



Uttlesford District Council

Chief Executive: John Mitchell

Cabinet

Date: Tuesday, 28 October 2014
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors H Rolfe (Leader and Chairman), S Barker, R Chambers, J Cheetham, V Ranger J Redfern and A Walters

Other attendees: Councillors S Harris, E Oliver, J Rich, J Salmon, L Wells (designated deputies) Councillors A Dean and R Lemon (oppositions group leaders), Councillor E Godwin (Chairman of Scrutiny Committee) and Councillor R Howell (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.**
To receive member apologies and declarations
- 2 Minutes of previous meeting** 5 - 14
To consider the minutes of the meeting on 17 September 2014
- 3 Matters arising.**
To consider any 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 the Performance and Audit and Scrutiny Committee
- 7 Presentation of petition**
To receive a petition from the De Vigier Resident Group
- 8 Treasury Management outturn 2013/14** 15 - 22
To consider the annual Treasury Management report
- 9 Treasury Management Strategy amendment 2013 14- draft** 23 - 28
To consider an amendment to the Treasury Management Strategy
- 10 Living Wage** 29 - 38
To consider a recommendation that Uttlesford becomes a Living Wage employer
- 11 PCSO Funding** 39 - 46
To consider the funding of additional PCSO's in the district
- 12 Uttlesford Local Development Scheme** 47 - 78
To receive the latest version of the LDS
- 13 Lavender Field Saffron Walden - Flood Relief Scheme** 79 - 88
To receive details of a proposed flood management scheme

- | | |
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| 14 Bentfield Green CAA
To receive the Conservation area appraisal | 89 - 150 |
| 15 Hazel End CAA
To receive the conservation area appraisal | 151 - 206 |
| 16 Chairman's urgent items
To consider items that the Chairman considers to be urgent. | |

MEETINGS AND THE PUBLIC

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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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For information about this meeting

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**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 17 SEPTEMBER 2014 at 7.00pm**

Present: Councillor H Rolfe – Leader (Leader)
Councillor S Barker – Deputy Leader and Executive Member for Environmental Services
Councillor R Chambers – Executive Member for Finance
Councillor J Cheetham – Executive Member for Aviation
Councillor V Ranger – Executive Member for Communities and Partnerships
Councillor J Redfern – Executive Member for Housing
Councillor A Walters – Executive Member for Community Safety

Also present: Councillors A Dean, E Godwin, M Lemon and J Salmon.

Officers in attendance: J Mitchell (Chief Executive), R Dobson (Principal Democratic Services Officer), S Ellis (Revenues Manager), (R Harborough (Director of Public Services), A Knight (Acting Assistant Director – Finance), C Oliva (Solicitor), M Tokley (Principal Accountant) and A Webb (Director of Finance and Corporate Services).

CA26

APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Leader said the petition which was to have presented to the Cabinet this evening would now be brought to the next meeting.

Apologies for absence were received from Councillors Howell, Redfern and Wells.

Councillor S Barker declared an interest in relation to the items on Local Council Tax Support and Council Tax Discount policy, as a member of Essex County Council.

CA27

MINUTES OF THE MEETING HELD ON 31 JULY 2014

The minutes of the meeting held on 31 July 2014 were received and signed by the Leader as a correct record.

CA28

MATTERS ARISING

- i) **Minute CA5 – 2013/14 Outturn**
Councillor S Barker said she had now written to Councillor Dean regarding a question about whether there was a link between a missed performance indicator on missed bin collection and staff sickness absence.

LOCAL COUNCIL TAX SUPPORT

Councillor Chambers presented a report on the transition from Council Tax Benefit to Local Council Tax Support (LCTS) and the financial outcomes of the first year of the scheme.

Councillor Chambers highlighted the main points of the report. The financial outcomes of the first year of the scheme had been better than expected due to a steady reduction in the total number of people claiming LCTS over the year. As a result, the Council was not required to provide any subsidy to ensure a cost neutral position for the main preceptors, County, Police and the Fire Service.

This was the second year of the LCTS scheme, and indications were that the scheme operating as expected with no significant issues arising. Councillor Chambers drew members' attention to the figures for 30 cases of exceptional hardship, which had required £9,292 of additional financial support. He said LCTS customers had paid over 92% of their Council Tax bills, which had been significantly more than anticipated.

Councillor Chambers said for the LCTS in 2013/14 the Council had committed funding of £212,000 in order to cover costs to the major preceptors, to preserve the costs neutrality position. However, this budgeted funding had not been used as the cost of the scheme in 2013/14 had been covered by government funding.

The 2014/15 LCTS scheme had been changed in only one respect, following consultation in December 2013, to increase the minimum amount paid by LCTS recipients from 8.5% to 12.5%. The exceptional hardship budget was increased from £10,000 to £15,000.

If further changes to the LCTS were required for 2015/16, consultation would have to take place by no later than 31 January 2015.

Councillor Chambers referred to the details set out in the report and said that in conclusion there was no demonstrable need to consider an increase in the figure of 12.5%. He said there was therefore not a strong case for further revisions to the scheme to be considered and he proposed the recommendation that Cabinet endorse the position that there should be no adjustments to the LCTS for 2015/16.

Councillor Dean joined the meeting at this point.

Members discussed the report. In reply to a question from the Leader, Councillor Chambers said the number of recipients of LCTS had reduced as the scheme had encouraged a number of people back into work.

Councillor Dean said as the £212,000 committed funding had not been used, the unused budget should be passed on to council tax payers.

Councillor Chambers said the government funding of £96,000 in the first year was to meet transition costs; the total number of recipients had reduced and a hardship fund had been budgeted for, as a prudent measure. As the £212,000 had not been needed, the sum would be returned to reserves to provide for future needs.

Councillor Dean said he wished to address this point to the Director of Finance and Corporate Services. Councillor Chambers said that as portfolio holder, the reply to this point was properly given by him, not officers.

The Leader asked at what point government support would cease. Councillor Chambers said it was expected that the council's LCTS would have to reduce by 30%, and that it was better to phase in the reduction over a number of years. Council staff were being proactive and last year customers had paid over 92% of their council tax bills.

Councillor Barker said it would be useful to have information about the proportion of pensioners and working age recipients of the scheme shown in the report. She endorsed the recommendations.

RESOLVED to endorse the position that there would be no adjustments to the Council's Local Council Tax Support Scheme for 2015/16.

CA30

FLOODING DUE TO ADVERSE WEATHER – COUNCIL TAX DISCOUNT POLICY

Councillor Chambers presented a report recommending that the Council adopt a Council Tax Adverse Weather Flood Relief policy, to provide a discount of 100% backdated to the date of the flooding this summer in Saffron Walden and Thaxted.

The policy would enable the Council to grant locally determined council tax discounts on properties affected by flooding and to enable the discount to be applied from 1 July 2014 for residents of the district who were flooded overnight on 27/28 July. Councillor Chambers said it was reasonable to have such a policy where households had been forced to decamp.

Councillor Barker said she supported the recommendation, but there could be other reasons than flooding which caused people to have to vacate their houses. The Council should look sympathetically at other potential cases such as where a main sewer burst, and as it stood the proposed policy did not include those situations.

Councillor Chambers said he would look into this proposal.

In reply to a question about costs, the Director of Finance and Corporate Services said that for the average Band D property the cost of the discount would amount to £350, so the cost would be £4,000.

RESOLVED

- 1 to approve the Flooding due to Adverse Weather Council Tax Discount policy
- 2 that the policy start date be backdated to 1 July 2014.

CA31

DEVOLUTION OF PUBLIC CONVENIENCE AT HILL STREET, SAFFRON WALDEN TO SAFFRON WALDEN TOWN COUNCIL

Councillor Chambers presented a report recommending that the Hill Street public convenience be transferred to Saffron Walden Town Council with a five year grant to assist with the upkeep. Councillor Chambers said discussions had taken place with the Town Council over several years. The proposal was in accordance with the Council's Strategic Solutions workstream in its Medium Term Financial Strategy, as it would devolve services which were more appropriately administered at a Town or Parish level

In reply to a question by the Leader regarding design costs, Councillor Chambers said the design would be chosen within a budget.

RESOLVED

- 1 That the freehold of the piece of land as shown in Appendix One to the report be transferred to Saffron Walden Town Council at no cost at the earliest possible date following the refurbishment of the facility
- 2 That the Council agree to pay to Saffron Walden Town Council a five year grant, to assist with the upkeep of the public convenience, as set out in paragraph 13 of this report.

CA32

CONTRIBUTION TO PROVISION OF NEW TOILET FACILITIES AT STANSTED

Councillor Chambers presented a report recommending that the Council provide a grant to Stansted Parish Council in the sum of £30,000 towards the provision of new toilet facilities at the new Crafton Green Community Centre.

This proposal would enable the Council to support the provision of toilet facilities at the redeveloped Crafton Green site, following termination of a "Supaloo" contract in 2009, following which a community toilet scheme had been in existence. The contribution to the provision of facilities at the redeveloped Crafton Green Community Centre was within the terms of the discussions held in 2009 between the Parish and District Council.

The Leader said he endorsed the position reflected in the earlier discussions. This proposal was consistent with their expectation.

Councillor Dean suggested the Council could in addition to the capital grant make a contribution to running costs of the public convenience, and could continue the community toilet scheme.

The Leader said in discussions with Stansted Parish Council about the redevelopment of facilities at Crafton Green these options had not been requested.

RESOLVED

- 1 that the sum of £30,000 be given to Stansted Parish Council as a contribution towards the provision of toilets at the new Crafton Green Community Centre
- 2 the £30,000 cost identified above be funded from the New Homes Bonus Contingency Reserve.

CA33

APPRENTICESHIPS

Councillor Chambers presented a report seeking funding to commence a new round of apprenticeship recruitment. This was a good news story for the Council, and he thanked Councillor Barker for her instrumental role in bringing this scheme about. He said for many young people university was not an option, and apprenticeships were often overlooked, so he was delighted that this scheme was working so successfully. He detailed the outcomes for the current apprentices, three of whom were now in full time employment with the Council.

Councillor Lemon said this was an excellent scheme, making good use of the new homes bonus money. He asked whether the number of apprenticeships could be increased over the years.

Councillor Chambers said this would be his aim if he remained portfolio holder. There were many places in Uttlesford where it was difficult to fill vacancies, and this scheme provided local young people with work experience.

Councillor Dean asked how the new apprentice posts would be advertised, and why funding was to come from the new homes bonus, and not from the strategic initiatives fund.

The Director of Finance and Corporate Services said advertising would be done through an apprenticeship agency. This scheme did not meet the five criteria for the strategic initiatives fund, so the costs were being met from the new homes bonus.

Councillor Cheetham said she was delighted to support this scheme and hoped that encouragement would be given to the Council's partners to do the same.

The Leader agreed businesses would be encouraged to take up such schemes.

RESOLVED

- 1 to approve a further tranche of apprenticeships as set out in the report
- 2 the sum of £40,000 be allocated from the New Homes Bonus Contingency Reserve to fund the apprenticeships.

CA34 **MUSEUM ACCREDITATION POLICIES**

Councillor Ranger presented a report seeking approval of policies relating to Saffron Walden Museum, as part of its Arts Council England accreditation process. There were two new policies, the Care and Conservation Policy and the Environmental Sustainability Policy. The Collections Development Policy had been reformatted to meet new Arts Council England requirements, but was otherwise unchanged. The remaining policies were revised versions of those which had previously been in force. Councillor Ranger asked Cabinet to approve the policies and accompanying equalities impact documents.

RESOLVED to

- a. Approve the Collections Development Policy
- b. Approve the Customer Care Policy
- c. Approve the Documentation Policy and Plan
- d. Approve the Environmental Sustainability Policy
- e. Approve the Learning Policy
- f. Approve the Care and Conservation Policy and Plan

CA35 **SAFFRON WALDEN PIG MARKET CHARITY, FAIRCROFT ROAD CAR PARK**

Councillor Barker presented a report outlining the situation regarding a right of way over land owned by the Saffron Walden Pig Market Charity, of which the Council was Trustee. The land in question was the site of the Faircroft Road Car Park, part of which was owned by the charity, and part of which was owned by the Council in its local authority capacity. Since the car park was built in 1987, the original right of way had been obstructed and a different access route had since then been in use.

The report requested Cabinet approval for the grant of a new right of way, in order to reflect in the appropriate documentation and at the Land Registry the extinguishment of the original right of way which since the car park at Fairycroft Road was built has been obstructed, and to reflect the revised access route which had been used since then. Councillor Barker proposed the recommendation and said this was a pragmatic solution.

Councillor Rolfe said that as Trustee, the Council had to act in the best interests of the Charity.

The Solicitor said that it was in the best interests of the Charity to regularise the right of way as recorded at the Land Registry.

Councillor Dean asked why this report was not being taken in Part II as an exempt item, when other reports involving third party commercial interests had been exempt.

The Solicitor said this information was in the public domain because the information was available at the Land Registry, which was open to anyone to examine.

RESOLVED that the Council as Trustee of the Saffron Walden Pig Market Charity grant a new right of way to owners of 23A Hill Street, on the basis that the existing right granted in 1971 is extinguished.

CA36

ASSETS OF COMMUNITY VALUE

Councillor Barker presented a report on behalf of herself and Councillor Ranger which recommended that The Old School House, Takeley should not be listed as an asset of community value, in accordance with Section 87 of the Localism Act 2011. Councillor Barker said the building did not meet the criteria for inclusion on the list of Assets of Community Value. The reasons, as set out in the report, were that it was not currently in a use which furthered the social wellbeing or interests of the local community, and the property had not in the recent past been in such use.

Councillor Cheetham said she was concerned and very unhappy that the assessment of the building indicated it did not meet the criteria. The building was a facility which the Parish Council was keen to try and keep. She understood it was not recommended to be included as a community asset on the grounds that it had not been used for the community very recently. The request to include the building had been submitted first in October 2012, but for technical reasons had not been able to be considered until November 2013. The building had been declared unsafe by the County Council, although this decision might be challenged by the Parish Council. There was a great need for youth facilities in Takeley and she hoped a way forward could be found. The building had been used as a youth centre and for a play group in 2007/8.

The Solicitor said the test was laid down in the Act, and that the phrase “the recent past” had to be taken in common usage. Therefore six years was not considered “recent”.

Councillor Dean said he sympathised with the view expressed by Councillor Cheetham. He thought 2007 seemed “recent”, and asked whether the assessment could be challenged.

The Chief Executive said the decision to vacate the building because it was unsafe had been taken before the legislation was made. The building had been unusable for five to six years, which was a long time. Its use by Stop Stansted Expansion was not community use, but office use. If the Council were to put the building on the list of assets of community value, the owner would appeal.

Councillor Barker declared an interest as a member of Essex County Council. Councillor Cheetham declared an interest as the ward member for Takeley and The Canfields.

Councillor Barker said she would speak to the new Cabinet member at Essex County Council to see if another way forward could be found.

The Leader agreed that discussions would take place between the Parish and County Councils, to explore other means of investigating the potential use of the property for community use.

RESOLVED

- 1 to agree not to include the Old School House, Takeley in the Assets of Community Value list
- 2 to facilitate discussions between the Parish and County Councils to explore community use of the property through mechanisms other than listing as an Asset of Community Value.

CA37

2014/15 BUDGET MONITORING

Councillor Chambers presented a report detailing financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management.

Councillor Chambers explained that this report set out actual expenditure and income from April 2014 to July 2014 and forecast expenditure and income for the end of the 2014/15 financial year. He drew Cabinet’s attention to the inclusion in the report of the items considered earlier in the meeting, which had been approved, that is, the transfer of the Saffron Walden public conveniences, and the Apprenticeships item.

Councillor Chambers referred to the key adverse variances within service budgets in the General Fund, and to the fact that any positive variance within the Housing Revenue Account would be used to fund new projects.

Councillor Ranger asked a question about the reason for increased income from imported green beans.

The Director of Public Services said imports of green beans to the UK had following the closure of Manston Airport in Kent been transferred to Stansted Airport, and the fees related to inspection costs payable to this authority.

The Leader said this was a good opportunity for the Council, and further opportunities should be investigated with MAG.

Councillor Barker noted that waste income was subject to market volatility and would be very different to what it had been.

In response to a Member query about semaphore works, it was explained that the reference should be to the Semaphore Tower at the Castle in Saffron Walden.

The Leader asked that officers prepare a report on provision of temporary accommodation to enable consideration of whether enough temporary accommodation was available.

Councillor Godwin asked why the waste costs were rising, and whether this was something which was affecting all local authorities.

The Director of Public Services said that a discussion of the specific details would require the meeting to move to Part II. In general terms, the position for the contractor had become unsustainable, and the situation would be further considered following the board meeting of the contractor shortly due to take place.

RESOLVED to note the report on 2014/15 budget monitoring.

CA38

CABINET WORKING GROUPS

The Leader said he intended to make replacement appointments to certain Cabinet working groups and outside bodies, and to provide for a new lead member appointment.

RESOLVED to

1 approve working group appointments as follows:

In place of Cllr K Mackman:

Local Plan Working Group – Cllr L Wells

Stansted Airport Advisory Panel – Cllr E Oliver

Waste Strategy Panel – Cllr G Barker

In place of Cllr D Sadler:

Housing Board – Cllr J Rose

2 to approve an outside body appointment as follows:

Stansted Airport Consultative Committee – Cllr E Oliver

To note that for the **Strategic Aviation Special Interest Group**
Cllr E Oliver to substitute for Cllr J Cheetham

3 To appoint as **Lead Member for Economic Development**
Cllr J Rose.

The meeting ended at 8.05pm.

Committee: Cabinet

Agenda Item

Date: 28 October 2014

8

Title: 2013/14 Treasury Management Outturn Report

Portfolio Holder: Councillor Robert Chambers

Key decision: No

Summary

1. It is a requirement of the Council's Constitution that the Cabinet receives an annual statement of the key treasury management activity and outcomes during the year.
2. Treasury Management is the activity of the Council's finance function which manages cash flows, bank accounts, deposits, investments and borrowing. The objective is to manage risk effectively in order to ensure the security of funds, sufficient liquidity to enable commitments to be met, and to generate income/minimise cost.
3. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.
4. In summary, during 2013/14:
 - a) No other short term or long term borrowing was needed to meet the Council's commitments and no cash flow difficulties were experienced.
 - b) The Council continued to operate a cautious approach when lending money to counterparties. All deposits and investments made were in compliance with the Council's approved treasury management strategy.
 - c) In early 2014, an opportunity arose to see the residual unpaid sum of the Landsbanki investment to Deutsche Bank. The Council decided to accept the offer and balance was sold on 3 February 2014.

Recommendations

5. The Cabinet is recommended to approve the 2013/14 treasury management outturn as set out in this report.

Financial Implications

1. None.

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Background

2. Treasury management is defined as: “The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
3. The Council’s treasury management activity is underpinned by CIPFA’s Code of Practice on Treasury Management (“The Code”), which requires local authorities to produce annual Prudential Indicators and a Treasury Management Strategy on the likely financing and investment activity. This is approved by the Council as part of the annual budget setting process. Monitoring reports are submitted to the Cabinet as part of regular budget monitoring reports.
4. The Council is supported in its treasury management activity by the independent financial advisers Arlingclose Limited.
5. All responsibility for decision making rests with the Council. Under the Council’s constitution the Assistant Chief Executive – Finance is authorised to make investment and borrowing decisions in line with the policy approved by the Council.

External Context

6. **Economic background:** At the beginning of the 2013-14 financial year markets were concerned about lacklustre growth in the Eurozone, the UK and Japan. Lack of growth in the UK economy, the threat of a ‘triple-dip’ alongside falling real wages (i.e. after inflation) and the paucity of business investment were a concern for the Bank of England’s Monetary Policy Committee. Only two major economies – the US and Germany – had growth above pre financial crisis levels, albeit these were still below trend. The Eurozone had navigated through a turbulent period for its disparate sovereigns and the likelihood of a near-term disorderly collapse had significantly diminished.

Treasury Position

1. The Council's Treasury Position for the year is summarised in the table below, and explained in the following sections of the report.

Balance 1 April 2013		Balance 1 April 2014
£m		£m
(88.407)	Long Term Borrowing	(88.407)
-	Short Term Borrowing	-
(88.407)	Total Borrowing	(88.407)
(5.304)	Other Long Term Liabilities (PFI Contract)	(5.169)
(93.711)	Total External Debt	(93.576)
3.199	Funds on call	0
8.232	Short Term investments	18.000
0.931	Long Term investments	0
12.362	Total Investments	18.000
(81.349)	Net Treasury Position	(75.576)
(98.232)	Capital Financing Requirement ** (notional indicator of underlying need to borrow)	(97.980)

** The capital financing requirement (CFR) measures an authority's underlying need to borrow or finance by other long-term liabilities for a capital purpose.

Borrowing

2. The Council's strategy for 2013/14 was that there was no need to take out external borrowing to finance capital expenditure. This was achieved and the table below shows how capital expenditure was financed.

2012/13 £000's		2013/14 £000's
294	Government Grants	139
0	Capital Receipts	135
2,894	HRA Major Repairs Funding	3,200
856	Section 106 funds	1,724
0	Other Grants & Contributions	950
1,843	Revenue Contributions	2,855
3,509	Internal Borrowing	763
9,396	TOTAL	9,766

3. The Localism Act enabled the reform of council housing finance and the abolition of the housing subsidy system. This required the Council to make a one off payment of £88.407m to the Government on 28 March.2012. This was funded by loans taken out from the Public Works Loans Board, in accordance with a borrowing strategy approved by the Council on 23 February 2012. The loans taken out were as follows:

Amount (£m)	Loan Type	Remaining Term	Interest rate	Fixed or Variable	Maturity Date
2.000	Maturity	4 years	0.55%	Variable	28/03/2018
2.000	Maturity	5 years	0.55%	Variable	28/03/2019
2.000	Maturity	6 years	0.55%	Variable	28/03/2020
2.000	Maturity	7 years	0.55%	Variable	28/03/2021
2.000	Maturity	8 years	0.55%	Variable	28/03/2022
2.000	Maturity	9 years	2.56%	Fixed	28/03/2023
3.000	Maturity	10 years	2.70%	Fixed	28/03/2024
3.000	Maturity	11 years	2.82%	Fixed	28/03/2025
3.000	Maturity	12 years	2.92%	Fixed	28/03/2026
3.000	Maturity	13 years	3.01%	Fixed	28/03/2027
3.000	Maturity	14 years	3.08%	Fixed	28/03/2028
3.000	Maturity	15 years	3.15%	Fixed	28/03/2029
4.000	Maturity	16 years	3.21%	Fixed	28/03/2030
4.000	Maturity	17 years	3.26%	Fixed	28/03/2031
4.000	Maturity	18 years	3.30%	Fixed	28/03/2032
4.000	Maturity	19 years	3.34%	Fixed	28/03/2033
4.000	Maturity	20 years	3.37%	Fixed	28/03/2034
4.000	Maturity	21 years	3.40%	Fixed	28/03/2035
4.000	Maturity	22 years	3.42%	Fixed	28/03/2036
5.000	Maturity	23 years	3.44%	Fixed	28/03/2037
5.000	Maturity	24 years	3.46%	Fixed	28/03/2038
5.000	Maturity	25 years	3.47%	Fixed	28/03/2039
5.000	Maturity	26 years	3.48%	Fixed	28/03/2040
5.000	Maturity	27 years	3.49%	Fixed	28/03/2041
5.407	Maturity	28 years	3.50%	Fixed	28/03/2042
88.407	Total		2.97%		

4. The interest cost in 2013/14 for these loans was £2.626m.
5. No short term borrowing was required in order to meet cash flow commitments.
6. The only other debt during the year was the Council's ongoing long term liability relating to the PFI Contract and Finance Leases, which under accounting rules is recognised as a debt on the Council's balance sheet.

Investments

7. The approved investment strategy for 2013/14 is summarised as follows:
- To prioritise security and liquidity of the investment over yield
 - To place funds with UK Banks and Building Societies that have a minimum credit rating of A-, or to place funds with the UK Government or other UK local authorities
 - To operate a limit of 15% of total investment per banking counterparty or if the total investment is less than £10m, a limit of £2 million per banking counterparty.
 - To operate a maximum deposit term of 6 months.

8. The Council began the year 2013/14 with the following institutions meeting the Council's lending criteria: Debt Management Office, Local Authorities, Barclays, Bank of Scotland (Lloyds), HSBC, Natwest, Royal Bank of Scotland, Standard Chartered and Nationwide BS. During the year Royal Bank of Scotland and Natwest were suspended under delegated authority.
9. There was no appetite from Standard Chartered and HSBC to work with Uttlesford as they will only borrow large sums of cash.
10. All deposits placed during the year complied with the Council's policy. All deposits expected to be repaid during the year were received without difficulty. The table below summarises the investment activity during the year.

	Balance at 01/04/13	Investments made	Investments repaid	Balance at 31/03/14
	£m	£m	£m	£
Local Authority	-	5.0	(5.0)	0
Government deposit a/c.	4.2	178.6	(164.8)	18
Barclays Fixed Deposit	1.2	3.5	(4.7)	0
Bank of Scotland	2.0	6.5	(8.5)	0
Royal Bank of Scotland	2.0	0	(2.0)	0
Nationwide BS	2.0	9.0	(11.0)	0
Long term investment	0.9	0	(0.9)	0
TOTAL	12.3	202.6	(196.9)	18

11. The interest income on deposits (excluding Landsbanki) in 2013/14 was £87,000. The Average Rate of Return was 0.41%.
12. The Authority assessed and monitored counterparty credit quality with reference to credit ratings; Gross Domestic Product of the country in which the institution operates; the country's net debt as percentage of GDP and share price. The minimum long term counterparty credit rating determine by the authority for 2013/14 treasury strategy was [A-] across rating agencies Fitch, S&P and Moody's.
13. The debt crisis in Cyprus was resolved by its government enforcing a "haircut" on unsecured investments and bank deposits over €100k. This resolution mechanism, in stark contrast to the bails-outs during the 2008/2009 financial crises, sent shockwaves through Europe but allowed banking regulators to progress reform which will be enforced in January 2015. This will force losses on investors through a "bail-in" before taxpayers are asked to support failing banks. A bail-in takes place before a bankruptcy and under current proposals, regulators would have the power to impose losses on bondholders and unsecured investments.
14. Counterparty credit quality was assessed and monitored with reference to credit ratings published by the major agencies Fitch, S&P and Moody's. Counterparty credit quality has been maintained as demonstrated by the credit score analysis in the table below. The value weighted average reflects the credit quality of investments according to the size of the deposit. The time weighted average reflects the credit quality of investments according to the maturity of the deposit. The Council aimed to achieve credit rating of at least A- to reflect the Councils overriding priority of security of monies invested with counterparties.

Date	Number of deposits	Value Weighted Average Credit Risk Score	Time Weighted Average Credit Risk Score	Average rate of interest investment	Average number of days to maturity
31.3.2013	7	AA-	A+	0.59%	26
30.9.2013	10	AA	A+	0.36%	52
31.12.2013	12	AA	A+	0.38%	13
31.3.2014	2	AA+	AA+	0.26%	7

Liquidity Management

In keeping with the DCLG's guidance on Investments, the authority maintained a sufficient level of liquidity averaging £859k through the use of call accounts.

Prudential Indicators

15. The Council is required to calculate and publish a set of statutory prudential indicators. These are technical measures of the Council's indebtedness and exposure to risk, and are intended to ensure that treasury management is prudent, sustainable and affordable.

16. The prudential indicators are set out in Appendix A of this report. There are no concerns or issues to highlight for Members' attention.

Compliance

The Authority confirms that it has complied with its Prudential Indicators for 2013/14 which were approved as part of the Council's Treasury Management Strategy Statement (TMSS)

The authority also confirms that during 2013/14 it complied with its Treasury Management Policy Statement and Treasury Management Practices.

Investment Training

The needs of The Authority's treasury management staff for training in investment management are assessed regularly as part of the appraisal process. During 2013/14 staff attended training courses, seminars and conferences provided by Arlingclose, CIPFA and other organisations.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Loss of council funds through failure of banking counterparty	1 (minimal risk due to nature of institutions used)	4 (significant sums are placed on deposit)	Treasury Management Strategy and regular monitoring Arlingclose advice

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.

PRUDENTIAL INDICATORS**INVESTMENTS**

	2013/14 Estimate	2013/14 outturn
Upper limit for principal sums invested for over 364 days	£0.9 m	£0 m

INTEREST RATE EXPOSURE

	2013/14 Estimate	2013/14 outturn
Upper limit for fixed interest rate exposure	£78.4m	£78.4m
Upper limit for variable interest rate exposure	£10m	£10m

BORROWING LIMITS

	2013/14 Estimate*	2013/14 outturn
Authorised Limit (maximum level of external borrowing)	£99.9m	£93.6m
Operational Boundary (risk of Authorised Limit breach)	£96.9m	£93.6m

DEBT PORTFOLIO - MATURITY

Maturity structure of fixed rate borrowing	2012/13 Estimate (as per HRA borrowing strategy)	2012/13 outturn (as per actual HRA loans)
Under 12 months	0%	0%
12-24 months	0%	0%
24 months – 5 years	0%	2.3%
5+ -10 years	6.4%	11.3%
10+ - 20 years	44.6%	38.5%
20+ - 30 years	49%	47.9%
30+ years	0%	0%

CAPITAL FINANCING COSTS

	2013/14 Estimate	2013/14 outturn
Incremental impact of capital investment financed from Internal Borrowing – General Fund	£23,006	£2,000
Incremental impact of capital investment financed from Internal Borrowing – Housing Revenue Account	Nil	Nil
Ratio of financing costs to non-HRA net revenue stream**	5.38%	8.71%
Ratio of financing costs to HRA net revenue stream**	45.60.%	17.74%
Minimum Revenue Provision charged to the accounts	£413,000	£885,000

** The ratio between estimate and outturn is not comparable as incorrect income values were used and this was rectified in the 13/14 outturn calculation.

BALANCED BUDGET REQUIREMENT

The Council complied with the statutory requirement to set and remain within a balanced budget.

Committee:	Cabinet	Agenda Item
Date:	28 October 2014	9
Title:	2014/15 Treasury Management Strategy Amendment	
Portfolio Holder:	Councillor Robert Chambers	Key decision: No

Summary

1. Counterparty Credit Rating

- a) The Council currently has a credit rating threshold of A- for all counterparty investment.
- b) As we get closer to credit rating agencies removing government support from banks ratings, we see a risk that some or all of Barclays, Lloyds, Nationwide and Santander could become BBB+ rated before the end of this financial year. It would be possible to operate without using these banks, for example by investing all cash with Debt Management Office.
- c) As per advice from our Treasury Management consultant, Arlingclose, the Council may continue to invest in the major UK banks if they become BBB+ credit rated with a maximum cash limit of £1m for up to 100 days.

2. Investment Cash limit

- a) The Council currently has a £1m cap on investment deals with banks, which meets the Council's A- threshold. This is a change from the 15% of total investment limit permitted per counterparty in 2013/14 Treasury Management Strategy.
- b) The Council is currently finding it difficult to lend £1m or less to relevant counterparties and is unable to maximise returns on investments.
- c) Arlingclose is currently advising that no more than 10% of the total investment is made with any relevant counterparty. On average this equates to a maximum of £2m per relevant counterparty for the Council. The new cash limit proposed is more risk cautious than 2013/14 Treasury Management Strategy and more practical with day to day treasury management activities.

Recommendation

- 3 The Cabinet is recommended to approve the amended 2014/15 Treasury Management Strategy counterparty list as set outlined in this report.

Financial Implications

4 None.

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Background

Credit Rating

5. The UK is implementing the final bail-in provisions of the EU Bank Recovery and Resolution Directive to commence in January 2015, a year ahead of most other countries. Credit rating agencies have stated they plan to review EU banks' ratings in line with each country's implementation of the directive.
6. Many UK banks have standalone ratings in the "BBB" category, with uplifts for potential government support taking them into the "A" category. There is therefore a realistic risk that some major UK banks' credit ratings will fall below A- this financial year if this uplift is removed.
7. The Council has two broad options to respond to this risk:
 - a) amend the Treasury Management Strategy to allow investment in lower rated banks, or
 - b) prepare to invest without using any of the major UK banks.
8. The Council's Treasury Management consultants Arlingclose, recommend that Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is BBB+ cash limit of investment is set around 5% of total investment. The Council's average outstanding investment is £20m therefore a cash limit of £1m on institutions which have credit rating of BBB+ is reasonable with a time limit of 100 days.

Cash Limit

9. Last year the Council reduced its investment cash limit from 15% of total investment to a cash limit of £1m for all counterparties apart from the Debt Management Office. The Council is currently finding it difficult to lend to counterparties due to this cap. Furthermore investment returns are not maximised and the current counterparty list does not effectively assist with day to day Treasury Management activities.
10. Arlingclose is advising that the Council cap its investment cash limit to 10% of total investment for any relevant counterparties. The Council's average outstanding investment is approximately £20m during the year. Therefore a cash limit of £2m is prudent, risk cautious compared to last year's strategy and practical with the Council's day to day Treasury Management activities.

General Counterparty list		Cash limit	Time limit
Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	A-	£2m	365 days
Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	BBB+	£2m	100 days
Council's current bank account if it fails to meet the above criteria, excluding deposit accounts		£1.5m	next day
UK Central Government (irrespective of credit rating)		unlimited	no limit
UK Local Authorities (irrespective of credit rating), per authority		unlimited	no limit
UK Building Societies without credit ratings, per BS*		£1m	182 days
Saffron Building Society		£0.5m	182 days
Money Market Funds, UK Domiciled per MMF	AAA	£1m	next day

* There are 14 Building Societies suggested by Arlingclose, see Counterparty list

Date: October 2014

Specified Investments Counterparty List tailored for UDC and approved by Arlingclose				
Instrument	Domicile	Current security Rating (Fitch Rating)	Cash limit	Maximum Period
Government DMO	UK	AA+	unlimited	No limit
Local Authority (per authority)	UK	AA+	unlimited	No limit
Treasury Bills (T-Bills)	UK	AA+	£2m	365 days
UK Government Gilts	UK	AA+	£2m	365 days
Lloyds / Bank of Scotland	UK	A	£2m	182 days
Barclays Bank plc	UK	A	£2m	100 days
HSBC Bank plc	UK	AA-	£2m	182 days
Nationwide Building Society	UK	A	£2m	182 days
Santander UK Plc	UK	A	£2m	182 days
Standard Chartered Bank	UK	AA-	£2m	182 days
UK Building Societies without credit ratings*	UK	n/a	£1m	100 days
Saffron **	UK	n/a	£0.5m	100 days
Leeds Building Society	UK	A-	£1m	100 days
CCLA - PSDF - Money Market Fund	UK	AAA	£1m	On Call
FEDERATED INVESTORS - Money Market Fund	UK	AAA	£1m	On Call

* see Building Society list below

** Saffron BS is excluded from Arlingclose list because it narrowly misses two of the four criteria threshold. However in one of the ratio calculations it performs exceptionally well and very highly in the other, see table below.

Building Societies	Liquid Assets to Funding Ratio, Position out of 38 BS	Wholesale Funding Ratio, Position out of 38 BS	Capital to Lending Ratio, Position out of 38 BS	Non-performing Loans, Position out of 38 BS
Scottish	4	4	9	10
Harpenden	8	27	7	16
Marsden	9	17	1	4
Loughborough	10	10	13	26
Furness	12	23	10	19
Hinckley & Rugby	13	28	17	9
Mansfield	15	9	19	1
Vernon	16	22	18	12
Tipton & Coseley	17	8	6	30
Melton Mowbray	18	21	5	28
Market Harborough	20	16	20	2
Leek United	21	3	21	5
Darlington	23	11	8	20
Newbury	24	18	25	3
Leeds (Threshold)	34	30	27	32
Saffron (information purpose only)	1	31	33	13

Committee: Cabinet
Date: 28 October 2014
Title: The Living Wage
Portfolio Holder: Cllr Robert Chambers

Agenda Item

10

Key Decision: No

Summary

1. This report outlines the Living Wage and recommends that the council becomes a Living Wage employer from the 1 January 2015

Recommendations

- a. The Cabinet is requested to recommend to Full Council, that the Council agrees to pay the Living Wage from 1 January 2015 and will seek to obtain accreditation with the Living Wage Foundation from that date.

Financial Implications

2. The revenue implications of this item can be met from existing budgets

Background Papers

None.

Impact

Communication/Consultation	Discussions have been held with the trade union.
Community Safety	None
Equalities	An Equalities Impact Assessment is attached as Appendix One
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
None Ward-specific impacts	None
Workforce/Workplace	See report

Background

3. The Living Wage Campaign in the UK was launched by London Citizens in 2001 and calls for every worker in the country to earn enough to provide their family with the essentials of life. Following a series of successful campaigns, various interested parties joined together and formed the Living Wage

Foundation in 2011. The Foundation is now the lead body and provides accreditation, support and advice to Living Wage Employers.

4. The figure used by the Living Wage Foundation is calculated for the Foundation by the Centre for Research in Social Policy (CRSP). The calculation is based on the Minimum Income Standard for the United Kingdom, the product of research by CRSP, funded by the Joseph Rowntree Foundation. The research looks in detail at what households need in order to have a minimum acceptable standard of living. Decisions about what to include in this standard are made by groups comprising members of the public. The Living Wage is therefore rooted in social consensus about what people need to make ends meet.
5. The uprating of the Living Wage figure each year takes account of rises in living costs and any changes in what people define as a 'minimum'. It also takes some account of what is happening to wages generally, to prevent a situation where Living Wage employers are required to give pay rises that are too far out of line with general pay trends.
6. The Living Wage rate (outside of London) for 2014/15 will be announced on 3 November 2014 as part of the 'Living Wage Week' which runs from 2 – 8 November.
7. The current Living Wage rate (outside of London) is £7.65 per hour. Fifteen staff are currently paid below this amount, a mix of mainly cleaners and refuse loaders.
8. Introducing the Living Wage, at the current rate, would cost £8,850 in a full year. Precise costs will be presented to Full Council in December once the new figure is known. Previous rates are shown below

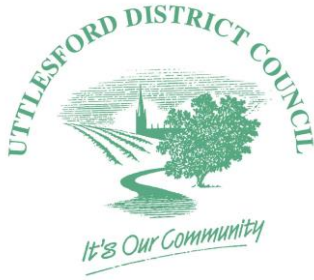
2011/12 - £7.20

2012/13 - £7.45

2013/14 - £7.65

At present there is no indication of the 2014/15 rate, however for every 10p per hour increase the introduction cost to the Council rises by £1,400.

9. The cost of being accredited to the Living Wage Foundation is £400 per annum.



Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?


You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

How do I use the tool?



This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input checked="" type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input checked="" type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 
---	---	---

Analysing performance data

8	Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?	<input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable 
---	---	---

9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<input type="checkbox"/>	Yes *
		<input type="checkbox"/>	No*
		<input type="checkbox"/>	Insufficient
		<input checked="" type="checkbox"/>	Not applicable

Checking delivery arrangements

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>			
		Yes	No 	N/A
	The premises for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Consultation mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Participation mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you answered 'No' to any of the questions above please explain why giving details of any legal justification.			

Checking information and communication arrangements

11	<p>You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>			
		Yes	No 	N/A
	Customer contact mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic, web-based and paper information is accessible to all.

Publicity campaigns are inclusive of all.



Images and text in documentation are representative and inclusive of all.

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?


- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW
70,000 residents
Demographic make up according to diverse groups.

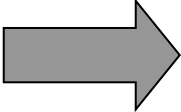
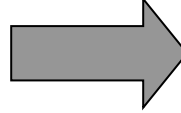
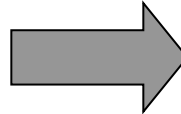
Improvement actions

13 If your assessment has highlighted any potential issues or red flags, can these be easily addressed?

- Yes
- No* 
- Not applicable

**If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:*

Making a judgement – conclusions and next steps

14	Following this fast-track assessment, please confirm the following:		No further action required. Complete this form and implement any actions you identified in Q13 above
	<input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified		
	<input type="checkbox"/> There is insufficient evidence to make a robust judgement.		Additional evidence gathering required (go to Q17 on Page 7 below).
	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).
15	If you have any additional comments to make, please include here.	<input type="checkbox"/> None	

Completion

16	Name and job title (Assessment lead officer)	Adrian Webb
	Name/s of any assisting officers and people consulted during assessment:	
	Date:	15/10/14
	Date of next review:	2018
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	

When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.

Additional evidence gathering and action planning

17	If your fast-track assessment indicated that complex issues or inequalities were identified which could not be easily addressed, or you had insufficient evidence to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:
	(a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:

Data gathering

- Demographic profiles of Uttlesford
- Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
- Results of local needs analysis
- Results of staff surveys
- Research reports on the needs/experience of diverse groups
- National best practice/guidance
- Benchmarking with other organisations

Consultation and involvement

- Existing consultation findings that may provide insight into the issues
- New, specially commissioned engagement with diverse groups
- Expert views of stakeholders/employers organisations representing diverse groups
- Advice from experts or national organisations
- Specialist staff/in-house expertise.

(b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.

(c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.

(d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.

(e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.

(f) Having gathered evidence re-evaluate this assessment.

(g) Following completion of the above, please confirm the following:

18 **The conclusions and agreed proposals:**

Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):

Date proposals to be implemented and lead officer:

Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:	
Monitor arrangements (please include full details for audit purposes):	
Additional Comments	
19	If you have any additional comments to make, please include here: <input type="checkbox"/> None
Completion	
20	Name and job title (Lead Officer): Name/s of other assisting officers: Date: Date of next review (if any):
When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.	

Committee: Cabinet
Date: 28 October 2014
Title: PCSO Funding
Portfolio Holder: Cllr Robert Chambers

Agenda Item

11

Key Decision: No

Summary

1. This report outlines the previous funding of Police Community Support Officers (PCSOs) and recommends that the council funds two new PCSOs.

Recommendations

The Cabinet is recommended to

- a. Approve the funding of two PCSOs for the district for a period of two years each.
- b. Authorise the Finance Portfolio Holder and Director of Finance and Corporate Services to agree the details and start date with the Police.

Financial Implications

2. The revenue implications of this item can be met from existing budgets

Background Papers

None.

Impact

Communication/Consultation	Discussions have been held with the Police.
Community Safety	Funding two PCSOs will help to promote Community Safety
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
None Ward-specific impacts	Two new PCSOs will be allocated for work across the district
Workforce/Workplace	None

Background

-
-

3. For the last few years the council has match funded, with the police, four PCSOs at a cost of about £60,000 per annum. This scheme was withdrawn by the police in March 2014.
4. The council has now been approached by the Police to enquire as to whether the council would like to fully fund any PCSOs. The funding would either be for one or two years to be decided by the council.
5. The PCSOs would be allocated to the Uttlesford area and draft principles under which they would be deployed are attached as Appendix One.
6. The cost of the post will be approximately £35,000 each which is similar to the amount previously paid for PCSO funding.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The cost exceeds the budget amount	1 (indicative figures have been provided)	1 (additional funding would need to be sought)	Discussions with the Police as per the recommendation
Severance pay falls upon the council at the end of the term	1 (will be specifically set out in the contract)	2 (Any severance pay would be minimal)	Discussions with the Police as per the recommendation

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.

Appendix One

Draft Principles:

1. Essex Police will;
 - 1.1 Ensure that externally funded PCSOs are part of a team managed by a Sergeant
 - 1.2 Ensure that externally funded PCSOs work a standard Essex Police shift pattern as per the team they are aligned to.
 - 1.3 Ensure that externally funded PCSOs are tasked on a daily basis by the relevant shift sergeant (as 1.6 below)
 - 1.4 Ensure that externally funded PCSOs are not tasked directly by a member of the partner agency
 - 1.5 Make every reasonable effort to deploy externally funded PCSOs within the terms of the agreement, however there may be circumstances where, for operational reasons, they will need to be deployed to other areas.
 - 1.6 Ensure there is regular liaison regarding patrol strategy, aims & objectives between the local District Commander and the nominated representative of the funding partner.
 - 1.7 Ensure that monitoring will be kept to a minimum and mainly be focused on patrol time spent in the agreed areas
 - 1.8 Ensure that a specific post will be created for each externally funded PCSO
 - 1.9 Accept responsibility for ensuring that the post is filled and to engage in succession planning.
 - 1.10 Endeavour to ensure the consistency of the post holder to minimise disruption and maximise continuity, but it must be recognised that this will not always be achievable.
 - 1.11 Not provide dedicated transport to externally funded PCSOs, they will be expected to patrol on foot or cycle or make use of public transport and corporate vehicle fleet resources if available. Subject to separate agreement, funding partners can provide dedicated transport for the PCSO providing all liabilities and legal requirements are satisfied.
2. Partner organisations will:
 - 2.1 Pay the agreed charge for a PCSO
 - 2.2 Be expected to have a community safety plan which supports the patrol strategy of the PCSO

[NOT PROTECTIVELY MARKED]

2.3 Continue to pay even when the PCSO is sick or absent for reasonable purposes (annual leave, sickness, maternity leave, suspension etc.).

2.4 Will not be expected to pay for the periods when the PCSO is deployed otherwise than in accordance with the agreement

2.5 Not be expected to pay redundancy costs at the expiry of any agreement

3. Finance

3.1 Each agreement will be for a fixed period of 1 to 2 years.

3.2 Payment will be quarterly in arrears on invoice.



LPA North Headquarters
Braintree Police Station
Blyth's Meadow
Braintree, CM7 3DJ
Tel: 101
Facsimile: 01376 551412

Mr John Mitchell
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

08 October 2014

Our ref: 1838/UD

Dear Mr Mitchell,
I am writing to you to ascertain your interest in funding a PCSO post(s) in your area.

Such a post(s) would be additional to the proposed Resource Allocation Model for the county and deployment would be based on the draft principles attached to this letter.

As a reflection of the close partnership between our two organisations in the interests of community safety, the cost for funding would represent **direct costs** only (pay, National Insurance, pension and allowances) not the full economic cost (as recommended by the Association of Chief police Officers which includes all direct and indirect costs plus a general overhead charge).

At this time the cost for the period 2015-16 has not been calculated but to provide some guidance the cost for the 2013-14 period was **£33,728** per post and for the 2014-15 period **£34,300** per post.

Should you decide to externally fund a post, there will be one standard contract based on the draft principles. This contract will be for a fixed period of 1 to 2 years (subject to negotiation).

I would appreciate a response from you within 14 days of receipt of this letter.

Please feel free to contact me direct for further information and I will be happy to visit you personally and discuss the process and contract.

I look forward to your response.

Yours sincerely

Steve Ditchburn
Superintendent

Draft Principles:

1. Essex Police will;

1.1 Ensure that externally funded PCSOs are part of a team managed by a Sergeant

1.2 Ensure that externally funded PCSOs work a standard Essex Police shift pattern as per the team they are aligned to.

1.3 Ensure that externally funded PCSOs are tasked on a daily basis by the relevant shift sergeant (as 1.6 below)

1.4 Ensure that externally funded PCSOs are not tasked directly by a member of the partner agency

1.5 Make every reasonable effort to deploy externally funded PCSOs within the terms of the agreement, however there may be circumstances where, for operational reasons, they will need to be deployed to other areas.

1.6 Ensure there is regular liaison regarding patrol strategy, aims & objectives between the local District Commander and the nominated representative of the funding partner.

1.7 Ensure that monitoring will be kept to a minimum and mainly be focused on patrol time spent in the agreed areas

1.8 Ensure that a specific post will be created for each externally funded PCSO.

1.9 Accept responsibility for ensuring that the post is filled and to engage in succession planning.

1.10 Endeavour to ensure the consistency of the post holder to minimise disruption and maximise continuity, but it must be recognised that this will not always be achievable.

1.11 Not provide dedicated transport to externally funded PCSOs, they will be expected to patrol on foot or cycle or make use of public transport and corporate vehicle fleet resources if available. Subject to separate agreement, funding partners can provide dedicated transport for the PCSO providing all liabilities and legal requirements are satisfied.

2. Partner organisations will:

2.1 Pay the agreed charge for a PCSO

2.2 Be expected to have a community safety plan which supports the patrol strategy of the PCSO

2.3 Continue to pay even when the PCSO is sick or absent for reasonable purposes (annual leave, sickness, maternity leave, suspension etc.).

2.4 Will not be expected to pay for the periods when the PCSO is deployed otherwise than in accordance with the agreement

2.5 Not be expected to pay redundancy costs at the expiry of any agreement

3. Finance

3.1 Each agreement will be for a fixed period of 1 to 2 years.

3.2 Payment will be quarterly in arrears on invoice.

Committee: Local Plan Working Group

Agenda Item

Date: 28 October 2014

12

Title: Uttlesford Local Development Scheme

Cabinet Member Councillor Barker

Key decision: no

Summary

1. The Local Development Scheme (LDS) is the project plan for the Uttlesford Development Plan. The last revision to the LDS was approved by Cabinet in March 2014. The LDS has been revised to reflect a change in the timetable for the production of the Gypsy and Traveller Site Allocations DPD.

Recommendations

2. That the Revised LDS is approved. It will be posted on the Council's website and forwarded to the Planning Inspectorate for information.

Financial Implications

3. Costs of the additional consultation will be met from existing budgets.

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 revised LDS will be posted on the website and made available for inspection.
Community Safety	N/A
Equalities	The policy documents which will be prepared are subject to separate equalities impact assessments.
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	The policy documents which will be

	prepared are subject to separate Sustainability Appraisal
Ward-specific impacts	All
Workforce/Workplace	Existing staff resources.

Situation

6. The previous LDS envisaged that the draft Gypsy and Traveller Site Allocations DPD would be consulted on in November/December 2014. However consultation on the Sustainability Appraisal Scoping Report with the statutory consultees finishes in November, and the Site Assessment Study is being presented to Members elsewhere on this agenda. It is therefore considered more appropriate to first consult on the issues and options regarding the allocation of sites in December 2014 – January 2015 followed by consultation on the draft Site Allocations DPD in April/May 2015.
7. The LDS has also been updated with regard to the timetable for the Local Plan hearings in November, the conservation area appraisals, and more recent background studies.
8. The revised LDS is attached.

Risk Analysis

9.

Risk	Likelihood	Impact	Mitigating actions
The plan maybe found unsound because the plan has not been prepared in accordance with the LDS	1. The LDS will be monitored and updated as necessary.	3.If the plan is found unsound this will cause delay and uncertainty	Amend the LDS to make sure the programme for delivering the Local Plan is up to date and deliverable.

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.



UTTLESFORD DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

Revision 10 – Presented to Local Plan Working Group
on 21 October 2014 and Cabinet on 28 October 2014

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- Appendix 1 Proposed Programme of Replacement for the Policies in the Uttlesford Local Plan, Adopted January 2005
- Appendix 2 Table showing the production milestones for Local Development Documents
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1. Introduction

The Uttlesford Local Plan was adopted in 2005. It still forms the basis for making planning decisions within the district alongside the National Planning Policy Framework published in March 2012 but it is becoming increasingly out of date and a replacement plan is being prepared.

This local development scheme is the project plan for producing the new Local Plan. It has three main functions:

- To provide information on the documents the Council intends to prepare together with timescales for preparation.
- To establish the Council's priorities and to allow the Council to programme the work needed to prepare the new plans.
- To set out the timetable for the review of documents.

The original LDS came into effect from 26 April 2005. At this time the Council was intending to produce a Local Development Framework made up of various documents including a Core Strategy and two separate development plan documents for site allocations and development management policies. There have been a series of LDSs produced since then. The last LDS (Revision 9) was approved in March 2014.

The minor changes included in this are to alter the consultation on the Gypsy and Traveller Site Allocations DPD from November/December 2014 to December/January 2014, and to move the start of the hearing sessions for the public examination of the Local Plan from October 2014 to November 2014 in accordance with the Local Plan Inspector's programme.

The new timetable is shown in Appendix 2 and 3. Normally the Council will review the local development scheme every year and update it when necessary.

The LDS is available on the Council's website at www.uttlesford.gov.uk. If you have any queries please contact the planning policy team on 01799 510461 or 01799 510454. E-mail mjones@uttlesford.gov.uk or snicholas@uttlesford.gov.uk

If you would like a copy of this document in large print, Braille or any alternative format please contact Uttlesford District Council, London Road, Saffron Walden, Essex CB11 4ER Tel: 01799 510510

2. Terminology

The terms and abbreviations, which are used in this document, are explained below.

AAP	Area Action Plan	These plans will focus on implementation, providing an important mechanism for making sure development is of a suitable scale, mix and quality in key areas of opportunity, change or conservation. No AAPs are proposed in this local development scheme.
AMR	Annual Monitoring Report	Authorities are required to monitor the progress of the local development scheme and the extent to which policies in the development plan documents are being achieved.
CIL	Community Infrastructure Levy	CIL is a tariff based system which allows Local Authorities in England and Wales to raise funds from developers carrying out new building projects in their area. The money can then be used to fund a wide range of infrastructure needed as a result of the development.
DPD	Development Plan Document	These documents are the statutory documents with development plan status. For Uttlesford this will include the Local Plan and the Gypsy and Traveller Site Allocations. The community will be involved in preparing them and they will be tested at an Examination by the Planning Inspectorate.
IDP	Infrastructure Delivery Plan	This will set out the costs, funding, timetables and providers for the infrastructure needed to deliver the plan
LDS	Local Development Scheme	The LDS sets out the programme for preparing the LDDs
NP	Neighbourhood Plans	Neighbourhood plans will be prepared by local communities. They must be in conformity with the Local Plan.
NPPF	National Planning Policy Framework	Government statement of national planning policy.
RSS	Regional Spatial Strategy	This was prepared by the Regional Planning Body, it set out the strategic policies for development and use of land in the in the Region. The relevant RSS for Uttlesford was the East of England

		Plan published in May 2008. The RSS was revoked in January 2013.
SCI	Statement of Community Involvement	This document explains how and when stakeholders and the community can become involved in the preparation of the Development Plan Documents and the ways that this will be achieved.
SA	Sustainability Appraisal	Assessment of the potential impacts of the policies and proposals in the LDF on economic, social and environmental issues.
SEA	Strategic Environment Assessment	Assessment of the potential impacts of the policies and proposals contained within the LDF on the environment
EIA	Equalities Impact Assessment	Assessment of the Plan to make sure that the policies within it are free from discrimination in terms of a direct or indirect impact on any particular group.
SPD	Supplementary Planning Document	SPDs are intended to support the policies and proposals in DPDs but they do not have the same status as DPDs and they are not subject to examination.

3. About the District

Uttlesford is a rural area in northwest Essex and is geographically the second largest district in the County. It has a population of 79,443 (Source: 2011 Census). Approx 40% of the residents live in one of the three main centres of population, Great Dunmow (8,830), Saffron Walden (15,500), and Stansted Mountfitchet (6,460). The remainder live in the numerous villages and hamlets within the District. There are a large number of listed buildings and significant areas of attractive rural landscape and ancient woodland including Hatfield Forest. In the south of the district is Britain's third largest airport, Stansted. The Council is committed to preserving the rural nature of the area and the quality of life for its residents.

4. Saved Policies

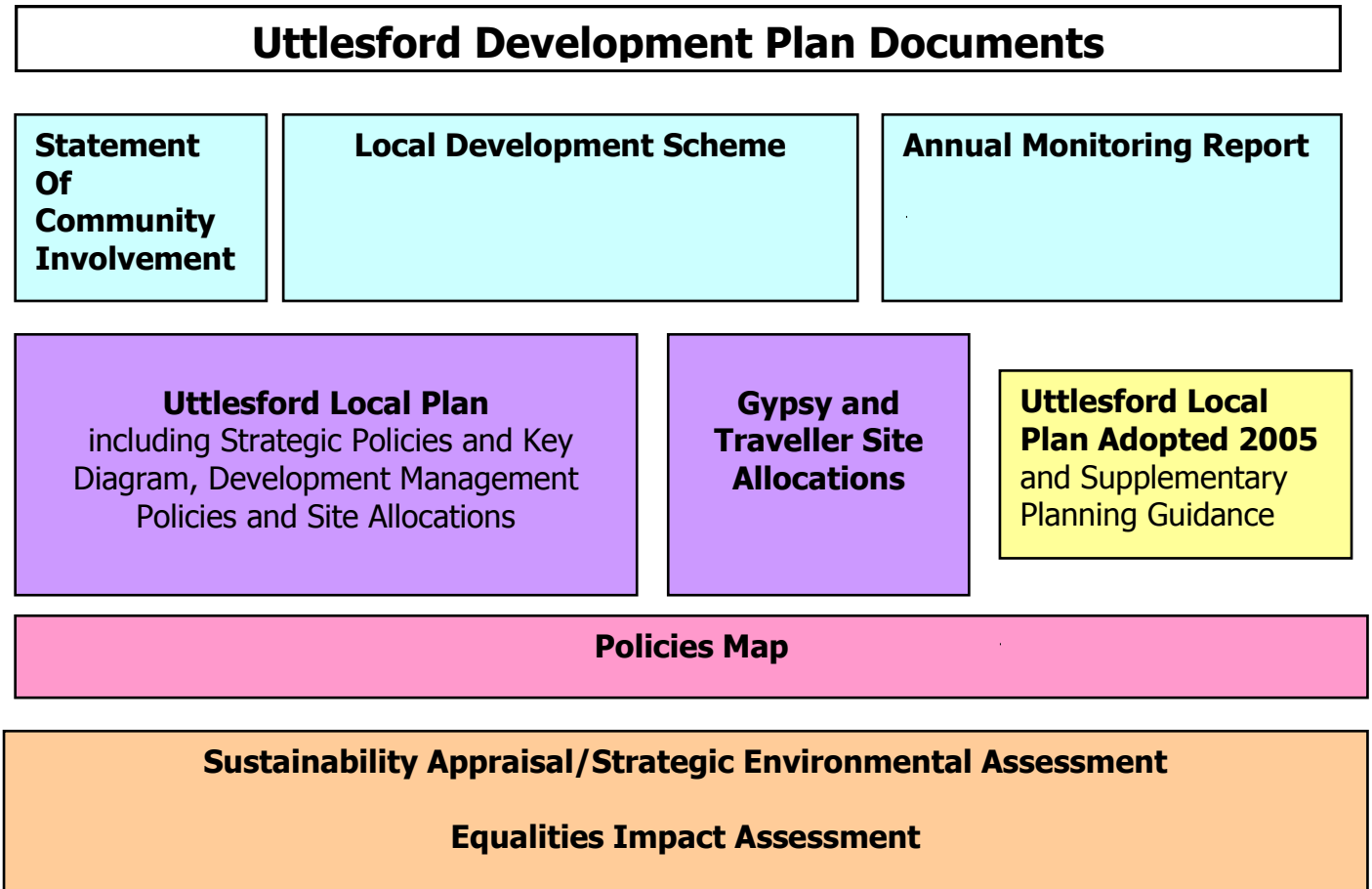
Planning policy for Uttlesford is currently made up of the National Planning Policy Framework (NPPF), the 2005 Uttlesford Local Plan prepared by the District Council and the Minerals Plan and Waste Plan prepared by Essex County Council.

The Uttlesford Local Plan was adopted on 20 January 2005 and the policies in it were originally "saved" for 3 years. In July 2007 the Council applied to the Secretary of State to extend the time period for the saved policies. All the policies in the Uttlesford Local Plan, except Takeley Local policies 1 and 2 – Land west of Hawthorn Close and Land off St Valery have been saved. Appendix 1 lists all the policies in the Uttlesford Local Plan and shows what will happen to each policy

when the new Local Plan is adopted. The policies in the Local Plan have been independently reviewed to check their consistency with the National Planning Policy Framework. The assessment is available on the Council’s website.

5. Uttlesford Development Plan Documents

As well as the Local Plan other documents are being produced which together will provide the framework for planning decisions in Uttlesford to be made. The diagram below shows the links between the documents.



- **The Uttlesford Local Plan 2005**

The Uttlesford Local Plan sets out the planning policies for the District until the policies are replaced by policies in the new Local Plan. Supplementary advice which has been adopted by the Council in support of some of the policies in the local plan will also remain relevant, until the policies are replaced.

- **Statement of Community Involvement**

The SCI lets people who may be interested in the plan know when and how they can get involved in the preparation of the Local Plan. Minimum requirements for public consultation are set out in regulations. The SCI

shows how these requirements are met and adds other measures, which the Council feels would be suitable. It identifies the groups to be involved and the techniques and resources required for effective involvement. The SCI was one of the first documents to be prepared and was first adopted in July 2006 following a written representations examination by an independent Inspector. The SCI was revised in March 2013 and following a 6 week period of consultation was adopted by the Council on 4 September 2013. It is available on the Council's website.

- **Annual Monitoring Reports**

The District Council needs to monitor how effective its policies are. This is done through a series of monitoring reports which are published each year. The purpose of the monitoring reports are to:

- Check how the Council is performing against the timescales set out in the LDS
- Check how the Council is performing in relation to the targets in the Uttlesford Local Plan.
- Give information on the extent to which the policies in the Local Plan are being achieved.
- Examine whether the Local Plan needs reviewing before the scheduled main review date.

In the light of the monitoring the Council will consider what changes, if any, need to be made to the policies. This will be reflected in an updated LDS. An AMR will be produced each year looking at the period from 1 April to 31 March. The reports are posted on the Council website.

- **Strategic Environmental Assessment (SEA) / Sustainability Appraisal (SA)**

SEA/SA is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each Development Plan Document produced. All plans and policy documents need to undergo SEA/SA. The Council has commissioned consultants to develop a sustainability framework in consultation with relevant bodies. For each document various options developed through consultation will then be tested against the framework to identify preferred options. Further consultation will allow people to comment on the preferred options and the sustainability report. Changes made as a result of the public consultation will be appraised before both the Local Plan and the sustainability report are submitted for examination by an independent Inspector.

- **Equality Impact Assessment**

As well as the SA/SEA the Council has to carry out an Equalities Impact Assessment (EIA) for all plans and policies it produces. An EIA will be done as part of the production of each development plan document to make sure that plan and the policies it contains are free from discrimination and promote equality of opportunity. The EIA is one of the

documents which the Council has to send to the Inspectorate for the examination.

- **Local Plan**

This will be subject to independent examination by a Planning Inspector. The Inspector needs to be satisfied that the document meets the various procedural requirements and is sound. The Inspector will recommend changes that are required to overcome any aspects relating to the soundness of the plan that they have identified and which can be corrected within the scope of the regulations – if major changes are required the Inspector is likely to find the plan unsound. The Council cannot adopt a plan which is found unsound. The Local Plan should address issues set out in the Uttlesford Sustainable Community Strategy.

The local plan will contain:

- The Council's vision, objectives and the spatial strategy for the future development of the district.
 - Strategic Policies – policies which provide the overarching framework for planning decisions within the district
 - Site Allocations Policies – covering detailed aspects of site delivery
 - Development Management Policies – detailed policies against which planning applications will be considered.
 - Policies Map and Key Diagram - The policies map will show all the policies and proposals and identify areas of protection on an Ordnance Survey base. The key diagram will illustrate the proposals.
- **Gypsy and Traveller Site Allocations**
This plan will contain specific policies covering the sites needed to deliver the required pitches and include e.g. Access, design principles, landscaping.
- **Non-Development Plan Documents**
 - **Supplementary Planning Guidance (SPG) and Supplementary Planning Documents (SPD)**
This currently only applies to SPGs and SPDs which have been prepared to support the saved policies in the Uttlesford Local Plan but as the Local Plan and other DPDs are adopted more SPDs may be produced to support the policies in them. These documents are a material consideration for development management purposes but they are not subject to independent examination. The Council will make them available for public consultation before they are adopted in accordance with the regulations and the SCI.
 - **Council Approved Guidance**
The Council will approve Parish Plans and Village Design Statements where they have been prepared in accordance with the protocol and guidance prepared by the Essex Rural Community

Council, Village Design Statement Group and the Essex Planning Officers Association. These will then be used for development management purposes.

6. Profiles of Proposed Development Plan Documents

The following profiles set out the details of each DPD still to be prepared. The overall programme is also shown in the table at Appendix 2 and the chart at Appendix 3. The Council is required to consult with organisations, residents and businesses as part of the preparation of the plan. A two stage consultation process where the issues are identified and options are considered before more detailed “preferred” options are presented for further consultation seems a logical approach and the key stages below reflect this.

Uttlesford Local Plan
Expected Adoption Date: 2015
<ul style="list-style-type: none"> • <i>It will set out the Council’s vision, objectives and spatial strategy for the district.</i> • <i>It will contain the primary policies needed to achieve the above.</i> • <i>It will identify the key strategic sites and infrastructure.</i> • <i>It will set out the broad strategy for meeting the locally generated housing targets and the role of rural settlements.</i> • <i>It will be accompanied by a key diagram.</i> • <i>Development Management policies will make sure that all development within the District meets certain criteria and helps to achieve the vision.</i> • <i>Site Allocations set out the specific policies for sites where development is proposed.</i> • <i>The sites will be shown on the policies map.</i>
Coverage: District-Wide
Conformity: Must be in conformity with the National Planning Policy Framework.
Key Stages: <ul style="list-style-type: none"> • June 2012 – July 2012 Consultation on Draft Local Plan • November 2013 – January 2014 Consultation on additional housing numbers and additional development sites. • April 2014 – June 2014 Publication of the Local Plan and Pre-Submission Consultation • July 2014 Submission to Secretary of State • November 2014

Start of the hearing sessions for the public examination of Local Plan

- **February 2015**
Adoption

Production and Management: The Planning Policy Team will prepare the Local Plan. The process will be guided by the Local Plan Working Group. Approval of key stages will be by the relevant portfolio holder and Full Council will adopt the Local Plan.

Review: The Local Plan will be subject to annual monitoring and review

Gypsy and Traveller Site Allocations Development Plan Document
Expected Adoption Date: 2016
<ul style="list-style-type: none">• <i>This document will set out the specific policies relating to a number of sites where development is proposed.</i>• <i>It will include new sites.</i>• <i>The sites will be shown on the policies map.</i>
Coverage: District-Wide
Conformity: The Gypsy and Traveller site allocations DPD will be in conformity with Planning Policy for Traveller sites and the Local Plan
Key Stages: <ul style="list-style-type: none">• October 2012 Call for sites• July 2014 Needs Assessment Published• October 2014 Site Assessment Study Published and consultation on scoping report• December 2014 – January 2015 Consultation on issues and options• April – May 2015 Consultation on Draft DPD• August 2015 – October 2015 Publication and Pre-Submission Consultation• December 2015 Submission• March 2016 Start of the hearing sessions for the public examination• July 2016 Adoption
Production and Management: the Planning Policy Team will prepare the Gypsy and Traveller site allocations DPD. Approval of key stages will be by the relevant portfolio holder and adoption by Full Council. Involvement of stakeholders will be in accordance with the SCI.
Review: The Gypsy and Traveller site allocations DPD will be subject to annual monitoring and review.

7. Supplementary Planning Guidance and Supplementary Planning Documents

The Council has adopted supplementary planning guidance (SPG) and master plans to support the saved policies in the Uttlesford Local Plan 2005 as listed in the table below. The SPG will remain in force until the development is complete or the saved policies are replaced. The Council will then review the SPG and replace with updated supplementary planning documents (SPDs) as necessary.

Policy No	Title of Supplementary Planning Guidance
GEN2	Essex Design Guide
GEN8	Essex County Council, Parking Standards – Design and Good Practice
Takeley /Little Canfield Local Policy 3 – Priors Green	The Island Sites
Chesterford Park Local Policy 1	Master Plan for Chesterford Park – Employment Scheme
GD5	Master Plan for Woodlands Park – Residential Development
GD6	Master Plan for Great Dunmow Business Park – Employment Scheme
Oakwood Park Local Policy 1	Master Plan for Oakwood Park – Residential Development
SM4/BIR1	Master Plan for Rochford Nurseries – Residential Development
Takeley/Little Canfield Local Policy 3 – Priors Green	Master Plan for Priors Green – Residential Development

The Council has produced four SPD's to support policies in the Uttlesford Local Plan 2005. These are:

- Accessible Homes and Playspace (including lifetime homes)
- Home extensions
- Replacement dwellings,
- Energy efficiency.

Supplementary Documents on Home Extensions and Accessible Homes and Playspace were adopted in November 2005 and the SPD on Replacement Dwellings was adopted in September 2006. The Energy Efficiency SPD was adopted in October 2007. The Council has also adopted the Urban Place Supplement to the Essex Design Guide. This was prepared by the County Council and adopted by the District Council in March 2007. In January 2010 the Council approved the Essex County Council's "Parking Standards, Design and Good Practice" September 2009 document for use as District Council planning

guidance, superseding Appendix 1 of the 2005 Adopted Uttlesford Local Plan (ULP). Further changes were approved in February 2013.

The Council has carried out appraisals and developed management plans for the Conservation Areas in Arkesden, Ashdon, Clavering, Felsted, Great Chesterford, Great Dunmow, Great Hallingbury, Great Sampford, Hatfield Broad Oak, Hempstead, Henham, High Easter, High Roding, Littlebury, Manuden, Newport, Radwinter, Saffron Walden, Stansted Mountfitchet, Stebbing, Thaxted, Wendens Ambo and Widdington. Following consultation with the local community the Council has approved these appraisals and the associated management plans as non-statutory guidance. Draft Conservation Area Appraisals are available for Bentfield Green, Stansted, Elmdon, and Hazel End Farnham, Great Canfield, Great Easton and Hadstock. Appraisals for Audley End, and Quendon and Rickling are in preparation.

The Council has also approved the following Parish Plans and Village Design Statements as non-statutory guidance to use when considering planning applications and to help inform preparation of the LDF.

Arkesden	Parish Plan	2009
Ashdon	Parish Plan	2007
Birchanger	Parish Plan	2006
Chrishall	Parish Plan	2007
Felsted	Parish Plan	2014
Great Canfield	Village Design Statement	2010
Great Dunmow	Town Design Statement	2009
Hadstock	Parish Plan	2007
Little Bardfield	Village Design Statement	2009
Littlebury	Parish Plan	2009
Newport	Village Plan	2010
Radwinter	Parish Plan	2007-2012
Stansted	Parish Plan	2011
Thaxted	Village Design Statement	2010
Wendens Ambo	Parish Plan	2012
White Roding	Parish Plan	2009
Widdington	Village Design Statement	2009

All the council approved guidance is available on the Council's website.

The Civil Parishes of Great Dunmow and Saffron Walden have both been designated as Neighbourhood Plan Areas.

8. Other Documents

The local authority is required to produce a sustainable community strategy (SCS) following consultation with the local community and key local partners through the Local Strategic Partnership – the LSP for Uttlesford is known as Uttlesford Futures. The SCS sets out the strategic vision for a place and provides

the vehicle for considering and deciding how to address difficult cross cutting issues such as the economic future of an area, social exclusion and climate change. The key spatial planning objectives for the area should reflect the SCS priorities.

The Development Plan Documents for Uttlesford will also reflect the aims set out in the following documents. The wider policy aims will be included in the strategic policies and the more detailed policies will be reflected in the development management policies and the site allocations as appropriate.

- The Sustainable Community Strategy 2008
- Housing Strategy 2012-2015
- Natural Resources Management – Policy Statement and Improvement Strategy 2010
- Economic Development Strategy 2012-2014
- Safety Partnership 2012 Strategic Assessment Report
- Equalities and Inclusion Policy 2007
- Joint Municipal Waste Management Strategy for Essex 2007-2032

9. The Evidence Base

The Council will prepare and keep up to date information on all aspects of the social, economic and environmental characteristics of the District as set out in the table at Appendix 4. Much of the information that will be needed is available within the Council as part of annual monitoring e.g. housing supply, or is available from other organisations and/or websites e.g. population data. New study work has been commissioned and completed on housing markets, water resources, leisure facilities/playing fields, biodiversity, the economy, flood risk assessment and landscape character assessment. The studies are reviewed as necessary to make sure they remain relevant and up to date.

The evidence base is being compiled using in house resources as well as consultants. There has been joint working with Essex County Council and adjoining local authorities.

10. Staff Resources and Management

A member working group has been set up to steer and monitor the programme for the Local Plan work – this is known as the Local Plan Working Group (previously known as the LDF Working Group). The group is open for all members to attend. The meetings are not open to the public but the papers and the minutes are available on the Council's website.

The policy team, which currently consists of three planning officers, is working to prepare the development plan documents, drawing in other staff from within the Council where appropriate. The Council is also working together with other Local Authorities, statutory consultees, the Planning Inspectorate and other organisations like the Planning Advice Service (PAS) where necessary.

The policy team using other internal or external resources as appropriate will undertake monitoring and produce annual monitoring reports.

11. Risks

- **Funding**

Funding remains a major issue for the Council. Budget constraints will continue to limit funding available for commissioning additional study work or securing additional staff resources.

- **Programme**

The programme for the Local Plan preparation is proving challenging. Additional consultation stages have had to be programmed in. The additional work to support the evidence base for the Local Plan and other DPDs has had to be done. It has been difficult to predict with certainty the length of time it will take to produce the plans.

To reduce the impact of the above the programme will be carefully managed to make sure it remains realistic. Through the Stansted/M11 Local Authority Partnership, the Essex Policy Forum and Duty to Co-operate engagement the Council will keep up to date with the progress of other Essex and Hertfordshire Districts, sharing experiences and adjusting the timetable where necessary. The Government Office and PINs have been consulted on the LDS in the past and their comments regarding the timetable have been taken into account. The abolition of the Government Office at the end of March 2011 means that this source of advice and guidance is no longer available. The Planning Advisory Service is another potential source of advice.

- **Evidence Base**

Staff time and resources are required to assemble the evidence base. The relatively long lead in times for the preparation of the DPDs should allow enough time for the work to be completed. Limited budgetary provision has been made for the appointment of outside consultants for specialised tasks e.g. the water cycle study but due to the Council's financial position other studies have been carried out internally e.g. the strategic housing land availability assessment. Some joint commissioning of work has been done to help reduce costs and other opportunities for this will be investigated.

- **Staff Resources**

The team which will be working on the production of the DPDs is relatively small with 3 permanent staff. The Council's financial position has meant there is no opportunity to secure additional staff resources. There is the

opportunity to use other staff within the planning service and/or within the Council to help with some aspects of the work and there may also be an option to employ agency staff to cover peaks in workload but this would only be for a very limited period.

PROPOSED PROGRAMME OF REPLACEMENT FOR THE POLICIES IN THE UTTLESFORD LOCAL PLAN - ADOPTED
JANUARY 2005

(NOTE: This is a list of saved policies in the existing local plan it is not a full list of the policies that will be included in the new Local Plan, new policies will be added as necessary)

Existing Policy		Replaced/Deleted/ Merged	Which document will the new/merged Policy be in?	Date of Adoption of DPD
Policy Ref	Description			
S1	Development limits for the main urban areas	General development locations and strategic sites will be identified in the Strategic Policies. Site specific policies will be included in the Site Allocations section. Development Limits will be defined on the Policies Map	Local Plan	2015
			Local Plan	2015
			Local Plan	2015
S2	Development limits/policy areas for Oakwood Park, Little Dunmow and Priors Green, Takeley/Little Canfield		Local Plan	2015
S3	Other development limits			
S4	Stansted Airport Boundary	Replaced	Local Plan	2015
S5	Chesterford Park Boundary	Merged Chesterford Park Local Policy 1	Local Plan	2015
S6	Metropolitan Green Belt	Replaced	Local Plan	2015
S7	The Countryside	Replaced	Local Plan	2015
S8	The Countryside Protection Zone	Replaced	Local Plan	2015

GEN1	Access	Replaced	Local Plan	2015
GEN2	Design	Replaced	Local Plan	2015
GEN3	Flood Protection	Replaced	Local Plan	2015
GEN4	Good Neighbourliness	Replaced	Local Plan	2015
GEN5	Light Pollution	Replaced	Local Plan	2015
GEN6	Infrastructure provision to support development	Replaced	Local Plan	2015
GEN7	Nature Conservation	Replaced	Local Plan	2015
GEN8	Vehicle Parking Standards	Replaced	Local Plan	2015
E1	Distribution of Employment Land	Merged Gt Chesterford Local Policy 2, SW4, SW5. Strategic Policies will identify general development locations Site specific policies will be included in the Site Allocations section	Local Plan	2015
E2	Safeguarding employment land	Merged Elsenham Local Policy 1, Great Chesterford Local Policy 1, GD7, Takeley Local Policy 5, SW6, Thaxted Local Policy 3	Local Plan	2015
E3	Access to Workplaces	Replaced	Local Plan	2015
E4	Farm Diversification: Alternative uses of Farmland	Replaced	Local Plan	2015
E5	Re-use of rural buildings	Replaced	Local Plan	2015
ENV1	Design of Development within Conservation Areas	Replaced	Local Plan	2015

ENV2	Development Affecting Listed Buildings	Replaced	Local Plan	2015
ENV3	Open Space and Trees	Replaced	Local Plan	2015
ENV4	Ancient Monuments and Sites of Archaeological Importance	Replaced	Local Plan	2015
ENV5	Protection of Agricultural Land	Replaced	Local Plan	2015
ENV6	Change of Use of Agricultural Land to Domestic Garden	Replaced	Local Plan	2015
ENV7	The Protection of the Natural Environment – Designated Sites	Replaced	Local Plan	2015
ENV8	Other Landscape elements of importance for nature conservation	Replaced	Local Plan	2015
ENV9	Historic Landscapes	Replaced	Local Plan	2015
ENV10	Noise sensitive development and disturbance from Aircraft	Replaced	Local Plan	2015
ENV11	Noise Generators	Replaced	Local Plan	2015
ENV12	Protection of Water Resources	Replaced	Local Plan	2015
ENV13	Exposure to poor air quality	Replaced	Local Plan	2015
ENV14	Contaminated Land	Replaced	Local Plan	2015
ENV15	Renewable Energy	Replaced	Local Plan	2015
H1	Housing Development	Merged with GD4, SW2 and SM2	Local Plan	2015
H2	Reserve Housing Provision	Merged with SW3	Local Plan	2015
H3	New Houses within development limits	Replaced	Local Plan	2015
H4	Backland Development	Replaced	Local Plan	2015
H5	Subdivision of dwellings	Replaced	Local Plan	2015
H6	Conversion of rural buildings to residential use	Replaced	Local Plan	2015
H7	Replacement Dwellings	Replaced	Local Plan	2015
H8	Home Extensions	Replaced	Local Plan	2015

H9	Affordable Housing	Replaced	Local Plan	2015
H10	Housing Mix	Replaced	Local Plan	2015
H11	Affordable Housing on Exception Sites	Replaced	Local Plan	2015
H12	Agricultural workers' dwellings	Replaced	Local Plan	2015
H13	Removal of Agricultural Occupancy Conditions	Replaced	Local Plan	2015
LC1	Loss of sports fields and recreational facilities	Replaced	Local Plan	2015
LC2	Access to Leisure and Cultural Facilities	Replaced	Local Plan	2015
LC3	Community Facilities	Replaced	Local Plan	2015
LC4	Provision of Outdoor Sport and Recreational Facilities beyond development limits	Replaced	Local Plan	2015
LC5	Hotel and Bed and Breakfast Accommodation	Replaced	Local Plan	2015
LC6	Land west of Little Walden Road Saffron Walden	Merge SW 7	Local Plan	2015
RS1	Access to retailing and services	Replaced	Local Plan	2015
RS2	Town and Local Centres	Replaced	Local Plan	2015
RS3	Retention of Retail and other services in Rural Areas	Replaced	Local Plan	2015
T1	Transport Improvements	Deleted		2015
T2	Roadside services and the new A120	Replaced	Local Plan	2015
T3	Car Parking associated with development at Stansted Airport	Replaced	Local Plan	2015
T4	Telecommunications Equipment	Replaced	Local Plan	2015
	Chesterford Park Local Policy 1	Merged S5 and E2	Local Plan	2015
	Elsenham Local Policy 1	Merged E2	Local Plan	2015
	Great Chesterford Local Policy 1	Merged E2	Local Plan	2015

	Great Chesterford Local Policy 2	Merged E1	Local Plan	2015
GD1	Town Centre	Replaced	Local Plan	2015
GD2	Land Rear of 37 to 95 High Street	Development Complete - Deleted		
GD3	White Street Car Park Extension	Development Complete -Deleted		
GD4	Residential Development within Great Dunmow's Built up Area	Merged H1	Local Plan	2015
GD5	Woodlands Park	Replaced	Local Plan	2015
GD6	Great Dunmow Business Park	Replaced	Local Plan	2015
GD7	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2015
GD8	Civic Amenity Site and Depot	Replaced	Local Plan	2015
	Oakwood Park Local Policy 1	Replaced	Local Plan	2015
SW1	Town Centre	Replaced	Local Plan	2015
SW2	Residential Development within Saffron Walden's Built up Area	Merged H1	Local Plan	2015
SW3	Land south of Ashdon Road	Merged H2	Local Plan	2015
SW4	Land adjoining the Saffron Business Centre	Merged E1	Local Plan	2015
SW5	Thaxted Road Employment Site	Merged E1	Local Plan	2015
SW6	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2015
SW7	Land at Little Walden Road	Merged LC6	Local Plan	2015
AIR1	Development in the terminal support area	Replaced	Local Plan	2015
AIR2	Cargo Handling/Aircraft Maintenance Area	Replaced	Local Plan	2015
AIR3	Development in the Southern Ancillary Area	Replaced	Local Plan	2015
AIR4	Development in the Northern Ancillary Area	Replaced	Local Plan	2015
AIR5	The Long Term Car Park	Replaced	Local Plan	2015
AIR6	Strategic Landscape Areas	Replaced	Local Plan	2015
AIR7	Public Safety Zones	Replaced	Local Plan	2015

SM1	Local Centres	Replaced	Local Plan	2015
SM2	Residential Development within Stansted's Built up Area	Merged H1	Local Plan	2015
SM3	Site on Corner of Lower Street and Church Road	Deleted		
SM4/B IR1	Rochford Nurseries	Replaced	Local Plan	2015
SM5	Parsonage Farm	Replaced	Local Plan	2015
	Start Hill Local Policy 1	Replaced	Local Plan	2015
	Takeley Local Policy 1 – Land west of Hawthorn Close	Deleted		
	Takeley Local Policy 2 – Land off St Valery	Deleted		
	Takeley/Little Canfield Local Policy 3 – Priors Green	Replaced	Local Plan	2015
	Takeley Local Policy 4 – The Mobile Home Park	Replaced	Local Plan	2015
	Takeley Local Policy 5 – Safeguarding of Existing Employment Area in Parsonage Road	Merged E2	Local Plan	2015
	Thaxted Local Policy 1 – Local Centre	Replaced	Local Plan	2015
	Thaxted Local Policy 2 – Land adjacent to Sampford Road	Currently under construction – likely to be completed - delete		
	Thaxted Local Policy 3 – Safeguarding of Employment Areas	Merged E2	Local Plan	2015

APPENDIX 2 – Production Milestones for Development Plan Documents

Doc Name	Subject	Doc Type	Conformity	Production Milestones									Review
				Public Participation in Plan Preparation					Publication and Pre-Submission Consultation	Submission to Sec of State	Hearing Sessions	Adoption	
				Evidence Gathering and Stakeholder Involvement	Consultation on issues and options	Public Participation on Preferred Options and Further Preferred Options	Consultation on Draft document	Consultation on Housing Numbers and Sites					
Uttlesford Strategic Policies And Key Diagram	Sets out the Vision for the development of Uttlesford District together with the key policies to achieve that vision. The key diagram illustrates the spatial strategy	Local Plan	General conformity with National Planning Policy Framework.	Jan - Dec 05	May 06- July 06 Jan – Feb 07	Nov 07 – Jan 08 Feb 10 – April 10	June 12 - July 12	Nov 13- Jan-14	April 14 – June 14	July 14	Nov 14	Feb 15	AMR
Development Management Policies	Criteria based policies against which planning applications will be considered	Local Plan	General conformity with National Planning Policy Framework.			Jan 12 – Feb 12	June 12 – July 12		April 14 – June 14	July 14	Nov 14	Feb 15	AMR
Site Allocations	Policies relating to specific sites where development is proposed	Local Plan	General conformity with National Planning Policy Framework.				Jan 12 – Feb 12	Nov 13-Jan 14					
Gypsy and Traveller Site Allocations	Policies relating to specific sites where development is proposed	DPD	Conformity with the Local Plan and National Planning Policy for Traveller Sites.	Call for Sites October 2012 GTAA published July 2014 Site Assessment Study October 2014	Dec 14 – Jan 15		April – May 2014		August – October 2015	Dec 15	Mar 16	July 16	AMR

Appendix 3 - Chart showing programme of Local Development Documents

	2013			2014												2015												2016											
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O			
Local Plan including: Strategic policies Site Allocations Development Management policies Key Diagram Policies Map	■	■	■			■	■	■	■				■		■	■																							
Gypsy and Traveller Site Allocations Development Plan Document												■		■	■		■	■				■	■	■		■		■			■	■							
Annual Monitoring Reports	■	■									■	■	■	*									■	■		*													

Key

	Commencement – trigger is consultation with the 3 statutory bodies on scope of the SA	<p>Public Participation in the Preparation of a Local Plan (Reg 18)</p> <p>Notify consultation bodies of intention to prepare Local Plan and ask what such a Local Plan ought to contain. Also consider whether it is appropriate to invite representations from people who are resident or carrying on business in the area.</p>	
	Consultation on Issues and Options		
	Consultation on Draft Plan.		
	Public consultation on housing numbers and additional sites		
	Publication of Plan and Pre-Submission Consultation (Reg 19)		
	Submission to Secretary of State (Reg 22)	<p>Examination Stages</p> <p>Guideline timetable from submission to final report 23 weeks for hearing sessions up to 8 days with no Pre-Hearing Meeting (PHM). 29 weeks for hearing sessions up to 8 days with a PHM and 37 weeks for hearing sessions up to 12 days with a PHM.</p>	
	Hearing Sessions		
	Inspectors Report		
	Adoption at Full Council		
	Production of Annual Monitoring Report (AMR)	*	Publication on Council's Website

Sources of Information for the Evidence Base

Social	Sources of Available Data	Updating
Housing Needs	Strategic Housing Market Assessment (SHMA) working in partnership with Broxbourn, Brentwood, East Herts, Epping Forest and Harlow. Final report 2009 – Opinion Research Services and Savills Update Report 2012 (Opinion Research Services, March 2013)	
	Affordable Housing, Viability Assessment, 2010 – Levvel Updated March 2012	
	Strategic Housing Land Availability Assessment (SHLAA). 2012 – UDC	Updated Annually
	Essex Gypsy and Traveller and Travelling Showpeople Accommodation Assessment July 2014	
	Gypsy, Traveller and Travelling Showpeople Sites, Site Assessment Study October 2014	
	Demographic Study Edge Analytics – Essex Planning Officers Association Phases 1 - 6	Quarter 1 2015
Housing Supply	Housing Land Supply, April 2014 - UDC	Updated Annually
	Housing Trajectory and 5 Year Land Supply, 2014 – UDC	Updated Annually
Population Age Structure Ethnicity	2011 Census	
	Neighbourhood Statistics	
	Baseline Information Profile Nov 2010 - Essex County Council	
Leisure Facilities/playing fields	Green Space Strategy Audit 2006 - UDC	
	Open Space, Sport and Recreation Study The Landscape Partnership	

	2012	
School Capacity	Commissioning School Places 2012- 2017 - Essex County Council	Updated Annually
Health Facilities	West Essex Clinical Commissioning Group	
Crime (Rates and Fear of Crime)	Home Office http://www.homeoffice.gov.uk/crime/	
	Essex Police	
	Baseline Information Profile Nov 2010 - Essex County Council	
	Essex County Council Tracker Survey 2009	
Economy	Sources of Available Data	Action/Updating
Economic Activity Industry or Employment Occupation Groups Commuting	2011 Census	
	Employment Land Study Final Report March 2006 PACEC	
	Employment Land Review, April 2011, UDC	
	Non- residential land monitoring data Essex County Council. Employment Land Monitoring Report - UDC	Updated annually
	Employer and Business Survey – CN Research 2009	
Retail	Retail Study, Final Report December 2005 Hepher Dixon	
	Retail Study, Final Report 2012 and Supplement March 2013 Savills	
	Uttlesford Retail Capacity Study Update April 2014 Savills	
	Non- residential land monitoring data, Essex County Council	Updated Annually
Office/Industrial Accommodation Survey	Non-residential land monitoring data, Essex County Council	Updated Annually
Development Opportunity Sites	Economic Assessment – Carter Jonas 2012	
	Urban Design Assessment – Places Services, Essex County Council)	

Environment	Sources of Available Data	Action/Updating
Conservation Areas Tree Preservation Orders Listed Buildings Ancient Monuments and Archaeological Sites Sites of Special Scientific Interest and National Nature Reserves County Wildlife Sites Ancient Woodlands Special Verges Historic Landscapes and Parklands Open spaces Noise Contours Groundwater Protection Zones Poor Air Quality Zones Flood Zones	UDC GIS	Ongoing updates (UDC).
	Conservation Area Appraisals and Management Plans for Arkesden Ashdon Clavinging Felsted Great Chesterford Great Dunmow Great Hallingbury Great Sampford Hatfield Broad Oak Hempstead Henham High Easter High Roding Littlebury Manuden Radwinter Saffron Walden Stansted Mountfitchet Stebbing Thaxted Wendens Ambo Widdington	Draft plans for Audley End Bentfield Green, Stansted Elmdon Great Canfield Great Easton Hadstock Hazel End, Farnham Quendon & Rickling
	Historic Settlement Character Assessment for selected settlements: Saffron Walden Great Dunmow Great Chesterford Henham Newport Stansted Mountfitchet UDC 2007 Thaxted –UDC 2009	
	Village Templates (Market Towns and Key Villages) UDC 2011	
	Uttlesford District Historic Environment Characterisation Project – Essex County Council 2009	
Landscape Character Assessment	Essex County Council – county level information Landscape Character Assessment. Final Report September 2006 Chris Blandford Associates	
Biodiversity	Phase 1 Habitat Survey 1990	

	Local Wildlife Sites Review October 2007 Essex Ecology Services Ltd Appropriate Assessment UDC 2007 and updated in 2013	
Flood Risk	Strategic Flood Risk Assessment, Final Report March 2008 JBA Consulting	
Rural Lanes	Uttlesford Protected Lanes Assessment March 2012 Essex County Council	
Agricultural Land Classification	Department for Environment, Food and Rural Affairs (DEFRA)	Input data to GIS (UDC)
Water Quality Water Use	Environment Agency	
	Water Companies	
	Water Cycle Study, Scoping and Outline Strategy 2010 – Hyder Consulting.	
	Water Cycle Study, Stage 2 November 2012 – Hyder Consulting.	
Air Quality	Assessment of Uttlesford District's Local Plan on Air Quality in Saffron Walden 2013 - Jacobs	
Green Belt	Green Belt Boundary Scoping Report – UDC 2011	
Renewable Energy	Renewable Energy Study of the District 2008 - Altechnica	
Communication and Transport	Sources of Available Data	Action/Updating
Public Transport - Bus	http://www.essex.gov.uk/Travel -Highways/Public- Transport/Pages/Public- transport.aspx	
	ECC Local Transport Plan 2011 (LTP 3)	Transport strategy published. Implementation plans to follow.

Public Transport –Rail	Network Rail London and South East Route Utilisation Strategy (RUS) 2011. Informs the development of High Level Output Specifications from 2019, and sets out the strategy for the London and SE rail network to 2031.	
	Network Rail Anglia Route Business Plan for Control Period 5 2014-2019. Sets out the relevant outputs, activity and expenditure at route level to achieve the specified national outputs.	Annual Updates
Capacity of Road Network	Essex Traffic Monitoring Report	Produced Annually
	Essex County Council Local Transport Plan (LTP 3) 2011-2026	LTP 3 to 2026 currently in preparation
	Comparative Transport Analysis 2010 - ECC	
	Transport Analysis of Draft Local Plan - Local Plan Highway Impact Assessment, Essex Highways October 2013	

Committee: Cabinet

Agenda Item

Date: 28 October 2014

13

Title: Lavender Field Flood Relief Scheme,
Saffron Walden

Portfolio Holder: Cllr Susan Barker

Key decision: No

Summary

1. This report for information only is to advise Members that a request has been received from residents and owners of residential property flooded last winter that the Council has been requested to draw up and implement a flood relief scheme to reduce the risk of a reoccurrence. Residents and owners have submitted a joint application to the Council for grant aid under the Defra Repair and Renewal scheme to enable the Council to draw down Defra funds to offset against the total cost of the scheme. The scheme is in the process of being prepared for costing purposes and consideration by the relevant statutory bodies.

Recommendations

2. The action in hand be noted

Financial Implications

3. Under the Repair and Renewal Scheme subject of a Cabinet report on 31 March 2014 residents and owners whose homes were flooded have the option of either applying to the Council for a Defra funded grant to carry out individual property level repairs and resilience measures, or a grant to jointly fund a communal scheme. The level of the grant is for the cost of the measures/ proportional share of the total costs of a communal scheme up to a maximum of £5,000 for each affected property. Measures have to be completed by 31 March 2015 to secure release of grant finance by Defra. At present the scheme is uncosted and it not possible to say whether the total cost could be covered by Defra grant. There is no Council budget for scheme design and development or for any excess expenditure over available grant.

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 scheme has been devised through discussion between residents, landlords and the statutory bodies. Correspondence is attached.
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	The scheme as submitted requests the Council to take on responsibility for ongoing maintenance of the banks of The Slade watercourse from the riparian owners. If the Council does so, it would be obliged to continue to discharge that responsibility unless it was able to secure agreement of another party/ parties to take on the responsibility.
Sustainability	
Ward-specific impacts	Saffron Walden Castle Ward
Workforce/Workplace	

Situation

6. Residential properties in Lavender Fields and The Spike were flooded in January when The Slade watercourse over topped its banks above the entry to the culvert under Elizabeth Way.
7. The submitted flood relief scheme meets the criteria for Defra grant funding.
8. A meeting on site between owners and representatives of the relevant statutory bodies took place in the summer to discuss the scheme. The council was represented in its capacity as owner of the culvert in so far as it passes under open land it owns. It was agreed that the owners would liaise to submit a joint application for grant funding to the council. Such grant applications are determined by the Council for Defra.
9. The Council has relevant powers as Flood Risk Management body.
10. The scheme involves the erection of a flood wall to replace an existing fence on top of the southern bank of The Slade up stream of the culvert entrance linked in to the culvert headwall to protect properties in The Spike owned by Swan Housing Association and homes in Lavender Field. Earth shaping of the open land owned by the council would be carried out to create an overflow channel diverting any water over topping the bank of the water course around

the homes in Lavender Field discharging into the carriageway of Elizabeth Way. The grille to the upstream culvert entry has been removed following the floods to reduce the risk of material getting caught and obstructing the water flow. Under the proposed scheme a trash guard to a different design would be installed, the upstream banks in the vicinity would be cleared of vegetation and the council would be expected to take responsibility for the on going maintenance of the guard and riparian banks.

11. Flooding in Elizabeth Way was identified as one the Council’s priorities in responding to Essex County Council in February over issues to be addressed in its Flooding Emergency Response Plan. The Plan was subsequently published in April and reported on work carried out to jet blocked gullies in the Elizabeth Way vicinity. The Plan states that although not an Essex Highways responsibility The Slade does take a substantial volume of water away from the highway and, downstream of Elizabeth Way, the culvert under the town centre requires substantial repair. The latter is a separate issue to that which the residents’ and owners’ scheme seeks to address.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Whilst protecting homes in Lavender Field and The Spike flood water over topping the bank could impact on other properties	2 Depends on the volume of water involved and the rate of run off and the area of land available to hold excess water without flooding homes until it begins to drain away	3 Flood damage to homes potentially leading to them having to be vacated whilst restored.	None

- 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.

COPY

~~XXXXXXXXXX~~

Arkesden

Duddenhoe End Road

Saffron Walden

CB11 4HG

John Farnell

Uttlesford District Council

London Road

Saffron Walden

CB11 4ER

Dear Mr Farnell,

Joint Application for Repair and Renewal – Lavender Field/Swan Housing Ass.

As you know there have been discussions concerning the concept of implementing measures to remove or much reduce the probability of future flooding of the Swan Housing Association block adjacent to The Spike and of the houses at Lavender Field. The intention is that:

- * UDC maintains the stream bed and the banks;
- * the Essex Flood Team or UDC take responsibility for installation of an improved reed guard at the tunnel entrance;
- * UDC landscapes the UDC land above the tunnel so as to create a curving overflow channel between the tunnel entrance and Elizabeth Way and uses the spoil to create banks to either side;
- * UDC contracts for the construction of a wall to replace the fence at the top of the stream bank adjacent to the Swan Housing Association Block and upstream thereof, the wall to be significantly higher than the route through to the new overflow channel;
- * Swan, on behalf of each of the affected residents in the ground floor of the Swan Housing Association Block, and the owners of numbers 6, and 8 – 13 Lavender Field all apply for grants of the maximum of £5,000 under the Repair and Renewal Scheme for those affected by the 2014 flood and agree that, if successful, those grants be used by the Council to build the wall and, to the extent that a surplus remains, to make a contribution to the cost of the overflow channel.

I now attach a form completed as best I can in the circumstances. The standard form is for individual applications and for work executed by the owners or residents, rather than the Council. I have therefore made clear that it is a group application to help fund work being implemented by the Council and attach a signature page giving consent that the Grant can

be used by the Council, making clear that there is no further obligation on the owners to pay and then signed by the applicants. I am unsure, as I write, whether you will receive one signature page from Lavender Field and one from Swan or whether they will be separate.

I hope very much that this application can be approved swiftly, the grants made available directly to the Council and the works effected.

Yours sincerely

A handwritten signature in black ink, appearing to read 'JR Burnham', written in a cursive style.

JR Burnham



Repair and Renewal Application for a Grant

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

1. Applicant Information

Name	[REDACTED]
Business Name (if applicable)	(CO-ORDINATING ON BEHALF OF THE GROUP OF APPLICANTS)
Address	[REDACTED], ARKAS DEN, SAFFRON WALDEN
Postcode	CB11 4HG
Telephone Number	01799 550 661
Mobile	
E-mail	[REDACTED]

2. Property Flooded

Address of property applying (if different from above)	NOS 6, 8 - 13 LAVENDER FIELD + GROUND FLOOR OF SWAN HOUSING ASSOCIATION BLOCK ADJACENT TO THE SPIKE
Date property was flooded	EARLY MORNING - 07.02.14

3. Cause of Flooding and Damage

Cause of flooding (please circle those applicable)	River	<input checked="" type="checkbox"/> Blocked drainage	<input checked="" type="checkbox"/> Extreme Rainfall	Surface Runoff	<input checked="" type="checkbox"/> Other (please specify)
Please briefly describe the primary damage that was caused	SOAKED / SOILED CARPETS, FLOOR BOARDS, SKIRTINGS, FURNITURE, KITCHEN CABINETS			LACK OF OVERFLOW CHANNEL	

4. Description of Damage

<p>Please briefly describe the primary damage that was caused</p>	<p>THE EXTREME RAINFALL CAUSED VERY HIGH DISCHARGE IN THE STREAM. THE DISCHARGE EITHER EXCEEDED THE CAPACITY OF THE TUNNEL OR THE REED WARD TRAPPED SO MUCH DEBRIS THAT IT AFFECTED A DAM. AS THERE WAS NO OVERFLOW CHANNEL, THE WATER OVERFLOWED THROUGH THE SPINNEY PARK, SWAN HOUSING ASSH BLOCK AND LAVENDER FIELD</p>
---	--

5. Type of Application

<p>Is the grant application for:</p>		
<p>Resilience/resistance measures that you will install in the future should your application be approved</p>	<p>INSTALLED BY THE COUNCIL</p>	<p>Yes/No</p>
<p>For resilience/resistance measures that you have already purchased and installed following the flooding (retrospective application)</p>	<p>Yes/No</p>	

6. Property Level Measures

Please indicate which of the available resilience/resistance measures you intend to or have installed (if a retrospective application) and cost (including VAT).

Please note that the maximum grant that can be applied for is £5000 (including VAT costs). Any costs incurred above £5000 will need to be met from your own funds.

When selecting which measures you intend to install, please read the application guidance note and we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/ The guidance will help you select the appropriate measures for the nature of flooding in your area – not all identified measures may be appropriate and may make limited difference to protecting or minimising the damage to your premises. Uttlesford District Council recommends that you seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application.

Once complete please continue to section 7

Resistance Measures	Cost £s	Resistance Measures	Cost £s
Demountable Flood Door Boards		Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Demountable Flood Window Boards		Replace chipboard flooring with treated timber floorboards	
Airbrick Cover		Replace floor including joists with treated timber to make water resilient	
Sewage Bung		Replace timber floor with solid concrete	
Toilet Pan Seal		Raise floor above most likely flood level	
Sump Pump		Replace mineral insulation within walls with closed cell insulation	
Re-pointing external walls with water resistant mortar		Replace gypsum plaster with water resistant material such as lime	

Waterproof external walls		Install chemical damp-proof course below joist level	
Automatic Flood Doors		Replace doors, windows and frames with water resistant alternatives	
Permanent flood door		Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Automatic Flood Windows		Mount boilers on wall	
Self-closing airbrick		Move washing machine to first floor	
Non-return valves 110mm soil waste pipe		Replace ovens with raised, build-under type	
Non-return valves 40mm utility waste pipe		Move electrics well above likely flood level	
Non-return valves 12mm overflow pipe		Move service meters well above likely flood level	
Garage/Driveway Barrier		Replace chipboard kitchen/bathroom units with plastic units	
Professional advice on flood resistance/resilience		Flood Risk Report	
Total Cost of resilience/resistance measures			£
Total Amount of Grant Applying for if different (maximum £5000 including VAT)			£ 5,000

BARRIER (WALL), OVERFLOW CHANNEL AND RELATED BANKS/MOUNDS. COST TO BE DETERMINED BY THE COUNCIL. PER PROPERTY

7. Quotes

Three like for like quotes for the purchase and installation of the identified measures should be included with your application. If you have not selected the cheapest available quote please explain briefly why.

If the application is for retrospective applying, please explain how you ensured value for money. i.e. utilised insurance company contractor, or sought quotes from a range of providers. This evidence should be included in your application

NOT APPLICABLE AS PROJECT WILL BE UNDERTAKEN BY THE COUNCIL TO REMOVE OR REDUCE PROBABILITY THAT NEEDLESS FLOODING DOES NOT RECUR.

8. Retrospective Applications

FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money i.e. utilised insurance company contractor, or sought quotes from a range of providers. Evidence of quotes and invoices should please be included with your application

9. Alternative Funding

Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the equipment you are

Yes/No

applying for grant funding for?	
If yes, please specify and state why you are also seeking Repair and Renew Grant support.	
For <u>businesses only</u> – have you received any other public grant funding during the last three years? If so, please specify what for and the amount received.	Yes/No

10. Repayment


Should your application be approved, please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed and contractors paid from own fund.
THE GRANTS WILL BE PAID TO THE COUNCIL SO THE TIMING OF PAYMENTS IS LEFT TO THE DISCRETION OF THE COUNCIL

Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that I understand the purpose of this form and the reasons for the collection of my/our personal data (to the extent that this form contains information which is personal for the purposes to the Data Protection Act 1998) and that I agree to my/our personal data being used as stated.

If any information changes, I will inform Uttlesford District Council immediately.

Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the full recovery of all grant payments. By signing this form you are agreeing that you have read and agree with the above declaration.

Signed	
Please print name	JOHN RICHARD BURNHAM

Please send this form and the relevant evidence to John Farnell at building@uttlesford.gov.uk or by post to John Farnell, Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER

Committee: Cabinet

Agenda Item

Date: 28 October 2014

14

Title: Conservation Area Appraisal, Bentfield Green

Portfolio Holder: Cllr S Barker

Key decision: **No**

Summary

1. This report has been prepared and discussed with Stansted Mountfitchet Parish Council who support its general content and are actively working to implement the management proposals.

The draft Conservation Area Appraisal for Bentfield Green was made available on the Council's website and as printed copies. A public exhibition on 6 September 2014 was attended by the Council's Conservation Area Appraisals Co-ordinator who presented the findings and answered questions. This report summarises and comments on the representations made at the exhibition and subsequent to it in the consultation period which lasted from 25 August to 5 October 2014.

2. Stansted Mountfitchet Parish Council welcomed the Conservation Area Appraisal in principle and considered it a worthwhile document which is likely to strengthen the control of development. This comment is valuable and is one shared by officers. The experience of the Conservation Area Appraisals so far undertaken indicates that the process is both important and popular with the local communities.

Recommendations

3. That the Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.

Financial Implications

4. None.

Background Papers

5. The notes of the public exhibition held on 6 September 2014 and all representations received.

Impact

- 6.

Communication/Consultation	Full consultation undertaken.
Community Safety	Not affected.
Equalities	Not affected.

Finance	None.
Health and Safety	Not affected.
Human Rights/Legal Implications	Not affected.
Sustainability	The report focuses on environmental issues seeking to preserve the environment of the respective communities, including their buildings and open spaces.
Ward-specific impacts	Stansted North - various proposals as amended and as contained in report.
Workforce/Workplace	Existing staff resources.

Situation

7. The Bentfield Green Conservation Area was first designated in 2008. The Council has a duty within section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews. As part of this work the Council has undertaken a number of Conservation Area Appraisals of existing Conservation Areas.
8. This report sets out the key issues within the attached Conservation Area Appraisal and records the results of the consultation exercise and the changes proposed.
9. The principal issues and recommendations set out in the document are:

Changes to the existing Conservation Area boundary.

None are proposed.

Note: As a result of the consultation a number of points were raised by respondents relating to issues raised in the Appraisal report. These representations are included in the table below with appropriate officer comment.

General notes:

Planning Controls and Good Practice in Respect of Other Buildings that Make an Important Architectural or Historic Contribution.

A number of such unlisted buildings that make a positive contribution to the character of the Conservation Area have been identified. The Council will seek to ensure that these are retained. These are as follows: Rose Tree Cottage, Nos. 26-34 and 34-44 Bentfield Green, Nos.33-43 Bentfield Green, the Rose and Crown public house, Nos. 37 and 66 Bentfield Road.

Proposed Article 4 Directions.

There are other distinctive features that are integral to some of the unlisted buildings identified in the previous paragraph that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by removing Permitted Development

Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement of the general proposals set out in this Appraisal.

Planning Controls and Good Practice in Respect of Other Distinctive Features that Make an Important Architectural or Historic Contribution.

This Appraisal has identified several features including walls and pumps that make a particular contribution to the character of the Conservation Area. Some walls are protected from demolition without prior consent by virtue of exceeding the specified heights relevant to Conservation Area or by Listed Building legislation. Any proposal involving their demolition is also unlikely to be approved.

Planning Control and Good Practice, Important Open Spaces, Trees and Groups of Trees.

The open spaces as identified being the large green adjacent to the Rose and Crown pub and the small triangular island, green, playground and pond opposite Pond Cottage. All represent landscape features that materially contribute to the character and appearance of the Conservation Area that must be protected.

Only the most significant trees are shown very diagrammatically. Many have already been made subject to Tree Preservation Orders but others worthy of protection have not. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety. Most notable are those in the grounds of Bentfield Green Farmhouse and in the grounds of No. 18. Wide grassy verges also play a role in ruralizing the street scene particularly where they provide a break between the historic and modern built environments. Hedges too make an important visual contribution to the landscape often marking the boundaries between the various properties or performing a shielding function where more modern developments meet the historic core particularly where they soften the developments along Wetherfield.

Enhancement Proposals to Deal with Detracting Elements.

The Appraisal identifies a number of detracting elements together with a proposed course of action. It is recognised that such improvements will frequently only be achieved with the co-operation of owners and other bodies as appropriate.

10. Consultation results

The comments received at the public exhibition and during the consultation period are set out in the table arranged in the subject order above. Those responses which noted minor inaccuracies in the text of the Draft Conservation Area Appraisal, such as the misspelling of building names or attributed dates are not included here.

Issue	Representations made	Officer comment
General	<p>Stansted Mountfitchet Parish Council comments that they are pleased with the way in which the Appraisal has been conducted and which they feel has been very comprehensive.</p> <p>A resident considers the whole Uttlesford District Council consultation process to be flawed and that the Council takes no notice of it's constituents.</p> <p>Bidwells consider that the Council should not be determining matters relating to the Conservation Area until the Local Plan review has been settled. This is because matters such as land allocations, which will determine the location and type of future development within the District (including land at Bentfield Green), are still in play and therefore may be prejudiced by the Appraisal. They offer a holding objection to the Conservation Area Appraisal until the outcome of the Local Plan review is known.</p>	<p>Noted.</p> <p>The Conservation Area Appraisals process is conducted in as open and transparent a manner as possible and all responses are reported and duly considered.</p> <p>Officers consider that there is no reason why Conservation Areas cannot be amended/reassessed before the emerging Local Plan is adopted. Conservation Areas are in place to ensure that areas of special architectural and/or historic character or appearance are protected and enhanced. The Conservation Area Appraisals assess what is on the ground now and ensure that adequate protection is in place. The adopted Local Plan 2005 and the emerging Local Plan policies on Conservation Areas do not preclude development, they just ensure that any development permitted will preserve and enhance the character and appearance of the essential features of a Conservation Area.</p>
Changes to the Conservation Area Boundary	<p>Bentfield Green residents (3 responses) consider the properties in Bentfield Close and particularly the former pump house/electricity station (No. 1 Bentfield Close) to be of sufficient quality to warrant their continued inclusion in the Conservation Area</p>	<p>Officers have re-examined the site and consider, on balance, that the quality of the buildings and, in particular the remaining architectural features of No. 1 Bentfield Close, its historical inter-relationship with other properties in the Conservation</p>

	<p>Bentfield Green residents (joint submission from 9 residents) consider that that the whole area of Bentfield Green should be part of the Conservation Area to include all houses, the Rose and Crown public house, the children’s playground, the pond and the two small pieces of green opposite the pond.</p>	<p>Area and siting do warrant continued inclusion in the Conservation Area. The proposed revision of the boundary will therefore not be pursued.</p> <p>Officers note the request, but consider that the properties of 20th century construction in Bentfield Green currently excluded from the Conservation Area would not contribute significantly to the fabric of the area. The properties, features and spaces specifically noted by residents are all currently within the Conservation Area and there is no proposal to remove them. As such they are, and will continue to be protected.</p>
<p>Management proposals</p>	<p>Stansted Mountfitchet Parish Council hopes that all of the recommendations/management proposals will be adhered to, particularly the Article 4 Directions. The Parish Council additionally note that they have initiated work on a number of the actions already.</p>	<p>The suggested enhancement proposals for Bentfield Green will only be achieved through the cooperation of landowners. Management proposals are made as suggestions for implementation by the community as, and when, funds might permit. Officers are very pleased to hear that the Parish Council has a number or remedial works already underway.</p> <p>A number of Article 4 Directions are proposed in the Appraisal. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement of the general proposals set out in this Appraisal.</p>

10. Conclusion

The public consultation raised a number of useful points which have been incorporated into the Conservation Area Appraisal. The document should be amended to incorporate the above comments and use of the document should commence immediately to assist in the determination of planning applications and for implementing the management proposals as set out.

12. Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Revisions to the Conservation Area	1 There is some risk that revisions will be approved which cannot be justified by the guidelines provided by English Heritage.	2 If findings are approved which the Council cannot justify through good practice guidelines, the report and its recommendations will be unsound. Planning officers and applicants will then be without any up to date guidance and applications will be determined against out of date resources.	The report has been carefully produced and amended where any inaccuracies were noted. Consultation has been carried out with the Parish Council and Bentfield Green residents and advice sought from specialist officers and experts to support the findings.

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.

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Part 1: Appraisal 1

Introduction

1.1 This appraisal has been produced by Officers of Uttlesford District Council to assess the current condition of the Bentfield Green Conservation Area, to identify where improvements can be made and to advise of any boundary changes that are appropriate. The document is in draft form and will be subject to public consultation and agreement by District Council Members.

1.2 The historic environment cannot be replaced and is a resource that is both fragile and finite. Particularly in an age when society and its needs change with rapidity, the various historic and architectural elements of Conservation Areas can be perceived to interact in a complex manner and create a 'unique sense of place' that is appreciated by those lucky enough to reside in such special places and the many interested persons who appreciate and visit them.

1.3 Uttlesford has a particularly rich built heritage, with 36 Conservation Areas and approximately 3,700 listed buildings displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained. This is the case at Benfield Green which is still mostly contained within its historic envelope centred around a number of small greens, and with the Conservation Area abutting the open landscape.

1.4 The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links by road, rail and air, make it a popular destination to live and work. Key drivers are the presence of Stansted Airport within the locality and the relatively easy commuting distance to both Cambridge and London. Additionally, there are other towns of substance such as Harlow, Bishops Stortford and Braintree that provide employment opportunities nearby. With such dynamics the historic environment of the District is a popular destination for in-migration. The associated pressures accompanying such in-migration make it more important to protect the high quality of both built and natural environments.

1.5 The Uttlesford Local Plan adopted in 2005 recognises these facts and commits the Council to prepare Conservation Area Statements and Supplementary Planning Documents and the production of this document is part of this process.

1.6 Conservation Areas are environments which are considered worthy of protection as a result of a combination of factors such as the quality of design and setting of the buildings or their historic significance. In addition to the individual qualities of the buildings themselves, there are other factors such as the relationship of the buildings with each other, the quality of the spaces between them and the vistas and views that unite or disrupt them. The interaction with adjoining areas and landscape, the quality of trees, boundary treatments, advertisements, road signage, street furniture and hard surfaces, are also important features which can add to or detract from the Conservation Area.

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1.7 This Appraisal will consider these factors carefully. Once it has been approved by the District Council it will be regarded as a 'material consideration' when determining planning applications. The document also puts forward simple practical management proposals to improve the character of the Conservation Area and that are capable of being implemented as and when resources permit.

1.8 The recommendations in this Appraisal concerning non listed buildings and structures are generally formed by the field worker's observations made from the public realm and rarely involve internal inspection of buildings or their structural condition. Therefore such recommendations as set out in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional relevant information.

1.9 This Conservation Appraisal will:

- Identify the special character of Bentfield Green
- Identify elements that should be retained or enhanced
- Identify detracting elements
- Review the existing boundary
- Put forward practical enhancement proposals

1.10 The document has been prepared in partnership with the local community and the Council would like to record its thanks to the Parish Council and to the members of the local community who provided useful information to officers when the survey was being undertaken.

1.11 The Stansted Mountfitchet Parish Council produced a Parish Plan in 2011⁽¹⁾. This document noted the local support for maintaining the unique character of the village and acknowledged the nearby countryside and open spaces as contributing to the quality of life. As with many similar settlements there are pressures for development, though opportunities for house building within the historic core are



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necessarily limited to a few infilling opportunities. The Parish Plan concludes that future development should be dispersed and that any building that encroaches on greenbelt should be avoided. Any future focus should be on small family homes and properties for first time buyers. Great concern was also expressed in the parish as a whole regarding the speed and volume of traffic, particularly HGVs, through the village, the lack of swimming pool facilities and the impact of aircraft noise on the quality of the local environment. These issues will be dealt with in the relevant sections of this document, but it should be noted that the plan was aligned to Stansted as a whole, rather than Bentfield Green specifically. A Village Design Statement was also produced and has proved useful in identifying the physical qualities and characteristics of the village and its surroundings.

1.12 In undertaking an exercise such as this, one aspect that is too easily forgotten is the community itself and the people who live locally and contribute to its cohesion and social success. Stansted Mountfitchet is a vibrant village with a wide range of shops and services including a rail station and, on the outskirts, an internationally renowned auction house. Although geographically not very distant from the centre of the village, Bentfield Green has its own character. The Rose and Crown pub is at the centre of the local community and the green plays host to a number of events including a biennial charity fun run.

1.13 This document is written in three parts: Legal and Policy Framework; Appraisal; Management Proposals.

Planning Legislative Framework

1.14 The legal background for designating a Conservation Area is set out in Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the Council shall from time to time designate Conservation Areas, which are defined as being '*areas of special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance*'. The same section of the Act also requires that Councils undertake periodic reviews.

1.15 Section 71 of the Act requires Councils to '*formulate and publish proposals for the preservation and enhancement*' of Conservation Areas and hold a public meeting to consider them.

1.16 Within Conservation Areas there are additional planning controls and if these are to be supported it is important that the designated areas accord with the statutory definition and are not devalued by including land or buildings that lack special interest.

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1.17 Planning permission is required for the demolition of a building in a Conservation Area but is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non listed buildings in the Conservation Area above a threshold size as set out in the legislation⁽²⁾. Looking for and identifying such buildings is therefore a priority of this Appraisal.

1.18 Another exception relates to certain ecclesiastical buildings which are not subject to local authority administration provided an equivalent approved system of control is operated by the church authority. This is known as the 'ecclesiastical exemption'. Importantly in such circumstances, church authorities still need to obtain any other necessary planning permissions under the Town and Country Planning Act 1990.

1.19 The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example, the Order currently requires that the addition of dormer windows to all roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area.

1.20 However, even within Conservation Areas there are other minor developments that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area or individual buildings within it such as distinctive porches, windows or walls or railings to non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction'. The use of such Directions can be made in justified circumstances where a clear assessment of each Conservation Area has been made. In conducting this appraisal, consideration will be given as to whether or not such additional controls are necessary.

1.21 Trees. Another additional planning control relates to trees located within Conservation Areas. Setting aside various exceptions principally relating to size and condition, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make a particularly important contribution to the character of the Conservation Area. Other trees not specifically identified may still be suitable for statutory protection.

2 The demolition of a building not exceeding 50 cubic metres is not development and can be demolished without planning permission. Demolition of other buildings below 115 cubic metres are regarded as 'Permitted Development' granted by the General Permitted Development Order, subject to conditions that may require the Council's 'prior approval' regarding methods of proposed demolition and restoration.

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1.22 Hedgerows. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

Planning Policy Framework

1.23 National Planning Policy Framework. Published in March 2012, this document replaces previous advice, including PPS 5, Planning for the Historic Environment. The principle emphasis of the new framework is to promote sustainable development.

1.24 Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

1.25 In relation to the historic environment the new National Planning Policy Framework advises as follows:

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.
- Conservation Areas. Such areas must justify such a status virtue of being of 'special architectural or historic interest'.
- Heritage assets. A Heritage asset is defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listings)'.
- Considerable weight should be given to conserving such heritage assets and the more important they are the greater the weight. For example the effect of an application affecting a non- designated heritage asset should be taken into account and a balanced judgement reached. Substantial harm to or loss of a grade II Listed Building should be exceptional whilst harm to heritage assets of higher status, e.g. a Grade I or II* Listed Building should be wholly exceptional.
- Local Planning Authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance and proposals that preserve such elements should be approved.

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- The use of Article 4 Directions to remove national permitted development rights should be limited to situations ‘where this is necessary to protect local amenity or the well being of the area...’
- Green Areas. Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

1.26 Uttlesford Adopted Local Plan. Uttlesford District Council has a commitment to the environment and its Local Plan Policies. Uttlesford’s policies protect Conservation Areas by only permitting development that preserves or enhances their quality and by preventing the demolition of structures that positively contribute to their character and appearance. The Council’s Conservation Officer can provide appropriate advice.

1.27 The Uttlesford Local Plan was adopted in 2005 and can be viewed on the Council’s website or a copy can be obtained from the Council. In accordance with the Planning and Compulsory Purchase Act 2004, the Council is currently preparing a replacement Local Plan that will, in due course, contain the relevant Council planning policies.

1.28 Bentfield Green is included as part of the Stansted Village Inset of the Uttlesford Local Plan and shows the existing Conservation Area and the Development Limits. Also shown is the Metropolitan Green Belt which encroaches on the southern part of the Conservation Area and extends well beyond it towards the outskirts of Bishop’s Stortford.

1.29 Essex County Council Buildings at Risk Register. The County Council has a ‘Buildings at Risk Register’⁽³⁾. In relation to Bentfield Green no such buildings have been identified and neither has this Appraisal identified any.

1.30 Assets of Community Value. There are no Assets of Community Value registered in relation to Bentfield Green.

1.31 Bentfield Green Conservation Area date of designation. The Bentfield Green Conservation Area was first designated in 2008.

General Influences

1.32 Bentfield Green is situated on the western side of Stansted Mountfitchet village some 28 miles south of Cambridge and 10 miles south west of Saffron Walden and 4 miles north of Bishop’s Stortford. It is the settlement’s proximity to both the M11 and to Stansted Airport, that exerts the greatest influences offering opportunities for employment and enhanced communications with Cambridge, Bishop’s Stortford, Harlow, London and beyond. The main Cambridge to London railway line can be accessed from Stansted Mountfitchet station just under a mile distant. There are no direct buses although many services do stop in the centre of the village some ten minutes walk away. There is no

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Post Office or local shop but there remains a lively public house, the Rose and Crown, to serve the needs of the community. A popular children's play area provides a wide variety of activities and nearby is the picturesque village pond.

1.33 Because of the lack of local opportunities and the ease of access to good communication routes, out-commuting is high and has led in the past fifty years to a change in the residential make up of the village. There are few opportunities for immediate local employment now that the small industrial estate - Bentfield Close - has been developed as housing. In recent years a growing proportion of residents have been able to work from home reflecting the increasing availability of fast and reliable Internet access⁽⁴⁾.

1.34 Historically, the main sources of local employment were either agriculture or local services in Stansted Village proper although the nearby Hargrave Park estate must have provided work for a number of people. Although many of the surrounding fields remain, agriculture is no longer a main employer and the rural past is now only remembered in house names such as the Tithe Barn and Low Barn. The Hargrave Park estate has also been developed with a number of the service buildings including the laundry and the electricity generating station now converted to residential use.

1.35 The 2011 Stansted Mountfitchet Parish Plan highlighted the need for future limited sympathetic housing development, particularly providing affordable accommodation for young people and families in a style commensurate with the rest of the village⁽⁵⁾. At the same time, the Plan acknowledged the lack of local employment opportunities and available sites in the parish noting that a substantial proportion of parishioners commute to work, with London being the major destination followed by Bishop's Stortford, Saffron Walden and Harlow. Protection of the green belt and environmental features, including open farmland, fields, woods, hedges, water courses and farm buildings was also noted as being of high importance to the local residents. Due to its location the village will continue to be subjected to development pressures and so now is an appropriate moment to be considering how to best protect its built and open space environment.

The General Character and Setting of Bentfield Green

1.36 Setting. Bentfield Green is situated at the western extent of Stansted Mountfitchet village proper surrounded on two sides by gently sloping open farmland. To the east it abuts Bentfield End and nearby the large open space of the sports ground and Hargrave Park. This Landscape Character Type is classified as 'Stort River Valley'⁽⁶⁾, which in this locality is predominantly characterised by smaller greens, generous verges and compact streets up against which a mixture of ancient and modern properties nestle. The tree cover is mainly deciduous, with blocks of trees and hedgerows framing

4 *Stansted Mountfitchet Parish Plan 2011*, Stansted Mountfitchet Parish Council, 2011

5 *ibid* p. 13 noting the Bentfield Road commercial site, where an application for 9 dwellings was approved in 2011

6 *Landscape Character Assessment of Uttlesford* Chris Blandford Associates, September 2006, Fig. 7.1

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channelled views out to the broad regular fields beyond the village. Traditional buildings are primarily cream or white colour-washed plaster with thatched roofs or tiled roofs, although weather boarding, generally painted black and applied at ground floor level only, is a feature of a number of houses. Mellow red brick, or occasionally Cambridge gault brick is often found on smaller terraced housing of the 19th and early 20th centuries where slate is the preferred roofing material. Modern buildings are generally discrete or partly screened behind hedges and in Bentfield Green itself there are two old outstanding barns in flint with weather board sections now converted to living space. The notable triangular green is of some antiquity and provides a focus point in the settlement. Major roads bypass the area leading to a sense of tranquillity that is particularly special given its proximity to the bustling heart of the main village. To the east lies the old Hargrave Park estate, now home to Stansted cricket and football clubs.

1.37 The wider topography is characterised by scattered farmsteads, moats, small lanes and historic buildings that demonstrate the river's longstanding importance as a site for settlement and industry. The location of Stansted Airport within this Character Area has brought rapid growth to the surrounding villages, and the effects of heavy traffic and aircraft noise are sometimes evident. This is a medium to large scale landscape, with a fairly regular field pattern. Stansted Mountfitchet village has a historic core with a large number of vernacular buildings, although it is surrounded by a number of modern infill developments.

1.38 In 1874 Kelly described the local geology as "the soil is mixed, some heavy, with some good loamy soil; subsoil clay, gravel and chalk"⁽⁷⁾. The quality of this landscape has now led to it being included in an Area of Special Landscape Value where it is classified as 'Stort [River] Valley' ⁽⁸⁾.

1.39 In the nineteenth century the crops were "wheat, barley, beans and roots"⁽⁹⁾. Additionally Kelly notes that "there is some good grazing land"⁽¹⁰⁾. Today, wheat, beans and rape are most frequently grown and, the land is classified as being of Grade 2 and 3a quality (very good and good)⁽¹¹⁾.

1.40 The local landscape is dominated by a network of twisting lanes, often sunken, with irregular fields of pre-18th century origin interspersed with linear greens and a number of former common fields. Hedgerows, tree belts, woodland blocks and copses frame several views across and out of the area. Strong historic integrity is visible within the settlement pattern in the form of village greens and former commons, isolated farms, many moated sites, smaller hamlets and historic cores contain many vernacular buildings in and around the village of Stansted Mountfitchet. The *Uttlesford District Historic*

7 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co., 1874, p.206

8 *Strategic Environmental Assessment Consultation Environmental Report Annex B: Baseline Information*, Essex County Council, March 2012, Parra. 5.3.3-5.3.4

9 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co. 1874 p.206

10 *ibid*

11 *Agricultural Land Classification of England and Wales: Revised Guidelines and Criteria for Grading the Quality of Land*, Defra Publications, 1988

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Environment Characterisation Report, 2009, notes that "On the First Edition OS map, three distinct historic areas are identified which is mirrored by the present conservation areas. In the 20th century, all three areas were linked by modern residential development. In the 21st century, large-scale development is taking place to the south of the town."⁽¹²⁾. Ancient lanes are sometimes sunken and often winding between wide grassy banks. Pennington Lane which traverses the Bentfield Green Conservation Area together with Bentfield End Road and Limekiln Lane which run to the west are all of sufficient quality to warrant Protected Lane Status ⁽¹³⁾.

1.41 General character and plan form. The developments that have occurred in Bentfield Green over the past century reflect the social and economic changes that the settlement has undergone. Later 20th century housing development at Wetherfield has seen the open fields and orchards built upon whilst the infill properties along the northern expanse of Pennington Lane and 21st Century conversion/development of the former Hargraves industrial area - now Bentfield Close - has expanded the area's stock of family homes. Other development has been of a more piecemeal nature in the form extensions and the conversion of former agricultural buildings.

1.42 With these developments Bentfield Green has changed significantly over the last century. The existing Conservation Area reflects the varied developments of estate buildings, domestic dwellings and agricultural buildings centred around the two small triangular greens as it existed in the late 19th century and as shown on the 1877 Ordnance survey map (see Figure 1). Within the settlement the scale is intimate, with channelled views out through gaps in the buildings and over open spaces and trees to the ascending countryside. Throughout the village there are wide verges, many the remnants of the original green. The old pond at the junction of Pennington Lane and Bentfield End Causeway and the large triangular open space adjacent to the pub form the dual foci of the settlement, each surrounded by a scattering of historic buildings.

1.43 To the west former agricultural buildings of Low Barn and Tithe Bran have been converted to residential and office use. On the other side of the road the open fields still run away into the distance. Nearer the green neat runs of small terraced houses in red, or Cambridge gault brick are an indication of the close association that this semi-rural part of Stansted has with the more urban core. Elsewhere, individual properties are countrified by sitting back from the road behind neat front gardens, low hedges or fences or take their cue from the estate architecture of the nearby former Hargerave House. In the village core, colour-washed plaster buildings roofed in peg tiles or slate predominate interspersed with thatched cottages of picturesque form. Any incremental new housing is discreet and, where visible, has often been designed to blend in with the environment or is screened behind high thick hedging.

12 *Uttlesford District Historic Environment Characterisation Report*, 2009, p. 53

13 *Uttlesford Protected Lanes Assessment*, Essex County Council, March 2012.
 Penninton Lane: UTTLANE159; Bentfield End Road : UTTLANE144; Limekiln Lane: UTTLANE41 and UTTLANE42

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1.44 The National Heritage List for England records some 135 individually listed buildings and other structures in the parish of Stansted, of which 13 are to be found in the designated Conservation Area. The majority of these are timber-framed and plastered. Most date from the 16th to 18th centuries and all are classified Grade II.

1.45 Peg tile and slate are the traditional roofing materials in Bentfield Green and are important features of the village that must be retained. There is also one thatched property.

1.46 When examined in conjunction with the spread of unlisted constructions and buildings of later date, the indications are of a piecemeal infilling of timber framed buildings continuing into the early 19th century when brick and slate became the choice for the better quality buildings. Because of its proximity to the old A11 and to the railway Bentfield Green has seen the gradual creep of modern development infilling the old green spaces and orchards and encroaching on the rural calm.

1.47 There are several other buildings and features that, whilst not being listed, are nevertheless of architectural and historic interest and which add to Bentfield Green's overall quality. Notable is the Grade II listed cast iron pump to the east of the Rose and Crown public house.

1.48 One very important feature of the village is the use of flint and brick walls interspersed with low hedges or white painted picket fences to define boundaries and link buildings. The use of these materials reflects the local landscape where flints abound and hedged field boundaries form such a visually important part. This appraisal also identifies a number of important walls that are not individually listed but there may also be others not immediately visible from the public realm and or in otherwise inaccessible locations.

1.49 Throughout the Conservation Area there are many trees, either found as groups or as individual specimens located on the edges of the small green and in private gardens, many of which have already been made subject to Tree Preservation Orders. They add considerably to its attractive appearance and diversity of the Conservation Area particularly around the greens and where they screen modern development.

1.50 There are many high quality buildings representative of various periods. Despite some neutral adjoining modern development, the Conservation Area itself represents an historic grouping of buildings in a semi-rural setting that warrants its formal designation.

1.51 The pond at the western end of the Conservation Area is an attractive feature and an important wildlife sanctuary.

1.52 The 20th century railings supported on concrete posts and painted white are a feature of the Bentfield Green pond. Whilst not being of particular architectural and historic interest they do contribute to the quality of the street scene. They are generally in good condition but some are in need of minor repair or painting. It is very important

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that this feature is kept in good condition and painted on a regular basis because, should railings or posts become shabby, the visual qualities of the centre of the Conservation Area would be eroded.



Picture 1.1 Gappy views out to the open countryside from the Bentfield Green pond.

1.53 There are many high quality buildings representative of various periods. Despite some occasional neutral adjoining modern development, the Conservation Area itself represents an historic grouping of buildings and open spaces in a semi-rural setting that warrants its formal designation. One further recognition of the quality of the local environment is the inclusion of this part of the village on National Route 11 of the National Cycle Network.

Origins and Historic Development

1.54 Historical background data has been extracted principally from the *Uttlesford District Historic Environment Characterisation Report*⁽¹⁴⁾ and the *Essex Historic Environment Record (HER)*⁽¹⁵⁾.

1.55 Prehistoric, Roman and Saxon. The earliest archaeological deposits identified within the urban area of Stansted Mountfitchet comprise a Middle Bronze Age burial found in the south east of the town. Evidence of Roman occupation⁽¹⁶⁾ has been found to the east of the Castle⁽¹⁷⁾ and in the south west of the town. This material suggests Roman occupation near the Castle, where Roman coins have been found and at a separate site to the south west. J. J. Green observed Roman remains at Limekiln Lane, 2ft deep in black loamy soil. No tesserae, coins or whole pots were found but Samian

14 *Uttlesford District Historic Environment Characterisation Report*, Essex County Council, 2009, Parra. HECA 9 North Eastern Uttlesford

15 <http://www.heritagegateway.org.uk/>

16 Green, JJ. 1891. *Essex and Herts Observer*. Copy is in Saffron Walden Museum Register.

17 c.f. Powell, WR. *Victoria County History, Essex*, 1963, Vol III (VCH). Vol 3, p182

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ware was collected, including a piece stamped AFER.FE, together with much coarse ware, a few pieces of tile and fragments of cement. The collection was given to Saffron Walden museum but is not now identifiable⁽¹⁸⁾.

1.56 Medieval. The *Domesday Book* for Essex⁽¹⁹⁾, transcribes the entry for Stansted Mountfitchet thus:

*Robert holds Stansted (Mountfitchet) in Lordship, which a free man before 1066 as manor, for 6 hides. Then 4 ploughs in lordship, later 2, now 3. Always 10 men's ploughs ...
Value then and later £8, now [£] 11.*

1.57 The earliest recorded evidence comprises the scheduled motte and bailey castle on the eastern side of the present village of Stansted Mountfitchet. The Castle was originally constructed in the 11th century probably by Robert de Gernon, Duke of Bologne, who had arrived with William the Conqueror. The market would have been located close to the castle in Lower Street and the medieval occupation would have probably centred on the area of the castle. However, at a later date occupation also developed along Silver Street and Chapel Hill with outlying farmsteads around the Bentfield area. Cropmarks and field walking finds made by local historians indicate the possible presence of a Medieval, or later, causeway to the north of Bentfield Green. Geophysical survey undertaken in advance of housing development also found range of field boundaries, some shown on the 1st edition Ordnance Survey mapping⁽²⁰⁾.

1.58 Using evidence from the Essex Placenames Project⁽²¹⁾ it is possible to build up a picture of Bentfield Green at this period as a fairly typical small agricultural community on the edge of a larger settlement surrounded by common land, tenanted and privately held fields. Citing documentation from 1086 to 1693 the project database records names for the locality as variously: Benedfelda; Bentfeld,-bury; Benfeld(e) and offers a transcription of these as the "beonet feld" or "bent grass country".

1.59 Reaney⁽²²⁾ also advises that the name 'Bentfield' has been variously previously rendered as Benfield, Bendfield and Bentfields.

18 See, Saffron Walden Museum, 1891, Saffron Walden Museum Register (DESC TEXT): Found during gravel extraction - "a veritable rubbish heap which curiously enough was generally placed in or adjoining a Roman cemetery and there can be no doubt but that in the vicinity there is, or has been such a cemetery and of course, naturally, a Roman settlement, villas etc." Found c1-2ft below the surface in black, loamy soil. Finds: Roman pottery, honestones (Roman?), flint implements, iron, nails and slag

19 *Domesday Book: Essex History from the sources Volume 32 of Domesday Book: A Survey of the Counties of England "Liber de Wintonia" Compiled by Direction of King William I*, Ed. John Morris, Phillimore, 1983

20 SMR Number: 46548: c.f. *Land at Bentfield Bury Farm, Stansted Mountfitchet, Essex*, Cranfield University, 2013. Page 108

21 Essex Placenames Project, Bentfield portal

22 Percy Hyde Reaney *The Place Names of Essex*, CUP 1969, p. 110

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1.60 Post Medieval. Historically, the settlement was focused around the Green with development extending out along Pennington Lane to the east and the junction with Limekiln Lane although until the 20th century this remained rather piecemeal. More recent infilling has tended to interlink these areas giving this part of the village its present layout. There is no church at the centre of the settlement, the needs of the various congregations being served by the varied churches and chapels of Stansted village.

1.61 No 18 Bentfield Green is a Wealden house of 15th-16th century origin, 53 Bentfield Causeway dates from the 17th century (or possibly earlier) as does Pond Cottage. Bentfield Green Farmhouse was originally built around the middle of the 18th century and the substantial timber-framed and weather-boarded gabled Tithe Barn to the south east of White Horse is of a just slightly earlier in date. The number of surviving domestic buildings dating from the 18th and early 19th century onwards indicate that the area had entered a period of relative prosperity with a gradual spread of substantial builds.

1.62 Nos 51/53 49 and 47 Bentfield Green all date from this later period whilst the two runs of late 19th century terraced housing comprising respectively 33-43 and 26-44 Pennington Lane demonstrate the gradually spreading settlement.



Picture 1.2 Bentfield as shown on the Chapman and Andre map of 1777 (Reproduced courtesy of a private collection).

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1.63 The Chapman and Andre survey of 1773-5, published in 1777, and the 1847 enclosure maps/awards for Stansted Mountfitchet⁽²³⁾ both give a good idea of the village at this period. The focus of the settlement is still on the green with a number of buildings strung out along Pennington Lane.

1.64 The official Census summary report of 1831⁽²⁴⁾ paints a picture of Stansted Mountfitchet parish as a growing community. Detailed information at hamlet level is not available but from the figures for the parish as a whole it is possible to gather a flavour of what might have been happening in Bentfield Green. Then the total population is listed as 1,560 persons comprising 767 males and 793 females. There were 301 inhabited houses, 7 uninhabited and none under construction. At the time of the 1831 Census a total of 183 men are chiefly employed as agricultural labourers against with a further 104 whose main occupations are given as "Retail & Handicrafts". In all 22 are described as "Capitalists, Bankers, Professional & other Educated men" indicating that the village was a vibrant economic centre for the area.

1.65 Half a century later and in 1881 the village still seems to be a vibrant and developing community. The population has grown somewhat to 1,924⁽²⁵⁾ but there are still 132 men and 6 women employed in agriculture. There were, though, 58 men employed as "Wkrs in House, Furniture & Decorations" and 118 women in domestic service. Surprisingly, 10 women are listed as being of "Professional" class against 13 male resident in this category and there is one woman and four men employed in local government. The number of houses has grown to 417 with 21 vacant and none under construction.

1.66 In Victorian times, the Reverend John Marius Wilson's *Imperial Gazetteer*⁽²⁶⁾ described Bentfield as "a hamlet in Stansted-Mountfitchet parish, Essex; near the Eastern Counties railway, 3 ¼. miles NE of Bishop-Stortford. Acres, 740. Real property, £3,410. Pop., 529. Houses, 121."

1.67 *The Post Office Directory of Essex* for 1874⁽²⁷⁾ adds some further brief detail for Bentfield End recording a population of 527 persons with Walter Gilbey of Hargrave Park as a principal resident and R. Gosling as lord of the manor and principal landowner. Other noted local inhabitants of the locality include William Hudson at Bentfield Mill,

23 Enclosure maps held by Essex Record Office Reference Code: Q/RDc 36B

24 *1831 Census of Great Britain, Abstract of answers (Sample Report Title: Abstracts of the Answers and Returns Made pursuant to an Act, passed in the Eleventh Year of the Reign of His Majesty King George IV, Intituled, "An Act for taking an Account of the Population of Great Britain, and the Increase or Diminution thereof." Enumeration Abstract.)*, Table [1]: "Population Abstract". Available on the *Vision of Britain Through Time* website

25 1881 Census of England and Wales, Population tables 2, Table 4, 'Area, Houses, and Population of Civil Parishes in the several Registration Sub-Districts in 1871 and 1881' Available on A Vision of Britain Through Time website

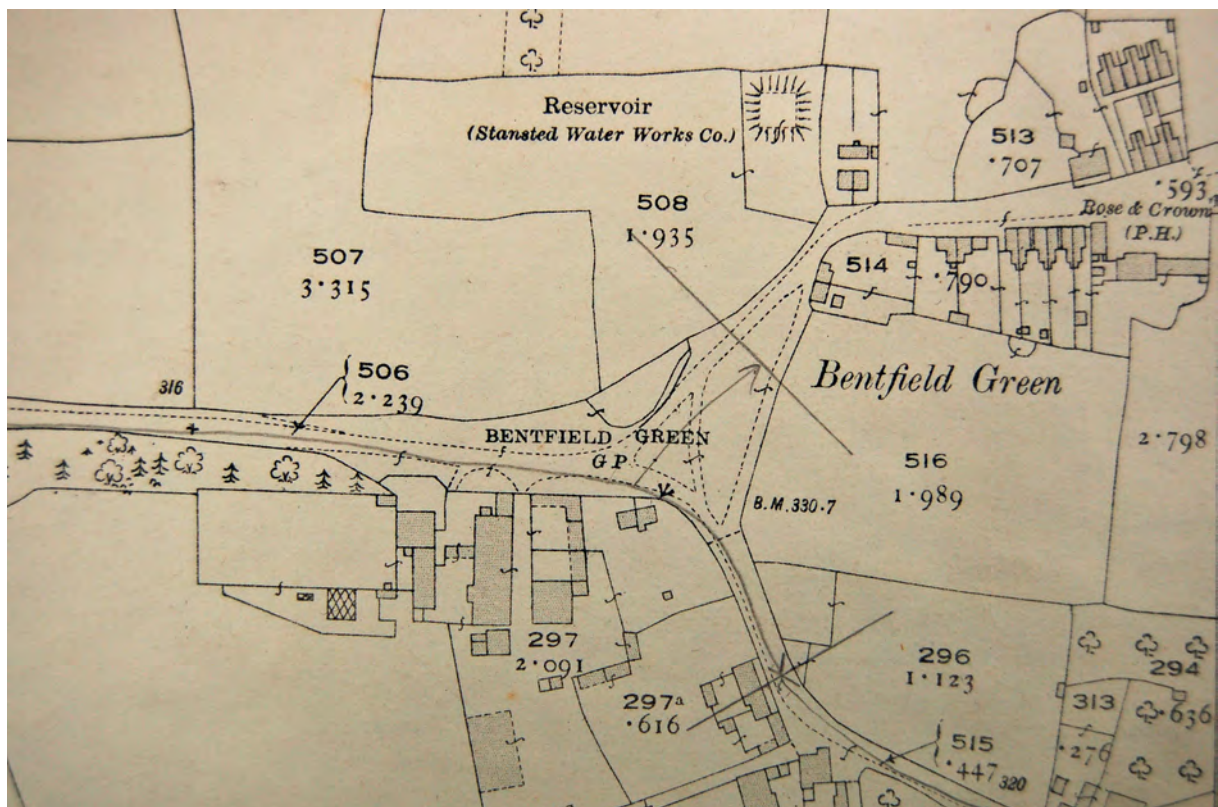
26 *Imperial Gazetteer of England and Wales*, London & Edinburgh: A. Fullarton and Co. 1870-72

27 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co. 1874 p.207

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Miss Scruby, Bentfield Cottage and Geo. Phillips, "grocer & baker". Samuel Snow is landlord of the Rose and Crown, Chas. Hicks jun. Is a farmer in Bentfield Green and Arthur Snow provides additional sustenance as a "beer retailer" based in Bentfield.

1.68 In addition to the several farmers the same directory lists the following commercial activities in Bentfield: Wm. Fordham "chimney sweeper", William Stacey Spencer "maltster & corn merchant" and Samuel Ives "beer retailer". In the wider region of Stansted village, Wm. Henry Kidd carries on business as an "inland revenue officer", Sydney Haynes is a surgeon, James Norris is an "osier dealer" and Charles Wilkinson pursues an trade as a professional "castrator". In all, the picture is one of a thriving mercantile centre with Bentfield Green at the outermost extent. Given its proximity to greater Stansted there is still no church and the only community facility is offered by the solitary public house.



Picture 1.3 Ordnance Survey map of 1875 updated to 1919 showing Bentfield Green as it then stood. (Reproduced courtesy of Saffron Walden Town Library).

1.69 The agricultural depression of the early twentieth century seemed to all but pass Stansted by, although it is undoubted that many local farmers and landowners were affected. In 1931 the Hargrave Park estate was sold and its land and property dispersed, some to the local football club⁽²⁸⁾. The population of the parish has grown steadily from

28 Details of the estate properties including the stables and electricity generating station at Bentfield Green can be seen in the estate sale prospectus of 23 July 1931. c.f. English Heritage National Monuments Record SC00349 - HARGRAVE PARK, STANSTED

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2,208 in 1901 to 3,376 in 1961⁽²⁹⁾. All these new residents have required housing accounting for, first infilling of empty plots and then development on new estates - 675 houses in 931 and almost double again to 1,123 only three decades later. The 2011 Census records a population of 6,011 (2011 Census, Office of National Statistics).

1.70 In common with many other settlements, Stansted and Bentfield Green have seen a steady change in its population over the years. The vast majority of residents now travel to work outside the locality⁽³⁰⁾. Services are still good with nearby road and rail links offering the chance to access shops and facilities not available locally. In the immediate vicinity to Bentfield Green, the Rose and Crown still trades and Bentfield Primary School provides education and acts as a community hub.

Character Analysis

1.71 The current Conservation Area has been surveyed as a single character area with a map and key common to all. Historical photographs have been provided by Saffron Walden Museum and from the Saffron Walden Town Library. Other photographs have been taken by the fieldworker. All maps are reproduced from the Ordnance Survey under Uttlesford District Council Licence No: 100018688 (2004).

1.72 Within the Bentfield Green Conservation Area there are no designated Scheduled Ancient Monuments.

1.73 Archaeological sites. The Stansted Moutfitchet urban area is described by the *Uttlesford District Historic Environment Characterisation Project* as being of Medieval and post-Medieval origin. "On the First Edition OS map, three distinct historic areas are identified which is mirrored by the present conservation areas [of which Bentfield Green is one]. In the 20th century, all three areas were linked by modern residential development. In the 21st century, large-scale development is taking place to the south of the town"⁽³¹⁾. There are no sites of archaeological interest within the Conservation Area, though there are two such sites in the immediate vicinity. To the north west and adjacent to Bentfield Bower there are a number of cropmarks of old field boundaries⁽³²⁾; to the south of Bentfield Green Farmhouse in 1870's there was a brick field visible on OS map and below ground remains may be extant⁽³³⁾. Not all archaeological sites are of equal importance and the Council will decide a course of action that may vary from archaeological investigation and recording to protecting such a site from development, when determining planning applications. There will generally be a presumption in favour of preservation in situ.

1.74 Listed buildings. Individually listed buildings have been identified, plotted and a representative selection is described, such abbreviated descriptions being based on the Dept. of Culture Media and Sport's list. Full descriptions can be obtained on line at

29 Census reports, 1931-1981

30 2011 Census, Office of National Statistics: *Method of Travel to Work (QS701EW)*

31 *Uttlesford District Historic Environment Characterisation Project*, Essex County Council, 2009, p. 53

32 SMR Number: 46548

33 SMR Number: 15492

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English Heritage's website or Heritage Gateway website (www.heritagegateway.org.uk) Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilages of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

1.75 Non-listed buildings of quality and worthy of protection from demolition.

This Appraisal has identified several non-listed buildings that make an important architectural or historic contribution to the Conservation Area and these have been separately identified. The basic questions asked in identifying such buildings/structures are:

- Is the non-listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?
- Does the building contain a sufficient level of external original features and materials?
- Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance, particularly in respect of the front elevation?
- Is the building/structure visually important in the street scene?

1.76 Traditional materials and detailing. Traditional materials and detail make a significant contribution to the character of the local area.

1.77 Lime render, either finished plain or with pargetted decoration is the predominant finish for older properties at the historic core of the village where buildings are most commonly constructed from oak timber frame. Timbers are often rendered over with only occasional detailing, such as supporting brackets left exposed. Infill should be with wattle panels, left plain or pargetted for decorative effect. Weather board cladding is found applied to some smaller buildings often as part of later extension. It is usually at ground floor level, most often painted black, though occasionally it is matched to the colour of adjacent joinery.

1.78 Bricks, used for principal construction from the 18th century, are handmade reds of Cambridge gaults, occasionally with contrasting brick detailing and with cambered or gauged arches to openings. Other features such as deep moulded mullions with decorative stop chamfers surrounding large windows and elaborate brick chimneys are typically found on better quality buildings dating from the 19th and early 20th century, particularly those associated with the former Hargrave Park estate. Brickwork is most commonly found in Flemish bond although English bond is also used, usually on perimeter walls and outbuildings where decorative effect is required. Barns and outbuildings are usually constructed in weather board which is prevalent, both feather edged and plain edged. It is historically preserved with pitch or creosote though now most often painted black.

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1.79 In the historic core there is only one incidence of traditional straw thatch, on Havering in Pennington Lane. As usual in this part of Essex it is laid very steeply, typically at a pitch of 45 to 60° finished plain, but with ridges finished with decorative ligger work in a diamond pattern with eye-brow dormers and swept cheeks. On other early buildings roofs are generally of double cambered handmade red clay plain tiles laid steeply (47 to 50°) or for 19th century and later additions, natural blue-grey slate at a lower pitch Orange clay pantiles are usually confined to outbuildings only.

1.80 Windows are largely traditional, in painted or stained timber with either symmetrical flush or recessed casements, vertical or horizontally sliding sashes, the latter a particular feature of North West Essex. Although plastic replacement windows are to be found on a number of later properties, surprisingly few historic houses have been assailed by this blight. Where replacement windows are in evidence they are usually good copies of the original or are in period style. Particularly notable are the fine early 19th century iron lattice casements found on the Grade II Laundry Cottage. The house was the former wet laundry to the Hargrave Park estate, though internal structural evidence suggests that it was converted from an earlier building, possibly dating from the first half of the 17th century.



Picture 1.4 Clay tiles, white-washed plaster and distinctive diamond pane windows behind a simple picket fence on Laundry Cottage.



Picture 1.5 Decorative barge boards employed to dramatic effect under a slate roof on West Lodge - a building formerly associated with the Hargrave Park estate.

1.81 Roofscapes provide a rich variety of architectural detail, form and shape. Interest is drawn from the single or multiple red brick chimney stacks, some of very elaborate shape. On low 1 ½ storey cottages dormer windows penetrate the roofline where they typically provide contour and interest. On grander buildings smaller pitched roof dormers are typically narrow openings sometimes partly concealed behind a parapet. Decorative barge boards, pierced and moulded are found on some better quality buildings.

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Picture 1.6 Traditional Essex flint panelling on the wall that defines the boundary of Pond Cottage.

1.82 Boundary treatments are an important element in defining the street scene where they provide texture and interest to an area. Walls, some of which are constructed of flint panels supported by brick piers and capping, and fences, many of the timber picket type, are typically low to front and side elevations on public through-fares. They are either painted white or left untreated. The 20th century railings supported on concrete posts, many painted white, bordering the pond, are a feature of Bentfield Green. Whilst not being of particular architectural and historic interest they do contribute to the quality of the street scene.



Picture 1.7 Neat white picket fencing fronts the 18th century Bentfield Green Farmhouse.

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1.83 Fields, glimpsed in gaps out from the settlement, are defined by heavy agricultural timber fencing, always unfinished and usually of three horizontal bars either roughly squared or left in the round. Hedged boundaries are also frequent, particularly on the more rural periphery of the conservation area where they sometimes conceal more modern developments.

1.84 Trees and hedgerows. There are a number of trees that particularly contribute to the quality of the Conservation Area. The basic criteria for identifying such important trees are:

- They are in good condition
- They are visible at least in part from public view points
- They make a significant contribution to the street scene or other publicly accessible areas

1.85 A small number of trees within the Conservation Area are already subject to Tree Preservation Orders.

1.86 Open land, open spaces or gaps of quality that contribute to the visual importance of the Conservation Areas where development would be inappropriate have been identified. The basic question asked in identifying such areas is:

- Is the open space or gap an important landscape feature contributing to the general spatial quality and visual importance of the Conservation Area?

1.87 Private open spaces forming an important setting for an historic asset and unkempt spaces that have the potential to be enhanced are candidates for selection subject to complying with the principle question.

1.88 Any other distinctive features that make an important visual or historic contribution are noted.

1.89 Article 4 Directions. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to retaining features associated with selected non listed properties is as follows:

- In relation to retention of chimneys, these need to be in good condition, contemporary with the age of the property, prominent in the street scene and generally complete with chimney pots. Exceptionally chimney stacks of particular architectural merit without pots may be selected.
- In relation to retention of selected windows, these need to be on front or side elevations, fronting and visible from the street/s, generally contemporary with the age of the property or of a sympathetic historic design and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by disruptive modern glazing units.

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- In relation to retention of walls or railings, those selected need to be below the prescribed heights (walls including a footpath or bridleway, water course or open space 1m fronting a highway or 2m elsewhere require prior consent for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.
- In relation to retention of other features, these may include good quality architectural detailing to non-listed buildings, constructed of wood, metal or other materials.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed Permitted Development threshold or to prevent the erection of inappropriate additions such as porches to terraced properties of historic interest.



Picture 1.8 Mature trees adjacent to the pond and the playground frame the approach to the smaller green with its historic cast iron signpost.

1.90 Detracting elements. Features that detract or are in poor repair have been identified and appear in the Table 'Enhancement Proposals to Deal with Detracting Elements' set out in Part 2.

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Bentfield Green

1.91 General overview. A distinct part of Stansted Mountfitchet village, Bentfield Green is possessed of a sense of some antiquity and of rural tranquillity with the two greens overlooked by mellow timber framed houses and mature trees. Open fields of some antiquity abut the area on two sides and ancient lanes head out to much more rural hamlets. Discrete terraces of nineteenth century houses sit between some of the older properties and, at the eastern end, former estate buildings related to Hargrave Park have now been incorporated into a modern development. Where 20th century housing abuts the Conservation Area it is mostly screened behind hedges or is discrete in scale. Everywhere there are ponds, two of them in the Conservation Area alone and two more just beyond the boundary.

1.92 The area possesses a pleasing, predominantly rural character which is distinct from the more densely developed areas of Bentfield End and Bentfield Road, parts of which are incorporated into an existing Conservation Area. Many of the 19th century terraces abut the roadways whilst other historic buildings are set back, sometimes in substantial well-treed grounds. Thoroughfares are mostly quiet and uncluttered only provisioning access to housing in the immediate vicinity and to the smaller and geographically distinct settlements of Bentfield Bower and Bentfieldbury although Bentfield End Causeway, which is used as a route through to Manuden and beyond, can become busy during peak periods.

1.93 Whilst modern development has intruded into the area, it has not done so with significant impact, due in part to the presence of the wide green verges, significant tree cover and several small and pleasant greens. Indeed, it is the presence of these greens dotted with historic signposts and trees, edged with quality buildings dating from the 17th to the 19th century and of varying heights, shapes and materials that serve to define this area and provide its dominant character.

1.94 At the western end the substantial mass of Benfield Green Farmhouse is a dominant feature, whilst the eastern extremity is characterized by the open triangular green overlooked by the diminutive Laundry Cottage with its distinctive lattice casements and the former CMC Fabrications works, now a development of pleasing modern houses incorporating the original Hargrave Park estate red brick generating house with its striking copula. Diversity of building types from different periods displaying varied styles and characteristics, some set against extensive open spaces fringed by mature trees, represents the character of this part of the village.

1.95 Scheduled Ancient Monuments. There are no Scheduled Ancient Monuments recorded.

1.96 Archaeological sites. There are no archaeological sites within the Conservation Area.

1.97 Individually Listed Buildings. A selection of representative Listed Building descriptions (generally abbreviated) is provided below. There are 13 individual buildings or groups of buildings that are listed and this represents about 33% of the principle buildings in this area.

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1.98 Listed buildings are dispersed evenly throughout the proposed conservation area. The oldest, No. 18 Bentfield Green, is a well preserved late 15th or early 16th century house of Wealden form with jettied upper storeys at the east and west ends supported by prominent curved bracers under a tiled roof with gambrels at each end and central chimney stack⁽³⁴⁾.



Picture 1.9 Number 18 Bentfield Green, a well-preserved house of the Wealden type.

1.99 Havering, though of similar date is very different in size and character. With its thatched roof and distinctive 20th century bow windows in 18th century style it provides contrast and scale to the street environment.

1.100 The listed buildings on the south side of the road are principally timber framed and plastered with slate or tiled roofs and, in the case of 49 and 51-53, close weather boarding to the ground floor stories. They date from the latter part of the 18th century or early 19th century.

1.101 Set on one side of a small green and behind a low flint and brick wall can be found Pond Cottage. Presumably it is so named from the close proximity of Bentfield Green pond and another smaller water feature now in the grounds of another 17th century building - 53 Bentfield Causeway. Pond Cottage is a 17th century timber-framed and plastered house, restored in the 20th century. It is two storeys high, the upper storey being jettied on the whole front on brackets. Three window range, leaded casements, roof tiled, half hipped at the east and west ends, with a central old chimney stack with attached shafts.

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Picture 1.10 The attractive 17th century Pond Cottage

1.102 At the southern end of the Conservation Area, the imposing late 18th century Bentfield Green Farmhouse is the most prominent building in the street scene. Of red brick construction it has a number of quality features including large double hung sashes and a central doorway set within a pedemented casement. It contrasts in style and scale with the 17th century weather boarded barn just to the east.

1.103 Important buildings or structures within the curtilages of Listed Buildings. A number of such structures have been noted and are detailed below.

1.104 To the rear and side of No. 49 Bentfield End Causeway is a collection of 19th century simple farm buildings that make a specific historic and architectural contribution to the village's heritage. One is a brick barn with simple slate roof to which is attached a single story outbuilding or stable, both now converted to residential use. They appear on the 1877 Ordnance Survey map and add historic and visual interest to this part of the village.

1.105 Another small weatherboarded structure is to be found to the south of No. 53.

1.106 Other buildings that make an important architectural or historic contribution. There are a number of groups of buildings, all dating from the 18th or 19th centuries, which make significant contribution to the architectural charm and diversity of this area. These are detailed below.

1.107 Rose Tree Cottage, now one house of pleasingly simple form, almost certainly dates from the late 18th or early 19th century when it comprised two separate residences. To the rear is to be found a small brick and flint barn, of single storey construction,

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retaining much original joinery but with a replaced tiled roof. Both are shown on the 1877 Ordnance Survey. An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.

1.108 Nos. 26-32 and 34-44 Bentfield Green comprise two blocks of terraced houses constructed 'artisan style' front to back. Originally constructed in either a Cambridge gault or a pink engineering brick with contrasting door and window arching, a number have now been either rendered or painted in a variety of colours. Roofs are slate with shared multi-shafted chimney stacks. Windows and doors are mostly replaced. There is a stone plaque on Nos. 34-44 giving a building date of 1906. An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.



Picture 1.11 Number 34 Bentfield Road the first of two blocks of terraced houses constructed 'artisan style' and worthy of note.

1.109 Nos.33-43 Bentfield Green is a similar run of red brick terraced houses with slate roof and five square section chimney stacks. Each has two vertical sashes to the front, recessed doorway and rear access under slightly canted brick arches. The majority of the detailing and joinery is original. An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.

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1.110 The Rose and Crown public house is a large brick building with a range of vertical sliding sashes and an early entrance porch extending along the whole of the front of the building. It probably dates from the mid part of the 19th century, has been little altered and is clearly visible on the 1877 Ordnance Survey. An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.



Picture 1.12 The Rose and Crown pub - an important local amenity which has stood on this site since the late 19th century.

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1.111 Probably associated with the nearby Hargrave Park estate and related in date and style to the former estate generator building, now No. 1 Bentfield Close (see parra. 1.112 below) are Nos. 37 and 66 Bentfield Road. Both are distinguished by their highly decorative barge boards and quality windows. The former has heavy stone mullions, similar to those used on the surviving block across the road. Whilst these two properties have been much extended in recent years, they are both quality buildings which contribute much to the street scene. An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.



Picture 1.13 No. 37 Bentfield Road. A building of quality with stone mullions and decorative barge boards. It was probably formerly associated with the Hargrave Park estate.

1.112 Visible amidst the recent development on Bentfield Close is the distinctive 19th century red brick former generator building to the Hargrave Park estate. Now No. 1 Bentfield Close, this has now been successfully converted to residential usage but is of some historical interest. Hargrave Park, a large house which once stood on the site of the modern estate just to the east is clearly visible on the 1877 Ordnance Survey map where a substantial building is shown set amongst tree cover in sprawling grounds. No. 1 Bentfield Close is particularly striking with decorative stone mullions, Dutch gable ends and a centrally mounted lead-covered copula letting light into the centre of the building. The English Heritage PastScape record notes that it is a "Former generator building built for the Hargrave estate between 1897 and 1921⁽³⁵⁾". An Article 4 Direction to provide protection for selected architectural features may be appropriate subject to further consideration and notification.

35 The building is single storey and constructed of brick with gable roofs covered in slate; it is similar in architectural style to the main house. It is built on a cruciform plan with an addition at the south west corner and to the south east of one arm. Each arm has a projecting Dutch gable end with stone-coped parapet and kneelers. At the centre of the roof is a cupola with a decorative metal finial above believed to have once housed a wind-driven extractor to remove gasses released during the charging of accumulators. The building has been converted into offices and there are no historic fixtures or fittings or electrical generating equipment left" Ref. Monument Number: (TL 52 NW 51)

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Picture 1.14 The former electricity generating house from the Hargrave Park estate, now converted to residential use.

1.113 Other distinctive features that make an important architectural or historic contribution. Walls so identified are protected from demolition without prior consent unless otherwise stated.

1.114 A range of boundary treatments are found within this part of the Conservation Area - wooden picket style fences, some traditionally painted and others left untreated; garden hedges and flint walls with brick piers and capping detail. Most prominent is that forming the front boundary of Pond Cottage where it is particularly visible from across the green and on the approach to the junction. A further section is found to the front and side of Low Barn where it acts to provide coherency in the street scene.

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1.115 Not visible from the road, but equally worthy of note, are the sections of mixed brick and flint walling enclosing the walled garden attached to Bentfield Green Farmhouse. Such features of the utmost quality and should always be retained.

1.116 Also in this part of the Conservation Area the 20th century railings supported on concrete posts along the edge of the pond adjoining the green and the children's play area are a dominant visual motif.

1.117 At the junction of Pennington Lane and Bentfield End Causeway and Clatterbury Lane can be found a cast iron circular section tapered post with decorated with ring mouldings and outward flair below arms. The finial is an ogee on a ball moulding. Dating from sometime around 1920-30, this was possibly originally manufactured by Maldon Iron Works, though there are no identifying markings. There are three wooden arms with square ends (replacing the original rounded end arms in 2004) bolted to metal carriers reading (1) MANUDEN (2) STANSTED (3) BENTFIELD END / GREEN. A fourth carrier does not appear to have been used to hold an arm⁽³⁶⁾. As such it is a scarce and attractive survival.



Picture 1.15 A quintessentially English scene. The timber-framed and whitewashed Pond Cottage sits behind a brick and flint wall over which rose scramble.

1.118 To the east of the Rose and Crown is a plain 19th century cast iron pump. It is Grade II listed.

1.119 Important open spaces. The 1877 Ordnance Survey shows the large triangular sward of Bentfield Green as a primarily open space with few houses sitting in substantial wooded plots. This area is at the heart of the settlement and is the site of a number of village events including the popular bi-annual fun run. Whilst much has changed in the intervening years, this Conservation Area is still very much defined by its green spaces all of which play a different function.

1.120 The small triangular island, green, playground and pond opposite Pond Cottage are of considerable importance in so far as the mature trees emerge as a dominant visual feature from public view points. These mature trees makes a very valuable contribution to the quality of the Conservation Area whilst the open space contrasts with the more enclosed built form of the street scene to the south east along Bentfield End Causeway. An early cast iron and wood seat is a notable feature. The playground

1 Part 1: Appraisal

additionally provides a safe leisure space for families whilst the pond is a haven for wildlife and thus performs an important ecological function in this area. A further pond to the south of Pond Cottage should be similarly considered.



Picture 1.16 Bentfield Green pond, bordered by hedges, a haven for wildlife and an important local feature.



Picture 1.17 The open green, fringed by hedges over which modern and older properties can be glimpsed.

1.121 A further green open space at the northern end of the Conservation Area is equally important providing a village-like setting for several historic properties and for the Rose and Crown public house. Here the preserved water pump acts as a reminder of a time when this area was a focal point for many domestic activities.

1.122 Particularly important trees and hedgerows. Trees play an important role in the street scene elsewhere by providing vertical emphasis and visual focal points. Most notable are those in the grounds of Bentfield Green Farmhouse and in the grounds of No. 18. A number of trees are also found along the field boundaries where development gives way to open countryside.

1.123 Wide grassy verges also play a role in ruralizing the street scene particularly where they provide a break between the historic and modern built environments.

Part 1: Appraisal 1

1.124 Hedges make an important visual contribution to the landscape often marking the boundaries between the various properties or performing a shielding function where more modern developments meet the historic core. This is particularly notable on the southern side of the large green opposite the Rose and Crown public house and at the eastern extent of the smaller green where they soften the developments along Wetherfield.

1.125 Important views. Two such views are identified. There is a fine view looking down to the green and Pond Cottage from adjacent to the playground and Nos. 51-53. To a lesser degree the view from the same green looking north is also important.

1.126 Another view looking across the green from the Rose and Crown public house to Laundry Cottage is also notable.

1.127 Elements that are out of character with the Conservation Area. Some granite kerb stones around the Rose and Crown public house green have been replaced with inappropriate concrete substitutes. These should be replaced.

1.128 Opportunities to secure improvements. Repaint concrete posts and iron protective railings around the pond.

1.129 Careful consideration should be given to any future development of the long range of former agricultural buildings on the Yews Farm site. These occupy a prominent position on the approach to the village from the north west and the sensitive treatment of these structures will be important in maintaining the quality of the Conservation Area in this part of the village.

1.130 Suggested boundary changes. None are suggested.

1.131 Other actions. Continuing ecological conservation of the pond adjacent to the playground area is of importance. This feature represents an important wildlife haven and a visible reminder of the tangible link between Bentfield Green and its rural surroundings.

1 Part 2 - Management Proposals

Revised Conservation Area Boundary

2.1 None are suggested.

Planning Controls and Good Practice: The Conservation Area

2.2 All current planning policies are contained in the Uttlesford Local Plan adopted in 2005. It is against this document that the District Council will process applications. As set out above, this will be superseded in due course by the Council's new Local Plan.

2.3 Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping and other general administrative advice, please contact the Planning Department for assistance.

Website: www.uttlesford.gov.uk

Telephone no. 01799 510510

Or write to Council Offices, London Road, Saffron Walden, Essex CB11 4ER

Planning Controls and Good Practice: The Potential Need to Undertake an Archaeological Field Assessment

2.4 Good practice for applicants will be to carefully consider the content of the policies set out in the Local Plan.

Planning Control and Good Practice: Listed Buildings

2.5 Those buildings that are individually listed and other buildings, structures or walls within the curtilage of a Listed Building are similarly protected in law.

2.6 The Listed Buildings and associated structures within their curtilages, including those specifically identified by this Appraisal are important and are a major contribution to the quality of the built environment of Bentfield Green. It is essential that their architectural detailing is not eroded or their other qualities and settings not compromised. Good practice for applicants will be to carefully consider the content of the policies set out in the Local Plan.

Part 2 - Management Proposals 1

Planning Controls and Good Practice: Other Buildings that Make an Important Architectural or Historic Contribution

2.7 A number of such unlisted buildings that make a positive contribution to the character of the Conservation Area have been identified. The Council will seek to ensure that these are retained. These are as follows: Rose Tree Cottage, Nos. 26-34 and 34-44 Bentfield Green, Nos.33-43 Bentfield Green, the Rose and Crown public house, No. 1 Bentfield Close, Nos. 37 and 66 Bentfield Road.

2.8 Proposed Article 4 Directions. There are other distinctive features that are integral to some of the unlisted buildings identified in the previous paragraph that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement of the general proposals set out earlier in this Appraisal.

Planning Controls and Good Practice: Other Distinctive Features that Make an Important Architectural or Historic Contribution

2.9 This Appraisal has identified several features including walls, railings and a street sign that make a particular contribution to the character of the Conservation Area. Some walls are protected from demolition without prior consent by virtue of exceeding the specified heights relevant to Conservation Area or by Listed Building legislation. Any proposal involving their demolition is also unlikely to be approved.

Planning Control and Good Practice: Important Open Spaces, Trees and Groups of Trees

2.10 Important open land, open spaces and gaps. The open spaces as identified being the large green adjacent to the Rose and Crown pub and the small triangular island, green, playground and pond opposite Pond Cottage. All represent landscape features that materially contribute to the character and appearance of the Conservation Area that must be protected.

2.11 Particularly important trees and hedgerows. Only the most significant trees are shown very diagrammatically. Many have already been made subject to Tree Preservation Orders but others worthy of protection have not. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety. Most notable are those in the grounds of Bentfield

1 Part 2 - Management Proposals

Green Farmhouse and in the grounds of No. 18. Wide grassy verges also play a role in ruralizing the street scene particularly where they provide a break between the historic and modern built environments. Hedges too make an important visual contribution to the landscape often marking the boundaries between the various properties or performing a shielding function where more modern developments meet the historic core particularly where they soften the developments along Wetherfield.

Proposed Controls: Other Distinctive Features that make an Important Visual or Historic Contribution

2.12 The most important views within and out of the Conservation Area are diagrammatically shown.

Enhancement Proposals to Deal with Detracting Elements

2.13 The Appraisal has identified a number of elements that detract which are summarised below together with a proposed course of action. Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognised that such improvements will frequently only be achieved with the owners' co-operation.

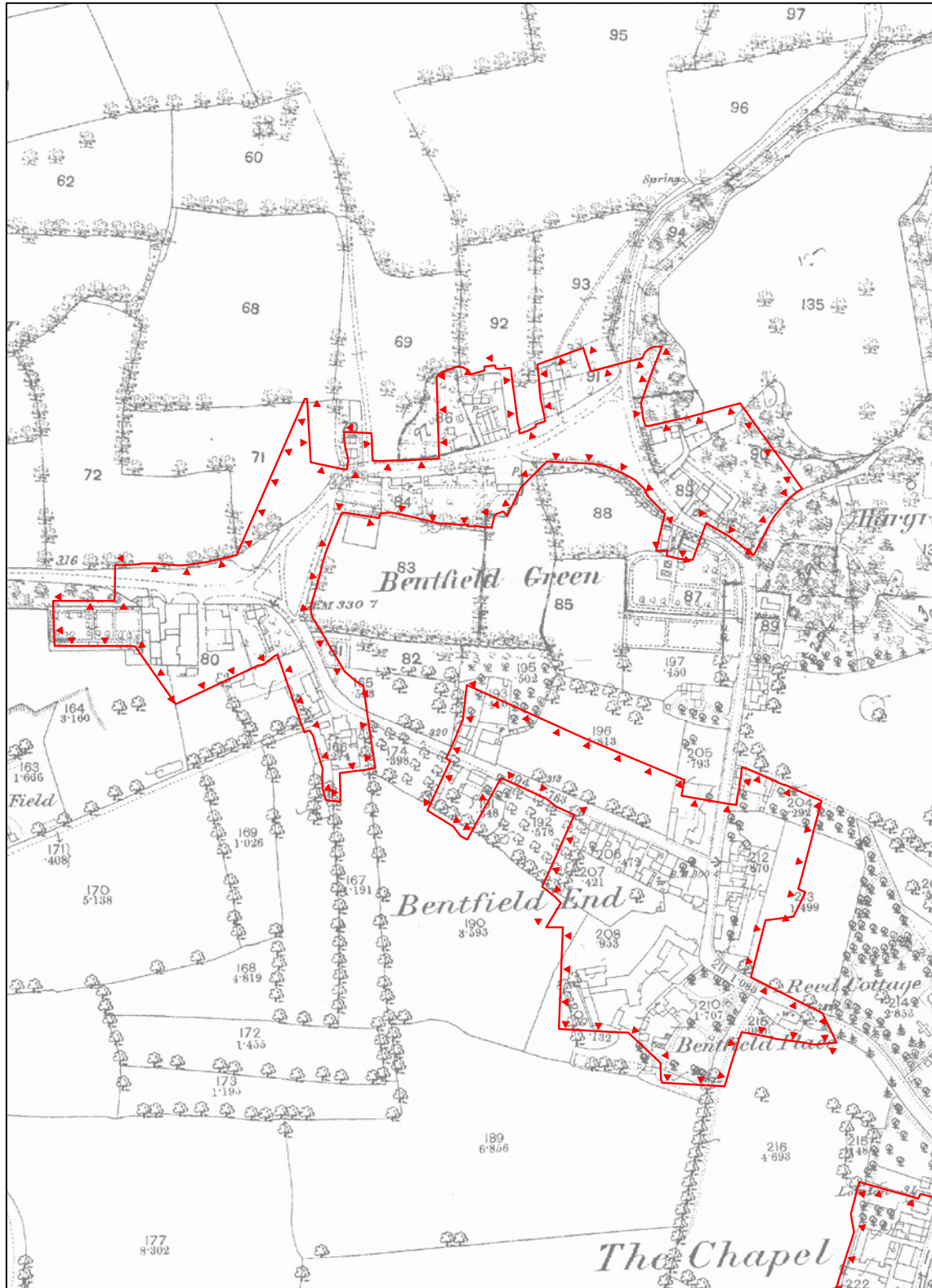
The features identified below are shown on the accompanying plans.

Detracting element	Location	Proposed Action
Iron railings on concrete posts	Protective feature bordering the pond	Currently painted white, but in need of repainting. It is suggested the condition of the protective railings bordering the pond be monitored on an occasional basis and that the parish council advise Essex County Council of any necessary remedial actions.

Other actions
Some granite kerb stones around the Rose and Crown public house green have been replaced with inappropriate concrete substitutes. These should be replaced.
Maintain ecological care of the pond.

Maps 1

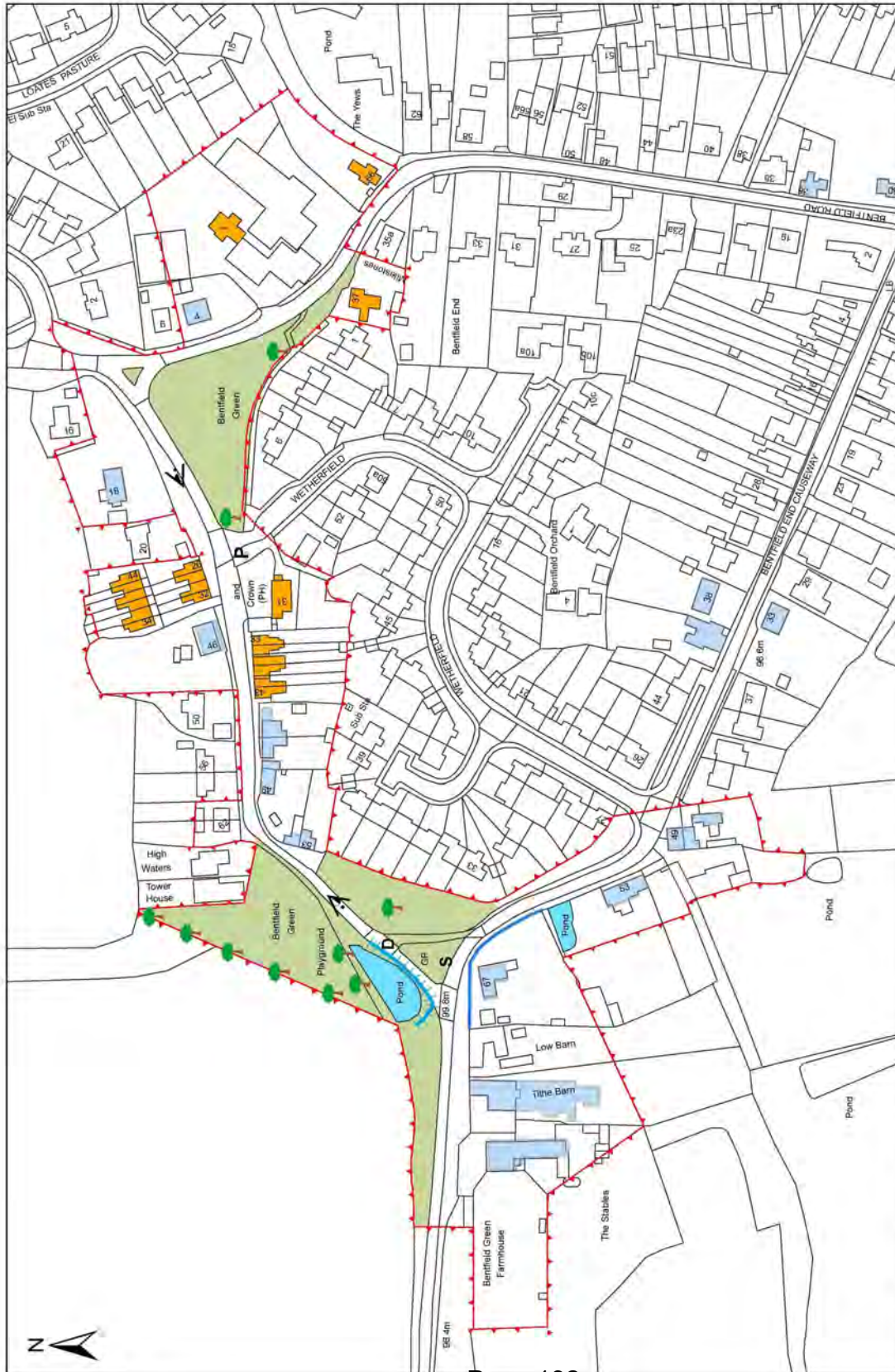
Figure 1 - 1877 Ordnance Survey Map



Bentfield Green - Historic map

1 Maps

Fig 2 - Character Analysis










Littleford District Council
Crown Copyright and database rights 2014
Ordnance Survey 0100019888

1:1,300



Bentfield Green Conservation Area Appraisal
Character Analysis

Maps 1

Character Analysis Key

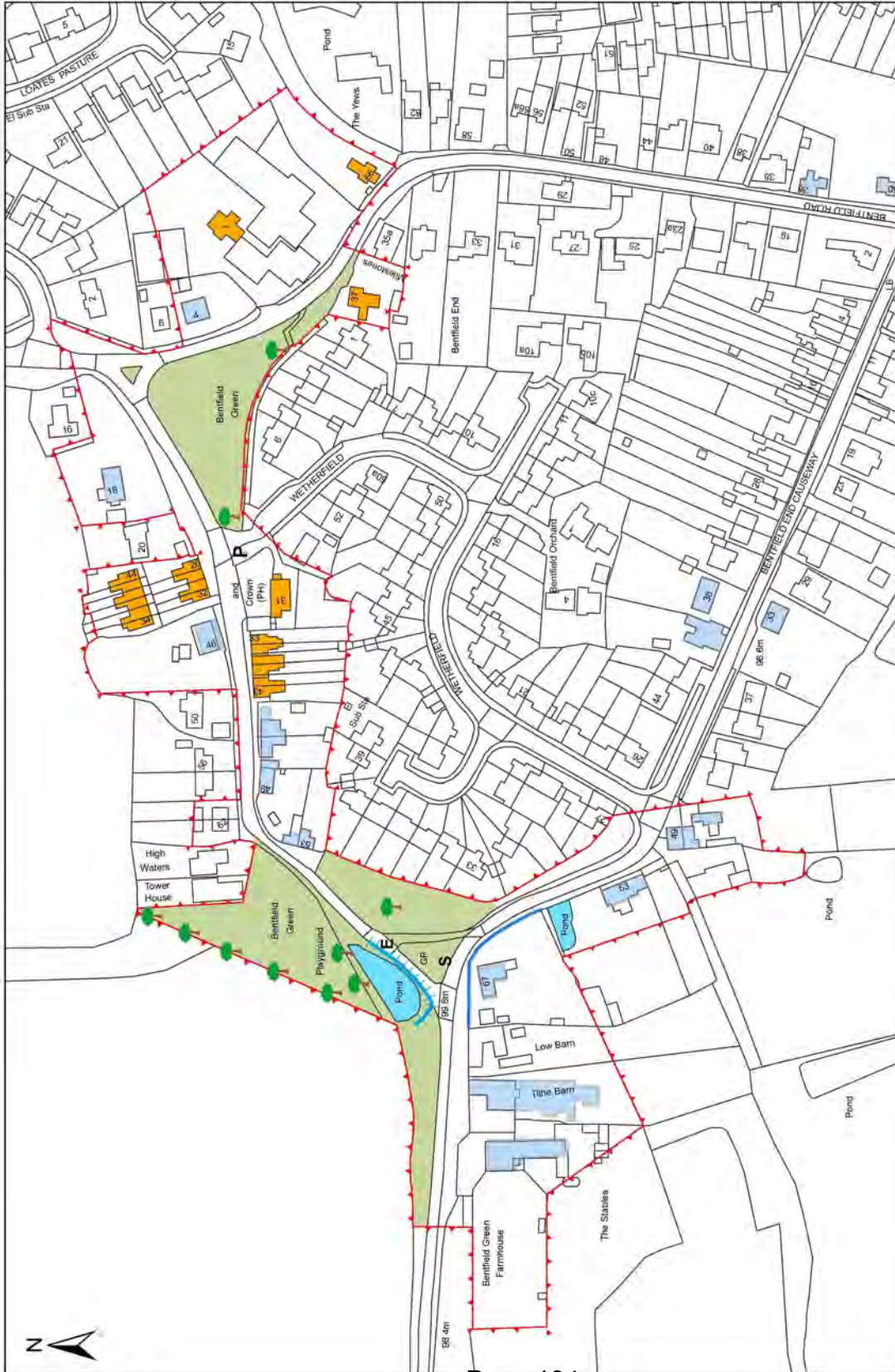
-  Conservation Area boundary
-  Individually Listed Buildings
-  Important Buildings in the curtilages of Listed Buildings
-  Other buildings to be protected from demolition.
-  Important open spaces
-  Ponds
-  General location of important trees

Other distinctive features to be protected from demolition.

-  Walls
-  Railings
- S** Sign
- P** Pump
- D** Detracting element

1 Maps

Figure 3 - Management Plan



Uttlesford District Council
 Crown Copyright and database rights 2014
 Ordnance Survey 0100019888

1:1,300

Bentfield Green Conservation Area Appraisal
 Management Plan

Maps 1

Management Plan Key



Conservation Area Boundary, adopted Policy ENV1 applies



Individually Listed Buildings, adopted Policy ENV2 applies



Important buildings/structure in the curtilage of listed buildings. Adopted Policy ENV2 applies



Other buildings to be protected from demolition, see policy ENV1. Additional controls proposed for selected buildings.



Important open spaces and water features to be protected from development, adopted Policies ENV3 and ENV 8 apply.



General location of important trees/hedgerows to be protected within parameters of legislation.

**Other distinctive features to be protected from demolition within the parameters of legislation
(including walls and railings within the curtilages of Listed Buildings)**



Railings



Walls

P

Pump

E

Proposed enhancements

1 Appendices

Appendix 1 - Sources

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Appendices 1

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1 Appendices

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**If you require this publication in an alternative format and/or language please
contact us on 01799 510510**

Report of Public Participation on Bentfield Green Conservation Area Appraisal and Draft Management Plan 25 August – 5 October 2014

Report One Comments made at the Public Exhibition and during the consultation period



October 2014

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Introduction

Summary of findings of the Bentfield Green Conservation Area Appraisal

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Appendix 1 – Copy of letter to Bentfield Green Residents

Appendix 2 – Bentfield Green consultation form (the Council's standard equalities monitoring forms were also made available)

Introduction

This report outlines the responses received from the public exhibition held at Stansted Day Centre on Saturday 6 September 11.30am to 2.30pm and all responses received during the consultation period 25 August to 5 October 2014.

The Government encourages Councils to undertake appraisals of Conservation Areas and as part of an ongoing programme an appraisal of the Bentfield Green Conservation Area was carried out. Anyone with an interest in Bentfield Green was invited to respond to the consultation on the draft Appraisal which was available on line at <http://www.uttlesford.gov.uk/bentfieldgreencaa> or, from 22 August paper copies could be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Stansted Mountfitchet Parish Clerk.

Consultees were invited to visit the Council's website, read the document and send in responses as to whether all the measures should be included or just a selection of them. For those who could not access the website, consultees could send any comments to the Project Officer at the Council Offices, London Road, Saffron Walden, CB11 4ER by email, letter or fax.

There was also a chance to see details of all the proposed changes and to discuss them with Council officers at a public exhibition which was held at Stansted Day Centre on Saturday 6 September 11.30am to 2.30pm.

Following the consultation the District Council will take into account all comments and approve an amended document that will be an important material consideration when processing applications.

Summary of findings of the Bentfield Green Conservation Area Appraisal

The historic core of Bentfield Green is a high quality environment where the 13 Listed Buildings, or groups of buildings, and other structures in the Conservation Area make a significant contribution to its architectural and historical importance. All are

Uttlesford District Council Bentfield Green Conservation Area Appraisal and Management Proposals Consultation

classified Grade II and most date from the 16th to the 18th centuries, although the 19th century pump is also listed.

A number of quality unlisted buildings have been identified as making a positive contribution to the character of the Conservation Area. These include: Rose Tree Cottage, Nos. 26-32 and 34-44 Bentfield Green, Nos.33-43 Bentfield Green, the Rose and Crown public house, Nos. 37 and 66 Bentfield Road.

Trees, hedgerows and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the large green adjacent to the Rose & Crown pub and the small triangular island, green, playground and pond opposite Pond Cottage. Trees, notably in the grounds of Bentfield Green Farmhouse and in the grounds of No. 18, add colour and diversity to the local environment whilst wide grassy verges also play a role in ruralizing the street scene particularly where they provide a break between the historic and modern built environments. There are few detracting elements in the area, though it is noted that the iron railings on concrete posts adjacent to the pond are in need of painting and some granite kerb stones around the Rose and Crown public house green have been replaced with inappropriate concrete substitutes.

One amendment to the boundary of the Conservation Area is proposed:

It is suggested that nine properties on the former Hargraves Works site - now Bentfield Close - be excluded and that a minor revision be made to include a small section of Bentfield Road.

Publicity

Publicity was carried out to advise all possible respondents of the publication of the Appraisal, the duration of the consultation period, ways of making a response and the details of the public exhibition held in the village.

Parish Council - Stansted Mountfitchet Parish Council were notified of the Council's intention to appraise the Conservation Area and on 30 July the fieldworker met with members to introduce and discuss the findings of the report. The Parish Council were supplied with advance notification of the consultation and with a pre-publication copy of the Appraisal report to which they were invited to make an initial response.

Posters were distributed around the village and copies were sent to the Parish Council.

Information letters were delivered to all properties within the Conservation Area and in any other areas affected by any amendments. A copy is included in Appendix 1.

Website – a dedicated page on a marketing url <http://www.uttlesford.gov.uk/bentfieldgreencaa> was created on the Council's website from which links were supplied to enable access to pdf and online interactive versions (via the Council's Objective consultation portal) of the Appraisal. Summary information on the report was given on the page and links to pdf and Word versions of the comments form.

Direct Mailing - key consultees on the Council's database (Objective) were emailed advising them of the new consultation event.

Uttlesford District Council Bentfield Green Conservation Area Appraisal and Management Proposals Consultation

Public exhibition – a public exhibition was held at Stansted Day Centre on Saturday 6 September 11.30am to 2.30pm and was attended by 19 people. The exhibition was attended by the Council's Conservation Area Appraisals Co-ordinator who had undertaken the appraisal. He was on hand to answer enquiries. Maps, plans, a selection of images of important local buildings and copies of the Appraisal were available as were paper copies of the response forms.

Press release – a press release was issued on 1 September and was subsequently published in local newspapers. It was also available on the Council's website and via its Twitter and Facebook pages. A reminder about the public exhibition was issued via social media in the week leading up to the public exhibition. Details were also advertised on the Stansted Mountfitchet parish website.

Copies of the Appraisal - The Appraisal document was available online, as noted above, and paper copies could be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Stansted Mountfitchet Parish Clerk. Additionally a copy was sent to the Local History Recorder.

Results of the consultation on the Bentfield Green Conservation Area Appraisal

The consultation period ran between 25 August and 5 October and all responses received during this period are detailed below:

Stansted Parish Council

The Parish Council has asked me to congratulate you on the way in which you have conducted this appraisal which they feel has been very comprehensive.

Our only official comment is to say that we hope that all of the recommendations/management proposals will be adhered to, particularly the Article 4 Directions.

Just for your info, we already have in hand some management work on Bentfield Pond – cutting back bushes, thinning out the reeds etc. This is taking place in early November under the guidance of the British Trust for Conservation Volunteers and will be followed afterwards (weather dependant) by the re-painting of the railings!

A Bentfield Green resident

I see from the letters sent out that the houses in Bentfield Close are being excluded from the area, which to some extent I can understand given the age of the buildings concerned, however, I was surprised that the pump house had been excluded as there appears to have been a lot of effort undertaken to maintain as much of this buildings character as possible, and the tower is certainly one of the areas very prominent landmarks, so I was wondering if there was to be any further consideration being given to this particular building?

A Bentfield Green resident

Comment here on the revised conservation area boundary:

Although the buildings on Bentfield Close are new this is a historic part of Bentfield Green. The works building was part of the old estate and has been there for many years. It should not be left without any protection.

Comment here on the management proposals:

The pond is an important part of the village that is enjoyed by many people young and old.

A Bentfield Green resident

We would hope that our Close could remain in the Conservation Area. Our house, No 1 was the old Victorian generator building for Hargreaves House. It does have an English Heritage Monument number, as a request was made to list it as a Monument. This was refused by English Heritage but we hope that it could at least be within the Conservation Area.

A resident

Thank you for your emailed Appraisal. Since UDC takes no notice of it's constituents, I see no point in commenting.

Bentfield Green residents (joint submission from 9 residents)

Looking at your proposed plan, it appears that seven properties are listed buildings, eighteen properties are to be part of the conservation area, leaving a further seven properties neither listed nor part of the conservation scheme.

In order that 'Bentfield Green' may be protected and retain its charm for years to come, we would like to propose that the whole area of Bentfield Green is part of the conservation scheme which would include all houses, the Rose and Crown public house, the children's playground, the pond and the two small pieces of green opposite the pond.

Please give the proposal your full consideration as we feel this will be the only way to preserve our lovely hamlet for years to come.

Bidwells

Representation from: Steven Butler, Principal Planner, Planning Division

Comment here on the character analysis of Bentfield Green village:

No comment

Comment here on the revised conservation area boundary:

No comment.

Comment here on the buildings that make an important architectural or historical contribution to the conservation area:

No comment.

Comment here on the management proposals:

No specific comments.

Any other comments:

We consider that UDC should not be determining matters relating to the Conservation Area until the Local Plan review has been settled. This is because matters such as land allocations, which will determine the location and type of future development within the District (including land at Bentfield Green), are still in play and therefore may be prejudiced by the Appraisal.

We therefore offer a **holding objection** to the Conservation Area Appraisal until the outcome of the Local Plan review is known.

Appendices

Appendix 1 – Copy of letter to Bentfield Green Residents

Bentfield Green conservation area appraisal and draft management proposals consultation



Dear Bentfield Green resident

The Government encourages councils to undertake appraisals of Conservation Areas and one has just been completed for your village. We now need your comments on the Conservation Area appraisal for Bentfield Green; a consultation on the draft document will be running between **25 August and 5 October**. The document will be available on line at <http://www.uttlesford.gov.uk/bentfieldgreencaa> or, from 22 August, paper copies can be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Stansted Mountfitchet Parish Clerk. The main findings are set out below. There will also be a chance to see details of all the proposed changes and to discuss them with council officers at a public exhibition which will be held at Stansted Mountfitchet Day Centre on **Saturday 6 September 11.30-2.30pm**.

The historic core of Bentfield Green is a high quality environment where the 13 Listed Buildings, or groups of buildings, and other structures in the Conservation Area make a significant contribution to its architectural and historical importance. All are classified Grade II and most date from the 16th to the 18th centuries, although the 19th century pump is also listed.

A number of quality unlisted buildings have been identified as making a positive contribution to the character of the Conservation Area. These include: Rose Tree Cottage, Nos. 26-32 and 34-44 Bentfield Green, Nos.33-43 Bentfield Green, The Rose and Crown public house, Nos. 37 and 66 Bentfield Road.

Trees, hedgerows and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the large green adjacent to the Rose & Crown pub and the small triangular island, green, playground and pond opposite Pond Cottage. Trees, notably in the grounds of Bentfield Green Farmhouse and in the grounds of No. 18, add colour and diversity to the local environment whilst wide grassy verges also play a role in ruralizing the street scene particularly where they provide a break between the historic and modern built environments. There are few detracting elements in the area, though it is noted that the iron railings on concrete posts adjacent to the pond are in need of painting and some granite kerb stones around the Rose and Crown public house green have been replaced with inappropriate concrete substitutes.

One amendment to the boundary of the Conservation Area is proposed:

It is suggested that nine properties on the former Hargraves Works site - now Bentfield Close - be excluded and that a minor revision be made to include a small section of Bentfield Road.

Please visit our website, read the document and let us know what you think and whether we should include all the measures or just a selection of them. If you cannot access our website, please send any comments to the Council Offices, London Road, Saffron Walden, CB11 4ER. For further information please call Bruce Tice, our Project Officer, on 01799 510670 or email btice@uttlesford.gov.uk who will be pleased to assist and answer any of your queries.

**Bentfield Green conservation area appraisal
and draft management proposals consultation**



Uttlesford District Council Official Notification

Important information on the Bentfield Green
Conservation Area Appraisal

For the attention of the property owner

**Bentfield Green
Conservation Area
Appraisal
Public Exhibition**

Saturday 6 September 11.30am-2.30pm
Stansted Mountfitchet Day and Community Centre
Crafton Green
Stansted Mountfitchet

Your chance to have your say on the draft Conservation
Area Appraisal for Bentfield Green

The consultation runs 25 August to 5 October 2014
For more information call 01799 510670 or take part online at
www.uttlesford.gov.uk/bentfieldgreencaa

Appendix 2 – Bentfield Green consultation form (the Council’s standard equalities monitoring forms were also made available)

Bentfield Green Conservation Area Appraisal Consultation

Consultation Feedback Form

Comment here on the character analysis of Bentfield Green:

Comment here on the revised conservation area boundary:

Comment here on the buildings that make an important architectural or historical contribution to the conservation area:

Comment here on the management proposals:

Any other comments:

Please send any comments to Bruce Tice, Conservation Area Appraisals Project, Council Offices, London Road, Saffron Walden, CB11 4ER. For further information please ring Bruce Tice, our Project Officer, on 01799 510670 or email btice@uttlesford.gov.uk who will be pleased to assist and answer any of your queries.

Committee: Cabinet

Agenda Item

Date: 28 October 2014

15

Title: Conservation Area Appraisal, Hazel End

Portfolio Holder: Cllr S Barker

Key decision: **No**

Summary

1. This report has been prepared and discussed with Farnham Parish Council who support its general content.

The draft Conservation Area Appraisal for Hazel End was made available on the Council's website and as printed copies. A public exhibition on 10 September 2014 was attended by the Council's Conservation Officer and the fieldworker who had undertaken the appraisal, both of whom presented the findings and answered questions. This report summarises and comments on the representations made at the exhibition and subsequent to it in the consultation period which lasted from 25 August to 5 October 2014.

2. Farnham Parish Council welcomed the Conservation Area Appraisal in principle and considered it a worthwhile document which is likely to strengthen the control of development. This comment is valuable and is one shared by officers. The experience of the Conservation Area Appraisals so far undertaken indicates that the process is both important and popular with the local communities.

Recommendations

3. That the Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.
4. That the Hazel End Conservation Area boundary be formally amended.

Financial Implications

5. The recommendation would require the advertising of the boundary changes which would cost in the region of £500 - 600. This can be met from existing budgets for Conservation.

Background Papers

6. The notes of the public exhibition held on 10 September 2014 and all representations received.

Impact

- 7.

Communication/Consultation	Full consultation undertaken.
----------------------------	-------------------------------

Community Safety	Not affected.
Equalities	Not affected.
Finance	Advertising costs can be met from existing budgets. The document will be disseminated through the website.
Health and Safety	Not affected.
Human Rights/Legal Implications	Not affected.
Sustainability	The report focuses on environmental issues seeking to preserve the environment of the respective communities, including their buildings and open spaces.
Ward-specific impacts	Stort Valley - various proposals as amended and as contained in report.
Workforce/Workplace	Existing staff resources.

Situation

8. The Hazel End Conservation Area was first designated in 1976. The Council has a duty within section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews. As part of this work the Council has undertaken a number of Conservation Area Appraisals of existing Conservation Areas.
9. This report sets out the key issues within the attached Conservation Area Appraisal and records the results of the consultation exercise and the changes proposed.
10. The principal issues and recommendations set out in the document are:

A number of amendments to the boundary of the Conservation Area are suggested, principally to remove:

- 1 . Land to the north of Home Farmhouse consisting of two large 20th century agricultural barns.
- 2 Home Farm Cottages and New Cottages.
3. Land to the south east of the Castle being a miscellany of storage sheds and a Nissen Hut.

Other minor proposed boundary changes are proposed to better reflect selected existing physical boundaries:

1. Include land to north of estate buildings 56-57 which has effect of protecting a mature tree.
2. Include land to the west of range of timber-framed outbuildings that in turn are located to the west of Home Farmhouse.
3. Include small area to west of barns to west of Upper Farmhouse to follow access road.

Note: As a result of the consultation a number of points were raised by respondents relating to issues raised in the Appraisal report. These representations are included in the table below with appropriate officer comment.

General notes:

Planning Controls and Good Practice in Respect of Other Buildings that Make an Important Architectural or Historic Contribution.

One such unlisted building that makes a positive contribution to the character of the Conservation Area has been identified being the reconstructed barn to the south east of Upper Farmhouse. If as proposed this barn is de listed it nevertheless is worthy of retention and should not be demolished.

Proposed Article 4 Directions.

None are proposed.

Planning Controls and Good Practice in Respect of Other Distinctive Features that Make an Important Architectural or Historic Contribution.

This Appraisal has identified a number of pre 1948 walls within the curtilages of Listed Buildings that add significantly to the character of the Conservation Area and which should be retained. One contains a Victoria Letter box inscribed VR. Letter boxes of the latter type are relatively rare and attractive and this one adds to the character and history of Hazel End.

Planning Control and Good Practice, Important Open Spaces, Trees and Groups of Trees.

The central open space and pond and sunken edges of northern approach road represent landscape features that materially contribute to the character and appearance of the Conservation Areas which must be protected.

Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

Enhancement Proposals to Deal with Detracting Elements.

The Appraisal identifies a number of detracting elements together with a proposed course of action. It is recognised that such improvements will frequently only be achieved with the co-operation of owners and other bodies as appropriate.

10. Consultation results

The comments received at the public exhibition and during the consultation period are set out in the table arranged in the subject order above. Those responses which noted minor inaccuracies in the text of the Draft Conservation Area Appraisal, such as the misspelling of building names or attributed dates are not included here.

Issue	Representations made	Officer comment
Character analysis of Hazel End	Farnham Parish Council agrees with the character analysis of Hazel End.	Noted
Changes to the Conservation Area Boundary	Farnham Parish Council agrees with the proposals to revise the Conservation Area Boundary. The proprietors of Hazel End Farm support the proposed boundary changes	Noted Noted
Important buildings	Farnham Parish Council agrees that the important buildings should continue to be protected by the Conservation Area. The proprietors of Hazel End Farm support the de-listing of the barn at Hazel End farm that was erected in the early 1980s.	Noted Noted. Officers will pursue this with English Heritage.
Management proposals	Farnham Parish Council agrees with the management proposals in general but the Parish Councillor feels the suggestion for improving the state of the track by pond is too onerous unless Uttlesford District Council wish to undertake work in consultation with the owners and the farm. The pond is noted as an important local feature and has been commented upon by Essex Biodiversity Unit. However, the base of pond is damaged and requires significant work and resources. The proprietors of Hazel End Farm do not consider that the proposals are either necessary or appropriate. They consider that Hazel End ... should not be expected to have the immaculate appearance of upmarket suburbia. Nor should it be the role of local government to be telling property owners how to tidy their yard or tend their water features.	It is acknowledged that Hazel End is a rural hamlet with rural characteristics. The English Heritage guidance "Understanding Place: Conservation Area Designation, Appraisal and Management" requires that, as part of the appraisal process, an assessment of condition be made and any problems be identified. English Heritage also require the formulation of an overview and summary of the main problems and pressures identified in the appraisal that will be addressed through a management plan. The suggested enhancement proposals for Hazel End are considered appropriate and would only be achieved through the

	<p>References to both features should be deleted from the document.</p> <p>The proprietors of Hazel End Farm consider the area around the central green to be in keeping with the character of the village. It is misleading to call it “Broken road surface” because it is not a road and it has a surface of loose gravel to distinguish it from roads on two sides and to discourage vehicles from dangerous short cuts.</p> <p>The proprietors of Hazel End Farm consider the mention of “2 utility poles” is confusing because there are several more than that in or within sight of the conservation area ... if there is no mechanism and/or no money with which to undertake this, what is the point of including it in the report?”</p>	<p>cooperation of landowners. Management proposals are made as suggestions for implementation by the community as, and when, funds might permit.</p> <p>It is accepted that the track is not a road. The Appraisal has accordingly been amended to remove reference to this being a roadway.</p> <p>The Appraisal has been amended to mention other utility poles within the Conservation Area and within sight of it. Officers consider the electricity poles an unsightly element detracting from the character of the Conservation Area. Officers will support the local community and Parish Council should they wish to enter into discussions with utility companies.</p>
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11. Conclusion

The public consultation raised a number of useful points which have been incorporated into the Conservation Area Appraisal. The document should be amended to incorporate the above comments and use of the document should commence immediately to assist in the determination of planning applications and for implementing the management proposals as set out.

Formal changes to the Conservation Area Boundary will need to be advertised prior to them coming into force. It is necessary to inform the Secretary of State and English Heritage and place an advert in the London Gazette and local newspapers. The owners of affected properties will also be notified of the changes.

11. Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Revisions to the Conservation Area	1 There is some risk that revisions will be approved which cannot be justified by the guidelines provided by English Heritage.	2 If revisions to the Conservation Area are approved which the council cannot justify through good practice guidelines, the report and its recommendations will be unsound. Planning officers and applicants will then be without any up to date guidance and applications will be determined against out of date resources.	The report has been carefully produced and amended where any inaccuracies were noted. Consultation has been carried out with the Parish Council and Hazel End residents and advice sought from specialist officers and experts to support the findings.

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.

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Part 1: Appraisal 1

Introduction

1.1 This Appraisal has been produced by Officers of Uttlesford District Council to assess the current condition of the Hazel End Conservation Area, to identify where improvements can be made and to advise of any boundary changes that are appropriate. The document is in draft form and will be subject to public consultation and agreement by District Council Members.

1.2 The historic environment cannot be replaced and is a resource that is both fragile and finite. Particularly in an age when society and its needs change with rapidity, the various historic and architectural elements of Conservation Areas can be perceived to interact in a complex manner and create a 'unique sense of place' that is appreciated by those lucky enough to reside in such special places and the many interested persons who appreciate and visit them.

1.3 Uttlesford has a particularly rich built heritage, with 36 Conservation Areas and approximately 3,700 listed buildings displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

1.4 The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links, road, rail and air, make it a popular destination to live and work. The District is particularly influenced by Stansted Airport within its administrative area and by the presence of London and Cambridge within easy commuting distance. Additionally there are other towns of substance such as Harlow, Bishop's Stortford and Braintree that provide employment opportunities nearby. With such dynamics the historic environment of the District is a popular destination for in-migration. The associated pressures accompanying such in-migration make it more important to protect the high quality of both built and natural environments.

1.5 The Uttlesford Local Plan adopted in 2005 recognises these facts and commits the Council to prepare Conservation Area Statements and Supplementary Planning Documents and the production of this document is part of this process.

1.6 Conservation Areas are environments which are considered worthy of protection as a result of a combination of factors such as the quality of design and setting of the buildings or their historic significance. In addition to the individual qualities of the buildings themselves, there are other factors such as the relationships of the buildings with each other, the quality of the spaces between them and the vistas and views that unite or disrupt them. The relationship with adjoining areas and landscape, the quality of trees, boundary treatments, advertisements, road signage, street furniture and hard surfaces, are also important features which can add to or detract from the Conservation Area.

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1.7 This Appraisal will consider these factors carefully. Once it has been approved by the District Council it will be regarded as a 'material consideration' when determining planning applications. If necessary, the document will put forward simple practical management proposals that improve the character of the Conservation Area that are capable of being implemented as and when resources permit.

1.8 The recommendations in this Appraisal concerning non listed buildings and structures are generally formed by the field workers observations made from the public realm and rarely involve internal inspection of buildings or their structural condition. Therefore such recommendations as set out in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional relevant information.

1.9 This Conservation Appraisal will:

- Identify the special character of Hazel End
- Identify elements that should be retained or enhanced
- Identify detracting elements
- Review the existing boundary
- Put forward practical enhancement proposals

1.10 The document will be prepared in partnership with the local community through the consultation process.

1.11 This document is written in three parts: Legal and Policy Framework; Appraisal; Management Proposals.

Planning Legislative Framework

1.12 The legal background for designating a Conservation Area is set out in Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the Council shall from time to time designate Conservation Areas, which are defined as being '*areas of special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance*'. The same section of the Act also requires that Councils undertake periodic reviews.

1.13 Section 71 of the Act requires Councils to '*formulate and publish proposals for the preservation and enhancement*' of Conservation Areas and hold a public meeting to consider them.

1.14 Within Conservation Areas there are additional planning controls and if these are to be supported it is important that the designated areas accord with the statutory definition and are not devalued by including land or buildings that lack special interest.

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1.15 Planning permission is required for the demolition of a building in a Conservation Area but is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non listed buildings in the Conservation Area above a threshold size as set out in the legislation⁽¹⁾. Looking for and identifying such buildings is therefore a priority of this Appraisal.

1.16 Another exception relates to certain ecclesiastical buildings which are not subject to local authority administration provided an equivalent approved system of control is operated by the church authority. This is known as the 'ecclesiastical exemption'. Importantly in such circumstances, church authorities still need to obtain any other necessary planning permissions under the Town and Country Planning Act 1990.

1.17 The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example, the Order currently requires that the addition of dormer windows to all front roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area.

1.18 However, even within Conservation Areas there are other minor developments that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area or individual buildings within it such as distinctive porches, windows or walls or railings to non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction'. The use of such Directions can be made in justified circumstances where a clear assessment of each Conservation Area has been made. In conducting this appraisal, consideration will be given as to whether or not such additional controls are necessary.

1.19 Trees. Another additional planning control relates to trees located within Conservation Areas. Setting aside various exceptions principally relating to size and condition, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make a particularly important contribution to the character of the Conservation Area. Other trees not specifically identified may still be suitable for statutory protection.

1 The demolition of a building not exceeding 50 cubic metres is not development and can be demolished without planning permission. Demolition of other buildings below 115 cubic metres are regarded as 'Permitted Development' granted by the General Permitted Development Order, subject to conditions that may require the Council's 'prior approval' regarding methods of proposed demolition and restoration.

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1.20 Hedgerows. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

Planning Policy Framework

1.21 National Planning Policy Framework. Published in March 2012, this document replaces previous advice, including PPS 5, Planning for the Historic Environment. The principle emphasis of the new framework is to promote sustainable development.

1.22 Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

1.23 In relation to the historic environment the new National Planning Policy Framework advises as follows:

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.
- Conservation Areas. Such areas must justify such a status virtue of being of '*special architectural or historic interest*'.
- Heritage assets. A Heritage asset is defined as '*a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listings)*'.
- Considerable weight should be given to conserving such heritage assets and the more important they are the greater the weight. For example the effect of an application affecting a non- designated heritage asset should be taken into account and a balanced judgement reached. Substantial harm to or loss of a Grade II Listed Building should be exceptional whilst harm to heritage assets of higher status, e.g. a Grade I or II* Listed Building should be wholly exceptional.
- Local Planning Authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance and proposals that preserve such elements should be approved.

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- The use of Article 4 Directions to remove national permitted development rights should be limited to situations *‘where this is necessary to protect local amenity or the well being of the area...’*.
- Green Areas. Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

1.24 Uttlesford Adopted Local Plan. Uttlesford District Council has a commitment to the environment and its Local Plan Policies. Uttlesford’s policies protect Conservation Areas by only permitting development that preserves or enhances their quality and by preventing the demolition of structures that positively contribute to their character and appearance. The Council’s Conservation Officer can provide appropriate advice.

1.25 The Uttlesford Local Plan was adopted in 2005 and can be viewed on the Council’s website or a copy can be obtained from the Council. In accordance with the Planning and Compulsory Purchase Act 2004, the Council is currently preparing a replacement Local Plan that will, in due course, contain the relevant Council planning policies.

1.26 The Inset map of the Uttlesford Local Plan shows the existing Conservation Area the southern part of which lies within the Metropolitan Green Belt. Hazel End Wood which lies to the south beyond the Conservation area is shown as an Ancient Woodland and a County Wildlife site. Beyond the Conservation Area to its north the Inset map also identifies parkland being Hassobury Park.

1.27 Essex County Council Buildings at Risk Register. The County Council has a ‘Buildings at Risk Register’⁽²⁾. In relation to the latter document, it has not identified any such buildings within the Hazel End Conservation Area. Similarly this Appraisal has not identified any such Listed Buildings within the Conservation Area as being potentially ‘At Risk’ although some repair works are needed in respect of some curtilage listed structures.

1.28 Assets of Community Value. There are no Assets of Community Value registered in relation to Hazel End.

1.29 Hazel End Conservation Area date of designation. The Hazel End Conservation Area was first designated in 1976.

The General Character and Setting of Hazel End

1.30 The Conservation Area at Hazel End is a small hamlet in open countryside in the parish of Farnham. Whilst being in close proximity to the large urban areas of Stansted Mountfitchet and Bishop’s Stortford the settlement is little changed and continues to retain its rural characteristics. It consists of a number of Listed Buildings, many of them with thatched roofs, for the most part tightly grouped around a small green

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and pond. Most properties are owned by the Hassobury Estate. There are areas of modern residential and agricultural developments of lesser quality which are proposed to be removed from the Conservation Area.

1.31 In the parish of Farnham there are 50 Listed Buildings or groups of Listed Buildings whilst in the existing Conservation Area at Hazel End there are 15 such buildings so designated.

1.32 Of the above 15 Listed Buildings/groups of buildings identified on the English Heritage list, all are designated Grade II. Most date from the 17th century but there are single representatives each from the 16th, 18th and 19th centuries. The latter is Stone Cottages (often also known as "Flint Cottages") at the northern end of the Conservation Area.

1.33 The general high architectural quality of buildings, including the concentration of thatched roofs together with other visual attributes such as historic boundary walls generally warrants its formal designation as a Conservation Area. The presence of mature trees and hedgerows add to its visual qualities.

Origins and Historic Development

1.34 Historical background data has been extracted principally from the *Uttlesford District Historic Environment Characterisation Report*⁽³⁾ and the *Essex Historic Environment Record (HER)*⁽⁴⁾.

1.35 In much abbreviated form the *Uttlesford District Historic Environment Characterisation Report* of 2009⁽⁵⁾ summarises the wider zone within which Farnham and Hazel End are located thus: *The historic landscape and settlement pattern survive well, despite some field boundary loss. The zone is especially rich in medieval remains... Although limited archaeological work has taken place within this zone, evidence for prehistoric occupation is present in the form of crop marks and individual finds-spots... The zone is entirely rural in nature, with the historic settlement pattern comprising small villages, at Berden and Farnham... Many of the buildings within the zone are protected as Listed Buildings... Hassobury Park and House in the south eastern corner of the zone is a 19th-century mansion, park and church, built on the site of an earlier manor house. Small areas of ancient woodland survive... This zone contains crop mark evidence which combines a range of enclosures of multi-period date... Only limited archaeological work has been undertaken within the zone... however, prehistoric occupation is attested by the number of ring ditches and enclosures identified from the aerial photography.*

1.36 A Neolithic flaked axe find is recorded at Hazel End in the general vicinity of a listed property called 'The Castle'.

3 *Uttlesford District Historic Environment Characterisation Report*, Essex County Council, 2009, Parra. HECA 9 North Eastern Uttlesford

4 <http://www.heritagegateway.org.uk/>

5 *ibid*

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1.37 Very little additional historic information was available from records searched by the fieldworker. However it is clear that the hamlet was well established in the 17th century as evidenced by the fact most buildings in the settlement date from this time.



Picture 1.1 Hazel End as shown on the Chapman and Andrew map of 1777 (Reproduced courtesy of a private collection).

1.38 In Victorian times, there is brief reference to Hazel End in the Post Office Directory of 1878 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co., 1878, thus: *Hazel End is an old hamlet of Farnham, 1 mile south-east*. Chief crops grown in this rural area at this time were noted as being wheat; barley, oats, clover, beans, peas and roots. The Three Horseshoes PH is also mentioned in the same Directory.

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1.39 *The Place Names of Essex* by Reaney⁽⁶⁾, implies the name may have been derived from the name of (presumably a local resident of the time) Ralph de Hasele. There is reference to the settlement being called Hasley End in 1768.

1.40 The existing Conservation Area boundary is plotted on late 19th century mapping at Figure 1 from which it can be seen very few changes have taken place over the last 100 years or so.

Character Analysis

1.41 The current Conservation Area has been surveyed as a single character area with a map and key common to all. Historical photographs have been provided by Saffron Walden Museum and from the Saffron Walden Town Library. Other photographs have been taken by the fieldworker. All maps are reproduced from the Ordnance Survey under Uttlesford District Council Licence No: 100018688 (2004).

1.42 Listed buildings. Individually listed buildings have been identified, plotted and described, such descriptions being from the Dept. of Culture Media and Sport's list with occasional additional comment added by the fieldworker. Descriptions can be obtained on line at English Heritage's website or Heritage Gateway website (www.heritagegateway.org.uk) Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilages of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

1.43 Non-listed buildings of quality and worthy of protection from demolition. This Appraisal seeks to identify non listed buildings that make an important architectural or historic contribution to the Conservation Area. The basic questions asked in identifying such buildings/structures are:

- Is the non-listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?
- Does the building contain a sufficient level of external original features and materials?
- Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance, particularly in respect of the front elevation?
- Is the building/structure visually important in the street scene?

1.44 Trees and hedgerows. There are trees and hedgerows within the Conservation Area which add to Hazel End's environmental quality. The basic criteria for identifying such important trees/ hedgerows are:

- They are in good condition

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- They are visible at least in part from public view points
- They make a significant contribution to the street scene or other publicly accessible areas

1.45 Open land, open spaces or gaps of quality that contribute to the visual importance of the Conservation Areas where development would be inappropriate have been identified. The basic question asked in identifying such areas is:

- Is the open space or gap an important landscape feature contributing to the general spatial quality and visual importance of the Conservation Area?

1.46 Private open spaces forming an important setting for an historic asset and unkempt spaces that have the potential to be enhanced are candidates for selection subject to complying with the principle question.

1.47 Any other distinctive features that make an important visual or historic contribution are noted.

1.48 Article 4 Directions. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to retaining features associated with selected non listed properties is as follows:

- In relation to retention of chimneys, these need to be in good condition, contemporary with the age of the property, prominent in the street scene and generally complete with chimney pots. Exceptionally chimney stacks of particular architectural merit without pots may be selected.
- In relation to retention of selected windows, these need to be on front or side elevations, fronting and visible from the street/s, generally contemporary with the age of the property or of a sympathetic historic design and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by disruptive modern glazing units.
- In relation to retention of walls or railings, those selected need to be below the prescribed heights (walls including a footpath or bridleway, water course or open space 1m fronting a highway or 2m elsewhere require prior consent for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.
- In relation to retention of other features, these may include good quality architectural detailing to non-listed buildings, constructed of wood, metal or other materials.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed Permitted Development threshold or to prevent the erection of inappropriate additions such as porches to terraced properties of historic interest.

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1.49 However, in the case of Hazel End no such Directions are proposed because all historic buildings or structures are either listed or lie within the curtilage of Listed Buildings and are thus already afforded adequate protection.

1.50 Detracting elements. Features that detract or are in poor repair have been identified and appear in the Table 'Enhancement Proposals to Deal with Detracting Elements' set out in Part 2.

1.51 Important views. Such views are identified.

1.52 Revisions to boundaries of the Conservation Area. In suggesting any revisions to boundaries of the Conservation Area, consideration has been given as to whether or not the land or the buildings in question form part of an area of special architectural or historic interest whose character or appearance should be conserved.

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Hazel End

1.53 General overview. The Conservation Area at Hazel End is a small hamlet consisting of a number of Listed Buildings, many of them with thatched roofs, for the most part tightly grouped around a small green and pond.

1.54 Scheduled Ancient Monuments. There are no Scheduled Ancient Monuments recorded.

1.55 Archaeological sites. An extensive site to the north of the Cricket Ground is so designated being an area within which a Neolithic flaked axe was found.

1.56 Not all archaeological sites are of equal importance and the Council will decide a course of action that may vary from archaeological investigation and recording to protecting such sites from development, when determining planning applications. There will generally be a presumption in favour of preservation in situ.

1.57 Individually Listed Buildings. Because of the small numbers, all Listed Building descriptions are provided below. Any additions in italics are the fieldworker's further comments.

1.58 Upper Farmhouse - Grade II. 16th century timber-framed and plastered house with cross wings at the east and west ends. Two storeys. The upper storey is jettied on the whole front. One: two: one window range, casements (20th century). Roof tiled, with a modern central chimney stack and external stacks at the east and south. The east stack is old, with stepped brickwork. *Timber frame now exposed.*

1.59 Range of thatched, timber-framed outbuildings to west of Upper Farmhouse - Grade II. Part of a complex of barns and outbuildings to the south and west of Upper Farmhouse. Range of timber-framed outbuildings with weather-boarding. Probably of 17th century origin, with later additions. *Roofs now all tiled⁽⁷⁾. Partly inaccurately plotted on Uttlesford District Council (UDC) map base.*

1.60 Barn to north-west of Home Farmhouse on the north side of the yard. (formerly listed as Barn at Home Farmhouse) - Grade II. 17th century timber-framed and weather-boarded barn with a thatched roof. *Official description formally amended to exclude original reference to attached buildings range; consequently UDC mapping records need changing.*

1.61 Estate No. 53 (formerly listed as Cottage, Estate No 53) - Grade II. Small 17th century timber-framed and plastered building. One storey and attics. Two window range of casements. Roof thatched, with a central chimney stack.

7 It is noted that the roofs are now all tiled except the cartshed

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Picture 1.2 . Estate no.53 on left; estate nos. 50-52 on right of picture. This quintessential English village scene of thatched cottages with brick and flint boundary walls has remained little changed since they were originally built.

1.62 Estate Nos. 56 and 57 - Grade II. 17th century timber-framed and plastered building. Two storeys. Four window range of leaded casements (20th century). Roof thatched, hipped, with a central chimney stack.

1.63 1.59 The Three Horseshoes Inn - Grade II. Timber-framed and plastered building of 17th century origin but almost completely altered in the 18th century and later. Two storeys and attics. Three window range, casements. Roof tiled, mansard, with 3 gabled dormers and end chimney stacks. A single storey wing extends on the south end.

1.64 1.60 Barn to south-west of Upper Farmhouse (formerly listed as Barn at Upper Farm) - Grade II. One of a complex of barns and outbuildings to the south and west of Upper Farmhouse. 17th century timber-framed and weather-boarded barn of 5 bays. Roof thatched. Roof now tiled.

1.65 1.61 Home Farmhouse - Grade II. 17th century timber-framed and plastered house with 18th century and later alterations. Two storeys and attics. Four window range of modern casements. There is a 6-panel door with an 18th century pedimented door case. Roof tiled, hipped, with 2 gabled dormers at the rear, an original central chimney stack and external stack with offsets at the north end (shaft rebuilt). The east front has a coved plaster eaves cornice and the roof is swept down low at the rear.

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Picture 1.3 Home Farmhouse, a fine Listed Building dating from the 17th century.

1.66 Range of timber-framed outbuildings to west of Home Farmhouse on the south side of the yard - Grade II. Range of mainly 17th and 18th century timber-framed and weather-boarded buildings (some brick) with roofs of various heights, partly tiled, partly thatched. *No thatched roofs. It would appear from formal description that UDC mapping records need amending to include building range to east and exclude corrugated iron roofed structure to the west.*

1 Part 1: Appraisal



Picture 1.4 Range of timber-framed outbuildings to west of Home Farmhouse whose varied roofs cape adds character and diversity to this part of the street scene.

1.67 Estate Nos. 50, 51 and 52 - Grade II. 17th century timber-framed and plastered building with weather-boarding on the ground storey. Two storeys. Four window range of small leaded casements. Boarded doors. Roof thatched, hipped, with a central chimney stack at the north end and an external stack at the south end.

1.68 Estate Nos. 54 and 55 - Grade II. 17th century timber-framed and plastered building with weather-boarding on the ground storey. Three window range of leaded casements to the front. Roof thatched, hipped. A single storeyed later addition extends on the south.

1.69 Estate Nos. 58 and 59 (Stone Cottages, often also known as "Flint Cottages") - Grade II. Mid 19th century flint building with red brick quoins and dressings. Two storeys. Two window range (one of original ornamental iron lattice casements and the other of 20th century casements). A central gabled porch projects on the front. Roof tiled, fish scale tiles, with cut and shaped ornamental bargeboards to the gables.

Part 1: Appraisal 1



Picture 1.5 Estate Nos. 58 and 59 (Stone Cottage). Delightful typical mid 19th century estate cottage.

1.70 Barn to south-east of Upper Farmhouse - Grade II. Part of a complex of barns and outbuildings to the south and west of Upper Farmhouse. 17th/18th century timber-framed and weather-boarded barn of 5 bays with a central gabled entrance bay. Roof tiled. *The barn was listed in February 1980. The owner advised that later in the same year this barn burnt down in its entirety and was rebuilt using historic timbers in part from elsewhere. As such this building is a candidate to be considered to be delisted and this should be explored further.*

1 Part 1: Appraisal



Picture 1.6 Interior of reconstructed barn being that to the south east of Upper Farmhouse. Original structure burnt down in 1980.

1.71 Estate Nos. 48 and 49 - Grade II. 17th century timber-framed and plastered building much altered in the 18th century and later. Two storeys. Two window range of casements. Roof tiled, half hipped, with a central chimney stack.

1.72 1.68 The Castle - Grade II. Timber-framed and plastered building probably of 18th century origin but much altered. Two storeys, with a central gable on the front. There is a modern addition at the south end. Modern casement windows with leaded lights. Roof tiled.

1.73 Important buildings or structures within the curtilages of Listed Buildings.
A number of such structures have been noted and are detailed below.

1.74 Single storey open fronted cart lodge timber framed construction with thatched roof located to south west of Upper Farmhouse. An important curtilage listed building used as an agricultural store.

Part 1: Appraisal 1



Picture 1.7 Single storey open fronted curtilage listed cart lodge to south west of Upper farmhouse.

1.75 Single storey cart lodge of brick and flint construction on north elevation and open fronted on south elevation within Home Farmhouse complex. Thatched roof.



Picture 1.8 Curtilage listed cart lodge within Home Farmhouse complex most worthy of retention.

1.76 Single storey outbuilding to west of Stone Cottage being of brick and flint construction with steep hipped tiled roof.

1 Part 1: Appraisal

1.77 Single storey storage building to south east of The Castle; weather boarded with tiled roof. Appears on 19th century mapping. Although altered worthy of retention. No internal inspection made.



Picture 1.9 Curtilage listed storage building to south west of The Castle, worthy of retention.

1.78 Other buildings that make an important architectural or historic contribution. There is one building which makes a significant contribution to the architectural charm and diversity of this area. This is detailed below.

1.79 Barn to south-east of Upper Farmhouse. As previously noted the owner advised the original barn was burnt down in its entirety in 1980 and rebuilt in part using historic timbers from elsewhere. If the suggestion to delist it is accepted the building cannot be regarded as being protected by Listed Building legislation because it is post 1948. It is nevertheless visually important in the general street scene particularly in its relationship with Upper Farmhouse. Historically it is located on a similar footprint to the original building (probably moved slightly further to the south). It contributes to the quality of the Conservation Area and should be retained.

Part 1: Appraisal 1



Picture 1.10 Reconstructed barn to south-east of Upper Farmhouse replacing original that burnt down in 1980. Whilst the replacement barn can no longer be regarded as listed it is visually attractive and located on the originals approximate footprint. It should be retained.

1.80 Other distinctive features that make an important architectural or historic contribution. Walls so identified are protected from demolition without prior consent unless otherwise stated.

1.81 There are a number of walls of historic and visual importance. All are located within the curtilages of Listed Buildings and all are assessed as predating 1948 and are thus protected by legislation. They add to the character and quality of the Conservation Area and should be retained.

1.82 Flint and brick boundary wall on south western side of road between Three Horseshoes PH and Upper Farmhouse. Of various heights up to 2 metres mostly capped with rounded bricks. Inserted at western end is unusual 19th century letter box inscribed VR.

1.83 Range of flint and brick boundary walls at various locations and of various heights on north eastern side of road as shown on accompanying plans. Internal boundary wall in relation to Estate building nos. 54-55 needs repair.

1 Part 1: Appraisal



Picture 1.11 The importance of walls in the street scene.

1.84 Important open spaces. The small green and nearby pond in the centre of the hamlet is a visually important focal point. It is understood that the pond is only wet on a seasonal basis. Retaining water on a permanent basis would improve its visual contribution to the street scene, though it is appreciated that, as a natural pond this may not always be possible. The Essex Biodiversity Project are aware of this site and can advise. The access track around central green would benefit from being resurfaced.



Picture 1.12 The environmental qualities of the pond in the centre of the hamlet might be improved. The Essex Biodiversity Project are aware of this site and can advise.

Part 1: Appraisal 1

1.85 Particularly important trees and hedgerows. Throughout the Conservation Area trees and hedgerows play an important part in contributing to its overall quality. They are diagrammatically plotted on the accompanying plans. The sunken lane on the northern approach is most attractive.



Picture 1.13 The sunken lane with trees and hedgerows on the northern approach is most attractive.

1.86 Important views. As shown on accompanying plans.

1.87 Elements that are out of character with the Conservation Area. Broken surface around central green in need of resurfacing.

1.88 Areas within farm building complex to west of Home Farmhouse. Whilst it is accepted such areas form part of a working farm complex it is considered there is opportunity to secure visual improvements by 'tidying up' some open storage areas, particularly those adjacent to historic buildings.

1 Part 1: Appraisal



Picture 1.14 Whilst it is accepted these environs are part of a working farm is there not an opportunity to remove such elements of open storage particularly in areas adjacent to historic buildings?

1.89 There are utility poles in the Conservation Area whose appearance and overhead services detract to varying degrees. Their vertical emphasis is sometimes disguised by nearby vegetation but there are two in the centre of the hamlet which are particularly prominent and whose removal would result in a visual improvement. A number of other utility poles, both within or within sight of the Conservation Area are also noted. The practicalities and associated cost of achieving such improvements, particularly in this difficult economic climate, is recognised. However it is considered appropriate to draw attention to the visual damage caused and for the Parish Council to discuss the matter with the relevant utility company to explore the potential of achieving their removal now or in the longer term.

1.90 Opportunities to secure improvements. Repair internal boundary wall in relation to estate building nos. 54-55. Consider potential of retaining water in central pond on a permanent basis. Consider resurfacing broken surface around central green. Explore potential with utility company of reducing impact of 2 no. utility poles in centre of hamlet. Consider 'tidying up' selected areas of the working farm, particularly those in proximity to historic buildings.

1.91 Suggested boundary changes. Three main boundary changes are proposed. Additionally several other minor changes are proposed that better reflect existing boundaries on the ground.

Part 1: Appraisal 1

1.92 Land to north of Home Farmhouse. This land consists of part of the working farm comprising of 2 no. large single storey later 20th century agricultural barns believed to have been erected in the 1980's. Their size and architectural qualities detrimentally affect the Conservation Area and they are clearly not of special architectural or historic interest whose character or appearance should be conserved.



Picture 1.15 Complex of modern farm buildings of no architectural or historic interest to the north of Home Farmhouse that are proposed to be removed from the Conservation Area.

1.93 Home Farm Cottages and New Cottages. These two pairs of 20th dwellings are located on the edge of the Conservation Area. They are pleasant enough and representative of their type and period but lack qualities of special architectural or historic interest. They are consequentially proposed to be removed from the Conservation Area.

1 Part 1: Appraisal



Picture 1.16 Modern 20th cottages proposed to be removed from the Conservation Area.

1.94 Land to south east of The Castle. This area is undistinguished and is a miscellany of storage sheds and a larger corrugated semi circular Nissen Hut used as studios. The area and buildings has no special architectural or historic interest and as such are consequentially proposed to be removed from the Conservation Area.



Picture 1.17 Nissen Hut used as studios, Land and buildings to south east of The Castle, proposed to be removed from the Conservation Area.

Part 1: Appraisal 1



Picture 1.18 Miscellany of storage sheds and enclosures to south east of The Castle, part of same area.proposed to be removed from the Conservation Area

1.95 Other minor proposed boundary changes to better reflect selected existing physical boundaries:

1. Include land to north of estate buildings 56-57 which has effect of protecting a mature tree.
2. Include land to the west of range of timber-framed outbuildings that in turn are located to the west of Home Farmhouse.
3. Include small area to west of barns to west of Upper Farmhouse to follow access road.

1.96 Other actions. Consider delisting barn to south east of Upper Farmhouse, being the one that burnt down in 1980. Amend UDC mapping in respect of range of outbuildings to west of Upper Farmhouse. Amend UDC mapping in respect of barn to north-west of Home Farmhouse on the north side of the yard. Amend UDC mapping in respect of range of timber-framed outbuildings to west of Home Farmhouse on the south side of the yard to include building range to east and exclude corrugated iron roofed structure to the west.

1 Part 2 - Management Proposals

Revised Conservation Area Boundary

2.1 As previously advised there are three proposed boundary changes:

1. Land to the north of Home Farmhouse consisting of two large 20th century agricultural barns.
2. Home Farm Cottages and New Cottages.
3. Land to the south east of the Castle being miscellany of storage sheds and Nissen Hut.

Planning Controls and Good Practice: The Conservation Area

2.2 All current planning policies are contained in the Uttlesford Local Plan adopted in 2005. It is principally against this document that the District Council will process applications. As set out above, this will be superseded in due course by the Council's new Local Plan.

2.3 Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping and other general administrative advice, please contact the Planning Department for assistance.

Website: www.uttlesford.gov.uk

Telephone no. 01799 510510

Or write to Council Offices, London Road, Saffron Walden, Essex CB11 4ER

Planning Controls and Good Practice: The Potential Need to Undertake an Archaeological Field Assessment

2.4 Good practice for applicants will be to carefully consider the content of the policies set out in the Local Plan.

Planning Control and Good Practice: Listed Buildings

2.5 Those buildings that are individually listed and other buildings, structures or walls within the curtilage of a Listed Building are similarly protected in law.

2.6 The Listed Buildings and associated structures within their curtilages, including those that have been specifically identified by this Appraisal, are important and are the principal contribution to the quality of the built environment of Hazel End. Good practice for applicants proposing alterations or additions to such Listed Buildings will be to carefully consider the content of the policies set out in the Local Plan.

Part 2 - Management Proposals 1

2.7 Barn to south-east of Upper Farmhouse, currently listed. As previously noted this barn was burnt down in its entirety in 1980 and rebuilt in part using historic timbers from elsewhere. The process of delisting this structure will be explored.

2.8 Other amendments to Uttlesford District Council mapping records of selected Listed Buildings need making.

Planning Controls and Good Practice: Other Buildings that Make an Important Architectural or Historic Contribution

2.9 One such unlisted building that makes a positive contribution to the character of the Conservation Area has been identified being the reconstructed barn to the south east of Upper Farmhouse. If as proposed this barn is de listed it nevertheless is worthy of retention and should not be demolished.

2.10 Proposed Article 4 Directions. None are proposed.

Planning Controls and Good Practice: Other Distinctive Features that Make an Important Architectural or Historic Contribution

2.11 This Appraisal has identified a number of pre 1948 walls within the curtilages of Listed Buildings that add significantly to the character of the Conservation Area and which should be retained. One contains a Victoria Letter box inscribed VR. Letter boxes of the latter type are relatively rare and attractive and this one adds to the character and history of Hazel End.

Planning Control and Good Practice: Important Open Spaces, Trees and Groups of Trees

2.12 Important open land, open spaces and gaps. Important open land, open spaces and gaps. The central open space and pond and sunken edges of the northern approach road represent landscape features that materially contribute to the character and appearance of the Conservation Area which must be protected.

2.13 Particularly important trees and hedgerows. Only the most significant trees and hedgerows are shown very diagrammatically. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

Proposed Controls: Other Distinctive Features that make an Important Visual or Historic Contribution

2.14 A selection of the most important views within the Conservation Area are diagrammatically shown.

1 Part 2 - Management Proposals

Enhancement Proposals to Deal with Detracting Elements

2.15 The Appraisal has identified elements that detract which are summarized below together with a proposed course of action. Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognized that such improvements will frequently only be achieved with the owner's co-operation.

The features identified below are shown on the accompanying plans.

Detracting element	Location	Proposed Action
Wall in need of repair	Internal boundary wall at Estate building nos. 54-55	Contact owner and seek like for like repairs
Broken track surface	Around central green	Consider potential of initiating appropriate repair works
Open storage areas	In environs of Home Farm	Consider 'tidying up' such areas, particularly those in proximity to historic buildings
Utility poles	Centre of hamlet and bordering the Conservation Area	Explore potential with utility company of reducing their impact

Other actions
Consider potential of improving central pond. It is noted that the Essex Biodiversity Project are aware of this site and can advise further.
Explore delisting barn to south east of Upper Farmhouse being the one which burnt down in 1980.
Amend Uttlesford District Council mapping in respect of range of outbuildings to west of Upper Farmhouse.
Amend Uttlesford District Council mapping in respect of barn to north-west of Home Farmhouse on the north side of the yard
Amend Uttlesford District Council mapping in respect of range of timber-framed outbuildings to west of Home Farmhouse on the south side of the yard to include building range to east and exclude corrugated iron roofed structure to the west.

Part 2 - Management Proposals 1

1 Maps

Figure 1 - 1877 Ordnance Survey Map

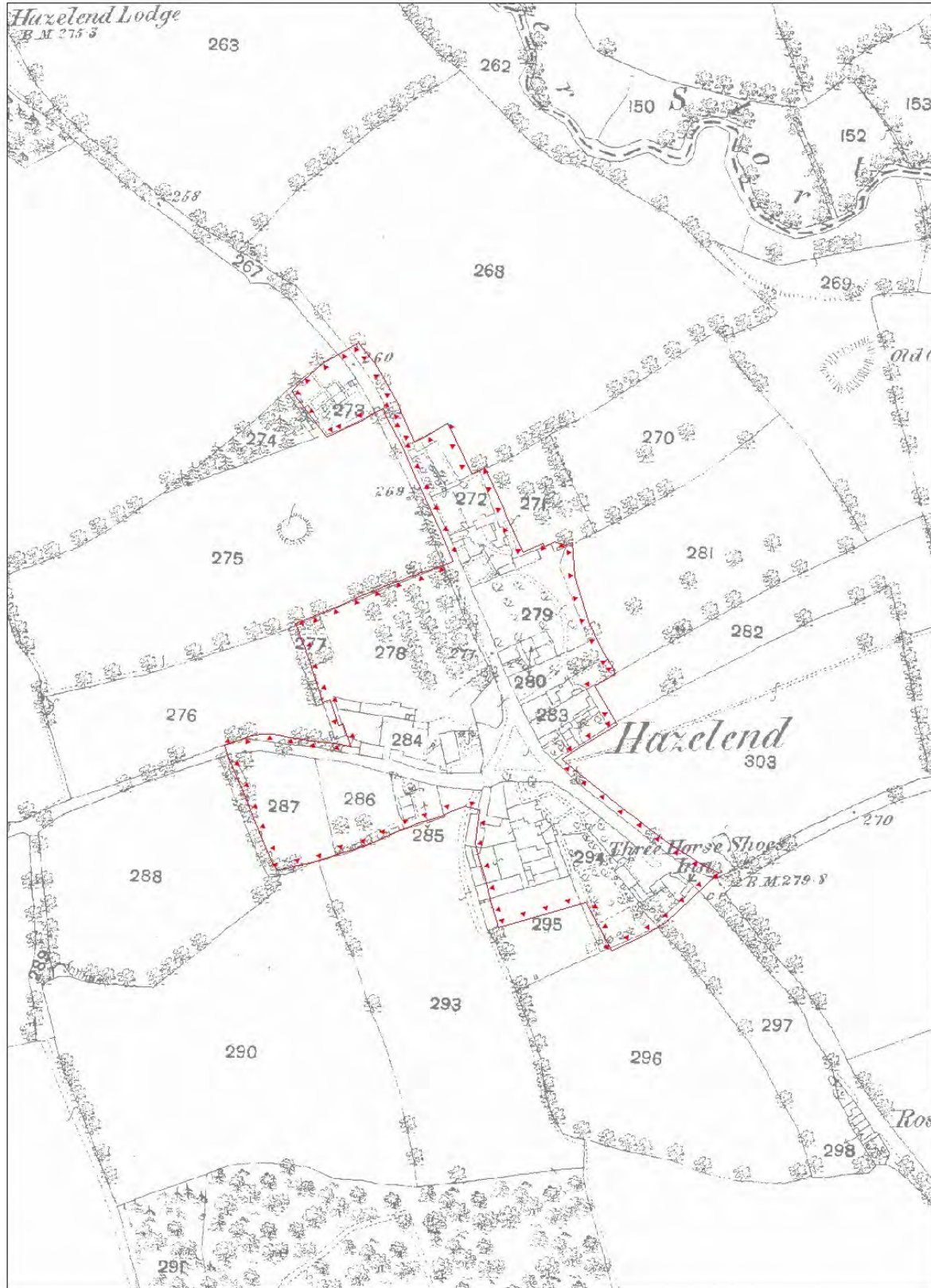
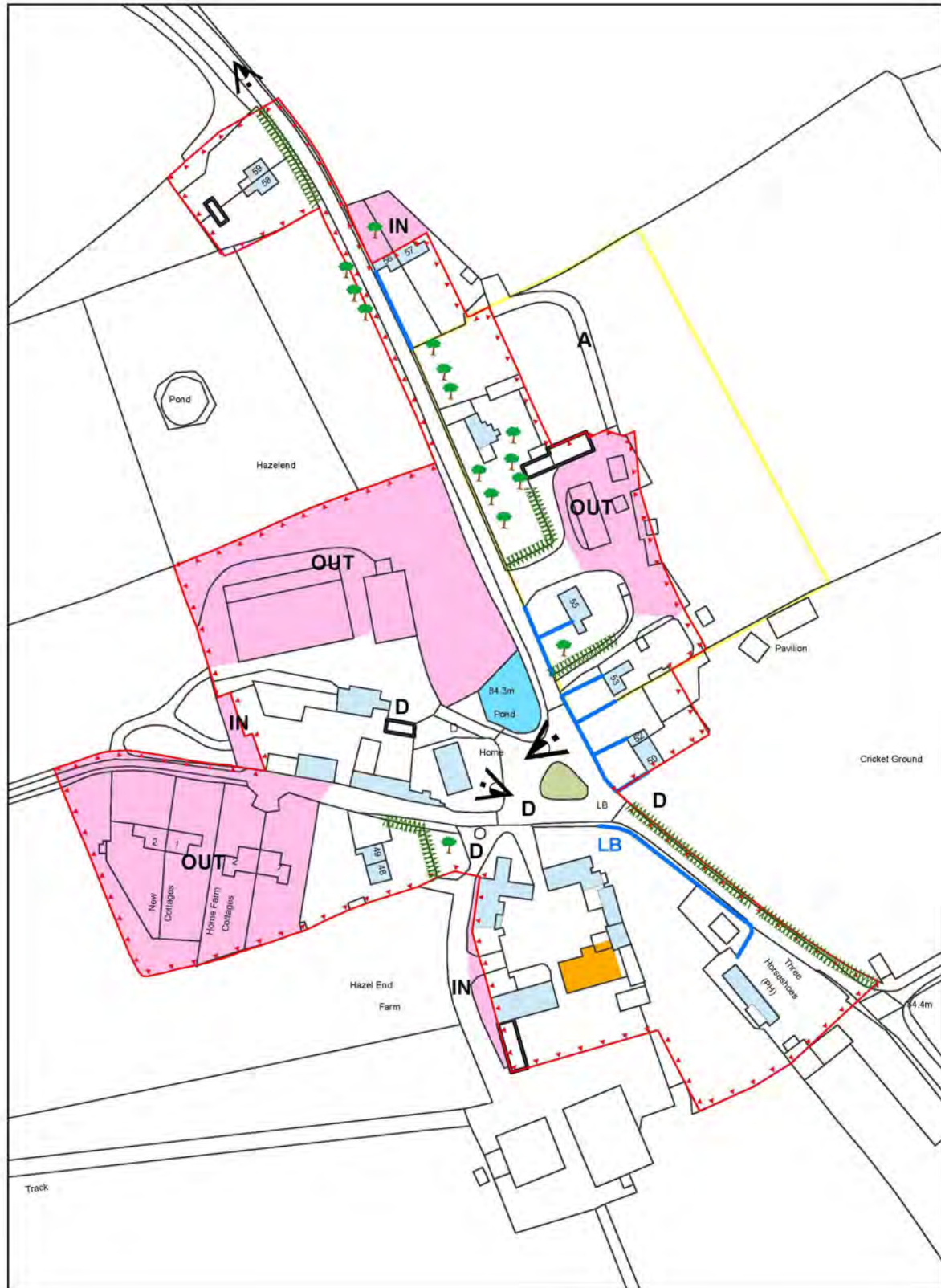


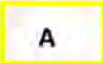












Fig 2 - Character Analysis



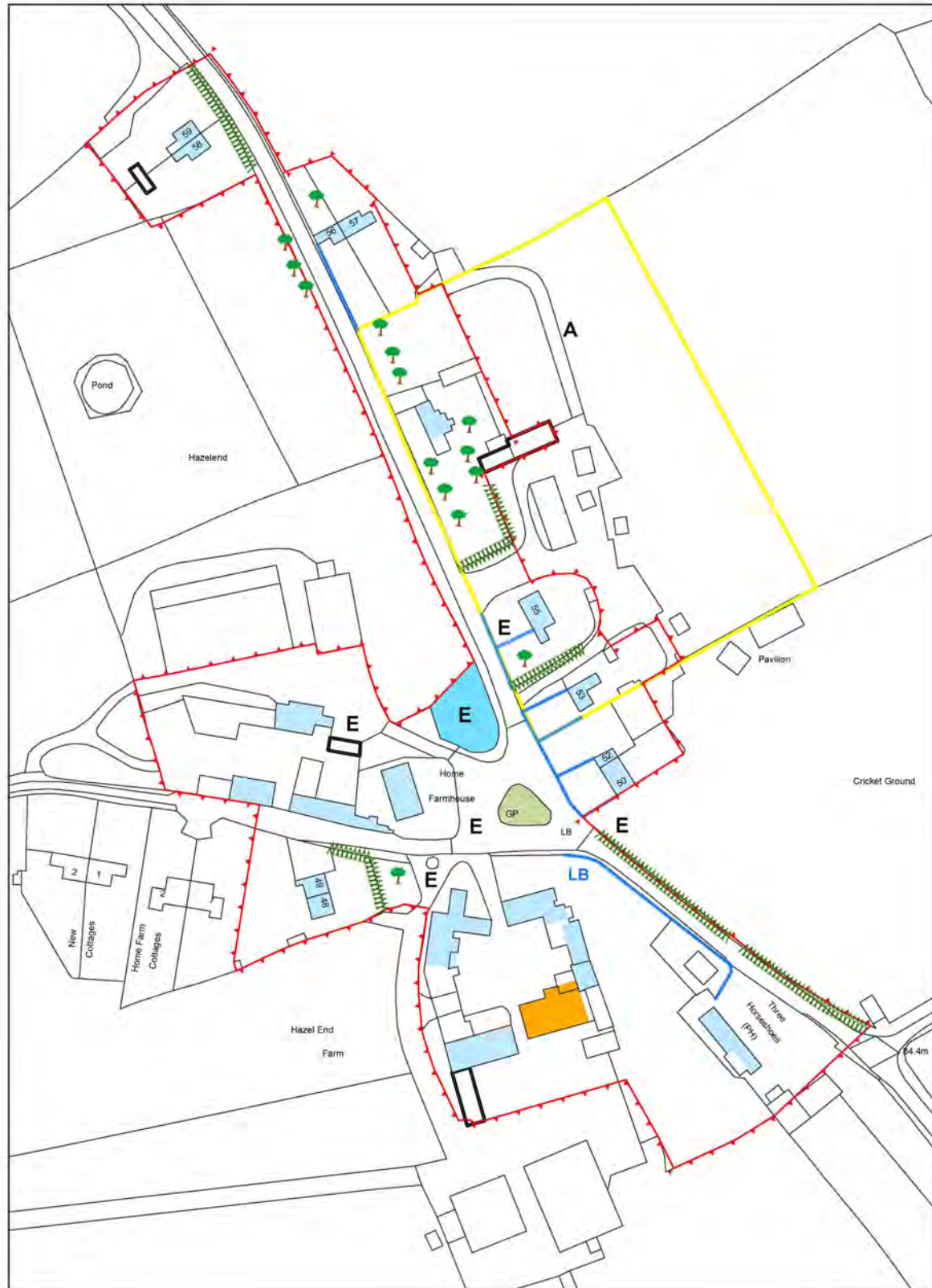
1 Maps

Character Analysis Key

	Existing Conservation Area boundary
	Proposed extension/reduction of the Conservation Area
	Archaeological Sites
	Individually Listed Buildings
	Important Buildings in the curtilages of Listed Buildings
	Other buildings that make an important architectural or historic contribution to the Conservation Area
	Important green spaces
	General location of important trees/hedgerows
	Water features
Other distinctive features to be protected from demolition (including walls and railings within the curtilage of Listed Buildings).	
	Walls
	Letter Box
	Important views
	Elements out of character


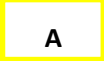





Maps 1

Figure 3 - Management Plan






1 Maps

Management Plan Key

-  Revised Conservation Area boundary, adopted policy ENV1 applies
-  Archaeological Sites, adopted policy ENV4 applies
-  Individually Listed Buildings, adopted policy ENV2 applies
-  Important Buildings in the curtilages of Listed Buildings, adopted policy ENV2 applies
-  Other buildings to be protected from demolition. See policy ENV1
-  Important open spaces and water features to be protected from development. Adopted policy ENV3 and National Planning Policy Framework apply.
-  **ō** General location of important trees/hedgerows to be protected within parameters of legislation

Other distinctive features to be protected from demolition.

-  Walls
-  Letter Box
-  Proposed enhancement

Appendices 1

Appendix 1 - Sources

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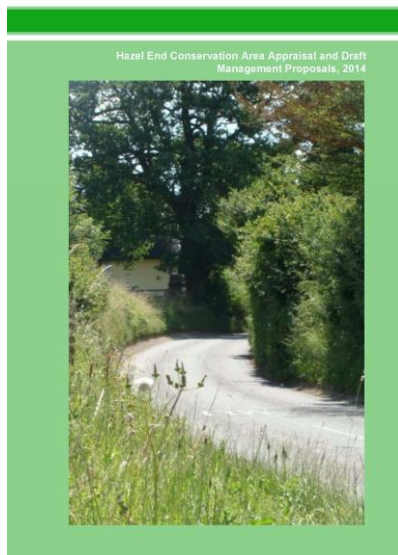
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**Report of Public Participation
on
Hazel End Conservation Area Appraisal
and Draft Management Plan
25 August - 5 October**

**Report One
Comments made at the Public
Exhibition
and during the consultation period**



October 2014

Contents

Introduction

Summary of findings of the Hazel End Conservation Area Appraisal

Publicity

Results from Consultation

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Appendices

Appendix 1 – Copy of letter to Hazel End Residents

Appendix 2 – Hazel End consultation form (the Council's standard equalities monitoring forms were also made available)

Introduction

This report outlines the responses received from the public exhibition held at Farnham Village Hall on Wednesday 10 September 5.30-8pm and all responses received during the consultation period 25 August to 5 October.

The Government encourages Councils to undertake appraisals of Conservation Areas and as part of an ongoing programme an appraisal of the Hazel End Conservation Area was carried out in 2014. Anyone with an interest in Hazel End was invited to respond to the consultation on the draft Appraisal which was available on line at <http://www.uttlesford.gov.uk/hazeendcaa> or, from 22 August paper copies could be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Farnham Parish Clerk.

Consultees were invited to visit the Council's website, read the document and send in responses as to whether all the measures should be included or just a selection of them. For those who could not access the website, consultees could send any comments to the Project Officer at the Council Offices, London Road, Saffron Walden, CB11 4ER by email, letter or fax.

There was also a chance to see details of all the proposed changes and to discuss them with Council officers at a public exhibition which was held at Farnham Village Hall on Wednesday 10 September 5.30-8pm.

Following the consultation the District Council will take into account all comments and approve an amended document that will be an important material consideration when processing applications.

Summary of findings of the Hazel End Conservation Area Appraisal

The historic core of Hazel End is a high quality environment where the 15 Listed Buildings in the Conservation Area make a significant contribution to its architectural and historical importance. All are classified Grade II and most date from the 17th century but there are single representatives each from the 16th, 18th and 19th centuries. The latter is Stone Cottage at the northern end of the Conservation Area.

Uttlesford District Council Hazel End Conservation Area Appraisal and Management Proposals Consultation

The barn to south-east of Upper Farmhouse is currently listed. However, it is noted that the original barn was burnt down in its entirety in 1980 and rebuilt in part using historic timbers from elsewhere. As a reconstructed building it is suggested that the process of delisting this structure should be explored.

One quality unlisted building has been identified as making a positive contribution to the character of the Conservation Area, this being the reconstructed barn to the south east of Upper Farmhouse. If as proposed this barn is de listed it nevertheless is worthy of retention and should not be demolished.

Trees, hedgerows and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the central open space and pond and the attractive sunken edges of northern approach road to Hazel End. The general distinctiveness of the hamlet, though, is eroded by the presence of two telephone poles carrying overhead services and the future undergrounding of these is suggested as being desirable. It is further noted that the broken road surface around the central green would benefit from repair and that with some management the central pond could become a permanent and attractive water feature

A number of amendments to the boundary of the Conservation Area are suggested, principally to remove:

- 1 . Land to the north of Home Farmhouse consisting of two large 20th century agricultural barns.
- 2 Home Farm Cottages and New Cottages.
3. Land to the south east of the Castle being a miscellany of storage sheds and a Nissen Hut.

Other minor proposed boundary changes to better reflect selected existing physical boundaries:

1. Include land to north of estate buildings 56-57 which has effect of protecting a mature tree.
2. Include land to the west of range of timber-framed outbuildings that in turn are located to the west of Home Farmhouse.
3. Include small area to west of barns to west of Upper Farmhouse to follow access road.

Publicity

Publicity was carried out to advise all possible respondents of the publication of the Appraisal, the duration of the consultation period, ways of making a response and the details of the public exhibition held in the village.

Parish Council - Farnham Parish Council were notified of the Council's intention to appraise the Conservation Area. The Parish Council were supplied with advance notification of the consultation and with a pre-publication copy of the Appraisal report to which they were invited to make an initial response.

Posters were distributed and copies were sent to the Parish Council.

Information letters were delivered to all properties within the Conservation Area and in any other areas affected by any amendments. A copy is included in Appendix 1.

Uttlesford District Council Hazel End Conservation Area Appraisal and Management Proposals Consultation

Website – a dedicated page on a marketing url <http://www.uttlesford.gov.uk/hazelendcaa> was created on the Council's website from which links were supplied to enable access to pdf and online interactive versions (via the Council's Objective consultation portal) of the Appraisal. Summary information on the report was given on the page and links to pdf and Word versions of the comments form.

Direct Mailing - key consultees on the Council's database (Objective) were emailed advising them of the new consultation event.

Public exhibition – a public exhibition was held at Farnham Village Hall on Wednesday 10 September 5.30-8pm and was attended by 6 people. The exhibition was attended by the Council's Conservation Officer and the fieldworker who had undertaken the appraisal. Both were on hand to answer enquiries. Maps, plans, a selection of images of important local buildings and copies of the Appraisal were available as were paper copies of the response forms.

Press release – a press release was issued on 1 September and was subsequently published in local newspapers. It was also available on the Council's website and via its Twitter and Facebook pages. A reminder about the public exhibition was issued via social media in the week leading up to the public exhibition.

Copies of the Appraisal - The Appraisal document was available online, as noted above, and paper copies could be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Farnham Parish Clerk.

Results of the consultation on the Hazel End Conservation Area Appraisal

The consultation period ran between 25 August and 5 October and all responses are reproduced below.

Farnham Parish Council

Comment here on the character analysis of Hazel End:

Agree with proposal

Comment here on the revised conservation area boundary:

agree

Comment here on the buildings that make an important architectural or historical contribution to the conservation area:

agree they should remain in area

Comment here on the management proposals:

agree generally but feel suggestions of improving state of track by pond is too onerous unless UDC wish to undertake work in consultation with owners and farm. Pond is an important feature and has been commented upon by Essex Biodiversity Unit. However base of pond is damaged and requires significant work and resources



Hazel End Farm

Bishop's Stortford
Hertfordshire CM23 1HG

Vineyard website: www.corylet.com

Uttlesford District Council – Planning Department
Council Offices
London Road,
Saffron Walden,
Essex CB11 4ER

3 September 2014

Dear Sirs

Comments on Hazel End Conservation Area Appraisal

Factual Matters

Throughout the document, the dwelling known as “Hazel End Farm” is referred to as “Upper Farmhouse”. That name has not been used for the past 35 years and is no longer correct.

1.32/1.69 “Stone Cottage” is semi-detached and known as “Stone Cottages” or, more often, “Flint Cottages”.

1.58 It is the *east* stack that is old, with stepped brickwork.

1.59 First it says “Roofs thatched and tiled” then “Roofs now all tiled”. They are now all tiled *except* the cartshed.

Management Proposals

2.1 We support the proposed boundary changes.

2.7 & 2.9 Having regard to the points made in the Appraisal, we support the de-listing of the barn at Hazel End Farm that was erected in the early 1980s.

2.13 Enhancement Proposals

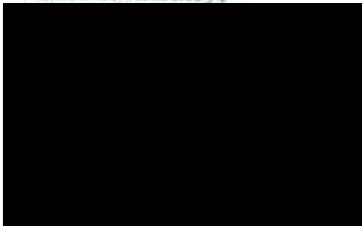
Given that the purpose of these proposals is to conserve the character and appearance of Hazel End, we do not accept that the proposals are either necessary or appropriate to achieve that purpose. Hazel End has been identified as a rural hamlet dating largely

from the seventeenth century and, as such, would not expect to have the immaculate appearance of upmarket suburbia. Nor should it be the role of local government to be telling property owners how to tidy their yard or tend their water features. References to both matters should be deleted from the document. (In fact a great deal of time and money has already been spent trying to make the pond watertight in the traditional manner but without success.)

Likewise, the area around the central green is in keeping with the character of the village. It is misleading to call it "Broken road surface" because it is not a road and it has a surface of loose gravel to distinguish it from the roads on two sides and to discourage vehicles from dangerous short cuts.

The mention of "2 utility poles" is confusing because there are several more than that in or within sight of the conservation area. Whilst nobody is going to say they enhance the appearance of the hamlet, it is far from clear what is meant by "explore potential with utility company of reducing their impact". If there is no mechanism and/or no money with which to undertake this, what is the point of including it in the report?

Yours faithfully,



C. W. Humphreys
Partner

Appendices

Appendix 1 – Copy of letter to Hazel End Residents

Hazel End conservation area appraisal and draft management proposals consultation



Dear Hazel End resident

The Government encourages councils to undertake appraisals of Conservation Areas and one has just been completed for your hamlet. We now need your comments on the Conservation Area appraisal for Hazel End; a consultation on the draft document will be running between **25 August and 5 October**. The document will be available on line at <http://www.uttlesford.gov.uk/hazlendcaa> or, from 22 August, paper copies can be inspected at the Council Offices in Saffron Walden, Stansted Mountfitchet Library and the mobile library or from the Farnham Parish Clerk. The main findings are set out below. There will also be a chance to see details of all the proposed changes and to discuss them with council officers at a public exhibition which will be held at Farnham Village Hall on **Wednesday 10 September 5.30-8.00pm**.

The historic core of Hazel End is a high quality environment where the 15 Listed Buildings in the Conservation Area make a significant contribution to its architectural and historical importance. All are classified Grade II and most date from the 17th century but there are single representatives each from the 16th, 18th and 19th centuries. The latter is Stone Cottage at the northern end of the Conservation Area.

The barn to south-east of Upper Farmhouse is currently listed. However, it is noted that the original barn was burnt down in its entirety in 1980 and rebuilt in part using historic timbers from elsewhere. As a reconstructed building it is suggested that the process of delisting this structure should be explored.

One quality unlisted building has been identified as making a positive contribution to the character of the Conservation Area, this being the reconstructed barn to the south east of Upper Farmhouse. If, as proposed, this barn is delisted it nevertheless is worthy of retention and should not be demolished.

Trees, hedgerows and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the central open space and pond and the attractive sunken edges of northern approach road to Hazel End. The general distinctiveness of the hamlet, though, is eroded by the presence of two telephone poles carrying overhead services and the future undergrounding of these is suggested as being desirable. It is further noted that the broken road surface around the central green would benefit from repair and that with some management the central pond could become a permanent and attractive water feature

A number of amendments to the boundary of the Conservation Area are suggested, principally to remove:

- 1 . Land to the north of Home Farmhouse consisting of two large 20th century agricultural barns.
- 2 Home Farm Cottages and New Cottages.
3. Land to the south east of the Castle being a miscellany of storage sheds and a Nissen Hut.

Please visit our website, read the document and let us know what you think and whether we should include all the measures or just a selection of them. If you cannot access our website, please send any comments to the Council Offices, London Road, Saffron Walden, CB11 4ER. For further information please call Bruce Tice, our Project Officer, on 01799 510670 or email btice@uttlesford.gov.uk who will be pleased to assist and answer any of your queries.

Hazel End conservation area appraisal
and draft management proposals consultation



Uttlesford District Council Official Notification

Important information on the Hazel End
Conservation Area Appraisal

For the attention of the property owner

**Hazel End
Conservation Area
Appraisal Public Exhibition**

Wednesday 10 September 5.30-8pm
Farnham Village Hall
Rectory Lane Farnham
Essex CM23 1HU

Your chance to have your say on the draft Conservation
Area Appraisal for Hazel End

The consultation runs 25 August to 5 October 2014
For more information call 01799 510670 or take part online at
www.uttlesford.gov.uk/hazelendca

Appendix 2 – Hazel End consultation form (the council's standard equalities monitoring forms were also made available)

Hazel End Conservation Area Appraisal Consultation

Consultation Feedback Form

Comment here on the character analysis of Hazel End:

Comment here on the revised conservation area boundary:

Comment here on the buildings that make an important architectural or historical contribution to the conservation area:

Comment here on the management proposals:

Any other comments:

Please send any comments to Bruce Tice, Conservation Area Appraisals Project, Council Offices, London Road, Saffron Walden, CB11 4ER. For further information please ring Bruce Tice, our Project Officer, on 01799 510670 or email btice@uttlesford.gov.uk who will be pleased to assist and answer any of your queries.