



Uttlesford District Council

Chief Executive: John Mitchell

Cabinet

Date: Thursday, 18 June 2015
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

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

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

Public Speaking

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

AGENDA PART 1

Open to Public and Press

- 1 Apologies for absence and declarations of interest.
To receive any apologies and declarations of interest
- 2 Minutes of the meeting held on 19 March 2015 5 - 12
To consider the minutes of the meeting held on 19 March 2015
- 3 Matters Arising
To consider matters arising from the minutes
- 4 Members' questions to the Leader, members of the Executive and chairmen of committees (up to 15 Minutes)
To receive members' questions

5	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	
6	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	
7	Reports from Performance and Audit and Scrutiny Committees (standing item) To consider any reports from Performance and Audit and Scrutiny Committee	
8	2014-15 Draft Outturn report To consider the 2014-15 draft outturn report	13 - 38
9	Procurement Strategy report To consider the proposed procurement strategy	39 - 66
10	2016-17 Local Council Tax Support Scheme To consider the 2016-17 Local Council Tax Support Scheme	67 - 76
11	Little Easton Conservation Area Appraisal report To consider the Little Easton Conservation Appraisal	77 - 136
12	Quendon and Rickling Conservation Area Appraisal report To consider the Quendon and Rickling Conservation Area Appraisal	137 - 230
13	Assets of Community Value To consider the assets of community assets report	231 - 234
14	Great Chesterford Parish Plan To consider the Great Chesterford Parish Plan	235 - 258
15	Designation of Great and Little Chesterford Neighbourhood Plan Area To consider the designation of the Great and Little Chesterford Neighbourhood Plan Area	259 - 264
16	Appointment of working groups 2015-16 To consider the appointment of the Cabinet Working Groups	265 - 270
17	Appointment of representatives on outside bodies 2015-16 To consider the appointment of representatives on outside bodies	271 - 272
18	Member Appointments to Joint Committees To appoint one member to the North Essex Joint Parking Partnership and two Members to the West Essex Wellbeing Joint Committee.	

- | | | |
|-----------|--|-----------|
| 19 | Statement of Community Involvement report | 273 - 308 |
| | To consider amendments to the statement of community involvement | |
| 20 | Chairman's urgent items | |
| | To consider any matters that the Chairman considers to be urgent | |

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510430/433.

Members of the public and representatives of parish and town councils are permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting.

The agenda is split into two parts. Most of the business is dealt with in Part I 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.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510430/433 as soon as possible prior to the meeting.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510433, 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 19 MARCH 2015 at 7.00pm**

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

Also present: Councillors E Godwin, S Howell and R Lemon.

Officers in attendance: J Mitchell (Chief Executive), D Barden (Communications Manager), M Cox (Democratic Services Officer), C Chapman (Operations Manager), R Harborough (Director of Public Services), R Millership (Assistant Director – Housing and Environmental Services), C Oliva (Solicitor) and A Webb (Director of Finance and Corporate Services).

CA103 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cheetham, Dean, Rich and Wells.

Councillor Redfern declared a non- pecuniary interest in item 17, as her husband had been involved in the meeting broadcasting project.

Councillor S Barker declared a non- pecuniary interest in item 11, Local Council Tax support scheme as a Member of Essex County Council.

CA104 MINUTES

The minutes of the meeting held on 15 January 2015 were received and signed by the Chairman as a correct record.

CA105 MATTERS ARISING

i) **Minute CA93 HRA 2015/16**

Councillor Redfern reported that the sheltered scheme at Reynolds Court, Newport had recently gained full planning permission.

CA106

PETITION IN RELATION TO LOWER STREET CAR PARK STANSTED

The Cabinet considered a petition submitted on behalf of the Stansted Business Forum, traders and local residents of Stansted who had expressed concern at the use of the UDC's car park in Lower Street, Stansted. The petition claimed that the car park was now 90% full of commuters, which was denying customers' access to car parking and affecting trade in the area. The petition asked what the council was intending to do about this situation.

Mr Goldsmith, the organiser of the petition was not present but had agreed for this to be dealt with in his absence.

In response, it was explained that the car park had recently been remodelled to accommodate a construction compound for the adjoining development but there had been no reduction in the number of spaces. Under a proposed development agreement the car park would be extended and the layout revised to increase capacity. It was noted that the car park had always been available to commuters, but if it was established that the percentage of spaces used for this purpose was posing a problem there could be a new tariff to limit long stay parking or restriction on maximum length of stay.

The council was conducting a comprehensive review of car parking provision and charging for the whole of the district and recommendations would be brought to Cabinet. The Leader expressed sympathy with the petitioners and hoped that the review would assist in finding a solution .

The council's response would be sent to the petition organiser.

CA107

ASSET MANAGEMENT PLAN

Councillor Chambers presented the Asset Management Plan and Strategy for 2015/16. This included the list of the council's non-housing assets with the strategic objectives and the guiding principles for their use. He highlighted the projects that had been completed during 2014/15, the items carried forward and the new action plan items for 2015/16.

Councillor Rolfe drew attention to the progress being made in maximising the use of the council owned buildings with the involvement of other local agencies. He asked for an additional point to be added to the strategic objectives 'to invest in new assets if for the longer term benefit of the council'

RESOLVED to approve the Asset Management Plan with the inclusion of the additional strategic objective as set out above.

CA108

PAY POLICY

Councillor Chambers presented the Pay Policy for 2015/16. This set out the council's pay and remuneration schemes and the criteria for the forthcoming year. The policy reflected the recent pay award and included two changes –

the introduction of the living wage for all employees from 1 January 2015 and the automatic enrolment of all employees in pension scheme.

In answer to a Member question, it was confirmed that the council had a policy for conducting employee appraisals and these were up to date.

RESOLVED to approve the Pay Policy for recommendation to Full Council.

CA109 DISCRETIONARY RATE RELIEF

The Cabinet was advised of Government changes to the Discretionary Rate Relief scheme announced as part of the autumn statement. This was to increase the amount of transitional relief and extend the scheme for a further two years. Local authorities had been asked to use their discretionary powers to implement these changes rather than through an Act of Parliament.

Councillor Chambers asked that the scheme continue to be publicised as since its introduction last year it had been helpful to rural communities.

RESOLVED to approve the Discretionary Rate Relief with the following amendments

- a. The scheme is extended to 31 March 2017
- b. The increase of transitional rate relief from £1,000 to £1500.

CA110 LOCAL COUNCIL TAX SUPPORT SCHEME

Councillor Chambers explained two amendments that had been made to the Council's Local Council Tax Support Scheme, which reflected recent legislative changes to the eligibility for persons from abroad and the introduction of Universal Credit. These amendments did not make any policy changes to the scheme. He reiterated that the council's scheme was still the most generous of all Essex Authorities.

RESOLVED to approve the amendments to the Local Council Tax Support Scheme as detailed in appendix A

- a. Legislative changes relating to persons from abroad and the introduction of Universal Credit.
- b. Annual uprating of the specified premiums.

CA111 REVISIONS TO THE RENT AND SERVICE CHARGE SETTING POLICY

Councillor Redfern presented a report which set out the changes to the Rent and Service Charge Policy in response to the Government's guidance on rents for social housing.

The guidance set out five areas to be considered, as follows

- 1) To increase the inflation factor to CPI plus 1%.
- 2) Cessation of formula rents.
- 3) Transition of void properties to target rent at re-let.
- 4) Rents for new homes at up to 80% of market rent
- 5) Market rents for households with incomes of at least £60,000

The council's was proposing to amend its policy in respect of items 1) and 2) above for existing tenancies. The change to the formula for the inflation factor from RPI + 0.5% to CPI + 1% had been supported by the Tenant's Panel and had subsequently been adopted by the council. This would be of benefit to tenants as it would result in a smaller increase in rents.

The cost to the Housing Revenue Account (HRA) of these changes would be approximately £250k per year. The financial implications of the revised Rent and Service Charge Setting Policy have been modelled into the HRA business plan.

In relation to points 3) and 4) the council's existing policy already allowed for the rent of void properties to be moved directly to formula rent levels at re-let and for affordable rents to be charged on new build properties.

In relation to point 5) the Government expected that the tenants with an income of over £60,000 to be identified by self-disclosure, but for existing tenants there was currently no legal grounds under which the local authority could demand this level of financial information. Although Members supported this initiative it was not proposed to incorporate this ability into the revised policy. However it would be reviewed if future legislative changes facilitated collection of the necessary financial information.

RESOLVED to note the Government Guidance and approve the amendments to the Rent and Service Charge setting policy as set out in points 1) and 2) above.

CA112

MEMBERS NEW HOMES BONUS SCHEME – PROGRESS UPDATE

The Cabinet was informed of the payments that Members had made from their £2000 allocation under the New Homes Bonus Scheme, and details of the projects they had supported in their wards.

As part of the 2015/16 budget this amount had been increased to £3000 per annum. Councillor Howell commented that this scheme had been a positive initiative and of great value for local communities.

The report was noted

CA113

STRATEGIC INITIATIVES FUND

The Cabinet considered three proposals for the use of the Council's Strategic Initiatives Fund.

Councillor Barker asked whether the business plans for these projects would be considered by Cabinet. She was advised that the cycle strategy would focus on the provision of cycle stands and small scale works and would be administered by a dedicated officer. In terms of the Neighbourhood Plan this fund would support the setting up and development of this initiative and a report on how this would work would be considered by the Planning Policy Working Group.

A tender process was required as soon as possible in relation to the installation of PV panels at the museum store and vehicle workshop at Shire Hill and Cabinet would be updated on progress in due course.

RESOLVED to agree the allocation of the following items from the Strategic Initiatives Fund

- i £50,000 for the Cycle Strategy as asset out in paragraph.
- ii. £100,000 towards the cost of Neighbourhood Plans.
- iii. £150,000 for the installation of photovoltaic panels on the two buildings at the Shire Hill depot.

CA114 CLIMATE LOCAL COMMITMENT

Councillor Barker presented a report which provided information on the Climate Change Initiative developed by the Local Government Association (LGA) and the rationale for signing up to the Climate change Local Commitment and producing a UDC local strategy and action plan. The report set out progress to date and the issues and concerns that faced the council and the district in relation to fuel poverty and health, carbon reduction and climate change adaption. Members pointed out that the council had made significant progress in this area through its planning, waste and energy efficiency policies.

RESOLVED that

- 1 The Council to sign up to the Climate Local Commitment.
- 2 Endorse the Climate Local Strategy and Action Plan for Uttlesford District Council.

CA115 S106 STANSTED COMMUNITY POT

The Cabinet considered a request from Foresthall Park residents and Stansted parish council to allocate funds for the provision of picnic benches and bins at Rochford Square. This payment would be from the Stansted community pot, which comprised the financial contributions received through the 106 legal agreements intended to mitigate the impact of the new development at Rochford Nurseries/Forest Hall Road Stansted. The project had been assessed against the required criteria.

RESOLVED to allocate a maximum of £2,110 to provide three picnic benches and three litter bins at Rochford Square, subject to agreement with the developer(s) as required.

CA116

MEETING BROADCASTING

Councillor Ranger presented the report which explained that the council had been working with a local business to develop a system to broadcast live committee meetings and to make recordings publically available on the council's website. The development had taken place over the last 6 months and was now ready for the Council to adopt.

The report set out details of the system and the number of people that had listened to the recordings. Two future enhancements had been suggested that would be undertaken by a third party. These were to embed the voice files directly into the committee management system and to link the microphone system which could then announce the member who was about to speak.

The Chairman supported this initiative as part of the transparency agenda and to make council meetings more accessible to the public.

RESOLVED to

- 1 Formally adopt the use of the Audiominutes broadcasting system for meetings of Full Council, Cabinet, Planning and the Uttlesford Planning Policy Working Group.
- 2 Agree to the use of the system at other key meetings as set out in paragraph 11 of the report.
- 3 Agree, subject to proof of concept design and testing, to the additional enhancements as set out in paragraphs 18 and 19 of the report.

CA117

EXCLUSION OF THE PUBLIC

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

CA118

MATERIALS RECOVERY FACILITY CONTRACT

The Cabinet considered a change to the arrangement for the processing of dry recyclates collected by the council

RESOLVED that

- 1 The Council terminates the current MRF contract with effect from 4th May 2015 and places a new contract with the successful bidder for the Uttlesford lot through the joint procurement process led by Basildon Council.
- 2 Additional costs to those estimated in the budget for 2015/16 be met from the waste management reserve

The meeting ended at 8.20 pm

Committee:	CABINET	Agenda Item
Date:	18 JUNE 2015	8
Title:	2014/15 OUTTURN	
Portfolio Holder	Councillor Simon Howell	Key Decision: No

Summary

1. This report summarises the 2014/15 Outturn position as follows:
 - General Fund: a net favourable variance, after allowing for planned transfers to earmarked reserves, of £20,000.
 - Housing Revenue Account: an in year surplus of £2,314,000.
 - Capital Programme: expenditure of £8,480,000 which is £3,736,000 below the budget of £12,216,000. After allowing for slippage requests of £3,620,000, there is a net favourable variance of £116,000.
2. In accordance with statutory regulations, the draft 2014/15 Statement of Accounts are consistent with the 2014/15 results reported here. These figures will be certified by the Director of Finance and Corporate Services on or before 30 June, and will reflect the Cabinet's decisions regarding use of reserves. The draft accounts will be submitted to the Performance & Audit Committee for information on 30 July. The audited accounts will be submitted to the Performance & Audit Committee for approval on 25 September.
3. All figures are subject to external audit and therefore may change before the final Statement of Accounts is produced in September. Financial issues arising from the audit of the accounts, if any, will be reported to Cabinet on 18 September.

Recommendations

4. The Cabinet is recommended to:
 - Approve the 2014/15 outturn position set out in this report
 - Approve the reserve transfers and reserve balances set out in the report,
 - Approve the Capital Programme slippage requests.

Financial Implications

5. The report sets out the Council's financial performance for 2014/15 and the level of reserves as at 31 March 2015. Otherwise there are no direct financial implications arising from the recommendations.

Background Papers

6. None.

Impact

Communication/Consultation	The key issues in this report have been considered by CMT and discussed with the Finance Portfolio Holder
Community Safety	No specific issues
Equalities	No specific issues
Health and Safety	No specific issues
Human Rights/Legal Implications	No specific issues
Sustainability	No specific issues
Ward-specific impacts	No specific issues
Workforce/Workplace	No specific issues

GENERAL FUND

7. The net operating expenditure outturn position of £4.845m compared with the previous outturn figure of £5.734m shows a favourable movement of £0.889m. The final variance outturn for net operating expenditure is £0.153m less than the revised budget of £4.998m against the previous adverse variance of £0.736m as at December 2014 and reported to Members in February 2015.
8. After allowing for transfers to and from earmarked reserves (subject to members approval), the final outturn for the overall net position is £4.675m, a net favourable variance of £0.020m against the revised budget of £4.695m. The variance is £0.004m lower than the forecasted £0.024m overall net position.
9. Details of all service budget outturns and variances are set out in Appendix A, and are summarised in the table below:

£ '000	Budget	Outturn	Variance	Forecast	Variance
				Variance	movement
Portfolio (Service) Budgets	9,268	8,207	(1,061)	(303)	(758)
Corporate Items	1,880	2,276	396	925	(529)
Sub total - Budget Items	11,148	10,483	(665)	622	(1,287)
Funding	(6,150)	(5,638)	512	114	398
Net Operating Expenditure	4,998	4,845	(153)	736	(889)
Transfers to Reserves	(303)	(170)	133	(760)	893
Overall Net Position	4,695	4,675	(20)	(24)	4

10. The service & corporate budget outturns detailed in this report are £1.287m better than the latest forecast. The following are the significant differences:

Forecast Movement (improvement)/worsening	Details of forecast movements
<u>Community Partnerships & Engagement</u>	
(78)	Economic Development reduction in consultancy - to be carried forward to 2015/16
(50)	NHB budget provision - previous years unused allocations and current year underspend
(26)	Community Safety, access to services project now not being spent
(20)	Grants & Contributions contingency budget not being utilised in year
<u>Community Safety</u>	
(78)	Community Safety PCSO's not funded for 2014/15
<u>Environmental Services</u>	
80	Development Management net costs overspend due to increase in appeals costs and underachievement of income
33	Planning Policy additional consultancy
20	Local Amenities - net cost of grounds maintenance external costs
(68)	Car Parking £75k additional income relating to Fairycroft qtr 4
(65)	Waste Management - net movement for increased costs for disposal of recyclables, staff savings and increased ECC recycling credits
(40)	Public Health (30k additional food inspection fees income)
<u>Finance & Administration</u>	
28	Information Technology, increased costs relating to improved disaster recovery and communications
(208)	Housing Benefits saving, net position of final DWP subsidy grant
(143)	Local Tax Collection, reduction in bad debt requirement and increase in court cost recovery
(48)	Council Tax Benefit, recovery higher than expected and reduction in DWP payback amount
(40)	LCTS, reduction in subsidy to preceptors due to reduction in number of claimants
(32)	Legal Services, net of reduction in legal costs and increased income
<u>Corporate Items</u>	
(513)	Capital financing slippage
(27)	Recharge to HRA final outturn adjusted to reflect central services final outturn expenditure
(12)	Net of minor movements below £20k - see portfolio schedules in Appendix A
(1,287)	

KEY VARIANCES

11. The service budget variances exceeding £20,000, which had been forecasted and were included in the Budget Monitoring Report approved by the Cabinet in February, are detailed below, where there has been movement in the outturn the previous outturn position is shown in brackets.

Adverse Variances

- **Waste Management - £228,000 (£293,000)**, Due to changes in the co-mingled recyclable market, from the 1 August 2014 income has ceased and transport and transfer station costs have become payable.
- **Housing Benefits/Council Tax Benefit – £36,000 (£292,000)** Notification has now been received for the repayment of the 2012/13 benefit audit overpayments, at 100% (£212,000). In addition a reduction in subsidy claimable for 2014/15 has been applied for £79,000. A reserve was allocated in the budget for the repayment of £212,000 and this is shown in the reserves, thus no bottom line impact. Due to better collection rate achieved than previously estimated and only £127k required to be drawn down from reserves the outturn position has now reduced. The previous overspend is also partially

offset by the final year end subsidy calculation showing an increase in subsidy grant from DWP.

- **Information Technology - £113,000 (£85,000)** Unexpected software maintenance and licencing charges due to improvements and/or upgrades to current systems to ensure effective and efficient service delivery. Extra costs incurred relating to the improved disaster recovery programme and telephone costs, this has been partially offset with efficiency savings in a new staff structure and communications budgets.
- **Revenues Administration - £62,000 (£69,000)** Due to staff turnover and levels of staff absence, temporary agency staffing has been required to cover the workload. Recruitment is now finalised and the service is now fully staffed with no requirement for agency.
- **Planning Management and Administration - £50,000 (£65,000)** Agency staff, (3), have been employed for the duration of the financial year, to cover the increase in workload on appeals and back scanning of documents. The latter to be partially funded from the surplus generated in 2013/14 from the Building Surveying Trading account.
- **Planning Policy - £92,000 (£52,000)** Invoice has now been received for the Local Plan Inspector fees. It was impossible to predict the cost of this and as such was not built into the original budget, with the intention that this would be met from the planning reserve. In the last quarter extra costs have been incurred relating to work taking the local plan forward, including an ECC assessment for a transport plan.

Favourable Variances

- **Non Domestic Rates - £366,000**, Relates to Discretionary Rate Relief, there was some debate on whether this was a General Fund revenue cost or a Collection Fund cost. As part of the budget setting process and Medium Term Financial Strategy Officers said they would be carrying out a review of the Business Rates and the accounting processes. This review has now been started and as part of this it was clarified that this budget was a collection fund item and not a general fund account item. The budget has subsequently been removed from revenue and accounted for in the Collection Fund. Please refer to the movements in reserves at point 15 in this report.
- **Public Health - £217,000 (£177,000)** Increased income of £293,000 relating to the inspection of imported foods (green beans) at Stansted Airport has been generated; this is offset by £76,000 of additional costs.
- **Development Management - £58,000 (£138,000)** Planning Application fees and pre application charges are continuing with the increased trend and extra income of £299,000 has been received for this financial year. This is offset by extra consultancy and increased Legal costs.
- **Local Amenities – £95,000 (£115,000)** Section 106 funding of £152,000 previously shown as net of service budget, this has now been reclassified and is shown in the funding section of the report and is offset in the reserves and there is no bottom line impact. The remaining variance is made up of grounds maintenance costs, S106 grants payable (no bottom line impact) and minor net costs of utilities for Flitch Green Community Hall.

- **Street Services Management - £89,000 (£102,000)** Management restructure now in place and final reduction in savings relating to staffing costs was higher than expected due to management post remaining vacant longer than anticipated. The variance has now reduced in the final outturn due to increased cost of agency cover for admin roles during the restructure.
- **Legal Services - £105,000 (£73,000)** Additional income of £80,000 relating to S106 work carried out. It is difficult to predict accurately the level of externally chargeable work relating to these agreements. The remaining £25,000 relates to other minor savings and extra income including legal costs.
- **Leisure PFI - £68,000 (£66,000)** Updated due to reconciliation of actual costs to year end, previously budget was calculated on estimated costs.
- **Corporate Management - £51,000 (£47,000)** This is the net effect of the staff pay award budget which now agreed has been allocated to services, the reduction in CMT employee costs and the increased cost of Audit Fees.
- **Community Safety - £122,000 (£44,000)** The Anti-Social Behaviour post budget of £44,000 has been transferred to the Housing Revenue Account, within the Housing Services. A budget of £80,000 was initially set up to fund 2 PCSO posts with Essex Police; no agreement was reached in 2014/15.
- **Economic Development - £114,000 (£36,000)** Consultancy budget costs of £74,000 not now required in 14/15 and will be carried forward to 15/16 as completion of studies has been delayed. Remaining variance relates to delay in recruitment to one post and the receipt of grant to support businesses impacted by flooding.
- **Licensing - £42,000 (£35,000)** Additional saving due to staffing restructure and additional licensing income. Please note that the current fees do not cover the cost of the service and the deficit is being made up from a draw down on the Licensing reserve.
- **Office Cleaning - £23,000** The recruitment of staff to the current vacancies is proving difficult and posts have remained vacant for longer than anticipated.

12. Within the corporate item on the General Fund, the variances are summarised below, with the approved variance as at February Cabinet shown in brackets.

- Capital Financing - **£361,000 (£874,000)** The final outturn movement from the forecasted position relates mainly to a net movement of £1,048m funding for the transfer of the Temporary Accommodation Units as reported to February Cabinet. The movement in outturn relates to £0.5m slippage in the capital programme. The main items are:
 - Superfast Broadband
 - Vehicle Replacement
 - Motte and Bailey Castle
 - Hill Street Toilets
 - Catons Lane Car Park
- Housing Revenue Account Recharge - **£42,000 (£69,000)** adverse, this is a calculation based on the allocation of core services accessed by the HRA and the level of charge directly relates to the outturn position of the services in the general fund.

13. Although there are under and over spends within this overall position, and there is potential to improve forecasting, it can be said that the budget has been managed well as a corporate whole. The outturn further consolidates and strengthens the Council's financial position, with a healthy level of reserves leaving the Council well placed to realise its goals and manage the expected future challenges.

RESERVES

14. The following is a summary of General Fund reserves, based upon the outturn position set out in this report. There is a net decrease of £902,000 during the year, including the £20,000 underspend which has been allocated to the Strategic Initiatives Reserve subject to members approval.

Reserve	Actual Balance 1st April 2014	Transfers in	Transfers out	Estimated Balance 31st March 2015
£'000				
RINGFENCED RESERVES				
Business Rates	4,423	523	(1,275)	3,671
DWP Reserve	0	259		259
Licensing Reserve	47		(15)	32
Working Balance	1,214	68		1,282
	5,684	850	(1,290)	5,244
USABLE RESERVES				
<i>Financial Management Reserves</i>				
Budget Equalisation	1,416	811	(2,227)	0
Budget Slippage	28		(28)	0
Change Management	923		(923)	0
Council Tax Freeze Grant	174	51	(225)	0
MTFS Reserve	0	1,000		1,000
Transformation Reserve	0	1,000		1,000
	2,541	2,862	(3,403)	2,000
<i>Contingency Reserves</i>				
Emergency Response	140		(100)	40
Local Government Resource Review	1,385	233	(1,618)	0
Municipal Mutual	51		(51)	0
New Homes Bonus - Contingency	790		(790)	0
	2,366	233	(2,559)	40
<i>Service Reserves</i>				
Access Reserve	0	200		200
Economic Development	220	74	(50)	244
Elections	67	28		95
Hardship Fund	100		(100)	0
Homelessness	101		(61)	40
Neighbourhood Planning Reserve	57		(57)	0
New Homes Bonus - Community Projects	15		(15)	0
Planning	935	206		1,141
Strategic Initiatives	0	2,048	(1,448)	600
Waste Depot Relocation Project	0	1,500		1,500
Waste Management	300	184	(104)	380
	1,795	4,240	(1,835)	4,200
TOTAL USABLE RESERVES	6,702	7,335	(7,797)	6,240
TOTAL RESERVES	12,386	8,185	(9,087)	11,484

15. The above table reflects the changes approved by Cabinet in February relating to the new reserves strategy and due to the redefining of the reserves it makes the actual movements in the reserves difficult to identify. The proposed net movement in reserves totals £902k of which £524k relates to ring fenced reserves and the remaining £378k was usable reserves.

16. Planned transfers as per the original budget set in February 2014 included a transfer of £0.748m from the Budget Equalisation Reserve to provide for the total revenue cost of a 3 year payment for the pension deficit fund. Due to the favourable variance within the General Fund it is proposed that the cost of the pension deficit is funded out of revenue and no draw down is required. Members are requested to approve the following:

- Pension Deficit of £748,000 is funded by revenue
- £20,000 overall surplus is transferred to Strategic Initiatives Fund

17. To clarify the purpose of the actual movements (this includes the 2 recommendations in the points above) in reserves a summary table is shown below:

Reserve	Transfers to/(from)	Description
	£ '000	
<u>Ringfenced Reserves</u>		
Business Rates	366	Discretionary Rate Relief Policy (see service variances) - use against future collection fund deficits
	157	NNDR smoothing adjustment - ensures GF retained income in-year matches to budgeted value only
	(1,275)	NNDR Collection Fund Deficit to GF - covers prior year NNDR3 deficits
DWP	175	Benefits subsidy adjustments in respect of 13/14 - to offset expected reduced subsidy income in 15/16
Licensing	(15)	Drawdown in respect of taxi trade licensing account for 14/15
Working Balance	68	Top-up to reserve to match statutory contingency formula
Ringfenced Reserves Total	(524)	
<u>Usable Reserves</u>		
<u>Contingency & Financial Mgt</u>		
Council Tax Freeze Grant	51	Council Tax Freeze Grant 14/15
LGRR	(127)	Benefits subsidy adjustments in respect of 12/13 - where subsidy income was reduced in 14/15
Municipal Mutual	(51)	No longer required as per estimate from latest Municipal Mutual statement
New Homes Bonus	(15)	War Memorials expenditure 14/15
Service		
Access	200	Creation of reserve - as per 2014/15 original budget
Economic Development	74	Economic Development consultancy underspend being banked for use in following accounting period
	(50)	Funding for Discretionary Rate Relief policy
Elections	20	Annual top up to reserve to cover expected costs in 2015/16 for local district elections
	8	Top-up adjustment - as per reserves strategy
Homelessness	(5)	Emergency supplies overspend in Homelessness service
New Homes Bonus Community	(15)	Drawn down in respect of o/s 11/12 NHB entitlement now being expensed through GF in 14/15
Planning	17	Grants from DCLG being added to reserves (Community Challenge / Right to Bid)
	(8)	Neighbourhood Plans expenditure, from £100k monies tfr from SIF, as per Cabinet 19/3/15
	(10)	Prior year contributions received
Strategic Initiatives	1,000	New reserve - as per 2014/15 original budget
	(200)	Funding for Discretionary Rate Relief policy
	(15)	Funding for Business Review Feasibility Study
	(114)	Funding for Swan Meadow Car Park project
	(6)	Funding to cover Park & Ride scheme unfunded revenue expenditure
	(1,048)	Funding to cover cost of transfer of temporary accomodation units to GF
	20	GF surplus 14/15 being added to reserves
Waste	(104)	Funding for purchase of bins (unbudgeted in revenue)
Usable Reserves Total	(378)	
Total net movement	(902)	

HOUSING REVENUE ACCOUNT

18. 2014/15 was the third year of the new HRA Business Plan, introduced following the self-financing reforms. The original HRA budget was for an in-year operating surplus of £3.36m, with £3.24m of planned funding for capital projects and net transfers within reserves of £0.12m.
19. The outturn surplus and variance to original budget is £2.31m. The variance is made up of a net operating surplus of £14,000. The favourable variance in the HRA capital funding (£1.95m) and reduced requirement to drawdown on the reserves (£0.35m) is a mixture of delayed projects to 2015/16 and alternative funding through the sale/transfer of Temporary Accommodation units to the General Fund. This is summarised in the table below (details in Appendix B).

£000	Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance
Income	(15,390)	(15,390)	(15,445)	(15,562)	(172)
Service Expenditure	4,293	4,303	4,743	4,881	577
Non-Service Expenditure	7,737	7,727	7,797	7,308	(419)
Total Expenditure	12,030	12,030	12,540	12,189	158
Operating (Surplus)/Deficit	(3,360)	(3,360)	(2,905)	(3,374)	(14)
Funding of Capital Items from HRA	3,244	3,244	3,265	1,297	(1,947)
Transfers to/from(-) Reserves	116	116	(628)	(237)	(353)
Total Use of Reserves/Funding	3,360	3,360	2,637	1,060	(2,300)
(SURPLUS)/DEFICIT	0	0	(268)	(2,314)	(2,314)

VARIANCES

20. The table below details the movement in the surplus from the latest forecast of £0.27m to the final outturn surplus of £2.31m

Forecast movement (improvement)/worsening	Description
(122)	Rent arrears lower than forecast and timescales for void re-lets reduced increased rent collection
172	Increased requirement for housing repairs
(397)	Impairment adjustment, mainly relating to Mead Court
(174)	Reduction in rent arrears and bad debt provision
(1,968)	Net underspend and slippage from capital programme
391	Capital Projects Reserve drawdown no longer required, as above
51	Net of minor changes below £20k
(2,046)	

HRA RESERVES

21. It is proposed that the 2014/15 surplus of £2.31m be earmarked for Capital Projects and this has been included in the reserve balance subject to Cabinet approval. Below is a summary of HRA reserves:

Reserves £'000	Actual Balance 01-Apr-14	Forecast transfer from HRA	Forecast transfer to HRA	Transfers between Reserves	Estimated Balance 01-Apr-15
<u>RINGFENCED RESERVES</u>					
Working Balance	680		(217)		463
	680	0	(217)	0	463
<u>USABLE RESERVES</u>					
<u>Revenue Reserves</u>					
Change Management	200		(20)	(180)	0
Revenue Projects	60				60
Transformation Reserve	0			180	180
	260	0	(20)	0	240
<u>Capital Reserves</u>					
Capital Projects	1,223	2,967	(653)		3,537
Potential Projects Reserve	800				800
Sheltered Housing Projects Reserve	318				318
	2,341	2,967	(653)	0	4,655
TOTAL USABLE RESERVES	2,601	2,967	(673)	0	4,895
TOTAL RESERVES	3,281	2,967	(890)	0	5,358

CAPITAL PROGRAMME

22. The capital programme budget, including adjustments approved at previous Cabinet meetings, is £12.216m. Of this total, slippage requests totalling £3.620m have been identified, relating to schemes now scheduled to take place in 2015/16. Against the revised budget of £8.596m, total capital expenditure in the year was £8.480m, £0.116m below the budget. A summary of the capital programme is shown below including the sources of financing. Full details of all the capital projects can be seen in Appendix C.

£ '000	Slippage brought forward				Slippage carried forward			Variance Adverse / (Favourable)
	Original Budget	In Year approved	from budget	Current Budget	to Revised Budget	Outturn		
General Fund Schemes								
Community Partnerships and Engagement	735	56	100	891	(343)	548	509	(39)
Community Safety	35	42	0	77	(56)	21	21	0
Environmental Services	192	0	430	622	(385)	237	426	189
Finance Admin	195	169	150	514	(323)	191	207	16
General Fund Housing	315	0	0	315	(62)	253	577	324
	1,472	267	680	2,419	(1,169)	1,250	1,740	490
Housing Revenue Account Schemes	8,310	1,396	91	9,797	(2,451)	7,346	6,740	(606)
Total Capital Programme	9,782	1,663	771	12,216	(3,620)	8,596	8,480	(116)
Capital Financing								
SHP Monies		(1,624)					(1,631)	
Grants & Contributions		(422)					(621)	
Capital receipts		(750)					(134)	
HRA Major Repairs Allowance		(3,136)					(3,227)	
Internal Borrowing		(387)					(214)	
Direct Revenue Financing - GF		(663)					(939)	
Direct Revenue Financing - HRA		(2,799)					(1,061)	
Release of funds		0					(653)	
Total Sources of Financing		(9,782)					(8,480)	

Variances

23. The table below details the main variances to each scheme where the outturn differs from the revised budget and slippage has not been requested.

£ '000	Variance Adverse / (Favourable) Description
Community Partnerships and Engagement	
Motte and Bailey Castle	(41) Works costs less than estimated
Environmental Services	
Household Bins	104 Change in accounting policy from Revenue to Capital expenditure
Flood Repair Grants	88 Match funded by DEFRA
General Fund Housing	
Temporary Accommodation	396 Transfer of units from HRA to General Fund as work in progress
Empty Dwellings	(50) Housing Stock Condition modelling project now set for Q1 2015/16
Public Sector Renewals Grants	(27) No applications submitted in 2014/15
Various other schemes	20 Net of variances below £20k
General Fund Total Variance	490
Housing Revenue Account	
Temporary Accommodation	(417) Transfer of units to General Fund scheme
Energy Efficiency	(205) Unrequired budget due to cessation of specific scheme
HRA Repairs	126 Additional remedial works to current housing stock
Holloway Crescent	55 Unbudgeted remedial works
Sheltered Housing - Alarm Systems	(100) Works completed earlier than expected
Housing Revenue Account Total Variance	(606)
Capital Programme Total Variance	(116)

24. In some cases projects were commenced or planned by the end of the year but the actual expenditure will not be incurred until 2015/16. In these cases it is necessary to defer the relevant budget (and its associated financing) until 2015/16. CMT support the slippage requests as set out below:

Scheme	£ '000	Reason for Slippage
<u>General Fund Schemes</u>		
Community Project Grants	38	Awaiting requests for allocated grants
S/W Motte & Bailey	205	Due to adverse weather works have been slower than anticipated and subsequent delay in the programme of works
Superfast Broadband	100	Delayed due to complications with Tender specifications
CCTV Stansted	21	Scheme part completed, delayed completion due to technical problems, change of mast location, siting of poles and re-planning application, relocation of the skate park.
CCTV Thaxted	35	Delay in prouction business case by Parish Council as per requirement of the Information Commissioner's guidance.
Vehicle Replacement Programme	187	Delay in requirement for new street sweeping vehicles
Swan Meadow car park	13	Project works delayed
Catons Lane car park	155	Unlikely to proceed, carry forward to 2015/16 until Cabinet decision
Flood prevention work	30	Start date on site in Q1 2015/16 - match funding from DEFRA
Citrix Upgrade	8	Project commneced in 2014/15 and is on-going so budget required in 2015/16
PSN CoCo Works	8	Project commneced in 2014/15 and is on-going so budget required in 2015/16
Mobile working - Housing	35	Project commneced in 2014/15 and is on-going so budget required in 2015/16
Mobile working - Planning & Env Health	44	Project commneced in 2014/15 and is on-going so budget required in 2015/16
Council Offices Improvements	78	Project commneced in 2014/15 and is on-going so budget required in 2015/16
Hill St Conveniences	120	Project delayed from 2014/15, works commenced in May 2015.
Stansted Conveniences - Grant	62	Certification of grant applications delayed due to backlog of cases
General Fund Scheme Slippage	1,169	Awaiting grant request from Parish Council
<u>Housing Revenue Schemes</u>		
ICT - Mobile Housing	65	On-going project delays due to capacity
UPVC Fascia's and Guttering	123	Delay in completing contract due to issues with energy provider.
Energy Efficiency Schemes	100	Delay in completing contract due to issues with energy provider.
Support unit for people with learning difficulties	100	Decision making process delays due to feasibility of sites
New build Garden/Garage Sites	295	Delay in finding suitable new build site in 14/15. Project commencing for Catons Lane and Sheltered Housing in 2015/16
Mead court/Canons Mead garage Site	1,768	Project ongoing and budget required for Phase 2 remaining HRA element
Housing Revenue Schemes Slippage	2,451	
Total slippage requests	3,620	

SECTION 106 BALANCES

25. A statement of Section 106 balances is included at Appendix D. As at 31 March 2015, a total of £2.8 million was held.

TREASURY MANAGEMENT

26. The statutory treasury management outturn report will be brought to a future Cabinet meeting. Meanwhile, this report brings Members up to date with the key events since the last report (which covered the period up to 31 December).

Deposits made

27. Deposits placed from 1 January to 31 March 2015 inclusive are set out in Appendix E together with a schedule of balances held on 31 March. All transactions complied with the Council's approved treasury management strategy.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The reported outturn may change as a result of the external audit process	2 (no bottom line adjustments identified in the last few years)	2 (adjustments may be needed to some of the figures in the accounts, with possible effect on reserves balances)	Close liaison with external auditors Report audit outcomes to Cabinet in September Statement of Accounts and the auditor's report to be received by the Performance & Audit Committee in September.

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 A

2014/15 GENERAL FUND SUMMARY

£'000	2013/14 Outturn	2014/15				
		Original Budget	Current Budget	Forecast Outturn (P9)	Final Outturn	Variance
Community Partnerships & Engagement	1,819	2,146	2,237	2,145	1,968	(269)
Community Safety	286	313	298	229	139	(159)
Environmental Services	790	1,696	1,716	1,655	1,632	(84)
Finance & Administration	4,414	4,740	4,976	4,897	4,452	(524)
Housing (General Fund)	(63)	38	41	39	16	(25)
Sub-total – Portfolio and Committee budgets	7,246	8,933	9,268	8,965	8,207	(1,061)
<u>Corporate Items</u>						
Capital Financing Costs	2,049	1,611	2,166	3,040	2,527	361
Investment Income	(51)	(50)	(50)	(52)	(58)	(8)
Landsbanki	(79)	0	0	0	0	0
New Homes Bonus - Community Projects 11/12	11	0	0	0	15	15
Pension Fund - Added Years	98	107	107	92	92	(15)
Pension Fund - Deficit	380	1,121	1,121	1,120	1,122	1
Recharge to HRA	(1,069)	(1,211)	(1,211)	(1,150)	(1,069)	142
HRA Share of Corporate Core	(245)	(253)	(253)	(245)	(353)	(100)
Sub total - Corporate Items	1,094	1,325	1,880	2,805	2,276	396
Sub total - Budget	8,340	10,258	11,148	11,770	10,483	(665)
<u>Funding</u>						
Council Tax - Collection Fund Balance	(60)	(256)	(256)	(256)	(257)	(1)
Council Tax - Freeze Grant 13/14 (year 2 of 3)	(50)	0	0	0	0	0
Council Tax - Freeze Grant 14/15 (year 1 of 2)	0	(50)	(50)	(51)	(51)	(1)
NNDR - UDC share (net of Tariff)	(1,857)	(1,279)	(1,279)	(1,279)	(1,990)	(711)
NNDR - Levy Payment/(Safety Net Reimbursement)	(1,611)	0	0	0	1,093	1,093
NNDR - Section 31 Funding	(324)	0	0	(475)	(538)	(538)
NNDR - Collection Fund Balance	0	0	0	1,275	1,275	1,275
NNDR - Transfer to/(from) Ringfenced Reserve	2,538	0	0	(800)	(752)	(752)
DCLG - Other Funding	(89)	(36)	(36)	(47)	(34)	2
New Homes Bonus Grant	(2,042)	(2,877)	(2,877)	(2,877)	(2,877)	(0)
Section 106 Funding - Transfers to/(from) S106 reserves	(3)	(10)	(10)	117	135	145
Settlement Funding	(2,038)	(1,642)	(1,642)	(1,643)	(1,643)	(1)
Sub-total – Funding	(5,537)	(6,150)	(6,150)	(6,036)	(5,638)	512
Sub-total – Net Operating Expenditure	2,803	4,108	4,998	5,734	4,845	(153)
<u>Transfers to/from (-) Reserves</u>						
Access Reserve	0	200	200	200	200	0
Budget Equalization Reserve	0	0	0	(668)	(1,416)	(1,416)
Budget Equalization Reserve - Pension Deficit	0	(748)	(748)	(748)	0	748
Budget Slippage Reserve	28	0	0	(28)	(28)	(28)
Change Management Reserve	335	0	0	(923)	(923)	(923)
Council Tax Freeze Grant Reserve	50	50	50	(174)	(174)	(224)
DWP Reserve	0	0	0	175	259	259
Economic Development Reserve	103	0	(50)	(170)	24	74
Elections Reserve	20	20	20	28	28	8
Emergency Response Reserve	50	0	0	(100)	(100)	(100)
Hardship Fund	0	0	0	(100)	(100)	(100)
Homelessness Reserve	20	0	0	(61)	(61)	(61)
LGRR Contingency Reserve	423	73	73	(1,385)	(1,385)	(1,458)
Licensing Reserve	(16)	(25)	(25)	(20)	(15)	10
MTFS Reserve	0	0	0	1,000	1,000	1,000
Municipal Mutual Reserve	0	0	0	(51)	(51)	(51)
Neighbourhood Front Runners Reserve	(9)	0	0	(57)	(57)	(57)
NHB Community Reserve	(11)	0	0	(15)	(15)	(15)
NHB Contingency Reserve	(40)	0	(158)	(790)	(790)	(632)
Planning Development Reserve	670	17	17	65	206	189
Strategic Initiatives Reserve	0	1,000	318	329	580	262
Transformation Reserve	0	0	0	1,000	1,000	1,000
Waste Depot Relocation Project	0	0	0	1,500	1,500	1,500
Waste Reserve	221	0	0	(70)	80	80
Working Balance	0	0	0	0	68	68
Sub-total - Movement in Earmarked Reserves	1,844	587	(303)	(1,063)	(170)	133
COUNCIL TAX REQUIREMENT (BOTTOM LINE)	4,647	4,695	4,695	4,671	4,675	(20)
Council Tax (precept levied on Collection Fund)	(4,647)	(4,695)	(4,695)	(4,695)	0	
OVERALL NET POSITION					0	0
					(24)	(20)
					(20)	(20)

APPENDIX A (continued)

COMMUNITY PARTNERSHIPS AND ENGAGEMENT

£'000	2013/14 Outturn	2014/15				
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance
Assisted Travel	1	1	1	(1)	(1)	(2)
Committee Administration	153	152	153	162	165	12
Communications	156	243	244	243	242	(2)
Community Information Centres	46	50	51	46	46	(5)
Community & Leisure Management	46	46	46	46	46	0
Customer Services Centre	293	307	309	333	332	23
Democratic Representation	343	361	360	358	353	(7)
Economic Development	127	203	250	214	136	(114)
Grants & Contributions	359	371	371	371	351	(20)
Leisure & Administration	75	96	97	94	68	(29)
Leisure PFI	(75)	(9)	(9)	(75)	(77)	(68)
Museum Saffron Walden	178	160	161	155	159	(2)
New Homes Bonus	88	88	126	126	76	(50)
Renovation Grants	0	0	0	0	(1)	(1)
Sports Development	29	77	77	73	73	(4)
Portfolio Total	1,819	2,146	2,237	2,145	1,968	(269)

APPENDIX A (continued)

COMMUNITY SAFETY PORTFOLIO

£000	2013/14 Outturn	2014/15				
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance
Community Safety	175	177	177	133	55	(122)
Emergency Planning	41	43	43	50	48	5
Enforcement	190	188	173	176	174	1
Highways	(11)	(15)	(15)	(15)	(16)	(1)
Licensing	(109)	(80)	(80)	(115)	(122)	(42)
Portfolio Total	286	313	298	229	139	(159)

APPENDIX A (continued)

ENVIRONMENTAL SERVICES PORTFOLIO

£'000	2013/14 Outturn	Original Budget	Current Budget	2014/15 Forecast Outturn	Final Outturn	Variance
Animal Warden	30	30	30	30	33	3
Car Parking	(629)	(589)	(589)	(578)	(646)	(57)
Depots	40	44	44	72	63	19
Development Management	(610)	(129)	(126)	(264)	(184)	(58)
Environmental Management & Admin	95	88	88	103	105	17
Grounds Maintenance	143	167	167	167	159	(8)
Housing Strategy	88	89	90	91	91	1
Local Amenities	3	7	7	(108)	(88)	(95)
Pest Control	22	27	27	21	25	(2)
Planning Management & Admin	382	373	376	441	426	50
Planning Policy	270	244	245	304	337	92
Planning Specialists	171	175	175	197	211	36
Public Health	302	385	388	211	171	(217)
Street Cleansing	265	298	299	279	285	(14)
Street Services Management & Admin	251	340	342	240	253	(89)
Vehicle Management	345	346	346	350	357	11
Waste Management - Expenditure	1,906	2,010	2,016	2,207	2,182	166
Waste Management - Income	(2,284)	(2,209)	(2,209)	(2,108)	(2,148)	61
Portfolio Total	790	1,696	1,716	1,655	1,632	(84)

APPENDIX A (continued)

FINANCE & ADMINISTRATION PORTFOLIO

£'000	2013/14 Outturn	Original Budget	Current Budget	2014/15 Forecast Outturn	Final Outturn	Variance
Benefit Administration	(293)	(264)	(264)	(264)	(265)	(1)
Business Improvement & Performance Team	153	76	77	76	76	(1)
Central Services	407	381	383	377	377	(6)
Conducting Elections	(9)	1	1	(17)	(7)	(8)
Conveniences	27	22	22	21	18	(4)
Corporate Management	726	817	773	726	722	(51)
Corporate Team	113	105	105	104	99	(6)
Council Tax Benefits	(179)	0	0	71	23	23
Electoral Registration	24	21	21	21	14	(7)
Financial Services	907	848	850	865	867	17
Housing Benefits	(148)	63	63	284	76	13
Human Resources	253	218	219	217	215	(4)
Information Technology	1,088	1,092	1,094	1,179	1,207	113
Internal Audit	108	110	111	111	110	(1)
Leased Cars	0	0	0	0	0	0
Legal Services	23	101	101	28	(4)	(105)
Local Council Tax Support	177	79	79	80	40	(39)
Local Tax Collection	(98)	(50)	(50)	(50)	(193)	(143)
Non Domestic Rates	(142)	(29)	221	(145)	(152)	(373)
Offices	343	324	325	322	345	20
Office Cleaning	169	176	177	154	154	(23)
Revenues Administration	765	649	668	737	730	62
Portfolio Total	4,414	4,740	4,976	4,897	4,452	(524)

APPENDIX A (continued)

HOUSING GENERAL FUND PORTFOLIO

£000	2013/14 Outturn	2014/15				
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance
Building Surveying	(85)	(69)	(67)	(64)	(79)	(12)
Day Centres	29	36	36	35	30	(6)
Energy Efficiency	43	47	47	43	41	(6)
Homelessness	169	211	212	235	231	19
Housing Grants	10	10	10	10	10	0
Land Charges	(90)	(65)	(65)	(81)	(84)	(19)
Lifeline	(139)	(132)	(132)	(139)	(133)	(1)
Portfolio Total	(63)	38	41	39	16	(25)

APPENDIX B

HOUSING REVENUE ACCOUNT

£000	2013/14 Outturn	2014/15				
		Original Budget	Current Budget	Forecast Outturn	Final Outturn	Variance (P9)
Housing Revenue Account Income						
Dwelling Rents	(13,703)	(14,390)	(14,390)	(14,400)	(14,522)	(132)
Garage Rents	(201)	(210)	(210)	(210)	(207)	3
Land Rents	(3)	(3)	(3)	(2)	(3)	(0)
Charges for Services & Facilities	(763)	(777)	(777)	(811)	(806)	(29)
Contributions towards Expenditure	(3)	0	0	0	(1)	(1)
Investment Income	(22)	(10)	(10)	(22)	(23)	(13)
Other Income	(9)	0	0	0	0	0
TOTAL INCOME	(14,704)	(15,390)	(15,390)	(15,445)	(15,562)	(172)
Housing Finance & Business Management						
Business & Performance Management	402	467	440	379	393	(47)
Rents, Rates & Other Property Charges	20	36	36	79	74	38
	422	503	476	458	467	(9)
Housing Maintenance & Repairs Service						
Common Service Flats	232	275	275	273	207	(68)
Estate Maintenance	168	141	141	141	144	3
Housing Repairs	2,178	1,935	1,946	2,375	2,621	675
Housing Sewerage	47	49	49	55	54	5
Newport Depot	22	12	12	53	51	39
Property Services	382	460	462	452	444	(18)
	3,029	2,872	2,885	3,349	3,521	636
Housing Management & Homelessness						
Housing Services	245	253	275	319	314	39
Sheltered Housing Services	544	612	614	563	519	(95)
Supporting People	118	53	53	54	59	6
	907	918	942	936	892	(50)
Total Service Expenditure	4,358	4,293	4,303	4,743	4,881	578
Other Costs						
Depreciation - Dwellings (<i>transfer to MRR</i>)	3,081	3,136	3,136	3,136	3,136	0
Depreciation - Non-Dwellings (<i>transfer to MRR</i>)	104	125	125	125	131	6
Impairment - Non-Dwellings	0	0	0	100	(304)	(304)
Bad Debt Provision	(32)	150	150	150	46	(104)
Recharge from General Fund	1,069	1,211	1,211	1,150	1,069	(142)
HRA Share of Corporate Core	245	253	253	253	353	100
Interest/Costs re HRA Loan	2,626	2,625	2,625	2,625	2,636	11
Pension Fund - Added Years	20	19	19	20	19	0
Pension Fund - Deficit	76	198	198	238	236	38
Pay Award	0	20	10	0	0	(10)
Right to Buy Admin Costs Allowance	(23)	0	0	0	(16)	(16)
Total Non-Service Expenditure	7,166	7,737	7,727	7,797	7,308	(419)
TOTAL EXPENDITURE	11,524	12,030	12,030	12,540	12,189	159
OPERATING (SURPLUS)/DEFICIT	(3,180)	(3,360)	(3,360)	(2,905)	(3,374)	(14)
Funding of Capital Programme from HRA						
Funding of Action Plan Capital Items	839	2,147	2,147	2,119	443	(1,704)
Funding of Capital from Revenue	2,023	1,097	1,097	1,146	854	(243)
	2,862	3,244	3,244	3,265	1,297	(1,947)
Transfers to/from (-) Reserves						
Capital Projects Reserve	0	(550)	(550)	(425)	0	550
Change Management Reserve	0	0	0	(200)	(200)	(200)
Sheltered Housing Reserve	0	798	798	0	0	(798)
Transformation Reserve	0	0	0	147	180	180
Working Balance	0	(132)	(132)	(150)	(217)	(85)
	0	116	116	(628)	(237)	(353)
Total Use of Reserves/Funding	2,862	3,360	3,360	2,637	1,060	(2,300)
(SURPLUS)/DEFICIT	(318)	0	0	(268)	(2,314)	(2,314)

APPENDIX C
CAPITAL PROGRAMME

£'000	Original Budget 2014-15	Slippage from 2013-14	Budget adjustment as agreed by Cabinet	Current Budget 2014-15	Outturn	Actual to Budget Variance	Requested Slippage
Community and Engagements							
Community Project Grants	110	26	0	136	81	(55)	38
Museum Storage Facility	300	0	0	300	319	19	
S/W Motte & Bailey	325	30	0	355	109	(246)	205
Superfast Broadband	0	0	100	100	0	(100)	100
Total Community and Engagement Excluding S106	735	56	100	891	509	(382)	343
Community Safety							
CCTV Stansted	0	42	0	42	21	(21)	21
CCTV Thaxted	35	0	0	35	0	(35)	35
Total Community Safety	35	42	0	77	21	(56)	56
Environmental Services							
Elizabeth Way Culvert	0	0	0	0	8	8	
Vehicle Replacement Programme	180	0	100	280	94	(186)	187
In-cab Technology - Vehicles	12	0	0	12	18	6	
Household Bins	0	0	0	0	49	49	
Kitchen Caddies	0	0	0	0	2	2	
Garden Waste Bins	0	0	0	0	25	25	
Trade Waste Bins	0	0	0	0	28	28	
New Schemes							
Swan Meadow car park	0	0	130	130	114	(16)	13
Catons Lane car park	0	0	155	155	0	(155)	155
Flood prevention work	0	0	45	45	0	(45)	30
Repair and Renew Flood Scheme	0	0	0	0	88	88	
Total Environmental Services	192	0	430	622	426	(196)	385
Finance Admin							
IT Schemes							
Minor Items IT	20	0	0	20	20	0	
Bring your own device	0	10	0	10	11	1	
Citrix Upgrade	20	0	0	20	12	(8)	8
PSN CoCo Works	30	0	0	30	22	(8)	8
Mobile working - Housing	50	0	0	50	15	(35)	35
Mobile working - Planning & Env Health	45	0	0	45	0	(45)	44
Mailroom scanners	0	0	0	0	14	14	
Video conferencing	0	0	0	0	2	2	
UPS - Additional	0	0	0	0	0	0	
UDC Asset work							
Council Offices Improvements	30	159	0	189	111	(78)	78
Hill St Conveniences	0	0	120	120	0	(120)	120
Stansted Conveniences - Grant	0	0	30	30	0	(30)	30
Total Finance Admin	195	169	150	514	207	(307)	323

APPENDIX C (continued)

CAPITAL PROGRAMME

£'000	Original Budget 2014-15 from 2013-14	Slippage as agreed by Cabinet	Budget adjustment as agreed by Cabinet	Current Budget 2014-15	Outturn	Actual to Budget Variance	Requested Slippage
Housing - General Fund							
General Fund							
Disabled Facilities Grants	225	0	0	225	163	(62)	62
Empty Dwellings	50	0	0	50	0	(50)	
Private Sector Renewal Grants	30	0	0	30	3	(27)	
Day Centres Cyclical Improvements	10	0	0	10	15	5	
Compulsory Purchase Order	0	0	0	0	0	0	
UDC Asset work							
Mead Court Temporary Accommodation	0	0	0	0	396	396	
Total GF Housing	315	0	0	315	577	262	62
Total General Fund ex S106	1,472	267	680	2,419	1,740	(679)	1,169
Housing Revenue Account							
HRA Repairs	4,183	0	(215)	3,968	4,094	126	
UPVC Fascia's and Guttering	500	0	0	500	377	(123)	123
Cash Incentive Scheme Grants	50	0	0	50	34	(16)	
Additional Housing Vans	0	0	0	0	0	0	
Business Plan Items							
Service Chg Planned Rep System - ICT Schemes	0	92	0	92	27	(65)	65
Energy Efficiency Schemes	300	0	306	606	301	(305)	100
Support unit for people with learning difficulties	0	100	0	100	0	(100)	100
New build Garden/Garage Sites	600	0	(305)	295	0	(295)	295
New build - Catons Lane	0	0	30	30	51	21	
Mead court/Canons Mead garage Site Phase 1	2,537	1,204	0	3,741	1,556	(2,185)	1,768
Holloway Crescent - Final costs	0	0	0	0	55	55	
Sheltered Hsg Alarms Equip	100	0	0	100	0	(100)	
Sheltered Schemes							
Reynolds Court	0	0	205	205	149	(56)	
Hatherley Court	0	0	60	60	24	(36)	
Walden Place	0		10	10	33	23	
Internet Café's in Sheltered Hsg	40	0	0	40	39	(1)	
Total HRA	8,310	1,396	91	9,797	6,740	(3,057)	2,451
CAPITAL PROGRAMME TOTAL Excluding S106	9,782	1,663	771	12,216	8,480	(3,736)	3,620

APPENDIX D

SECTION 106 BALANCES

Usable Reserve - (S106 Contributions without Conditions)		31 March 2014	Income	Interest	Drawn Down	31 March 2015
		£'000	£'000	£'000	£'000	£'000
S106 Unapplied						
Stansted Housing Partnership		1,627		4	(1,631)	0
Dunmow Eastern Sector		18				18
Woodlands Park, Gt Dunmow		41	47		(3)	85
Friends School, Saffron Walden		29				29
Bell College, Saffron Walden		0	80			80
Priors Green, Takeley		8				8
Foresthall Park, Elsenham		24	6			30
Lt Walden Road/Ashdon Road, Saffron Walden		98				98
Oakwood Park, Takeley		5				5
Debdon Road, Saffron Walden		0	100			100
Total		1,850	233	4	(1,634)	453

Creditor - (S106 Contributions with Conditions)		31 March 2014	Income	Repaid	Drawn Down	31 March 2015
		£'000	£'000	£'000	£'000	£'000
S106 Receipts in Advance						
Priors Green, Takeley		101	54	0	0	155
Felsted		10	0	0	0	10
Oakwood Park Community Hall, Takeley		10	0	0	0	10
Rochford Nurseries/Foresthall Park, Elsenham		784	0	0	(104)	680
Bell College, Saffron Walden		6	0	0	(6)	0
Manuden Village Hall and Sports Facilities		275	0	(161)	(87)	27
The Orchard, Elsenham		42	0	0	0	42
Wedow Road, Thaxted		64	0	0	(10)	54
Sector 4 Woodlands Park, Gt Dunmow		0	10	0	0	10
Keers Green Nurseries, Aythorpe Roding		0	120	0	0	120
Sub Total		1,292	184	(161)	(207)	1,108
Capital Grants Receipts in Advance						
Heritage Quest Centre Grants		82	0	0	(35)	47
Capital Hardware Grant		11	0	0	(11)	0
Sub Total		93	0	0	(46)	47
Total Capital Grants and Contributions		1,385	184	(161)	(253)	1,155

Creditor - (S106 Contributions due to other bodies)		31 March 2014	Income	Repaid	Drawn Down	31 March 2015
		£'000	£'000	£'000	£'000	£'000
S106 Receipts in Advance						
Sector 4 Woodlands Park (Helena Romanes School)		165	0	0	0	165
Priors Green, Takeley		1	0	0	(1)	0
Wedow Road, Thaxted		187	0	0	(187)	0
Rochford Nurseries/Foresthall Park, Elsenham		289	0	0	0	289
Land to south of Sampford Road, Thaxted		354	0	0	(354)	0
2 Lower St, Stansted		0	23	0	0	23
Goddards Yard, Saffron Walden		0	38	0	(38)	0
Brick Kiln Farm, Gt Dunmow		0	352	0	0	352
Land west of B184, Gt Chesterford		0	229	0	(229)	0
Brewers End, Takeley		0	128	0	(128)	0
North View and 3 The Warren, Little Canfield		0	276	0	0	276
Land north of 4 Hamilton Road, Little Canfield		0	46	0	0	46
Land north west of Chickney Road, Henham		0	51	0	(51)	0
Land to rear of Oxley Close, Clavering		0	47	0	(47)	0
Land adj Warwick Road, Priors Green		0	49	0	(46)	3
Land at Flitch Green, Felsted		0	50	0	0	50
Jubilee Works, Stickling Green, Clavering		0	59	0	(59)	0
Stansted Motel and 2 Hamilton		0	40	0	(40)	0
Total		996	1,388	0	(1,180)	1,204

APPENDIX E

TREASURY MANAGEMENT

Deposits made 1 January 2015 to 31 March 2015

Deposit Date	Amount £m	Institution	Interest	Return Date
05-Jan-15	4.00	DMO	0.25%	30-Mar-15
07-Jan-15	1.00	Leeds Building Society	0.40%	30-Mar-15
09-Jan-15	1.00	Nationwide Building Society	0.48%	30-Mar-15
09-Jan-15	1.50	DMO	0.25%	30-Mar-15
15-Jan-15	2.00	DMO	0.25%	23-Jan-15
16-Jan-15	1.00	DMO	0.25%	22-Jan-15
30-Jan-15	1.50	DMO	0.25%	30-Mar-15
03-Feb-15	1.00	DMO	0.25%	30-Mar-15
09-Feb-15	1.00	DMO	0.25%	30-Mar-15
16-Feb-15	2.00	DMO	0.25%	30-Mar-15
19-Feb-15	1.00	BoS / Lloyds	0.45%	30-Mar-15
19-Feb-15	1.00	Nationwide Building Society	0.44%	30-Mar-15
27-Feb-15	1.00	Merton Council	0.30%	30-Mar-15
02-Mar-15	1.00	Barclays StockBroker	0.38%	27-Mar-15
16-Mar-15	2.00	Cornwall County Council	0.30%	30-Mar-15
23-Mar-15	1.00	DMO	0.25%	26-Mar-15
26-Mar-15	0.50	CCLA	0.34%	31-Mar-15
30-Mar-15	19.50	DMO	0.25%	07-Apr-15
30-Mar-15	4.00	DMO	0.25%	07-Apr-15
Total	47.00		Average	0.31%

Deposited Balances as at 31 March 2015

Deposit Date	Amount £m	Institution	Interest	Return Date
30-Mar-15	19.50	DMO	0.25%	07-Apr-15
30-Mar-15	4.00	DMO	0.25%	07-Apr-15
Total	23.50		Average	0.25%

Balances with on call deposit and current accounts as at 31 March 2015

Institution	Amount £m	Interest
Barclays Deposit Account (FIBCA)	1.00	0.45%
Barclays Current Account *	0.83	1.50%
Money Market Fund - CCLA	1.00	0.32%
Total	2.83	0.76%

Committee:	Cabinet	Agenda Item
Date:	18 June 2015	9
Title:	Procurement Strategy	
Author:	Councillor Simon Howell	Key decision: no

Summary

1. The Council's Procurement Strategy is refreshed every year and the proposed strategy for 2015/16 is presented with this report.
2. The Strategy shows how the Council's procurement activity contributes to the Corporate Plan priorities of Low Tax, High Quality, Responsible Growth and Prosperity. A work plan is set out and is dominated by major housing contracts.
3. One of the key reasons for updating the Procurement Strategy is to provide ongoing assurance to the external auditor that the Council has a sound approach to procurement. This is taken into account as part of the external auditor's statutory 'value for money' opinion.

Recommendations

4. The Cabinet is recommended to approve the Procurement Strategy as attached to this report.

Financial Implications

5. There are no direct financial implications arising from the recommendation. The Strategy is designed to minimise the risk of challenge by unsuccessful tenderers. The Strategy acknowledges the role of Procurement in reducing the organisation's running costs. No specific savings targets have been built into the Medium Term Financial Strategy in order to avoid being seen to prejudice "best value" outcomes and to preserve the objectivity of the procurement process.

Background Papers

None

Impact

Communication/Consultation	None
Community Safety	No specific implications
Equalities	An EQIA is included with the main report
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Risk Analysis

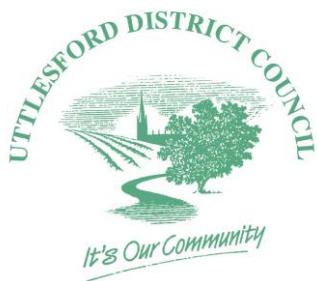
Risk	Likelihood	Impact	Mitigating actions
Actions in the Procurement Strategy are not implemented Urgent and/or unplanned contracts not in the work plans	2 (the Procurement Manager has the capacity to take these issues forward)	3 (the Council will be unable to demonstrate progress)	The actions have been built into work plans and there is flexibility to manage non planned work within reason. This will be monitored through the Council's performance management framework.

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

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.

General information			
1	Name of strategy, policy, project, contract or decision.	Procurement Strategy 2015/16	
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set out the ambitions and goals for the Council's Procurement	
3	Who may be affected by the strategy, policy, project, contract or decision?	<input type="checkbox"/> Y Residents <input type="checkbox"/> Y Staff <input type="checkbox"/> N A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)	
4	Responsible department and Head of Division.	Department:	Finance
		Head of Division:	Angela Knight
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/>	No
		<input type="checkbox"/> Y	Yes (please state): All departments
Gathering performance data			
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input type="checkbox"/> N Age <input type="checkbox"/> N Disability <input type="checkbox"/> N Sex <input type="checkbox"/> N Race <input type="checkbox"/> N Gender Reassignment <input type="checkbox"/> N Sexual Orientation <input type="checkbox"/> N Religion & Belief <input type="checkbox"/> N Pregnancy and Maternity <input type="checkbox"/> N Marriage and Civil Partnerships <input type="checkbox"/> N Rural Isolation	

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

Analysing performance data

<p>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?</p>	<input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Y Not applicable 
<p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>	
<p>9 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"/> Y Not applicable 
<p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>	

Checking delivery arrangements

- 10 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.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Yes No  N/A

The [premises](#) for delivery are accessible to all.

<input type="checkbox"/>	<input type="checkbox"/>	Y
--------------------------	--------------------------	---

[Consultation](#) mechanisms are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	Y
--------------------------	--------------------------	---

[Participation](#) mechanisms are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	Y
--------------------------	--------------------------	---

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 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.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Customer contact mechanisms are accessible to all.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Y

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

<input checked="" type="checkbox"/> Y	<input type="checkbox"/>	<input type="checkbox"/>
---------------------------------------	--------------------------	--------------------------

Publicity campaigns are inclusive of all.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Y
--------------------------	--------------------------	---------------------------------------

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

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Y
--------------------------	--------------------------	---------------------------------------

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

OVERVIEW

70,000 residents

Demographic make up according to diverse groups.

*Please state any potential issues Identified.

Improvement actions		
13	If your assessment has highlighted any potential issues or red flags, can these be easily addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/> Y Not applicable <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>
Making a judgement – conclusions and next steps		
14	Following this fast-track assessment, please confirm the following:	<p><input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified</p>  <p>No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.</p>  <p>Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.</p>  <p>Action planning required (go to Q18 on Page 8 below).</p>
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)	Cristine Oakey Procurement Manager
	Name/s of any assisting officers and people consulted during assessment: Date: Date of next review: <i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	27/05/2015 01/03/2016

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.

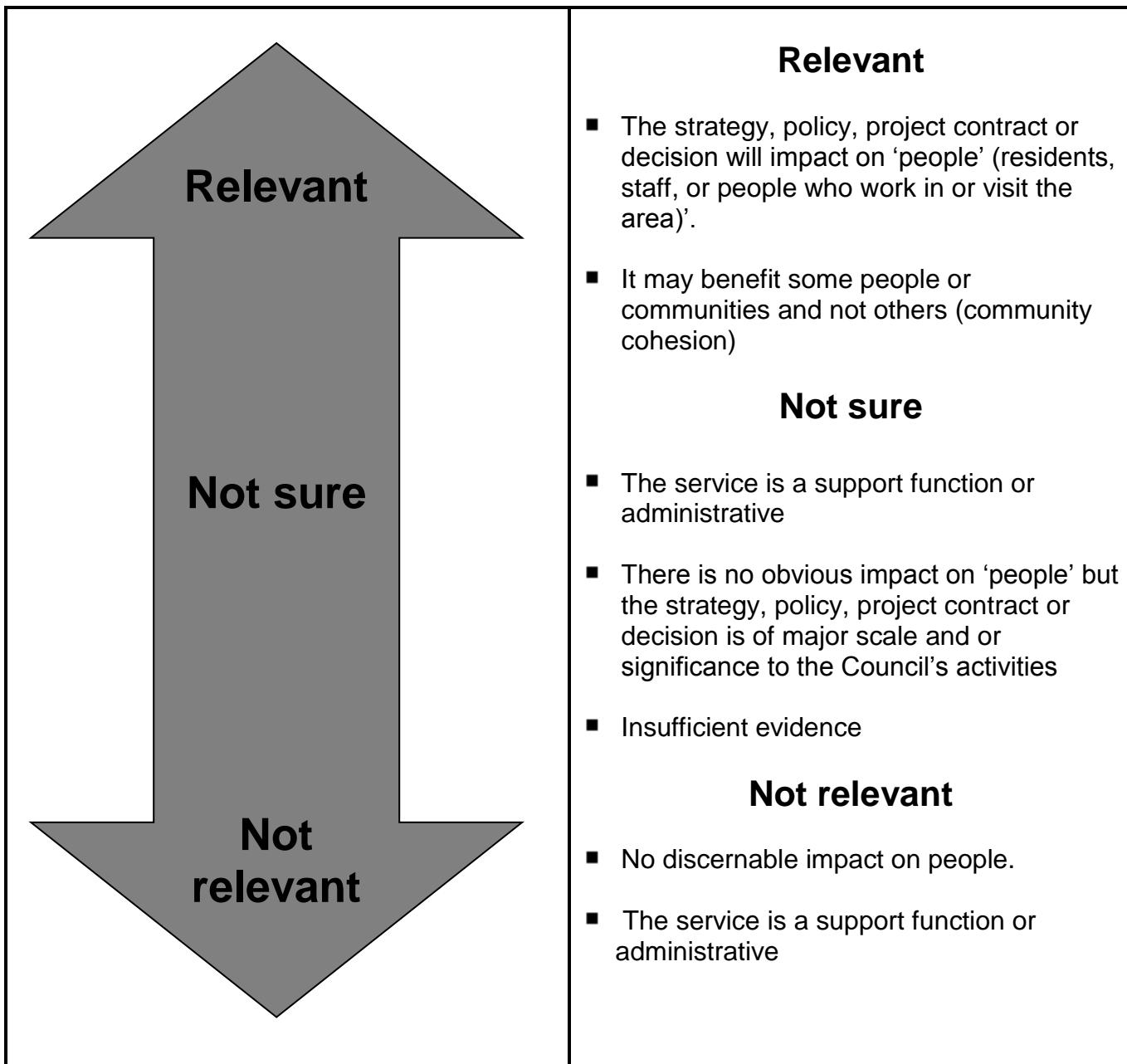
Additional evidence gathering and action planning

- 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.

	<p>(e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.</p> <p>(f) Having gathered evidence re-evaluate this assessment.</p> <p>(g) Following completion of the above, please confirm the following:</p>
18	<p>The conclusions and agreed proposals:</p> <p>Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):</p> <p>Date proposals to be implemented and lead officer:</p> <p>Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:</p> <p>Monitor arrangements (please include full details for audit purposes):</p>
<p>Additional Comments</p>	
19	<p>If you have any additional comments to make, please include here:</p>
<p>Completion</p>	
20	<p>Name and job title (Lead Officer): Name/s of other assisting officers: Date: Date of next review (if any):</p>
<p>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.</p>	

The relevance test

Use the quick guide below to decide whether or not your strategy, policy, project, contract or decision is relevant to equality:



If you are not sure whether your strategy, project or decision is relevant to equality, ask Tel. , a member of the Council's Equality Standard Working Group Officer for advice.

Ensuring your premises for delivery are easily accessible

In order to ensure that your premises for delivery are accessible to disabled customers and staff, older people and people with small children you should comply with the principles of accessible design summarised below.

In some cases, and for legitimate reasons, this may not be possible. Where this is the case you can still ensure your premises are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section at the foot of this page.

Level access

Is there level access into and inside your premises? This means no steps, steep slopes or lips on doorways.

Ramp or lift

If there are steps, can you fit a ramp or install a lift so disabled customers and staff and parents with pushchairs can get in? To be safe ramps must:

- Have a gradient of 1:20 or less
- Have a handrail
- Be firmly fixed to the ground

Bell or buzzer and alarms

Can you install a bell or buzzer outside and go out to disabled customers or staff when they ring? Do you have a visual as well as audible alarm?

Door handles

Are door handles easy to grip and easy to reach for customers or staff who are wheelchair users?

- Use an easy grip handle in a contrasting colour
- Install a magnetic device to hold doors open
- Are door locks easy to handle (not fiddly)?

Doormats

Are any doormats flush with the floor? Avoid bristle matting – it can be difficult for customers or staffs who are wheelchair users.

Colour contrast

Is there a colour contrast between your floors, walls, ceilings and doors? Use matt paint in contrasting colours or different tones.

Corridors and aisles

Are corridors and aisles clear enough for a wheelchair or pushchair to pass through?

Seating

Is there somewhere to sit down if customers or staffs have to queue or wait?

- Have seating with and without armrests, if possible.
 - Leave space for a wheelchair user to pull up alongside a seated companion.
-

Height

Are all key facilities on the main floor? Are popular products on a mid-height shelf, and easy to reach from a wheelchair? Provide a lap tray or clipboard if a lower counter section is not available.

Lighting

Is it easy for visually impaired customers or staff to see everything they need to?

- Make sure your premises are well lit.
 - Mark corners, steps and counter edges with high visibility tape so they can be easily seen.
 - Keep highly reflective surfaces away from signs to avoid glare.
-

Guide dogs

If you normally ban animals, you should consider relaxing this for assistance dogs. Remember, it is not just visually impaired people who use assistance dogs.

Signs and labels

Are signs and labels short and easy to read? Are Induction loops available?

- Use large clear text (for example, 24-point test for shelf bar labels)
- Use contrasting colours (for example, black text on a white or yellow background)
- Make sure signs are at a suitable height.

Use visual or picture symbols as well as words, if appropriate.

Key contacts

For further advice or information please contact [REDACTED], a member of the Council's Equality Standard Working Group Officer.

Email:

Telephone:

Text phone:

Alternatively, contact your Divisional Equality Lead Officer:

Ensuring customer contact mechanisms are easily accessible

In order to ensure that customer contact mechanisms are accessible to disabled customers and staff, you should provide a range of alternatives – for example: phone, email, text phone, fax and face-to-face.

In some cases and for legitimate reasons, this may not be possible. Where this is the case you can still ensure customer contact mechanisms are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section below.

Key contacts

For further advice or information please contact _____, a member of the Council's Equality Standard Working Group Officer.

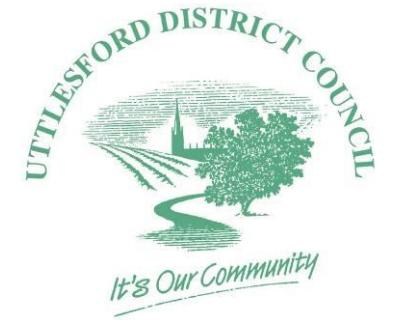
Email:

Telephone:

Text phone:

Alternatively, contact your Divisional Equality Lead Officer:

Division/Services	Head of Division/Services	Tel. No.



Procurement Strategy

2015/16

Review of 2014/15

The Procurement Strategy for 2014/15 was approved by Cabinet on 27 March 2014 and set out five initiatives we identified to contribute to the themes of Low Tax, High Quality, Responsibility and Prosperity set out in the Corporate Plan.

The re-tendering of the contract for our Housing Responsive Repairs and Void Property Maintenance has taken considerable resources during the year. A contract of this value and complexity has been tendered in full accordance with all relevant legislation within a challenging timetable. We are pleased to report that it has been awarded, and commenced on 1 April 2015.

There were a number of unplanned pieces of work during the year:

1. Roofing Works at London Road Offices – a contract awarded to the company who carried out major refurbishment works to the second floor and staff toilets on the first floor recently.
2. Redevelopment of Fairycroft Car Park - this contract is being handled by Waitrose as part of their store re-development and an exception request has been completed and approved to provide an audit trail on the decision making process
3. Floorcoverings at London Road Offices - a national framework was identified for the delivery of these works for which the Procurement Manager invited further competition. The use of a framework is in keeping with our strategy, saving time and resources when tendering. In this case it allowed us to bring a contractor on site to complete the works within a tight time scale.
4. Pest Control Services - following the departure of several Officers from Environmental Health, the Procurement Manager provided advice and assistance to appoint an external service provider allowing the service to continue as required.
5. Logistics stream for Dry Recycling Materials - a collaboration between four authorities, and lead by Basildon, the Council expressed interest in joining this initiative given the performance issues being experienced with the current contractor. The Procurement Manager is providing advice as required to the client department
6. Window Replacement – London Road Offices - a national framework has been identified for the delivery of this work and pre-procurement dialogue has just commenced
7. Housing Stock Modelling Service - a new requirement, this was the subject of an exception request, approved by Cllr Redfern, the portfolio holder for Housing for our Environmental Health Team
8. Data Matching Warehouse - a collaboration across Essex, and lead by Chelmsford City Council, the Council expressed interest in joining this new counter fraud initiative The Procurement Manager has attended meetings at short notice to provide advice as required to the client department and will continue to do so during the tendering of the contract which is to be handled by the Essex Procurement Hub at Braintree

9. Refurbishment of Hill Street Public Toilets – the Procurement Manager was asked to tender this contract at short notice in November 2014. Advice was provided that the contract be let as a JCT Design and Build contract and the Procurement Manager prepared all contract and tender documents. The contract has been awarded and work has commenced.
10. Rural Broadband - The Procurement Manager was consulted in September 2014 and, there being no understanding of the range or number of potential providers, advised soft market testing by releasing an advertisement to gauge interest. Given the high numbers of companies responding, it was advised a tender be undertaken and advice and help was provided to the Economic Development Officer to develop contract and tender documents. A contract award is pending.

The focus on the responsive repairs contract and the significant number of unplanned works means that not all of the work on the plan has progressed as hoped. Interim arrangements have been put in place to ensure services are not disrupted and these will be addressed in the 2015/16 work plan.

Liaison with Officers using the new purchase order system continued throughout the year and a series of refresher training sessions were hosted and were well received. It is proposed these sessions will continue on a regular basis and as confidence in the data increases it will provide useful information to all departments for budget monitoring purposes

On 5th February 2015, new Public Contracts Regulations 2015 were laid before Parliament and came into effect on 26 February 2015. Significantly they include regulations that govern the way in which we conduct national tenders i.e. those below the EU thresholds (£173,000 for Goods and Services, £4.3m for Works). This will be covered in the priorities for 2015/16

In October, we attended the Meet the Buyer event held at Stansted Airport. This is an opportunity for local businesses to meet with the Procurement Team and find out how we might be able to work together. During the day we met almost 50 companies to discuss opportunities to work with the Council and give advice on how to do business with Uttlesford District Council and other public sector bodies.

Achievements against our action plan and work plan are shown on pages 3-4 and 8-12 respectively.

Procurement Action Plan for 2014/15

	Action	Outcomes	Achievements
1	Let contracts set out in the work plan for 2014/15	<ul style="list-style-type: none"> • Lawfully compliant contracts awarded on the basis of most economic advantageous tender, identifying improvements and cost savings as part of the strategy for their procurement, taking into account the needs of the local community where possible. 	This has been an extremely busy period. The focus of resources has been on the Responsive Repairs and Voids Maintenance contract for the Housing Department with some impact on the rest of the programme of work. Interim arrangements have been agreed with contractors and all essential and statutory work is being carried out, but it has meant that not all contracts have been re-tendered as planned. See details below for specific information.
2	Provide support for colleagues implementing new working practices as a result of the implementation of "E-Buy"	<ul style="list-style-type: none"> • Reduce administrative processes for placing orders and payment of suppliers • Speeding up payments to suppliers • Providing a transparent audit trail • Provide management information to undertake spend analysis 	<p>Use of E-buy, has increased across the Council with Officers becoming more proficient and confident in its use and in turn streamlining the payment process. Increasing use has lead to an increase requirement for budget codes linked to Proclass spending categories to be added.</p> <p>A series of refresher training sessions have been hosted by the Procurement Manager which also involved the Payments Officer and Systems Support Officer. These have been well received with benefits to all attendees learning from each other and understanding how the process interlinks. Use of the system will continue to be an area of development and as confidence in the data increases it will be used to feed into the budget monitoring processes providing real time reporting on spending and commitments against budgets.</p>

	Action	Outcomes	Achievements
3	Formalise contract management procedures	<ul style="list-style-type: none"> Provide support to Officers to improve management of contracts and contractors Seek continuous improvements, innovation and better ways of working 	<p>In-house training enabled by the East of England Local Government Association has been provided and covered both Specification Writing and Contract Management. Officers are provided with working copies of contract documents when new contracts are awarded and advice regarding structured implementation is provided.</p> <p>The new Public Contracts Regulations 20105 enable us to take past performance into account when awarding new contracts and Officers understand the importance of an audit trail documenting poor performance if we wish to use this regulation. Contract Management is improving, but there is further scope to improve and this will continue to be an area for development.</p>
4	Review conditions of contracts	<ul style="list-style-type: none"> To ensure contracts are relevant and up to date Include a requirement for main contractors to include provisions for reporting and monitoring. To cascade the policy for Safeguarding of children, young adults and vulnerable adults to contractors 	The Procurement Manager is working with one of the Solicitors in the Legal Team, updating terms and conditions in line with Cabinet Office guidelines and embedding these requirements.
5	Seek engagement with the London Stansted Cambridge Consortium	<ul style="list-style-type: none"> To identify collaborative procurement opportunities, increasing purchasing power and engagement with local suppliers. 	Originally thought to be an opportunity to purchase collaboratively, this consortium is focused on economic growth for the M11 corridor and therefore of limited value in terms of collaborative procurement. Links via the Economic Development Officer mean that contracts being let are brought to the attention of the Chamber of Commerce who are members of the consortium and support to the consortium is given in this way.

Ambitions & Priorities for 2015/16

The new financial year is an opportunity to continue to share knowledge and skills across the organisation, cascading the newly introduced Public Contracts Regulations 2015. Part 4 of the Regulations impact the way all contracts are tendered, not just those above the thresholds for Europe. Under these, the Cabinet Office is given the power to direct the way in which this Council procures contracts. Deviations from the Regulations must be reported to the Cabinet Office. Whist the Council does not tender many contracts above the threshold for Europe and has not therefore been significantly affected by previous Regulations, the 2015 Regulations, which require us to comply with the Cabinet Office directives on the way in which we work, may have a significant effect by giving Central Government control of our procurement activities.

The second focus for the year will be to further the use of E-Buy, the purchase order module in the Financial Information System, across all departments. The recent appointment of the Finance Systems Officer has provided invaluable support to the Procurement Manager to customise the functionality of the system for Officers. Increasing the use of the system will provide greater financial information and controls and reduce administration across the Council in the longer term.

As usual, as part of the annual review, Financial Regulations and Contracts Procedure Rules will be reviewed and recommendations put forward to the Corporate Management Team for consideration.

The programme of work for 2015/16 is significant and the implications of the Public Contracts Regulations will require that all procurement processes and tender documents be reviewed and scrutinised to ensure compliance. For these reasons, the coming financial year will be one of consolidation, building on good working practices, improving reporting against the Governments Transparency Agenda and focusing on the delivery of contracts in the work plan, rather than developing new initiatives.

We will continue to support Officers across the Council with advice and guidance along with further training as needs are identified.

Action Plan for 2015/16

	Action	Outcomes
1	Let contracts set out in the work plan for 2015/16	<ul style="list-style-type: none">• Lawfully compliant contracts awarded on the basis of most economic advantageous tender, identifying improvements and cost savings as part of the strategy for their procurement, taking into account the needs of the local community where possible.
2	Provide support for colleagues implementing new working practices as a result of the implementation of “E-Buy”	<ul style="list-style-type: none">• Reduce administrative processes for placing orders and payment of suppliers• Speeding up payments to suppliers• Providing a transparent audit trail• provide management information to undertake spend analysis
3	Review processes and all template documents (including Tender documents)	<ul style="list-style-type: none">• To review and amend procedures as necessary• To review and amend all documents to ensure they are compliant with the Public Contracts Regulations 2015

Work Plan for 2014/15 & 2015/16

Requirements	Budget	Housing	Corporate	Update
EEIP Phase II - Commercial Boiler Replacements	£300,000/yr	✓		A contract was awarded to Oakray commence on 16 June 2014 following a tender for the work. This was to carry out the second phase of works in sheltered housing and came about following the termination of the previous contractor for failing to perform the contract as required
Domestic Boiler Replacements: <ul style="list-style-type: none"> • Gas fired central heating • Oil fired central heating and • Air Source Heat Pumps (ASHP) 	£570,000/yr	✓		Previously several different contracts (one for oil fired boilers, one for gas fired boilers and requirements for ASHP's being tendered on an ad-hoc basis) this was brought together under one contract, which was tendered and let in June 2014, until March 2017 with an option to extend for two years. The contract was awarded to Advance Heating, who previously held the two contracts for oil and gas boilers. The Council has a long record of working with this small company (as defined under the SME definitions)
Responsive Repairs & Void Property Maintenance	£10,000,000	✓	✓	This contract was tendered and awarded on 30 March 2015 in accordance with the Public Contracts Regulations 2006 (as amended). The contract commenced on target on 1 April 2015 with a prime term of 5 years and an option to extend for a further 5 years. The scope and duration of the contract changed during the commissioning phase as the project team (Procurement, and the Housing team supported by an External Consultants) refined the requirements and packaged the contract in a way that would be attractive to the market. It now includes all electrical responsive repairs and covers the areas of work that numerous contractors have previously delivered. There is also an option to use the contractor to carry out works on non-domestic property owned or run by the Council. This will streamline working practices particularly for the Housing department, reducing the costs of managing and paying multiple suppliers. It is the first responsive repairs and voids maintenance contract to be awarded using the National Housing Federation model contract. The contract has been awarded to Roalco – the previous incumbent contractor and again, a contractor with whom the Council has a long standing relationship.

Supply & Installation of replacement kitchens and bathrooms	£550,000/yr	▼		This was tendered and let in December 2014 to Vinci Construction.
Housing Development - Main Contractor for Catons Lane	£866,759	▼		This contract has been tendered and a contractor appointed in May 2015
Water Monitoring & Treatment (Legionella Control)	£55,000/yr	▼	▼	An on-going arrangement with the incumbent provider is being continued given the statutory duties on the Council to carry out the works. The service has not been tendered in 2014/15 as planned and is on the programme of work for 2015/16
Lifts & Stair lifts	£32,000/yr	▼	▼	An on-going arrangement with the incumbent provider is being continued given the statutory duties on the Council to carry out the works. The service has not been tendered in 2014/15 as planned and is on the programme of work for 2015/16 Initial investigations of some national frameworks are not promising so it is likely that we will need to tender this. Market research also suggests that the contract be split into two discrete areas which would be more attractive to providers. We will also consider purchase vs lease or rent options for stair lifts
Service & Repair of Domestic Central Heating	£330,000/yr	▼		An on-going arrangement with the incumbent provider is being continued given the statutory duties on the Council to carry out the works. The service has not been tendered during 2014/15 as planned and is on the programme of work for 2015/16 As a service contract, this will trigger the EU threshold and unless a framework is identified and deemed appropriate to use, this will be a significant piece of work which will be tendered using the National Housing Federation model contract. Considerable input will be required from the client side to develop a contract specification that meets their needs.
Electrical Rewiring	£650,000/yr	▼		It was originally intended we would consolidate two contracts – one for re-wiring and one for responsive repairs. During the commissioning phase of the contract for Responsive Repairs and Void Property Maintenance it was decided electrical repairs would be better included within that contract. The service has not been tendered as

				<p>planned in 2014/15 however an on-going arrangement with the incumbent provider is being continued given the statutory duties on the Council to carry out the works.</p> <p>The contract will be re-tendered during 2015/16. It is classified as a “Works” contract for the purposes of the Public Contract Regulations, and whilst below the threshold for EU, it is a significant piece of work which will be tendered using the National Housing Federation model contract.</p> <p>Considerable input will be required from the client side to develop a contract specification that meets their needs.</p>
Small Engineering Works (Civil Engineering)	£120,000/yr	▼	▼	This contract has not been tendered during 2014/15 as planned and is on the programme of work for 2015/16. In the meantime, quotations are being obtained for works as necessary to comply with Contracts Procedure Rules.
Asbestos Surveys	£80,000	▼		An on-going arrangement with the incumbent provider is being continued given the statutory duties on the Council to carry out the works. The service has not been tendered in 2014/15 as planned and is on the programme of work for 2015/16. Removal works carried out as part of capital works do not have a separate budget so are difficult to predict, however it has been a significant area of expenditure.
Asbestos Removal	Not known	▼		
Housing Developments/ Redevelopment of Sheltered Schemes – Professional Services	Not known	▼		<p>Consideration was given to aggregating these requirement and tendering in accordance with EU Regulations, however as each development is unique, it was felt that there were benefits to appointing to each project on a stand-alone basis to ensure the development reflected the environment in which it is based.</p> <p>Support and advice was provided to the Development Manager to obtain quotations and make the appointments of each professional.</p>
Housing Redevelopment of Sheltered Scheme – Main Contractor for Reynolds Court	£6.5m	▼		Following the granting of planning permission in February 2015, the tender process has commenced with the release of an OJEU Notice and issuing of invitations to participate. Completed applications were received by the deadline of 23 April 2015
Maintenance of Commercial Heating	£44,500/yr.			A contractor has been appointed to provide this service for a 12 month

Plant & Equipment		▼		period. This addresses concerns that the previous contractor had not been performing. It is recommended that this contract be re-tendered in 2015/16
IT Software - Choice Based Lettings for Housing	£23,000/yr. for each partner	▼		Chelmsford City Council is leading on this re-procurement (a joint initiative with the Hertfordshire & Essex Housing Options Consortium comprising Uttlesford, Chelmsford, Epping, Broxbourne, East Herts and Brentwood). The Procurement Manager is providing advice and guidance to the Housing Department as required.
Housing Redevelopment of Sheltered Scheme – Main Contractor for Hatherley Court	£1.6m	▼		A domestic tender for the appointment of a main contractor working with either the Architects or Employers Agents as well as the Client
External Wall Insulation (under Energy Efficiency Improvement Schemes)	£380,000	▼		A domestic tender to supply and install external wall insulation to approximately 60 domestic properties
Window Replacement Programme	Not known	▼		The current contract ends on 31 March 2016. The strategy for any successor contract is yet to be decided.
Photocopiers in Reprographics	£24,000/yr.		▼	Considering options to extend current contracts to provide a co-terminus expiry date with corporate MFD's
MFD's	£22,050/yr.		▼	Utilise National frameworks to carry out further competition
Commissioning for the re-tender of Electricity Supplies	£164,000/yr.	▼	▼	Considering options for tendering of successor contracts. Anticipate continuing in collaboration with LASER, however need to agree our approach (potential for fixed price contracts vs variable pricing)
Commissioning for the re-tender of Gas Supplies	£160,000/yr.	▼	▼	Considering options for tendering of successor contracts. Anticipate continuing in collaboration with LASER, however need to agree our approach (potential for fixed price contracts vs variable pricing)
Photovoltaic Panels on Workshop and Museum Store			▼	Initial scoping suggests there may be an opportunity to tender this in collaboration with Braintree District Council
Vehicle Replacement Programme	£847,000	▼	▼	Initial scoping suggests these may be purchased through a national framework arrangement, but there will be a requirement for further competition
Catons Lane Car Park	£155,000	▼		Initial scoping suggests either a domestic tender or a specific call-off under the Civil Engineering contract if in place beforehand, although the value of this contract is more than the annual value of the Civil Engineering contract. A Member decision is required to consider the future of this project.

New Depot at Great Dunmow	£1.5m		✓	Initial scoping suggests a domestic tender for the construction once suitable land has been acquired. Tender for the appointment of an agent to act on our behalf in locating a suitable site is currently being let.
Managed Telecoms	Not known		✓	The current contract for managed telecoms ends on 31 December 2015. Initial scoping suggests a call for further competition under the Crown Commercial Services framework. This is currently being re-procured so further information is not yet available
Treasury / Investment Advice	Not known		✓	The current contract ends on 31 December 2015. The strategy for any successor contract is yet to be decided
Mailing / Franking Machine	Not known		✓	The current contract ends on 5 April 2016. The strategy for any successor contract is yet to be decided

Committee: Cabinet **Agenda Item**

Date: 18 June 2015 **10**

Title: 2016/17 Local Council Tax Support Scheme

Portfolio Holder: Councillor Simon Howell **Key decision: No**

Summary

1. There is a requirement to annually review the Local Council Tax Support (LCTS) Scheme, and propose changes to the scheme for the following financial year. The decisions made, even if no change is proposed, must then be consulted upon before a decision is taken at Full Council in December on the final scheme for the following financial year.
2. As can be seen from the table in paragraph 8 Uttlesford has the lowest percentage contribution requirement of any authority in Essex. This demonstrates that whilst the council has had sufficient funds to support the scheme it has done so.
3. In 2013/14 when the original scheme was introduced the contribution rate was set at 8.5% and this increased in 2014/15 to 12.5%. This rate was frozen in 2015/16.

Recommendations

4. The Cabinet is recommended to approve that a consultation process be carried out on the following draft proposals:
 - a) The 2016/17 LCTS scheme is set on the same basis as the 2015/16 scheme and therefore the contribution rate is frozen for the second consecutive year.
 - b) Provide discretionary subsidy for town & parish councils for 2016/17 in accordance with the principles set out in paragraph 25.
 - c) The 2016/17 Council Tax discounts are set at the same rate as the 2015/16 discounts as set out in paragraphs 26 – 29.

Financial Implications

5. Detailed in the report (paragraph 34).

Background Papers

6. None.

Impact

Communication/Consultation	Proposals to be subject to public consultation and discussions with major preceptors
Community Safety	None.
Equalities	An equalities impact assessment will be completed as part of developing final proposals for decisions by Cabinet and the Council later in the year.
Health and Safety	None.
Human Rights/Legal Implications	Compliance with relevant legislation.
Sustainability	The objective is to achieve a financially sustainable set of arrangements.
Ward-specific impacts	None.
Workforce/Workplace	Ongoing demands on the Revenues & Benefits, Housing and Customer Service teams

Local Council Tax Support (LCTS)

7. LCTS replaced Council Tax Benefit (CTB) from 1 April 2013. The Council has adopted a scheme for 2015/16 which has the following key elements:
 - a) Pensioners on low income protected from adverse changes (as required by Government)
 - b) Disabled people, carers and blind people on a low income receive discretionary protection from adverse changes
 - c) Working age people previously on full CTB pay no more than 12.5% of the council tax bill
 - d) £25 per week of earned wages income disregarded from assessment (to provide a work incentive)
 - e) Child Benefit and Child Maintenance disregarded from assessment (to minimise exacerbation of child poverty, or accusations of same)
 - f) Hardship Policy to enable additional support for genuine extreme hardship cases
 - g) Discretionary subsidy from UDC budget to ensure cost neutrality for County, Police and Fire (because the cost of the 'generous' UDC scheme is greater than the Government funding provided)
 - h) Funding of parish councils to ensure no effects on parish council tax Band D calculation (caused by LCTS discounts reducing the taxbase).

2015/16 Contribution Rates across Essex

8. The council has the lowest percentage liability cap within Essex as is shown below

	% Liability Cap 2013/14	% Liability Cap 2014/15	% Liability Cap 2015/16
Basildon	15	25	25
Braintree	20	20	20
Brentwood	20	20	20
Castle Point	30	30	30
Chelmsford	20	23	23
Colchester	20	20	20
Epping Forest	20	20	20
Harlow	24	24	24
Maldon	20	20	20
Rochford	20	20	20
Southend-on-Sea	25	25	25
Tendring	15	15	20
Thurrock	25	25	25
Uttlesford	8.5	12.5	12.5

Caseload

9. What the table below shows is the significant drop in the number of Working Age claimants (30% between 2012/13 and 2015/16). Whilst this is positive and welcomed it does mean any future changes to the scheme are directly impacting a much smaller group of people which means for them bigger changes than previously encountered. In addition, as the group is smaller the monies raised from increasing the contribution rate has also decreased.

	2012/13 Baseline Caseload	2013/14 Caseload	2014/15 Caseload	2015/16 Caseload
Pensioner and Disabled Claimants	2,540	2,586	2,541	2,497
Working Age Claimants	1,321	1,132	957	920
Total	3,861	3,718	3,498	3,417

- The small drop in pensioner and disabled claimants may be a consequence of the change in retirement age from 65 to 67

Costs

10. Under the old CTB scheme the council was refunded the full cost. When LCTS commenced the government only gave councils 90% of the cost with the expectation that the cost of the lost 10% would be passed onto the taxpayer. The core funding of UDC's share has been paid through the Revenue Support Grant (RSG) which has been reducing for the last few years as it is being replaced by New Homes Bonus and Business Rates Retention. By 2020/21 the RSG will have gone completely and with it the direct funding from the old CTB scheme unless Central Government continue to fund pensioners.
11. The cost of the 2014/15 scheme for UDC was £59,000 and this increases to a forecast £120,000 for 2015/16. Whilst the LCTS scheme was frozen the reducing RSG led to the overall increase in cost.
12. With the RSG forecast to decrease by a further 20% in 2016/17 it will add an additional £84,000 to the cost of administering the current scheme, even after the reduced caseload and therefore expenditure is taken into account.
13. This figure would be reduced if the contribution rate was increased for Working Age group claimants.

Increasing the Contribution Rate

14. If the cap is increased the scheme would generate more income. However as the Working Age group is reducing in size the amount of additional income per percentage point is also decreasing.
15. When the LCTS scheme for Uttlesford was established it was anticipated that collection from the taxpayers may be a challenge and therefore the expected collection rate was set at 75%. Collection has not proven to be a major issue with the current rate being in excess of 90%. For this report we have assumed a collection rate of 90%.
16. The table below sets out the additional income achievable by increasing the liability cap from 12.5% and the additional money that would have to be paid by the claimant each year and each week.

Contribution Rate	Income benefit to billing authority and major preceptors		Effect on claimant	
	Additional Council Tax Income £	Additional Income with 90% Collection Rate £	Average Additional Cost per claim per year £	Average Additional Cost per claim per week £
15.00%	21,225	19,103	23.07	0.44
17.50%	39,267	35,340	42.68	0.82
20.00%	56,857	51,171	61.80	1.19
22.50%	74,008	66,607	80.44	1.55
25.00%	90,730	81,657	98.62	1.90
27.50%	107,034	96,330	116.34	2.24
30.00%	122,930	110,637	133.62	2.57

17. What the table on the previous page demonstrates is that an increase of contribution rate to 15% would generate an additional council tax potential income of £21,225 of

which £19,103 would be collected and shared between the preceptors. The impact on a Working Age claimant who receives the maximum amount of LCTS would be an additional 44p per week to pay adding up to £23.07 for a full year.

Income Sharing Agreement

18. An Essex wide income sharing agreement was entered into with all billing authorities and the major preceptors at the time of implementation of the new LCTS scheme. The main principles of the agreement are to ensure a joint approach to maximising income collection (please refer to points 31 and 32 of this report) and reduce fraud and ensure compliance. In monitoring and working proactively on fraud this ensures that our Taxbase is maintained at the maximum level generating extra revenue for both the major preceptors and billing authorities.

Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.

The increased income generated specifically from these activities and internal decisions by UDC each year is monitored and the preceptors have agreed to share their element of the extra income with the Local Authorities.

A further post is being funded through this agreement from 2015/16 for a period of three years to work directly on all areas of fraud and compliance within Council Tax. The income generated directly from this work will also be shared as per the agreement.

Funding for Town/Parish Councils

19. A key feature of the LCTS scheme is that the LCTS discounts reduce the taxbase, and therefore affect council tax calculations, including the headline Band D figure.
20. The Government intends that billing authorities distribute a share of their LCTS funding to town & parish councils to compensate for the reduction in their taxbase. This should avoid excessive increases in parish Band D figures. Whether and how this is done, is a discretionary matter for each authority.
21. For 2013/14 UDC decided that the most appropriate course of action was to distribute funds to town & parish councils in such a way as to ensure that they are neither advantaged or disadvantaged by the LCTS taxbase adjustments. The effect is that the parish Band D figure is not affected by these adjustments, and any increase or decrease in the Band D figure was solely because of changes in the town/parish council's budget.

22. An example of this principle is below.

2015/16		2016/17 without UDC funding	2016/17 with UDC funding		
Parish precept	£12,000	£12,000	Parish income requirement	£12,000 (no change)	£14,000 (£2,000 increase)
			UDC funding	-£3,000	-£3,000
Taxbase	400	300 (smaller figure due to LCTS discounts)	Parish precept	£9,000	£11,000 (£2,000 increase)
Parish Band D figure	£30.00	£40.00	Taxbase	300	300
		33% increase	Parish Band D figure	£30.00	£36.67
				No change	22% increase

23. Calculations show that the total UDC funding required to achieve neutrality in each town/parish for 2015/16 was £171,000 and this is the figure that has been used for calculating the cost of the 2016/17 scheme.

24. Although an entirely discretionary payment, it is fairly clear that to discontinue some form of parish council subsidy would lead to large parish band D increases. It is not yet known whether there will be a council tax referendum limit for town & parish councils in 2016/17. If there is a referendum limit then discontinuation of the UDC subsidy would cause financial difficulties for some town & parish councils.

25. It is therefore proposed that a discretionary parish subsidy scheme continues for 2016/17 and indeed into the medium term subject to affordability and the consultation is undertaken on the following basis:

- a) UDC should continue to provide discretionary funding to town and parish councils to mitigate the effect of LCTS discount taxbase reductions on the Band D Council Tax calculation.
- b) The total UDC parish subsidy pot to be distributed using the formula of [2012/13 Parish Band D x 2016/17 Parish LCTS taxbase reduction] – thus avoiding UDC subsidising any precept increases made in 2013/14, 2014/15 or 2015/16. The payment then to be adjusted pro rata to ensure that the total funding pot is not exceeded.
- c) That the Council intends to continue town/parish council subsidy beyond 2016/17, subject to affordability issues that may arise from changes in local government finance.
- d) In the event of parish referendum limits being imposed by DCLG the entire scheme to be reviewed and consideration given to putting in place arrangements that minimise risks to town/parish councils.

Council Tax Discounts

26. From 1 April 2013, billing authorities (including UDC) have had a greater discretion over the level of council tax discounts given to owners of second homes and empty homes.
27. In 2014/15 the Council reviewed Council Tax discounts with the underpinning objective to increase Council Tax income to mitigate and offset LCTS costs and reductions in government funding.
28. Following the consultation the table below shows the changes that were made to the scheme as from 1 April 2014 and which continued to operate through 2015/16.

	Discounts given 2013/14	Changes introduced as from 1 April 2014
Second homes	10%	Remove discount
Empty Homes Class A (major repairs)	100% for up to 12 months	Reduce discount to 50% for up to 12 months
Empty Homes Class C (vacant)	100% for up to 6 months	Reduce discount to 50% for up to 6 months
Empty Homes Premium (empty & unfurnished for more than 2 years)	None	Add premium of 50%

29. The effect of these changes on the 2016/17 budget are to provide an additional £400,000 of Council Tax income of which the UDC share is £57,000

LCTS Administration, hardship and recovery funding

30. As part of the scheme the major preceptors (County, Fire and Police) provide funding of £34,000 per annum to employ an officer to ensure the efficient administration of the LCTS scheme. The officer also works with those people affected by the scheme so as to ensure they make their payments and thereby avoid costly recovery action being taken.
31. Essex County Council contributes £7,000 per annum towards the running of the hardship scheme which has a £15,000 annual budget (£8,000 UDC element).

Consultation

32. It is intended that the consultation would start on or about 1 July and would run until the end of September 2015. The consultation would include:
 - a) Citizens Panel e-survey
 - b) UDC Website / online survey
 - c) All Town and Parish Councils
 - d) Major Preceptors

33. The results of the consultation would be included in the reports that go to Cabinet and Scrutiny in the autumn.

Putting it all together

34. The following table brings together all the costs and income arising from the recommendations in the report. It shows that the forecasted position for UDC in 2016/17 is a net cost of £204,000.

All figures £000	TOTAL forecast 2016/17	County, Police and Fire share forecast 2016/17	UDC share forecast 2016/17
LCTS discounts	3,205	2,754	451
Government LCTS funding at 20% reduction	(1,883)	(1,613)	(270)
Subtotal – LCTS scheme	1,322	1,141	181
Additional income generated by changes to internal policy	(400)	(343)	(57)
Major preceptors income sharing agreement – 16% passed back to district council	0	55	(55)
Subtotal – net effect of the LCTS & discounts changes	922	853	69
UDC discretionary funding of town/parish councils	171	0	171
Major preceptor funding of LCTS administration & recovery costs	0	34	(34)
LCTS hardship scheme	15	7	8
ECC funding of hardship administration	0	5	(5)
TOTAL NET COST	1,108	899	209

Timetable

35. The table below sets out the timetable for the setting of the 2016/17 LCTS Scheme

Cabinet	18 June 2015	Report to agree draft proposals and initiate consultation process
Consultation process	July – September 2015	Citizens Panel e-survey UDC Website / on line survey Town/parish councils Discussions with major preceptors
Cabinet	22 October 2015	Consider consultation responses and determine final proposals for 2016/17
Scrutiny	17 November 2015	Opportunity to review consultation outcomes and finalised proposals prior to consideration by Full Council
Provisional 2016/17 Local Government Finance Settlement, including LCTS funding	Late November / Early December 2015	Indication of available funding and council tax referendum limit
Cabinet	10 December 2015	Reconsideration as necessary in light of Scrutiny comments and Local Government Finance Settlement
Full Council	17 December 2015	Approve 2016/17 LCTS scheme
Full Council	25 February 2016	2016/17 Budget setting and council tax resolution
2016/17 Council Tax bills issued	Early-Mid March 2016	2016/17 LCTS scheme implemented

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Assumptions about costs and income levels are incorrect	3 (a high degree of variability and estimation is involved)	3 (use of reserves may differ from the level envisaged)	Monitor trends closely and review scheme each year to make necessary adjustments. Maintain adequate contingency reserves.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Committee:	Cabinet	Agenda Item
Date:	18 June 2015	11
Title:	Conservation Area Appraisal, Little Easton	
Portfolio Holder:	Cllr Susan Barker	Key decision: No

Summary

1. This report has been prepared and discussed with Little Easton Parish Council who supports its general content.
2. The draft Conservation Area Appraisal for Little Easton was made available on the Council's website and as printed copies. A public exhibition on 14 March 2015 was attended by the fieldworker 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 6 March to 17 April 2015.
3. Little Easton Parish Council approached Uttlesford District Council officers in 2014 to suggest the designation of a Conservation Area at Little Easton. The Parish Council have 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 throughout the project, which has run since 2007, indicates that the process is both important and popular with the local communities.

Recommendations

4. That the Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.
5. That the Little Easton Conservation Area be formally designated.

Financial Implications

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

Background Papers

7. The notes of the public exhibition held on 14 March 2015 and all representations received.

Impact

8.

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	Thaxted & The Eastons - various proposals as amended and as contained in the report.
Workforce/Workplace	Existing staff resources.

Situation

9. Little Easton Parish Council approached District Council officers in 2014 with a request to consider the designation of a Conservation Area at Little Easton. 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 and in this case has produced an Appraisal which recommends the designation of a new Conservation Area at Little Easton.
10. 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.
11. The principal issues and recommendations set out in the document are:

A Conservation Area is proposed to include Little Easton Church, all of Little Easton Manor, Church Cottage, Church Lodge, the Rectory, Ravens and Church Row together with the immediate extent of the five ponds to the east of Little Easton Manor.

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.

Two 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: The Rectory and Church Cottage.

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. 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 in Respect of Other Distinctive Features that Make an Important Architectural or Historic Contribution.

This Appraisal has identified several features including walls and railings 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 in the appraisal, these are principally the churchyard, wide verges fronting properties on Park Road and, particularly, the landscape surrounding the ponds. 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. 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. The quality trees in the churchyard and around the ponds serve to define the particular character of the area. Additionally, hedges on the periphery of the village provide a transition from the built environment into the open fieldscape beyond.

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>Little Easton Parish Council is grateful for the help provided by UDC's research and conservation teams in progressing our application for a conservation area. The Parish Council has been consulted on the proposed boundary and fully supports the proposal.</p> <p>Essex branch of the Campaign to Protect Rural England consider the area to be of sufficient value in historic, architectural and landscape terms to warrant Conservation Area status and therefore support the proposal.</p> <p>A Little Easton resident supports the proposed Conservation Area in Little Easton and the documentation, which has been prepared in connection with the proposal.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Character analysis of Little Easton	<p>Natural England welcomes the references to open land and open spaces under paragraphs 2.10 and 2.11 as they provide a valuable landscape setting to the proposed Conservation Area and add to the biodiversity value.</p> <p>Natural England further suggests that the Council should also look at the fragmentation of open spaces and the linking of them back to paths and other sites as a benefit to both sustainable transport and biodiversity.</p> <p>A Little Easton resident notes that the church, houses and lakes combine to make a unique environment.</p>	<p>Noted</p> <p>Noted</p> <p>Noted#</p>

	Little Easton resident agrees with the Character Analysis findings of the Appraisal	Noted
Designation of the Conservation Area Boundary	<p>A Little Easton resident agrees that the main land and property pertaining to the historic interest of Little Easton is encapsulated in the boundary.</p> <p>A Little Easton resident is happy with the proposed Conservation Area Boundary but is concerned that Easton Lodge itself and its surrounding buildings are largely unprotected save for a few listed buildings</p>	<p>Officers have carried out a site visit to Easton Lodge and conclude that the principal buildings and structures, all being listed Grade II, are sufficiently protected. The gardens of Easton Lodge, the principal landscape feature, are also separately listed and as such are afforded protection. Designation as part of a Conservation Area would not offer any additional controls, though some additional recording of the unlisted structures may be beneficial.</p>
	A Little Easton resident agrees that the church and lakes are integral points of interest to be included in the village.	Noted
	Little Easton residents are concerned in respect of the Little Easton Manor Estate buildings (such as the Farm, House & Cottages, and the historic Barn Theatre) that Conservation Area designation will mean that permission has to be sought for repairs.	As the majority of the buildings are already listed or situated with the curtilages of listed structures, Conservation Area designation will not require that any additional permissions be sought when repair works are carried out.
	Little Easton residents are concerned that Conservation Area designation would prevent the erection of otter proof fencing around part of the ponds area.	Under the provisions of the Town & Country Planning (General Permitted Development) Order 1995 planning permission is not required for the erection, construction, maintenance, improvement or alteration of

	<p>a gate, fence, wall or other means of enclosure provided it does not exceed one metre in height where adjacent to a highway used by vehicular traffic. Where the gate, fence, wall or other means of enclosure is not adjacent to a highway used by vehicular traffic it does not need planning permission if it does not exceed two metres in height. The exception to this allowance relates to a listed building, where any such gate, fence, wall or other means of enclosure or an alteration to it requires planning permission. As wildlife trust specifications call for otter proof fencing to be 1200mm high it is unlikely that planning permission will be required unless the fencing is erected adjacent to the road or a listed building.</p> <p>Little Easton residents suggest that the Gardens of Easton Lodge and The Glebe be included in the proposed Conservation Area.</p> <p>Little Easton residents object to the proposed Conservation Area on the grounds of the three above points.</p>	<p>See response to second representation above. Additionally, Easton Glebe is listed Grade II*. This status should provide adequate protection for the building and any pre-1948 structures within its curtilage.</p> <p>Noted</p>
Buildings that make an important architectural or historical contribution	A Little Easton resident agrees with the buildings so identified.	Noted

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 designation of 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 Historic England and place an advert in the London Gazette and local newspapers.

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 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 statutory bodies, Little Easton Parish Council and local 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.

Little Easton Conservation Area Appraisal and Draft Management Proposals, 2015



Contents

1 Part 1: Appraisal	3
Introduction	3
Planning Legislative Framework	4
Planning Policy Framework	6
General Influences	8
The General Character and Setting of Little Easton	9
Origins and Historic Development	11
Character Analysis	15
Little Easton Village	21
1 Part 2 - Management Proposals	30
Proposed Conservation Area Boundary	30
Planning Controls and Good Practice: The Conservation Area	30
Planning Controls and Good Practice: The Potential Need to Undertake an Archaeological Field Assessment	30
Planning Control and Good Practice: Listed Buildings	30
Planning Controls and Good Practice: Other Buildings that Make an Important Architectural or Historic Contribution	30
Planning Controls and Good Practice: Other Distinctive Features that Make an Important Architectural or Historic Contribution	31
Planning Control and Good Practice: Important Open Spaces, Trees and Groups of Trees	31
Proposed Controls: Other Distinctive Features that make an Important Visual or Historic Contribution	31
Enhancement Proposals to Deal with Detracting Elements	32
1 Maps	33
Figure 1 - 1877 Ordnance Survey Map	33
Fig 2 - Character Analysis	34
Character Analysis Key	35
Figure 3 - Management Plan	36
Management Plan Key	37
1 Appendices	38
Appendix 1 - Sources	38

Part 1: Appraisal 1

Introduction

1.1 This appraisal has been produced by Officers of Uttlesford District Council to assess the possibility of designating a Conservation Area at Little Easton. 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 Little Easton where the historic manor house and church still sit within a closely defined space bordered to the east by a number of formally landscaped ponds and elsewhere by open fields.

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, Braintree and Chelmsford 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.

1 Part 1: Appraisal

1.7 This Appraisal will consider these factors carefully. If it is 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. Thus 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 Little Easton
- Identify elements that should be retained or enhanced
- Identify detracting elements
- Propose a 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 Little Easton Parish Council and to the members of the local community who provided useful information to officers when the survey was being undertaken. Particular thanks are due to Alf Wright for permission to reproduce historic and modern photographs.

1.11 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. Little Easton Manor is a successful wedding and corporate events venue whilst the nearby Easton Lodge, former home of the Countess of Warwick, is famous for its historic gardens and a popular location for open air concerts. Little Easton village proper is found just north east of the church and is beyond the area considered by this appraisal.

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

Planning Legislative Framework

1.13 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

Part 1: Appraisal 1

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.

1.14 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.

1.15 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.

1.16 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.

1.17 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.

1.18 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 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.

1.19 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 The demolition of a building not exceeding 50 cubic metres is not classed as "development" and such a building may be demolished without planning permission. Demolition of other buildings below 115 cubic metres is 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

1 Part 1: Appraisal

1.20 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 in Figures 2 and 3 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.

1.21 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

1.22 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 framework is to promote sustainable development.

1.23 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.

1.24 In relation to the historic environment the 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 by 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 listing)*'.
- 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.

Part 1: Appraisal 1

- Local Planning Authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance and proposals that preserve those elements of the setting that make a positive contribution to or better reveal the significance of the asset should be treated favourably.
- 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.

1.25 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.

1.26 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.

1.27 The Little Easton Inset of the Uttlesford Local Plan shows the Development Limits in respect of Little Easton village proper. Also shown are a number of areas of important woodland including High Wood to the south, Broxted Common Wood to the west and Bush Wood to the north east. Also noted is the locally important historic landscape.

1.28 Heritage at Risk Register 2013, East of England. Historic England has published a 'Heritage at Risk Register'⁽²⁾. One site is so identified, this being the gardens at Easton Lodge⁽³⁾.

1.29 Essex County Council Buildings at Risk Register. The County Council has a 'Buildings at Risk Register'⁽⁴⁾. In relation to Little Easton no such buildings have been identified and neither has this Appraisal identified any. The Gatehouse to Easton Lodge⁽⁵⁾, situated to the south of the village is recorded on the Register. As this is located beyond the proposed Conservation Area it is not dealt with by this appraisal.

1.30 Assets of Community Value. There are two Assets of Community Value registered in relation to Little Easton, these being the Recreation Ground and Memorial Hall, on Manor Road. Both are located beyond the proposed Conservation Area.

2 *Heritage at Risk Register 2013, East of England*, Historic England, formerly English Heritage 2013

3 *ibid* List Entry Number 1001484 Page 91

4 *Heritage at Risk in Essex Register 2011*, Essex County Council October 2011

5 *ibid* p.109

1 Part 1: Appraisal

General Influences

1.31 Little Easton Manor can be found on the open uplands some three miles north west of the market town of Great Dunmow. The Manor House, Rectory and a number of other associated buildings all cluster around the Norman church with its tombs and memorials to the Maynard family. Ancient pathways radiate out into the open countryside and to the west are a series of elegantly landscaped ponds surrounded by trees and bisected by the road which goes on to Little Easton Lodge and a number of other buildings all associated with the Maynard estate. The village proper, with its pub and Memorial Hall is some half a mile distant over the fields to the northeast. Transport in and out of the area is mainly by car with the B184 Thaxted to Great Dunmow road providing links to the two market towns and beyond. Scheduled bus routes bypass the Little Easton Manor although it is possible to pick up services from the main village.

1.32 Local services are very limited. Little Easton village is lucky to retain its public house - The Stag - and also has a well used village hall which is the venue for, amongst other activities, regular carpet bowls contests, dog training classes and an enthusiastic art group. The church is well attended with a regular congregation of some 60 parishioners and includes an explorers group for children. Moreover, it is a regular stopping off point for veterans and historians of the Second World War who come to see the memorial chapel and stained glass windows dedicated to the servicemen of the USA Air Force 386th Bombardment Group known as "The Crusaders" which was stationed at Little Easton Lodge. The fine complex of buildings of Little Easton Manor including the 'Barn Theatre' is now a conference centre run as a private concern. It offers facilities for corporate events and is also a popular venue for wedding theatrical performances and other social functions.

1.33 Because of the lack of local opportunities 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 although the proximity of the major settlement of Great Dunmow provides some opportunities, but it is to Chelmsford, Harlow and London that many residents travel. Historically, agriculture was the main source of employment and, although still an important local activity, its prominence is not as marked as it once was. The Maynard and Warwick Estates managed a number of farms, some of which remain as working enterprises in the surrounding parishes.

1.34 Designation of the nearby park and gardens at Easton Lodge as both a grouping of listed buildings and a Grade II Historic Park and Garden⁽⁶⁾ recognises the importance of the area and its sensitivity to change. The proximity of the expanding town of Great Dunmow and the A120 trunk road with its links to the M11 and other major settlements means that the area may in the future 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.

Part 1: Appraisal 1

The General Character and Setting of Little Easton

1.35 Setting. Little Easton is situated on the far western extent of the Upper Chelmer River valley as it ascends to the Broxted Farmland Plateau. These Landscape Character Areas (LCA) are classified respectively as 'Chelmer Valley' and 'Central Essex farmland'⁽⁷⁾ and was described by Kelly in 1874 as "soil is mixed sand and loam; subsoil, loam"⁽⁸⁾. It is characterised by a gradual rise to an open landscape punctuated with low thick, but fragmented hedgerows, scattered hedgerow trees and occasional blocks of woodland separating the large arable fields that line the valley sides. Most notable is the ancient woodland at Bush Wood which possibly dates back to the Domesday period. The *Landscape Character Assessment* for Uttlesford describes the area thus:

The majority of settlements excluding Great Dunmow are situated high on the valley sides with very limited modern development ... The river valley is lined by roads running parallel to the valley along the top of the valley sides. Variety and interest is provided by the presence of a number of local vernacular buildings with timber-frames, bright colour washed walls and thatched roofs. Examples of such houses include a group of 17th century timber framed houses clustered around the Manor at Little Easton ... There is an overall sense of tranquillity within the river valley, with a comprehensive network of public rights of way and narrow lanes winding through the landscape. ⁽⁹⁾

1.36 In the nineteenth century wheat, beans, barley and root crops were cultivated usually on a 'four course shift system'⁽¹⁰⁾. Today, wheat, barley and rape are most frequently grown.

1.37 The fieldscape consists of irregular fields of pre-18th century date, probably of medieval or earlier origin, interspersed with areas of former common fields. The tower of Little Easton Church forms a landmark within the views across the sloping landscape. Just occasionally visible are remnants of the former park at Easton Lodge and the Second World War airfield. Ancient lanes are sunken and winding and although pleasant none leading to this part of the village have Protected Lane Status⁽¹¹⁾. The area is sensitive to land management changes. The open skyline of the valley slopes means that any new development would be visible in the panoramic views across fields. Sensitivity to new development would also arise due to the sense of tranquillity, the presence of wildlife and biodiversity habitats and their strong historic integrity with historic buildings.

1.38 General character and plan form. With the exception of a single late twentieth century property and a few minor additions to the Manor, this part of Little Easton around the church and ponds has remained virtually unchanged over the last century, reflecting the comparative isolation of many of the smaller rural settlements. The proposed Conservation Area is a mirror reflection of the community as it existed in the late 19th century and as shown on the 1877 Ordnance survey map (see Figure 1). Within the

7 *Sustainability Appraisal and Strategic Environmental Assessment Environmental Report Annex B: Baseline Information*, Essex County Council, June 2012, Para. 9.1

8 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co., 1874, p.95

9 *Landscape Character Assessment*, Chiltern Associates, September 2006, p. 286

10 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co. 1874 p.95

11 *Uttlesford Protected Lanes Assessment*, Essex County Council, March 2012

1 Part 1: Appraisal

village the scale is intimate, with channelled views out through buildings and trees to the open countryside. Down by the ponds there is the sound of ducks and geese and, from the distance, the splash of fountains or water passing over the weirs. Colour-washed plaster and red tiled buildings with ornate barge boards predominate and the historic flint and brick St Mary's Church sits prominently at the entrance to the proposed Conservation Area.

1.39 The National Heritage List for England records some 37 individually listed buildings and other structures in the parish of Little Easton, of which 7 are to be found in the proposed Conservation Area. The majority of these are timber-framed and plastered. Most date from the 16th to 19th centuries. The Church is Grade I, the remainder are classified Grade II.

1.40 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 late 19th century when the almshouses - now Church Row, were constructed. Easton Manor incorporating the remains of a number of earlier buildings was built between 1930 and 1939.

1.41 There are several other buildings and features that, whilst not being listed, are nevertheless of architectural and historical interest and which add to Little Easton's overall quality.

1.42 One very important feature of the proposed Conservation Area is the use of flint walling to define boundaries and link buildings. The use of these materials reflects the local landscape where flints abound in the fields and form such a visually important part. This appraisal also identifies a number of important runs of decorative railings that are not individually listed but there may also be others not immediately visible from the public realm and or in otherwise inaccessible locations. Particularly notable are those to the front of Church Row and the hooped section railings standing between brick piers that run down either side of Park Road as it traverses the ponds.

1.43 Throughout the Conservation Area there are trees in abundance, either as groups or as individual specimens located in the churchyard and private gardens. Others are to be found surrounding the ponds where they add considerably to the park-like quality of this part of the village.

1.44 Overhead cables on poles detract significantly along Park Road in the vicinity of the Church.

1.45 There are a number of high quality buildings representative of various periods. Despite some very occasional detracting features the proposed Conservation Area itself represents an historic grouping of buildings in a rural setting that warrants its formal designation.

Part 1: Appraisal 1

Origins and Historic Development

1.46 Historical background data has been extracted principally from the *Uttlesford District Historic Environment Characterisation Report*⁽¹²⁾ and the *Essex Historic Environment Record (HER)*⁽¹³⁾.

1.47 Prehistoric, Roman and Saxon. Evidence of prehistoric occupation has been identified during evaluation work on the former Little Easton airfield. To the south a Roman farmstead and cemetery was excavated in advance of construction of the A120 at Strood Hall.

1.48 Medieval. A moat south east of the Little Easton Manor house has been recorded. Only part of the east arm with bank on counterscarp remains with a 2m deep, bank on counterscarp 1m high. The alleged moat is now presumed destroyed with all; remains under grounded by the building of a car park. Insufficient remains on OS 25" for positive classification but the ditch was substantial and the site slopes, precluding a circuit of water. Only a 20m length of counterscarp bank survives, 1m high, landscaped and planted, giving no indication of purpose. The site is on the edge of a broad, north-facing spur, largely occupied by the manor house and its gardens and adjacent to the Church.



Picture 1.1 The 12th century Little Easton Church as it appeared sometime around 1900.
(Reproduced courtesy of Saffron Walden Museum).

1.49 The Manor at Little Easton belonged to William de Warenne and Geoffrey de Mandeville and is listed in the Domesday Book but with no reference to any fortifications. The so-called 'Moat' may have been the last remains of a defensive earthwork, bailey or ringwork, erected around the church and the former manor and partially infilled during

12 *Uttlesford District Historic Environment Characterisation Report*, Essex County Council, 2009, Para. HECZ 9.5 The Eastons and Tilty [and] HECZ 9.6 Little Easton Park

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

1 Part 1: Appraisal

the early 17th century rebuilding of the manor by the Maynards. It is notable that there is a pronounced curve in the layout of the 17th century outbuildings north west of the 'moat' site⁽¹⁴⁾.

1.50 Elements of the Medieval dispersed settlement pattern and landscape are evidenced in the vicinity by cropmarks of former field boundaries and possible tofts whilst some possible woodland paths or boundaries of post Medieval date are visible on 1st edition OS mapping just to the south of the ponds⁽¹⁵⁾.

1.51 Using evidence from the Essex Placenames Project⁽¹⁶⁾ it is possible to build up a picture of Little Easton at this period as a gradually expanding village. Variations on the name are variously rendered as: Eystanes; Estaines (Pava); Eystan(e); Aystan and Estane.

1.52 Post Medieval. During the post Medieval period the lands and hunting lodge at Little Easton were granted by Queen Elizabeth in 1590 to Henry Maynard; a map of 1593 shows the site of the lodge and walled garden. Maynard, who was knighted in 1603, demolished the hunting lodge and built a large Elizabethan mansion. He was succeeded in 1640 by his son, also William, who surrounded the new house with a park planted with a double avenue of trees aligned on the west front. At about the same time the Maynards replaced the medieval manor in the centre of the village with a new house, of which little remains apart from a fine 17th-century chimney and the original moulded ceiling beams of two rooms in the centre of the building. Chapman and Andre's Essex county map of 1777 shows how the park had been formalised by the fourth Baron Maynard with radiating avenues laid out in a patte d'oie and the manor house, just to the north west of the church is visible, set within its own much smaller gardens.

1.53 The large scale survey of Lord Maynard's estate undertaken in 1730⁽¹⁷⁾, Chapman and Andre survey of 1773-5, published in 1777, and 1811 Estate map⁽¹⁸⁾ all give a good idea of the house and village at this period. The focus is very much on Easton Lodge itself, demarcated on the Chapman and Andre map as the seat of Lord Maynard with the manor and church playing a subsidiary role. There are no houses on the village street, but in the park, the Lodge, stables and several outbuildings are clearly visible as are the patte d'oie rides.

14 SMR Number:1213. Cf. RCHME, *An Inventory of the Historical Monuments in Essex - Volume 1. 1916*

15 SMR Number:46571. Ordnance Survey. 1872-1890. 1st Edition OS 6 inch map. paper. 1:10,560

16 Essex Placenames Project, Little Easton portal

17 'A survey of the several estates belonging to the Right Honourable Henry Lord Maynard in the Counties of Essex and Leicester' held by Essex Record Office. Reference Code: D/DMg P1/1

18 Estate map held by Essex Record Office. Reference Code: D/DMg P2

Part 1: Appraisal 1



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

1.54 By 1811 an estate map of the gardens and park are shown in a form which changes very little until the 1870s. The second Viscount died in 1824, without a direct heir, and the estate passed to his nephew Henry. Henry made many improvements to the estate, laying roads and building lodges and cottages. In February 1847 a fire almost destroyed the Elizabethan house but Henry commissioned the architect Thomas Hopper to rebuild the original central wing and to extend the house in the Gothic Revival style. When the third Viscount died in 1865 he left his estate to his three-year-old granddaughter Frances Evelyn 'Daisy' Maynard, who in 1881 came into her inheritance and married Lord Brooke, later the fifth Earl of Warwick. A noted beauty and keen cyclist, the Countess was said to be the inspiration behind the popular music-hall hit Daisy Bell (Bicycle Built for Two). Notably both she and her husband were members of the Marlborough House set, which included ^{Page 97}Albert Edward, Prince of Wales, and became

1 Part 1: Appraisal

notorious for the wild society gatherings at Warwick Castle and Easton Lodge. She also embarked on a series of affairs with a number of powerful men, including a nine-year liaison with the Prince of Wales himself.

1.55 In 1902 Lady Warwick commissioned the architect and garden designer Harold Peto to create an elaborate setting for the north side of Easton Lodge and in 1913 she had Easton Manor's magnificent tithe barn, one of the oldest in Essex, converted into the Barn Theatre. Ellen Terry gave poetry readings and once acted with Lady Warwick in a scene from Romeo and Juliet. H. G. Wells and his family, who lived in a house on the estate, were also regular performers, as were Hermione Baddeley, Gracie Fields, Charlie Chaplin and George Formby. In 1925, the actor, theatrical producer and film director Basil Dean acquired the manor house and its surrounding buildings on his marriage to the Countess's daughter, Lady Mercy Greville, an aspiring actress. Using original material salvaged from Easton Lodge after another major fire in 1918, he carried out extensive renovations at Little Easton Manor and added the kitchen wing.

1.56 During the Second World War the Little Easton estate was requisitioned by the War Office and the park cleared of some 10,000 trees to make way for an airfield. Known as RAF Great Dunmow It was used by the US Air Force 386th Bombardment Group from 24 September 1943 until 2 October 1944 when the unit was moved to Beaumont-sur-Oise (A-60) Airfield, in Normandy. The airfield was abandoned in 1948⁽¹⁹⁾.

1.57 The surviving west wing of Easton Lodge is now a private house, known as Warwick House. The formal gardens are open to the public and are undergoing an extensive programme of restoration. Easton Manor is today owned separately and is run as a wedding and corporate events facility.

1.58 The official Census summary report of 1831⁽²⁰⁾ paints a picture of Little Easton as a primarily rural community largely reliant on the land. Then the total population is listed as 350 persons comprising 176 males and 174 females. There were 64 inhabited houses, none uninhabited and none under construction. Of the men aged over 20, the majority, 43 in all, are classified as 'Agricultural Labourers', there are 3 'Farmers employing Labourers' but no 'Farmers not employing Labourers'. Interestingly there are none working in 'manufacturing' but 30 men are involved in 'Retail & Handicrafts' and 2 are described as 'Capitalists or Professionals'.

1.59 Half a century later and in 1881 the village still seems to be a diverse community. The population has diminished slightly to 295⁽²¹⁾ but there are still 33 men and two women employed in agriculture and a further four men working with animals. There

19 Freeman, Roger A. *Airfields of the Eighth: Then and Now*. After the Battle, 1978

20 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

21 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 at: <http://www.visionofbritain.org.uk>

Part 1: Appraisal 1

were, though, five men and 23 women employed in 'Domestic Service or Offices' and a further four 'Wkrs in Var. Mineral Substances'. Only one man is described as being of 'professional' standing, eclipsed by the five women in this category.

1.60 In Victorian times, John Marius Wilson's *Imperial Gazetteer of England and Wales*, 1870-72, described Little Easton as being "a parish in Dunmow district, Essex; on the river Chelmer, 2 miles NW by N of Dunmow railway station, and 6½ E by S of Stanstead. It has a post office under Chelmsford. Acres, 1,548. Real property, £2,385. Pop. 357. Houses, 76. The property is divided among a few. The living is a rectory in the diocese of Rochester. Value, £305. Patron, Viscount Maynard. The church has two brasses, and is good. There are alms-houses for 4 widows, and a clerk's house."⁽²²⁾.

1.61 In addition to the various farmers the 1874 Kelly's Post Office Directory⁽²³⁾ lists the following commercial activities: William Gunn 'fanwright'; Mrs. Jane Horsnall 'grocer &c'; George Leech 'shopkeeper'; John Leech 'wheelwright'. Henry Cheffins was resident at Easton Manor; Miss Maynard and the Earl of Rosslyn could be found at Easton Lodge and the Rev. George Tufnell M. A. was rector. At the Stag Inn, Mrs. Mary Matthews presided over the sale of beer and spirits to thirsty locals.

1.62 There were also almshouses for four aged widows, endowed with a rent charge of £20 yearly.

1.63 The agricultural depression of the early 20th century only exacerbated the general decline in population as more and more villagers moved away from the land, produce prices crashed and life became increasingly difficult for the owners of large estates. In common with many other rural settlements, Little Easton has seen a steady erosion of local facilities over the years. The BBC Domesday project undertaken in 1986 recorded that then Little Easton Manor was owned by the Pedley family who have a furniture business in Saffron Walden. The brickworks which had employed a number of local men was closed as were the shop and post office⁽²⁴⁾. Today, the only local services are to be had in Great Dunmow and there are 437 people living in the parish⁽²⁵⁾.

Character Analysis

1.64 The proposed Conservation Area has been surveyed as a single area with a map and key. Historical photographs have been provided by Mr Alf Wright. Other photographs have been taken by the fieldworker. All maps are reproduced from the Ordnance Survey under Uttlesford District Council Licence No: 100018688 (2004).

1.65 Scheduled Monuments. Within the Little Easton proposed Conservation Area there are no designated Scheduled Monuments.

1.66 Designated Parks and Gardens. Within the Conservation Area there are no such Historic England designations.

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

23 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co., 1874, pp.174-8

24 BBC Domesday Reloaded: D-block GB-560000-222000

25 ONS 2011 Census

1 Part 1: Appraisal

1.67 Archaeological sites. The area around Little Easton is described by the *Uttlesford District Historic Environment Characterisation Project*⁽²⁶⁾ as exhibiting some evidence of prehistoric occupation visible in cropmarks and field names. A little distance from the proposed Conservation Area a Motte and Bailey Castle is located at Little Easton village, now protected as a Scheduled Monument. Elements of the medieval dispersed settlement pattern and landscape can be anticipated to survive below-ground, as evidenced by the crop-marks of field boundaries and possible tofts and crofts. During the medieval period the settlement pattern comprised church/hall complexes, moats, manors and dispersed farmsteads. A large deer park was constructed to the south of Easton Lodge. Little survives today apart from a small piece of woodland and below-ground evidence of the park pale. During the Second World War the River Chelmer formed part of the General Headquarters Defence (GHQ) line and many of the monuments associated with this survive within the zone. The area around Easton Lodge was also used as off site storage and buildings associated with the Second World War Airfield of Little Easton are still to be found to the south of the zone⁽²⁷⁾. 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.

1.68 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 Historic England'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.

1.69 Non-listed buildings of quality and worthy of protection from demolition. This Appraisal has identified two 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?

26 *Uttlesford District Historic Environment Characterisation Project*, Essex County Council, 2009, pp. 169-174

27 *ibid* HECZ 9.6

Part 1: Appraisal 1

1.70 Traditional materials and detailing. Traditional materials and detail make a significant contribution to the character of the local area. Within the proposed Little Easton Conservation Area there is a uniformity of materials and style derived from the former common ownership of many of the buildings by the Maynard and Warwick estates. These stylistic elements extend to many other buildings in the parish and beyond.



Picture 1.3 Colour washed rendered buildings under red tiled roofs at Little Easton Manor present a pleasing variety of materials and shapes.

1.71 Lime render, either finished plain or with pargetted decoration, is the predominant finish at the historic core of the village where buildings are most commonly constructed from oak timber frame. Timbers are often left exposed, sometimes picked out in contrasting colours or, where plain, weathered to a silver grey. Infill on earlier constructions is with wattle panels. Colour washed finishes are in white, shades of cream or earth pigments with joinery finished in white.

1.72 Bricks, used for principal construction from the eighteenth century, are handmade reds, occasionally with detailing and with cambered or gauged arches to openings. Many other features such as flintwork panels and applied moulded window copings are typically found on better quality buildings such as Little Easton Church. 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, historically preserved with pitch or creosote though now most often painted black.

1.73 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. Notable are the lattice casements with diamond panes to be found in the six window range on the late 19th century almshouses, now known as Church Row. 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.

1 Part 1: Appraisal



Picture 1.4 Fine quality railings supplied by the Hope Foundry Co. front the late 19th century almshouses at Church Row.



Picture 1.5 Distinctive pierced gables are a feature of many of the Maynard Estate buildings in Little Easton. These, framing the dormer windows on Church Lodge are particularly attractive.

1.74 Throughout the historic core roofscapes provide a rich variety of architectural detail, form and shape. Roofs are characteristically in double cambered handmade red clay plain tiles laid steeply (47 to 50°) often with pierced or crenellated decorative ridge tiles. For 19th century and later additions, natural blue-grey slate is found, usually laid at a lower pitch. Orange clay pantiles are usually confined to outbuildings only. 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. Fretted bargeboards, verandahs on posts with brackets and pierced spandrels and inlaid panels are also typical as are the dated panels denoting ownership by the Warwick or Maynard estates.

1.75 Boundary treatments are an important element in defining the street scene where they provide texture and interest to an area. Walls, many of which are constructed of flint panels supported by brick piers and capping, and decorative iron railings, are typically low to front and side elevations on public through-fares.

1.76 Fields 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 periphery of the Conservation Area where they sometimes conceal more modern structures.

Part 1: Appraisal 1



Picture 1.6 Field gathered flint used in the wall surrounding Little Easton Church.

1.77 Trees and hedgerows. There are a considerable 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

1.78 There are numerous mature trees within the proposed Conservation Area particularly around the ponds. A few around the Church are already subject to Tree Preservation Orders.

1.79 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?

1.80 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 Part 1: Appraisal

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

1.82 Article 4 Directions. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances. 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 height,s be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance. Walls including a footpath or bridleway, water course or open space 1m fronting a highway or 2m elsewhere require prior consent for their demolition.
- 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.

1.83 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.



Page 104

Picture 1.7 Quality brick and flint wall capped with ridge tiles at the entrance to Little Easton Manor.

Part 1: Appraisal 1

Little Easton Village

1.84 General overview. Little Easton is a village with both a sense of timelessness and of long association with the Maynard and Warwick families. Within the Church are many grand monuments and on building facades monogrammed date panels proudly declare ownership. Overall there pervades an atmosphere of rural tranquillity. At the one end historic buildings cluster around the Church and Manor, then, as the road descends slightly the immediate landscape changes to that of an Arcadian romance where trees overhang the thoroughfare and light plays on the surface of the ponds. Beyond are views across huge open fields from which the bombers of 'The Mighty Eighth' took off some 70 years ago.

1.85 Scheduled Monuments. There are no Scheduled Monuments recorded.

1.86 Archaeological sites. There are no significant archaeological sites within this proposed Conservation Area, although there is some possible evidence that the present 12th century church occupies the site of an earlier Saxon/Celtic church⁽²⁸⁾. The site of a moat now destroyed by a car park to the east of Easton Manor⁽²⁹⁾ and a further moat south east of the house with only part of the east arm with bank on counterscarp remaining⁽³⁰⁾ are both noted.

1.87 Individually Listed Buildings and Structures. A selection of representative Listed Building descriptions (generally abbreviated) is provided below.



Picture 1.8 Interior of Little Easton Church sometime around 1900. (Reproduced courtesy of Alf Wright).

28 cf. Rev R L Gwynne, *Estaines Parva*, a Gazetteer Silas Birch, Ltd. London, 1923

29 Historic England Pastscape Monument No. 376462

30 SMR Number:1213

1 Part 1: Appraisal

1.88 Little Easton Church. Grade I. Recorded erroneously in the listing report as 'Church of St Mary the Virgin'. The church is often incorrectly ascribed a dedication to St Mary. The Diocesan Registry have confirmed that there is no formal documentation relating to the dedication of the church and that 'Little Easton Church' should be the correct description for the building.



Picture 1.9 Little Easton Church in 2015.

1.89 Employing local materials to their full potential, the walls are of flint rubble with stone dressings, the roof now in red tile. Although of Norman origin there is little now, aside from two window openings in the north wall, to indicate the date of the original building which is generally accepted to be early 12th century. The remainder is essentially of the 15th century, aside from the north chancel isle which was added in the late 19th century. The 15th century west tower ascends in two stages to an embattled parapet and has a south-east stair turret with the original doorway and door still intact.

1.90 Notable internal features include an early 18th century wrought iron screen to the South Chapel, made from the gates to Easton Lodge and gradine and choir stalls carved in 1899 by G. H Pryor, the estate carpenter. There are also a number of wall paintings including a series in the Nave recounting stories from the Passion. Of singular interest are the large number of very fine monuments including the chest tomb of Viscount Bourchier, the early 17th century alabaster monument to Sir Henry Maynard and his wife and a bust of Frances, Countess of Warwick. There are numerous other memorials to the Maynard family indicative of their long association with the area. Perhaps most striking, though are the two stained glass windows by Phillips Stained

Part 1: Appraisal 1

Glass Studio, Cleveland Ohio⁽³¹⁾ in the American Chapel which are dedicated to the men and women of the USAAF bomb group which operated from the airfield at Easton Lodge 1943-4.

1.91 To the north of the church can be found the Grade II listed complex comprising Easton Manor. This picturesque assemblage of buildings, now washed in a salmon pink, has at its heart the remains of a small 17th century house with two gables and a tall contemporary four shaft chimney stack in red brick. This original build was somewhat built over in the 19th century but, according to Bettley and Pevsner the rest was remodelled 'in a theatrical composition'⁽³²⁾ by the actor and impresario Basil Dean, who had married Lady Warwick's daughter Mercy in 1925. 'Dean's initial campaign, 1925-7, was intended to take the house back to a purer state'⁽³³⁾ with beams exposed, staircases repaired and a porch restored under the superintendence of the eccentric Marquis d'Oisy, whose work is also known locally in, amongst other places, Thaxted Church. Further additions of this period include an 18th century style block joining up with an existing 17th century cottage, a music room and cocktail bar in the cellar - some of these works re-using materials from nearby Easton Lodge. Today the building comprises a two storey range with red plain tile roof to east, varied red brick chimney stacks and assorted 20th century casements and vertical sliding sashes.



Picture 1.10 Salmon pink facades under mellow red tiled roofs. The pleasing assemblage of buildings comprising Easton Manor.

1.92 A number of other buildings are associated with Easton Manor, including several cottages and an 18th century granary and stable, Grade II listed. Most notable, though, is the 16th century timber framed, plastered and weatherboarded barn, with red plain tile roof to the south east of the main complex. This is listed Grade II. It was converted to a theatre sometime before 1913 by the Countess of Warwick and was the venue for a number of performances by Ellen Terry and H. G. Wells.

31 cf. James Bettley and Nikolaus Pevsner *The Buildings of Essex*, London, Yale University Press, 2007, p. 550

32 James Bettley and Nikolaus Pevsner *The Buildings of Essex*, London, Yale University Press, 2007, p. 551

33 *ibid* p.551

1 Part 1: Appraisal



Picture 1.11 Easton Manor around 1905-15. The Rev Henry Symound is standing at the front door. (Reproduced courtesy of Alf Wright).

1.93 Of the whole site, Bettley and Pevsner conclude that 'the overall effect is charming, with gateways, walls reusing old materials (including some from Easton Lodge), and compartmented gardens leading down to a lake, and with more than a touch of Hollywood (or Pinewood)⁽³⁴⁾.



Picture 1.12 Church Row, set back from the road behind highly decorative railings is a building of great charm.

Part 1: Appraisal 1

1.94 Opposite the church can be found Church Row, a run of picturesque Grade II listed former almshouses built in 1895 by Frances, Countess of Warwick. They are built of pebbledash rendered brick over timber frame, with a red plain tile roof and decorative ridge tiles. The central two storey range is gabled to front, with two gabled units and first floor oriel windows on brackets, flanking east and west. An original front verandah on posts with brackets and pierced spandrels adds extra charm as does the six window range of casements with diagonal glazing bars and fine pierced bargeboards. The build date and Warwick emblem are prominently displayed on the front of the building.



Picture 1.13 Church Lodge with its elegant 19th century verandah and pierced bargeboards makes a bold statement in the street scene.

1.95 Similar in style is Church Lodge, 17th century timber framed and plastered cottage, much altered in the 19th century. It is one storey with attics, windows are three light leaded casements with some 17th century casements remaining to ground floor. Prominent is the 19th century verandah with timber posts, and trellis arches and the two feature gables with ornate bargeboards and finials. A red plain tiled roof is pierced by the central diagonal red brick chimney stack. Listed Grade II.

1.96 Important buildings or structures within the curtilages of Listed Buildings.
None are noted.

1.97 Other buildings that make an important architectural or historic contribution. Two such buildings have been noted in this part of the conservation Area.

1 Part 1: Appraisal

1.98 The Rectory stands almost opposite the church in a prominent position overlooking Park Road and the entrance to Easton Manor. Constructed of local red brick under a simple tile roof with chimney stacks at the west and east ends it is two storeys high with a three window range of double hung sashes. There is a single storey bay to the east. At the front a large decorative timber porch with pent tiled roof provides protection for the four panel front door. It does not appear on the 1877 Ordnance Survey mapping but is located by the time the 1897 1:2,500 survey was undertaken. Presumably it was constructed at about the same time as the adjacent almshouses. An Article 4 Direction to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.



Picture 1.14 The Rectory is a fine late 19th Century building that contributes positively to the area.

1.99 Church Cottage is a small building of some charm which, although considerably renovated in the 20th century, still contains a number of earlier features. The 1897 Ordnance Survey 1:2,500 denotes it as the 'Clerks House'. Today it is single storey with attics, rendered externally, probably over brick, windows are casements and the roof plain red tiles. Like the nearby Church Lodge the barge boards are a notable feature being finely decorated. An Article 4 Direction to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

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

Part 1: Appraisal 1

1.101 A range of fine walls are found within the proposed Conservation Area - either in brick or flint with brick piers and capping detail. These are notably found around the church, at the entrance to Easton Manor and as a half height wall with ball topped pillars fronting The Rectory.

1.102 There are also a number of important runs of railings. Those to the front of Church Row are highly decorative being terminated in a winged arrow head and with bracers between each of the verticals. They are cast iron and sit on a low flint wall and were originally supplied by the Hope Foundry Co. presumably as part of the original build programme for the almshouses in 1895. Decorative gates give entrance to Easton Manor and down at the ponds simple hooped section railings border the road.

1.103 Important open spaces. The churchyard represents an area of high quality open space whilst the wide grass verges serve to set the properties abutting Park Road back from the thoroughfare and offer a sense of a well managed model village. The most important space, though, is that of the landscape surrounding the ponds. Here the water dominates; lapping to the side of the road, trickling over weirs or reflecting the sky glimpsed through the many mature trees. There is a sense of great tranquility and something of an Arcadian fantasy as the various paths navigate around the ponds with occasional sightings of wildfowl, the small pavilion or even of the fields falling away beyond the edge of the trees.



Picture 1.15 The ponds, as they appeared some time around 1920. (Reproduced courtesy of Alf Wright).

1.104 Particularly important trees and hedgerows. Mature trees of exceptional quality are one component of a quintessential English landscape. Yews and other specimens provide a green backdrop to Little Easton Church setting this ancient building in scale to the overall streetscene. Those trees grouped around the ponds are highly important in defining the designed landscape. They serve in some small way as a reminder of the many mature oaks that were felled in 1943 to make way for the nearby airfield. Hedgerows delineating the boundaries of the settlement play an important function in making the transition from built environment to open countryside. Their retention is of the utmost importance.

1 Part 1: Appraisal



Picture 1.16 The interaction of trees, water and quality railings on the road over the ponds plays an important part in defining the quality of this part of the proposed Conservation Area. Very little has changed since the 1920s. (Reproduced courtesy of Alf Wright).

1.105 Important views. A number of such views are identified - looking along the approach to Little Easton Church and the many viewpoints across the ponds, particularly from the roadway. Additionally, glimpsed views into Easton Manor from various points are important and serve to place the area in context.



Picture 1.17 View across the pond to the weir.
Page 112

Part 1: Appraisal 1

1.106 Elements that are out of character with the Conservation Area. A number of telephone utility poles and their overhead services detract from the quality of the streetscene, particularly along Park Road. It is considered appropriate to draw attention to the level of visual damage, particularly where these services intrude in proximity to Listed Buildings. It is recognised that in the current economic climate it may be difficult to achieve any real improvements, though, it will still be worth while exploring the potential for the under grounding of services with the telephone utility companies should the opportunity arise.



Picture 1.18 Overhead utility poles are visually intrusive in the otherwise attractive local environment.

1.107 Opportunities to secure improvements. If the opportunity arises, work with the utility companies to underground services.

1.108 Proposed boundary. A Conservation Area is proposed to include Little Easton Church, all of Little Easton Manor, Church Cottage, Church Lodge, the Rectory, Ravens and Church Row together with the immediate extent of the five ponds to the east of Little Easton Manor.

1.109 Other actions. To advise Historic England that the listing report for Little Easton Church should be revised to omit the dedication to St Mary.

1 Part 2 - Management Proposals

Proposed Conservation Area Boundary

2.1 A Conservation Area is proposed to include Little Easton Church, all of Little Easton Manor, Church Cottage, Church Lodge, the Rectory, Ravens and Church Row together with the immediate extent of the five ponds to the east of Little Easton Manor. This is shown in Figures 2 and 3.

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 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 significant contribution to the quality of the built environment of Little Easton. 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.

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

2.7 Two 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: The Rectory and Church Cottage.

Part 2 - Management Proposals 1

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. 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 and railings 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 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 are principally the churchyard, wide verges fronting properties on Park Road and particularly the landscape surrounding the ponds. 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. 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. The quality trees in the churchyard and around the ponds serve to define the particular character of the area. Additionally, hedges on the periphery of the village serve as a transition into the open fieldscape beyond.

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

2.12 The most important views within and out of the proposed Conservation Area are diagrammatically shown in Figure 2. Particularly notable are those views across the ponds.

1 Part 2 - Management Proposals

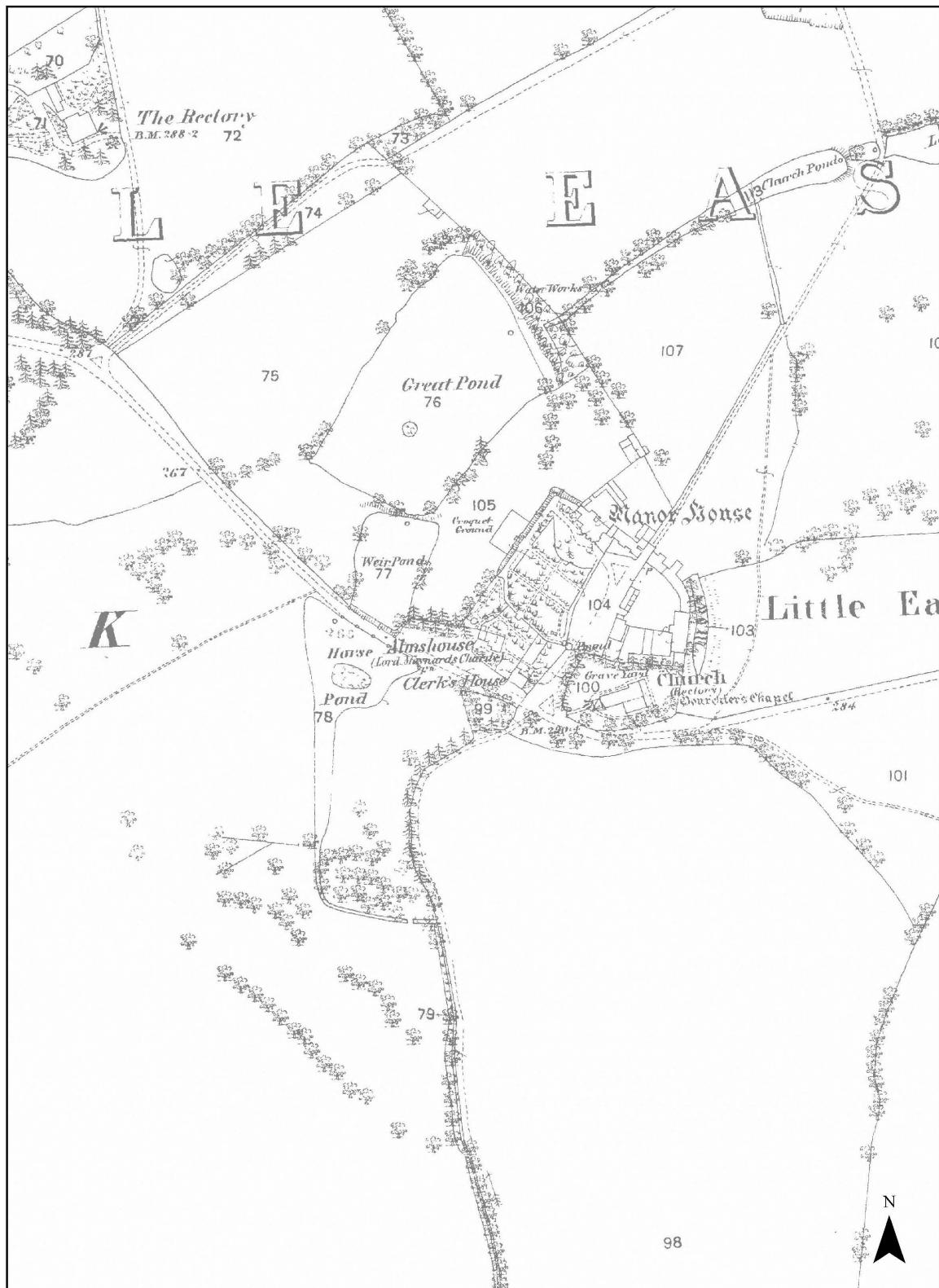
Enhancement Proposals to Deal with Detracting Elements

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.

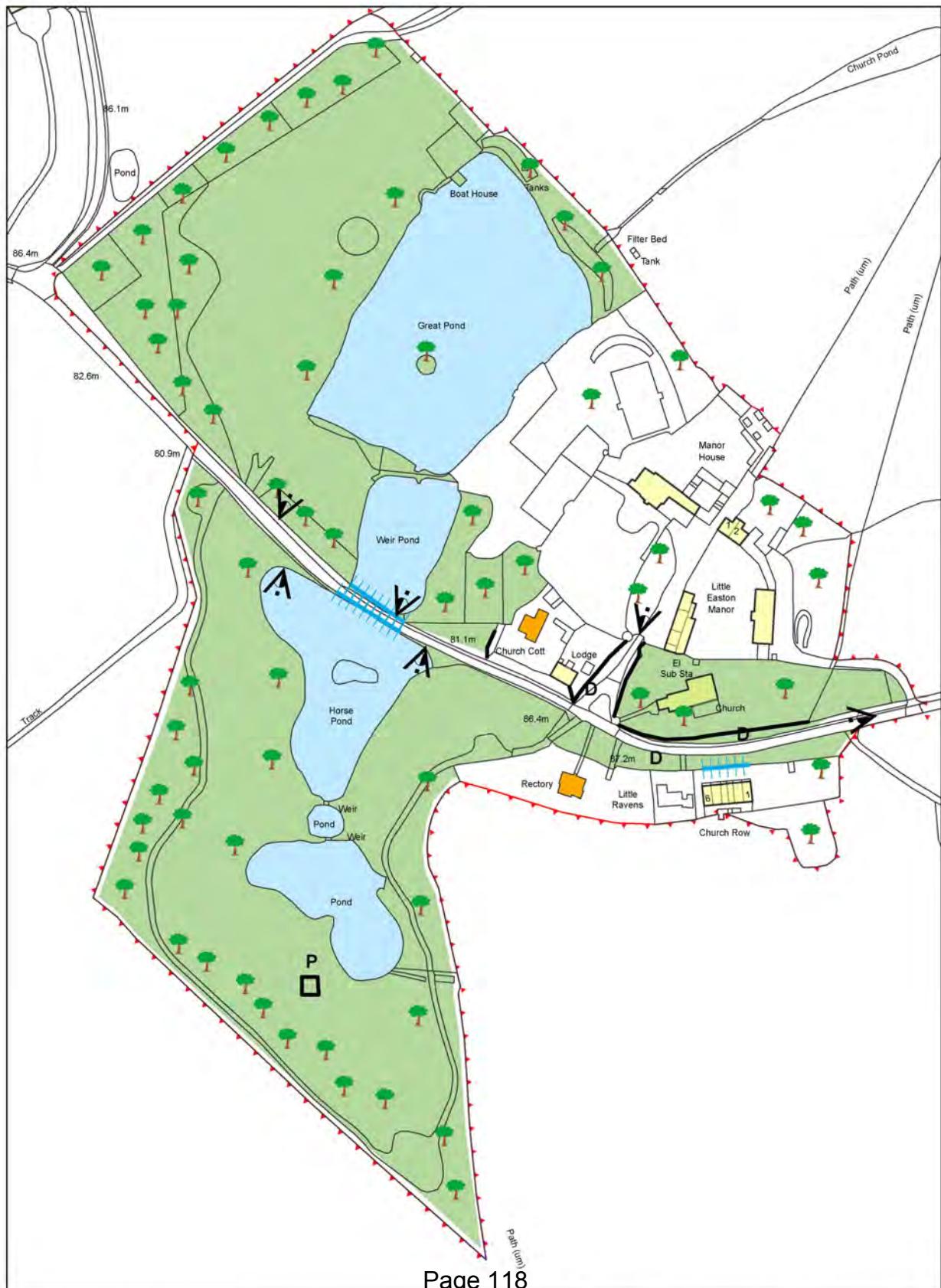
Detracting element	Location	Proposed Action
Overhead utility services on intrusive poles	At various locations along Park Road. These poles and associated overhead services are the most disruptive element in the Conservation Area	Contact utility company to explore potential of securing improvements of selected overhead services in selected locations

Other actions
The listing report erroneously describes the church as being dedicated to St Mary the Virgin. Contact should be made with Historic England to advise them that the church is not so dedicated.

Maps 1**Figure 1 - 1877 Ordnance Survey Map**

1 Maps

Fig 2 - Character Analysis



Maps 1

Character Analysis Key



Proposed Conservation Area boundary



Individually Listed Buildings



Other buildings that make an important architectural or historic contribution to the Conservation Area



Important green spaces



General location of important trees



Water features

Other distinctive features to be protected from demolition (including walls and railings within the curtilage of Listed Buildings).



Walls



Railings



Pavilion



Important views



Detracting elements out of character

1 Maps

Figure 3 - Management Plan



Maps 1

Management Plan Key



Proposed Conservation Area boundary. Adopted policy ENV 1 applies



Individually Listed Buildings. Adopted policy ENV 2 applies



See policy ENV 1



Important green spaces. Adopted policies ENV 3 and ENV 8 apply



General location of important trees



Water features

Other distinctive features to be protected from demolition (including walls and railings within the curtilage of Listed Buildings).



Walls



Railings



Pavilion



Important views



Detracting elements out of character

1 Appendices

Appendix 1 - Sources

ACT An Act for taking an Account of the Population of Great Britain, and the Increase or Diminution thereof. Enumeration Abstract. 1831

ACT Planning (Listed Buildings and Conservation Areas) Act 1990

BBC Domesday Reloaded: D-block GB-560000-222000. Online resource

CENSUS 2011, Office of National Statistics

CENSUS 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'

CHRIS BLANDFORD ASSOCIATES Landscape Character Assessment, Chris Blandford Associates, September 2006

CHAPMAN (John) Surveyor, and ANDRÉ(Peter) A Map of the County of Essex from a Survey Taken in the Years 1772, 1773 and 1774, 1777

COLVIN (H.) A Biographical Dictionary of British Architects 1600-1840 3rd ed. Yale University Press, 1998

COLLER (Duffield William) The People's History of Essex, London 1861

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

DOUBLEDAY (H. A.) The Victoria History of the County of Essex Vol. I, Westminster 1903

ESSEX COUNTY COUNCIL Buildings at Risk Register - Heritage at Risk in Essex Register 2011, Essex County Council October 2011

ESSEX COUNTY COUNCIL Protected Lanes Assessment, Essex County Council, March 2012

ESSEX COUNTY COUNCIL Strategic Environmental Assessment Consultation Environmental Report Annex B: Baseline Information, Essex County Council, March 2012

ESSEX COUNTY COUNCIL Uttlesford District Historic Environment Characterisation Project, Essex County Council, 2009

ESSEX PLACENAMES PROJECT www.essex.ac.uk/history/esah/essexplacenames/

ESSEX RECORD OFFICE 'A survey of the several estates belonging to the Right Honourable Henry Lord Maynard in the Counties of Essex and Leicester' held by Essex Record Office. Reference Code: D/DMg P1/1

Appendices 1

ESSEX RECORD OFFICE 1811 Maynard End Estate held by Essex Record Office
Reference Code: D/DMg P2

FRAMEWORK National Planning Policy Framework, Department for Communities and Local Government, March 2012

FREEMAN (Roger A.) Airfields of the Eighth: Then and Now. After the Battle, 1978

GWYNNE (Rev R. L.) Estaines Parva, a venture. Silas Birch, Ltd. London, 1923

HERITAGE GATEWAY <http://www.heritagegateway.org.uk/>

HISTORIC ENGLAND The National Heritage List for England (online resource at <https://www.historicengland.org.uk/listing/the-list/>)

HISTORIC ENGLAND Register of Historic Parks and Gardens of special historic interest in England, Historic England

HISTORIC ENGLAND Understanding Place: Conservation Area Designation, Appraisal and Management, English Heritage, March 2011

HISTORIC ENGLAND Understanding Place: Historic Area Assessments in a Planning and Development Context, English Heritage, June 2010

HISTORIC ENGLAND Valuing Places: Good Practice in Conservation Areas, English Heritage, January 2011

H.M.S.O. Population: account of the total population, according to the census taken, 1841, of each county in Great Britain; ... also, the number of houses...; similar returns for the Channel Islands and Isle of Man... ; account of the population of each city and royal and parliamentary burgh in Scotland. London : H.M.S.O., 1841

KELLY (E.R.) Ed., Post Office Directory of Essex, London, Printed and Published by Kelly and Co., 1874

LEWIS (Samuel) A Topographical Dictionary of England, London, S. Lewis and Co., 1848

MORANT (P) History of Essex Vol 2, 1768

ORDER The Town and Country Planning (General Permitted Development Order), 1995

ORDNANCE SURVEY Second Edition Ordnance Survey map sheets of England, 1898

PEVSNER (Nikolaus) ed. James Bettleyard The Buildings of England, Essex, New Haven/London, Yale University Press, 2007

RACKHAM (Oliver) The History of the Countryside: The full fascinating story of Britain's landscape, London, J. M. Dent & Sons Ltd, 1986
Page 123

REANEY (Percy Hide) The Place names of Essex, Cambridge University Press, 1935

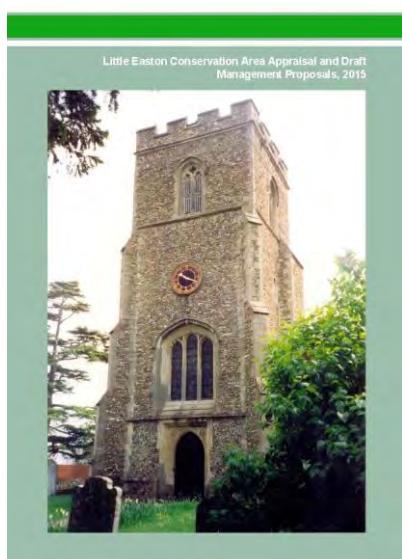
1 Appendices

WILSON (J. M.) Imperial Gazetteer of England and Wales, London & Edinburgh, A. Fullarton and Co. 1870-72

UTTLESFORD DISTRICT COUNCIL Uttlesford Local Plan Adopted January 2005, Uttlesford District Council, 2005

Report of Public Participation on Little Easton Conservation Area Appraisal and Draft Management Plan 6 March – 17 April

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



April 2015

Contents

Introduction

Summary of findings of the Little Easton Conservation Area Appraisal

Publicity

Results from Consultation

1. Exhibition

2. Consultation

Appendices

Appendix 1 – Copy of letter to Little Easton Residents

Appendix 2 – Little Easton 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 the Memorial Hall, Little Easton Village on Saturday 14 March 10am to 12 noon and all responses received during the consultation period 6 March to 17 April.

The Government encourages Councils to undertake appraisals of Conservation Areas and as part of an ongoing programme an appraisal of a proposed new Conservation Area at Little Easton was carried out in 2014-15. Anyone with an interest in Little Easton was invited to respond to the consultation on the draft Appraisal which was available on line at <http://www.uttlesford.gov.uk/littleeastoncaa> or, from 6 March paper copies could be inspected at the Council Offices in Saffron Walden, Great Dunmow Library and from the Little Easton Parish Clerk. Additionally a copy was available in the foyer of Little Easton Church.

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, they 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 the Memorial Hall, Little Easton Village on Saturday 14 March 10am to 12 noon.

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 Little Easton Conservation Area Appraisal

The historic core of Little Easton is an exceptionally high quality environment where the seven Listed Buildings in the proposed Conservation Area make a significant contribution to its architectural and historical importance. These vary widely from the important Grade I listed Little Easton Church to the late 19th century run of Grade II former almshouses, built in 1895 by Frances, Countess of Warwick and now known as Church Row. Numerous other features are noted including the fine flint walls,

decorative railings, gates and the locally distinctive decorated barge boards and ridge tiles found on a number of buildings.

Two unlisted buildings that make a positive contribution to the character of the Conservation Area have also been identified. These are the Rectory and Church Cottage.

Trees, walls, hedgerows and water features within the proposed Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the five interlinked ponds surrounded by quality trees to the east of Little Easton Manor. This is a tranquil and most important landscape intimately associated with the local built environment. Additionally, hedges on the periphery, particularly to the east and west of the village, serve as a transition into the open fieldscape beyond. The general distinctiveness of the village, though, is eroded by the presence of utility poles carrying overhead services and the future undergrounding of these is suggested as being desirable should works be scheduled by the relevant companies.

A Conservation Area is proposed to include Little Easton Church, all of Little Easton Manor, Church Cottage, Church Lodge, the Rectory, Ravens and Church Row together with the immediate extent of the five ponds to the east of Little Easton Manor.

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 – Little Easton Parish Council were notified of the Council's intention to appraise the proposed Conservation Area. The fieldworker met with the Parish Clerk initially on 6 August 2014 to carry out a preliminary assessment of the area and met again with representatives of the Parish Council on 16 February 2015 to introduce the process and present the draft findings. Councillors were supplied with advance notification of the consultation and with a pre-publication copies of the Appraisal report to which they were invited to make a response.

Details were included on the Little Easton village website and in the parish magazine.

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. Copies were also supplied to the landowners of the ponds and to the trustees of the almshouses. A copy is included in Appendix 1.

Website – a dedicated page on a marketing url <http://www.uttlesford.gov.uk/littleeastoncaa> 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.

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

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 the Memorial Hall, Little Easton Village Hall on Saturday 14 March 10am to 12 noon and was attended by 30 people. The exhibition was attended by the fieldworker who had undertaken the appraisal and who 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 6 March 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 days 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, Great Dunmow Library and from the Little Easton Parish Clerk. An additional copy was available in the foyer of Little Easton Church.

Results of the consultation on the Little Easton Conservation Area Appraisal

The consultation period ran from 6 March to 17 April and all responses are reproduced below.

Little Easton Parish Council

Little Easton Parish Council is grateful for the help provided by UDC's research and conservation teams in progressing our application for a conservation area. The Parish Council has been consulted on the proposed boundary and fully supports the proposal.

Essex branch of the Campaign to Protect Rural England

Little Easton Conservation Area Appraisal March/April 2015

Thank you for making me aware of the Little Easton Conservation Area Appraisal. I write on behalf of the Essex Branch of the Campaign to Protect Rural England as their volunteer for the Great Dunmow area.

I read the appraisal with interest and attended the exhibition on 14th March and take the view that the area is of sufficient value in historic, architectural and landscape terms to warrant conservation area status and therefore support the proposal contained in the document.

A Little Easton resident

Comment here on the character analysis of Little Easton:

Little Easton has a beautiful church and various Manor Houses, lakes and history that makes it unique. From a Tudor hunting Lodge for Henry VIII to the home of Daisy Warwick, a socialite and socialist who courted not only the Prince of Wales and future king but the Trade Union Congress.

Comment here on the revised conservation area boundary:

The main land and property pertaining to the historic interest of Little Easton is encapsulated in the boundary.

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

Little Easton Church which has the American Airman window and chapel. The lakes and land surrounding the former manor house. The Barn Theatre where various artists have performed.

Any other comments:

Little Easton is a beautiful and community tied village. We are fortunate to have a varied history which should be preserved. We also have a unique environment and landscape that requires it is protected for not just ourselves but our children, who we hope will live in the vicinity for years to come.

A Little Easton resident

Comment here on the character analysis of Little Easton:

Good work. Accords with my understanding.

Comment here on the proposed conservation area boundary:

Happy enough although concerned that Easton Lodge itself and its surrounding buildings are largely unprotected save for a few listed buildings (Easton Lodge – Warwick House and the dovecote are not listed and most of the surrounding buildings and old walled garden are not listed).

A Little Easton resident

Comment here on the proposed conservation area boundary:

To include the church and the lakes is a must as they are integral points of interest in Little Easton

Little Easton residents

Following the recent consultation on the proposed Little Easton Conservation Area, we now write to state our reasons and concerns regarding the proposal:

Firstly, the Pedley family has maintained, enhanced and managed the Little Easton Manor Estate for the past 40 years and respected it's listed building status in any work undertaken.

We also understand the importance of being able to quickly resolve a variety of maintenance issues, relating to the Fishery, Farm, House & Cottages, and the historic Barn Theatre. To re-instate damage from eg storms or fallen branches and trees, needs to be carried out quickly to allow functions and events to continue and, if permission for this has to be sought with a time scale of 6 to 8 weeks, then this would be inconvenient, costly and unacceptable for our situation.

Also, as you know there is a major concern of an increased threat to fisheries across the UK, of otters and it is likely these may soon become a problem in this area. The Little Easton Manor Fishery is a unique venue and contains many Carp up to 40 pounds plus. Otters are a protected species so the only solution to protect and preserve our ancient fishery would be to erect otter proof fencing. Presumably a Conservation Area not allow this, the only solution, to be carried out.

Lastly, it makes no sense to exclude the Gardens of Easton Lodge and The Glebe, both being key to the rich history of Little Easton. We ask that inclusion of these be added to the proposed Conservation Area, especially as The Gardens of Easton Lodge are on the 'Buildings at Risk Register'. This would surely help against any future development in the area.

For these reasons, we would like to express our objection to the scheme.

A Little Easton resident

I support the proposed conservation area in Little Easton and the documentation, which has been prepared in connection with the proposal. Little Easton is an interesting village with historic significance. It contains areas of beauty which would be lost forever if there were no protection of them. The proposed conservation area is one such area in the village.

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

Natural England

Date: 15 April 2015
Our ref: 147189
Your ref:



Mr Bruce Tice
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Customer Services
Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

BY EMAIL ONLY

btice@uttlesford.gov.uk

Dear Mr Tice

Little Easton Conservation Area Appraisal

Thank you for your consultation on the above dated 06 March 2015 which was received by Natural England on the same date.

Our Role

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Advice

Natural England does not wish to offer any substantive comments in respect of this consultation document (as the issues raised do not impact significantly on the natural environment), however, other bodies and individuals may wish to make comments that will help Uttlesford District Council to take full account of the environmental value of this area in the decision making process. We defer to English Heritage to give professional and impartial advice on the built and historic environment pertaining to this consultation.

We welcome the reference to important open land, open spaces and gaps at 2.10. The important trees and hedgerows identified in 2.11 should be protected in local plan policy as they provide not only a valuable landscape setting for the Little Easton Conservation Area, but also add to the biodiversity value of the adjoining area (for example, through landscape-scale links to High Wood Dunmow Site of Special Scientific Interest (SSSI)).

Biodiversity and the natural environment can lead to various opportunities, not just for wildlife activity and connection, but also health, recreation, contributing to climate change adaptation and improving quality of life. Natural England encourages the Council through its Local Plans and policies to ensure the district's green infrastructure is designed to deliver multiple functions.

The Council should also look at the fragmentation of open spaces and the linking of them back to paths and other sites. This would protect and enhance green spaces and corridors, as well as providing opportunities to link sites and areas, whilst also offering sustainable transport options through walking and cycling, together with increasing and enhancing the green infrastructure network of the area. The Little Easton area is well served by an excellent public right

Page 1 of 2



Natural England is accredited to the Cabinet Office Service Excellence Standard

Page 131

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

of way network.

Impact Risk Zones for Sites of Special Scientific Interest

Natural England has recently published a set of mapped Impact Risk Zones (IRZs) for Sites of Special Scientific Interest (SSSIs). This helpful Geographical Information Systems (GIS) tool can be used by Local Planning Authorities (LPAs) and developers to consider whether a proposed development is likely to affect a SSSI and determine whether they will need to consult Natural England to seek advice on the nature of any potential SSSI impacts and how they might be avoided or mitigated. Further information and guidance on how to access and use the IRZs is available on the [Natural England website](#).

We would be happy to comment further should the need arise but if in the meantime you have any queries please do not hesitate to contact us.

For any queries relating to the specific advice in this letter only please contact Phil Sturges on 01621 850198 or 07900 227383. For any new consultations, or to provide further information on this consultation please send your correspondence to consultations@naturalengland.org.uk.

We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service.

Yours sincerely

Phil Sturges
Sustainable Land Use and Regulation
Essex, Herts, Beds, Cambs and Northants Area Team

phil.sturges@naturalengland.org.uk



Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

Appendices

Appendix 1 – Copy of letter to Little Easton Residents

Little Easton conservation area appraisal and draft management proposals consultation



Dear Little Easton resident

The Government encourages councils to undertake appraisals of Conservation Areas and one has just been completed for your area. We now need your comments on the appraisal for Little Easton where a new Conservation Area is being proposed. A consultation on the draft document will be running between

6 March and 17 April. The document will be available on line at <http://www.uttlesford.gov.uk/littleeastoncaa> or, from 6 March, paper copies can be inspected at the Council Offices in Saffron Walden, Great Dunmow Library or from the Little Easton 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 the Little Easton Memorial Hall in Little Easton Village on **Saturday 14 March 10am to 12 noon.**

The historic core of Little Easton is an exceptionally high quality environment where the seven Listed Buildings in the proposed Conservation Area make a significant contribution to its architectural and historical importance. These vary widely from the important Grade I listed Little Easton Church to the late 19th century run of Grade II former almshouses, built in 1895 by Frances, Countess of Warwick and now known as Church Row. Numerous other features are noted including the fine flint walls, decorative railings, gates and the locally distinctive decorated barge boards and ridge tiles found on a number of buildings.

Two unlisted buildings that make a positive contribution to the character of the Conservation Area have also been identified. These are the Rectory and Church Cottage.

Trees, walls, hedgerows and water features within the proposed Conservation Area play an important function in adding to the high quality and diversity of the environment. Of particular note are the five interlinked ponds surrounded by quality trees to the east of Little Easton Manor. This is a tranquil and most important landscape intimately associated with the local built environment. Additionally, hedges on the periphery, particularly to the east and west of the village, serve as a transition into the open fieldscape beyond. The general distinctiveness of the village, though, is eroded by the presence of utility poles carrying overhead services and the future undergrounding of these is suggested as being desirable should works be scheduled by the relevant companies.

A Conservation Area is proposed to include Little Easton Church, all of Little Easton Manor, Church Cottage, Church Lodge, the Rectory, Ravens and Church Row together with the immediate extent of the five ponds to the east of Little Easton Manor.

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 you can call Bruce Tice, our Project Officer, on 01799 510670 or email btice@uttlesford.gov.uk who will be happy to assist and answer any of your queries.

If you require this publication in an alternative format and/or language please contact us on 01799 510610

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

Little Easton conservation area appraisal
and draft management proposals consultation



For the attention of the property owner



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

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

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

Uttlesford District Council Little Easton Conservation Area Appraisal and Management Proposals Consultation

Little Easton Conservation Area Appraisal Consultation

Consultation Feedback Form

Comment here on the character analysis of Little Easton:

Comment here on the proposed conservation area boundary:

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

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

Committee:	Cabinet	Agenda Item
Date:	18 June 2015	12
Title:	Conservation Area Appraisal, Quendon and Rickling	
Portfolio Holder:	Cllr S Barker	Key decision: No

Summary

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

The draft Conservation Area Appraisal for Quendon and Rickling was made available on the Council's website and as printed copies. A public exhibition on 21 February 2015 was attended by the fieldworkers 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 13 February to 27 March 2015.
2. The Parish Council have 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. This is the final appraisal of a project that has run since 2007 and has proved both popular and informative for 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 Quendon and Rickling Conservation Area be formally amended.

Financial Implications

5. The recommendation would require the advertising of the designated boundary 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 21 February 2015 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	Newport - various proposals as amended and as contained in the report.
Workforce/Workplace	Existing staff resources.

Situation

8. 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:

Changes to the existing Conservation Area boundary.

- a. To extend the boundary to include the entire rear gardens of White House, Aster House and the property itself, Lavender Hill and the remainder of the property not already in the Conservation Area, the rear gardens of Bramble Cottage and Squirrels.
- b. Revision to follow the rear property boundaries of The Thatched Cottage to Talbots.
- c. To extend the boundary to include the entire rear gardens of Norbury and The Priory.
- d. To extend the boundary to better follow the extent of tree cover to the east of Manor Farm and at the eastern extent of the plot of land to the north of Manor Farm.
- e. Revision to follow the rear property boundaries of Pond Cottage to Old Pottery House.
- f. To extend the boundary to follow and include the grounds of Rose Cottage, to the north-west of The Green.
- g. To amend the boundary to the west of the Pavilion to follow the clear boundary line with the adjacent field and the clearly defined hedge boundary of Laundry Cottage.
- h. To extend the boundary to the south of Mace's Farm to follow the triangular section of verge that spans Brixton Lane up to the village sign.

- i. To amend the boundary which currently runs to the south of Dell Cottage. The revised boundary will follow the hedgerow line to the north, excluding Dell Cottage and encompassing the southern-most section of green including the pond and the verges to either side of Belcham's Lane.
- j. Revision to follow the rear property boundaries and extent of gardens of Holly House to Rickling C of E school and to include the entire school building and paved play area to the west.
- k. To extend the boundary to the rear of the gardens of Rickling Green Cottages, to follow the boundary line with Hallfield and boundaries to the rear of Buckden Cottage to Tudor Cottage.
- l. Minor amendment to move the boundary so as to not pass through the bowling green pavilion.

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 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 Bush Cottage and The Cottage, Pond Cottage, the 19th century village fountain under its octagonal pagoda-like roof, Quendon and Ricking Village Hall and Nos. 1-4 Red Brick Cottages, all on Cambridge Road. Flint Cottage, The Old Post Office and Snowy Cottage on Rickling Green Road, Candle Mass Cottage, Rickling C of E School, 1 and 2 Rickling Green Road, 1, 2 and 3 Lacey Cottages and The Old Parish Hall.

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. 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 in Respect of Other Distinctive Features that Make an Important Architectural or Historic Contribution.

This Appraisal has identified several features including walls around the Church of St. Simon and St. Jude, that fronting Talbots and running from The Norden down to Norbury Cottage and the section of walling that forms the boundary of 1 and 2 Rickling Green Road, and 1 to 3 Lacey Cottages. All 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. Additionally, the post box mounted into the wall of the corner of the White House and two the historic cast-iron finger-posts located on the grass verges to the west of The Green should all be retained.

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

The open spaces as identified being principally the grounds of the Church of St. Jude and St. Simon, the wide verge to the front of Rickling House, the verged areas present along Rickling Green Road and The Green. 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. 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. The quality trees around the church and in the many properties bordering Cambridge Road define that part of the village. Notable specimens around The Green add scale and interest as well as forming part of the important historic landscape. Additionally hedges on the periphery, particularly to the south of the village serve as a transition into the open fieldscape beyond.

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>A Quendon and Rickling resident suggests that some mention should be made in the appraisal of the pioneer radiographer Ernest Wilson who was a former notable resident of the village.</p> <p>A Quendon and Rickling resident notes that the boundary [as shown on the mapping] of Wisteria House is incorrect.</p>	<p>Details of Ernest Wilson have been added to the draft appraisal</p> <p>Base layer mapping is supplied by the Ordnance Survey. Officers will investigate if any revision is required.</p>
Character analysis of Quendon and Rickling	<p>Natural England welcomes the references to open land and open spaces under paragraphs 2.10 and 2.11 as they provide a valuable landscape setting to the proposed Conservation Area and add to the biodiversity value.</p> <p>Natural England further suggests that the Council should also look at the fragmentation of open spaces</p>	<p>Noted</p> <p>Noted</p>

	<p>and the linking of them back to paths and other sites as a benefit to both sustainable transport and biodiversity.</p> <p>A Quendon and Rickling resident considers that too much poor planning has been allowed in this area which has lost its original rural character.</p>	<p>The Conservation Area has provided protection since its designation in 1977. Permitted development, where it has taken place, has been subject to the application of appropriate planning policies.</p>
Designation of the Conservation Area Boundary	<p>Quendon and Rickling Parish Council supports the proposed revisions to the Conservation Area and have submitted a number of suggested minor boundary revisions, vis a vis:</p> <ol style="list-style-type: none"> 1. Revision to follow the rear property boundaries of White House to Squirrels 2. Revision to follow the rear property boundaries of The Thatched Cottage to Reids Barn 3. Revision to follow the rear property boundaries of The Priory to The Old Barn 4. Revision to follow the rear property boundaries of Pond Cottage to Old Pottery House 5. Revision to include the bowling green clubhouse 6. Revision to follow the rear property boundaries and extent of gardens of Holly House to Rickling C Of E Primary School and including the entire extent of Foxley House. 7. Revision to include the entire 	<p>Noted. Officers thank the Parish Council for their help and support during the course of this Appraisal.</p> <ol style="list-style-type: none"> 1. This is considered an appropriate amendment to make the boundary coherent and better defined on the ground. 2. As above. 3. This is considered an appropriate amendment in part. The existing boundary from Wayside Cottage to The Old Barn is defined and the area of trees proposed for inclusion is not of sufficient quality. 4. As response 1. Above. 5. The bowling green clubhouse would not contribute significantly to the fabric of the Conservation Area. The present boundary runs through the front of the building and a minor revision is proposed to follow the extent of the bowling green itself. 6. This is considered an appropriate amendment in part, however, Foxley House is not considered to be of sufficient value to warrant inclusion within the Conservation Area. 7. Maples, Westcote and

	<p>extent of Maples, Westcote and Grey Russets</p> <p>8. Revision to follow the rear property boundary of Rose Cottage</p> <p>A Quendon and Rickling resident notes that current eastern boundary runs through the gardens of Buckden, Honeymead, Kerries and Fortuna, The Thatch and Tudor Cottage. It would be sensible to move it eastwards to encompass the gardens completely and follow the boundary of the Development Limits.</p> <p>Quendon and Rickling residents suggest that the boundary should be extended to enclose the field adjacent to the north side of the church.</p> <p>A Quendon and Rickling resident proposes that the revised boundary to the south of Maces Farm should cross the road in line with the village signpost.</p> <p>A Quendon and Rickling landowner suggests that the boundary be re-drawn to exclude a parcel of land adjacent to the public</p>	<p>Grey Russets are not considered to contribute significantly to the fabric of the Conservation Area and therefore, their inclusion lacks adequate justification. However, their proximity to the boundary will require that any future development should preserve and enhance the character of the Conservation Area.</p> <p>8. This proposal has been reflected in the Conservation Area Appraisal documents.</p> <p>Officers agree to follow the property boundaries to the rear of Buckden, Honeymead, Kerries, Fortuna, The Thatch and Tudor Cottage. Foxley House is not considered to be of sufficient value to warrant inclusion within the Conservation Area.</p> <p>Officers have re-surveyed this part of the Conservation Area and the abutting landscape and conclude that the field does not properly relate to or support the interpretation of the nearby historic buildings and is essentially part of the open landscape beyond the edge of the settlement. The existing Conservation Area boundary is considered to be properly drawn at this location.</p> <p>Officers agree to amend this detail as the village sign provides a clear demarcation boundary on the road.</p> <p>Officers have visited the site and conclude that this area,</p>
--	---	---

	<p>footpath and north Manor Farm.</p> <p>A Quendon and Rickling resident asks why the suggested revisions have not been applied to all rear property boundaries in Quendon.</p> <p>A Quendon and Rickling resident notes that buildings in Quendon are already well protected as most are listed but that in Rickling Green the issue of any being either inside or outside of the Conservation Area seems to afford little protection.</p> <p>A Quendon and Rickling business opposes the extension of the Conservation Area boundary to the south of Maces Farm.</p>	<p>historically associated with Manor Farm, though now separate, makes an important contribution in giving enclosure and also serves to define the local setting. A small revision to the Conservation Area boundary at this location is suggested to run in line with the rear property lines of adjacent sites so as to make local interpretation on the ground easier.</p> <p>Revisions have been made where thought appropriate. In other cases the boundary may still be considered definable if it follows the extent of a building or other fixed structure.</p> <p>Within Conservation Areas there are additional planning controls relating to buildings, trees and other features. These controls apply equally to the relevant parts of Quendon and Rickling Green.</p> <p>Officers consider that the amendment will make the Conservation Area boundary more coherent and easily definable on the ground.</p>
Open spaces, trees and hedges	<p>A Quendon and Rickling resident suggests that that the hedge that runs along the east side of the B 1383 between The Old Rectory and Quendon Cottage should be properly identified as a collection of small trees infilled by undergrowth and is thus not worthy of note.</p> <p>A Quendon and Rickling resident suggests that some information should be included in the appraisal on the early history of cricket on Rickling Green.</p>	<p>Officers have re-surveyed this area and agree that it is not worthy of note as a hedge. It is observed that, given the prominent position adjacent to the main thoroughfare, the trees and undergrowth would benefit from suitable management.</p> <p>Officers welcome the additional information and agree to update the appraisal accordingly.</p>

	<p>A Quendon and Rickling resident is concerned about the implications for future management of including a number of elm trees within the proposed boundary revisions.</p>	<p>Elm trees which are affected by disease but are then permitted to re-grow would not be subject to a Tree Preservation Order and owners would be free to carry out works.</p>
Management Actions	<p>The Hundred Parishes Society suggests that rather than criticising the provision of benches and bins on the Cricket Green that perhaps sympathetically styled bins might be installed</p> <p>A Quendon and Rickling resident states that they will only accept boundary revisions at the northern end of the village if issues relating to the speed, vibration and noise of traffic are addressed. They note that they see no evidence of where key service providers such as Essex County Council and Essex Police have agreed to commit resources to ensure that the area is properly protected.</p> <p>A Quendon and Rickling resident suggests that a new motorway junction giving access to the M11 should be considered just to the north of the village.</p>	<p>The management proposals put forward in the appraisal are intended to highlight opportunities for enhancement within the Conservation Area, should the opportunity arise. However, should the Parish Council choose to replace the existing litter bins or signage, the District Council would be willing to advise on suitable alternative locations and designs.</p> <p>Engagement with the Highways department at Essex County Council can help to identify traffic management designs that are sympathetic to the historic environment. An approach will be best made by the Parish Council.</p> <p>The Conservation Area management plan can only suggest actions based on the current character and appearance of the area. Any decision on the siting of a future M11 junction would be taken by Highways England.</p>

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 designation of 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 Historic England and place an advert in the London Gazette and local newspapers.

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 Historic England.	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 statutory bodies, Quendon and Rickling Parish Council and local 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.

Quendon and Rickling Conservation Area Appraisal and Draft Management Proposals, 2015



Contents

1 Part 1: Appraisal	4
Introduction	4
Planning Legislative Framework	6
Planning Policy Framework	7
General Influences	9
The General Character and Setting of Quendon and Rickling Green	10
Origins and Historic Development	13
Character Analysis	18
Area 1 - Cambridge Road	25
Area 2 - The Green and Rickling Green Road	37
1 Part 2 - Management Proposals	53
Revised Conservation Area Boundary	53
Planning Controls and Good Practice: The Conservation Area	54
Planning Controls and Good Practice: The Potential Need to Undertake an Archaeological Field Assessment	54
Planning Control and Good Practice: Listed Buildings	54
Planning Controls and Good Practice: Other Buildings that Make an Important Architectural or Historic Contribution	54
Planning Controls and Good Practice: Other Distinctive Features that Make an Important Architectural or Historic Contribution	55
Planning Control and Good Practice: Important Open Spaces, Trees and Groups of Trees	55
Proposed Controls: Other Distinctive Features that make an Important Visual or Historic Contribution	56
Enhancement Proposals to Deal with Detracting Elements	56
1 Maps	58
Figure 1 - 1877 Ordnance Survey Map	5 <i>i</i>
Fig 2 - Character Analysis	5 <i>i</i>
Character Analysis Key	59
Figure 3 - Management Plan	60
Management Plan Key	61
1 Appendices	62

1 Part 1: Appraisal

Introduction

1.1 This appraisal has been produced by Officers of Uttlesford District Council to assess the current condition of the Quendon and Rickling 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 Quendon and Rickling where the villages are still mostly contained within their respective historic envelopes either straddling the old A11 (now the B1383) or centred around the large village green.

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.

Part 1: Appraisal 1

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 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 Quendon and Rickling 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 Quendon and Rickling Parish Council and to the members of the local community who provided useful information to officers when the survey was being undertaken. Particular thanks are due to Saffron Walden Museum for detailed historical information, to the Quendon and Rickling village website and to the Local History Recorders site, both of which have provided much local detail.

1.11 A working group of Quendon and Rickling residents is currently preparing a preparing a Parish Plan for the village. Research work for the emerging plan notes the local support for maintaining the unique character of the village and particularly acknowledges the importance of the local environment. As with many similar settlements there are pressures for development, though opportunities for house building within the historic core are necessarily limited to a few infilling opportunities. Responses from survey work so far indicates concerns over the lack of community spirit, the general appearance of the village, facilities for the young and village communications. Great concern was also expressed regarding the speed and volume of traffic through the village. This issue will be dealt with in the relevant section of this document.

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. Both Quendon and Rickling Green are vibrant communities with a small but diverse range of local organisations. These include an active Parish Council, regular meetings of the Women's Institute and a popular cricket field on the Green.

1 Part 1: Appraisal

There is also a well used village hall and a thriving Bowling Club. The Parishes of Ss. Simon & Jude, Quendon and All Saints, Rickling together with Widdington have, since 2012, formed a benefice with Newport and now share one vicar who provides services at the various churches on a rota basis. Only the Grade II* Church of St. Simon and St.Jude in Quendon is located within the present Conservation Area. It is notable for its white painted wooden bell tower which was extensively restored in 2013.

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.

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⁽¹⁾. 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,

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.

Part 1: Appraisal 1

the Order currently requires that the addition of dormer windows to 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.

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 National Planning Policy Framework advises as follows:

1 Part 1: Appraisal

- 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.
- 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 The Quendon and Rickling Green Inset of the Uttlesford Local Plan shows the existing Conservation Area and the Development Limits. Also shown is the extent of the County Wildlife Site at Coney Acre and the Site of Special Scientific Interest (SSSI) at Quendon Wood which is also designated Pages 154 "Ancient Woodland".

Part 1: Appraisal 1

1.29 English Heritage - Heritage at Risk Register. English Heritage has a 'Heritage at Risk Register'⁽²⁾. In relation to Quendon and Rickling Green no such buildings have been identified and neither has this Appraisal identified any.

1.30 Essex County Council - Buildings at Risk Register. The County Council has a 'Buildings at Risk Register'⁽³⁾. In relation to Quendon and Rickling Green no such buildings have been identified and neither has this Appraisal identified any.

1.31 Assets of Community Value. There are eight Assets of Community Value registered in relation to Quendon and Rickling Green. Of these seven are to be found within the Conservation Area. These are the Village Green Rickling Green; Village Hall Cambridge Road; The Fountain Cambridge Road; Cricket Pavilion Rickling Green; Primary School Rickling; St Simon and St Jude Church, Quendon and The Cricketers Arms Rickling Green.

1.32 Quendon and Rickling Green Conservation Area date of designation. Quendon and Rickling Conservation Area was first designated in 1977.

General Influences

1.33 Quendon and Rickling Green are situated in a primarily rural area on a gently rolling plateau some 25 miles south of Cambridge and 6 miles north of Bishop's Stortford. The two villages are very different in character: Quendon, a linear settlement bisected by the B1383 arterial road which links Bishop's Stortford with the A11, Cambridge and beyond and Rickling Green, a quiet nucleated village centred around the large green. It is both settlements' proximity to Cambridge, Bishop's Stortford and Harlow and links to the M11 that exerts the greatest influences offering opportunities for employment and enhanced communications to London and beyond. The main Cambridge to London Liverpool Street railway can be accessed from either Newport or Elsenham stations, both only a few miles distant. Bus services are reasonably frequent but car ownership is still high, eroding the need for local services. There are no longer any local shops in either of the villages, but a popular public house, The Cricketers Arms, serves the needs of the community. There is also a well used village hall managed by an active Village Hall Committee and a wide range of social and sporting groups.

1.34 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 local employment other than in agriculture, though in recent years a proportion of residents have been able to work from home reflecting the increasing availability of fast and reliable internet access⁽⁴⁾.

2 *Heritage at Risk Register 2013 East of England*, English Heritage 2013

3 *Heritage at Risk in Essex Register 2011*, Essex County Council October 2011

4 *The Census 2011 - Method of Travel to Work (QS701EW)* segment showed that 42% of the respondents travelled to and from their main place of work by either car or van whilst only 2.4% were able to walk. Some 8% work mainly at or from home in the village, though based on trends elsewhere this figure is likely to have increased somewhat since the survey was conducted

1 Part 1: Appraisal

1.35 Historically, agriculture was the main source of employment and although still an important local activity, its prominence is very much reduced. A number of local farms remain as working business. Quendon Hall and Rickling Hall farm the surrounding areas and a thriving herb cultivation business operates from Coldhams Farm Rickling. A furniture retailer operates from large premises at Mace's Farm and the nearby Quendon Hall (Parklands) between the village and Newport is also a noted local venue of weddings and other social events. Many other activities associated with village life are now only remembered in the house names such as Laundry Cottage, Woodmans Cottage, Mill House and Brick Kiln Cottage. In 2008 the village Post Office and shop closed leaving local people with only the choice of services at Newport or Stansted. The Old Kings Head and the Coach and Horses Inn (now White House), both on Cambridge Road used to be pubs serving thirsty travellers on the busy A11 before the M11 was built. Today, they are converted to residential use but The Cricketers in Rickling Green still operates and offers food and drink for locals and visitors to the village.

1.36 The initial results from the emerging Quendon and Rickling Village Plan⁽⁵⁾ highlighted the need for facilities for younger residents as well as concerns over the general appearance of the local environment. At the same time, the Plan acknowledges concerns about parking and speeding with these being cited as one of the key impacts on the quality of life. Protection of environmental features, including open spaces, hedges, groups of trees, streams, ponds, banks and ditches is 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 Quendon and Rickling Green

1.37 Setting. Quendon and Rickling are situated at the western extent of the plateau that runs all the way across to Debden village and Carver Barracks. This Landscape Character Type is classified as 'Debden Farmland Plateau'⁽⁶⁾, and is predominantly rural in character comprising a mixture of medium to large-scale irregular arable fields framed by dense patches of woodland and gappy hedgerows with some hedgerow trees. Nearer to the settlements smaller fields are more apparent. Woodland is predominantly deciduous and adds a visible framework to the landscape in all seasons. Notable remnants of ancient woodland, such as Quendon Wood, Catherine Grove and Northey Wood are scattered throughout the countryside. Trees also give structure to this landscape, surrounding settlements, fields and lanes. Throughout the area there is a rich variety of vernacular buildings in local materials ranging from colour-washed plaster or half-timbered, to flintwork and red brick. Rickling Hall and Quendon Court are notable, each set in its own grounds and screened from the road by fence and hedging. Modern buildings are generally discrete and there are some old outstanding barns now often converted to living space or used as small business units. Since the nineteenth century the railway line has passed the village and together with the B1383 provides routes out to Cambridge and London. Now the M11 marks a further boundary to the

5 Quendon & Rickling Village Plan update summary, Village website 2014

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

Part 1: Appraisal 1

east, occasionally impinging on the tranquillity of rural life with the roar of distant motor traffic. To the east the Harcamlow Way provides a pedestrian link between Newport and Thaxted.

1.38 The wider topography is characterised by large fields surrounded by broken hedgerows, ditches and grassy tracks. Views from the higher ground can be panoramic, but are often interrupted by distant blocks of woodland. In 1874 Kelly described the locality of Rickling as "the soil is heavy; the subsoil clay producing excellent crops of wheat and beans ... "⁽⁷⁾. The quality of this landscape has now lead to it being included in an Area of Special Landscape Value (SLA) where it is classified as 'North West Essex chalk farmland' ⁽⁸⁾. Settlements are often fringed with trees individual farms and historic manors, some moated ^{dot} the countryside and there is a sense of rural peace once the main roads are left behind, only occasionally interrupted by planes using Stansted Airport.

1.39 In the nineteenth century "the chief crops [of] wheat, barley, oats &c." were cultivated usually on a 'four course system'⁽⁹⁾. Today wheat, barley and rape are most frequently grown and, the land is classified as being of Grade 2 and Grade 3 quality (very good and good)⁽¹⁰⁾.

1.40 The fieldscape is dominated by pre-18th century irregular fields, probably of medieval origin though some may be even older, interspersed by the occasional common field. Historic settlements are dispersed in nature, with isolated farms, moated sites and small hamlets strung out along linear greens. Away from the main roads, lanes are sunken and winding and several leading to the village have Protected Lane Status⁽¹¹⁾. The area is sensitive to land management changes. The open skyline on the ridges of the plateau landscape means that any new development would be visible in the panoramic views across fields. Sensitivity to new development would also arise due to the sense of tranquillity, pressure from increased traffic on rural lanes and erosion of verges, the presence of wildlife and biodiversity habitats and their strong integrity with historic buildings.

1.41 General character and plan form. The developments that have occurred in Quendon and Rickling Green over the past half century reflect the social and economic changes that the settlement has undergone. Most houses in the village, that until the middle of the 20th century provided accommodation for workers on the Quendon Hall and Rickling Hall estates ^{are} now privately owned. Local Authority housing development during the 1950s on Brick Kiln Lane and at Greys Hollow still provides low cost housing

7 *Post Office Directory of Essex*, London: Printed and Published by Kelly and Co., 1874, p.178

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.174

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

11 Reference: UTTLANE31: Quendon and Rickling - Church End to Rickling Hall and UTTLANE 157: Quendon and Rickling Wicken Bonhunt - Rickling Road - *Uttlesford Protected Lanes Assessment*, Essex County Council, March 2012

1 Part 1: Appraisal

for local people whilst recent developments on the former Red Star Garage site – now renamed Hallfields - and at Longridge have expanded the village's stock of family homes. Gradual infilling has resulted in a greater property density.

1.42 Otherwise, and with the exception of some infilling throughout the historic core, Quendon has changed relatively little over the last century. The existing Conservation Area is a mirror reflection of the community as it existed in the late 19th century and as shown on the 1877 Ordnance survey map (see Figure 1). Rickling Green, though, has seen somewhat more in the way of development with later 20th century housing appearing to the north and east of the Green, along Brick Lane and Kiln Lane.* Ridge and Woodview Drive.

1.43 Quendon, strung out along the main road is very much a linear settlement. Grand dwellings such as Rickling House and Quendon Court sit well back from the road, behind high fences and gates and in their own extensive grounds. They are only briefly glimpsed by passers-by through gaps and railings. Even the parish church of St. Simon and St. Jude is partially hidden up a track. Other smaller properties abut the road more closely, some almost hard onto the thoroughfare, some sit behind low brick or flint walls. Everywhere there are trees, in the gardens of larger houses, standing in blocks or as single specimens, some still form part of the field boundaries which, together with dense hedging, obscures any views of the countryside beyond. Indeed, the only distant prospects are those along the channelled route of the main road.

1.44 By contrast, Rickling Green, with its school, pub and houses clustered around the village cricket ground is a much more nucleated settlement. Within the village the scale is intimate, with channelled views out through gaps in the buildings and over open spaces to the gently rolling countryside. In the village core, brick, colour-washed plaster and tiled roofed buildings predominate interspersed with a few cottages roofed in straw thatch. Most incremental new housing is discreet and, where visible, has often been designed to blend in with the environment, though a few larger late 20th century properties abut the Green in a prominent position. At the southern end of the Green there is a sense of space with more widely distributed buildings, open yards, a pond and drainage ditches. The majority of the modern development has taken place on the roads that span away to the north.

1.45 The National Heritage List for England records some 53 individually listed buildings and other structures in the parish of Quendon and Rickling, of which 31 are to be found in the designated Conservation Area. Some of these are timber-framed and plastered, though there are also a significant number of brick buildings. Most date from the 16th to 18th centuries, though a few 19th century cottages along Cambridge Road are also included. Quendon Church and Quendon Court are both Grade II*, the remainder are classified Grade II.

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. Like other settlements along the route of the old A11,

Part 1: Appraisal 1

Quendon experienced a partial rise in fortunes which divided the community between those still reliant on the land and those for whom better communications meant employment if not wealth.

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 Quendon and Rickling Green's overall quality.

1.48 One very important feature of the area is the use of flint and brick walls interspersed with low hedges 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 trees in abundance, either as groups or as individual specimens. As noted above, trees are a particular defining feature of Quendon located in the churchyard, along field boundaries, visible in private gardens and as single specimens flanking the fountain on the small green to the front of Rickling House. In Rickling trees are principally in evidence around the Green where they add scale and contrast to the adjacent buildings.

1.50 Overhead cables on poles detract significantly in some locations.

1.51 There are many high quality buildings representative of various periods. Despite some occasional less than satisfactory adjoining modern development, the Conservation Area itself represents an historic grouping of buildings in a rural setting that warrants its formal designation. One further recognition of the quality of the local environment is the inclusion of the area on National Route 11 of the National Cycle Network.

Origins and Historic Development

1.52 Historical background data has been extracted principally from the *Uttlesford District Historic Environment Characterisation Report*⁽¹²⁾ and the *Essex Historic Environment Record* (HER)⁽¹³⁾.

1.53 Prehistoric, Roman and Saxon. Evidence of prehistoric occupation has been identified throughout the zone ranging in date from the Neolithic through to the Iron Age. Assessment of cropmark evidence indicates the remains of probable prehistoric burial mounds (ring ditches) and settlement enclosures as well as a multi-ditched enclosure of probable Iron Age date. Excavations have found sporadic Paleolithic⁽¹⁴⁾

12 *Uttlesford District Historic Environment Characterisation Report*, Essex County Council, 2009, Parra. HECZ 6.4 Shortgrove, Debden and Quendon [and] HECZ 2.5 Ridge between the Stort and Cam Valleys

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

14 Palaeolithic implements found in Quendon are noted by Sir John Evans in *The ancient stone implements, weapons and ornaments of Great Britain*, London, Longmans, 1872

1 Part 1: Appraisal

and Neolithic occupation largely confined to the gravel sub soil areas, with much wider Bronze Age and Iron Age settlement sites. A Neolithic celt (axehead) from Quendon is in the collections of Saffron Walden Museum

1.54 Studies indicate significant occupation of the zone in the Roman period exploiting both the position of the main Roman roads as well as the slopes of the river valley. Excavations close to Newport have identified a rich cemetery which would have had an adjacent settlement. There is a high probability that any settlement of this period would have comprised dispersed farmsteads extending down into the Quendon and Rickling area. JGS Brinson records possible finds just to the west of Quendon⁽¹⁵⁾ and Roman occupation deposits and cremations were found in 1852 when labourers discovered urns, rubble, mortar, pottery, glass and a fibula at the southern extent of Rickling Green⁽¹⁶⁾. During the construction of the M11 Roman material including pottery and tile was found during field work by Mr. D. Pullinger⁽¹⁷⁾.

1.55 Medieval. The park at Quendon originated as a medieval deer park, possibly dating back to the 11th century. The existing Grade I listed Quendon Hall dates from the 17th century and the deerpark was re-modelled at that date. The fieldscape comprises a complex network of fields of ancient origin, probably of medieval date, though some may be even older, interspersed with linear greens and a number of former common fields of which the last pieces were enclosed in the 19th century. To the west of Quendon and north of the Harcamlow Way significant cropmarks indicating the presence of a possible mediaeval moat have been observed with substantial ditches of up to 8 m in width⁽¹⁸⁾. There is a significant proportion of ancient woodland in the zone, both in the parkland and outside with a significant block surviving at Quendon Wood and Catherine Grove. Many of the roads as well as the green lanes and bridleways are intricate, twisting and sunken, indicating their ancient origins.

1.56 Using evidence from the Essex Placenames Project⁽¹⁹⁾ it is possible to build up a picture of Quendon and Rickling Green at this period as a rural area surrounded by ancient woods. Variations on the name are variously rendered as: Kuenadanam; Quen(e)den(e); Cuendon; Querendon; Querndon; Quenendon; Quenynden; Quniton and Quinden. This has variously been translated as "cwenena denu or women's valley". Rickling has rendered as Richelinga; Riclinges; Rigeling; Rikelinges; Rykeling(e); Rekeling'; Rekelyng or the place of "Ricola's people".

1.57 Post Medieval. During the post-medieval period, changes in agricultural production are reflected in the changing design of farm complexes with the development of the 'Victorian High Farming' tradition. The zone is bisected by the modern transport corridors of the M11 and London to Cambridge railway line.

15 SMR Number: 155

16 [Archaeology Data Service] Import RCN-NMR_NATINV-373370

17 cf. Robertson, I.G. *The Archaeology of the M11 Motorway in Essex, 1970-75*, 1975

18 SMR: 19901. cf. Ingle, CJ, Strachan, D, Tyler, S and Saunders, H, 1993-2012, Page 160
NMP Cropmark Plot - 1:10,000 (Map)

19 Essex Placenames Project, Quendon and Rickling portal

Part 1: Appraisal 1

1.58 William Winstanley (c.1628–1698) the writer, poet, hoaxter and uncle of Henry Winstanley lived for a time in Quendon and his second wife, Anne, was buried in the churchyard. Notably in a local context Winstanley is credited as being the author of *The Flying Serpent or Strange News Out of Essex*, a 1699 pamphlet purporting to chronicle the ravages of the Henham dragon. Another notable resident was the pioneer of radiography, Ernest Edwin Wilson, who was living in Quendon at the time of his death in 1911.

1.59 The Chapman and Andre survey of 1773-5, published in 1777, and the 1783 Christ's Hospital plan of the farms in the parish of Rickling⁽²⁰⁾ both give a good idea of the area at this period. The focus of Rickling Green is on the large central open space, whilst in Quendon properties are starting to spread out along the course of the Cambridge to London road.



Picture 1.1 Quendon and Rickling as shown on the Chapman and Andre map of 1777 (Reproduced courtesy of a private collection)

20 'A plan of the parish of Ugley in the county of Essex taken by order of the Worshipful the Governors of Christ's Hospital London in 1783', and 'A plan of the farms in the parish of Rickling and county of Essex belonging to Christ's Hospital London' held by London Metropolitan Archives, Reference: SC/GL/PR/LA/II/UGL/p751078x

1 Part 1: Appraisal

1.60 In Victorian times, John Marius Wilson's *Imperial Gazetteer of England and Wales, 1870-72* described Quendon as being "a parish in Saffron-Walden district, Essex; adjacent to the river Stort and the London and Cambridge railway, 3 miles N by W of Elsenham r. station, and 6 S by W of Saffron-Walden. It has a post-office under Bishop-Stortford. Acres, 643. Real property, £952. Pop., 165. Houses, 35. The manor, with Q. Hall, belongs to Capt. H. by ng. The living is a rectory in the diocese of Rochester. Value, £165.* Patron, Capt. H. by ng. The church was rebuilt in 1861."⁽²¹⁾.

1.61 The official Census summary report of 1831⁽²²⁾, paints a picture of Quendon as a primarily rural community largely reliant on the land. Then the total population is listed as 211 persons comprising 102 males and 109 females. There were 39 inhabited houses, 2 uninhabited and none under construction. Of the men aged over 20, the majority, 18 in all, are classified as 'Agricultural Labourers', there are 3 'Farmers employing Labourers' and 2 other labourers not associated with agriculture. Interestingly 12 men are involved in 'Retail & Handicrafts' and 3 are described as 'Capitalists or Professionals'.

1.62 Half a century later and in 1881 the village still seems to be a diverse community. The population has diminished slightly to 192⁽²³⁾ but there are still 14 men employed in agriculture and a further two working with animals. There were, though, 5 men employed in "Defence of the country" and a similar number appear as "Wkrs in Food & Lodging" together, along with further 2 women. This is perhaps indicative of Quendon's role as a stopping off place on the busy A11.

1.63 Similarly, John Marius Wilson's *Imperial Gazetteer of England and Wales, 1870-72*, described Rickling as being "a parish in Saffron-Walden district, Essex; near the river Stort and near the London and Cambridge railway, 2½ miles S W of Newport r. station, and 6¾ N by E of Bishop-Stortford. Post-town, Newport, under Bishop-Stortford. Acres, 1, 331. Real property, £2, 260. Pop., 502. Houses, 103. The property is divided among a few. The manor belongs to Col. Inglis. R. Hall is an ancient house. The living is a vicarage in the diocese of Rochester. Value, £168.* Patron, the Bishop of Rochester. The church is good. There are an Independent chapel, a national school, and charities £5."⁽²⁴⁾.

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

22 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

23 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 at:
http://www.visionofbritain.org.uk/unit_page.jsp?u_id=10234219

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

Part 1: Appraisal 1

1.64 In addition to the various farmers the 1874 Kelly's Post Office Directory⁽²⁵⁾ lists the following commercial activities: George Gardiner "grocer, draper & post-master, Quendon Street"; William Perring "drover, Rickling grn"; Jas. Sawkins "wheelwright, Rickling grn"; William Smith "bricklayer, Rickling grn" and William Wright "shoe maker, Quendon Street". Davis Symonds was the proprietor of the Coach & Horses and Alfred Dixon was at the King's Head in Quendon.

1.65 There was also a National School, built in 1873 at the cost of £1,000, which served both the parishes of Quendon and Rickling and a small place of worship used by the Independents and Methodists. Today the school, though much expanded, still provides education to local children.

1.66 The official Census summary report of 1831⁽²⁶⁾, paints a picture of Rickling as a primarily rural community largely reliant on the land. Then the total population is listed as 447 persons comprising 239 males and 208 females. There were 59 inhabited houses, 1 vacant and none under construction. Of the men aged over 20, the majority, 79 in all, are classified as 'Agricultural Labourers', there are 5 'Farmers employing Labourers' and 24 men are involved in 'Retail & Handicrafts'.

1.67 By 1881 the village still seems to be a diverse community. The population is now 452⁽²⁷⁾ but there are still 61 men employed in agriculture and 10 are 'Wkrs in House, Furniture & Decorations'. There were, though, 2 men and 4 women employed in "Dress" and a similar number appear as "Wkrs in General or Unspecified Commodities". One man is a 'General/Local Government' employee.

1.68 The agricultural depression of the early twentieth century only exacerbated the general decline in population as more and more villagers moved away from the land. This population shift has in part been halted by the new developments of the past fifty years around the perimeter of the conservation area and by gradual infilling elsewhere so that during the latter part of the 20th century the combined population for Quendon and Rickling parish has increased gradually from 534 in 1931 to 557 in 1951(Census reports, 1931-1981). The 2011 census records a population of 587 (2011 Census, Office of National Statistics).

25 Post Office Directory of Essex, London: Printed and Published by Kelly and Co., 1874, pp.174-8

26 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, Intitled, "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

27 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 at:
http://www.visionofbritain.org.uk/unit_page.jsp?u_id=10234219

1 Part 1: Appraisal

1.69 In common with many other rural settlements, Quendon and Rickling has seen a steady erosion of local facilities over the years. The village once boasted two shops, three pubs, two garages, a transport café, post office and school. The post office closed in 2007 and the last of the shops a year later. Today, the school is still at the heart of the village and the final pub, The Cricketers continues to trade on the village green.

Character Analysis

1.70 The current Conservation Area has been surveyed as two character areas 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)⁽²⁸⁾.

1.71 Scheduled Monuments. Within the Quendon and Rickling Conservation Area there are no designated Ancient Monuments.

1.72 Designated Parks and Gardens. Within the Quendon and Rickling Conservation Area there are no designated Parks. Quendon Park situated just to the north of the village is registered as being of Grade II quality⁽²⁹⁾.

1.73 Archaeological sites. Quendon and Rickling is described by the *Uttlesford District Historic Environment Characterisation Project*⁽³⁰⁾ as exhibiting evidence of a range of enclosures of multi-period date, as well as identifiable features of surviving field systems, landscape and parkland features. In the zone excavations have found sporadic Neolithic occupation largely confined to the gravel sub soil areas, with much wider Bronze Age, Iron Age and Roman settlement sites. A Motte and Bailey castle, probably constructed in the 11th-12th century⁽³¹⁾, is located at Rickling Hall some half a mile to the west of the Conservation Area. The present hall, which is of 15th century date, is located within the former bailey. 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 online at English Heritage's website or Heritage Gateway website (www.heritagegateway.org.uk)

28 Here is the footnote

29 SMR Number: 7375. English Heritage, *Register of Parks and Gardens of Special Historic Interest in England, Part 15 Essex*, 2001

30 *Uttlesford District Historic Environment Characterisation Report*, Essex County Council, 2009, Parra. HECZ 6.4 Shotgrave, Debden and Quendon [and] HECZ 2.5 Ridge between the Stort and Cam Valleys

31 Monument No. 370689

Part 1: Appraisal 1

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?

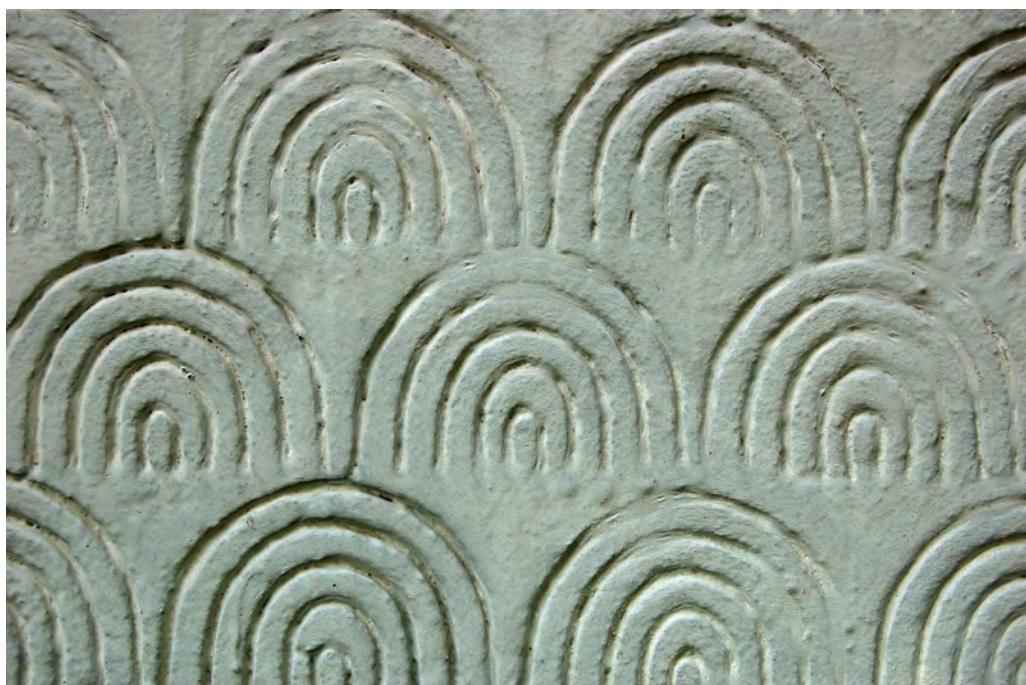
1.76 Traditional materials and detailing. Traditional materials and detail make a significant contribution to the character of the local area.

1.77 Lime render, either finished plain or with pargetted decoration is the predominant finish at the historic core of the village where buildings are most commonly constructed from oak timber frame. Timbers are often rendered over but if left exposed, are weathered to a silver grey. Infill should be with wattle panels. Notable are the areas of basket and combed pargetting and the long band of incised plasterwork applied to good effect on the run of Rickling Corner Cottages. Bricks, used for principal construction from the eighteenth century, are handmade reds, often sourced from local kilns such as that operated by James Pryer from a site adjoining The Cricketers' Arms⁽³²⁾. Moulded detailing found on better quality buildings dating from the 19th and early 20th century is sometimes augmented by the addition of courses picked out in dark grey bricks of the Staffordshire Blue type - the Old Parish Rooms - or in Cambridge gault on The Cricketers Arms. Occasionally inset panels of flintwork are also included for contrast

32 James Pryer was still operating the brick works in 1861 and by 1871 he had been succeeded by James B. Hayden, junior. James Hayden, senior, was a Blacksmith and proprietor of the Cricketers' Arms Public House. He died comparatively young and the Public House was continued by his widow, Elizabeth Hayden. Charles Hayden became the Master Blacksmith and by 1861 James Hayden junior was apprenticed to him. During the 1860's he ceased work as a Blacksmith and became a brickmaker. The 1877 Ordnance Survey (see Figure 1.) marks the field to the rear of the Cricketers' Arms as "Brick Field". In a recent survey the garden to the rear of the house was noted as low lying which is consistent with clay digging. See A. Corder-Birch, *Survey of Brickworks in Essex*, 1997.

1 Part 1: Appraisal

and effect, such as those found on the principal elevations of Grape Cottage and Waterbutt Row. 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.



Picture 1.2 Traditional Essex combed pargetting of an unusual almost horseshoe shape on the wall of one of the Rickling Corner Cottages.

1.78 Throughout the historic core there are a number of instances of traditional straw thatch found laid very steeply, though the pitch can vary. It is usually finished plain, but ridges may be finished with decorative ligger work in patterns including dragons' teeth, diamond, scalloped, clubbed, herring-bone and crossed, usually hipped. On other buildings roofs are sometimes 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.

1.79 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. Locally distinctive is the seven window range of 19th century two-light casements with "Gothic" arched top panes on Rickling Corner Cottages. 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.

Part 1: Appraisal 1



Picture 1.3 Local flint and imported stone contrast on the windows to the church of St Simon and St Jude, Quendon.



Picture 1.4 Elegant diamond pane form windows are employed to dramatic effect within the weatherboard exterior of Rickling House Cottages.

1.80 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.

1.81 Boundary treatments are an important element in defining the street scene where they provide texture and interest to an area. Walls, many 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. Railings and wrought iron gates define the boundaries to some grander properties. Mostly they are painted black. Quendon Court, though, is fronted by a long run of distinctive white painted fencing, set upon a third height wall and topped in the upper third by long iron spikes supported by posts and rails.

1 Part 1: Appraisal



Picture 1.5 Local flint used to good effect in the boundary wall to the church of St Simon and St Jude in Quendon.



Picture 1.6 Modern brickwork laid in a herringbone pattern is used to good effect in a wall abutting the east side of the Cambridge Road.

1.82 Fields 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.

1.83 Trees and hedgerows. There are a considerable 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

Part 1: Appraisal 1

- They make a significant contribution to the street scene or other publicly accessible areas

1.84 A large number of trees within the Conservation Area and around the Church are already subject to Tree Preservation Orders.



Picture 1.7 Mature trees along the west side of the old A11 add scale to the streetscene and frame the view to the north.

1.85 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?

1.86 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.

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

1.88 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 features associated with selected non listed properties is as follows:

1 Part 1: Appraisal

- 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, contemporary with the age of the property and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by 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 threshold where consent for demolition is not required or to prevent the erection of inappropriate additions such as porches to terraced properties of historic interest.

1.89 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.

1.90 Important views are identified and are briefly described.

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

Part 1: Appraisal 1

Area 1 - Cambridge Road

1.92 General overview. This part of the village is very much a linear settlement with properties strung out along the route of the Cambridge Road. The focal point is the memorial fountain under its octagonal pagoda-like roof, which sits prominently alongside the main road on a small green. Former pubs, now converted to domestic dwellings, abut the road closely as do many of the smaller cottages. Others sit behind low brick or flint walls, or are raised up on the higher ground. Grand dwellings such as Rickling House and Quendon Court are sited well back from the busy thoroughfare, behind high fences and gates and in their own extensive grounds. They are only briefly glimpsed by passers-by through gaps and railings. Even the parish church of St. Simon and St. Jude is partially hidden up a track. Everywhere there are trees, in the gardens of larger houses, standing in blocks or as singles specimens, some still form part of the field boundaries which, together with dense hedging, obscures any views of the countryside beyond. Indeed, the only distant prospects are those along the channelled route of the main road.

1.93 Scheduled Monuments. There are no Scheduled Monuments recorded in this part of the Conservation Area.

1.94 Designated Parks and Gardens. There are no Designated Parks and Gardens within this part of the Conservation Area.

1.95 Archaeological sites. There are no significant archaeological sites within this part of the Conservation Area although excavations have found evidence of sporadic Paleolithic and Neolithic occupation.

1.96 Individually Listed Buildings and Structures. A selection of representative Listed Building descriptions (generally abbreviated) is provided below.



Page 171

Picture 1.8 Church of St. Simon and St. Jude in 1920 prior to the addition of the timber bell tower. (Reproduced courtesy of Saffron Walden Museum).

1 Part 1: Appraisal

1.97 Church of St. Simon and St. Jude, Grade II*. Positioned somewhat discretely up a small track and on the sloping ground as it rises away from the road, is the small 13th century flint church with its distinctive white weather boarded bellcote giving it just a hint of a New England chapel. Bettley and Pevsner consider it a "curious looking but attractive building"⁽³³⁾ notable for three distinctive features, namely the "nave roof which covers the aisles in a single sweep; the conspicuously small chancel ... And the timber bellcote by Stephen Dykes Bower"⁽³⁴⁾. The chancel arch and the north and south arcades are each of 3 bays and date from the earliest period of construction in the 13th century but were restored, as was much of the church, by George Perry of Bishop's Stortford in 1861. At the same time a small vestry was added at the north end. Further restorations of the aisle windows, south porch and roof were undertaken in 1965-8 by Dykes Bower, who was then a resident of Quendon Court, just a few hundred yards down the road. Other notable features are the original windows in the north and south walls, a screen commissioned in memory of the architect A. Winter Rose, who died in 1918, and the 18th century organ case, said to have come from the chapel of Jesus College, Cambridge. Following an appeal the bellcote was extensively restored in 2013.



Picture 1.9 Quendon church today with the addition of the timber bell tower which was restored in 2013.

1.98 The other principal buildings of this part of the village are two imposing houses - Rickling House and Quendon Court. The first of these, Rickling House is a Grade II 18th century brick house of substantial construction with early 19th century and later additions. The main block of 2 storeys in height has a parapet with a raised brick band

33 James Bettley and Nikolaus Pevsner *The Buildings of Essex*, London, Yale University Press, 2007, pp. 630-1
Page 172

34 ibid

Part 1: Appraisal 1

on the east front and a five window range of double-hung sashes with glazing bars set in flush cased frames. At the south end there is a Tuscan portico with plain columns and a cornice. In the early 19th century an additional 2 storey block was built out on the south and west with 2 large bows on the south side and a parapet with a brick dentilled cornice. Each bow has a 3 window range and there is 3 window range on the west front consisting of double-hung sashes with glazing bars, in plain reveals. There are later additions at the north end. The roof is tiled, with 3 hipped dormers.



Picture 1.10 An impressive tree lined avenue leads to Rickling House.

1.99 Quendon Court is set somewhat back from the road in large formal grounds. Again, it is an imposing house, here constructed of red brick sometime around 1750. The present building is the third known to have been built on the site replacing a 15th century house called "White House" which in turn replaced a mediaeval house known as "Batilles". Today it is a pleasant 2 storey brick house of 5 bays with a two window range of double-hung sashes with glazing bars, in plain reveals. An impressive central 8-panel door set within a doorcase of coursed pilasters and surrounded by an ornamental frieze and open dentilled pediment is approached by steps with iron railings. A 19th century wing with curvilinear gable projects from the south end of the west front. The noted ecclesiastical architect and proponent of the Gothic revival, Stephen Dykes Bower, lived here from 1934 until his death in 1994. During his resident he added a single story drawing office with clock turret and cupola. It is listed Grade II*.

1.100 Mill House and Mill Cottages comprise principally a 17th century timber-framed and plastered house of circa 1640, with later additions extending to the north and south. The main central block is jettied on the upper storey. At the lower edge of the jettied storey there is part of a plaster band with leaf ornamentation. A two window range in the centre part and one window range in the additions is made up of small 2 and 3-light leaded casements. Roofs are tiled, half hipped at the north and south ends, with a central square chimney stack to the centre block and an end external stack at the north end.

1 Part 1: Appraisal



Picture 1.11 The varied roof heights, contrasting joinery against the whitewashed plaster and addition of the low picket fence contribute to the rural atmosphere of Mill House and Cottages, even though they abut the busy Cambridge Road.

1.101 The Old Rectory, Grade II, is a timber-framed and plastered house of 17th century origin but much altered and partly rebuilt in the 18th century and with modern additions and renovations carried out in the 20th century. It is 2 storeys in height with the 2 storey central canted bay and the upper storey of the north end of the west front being jettied. The windows generally are double-hung sashes with glazing bars. At the rear there are 4 gables. The roof is tiled with a large chimney stack with attached shafts.

1.102 The Grade II Manor Farmhouse is another goodly sized 17th century 2 storey timber-framed and plastered house with a later wing extending to the east at the rear. The west front has a brick plinth and the upper storey is jettied on the whole front on exposed joists. The upper storey has exposed close studding and a 3 window range partly comprising double-hung sashes with glazing bars with the remainder being casements. The hipped roof is tiled and steeply pitched with a gambrel at the north end and a central square chimney stack. The relatively steep pitch may be indicative of long straw thatch as the original roofing material.

Part 1: Appraisal 1

1.103 There are a number of thatched properties still remaining in this part of the village. Goddens, is a pleasing 17th to 18th century thatched two storey timber-framed and plastered house with a cross wing at the south end. The 3 window range is of small leaded casements. Diagonally opposite The Thatched Cottage, as its name denotes, is a small 18th to 19th century timber-framed and plastered cottage under thatch, the roof half hipped at the north and south ends, with a central gabled dormer window. Further to the south and on the road down to the Green, Rickling House Cottages are also thatched. These comprise a 17th century timber-framed and plastered house with later alterations and additions. The south-west end has one storey and attics and the north-east end is a 2 storeyed 19th century weather-boarded addition. Casement windows, some with diamond pane glazing, with 2 gabled dormers to the south-west part, one tiled and the other thatched. All are Grade II listed.



Picture 1.12 Rickling Corner Cottages, some of the most distinctive and visually arresting of all the buildings in the area.

1.104 Perhaps, some of the most distinctive and visually arresting of all the buildings in the area are Rickling Corner Cottages (Page 175), situated prominently on the junction of the road down to Rickling Green. In all there are five terraced properties here

1 Part 1: Appraisal

comprising a range of timber-framed and plastered houses of 17th century origin but with 18th and 19th century external features. All are 2 storeys and together they present a 7 window range of 19th century two-light iron casements with "Gothic" arched top panes. Four boarded doors with gabled porches with shaped bargeboards. An ornamental plaster band extends across the front between the storeys. The roofs are tiled with 2 central chimney stacks.

1.105 Important buildings or structures within the curtilages of Listed Buildings.
None are noted.

1.106 Other buildings that make an important architectural or historic contribution. A number of such buildings have been noted in this part of the conservation Area.

1.107 Rosebush Cottage and The Cottage on Cambridge Road comprise a pleasing group of two related terraced cottages dating from the 19th century. They are shown on the 1877 Ordnance Survey mapping. Constructed of rendered brick, tiled roofs, two chimney stacks with a range of 4 19th century two-light casements with quarter divided top panes. Two boarded doors with gabled porches (one infilled) stylistically similar to those found on Rickling Corner Cottages opposite. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

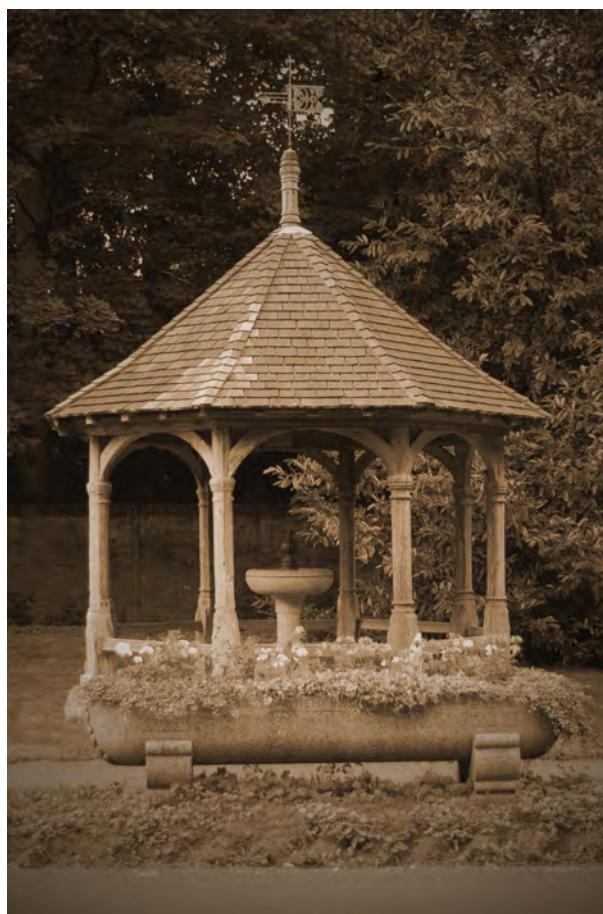


Picture 1.13 Pond Cottage, a pleasing, probably 18th century, building of one and a half storeys, much extended from its original form, but still worthy of note.

1.108 Pond Cottage is a timber-framed and plastered house of probable 18th century origin. Renovated in the 20th century it is now one storey high with attics. The casement windows are all modern replacements with wide glazing bars. Roof tiled with a central chimney stack and three dormer windows. A modern porch (in old style) is built out to the south. Article 4 Directions to provide protection for roofing materials and selected architectural detailing may be appropriate subject to further consideration and notification.

Part 1: Appraisal 1

1.109 The 19th century village fountain under its octagonal pagoda-like roof supported on eight decorated oak posts with braces, is one of the most distinctive structures in the village. The roof is shingled with a large central turned finial supporting a small iron weather vane. A plaque records that the fountain and nearby drinking trough were donated to the people of Quendon in 1887 by Henry Tufnell Esq. in memory of Col. Cranmer-Byng of Quendon Hall. Article 4 Directions to provide protection for selected architectural detailing may be appropriate subject to further consideration and notification.



Picture 1.14 The 19th century village fountain, a most distinctive feature that should be preserved.

1.110 Quendon and Ricking Village Hall is one of the most prominently situated buildings in the village. Dating from the 19th century, there is, though, very little documented history on the building. A map from 1800 shows a building on the site and local elders have said it was once a coffee shop serving travellers between London and Norwich⁽³⁵⁾. Constructed in red brick it is a long single story building with a small gable just offset towards the southern end of the east front. The principal elevation is divided into 5 bays by pilasters. Six window range of modern casements of which the three at the northern end are arched, all set into shallow reveals. Two porches with six panelled

1 Part 1: Appraisal

doors. Twin chimneys with polygonal shafts in the neo-Tudor style, roof tiled. Article 4 Directions to provide protection for selected architectural detailing may be appropriate subject to further consideration and notification.



Picture 1.15 Quendon and Rickling Village Hall. One of the most prominent buildings in the village and most worthy of retention.

1.111 Further south along Cambridge Road, and built in a similar red brick, possibly sourced from the nearby Rickling brickworks, are Nos. 1-4 Red Brick Cottages. Together these comprise two groups of semi-detached one and a half storey buildings with gables at the north and south ends, dormer windows, tiled roofs and a central chimney stack. Windows are all modern casements. The second group with a later extension at the southern extent. Simple detailing is provided by projecting courses of laid tiles inset into the brickwork breaking up the facades of the gable ends. They are not plotted by the 1897 Ordnance Survey but do appear on the 1920-21 1:2,500 series indicating that they were built sometime during the first two decades of the 20th century to a style which draws some inspiration from the nearby village hall. Article 4 Directions to provide protection for selected architectural detailing may be appropriate subject to further consideration and notification.

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

1.113 A range of boundary treatments are found in this part of the Conservation Area - wooden picket style fences, some traditionally painted in white and others left untreated; garden hedges and flint walls with brick piers and capping detail. These are notably found to the front of the Church of St. Simon and St. Jude, fronting Talbots and running from The Norden down to Norbury Cottage. Many of these boundary treatments surrounding smaller properties are quite low permitting views into the many well-maintained gardens. Larger houses tend to have more extensive hedges, walls and high fences or railings which screen them from public thoroughfares. Most prominent is that forming the western boundary to Rickling House and the white painted post and point fencing to the front of Quendon Court. This intermixing has helped to define the particular character of Quendon and Rickling where the village abuts the main road.

Part 1: Appraisal 1



Picture 1.16 Fine flint and brick walling and a white painted picket style gate gives access to Norbury Cottage.

1.114 To the front of the Old rectory is a run of iron railings. Whilst of comparatively recent date, they serve to separate the property from the thoroughfare and provide a formal boundary between the tree lined grounds and the busy thoroughfare.

1.115 Of note is the post box mounted into the wall of the corner of the White House. This bears the initials 'GR' indicating that it is an early twentieth century model and should be retained.

1.116 Important open spaces. The churchyard represents an area of high quality open space. One of the most immediately recognisable features of the village is the wide run of green sward between the front of Rickling House and the main road. Planted with small specimen trees, in the middle can be found the village fountain under its pagoda-like roof and to the front the large granite water trough. Together they contribute to the quality and distinctiveness of the centre of the Conservation Area adding to its charm with a combination of trees, open space and historic features.

1.117 Particularly important trees and hedgerows. Mature trees of exceptional quality are one component of a quintessential English landscape particularly around the church and nearby properties. Those in the grounds of properties abutting the main road, particularly the larger houses, play an important part in defining the special quality of this part of the village. Some still form part of the field boundaries which, together with dense hedging, obscures any views of the countryside beyond. Indeed, the only distant prospects are those along the tree-lined route of the main road. Hedgerows delineating the boundaries of the settlement play an important function in making the transition from built environment to open countryside. Their retention is of the utmost importance.

1 Part 1: Appraisal



Picture 1.17 Trees surrounding the Church of St Simon and St Jude and Quendon Cottage set both properties in scale whilst the adjacent hedge-lined field serves as a reminder that the village sits in a primarily rural area.

1.118 Important views. Two such views are identified - looking along Cambridge Road to the south and taking in the defining prospect of the of the village fountain and tree lined verges. Additionally, glimpsed views towards the church from various points, particularly from the field and footpath are important and serve to place the area in context with the surrounding landscape.



Picture 1.18 The varied roof treatments, trees and gently descending flint walling make a pleasant prospect in this view looking down to Cambridge Road from the church.

1.119 Elements that are out of character with the Conservation Area. A number of telephone utility poles and their overhead services detract from the quality of the streetscene, particularly along the Cambridge Road. It is considered appropriate to draw attention to the level of visual damage, particularly where these services intrude in proximity to Listed Buildings. It is recognised that in the current economic climate it may be difficult to achieve any real improvements, though, it will still be worth while exploring the potential for the under grounding of services with the telephone utility companies should the opportunity arise.

Part 1: Appraisal 1

1.120 The majority of the walling throughout this part of the Conservation Area is in good repair. The exception is a small portion of half-round capped brick wall on the boundary of Quendon Cottage and the track up to the church where a number of sections of brick are starting to spall.



Picture 1.19 Utility poles, particularly in close proximity to quality listed buildings, introduce a discordant element into the street scene. If at all practicable, their replacement with underground services would be a significant improvement.

1.121 Opportunities to secure improvements. The speed and volume of traffic through this area of the village impacts on the quality of the environment. Any opportunities to tackle this issue should be pursued. The run of small trees and infill growth on the east side of the B1383 between The Old Rectory and Quendon Cottage would benefit from some management.

1.122 Suggested boundary changes. The current boundary is drawn in an arbitrary manner crossing the back gardens of some properties on the west and east sides of the Cambridge Road. A number of amendments are thus suggested in this part of the Conservation Area principally to ensure that the revised Conservation Area boundary follows demarcated boundaries or features on the ground. Additionally, the current boundary cuts through the middle of the property known as Lavender Hill and takes in the corner of the curtilage of Aster House. It is proposed that the full extent of the curtilage of both be included in the Conservation Area. There are also anomalies where the boundary crosses land to the north of Manor Farm at undefined points and passes through the front portion of the bowling green pavilion. Specifically to:

- a. Include the entire rear gardens of White House, Aster House and the property itself, Lavender Hill and the remainder of the property not already in the Conservation Area, the rear gardens of Bramble Cottage and Squirrels.
- b. Follow the rear property boundaries of The Thatched Cottage to Talbots.
- c. Include the entire rear gardens of Norbury and The Priory.

1 Part 1: Appraisal

- d. Extend the boundary to better follow the extent of tree cover to the east of Manor Farm and at the eastern extent of the plot of land to the north of Manor Farm.
- e. Revision to follow the rear property boundaries of Pond Cottage to Old Pottery House.
- f. Minor amendment to move the boundary so as to not pass through the bowling green pavilion.

1.123 Other actions. None.

Part 1: Appraisal 1

Area 2 - The Green and Rickling Green Road

1.124 General overview. As mentioned previously, the Quendon and Rickling Conservation Area has been divided into two principle areas for survey purposes only, known as Area 1 and Area 2. Area 2 encompasses Rickling Green Road and the Green.

1.125 Rickling Green Road leads from Cambridge Road, to the north-east, and features a linear development pattern of dwellings of varying forms and materials with a combination of low-mid level walls and hedgerow boundaries and notably wide verges, framing the view towards the Green.

1.126 The Green to the south, also used as the village cricket ground, provides a pleasing focal point around which a nucleated development has formed, comprising several listed buildings and non-designated heritage assets of varying forms, scale and materials, including the village public house, primary school and cricket pavilion.

1.127 The Conservation Area is heavily characterised by properties which are generally set back within generous grounds with sizeable gardens to the front as well as the rear. Whilst having a positive relationship to the Conservation Area, with the principle elevations fronting onto the road or green, their siting and location ensures that they remain visually and physically unobtrusive, preserving the open character of the village.

1.128 The Conservation Area has largely retained its rural character and appearance, and despite the introduction of several new dwellings to the Rickling Green Road street scene, and to the outskirts of the Green, there is a pleasing sense of continuity in terms of overall form, scale, detailing and materials which include brick, flint, slate, clay tile and examples of thatch.



Picture 1.20 View across The Green taken from the south-west.

1.129 Scheduled Ancient Monuments. There are no Scheduled Ancient Monuments within Area 2 of the Quendon and Rickling Conservation Area.

1.130 Designated Parks and Gardens. There are no Designated Parks and Gardens within Area 2 of the Quendon and Rickling Conservation Area.

1.131 Archaeological sites There are no known Archaeological sites within Area 2 of the Quendon and Rickling Conservation Area.

1 Part 1: Appraisal

1.132 Individually Listed Buildings and other structures. The following Listed Buildings fall within the boundary of the Conservation Area (Area 2)

1.133 Sycamore and Thatch End - Grade II, Formerly 3 timber-framed and plastered cottages of 17th century origin, Sycamore and Thatch End are now two, semi-detached tenements. Having been much altered in the 20th century, the dwellings are two storeys and both feature a three window range to the primary elevations. Sycamore features side-hung casement windows with glazing bars whilst Thatch End has modern casements with lattice leaded lights. The roof to Sycamore is tiled whereas Thatch End is thatched. Both properties are set back from the main street with gardens to the front and are heavily screened by mature boundary hedgerows which contribute positively to the village scene.

1.134 Yew Tree Cottage - Grade II, Yew Tree Cottage is located in a prominent position within the village, and occupies a corner plot at the southern end of Rickling Green Road which is framed by a boundary of mature vegetation forming a buffer between the openness of the Village Green and the more built-up area to the north-west. The cottage is believed to date from the 17th century and is timber framed with render externally. Formerly 3 cottages, now one tenement, it is two storeys with a five windows on the upper floor and 6 window range to the ground floor. Both storeys comprise mostly leaded casement windows. The roof is tiled with 3 central brick chimney stacks.



Picture 1.21 Yew Tree Cottage: A designated heritage asset positioned to the north of the Green and largely screened by mature vegetation and trees.

Part 1: Appraisal 1

1.135 Well Cottage - Grade II, Believed to date from between the 17th and 18th century, Well Cottage is a timber-framed and plastered dwelling which was later renovated in the 20th century. The structure is one storey with attic and features casement windows with lattice leaded lights. The roof is thatched with a half hipped gable at the east end and a central chimney stack. The cottage also features a dormer window to the front elevation and there is a modern wing built out to the north, which has been designed in a similar style to the main cottage.



Picture 1.22 Well Cottage: A Grade II listed, thatched cottage on the outskirts of the Green.

1.136 Should the need to replace the existing windows to Well Cottage arise, a return to a more traditional casement style would be desirable, subject to the necessary consents.

1.137 Barn to Mace's Farm on south side of farmyard - Grade II, The barn at Mace's Farm is a large agricultural barn of 16th or 17th century origin, located on the south side of the farmyard. The timber-framed and weather-boarded aisled barn is 8 bays across, with a tiled roof; hipped on the east and west ends. On the north side there are 3 gables and 2 entrances.

1.138 Bury Farmhouse - Grade II, Bury Farmhouse is a two-storey red brick house, believed to date from the late 18th or early 19th century. The house features a three window range of double-hung sash windows with glazing bars. The roof is tiled with brick chimney stacks at either end.

1 Part 1: Appraisal

1.139 Mace's Cottages (Nos. 1 and 2), Thought to date from between the 17th and 18th centuries, Mace's Cottage is a timber-framed and plastered cottage, located to the south-east of the Green. Renovated in the 20th century, the cottage is one storey with attic. The front elevation features a two window range comprising small casement windows and a boarded door. The roof is tiled with 2 gabled dormer windows and a central cruciform chimney stack. A further wing extends at the rear which also features a gabled dormer.

1.140 Cricketers Arms Public House - Grade II, Located in a highly prominent position overlooking the Green, the inn comprises an 18th century-early 19th century block, with a later 19th century wing extending to the west. The older block was re-fronted when the later wing was built. Constructed in red brick with yellow brick quoins and dressings, the later wing features a pitched roof, with gable elevation fronting onto the green and decorative bargeboard. The inn is two storeys. The older block has a parapet and 2 window range comprising horizontal sliding sash windows with glazing bars. The 19th century wing has double-hung sashes with glazing bars. The roofs are tiled with a central chimney stack on the older block and further brick stack to the new wing.



Picture 1.23 The Cricketers Arms public house: A fine 18th century structure with later 19th century alterations enjoying a prominent position overlooking the Green.

1.141 Tudor Cottage - Grade II, A 17th-18th century timber-framed and plastered house, renovated in the 20th century, with the timber-framing exposed. The structure is one storey with attic and features small leaded casement windows. The principle elevation also features three gabled dormers with tiled roofs whilst the roof itself is thatched with a half-hipped gable at the south end. The cottage has 2 brick chimney stacks, one at the end and one central. Page 186

Part 1: Appraisal 1

1.142 Thatch - Grade II, Believed to date from the 17th-18th centuries, Thatch is a small, timber-framed and plastered cottage. It is one storey with attic and features small leaded casement windows. As the name suggests, the roof is thatched and today, the primary elevation features two gabled dormer windows with lattice leaded lights and an internal brick chimney stack.



Picture 1.24 Thatch: A fine example of a 17th-18th century thatched cottage which makes a significant contribution to the character of the Conservation Area.
Page 187

1 Part 1: Appraisal

1.143 Important buildings or structures within the curtilages of Listed Buildings.
None are noted.

1.144 Other buildings that make an important architectural or historic contribution. A number of buildings have been noted and are detailed below.

1.145 Flint Cottage and The Old Post Office - These modern dwellings, whilst recent additions to the Rickling Green Road Street scene, make a positive contribution to the character and appearance of the Conservation Area by reason of their form, materials and detailing. A pair of semi-detached, brick and flint houses with east facing gables, gabled dormer windows comprising 2-light timber sliding sash units, with slate pitched roof and brick chimney stack. Both dwellings feature an array of traditional architectural features including jetty to the front elevation and plaster to the first floor with some pargetting. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.



Picture 1.25 Flint Cottage to the right and The Old Post Office to the left. Good examples of modern infill development which reflects local architectural styles and materials.

1.146 Snowy Cottage - A recent 21st century addition to the street scene; a detached two storey dwelling with slate roof, predominantly brick with flint panels and render to the first floor. It references local architectural styles with a projecting gable featuring decorative bargeboard detailing, finial and vertically sliding sash windows with segmented arches. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

Part 1: Appraisal 1



Picture 1.26 Snowy Cottage: Another example of a recent addition to the Rickling Green Road street scene which positively contributes to the character and appearance of the Conservation Area.

1.147 Candle Mass Cottage - A rendered, single storey cottage with attic located adjacent to the Cricketers Arms Public House and believed to date from the 19th century. The roof is tiled with two gabled dormer windows to the west, featuring vertically sliding sash windows and decorative carved bargeboards. The cottage makes a positive contribution to the character and appearance of the Conservation Area by reason of its form, style and materials. Article 4 Directions to provide protection for selected architectural detailing may be appropriate subject to further consideration and notification.

1.148 Rickling Church of England School - A red brick structure located in a prominent position to the north-east of the Green, with tiled roof and brick end chimney stack. Constructed in Flemish bond, with brick buttresses of varying widths, the primary west facing elevation features a 2-light sash window with mullions under a flat brick arch, and a similar 2-light window to the right hand side. Two brick gables project to the west, the wing on the left-hand side being two storeys and featuring a decorative bargeboard with finial and pendant detail, and 2-light sash windows under pointed brick arches. The right-hand side gable is single storey and features the same bargeboard detailing. There is a stepped string course running along the elevation. A further glazed, gabled porch has been erected between the western wings, whilst there are further 21st century timber clad extensions to the east. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

1 Part 1: Appraisal



Picture 1.27 A 19th century school, still very much at the centre of village life and a principle feature on the outskirts of The Green.

1.149 Nos. 1 and 2 Rickling Green Road - Pair of two storey, brick cottages with slate roofs and central brick stacks. Both cottages feature 2-light casement windows with horizontal glazing bars under segmented brick arches to the ground floor. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

1.150 Nos. 1, 2 and 3 Lacey Cottages - Nos. 1 and 2 are a pair of rendered, semi-detached cottages with slate roofs and central brick stacks. Both cottages feature timber 2-light casement windows with central, horizontal glazing bar and timber ledge and brace doors. No. 3 is a semi-detached and adjoins No. 1 Rickling Green Road. It features a brick facade with part rendered and part weather boarded gable to the north. It has a clay tile roof and central brick chimney stack. The windows are 2-light casements with horizontal glazing bars. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

Part 1: Appraisal 1



Picture 1.28 Nos. 1, 2 and 3 Lacey Cottages. These 19th century cottages are located in a prominent position along Rickling Green Road.

1.151 The Old Parish Hall - Located in a highly prominent position along Rickling Green Road the Old Parish Hall, believed to date from the 19th century, is a red brick structure in Flemish bond with a single storey porch to the south elevation, featuring a 6-panel door with flat brick arch. At the centre of the western elevation is an imposing external brick chimney stack featuring triangular brick detailing to the shoulders. The roof is slate, with plain bargeboards to the gables, and clay finials.

1 Part 1: Appraisal



Picture 1.29 The former Rickling Parish Hall, now converted to residential use. A most pleasing 19th century building worthy of retention.

1.152 The fenestration is irregular comprising two 24-pane sash windows with glazing bars to the left-hand side of the chimney stack, and an identical window on the right-hand side which is flanked by 2 narrow sash windows; one on either side. All windows feature flat brick arches. There is a brick string course which runs below the sill level, featuring 3 courses in Flemish bond; the central brick course featuring contrasting header bricks. Article 4 Directions to provide protection for windows and selected architectural detailing may be appropriate subject to further consideration and notification.

1.153 Other distinctive features that make an important architectural or historic contribution. There are various examples of low-mid level walls within the village constructed of brick and flint, particularly along Rickling Green Road, which are considered to be of importance to the character and appearance of the Conservation Area by reason of their traditional form and materials. The section of walling that forms the boundary of 1 and 2 Rickling Green Road, and 1 to 3 Lacey Cottages is of particular note.

1.154 In addition to this, the majority of property boundaries feature low to mid level picket fencing or mature hedgerows. This combination of boundary treatments results in a sense of consistency within the Conservation Area, ensuring that properties have a positive relationship to the street scene, which reflects the open and rural character of the village.

Part 1: Appraisal 1

1.155 There are also two historic, cast-iron finger-posts located on the grass verges to the west of the green, which are historically important pieces of street furniture, understood to have been made by the Maldon Iron Works in 1934, which are worthy of retention and make a positive contribution to the Conservation Area⁽³⁶⁾.



Picture 1.30 Made by Maldon Iron Works in 1934, this signpost was partially restored in 2003 and continues to be an important feature of the village scene.



Picture 1.31 Also made by Maldon Iron Works, this sign was set no. 4 of order R/301, dating from 1934.

1.156 Important open spaces. The most important area of open space within Area 2 is the village green itself which is positioned at the heart of the village. The first recorded match on The Green took place in 1843, however, it is understood that village had its own cricket team before this date as in August 1842 a match between Audley End and Rickling Green is recorded in a number of contemporary newspapers. It should be noted that Rickling won the day⁽³⁷⁾. The expanse of uninterrupted open space makes a significant contribution to the character of Rickling Green whilst promoting a sense of quintessential village life.

1.157 In addition to the Green, the wide verges present along Rickling Green Road are highly important in creating a sense of open space within the Conservation Area, which reinforces the rural character of the village and provides an important link to the open countryside beyond.

36 John V. Nicholls *Essex Survey of Cast-Iron Signposts in the Uttlesford District* 2002-2005, 2005

37 See *Rickling and Cricket – “The most perfect of wickets”* by Alexander Rich

1 Part 1: Appraisal



Picture 1.32 The Green provides an important area of open space which is synonymous with quintessential rural village life. Not only a valuable recreational resource for the village, the Green is a key element of the character of the Conservation Area.

1.158 On the southernmost section of the Green lies the village pond, which is surrounded by mature trees and forms an attractive feature which adds to the character of the Conservation Area.

1.159 Particularly important trees and hedgerows. The numerous hedgerow boundaries and mature trees along Rickling Green Road frame the view towards the Green with the wide verges, which are characteristic of the Conservation Area, giving a distinctly open and rural character and appearance.

1.160 The hedgerow boundary on the approach to the Green from the south, along Belcham's Lane is important, framing the views into the village.

Part 1: Appraisal 1



Picture 1.33 Belchams Lane: The mature hedgerow boundaries and wide verges frame the view into this rural village and hint to the open green beyond.

1.161 The mature trees present on the grassed verges are an important element of the Conservation Area. Fine examples can be seen both on the approach to the Green from the north, and on the Green itself. The public verges that flank The Green also feature several good examples, whilst those along the private boundaries combine with mature hedgerows to create an envelope of greenery around the Green.

1.162 The mature Sycamore, to the east of the Green and to the front of Chapel Cottage is a particularly fine example and has been made the subject of a Tree Preservation Order.

1 Part 1: Appraisal



Picture 1.34 Situated prominently on the outskirts of the Green, this fine Sycamore makes an important contribution to the Conservation Area and is put to a Tree Preservation Order.

Part 1: Appraisal 1

1.163 The Maple to the north of the grass verge on the approach to the Green is also a striking and prominent feature within the street scene, and makes a positive contribution to the character and appearance of the Conservation Area.

1.164 Important views. There are several important viewpoints within Area 2, most notably those upon the approach to the Green, from the south along Belcham's Lane and particularly when travelling along Rickling Green Road, from the north east, towards the Green. The wide expanses of verge and mature trees contribute positively to the rural character of the village.

1.165 The views across the green are also notable, particularly that from the Cricketers Arms Public House towards the Cricket Pavilion. From this point, there are also glimpses of the rural countryside beyond, emphasising the rural position of Rickling Green.

1.166 The pond to the south of the green also provides an important vista from within the Conservation Area and also when travelling along Brixton Lane.

1.167 Elements that are out of character with the Conservation Area. There are a number of telephone poles and cables visible, particularly along Rickling Green Road, which are clearly modern additions to the street scene and detract from the traditional character and appearance of the Conservation Area by adding visual clutter to this primary thoroughfare.

1.168 There is also an excess of street furniture on the grassed island to the west of the Green, consisting of signage, benches and a bin. The array of features detracts from the modest and generally uncluttered character of the Conservation Area and its historic features such as the village signpost and historic finger-posts.



Picture 1.35 It is regrettable that several new items of street furniture have been located in such close proximity, detracting from the relatively sparse and uncluttered appearance and character of this part of the Green.

1.169 Opportunities to secure improvements. Should the opportunity arise to re-lay the existing telephone cables below ground, this would represent a significant improvement to the Rickling Green street scene.

1 Part 1: Appraisal

1.170 Should the opportunity arise, the relocation of the School warning post would be beneficial in reducing the clutter on the grass island to the west of the Green. The repositioning of the litter bin may also reduce the visual impact of these items of modern street furniture.



Picture 1.36 The prominent telegraph poles and cables detract from the Rickling Green Road street scene.

1.171 Suggested boundary changes. It is proposed that the boundary be amended in several locations, so as to incorporate the curtilage of several dwellings which themselves fall within the Conservation Area boundary, and to address any instances where the boundary includes only part of a structure. The proposed changes are detailed below.

- a. To extend the boundary to follow and include the grounds of Rose Cottage, to the north-west of The Green.
- b. To amend the boundary to the west of the Pavilion to follow the clear boundary line with the adjacent field and the clearly defined hedge boundary of Laundry Cottage.
- c. To extend the boundary to the south of Mace's Farm to follow the triangular section of verge that spans Brixton Lane up to the village sign.
- d. To amend the boundary which currently runs to the south of Dell Cottage. The revised boundary will follow the hedgerow line to the north, excluding Dell Cottage and encompassing the southern-most section of green including the pond and the verges to either side of Belcham's Lane.
- e. Revision to follow the rear property boundaries and extent of gardens of Holly House to Rickling C of E school and to include the entire school building and paved play area to the west.
- f. To extend the boundary to the rear of the gardens of Rickling Green Cottages, to follow the boundary line with Hallfield and boundaries to the rear of Buckden Cottage to Tudor Cottage.

Part 2 - Management Proposals 1

Revised Conservation Area Boundary

2.1 There a number of proposed revisions:

- a. To extend the boundary to include the entire rear gardens of White House, Aster House and the property itself, Lavender Hill and the remainder of the property not already in the Conservation Area, the rear gardens of Bramble Cottage and Squirrels.
- b. Revision to follow the rear property boundaries of The Thatched Cottage to Talbots.
- c. To extend the boundary to Include the entire rear gardens of Norbury and The Priory.
- d. To extend the boundary to better follow the extent of tree cover to the east of Manor Farm and at the eastern extent of the plot of land to the north of Manor Farm.
- e. Revision to follow the rear property boundaries of Pond Cottage to Old Pottery House.
- f To extend the boundary to follow and include the grounds of Rose Cottage, to the north-west of The Green.
- g. To amend the boundary to the west of the Pavillion to follow the clear boundary line with the adjacent field and the clearly defined hedge boundary of Laundry Cottage.
- h. To extend the boundary to the south of Mace's Farm to follow the triangular section of verge that spans Brixton Lane up to the village sign.
- i. To amend the boundary which currently runs to the south of Dell Cottage. The revised boundary will follow the hedgerow line to the north, excluding Dell Cottage and encompassing the southern-most section of green including the pond and the verges to either side of Belcham's Lane.
- j. Revision to follow the rear property boundaries and extent of gardens of Holly House to Rickling C of E school and to include the entire school building and paved play area to the west.
- k. To extend the boundary to the rear of the gardens of Rickling Green Cottages, to follow the boundary line with Hallfield and boundaries to the rear of Buckden Cottage to Tudor Cottage.
- l. Minor amendment to move the boundary so as to not pass through the bowling green pavilion.

1 Part 2 - Management Proposals

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 Potential need to undertake an Archaeological Evaluation. 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, including those specifically identified by this Appraisal are important and are a significant contribution to the quality of the built environment of Quendon and Rickling. 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.

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

2.7 A number 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 Bush Cottage and The Cottage, Pond Cottage, the 19th century village fountain under its octagonal pagoda-like roof, Quendon and Ricking Village Hall and Nos. 1-4 Red Brick Cottages, all on Cambridge Road. Flint

Part 2 - Management Proposals 1

Cottage, The Old Post Office and Snowy Cottage on Rickling Green Road, Candle Mass Cottage, Rickling C of E School, 1 and 2 Rickling Green Road, 1, 2 and 3 Lacey Cottages and The Old Parish Hall.

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. 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 around the Church of St. Simon and St. Jude, that fronting Talbots and running from The Norden down to Norbury Cottage and the section of walling that forms the boundary of 1 and 2 Rickling Green Road, and 1 to 3 Lacey Cottages. All 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. Additionally, the post box mounted into the wall of the corner of the White House and two the historic cast-iron finger-posts located on the grass verges to the west of the Green should all be retained.

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 principally the grounds of the Church of St. Jude and St. Simon, the wide verge to the front of Rickling House, the verged areas present along Rickling Green Road and the Green. 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. Some 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. The quality trees around the church and in the many properties bordering Cambridge Road define that part of the village. Notable specimens around the Green add scale and interest as well as forming part of the important historic landscape. Additionally hedges on ~~Page 20~~ particularly to the south of the village serve as a transition into the open fieldscape beyond.

1 Part 2 - Management Proposals

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. Particularly notable are those views across the Green.

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.

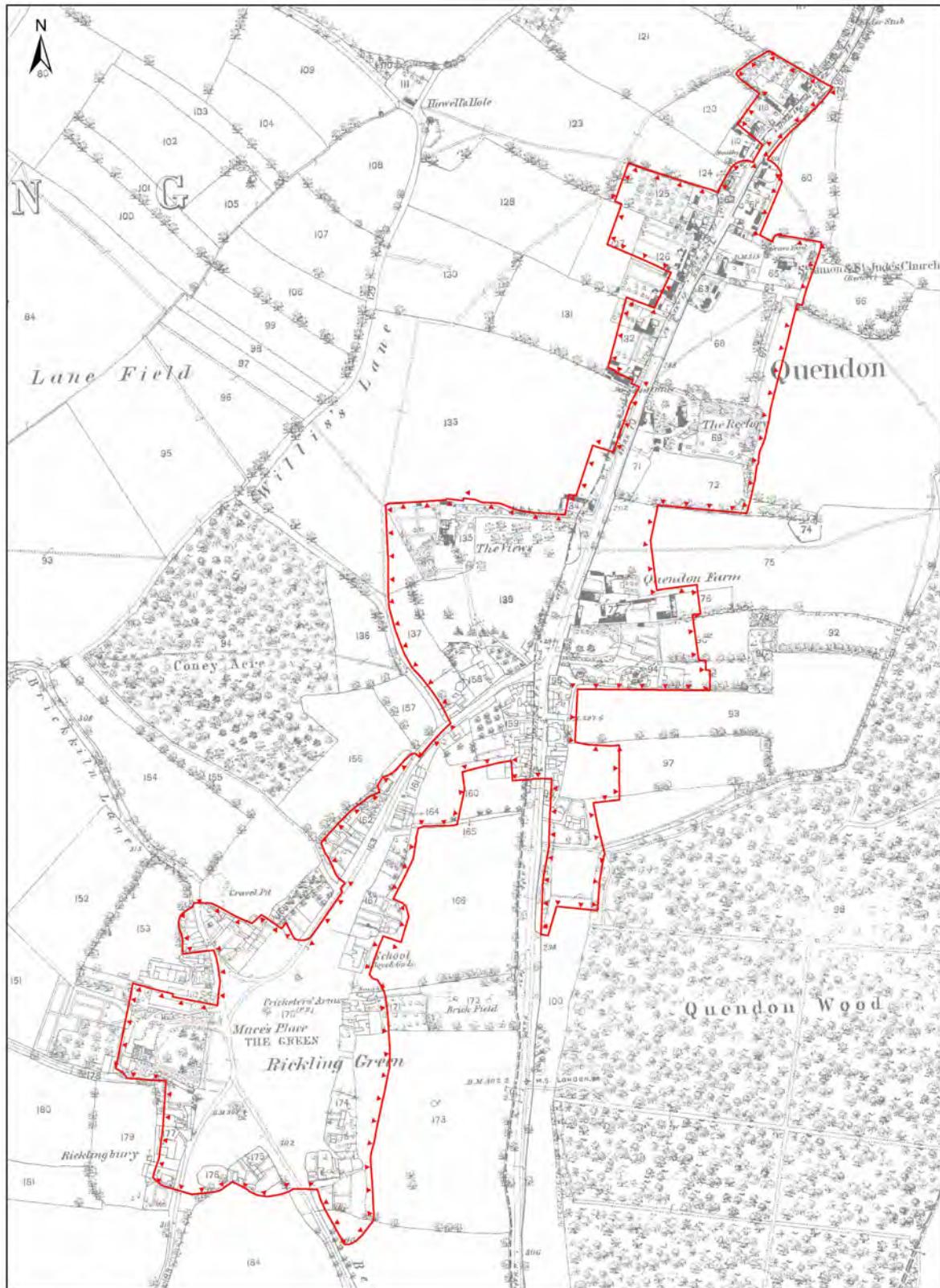
The features identified below are shown on the accompanying plans.

Detracting element	Location	Proposed Action
Overhead utility services on intrusive poles	At various locations along Cambridge Road and Rickling Green Road. These poles and associated overhead services are the most disruptive element in the Conservation Area	Contact utility company to explore potential of securing improvements of selected overhead services in selected locations
Spalled brickwork	Wall on the boundary of Quendon Cottage and the track up to the church	Liaise with the owner to seek remedial action

Other actions
Should the opportunity arise, the relocation of the School warning post would be beneficial in reducing the clutter on the grass island to the west of the Green. The repositioning of the litter bin may also reduce the visual impact of these items of modern street furniture.
The run of small trees and infill growth on the east side of the B1383 between The Old Rectory and Quendon Cottage would benefit from some management.
The speed and volume of traffic along the B 1383 impacts on the quality of the local environment. Any opportunities to tackle this issue should be pursued.

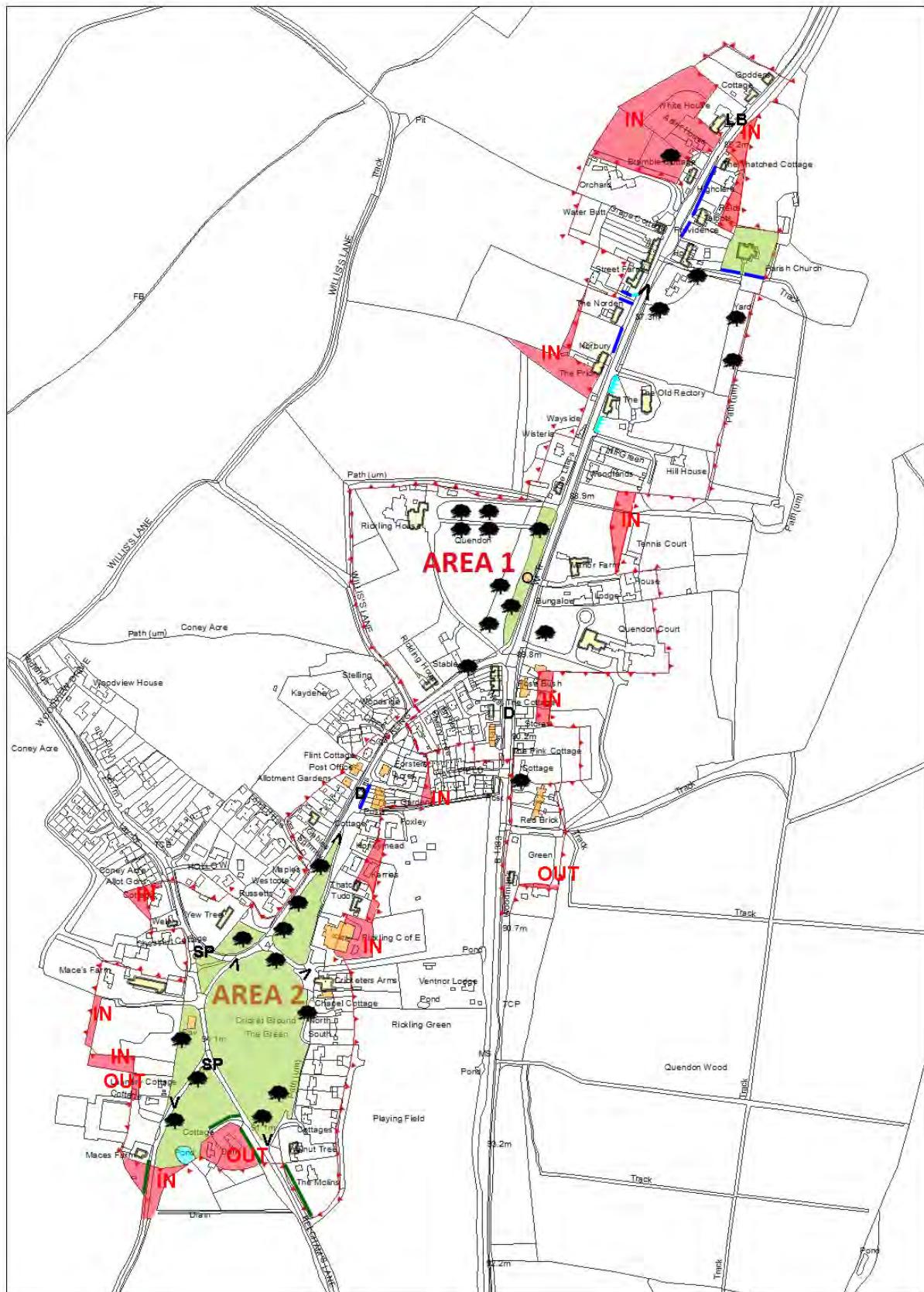
1 Maps

Figure 1 - 1877 Ordnance Survey Map



Maps 1

Fig 2 - Character Analysis



1 Maps

Character Analysis Key



Existing Conservation Area boundary



Individually Listed Buildings



Revisions to Conservation Area boundary

Other buildings that make an important architectural or historic contribution



Important open spaces and water features



General location of important trees

Other distinctive features to be protected from demolition within parameters of legislation (including walls and railings within the curtilage of listed buildings)



Walls



Railings



Hedges

SP

Directional Sign

LB

Letter Box

<

Important Views

Area 1

Study Area

Detracting and enhancement elements.

D

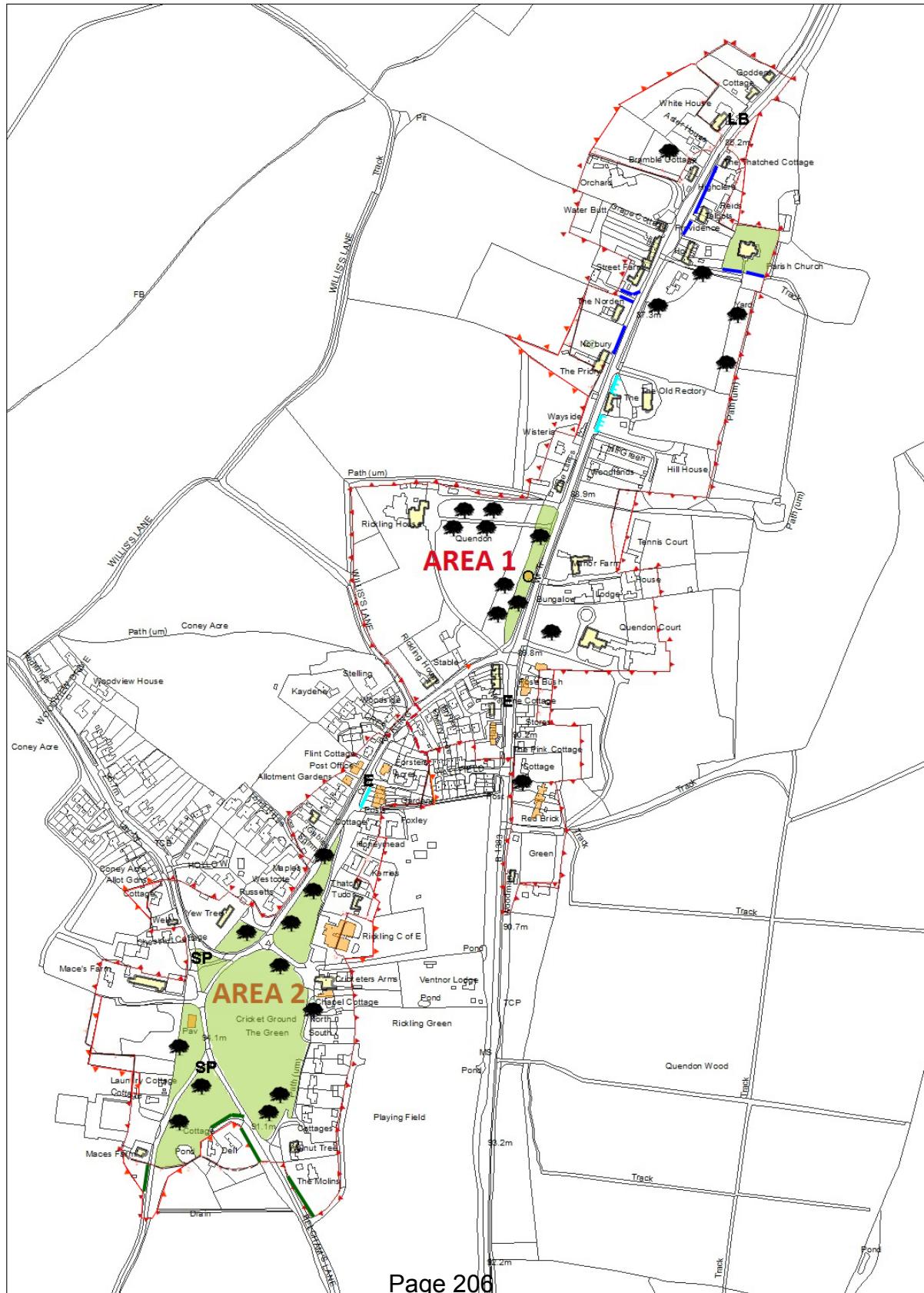
Detracting elements out of character

E

Suggested Improvements

Maps 1

Figure 3 - Management Plan



1 Maps

Management Plan Key



Revised Conservation Area boundary, adopted policy ENV1 applies



Individually Listed Buildings, adopted policy ENV2 applies

Other buildings that make an important architectural or historic contribution. See policy ENV1

Important open spaces and water features to be protected from development. Adopted policy ENV3 and National Planning Policy Framework apply.



General location of important trees to be protected within parameters of legislation

Other distinctive features to be protected from demolition within parameters of legislation (including walls and railings within the curtilage of listed buildings)



Walls



Railings



Hedges

SP

Sign Post

LB

Letter Box

<

Important Views

Area 1

Study Area

Detracting and enhancement elements.

D

Detracting elements out of character

E

Suggested Improvements

Appendices 1

Appendix 1 - Sources

ACT "An Act for taking an Account of the Population of Great Britain, and the Increase or Diminution thereof."enumeration Abstract. 1831

ACT Planning (Listed Buildings and Conservation Areas) Act 1990

CENSUS 2001, Office of National Statistics

CENSUS 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'

CHRIS BLANDFORD ASSOCIATES Landscape Character Assessment, Chris Blandford Associates, September 2006

CHAPMAN (John) Surveyor, and ANDRE(Peter) A Map of the County of Essex from a Survey Taken in the Years 1772, 1773 and 1774, 1777

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

DOUBLEDAY (H. A.) The Victoria History of the County of Essex Vol. I, Westminster 1903

ENGLISH HERITAGE The National Heritage List for England (online resource at <http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/>)

ENGLISH HERITAGE Register of Historic Parks and Gardens of special historic interest in England, English Heritage

ENGLISH HERITAGE Heritage at Risk Register 2013 East of England, English Heritage 2013

ENGLISH HERITAGE Understanding Place: Conservation Area Designation, Appraisal and Management, English Heritage, March 2011

ENGLISH HERITAGE Understanding Place: Historic Area Assessments in a Planning and Development Context, English Heritage, June 2010

ENGLISH HERITAGE Valuing Places: Good Practice in Conservation Areas, English Heritage, January 2011

ESSEX COUNTY COUNCIL Buildings at Risk Register - Heritage at Risk in Essex Register 2011, Essex County Council October 2011

ESSEX COUNTY COUNCIL Protected Lanes Assessment, Essex County Council, March 2012

1 Appendices

ESSEX COUNTY COUNCIL Strategic Environmental Assessment Consultation Environmental Report Annex B: Baseline Information, Essex County Council, March 2012

ESSEX COUNTY COUNCIL Uttlesford District Historic Environment Characterisation Project, Essex County Council, 2009

ESSEX PLACENAMES PROJECT www.essex.ac.uk/history/esah/essexplacenames/

ESTATE MAPS: Estate maps held by Essex Record Office Reference Code: Q/RDc 7B and D/DQy 28

EVANS (Sir John) The ancient stone implements, weapons and ornaments of Great Britain, London, Longmans, 1872

FRAMEWORK National Planning Policy Framework, Department for Communities and Local Government, March 2012

HERITAGE GATEWAY <http://www.heritagateway.org.uk/>

H.M.S.O. Population: account of the total population, according to the census taken, 1841, of each county in Great Britain; ... also, the number of houses...; similar returns for the Channel Islands and Isle of Man... ; account of the population of each city and royal and parliamentary burgh in Scotland. London : H.M.S.O., 1841

KELLY (E.R.) Ed., Post Office Directory of Essex, London, Printed and Published by Kelly and Co., 1874

LEWIS (Samuel) A Topographical Dictionary of England, London, S. Lewis and Co., 1848

MORANT (P) History of Essex Vol 2, 1768

ORDER The Town and Country Planning (General Permitted Development Order), 1995

ORDNANCE SURVEY Second Edition Ordnance Survey map sheets of England, 1898

NICHOLLS (John V.) Essex Survey of Cast Iron Signposts in the Uttlesford District 2002-2005, 2005

PEVSNER (Nikolaus) ed. James Bettleyard The Buildings of England, Essex, New Haven/London, Yale University Press, 2007

PLAN A plan of the farms in the parish of Rickling and county of Essex belonging to Christ's Hospital London held by London Metropolitan Archives, Reference: SC/GL/PR/LA/II/UGL/p751078x

RACKHAM (Oliver) The History of the Countryside: The full fascinating story of Britain's landscape, London, J. M. Dent & Sons Ltd, 1986

REANEY (Percy Hide) The Place names of Essex, Cambridge University Press, 1935

Appendices 1

RICH (Alexander) Rickling and Cricket – “The most perfect of wickets”, N. D.

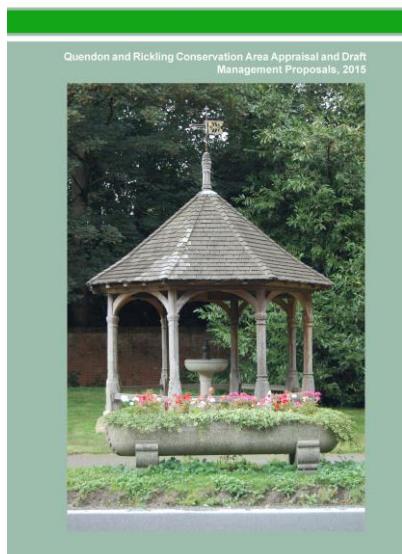
ROBERTSON (I.G.) The Archaeology of the M11 Motorway in Essex, 1970-75, 1975

UTTLESFORD DISTRICT COUNCIL Uttlesford Local Plan Adopted January 2005,
Uttlesford District Council, 2005

Report of Public Participation on Quendon and Rickling Conservation Area Appraisal and Draft Management Plan

13 February – 27 March

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



March 2015

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Contents

Introduction

Summary of findings of the Quendon and Rickling Conservation Area Appraisal

Publicity

Results from Consultation

1. Exhibition

2. Consultation

Appendices

Appendix 1 – Copy of letter to Quendon and Rickling Residents

Appendix 2 – Quendon and Rickling 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 Quendon and Rickling Village Hall on Saturday 21 February 10am to 1pm and all responses received during the consultation period 13 February to 27 March.

The Government encourages councils to undertake appraisals of Conservation Areas and as part of an ongoing programme an appraisal of the Quendon and Rickling Conservation Area was carried out in 2014-15. Anyone with an interest in Quendon and Rickling was invited to respond to the consultation on the draft Appraisal which was available online at <http://www.uttlesford.gov.uk/quendonandricklingcaa> or, from 13 February paper copies could be inspected at the Council Offices in Saffron Walden, Saffron Walden Library and from the Quendon and Rickling 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, they 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 Quendon and Rickling Village Hall on Saturday 21 February 10am to 1pm.

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 Quendon and Rickling Conservation Area Appraisal

The historic core of Quendon and Rickling is a high quality environment where the 31 Listed Buildings, or groups of buildings, and other structures in the Conservation Area make a significant contribution to its architectural and historical importance. The majority are designated Grade II, though, there are two which are designated

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Grade II*. A number of quality unlisted buildings have been identified as making a positive contribution to the character of the Conservation Area. These are: Rose Bush Cottage and The Cottage, Pond Cottage, the 19th century village fountain, Quendon and Rickling Village Hall and Nos.1- 4 Red Brick Cottages, Flint Cottage, The Old Post Office and Snowy Cottage on Rickling Green Road, Candle Mass Cottage, Rickling C of E School, 1 and 2 Rickling Green Road, 1, 2 and 3 Lacey Cottages and The Old Parish Hall.

Trees, hedgerows, water features and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. There are few detracting elements in the area, though it is noted that the removal of overhead utility cables and poles and the installation of these services underground would be beneficial to the overall appearance of the Conservation Area.

A number of minor amendments to the boundary of the Conservation Area were proposed:

- a. Include the entire rear gardens of White House, Aster House, Lavender Hill, Bramble Cottage and Squirrels.
- b. Include the entire rear gardens of Norbury and The Priory.
- c. To extend the boundary to follow and include the grounds of Rose Cottage, to the north-west of The Green.
- d. To amend the boundary to the west of the Pavillion to follow the clear boundary line with the adjacent field and the clearly defined hedge boundary of Laundry Cottage.
- e. To extend the boundary to the south of Mace's Farm to follow the triangular section of verge that spans Brixton Lane.
- f. To amend the boundary which currently runs to the south of Dell Cottage. The revised boundary will follow the hedgerow line to the north, excluding Dell Cottage and encompassing the southern-most section of the Green including the pond and the verges to either side of Belcham's Lane.
- g. To extend the boundary to include the entirety of the Rickling C of E school building and paved play area to the west.
- h. To extend the boundary to the rear of the gardens of Rickling Green Cottages, to follow the boundary line with Hallfield.

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 – Quendon and Rickling Parish Council were notified of the Council's intention to appraise the Conservation Area. The fieldworkers met with representatives of the Parish Council on 4 December 2014 to introduce the process and present the draft findings. Councillors were supplied with advance notification of the consultation and with a pre-publication copies of the Appraisal report to which they were invited to make a response.

Details were included on the Quendon and Rickling village website and in the parish magazine.

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

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

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/quendonandricklingcaa> 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 Quendon and Rickling Village Hall on Saturday 21 February 10am to 1pm and was attended by 39 people. The exhibition was attended by the fieldworkers who had undertaken the appraisal. They 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 16 February 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 days 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, Saffron Walden Library and from the Quendon and Rickling Parish Clerk.

Results of the consultation on the Quendon and Rickling Conservation Area Appraisal

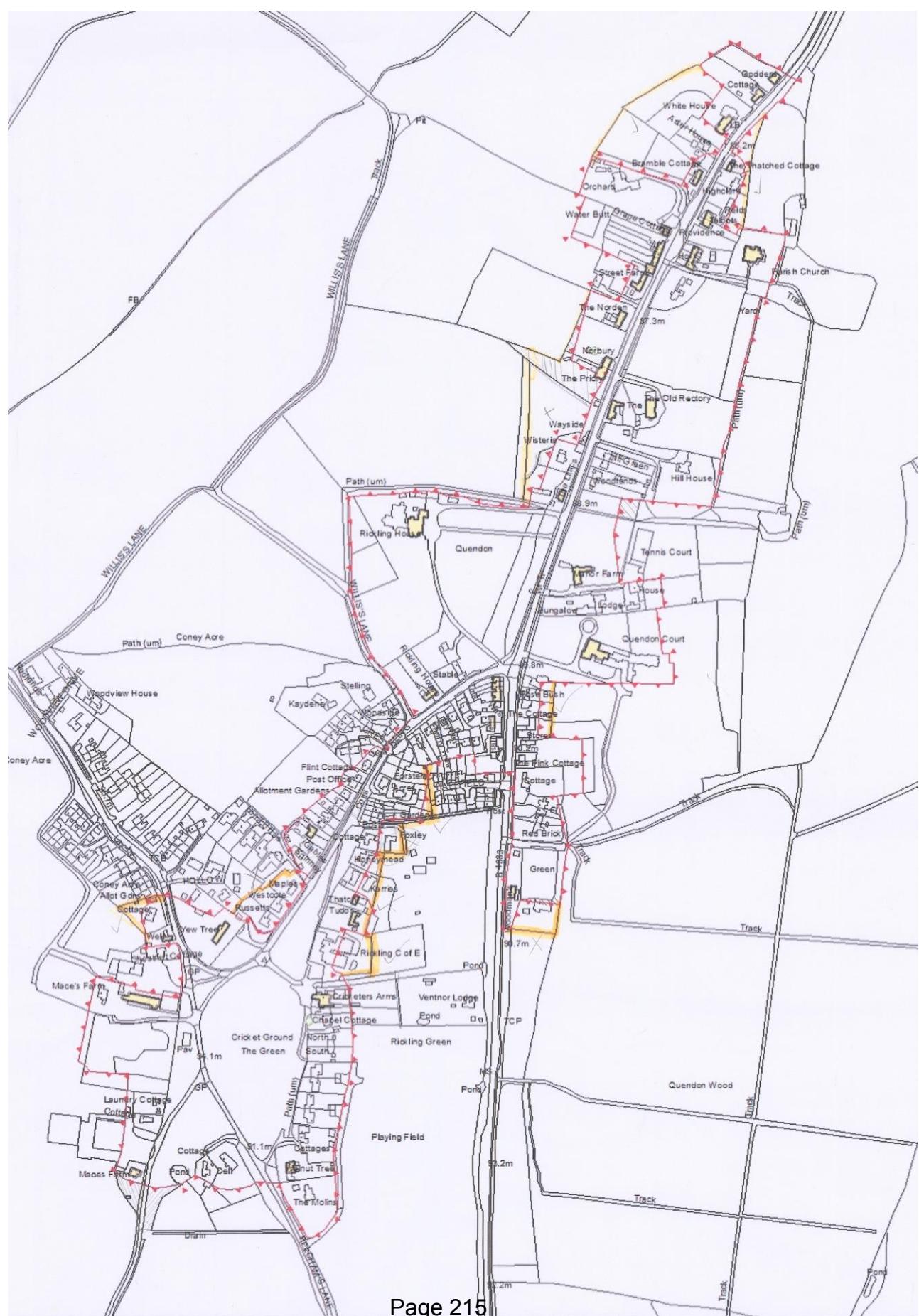
The consultation period ran from 13 February to 27 March and all responses are reproduced below.

Quendon and Rickling Parish Council

This is to confirm that the PC has suggested a number of minor changes to your proposed CA boundary, which we discussed and which are marked on the map I left with you on Friday 27th. March.

[Map reproduced on following page]

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation



The Hundred Parishes Society

I find your appraisals most informative and well-written. Perhaps because I have caught this one at the consultation stage, I felt it necessary to suggest a lengthy list of amendments. [These mostly relating to typographical or minor factual amendments. Appropriate corrections have been made to the draft appraisal; one comment relates to the findings of the appraisal and is reproduced below.]

1.168 and picture 1.35 – I don't think you should criticise the provision of benches, especially around a cricket green ! Perhaps encourage the provision of a waste bin for each seat but situated more discreetly right next to the seat and perhaps in matching wood?

A Quendon and Rickling resident

Comments here on the character analysis of Area 1 – Cambridge Road:

The analysis appeared clearly explanatory, reinforced both by the "map" produced for the exhibition and Mr. Tice's further explanation.

Comment here on the revised conservation area boundary:

Again, clearly explanatory, together with "map" and Mr. Tice's explanation. We fully endorse the proposed extension of the conservation envelope , which is essential to maintain the integrity of this small, beautiful, peaceful linear village.

A Quendon and Rickling resident

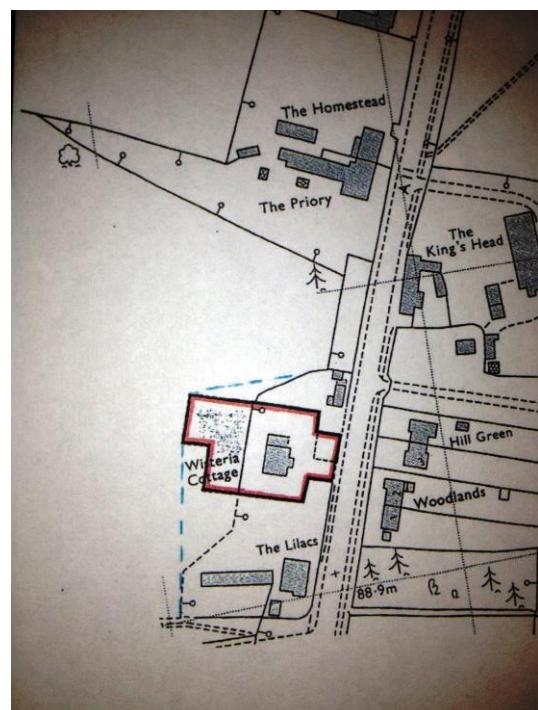
Comment on Area 2 of the revised conservation area boundary.

The current eastern boundary runs through the gardens of Buckden, Honeymead, Kerries and Fortuna, The Thatch and Tudor Cottage. It would be sensible to move it eastwards to encompass the gardens completely and follow the boundary of the Development Limits.

A Quendon and Rickling resident

Any other comments:

The boundary of Wisteria House is incorrect (please see attached map taken from the Land Registry).



Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

A Quendon and Rickling resident

Thank you for your time and assistance on Saturday and thanks also to your lady conservation officer colleague...whose name I didn't catch, but suspect was probably Ms Allsop?...would you kindly confirm this for me please.

Amongst a couple of queries, I'd referred to what had been illustrated [in green] on the plans as 'a hedge' which runs along the East side of the main B1383 between The Old Rectory and Quendon Cottage and opposite Norbury and The Norden.

You'd asked that I forward my thoughts on this...my view is this is not a hedge but a line of small'ish trees/saplings...many rotting or rotten [and actually rather unsightly] which over the years the PC have had to request be 'tidied up'...since these had often been blown or simply fallen down and obstructed the adjacent footpath....I believe such remedial work was carried out in the last couple of years or so, although I can't recall who by...possibly ECC Highways or UDC Rangers ?...I suspect our Parish Clerk [copied into this email will remember]

In my view it would be better [visually], and maybe less 'management' apart from periodic cutting, if indeed this was a hedge of some varietybut clearly planting it will come at a cost !!

I'm aware the field behind, diagonally through which there runs a PRoW, is within the curtilage and graveyard of Quendon Church and owned by Chelmsford Diocese....but managed by Strutt and Parker from their Chelmsford Office...

A Quendon and Rickling resident

It was very good to meet you on Saturday morning and thank you and your colleague so much for coming to Rickling and Quendon to show the Area Appraisal etc. We talked briefly about the early history of cricket on Rickling Green and I said I would forward an article I had written on the subject (attached).

I note that the document "Rickling and Quendon Conservation Area Appraisal and Draft Management Proposals, 2015" has a number of relevant mentions including that to Hayden senior and junior (mentioned in note 32 on page 19) who kept the "beerhouse" which became the "Cricketer's Arms".

Most importantly 1.156 on page 46 the document deals with "playing cricket since the late 19th century" – the earliest record I have found so far to a match on the Green is 1843 though the village certainly has its own side before then.

A Quendon and Rickling resident

Thank you very much for sending me a copy of the Quendon and Rickling Conservation Draft Appraisal.

Also many thanks for the information relating to Ernest Wilson which my husband and I found very interesting.

I have obtained a copy of the burial records for 1911 for the Parish of Quendon and it is clearly recorded that Ernest Edwin Wilson lived at our house, The Cottage, Quendon at the time of his death. This is exciting news for us and has prompted us to do some more research

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

on Mr Wilsons background. We also think that Mr Wilson would be worthy of a plaque on our cottage in honour of his work and sacrifice and would appreciate any advice that you could give us.

A Quendon and Rickling resident

We have read your Appraisal document regarding the villages of Quendon and Rickling and would like to comment.

We have been resident in the village for 35 plus years, living in one of the listed buildings within the conservation area.

We are pleased to see that the conservation area boundary at the north west end of Quendon is to be reviewed. The new proposal is more logical as it follows the existing property boundaries, and will hopefully clarify the responsibilities of those properties within the extended area. We are also pleased that various other areas in Quendon have been tidied up with this proposal.

We would also like to question why the boundary at the north east end of Quendon does not extend to the field adjacent to the north side of the church when the field on the south side of the church is included in the conservation area.

A Quendon and Rickling resident

Thank you for drawing our attention to the appraisal. It seems a thorough report with well thought out changes.

I do have one very minor suggestion.

You propose to change the boundary to run North of and to exclude Dell Cottage but to include the pond and triangular verge going towards Maces Farm. Would it be appropriate that where the new boundary crosses the road should be in line with the start of the Rickling Green village in line with where the Village signpost is placed.

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

**William Sieghart
50 Albermarle Street
London W1S 4BD**

23rd March 2015

Bruce Tice
Project Officer
Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4ER

RE: Quendon and Rickling Conservation Area Consultation

Dear Mr. Tice,

I represent the interests of my mother, two cousins, as well as myself in this matter. We are the owners of the land know as;

Land adjoining Manor Farm
Cambridge Road
Quendon
Saffron Walden
CB11 3XJ

Part of this land borders Cambridge Road and is wooded. It is this section of the land that is included within the conservation area known as Quendon and Rickling. It is the wish of the owners to request that this land be removed from this conservation area, which is currently under review.

This small parcel of land is a historical 'left over' from the break up of the lands of the Manor House some years ago. The eastern part of the land is protected by way of covenants granted to adjacent owners and rights of way, via public footpaths and to the best of my knowledge is used and has an application within my understanding of 'public amenity'. The land to the west, within the conservation area is private land, with no legal public rights of way. It is my feeling that this pocket of land has become marooned within the conservation area with no meaningful application other than providing a view from the road. It is not an SSSI nor protected ancient woodland.

In 1996 the owner at the time, my uncle Derek Baer, wrote to Uttlesford Council asking if the land could be developed, at that time the answer was an unequivocal no. Some 18 years have passed and I feel that in light of the crisis in housing facing every local authority, it is appropriate for the council to look at this land again and consider if development outweighs the only other benefit to the village – of a wooded view from the road.

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

I have only recently become aware of the conservation area review and upon first reading I can see the extensions to the conservation area that are being recommended but I can see no recommended reductions, so may this request be the first to be formally reviewed as part of this process.

I am very open to a wider conversation with the council about the future of this land and discuss any alternatives that may be suggested. I accept that the village has historical value and that the surrounding lands, by way of the conservation area add to the protection of that value. However, I do not feel that to leave this private land, potentially unused, in perpetuity, is of any lasting benefit to the village of Quendon.

Yours sincerely,

A large black rectangular redaction box covering a signature.

William Sieghart

A small black rectangular redaction box below the name.

A Quendon and Rickling resident

Comments here on the character analysis of Area 1 – Cambridge Road:

While I am not directly opposed to the extension of the existing Conservation Area to include all of my land at the Squirrels, I would only accept such an expansion if Item 1.121 of the Appraisal, and as further stated in Item Part 2 - Management Proposals 1 of the Appraisal, is properly addressed since the speed, vibration and noise of the existing traffic levels travelling along the B1383 completely undermines the objective being sought. In the absence of the proper required support that would actively demonstrate a stern commitment on behalf of Essex Police and the Essex County Council to invest the required resources to reduce the volume and speed of the current high levels of traffic, the Appraisal is seriously lacking in commitment to the general principles underpinning the need to protect this Conservation Area. Given that the B1383 is already fully included in the existing boundary, the Appraisal needs to show what action and commitment from other key party's aims to support the implementation of a more robust scheme. In this respect it needs re-thinking with wider statutory service sign up and inclusion. Identifying a diversion route for the traffic and adequate resources to fund a more pragmatic scheme, such as that adopted at the Little Chesterford site, and including this as part of the Appraisal would ensure that the future of Quendon as an area of conservation value is protected.

I see no evidence in the Appraisal of where other key services such as Essex County Council and Essex Police have agreed to commit investing the resources needed to ensure the existing area is properly protected. Indeed, their current commitment is so poor it seriously questions whether Quendon can be kept as an important Conservation Area which I feel it should, subject to the caveat of wider party commitment. If that commitment is obtained and backed up with a more comprehensive strategy then the expansion outlined in the Appraisal would be in keeping with a genuine desire to protect this historic area of value.

Comment here on the character analysis of Area 2 – The Green and Rickling Green Road:

Too much very poor planning decision has been allowed in this area which has been completely ruined and lost its original rural character. The area I once knew and enjoyed as a boy has already been so sadly destroyed.

Comment here on the revised conservation area boundary:

The revised boundary is fine given the stern caveat I have outlined for Cambridge Road. My only question that I have to raise is why the extension hasn't been applied to fit the boundaries of all of the properties in Quendon. Those to the East of the village along the B1383 have been excluded which makes no sense to the purpose of the Appraisal.

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

The buildings in Quendon are already well protected as most are listed. Extending the conservation area will do little to protect them further. Given the poor planning that has been experienced at Rickling Green, the issue of an area being inside or outside of a conservation area seems to afford little if any protection.

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Comment here on the management proposals:

Really need thinking though again as they are just too weak and incomprehensive. Please refer to the comments I have made for Cambridge Road as these apply in full to this Section.

Any other comments:

This is something I support but it needs further work and has inconsistencies that are illogical. For instance, extending the Conservation Area boundary to include the White House and Squirrels property in full is common sense but contradicts itself by not applying the same strategy to the boundaries of all other properties along the B1383 in full. We need to explore and seek full Government, County Council and Police agreement for an additional motorway junction just north of the village of Quendon to provide access and exists in both directions which will then reduce the traffic along the B1383 and really serve to protect the Conservation Area of Quendon.

[Additional comment]

Please be assured that the Appraisal has my full support for the inclusion of my land but it is just that the B1383 issue remains a key priority for the Parish Council so I was surprised it was not more extensive in its strategic approach to address that matter. I was just trying to be helpful from that aspect. One thing I failed to mention which does matter from a conservation perspective concerns the number of elm trees that naturally grow on my land. The northern boundary (i.e. the land between Squirrels and the White House) contains elms which get the Dutch Elm Disease when they reach between 15 and 20ft in height. I let them grow and just wait for them to die before cutting them down. I do this in the hope that one day one of them or more may develop a resistance and not die off. Obviously I would not want to have to apply for tree felling order for the dead trees as this would have significant cost implications for me personally though. Therefore, if the Appraisal could recognise this issue that would be helpful.

A Quendon and Rickling business

Comments here on the revised conservation area boundary:

My client Pegasi Management Co Ltd. Trading as Maces Farm, opposes the principle of extending the Quendon and Rickling Conservation Area, particularly the extension of the conservation area to the south of Maces Farm.

The area south of Maces Farm that is proposed to be included within the extension does not fulfil the criteria for inclusion in the Conservation Area; the proposed extension area does not include any buildings, let alone any buildings that contribute to the character of the village. It is simply a small patch of verge.

Paragraph 1.171 of the Quendon and Rickling Conservation Area Appraisal, 'Suggested Boundary Changes' stated that 'It is proposed that the boundary be amended in several locations, so as to incorporate the curtilage of several dwellings which themselves fall within the Conservation Area boundary, and to address any instances where the boundary includes only part of a structure.' Paragraph 1.171 goes onto state that the proposal to extend the conservation area to the south of Maces Farm is to "include the triangular section of verge that spans Brixton Lane." Unlike the other proposed amendments to the Conservation Area, the proposed extension of the conservation area to the south of Maces Farm does not extend the

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

boundary to incorporate either the curtilage of any dwellings that are in the conservation area or address an instance where the boundary only includes part of a structure. Therefore there is no clear reason why the council have proposed to extend the boundary to the south of Maces Farm.

The extension of the conservation area would be to the detriment of Mace's Farm. The current boundary line is already limiting the Farms ability to upgrade agricultural structures to the standards suggested by Natural England and a further extension to this boundary would be likely to restrict the farm's ability to upgrade its agricultural structures and subsequently could result in a decrease in efficiency at the farm.

Furthermore, Paragraph 1.166 states that "The pond to the south of the green also provides an important vista from within the Conservation Area and also when travelling along Brixton Lane". One can only see the pond once they are travelling along Brixton Road and are already within the existing Conservation Area. Travelling north along Brixton Road, the view of the pond is screened by thick trees and hedgerows, the pond only becomes visible once in the existing Conservation Area. Therefore extending the Conservation to the south of Maces Farm would do little to protect the 'important vista' because it can only be seen from within the Conservation Area', rather than the 'triangular section of verge that spans Brixton Lane'.

In conclusion, the extension of the Rickling Green and Quendon Conservation area to the south of Maces Farm to include the 'triangular section of verge that spans Brixton Lane' is an unnecessary and unjustified extension of the boundary. As previously stated it does not serve to conserve any buildings or any land that is in the curtilage of buildings within the existing conservation area or protect an important vista . It is therefore unclear as to why the council have proposed to extend the conservation area to include the parcel of land to the south of Maces. The parcel's inclusion within the conservation area will do little to enhance the character of the area and will likely have a negative impact on Maces Farm's operations.

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Date: 25 March 2015
Our ref: 145080
Your ref:



Mr Bruce Tice
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Customer Services
Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

BY EMAIL ONLY

btice@uttlesford.gov.uk

Dear Mr Tice

Quendon and Rickling Conservation Area Appraisal

Thank you for your consultation on the above dated 13 February 2015 which was received by Natural England on the same date.

Our Role

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Advice

Natural England does not wish to offer any substantive comments in respect of this consultation document (as the issues raised do not impact significantly on the natural environment), however, other bodies and individuals may wish to make comments that will help the Local Planning Authority (LPA) to fully take account of the environmental value of this area in the decision making process. We defer to English Heritage to give professional and impartial advice on the built and historic environment pertaining to this consultation.

We welcome the reference to open land, open spaces and gaps at 2.10. The important trees and hedgerows identified in 2.11 should be protected in local plan policy as they provide not only a valuable landscape setting for the Quendon and Rickling Conservation Area, but also add to the biodiversity value of the area (given the close proximity of Quendon Wood Site of Special Scientific Interest (SSSI)).

Biodiversity and the natural environment can lead to various opportunities, not just for wildlife activity and connection, but also health, recreation, contributing to climate change adaptation and improving quality of life. Natural England encourages the Council through its Local Plans and policies to ensure the district's green infrastructure is designed to deliver multiple functions.

The Council should also look at the fragmentation of open spaces and the linking of them back to paths and other sites. This would protect and enhance its green spaces and corridors, as well as providing opportunities to link sites and areas, whilst also offering sustainable transport options through walking and cycling, together with increasing and enhancing the green infrastructure network of the area.

Page 1 of 2



Natural England is accredited to the Cabinet Office Service Excellence Standard

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Impact Risk Zones for Sites of Special Scientific Interest

Natural England has recently published a set of mapped Impact Risk Zones (IRZs) for Sites of Special Scientific Interest (SSSIs). This helpful Geographical Information Systems (GIS) tool can be used by Local Planning Authorities (LPAs) and developers to consider whether a proposed development is likely to affect a SSSI and determine whether they will need to consult Natural England to seek advice on the nature of any potential SSSI impacts and how they might be avoided or mitigated. Further information and guidance on how to access and use the IRZs is available on the [Natural England website](#).

Further Consultation

Should the proposal be amended in a way which significantly affects its impact on the natural environment then, in accordance with Section 4 of the Natural Environment and Rural Communities Act 2006, Natural England should be consulted again. Before sending us any further consultations regarding this development, please assess whether the changes proposed will materially affect any of the advice we have previously offered. If they are unlikely to do so, please do not re-consult us.

We would be happy to comment further should the need arise but if in the meantime you have any queries please do not hesitate to contact us.

For any queries relating to the specific advice in this letter only please contact Phil Sturges on 01621 850198 or 07900 227383. For any new consultations, or to provide further information on this consultation please send your correspondence to consultations@naturalengland.org.uk.

We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service.

Yours sincerely

Phil Sturges
Sustainable Land Use and Regulation
Essex, Herts, Beds, Cambs and Northants Area Team

Page 2 of 2



Natural England is accredited to the Cabinet Office Service Excellence Standard

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Appendices

Appendix 1 – Copy of letter to Quendon and Rickling Residents

Quendon and Rickling conservation area appraisal and draft management proposals consultation



Dear Quendon and Rickling 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 Quendon and Rickling. A consultation on the draft document will be running between **13 February and 27 March**. The document will be available online at <http://www.uttlesford.gov.uk/quendonandricklingcaa> or, from 13 February, paper copies can be inspected at the Council Offices in Saffron Walden, Saffron Walden Library or from the Quendon and Rickling 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 Quendon Village Hall on **Saturday 21 February 10am to 1pm**.

The historic core of Quendon and Rickling is a high quality environment where the 31 Listed Buildings, or groups of buildings, and other structures in the Conservation Area make a significant contribution to its architectural and historical importance. The majority are designated Grade II, though, there are two which are designated Grade II*. A number of quality unlisted buildings have been identified as making a positive contribution to the character of the Conservation Area. These are: Rose Bush Cottage and The Cottage, Pond Cottage, the 19th century village fountain, Quendon and Rickling Village Hall and Nos.1- 4 Red Brick Cottages, Flint Cottage, The Old Post Office and Snowy Cottage on Rickling Green Road, Candle Mass Cottage, Rickling C of E School, 1 and 2 Rickling Green Road, 1, 2 and 3 Lacey Cottages and The Old Parish Hall.

Trees, hedgerows, water features and open spaces within the existing Conservation Area play an important function in adding to the high quality and diversity of the environment. There are few detracting elements in the area, though it is noted that the removal of overhead utility cables and poles and the installation of these services underground would be beneficial to the overall appearance of the Conservation Area.

A number of minor amendments to the boundary of the Conservation Area are proposed: a. Include the entire rear gardens of White House, Aster House, Lavender Hill, Bramble Cottage and Squirrels. b. Include the entire rear gardens of Norbury and The Priory. c. To extend the boundary to follow and include the grounds of Rose Cottage, to the north-west of The Green. d. To amend the boundary to the west of the Pavilion to follow the clear boundary line with the adjacent field and the clearly defined hedge boundary of Laundry Cottage. e. To extend the boundary to the south of Mace's Farm to follow the triangular section of verge that spans Brixton Lane. f. To amend the boundary which currently runs to the south of Dell Cottage. The revised boundary will follow the hedgerow line to the north, excluding Dell Cottage and encompassing the southern-most section of the Green including the pond and the verges to either side of Belcham's Lane. g. To extend the boundary to include the entirety of the Rickling C of E school building and paved play area to the west. h. To extend the boundary to the rear of the gardens of Rickling Green Cottages, to follow the boundary line with Hallfield.

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.

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

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Quendon and Rickling conservation area appraisal
and draft management proposals consultation



Uttlesford District Council Official Notification

Important information on the Quendon and Rickling
Conservation Area Appraisal

For the attention of the property owner

Quendon and Rickling Conservation Area Appraisal Public Exhibition

Saturday 21 February 10am-1pm
Quendon and Rickling Village Hall
Cambridge Road,
Quendon,
Essex, CB11 3XQ

Your chance to have your say on the draft Conservation Area Appraisal for Quendon and Rickling

The consultation runs 13 February to 27 March 2011.
For more information call 01799 510670 or take part online at
www.uttlesford.gov.uk/quendonandrucklingcaa

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

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Appendix 2 – Quendon and Rickling consultation form (the Council's standard equalities monitoring forms were also made available)

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Quendon and Rickling Conservation Area Appraisal Consultation

Consultation Feedback Form

Comment here on the character analysis of Area 1 – Cambridge Road:

Comment here on the character analysis of Area 2 – The Green and Rickling Green Road:

Comment here on the revised conservation area boundary:

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

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

Uttlesford District Council Quendon and Rickling Conservation Area Appraisal and Management Proposals Consultation

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.

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

Date: 18 June 2015
Title: Assets of Community Value
Portfolio Holder: Cllr Barker

13

Key decision: No

Summary

1. The Localism Act 2011 introduces a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty of Local Authorities to 'maintain a list of land in its area that is land of community value'.
2. Officers have requested submission from Parish and Town Councils and this report reports the most recent response.

Recommendations

3. To agree to include the following on the Assets of Community Value list:
 - Felsted Allotments, Station Road
 - Felsted village Playing Field, Braintree Road
 - Ravens Crescent Play Area, Watch House Green
 - Willows Green Play Area, Evelyn Road
 - Banister Green

Financial Implications

4. There are direct financial implications arising at this stage which relate to the formal process of identifying and contacting asset owners and, if relevant, registering an asset as a Land Charge. These costs can be met from existing budget and staff resources.
5. There is also an unquantifiable financial risk to the Council. This needs to be kept under review and at an appropriate time consideration should be given to establishing a contingency reserve to mitigate the risk to the Council's budget.

Background Papers

6. Submissions for consideration as Assets of Community Value

Impact

- 7.

Communication/Consultation	Notice to the owner is required.
----------------------------	----------------------------------

Community Safety	No impact.
Equalities	The duty will effect all equally.
Health and Safety	No impact.
Human Rights/Legal Implications	Pursuant to s.19 Human Rights Act 1998 the Secretary of State has certified that in his opinion the Localism Act is compatible with the Convention rights.
Sustainability	No impact.
Ward-specific impacts	Felsted
Workforce/Workplace	Work will be coordinated within the Planning and Housing Policy, Land Charges and Legal Teams.

Situation

8. The Localism Act 2011 introduces a concept of an ‘Asset of Community Value’. Section 87 of the Localism Act places a duty of Local Authorities to ‘maintain a list of land in its area that is land of community value’.
9. Section 87 states as follows “*s. 87 of the Act requires local authorities to maintain a list of land and buildings in their areas which are of community value. Entry of an asset on the list lasts for 5 years although it may be able to be removed earlier in certain circumstances which may be specified in secondary legislation. Subject to the Act and any regulations made under it the form of the list is in the local authority’s discretion.*”
10. An Asset is of community value if (in the opinion of the local authority) either:
 - The current use furthers the social wellbeing or interests of the local community; and
 - it is realistic to think that at some time in the next five years the Asset will further the social wellbeing or social interests of the community or
 - there was a time in the recent past when a use of building or land had furthered the social wellbeing or interests of the community; and
 - it is realistic to think that in the next five years the building/land could further the social wellbeing or interests of the community.
11. Although it is for the local authority to determine whether an Asset falls within the criteria to be included in the list s. 89 provides that Assets may only be included in the list in response to a community nomination (a parish council or a voluntary or community body with a local connection) or in circumstances contained in secondary legislation. In addition to the List of Assets of Community Value the council must also maintain a list of land which has been the subject of unsuccessful community nominations.

12. The Act defines social interest as: cultural interest, recreation interest and sporting interests which is a fairly wide definition.

Assessment

Allotments, Felsted

13. Felsted Parish Council have submitted a request to the Council to consider the listing of the Allotments on Station Road Felsted. It is currently occupied by 67 tenants who are residents of Felsted and surrounding parishes. The Allotments meet all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list'.

Felsted Village Playing Fields

14. Felsted Parish Council have submitted a request to the Council to consider the listing of the Village Playing Fields. This recreational space is the principle public play area in the village and is used on a regular basis by clubs and residents. The Playing Field meets all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list'.

Willows Green Play Area, Felsted

15. Felsted Parish Council have submitted a request to the Council to consider the listing of Willows Green Play Area. This is an equipped area of play in the hamlet of Willows Green. It meets all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list'.

Bannister Green, Felsted

16. Felsted Parish Council have submitted a request to the Council to consider the listing of Bannister Green. This is a large area of open space, including a play area situated in the heart of Bannister Green. It meets all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list.'

Ravens Crescent, Felsted

17. This is an area of green space off Ravens Crescent. The land is owned by Uttlesford District Council and is leased to the Parish Council. It is currently used by the community for recreational purposes. It meets all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list'.

18. In line with paragraph 8 of The Assets of Community Value (England) Regulations 2012 the Council have taken all practicable steps to give information that it is considering listing the land to the relevant Parish Council, owner of the land, freeholder and occupant. This has taken the form of letters and site notices.

Conclusion

1. The Council has received a valid request for consideration and the recommendation is set out in paragraph 3.

Risk Analysis

2.

Risk	Likelihood	Impact	Mitigating actions
Compensation may be payable if the value of the Asset declines from the time of notification to the Council to final sale.	3 – Fluctuations in property value are common and unpredictable.	3 – Unquantifiable as this will depend on the number of Assets included on the List, the number which come up for sale, the amount of community interest in purchasing the Asset and any fluctuation in property value.	Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which comply with the criteria are included.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Committee: Cabinet

Agenda Item

Date: 18 June 2015

14

Title: Great Chesterford Parish Plan

Portfolio Holder: Cllr Barker

Key decision: No

Summary

1. Great Chesterford Parish Council has approved a Village Plan and has sent it to the District Council. This report considers its findings and action plan.

Recommendations

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

Financial Implications

3. None

Background Papers

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

Great Chesterford Village Plan 2015

Impact

- 5.

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

Workforce/Workplace	None
---------------------	------

Situation

6. The purpose of the Great Chesterford Village Plan is to determine the future of the village, and how it can change for the better. It reflects a collective view of what is important to people living in the village. It sets out a vision for the future of the parish and outlines how that can be achieved.
7. The views of the residents were obtained through a questionnaire distributed in autumn 2013. In total 493 people completed the questionnaire, a return rate of 43.8% of the village's population over the age of 17. Youths and businesses were asked to complete separate questionnaires.
8. Key points arising from the Village Plan are:-
 - a. Housing and Development: Over half of respondents (53.3%) felt that there should be no further construction in Great Chesterford beyond the 100 dwellings already allocated by the District Council in the current draft Local Plan. However a large minority (42%) would accept up to 100 additional dwellings. There was strong support for any future provision to be affordable and for local people. Views were mixed on the size of homes that should be made available, but the majority favoured small (1-2 bedroom) or family (3-4 bedroom) homes. There was significant interest in bungalows, retirement accommodation and warden-assisted accommodation.

Action: Establish a group to take forward proposals to create a Neighbourhood Plan.

- b. Business: A total of 18 business responded to the business survey. The majority were well established. A quarter of the businesses were run from home. Issues reported by businesses were lack of parking, lack of local housing for employees; and poor broadband provision. The majority of local businesses said they were unaware of any local businesses services provided by the District Council.

Action: Explore further with businesses what their parking needs are and to what degree this is limiting their work; create a business directory on the village website; parish council to consider what can be done to improve broadband provision.

- c. Roads and Transport: The railway is frequently or occasionally used by 68% of respondents. The bus service between Saffron Walden and Cambridge which stops in the centre of the village is not at all well used with 76.9% of respondents saying they never or hardly ever use it. Concerns were raised about the speed of traffic on the B184 and on internal roads, however some respondents didn't want to see the village cluttered with signage, markings and equipment. There was support for cycleways on the main roads and for a reasonable pavement to be

made along Jacksons Lane up to the junction with Walden Road and similarly along High Street.

Action: Conduct further research into what can be done to encourage greater use of the bus service; explore with Essex Highways what might be done to calm traffic on the main roads within the village envelope; investigate cycleway improvements.

9. The Village Plan concludes with a statement from the Parish Council setting out how many of the actions are already being considered.

Risk Analysis

- 10.

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

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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



Great Chesterford

Village Plan

Contents

1	Great Chesterford	1
2.	Drafting the Village Plan	2
3.	Roads and Transport	3
4.	Environment, Recreation and Leisure	5
5.	Services and Facilities	6
6.	Crime and Safety	6
7.	Education	7
8.	Communication and Democracy	8
9.	Housing and Development	9
10.	Business Questionnaire	10
11.	Youth Questionnaire	11
12.	Action Plan	12
13.	Statement From The Parish Council	14
14.	Acknowledgements	Inside back cover



Great Chesterford

Great Chesterford is a village and civil parish in the Uttlesford district of Essex. It is situated about 3 miles north of Saffron Walden and 12 miles south of Cambridge, in the Cam Valley.

Archaeological evidence suggests that the land around the village has been inhabited for centuries. There was a substantial Late Iron Age settlement on the site of the current village, with a shrine located approximately a kilometre away to the north-east. A Roman fort was constructed at Great Chesterford in the first century AD, possibly as a consequence of the Boudiccan revolt in AD 60 or in recognition of the settlement's strategic position between the territories of the Catuvellauni, Trinovantes and Iceni tribes. In the fourth century it became one of only two walled towns in Essex, the other being Colchester. The name of the Romano-British town is unknown, but *Civitas Ikelorum* has been suggested based on a particular find.

There is evidence of a large settled Saxon population at Great Chesterford from the end of the Roman period, and it was during this time that the village acquired its name *Cestreforda* or "the ford by the camp". The Domesday Book records the village in 1086 as a settlement with a total of 47 households.

Following the Norman Conquest Great Chesterford became a royal manor, with its occupants holding right of copyhold. The village was reasonably prosperous during the medieval period, largely due to the cloth trade (cloth was cleaned or 'fulled' at the

water mill), and hosted a weekly market (which may have been held near the site of what is now the Crown and Thistle public house). By 1635 the village was being used as a staging post for the Newmarket Races, often used by Charles I. In 1801 Great Chesterford had a population of 600; by 1841 the population had grown to 917.

The modern-day village has its own railway station (opened to passengers in 1848) serving Cambridge and London Liverpool Street and is about half a mile from Junction 9 of the M11, which connects London with the north. There are two public houses and a hotel, and the village also provides employment with its own small industrial sector and various small businesses. There is a first-rate school, a pre-school and many clubs and societies. It remains a picturesque settlement, with 68 buildings listed as being of 'special architectural and historical interest'. According to the most recent census, Great Chesterford has 1494 residents in 599 households.

Drafting the Village Plan

A Village (or Parish) Plan is a document that helps to determine the future of a community, and how it can change for the better. It deals with quality of life issues, and reflects a collective view of what is important to people living in a village. It is a document that sets out a vision for the future of the parish and outlines how that can be achieved.

In early 2013 a group of volunteers formed an independent Steering Group with the objective of producing a Village Plan for Great Chesterford. After consultation with other villagers at the Annual Village Meeting a questionnaire was developed and circulated to obtain the views of the community on topics of mutual interest.

The questionnaire was distributed to all houses in the village in autumn 2013 and allowed for up to four residents in each household to answer the questions. In total 287 were completed, a return rate of 46.2%. Within the survey 493 different people answered some or all of the questions, equating to 43.8% of the village's population over the age of 17. Responses were received from all age groups, with those aged 18-29 least represented (4.5% of the total) and those aged 60-74 most represented (30.4%). Youths and businesses were asked to complete separate questionnaires.

Overall respondents seemed very content with their environment, and there was a consensus of opinion on most matters. Perhaps unsurprisingly, residents listed the surrounding countryside, transport links and the attractiveness of the village as the most important reasons for living in Great Chesterford, but quality of the environment for raising children, sense of community, and proximity to nearby relations were also popular reasons for living in the village.

This document summarises the data collected from the questionnaire, and proposes a number of actions for consideration by the village and its representative bodies.



Roads and Transport

Great Chesterford is sited on the main route between the university city of Cambridge and the thriving market town of Saffron Walden, close to the M11, and boasting a direct rail connection with London. The transport network is a major asset to the village.

Railway

The railway (located to the south west of the village) is frequently or occasionally used by 68% of respondents, and whilst it is considered to be generally satisfactory there were several suggestions for improving the station and its environment. Parking is limited, and there is poor lighting on Station Road (to the extent that some respondents do not as a consequence use the railway). Access for less mobile users to the northbound platform is difficult, and there were several comments about lack of facilities which might be considered integral features of other stations.

Buses

The bus service stops in the centre of the village on the route between Saffron Walden and Cambridge. Unlike the rail service, it is not at all well used, with 76.9% of respondents saying that they never or hardly ever use it. There were suggestions that the village needed a bus shelter(s) and a longer and more frequent service. The successful introduction of either would be contingent on a better-used service in future.

Roads

The core of the village falls between the busy B1383 (London Road, once the A11) and B184 (Walden Road), and contains three main internal thoroughfares: the High Street, which moving from east to west becomes South Street and then Church Street; School Lane, which continues north onto Jacksons Lane; and Carmen and Carmel Streets.

A number of road safety concerns were raised by respondents. Chief of these was that traffic needed to be slowed on the B184 (current speed limit 50mph), and there was support for reducing the speed limit on internal roads (currently 30mph). Many felt that junctions needed to be improved. However a number of respondents stated that they did not wish to see the village landscape cluttered with un-necessary signage, markings or equipment.

There was significant support for cycle ways on the main roads, and for a reasonable pavement to be made along Jacksons Lane up to the junction with Walden Road and similarly along High Street. The footpath along Walden Road between Jacksons Lane and High Street was also felt to be inadequate. Despite the major resurfacing work carried out in the summer of 2013, a large number of potholes remain un-repaired, whilst others continually appear.

Parking

Inconsiderate parking stimulated more comments than almost any other issue; in particular there is a major problem outside the school at drop off and pick up time, although the majority of those advocating restrictions do not have children at the school. Suggestions included parking restrictions, a one way system on School Lane, and a ‘walking taxi’ from a better drop-off point.



Environment, Recreation and Leisure

Although reflecting the bias in the survey towards the more elderly age group it is remarkable that some 62% of respondents have lived in the village for more than 10 years. People like the general attractiveness of the village, and the surrounding countryside. Younger people find it an excellent place to bring up children. The survey showed that in particular Horse River Green, the Recreation Ground Playground and the Community Centre were heavily used by villagers.

Open Spaces

There is strong support for providing an allotment area; and 71 respondents said they would definitely be interested in leasing a plot. It will be important to understand the reasons for the loss of the previous allotment before planning any new provision. Many people would like to see some community fruit trees planted in open spaces, as well as a more general tree and hedge planting initiative. Over 100 people are prepared to join a litter picking team and general volunteer group for ad-hoc projects as they occur. Dog fouling was a widely reported nuisance.

Village Events

The annual ‘Steam Up’ (held each October and featuring fair-rides, stalls, and an exhibition of steam engines) has wide support and approval and is attended by a huge majority (85.4%) of respondents. Some commented that the overall format is now due for an update; but almost half of respondents (46.7%, or over two thirds of people who expressed an opinion) felt that there was scope for a second event such as a Spring or Summer fair. Otherwise the great majority of people are aware of events and activities, and feel that these fulfil the recreational and leisure needs of the village.

Heritage

There was clear support (76.8% of respondents) for making more of the village’s history and heritage, much of which was not obvious to visitors or indeed to residents themselves.

Street Lighting

There is no strong indication that the village wants street lighting to be re-introduced for the full night-time period. However there are certain specific areas where street lighting needs to be improved, particularly for the perceived safety of pedestrians. These include the path to the Rail Station, the path to the Recreation Ground, and near the Community Centre.

Footpaths and Cycle Paths

Most people know where the public footpaths are around the Village; and about 65% of those people use them without difficulty. However signage is said to be poor. There is a general enthusiasm for more and better cycle tracks, including off-road tracks to Saffron Walden and up to Hinxton, with connections there to the Cambridge network. Most usage would be ‘for fun’, but for 55 people it would become part of their travel to school or work.



Services and Facilities

The village is generally considered well-served in terms of facilities. The most used at the time of the survey included the Post Office, the pubs, the GP surgeries, the village shop, and the Community Centre. Significant numbers of respondents also use the church and the hotel.

Village Shop

Since the survey was taken the Village Shop (and with it the Post Office) has closed. Respondents commented that the Shop had been inadequately stocked and priced for some time; for their part, the owners of the Shop did not feel that they could continue as a business without significantly more support from the village. At the time of writing the Shop is scheduled to re-open under new ownership. It is not clear if the Post Office will form part of its offering. There was some support for maintaining the Shop as a community initiative should a commercial provider be unable to make it a going concern.

Farmers Market

Almost three quarters of respondents – some 326 individuals - said that they would be interested in a weekly or monthly Farmers or Community Market. It may be worth waiting to see what the offer of the new shop will be before pursuing this idea further.

Green Skip

The green waste skip (which visits the village in alternate locations every weekend) remains popular, used at least monthly by almost half (47.4%) of respondents

Crime and Safety

A significant majority of respondents thought that Great Chesterford is a safe place to live. By far the single biggest concern (reported by 268 respondents) was cold calling, though vandalism, theft, and anti-social behaviour were also recorded as issues (c.95 each). Many felt that there was a need for better or more visible policing and a Neighbourhood Watch Scheme, which has subsequently been re-established.

Education

Great Chesterford is fortunate to have a pre-school located at the Community Centre, and a primary school rated outstanding by Ofsted.

Pre-School

The pre-school offers sessions five mornings per week during term time. The survey showed that the pre-school is valued by the community, and the majority of respondents on the subject (80.1% of those who expressed an opinion) want to see it have its own permanent site. If this were possible, a considerable majority would like to see it increase the number of sessions that it offers (83.6% of the 244 respondents offering a view).

The Primary School

The primary school – Great Chesterford Church of England Primary Academy – is a valued part of the community; it has been described as the ‘heart of the village’ by many residents, and respondents reported good interaction between the school and the community. Just under one-fifth of respondents had children at the school, which currently serves 210 children from Great Chesterford and neighbouring villages (primarily Little Chesterford and Littlebury). Almost 100 respondents said that they would be willing to volunteer to assist the school in its various educational initiatives in and out of the school.

A majority of residents want the school to stay in the centre of the village (76.3% of those expressing an opinion). There was more support for a change of site in the next 15 years if the school expanded, though a significant minority of respondents felt that the existing site could simply be redeveloped to increase capacity.



Communication and Democracy

The village has an active parish council comprised of nine Councillors and a Clerk. It is responsible for the Recreation Ground, Horse River Green, Coronation Green, Hall Garden, Jubilee Garden (at Fag End) and the open spaces at Rookery Close and Pilgrim Close.

The Council is also responsible for a number of street lights in the village and will report faults and other highways problems i.e. potholes, to the relevant authority for action.

There are various points of communication with the village, including a village website (www.chesterfords.info) and email group, The Broadsheet, a village noticeboard, a Parish Council newsletter, and various public fora including an Annual Village Meeting.

The Parish Council

The Parish Council communicates with the villagers well, according to most people in the village. Most respondents find out about the work of the Parish Council from the Broadsheet. But some improvements have been requested by residents. It was felt that Parish Council newsletters should be printed on a more regular basis, and that minutes of meetings should be easier to access. It was suggested that photographs and contact details of all Parish Councillors might be published on the Chesterfords website.

The Broadsheet

Almost all of villagers (97.3%) read The Broadsheet always or sometimes and rate it good or very good (97.1%). It has been suggested that it could be expanded to include more articles and features, and that it should be made available online. The hard copy circulation could be supplemented with an email pointing to the electronic version on the website

Chesterfords Website and Email Group

Just over half of respondents to the survey said they used the Chesterfords website. Many felt that it needs to be updated on a more regular basis, and that it could be developed to host more detailed information about up-coming events, timetables, contact numbers, links to electronic versions of the Church News and The Broadsheet, and Google Group discussions either verbatim or in digest.

There was strong support (74.9% or 346 of respondents) for producing a welcome pack for people moving into the village.

The image shows a scanned page from a parish council newsletter. At the top left is a logo for 'NEWSLETTER' with a small illustration of a church. Below the logo is a section titled 'Grant Update' with text about grants received for the Pilgrim Close play surface. A photo of children playing on the new surface is shown. To the right is another photo of children playing on a different, older-looking play area. The text next to the second photo discusses safety improvements. Below these photos is a section titled 'Housing Developments' with text about a proposed development on Stanley Road. A photo of a house under construction is shown. At the bottom right is a photo of a person holding a sign that says 'Litter Pick'.

Housing and Development

Housing was a contentious issue and the one that attracted the most full response overall. Over half of respondents (53.3%) felt that there should be no further construction in Great Chesterford beyond the 100 dwellings already allocated by the District Council in the current draft Local Plan. However a large minority (42%) would accept up to 100 additional dwellings.

Types of Dwellings

There was strong support for any future provision to be affordable and for local people. Views were mixed on the size of homes that should be made available, but the majority favoured small (1-2 bedroom) or family (3-4 bedroom) homes. There was significant interest in bungalows, retirement accommodation and warden-assisted accommodation.

Most agreed that any new development should be sympathetic to the village character, be environmentally friendly and make provision for off-street parking. There seemed to be significant interest in provision for residents to be able to downsize within the village.

Neighbourhood Plan

Just over 80% of those who expressed a view (315 respondents) said that they would support the development of a Neighbourhood Plan for Great Chesterford. However a further 137 respondents said that they did not know, which suggests that further work would need to be done to educate residents on what a Neighbourhood Plan is and how it could be used to influence future planning decisions.



Business Questionnaire

A total of 18 Great Chesterford businesses responded to the business survey. The majority of these were well established; 88.9% had been operating for 5 or more years, and two thirds had been based in the village for at least 10 years. One quarter of businesses were run from home. Between them they employ some 84 full time and 17 part time staff. Almost all (93.8%) said that they felt they benefitted from being located in the village, particularly given transport links.

One of the issues reported by businesses was lack of parking for staff and deliveries / visitors. Most of their staff live outside of the village (85.3%) and over two thirds travel to work by car. Perhaps connected, over a third of businesses said that their employees struggled to find local housing.

The majority of local businesses said that they were unaware of any local business services provided by the District Council. Almost three quarters reported that they found the current broadband provision limiting. The majority were interested in being included in a business directory on the Chesterfords website.



Youth Questionnaire

There were 108 responses from villagers aged 5 to 18, with just over two thirds being offered by 5 to 10 years olds. They all like living in the village at least ‘a little’, but most ‘a lot’ (84.3%). Respondents expressed interest in a wide range of activities: seeing friends was top of the list, but cycling and walking, and visiting the recreation ground, play areas and engaging in sport were all popular. Although almost a quarter felt that village facilities were fine, the majority suggested that they could all be improved.

There was strong interest in the introduction of new activities and sports (68.9%). This might perhaps be considered alongside the sentiment expressed in the main survey that a funded youth club should be available.

The two biggest issues for youth respondents were speeding cars (68 respondents) and dog mess (55 respondents) in the village – echoing points made by adults.

The majority of those responding use the train at least sometimes (89.2%), but again echoing the main survey 57.3% said that they never use the bus service.

Younger respondents seemed aware of footpaths and were keen on the provision of more cycle ways in the village.

Action Plan

Roads and Transport

1. Discuss with Greater Anglia (a) the possibility of more and/or better organised and marked parking spaces at the station, (b) better access to the northbound platform; (c) the installation of electronic information boards; (d) the introduction of toilets and coffee facilities.
2. Explore what can be done to improve lighting on Station Road (and on the path to the Recreation Ground and around the Community Centre).
3. Conduct further research into what can be done to encourage greater use of the bus service.
4. Raise with the Parish Council the question of reporting road repair issues.
5. Explore with Essex Highways what might be done to calm traffic on the main roads within the village envelope. It is noted that there is already a proposal to reduce the speed limit to 20mph on main internal roads within the village.
6. Investigate what improvements can be made to existing and planned cycleways, and identify stretches of road that would benefit from the creation of cycleways.
7. Engage with the school to explore possible solutions to the parking issue; these might include temporary one-way measures on School Lane; cycle schemes; car sharing schemes; alternative parking sites; or a walking taxi scheme.

Environment, Recreation and Leisure

8. Establish an Open Spaces Group to (a) consider the provision of allotments, (b) identify areas for potential planting of trees and hedgerows and (c) develop volunteering projects.
9. Establish a group to identify the areas of historical interest within the village, and devise a costed plan for improving their visibility and profile.
10. Request that the Parish Council explore potential for a second annual village event, in consultation with villagers, particularly those most affected by its location and operation.
11. A map of the existing footpaths to be drawn up and published on the Chesterfords website, also posted on notice boards, and made available in print for residents and tourists; improved signage and regular maintenance for footpaths.
12. More dog bins are called for; and the appointment of the dog warden is welcomed.

Services and Facilities

13. Establish a group to consider whether a farmers market would be viable, and to draft a proposal setting out location, suppliers etc.

Crime and Safety

14. Discuss with the Parish Council how it might actively support the new Neighbourhood Watch Scheme. Discuss with the Scheme leaders how they will communicate with the village.

Communications and Democracy

- 15 Suggest that the Parish Council produce its newsletters on a more frequent basis, and improves the visibility of its members and discussions on the Chesterfords website.
16. Establish a group to review the content and update of the Chesterfords website.
17. Develop a welcome pack for people moving into the village.

Education

18. Report the findings of the survey to the Chesterfords Pre School Management Committee.
19. Report the findings of the survey to the headmaster of the Great Chesterford Church of England Primary Academy, and note in particular the willingness of villagers to engage with the school on its projects.

Housing and Development

20. Establish a group to take forward proposals to create a Neighbourhood Plan for Great Chesterford. This should be done in close communication with the village, providing advice on technical issues and making clear the implications of moving forward.

Youth Questionnaire

21. Establish a group – to include representatives of the under-19 community – to explore how village facilities might be improved and what demand there was for additional structured activities.

Business Questionnaire

22. Explore further with businesses what their parking needs are and to what degree this is limiting their work.
23. Create a business directory on the Chesterfords website.
24. Discuss with the Parish Council what can be done to improve broadband provision in the village.



Statement from the Parish Council

The Parish Council, on behalf of the village as a whole, is deeply grateful for the enormous amount of work that has gone into this Village Plan. We would like to thank everyone involved, not least those of you who very kindly took the time to complete the survey.

What are we going to do with the findings? Rather a lot actually. I have listed below the progress on the various objectives and actions identified, so you can see the progress made to date. We will continue with implementation of the outstanding matters and review progress on a regular basis at Parish Council meetings. You will be able to see how we are doing from the Minutes. In addition we will have a specific item on the Annual Village Meeting agenda to discuss progress on the Village Plan.

As well as these important implementation issues, the Village Plan will be a very significant part of the evidence base for the forthcoming Neighbourhood Plan. The Neighbourhood Plan, which is a very significant project, has formal status under planning law and will be of profound importance in influencing the future size and nature of the village. Neighbourhood Plans are required to be evidence-led, and as such the Village Plan has given us a head start in this process.

Once again our profound thanks to the team who put this plan together for all their valuable hard work. I commend this plan to you, as both a summary of where we are and a blueprint for the future.

Roads and Transport

1. Discussions are in progress with Greater Anglia concerning potential improvements to the station and its facilities.
2. The Parish Council is exploring what can be done to improve lighting in areas identified as needing attention in the Village Plan.
3. Streamlined processes are now in place with Essex Highways and Uttlesford Highway Rangers to report road repair issues.
4. A 20mph speed limit within the village envelope has been agreed in order to calm traffic, with signs to be installed. Essex Police have agreed to effect greater monitoring and enforcement of traffic in the village and have just approved a new speed monitoring site in Jackson's Lane.
5. A new section of cyclepath will be obtained as part of S106 for the New World Timber site, and all developments in the village will in future be required to consider cycle access. Discussions are being held with the Genome campus about cyclepath provision.
6. Enhanced parking restrictions have been introduced on School Lane, and a new footpath within the school boundary will be put into use. Essex Police will undertake additional monitoring and enforcement action.

Environment, Recreation and Leisure

7. Allotments have been fenced and services laid to them. We are awaiting formal transfer of the land to the Parish Council. Additional open space provision is under consideration, at the moment the land will be put to grass but subject to consultation and fundraising we may look to provide extra sports pitches.
8. The Chesterford History Society will be invited to consider what can be done to better present the history and heritage of the village to visitors.
9. The Parish Council will explore potential for a second annual village event, in consultation with villagers, particularly those most affected by its location and operation.
10. Dog enforcement issues are being considered by the Parish Council.

Communications and Democracy

11. The Chesterfords website and associated village communications are being reviewed by a group led by the Parish Clerk.

Education

12. Findings of the survey have been reported to the Chesterfords Pre School Management Committee and to the headmaster of the Great Chesterford Church of England Primary Academy.

Housing and Development

13. At the January 2015 meeting of the Parish Council it was agreed to pursue the development of a Neighbourhood Plan. An interim steering group has been established to undertake consultation. This will be a whole village activity and we very much welcome both engagement with the process and offers of help with the tricky bits.

Business Questionnaire

14. Detailed and extensive discussions are underway between local residents regarding broadband provision in the village. It appears that certain suppliers provide a faster and more reliable service than others.

Neil Gregory, Great Chesterford Parish Council

Acknowledgements

The membership of the Great Chesterford Village Plan Steering Group consisted of Jon Beard, Colin Day, Henri Stevenson, and Julie Williams. None had experience in creating a document of this sort and they hope that the result is helpful as the village looks to the future.

The Steering Group would like to thank the team of people who delivered and collected questionnaires on cold, dark winter nights.

They would also like to thank Sarah Sapsford at the Rural Community Council for Essex for her support and guidance; Paul Rutter at Rutters UK for providing promotional banners; Warwick Network Limited for providing a detailed analysis of the questionnaires returned; Harts of Saffron Walden and Plumridges of Linton for providing printing services.

Thanks are also due to the Rural Community Council for Essex, the Essex Rural Fund (through Essex Community Foundation), and Great Chesterford Parish Council, who provided the funding which made this project possible.

Final thanks must go to those who took the time to respond to the questionnaire, and who read this report. It is your village, and your participation ensures that we all continue to enjoy it for years to come.



Committee:	Cabinet	Agenda Item
Date:	18 June 2015	15
Title:	Designation of Great and Little Chesterford Neighbourhood Development Plan Area	
Portfolio Holder:	Cllr Barker	Key decision: No

Summary

1. The Council received an application from Great and Little Chesterford Parish Councils for the designation of a Neighbourhood Plan Area on 15 September 2014.
2. The application has been advertised in accordance with the Regulations for a period in excess of 6 weeks ending on 13 March 2015.

Recommendations

3. To designate the Parishes of Great and Little Chesterford as the Great and Little Chesterford Neighbourhood Development Plan Area.

Financial Implications

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

Background Papers

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

Application from Great and Little Chesterford Parish Councils for the designation of a Neighbourhood Development Plan Area.

Impact

- 6.

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

Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	Littlebury, Chesterfords and Wenden Lofts
Workforce/Workplace	None

Situation

7. The Council received an application from Great and Little Chesterford Parish Councils for the designation of a Neighbourhood Development Plan Area on 13 March 215. This request was made under Section 5 – 7 of The Neighbourhood Planning (General) Regulations 2012.
8. The application has been advertised in accordance with the Regulations for a period in excess of 6 weeks ending on 1 May 2015. The application was advertised through the Councils website and via press release.
9. The Parish Council has proposed that the Neighbourhood Plan Area is contiguous with the Parish Boundaries of Great and Little Chesterford (Appendix 1). The Parish Councils consider that this is the appropriate area to be designated as it is the area administered by Great and Little Chesterford Parish Councils.
10. No comments were received.

Considerations

11. The proposal is that the Neighbourhood Development Plan Area is contiguous with the Parish Boundaries of Great and Little Chesterford. This is a logical and sensible approach and demonstrates that the Parish Councils wish to plan for the whole of their area.
12. At this stage no ideas have been developed about the type of policies which the Plan would include. However, this would be led by the Parish Council and their public consultation. The Neighbourhood Development Plan will need to be in conformity with the strategic policies of the District Local Plan for it to be accepted.

Conclusion

13. The Plan Area as submitted by Great and Little Chesterford Parish Councils should be supported and adopted as the Great and Little Chesterford Neighbourhood Development Plan Area.

Risk Analysis

14.

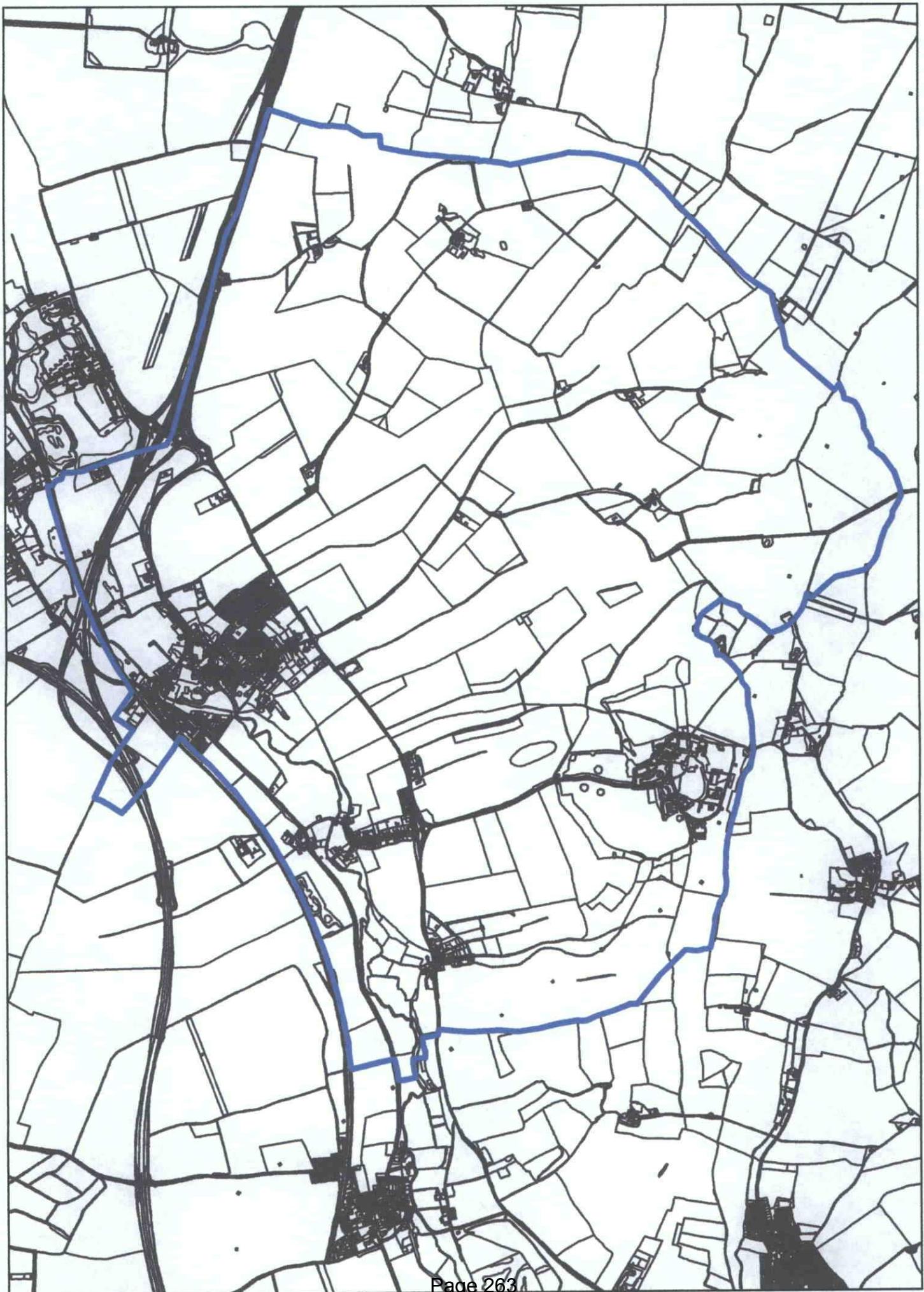
Risk	Likelihood	Impact	Mitigating actions
Concerns and complaints may be raised about the area designated.	1. Low likelihood as the boundaries are contiguous with those of the Parish Council which is a logical boundary.	2. Little or no impact would occur.	Full consultation in accordance with the Regulations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

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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



Page 263



CABINET WORKING GROUPS 2015/16

Name of Group	Terms of reference	No of Members	Lead Officer	Proposed membership
Community Achievement Panel	To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.	5	Gaynor Bradley	Awaiting nominations: three vacancies to be filled by Conservatives and one by R4U Elizabeth Parr
Highways Panel	<p>1) Prioritise and make recommendations for projects/schemes for the matters listed below to the ECC Cabinet Member for Highways and Transportation within the allocated budget:</p> <ul style="list-style-type: none"> • Traffic management improvements • Tackling congestion Safer roads (including casualty reduction) • Public rights of way improvement • Cycling programme • Passenger transport improvement programme • Minor improvement schemes <p>2) Have regard to the advice from ECC officers on relevant statutory/duty of care requirements.</p> <p>3) Oversee and set priorities for schemes funded through the localism process and the work of the Highways Ranger Service.</p> <p>4) Monitor the delivery of the agreed programme and raise issues and concerns through agreed procedures.</p> <p>5) Consider any other Highways and Transportation matter referred to the panel from time to time by</p>	4 + 4 County members	Andrew Taylor	Robert Chambers John Freeman Alan Mills Geoffrey Sell

Name of Group	Terms of reference	No of Members	Lead Officer	Proposed membership
	<p>other council constituted bodies, panels or groups</p> <p>6).Make recommendations to ECC Cabinet Member for Highways and Transportation to amend targets or discretionary policies and/or amend budget allocations between programmes if necessary to meet local priorities</p> <p>7) To advise the Cabinet on all of the above matters before recommendations are referred to the ECC Cabinet Member</p> <p>8).Take a lead role in liaison with town and parish councils</p> <p>9)To monitor spending/progress to delivery and make recommendations in relation to S106 highway contributions collected from planning applications</p> <p>0) To advise the Cabinet on any matters to be raised with the North Essex Parking Partnership regarding parking proposals, off and on street controlled car parking and any proposed Traffic Regulation Orders</p>			
Housing Board	<ol style="list-style-type: none"> 1. Inform on and monitor the performance and delivery of all Council housing related strategies and policies 2. Monitor housing related performance indicators 3. Inform on and monitor the Council's Housing 4. Monitor the Council's Housing Revenue Account 5. Monitor and inform on the delivery of affordable housing units in the District 6.Consider the use of existing housing stock and other housing assets 	10 + 2 tenant reps	Roz Millership	Heather Asker Alan Dean Terry Farthing (VC) Marie Felton (C) Alan Mills Janice Loughlin Sharon Morris Vic Ranger Julie Redfern Howard Ryles

Name of Group	Terms of reference	No of Members	Lead Officer	Proposed membership	
Planning Policy Working group	To give advice and guidance to officers in progressing the Local Plan and other planning guidance and report recommendations to Cabinet. This Working Group will meet in public and include public speaking.	10	Andrew Taylor	Susan Barker (VC) Paul Davies Stephanie Harris Alan Mills	Edward Oliver Howard Rolfe (C) John Lodge Joanna Parry Alan Dean J Loughlin
Museum Management Working Group	<p>1. The Group shall comprise of the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society.</p> <p>2. The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance with the requirements of the national Accreditation Scheme for museums or any replacement thereof.</p> <p>3. Meetings shall normally be held in private and the Council shall meet the costs of all MMWG meetings and be responsible for the taking of minutes at such meetings.</p> <p>4. The Group is to meet a minimum of four times in a year in order to:-</p> <ul style="list-style-type: none"> i. Receive a quarterly report from the Museum Curator about the Museum Service. ii. Agree and recommend to the Council and the Society the provision of the Uttlesford Museum Service and the Museum Service strategic objectives and long term plans iii. Discuss matters and make recommendations to the Council and the Society on matters relating to the management of the Museum Service where a decision needs to be taken or an action 	4	Carolyn Wingfield	Robert Chambers Barbara Light Lesley Wells Geoffrey Sell	

Name of Group	Terms of reference	No of Members	Lead Officer	Proposed membership
	<p>needs to be ratified by the Council and/or the Society including the purchase or disposal of objects and the loan of objects to other museums</p> <ul style="list-style-type: none"> iv. Act as the Museum's governing body for the purpose of the Accreditation scheme and implementation of appropriate codes of practice v. Appoint from the Group the Council's representative to attend at and report on any relevant meetings of other organisations as determined by the Group vi. Invite representatives of other Uttlesford museums and public galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion vii. Recommend to the Council hours of opening to the public and the admission charges to be levied on all users of the Museum having regard to promoting accessibility of the Museum and social inclusion and any requirements imposed on the Museum Service by other agencies. viii. Where appropriate make recommendations to the Society and/or the Council concerning alterations to the interior or exterior of the Museum building major projects capital developments and any other significant proposals affecting the Museum ix. Generally promote and act as advocates for the Museum 			

Name of Group	Terms of reference	No of Members	Lead Officer	Proposed membership
Stansted Airport Advisory Panel	<p>1) Form an overview of policy and operational issues in relation to Stansted</p> <p>2) Monitor the activities of the airport in the interests of the people of the district.</p> <p>3) Monitor the implementation of Section 106 agreements and related undertakings by MAG and others</p> <p>4) Review and anticipate future developments at the airport and in aviation policy.</p>	10	Andrew Taylor	Keith Artus (c) John Davey Terry Farthing Paul Fairhurst Thom Goddard Edward Oliver (VC) Howard Ryles 3 vacancies to be filled by R4U and LD LD Alan Dean Martin Foley
Waste Strategy Panel	To monitor the implementation of the waste strategy and the inter authority agreement between collection and disposal authorities. To consider the need for review of policies and procedures, and enable members to contribute to resolution of recycling and street cleansing service delivery issues.	5	Cat Chapman	Nominations to be made 3 – 1 - 1 Richard Freeman Martin Foley

REPRESENTATIVES ON OUTSIDE BODIES 2015/16 ITEM 17

Bold - Residents for Uttlesford
Italics - Liberal Democrats

Organisation	Number	Representative (s)
Birchanger Wood Management Committee	1	<i>Cllr G Sell</i>
Board of Turpins Indoor Bowling Club	1	Cllr Fairhurst
British Red Cross Society – Essex Branch	1	<i>Cllr E Parr</i>
Campaign to protect Rural Essex	1	<i>Cllr S Howell</i>
Committee of the Friends of the Maltings	1	<i>Cllr V Ranger</i>
Council for Voluntary Service – Uttlesford	1	<i>Cllr E Hicks</i>
Crawley Prize Endowment Charity	1	<i>Cllr R Chambers</i>
Dunmow Day Centre Management Cttee	1	<i>Cllr E Hicks</i>
Dunmow Museum Management Cttee	1	<i>Cllr V Ranger</i>
Dunmow Town Strategy Group/Town Team	1	<i>Cllr G Barker</i>
Essex County Health Overview and Scrutiny Committee	1	<i>Cllr G Barker</i>
Essex County Strategic Partnership	1	<i>Cllr H Rolfe</i>
Essex County Traveller Unit	1	<i>Cllr S Barker</i>
Essex Flood Partnership Board	1	<i>Cllr S Barker</i>
Essex Waste Partnership Board	1	<i>Cllr S Barker</i>
Friends of Bridge End Gardens	1	Cllr Freeman
Harlow Stansted Gateway Transportation Board	1	<i>Cllr S Barker</i>
Historic England Heritage Champion	1	<i>Cllr G Sell</i>
Local Government Association - General Assembly	1	<i>Cllr H Rolfe</i>
LGA - Rural Community Partnership	1	<i>Cllr S Harris</i>
London Stansted Cambridge Consortium	1	<i>Cllr H Rolfe</i>
Parking and Traffic Regulation outside London Adjudication Committee	1	<i>Cllr S Barker</i>
Saffron Walden Arts Trust	1	Cllr S Morris
Saffron Walden Cinema	1	Cllr Lodge
Saffron Walden Day Centre Management Cttee	1	R4U
Saffron Walden Museum Society	1	Cllr Light
Stansted Airport Community Trust	1	<i>Cllr M Felton</i>
Stansted Airport Consultative Committee	1	<i>Cllr K Artus</i>
Stansted Day Centre Management Committee	1	<i>Cllr G Sell</i>
Strategic Aviation Special Interest Group	1	<i>Cllr K Artus</i>
Takeley Day Centre Management Cttee	1	<i>Cllr D Jones</i>
Thaxted Day Centre Management Cttee	1	<i>Cllr M Foley</i>
Thaxted Guildhall Management Cttee	1	<i>Cllr J Freeman</i>

Uttlesford Carers	1	Cllr J Parry
Uttlesford Citizens' Advice Bureau	1	Cllr T Knight
Uttlesford Futures	4	Cllr M Lemon Cllr H Rolfe <i>Cllr A Dean</i> Cllr J Lodge
Uttlesford Community Travel	1	<i>Cllr E Parr</i>
Uttlesford Transport Forum	4	Cllr M Lemon Cllr H Ryles R4U <i>Lib Dem</i>
Uttlesford Over Sixties Association	1	R4U
West Essex Alliance	1	Cllr J Redfern

Committee: Cabinet

Agenda Item

Date: 18 June 2015

18

Title: Statement of Community Involvement

Portfolio Holder: Councillor Susan Barker

Key decision: No

Summary

1. The appended report sets out the representations received, officer comments and recommendations following the consultation on the Statement of Community Involvement. It was considered by the Planning Policy Working Group on 8 June where it was resolved to recommend to Cabinet that the amended Statement of Community Involvement be adopted, as set out in the report

Recommendations

2. That the amended Statement of Community Involvement as set out in the Report of Representations be adopted.

Financial Implications

3. None – consultation expenses can 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.

Responses to the consultation

Impact

- 5.

Communication/Consultation	The SCI was subject to a 6 week period of consultation.
Community Safety	N/A
Equalities	The SCI makes sure that the methods of consultation used are such that all groups can be involved in consultation processes.
Health and Safety	N/A
Human Rights/Legal	N/A

Implications	
Sustainability	N/A
Ward-specific impacts	All
Workforce/Workplace	N/A

Situation

6. At their meeting of the 23 February 2015 the Uttlesford Planning Policy Working Group approved the consultation of the Statement of Community Involvement. The consultation period has now finished and the attached report sets out the representations received and officer comments and recommendations.
7. The representations and comments were considered by the Working Group at their meeting of 6 June. No further changes were suggested.

Risk Analysis

8.

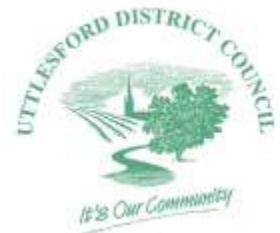
Risk	Likelihood	Impact	Mitigating actions
If the Council does not have an up to date SCI and has not carried out consultation in accordance with the regulations and the Statement of Community Involvement the Local Plan could be found 'un sound' at examination.	Low	Delays in adopting the Local Plan.	Making sure that the SCI is up to date and in accordance with the relevant regulations.

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

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

March 2015



Contents

Amendment to the Statement of Community Involvement	1
Consultation on the draft revised Statement of Community Involvement	1
Introduction	2
What's it all about?	2
National Planning Policy Framework 2012	2
Documents that make up the Local Plan	3
Duty to Cooperate	3
Neighbourhood, Community and Parish Planning	4
Timeframe	4
What is the SCI for	4
The benefits of getting involved	4
How was this statement developed	5
Our Community	5
Improving Participation	7
Improving Representation	7
Our principles on Community Involvement	7
What we will be consulting on	8
Involvement in the Local Plan	8
How will we involve people	10
Feeding information into decisions	16
Making effective use of resources	16
Monitoring and evaluation	17
Linking the Local Plan with the Community Strategy, Housing Strategy, Economic Development Strategy and community led-plans	17-18
Stakeholders and Community Groups	18
Involvement in Planning Applications	20
Contact Details	23

1. Amendment to the Statement of Community Involvement 2015

- 1.1 Uttlesford District Council's Statement of Community Involvement was adopted in February 2013 following a six week public consultation period.
- 1.2 It is now necessary to make a full review of the Statement of Community Involvement to refresh the document.
- 1.3 Many areas of the SCI remain largely unchanged and up-to-date and are not expected to need significant revision but the Council is carrying out a review of the whole document to provide an opportunity to incorporate new ideas on community involvement and to make sure practices remain of the highest standard.

2. Consultation on draft revised Statement of Community Involvement

- 2.1 This draft Statement of Community Involvement will be subject to a six week public consultation period. Once consultation is complete and all representations considered and reported to the Uttlesford Planning Policy Working Group the final version will be recommended for approval to Cabinet.

UTTLESFORD STATEMENT OF COMMUNITY INVOLVEMENT

3. Introduction

- 3.1 Uttlesford District Council works to improve the quality of lives of people who live in, work in, or visit the district. One of the ways we do this is by talking to and hearing from individuals and organisations in Uttlesford about their concerns, ideas and ambitions.
- 3.2 The Council encourages community participation through effective consultation and engagement and improving community forums to reflect closer working with all sectors of the community. (Corporate Plan 2014-2019)

4. What's it all about?

- 4.1 In January 2005 the Uttlesford Local Plan was adopted. The Council is preparing a new Local Plan for the District covering the period 2015-2032.
- 4.2 The legal requirements for consultation and community involvement in plan making are set out in Town and Country Planning (Local Planning) (England) Regulations 2012.
- 4.3 Uttlesford District Council has produced this Statement of Community Involvement (SCI) to make sure we involve individuals and organisations in Uttlesford in the planning system.
- 4.4 The benefits of the development plan system include:
 - documents which are more appropriate and responsive to changing local needs
 - involving the local community and stakeholders from the beginning and throughout the preparation of the planning documents,
 - seeking agreement early in the preparation of documents, and
 - delivering plans that contribute to achieving sustainable development.

5. National Planning Policy Framework 2012 and Planning Policy for Traveller Sites 2012

- 5.1 The National Planning Policy Framework (NPPF) and Planning Policy for Traveller Sites were both published in March 2012 and replaced all previous planning policy statements and guidance. It sets out the government's vision for the planning system and how policies should be applied. It stresses the importance of early and meaningful engagement with neighbourhoods, local organisations and businesses to produce a Local Plan.
- 5.2 The documents state that the purpose of the UK planning system is to contribute to the achievement of sustainable development. To achieve this, the planning process must be guided by an up-to-date, forward looking plan (plus other relevant policy documents).
- 5.3 Each local authority must prepare a local plan which may be supported by other planning documents that together guide development in the area. All decisions on proposed new development will be judged against the policies in the local plan (plus other relevant policy documents).

6. Documents that make up the Local Plan

- 6.1 The NPPF refers to the collection of documents that make up the statutory plan for local planning authorities as the ‘Local Plan’.
- 6.2 The documents that make up the local plan which includes strategic policies, site allocation policies and development management policies, set out the spatial plan for how growth and development will be managed in Uttlesford.
- 6.3 The Local Plan will include various elements, these elements/ other documents are set out below:
- **Development Plan Documents** (DPDs) when adopted, constitutes the statutory development Plan for the District.
 - **Supplementary Planning Documents** (SPDs) - SPDs do not have development plan status they can provide further detail and guidance on policies set out in the DPDs.
 - **Local Development Scheme** (LDS) - the project plan for preparation of the Local Plan
 - **Statement of Community Involvement** (this document) - setting out the Council’s arrangements for involvement of the public and other stakeholders in the preparation of Local Plans and in consultation on planning applications for development proposals.
 - **Monitoring** - The progress of the Local Plan is monitored to record and assess the preparation of the plan, including any requirement to amend the LDS. Annual monitoring reports can be found on the Council’s website. Once the Local Plan is adopted, the Annual monitoring Report will be called the Authorities Monitoring Report in line with the Planning Regulations 2012.
 - **Community Infrastructure Levy** - The Community Infrastructure Levy (CIL) is a mechanism to collect money from developers. Money collected this way would be used to support development by funding infrastructure that is needed due to development in the District. The Council has decided that it will not have a CIL at present; this decision will be reviewed in 2015.
 - **Neighbourhood Development Plans** - The Localism Act (2011) introduced reforms to the planning system and enables communities, through the establishment of neighbourhood forums to create Neighbourhood Plans for their area with the support of the Council. The Neighbourhood Planning (General) Regulations 2012 provide further detail to the process of Neighbourhood Planning, including the consultation and publication of neighbourhood areas, forums and plans. Once adopted a Neighbourhood Plan will become part of the Development Plan.

7. Duty to Cooperate

- 7.1 Section 10 of the Localism Act (2011) introduces a Duty to Co-operate which requires planning authorities and other public bodies to actively engage and work jointly on strategic matters. There are a number of issues such as transport that have impacts that cross local authority boundaries. The Council will explore constructive approaches to work jointly with

neighbouring authorities, and wider if necessary, and public bodies to make sure that strategic priorities are reflected and, where appropriate, addressed in the Local Plan.

- 7.2 The Council will continue to work closely with partner organisations to deliver planning in our area and fulfil our requirements under the duty to co-operate.

8. Neighbourhood, Community and Parish Planning

- 8.1 The localism Bill makes provision for communities to prepare their own Neighbourhood Development Plans. They can be prepared by Town and Parish Councils. These plans can set planning policies to guide future development in the parish. These plans must be in conformity with national policies as well as the Council's local plan and development plans which are adopted, or going through the adoption process. The process for preparing a neighbourhood plan is set out in the Neighbourhood Planning (General) Regulations 2012. Once a neighbourhood development plan has been successfully prepared it becomes part of the local plan for the District.
- 8.2 A community can also produce a Neighbourhood Development Order or a Community Right to Build Order. These can be instead of, or in conjunction with, a neighbourhood development plan and would result in effectively granting planning permission for certain types of development in specified areas. Such orders, however, cannot remove the need for other permissions such as Listed Building or Conservation Area consent.
- 8.3 The Council is working with the Rural Community Council of Essex to develop tools to enable local communities to prepare Neighbourhood Development Plans or other forms of community and Parish plans.

9. Timeframe

- 9.1 The Council aims to have its new Local Plan adopted in 2017. The Council has published a Local Development Scheme (LDS) which sets out which documents will be produced and when. The latest version of the LDS is available on the Council's website.

10. What is the SCI for?

- 10.1 The NPPF and regulations place significant emphasis on early community involvement. This SCI sets out how the community will be involved in the development of the Local Plan it also outlines how the Council will consult the community on planning applications.
- 10.2 The Council has to make sure that all development plan documents and planning applications processes are consistent with the commitments made in this statement.

11. The benefits of getting involved

- 11.1 The Local Plan must take account of the environmental constraints as well as setting out the sorts of development needed to help people live and work in the district. That is why it is important that you get involved when plans are prepared.
- 11.2 The Council sees the following benefits to early community and stakeholder involvement:

- Community groups and the wider public have the opportunity to take an active part in developing proposals and options;
- can draw on local knowledge; and
- resolves issues and minimises conflict.

12. How was this statement developed?

12.1 This Statement of Community Involvement has been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 and in accordance with the changes in The Town and Country Planning (Local Planning) (England) Regulations 2012.

13. Our Community

13.1 Our ‘community’ includes all of the individuals, groups and organisations that live, work or operate within the District. We recognise that the different groups that make up our community have different needs and expectations. They also have different desires, capabilities and capacity to get involved, as set out on the following pages.

13.2 To make sure it is effective in improving community involvement in planning, this Statement of Community Involvement recognises these differences.

<p>Local Communities</p> <p>The interests of local communities are represented by County, District, Parish and Town Councils, all have the capability to be involved. Specific interests can be represented by amenity or interest groups. The community is made up of individuals who have the ability to respond in their own right; however particular sections of local communities can find it harder to get involved.</p>	<p>Statutory Stakeholders</p> <p>There are certain groups that we have to involve. These include English Heritage, Environment Agency, Highway Agency, Natural England, Essex County Council and Parish/Town Councils.</p>	<p>Service Providers</p> <p>Service providers include local health trusts/Clinical Commissioning Groups, schools, utility and transport providers, emergency services, community development organisations and others. All of these can be easily identified and have the capacity to be involved in the Local Plan process. However we will seek to involve them only when it is relevant for them.</p>
<p>Other Agencies</p> <p>Other organisations can provide valuable views regarding specific Development Plans. These organisations are easy to identify and generally have the capacity to be involved. Some may need support in understanding the Local Plan process and how it relates to their operations so they are able to contribute effectively</p>	<p>Developers and Landowners</p> <p>Developers are already involved in the planning system and, will seek to be involved. Most can be easily identified via previous involvement and have the capability to be involved. Landowners will be keen to understand and consider the implications of any policies/decision in order to protect their rights they have to develop or protect their land and its value. Both groups will be supported in being more actively involved in the Local Plan.</p>	<p>Local businesses range in size from the self-employed and small businesses to larger organisations. As such so does their capacity to be involved. Whilst larger organisations may have the capacity to get involved more actively, smaller organisations may need support in understanding the system, how it relates to them and how they can get involved. The interests of the business sector can also be represented by organisations such as Chambers of Commerce. The Council will continue to improve its engagement with the business community.</p>

14. Improving participation

- 14.1 It is usually the case that the same people get involved in planning issues on an on-going basis, with other individuals getting involved when things affect them, such as a planning application local to them.
- 14.2 In developing the SCI we recognise that the planning system can be complex and confusing and that this can stop some people getting involved. The Council therefore intends to improve the way we communicate general information about local planning and development to the wider community.
- 14.3 By recognising the needs of different groups, and making involvement relevant and accessible, we aim to improve the number of people who can and want to get involved.

15. Improving Representation

- 15.1 The Council aims to pay particular regard to the needs of different disability groups. For example we aim to work with Talking Newspapers and Support for Sight to distribute information, to produce documents in different formats and provide a signing communicator at meetings when needed. We will continue to work with Uttlesford Access Group.
- 15.2 We will pay particular attention to make sure those living in the more isolated and rural parishes are informed and have the opportunity to be involved. We will work with parish councils and other village organisations to engage with them.
- 15.3 The Council recognises that there are a growing number of households who are financially constrained from entering the private housing market. The Council wishes to make sure such people, and organisations that work for those in housing need, have the opportunity to influence and direct planning policy on housing matters.
- 15.4 We will work with the Uttlesford Youth Initiatives Working Group, through youth groups and schools to inform young people about planning and encourage them to express their aspirations for their local area.
- 15.5 The Council will work with organisations and charities that support the elderly and ethnic minority communities within the district to make sure that the elderly community know what is going on and how they can get involved if they want to.
- 15.6 We aim to involve Gypsies and Travellers and Travelling Showpeople by working with their relevant representatives to make sure that they know what is going on and how they can get involved.

16. Our principles on Community Involvement

- 16.1 Even with significant effort we cannot persuade everyone to get involved, we have to recognise that there are limits to our resources and we have to be realistic in our aspirations for community involvement. Our principle is to provide everyone with the

opportunity to know what's going on and how they can get involved if they want to. We aim to do this by:

- involving people where the issue is relevant to them;
- at a time in the process where their views can influence outcomes;
- by a method appropriate for the purpose and issues being discussed and the people involved; and
- at a suitable and accessible venue.

17. What we will be consulting on

- 17.1 The Council will be consulting on the following documents:
- 17.2 **Statement of Community Involvement** – (this document) sets out the Council's programme for consultation in producing Development Plan Documents, Supplementary Planning Documents and community involvement in planning applications. The Council will carry out further revisions of this document in accordance with the guidelines in it.
- 17.3 **Local Plan** - This will set out and justify the Council's vision and core policies for the future development of the district. It will identify locations for housing, employment and other development. The Local Plan will also include development management policies which will guide the Council's decisions for planning applications.
- 17.4 **Policies Map and Inset Maps** - The policies map will show all the policies and proposals and identify areas of protection. Inset Maps will be used to show parts of the policies map at a more detailed scale.
- 17.5 **Supplementary Planning Documents** - The Council will prepare Supplementary Planning Documents to expand policy or to provide further details to policies in Development Plan Documents, as appropriate. Government guidance is that SPD should be used to help applicants make successful applications or aid infrastructure delivery.
- 17.6 **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 and Supplementary Planning Document.

18. Involvement in the Local Plan

- 18.1 There are 6 stages to the production of the Local Plan. These stages are illustrated in the table below. The Council wishes to see the community and stakeholders involved in each stage of the document's production.
- 18.2 The stages are the same for the Supplementary Planning Documents except that there is no submission or examination.

18.3 There is a minimum requirement for consultation which the Council must undertake as set out in the regulations. However the Council aims to go further than the minimum requirement to make sure there is effective and broad community involvement.

18.4 There are several stages involved in preparing a Local Plan or Development Plan Document which are outlined in the table below:

Plan Preparation Stage	Information
Research (Regulation 18)	<p>During the early stages of plan preparation the Council will gather information and evidence about the area in order to assess and identify issues and options for addressing the areas need.</p> <p>Consultation during these early stages may include detailed stakeholder consultation or wider more extensive consultation.</p> <p>The Council will also assess the requirements of government guidance, corporate strategies and technical information.</p>
Draft Plan (Regulation 18)	<p>A draft plan will be published to get some feedback from both the community and stakeholders. A draft document will be made available for public consultation for a minimum of six weeks, allowing written representations to be made.</p> <p>The feedback received during these consultation periods will be used to inform the preparation of the development plan document before moving onto the next stages.</p> <p>At this stage the draft development plan document will be subject to a Strategic Environmental Appraisal (SEA) and Sustainability Appraisal (SA).</p>
Publications (Regulation 19)	<p>Each document will be published for a formal consultation period. Written representations will be invited on the content of the document. At this stage the consultation document will be advertised and the document made available to all statutory consultees. The Council will prepare a summary of the representations which will be presented to the Inspector at the examination.</p>
Submission (Regulation 22)	<p>The document will be submitted to the Secretary of State for independent examination along with the background evidence, SEA/SA and a statement of public involvement in the process.</p>

Plan Preparation Stage	Information
Examination (Regulation 24)	<p>An examination will be held by an Inspector, appointed by the Planning Inspectorate. The Inspector will examine the documents submitted and may ask the Council for additional information before opening the formal examination. In most cases an Inspector will hold a Pre-Hearing Meeting to explore the main issues. The hearing sessions will be arranged with six weeks' notice given in advance of the beginning of the hearings. Only those people who submitted representations at the publication Regulation 19 stage are entitled to be heard at the examination.</p> <p>The Inspector will assess the soundness of the plan and will prepare a report for the Council. That report will set out the Inspectors recommendations to the Council. The Council must then consider the report and the recommendations.</p>
Adoption (Regulation 25)	<p>The Council will adopt the Local Plan as soon as practical following consideration of the Inspector's report.</p>

19. How will we involve people?

- 19.1 Information – providing information, for example through local media, leaflets and the website. We will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how people can get involved.
- 19.2 Consultation - consulting people on their views through questionnaires, meetings and exhibitions. Consultation will take place informally during the research stages of documents and formally during the publication stages where people can comment on the Councils proposed policy direction.
- 19.3 Participation – such as in workshops and forums where people would be more actively involved in identifying needs and priorities. By participating people will have the opportunity to have a real say in the issues and options the document should cover.
- 19.4 The table below identifies the benefits of different methods of involvement and their resource implications. All of the methods will not be used for every document; the most appropriate method will be chosen each time.
- 19.5 The following tables show how people could be involved and at which stages in the process.

INFORMATION	Method	This is useful for....	Resource Implications
	Media e.g. Publicity in local newspapers; Articles in Parish Magazines; Housing newsletter; Talking Newspaper; Uttlesford Life	Raising awareness. Reaching wide audience. Publicising how to get involved.	Low. Staff time to prepare material.
	Internet Uttlesford Website, and email shot; Facebook and Twitter	Up to date information about progress and how to get involved. Access to documents to meet minimum requirement.	Low. Posting information online is low cost once established.
	Leaflets and posters	Raising awareness. Reaching wide audience. Publicising how to get involved.	Medium. Production of material can involve significant costs. Staff time to prepare and distribute material.
	Letters to statutory bodies	To meet minimum requirement.	Low. Staff time to write and administrate posting.
	Mailing list of persons and companies wishing to be notified	Keeping people up to date on key stages and how to get involved.	Low. Staff time to write and administrate posting.

CONSULTATION	Documents available for to view and comment on via the Council's on-line consultation portal Objective.	Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods.	Low/Medium: staff time to prepare the documents for the on-line consultation period.
	Documents available for inspection at principal and other offices and Libraries.	Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents.	Low. Staff time may be needed to answer questions.
	Questionnaires Paper and electronic format.	Focus consultation on key questions. Can target specific groups.	High: Specialist skills required for questionnaire design. Staff time to collate responses.
	Parish/Town Council meetings	Reaching community groups through existing meetings. Gain understanding of views regarding a specific area.	Low: Staff time to attend meetings and prepare any material.
	Town and Parish Council Forum	Active involvement of local councils.	Low/Medium: Staff time to attend and prepare material.
	Pre-existing Forum	Disseminate information and canvass opinion from selected groups.	Low/Medium: Staff time to attend and prepare material.
	Uttlesford Futures meetings	Active involvement of the Local Strategic Partnership.	Low/Medium: Staff time to attend and prepare material.
	Citizens Panel	Help gain more understanding of public concerns.	Low/Medium: Staff time to attend and prepare material.

PARTICIPATION	Focus groups (selected groups of participants with particular characteristics).	Useful for area based or topic specific discussions and presentation of options. Help gain more understanding of public concerns.	Low/Medium: Staff time to attend and prepare material.
	Area Panels (groups with geographical remit).	Tailor made forums to discuss issues relevant to the area.	Low/Medium: Staff time to attend and prepare material.
	Workshops	Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities.	Medium/High: Time is needed for preparation. Specialist skills may be required.

Methods of Consultation in Italics are over and above the requirements of the regulations.

Development Plan Documents			
Stage	To check -	With who	How
Research of Draft Plan	Develop framework Identify all issues and options.	Town and Parish Councils and Parish Meetings	<ul style="list-style-type: none"> • <i>Town and Parish Council Forum meetings</i> • <i>Letter</i> • <i>Questionnaire</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		Local groups Amenity bodies	<ul style="list-style-type: none"> • <i>Letter</i> • <i>Questionnaires</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		Local Strategic Partnership	<ul style="list-style-type: none"> • <i>Uttlesford Futures Meetings</i>
		Developers/Agents / Youth	<ul style="list-style-type: none"> • <i>Forums</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		General Public	<ul style="list-style-type: none"> • <i>Citizens Panel</i> • <i>Article in Uttlesford Life</i> • <i>Consultation leaflets/posters</i> • <i>Publicity in local newspaper</i> • <i>Articles in Village Magazines</i> • <i>Focus Groups where area based or topic discussions will help develop issues and options</i> • <i>Area Forums where the Plan is considering development of significant scale in a specific geographical area</i> • <i>Public Exhibition where visual presentation will help present and clarify issues and options</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>

Development Plan Documents			
Stage	To check -	With who	How
	Scope and context of baseline information of Sustainability Scoping Report	Natural England English Heritage Highway Agency Environment Agency Essex County Council	<ul style="list-style-type: none"> • <i>Request necessary baseline information</i> • <i>Meetings to discuss specific issues as necessary</i> • Send copies
Publication	Assess suitability of Council's preferred policy	Specific and general consultation bodies	<ul style="list-style-type: none"> • Notify specific and general consultation bodies
		Local Strategic Partnership	<ul style="list-style-type: none"> • <i>Uttlesford Future Meetings</i>
		General Public	<ul style="list-style-type: none"> • Available at principal and other offices • Publish on website • <i>Consultation leaflets/posters</i> • <i>Publicity in local newspaper</i> • <i>Articles in Village Magazines</i> • <i>Available at libraries</i> • Anyone who asked to be notified from previous stages.
Consultation on Pre Submission document and Sustainability Appraisal Report		Specific and general consultation bodies	<ul style="list-style-type: none"> • Notify to specific and general consultation bodies
		General Public	<ul style="list-style-type: none"> • Available at principal and other offices • Publish on website • Notify anyone asked to be notified from previous stages
Examination	Soundness	All	<ul style="list-style-type: none"> • Publish details on website • Write to representors •
Publication of Inspectors recommendations		All	<ul style="list-style-type: none"> • Available at principal and other offices • Publish on website • Send to anyone asked to be notified
Adoption		All	<ul style="list-style-type: none"> • Available at principal and other offices • Send to Town and Parish Councils/meetings • Publish on website • Send to anyone asked to be notified
Annual Monitoring Report	Effectiveness of policies	All	<ul style="list-style-type: none"> • Publish on website • <i>Available at principal office</i>

Supplementary Planning Documents			
Stage	To check -	With who	How
Community involvement during preparation	Scope and form	Town and Parish Councils and Parish Meetings	<ul style="list-style-type: none"> • <i>Parish Council Forums</i> • <i>Letter</i> • <i>Meetings with relevant Councils on Development Briefs or Master Plans for large sites</i>
		Specific consultation bodies affected by SPD General Consultation bodies as appropriate. Other agencies and community groups affected by SPD	<ul style="list-style-type: none"> • Letter • <i>Meetings with relevant bodies/groups on Development Briefs or Master Plans for large sites</i>
	Scope and context of baseline information of Sustainability Scoping Report	Natural England English Heritage Environment Agency Essex County Council	<ul style="list-style-type: none"> • <i>Request necessary baseline information</i> • <i>Meetings to discuss specific issues as necessary</i> • Send copies
Public Participation on Draft SPD and Sustainability Appraisal	Well reasoned, easy to understand and comprehensive	General Public	<ul style="list-style-type: none"> • Available at principal and other offices • Publish on website • <i>Available at libraries</i>
		Town and Parish Councils and Parish Meetings	<ul style="list-style-type: none"> • Letter
	Soundness of Sustainability Appraisal Report	Specific consultation bodies affected by SPD General Consultation bodies as appropriate Other agencies and community groups affected by SPD	<ul style="list-style-type: none"> • Letter • Send to anyone asked to be notified from previous stages
Adoption		All	<ul style="list-style-type: none"> • Available at principal office • Publish on website • Send to anyone asked to be notified
Annual Monitoring Report.	To assess effectiveness of SPD	All	<ul style="list-style-type: none"> • <i>Available at principal office</i> • Publish on website

Methods of Consultation in Italics are over and above the requirements of the regulations.

20. Feeding information into decisions

- 20.1 The information and comments we obtain through participation and consultation with the community and stakeholders will be used to inform the Council's decisions and shape any documents produced.
- 20.2 The Uttlesford Planning Policy Working Group meets regularly to steer and monitor the programme preparation of the local plan and associated documents.
- 20.3 It is the responsibility of Planning Officers to prepare documents, undertake consultation, consider the comments and recommend action to the Member Working Group and Cabinet and then implement the decisions of Members.
- 20.4 Cabinet is responsible for approving plans and related documents for consultation and submission. Full Council is responsible for approving the submission and adoption of the Local Plan. Any future changes to the delegation of decisions will be set out in the Council procedures and Standing Orders.
- 20.5 At the end of statutory consultation periods the Officers will produce documents summarising the representations received, officer comments and recommended changes, with a justification for those changes. These reports will be considered by the Member Working Group who will give advice and guidance to Cabinet Members'. All documents and comments will be reported in minutes of the Working Group.
- 20.6 As a result of all the consultation undertaken in the production of a document the Council will produce a document entitled the Statement of Compliance, which will summarise the main issues raised in those consultations and how these have been addressed in the submission document.
- 20.7 All documents produced will be available at the Council's principal office and on the Uttlesford website.
- 20.8 Local Plans and Development Plan Documents on consultation will also be sent to the Council's other offices, local libraries and Town and Parish Councils.

21. Making effective use of resources

- 21.1 Community Involvement will require resources and time, particularly for more active involvement activities. We will optimise resource efficiency by:
 - Giving greater emphasis to the community role of district councillors – listening to local concerns and acting as community advocates with the Council
 - Giving greater emphasis to the community role of Town and Parish Councils - listening to local concerns and acting as community advocates, with the Council.
 - Learning from and using the skills of other organisations e.g. Local Strategic Partnership and the Rural Community Council for Essex
 - Choosing the most appropriate and efficient method taking into account the resources available and the effectiveness of that method in achieving the commitments set out in this Statement.

- Sharing involvement activities e.g. links with the Community Strategy to optimise their value and so that we do not over consult the community.
- Making sure that financial resources are available through the Council's annual budget and prioritisation process.

22. Monitoring and evaluation

- 22.1 The Council wishes to make sure that this SCI is successful and so we will monitor its value both in informing and shaping the local plan and providing the people in Uttlesford the opportunity to be more effectively involved. The Submission documents will be accompanied by a Statement of Compliance, which will highlight how the SCI has been followed, the main issues raised by the consultation and how these have been addressed in the Document. The consultation database will be kept up-to-date.
- 22.2 The SCI will be kept under review and updated as and when necessary.

23. Linking the Local Plan with the Community Strategy

- 23.1 The Community Strategy is a statement of overall objectives, priorities and actions for the District. Within Uttlesford the community strategy is known as Uttlesford Futures. The strategy is managed by a Local Strategic Partnership (LSP) which is made up of key stakeholders including the Uttlesford Council for Voluntary Services, Essex County Council, Essex Police, Uttlesford Association of Local Councils, Federation of Small Businesses, Learning and Skills Council, Essex Fire and Rescue as well as the District Council. The emphasis is on coordinating the activity of many different authorities, agencies, voluntary bodies and private sector organisations to address the concerns and aspirations of local people.
- 23.2 The Council recognise that creating effective links between the Local Plan and Uttlesford Futures makes sense, as it will provide an integrated approach to the future development of Uttlesford. The Local Plan is one way of delivering the aims of Uttlesford Futures, particularly those relating to land use and development.
- 23.3 The Council will consider how the Local Plan and Uttlesford Futures can be linked in terms of policy content and processes. The Council will try to make sure that the two documents complement each other where appropriate, linking the visions and objectives of each document and identifying aspects in Uttlesford futures that relate to the use or the development of land e.g. conserving the countryside; providing affordable housing.
- 23.4 The process involved in producing the Local Plan and Uttlesford Futures will be combined or linked wherever possible through combined community involvement activities and sharing information gathering and monitoring processes.

24. Linking the Local Plan with the Housing Strategy

- 24.1 One of the Council's key objectives for housing, as set out in the Housing strategy is to make sure the housing requirement for Uttlesford is met creating balanced and sustainable communities that are safe, attractive and healthy places to live while meeting local needs in terms of housing types and tenure including affordable and special needs housing. The policies of the Local Plan are one way of delivering this objective. As with the Community Strategy above the Council will consider how the local plan and Housing Strategy Statement can be linked in terms of objectives, combining consultation and sharing information gathering and monitoring.

25. Linking the Local Plan with the Economic Development Strategy

25.1 The Council will support and encourage the growth and development of local businesses. Uttlesford Economic Development Strategy sets out the aims and actions the Council will take in supporting the development of the local economy. The Local Plan ties in with this Strategy as it sets out the spatial planning framework for economic development and the amount of housing development needed to support the District's economic growth.

26. Linking the Local Plan with community-led plans

- 26.1 The Council will support and encourage communities to develop their own community-led plans. Any plans that are produced may be used by the Council to help put together its own plans for the District or a specific area. Community-led plans may include:
- Village/Town Design Statements
 - Parish Plans
 - Neighbourhood Development Plans

26.2 The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.

27. Stakeholders and Community Groups

27.1 The Council is required by legislation to consult 'specific consultation bodies' and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as 'general consultation bodies'. The list below refers to types of groups rather than listing every individual group and organisation. The lists are not exhaustive, the Council maintains a comprehensive list of consultees which is updated regularly.

27.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 18) defines the following bodies as '**specific consultation bodies**':

- The Coal Authority (who have confirmed that they do not wish to be consulted by Uttlesford)
- The Environment Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Marine Management Organisation (Not applicable to Uttlesford)
- Natural England
- Network Rail Infrastructure Limited
- Any person to whom the electronic communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- Any person to whom a licence has been granted under section 6 (1) (b) or (c) of the electricity Act 1989
- Any person to whom a licence has been granted under section 7 (2) of the Gas Act 1986
- Sewage Undertakers
- Water undertakers
- The Homes and Communities Agency
- Clinical Commissioning Groups

- The Highways Agency
 - County Council (Essex County Council)
 - Parish and Town Council, including those within the District and those that adjoin the District.
 - Adjoining District Councils, such as, Braintree, East Hertfordshire, Epping Forest, Harlow and South Cambridgeshire.
 - General Consultation Groups
- 27.3 When preparing Development Plan Documents, Supplementary Planning Documents and the SCI the Council will seek to engage and consult, where appropriate, with the general public, the wider community, neighbourhood forums and hard to reach groups.
- 27.4 The Regulations 2012 define the following as '**general consultation bodies**':
- Voluntary bodies some or all of whose activities benefit any party of the planning authority's area; e.g. Campaign to Protect Rural Essex, Citizens Advice Bureau, Sports Organisations, Registered Social Landlords.
 - bodies which represent the interests of different racial, ethnic, national and disabled groups; e.g. Older peoples groups, Youth groups, Ethnic minorities organisations, Faith groups and churches, Gypsies and Travelling Showmans Guild.
 - Business Groups including Bodies which represent the interests of the Business Community in the District e.g. Chambers of Trade and Commerce, Business Groups, Local Enterprise Partnerships, Landowner and Farming Organisations.
 - Other Bodies, this can include Schools, colleges, other education and training providers, developers and planning consultants/agents, health organisations, environmental groups, rail and bus companies, house builders, Essex Police, Essex Fire and Rescue, East of England Ambulance Service, Town/village societies, Uttlesford Futures and any group or individual expressing an interest in the Local Plan at any stage in the process.

28. Involvement in planning applications

- 28.1 The Council is already required to undertake consultation on planning applications. The following table outlines the minimum action the Council will take to provide you with an opportunity to put forward your views on a planning application.

Pre-applications

- 28.2 Involving people before an application is made allows them to influence development as it is being designed, and helps to identify issues that can become major barriers if left until later in the process.
- 28.3 Applicants will be encouraged to involve the community at this stage, particularly in more significant or contentious developments. The Council could not refuse to consider a valid planning application because it disagrees with the way the applicant has consulted the community. However, a failure by the applicant to consult could give rise to objections being made, which could lead to delays in determining the application.
- 28.4 The aim of the process should be to encourage discussion before a formal application is made and therefore to try to overcome objections and avoid unnecessary objections being made at a later stage.
- 28.5 The Council has developed a validation checklist.

Applications

- 28.6 Once the application is made, the Council must publicise it, consult the relevant parish or town council, and allow people the opportunity to contribute their views in writing or online.
- 28.7 All applications are publicised via the Council's website at www.uttlesford.gov.uk/applicationsearch
- 28.8 The council aims to determine all applications within the statutory time limits set by government. On some occasions, generally larger and more complex applications, this will not be possible and the applicant will be kept informed and an extension of time requested.

Revisions and amendments

- 28.9 If the application is unacceptable as submitted but changes could overcome the concerns, one of two courses of action are possible.
- 28.10 If the changes needed are significant and material and would require re-notification, officers will determine the application as submitted.
- 28.11 If the changes are considered to be minor and would not require any re-notification officers will ask for revised plans to be submitted within a reasonable period of time. If no revised plans are received, the council will decide the proposals as originally submitted.

Decisions

28.12 We will use the information received at the application stage to inform the determination of the application. Officer Reports to Planning Committee set out the planning considerations and make a recommendation of approval or refusal. Any conditions and Heads of Terms for the Section 106 Obligation are also included for approvals. If the recommendation is for refusal the reasons for refusal are listed. Committee reports are available 5 working days before Committee. On applications reported to committee the Council operates a policy of public speaking. Details on how to get involved in meetings are set out in a guidance leaflet for planning applicants and objectors available from the Council Offices or by contacting the Committee Officer on 01799 510369. Once the decision has been made, we will inform everyone who made comments on the application. Decision notices are available for inspection on the website or at the Council offices.

Application Type	Suggested Action by Applicant	Action by Uttlesford Council	Resource Implications
<p>Major Development</p> <p>For residential development: of 10 or more dwellings or site area of 0.5 ha if number of units not specified.</p> <p>For all other uses: floorspace of 1000sq.m. or more (floorspace is defined as the sum of floor area within the building)</p> <p>or site of 1ha or more (where the area of the site is that directly involved in some aspect of the development).</p> <p>Where a major application is subject to a change of use application it should be considered as a major development, not as a change of use.</p>	<p>Applicants/developers will need to consider appropriate methods of community involvement e.g. public meetings/exhibitions, workshops, consultation website/media, development briefs.</p> <p>A statement outlining consultation/involvement undertaken will need to accompany any planning application. This must clearly outline the methods used and reasons why, in addition to any outcomes.</p> <p>Enter into pre-application discussions with Council.</p> <p>Enter into pre-application discussions with service providers to discuss contributions towards provision of infrastructure.</p>	<p>Site Notice</p> <p>Press Notice</p> <p>Neighbour notification</p> <p>Applications available to view on the website</p> <p>Provide appropriate Town or Parish Council with a copy of the application.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions with applicants.</p> <p>There will be significant resource requirements for the applicant associated with greater consultation. This may result in some implications for the District Council, for example in attending involvement activities arranged by the applicant or in progressing the more contentious/sensitive applications</p>

Application Type	Suggested Action by Applicant	Action by Uttlesford Council	Resource Implications
<p>Other</p> <p>This includes the following categories</p> <p>Change of Use: Applications that do not concern major development or where no building or engineering work is involved.</p> <p>Householder Development: Defined as those within the curtilage of residential property which require an application for planning permission and not a change of use</p>	<p>It is good practice for the applicant to consult with neighbours prior to submitting a planning application. Depending upon the scale of the proposal it may be of value to consider consulting with a broader number of stakeholders and/or arranging a pre-application meeting with the Council.</p> <p>A statement outlining consultation undertaken may also be required.</p>	<p>Neighbour notification</p> <p>Applications available to view on the website</p> <p>Provide appropriate Town or Parish Council with a copy of the application</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions with applicants where appropriate.</p> <p>There may be resource requirements for the applicant associated with greater consultation.</p>
<p>Listed Building Consent</p> <p>Any works or alterations which are likely to affect the character of a listed building.</p>	<p>It is good practice for an applicant to consult their neighbours before submitting an application. Depending upon the scale of the proposal it may be of value to consider consulting with a broader number of stakeholders.</p> <p>Enter into pre-applications discussions with the Council's specialist advisor on Listed Buildings.</p>	<p>Site Notice</p> <p>Press Notice</p> <p>Neighbour notification</p> <p>Applications available to view on the website</p> <p>Provide appropriate Town or Parish Council with a copy of the application</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-applications discussions with applicants where appropriate.</p> <p>There may be resource requirements for the applicant associated with greater consultation.</p>
<p>Application to works to trees subject to a Tree Preservation Order</p>	<p>It is good practice for an applicant to consult their neighbours before submitting an application.</p> <p>Enter into pre-application discussions with Landscape Officer</p>	<p>Neighbour notification if tree on boundary or overhanging neighbouring land.</p> <p>Register of applications available via website and at principal office.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-applications discussions with applicants where appropriate</p>

Application Type	Suggested Action by Applicant	Action by Uttlesford Council	Resource Implications
		<p>Weekly List of applications sent to Town and Parish Councils and Meetings.</p> <p>Details available on Web Site</p>	

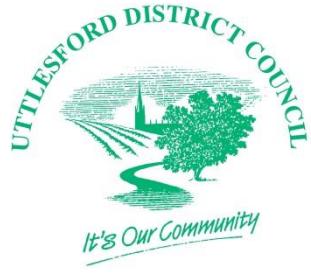
29. Contacting us

Copies of the latest Local Development Scheme and other documents, including requests for documents in large print, Braille or an alternative format, can be obtained from the Council Offices. For up to date information on progress and opportunities to get involved please see our web site www.uttlesford.gov.uk/planning.

Information can also be obtained from: Planning Policy Section, Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER

Tel - 01799 510454 or 01799 510462

planningpolicy@uttlesford.gov.uk



Uttlesford District Council

Statement of Community Involvement 2015

**Report of Representations, Officer Comments and
Recommendations
June 2015**

Introduction

The Statement of Community Involvement sets out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications.

The Statement of Community Involvement went out on public consultation for 6 weeks, from the 2 March 2015 to the 13 April 2015.

Comments were sought from the statutory and general consultation bodies. A total of 13 responses were received.

The table below sets out the representations received, officer comments and recommendations.

Consultee and response	Officer Comment and Recommendation
Highways England	No comment to make
Natural England	Unable to comment, in detail, on individual Statements of Community Involvement; but are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.
Historic England	In terms of the draft revised Statement of Community Involvement for Uttlesford, references to English Heritage will need to be amended to Historic England as a statutory stakeholder and specific consultation body. We have no comments on the consultation processes set out in the SCI, although with regards to planning application consultations, we would like to draw attention to our charter for advisory services which sets out when Historic England should be consulted.
Anglian Water	Anglian Water as statutory consultee and service provider welcomes consultation on Local Plan documents and planning applications and is keen to work with and support Uttlesford District Council in their growth aspirations. We are keen to respond to all relevant Local Plan document consultations and all major (10+) planning applications and other applications where there may be concerns or issues relating to drainage.
Chelmsford City Council	Considers the document is clear and comprehensive.
Hertfordshire County Council	No comment to make.
Braintree District Council	Braintree District Council is keen to work with Uttlesford District Council on the Local Plan process and any applications which have cross boundary implications. We welcome Uttlesford's express intention in the SCI at

	<p>paragraph 7.1 to work constructively with neighbouring authorities.</p> <p>There appears to be an omission at paragraph 15.5 which I suggest be amended slightly to read 'The Council will work with organisations and charities that support the elderly and ethnic minority communities within the district to make sure that the elderly and ethnic communities know what is going on and how they can get involved if they want to.'</p>	<p>Correct paragraph 15.5</p> <p>The Council will work with organisations and charities that support the elderly and ethnic minority communities within the district to make sure that the elderly and ethnic communities know what is going on and how they can get involved if they want to.</p>
Epping Forest District Council	<p>It is noted that only minor changes are suggested to the previous SCI.</p> <p>Suggest expanding the Duty to Co-operate section which is quite short.</p> <p>Suggest adding in electronic links to other documents which are referred to in the draft SCI, for example the Validation Checklist mentioned on page 20, and the guidance leaflet for planning applicants and objectors mentioned on page 21 .</p> <p>Suggest including a brief note on 'Prior Approval' applications etc., to make clear that these are different types of applications, some of which might not be open for comment in the way that regular planning applications are.</p>	<p>Include an additional text after paragraph 7.1 to expand the Duty to Cooperate section</p> <p>As part of the consultation process, at the early stages of document preparation, we will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide the opportunity for joint working and establishing a shared evidence base.</p> <p>The Council takes part in regular discussions with neighbouring authorities through both individual meetings and officer and Councillor forums.</p> <p>This is considered to be a useful amendment to the document. Hyperlinks will be made where it is considered appropriate and where the web address of documents is unlikely to change.</p> <p>It is agreed that information regarding prior approval would be beneficial.</p> <p>Include the following text following paragraph 28.12</p> <p>Permitted Development and Prior Approval Permitted development rights are a national grant of</p>

planning permission which allow certain building works and changes of use to be carried out without having to make a planning application. In some cases it may be necessary to obtain prior approval from the Council before carrying out permitted development. These proposals include telecommunications equipment, agricultural buildings, some changes of use and extensions to residential properties. Prior approval means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when determining a prior approval application.

Where the permitted development rights are time-limited (which means that the General Permitted Development Order specifies a date when the permitted development rights will expire), there is a requirement to notify the local planning authority when work has been completed.

Additional row to table

Application Type –

Prior Approval

Action by Uttlesford Council –

Application available to view on the website.

Consideration of matters as set out in the General Permitted Development Order.

Resource Implications

Council will need to make sure that it has enough staff resources to process these applications for prior approval.

Takeley Parish Council	<p>As in May 2013, the draft document adequately provides for community involvement however, TPC advocates the inclusion of the following detail to strengthen the document:</p> <p>Strategic Environment Assessment - how will UDC provide appropriate expertise to assess the 'expert' report(s)?</p> <p>Departure from expert advice should be reasoned (both for consultation on policy and determination of planning applications).</p> <p>Page 16 Pt: 20.5 explains how the consultation responses/representations received will be reported and evaluated. It is vital that this process is used consistently, and that officers do not 'cherry pick' from the responses, in order to provide reassurance to the community that UDC is listening.</p>	<p>The framework for carrying out the Strategic Environmental Assessment/Sustainability Appraisal is set out in the Scoping Report. This report is subject to consultation with Natural England, Historic England; Highways England and Environment Agency. The SEA/SA Environmental Reports are published for consultation not only with these statutory consultees but for wider consultation with general and other consultees. Their comments are taken into account and changes made where necessary.</p> <p>Any departure from expert advice should be explained in reports of representations for planning policy consultations or officer's reports for planning applications. It is proposed to amend paragraph 20.3 to include the following text.</p> <p>The recommendations should clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.</p> <p>The Council can confirm that after each consultation officers read all the representations made and they are entered onto the Council's online consultation portal and therefore made available for everyone to read. Officers summarise the comments and write a report of representations and officer recommendations. The format of these reports is to specifically identify the comments of town and parish councils and other statutory consultees. Where representations from individuals make similar points, these are summarised jointly.</p>
------------------------	--	---

An Individual	<p>My understanding is, amongst others relating to 'planning', the purpose of this document is to make applicants who may not have the necessary experience or finance, e.g 'Householder', aware of what is involved in the application process for example being mindful they live in or near to a Listed Building or in a Conservation Area, and to encourage greater transparency...i.e applicants consulting with neighbours or planning officers etc....as advised under the table heading "Suggested Action by Applicant".</p> <p>28.5 refers to 'a validation checklist' and I'm not sure whether this refers to the table guidelines included on pages 21,22 and 23 of this document ?....</p> <p>Although perhaps regardless of this, while there is reference in the table regarding the provision of a statement, I couldn't see the words 'Design and Access' ["D&A"] or reference to 'Conservation Areas' ["CA"] used anywhere, for example when applying to build one or more dwellings in a CA.</p> <p>When I spoke to Nigel Brown last week I referred to the UDC planning portal/website concerning "D&A Statements".....on which there was stated "From 6 April 2010 the requirement to provide D&A statements are revised..."</p> <p>In fact it transpires, from recent 'planning issues' we've encountered here in Q&R, the provision of D&A Statements was again revised around June 2013...? It becomes very confusing when we [or applicants] are relying on information contained on the UDC website which on the face of it appears out of date.</p> <p>I was hoping the above [Community Involvement] document might be a good opportunity to address and clarify the confusion surrounding D&A statements for all concerned?</p> <p>Finally I note the table also refers to "Listed Building</p>	<p>The purpose of the SCI is set out in paragraph 10.1 of the document which states that the SCI sets out how the community will be involved in the development of the Local Plan it also outlines how the Council will consult the community on planning applications. The suggested action by applicants is advice with the aim of smoothing the path of the planning application by having pre-application discussions and consultation with the community and/or neighbours.</p> <p>The Validation Checklist is now known as the Planning Application checklist and there are also guidance notes which can be found on the Council's website. Paragraph 28.5 can be updated as follows and incorporating a hyperlink to take the reader to the document.</p> <p>The Council has prepared Guidance Notes and a Planning Application Checklist which can be found on the website under <u>Planning Applications Forms and Checklists</u>. The guidance notes provide advice on completing an application form, and the checklist is to ensure the correct plans and documents are submitted.</p> <p>Design and Access Statements are one of many documents which need to be submitted to support planning applications. It is not the role of the SCI to specify what is needed in each instance. The website is the best location for this as it can be updated more easily than the Statement of Community Involvement.</p> <p>In view of the high level of demand for advice on Listed Buildings and conservation areas, the Council has recently employed a second full time conservation officer.</p>
---------------	---	--

	<p>Consent"...a favourite topic of mine...the suggestion is that "...applicants should..."Enter into pre-applications discussions with the Councils specialist advisor on Listed Buildings"...great idea!!</p> <p>Unless the role has changed I'm taking this person to be the Conservation Officer?....however you then add under the table heading "Resource Implications"...."Council will need to make sure they have enough staff.." [Or words to that effect]....which rather defeats the object of the [good] suggestion in the first place, don't you think? We're aware the District Council currently has two Conservation Officers.</p>	
Equality and Human Rights Commission	<p>The Commission does not have the resources to respond to all consultations, but will respond to consultations where it considers they raise issues of strategic importance.</p> <p>Local and other public authorities have obligations under the Public Sector Equality Duty (PSED) in the Equality Act 2010 to consider the effect of their policies and decisions on people sharing particular protected characteristics.</p>	
Office of Rail Regulation	No comment to make	
Health and Safety Executive	Have no representation to make on this occasion.	