ER (hereinafter referred to as UDC) of the one part and ***[Name and  
Address of Owner]*** (hereinafter referred to as the Owner) of the other part

#### 12. Definitions

- 12.1. “the 1990 Act” shall mean the Town & Country Planning Act 1990
- 12.2. “the Development” shall mean the development authorised by the Permission
- 12.3. “the Land” shall mean the land and buildings situate at *[Insert address]* shown  
on the Plan edged in red
- 12.4. “Implementation” shall mean the implementation of the Permission by the carrying  
out of any material operation (as defined by s. 56 of the 1990 Act) pursuant to the  
permission PROVIDED ALWAYS for the purposes of this Agreement Implementation  
shall exclude:
- g. demolition
  - h. site survey
  - i. ecological survey
  - j. archaeological survey
  - k. remediation
  - l. erection of fences or hoardings
- and Implement and Implemented shall mutatis mutandis be construed accordingly
- 12.5. “the Permission” shall mean the planning permission (a draft of which is  
annexed) granted by UDC in respect of the Planning Application
- 12.6. “the Plan” shall mean the plan annexed
- 12.7. “the Planning Application” means the application made by the Owner under  
reference number UTT/

#### 13. Recitals

- 13.1. UDC is the Local Planning Authority within the meaning of the 1990 Act for  
the District in which the Land is situated



13.2. The Owner is registered as proprietor of the Land at HM Land Registry with Title Absolute under title number

13.3. The Owner has made the Planning Application to UDC

13.4. UDC and the Owner have agreed to enter into this agreement pursuant to the operative powers described in clause 3 of this agreement for the purpose of regulating the Development and the use of the Land

#### 14. Enabling Powers and Obligations

14.1. This agreement is entered into pursuant to section 106 of the 1990 Act

14.2. The covenants contained herein are planning obligations within the meaning of section 106 of the 1990 Act and are enforceable by UDC as such.

#### 15. Covenants by the Owner

15.1. With the intent that the Land shall be subject to the obligations and restrictions contained in this agreement for the purpose of restricting or regulating the Development or the use of the Land so that the provisions of this agreement shall be enforceable against the Owner and her successors in title the Owner hereby covenants with UDC that *[insert details of obligations]*

15.2. The liability of the Owner under this agreement shall cease once she has parted with her interest in the Land but without prejudice to any antecedent liabilities

#### 16. Notice of Implementation

16.1. The Developer will give UDC not less than 28 days notice of its intention to implement the permission specifying the intended Implementation Date

16.2. Forthwith upon Implementation the Developer will give UDC notice of Implementation

#### 17. Agreements and Declarations

17.1. No waiver (whether express or implied) by UDC of any breach or default in performing or observing any of the obligations or covenants contained in this agreement shall constitute a continuing waiver and no such waiver shall prevent UDC from enforcing any of the said obligations or covenants or from acting upon any subsequent breach or default

17.2. This agreement constitutes a Local Land Charge and shall be registered as such

18. Costs

The Owner will pay the reasonable costs of UDC in connection with the negotiation and preparation of this agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement as a deed the day and year before written

**9.0 THE COMMON SEAL OF**

**UDC** was hereunto affixed  
in the presence of:-

Authorised Signatory

Authorised Signatory

**10.0 SIGNED AS A DEED BY**

**THE OWNER** in the presence of:-