



Uttlesford District Council

Cabinet

Date: Tuesday, 16 February 2016
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors H Rolfe (Leader and Chairman), S Barker, S Howell, J Redfern and L Wells

Other attendees: Councillors A Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee), J Lodge (Residents for Uttlesford Group Leader) and E 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 notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

- 1 Apologies for absence and declarations of interest**
To receive any apologies for absence and declarations of interest.

- 2 Minutes of the meeting held on 12 January 2016** 7 - 14
To consider minutes of the previous meeting.

- 3 Matters Arising**
To consider matters arising from the minutes

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|-----------|---|-----------|
| 4 | Questions or statements from non executive members of the council
To receive questions or statements from non-executive members on matters included on the agenda | |
| 5 | Matters referred to the Executive (standing item)
To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules | |
| 6 | Reports from Performance and Audit and Scrutiny Committees (standing item)
To consider any reports from Performance and Audit and Scrutiny Committee | |
| 7 | Refugee Working Group
To receive a report from the Refugee Working Group (standing item) | |
| 8 | Corporate plan
To consider the corporate plan. | 15 - 20 |
| 9 | 2016-17 Budget
To consider the Budget for 2016-17. | 21 - 30 |
| 10 | Robustness of Estimates
To consider a report on the robustness of estimates and the adequacy of reserves. | 31 - 52 |
| 11 | Medium Term Financial Strategy
To consider the Medium Term Financial Strategy. | 53 - 68 |
| 12 | Treasury Management 2016-17
To consider a report on Treasury Management. | 69 - 106 |
| 13 | Capital programme
To consider a report on the capital programme. | 107 - 118 |

14	Housing Revenue Account To consider a report on the HRA budget.	119 - 134
15	General Fund and Council Tax To consider a report on the General Fund and Council Tax.	135 - 172
16	Budget monitoring 2015-16 Period 9 To consider a report on Budget Monitoring.	173 - 198
17	New Homes Bonus consultation response To consider a report on the New Homes Bonus consultation response.	199 - 204
18	Pay Policy 2016-17 To consider the Pay Policy for 2016-17.	205 - 224
19	Local Development Scheme To consider a report on the LDS.	225 - 254
20	Statement of Community Involvement To consider a report on the Statement of Community Involvement.	255 - 282
21	Developer Contributions Guidance To consider a report on Developer Contributions guidance.	283 - 306
22	Assets of Community Value To consider a report on assets of community value.	307 - 312
23	Appointment to Outside Body - Uttlesford Transport Forum To appoint Councillor A Mills to the Uttlesford Transport Forum.	
24	Sports Strategy To consider a report on a Sports Strategy.	313 - 460
25	Affordable Housing Contributions (to follow) To consider affordable housing contributions (to follow).	

- 26 Any other items which the Chairman considers to be urgent**
To consider any items which the Chairman considers to be urgent.

MEETINGS AND THE PUBLIC

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

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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 12 JANUARY 2016 at 7.00pm**

Present: Councillor H Rolfe (Leader)
Councillor S Barker (Deputy Leader and Cabinet Member for Environmental Services)
Councillor S Howell (Cabinet Member for Finance and Administration)
Councillor J Redfern (Cabinet Member for Housing and Economic Development)
Councillor L Wells (Cabinet Member for Communities and Partnerships)

Also present: Councillors A Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee) and B Light (Residents for Uttlesford Deputy Group Leader)

Officers in attendance: R Harborough (Director of Public Services and Interim Head of Paid Service), A Knight (Assistant Director – Finance), R Millership (Assistant Director – Housing and Environmental Services), M Perry (Assistant Chief Executive – Legal), P Snow (Democratic and Electoral Services Manager) and A Webb (Director of Finance and Corporate Services)

CA69 APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

An apology for absence was received from Councillor Lodge.

Councillor S Barker declared a non-pecuniary interest in items 10, New Homes Bonus consultation, and 15, ECC reduction in funding for housing related support, as a member of Essex County Council.

CA70 MINUTES

The minutes of the meeting held on 10 December 2015 were received and signed by the Chairman as a correct record, subject to the deletion of parts 1 and 2 of the resolution, and the substitution of the words “RESOLVED that land to the east of Great Chesterford recreation ground be transferred to Great Chesterford Parish Council at nil value”.

CA71 MATTERS ARISING – Minute CA61 Special Purpose Vehicle

In referring to the decision to establish a SPV to develop commercial opportunities, Councillor Dean asked the Cabinet to bear in mind the need to continue to support community projects not purely from the point of view of maximising income.

The Leader noted these comments but said the SPV would have a particular role to play and it was important for the Council to obtain commercial benefits from its investments for the benefit of residents.

CA72 **REFUGEE WORKING GROUP**

It was noted that five refugee families allocated to Essex had all been rehoused in the Colchester area. Officers were continuing to work with Essex County Council to make provision for any refugees allocated to Uttlesford. The system established by the Home Office required the Council to identify specific available properties which were then matched with particular families needing to be housed. One property identified for this purpose had subsequently been allocated to a homeless family. Efforts would now be made to identify a further property to be allocated for refugee use and any developments would be reported to members.

CA73 **SALE OF LAND AT REAR OF 21 CHURCHFIELD SAFFRON WALDEN**

Councillor Howell proposed the sale of an area of land to the rear of 21 Churchfield, Saffron Walden at a price of £3,000 offered by the occupier of this property. The land would be sold subject to a restrictive covenant limiting it to garden use only. Although the land was an asset valued at between £4,100 and £6,000, it could not be developed because of access difficulties and the sale would save the cost of maintaining the land. In the circumstances the offer was considered a reasonable one.

The Cabinet noted concerns about the sale raised by Councillor Light. The Leader agreed that a previous audit of land holdings should be revived and asked officers to undertake an assessment of potential future uses for similar areas of land that might not be capable of development.

RESOLVED that approval be given to the sale of land to the rear of 21 Churchfield, Saffron Walden at a price of £3,000, subject to the imposition of a suitable restrictive covenant.

CA74 **FINANCIAL OUTLOOK AND 2016/17 BUDGET STRATEGY**

Councillor Howell presented a report summarising the financial outlook to 2020/21 and proposing a strategy for the 2016/17 budget. The report set out the result of the public consultation on council priorities. A budget for next year would be prepared on the basis of the approved strategy and would then be examined by the Scrutiny Committee before being submitted to the Cabinet and Council for approval.

He would be proposing the adoption of the budget strategy set out in the report subject to an amendment to defer consideration of whether to freeze Council Tax in 2016/17 depending on the outcome of Government funding decisions for local government.

Budget planning was especially challenging and unpredictable as a result of uncertainty about Government funding decisions and the position regarding local government finance generally. It was clear that root and branch reform of local government financing was underway with significant changes being proposed for the retention of business rates, formula grant and New Homes Bonus. All of these factors would have a significant and substantial impact on funding decisions.

In respect of the retention of business rates, the Council had joined the Essex Business Rates Pool but present indications were that pooling would not continue beyond 2016/17. The Government had indicated that formula grant, or Revenue Support Grant, would be phased out by the end of 2017/18. As for New Homes bonus, it was assumed this would be scaled back in the years after 2016/17.

Certain assumptions had been made as part of the budget model for the next five years. The forecasts produced as a result were set out in the report. A surplus of £4.7m was forecast in 2016/17 followed by expected deficits thereafter.

However, because the position in 2016/17 was still unclear and was evolving, the Leader would indicate his decision on whether Council Tax would increase when there was greater clarity.

In the meantime it was prudent to continue to maintain appropriate levels of reserves and to look for efficiencies and savings. It was also sensible to seek to maximise income wherever possible. The only alternative was to call on council taxpayers to pay more and more but this alone would not resolve the difficulty.

Councillor Howell commented on the priorities identified in the recent public consultation exercise and said the level of response was encouraging.

He proposed approval of the budget strategy and key actions set out in the report, subject to consideration of whether to freeze Council Tax being deferred.

There followed a wide ranging discussion about the budget strategy. Councillor Dean welcomed the proposed deferment of the decision on Council Tax and said he was pleased a zero risk approach was not being taken. The level of Council Tax had been eroded over a period of time and it was wise to maintain a higher base for future years. Increases in Council Tax could bring in an extra £150k of income. He supported not rushing ahead with a freeze and said the Council should not lose sight of providing council housing as a priority.

The Leader said he did not agree the Council Tax base had been eroded. Taxpayers money should always be returned if it was possible to do so. Councillor Howell was correct to reserve judgement in the light of possible changes. He would try to make a final decision before the Scrutiny Committee's review of the budget.

Councillor Light questioned the funding of the SPV bearing in mind the need to fund necessary services.

Councillor Howell replied that developing assets was reliant on appropriate investment. Retaining assets allowed the Council to generate an income stream and this must be beneficial to residents. Assets retained could always be sold at a future date but it was not possible for the Council to rely upon Council Tax and Business Rates alone.

Further discussion took place about the budget strategy and the determination of key priorities. Councillor Howell summed up by emphasising the need for the Council to continue to act as a commercial organisation. He was fully aware of the Council's social responsibilities but it was essential to make commercial decisions in keeping with previous practice.

RESOLVED that the 2016/17 budget strategy and key actions be approved, subject to a decision on whether to freeze Council Tax being deferred depending on the outcome of Government funding decisions.

CA75

NEW HOMES BONUS CONSULTATION RESPONSE

Councillor Howell reported on the proposed response set out in the report to the Government's consultation on changes to new Homes Bonus (NHB) from 2017/18. He referred to the members workshop on finance held the previous evening and said he was pleased that every councillor had now been given the opportunity to comment on the proposed NHB changes.

Proposed changes to NHB cut to the core of service delivery. In this context he had paid particular attention to comments made by councillors, especially the need to show more passion in responding to the consultation, and the encouragement of councils to retain sufficient reserves to deal with the consequences of appeal decisions.

There had to be recognition of change in the way that NHB was calculated but the way this was done would be very significant. The budget must be prepared on the basis of affordability.

In responding to these remarks, a number of comments were made about the likely adverse impact of the changes on the way that planning decisions were made and supported. Some members felt the changes to NHB calculation would undermine the process of making of planning decisions and call into question their legality. For example, the proposed reduction of payments for homes built on appeal might have this effect.

The Director of Public Services commented that the Government did not accept that financial considerations should be taken into account in making planning decisions and any applications granted on appeal would be lawful decisions not subject to judicial review.

The leader suggested the local MP should be called upon to reinforce this point with Government ministers. The Government was struggling to get a house building programme going to utilise the supply of land with live permissions granted and ready to be developed and its policy revolved around this aim.

He asked officers to draft a more robust response to questions 5 and 6, in consultation with Councillor Howell. The Scrutiny Committee would be asked to look at the final proposed consultation response in early February before being signed off by the Cabinet on 16 February.

RESOLVED that the response to the NHB consultation be approved in principle, subject to officers in consultation with Councillor Howell

drafting more robust responses to questions 5 and 6 for final approval at the next meeting, and that representations would be made to Sir Alan Haselhurst MP.

CA76

HRA BUSINESS PLAN 2016-2046

The Cabinet received a report proposing the adoption of the HRA Business Plan covering the period to 2046, as recommended by the Housing Board.

The updated plan had been developed from the previous plan approved in 2012. It was originally intended to update the plan in 2017 but the Housing Board agreed it should receive an earlier revision to reflect major changes to the assumptions made at that time. This affected current thinking about aspects such as general inflation, national rental policy, Right to Buy sales, works cost inflation and interest rates.

The updated business plan provided the framework for the setting of future budgets and gave an indication of the level of resources expected to be available to deliver new initiatives, build new houses, regenerate estates and where appropriate to repay debt.

Consideration was given to the extent to which the Council would be in a position to deliver major projects beyond 2021. The Leader asked Councillor Redfern and officers to think carefully about the aims set out in the section of the document dealing with new build schemes for the provision of social housing.

Councillor Redfern said that she intended to reword the foreword section of the document and would provide an update in due course.

The Director of Finance and Corporate Services explained the conditions of the loan taken out to fund the self-financing system introduced in 2012. The loan would have to be repaid in several parcels over 30 years. The Council would need to consider how to finance the debt. The original loan arrangement meant that no repayments would be made for the first five years and the effect in the future would be to restrain the ability to fund new projects.

The extension of right to buy principles to housing associations and the intention that councils would be forced to sell a proportion of their 'high value' housing stock when they became void would inevitably undermine the financial stability of the HRA but this could not presently be assessed and factored in to the Business Plan.

The Leader asked for consideration to be given to the Council's ability to maintain the quality and quantity of housing stock by continuing to be able to deliver new build schemes.

RESOLVED to adopt the HRA Business Plan 2016-2046, subject to suitable amendments to the sections of the report identified at the meeting.

CA77

HOUSING STRATEGY

Councillor Redfern proposed adoption of the Housing Strategy 2016-21, as recommended by the Housing Board, setting out the Council's vision and aims for housing in the district over a five year period.

The four key strategic aims were summarised as being:

1. Increasing housing supply across all tenures
2. Helping people to live independently
3. Ensuring decent, safe and healthy homes
4. Creating sustainable communities

Councillor Barker asked about progress in identifying a site for a refuge and the targets identified in the strategy for the delivery of affordable homes.

The Director of Public Services commented that the range of site capacities under consideration would affect the viability of the 40% target. The Assistant Director of Housing and Environmental Services said that efforts were being made to arrange a further tendering process for the refuge site.

RESOLVED to adopt the Housing Strategy 2016-21

CA78

HOMELESSNESS STRATEGY

The Cabinet received for adoption the Homelessness Strategy 2016-21 as recommended by the Housing Board. It had been decided to retain a stand-alone homelessness strategy to illustrate the Council's commitment to tackling homelessness. The strategy had been finalised following a period of public consultation. It included an action plan outlining how the four strategic priorities identified would be met. It also set out what had been achieved since the creation of the housing options team.

The Assistant Director of Housing and Environmental Services confirmed that there was presently one person designated as a rough sleeper. In answer to another question about the optimum number of properties available for use by homeless people, she said that the number of homeless people known to the Council was stabilising and the present number of 18 properties was about right. Homeless provision might work slightly better with twenty properties designated for homeless use but the allocation policy was working well.

Councillor Redfern said that she would provide a written answer to Councillor Light detailing the cost of providing bed and breakfast accommodation for homeless people.

RESOLVED to adopt the Homelessness Strategy 2016-21.

CA79

HOUSING ALLOCATIONS POLICY

The Cabinet was asked to agree amendments to the allocations policy to reflect the effect of recent case law concerning the eligibility of accepted homeless applicants and other categories of applicants falling within reasonable preference categories as defined by the Housing Act 1996.

The amended policy had been agreed and recommended for approval by the Housing Board.

RESOLVED to agree amendments to the allocations policy.

CA80

ESSEX COUNTY COUNCIL REDUCTION IN FUNDING FOR HOUSING RELATED SUPPORT

The Cabinet received a report detailing cuts made to the Housing Related Support (HRS) funding by Essex County Council from April 2016 and the changes considered necessary to continue to deliver services to sheltered housing tenants to address the shortfall. The service to sheltered tenants was already being subsidised following previous cuts to HRS but this was no longer a sustainable approach. Indications were that HRS funding would cease altogether from April 2017.

The principle effect of the proposed changes would be to reduce the current three levels of sheltered service to two. These would be a sheltered service with a weekly visit and a sheltered plus service with a daily visit. The present bronze service would be phased out by April 2017.

Both the Tenant Forum and the Housing Board had endorsed the proposed recommendations and had added two further provisions as follows: a review would be carried out after six months to assess the impact of the changes, and tenants receiving the bronze service would be informed in writing about the planned phasing out of the service.

Councillor Redfern provided an assurance that the Council's approach would remain flexible and necessary support to tenants would be provided where needed. Some tenants in receipt of housing benefit would have to start paying a contribution towards their support costs but this would be mitigated by the 1% rent decrease applicable to all social housing tenants over the next four years.

The effect would be that costs would be recovered from those tenants receiving the service rather than the cost falling on all tenants as at present.

RESOLVED to note the loss of HRS funding from Essex County Council and approve the following changes:

- a. The proposed changes to the sheltered housing scheme management service in light of the funding reductions from Essex County Council as follows:
 - i. withdrawal of gold, silver and bronze level of services
 - ii. introduction of two levels of service: sheltered (weekly visit) and sheltered plus (daily visit)
 - iii. continuation of Bronze service for current bronze service tenants (interim)
- b. That charges for the Council's sheltered housing scheme management service (funded from HRS charges and Intensive Housing Management charges) to be set at:

- i. Sheltered: £15.80 per week
 - ii. Sheltered plus: £17.80 per week
 - iii. Bronze service (to be continued for existing users): £13.80 per week
- c. Residents are written to informing them of changes in the funding arrangements.
 - d. Residents receiving the Bronze service are written to informing them that it will be phased out by April 2017.
 - e. Changes to the housing related support service are reviewed six months after implementation of the changes.
 - f. That the cost of community alarms be fully recovered from users.
 - g. That the further reductions in HRS by Essex County Council in 2017/18 be noted.

Before closing the meeting Councillor Rolfe requested officers to contact civil servants with a view to maintaining dialogue on the proposed extension of right to buy provisions to housing association tenants and the 1% reduction in rent.

Councillor Redfern confirmed that a letter had been sent to the minister and said that this would be sent to all members for information.

The meeting ended at 8.55pm.

Committee: Cabinet

Agenda Item

Date: 16 February 2016

8

Title: The Corporate Plan 2016-21

Author: Cllr Rolfe

Item for decision

Summary

1. The corporate plan is updated annually, and because it is a 5-year plan, is subject to incremental change. The key themes are: sound management of the Council's finances, high quality services, sharing the benefits of growth with our communities and maintaining thriving communities. The major change from the focus over preceding years is the enhanced emphasis on health and wellbeing. The Plan retains its simplicity by being presented on a single page, with the overall goal of the Council now being "The High Quality and Low Tax Council".

Recommendations

2. That the draft Corporate Plan for 2016-21 be approved for submission to Full Council.

Financial Implications

3. Any financial implications resulting from actions or projects in the corporate plan are identified in the budget, MTFs and divisional plans.

Background Papers

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

None

Impact

- 5.

Communication/Consultation	The plan is derived from ongoing actions in the 2015-20 corporate plan, which was itself the subject of community engagement and the budget consultation from late last year.
Community Safety	Any community safety implications resulting from actions or projects in the corporate plan will be identified in the service plans
Equalities	An EQIA is commenced. Any equalities implications resulting from actions or

	projects in the corporate plan will be identified in the service plans. The corporate plan can be made available in Braille, larger print or translated on request
Health and Safety	Any health and safety implications resulting from actions or projects in the corporate plan will be identified in the service plans
Human Rights/Legal Implications	There are no human rights implications. Any legal implications resulting from actions or projects in the corporate plan will be identified in the service plans
Sustainability	Any sustainability implications resulting from actions or projects in the corporate plan will be identified in the service plans. Copies of the new-format corporate plan can easily be printed. The plan will be made available via the website.
Ward-specific impacts	Any ward-specific impacts resulting from actions or projects in the corporate plan will be identified in the service plans.
Workforce/Workplace	Any workforce implications resulting from actions or projects in the corporate plan will be identified in the service plans.

Situation

6. The corporate plan sets out the priorities for the council over the next 12 months and beyond. These priorities were identified through contemporaneous consultation over the budget and are among the issues that matter most to the community. The plan builds on the directions set in the previous Corporate Plan but also seeks to address the priorities of central government.
7. From 2007 to 2013 the Council focused on four priorities - finance, partnerships, people and environment. In 2013 these were subsumed within the new priorities of low taxation, high quality, responsibility and prosperity, with the overall goal being “The Low Tax High Quality Council”, and this continued into 2014. These themes are now slightly changed for the 2015 Plan, with “prosperity” replaced by “Thriving communities”, and the strapline reconfigured to place “high quality” ahead of “low tax”. The new plan has an enhanced emphasis on health and wellbeing which it is recognised runs throughout the organisation.
8. The Council continues to have an enviable record. For example, over the last year, Council Tax was cut by 3%, and whilst an increase of 1% is proposed this year it is well below the referendum limit of 3.36% that could have been applied. Uttlesford remains among the very best places to live in national surveys and, yet again, we have one of the best financial settlements of any council in the country. Both are clear endorsements of the “High Quality, Low Tax” standards to which we aspire.

9. The Government's main priorities are economic growth and devolution. The new plan reflects the Council's response to these challenges by enhancing actions under the theme of thriving communities. Financial prudence and the delivery of high quality services remain at the heart of the plan and indeed at the heart of the culture of the whole organisation. And to this end we will continue to plan for a future in which there will be little or no government core funding. Although money is tight public expectations remain high. The Plan sets the framework for addressing these issues.
10. Pathways to implementation of the Plan will be set out in service plans, which will be monitored by the Corporate Management Team, and reported as necessary to the Performance and Audit Committee in the quarterly performance reports. This is in line with current practice.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The corporate plan fails to be published and the council proceeds with its work without clear direction	1	3	Performance management framework in place. Service plans produced and targets set for performance indicators. Budget and MTFS prepared in conjunction with Plan. The corporate plan ties all this information together providing coherent direction for the council in the year ahead.

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

CORPORATE PLAN 2016 - 2021

By 2021 we will:	We will do this by:
Have continued to maintain and improve sound management of the Council's finances	<p>Keeping the Council Tax as low as possible whilst maintaining or improving our services and providing support to the vulnerable</p> <p>Investing in income generating activities</p> <p>Increasing the emphasis on demonstrable value for money</p> <p>Planning for a future in which there will be little or no "core" Government funding.</p>
Continue to listen and respond to our communities so we focus on their health and wellbeing, together with the delivery of high quality key services that matter	<p>Effectively consulting with our partners and local communities, councils and the voluntary sector to ensure value for money, health and wellbeing, democracy and localism are at the heart of everything we do</p> <p>Working closely with the Armed Forces at Carver Barracks</p> <p>Keeping Uttlesford safe and healthy</p> <p>Focusing on key services that are deliverable so that what we do we do well</p> <p>Promoting equitable, diverse, healthy and safe living and working</p> <p>Setting a high example by exemplary corporate governance and standards</p>
Have shared the benefits of growth with our communities in a responsible way that protects and enhances our environment and promotes healthy living	<p>Having a flexible, robust and relevant Local Plan so we continue to meet local housing, health and prosperity needs, especially high quality affordable and local authority housing.</p> <p>Enabling communities to develop neighbourhood plans that protect and enhance local facilities</p> <p>Working closely with Essex CC including to ensure our roads and pavements are maintained to a high standard</p> <p>Delivering on our energy efficiency policies</p> <p>Improving environmental management and enforcement against planning contraventions and environmental crime</p> <p>Encouraging the renovation of heritage assets</p>
Be creating and maintaining healthy and thriving communities	<p>Supporting the creation of a Combined Authority for Greater Essex provided the benefits are right for Uttlesford residents and businesses</p> <p>Enhancing economic prosperity through partnerships of local authorities and businesses and working with local businesses to encourage future skills development and growth</p> <p>Working with Health Sector partners to ensure fair investment in the health needs of Uttlesford residents</p> <p>Working with partners to improve broadband and mobile telephony</p> <p>Promoting our town centres and enhancing town centre car park provision</p> <p>Working with the owners of Stansted Airport to ensure economic and social benefits – while maintaining vigilance against a 2nd runway</p>

Committee: Cabinet

Agenda Item

Date: 16 February 2016

9

Title: 2016/17 Budget – covering report

Portfolio Holder: Councillor Simon Howell

Item for information

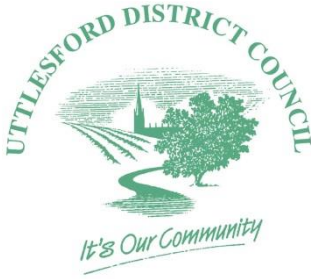
Summary

1. The Cabinet is required to determine its budget and council tax recommendations, for consideration by Full Council on 25 February.
2. The budget consists of a series of reports, all on today's agenda, as follows:

Report	Purpose	Recommendation(s)
Equalities Impact Assessment (attached to this covering report)	To demonstrate consideration of the impact on minority groups	
Draft Corporate Plan	To demonstrate the budget is aligned to the corporate priorities	That the draft Corporate Plan for 2016-21 be approved for submission to Full Council.
Robustness of Estimates and Adequacy of Reserves Reserves Strategy	A statutory report which sets out the key risks in the General Fund budget, and advice about safe levels of contingency reserves. This is a new report and sets out a new strategy for the reserves and details the purpose and lifespan of these reserves.	The Cabinet is requested to approve, for recommendation to Full Council: a) That the Council takes account of the advice in the report when determining the 2016/17 General Fund budget and Council Tax. b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report c) That the Council sets the minimum safe contingency level for 2016/17 at £1.234 million. d) That the attached Reserves Strategy is adopted. e) That the Council agrees that no transfers to or from the Working Balance should be built into the 2016/17 budget.
Medium Term Financial Strategy	Sets out a five year plan for ensuring that the General Fund remains in a stable and sustainable position, including indicative levels of Council Tax.	The Cabinet is requested to approve, for recommendation to Full Council, the Medium Term Financial Strategy as attached.

Treasury Management Strategy	Details how cash flow will be managed, and a strategy for prudent borrowing and investment.	The Cabinet is requested to approve, for recommendation to Full Council on 25 February, the following items: <ul style="list-style-type: none"> • Treasury Management Strategy 2016/17, Appendix A. • Prudential Indicators, Appendix A1. • Minimum Revenue Provision (MRP) Statement, Appendix A2 • Economic Forecast, Appendix A3
Capital Programme	A five year plan setting out capital expenditure on the Council's assets including buildings, vehicles and ICT and the associated financing of these programmes	The Cabinet is requested to approve, for recommendation to Full Council, the Capital Programme and associated financing of the programme as set out in this report.
Housing Revenue Account Budget	Covers spending plans for council housing in the district from 2016/17 with a 5 year forecast. The report contains proposals for increases in rents and service charges. The proposals have been endorsed by the Tenants Forum and Housing Board. 2016/17 is the fifth year of the self-financing arrangements and the 30 year plan approved by the Council in 2012.	The Cabinet is request to approve, for recommendation to Full Council the HRA Revenue Budget and 5 Year Financial Strategy.
General Fund Budget and Council Tax	Detailed budget for all services except Council Housing, and proposals for the district council share of the Council Tax bill	<ol style="list-style-type: none"> 1. The Cabinet is requested to recommend that the Full Council approves the General Fund Council Tax requirement of £4,827,584 summarised in paragraphs 15 – 19. 2. The Cabinet is recommended to approve the schedule of fees and charges in Appendix F.

1. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.



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.	2016/17 budget
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To allocate financial resources to UDC services enabling corporate priorities, statutory requirements and policy objectives to be met
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> UDC service users
4	Responsible department and Head of Division.	Angela Knight, Assistant Director Finance on behalf of CMT
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – 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"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Sex <input type="checkbox"/> Race <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Pregnancy & Maternity <input type="checkbox"/> Marriage and Civil Partnerships <input type="checkbox"/> 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"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input checked="" type="checkbox"/> Other: Budget monitoring process; internal audit, external audit <input type="checkbox"/> None 
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Analysing performance data	
8	<p>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>
	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <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>No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group. There are no service cuts proposed.</p>
9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>
	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <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>No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group. There are no service cuts proposed.</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"/>	<input checked="" type="checkbox"/>
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[Consultation](#) mechanisms are inclusive of all.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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[Participation](#) mechanisms are inclusive of all.


<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	X
Electronic, web-based and paper information is accessible to all.	X	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	X
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	X

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


Future Impact

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

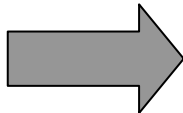

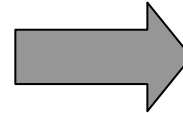
Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <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	<p>Following this fast-track assessment, please confirm the following:</p> <p> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  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.  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.  Action planning required (go to Q18 on Page 8 below). </p>
15	<p>If you have any additional comments to make, please include here. <input type="checkbox"/> None</p>

Completion

16	Name and job title (Assessment lead officer)	Angela Knight Assistant Director - Finance
	Name/s of any assisting officers and people consulted during assessment:	CMT
	Date:	29 January 2016
	Date of next review:	January 2017
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	

Committee: Cabinet

Agenda Item

Date: 16 February 2016

10

Title: Robustness of Estimates and Adequacy of Reserves

Portfolio Holder: Councillor Simon Howell

Item for decision

Summary

1. As part of the annual budget setting process, the Section 151 Officer is required to give the Council formal advice on the robustness of estimates and the adequacy of reserves. This is so Members can set a budget in full awareness of the risks and uncertainties, and ensure that adequate contingency reserves exist.
2. The advice, known as the "Section 25 report", is being considered by Cabinet tonight and then by Full Council on 25 February as part of the budget approval process.
3. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

Recommendations

4. The Cabinet is requested to approve, for recommendation to Full Council:
 - a) That the Council takes account of the advice in the report when determining the 2016/17 General Fund budget and Council Tax.
 - b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report
 - c) That the Council sets the minimum safe contingency level for 2016/17 at £1.234 million.
 - d) That the attached Reserves Strategy is adopted.
 - e) That the Council agrees that no transfers to or from the Working Balance should be built into the 2016/17 budget.

Financial Implications

5. No direct implications arise from the recommendations.

Background Papers

None.

Impact

Communication/Consultation	A comprehensive budget consultation exercise was undertaken with in excess of 800 responses
Community Safety	No specific implications
Equalities	No specific implications
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	The report is prepared in order to comply with Section 25 Local Government Act 2003
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Section 25 report

6. Section 25 of the Local Government Act 2003 requires each local authority, when setting its annual General Fund budget and level of Council Tax, to take account of a report from its Section 151 Officer on the robustness of estimates and adequacy of reserves. This document is the report made under Section 25 by the Director of Finance and Corporate Services, as UDC's Section 151 Officer, applicable to the setting of the General Fund budget and Council Tax for 2016/17.
7. The purpose of this requirement is to ensure that when deciding on its budget for a financial year, a local authority is formally made aware of any issues of risk and uncertainty by the Section 151 Officer. The local authority is then expected to ensure that its budget provides for a prudent level of reserves to be maintained.
8. The Director of Finance and Corporate Services has assessed that the minimum safe contingency level for the Working Balance is £1,234,000. This sum is calculated using the following formula
 (Total gross service expenditure + total gross service income + capital financing costs + investment income + recharge to HRA + HRA share of corporate costs) x 2%
 This for 2016/17 equates to

$$£33,695,000 + £23,800,000 + £2,497,000 + £119,000 + £1,331,000 + £335,000 = £61,777,000 \times 2\% = £1,235,540$$
 (this calculation uses rounded figures the actual outcome is £1,234,000)
9. Section 26 of the Act empowers the Secretary of State to set a minimum level of reserves for which a local authority must provide in setting its budget. Section 26 would only be invoked as a fallback in circumstances in which a local authority does not act prudently, disregards the advice of its Section 151 Officer, and is heading for financial difficulty.

Basis of advice for the Section 25 report

10. In forming the advice for this report, the Director of Finance and Corporate Services has considered the following:

- The requirement established in the Council’s Medium Term Financial Strategy to ensure that a safe level of contingency is maintained.
- The degree to which the Council’s financial plans are aligned to the Council’s statutory obligations, local priorities and policy objectives.
- The adequacy of the information systems underpinning the Council’s financial management processes.
- Risks associated with the Council’s activities, as identified within the risk register.
- The level of earmarked and unearmarked reserves within the General Fund.
- The degree to which uncertainties exist within the draft 2016/17 budget.

Robustness of Estimates

11. There has been detailed scrutiny, review and challenge of budgets by managers, finance officers and CMT. The aim has been to ensure that the budget is based upon realistic estimates, for example, ensuring that contractual commitments are provided for, salary budgets reflect the approved establishment and current staff in post, and income budgets are based on an assessment of price and demand.

12. No budget can ever be completely free from risk. Necessarily, assumptions are made which means that the budget will always have an amount of uncertainty. The analysis below sets out the major risks applicable to 2016/17 and an indication of the possible impact.

13. It is not possible to give a precise estimate of the impact of each identified risk. As a general guide, the following broad definitions have been used:

Probability	Low	Possible, but unlikely
	Medium	Probable
	High	Almost certain
Impact	Low	Possible variance of up to £100,000
	Medium	Possible variance of £100,000 to £250,000
	High	Possible variance of over £250,000

Risk item	Prob-ability	Impact	Overall Risk of budget variance
a) Waste & Recycling – This continues to be one of the most complex financially and at greatest risk of volatility. Fuel costs are variable. Other budget risks have been identified regarding trade waste and green waste, all of which have income budgets that depend upon accuracy of forecasting activity levels. The Council maintains a Waste Management reserve to mitigate the risk. With the price of oil at a six year low the cost of disposing of dry recyclables has increased significantly. The budget is based on current disposal costs	High	High (adverse or favourable)	High
b) Localisation of Business Rates. The way in which Business Rates is accounted for increases the risk around the forecasts. However a review in the summer of 2015 now enables the council to use a realistic forecast rather than using the minimum guaranteed amount.	Medium	High (adverse or favourable)	Medium
c) Efficiency Savings. Work continues to find ways of achieving the same or improved outcomes at lower cost. It is probable that some savings opportunities will be realized with unbudgeted savings arising in 2016/17. In addition, the budget does not include the implementation costs that may arise, on the basis that these will be funded from the Transformation Reserve. Therefore it is probable that unbudgeted costs will arise. Where budgets have already been reduced because of identified savings, the revised budget level is untested so there is an inherent risk of adverse variances.	Medium	Medium (adverse or favourable)	Medium
d) Car Parks Income. The budget is based on the existing tariff and charging periods as detailed in the fees and charges section of the budget report. If at some point during the year the Council decides to make changes, this will affect the income. For example if the charging period is shortened, or if there is a repeat of Christmas/New Year free periods, income will reduce.	Medium	Low (adverse)	Medium
e) Fees & Charges income. If economic conditions deteriorate or demand fluctuates there may be unbudgeted loss of income. Building Control, Planning, Land Charges, Licensing, Lifeline and Food Imports are all income streams where risk of volatility has been noted.	Medium	Low (adverse)	Medium
f) Planning appeals. A risk of costs of defending appeals and the meeting of costs awarded against the planning authority. The current position of the Local Plan process raises the risk levels in this area.	Medium	Low (adverse)	Medium

Risk item	Prob-ability	Impact	Overall Risk of budget variance
g) Treasury management. Investment risks are spread between public and private sector counterparties including UK banks systemically important to the UK economy. In the unlikely event of a banking failure, there could be a serious impact on the Council.	Low	High (adverse)	Medium
h) Reforms to Housing & Council Tax Benefit. The Council has approved a Local Council Tax Support Scheme that will require non-vulnerable working age people to pay more Council Tax than previously. The Council has committed to subsidise the LCTS scheme to ensure cost neutrality for major precepting authorities. This is based on estimates and subject to variation.	Medium	Low (adverse)	Low
i) Universal Credit – This was due to commence in early 2015/16 but was delayed and only started in late 2015/16. Implications of delay are primarily around the Working Balance level.	Medium	Low (adverse)	Medium
j) Local Plan – Additional consultancy spend or resources may be needed in order to take forward the Local Plan process. The Planning Service has budgets for the majority of this work; however the Planning Reserve exists to meet additional costs.	Medium	Low	Low
k) Fritch Green Community Centre. Risks have been identified with the Fritch Green community centre. This issue is unresolved and the Council may be required to incur further costs before the facility is transferred to the parish council.	Medium	Low (adverse)	Low
l) External funding. Due to inherent uncertainty about local authority budgets, there is a risk that funding for services such as the Highways Ranger could be reviewed or reduced.	Medium	Low	Low
m) Supplies & Services contracts. Where contracts have indexation clauses, estimates have been made of the inflationary increase that will be applied. In addition some contracts are due to be re-tendered during the year which could affect the base price. Accordingly there is an inherent risk of price volatility.	Medium	Low (adverse or favourable)	Low
n) Capital Financing costs. These are influenced by variable factors such as cash flow, variations in the Capital Programme and availability of capital receipts. In some circumstances greater revenue financing of capital expenditure may make economical sense over the longer term.	Medium	Low (adverse or favourable)	Low

14. Taking all of the above issues into consideration, the Director of Finance and Corporate Services is unable to provide a full assurance that there will be no unforeseen variances. This is an expected and acceptable situation for any organisation that has to deal with a large number of variables. Provided that the minimum safe level of balances is maintained (as set out in the attached Reserves Strategy), any variations arising as a result of any lack of robustness in the estimates should be manageable.
15. The risks identified will be proactively monitored and mitigating action taken as soon as reliable trends emerge. Budget monitoring reports to Members during the financial year will set out the latest position and action being taken, where applicable.

Adequacy of reserves

16. Attached is the Reserves Strategy which sets out the purpose, risks and calculation for each reserve held by the council.
17. It is the opinion of the Director of Finance and Corporate Services that the reserves as set out in the Strategy are adequate and appropriate.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
In general, actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	4 (variances will occur requiring action to be taken)	3 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary. Maintain sufficient reserves and Working Balance.



Uttlesford District Council

Reserves Strategy



Prepared by:
Finance Section
Uttlesford District Council
January 2016



Reserves Strategy

1 Background

- 1.1 Reserves are an essential part of good financial management. They help the Council to cope with unpredictable financial pressures and plan for future spending commitments. The level, purpose and planned use of reserves are important factors for the Council to consider in developing the Medium Term Financial Strategy (MTFS) and setting the annual budget.
- 1.2 In setting the budget, the Council decides what it will spend and how much income it needs from fees, charges and council tax to supplement government funding. The Council may choose to fund some of its spending from its reserves, or set aside some of its income to increase reserves for future spending.
- 1.3 Having the right level of reserves is important. If reserves are very low, there may be little resilience to financial shocks and sustained financial challenges.
- 1.4 There is no available guidance on the minimum level of un-earmarked reserves that should be maintained. In 2003 CIPFA stated that each authority should determine what a prudent level of reserves is based upon their own circumstances, risks and uncertainties.
- 1.5 Councils are therefore free to determine the level of reserves they hold, although Audit will report/give an opinion on what in their opinion is reasonable. Members are responsible for ensuring that the Council's reserves are part of the MTFS and need to be appropriate for our circumstances. The Section 151 Officer has a duty to provide members with advice on the level of reserves.
- 1.6 Councils face significant financial challenges. The unprecedented reduction in government funding from 2010/11 to 2016/17 and the inevitable continuation of that trend, a decline in other income, rising costs and growing demand for many services are all testing the Councils' financial management and resilience.
- 1.7 The introduction of local business rates retention and new arrangements for providing council tax support in 2013/14 have created additional risks to the Council's finances.
- 1.8 Current and future financial challenges pose significant, and increasing, risks for the Council. The Council can consider using reserves to balance competing pressures for example:
 - Using reserves to offset funding reductions and protect services – although this can only be a short-term strategy as reserves are a one-off funding resource – or invest in making changes that reduce the cost of providing services in the longer-term.
 - Increasing reserves to strengthen resilience against future, uncertain cost pressures.

2 The approach to setting the Reserves Strategy.

2.1 The Reserves Strategy is integral to the MTFS and the annual budget setting process. Therefore the MTFS will include:

- Information showing the current level of reserves.
- Consideration of the forward strategy for reserves needed to support the Council's MTFS.
- A summary of the financial risks facing the Council, how it will mitigate these risks, and the minimum and maximum level of residual risk for which the council may need to hold funds in its reserves.

2.2 Reserves will be monitored throughout the year as part of the routine financial monitoring and the level of reserves reported as part of the year-end accounting processes.

3 Why the Council holds reserves

3.1 We use different terms to refer to the reserves depending on why they are held. Terms we use in this report have the following meanings:

- Available earmarked reserves – funds we choose to set aside to meet known or predicted future spending or ring-fenced by previous Council decisions.
- Working balances (unallocated reserves) to manage cash flows, funds to protect annual budgets against multiple, less predictable, costs and uncommitted accumulated surpluses.
- Other reserves the Council holds but which are not available to fund their general spending: some reserves with statutory restrictions on how they can be spent, such as capital receipts or Housing Revenue Account reserves;
- Total reserves – the sum of earmarked and ring-fenced reserves.

3.2 Available earmarked reserves include funds for contingent spending that is hard to predict (risk-based reserves) – for example, Transformation Reserve to cover the cost of implementing changes in working practices including new ways of working and the costs associated with a reduction in staffing levels.

3.3 Reserves are distinct from provisions. Provisions are funds set aside for probable future liabilities where the timing and amounts are uncertain.

Ring-fenced income

3.4 The Council must spend some of its income on specific purposes, for example, some ring-fenced grants, or property developers' contributions for local environmental improvements. Spending ring-fenced income before the end of a financial year is not always possible or desirable. The Council will carry forward unspent ring-fenced income from one financial year to the next in its reserves.

Delivering a balanced budget

- 3.5 The Council, in common with other organisations, needs financial reserves to help manage unforeseen circumstances and to smooth the impact of known spending requirements over time. The Council will use reserves for such purposes to enable it to manage variations between its planned and actual budgets that result from unpredictable spending and income. Reserves will also be used by the Council to plan its finances strategically to support activities over the medium and long term.
- 3.6 The Local Government Finance Act 1992 requires the Council to calculate its expected outgoings and income for the year – including any additions to or use of reserves. Where expected outgoings exceed expected income, the difference is the authority's council tax requirement for that year.
- 3.7 If unplanned costs are incurred during the year that are not funded externally – for example, by a grant from government or an insurance policy – or the Council experiences a shortfall in expected income, there will be few options if it is to deliver to budget. Raising extra income or making in-year savings may have an unacceptable impact on service users. Therefore the Council may want to consider using reserves to balance spending and income.
- 3.8 The 2016/17 Budget identifies a surplus which will be allocated to the Strategic Initiatives Fund.

4 Reserves and the management of risks

- 4.1 With regard to the Council's financial stability reserves are used to manage risks. There are certain earmarked reserves that have been set aside for specific risks, for example: Business Rates Retention. These reserves and the potential pressures that need to be managed are reviewed as part of the budget setting process.
- 4.2 The Council also manages unforeseen financial shocks by maintaining a Working Balance. For the General Fund the Council's agreed policy is to maintain working balances in line with the following formula;

(Total gross service expenditure + total gross service income + capital financing costs + investment income + recharge to HRA + HRA share of corporate costs) x 2%

For 2016/17 this is calculated as

$£33,695,000 + £23,800,000 + £2,497,000 + £119,000 + £1,331,000 + £335,000 = £61,777,000 \times 2\% = £1,235,540$ (this calculation uses rounded figures the actual requirement is £1,234,000)

For the HRA the same principal of 2% of total expenditure and 2% of total income is applied. For 2016/17 this is calculated as

$£4,240,000 + £15,455,000 + £6,042,000 + £17,000 + £1,331,000 + £335,000 = £27,420,000 \times 2\% = £548,950$. (this calculation uses rounded figures the actual requirement is £546,000)

Increasing Financial Risks

4.3 The risk environment for local government funding has significantly increased. This strategy identifies the following issues which have increased risk over recent years:

- The partial retention of locally collected business rates to replace some government funding – this means that future changes in funding will be linked to changes in the local business rates base, rather than to government assessment of need.
- The new system of business rate retention passes the risk of non-collection from Central Government to the Council.
- The Council has also taken responsibility for the settlement of any outstanding Business Rates appeals.
- The transfer of responsibility for council tax support to the Council.
- The necessity to pass on a proportion of the reduction in Council Tax Support to working age claimants may increase Council tax non-recovery risk.
- Welfare reforms including the benefits cap and the impact on Housing Benefit as part of the introduction of Universal Credit which could impact on rent collection and potentially increase the level of homeless people seeking accommodation in the district.
- The continued problems that the Government is experiencing managing the deficit and the likelihood of further spending reductions.
- Unexpected changes in grant regimes.

On-going risks in the current strategy.

4.4 In addition to the risks identified in 4.3 above there are still the risks that are normally managed within the MTFS:

- Service budgetary control.
- Service spending pressures, e.g. unavoidable demand.
- Exceptional inflation beyond that provided for within the annual budget.

4.5 The prospect of further grant reductions beyond 2016/17 means that it is prudent to retain sufficient reserves so that any future spending reductions can be implemented in a planned and efficient fashion.

5 Budgeted Reserves

5.1 The forecast value of General Fund Earmarked Reserves as at 31 March 2016 is £8million.

5.2 The table on the following page summarises the General Fund Reserves at the end of the last financial year and the forecast end position for the current year.

Reserves Strategy

	£000	1.4.2015 Actual	31.3.2016 Forecast
	USABLE RESERVES		
	<u>Financial management Reserves</u>		
C1	MTFS Reserve	1,000	1,000
C2	Transformation Reserve	1,000	960
	<u>Contingency Reserves</u>		
C3	Emergency Response	40	40
	<u>Service Reserves</u>		
C4	New waste depot site	1,500	600
C5	Planning	1,141	1,063
C6	Waste Management	379	130
C7	Homelessness	40	40
C8	Economic Development	244	194
C9	Elections	95	25
C10	Strategic Initiatives Fund/SPV	600	3,987
C11	Access Fund	200	0
	TOTAL USABLE RESERVES	6,239	8,039

5.3 It is also important to set out the criteria for the purpose, lifespan and risks associated with each reserve. This is attached as Appendix One.

5.4 It is anticipated that in 2016/17 there will be three new reserves established

- New Homes Bonus Contingency Reserve – depending upon the outcome of the consultation, it may be necessary to establish a reserve to offset risks around the loss of NHB following planning permission granted on appeal.
- Special Purpose Vehicle Reserve – to enable the formation and funding of the wholly owned company. The reserve will be established once the Articles of Association are agreed at Cabinet. The reserve will be funded from the Strategic Initiatives Fund.
- Pension Deficit Reserve – to enable the council to make a three year advance payment to the pension fund at a discounted rate.

General Fund Ring-fenced Reserves

5.5 These reserves are held for specific purposes and cannot be used for any other.

	£000	Purpose	1.4.2015 Actual	31.3.2016 Forecast
C12	General Fund Working Balance	Maintained to protect the Council's budget from unexpected risks, Calculation as set out in 4.2 above	1,282	1,200
C13	Business Rates Reserve	This is to manage the Collection Fund deficit, which is in part due to the appeals both lodged and anticipated	3,670	520
C14	Licensing	A reserve that can only be used within the taxi licensing service	31	16
C15	DWP Reserve	Amount of benefit subsidy currently being reviewed in light of the External Audit grant claim process	259	100
	TOTAL		5,242	1,836

Housing Revenue Account (HRA)

- 5.6 The table below summarises the HRA Reserves at the start of the 2015/16 financial year and the forecast end position for that year which forms the basis for the starting position for 2016/17.

£000		1.4.2015 Actual	31.3.2016 Forecast
	USABLE RESERVES		
H1	Transformation	180	200
H2	Capital Projects	3,537	3,426
H3	Potential Development Projects	800	800
H4	Revenue Projects	60	60
H5	Sheltered Housing Reserve	318	318
H6	Major Repairs Reserve	131	137
H7	Additional Resource Reserve	0	0
	TOTAL USABLE RESERVES	5,026	4,941

HRA Ring-fenced Reserve

- 5.7 This reserve is held for specific purposes and cannot be used for any other.

£000		Purpose	1.4.2015 Actual	31.3.2016 Forecast
H8	HRA Working Balance	Maintained to protect the Council's budget from unexpected risks, Calculation as set out in 4.2	463	536
	TOTAL		463	536

Capital Receipts

- 5.8 This reserve identifies capital receipts which are available to finance capital expenditure in future years.

	£000	01.04.2015 Actual	31.03.2016 Forecast
CR1	Capital Receipts	1,862	1,898

- 5.9 Under the Right to Buy 1-4-1 agreement, for each sale of council dwellings the local authority must replenish housing stock using the retained receipt held in the capital receipts reserve; this is to ensure the government's plan to provide further social housing is continued whilst increasing home ownership is fulfilled.

6. Total Reserves

6.1 The table below sets out the total of reserves in each element of the council finances.

£000	1.4.2015 Actual	31.3.2016 Forecast
General Fund Earmarked Reserves	6,239	8,039
General Fund Ring-fenced Reserves	5,242	1,836
Capital receipts	1,862	1,898
HRA Usable Reserves	5,026	4,941
HRA Ring-fenced Reserves	463	536
TOTAL	18,832	17,250

7. General Fund Reserves 5 year plan

7.1 The table below sets out the 5 year plan for the General Fund

	£000	1.4.2015 Actual	Year end 2015/16 Forecast	Year end 2016/17 Forecast	Year end 2017/18 Forecast	Year end 2018/19 Forecast	Year end 2019/20 Forecast
	USABLE RESERVES						
	<u>Financial management Reserves</u>						
C1	MTFS Reserve	1,000	1,000	1,000	1,000	1,000	1,000
C2	Transformation Reserve	1,000	960	960	960	960	960
	<u>Contingency Reserves</u>						
C3	Emergency Response	40	40	40	40	40	40
	<u>Service Reserves</u>						
C4	New waste depot site	1,500	600	0	0	0	0
C5	Planning	1,141	1,063	1,063	1,063	1,063	1,063
C6	Waste Management	379	130	200	200	200	200
C7	Homelessness	40	40	40	40	40	40
C8	Economic Development	244	194	194	194	194	194
C9	Elections	95	25	50	75	100	25
C10	Strategic Initiatives Fund/SPV	600	3,987	6,455	6,455	6,455	6,455
C11	Access Fund	200	0	0	0	0	0
	TOTAL USABLE RESERVES	6,239	8,039	10,002	10,027	10,052	9,977
	RING-FENCED RESERVES						
C12	Working Balance	1,282	1,200	1,234	1,167	1,098	890
C13	Business Rates Reserve	3,670	520	500	500	0	500
C14	Licensing Reserve	31	16	0	0	0	0
C15	DWP Reserve	259	100	50	0	0	0
	TOTAL RING-FENCED RESERVES	5,242	1,836	1,784	1,667	1,098	1,390
	TOTAL RESERVES	11,481	9,875	11,786	11,694	11,150	11,367

* The forecast underspend for 2017/18 is not shown in the 5 year Reserves Strategy above nor however are the identified shortfalls in the following years

** There is a £100,000 transfer from the DWP reserve to the SIF because the actual DWP repayment was less than the allocated reserve.

8. HRA Reserves 5 year plan

8.1 The table below sets out the 5 year plan for the HRA. The logic behind the reserves is contained within the HRA Business Plan.

£'000		31.3.2016 Forecast	2016/17 additions	2016/17 deductions	31.3.2017 Forecast	31.3.2018 Forecast	31.3.2019 Forecast	31.3.2020 Forecast	31.3.2021 Forecast
H1	Transformation	200	0	0	200	200	200	200	200
H2	Capital Projects	3,426	33	-3,426	33	1,058	1,087	375	904
H3	Potential Development Projects	800	20	-332	488	0	0	0	0
H4	Revenue Projects	60	0	0	60	60	60	60	60
H5	Sheltered Housing Reserve	318		-318	0	0	0	0	0
H6	Major Repairs Reserve	137	3,411	-3,436	112	116	120	124	128
H7	Additional Resource Reserve	0	0	0	0	0	0	0	0
H8	HRA Working Balance	536	10	0	546	547	548	550	556
	HRA RESERVES TOTAL	5,477	3,441	-7,512	1,439	1,981	2,015	1,309	1,848

Appendix One

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C1	MTFS Reserve	To offset the predicted shortfall in budgets the council is expected to encounter in the life of the plan whilst enabling the council to transform.	<p>1. New Homes Bonus – To minimise the impact of New Homes Bonus reduction whilst adjusting the budget to match the income.</p> <p>2. Universal Credit – The working balance assumes Universal Credit will be implemented on time. This reserve will assist should it not be implemented on time and therefore the working balance has to be reinstated at the current level</p> <p>3. Business Rates – Due to timing issues the BR reserve may be insufficient to meet demand</p>	<p>1. The NHB figures presented as part of the MTFS identified the deficit by the end of the plan to be £1m</p> <p>2. The Working Balance reduces by £390,000 over the remaining life of the plan</p> <p>Together this gives £1,390,000. It is reasonable to expect service efficiencies/additional income to play a part in addressing the shortfall during the plan however the quick win easy savings are gone, we will be looking at significant changes in the way in which the council operates and this takes time to achieve.</p>
C2	Transformation Reserve	To enable the council to change the way it operates in order to meet the financial challenges ahead.	<p>1. Universal Credit – The Department for Work and Pensions have announced that TUPE does not apply to those staff working in the Benefits Section. However it is possible that DWP will fund any related redundancy costs</p> <p>2. Resistance to change – it is essential the council adapts to new ways of working such as more automation of outgoing mail and better functionality and use of the council website. Failure to adopt new ways of working will seriously affect the future functioning of the council.</p> <p>3. As the council transforms it is likely that a number of services will cease to be provided. This will inevitably lead to statutory redundancy being paid</p>	The software alone for a single area is likely to cost in the region of £75,000 therefore the calculation allows for four large areas to be transformed and for necessary other costs to be included

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C3	Emergency Response	To enable the council to undertake an emergency response such as that encountered with the Lebanese evacuation.	<ol style="list-style-type: none"> 1. No such emergency arises 2. The reserve is insufficient 	<ol style="list-style-type: none"> 1. The likelihood of such an emergency is relatively low however as the council moves forward an budget pressures become significant a small reserve is appropriate. 2. The council learnt a lot from the Lebanese emergency and now has a policy to assist any such evacuees on their onward journey not to provide on-going support therefore the reserve should be sufficient.
C4	New waste depot site	The depot in the south of the district is in the centre of Great Dunmow. The council has had an aim to rent land to enable it to move however no such land has been found. It is now proposed to purchase land and provide the necessary buildings and utilities. The aim is to have identified and if possible purchased land during 2015/16	<ol style="list-style-type: none"> 1. No such piece of land is identified. 2. The reserve is insufficient to meet the total costs 	<ol style="list-style-type: none"> 1. The process has advanced and there are now a preferred option and a reserve site. 2. The land vacated would have residual value and whilst a proportion should be retained to provide additional income streams some could be sold to cover additional costs. <p>The figure in the reserve is a best estimate from an initial look at the market.</p>

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C5	Planning	<p>For three primary purposes</p> <ol style="list-style-type: none"> 1. Stansted Airport studies 2. Planning Appeals 3. Local Plan <p>The Council is expecting to receive an application from Stansted Airport to lift the cap on traveller movements. This will require careful consideration including the commissioning of specialist studies. Due to the buoyant housing market the Council is receiving large numbers of planning applications, some of which are taken to appeal. The development of the new Local Plan will require supporting studies to support its development. The reserve is expected to be used over the next few years.</p>	<p>1. The reserve is insufficient to meet the total costs</p>	<p>Current indications are that the amount allocated is sufficient to meet the needs of the service in respect of the three areas for which the reserve was established.</p>

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C6	Waste Management	This is a high profile service and by the nature of the work suffers from budget variances. To enable the council to smooth fluctuations in areas such as cost of disposal and agency staffing. The reserve will be reviewed in 12 months' time once the new cost for dry recyclables has been in place for a year.	<ol style="list-style-type: none"> 1. Agency staffing levels exceed the forecasted levels 2. Disposal costs increase 	<ol style="list-style-type: none"> 1. The amount of agency staffing required is calculated using actual figures from the last few years. 2. With a significant drop in the sale price of oil the cost of dry recycling disposal is increasing. The 2016/17 budget is based on current cost with any increase being met from this reserve.
C7	Homelessness	To assist with the fluctuating demand for homeless support. To be reviewed in March 2017.	1. The reserve remains unused	It is likely the reserve will not be used in 2015/16. If this remains the case in 2016/17 then the reserve will be closed.
C8	Economic Development	To assist with the promotion of economic development. To be used in 2016/17 to fund the development of rentable units within the Saffron Walden Council Offices	1. The reserve is not used in 2016/17	<ol style="list-style-type: none"> 1) Support to Town Teams from High Street Innovation funding to support marketing activities within the Towns: £30,000 total split between Saffron Walden and Great Dunmow. £10,000 support to Stansted Mountfitchet Business Group. 2) Development of Saffron Walden Business Improvement District proposal £30,000. 3) Support for inward investment and proactive marketing and promotion of sites £20,000. 4) Discretionary Rate relief support £60,000 5) To be able to rent out the four identified units within the Council offices a new door entry system, significant networking changes and walls reinstating work will need to be undertaken. Precise cost at the moment is unknown but it is likely to be in the region of £44,000.

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C9	Elections	Each year £25,000 is allocated to the reserve to fund future election costs. The reserve is used in election years	1. The costs exceed the reserve amount	The reserve is to offset the impact of the cost of elections not to fully cover it. The amount is felt to be sufficient
C10	Strategic Initiatives Fund / SPV	<p>The stated purposes of the Strategic Initiatives Fund are</p> <ul style="list-style-type: none"> a. Support for the local economy b. Partnership working with voluntary sector organisations c. Community initiatives and services in rural locations d. “Spend to save” projects to make the Council more efficient and more resilient to funding changes in future years e. Putting some Council services onto a more commercial footing. <p>The principle of a SPV was agreed at Cabinet in December 2015. When the company is created a separate reserve will be established to fund the company.</p>	1. Insufficient projects that meet the criteria are identified	<p>There are four key criteria that each project must meet to be considered for funding from the Strategic Initiatives Fund. The four criteria are</p> <ul style="list-style-type: none"> 1. The project demonstrably supports the Council’s corporate priorities, as set out in the Corporate Plan 2. The project fulfils at least one of the five suggested uses for the Fund, as set out above 3. The project results in tangible financial benefit to the Council, either by reducing future cost pressures, efficiency savings, or income generation 4. The project does not give the Council any additional ongoing revenue budget commitments beyond the 2016/17 financial year

No.	Reserve	Purpose and lifespan	Risks	Mitigation and Calculation
C11	Access Fund	This reserve was set up to pump prime the provision of cycle paths in the district. The intention is that the initial £200,000 would be replenished by appropriate S106 monies as they become available	1. No suitable S106 monies are available to continue the cycle path rollout	This is an Essex County Council responsibility which this council contributes to by way of S106 monies. If no such money is available the council will need to decide whether or not to invest more money from other reserves into this scheme
C12	Working Balance	Maintained to protect the Council's budget from unexpected risks, Calculation as set out in 4.2	1. Universal Credit does not have the forecasted impact on the Working Balance	There could be an adverse impact on the forecast of £390,000 by the end of the plan. Discussions are ongoing with DWP
C13	Business Rates Retention	This is to manage the Collection Fund deficit, which is mainly due to the large appeals both lodged and anticipated. Reserve should cease to be needed after 2016/17	1. Fund is insufficient to meet demand	This is based on central government calculations which make this unlikely to happen. However should it do so the MTFS reserve would be available to support the timing delay.
C14	Licensing	A ring-fenced reserve that can only be spent on the taxi licensing service.		The taxi licensing service must break even on a rolling basis. Accordingly any in-year surpluses are allocated to the reserve and drawn down in years of shortfall/reduced fees
C15	DWP	Amount of benefit subsidy currently being reviewed in light of the External Audit grant claim process.	1. DWP seek to recover more money than in the reserve	This is the amount identified by the auditors

Committee: Cabinet
Date: 16 February 2016
Title: Medium Term Financial Strategy
Portfolio Holder: Councillor Simon Howell

Agenda Item

11

Summary

1. The purpose of the Medium Term Financial Strategy (MTFS) is to ensure the ongoing financial health and stability of the Council. The Strategy looks ahead in order to anticipate issues that may arise in the Council's finances. This enables measures to be taken and plans to be put in place ahead of the issues arising.
2. The Council is in a strong financial position, currently insulated from the widespread problems in local government due to a combination of prudent financial management and New Homes Bonus (NHB).
3. The Government has announced that NHB will continue for the foreseeable future however a consultation has started on a review of the scheme. The funding envelope for NHB is being reduced from about £1,460 million to about £660 million with the 'saved' £800 million being diverted to Social Care. Clearly the consultation is aimed at reducing the amount of NHB paid to local authorities and as this council was one of the best performing in terms of NHB reward it is at most risk of a substantial cut in the future. Any change to the scheme will most likely commence in 2017/18.
4. On the agenda tonight is the proposed response to the NHB consultation. The consultation closes in March and the outcome will be announced in June 2016. A revised MTFS will be brought to Cabinet in the autumn.
5. The Government has indicated that the preferred scheme is a 4 year one compared to the current 6 year. On the face of it this has a significant but manageable impact on the forecasts; however the 4 year scheme appears to also be unaffordable in terms of the new funding envelope. Accordingly this plan is based on what the council believes to be a realistic level of reward (£2million).
6. The way in which the Council prepares estimates for the Localisation of Business Rates has been reviewed; what is felt to be a realistic, rather than a minimum, level of income has been included in the model. However timing of release of the provision which is governed by accounting principles remains a challenge.
7. It is likely that the timing of the release of the provision will mean that the Council can have reasonable confidence that in the next two financial years (2016/17 and 2017/18) its total income will exceed the forecasted budget. This

gives opportunities to make meaningful investment in projects that benefit local communities and businesses.

8. During the next two years the Council should also give active consideration to investing in cost reduction and/or income generation schemes, ready for the challenges it may face from 2018/19 onwards.
9. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

Recommendations

10. The Cabinet is requested to approve, for recommendation to Full Council, the Medium Term Financial Strategy as attached.

Financial Implications

11. Detailed in the report.

Background Papers

None.

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	The Council has a legal duty to set a balanced budget.
Sustainability	None
None Ward-specific impacts	None
Workforce/Workplace	None

Forecasting the Council's Budget Requirement

12. It is relatively straightforward to forecast what the Council's costs and income will be, based on extrapolating the 2016/17 budget into future years, using prudent assumptions about inflation.
13. Where actual increases or reductions are not already known, the following annual inflation assumptions have been used:

Budget item	Annual inflation assumption used	Approx value of each 1% change
Salaries	1%	£90,000
Employer's pension	0.9% of salary	£85,000
Other staff costs	0%	£5,700
Members allowances	1%	£3,200
Utilities & fuel	3%	£6,500
Supplies & services (contractual)	3%	£33,000
Supplies & services (non-contractual)	0%	£16,000
Fees & charges income (except car parking)	2%	£33,000
Car parking income	0%	£8,600
Benefits case load	0%	£850
Benefits rent increases	5%	£850
Demand growth	£50,000 cumulative additional spend per year	n/a

14. The model also assumes that during the next few years, the Government will proceed with its policy intention to transfer Housing Benefit to the Universal Credit scheme. The model makes assumptions that benefits expenditure and related DWP subsidy grant income will be progressively removed from the Council's budget during the next few years. This has the effect of reducing gross expenditure and gross income, but the bottom line effect is slight because 98% of expenditure is met by grant.

15. Other assumptions:

- No changes to the Council's priorities; existing levels of service provision to continue.
- Capital financing costs based on the draft five year capital programme and allied financing strategy.

- Recharge of costs to HRA to remain at the current level.
- Investment income will remain constant at £120,000 per annum.

Strategic Solutions Workstreams

16. In 2009 the five workstreams were established and from 2010 a small corporate team was set up to secure the savings needed by the MTFS. The Workstreams are:

- Shared Services
- Devolution
- Income Generation
- Service Reduction
- Efficiency Savings

17. The workstreams have been successful to date, with cumulative annual savings of around £2.8 million delivered by the end of 2015/16.

18. There is more to do however. Because of the inherent volatility and conjecture in the MTFS projections, and in particular the risks highlighted for the post 2017/18 period, the Council must continue efforts to ensure it is well placed to meet future challenges.

19. The priorities for the workstreams in 2016/17 are as follows:

- Asset Management
- Review of grants
- Back office costs
- Online service delivery.

MTFS: Guiding principles

20. The Council will continue to exercise prudence and discipline in its financial management. Costs will be controlled and kept under review, and income will be maximised wherever appropriate. Work will continue to identify ways to deliver services at a lower cost.

21. Inevitably, resource allocation decisions will be required based upon changing circumstances and priorities. Some budgets will need to be increased, and some reduced. The Council will seek to safeguard those activities that it considers to be highest priority as stated in the Corporate Plan.

22. During the first two years of the plan the Council will endeavour to make savings in priority areas only if there is no significant adverse impact to quality and level of service provision. For example, the Council may find a more efficient means of delivering the service. Otherwise, the Council will not make savings that result in diminution in service quality in these areas unless there is no alternative e.g. inability to balance the budget.

23. The Council acknowledges the need to provide statutory services, and in many cases these will be consistent with Corporate Plan priorities. Where the link between the need to provide a statutory service and Corporate Plan priorities is not as strong, the Council will provide a level of service consistent with affordability. Efficiency gains and partnership working will be explored as means of providing statutory services to an acceptable level at a lower cost. In some circumstances, the Council will consider reducing the level of service in order to make savings and redirect resources to the Council's highest priorities.
24. Subject to the above, unavoidable and essential growth items will be funded by the making of savings from elsewhere within the Council budget, or the generation of additional income. The Council will not make ongoing revenue commitments from non-recurring funding sources
25. The Council will manage its budget as a corporate whole, if necessary transferring money from one activity to another if this is what is necessary to match limited resources to the highest priorities.
26. In ordinary circumstances the Council will not use reserves to fund any ongoing expenditure. In exceptional circumstances, the Council may use reserves for one-off items or to alleviate budget pressures within the context of an overall plan to achieve a balanced budget but will seek opportunities to replenish reserves consumed in this way.
27. The Council will ensure that all reserves are held for clearly defined purposes and the amounts kept under review as per the Reserves Strategy.
28. Investment in new initiatives and service improvements will be subject to a value for money assessment and a post-implementation review to assess whether the intended benefits were achieved.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual experience differs from the assumptions in the budget and business plan	4 some variation is inevitable	3 sums involved are potentially significant	Ensure MTFS has element of flexibility Maintain adequate reserves Robust monitoring Half yearly review by Cabinet

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

Medium Term Financial Strategy



Prepared by:
Finance Section
Uttlesford District Council
January 2016



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Financial Outlook

Budget planning this year is again characterised by uncertainty about Government funding and local government finance generally. Root and branch reform of the funding system continues apace with this being the third year of localisation of business rates and council tax support. The basis of local government funding has radically altered such that Councils' funding depends directly on growth and prosperity in their local economies.

There is major uncertainty in the five year forecast as the Government has commenced a consultation to radically reform New Homes Bonus (NHB). The proposals are varied and the implications potentially significant. The NHB figure for 2016/17 is though confirmed at £4.279m.

When preparing this document, a number of significant assumptions have been made. For clarity these are set out below along with potential consequences if the assumptions prove to be incorrect

- a) **New Home Bonus (NHB)** – The Government has announced that NHB will continue for the foreseeable future however a consultation has started on a review of the scheme. The funding envelope for NHB is being reduced from about £1,460 million to about £660 million with the 'saved' £800 million being diverted to Social Care. Clearly the consultation is aimed at reducing the amount of NHB paid to local authorities and as this council was one of the best performing in terms of NHB reward it is at most risk of a substantial cut in the future. Any change to the scheme will most likely commence in 2017/18. The Government has indicated that the preferred scheme is a 4 year one compared to the current 6 year. On the face of it this has a significant but manageable impact on the forecasts; however the 4 year scheme appears to be unaffordable in terms of the new funding envelope. Accordingly this plan is based on what the Council believes to be a realistic level of reward (£2million).
- b) **Localisation of Business Rates** – The way in which the Council prepares estimates for the Localisation of Business Rates has been reviewed; what is felt to be a realistic, rather than a minimum, level of income has been included in the model. However timing of release of the provision for appeals which is governed by accounting principles and remains a challenge.
- c) **Universal Credit** – It is assumed that Universal Credit will be implemented on the current timescales. If there is any delay this will have a significant impact on the council's budget as the forecasted reduction in the Working Balance Reserve is entirely due to the fact that the council budget will reduce following the introduction of Universal Credit. There is a high risk that the actual level of claims transferred to Universal Credit will be significantly lower than that expected, due to the large number of pensioner and other types of disregarded claims.

It is likely that the timing of the release of the localisation of business rates provision will mean that the Council can have reasonable confidence that in the next two financial years (2016/17 and 2017/18) its total income will exceed the forecasted budget. Thereafter the position is far less certain.

Budget Model

To inform the financial outlook for UDC, a detailed budget model is used. The following are key assumptions used in the model.

- a) **Gross service expenditure:** Uses the 2016/17 base budget as a starting point and one-off items removed. Assumptions about annual inflation for 2016/17 are used: staff pay 1%; utilities 3%; contractual indexation 3% (unless specified otherwise); price inflation 2%.
- b) **Gross Service Income:** Again uses the 2016/17 base budget as a starting point. Assumed price inflation 2% for fees and charges except where special arrangements apply e.g. car park charges and taxi licences.
- c) **Universal Credit** – assumed that Housing Benefits expenditure and subsidy will continue to phase out of the UDC budget in 2016/17 and this process to complete by 2020/21. This is shown by the reduction in Gross service expenditure and income.
- d) **Service demand** – due to growing population and housing numbers, it is prudent to assume greater demand for council services such as refuse and recycling, revenues collection, etc. A cumulative figure of £50,000 pa has been used.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Gross service expenditure	33,696	32,648	30,115	26,732	23,405	21,486
Gross service income	-23,800	-22,854	-20,194	-16,568	-12,993	-10,818
Demand growth	0	50	100	150	200	250
Net service expenditure	9,896	9,844	10,021	10,314	10,612	10,918

d) **Corporate items:**

- Pension Fund deficit payment – inflationary increase.
- Capital Financing Costs – in line with expected capital expenditure financing requirements.
- Investment income – nominal sum only due to continued low interest rates and prudent investment policy.
- Recharges to HRA – no change in methodology.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Capital financing costs	2,498	1,800	1,800	1,800	1,800	1,800
Pension fund - added years	92	502	527	552	577	602
Recharge to HRA	-1,666	-1,650	-1,650	-1,650	-1,650	-1,650
Investment Income	-119	-120	-120	-120	-120	-120
Total Corporate Items	805	532	557	582	607	632

- f) **Specific grants:** Assumed no change to PFI and Homelessness funding. Housing Benefits subsidy at 98% of expenditure, phased out from 2016/17. Benefits admin subsidy reduced to reflect onset of Universal Credit.

Medium Term Financial Strategy

- g) **Localisation of Business Rates** – A review of the Business Rates retention scheme was undertaken during the summer and a much more realistic approach has now been applied. The increased figure for 16/17 compared to previous years is because the council has joined the Essex Business Rates Pool. The pool has to be approved by government each year and with 100% Business Rates retention commencing in 2020 there is no indication the pooling scheme will continue beyond 2016/17.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Business Rates Retention	-2,689	-5,000	-2,528	-2,482	-2,434	-2,434

- h) **Formula Grant:** The Government has announced that Formula Grant (also known as Revenue Support Grant or RSG) will be phased out over a maximum of 4 years. For this Council the grant actually goes over 2 years.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Formula Grant	-684	-251	0	0	0	0

- i) **New Homes Bonus:** The model shows the announced figure for 2016/17 and then an assumed 'affordable' figure for central government for the remaining years of the plan.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
New Homes Bonus	-4,279	-1,936	-1,936	-1,936	-1,936	-1,936

Council Tax

The Administration has given instruction that UDC's Council Tax should be increased by 1% in 2016/17 and thereafter to plan on the basis of a 2% annual increase from 2017/18. The Administration shall be looking carefully at the council's finances during the next 2 to 3 years and will take appropriate and responsible decisions depending on the circumstances at the time. Tax base assumptions are in line with housing growth forecasts and an estimate of LCTS discounts. These assumptions give rise to the forecasts on the table below.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Tax Base	36,464	37,399	38,361	39,348	40,362	41,403
LCTS discounts	-2,013	-2,013	-2,013	-2,013	-2,013	-2,013
Tax Base (net)	34,451	35,386	36,348	37,335	38,349	39,390
UDC Band D	£140.13	£142.93	£145.79	£148.71	£151.68	£154.71
Planning assumptions	1%	2%	2%	2%	2%	2%
Council Tax income	£4,827,584	£5,057,784	£5,299,109	£5,552,052	£5,816,743	£6,094,080

Outcome of Budget Modelling

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Gross service expenditure	33,696	32,648	30,115	26,732	23,405	21,486
Gross service income	-23,800	-22,854	-20,194	-16,568	-12,993	-10,818
Demand growth	0	50	100	150	200	250
Net service expenditure	9,896	9,844	10,021	10,314	10,612	10,918
Capital financing costs	2,498	1,800	1,800	1,800	1,800	1,800
Pension fund - added years	92	502	527	552	577	602
Recharge to HRA	-1,666	-1,650	-1,650	-1,650	-1,650	-1,650
Investment Income	-119	-120	-120	-120	-120	-120
Total budget	10,701	10,376	10,578	10,896	11,219	11,550
Funding						
Business Rates Retention	-2,689	-5,000	-2,528	-2,482	-2,434	-2,434
Collection Fund Balance	-152	0	0	0	0	0
Formula Grant	-684	-251	0	0	0	0
New Homes Bonus	-4,279	-1,936	-1,936	-1,936	-1,936	-1,936
Total Funding	-7,804	-7,187	-4,464	-4,418	-4,370	-4,370
Net Operating Expenditure	2,897	3,189	6,114	6,478	6,849	7,180
Movement in Reserves	1,931	-42	-44	-183	-75	0
COUNCIL TAX REQUIREMENT	4,828	3,147	6,070	6,295	6,774	7,180
COUNCIL TAX INCOME	-4,828	-5,058	-5,299	-5,552	-5,817	-6,094
In year surplus (-) / deficit	0	-1,911	771	743	957	1,086

* The 16/17 budget has a surplus of £2.436m which is included in the movement of reserves figure and is allocated to the Strategic Initiatives Fund (SIF).

Sufficient reserves should be maintained to cover the eventualities that may arise from 2018/19. The Council should proactively look for service savings and cost-sharing options. Because of the degree of estimation involved and the longer term projections referred to in the preceding paragraphs, it will be absolutely essential to maintain strong financial discipline around all aspects of the council's costs and income. The council must ensure it is in a strong position to anticipate and adapt to funding outcomes that differ from what is currently assumed. Therefore any decision to incur additional costs (e.g. service investment) or to reduce income (e.g. fees & charges reductions) must be fully funded by sustainable cost savings and/or additional income elsewhere in the council's budget.

Medium Term Financial Strategy

Reserves

Total General Fund usable reserves during this five year model are estimated to increase from £6.2m to £10.0m. This excludes any in-year surpluses or deficits. A schedule of forecasted reserves balances is set out below.

£000	31.3.2015 Actual	31.3.2016 Forecast	2016/17 change	31.3.2017 Forecast	31.3.2018 Forecast	31.3.2019 Forecast	31.3.2020 Forecast
USABLE RESERVES							
<u>Financial management Reserves</u>							
MTFS Reserve	1,000	1,000	0	1,000	1,000	1,000	1,000
Transformation Reserve	1,000	960	0	960	960	960	960
<u>Contingency Reserves</u>							
Emergency Response	40	40	0	40	40	40	40
<u>Service Reserves</u>							
New waste depot site	1,500	600	-600	0	0	0	0
Planning	1,141	1,063	0	1,063	1,063	1,063	1,063
Waste Management	379	130	70	200	200	200	200
Homelessness	40	40	0	40	40	40	40
Economic Development	244	194	0	194	194	194	194
Elections	95	25	25	50	75	100	25
Strategic Initiatives Fund/SPV	600	3,987	2,468	6,455	6,455	6,455	6,455
Access Fund	200	0	0	0	0	0	0
TOTAL USABLE RESERVES	6,239	8,039	1,963	10,002	10,027	10,052	9,977
RING-FENCED RESERVES							
Working Balance	1,282	1,200	34	1,234	1,167	1,098	890
Business Rates Reserve	3,670	520	-20	500	500	0	500
Licensing Reserve	31	16	-16	0	0	0	0
DWP Reserve	259	100	-50	50	0	0	0
TOTAL RING-FENCED RESERVES	5,242	1,836	-52	1,784	1,667	1,098	1,390
TOTAL RESERVES	11,481	9,875		11,786	11,694	11,150	11,367

* The forecast underspend for 2017/18 is not shown in the 5 year Reserves Strategy above nor however are the identified shortfalls in the following years.

It will be necessary to revisit the Reserves Strategy once the outcome of the New Homes Bonus consultation is known. It is likely that the following reserves will be established during 2016/17

- New Homes Bonus Contingency Reserve – depending upon the outcome of the consultation, it may be necessary to establish a reserve to offset risks around the loss of NHB following planning permission granted on appeal.
- Special Purpose Vehicle Reserve – to enable the formation and funding of the wholly owned company. The reserve will be established once the Articles of Association are agreed at Cabinet. The reserve will be funded from the Strategic Initiatives Fund.
- Pension Deficit Reserve – to enable the council to make a three year advance payment to the pension fund at a discounted rate.

Housing Revenue Account

2016/17 shall be the fifth year of self-financing. The HRA Business Plan, re-written in January 2016, sets out estimates of revenue headroom and how this will be invested.

A number of financial assumptions, including interest rates, rent setting, void rates, bad debt levels and repair costs have been used in the Business Plan. These and other assumptions will be kept under review to ensure that the plan remains a robust tool in the delivery of the council's priorities.

An HRA investment programme has been developed based on these financial assumptions. Alongside investment in existing stock and new housing, a range of actions are planned to deliver value for money service improvements.

The key issues for the HRA will be:

- ensuring that delivery of the HRA Business Plan is on course
- maintaining clear plans which demonstrate how headroom is to be used.
- applying UDC rent setting policy and ensuring that income is maximised where appropriate
- monitoring the effects of Right To Buy invigoration
- ensuring that the Housing Service has the capacity to deliver the plan.

In the event of slippage in the use of revenue headroom, the Council will need to consider whether to pay off a proportion of the £88.4m debt it has been required to take on under the self-financing reform. The debt has been structured so that it is repaid in years 6 to 30 i.e. from 2017/18 to 2041/42. However, up to £10m can be paid off early without financial penalty.

Equally, as the Council progresses with its development plans it may be necessary to re-profile the debt so as to enable this work to continue. Timing around interest rates and requirements is critical and the Council will be working closely with its financial advisers to maximise the opportunity for the Council.

Committee: Cabinet

Date: 16 February 2016

Title: Treasury Management Strategy 2016/17

Portfolio Holder: Councillor Simon Howell

Agenda Item

12

Item for
decision

1.0 Summary

- 1.1 The Council's cash-flow management, use of banks, investments and borrowing is governed by the Treasury Management Strategy (TM strategy).
- 1.2 The CIPFA Code of Practice for Treasury Management in Public Services (the "TM Code") requires the Council to determine its Treasury Management Policy and Strategy for 2016/17 and the following 2 years. However a five year strategy has been prepared to be consistent with the Medium Term Financial Strategy period.
- 1.3 The Local Government Act 2003 also requires Local Authorities to adopt Prudential Indicators and Minimum Revenue Provision Statements, see Appendices A1 and A2.
- 1.4 The TM strategy, *Appendix A*, will continue to give priority to security and liquidity of investment capital over return. It will also be prudent and transparent.
- 1.5 The strategy assumes no new external borrowing. Investments will continue to be prudent and diversify Council surplus cash within the parameters permitted.
- 1.6 The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

2.0 Recommendations

- 2.1 The Cabinet is requested to approve, for recommendation to Full Council on 25 February, the following items:
 - Treasury Management Strategy 2016/17, Appendix A.
 - Prudential Indicators, Appendix A1.
 - Minimum Revenue Provision (MRP) Statement, Appendix A2
 - Economic Forecast, Appendix A3

3.0 Impact

Communication/Consultation	No specific implications
Community Safety	No specific implications
Equalities	No specific implications
Finance	The financial impact and the associated arrangements for managing risk are included in the body of the report.
Health and safety	No specific implications
Human Rights	No specific implications
Legal implications	The strategy fulfils requirements of the LGA 2003
Ward-specific impacts	No specific implications
Workforce /Workplace	No specific implications

4.0 Background

4.1 The 2016/17 Strategy (Appendix A) has incorporated updates to our current strategy; these are in line with recommendations by our independent Treasury Management Advisors (Arlingclose). The key changes are:

- The use of Money Market Funds to include non UK-Domiciled Funds
- Increased cash and time limits

4.2 The Treasury Management counterparty list is outlined below with recommended changes for 2016/17 included within brackets.

General Counterparty list *	Credit Rating	Cash limit	Time limit
Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	AAA	£2m (£3m)	365 days
	AA+	£2m (£3m)	365 days
	AA	£2m (£3m)	365 days
	AA	£2m (£3m)	365 days
	AA-	£2m (£3m)	365 days
	A+	£2m (£3m)	182 days (365 days)
	A	£2m (£3m)	182 days (365 days)
	A-	£2m (£3m)	182 days (365 days)
	BBB+	£1m	100 days
Council's General bank account if it fails to meet the above criteria, excluding fixed term deposit accounts		£1.5m (£2m)	next day
UK Central Government (irrespective of credit rating)	AA+	unlimited	50 years
UK Local Authorities including Fire and Police (irrespective of credit rating), per authority	N/A	£3m	182 days (365 days)
UK Building Societies without credit ratings	N/A	£1m	100 days (365 days)
Saffron Building Society	N/A	£0.5m	100 days
Money Market Funds, UK Domiciled per fund (non UK-domiciled funds)	AAA	£1m (£3m)	next day

- 4.3 The Council has adopted the TM Code which requires the Council to approve a Treasury Management Strategy before the start of each financial year.
- 4.4 In addition, the Department for Communities and Local Government (DCLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an Investment Strategy before the start of each financial year.
- 4.5 The Treasury Management Strategy fulfils the Council’s legal obligation under the *Local Government Act 2003* to have regard to both the TM Code and the DCLG Guidance.
- 4.6 The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council’s Treasury Management Strategy and to mitigate these risks.

5.0 Background Papers

5.1 None

Risk Analysis			
Risk	Likelihood	Impact	Mitigating actions
Credit/Liquidity/Refinancing and Market risks	2 – Our advisors will alert us to any future or possible risks	2 – Some action may be necessary to ensure that funds are secure	<p>Council compliance with the legal framework as set out in the local Government Act 2003 (as amended), associated regulations and professional Codes of Practice/guidance.</p> <p>Compliance monitored regularly through:</p> <ul style="list-style-type: none"> • adoption of TM Policy and Strategy • Mid year TM progress report to Cabinet/Council • Annual TM outturn Report to Cabinet/Council. • TM procedures

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.

Treasury Management Strategy

2016/17

Contents

1. Introduction	Appendix A1. Prudential Indicators
2. Policies & Objectives	Appendix A2. MRP Statement
3. Reporting Requirements	Appendix A3. Economic Forecast
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6. Debt Rescheduling	
7. Investment Strategy	
8. Risk Assessment	
9. Liquidity Management	
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11 Treasury Management Procedures	



1.0 - Introduction

1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management requires the preparation of an annual Treasury Management Strategy Statement (TMSS).

1.2 Treasury Management activities are defined by CIPFA as:

“The management of the Council’s investments, borrowing and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimal performance consistent with those risks.”

1.3 The Council regards the successful identification, monitoring and control of risk to be prime criteria by which the effectiveness of its treasury management activities will be measured. Therefore, any reporting of treasury management activities will focus on the

risk to the Council and the management of such risks.

1.4 The main risks to the Council’s treasury activities are:

- Liquidity risk (inadequate cash resources)
- Market or interest rate risk (fluctuations in interest rates)
- Inflation risk (exposure to change in prices)
- Credit and counterparty risk (security of investments)
- Refinancing risks (impact of debt maturing in future years)
- Legal and regulatory risk (i.e. non-compliance with requirements)

1.5 The main changes from the strategy adopted in 2015/16 are:

The counterparty list has been closely aligned to the recommendation and list provided by the council’s Treasury Management consultants.

The strategy overall has expanded the number of counterparties, without compromising the risk. It will continue to diversify the surplus of cash in order to reduce the risk the Council is exposed to within the financial markets and increase interest earned.

In terms of money market funds the previous strategy only approved UK domiciled funds which in effect restricted UDC to invest with only 2 money market funds. The new strategy will now include non-UK domiciled funds as recommended by the Council’s Treasury Management consultants.

Finally the new strategy will allow the Council to increase its investment in current accounts with other banks. These are also callable the next day and highly liquid investment options.

2.0 - Policies and Objectives

2.1 The Council acknowledges that effective Treasury Management will provide support towards the achievement of its business and services objectives. Therefore, it is committed to the principles of achieving value for money in treasury management and to employing suitable comprehensive performance measurement techniques within the context of effective risk management.

2.2 The Council's borrowing will be affordable, ensuring appropriate provision is made within the revenue budget to repay debt. It should also be sustainable and prudent, consideration being given to the management of interest rate risk and risks associated with refinancing. Also, the Council's borrowing activities will be transparent as will its control of its debt.

2.3 With regards to the Council's Investment Strategy the key focus and order of priority will be as follows:

- 1) Security
- 2) Liquidity
- 3) Return

3.0 - Reporting Requirements

3.1 In line with best practice, Members are required to receive and approve, as a minimum, three main reports each year. The report which should accompany the Council’s budget strategy and Medium Term Financial Strategy (MTFS) is to be reviewed by Scrutiny Committee prior to approval by Cabinet and referral to Full Council. The main reports to be reviewed during the year are:

a) Mid-Year Treasury Management Report:

updating Cabinet with progress on the capital position, amending the prudential indicators or Investment Counterparty list as necessary and in general revising the TM strategy if need be.

b) An Annual Treasury Management Outturn Report:

Providing details of actual prudential and treasury indicators and actual treasury operations compared to the estimates included in the strategy. The report will be presented to Cabinet in September 2016 after the financial year end.

c) Treasury Management Regular Reports:

included within the General Fund, Housing Revenue Account and Capital Programme budget monitoring reports received by the Cabinet as scheduled in the Committee reporting timetable.

4.0 - External Context

- 4.1 There is momentum in the UK economy, with a continued period of growth through domestically-driven activity and strong household consumption. There are signs that growth is becoming more balanced. The greater contribution from business investment should support continued, albeit slower, expansion of GDP. However, inflationary pressure is benign and is likely to remain low in the short-term. There have been large falls in unemployment but levels of part-time working, self-employment and underemployment are significant and nominal earnings growth remains weak and below inflation.
- 4.2 The MPC's focus is on both the degree of spare capacity in the economy and the rate at which this will be used up, factors prompting some debate on the Committee.
- 4.3 Credit outlook: The continued global economic recovery has led to a general improvement in credit conditions since last year. This is evidenced by a fall in the credit default swap spreads of banks and companies around the world. However, due to the above legislative changes, the credit risk associated with making unsecured bank deposits will increase relative to the risk of other investment options available to the Authority.
- 4.4 Interest rate forecast: The Council's treasury advisor Arlingclose projects the first 0.25% increase in UK Bank Rate in the third quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years' time.
- 4.5 A more detailed economic and interest rate forecast provided by the Arlingclose is attached at **Appendix A3**.

5.0 - Borrowing Strategy

- 5.1 The Council maintained an ‘under-borrowed’ position up until 28th March 2012. This means that the Capital Financing Requirement was not funded with new external debt as cash supporting the Council’s reserves balances and cash flow have been used. This position changed with the need to borrow to finance the HRA ‘Self Financing’ payment.
- 5.2 The Medium Term Financial Strategy (MTFS) is based on the following borrowing assumptions for the next five years:
- *To finance capital expenditure by continuing to run down cash balances and forego interest income at historically low interest rates.*
 - *The Council has signed up for the Government’s new ‘certainty rate’ for local authorities of 0.2% below the standard PWLB rates but the arrangement will not be required for 2016/17 as the intention is to use internal borrowing which is currently more cost effective.*
- *If there is a significant risk of a sharper rise in long and short term rates than forecast then the debt portfolio position will be reappraised; with consideration given to fixed rate funding whilst rates are still relatively cheap.*
- 5.3 Given the significant cuts to public expenditure and in particular to local government funding, the Council’s borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.
- 5.4 By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. Whilst such a strategy is most likely to be beneficial over the next 2-3 years as official interest rates remain low, it is unlikely to be sustainable in the medium-term.
- 5.5 In addition, the Council may borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.
- 5.6 The approved sources of long-term and short-term borrowing are:
- Public Works Loan Board and its successor body
 - UK local authorities
 - any institution approved for investments
 - any other bank or building society authorised by the Prudential Regulation Council to operate in the UK
- 5.7 The Council has previously raised £88.407m of long-term borrowing from the Public Works Loan Board.

6.0 - Debt Rescheduling

- 6.1 The Council’s debt portfolio can be restructured through the premature repayment of loans and refinancing to reduce interest rate risk and make savings in the revenue budgets.
- 6.2 The Council currently pays approximately £2.6m each year towards interest cost for the £88.407m loan borrowed from PWLB.
- 6.3 The Council has the option of paying off some of the loans prior to maturity in order to benefit from discount rates and save on future interest rate payments if cash flow forecast permits. Following discussions with the Council’s Treasury Management consultants it is agreed that the Council could benefit from future discount rates offered by Public Works Loan Board (PWLB) and overall reduce cost to the Council. With the assistance of the Council’s treasury advisors, the debt portfolio will be kept under review to take advantage of any rescheduling opportunities.

January 2016 – Fixed Rate Loans Only

Final Payment	Balance Outstanding	Loan Rate	Discount Rate
28/03/2018	2,000,000	0.65	0.66
28/03/2019	2,000,000	0.65	0.66
28/03/2020	2,000,000	0.65	0.66
28/03/2021	2,000,000	0.65	0.66
28/03/2022	2,000,000	0.65	0.66
28/03/2023	2,000,000	2.56	1.30
28/03/2024	3,000,000	2.70	1.40
28/03/2025	3,000,000	2.82	1.49
28/03/2026	3,000,000	2.92	1.57
28/03/2027	3,000,000	3.01	1.64
28/03/2028	3,000,000	3.08	1.70
28/03/2029	3,000,000	3.15	1.76
28/03/2030	4,000,000	3.21	1.82
28/03/2031	4,000,000	3.26	1.88
28/03/2032	4,000,000	3.30	1.93
28/03/2033	4,000,000	3.34	1.98
28/03/2034	4,000,000	3.37	2.02
28/03/2035	4,000,000	3.40	2.06
28/03/2036	4,000,000	3.42	2.09
28/03/2037	5,000,000	3.44	2.12
28/03/2038	5,000,000	3.46	2.15
28/03/2039	5,000,000	3.47	2.17
28/03/2040	5,000,000	3.48	2.18
28/03/2041	5,000,000	3.49	2.20
28/03/2042	5,407,000	3.50	2.20
88,407,000			

7.0 - Investment Strategy

- 7.01 The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council’s outstanding investment balance has ranged between £26m and £52 million, and similar levels are expected to be maintained in the forthcoming year.

7.04 Given the increasing risk and continued low returns from short term unsecured bank investments the Council aims to diversify into more secure and/or higher yield during 2016/17.

7.07 For liquidity reasons and to ensure optimum interest the Council should hold no more than £2m of cash overnight on the Barclay Bank General Bank, i.e. callable account, excluding the deposit account
- 7.02 Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council’s objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk receiving unsuitably low investment income.

7.05 Current Account:

The Council banks with Barclays plc which meets the Council’s minimum credit criteria, BBB+. Even if the banks credit rating fell below the Council’s minimum rating the bank would continue to be used to facilitate short term liquidity requirements (overnight and weekend investments) and to provide business continuity arrangements.

7.08 The Council will also have the flexibility to open accounts with other banks subject to meeting Council’s minimum credit criteria and the parameters listed within the Counterparty list. The Council will be able to hold cash balances of up to £2m, excluding fixed term deposits, per callable account with other Banks. Therefore cash balances in these accounts can be requested on the same day to help with Council’s cash flow requirements during the year and earn interest returns at the same time.
- 7.03 The Council may invest its surplus funds with any of the counterparties in section page 11 subject to the cash, credit rating and time limits shown.

7.06 In determining the maximum investment with Barclays plc the Council will need to exclude the balance on the Deposit and General account which are all non-fixed cash balances and are callable at any time.

7.09 This level of diversification will ensure security and liquidity of the investments the Council makes on a daily basis as part of its treasury management arrangements.

7.10 Banks Unsecured:

These are accounts, deposits and building societies. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investments with banks rated BBB or BBB- are restricted to overnight deposits at the Authority's General Bank Account with Barclays plc.

7.11 Government:

These are loans, bonds and bills issued or guaranteed by national governments, regional and local authorities. These investments are not subject to bail-in and there is an insignificant risk of insolvency. Investments with the UK central Government may be made in unlimited amounts for up to 50 years.

7.12 Money Market Funds

These funds are pooled investment vehicles consisting of money market deposits and similar instruments. They have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager. Fees between 0.10% and 0.20% per annum are deducted from the interest paid to the Council. Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts. In 2015/16 the Council only invested in the public sector deposit fund as it was one of the two UK domiciled money market fund.

7.13 Use of Financial Instruments

Although legislation has opened up the ability of Councils to operate in a similar manner to a corporate body (General Power of Competence – Localism Act 2011) and use financial derivatives to manage its treasury management risks. The Council does not at present intend to use derivative financial instruments to manage treasury management risk.

7.14 Treasury-Bills (T-Bills):

These are short term securities issued by HM Treasury on a discount basis. For example a £100 coupon will be issued below its value to the investor and on maturity the investor will receive £100. The difference will be the interest received. The security can also be cashed before maturity in the active secondary market giving the lending party more freedom to cash in the T-bill before maturity date. The Council has invested in T-Bills in 2014/15 using Barclays Plc as the Custodian account.

7.15 Government Gilts:

Conventional gilt is a liability of the Government which guarantees to pay the holder of the gilt a fixed cash payment (coupon) every six months until the maturity date, at which point the holder receives the final coupon payment and the return of the principal. The Council has not invested in Gilts in 2015/16.

7.16 Specified Investments:

The CLG Guidance defines specified investments as those denominated in pound sterling and due to be repaid within 12 months of arrangement. Also not defined as capital expenditure by legislation, and invested with the UK Government, a UK local Authority, or a body or investment scheme of “high credit quality”.

7.17 Non-specified Investments:

Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares.

7.18 Given the Council’s current risk appetite in the current economic climate the Council is not willing to consider ‘Non Specified’ investments.

7.19 Investment Limits

The Council’s revenue reserves (usable reserve) available to cover investment losses are forecast to be 8.039 million on 31st March 2016.

Counterparty list:

General Counterparty list *	Credit Rating	Cash limit	Time limit
Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	AAA	£3m	365 days
	AA+	£3m	365 days
	AA	£3m	365 days
	AA	£3m	365 days
	AA-	£3m	365 days
	A+	£3m	365 days
	A	£3m	365 days
	A-	£3m	365 days
	BBB+	£1m	100 days
Council's General bank account if it fails to meet the above criteria, excluding fixed term deposit accounts		£2m	next day
UK Central Government (irrespective of credit rating)	AA+	unlimited	50 years
UK Local Authorities including Fire and Police (irrespective of credit rating), per authority	N/A	£5m	365 days
UK Building Societies without credit ratings	N/A	£1m	365 days
Saffron Building Society	N/A	£0.5m	100 days
Money Market Funds, per fund	AAA	£3m	next day

* This list is the maximum risk appetite the Council is willing to take and is within the limit set by Arlingclose Counterparty list. For practicality UDC cash limit is set prior to start of the year. The time limit set by Arlingclose in their regularly updated counterparty report will not be exceeded even if its shorter than the limit shown above

7.20 Approved Instruments:

The Council may lend or invest money using any of the following instruments:

- interest-bearing bank accounts
- fixed term deposits and loans,
- Government Treasury Bills (T-Bills)
- Money Market Funds and other pooled funds.

7.21 Investments may be made at either a fixed rate of interest, or at a variable rate linked to a market interest rate, such as LIBOR, subject to the limits on interest rate exposures below.

8.0 - Risk Assessment

8.1 Where applicable, the Council uses long-term credit ratings from the three main rating agencies Fitch Ratings, Moody’s Investors Service and Standard & Poor’s Financial Services to assess the risk of investment default. The lowest available counterparty credit rating will be used to determine credit quality, unless an investment-specific rating is available. Credit ratings are obtained and monitored by the Council’s treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

8.2 Credit rating:

The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

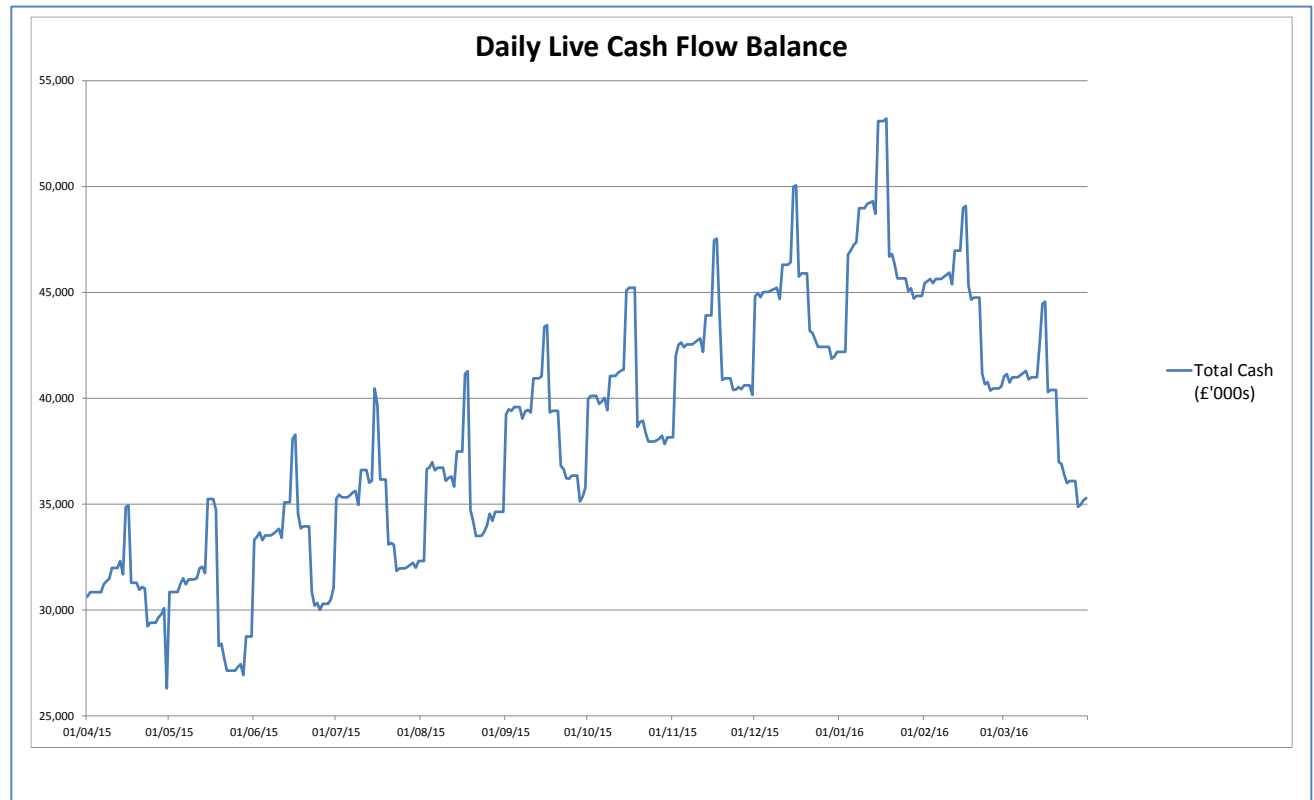
8.3 When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security.

8.4 The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

9.0 - Liquidity Management

9.1 The Council uses cash flow forecasting spreadsheets to determine the maximum period for which funds may prudently be committed.

9.2 The forecast is compiled on a prudent basis, with receipts under-estimated and payments over-estimated to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council’s medium term financial plan and cash flow forecast.



* *The fall in income during the last two months of the financial year is due to the fact that the Council receives most of its Council Tax and Business Rates income in the first 10 months of the year.*

10.0 - Governance Arrangements

10.1 Treasury Management Scheme of Delegation:

The following lists the main treasury management responsibilities in relation to the relevant individual/Committee:

Full Council:

Approval of the Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision.

Cabinet:

Reviews the Treasury Management Strategy and recommends the Strategy for approval by Full Council. Receive reports on Treasury Management activities.

Performance and Audit Committee:

Monitors compliance with the Council’s Financial Regulations.

Scrutiny Committee:

Assists in the development of budget and policy framework. Reviews and scrutinises policy objectives and performance targets.

S151 Officer – Director of Finance and Corporate Services:

Implements and monitors the Treasury Management Strategy. Reports to Cabinet no less than three times in each financial year on treasury management activities and the relevant delegated powers.

One activity report must comprise the annual treasury management outturn report. To be reported to Cabinet by the October following the end of the financial year.

11.0 - Treasury Management Procedures

11.1 Treasury Management Procedures (TMP’s) will be reviewed on an annual basis prior to the commencement of the financial year and will be in compliance with CIPFA’s guidance on Treasury Management Practices.

11.2 Role of Treasury Management Advisors:

The Council uses Arlingclose as its treasury management advisors, which provides access to specialist skills/resources in the following areas:

- Credit Advice
- Investment advice
- Technical advice
- Economic and interest rate forecasts
- Workshops and training events
- HRA support and other support

11.3 The quality of the service provided by Arlingclose reviewed by the Chief Finance officer and other relevant staff members.

11.4 In applying the Council’s agreed terms of appointment and undertaking timely reviews of the service provided; the value added from the appointment can be assessed and properly documented.

11.5 The Council recognises that the responsibility for treasury management decisions remains with the Council at all times and will ensure that the appropriate training and decision making process does not place undue reliance on the advisors.

11.6 Training:

CIPFA’s Code of Practice requires the S151 Officer to ensure that all officers and members tasked with treasury management responsibilities, including scrutiny of the TM function receive appropriate training and understand fully their roles and responsibilities.

12.0 – Existing Investment & Debt Portfolio Position

Forecast Investment and Debt Portfolio Position	
As at 31st March 2016	
Balance Sheet Extract	Forecast £'000
External Borrowing:	
Variable Rate PWLB	10,000
Fixed Rate PWLB	78,407
Total External Borrowing	88,407
Other Long Term Liabilities:	
PFI	4,967
Finance Leases	11
Pension Liability	0
Total Long Term Liabilities	4,978
Total Gross Debt	93,385
Investments	
Long Term Investments	0
Short Term Investments	21,000
Cash and Cash Equivalents	2,416
Total Investments	35,527
Net Borrowing	57,858

Prudential Indicators

2016/17

Contents

1. Introduction
2. Background
3. Capital Expenditure
4. Capital Financing Requirement
5. Operational Boundary for External Debt
6. Authorised Limit for External Debt
7. Ratio of Financing Costs to Net Revenue Stream
8. Incremental Impact of Capital Investment Decisions
9. Interest Rate Exposure
10. Liquidity / Refinancing



1.0 - Introduction

- 1.1 This report covers the requirements of the 2011 CIPFA Prudential Code (as amended in 2012) to set prudential indicators. This item should be approved by the full Council before the start of the new financial year which is a legislative requirement.

2.0 - Background

- 2.1 Prudential Indicators 2016/17:
- The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow.
- 2.2 The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice.
- 2.3 To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.



3.0 – Capital Expenditure

3.1 The Council's planned capital expenditure and financing may be summarised as follows:

Capital Expenditure - General Fund £000s	2015/16 Current Budget	2015/16 Forecast Spend	2016/17 Budget	2017/18 Budget	2018/19 Budget	2019/20 Budget	2020/21 Budget	Total
Total Capital Expenditure	4,701	3,575	3,227	1,731	1,143	3,041	1,398	18,816
Financing - General Fund								
Grants & Contributions	(133)	(690)	(403)	(403)	(403)	(403)	(300)	(2,735)
Revenue Contributions	(3,124)	(2,252)	(1,513)	(594)	(555)	(649)	(685)	(9,372)
General Fund Capital Receipts	0	(76)	(34)	0	0	0	0	(110)
Internal Borrowing	(1,444)	(557)	(1,277)	(734)	(185)	(1,989)	(413)	(6,599)
Total Capital Financing	(4,701)	(3,575)	(3,227)	(1,731)	(1,143)	(3,041)	(1,398)	(18,816)
Net Financing Need (External Borrowing)	0	0	0	0	0	0	0	0

Housing Revenue Account Capital Schemes £000s	2015/16 Current Budget	2015/16 Forecast Spend	2016/17 Budget	2017/18 Budget	2018/19 Budget	2019/20 Budget	2020/21 Budget	Total
Total Capital Expenditure	10,403	7,371	12,520	5,712	4,891	5,545	4,185	50,627
Financing - Housing Revenue Account								
Major Repairs Reserve Contribution	(3,209)	(3,209)	(3,280)	(3,356)	(3,432)	(3,395)	(3,537)	(23,418)
HRA Financial Headroom - Specific Schemes	(3,632)	(2,947)	(3,457)	(1,850)	(910)	(662)	(322)	(13,780)
HRA Revenue Contributions	(239)	(78)	0	0	(13)	0	0	(330)
HRA Headroom - Funded from reserves	(2,989)	(833)	(4,660)	(146)	(146)	(858)	(146)	(9,778)
Grants & Contributions			(902)					(902)
S106 - Housing Partnership Funding - HRA	0	0	0	0	0	0	0	0
Capital Receipts - RTB	(334)	(304)	(221)	(360)	(390)	(630)	(180)	(2,419)
Internal Borrowing	0	0	0	0	0	0	0	0
Total Financing	(10,403)	(7,371)	(12,520)	(5,712)	(4,891)	(5,545)	(4,185)	(50,627)
Net Financing Need (External Borrowing)	0	0	0	0	0	0	0	0

4.0 – Capital Financing Requirement

4.1 Estimates of Capital Financing Requirement:

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

CAPITAL FINANCING REQUIREMENT	Forecast 2015/16 £'000	Estimate 2016/17 £'000	Estimate 2017/18 £'000	Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000
General Fund	7,555	8,253	8,339	7,762	8,995	8,890
Housing Revenue Account (HRA)	88,383	88,383	86,383	84,383	82,383	80,383
TOTAL	95,938	96,636	94,722	92,145	91,378	89,273

5.0 – Operational Boundary

5.1 The operational boundary is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

6.0 - Authorised Limit

6.1 The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Prudential Indicator	Forecast 2015/16 £'000	Estimate 2016/17 £'000	Estimate 2017/18 £'000	Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000
Operational Boundary	93,385	93,268	93,151	91,034	88,917	86,749
Authorised Limit	101,385	101,268	101,151	99,034	96,917	94,749

7.0 – Ratio of Financing Costs to Net Revenue Stream

7.1 Ratio of Financing Costs to Net Revenue Stream:

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

ESTIMATE OF THE RATIO OF FINANCING COSTS TO NET REVENUE	Forecast 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Estimate 2019/20
	%	%	%	%	%	%
General Fund	8.00%	8.18%	9.04%	9.48%	9.76%	9.25%
Housing Revenue Account	17.10%	16.93%	16.76%	16.57%	16.17%	15.73%

8.0 – Incremental Impact of Capital Investment Decisions

8.1 Incremental Impact of Capital Investment Decisions:

This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed earlier in this report.

INCREMENTAL IMPACT OF CAPITAL INVESTMENT	Forecast 2015/16	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21
	£	£	£	£	£	£
General Fund, Council Tax Impact	13.31	54.31	3.05	3.76	3.28	0.00
Housing Revenue Account (AWR)	2.51	-2.71	14.82	2.25	-3.82	0.00

AWR = Average Weekly Rent

9.0 – Interest Rate Exposure

9.1 Interest Rate Exposures:

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net interest payable.

Interest Rate Exposure	Forecast 2015/16 £'000	Estimate 2016/17 £'000	Estimate 2017/18 £'000	Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000
Limit and Fixed Interest Rate paid on Net Debt	2,570	2,570	2,570	2,570	2,570	2,570
	3.28%	3.28%	3.28%	3.28%	3.28%	3.28%
Limit and Variable Interest Rate paid based on Net Debt	75	100	125	120	105	80
	0.75%	1.00%	1.25%	1.20%	1.31%	1.33%

Fixed Rate Limit 4%

Variable Rate Limit 2%

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10.0 – Liquidity / Refinancing

10.1 Maturity Structure of Borrowing:

This indicator is set to control the Council's exposure to refinancing risk. This is the upper limit on the maturity structure of **fixed** rate borrowing.

10.2 The limits are set for each category to ensure that the Council avoids fixed rate loans being matured in one time and spreads that across several periods.

Liquidity/Refinancing	2016/17 £000's
Maturity Structure - Upper Limit	
Under 5 Years	6,000
5 years to 10 years	15,000
11 years to 20 years	37,000
21 years and above	30,407
Total	88,407

An example for clarity: If the Council decides to borrow £7m **fixed rate** loan in 2016/17 it must ensure that the Council's total **fixed** rate loan should not all mature within the next five years as it is capped at £6m.

Minimum Revenue Provision Statement

2016/17

Contents

1.0 - Introduction

2.0 - Background

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> 1. Introduction 2. Background 3. UDC MRP Statement 4. CFR / MRP Table | <ol style="list-style-type: none"> 1.1 This report covers the requirements of the latest Guidance on Minimum Revenue Provision for an annual MRP statement. The Statement should be approved by the full Council before the start of the new financial year which is a legislative requirement. | <ol style="list-style-type: none"> 2.1 Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum charge since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's / Department of Environment's <i>Guidance on Minimum Revenue Provision</i> (the DCLG/DOE Guidance) most recently issued in 2011/2012. 2.2 The broad aim of the DCLG/DOE Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant. |
|--|--|--|

3.0 - UDC Minimum Revenue Provision Statement

- 3.1 The DCLG/DOE Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.
- 3.2 For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by either charging the expenditure over the useful economic life of the relevant assets in equal instalments or as the principal repayment on an annuity with a specifically determined annual interest rate, starting in the year after the asset becomes operational. If additional financing capacity permits the authority reserves the right to charge MRP over shorter periods to help with minimising the level of the capital financing requirement burden in subsequent years.
- 3.3 Where MRP is charged over the useful economic life of the asset it will be consistent with the write down period adopted for the same assets in the Council's accounting policy for depreciation.
- 3.4 For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.
- 3.5 MRP in respect of the £88.407m payment made in 2012 to exit the Housing Revenue Account subsidy system will be determined as being equal to the principal amount repaid on the loans borrowed to finance that payment.
- 3.6 Expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged to revenue in the year the expenditure is incurred. Examples of this expenditure include Community Grants, Disabled Facilities Grants and Private Sector Renewal Grants.
- 3.7 Expenditure related to capital contracts which is classified as work in progress at year-end, will be fully financed in the year the expenditure is incurred.

4.0 – CFR / MRP Tables

	31.03.2015 Estimated CFR	2014/15 Estimated MRP
	£m	£m
Capital expenditure before 01.04.2008	-	-
Supported capital expenditure after 31.03.2008	-	-
Unsupported capital expenditure after 31.03.2008	2.577	0.387
Finance leases and Private Finance Initiative	4.978	0.096
Transferred debt	-	-
Loans to other bodies	-	-
Total General Fund	7.555	0.483
Assets in the Housing Revenue Account	0.000	-
HRA subsidy reform payment	88.383	-
Total Housing Revenue Account	88.383	0.00
Total	95.938	0.483

Economic Forecast

2016/17

Arlingclose Economic & Interest Rate November 2015:**Underlying assumptions:**

UK economic growth softened in Q3 2015 but remained reasonably robust; the first estimate for the quarter was 0.5% and year-on-year growth fell slightly to 2.3%. Negative construction output growth offset fairly strong services output, however survey estimates suggest upwards revisions to construction may be in the pipeline.

Household spending has been the main driver of GDP growth through 2014 and 2015 and remains key to growth. Consumption will continue to be supported by real wage and disposable income growth.

Annual average earnings growth was 3.0% (including bonuses) in the three months to August. Given low inflation, real earnings and income growth continue to run at relatively strong levels and could feed directly into unit labour costs and households' disposable income. Improving productivity growth should support pay growth in the medium term. The development of wage growth is one of the factors being closely monitored by the MPC.

Business investment indicators continue to signal strong growth. However the outlook for business investment may be tempered by the looming EU referendum, increasing uncertainties surrounding global growth and recent financial market shocks.

Inflation is currently very low and, with a further fall in commodity prices, will likely remain so over the next 12 months. The CPI rate is likely to rise towards the end of 2016.

China's growth has slowed and its economy is performing below expectations, which in turn will dampen activity in countries with which it has close economic ties; its slowdown and emerging market weakness will reduce demand for commodities. Other possible currency interventions following China's recent devaluation will keep sterling strong against many global currencies and depress imported inflation.

Strong US labour market data and other economic indicators suggest recent global turbulence has not knocked the American recovery off course. Although the timing of the first rise in official interest rates remains uncertain, a rate rise by the Federal Reserve seems significantly more likely in December given recent data and rhetoric by committee members.

Longer term rates will be tempered by international uncertainties and weaker global inflation pressure.

Forecast:

Arlingclose forecasts the first rise in UK Bank Rate in Q3 2016. Further weakness in inflation, and the MPC's expectations for its path, suggest policy tightening will be pushed back into the second half of the year. Risks remain weighted to the downside. Arlingclose projects a slow rise in Bank Rate, the appropriate level of which will be lower than the previous norm and will be between 2 and 3%.

The projection is for a shallow upward path for medium term gilt yields, with continuing concerns about the Eurozone, emerging markets and other geo-political events, weighing on risk appetite, while inflation expectations remain subdued.

The uncertainties surrounding the timing of UK and US monetary policy tightening, and global growth weakness, are likely to prompt short term volatility in gilt yields.

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.50	1.75	1.75
Downside risk				-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-1.00	-1.00	-1.25	-1.25
3-month LIBID rate													
Upside risk	0.20	0.30	0.30	0.30	0.35	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.40
Arlingclose Central Case	0.55	0.60	0.70	0.80	0.95	1.05	1.15	1.30	1.40	1.55	1.65	1.80	1.85
Downside risk		-0.20	-0.30	-0.45	-0.55	-0.65	-0.80	-0.90	-1.05	-1.10	-1.20	-1.20	-1.20
1-yr LIBID rate													
Upside risk	0.25	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.45
Arlingclose Central Case	1.10	1.20	1.35	1.45	1.55	1.70	1.80	1.95	2.00	2.10	2.15	2.15	2.15
Downside risk	-0.15	-0.25	-0.35	-0.50	-0.60	-0.70	-0.85	-0.95	-1.10	-1.15	-1.25	-1.25	-1.25
5-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	1.50	1.55	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.25	2.30	2.35	2.35
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
10-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.00	2.05	2.10	2.20	2.30	2.40	2.50	2.60	2.65	2.70	2.75	2.80	2.80
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
20-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	2.95
Downside risk	-0.30	-0.40	-0.50	-0.55	-0.65	-0.75	-0.85	-0.95	-1.05	-1.10	-1.15	-1.20	-1.20
50-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	3.00	3.00
Downside risk	-0.25	-0.35	-0.45	-0.50	-0.60	-0.70	-0.80	-0.90	-1.00	-1.05	-1.10	-1.15	-1.15

Committee: Cabinet

Agenda Item

Date: 16 February 2016

13

Title: Capital Programme 2016/17 – 2020/21

Portfolio Holder: Councillor Simon Howell

Item for decision

Summary

1. The Capital programme is for the next 5 years, 2016/17 to 2020/21.
2. Capital Expenditure relates to spending on schemes and assets that have a long term value and exceeds cost of £10,000.
3. The programme details planned Capital Expenditure on the Council's buildings, vehicles and ICT assets.
4. The programme includes Capital Grants to other organisations and individuals.
5. The programme is for both General Fund and Housing Revenue Account assets and schemes.
6. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

Recommendation

7. The Cabinet is requested to approve, for recommendation to Full Council, the Capital Programme and associated financing of the programme as set out in this report.

Financial Implications

8. The revenue costs of financing the Capital Programme have been built into the HRA and General Fund budgets detailed elsewhere on the agenda.

Background Papers

9. None

Impact

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

Capital Programme 2016/17 – 2020/21

10. Appendix A shows a summary table of all the capital projects and their costs for each year.
11. Appendix B details all the capital programmes by Portfolio and gives details of the type of expenditure and the scheduled programme of works for each year.
12. The Capital Programme is an evolving and rolling programme year on year.
13. Appendix C details the financing of the Capital Programme.
14. The schemes of works detailed in the programme are proposed to be funded by the following means:
 - Grants
 - Revenue contributions
 - Capital receipts and internal borrowing
 - The HRA will also use the 'Financial Headroom' available
15. No external borrowing is required to finance the 5 year Capital Programme detailed in this report.
16. The HRA capital financing includes a contribution from the Major Repairs Reserve which is the equivalent to the annual depreciation charge on council dwellings and other HRA assets. This funding is used to support the annual capital repairs budget.

17. A regular update on the capital programme and associated financing is included in the Budget Monitoring reports presented to Cabinet throughout the year.

18. The robustness of the capital programme and a review of each scheme have been undertaken by the officers of the Capital Programme Working Group at regular intervals.

Capital Programme – Key points

19. General Fund

- The purchase of land to enable the extension of Lower Street Car Park in Stansted is planned for 2016/17.
- There is a rolling programme of significant works planned for London Road Offices over the next 5 years.
- The second stage of the relocation of the Dunmow Depot is due to be completed in 2016/17.

20. HRA

- Mead Court is due to be completed in 2016/17.
- Reynolds Court programme of works is planned for 2016/17 and to be completed in 2017/18.
- Hatherley Court redevelopment is planned to be completed in 2016/17.
- The redevelopment of the Walden Place sheltered units are planned for redevelopment over 2016/17 and 2017/18.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Failure to identify capital budget pressures and/or funding not realised	2- Unlikely as all projects fully funded	2 – would require a drawdown on reserves	Ongoing review of the spend via budget monitoring and capital officers working group

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 – 5 YEAR CAPITAL PROGRAMME SUMMARY

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Total
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	£
	£	£	£	£	£	£	£
Community Partnerships and Engagement	353,000	145,000	110,000	110,000	110,000	110,000	938,000
Environmental Services	352,000	1,395,000	794,000	245,000	2,031,000	503,000	5,320,000
Finance Administration	2,085,000	962,000	187,000	148,000	260,000	145,000	3,787,000
Housing and Economic Development	785,000	725,000	640,000	640,000	640,000	640,000	4,070,000
Total General Fund	3,575,000	3,227,000	1,731,000	1,143,000	3,041,000	1,398,000	14,115,000
HRA Capital Fund	3,412,000	3,330,000	3,492,000	3,591,000	3,445,000	3,585,000	20,855,000
HRA Business Plan Items	3,959,000	9,190,000	2,220,000	1,300,000	2,100,000	600,000	19,369,000
Total Housing Revenue Account	7,371,000	12,520,000	5,712,000	4,891,000	5,545,000	4,185,000	40,224,000
Total Capital Programme	10,946,000	15,747,000	7,443,000	6,034,000	8,586,000	5,583,000	54,339,000

APPENDIX B – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

COMMUNITY AND PARTNERSHIPS

	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
Community Projects Grants	148,000	110,000	110,000	110,000	110,000	110,000	698,000
Saffron Walden Castle	200,000	0	0	0	0	0	200,000
CCTV Stansted	5,000	0	0	0	0	0	5,000
CCTV Thaxted	0	35,000	0	0	0	0	35,000
Total Community Partnerships and Engagement	353,000	145,000	110,000	110,000	110,000	110,000	938,000

APPENDIX B – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

ENVIRONMENTAL SERVICES

	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
Vehicle Replacement Programme	0	1,147,000	684,000	135,000	1,921,000	393,000	4,280,000
Household Bins	70,000	70,000	70,000	70,000	70,000	70,000	420,000
Kitchen Caddies	7,000	10,000	10,000	10,000	10,000	10,000	57,000
Garden Waste Bins	6,000	20,000	20,000	20,000	20,000	20,000	106,000
Trade Waste Bins	16,000	10,000	10,000	10,000	10,000	10,000	66,000
Swan Meadow Car Park	13,000	0	0	0	0	0	13,000
Cycle ways Grant	200,000	0	0	0	0	0	200,000
Flood Prevention	30,000	0	0	0	0	0	30,000
Repair and Renew - Flood Scheme	10,000	0	0	0	0	0	10,000
<u>New Schemes</u>							0
Lower St Car Park Extension	0	102,000	0	0	0	0	102,000
On-board Vehicle Weighing System	0	36,000	0	0	0	0	36,000
Total Environmental Services	352,000	1,395,000	794,000	245,000	2,031,000	503,000	5,320,000

APPENDIX B – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
<u>ICT Schemes</u>							
Members IT Equipment	18,000	0	0	0	18,000	0	36,000
Minor Items IT	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Citrix Upgrade	8,000	0	0	0	0	0	8,000
PSN CoCo	38,000	30,000	30,000	30,000	30,000	0	158,000
Mobile working ICT set up - Housing	35,000	0	0	0	0	0	35,000
Mobile working ICT set up - Planning and Environmental Health	69,000	0	0	0	0	0	69,000
Telephone System	100,000	0	0	0	0	0	100,000
Revenues and Benefits server	30,000	0	0	0	0	0	30,000
PCI Compliance - cash receipting	35,000	0	0	0	0	0	35,000
PCI Compliance - Direct debit	20,000	0	0	0	0	0	20,000
UPS -Server (disaster recovery)	50,000	0	0	0	0	0	50,000
<u>New Schemes</u>							
Committee Management System	0	20,000	0	0	0	0	20,000
Laptops and Tablets	0	20,000	0	0	0	0	20,000
CCTV - London Rd	0	30,000	0	0	0	0	30,000
Scanning Stations	0	10,000	0	0	0	0	10,000
<u>Council Assets</u>							
London Road Building works	224,000	119,000	58,000	57,000	94,000	80,000	632,000
London Rd Electrical	0	0	54,000	0	37,000	0	91,000
London Rd Heating	26,000	36,000	0	16,000	0	0	78,000
Museum Buildings	80,000	52,000	0	0	36,000	20,000	188,000
Day Centres Cyclical Improvements	20,000	25,000	25,000	25,000	25,000	25,000	145,000
Hill Street Conveniences	120,000	0	0	0	0	0	120,000
Stansted Conveniences - Grant	30,000	0	0	0	0	0	30,000
Museum Storage Facility	91,000	0	0	0	0	0	91,000
Dunmow Depot	900,000	600,000	0	0	0	0	1,500,000
Shire Hill Solar Panels	150,000	0	0	0	0	0	150,000
Mead Court Temporary Accommodation	21,000	0	0	0	0	0	21,000
Total Finance Administration	2,085,000	962,000	187,000	148,000	260,000	145,000	3,787,000

APPENDIX B – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

HOUSING AND ECONOMIC DEVELOPMENT

	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
Disabled Facilities Grants	390,000	260,000	260,000	260,000	260,000	260,000	1,690,000
Empty Dwellings	40,000	60,000	50,000	50,000	50,000	50,000	300,000
Private Sector Renewal Grants	5,000	55,000	30,000	30,000	30,000	30,000	180,000
Compulsory purchase order	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
Superfast broadband	50,000	50,000	0	0	0	0	100,000
Housing and Economic Development	785,000	725,000	640,000	640,000	640,000	640,000	4,070,000

APPENDIX B – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

HOUSING							
	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
<u>HRA Fund</u>							
HRA Capital Repairs	3,276,000	3,180,000	3,255,000	3,345,000	3,295,000	3,435,000	19,786,000
UPVC Fascia's and Guttering	88,000	100,000	100,000	100,000	100,000	100,000	588,000
Cash Incentive Scheme Grants	26,000	50,000	50,000	50,000	50,000	50,000	276,000
Light Vans Replacement programme	22,000	0	87,000	96,000	0	0	205,000
<u>HRA Original Business Plan Schemes</u>							
New builds							
Unidentified Sites	212,000	586,000	1,200,000	1,300,000	2,100,000	600,000	5,998,000
Catons Lane	750,000	150,000	0	0	0	0	900,000
Mead Court - Phase 1	50,000	0	0	0	0	0	50,000
Redevelopments							
Mead Court - Phase 2	1,263,000	505,000	0	0	0	0	1,768,000
Sheltered redevelopments							
Reynolds Court	864,000	5,786,000	620,000	0	0	0	7,270,000
Hatherley Court	300,000	1,463,000	0	0	0	0	1,763,000
Walden Place	0	400,000	400,000	0	0	0	800,000
Other schemes							
Energy Efficiency improvement schemes	375,000	150,000	0	0	0	0	525,000
Review of potential internet cafes in sheltered schemes	25,000	0	0	0	0	0	25,000
ICT							
Service charges planned repair system - (mobile solutions)	65,000	0	0	0	0	0	65,000
Housing contractors portal & module software	55,000	0	0	0	0	0	55,000
Resurfacing trunk/access roads	0	150,000	0	0	0	0	150,000
HRA Housing Total	7,371,000	12,520,000	5,712,000	4,891,000	5,545,000	4,185,000	40,224,000

APPENDIX C – GENERAL FUND 5 YEAR CAPITAL FINANCING

Financing - General Fund	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	Forecast Spend	Forecast Budget	Budget	Budget	Budget	Budget
	£	£	£	£	£	£
Disabled Facilities Grant	(103,000)	(103,000)	(103,000)	(103,000)	(103,000)	0
Museum Storage Funding	(47,000)	0	0	0	0	0
English Heritage Funding for Castle	(200,000)	0	0	0	0	0
Flood grants	(40,000)	0	0	0	0	0
PLACE scheme funding	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
General Fund Capital Receipts	(76,000)	(34,000)	0	0	0	0
Internal Borrowing	(557,000)	(1,277,000)	(734,000)	(185,000)	(1,989,000)	(413,000)
Direct Revenue Contributions (including reserves)						
Revenue Contributions to Capital - Community and Partnerships	(153,000)	(145,000)	(110,000)	(110,000)	(110,000)	(110,000)
Revenue Contributions to Capital - Environmental	(312,000)	(214,000)	(110,000)	(110,000)	(110,000)	(110,000)
Revenue Contributions to Capital - Finance & Admin	(1,405,000)	(832,000)	(137,000)	(98,000)	(192,000)	(125,000)
Revenue Contribution - Housing and Economic Development	(382,000)	(322,000)	(237,000)	(237,000)	(237,000)	(340,000)
Total Financing	(3,575,000)	(3,227,000)	(1,731,000)	(1,143,000)	(3,041,000)	(1,398,000)

APPENDIX C – HOUSING REVENUE ACCOUNT 5 YEAR CAPITAL FINANCING

Financing - Housing Revenue Account	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	Forecast Spend	Forecast Budget	Budget	Budget	Budget	Budget
	£	£	£	£	£	£
Business Plan Schemes						
Funded from reserves	(708,000)	(4,514,000)	0	0	(712,000)	0
HCA grant funding	0	(902,000)	0	0	0	0
Capital Receipts - RTB	(304,000)	(221,000)	(360,000)	(390,000)	(630,000)	(180,000)
HRA Financial Headroom - Specific Schemes	(2,947,000)	(3,447,000)	(1,850,000)	(910,000)	(662,000)	(322,000)
Other MRR reserve cont	0	(106,000)	(9,000)	0	(96,000)	(98,000)
	(3,959,000)	(9,190,000)	(2,219,000)	(1,300,000)	(2,100,000)	(600,000)
Other Schemes						
Major Repairs Reserve Contribution	(3,209,000)	(3,280,000)	(3,356,000)	(3,432,000)	(3,395,000)	(3,537,000)
Other MRR reserve cont	(125,000)	(50,000)	(137,000)	(146,000)	(50,000)	(48,000)
HRA Revenue Funding	(78,000)	0	0	(13,000)	0	0
	(3,412,000)	(3,330,000)	(3,493,000)	(3,591,000)	(3,445,000)	(3,585,000)
Total Financing	(7,371,000)	(12,520,000)	(5,712,000)	(4,891,000)	(5,545,000)	(4,185,000)

Committee: Cabinet

Agenda Item

Date: 16 February 2016

14

Title: Housing Revenue Account 2016/17 Budget and 5 year Business Plan Strategy

Portfolio Holders: Councillor Simon Howell

Item for decision

Councillor Julie Redfern

Summary

1. This report sets out the following:

- A proposed Housing Revenue Account (HRA) budget and reserves position for 2016/17.
- A proposed 5 year financial forecast for the period from 2016/17 to 2020/21.
- HRA rents for general needs properties are decreased by 1% in line with new government guidance.
- HRA rents for sheltered accommodation is increased by CPI + 1% in line with government statement issued on 27 January that the 1% reduction will be deferred for 12 months for supported accommodation.
- Garage rents are increased by 0.8% in line with RPI as at September 2015.
- Heating, Service and Sewerage charges are increased in line with actual costs.
- Service charges for common services in sheltered schemes continue to be subsidised for tenants at 31st March 2012 who are not in receipt of housing benefit. Subsidy reducing by 25% annually.
- Charges for the council's sheltered housing scheme management service (funded from HRS charges and Intensive Housing Management charges) to be set at:
 1. Sheltered: £15.80 per week
 2. Sheltered plus: £17.80 per week
 3. Bronze service (to be continued for existing users): £13.80 per week
- Housing related support services for tenants as at 31st March 2003 who are not eligible for Housing Related Support grant continue to receive transitional relief protection.

2. The Housing Board and the Tenants Forum have reviewed the housing rent and service charge proposals and recommended these for approval by Cabinet and Full Council.

3. The Housing Board has reviewed the Housing Revenue Budget and 5 year financial strategy and recommended the reports for approval by Cabinet and Full Council.

4. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

Recommendations

5. The Cabinet is requested to approve, for recommendation to Full Council the HRA Revenue Budget and 5 Year Financial Strategy.

Financial Implications

6. Financial implications are included in the body of this report.
7. The full impact of national changes to social housing and welfare policy, such as the levy for compulsory sales of council stock to fund the Right to Buy scheme for Housing Associations, is still to be determined, but could be severe.

Background Papers

8. None

Impact

Communication/Consultation	Tenants Forum reviewed the rent and heating, service and sewerage charges
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	Affordable rent levels and appropriate housing supply are an important factor in the sustainability of local communities and in particular rural communities
Ward-specific impacts	None
Workforce/Workplace	None

Background

9. The HRA budget for 2016/17 reflects the service arrangements and investments in relation to the council's housing services for the fifth year under 'Self Financing'.
10. The new financial arrangements enable the service to stand alone financially and take 'local' decisions for housing services.
11. Decisions about the level of expenditure in the Housing Revenue Account continue to be made in the context of a 30 year HRA Business Plan.

12. The fully updated Business Plan, approved at Cabinet in January 2016, sets the financial strategy for the HRA for 2016/17, and reflects the budget proposals in this report.
13. The Business Plan has been framed in the light of:
- Estimated rental income in line with the Government's guidance at the time
 - Appropriate capital investment in maintaining the quality of the housing stock through planned maintenance and replacement works
 - The new build programme
 - One for one replacement of Right to Buy sales
 - Servicing and repaying debt so that new borrowing is available for future maintenance works or investment in further new build schemes
 - Remodelling and modernising sheltered housing schemes
 - Service improvements
14. Following government policy changes the authority no longer has discretion to set rents at a local level, but instead are required to comply with a national approach where rents will be reduced by 1% per year, for four years, from April 2016, with the exception of sheltered accommodation where rents will continue to be raised at CPI + 1% until next year.
15. This change, alongside other national changes in housing policy, removes flexibility over longer-term decision making.
16. Income and expenditure is budgeted on an incremental and inflationary basis to reflect the financial and operational needs of the housing service, using 2015/16 as a base.

Housing Revenue Account Budget 2016/17

17. The budget identifies a net operating surplus of £3,490,000 made up of total income of £15,455,000 and total expenditure of £11,965,000. The surplus has been allocated to fund agreed projects as detailed in the Business Plan.
18. The budget has included the reduction in grant funding from Essex County Council for Housing Related Support (formerly known as Supporting People Grant) and the discontinuation of the funding for the home based alarm systems (lifeline). The budget also includes the assumptions as detailed in an earlier report (12 January 2016) which shows full recovery of the costs for these services from users. Charges for the council's sheltered housing scheme management service (funded from HRS charges and Intensive Housing Management charges) will be set at:
- i. Sheltered: £15.80 per week
 - ii. Sheltered plus: £17.80 per week
 - iii. Bronze service (to be continued for existing users): £13.80 per week
19. A contribution from the revenue budget of £7,503,000 and £4,013,000 of reserves has been allocated to support the capital programme of planned works.

Budget Summary

20. The table below summarises the HRA budget for 2016/17, a more detailed breakdown is shown in Appendix A.

HRA SUMMARY - 2016/17	2015/16 Restated Budget £'000	2016/17 Original Budget £'000	Increase / (Decrease) £'000
Dwelling Rents	(14,672)	(14,335)	337
Rents and Charges (other)	(1,188)	(1,120)	69
Service Income	(15,860)	(15,455)	406
Housing Finance & Business Management	414	179	(235)
Housing Maintenance and Repairs Service	3,124	3,032	(92)
Housing Management and Homelessness	1,149	1,029	(120)
Service Expenditure	4,687	4,240	(447)
Recharge from General Fund	1,372	1,666	294
Depreciation and Impairment	3,455	3,427	(28)
Interest/Costs re HRA Loan	2,625	2,625	(0)
Other (net)	249	7	(242)
Non-Service Expenditure	7,701	7,725	23
Operating Surplus	(3,472)	(3,490)	(18)
Funding of Capital Programme from HRA	5,935	7,503	1,568
Transfers to/from(-) Reserves	(2,463)	(4,013)	(1,550)
HRA (Surplus)/Deficit	0	0	0

Dwelling Rents

21. The average weekly rent in 2015/16 was £100.60 and in 2016/17 has decreased to £100.04, a decrease of £0.56 per week.

22. The rent increase for Supported Accommodation is a 0.9% increase (CPI + 1%, at September 2015 = -0.1%), which equates to an average rental increase of £0.75p per week.

Budget Movements

23. The table below details budget movements for Services.

	Income changes	Inflation	Service Investment	Efficiencies	Adjustment	Net Service Total
	£ '000	£ '000	£ '000	£ '000	£ '000	
Dwelling Rent	337					337
Garage Rent		(24)				(24)
Services and Facilities	101				(8)	93
Business Performance and Mgt			34	(127)	(182)	(275)
Rent, Rates and Property					40	40
Common Services Flats					(23)	(23)
Estate Maintenance					(148)	(148)
Housing Repairs		69	6		59	134
Property Services		8		(55)	(7)	(54)
Housing Services		15	55			70
Sheltered Housing					(190)	(190)
	438	68	95	(182)	(459)	(40)

Budget Variances (Greater than £10,000)

24. The budget variances where these are greater than £10,000 are detailed below.

Service	£ '000	Reason for budget variance
Dwelling Rents	337	Reduction in rent collected due to the government imposed reduction of 1%
Garage Rents	(24)	Inflationary increase
Charges for Services & Facilities	(100)	Income from the new support structure for tenants in sheltered housing
	33	Net change in income for Sheltered services recharge
Business & Performance Management	(119)	Admin team restructure, posts and associated costs moved to Housing repairs, Sheltered Housing and Housing Services
	(62)	Rent recovery posts moved to central recovery team in the General Fund
	(58)	Net effect of reduction of 2 posts no longer required and creating graduate trainee post
	(35)	Two administrative posts frozen for 4 years during government enforced rent reduction
Housing Rates & Property	11	Utility costs relating to void properties
	28	Council tax charge relating to void properties
Common Services Flats	(15)	Reduction in utility costs for communal areas
Estate Maintenance	(150)	Road resurfacing costs funded from capital expenditure
Housing Repairs	25	Admin team post restructure from Business Performance and Mgt
	23	Equipment renewal cost increases
	27	Increased work relating to asbestos removal as per new legislation
	(18)	Reduction in overtime
	69	Inflationary and incremental increase in staff pay
Housing Services	55	Admin team posts restructure from Business Performance and Mgt
	13	Inflationary and incremental increase in staff pay
Property Services	(55)	Two posts frozen for 4 years due to rent reduction savings required and reduced resource requirement due to IT module implemented to assist with the stock condition survey role
	24	Admin team post restructure from Business Performance and Mgt
Sheltered Housing	31	New lease agreements for white goods
Sheltered Housing	(60)	Reduction in Housing Related Support (supporting people grant) and previous finance support provided by the HRA
	(21)	Net minor service changes/budget movements
	(41)	
Non-Service		
Bad debt Provision	(200)	Decrease to the low impact of Universal Credit and the 1% rent reduction
Recharge from General Fund/share of Corporate Core	294	Directly relates to the General Fund cost of central and corporate services budget and the allocation of support to the Housing service
Investment Income	(31)	Increased return based on slightly better interest rates
Depreciation and Impairment	(30)	Accounting adjustment to the value of stock and other assets
RTB Administrative Allowance	(10)	Element to administer the RTB scheme
	23	
Total Budget Variance	(18)	

Movement in Reserves

25. The table below details the movement in reserves and this includes the Major Repairs Reserve.

	Actual Balance 1 April 2015 £ '000	Forecast transfer from HRA £ '000	Forecast transfer to HRA £ '000	Estimated Balance 31 March 2016 £ '000	Forecast transfer from HRA £ '000	Forecast transfer to HRA £ '000	Transfers between Reserves £ '000	Estimated Balance 31 March 2017 £ '000
RINGFENCED RESERVE								
Working Balance	463	73		536	10			546
USABLE RESERVES								
Major Repairs Reserve	131	3,340	(3,334)	137	3,411	(3,436)		112
Revenue Projects	60			60				60
Transformation Reserve	180	20		200				200
Revenue Reserves	371	3,360	(3,334)	397	3,411	(3,436)		372
Capital Projects	3,537	597	(708)	3,426	53	(3,666)	240	53
Potential Projects Reserve	800			800		(92)	(240)	468
Sheltered Housing Projects Reserve	318			318		(318)		0
Capital Reserves	4,655	597	(708)	4,544	53	(4,076)	0	521
TOTAL USABLE RESERVES	5,026	3,957	(4,042)	4,941	3,464	(7,512)	0	893
TOTAL RESERVES	5,489	4,030	(4,042)	5,477	3,474	(7,512)	0	1,439

*The £53k surplus has been added to the Capital Projects Reserve

HRA Business Plan and 5 Year Strategy

26. The Housing Service prepared a 30 year HRA Business Plan in line with the Self-Financing Agreement; from this business plan a 5 year working plan has been extracted detailing specific priorities/projects up until 2020/21. This is a rolling programme and is continuously updated.

- Appendix B – details all planned projects for the 5 year period 2016/17 – 2020/21
- Appendix C – identifies the capital financing for the period 2016/17 – 2020/21

27. A 5 year budget forecast summary table, Appendix D and a 5 year reserves forecast, Appendix E shows that the HRA budgets over the medium term are fully sustainable and the HRA is fully able to meet loan repayments and manage the projects in the business plan along with providing a consistent level of services to residents. The assumptions made in preparing the 5 year forecast are listed below;

- A decrease of 1% each year for 4 years for general needs housing (as per government guidance) in rental income and then an increase of 1% in year 5 based on low CPI values predicted.
- An increase of CPI + 1% for supported housing in 2016/17.
- No impairment to the HRA from non-dwellings due to an increase in the value of garages for the previous year and the development of garage sites for new build properties.
- Bad debt to stay consistently low due to the low risk impact of universal credit.
- CPI at 1.5% has been assumed for the medium term.

28. The authority is continuing to deliver a significant programme of investment in the first five years of the HRA business plan - the largest investment in the stock, new development and the service for many years. To date the Council has made around £27 million of investment

since the introduction of self-financing to improve the standard and availability of council housing.

29. Key achievements to date against actions identified in the HRA Business Plan are listed in Appendix E.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Changes in legislation may alter the assumptions contained in the proposed 2015/16 Budget and HRA Business Plan	2	2	Prudent budget management and assumptions are built into the budget predictions. This is supported by the minimum operational balance and earmarked reserves to provide a short term contingency
Rent arrears increase	1 - due to the 1% reduction it is expected that arrears will not increase	2	Housing officers provide Tenant support for those in financial difficulty.
Vulnerable people at risk due to loss of supporting people grant and discontinued support from ECC for Lifeline alarms	3 – residents may struggle financially to self-fund	3 – extra support from officers and possible increased claims for benefits and/or hardship grants	Increased officer support for those tenants affected - will need help with their finances. Residents on HB can claim for supported services within their claim.
Failure to deliver major housing and development projects	2 – the council has an ambitious development programme	3 – schemes do not progress	Robust project planning and resources aligned to deliver projects
Increase in interest rates	1 – not anticipated that rates will increase in the next year	3 – increase in loan repayment	Prudent budget management. To closely manage the situation with the support of our Financial Consultants, Arlingclose and consider fixed rate alternatives
Increases in Right to Buy discounts present a risk as the Council may be unable to replace stock at the	2 – Sales are already higher than estimated in the business	2 – Repayment of capital receipt to government	Continuous review of the Business Plan and possible options for new build housing

same rate as sales	plan		
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1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Appendices

Appendix A – 2016/17 Summary Budget

Appendix B – Capital Programme (5 year)

Appendix C – Capital Financing Requirement (5 year)

Appendix D – 5 year Budget Summary (2016/17 – 2020/21)

Appendix E – Business Plan – Key Achievements

APPENDIX A

HRA Budget Summary 2016/17

£'000	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
Housing Revenue Income				
Dwelling Rents	(14,672)	(14,672)	(14,335)	337
Garage Rents	(184)	(184)	(208)	(24)
Other Rents etc	(3)	(3)	(3)	(0)
Charges for Services & Facilities	(835)	(1,001)	(908)	93
Contributions towards Expenditure	0	0	0	0
TOTAL INCOME	(15,695)	(15,860)	(15,455)	406
Housing Finance & Business Management				
Business & Performance Management	378	378	103	(275)
Rents, Rates & Other Property Charges	36	36	76	40
	414	414	179	(235)
Housing Maintenance & Repairs Service				
Common Service Flats	241	249	226	(23)
Estate Maintenance	293	293	145	(148)
Housing Repairs	2,190	2,190	2,324	134
Housing Sewerage	54	54	53	(1)
Newport Depot	11	11	11	0
Property Services	320	327	273	(54)
	3,109	3,124	3,032	(92)
Housing Management & Homelessness				
Housing Services	324	324	394	70
Sheltered Housing Services	595	825	635	(190)
Supporting People	53	0	0	0
	972	1,149	1,029	(120)
Total Service Expenditure	4,495	4,687	4,240	(447)
Other Costs				
Bad Debt Provision	250	250	50	(200)
Depreciation - Council Dwellings (transfer to MRR)	3,209	3,209	3,281	72
Depreciation - Other Assets (transfer to MRR)	146	146	146	0
HRA Share of Corporate Core	234	234	335	101
Impairment - Other Assets	100	100	0	(100)
Interest/Costs re HRA Loan	2,625	2,625	2,625	(0)
Investment Income	(21)	(21)	(52)	(31)
Pension Costs - Added Years	20	20	19	(1)
Recharge from General Fund	1,138	1,138	1,330	192
RTB Administrative Allowance	0	0	(10)	(10)
Total Non-Service Expenditure	7,702	7,701	7,725	24
TOTAL EXPENDITURE	12,197	12,388	11,965	(424)
OPERATING (SURPLUS)/DEFICIT	(3,498)	(3,472)	(3,490)	(18)
Funding of Capital Programme from HRA				
Funding of Action Plan Capital Items	3,745	5,696	7,503	1,807
Funding of Capital from Revenue	1,066	239	0	(239)
	4,811	5,935	7,503	1,568
Transfers to/from(-) Reserves				
Capital Projects	(514)	(514)	(3,613)	(3,099)
Change Management Reserve	0	0	0	0
Potential Developments	(620)	(778)	(92)	686
Sheltered Housing Reserve	(221)	(1,213)	(318)	895
Transformation Reserve	42	42	0	(42)
Working Balance	0	0	10	10
	(1,313)	(2,463)	(4,013)	(1,550)
Total Use of Reserves/Funding	3,498	3,472	3,490	18
(SURPLUS)/DEFICIT	0	0	0	0

APPENDIX B

HRA Capital Programme – 5 Year Forecast

	2015-16 Forecast Spend £	2016-17 Forecast £	2017-18 Forecast £	2018-19 Forecast £	2019-20 Forecast £	2020-21 Forecast £	Total £
HRA Fund							
HRA Capital Repairs	3,276,000	3,180,000	3,255,000	3,345,000	3,295,000	3,435,000	19,786,000
UPVC Fascia's and Guttering	88,000	100,000	100,000	100,000	100,000	100,000	588,000
Cash Incentive Scheme Grants	26,000	50,000	50,000	50,000	50,000	50,000	276,000
Light Vans Replacement programme	22,000	0	87,000	96,000	0	0	205,000
HRA Original Business Plan Schemes							
New builds							
Unidentified Sites	212,000	586,000	1,200,000	1,300,000	2,100,000	600,000	5,998,000
Catons Lane	750,000	150,000				0	900,000
Mead Court - Phase 1	50,000	0	0	0	0	0	50,000
Redevelopments							
Mead Court - Phase 2	1,263,000	505,000	0	0	0	0	1,768,000
Sheltered redevelopments							
Reynolds Court	864,000	5,786,000	620,000	0	0	0	7,270,000
Hatherley Court	300,000	1,463,000	0	0	0	0	1,763,000
Walden Place	0	400,000	400,000	0	0	0	800,000
Other schemes							
Energy Efficiency improvement schemes	375,000	150,000	0	0	0	0	525,000
Review of potential internet cafes in sheltered schemes	25,000	0	0	0	0	0	25,000
ICT							
Service charges planned repair system - (mobile solutions)	65,000	0	0	0	0	0	65,000
Housing contractors portal and module software	55,000	0	0	0	0	0	55,000
Resurfacing trunk/access roads	0	150,000	0	0	0	0	150,000
HRA Total	7,371,000	12,520,000	5,712,000	4,891,000	5,545,000	4,185,000	40,224,000

HRA Capital Financing – 5 year forecast

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	Forecast Spend	Forecast	Forecast	Forecast	Forecast	Forecast
	£	£	£	£	£	£
Business Plan Schemes						
Funded from reserves	(708,000)	(4,514,000)	0	0	(712,000)	0
HCA grant funding	0	(902,000)	0	0	0	0
Capital Receipts - RTB	(304,000)	(221,000)	(360,000)	(390,000)	(630,000)	(180,000)
HRA Financial Headroom - Specific Schemes	(2,947,000)	(3,447,000)	(1,850,000)	(910,000)	(662,000)	(322,000)
Other MRR reserve cont	0	(106,000)	(9,000)	0	(96,000)	(98,000)
Internal Borrowing	0	0	0	0	0	0
	(3,959,000)	(9,190,000)	(2,219,000)	(1,300,000)	(2,100,000)	(600,000)
Other Schemes						
Major Repairs Reserve Contribution	(3,209,000)	(3,280,000)	(3,356,000)	(3,432,000)	(3,395,000)	(3,537,000)
Other MRR reserve cont	(125,000)	(50,000)	(137,000)	(146,000)	(50,000)	(48,000)
HRA Revenue Funding	(78,000)	0	0	(13,000)	0	0
	(3,412,000)	(3,330,000)	(3,493,000)	(3,591,000)	(3,445,000)	(3,585,000)
Financing Total	(7,371,000)	(12,520,000)	(5,712,000)	(4,891,000)	(5,545,000)	(4,185,000)

APPENDIX D

HRA Summary – 5 Year Forecast 2016/17 – 2020/21

£ '000	2016/17 Original Budget	2017/18 Original Budget	2018/19 Original Budget	2019/20 Original Budget	2020/21 Original Budget
Dwelling Rents	(14,335)	(14,159)	(14,017)	(13,877)	(14,016)
Garage Rents	(208)	(196)	(202)	(207)	(209)
Other Rents etc	(3)	(3)	(3)	(3)	(4)
Charges for Services & Facilities	(909)	(868)	(896)	(918)	(927)
Contribution towards expenditure	0	0	0	0	0
Total Income	(15,455)	(15,226)	(15,119)	(15,006)	(15,156)
Housing Finance & Business Management					
Business & Performance Management	103	105	106	108	109
Rents, Rates & Other Property Charges	76	77	78	79	81
	179	182	184	187	190
Housing Maintenance & Repairs Service					
Common Service Flats	226	229	233	236	240
Estate Maintenance	145	147	149	152	154
Housing Repairs	2,324	2,359	2,394	2,430	2,467
Housing Sewerage	53	54	55	55	56
Newport Depot	11	11	11	12	12
Property Services	273	277	281	285	290
	3,032	3,077	3,124	3,170	3,218
Housing Management & Homelessness					
Housing Services	394	400	406	412	418
Sheltered Housing Services	635	645	654	664	674
Supporting people	0	0	0	0	0
	1,029	1,044	1,060	1,076	1,092
Other Costs					
Depreciation - Council Dwellings	3,282	3,356	3,432	3,518	3,606
Depreciation - Other Assets	146	150	150	150	154
Bad Debt Provision	50	50	50	50	50
Recharge from General Fund	1,330	1,350	1,370	1,391	1,412
HRA Share of Corporate Core	335	340	345	350	356
Interest/Costs re HRA Loan	2,625	2,625	2,625	2,625	2,625
Investment Income	(52)	(20)	(11)	(11)	(11)
HRA Loan Repayments	0	2,000	2,000	2,000	2,000
Pension Costs	19	0	0	0	0
Right to Buy admin allowance	(10)	(10)	(10)	(10)	(10)
	7,725	9,841	9,951	10,063	10,181
Total Expenditure	11,965	14,145	14,319	14,496	14,681
OPERATING (SURPLUS)/DEFICIT	(3,490)	(1,082)	(800)	(510)	(475)
Transfer to(+)/from(-) Capital receipts	0	(1,793)	(152)	(152)	(376)
Transfer to(+)/from(-) Working Balance	10	0	0	0	0
Revenue balance available for capital financing	(3,480)	(2,875)	(952)	(662)	(851)
Capital and Reserves					
Capital Spend	12,520	5,712	4,891	5,545	4,185
Transfer to(+)/from(-) Capital receipts (1-4-1 and other)	(221)	(360)	(390)	(630)	(180)
Transfer to(+)/from(-) reserves grants/contributions	(902)	0	0	0	0
Transfer to(+)/from(-) reserves for Major Repairs	(3,426)	(3,502)	(3,578)	(3,541)	(3,683)
Transfer to(+)/from(-) reserves for Capital Schemes	(4,071)	1,025	29	(712)	529
Transfer to(+)/from(-) reserves for Potential Developments	(92)	0	0	0	0
Transfer to(+)/from(-) reserves for Sheltered Housing Projects	(318)	0	0	0	0
Surplus Transfer	0	0	0	0	0
Capital spend financed by RCCO	3,490	2,875	952	662	851
(SURPLUS)/DEFICIT	0	0	0	0	0

Key achievements to date against actions identified in the HRA Business Plan

- Successfully delivered 21 new council homes for rent through the following schemes:
 - Holloway Crescent
 - Mead Court (Phase I)

- Plans in place to deliver the following schemes:
 - Mead Court (Phase II) - construction of 16 properties. On site and progressing well
 - Catons Lane, Saffron Walden - construction of 6 properties. On site and progressing well
 - Hatherley Court, Saffron Walden – planning permission for construction of 4 new flats and remodelling of existing sheltered scheme.
 - Reynolds Court, Newport – planning permission for redevelopment of sheltered scheme to provide 41 flats. Start on site programmed for January 2016

- Delivered one of the largest stock investment programmes in the council's history. Since April 2012 capital investment of £15m has been delivered which includes expenditure on:
 - 296 new kitchens
 - 210 new bathrooms
 - 905 replacement boilers
 - 1542 electrical rewires

- Obtained significant external funding (£½ million) towards the costs of energy efficiency measures to council properties, work included:
 - Installing external wall insulation to 158 properties
 - Installing 845 new front doors
 - Installing new energy efficient communal boilers at all sheltered schemes

- Upgraded 6 sheltered housing schemes with the provision of 'internet lounges'

- Implemented an improved integrated monitoring, response and maintenance service for sheltered schemes and Lifeline users

- Delivered service improvements including:
 - Re-structured housing property services department - 98% of repair request now dealt with as 'first time fix'
 - Produced new tenants handbook
 - Produced repairs booklet for tenants
 - Implemented annual tenancy inspections

- Completed a comprehensive review of the Allocations Policy which resulted in a number of changes including increasing the time that housing applicants have to be living in the District to go on the Housing Register

Key achievements to date against actions identified in the HRA Business Plan

- Reviewed and updated the council's Anti-Social Behaviour Policy and Procedures that established a corporate approach to implementing the Anti-Social Behaviour, Crime and Policing Act 2014
- Developed a downsizing / decant policy that explains the level of compensation that will be paid to tenants when they are decanted. The policy also details the payments that will be made to tenants who decide to downsize from a property that is larger than their needs to one of a more suitable size as defined in the Council's Allocation Policy
- Developed a Void Management Policy. This policy outlines how the council intends to provide high quality homes and sustainable lettings by delivering a cost efficient void management service
- Developed a Tenancy Strategy that enabled fixed term tenancies to be offered to meet an identified need and make better use of the asset
- Set up a tenant regulatory panel and delivered a comprehensive co-regulatory framework. Supported the Panel to complete its first review of the void property process which resulted in a number of recommendations being implemented. Continuing to support the panel's ongoing programme of reviews
- Re-launched the tenant participation service under the 'Get Involved' banner

Committee: Cabinet

Agenda Item

Date: 16 February 2016

15

Title: General Fund and Council Tax 2016/17

Portfolio Holder: Councillor Simon Howell

Summary

1. This report presents the 2016/17 General Fund budget for consideration by the Cabinet on 16 February ahead of final determination by Full Council on 25 February.
2. This budget must be considered alongside the report made by the Director of Finance and Corporate Services under Section 25 of the Local Government Act 2003, to be received by the Cabinet earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy also to be considered earlier on the agenda.
3. The Scrutiny Committee reviewed the budget reports on 9 February. Comments from the Committee are in a separate item on the agenda.

Recommendations

4. The Cabinet is requested to recommend that the Full Council approves the General Fund Council Tax requirement of £4,827,584 summarised in paragraphs 15 -19.
5. The Cabinet is recommended to approve the schedule of fees and charges in Appendix F.

Background Papers

6. None.

Financial Implications

7. The financial implications are included in the main body of this report.

Impact

Communication/Consultation	Consultation carried out is summarised below.
Community Safety	No specific implications
Equalities	An EQIA is included with the agenda papers
Finance	Detailed in the report
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	The recommendations fulfil the legal requirement to set a balanced budget.
Sustainability	No specific implications

Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Introduction

8. This report provides detailed revenue estimates for the General Fund and Council Tax for 2016/17.
9. The estimates, as summarised in Appendix A, show a Council Tax Requirement of £4,827,584, which balances to the level of Council Tax yield, assuming an increase of 1% in Council Tax.
10. The Cabinet is required to determine a recommended budget for consideration by the Council on 25 February.
11. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy and Housing Revenue Account budget for 2016/17 that were considered earlier in today's agenda. Any changes may have a marginal effect on the revenue estimates and these will be reflected in the material that is prepared for Full Council.

2016/17 Budget Strategy

12. On 12 January 2016, the Cabinet determined its strategy for the 2016/17 budget and this was formed based on the resident's consultation responses. The table in point 13, Residents Consultation, summarises the priorities and the draft 2016/17 budget has been prepared where possible in line with the consultation.

Residents Consultation

13. During the summer 2015, a consultation on the Council's budget priorities was completed using multiple methods in order to obtain a wider body of opinion than in previous years. The consultation comprised of a telephone survey of over 500 residents, online and paper questionnaires and face-to-face surveys carried out in the district's main towns and villages. A copy of the survey was also included in the summer Citizens Panel questionnaire.

	Survey respondents' priority	Consistency with budget
Highest Priority	Keep Council Tax at the same level. Majority view was no increases and no decreases	The budget has been prepared with Council Tax increasing by 1%. Central Government has calculated Local Authority funding with the assumption that all councils will increase council tax by the maximum amount each year, which for UDC this is 3.35%. The Council has taken residents consultation responses into account and only implemented a 1% increase.

Statutory Services (in order of priority)		
1st	Refuse collection, emptying bins and to include litter and dog waste bins	<p>Capital monies allocated for a phased procurement programme of new collection vehicles, and a new depot for the southern part of the district. New vehicles will support the reliability of the service provided to residents.</p> <p>Proposed budget includes additional resources for expansion of the kerbside garden waste collection services to meet demand. The cost will be covered by subscription charge income.</p> <p>Responsible dog ownership campaign took place in February prior to introduction of mandatory dog registration and microchipping from April.</p>
2nd	Planning development of the local area – housing and business growth and where this will be located	<p>Local plan is in development and the budget has been prepared to ensure that all associated work and consultations are funded.</p> <p>The Economic development service will continue to be included in the budget.</p>
3rd	Sweeping the streets, litter picking, clearing up fly-tipping and keeping district council-owned land tidy	<p>Uttlesford actively participated in the Cleaner Essex campaign which ran from end of August until October. Pre and post campaign monitoring has been carried out to determine the impact of the campaign. UDC achieved a 50% reduction in fast food litter over the period with Stansted Lower Street car park seeing the most notable improvement with a 73% reduction in fast food litter between the pre and post campaign monitoring periods. The campaign will continue in 2016/17.</p>
Lowest Priority	Running car parks and on-street parking such as residents permit schemes	<p>The running of the Car Parks within Uttlesford is administered by the North Essex Parking Partnership (NEPP) on behalf of the district.</p>
Non Statutory Services (in order of priority)		
1st	Helping older/vulnerable people live independently by providing the Lifeline service, through which users can raise an alarm if assistance is required	<p>The Council is continuing to provide the Lifeline Service. The withdrawal of funding from Essex County Council for the equipment has made it necessary for the cost of this service to be fully recovered from residents using the service.</p>
2nd	Working with the police and other organisations to keep Uttlesford safe	<p>The Council is maintaining the Community Safety budget to ensure that continued support</p>

		can be provided. Uttlesford prides itself on the positive working relationships it has built with the police. The Police are also moving into the UDC site and will be based in the Lodge next to the main office buildings.
3rd	Educating young people about the dangers of drugs and alcohol	A new structure has been created to support 'Health and Wellbeing'; within this area is a budget specifically for this function.
Lowest Priority	Running Saffron Walden Museum	The Museum will continue to be supported at the current budget level. Since 2008/09 the budget has reduced by 44%.

2016/17 resources available

14. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
15. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the Council Taxbase to be used when setting the 2016/17 draft Council Tax. The Taxbase, expressed in Band D equivalents, is 36,463.81, an increase of 1.94% on the 2015/16 figure of 35,770.40. Deducted from the 36,463.81 figure is an adjustment to reflect the level of Local Council Tax Support Discounts. The estimate of these discounts in Band D equivalent terms is 2,013.06. This produces a Taxbase for budget setting purposes of **34,450.75**.
16. The 2015/16 UDC Band D Council Tax was £138.74. In accordance with the Cabinet's guidance, an increase of 1% has been assumed for the purpose of preparing this report, this give a Band D figure for 2016/17 of **£140.13**. Multiplied by the taxbase, this would produce a Council Tax yield of **£4,827,584**.
17. The Council is therefore required to balance its net budget to a **Council Tax Requirement of £4,827,584**.

	2015/16	2016/17	% Change
Taxbase (gross)	35,770.40	36,463.81	1.94%
LCTS Discounts	(2,230.60)	(2,013.06)	-9.75%
Taxbase (net)	33,539.80	34,450.75	2.72%
Band D	£138.74	£140.13	1.00%
Council Tax Yield	4,653,312	4,827,584	3.72%

18. The Council Tax Yield is higher than the equivalent sum for 2015/16, as explained below:

	£ '000
2015/16 Council Tax Requirement	4,653,312
Additional income arising from Taxbase increases	126,385
Additional income arising from UDC 1% increase	<u>47,887</u>
2016/17 Council Tax Requirement	<u>4,827,584</u>

19. The £4,827,584 figure represents estimated Council Tax income, but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income will differ from the assumed amount. This will give rise to a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.

Indicative District Council Tax for 2016/17

20. Assuming an increase of 1% in Council Tax, the amount of Uttlesford DC Council Tax, by each Council Tax band, is shown below.

Band	Chargeable Dwellings		Proportion of Band D	2015/16	2016/17	Increase 1% £/year
	No.	%		UDC Council Tax £	UDC Council Tax £	
A	1,023	2.99%	6/9ths	92.49	93.42	0.93
B	3,586	10.47%	7/9ths	107.91	108.99	1.08
C	7,889	23.04%	8/9ths	123.32	124.56	1.24
D	6,784	19.81%	9/9ths	138.74	140.13	1.39
E	6,153	17.97%	11/9ths	169.57	171.27	1.70
F	4,317	12.61%	13/9ths	200.40	202.41	2.01
G	4,084	11.93%	15/9ths	231.23	233.55	2.32
H	404	1.18%	18/9ths	277.48	280.26	2.78
Total	34,240	100%				

General Fund Budget

21. The 2016/17 budget has a surplus of £2,436,000 which has been allocated to the Strategic Initiatives Fund Reserve subject to the approval of the reserves strategy earlier in the agenda. The key factors attributing to the surplus are the increased taxbase due to new developments and properties brought back into use, New Homes Bonus and an increased level of income generated from the Business Rates Retention Scheme.
22. A summary of the 2016/17 General Fund budget is shown in the table below. Further details are set out in the budget summary in Appendix A and Appendix B provides details on each portfolio.

	2015/16 Original Budget £ '000	2015/16 Restated Budget £ '000	2016/17 Original Budget £ '000	Increase / (Decrease) £ '000
<u>Portfolio budgets</u>				
Net Service Expenditure	9,600	9,369	9,896	527
<u>Corporate items</u>				
Capital Financing Costs	3,454	2,199	2,497	298
Recharge to HRA	(1,372)	(1,372)	(1,666)	(294)
Corporate Items other (net)	52	52	(26)	(78)
Net Expenditure	11,733	10,248	10,701	453
<u>Funding</u>				
New Homes Bonus - Grant	(3,598)	(3,598)	(4,279)	(681)
Business Rates Retention	(1,303)	(1,303)	(2,689)	(1,386)
Revenue Support Grant	(1,234)	(1,234)	(684)	550
Council Tax - Collection Fund Balance	(89)	(89)	(152)	(63)
Net Operating Expenditure	5,509	4,024	2,897	(1,127)
Strategic Initiatives Reserve	1,034	1,920	2,368	448
Net Transfers to/(from) other earmarked reserves	(1,890)	(1,290)	(437)	853
Council Tax Requirement	4,653	4,653	4,828	175
Council Tax (precept levied on Collection Fund)	(4,653)	(4,653)	(4,828)	(175)
	0	0	0	0

23. A subjective analysis of net service expenditure is below.

	2015/16	2016/17	
	Restated	Original	Increase /
	Budget	Budget	Decrease (-)
	£ '000	£ '000	£ '000
Employees	9,243	9,735	493
Premises	677	704	27
Transport	645	632	(13)
Supplies & Services	5,153	5,303	150
Third Party Payments	250	248	(2)
Transfer Payments	17,311	17,073	(239)
Expenditure	33,279	33,696	417
External Funding	(1,344)	(1,541)	(197)
Fees & Charges	(4,853)	(4,364)	489
Specific Govmt Grants	(17,405)	(17,239)	166
Other Income	(308)	(656)	(348)
Income	(23,910)	(23,800)	110
Net portfolio expenditure	9,369	9,896	527

24. The following table is a reconciliation of the movement from the 2015/16 budget to the 2016/17 estimates. Details of all adjustments are given in Appendix C.

	£ '000	£ '000
Council Tax Requirement - 2015/16		4,653
<u>Portfolio budget changes (where greater than £5k)</u>		
Changes to Income	(195)	
Efficiency Savings	(112)	
External Funding Loss	39	
Inescapable Growth	698	
Service Investment	253	
Service Reductions	(28)	
Other Adjustments	(146)	
Minor Variances < £5k	19	
	<u>528</u>	
<u>Corporate Items</u>		
Capital Financing costs	298	
Increase in HRA Share of Corporate/Central costs	(294)	
	<u>4</u>	
<u>Funding Items</u>		
Net Impact of Collection Fund Transactions	(1,449)	
New Homes Bonus Increase	(681)	
Revenue Support Grant Reduction	550	
	<u>(1,580)</u>	
Net Decrease on use of Earmarked Reserves	1,291	
Other Net Adjustments	(68)	
	<u>1,223</u>	
		175
Council Tax Requirement - 2016/17		<u><u>4,828</u></u>

Note: The above table includes savings and favourable budget adjustments of £400,000 identified as part of the budget setting process.

Key budget items

25. The key service items to note in the budget changes are as follows:

Budget Movement	
£ '000	Description
305,000	Net salary increases which include the national insurance contracting out rebate being phased out and councils having to cover the salary cost implications.
246,000	Disposal fees increased for the disposal of recyclable waste materials.
65,000	Reduction in planning income.
60,000	Loss of rental income for the top floor of London Road Offices.
44,000	Providing an additional crew on the Green Waste kerbside collection for the growth in uptake from residents.
22,000	Enforcement Post - One year contract
(127,000)	Increased income share relating to the Essex Sharing Agreement based on better collection rates and increases in the taxbase.
(74,000)	Increased income from the Essex Fraud and Compliance Business Case.
(51,000)	Due to current collection rates an increase in the recovery of housing benefit overpayments.

26. The other key item to note in the budget is the Business Rates income; this is based on setting the level of income as per the baseline funding level set by Central Government. Uttlesford has also joined the Essex Business Rate Pool which based on current information will reduce the levy payment due to Central Government.

Risks and Assumptions

27. The key areas of risk both adverse and favourable are shown below, a full analysis of all risks and assumptions have been included in Appendix D.

- Business Rates is the key area of significant impact to the stability of the budget, there are two specific areas of risk
 - Stansted Airport Appeal – the outcome of this appeal is expected to be confirmed sometime in 2016/17. The risk of the appeal was identified in 2013/14 and a provision was created to cover the potential future cost. In discussions with External Audit and following their guidance the provision was held at a value of £8m. Once the appeal is settled this provision will be released back into the accounts to cover the cost of the appeal which will be backdated to 2005. The risk is that the provision is either over or under provided for, this will affect the level of income we will have coming into the General Fund and could impact either favourably or adversely. It is impossible to obtain an accurate estimate of the cost of the appeal and as such we have set the Business Rate income on the basis that the provision is at a right level.

- NHS Trust - have recently written to the DCLG requesting to be classified as 'Charitable Organisations' as such this would entitle the Trusts to 80% Mandatory Business Rate Relief. This request has been supported by a QC legal opinion and the DCLG are considering this request. As this is not an appeal and if the DCLG grant the new classification there is uncertainty about whether there is limitations on the amount of time this could be backdated. As this issue has only arisen in the last 2 weeks we are awaiting DCLG guidance and we are assessing the impact this could have on us as an Authority and the effect on the expected benefits of the Business Rate Pool.

Local Government Finance Settlement

28. On the 17 December the Council received provisional notification of the settlement for 2016/17. Final figures are expected to be confirmed in mid-February.
29. The Settlement comprises of the following:
 - Revenue Support Grant (RSG)
 - Localised Business Rates Retention (BRR)
 - New Homes Bonus (NHB)
30. There is uncertainty about the level of funding in future years and this is discussed in more detail in the Medium Term Financial Strategy (MTFS) earlier in the agenda.
31. The Government is currently running a consultation on the future of New Homes Bonus, which the Council will be providing a detailed response, this is detailed elsewhere in the agenda. What we do know is the following:
 - RSG reduction of £550,000 in 2016/17, a further £430,000 reduction in 2017/18 and reducing to zero in 2018/19.
 - 100% BRR from 2020, but this will come with added responsibilities but at the current time we do not know what these will be.
 - NHB is confirmed at £4,279,632 as per the original scheme criteria for 2016/17, with no cuts or adjustments, future years are uncertain and it is expected that there will be new criteria applied and overall reductions.

General Fund Reserves

32. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received earlier in today's agenda, and recommended that the Working Balance be maintained at £1,234,000. The forecast on the Working Balance as at 1 March 2016 is set to ensure that we meet the minimum contingency requirement. The 2016/17 budget therefore includes a provision to increase the Working Balance by £34,000, in line with the recommendations in the Section 25 report.
33. Appendix E shows a summary of the current reserves, a detailed breakdown of the reserves transfers is shown within the MTFS in The Reserves Strategy.

Fees and Charges review

34. Officers have reviewed fees & charges in line with the Council's Pricing and Concessions policy and Cabinet decisions where relevant. A schedule of proposed charges is included at Appendix F.
35. Where services are operating in competition with other commercial providers, for example trade waste, the service manager needs to have authority to negotiate as required where it is the Council's best interests to do so.

Outstanding Issues

36. At the time of writing this report, the following issues were outstanding; the updated position will be reported verbally.
 - Confirmation of the Funding settlement for 2016/17
 - Final notifications of the formal precept figures from Essex County Council, Essex Police and Essex Fire.

Risk Analysis

37. The formal risk analysis of the budget is set out in the report earlier on today's agenda, "Robustness of Estimates and Adequacy of Reserves".

Risk	Likelihood	Impact	Mitigating actions
Actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	3 (some risk that variances will occur requiring action to be taken)	2 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.

List of Appendices

- Appendix A – General Fund Budget Summary
- Appendix B – Portfolio Budgets
- Appendix C – Schedule of Budget Adjustments
- Appendix D – Risks and Assumptions
- Appendix E – General Fund Reserves Summary
- Appendix F – Fees and Charges

APPENDIX A – GENERAL FUND SUMMARY 2016/17

	2015/16 Original Budget £ '000	2015/16 Restated Budget £ '000	2016/17 Original Budget £ '000	Increase / (Decrease) £ '000
Portfolio budgets				
Communities & Partnerships	1,018	1,005	902	(103)
Environmental Services	2,075	2,002	2,380	378
Finance & Administration	5,254	5,146	5,217	71
Housing & Economic Development	1,253	1,216	1,397	181
Sub-total – Portfolio Budgets	9,600	9,369	9,896	527
Corporate items				
Capital Financing Costs	3,454	2,199	2,497	298
Investment Income	(50)	(50)	(119)	(69)
Pension Fund - Added Years	102	102	92	(9)
Recharge to HRA	(1,138)	(1,138)	(1,331)	(193)
HRA Share of Corporate Core	(234)	(234)	(335)	(101)
Sub total - Corporate Items	2,133	879	805	(74)
Sub total - Budget	11,733	10,248	10,701	453
Funding				
Council Tax - Collection Fund Balance	(89)	(89)	(152)	(63)
New Homes Bonus - Grant	(3,598)	(3,598)	(4,279)	(681)
NNDR - UDC share (net of tariff)	(1,303)	(1,303)	(2,407)	(1,104)
NNDR - Levy Payment/(Safety Net Reimbursement)	0	0	505	505
NNDR - Section 31 Funding	(459)	(459)	(402)	57
NNDR - Collection Fund Balance	3,148	3,148	(231)	(3,379)
NNDR - Renewable Energy Schemes	0	0	(134)	(134)
NNDR - Transfer to/(from) Ringfenced Reserve	(2,689)	(2,689)	(20)	2,669
Settlement Funding	(1,234)	(1,234)	(684)	550
Sub-total – Funding	(6,224)	(6,224)	(7,804)	(1,580)
Sub-total - Net Operating Expenditure	5,509	4,024	2,897	(1,127)
Transfers to/from(-) Reserves				
DWP Reserve	(175)	(175)	50	225
Economic Development Reserve	(50)	(50)	0	50
Elections Reserve	(75)	(75)	25	100
Licensing Reserve	(22)	(22)	(16)	6
MTFS Reserve	(28)	(28)	0	28
Strategic Initiatives Reserve	1,034	1,920	2,368	448
Waste Depot Relocation Project	(1,500)	(900)	(600)	300
Waste Management	(30)	(30)	70	100
Working Balance	0	0	34	34
Sub-total - Movement in Earmarked Reserves	(846)	640	1,931	1,291
Section 106 Funding - Transfers to/(from) S106 reserves	(10)	(10)	0	10
Sub-total - Movement in Other Reserves	(10)	(10)	0	10
COUNCIL TAX REQUIREMENT (BOTTOM LINE)	4,653	4,653	4,828	175
Council Tax (precept levied on Collection Fund)	(4,653)	(4,653)	(4,828)	(175)
OVERALL NET POSITION	0	0	0	0

APPENDIX B

COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Assisted Travel	1	0	0	0	0
Community Information Centres	46	48	48	47	(1)
Community & Leisure Management	46	49	49	0	(49)
Day Centres	30	55	42	35	(7)
Emergency Planning	48	44	44	44	0
Grants & Contributions	351	377	377	373	(4)
Leisure & Performance	68	95	95	77	(18)
Leisure PFI	(77)	10	10	30	20
Museum Saffron Walden	159	167	167	179	12
New Homes Bonus	76	117	117	117	0
Renovation Grants	(1)	0	0	0	0
Sports Development	73	56	56	0	(56)
Portfolio Total	820	1,018	1,005	902	(103)

APPENDIX B continued..

ENVIRONMENTAL SERVICES

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Animal Warden	33	31	31	32	1
Car Parking	(646)	(618)	(618)	(613)	5
Community Safety	55	171	171	149	(22)
Depots	63	59	59	60	1
Development Management	(184)	(434)	(434)	(364)	70
Environmental Management & Admin	105	110	91	112	21
Grounds Maintenance	159	224	224	223	(1)
Highways	(16)	(13)	(13)	(13)	0
Housing Strategy	91	95	95	114	19
Licensing	(122)	(115)	(129)	(125)	4
Local Amenities	(88)	8	8	8	0
Pest Control	25	28	28	0	(28)
Planning Management & Admin	426	388	388	388	0
Planning Policy	337	244	244	278	34
Planning Specialists	211	219	219	182	(37)
Public Health	171	467	446	521	75
Street Cleansing	285	299	299	294	(5)
Street Services Management & Admin	253	319	300	277	(23)
Vehicle Management	357	372	372	378	6
Waste Management - Expenditure	2,182	2,291	2,291	2,463	172
Waste Management - Income	(2,148)	(2,070)	(2,070)	(1,984)	86
Portfolio Total	1,549	2,075	2,002	2,380	378

APPENDIX B continued..

FINANCE AND ADMINISTRATION

	2014/15 Outturn £ '000	2015/16 Original Budget £ '000	2015/16 Restated Budget £ '000	2016/17 Original Budget £ '000	Increase / (Decrease) £ '000
Benefit Administration	(265)	(202)	189	201	12
Business Improvement & Performance Team	76	78	78	80	2
Central Services	377	380	380	382	2
Conducting Elections	(7)	96	1	1	0
Conveniences	18	21	21	21	0
Corporate Management	722	657	657	668	11
Corporate Team	99	114	90	102	12
Council Tax Benefits	23	0	0	0	0
Electoral Registration	14	45	45	60	15
Enforcement	174	150	150	174	24
Financial Services	867	927	927	1,050	123
Housing Benefits	76	145	145	152	7
Human Resources	215	221	221	228	7
Information Technology	1,207	1,121	1,179	1,181	2
Internal Audit	110	115	115	114	(1)
Land Charges	(84)	(61)	(61)	(75)	(14)
Legal Services	(4)	99	99	99	0
Local Council Tax Support	40	91	91	(23)	(114)
Local Tax Collection	(193)	(50)	(50)	(90)	(40)
Non Domestic Rates	(152)	21	(29)	(145)	(116)
Offices	345	274	274	354	80
Office Cleaning	154	166	166	179	13
Revenues Administration	730	846	458	504	46
Portfolio Total	4,542	5,254	5,146	5,217	71

APPENDIX B continued..

HOUSING AND ECONOMIC DEVELOPMENT – GENERAL FUND

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Building Surveying	(79)	(81)	(81)	(95)	(14)
Committee Administration	165	165	165	208	43
Communications	242	255	255	266	11
Customer Services Centre	332	351	351	384	33
Democratic Representation	353	336	330	326	(4)
Economic Development	136	135	104	130	26
Energy Efficiency	41	47	47	47	0
Health Improvement	0	0	0	111	111
Homelessness	231	167	167	175	8
Housing Grants	10	10	10	10	0
Lifeline	(133)	(132)	(132)	(165)	(33)
Portfolio Total	1,298	1,253	1,216	1,397	181

APPENDIX C – BUDGET ADJUSTMENTS

INESCAPABLE GROWTH			
Portfolio	Service	Description	£ '000
All portfolios	Various services	Net inflationary increase in salaries (including effect of contracting out rebate being phased out)	305 Ongoing
Environment	Waste Management	Processing fees for disposal of recyclable materials	246 Ongoing
Finance & Administration	Financial Services	Insurance contract - inflationary rises in premiums	49 Ongoing
Environment	Waste Management	Trade waste disposal charges	25 Ongoing
Finance & Administration	Information Technology	Support costs	25 Ongoing
Communities & Partnerships	Leisure PFI	Leisure PFI contractual inflation (net rise for unitary payments / rental income)	22 Ongoing
Housing & Economic Development	Homelessness	Utility cost rises	15 Ongoing
Communities & Partnerships	Community Information Centres	Additional rental payable in respect of ECC library	6 Ongoing
Environment	Car Parks	Utility cost rises	5 Ongoing
			<u>698</u>
SERVICE INVESTMENT AND REDUCTIONS			
Portfolio	Service	Description	£ '000
Finance & Administration	Financial Services	Net investment in establishment (to cover maternity / statutory processes for closedown)	51 One-off
Environment	Waste Management	Additional driver and loader for kerbside collection	44 Ongoing
Housing & Economic Development	Customer Services	CSC Officer	28 Ongoing
Housing & Economic Development	Economic Development	Business Support Officer FTC (until December 2016)	25 One-off
Finance & Administration	Enforcement	Fraud work	22 One-off
Finance & Administration	Offices Commercial	Increase private hire such as wedding services	20 Ongoing
Environment	Environmental Management	Admin Assistant FTC - growth bid to make post permanent	19 Ongoing
Environment	Public Health	Empty Homes & Private Sector Housing Officer FTC - growth bid to make post permanent	16 Ongoing
Finance & Administration	Revenues Admin	SPD & Empty Homes Review	16 Ongoing
Finance & Administration	Information Technology	Support costs	12 Ongoing
			<u>253</u>
Environment	Pest Control	Service ceased with effect from January 2015	(28) Ongoing
			<u>(28)</u>
			<u>225</u>

APPENDIX C – BUDGET ADJUSTMENTS

EFFICIENCY SAVINGS			
Portfolio	Service	Description	£ '000
Environment	Street Services Management	One administrative post deleted in new staffing structure	(35) Ongoing
Communities & Partnerships	Leisure & Performance	Funding for 'Access to Services' budget removed	(20) Ongoing
Finance & Administration	Local Council Tax Support	Funding for major preceptors being removed from base budget	(19) Ongoing
Finance & Administration	Revenues Admin	Net reduction in employee costs (including £10k saving in agency due to settled structure)	(13) Ongoing
Finance & Administration	Local Council Tax Support	Funding for parish preceptors being reduced in base budget (in line with no. of LCTS claims)	(12) Ongoing
Finance & Administration	Information Technology	Establishment savings arising from Phase 1 restructure process	(11) Ongoing
Finance & Administration	Legal Services	Reduction in Publications budget	(5) Ongoing
Environmental	Waste Management	Waste Transfer station - net savings arising (reduction in bulking costs + no Haverhill costs)	(122) Ongoing
Environmental	Waste Management	Waste Transfer station - net income loss (no tipping away income + loss in ECC IAA funding)	125 Ongoing
			<u>(112)</u>

OTHER ADJUSTMENTS - MATERIAL ITEMS			
Portfolio	Service	Description	£ '000
Increases			
Finance & Administration	Housing Benefits	Increase in rent rebates expenditure	64 Ongoing
Environment	Planning Policy	Increase in consultancy requirement (in line with current trend)	28 Ongoing
Finance & Administration	Housing Benefits	Increase in bad debt provision	20 Ongoing
Finance & Administration	Electoral Registration	Additional budget requirement for canvassers	10 Ongoing
Various	Various	Net effect of health structure	14 Ongoing
Finance & Administration	Corporate Team	Additional budget requirement for Corporate HR officer post	9 Ongoing
			<u>145</u>
Decreases			
Finance & Administration	Non-Domestic Rates	Discretionary Rate Relief - budget being removed as now accounted for in Collection Fund	(116) Ongoing
Finance & Administration	Local Taxation / Non-Domestic Rates	Removal of bad debt provisions accounted for in Collection Fund	(57) Ongoing
Finance & Administration	Housing Benefits	Net increase in proportion of rent allowances expenditure which can be recovered by subsidy	(26) Ongoing
Environment	Various	Transport related savings (Diesel etc)	(23) Ongoing
Environment	Waste Management	Processing fees - budgetary adjustment element	(20) Ongoing
Environment	Waste Management	Reduction in weekend casual employees	(11) Ongoing
Environment	Development Management	Reduction in advertising budget	(10) Ongoing
Environment	Planning Management & Admin	Reduced hours for Planning & Building Control Support Officer	(8) Ongoing
Environment	Public Health	Net staffing adjustment	(7) Ongoing
Environment	Street Cleansing	Disposal charges reduction (based on revised tonnage calculations)	(7) Ongoing
Finance & Administration	Corporate Management	External audit fees reduction	(6) Ongoing
			<u>(291)</u>
		Net Total	<u>(146)</u>

APPENDIX C – BUDGET ADJUSTMENTS

LOSS OF EXTERNAL FUNDING			
Portfolio	Service	Description	£ '000
Finance & Administration	Benefits Admin	Loss of DWP admin grant loss	33 Ongoing
Communities & Partnerships	Saffron Walden Museum	Grant from Museum Society has ceased	6 Ongoing
			<u>39</u>
CHANGES TO INCOME			
Portfolio	Service	Description	£ '000
Increases			
Finance & Administration	Local Council Tax Support	Additional income arising from 3 year sharing/technical agreement with preceptors	(127) Ongoing
Finance & Administration	Revenues Administration	Collection Investment (including hardship admin) plus fraud and compliance investment	(74) Ongoing (2nd of 3 years)
Finance & Administration	Housing Benefits	Additional recovery of housing benefit overpayments	(51) Ongoing
Environment	Waste Management / Street Cleaning	Net ECC recycling credits increase (including inflationary element)	(38) Ongoing
Housing & Economic Development	Lifeline	Net increase in fee income arising from inflationary rises & small decrease in estimated usage	(34) Ongoing
Housing & Economic Development	Building Surveying	Increase in fee income	(30) Ongoing
Environment	Waste Management	Green waste kerbside income	(13) Ongoing
Finance & Administration	Legal Services	Additional cost income	(10) Ongoing
Environment	Planning Management & Admin	Street naming fees	(10) Ongoing
Environment	Public Health	Net additional border inspection fees	(10) Ongoing
Environment	Waste Management	Net increase in Trade waste income (including inflationary element)	(9) Ongoing
Communities & Partnerships	Community Information Centres	Additional rental income in respect of ECC library	(7) Ongoing
Finance & Administration	Local Council Tax Support	Hardship Fund - funding from preceptors	(5) Ongoing
			<u>(418)</u>
Decreases			
Environment	Development Management	Net planning income	65 Ongoing
Finance & Administration	Offices	Loss of rental for top floor office space (ECC)	60 Ongoing
Environment	Public Health	Net reduction to budget arising from cessation of green beans / peas inspections	51 Ongoing
Environment	Waste Management	Green waste weekend service	31 Ongoing
Finance & Administration	Local Tax Collection	Reduced court costs recovery expected due to pending legal case	10 Ongoing
Finance & Administration	Non-Domestic Rates	Reduced court costs recovery expected due to pending legal case	6 Ongoing
			<u>223</u>
		Net Total	<u>(195)</u>

APPENDIX D

RISKS AND ASSUMPTIONS – ADVERSE AND FAVOURABLE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
	<i>Business Rates</i>	<i>Stansted Airport Appeal – the outcome of this appeal is expected to be confirmed sometime in 2016/17. The risk of the appeal was identified in 2013/14 and a provision was created to cover the potential future cost. In discussions with External Audit and following their guidance the provision was held at a value of £8m. Once the appeal is settled this provision will be released back into the accounts to cover the cost of the appeal which will be backdated to 2005. The risk is that the provision is either over or under provided for, this will affect the level of income we will have coming into the General Fund and could impact either favourably or adversely. It is impossible to obtain an accurate estimate of the cost of the appeal and as such we have set the Business Rate income on the basis that the provision is at a right level.</i>	H	H	H
GBA	<i>DWP Grant</i>	<i>It is assumed that the Housing Benefit Subsidy Grant will be paid at similar levels to 2015/16. The notification of grant amounts however will not be made until the end of November 2015. There is therefore a risk that the amount budgeted may change with a more likely adverse rather than favourable impact.</i>	M	L	L
GHB	<i>Rent Rates Expenditure</i>	<i>It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock and the implementation of Universal Credit is anticipated to initially affect small numbers of claimants during the 2016/17 financial year. There is an adverse risk however that a large employer in the district may cease trading which could increase the amount of Housing Benefit claims made. Due to means testing calculations, there is also an adverse risk that the changes in Welfare Reform, such as changes in Tax Credits, could increase claimants housing benefit entitlements to compensate. With the implementation of Universal Credit, there is however a favourable risk that Rent Rebate expenditure may decrease if cases are migrated across quicker than currently projected.</i>	M	L	H
GHB	<i>Rent Allowance Expenditure</i>	<i>As above with the exception of HRA stock assumption and an additional risk of cost of rents significantly increasing in the Uttlesford area.</i>	M	L	H
GHB	<i>Rent Rebate Subsidy</i>	<i>It is assumed that Rent Rebate Subsidy can continue to be claimed in line with levels reflected in previous years. There is a risk however that an increase in new burdens and requirements to increase the identification of fraud and error, could incur adverse subsidy implications due to limited percentages of overpayment amounts being able to be claimed. There is also a risk that, if local authority error overpayment exceed the DWP stated upper threshold, no subsidy could be claimed for these amounts</i>	M	L	H
GHB	<i>Rent Allowance Subsidy</i>	<i>As above</i>	M	L	H
GDC	<i>Planning Fees</i>	<i>It is assumed that planning applications will continue to come in at the current rate. There is a risk that activity will slow down due to the recession.</i>	M	L	H
GPH	<i>Income from Green Bean imports via Stansted Airport</i>	<i>There is a possibility that green beans from Kenya will come back onto the EU list of high risk products from April 2016. If this does occur additional income will be generated from the associated inspection fees. This is offset by higher staff and laboratory costs but overall there would be a net income gain to the Council.</i>	L	M	L
GRA	<i>Autumn Budget</i>	<i>It is assumed that the Autumn statement will not affect the Business Rate grant however we may have a cut or increase which will affect income</i>	L	L	M
GSA	<i>Police Community Support Officers</i>	<i>Risk that the funding for the PCSOs is not taken up by the Police</i>	L	M	L

APPENDIX D continued...

RISKS AND ASSUMPTIONS - ADVERSE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Adverse Impact (L, M, H)
	<i>Business Rates</i>	<i>NHS Trust - have recently written to the DCLG requesting to be classified as 'Charitable Organisations' this would entitle the Trusts to Mandatory Business Rate Relief'. This request has been supported by a QC legal opinion and the DCLG are considering this request. As this is not an appeal and if the DCLG grant the new classification there are uncertainty about whether there is limitations on the amount of time this could be backdated. As this issue has only arisen in the last 2 weeks we are awaiting DCLG decision and we are assessing the impact this could have on us as an Authority and the effect on the expected benefits of the Business Rate Pool.</i>	L	M
GBA	<i>Agency Staff</i>	<i>It is assumed that benefits team staffing will become more stable in terms of staffing during 2016/17. There is a risk however that additional agency staff or overtime of current staff may be required to cover any vacant posts or additional work demands due to new or increased burdens being imposed.</i>	L	L
GHB	<i>DWP Discretionary Funding</i>	<i>It is assumed that the governments Discretionary Housing Payment Funding will remain stable, if not slightly increase, for the 2016/17 financial year. There is a risk however that the amount granted will not meet local requirements following the implementation of welfare reform changes and therefore the authority may need to 'top the fund up' out if it's own finances (up to a maximum of 2.5 times DWP amount) if required.</i>	L	M
GHC	<i>Disposal Costs</i>	<i>Braintree and EWD charges may increase</i>	L	M
GHW	<i>Highway Ranger Funding</i>	<i>Funding from ECC will be withdrawn</i>	L	H
GLC	<i>Local Land Charges Income</i>	<i>The Land Registry is looking to take over responsibility for local land charges and is currently running pilot schemes. If this comes about the fee for local searches will be lost. It is unlikely that this will come about in the next 12 months but could be a significant risk for the future</i>	L	H
GOF	<i>Rent</i>	<i>Unable to get tenant for bottom floor of building</i>	L	H
GCP	<i>White Street Car Park</i>	<i>Remedial work needed to an underground Tar Pit that has the potential to leak into surrounding soil and water course. No cost estimate at the moment, but cost is definite with works likely to take place in the summer. It will be a capital expenditure.</i>	H	M
GRA	<i>Sharing Agreement</i>	<i>It is assumed that ECC, Police and Fire continue to fund the collection investment, technical changes and Fraud and compliance work. It is unlikely funding will be withdrawn unless the return on investment reduces, at the current time this is unlikely</i>	L	M
GRA	<i>GTB Fund</i>	<i>There is an assumption that DCLG admin grant of £50,000 will be moved to GBA if this happens income on this fund will be lower than predicted and more money will need to be allocated to subsidise the parishes LCTS Tax base protection</i>	H	M

APPENDIX D continued...

RISKS AND ASSUMPTIONS – FAVOURABLE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)
GLC	Local Land Charges Income	The European Court of Justice has just agreed that local authorities can charge for staff time for dealing with EIR requests which may enable the council to recover additional fees. Detailed analysis of the judgement is currently underway	M	M
GPF	PFI Unitary Charge	Budget follows PFI Model, however past few years outturn has been less than budgeted, a review of the model is required to ascertain reasons for variances	M	L

Impact levels

L = up to £100,000

M = £100,000 to £250,000

H = over £250,000

APPENDIX E

GENERAL FUND RESERVES 2016/17

	Actual Balance	Forecast Transfers			Estimated Balance	Forecast Transfers			Estimated Balance
	1st April 2015 £ '000	From General Fund £ '000	To General Fund £ '000	Between reserves £ '000	31st March 2016 £ '000	From General Fund £ '000	To General Fund £ '000	Between reserves £ '000	31st March 2017 £ '000
RINGFENCED RESERVES									
Business Rates	3,670	336	(2,338)	(1,148)	520	470	(490)		500
DWP Reserve	259	100	(259)		100	50	(100)		50
Licensing Reserve	31		(15)		16		(16)		0
Working Balance	1,282		(82)		1,200	34			1,234
	<u>5,242</u>	<u>436</u>	<u>(2,694)</u>		<u>1,836</u>	<u>554</u>	<u>(506)</u>	<u>(100)</u>	<u>1,784</u>
USABLE RESERVES									
Financial Management Reserves									
MTFS Reserve	1,000		0		1,000				1,000
Transformation Reserve	1,000		(40)		960				960
	<u>2,000</u>	<u>0</u>	<u>(40)</u>		<u>1,960</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,960</u>
Contingency Reserves									
Emergency Response	40				40				40
	<u>40</u>	<u>0</u>	<u>0</u>		<u>40</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40</u>
Service Reserves									
Access Reserve	200		(200)		0				0
Economic Development	244		(50)		194				194
Elections	95	25	(95)		25	25			50
Homelessness	40				40				40
Neighbourhood Planning	139		(15)		124				124
Planning	1,002		(63)		939		0		939
Strategic Initiatives	600	2,293	(54)	1,148	3,987	2,436	(68)	100	6,455
Waste Depot Relocation Project	1,500		(900)		600		(600)		0
Waste Management	379		(249)		130	180	(110)		200
	<u>4,199</u>	<u>2,318</u>	<u>(1,626)</u>		<u>6,039</u>	<u>2,641</u>	<u>(778)</u>	<u>100</u>	<u>8,002</u>
TOTAL USABLE RESERVES	6,239	2,318	(1,666)		8,039	2,641	(778)	100	10,002
TOTAL RESERVES	11,481	2,754	(4,360)		9,875	3,195	(1,284)	0	11,786

The estimated 2015/16 outturn surplus and the 2016/17 surplus have been included in the Strategic Initiatives Reserve

Uttlesford District Council

2016/17 Fees & Charges

**With effect from 1 April 2011, the Council's general policy is to allow a 25% discount for customers in receipt of UDC-administered Housing Benefit and LC-Tax Support.
Certain exemptions to the policy and additional discounts apply in some cases.
Building Regulations Charges and Car Parking charges are not covered by the policy.**

APPENDIX F continued...

FEES AND CHARGES

Building surveying other charges	2015/16 charge £	2016/17 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	240.00	250.00	Yes	Standard Charge
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>*new charging structure</u>			
Name or number change to existing dwelling	72.00	N/A*	No
1 new dwelling name or number change - existing road	102.50	N/A*	No
2 to 10 dwelling name or number change - existing road	175.00	N/A*	No
Over 10 dwellings name or number - existing road	205.00	N/A*	No
Over 10 dwellings name or number on existing road - extra charge per dwelling	20.50	N/A*	No
1 to 10 dwellings on a new road	307.50	N/A*	No
Over 10 dwellings name or number on new road - extra charge per dwelling	20.50	N/A*	No
Parish/Town Council initiated scheme to re name/number on existing road	52.00	N/A*	No
Parish/Town Council initiated scheme to re name/number on existing road extra charge per dwelling	20.50	N/A*	No
Street Renaming (residents request)	257.00	N/A*	No
Street Renaming (residents request, extra charge per dwelling)	20.50	N/A*	No
Change of Building Name (e.g. block of flats)	154.00	N/A*	No
<u>Charge per dwelling/unit</u>			
Name change/renumber	N/A*	75.00	No
New dwelling/unit	N/A*	110.00	No
2-5 dwellings/units	N/A*	75.00	No
6 - 25 dwellings/units	N/A*	55.00	No
26 - 75 dwellings/units	N/A*	45.00	No
76 plus dwellings/units	N/A*	35.00	No
New Street Name	N/A*	200.00	No
Name of block or block of flats of industrial estate	N/A*	175.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	N/A*	35.00	No

APPENDIX F continued...

FEES AND CHARGES

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
Code	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		Plan Charge	Inspection Charge*	Building Notice*	Regularisation Charge*
HO1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
HO2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
HO3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
HO4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
FL2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
FL3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
FL4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
Notifiable Electrical work (in addition to the above, where applicable.)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re- visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£44.00			
		Total	£264.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

APPENDIX F continued...

FEES AND CHARGES

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
Full Plans						
Code	Extension and New Build		Plan Charge	Inspection Charge*	Building Notice Charge Charge*	Regularisation Charge*
DX1	Separate single storey extension with floor area not exceeding 40m ²	Fee	£140.00	£295.00	£455.00	£568.75
		VAT	£28.00	£59.00	£91.00	
		Total	£168.00	£354.00	£546.00	
DX2	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£365.00	£545.00	£681.25
		VAT	£31.00	£73.00	£109.00	
		Total	£186.00	£438.00	£654.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£145.00	£325.00	£495.00	£618.75
		VAT	£29.00	£65.00	£99.00	
		Total	£174.00	£390.00	£594.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£200.00	£380.00	£615.00	£768.75
		VAT	£40.00	£76.00	£123.00	
		Total	£240.00	£456.00	£738.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
Conversions						
DLC	First and second floor loft conversions	Fee	£155.00	£350.00	£560.00	£700.00
		VAT	£31.00	£70.00	£112.00	
		Total	£186.00	£420.00	£672.00	
DOC	Other work (e.g. garage conversions)	Fee	£60.00	£130.00	£190.00	£237.50
		VAT	£12.00	£26.00	£38.00	
		Total	£72.00	£156.00	£228.00	
Alterations (inc underpinning)						
DTH	Renovation of a thermal element	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£115.00	£220.00	£330.00	£412.50
		VAT	£23.00	£44.00	£66.00	
		Total	£138.00	£264.00	£396.00	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£165.00	£375.00	£590.00	£737.50
		VAT	£33.00	£75.00	£118.00	
		Total	£198.00	£450.00	£708.00	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£230.00	£530.00	£785.00	£981.25
		VAT	£46.00	£106.00	£157.00	
		Total	£276.00	£636.00	£942.00	
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00			This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out
		VAT	£44.00			
		Total	£264.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

APPENDIX F continued...

FEES AND CHARGES

STANDARD CHARGES					
SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK					
Limited to work not more than 3 storeys above ground level					
<u>Code</u>	<u>Extensions and New Build</u>		<u>Plan Charge</u> £	<u>Inspection Charge</u> £	<u>Regularisation Charge</u> £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£135.00	£320.00	£568.75
		VAT	£27.00	£64.00	
		Total	£162.00	£384.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£220.00	£445.00	£831.25
		VAT	£44.00	£89.00	
		Total	£264.00	£534.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£260.00	£580.00	£1,050.00
		VAT	£52.00	£116.00	
		Total	£312.00	£696.00	
<u>Alterations</u>					
NO1	Cost of work not exceeding £5000	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO4	Installation of new shop front	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO5	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO7	Renovation of thermal elements	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO9	Cost of works exceeding £25000 but not exceeding £100000	Fee	£165.00	£400.00	£706.25
		VAT	£33.00	£80.00	
		Total	£198.00	£480.00	
N10	Fit out of building up to 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
N11	Cost of works exceeding £100000 but not exceeding £250000	Fee	£230.00	£555.00	£981.25
		VAT	£46.00	£111.00	
		Total	£276.00	£666.00	

Where Standard Charges are not applicable please contact Building Control on 01799 510539

APPENDIX F continued...

FEES AND CHARGES

Car Parking	2015/16 charge £	2016/17 charge £	Does the charge include VAT ?
<u>Saffron Walden</u>			
<i>Fairycroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	N/A	Yes
4 Hours	3.00	N/A	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
10 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
10 Hours	6.00	6.00	Yes
<u>Great Dunmow</u>			
<i>WhiteStreet</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	N/A	2.00	Yes
5 Hours	2.40	2.40	Yes
10 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
6 Hours	2.40	2.40	Yes
10 Hours	4.00	4.70	Yes
Coaches	6.00	6.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
10 Hours	3.00	3.00	Yes
Season Ticket - Local Business & employee (6 months)	130.00	130.00	Yes
Season Ticket - Local Business & employee (per annum)	250.00	250.00	Yes
Season Ticket - Non business (6 months)	200.00	200.00	Yes
Season Ticket - Non business (per annum)	420.00	420.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Environmental Health	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Food and Water Safety			
Food Safety course - level 2 certificate	75.00	80.00	No
Health Certificate for Export	85.00	85.00	No
Voluntary Surrender Certificate	75.00	75.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	25.00	Yes
Private water supply carrying out of Risk Assessment - per hour	45.00	54.00	No
Investigation (each visit)	N/A	54.00	No
Analysis under reg 10	N/A	25.00	No
EIR information	N/A	108.00	No
Contaminated land	N/A	108.00	No
Officer charges for works in default - per hour	N/A	54.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes

Imported Food Inspection Charges			
Organic Produce Certificate - office hours (per certificate)	70.00	70.00	No
Organic Produce Certificate - outside office hours	250.00	250.00	No
POAO per CVED (Products of animal origin) (per consignment)	175.00	175.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	60.00	60.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No

Animals			
Micro chipping - Pets - Microchip event	16.50	16.50	Yes
Stray dog - admin and call out fee - (kennel fees additional charge)	50.00	50.00	No

Environmental Health	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Other charges			
Licensing of Houses of Multiple Occupancy (HMO) std fee for up to 5 bedrooms	350.00	355.00	No
5 letting rooms or more - charge per additional room	40.00	41.00	No
Housing Immigration Inspection	150.00	153.00	No
Housing improvement notice - per hour	N/A	54.00	No
Suspended improvement notice - per hour	N/A	54.00	No
Prohibition order - per hour	N/A	54.00	No
Suspended prohibition order - per hour	N/A	54.00	No
Emergency prohibition order - per hour	N/A	54.00	No
Emergency remedial action notice - per hour	N/A	54.00	No
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	70.00	Yes
Copy of Food Register - Single Entry	25.00	25.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Land Charges

For the current schedule of land charges, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/1910/Local-Land-Charges-and-Searches>

Lifeline (Council Tenants and Private Residents)	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	4.99	5.04	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.19	6.24	Yes*

**a zero rating for VAT will apply if the customer can provide evidence that they have a disability*

APPENDIX F continued...

FEES AND CHARGES

Museum	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Admission Charge adult	1.50	2.50	Yes
Admission Charge discount	0.75	1.25	Yes
Admission Charge children	0.00	0.00	n/a
Season Ticket adult	5.00	8.00	Yes
Season Ticket discount	2.50	4.00	Yes
School visits per pupil	3.00	3.00	Yes
School visits minimum charge	48.00	48.00	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
One country / language	108.00	108.00	Yes
Two or more countries	134.40	134.40	Yes
Regional publication	54.00	54.00	Yes
Local publication	14.40	14.40	Yes
Still image for regional TV	134.40	134.40	Yes
Still image for national TV	270.00	270.00	Yes
Film and video, regional TV	96.00	96.00	Yes
Film and video, national TV	192.00	192.00	Yes
Facility fee for use as "set"	162.00	162.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
School Room - Hire for first hour	20.00	20.00	No
School Room - Hire per hour after first hour	10.00	10.00	No
<u>Other Charges</u>			
School Loan and Reminiscence Boxes	N/A	12.00	Yes
Talks for local groups - within district	N/A	50.00	No
Talks for local groups - outside district	N/A	60.00	No
<u>Museum Store visits</u>			
Group bookings per hour (special tours/study sessions/workshops)	N/A	12.00	Yes
Individual visit per hour (weekdays) plus 30mins set-up and clear-up	N/A	12.00	Yes
Individual visit per hour (evenings and weekends)	N/A	24.00	Yes
Individual visit (evenings and weekends) half-day/3hr session	N/A	90.00	Yes
Individual visit (Saturday) whole day	N/A	174.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Licensing	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>Taxi Licensing (pre October 2015)</u>			
Drivers	40.00	N/A	No
Operators	60.00	N/A	No
Vehicles	70.00	N/A	No
<u>Taxi Licensing (from 1 October 2015)</u>			
Drivers (licence valid for 3 years)			
- New Application	140.00	140.00	No
- Renewal	129.00	129.00	No
Operators (licence valid for 5 years)			
- New Application	350.00	350.00	No
- Renewal	346.00	346.00	No
Vehicles (licence valid for 1 year)			
- New Application	50.00	50.00	No
- Renewal	42.00	42.00	No
Vehicle Licence Transfer Fee	23.00	23.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	N/A	405.00	No
6-10 pitches	N/A	405.00	No
11-20 pitches	N/A	486.00	No
21-50 pitches	N/A	569.00	No
51-100 pitches	N/A	747.00	No
>100 pitches	N/A	810.00	No
<u>Annual Fee/Admin and Monitoring of site licenses</u>			
1-5 pitches	N/A	-	No
6-10 pitches	N/A	220.00	No
11-20 pitches	N/A	220.00	No
21-50 pitches	N/A	301.00	No
51-100 pitches	N/A	382.00	No
>100 pitches	N/A	544.00	No
Variation/Transfer	N/A	100.00	No
Laying of site rules	N/A	25.00	No

APPENDIX F continued...

FEES AND CHARGES

Licensing	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>Licences</u>			
Animal boarding establishment	135.00	169.00	No
Home boarding	N/A	137.00	No
Dog breeding establishment	135.00	137.00	No
Riding establishment	235.00	238.00	No
Pet shop	135.00	137.00	No
Dangerous wild animals	265.00	268.00	No
Zoo licence (5 years)	680.00	690.00	No
Skin piercing, acupuncture and electrolysis premises & 1 p	170.00	180.00	No
Skin piercing, acupuncture and electrolysis person licence	70.00	80.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	365.00	365.00	No
- each additional site after first site	79.00	79.00	No
Renewal of a site or collectors licence	276.00	276.00	No
- each additional site after first site	79.00	79.00	No
Variation of a site or collectors licence	157.00	157.00	No
- each additional site being added to the licence	79.00	79.00	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
http://www.uttlesford.gov.uk/article/2295/Licensing-Act-2003---Personal			
http://www.uttlesford.gov.uk/article/2023/Licensing-Act-2003---Premises			
<u>Gambling Act 2005</u>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
http://www.uttlesford.gov.uk/article/2292/Gambling-Act-2005			

APPENDIX F continued...

FEES AND CHARGES

Planning Applications
For the current schedule of planning application fees, please visit the Uttlesford District Council website: http://www.uttlesford.gov.uk/article/2160/Planning-Application-Fees

Planning Pre-application advice	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>Non-Residential</u>			
500-999 m2 Commercial	1000.00	N/A*	Yes
1000-9999m2 Commercial	1650.00	N/A*	Yes
10,000 m2 or above commercial	2400.00	N/A*	Yes
<u>Residential</u>			
1-9 units	500.00	N/A*	Yes
10-30 units	1000.00	N/A*	Yes
31-100 units	1650.00	N/A*	Yes
101-300 units	2400.00	N/A*	Yes
301+ Units	POA	N/A*	Yes
New Building or change of use	500.00	N/A*	Yes
Listed Building Advice (all types excl. Householder)			
Written	150.00	N/A*	Yes
Meeting in office	350.00	N/A*	Yes
Meeting on site	400.00	N/A*	Yes
<u>Listed Building Householder</u>			
Written	125.00	N/A*	Yes
Meeting in office	300.00	N/A*	Yes
Meeting on site	350.00	N/A*	Yes
* New Charging Structure			
<u>Householder</u>			
Written Advice	N/A*	60.00	Yes
Meeting 1/2 hr and written advice	N/A*	150.00	Yes
Listed Building written advice	N/A*	175.00	Yes
Listed Building meeting 1 hr and written advice	N/A*	300.00	Yes
<u>Non-Residential inc. change of use</u>			
less than 1000 sq. m. written	N/A*	150.00	Yes
less than 1000 sq. m. meeting	N/A*	300.00	Yes
1000-1999 sq.m. written	N/A*	300.00	Yes
1000-1999 sq.m. meeting	N/A*	750.00	Yes
2000 - 4999 sq. m. meeting	N/A*	1250.00	Yes
Over 5000 sq. m.	N/A*	POA	Yes
<u>Residential</u>			
1 dwelling	N/A*	250.00	Yes
1 Listed dwelling	N/A*	400.00	Yes
2-9 dwellings	N/A*	500.00	Yes
10-30 dwellings	N/A*	1000.00	Yes
31-100 dwellings	N/A*	1650.00	Yes
101-300 dwellings	N/A*	2400.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Other Planning fees and charges	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Weekly list of Planning Application Submissions	321.00	N/A	Yes

Saffron Walden Offices	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - chairman's room (per hour)	N/A	48.00	Yes
Room hire - chairman's room (per hour) Charity Rate	N/A	25.00	Yes
Room hire - committee room (per hour)	60.00	84.00	Yes
Room hire - committee room (per hour) Charity Rate	25.00	25.00	Yes
Room hire - Council Chamber (per hour)	78.00	96.00	Yes
Refreshments - per 10 people	13.20	13.20	Yes
<u>Room charges - wedding</u>			
Chairman's Room Mon-Thur	N/A	74.00	Yes
Chairman's Room Friday	N/A	114.00	Yes
Chairman's Room Saturday a.m.	N/A	149.00	Yes
Chairman's Room Saturday p.m.	N/A	175.00	Yes
Chairman's Room Sunday/B.Holiday	N/A	250.00	Yes
Committee Room Mon-Thur	N/A	100.00	Yes
Committee Room Friday	N/A	140.00	Yes
Committee Room Saturday a.m.	N/A	175.00	Yes
Committee Room Saturday p.m.	N/A	200.00	Yes
Committee Room Sunday/B.Holiday	N/A	275.00	Yes
Council Chamber Mon-Thur	N/A	150.00	Yes
Council Chamber Friday	N/A	190.00	Yes
Council Chamber Saturday a.m.	N/A	225.00	Yes
Council Chamber Saturday p.m.	N/A	250.00	Yes
Council Chamber Sunday/B.Holiday	N/A	300.00	Yes
Chamber + Chairman's Mon-Thur	N/A	175.00	Yes
Chamber + Chairman's Friday	N/A	265.00	Yes
Chamber + Chairman's Saturday a.m.	N/A	325.00	Yes
Chamber + Chairman's Saturday p.m.	N/A	375.00	Yes
Chamber + Chairman's Sunday/B.Holiday	N/A	500.00	Yes
Chamber + Committee Mon-Thur	N/A	200.00	Yes
Chamber + Committee Friday	N/A	280.00	Yes
Chamber + Committee Saturday a.m.	N/A	350.00	Yes
Chamber + Committee Saturday p.m.	N/A	400.00	Yes
Chamber + Committee Sunday/B.Holiday	N/A	550.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Print Room	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	37.00	38.00	No*

Health Improvement	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Nordic Walking Evening	N/A	3.00	No
Nordic Walking drop in weekly	4.00	4.00	No
Nordic Walking 4 week courses	39.00	39.00	No
Nordic Walking Card 5 walks	20.00	20.00	No
Nordic Walking Card 3 months	40.00	40.00	No

Refuse Collection & Recycling	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Bulky waste	16.00	16.50	No
Kerbside Garden Collection	40.00	40.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	53.83	66.00	No
<u>Trade Waste</u>			
Trade sacks (3 cubic feet)	1.87	1.92	No
Bins 240 litres	5.14	5.29	No
Bins 660 litres	11.87	12.28	No
Eurobins 1100 litres	18.28	18.96	No
6 cu yd	112.44	115.27	No
8 cu yd	132.18	135.94	No
Light Containers - 12 cubic yard	132.18	135.94	No
Heavy Containers - 12 cubic yard	207.29	212.93	No

Committee: Cabinet

Agenda Item

Date: 16 February 2016

16

Title: Budget Monitoring 2015/16 – Period 9

Portfolio Holder: Councillor Simon Howell

Key Decision: No

Summary

1. This report details the financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It is based upon actual expenditure and income from April to December and predicts a forecast for the end of the financial year.
2. The General Fund is forecasting an underspend of £1,661,000 and is mainly due to a reduction in Capital Financing requirement and revised estimates on the Business Rates income retained by the Council.
3. The Housing Revenue Account is forecasting a surplus of £783,000 mainly due to the slippage in the Capital Programme and the associated financing funded by the HRA.
4. The Capital Programme is forecasting a £4,680,000 underspend. This comprises of £4,634,000 slippage and a net underspent on current capital projects of £46,000.
5. Treasury management activity has been routine and in accordance with policy.

Recommendations

6. The Cabinet is recommended to:
 - Note and approve this report.
 - Approve the transfer of the General Fund Surplus of £1.661m to the Strategic Initiatives Fund.

Financial Implications

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

Background Papers

None

Impact

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

General Fund

8. On the bottom line, a £1.661m underspend is forecasted this is an increase of £448k when compared to the previous outturn reported to Cabinet in September 2015. A summary of the budget by portfolio is shown below and this is set out in more detail in Appendix A.

£ '000	2014/15	2015/16			
	Outturn	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Communities & Partnerships	818	1,018	988	903	(85)
Environmental Services	1,549	2,075	2,156	2,027	(129)
Finance & Administration	4,542	5,255	5,296	4,868	(428)
Housing & Economic Development	1,298	1,253	1,327	1,256	(71)
Portfolio (Service) Budgets	8,207	9,601	9,767	9,054	(713)
Corporate Items	2,276	2,133	2,112	1,495	(616)
Total Net Budget	10,483	11,734	11,879	10,549	(1,329)
Funding	(5,638)	(6,234)	(6,234)	(7,736)	(1,502)
Net Operating Expenditure	4,845	5,500	5,645	2,813	(2,832)
Transfers to/from (-) Reserves	(150)	(847)	(992)	179	1,171
OVERALL NET POSITION	4,695	4,653	4,653	2,992	(1,661)

9. The key variances greater than £10,000 within service budgets are detailed below and where the variance has moved the previous outturn will be shown in brackets for reference:

Overspends

- Waste and Recycling - £160k - (£212k) relates to £194k for the revised arrangements for the contract for disposal of recyclable waste and the increase effect of agency costs for sickness cover. The overspend is reduced in the main by a reduction in fuel and administration costs.
- Housing Benefit - £107k – (92k), relates to a net increase of £66k in Rent Rebate claims and subsidy claimable and anticipated increase in bad debt provision. The remaining increase in expenditure is the adjustment to our subsidy relating to prior year adjustments identified in the 2013/14 benefit audit.
- Offices - £77k – (£30k) is due to Essex County Council terminating the rental agreement of office space at UDC (6 month loss of income @ £30k). The increase is due to centralised ad hoc repairs that were essential at various sites.
- Financial Services – £25k, the Zurich insurance policy was renewed in October and there is a £17k inflationary increase on our policy. A further £10k is the net effect of staff vacancies and potential agency cover to back fill whilst recruitment takes place.
- Museum – £21k reduction in the receipt of museum society funding and loss of rental income.
- Homelessness - £18k - (£15k), is due to an under achievement of income due to a high level of voids in temporary accommodation.

Underspends

- Non Domestic Rates - £167k is the discretionary rate relief budgeted for within revenue; this has been accounted for within the Collection fund and has no bottom line impact.
- Community Safety - £119k – (£80k) relates in the main to the Police no longer needing the PCSO funding. The remaining underspend is due to ASBO work now being undertaken by the Housing Team.
- Benefits Administration - £83k – is the transfer of £50k of income from DCLG new burdens funding for the administration of LCTS from Local Council Tax Support, the corresponding entry is reflected in the variance below. The remaining variance is partly due to a staffing structure change and further reward funding via the Fraud and Error Reduction Incentive Scheme (FERIS) for the teams active work in identifying fraudulent activity.

- Revenues Administration - £76k (£94k) relates to the Council Tax sharing agreement and transfer of fraud case work to the DWP. This has generated a chance to restructure staffing and there was a delayed start in the Fraud and Compliance posts for the Council Tax sharing agreement. The decrease in the underspend is due to the cost of the Single Person Discount Review which will be reflected in the collection fund account at year end for Council Tax income.
- Street Services Management and Admin - £50k (£43k) net savings achieved from staffing restructure.
- Local Tax Collection - £50k – (£40k) change in process for bad debts which are now accounted for within the Collection fund and a reduction in the court costs for income recovery.
- Vehicle Maintenance - £28k (New Item) relates to a reduction in the requirement for new tyres and lower costs on replacement parts.
- Pest Control - £27k due to the cessation of service and customers are now redirected to the council's preferred supplier.
- Democratic Services - £22k relates to the reduction in members from 44 to 39.

Increased Income

- Licensing – £107k - (£46k) relates to changes to the Taxi Licensing Tariffs which came in to effect on the 1st October 2015. As licence renewals are now on either 3 or 5 year cycles this will generate fluctuations in income. The surplus income was previously held in a reserve but in future year's surplus and deficits will be managed within the revenue budget. The change from the last reporting period relates to a significant increase in new licences issued.
- PFI - £97k - (£20k) £20k is a one off receipt in respect of the profit share agreement. The change from the last reporting period reflects current payments made for the unitary charge.
- Public Health - £91k – (£76k) is due to changes in the legislation for the inspection of imported foods, green beans will be delisted and income ceased at the end of June. The legislation has introduced the inspection of imported peas until the 31st March 2015. Due to the impending changes to food inspections a prudent approach was taken when setting the original budget.
- Local Council Tax Support - £88k (£67k) is made up of no requirement to fund the major preceptors £19k and a reduction of £11k in funding for

Parishes relating to any financial impact of the Local Council Tax Scheme. An estimated £82k is increased income generated from the Essex Council Tax sharing agreement due to high performance in maximising the tax base plus a benefit overpayment recovery of £21k. The overall increase income is netted off by the £50k of income from the DCLG new burdens grant for the administration of LCTS which has been transferred to Benefits Admin where a corresponding entry can be seen.

- Legal Services - £57k (New Item) is additional cost income received and £20k of legal fees relating to Waitrose Car Park.
- Land Charges - £55k (New Item) – is the net effect of New Burdens funding received from DCLG of £64k, increased fee income and the net effect of related costs to increased workload.

Reduced Income

- Development Control - £112k – (£50k) this is the net figure of £100k reduction in income due to a lower level of planning applications received, an increase of £50k in pre application enquiries and increased costs relating to appeals.

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

- Capital Financing - £470k – (£296k) underspend relates to the reduction in financing and revenue contributions due to various items of slippage and the re-profiling of the capital programme of works. The underspend movement is also related to the reduction in the current budget by £155k as per cabinet approval on the 17th September to remove Catons Lane Car Park from the capital programme. The key changes to the capital programme are detailed in point 20 and appendix D gives a summary of the whole capital programme. This has no bottom line impact as the decrease in financing requirement is matched by a decrease in the level of drawdown on reserves.
- HRA to GF recharges - £89k (£106k) increase in rechargeable income due to an increase in the HRA requirement for corporate support. The recharges relate directly to the HRA share of corporate and central costs within the GF.
- NNDR – £1.461m (P7 £1.512m and P4 £328k), increase in business rates income which is an overall increase since period 4 of £1.184m and a minor reduction since period 7 of £51k. The key change in the current outturn is the timing of the recognition of the renewable energy businesses and being able to retain 100% of the Business Rates income. Due to accounting policies this will now be realised in 2016/17.

- A review of the business rates income has been carried out over the summer by officers, which included an assessment of the appeals risk and timing of settlements. This has a direct impact on the levy payment and the business rates reserve. The updated financial position has been based on this review; these assumptions are supported by our external consultants, Analyse Local, who are specialised in this field. Detailed explanations of each change to our financial predictions are shown below;
 - The levy payment has reduced from £1.223m to £481k, due to the delayed settlement of appeals and thus a reduction in the release of income to the general fund, means a reduced levy payment to central government.
 - The release of income from the Business Rates Reserve to the general fund has been increased from £2.172m to £3.170m since period 4. The business rates review has identified that this reserve is overstated based on current financial information. Due to the likelihood that the risk of appeals being settled is reduced this indicates that the collection fund will be in a surplus position rather than a deficit, therefore the requirement on this reserve is significantly reduced. This reserve was set up as part of the 2013/14 closedown process and this was the first year of the Business Rates Retention Scheme and the council taking on the risk of business rates appeals. Due to the unknown risks associated with the appeals decisions the business rates reserve was set at a prudent level. The review has identified that the risks of future collection fund deficits are reduced and the reserve can be now be maintained at a lower level. The reserves summary shows a transfer of £998k which is a reduction of £150k from the amount reported in period 7, directly related to the deferral of recognising the renewable energy rateable income. The corresponding entry can be seen in the reserves section showing the transfer of this reserve going into the Strategic Initiatives Reserves.
- The original movements in the NNDR as per the period 4 cabinet report are due to the following items:
 - UDC share net of tariff has increased by £490k, the original budget of £1.303m was based on a prudent view of budgeting to the safety net level and under subsequent review it was deemed more realistic to increase our share of business rate income based on the current financial information.
 - Discretionary rate relief of £166k being added to reserves to offset the cost of these reliefs within the collection fund at year end (corresponding entry in the finance and admin service area).

- S31 grant has been increased by £112k based on the most up to date financial position.

11. The net drawdown on reserves is predicted at £179k compared to the current budget of £992k. The current budget has been adjusted from £1.146m as shown in period 4 to reflect the removal of Catons Lane Car Park from the reserve drawdown of £155k. A table showing the reserves position is set out at Appendix B.

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

- £200k from Access Reserve – Cycle Path is near completion on the Saffron Walden to Audley End Station and the reserve is now being drawn down to match expenditure. The expectation is that S106 payments will replenish this reserve.
- £16k (£84k) – The DWP Reserve drawdown requirement has been reduced by £100k based on the updated benefit audit position.
- £80k has been put back to the Planning Reserves as only £70k of the originally planned drawdown of £150k relating to Neighbourhood Planning and Cycleway Strategy is currently required.
- £836k is the net effect of the £998m restatement of the Business Rates Reserve to the Strategic Initiatives Fund as detailed in point 10 above and Catons Lane Car Park reserve allocation to go back into the SIF to align with this project being withdrawn from the Capital Programme.
- £600k for the Waste Depot Project as the project has been delayed and only £900k is required to be funded in 2015/16 and the remainder will be drawn down in 2016/17.

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

- Business Rates Retention - the total business rate income recognised in the Council's account is highly volatile due to the difficulty in estimating the year end business rate levy due to central government. The total business rate levy is linked to the net use of business rates appeals provision within the year. The Council is reliant on the Valuation Office Agency (VOA) to release these figures and for UDC's consultants (Analyse Local) to assess the potential impact on the appeals provision at year end promptly. The actual position is not known until year end and it is difficult to estimate this accurately during the year.

- Housing Benefit Subsidy Income Claims – due to the complexity of the subsidy claim, a change in number of claimants throughout the year and the high financial value of the subsidy income a small % change can have a significant impact on the budget. For example a 1% change to caseload can increase or decrease the bottom line by approx. £68k.
- Council Tax Sharing Agreement – Uttlesford is part of an Essex Wide Agreement to improve collection performance and reduce fraud for Council Tax. The first quarter monitoring has shown a significant improvement in collection and this extra income has been reflected in the budget. This income source could fluctuate throughout the year.
- Income for food inspection – the income is assessed on a quarterly basis and this is reactive income and can go up or down in a short time scale.
- Waste Collection, specifically recycling disposal costs – although we now have a new disposal contract for the recyclable waste there remains a level of uncertainty due to potential changes that may occur with the new Waste Transfer Station.

Housing Revenue Account

13. The HRA is showing a projected forecast underspend of £783k, comprising of a £387k net operating surplus and £396k a net reduction in use of reserves and HRA funding for the Capital Programme. A summary is shown below and full details can be seen in Appendix C.

£ '000	2014/15	2015/16			
	Outturn	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Total Service Income	(15,539)	(15,695)	(15,691)	(15,741)	(51)
Total Service Expenditure	4,881	4,495	4,474	4,278	(197)
Total Corporate Items	7,285	7,702	7,718	7,579	(140)
OPERATING (SURPLUS)/DEFICIT	(3,373)	(3,498)	(3,498)	(3,885)	(387)
Funding of Capital Programme from HRA	1,297	4,811	4,811	3,748	(1,063)
Use of Reserves	(237)	(1,313)	(1,313)	(646)	667
Total Use of Reserves/Funding	1,060	3,498	3,498	3,102	(396)
(SURPLUS)/DEFICIT	(2,313)	0	0	(783)	(783)

14. The key variances are detailed below

Service Areas

- Contributions towards Expenditure – £41k increased income from an insurance settlement received relating to claims in previous year.
- Business & Performance Management – £63k underspend relating to two vacant posts that will not be recruited in 2015/16.
- Rents, Rates and other Property Charges - £12k (£5k) – overspend relates to charges for Council Tax in line with the council's Empty Homes Premium Policy and an increased cost of electricity and gas. The overspend has now been reduced by the historic credit in the All pay rent account which was identified in the 2014/15 closure of accounts and written back to the rent account.
- Estate Maintenance - £150k underspend is due to the resurfacing of roads revenue cost being capitalised and works rescheduled for 2016/17 in the capital programme.

- Housing Repairs - £16k (£20k) overspend is the increased costs of the staffing restructure and subsequent training.
- Property Services - £41k (£45k) underspend relates to vacant posts and small underspend on the current business plan. The underspend has been reduced due to the cost of additional fire risk training for staff.
- Sheltered Housing - £37k (£24k) relates to staffing costs and the extra cost of a new lease/rental agreement for white goods. A one of reimbursement of £14k relating to the new lease agreement has been received reducing the impact of the additional lease costs for 2015/16.

Corporate Items

- Bad Debt Provision - £200k (New Item) has been reduced from £250k to £50k due to a reduction in arrears identified in the budget setting process, current information shows a lower requirement in the bad debt provision.
- HRA to GF recharges - £89k (£106k) is an increase in the HRA requirement for corporate support. The recharges relate directly to the HRA share of corporate and central costs within the GF and have been updated in line with the updated period 7 outturn.

15. The HRA reserves and direct HRA Funding for Capital programmes has been re-profiled to align with the current programmes of works, a reduction in financing of £396k is required for the 2015/16 programme due to slippage in the capital programme, which is detailed in points 17 - 20 below.

16. The HRA reserves are summarised below.

Reserve £ '000	Actual Balance 01 April 2015	Forecast transfer from HRA	Forecast transfer to HRA	Transfers between Reserves	Estimated Balance 31 March 2016
RINGFENCED RESERVES					
Working Balance	463	42			505
	463	42	0	0	505
USABLE RESERVES					
Revenue Reserves					
Revenue Projects	60				60
Transformation Reserve	180	20			200
	240	20	0	0	260
Capital Reserves					
Capital Projects *	3,537	783	(708)		3,612
Potential Projects Reserve	800		0		800
Sheltered Housing Projects Rese	318		0		318
	4,655	783	(708)	0	4,730
TOTAL USABLE RESERVES	4,895	803	(708)	0	4,990
TOTAL RESERVES	5,358	845	(708)	0	5,495

*The projected surplus of £783k has been shown against this reserve

Capital Programme

17. Forecasted capital expenditure is £10.334m against a budget of £15.104m, showing a reduction in capital spending of £4.770m. The underspend is made up of £4.634m requested slippage leaving an actual net underspend on current capital projects of £0.136m.
18. The capital programme is set out in more detail in Appendix D which includes a separate table detailing the current level of S106 balances held. The main areas which contribute to the budget movements are detailed below.
19. The requested slippage has increased by £262k since period 7 and is made up of the following items:
- Mobile Working - £69k - Resources to start this project has been limited, now planned to commence in 2016/17.
 - Museum Building – £80k – The current works have been delayed and will now be programmed in 2016/17.
 - HRA repairs - £90k – Due to regulatory structural works required on some dwellings the planned repairs for these properties have been delayed until 2016/17.
 - Housing Contractors Portal and SAM - £28k – Rescheduling of the payment for the new mobile working and schedule of rates module; payment is now due on completion and implementation of the full module.

Requested Slippage as last reported (Period 7)

- Vehicle replacement programme – £846k for replacement vehicles has been reprofiled as part of the 5 year rolling programme.
- Dunmow Depot – £600k – securing a suitable plot of land has delayed the project and the cost of the depot development has now been reprofiled to 2016/17.
- Catons Lane - £150k due to the updating of the timescale the final stages of the build to be completed in 2016/17.
- Reynolds Court - £1.586m due to the updating of the timescales following the procurement process it is expected that this project phase will now not be completed in the current year.
- Mead Court – Phase 2 was delayed by 2 months and this has generated slippage in the required budget for 2015/16 of £505k.

- Hatherley Court – Work was originally planned to commence in November and has now been delayed until 2016/17 and increased the slippage from £265k to £565k.

20. The key net under/overspends are detailed below.

- Saffron Walden Motte and Bailey Castle is underspent by £200k due to updating of the original estimates to match the actual expenditure.
- Housing Revenue Accounts programme of works for UPVC fascia's and guttering replacement is underspent by £175k due to the timing of the receipt of invoices, no bottom line impact as this is a rolling programme.
- Support Unit for people with learning difficulties (New Item). £100k was allocated to support this work and it has now been confirmed that a balance within S106 funding is available for supporting residents with learning difficulties.

Treasury Management

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

22. All deposits placed complied with the Council's Treasury Management Strategy. Balances as at the 31 December 2015 totalled £42.19 m and were held at an average interest rate of 0.33%.

Risk Analysis

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

GENERAL FUND SUMMARY

£ '000	2014/15	2015/16			2015/16			
	Outturn	April to December			Original Budget	Current Budget	Forecast Outturn	Forecast Variance
		Current Budget	Actual to Date	Variance to Date				
Portfolio budgets								
Communities & Partnerships	818	786	606	(180)	1,018	988	903	(85)
Environmental Services	1,549	1,356	1,087	(269)	2,075	2,156	2,027	(129)
Finance & Administration	4,542	3,877	3,968	91	5,255	5,296	4,868	(428)
Housing & Economic Development	1,298	938	825	(113)	1,253	1,327	1,256	(71)
Sub-total – Portfolio Budgets	8,207	6,957	6,486	(471)	9,601	9,767	9,054	(713)
Corporate Items								
Capital Financing Costs	2,527	279	283	4	3,454	3,449	2,979	(470)
Investment Income	(58)	(57)	(64)	(7)	(50)	(50)	(97)	(47)
New Homes Bonus - Community Projects 11/12	15	0	0	0	0	0	0	0
Pension Fund - Added Years	92	91	83	(8)	102	102	92	(10)
Pension Fund - Deficit	1,122	0	0	0	0	0	0	0
Recharge to HRA	(1,069)	0	0	0	(1,138)	(1,138)	(1,138)	0
HRA Share of Corporate Core	(353)	0	0	0	(234)	(251)	(340)	(89)
Sub total - Corporate Items	2,276	313	302	(11)	2,133	2,112	1,495	(616)
Sub total - Budget	10,483	7,270	6,788	(482)	11,734	11,879	10,549	(1,329)
Funding								
Council Tax - Collection Fund Balance	(257)	0	0	0	(89)	(89)	(89)	0
Council Tax - Freeze Grant 14/15	(51)	0	0	0	0	0	0	0
Council Tax - Freeze Grant 15/16	0	0	(46)	(46)	0	0	(51)	(51)
DCLG - Other Funding	(34)	0	0	0	0	0	0	0
New Homes Bonus Grant	(2,877)	(2,703)	(2,703)	0	(3,598)	(3,598)	(3,598)	0
NNDR - UDC share (net of Tariff)	(1,990)	0	0	0	(1,303)	(1,303)	(1,793)	(490)
NNDR - Levy Payment/(Safety Net Reimbursement)	1,093	0	0	0	0	0	481	481
NNDR - Section 31 Funding	(538)	(344)	(428)	(84)	(459)	(459)	(620)	(161)
NNDR - Collection Fund Balance	1,275	0	0	0	3,148	3,148	2,338	(810)
NNDR - Transfer to/(from) Ringfenced Reserve	(752)	0	0	0	(2,689)	(2,689)	(3,170)	(481)
Section 106 Funding - Transfers to/(from) S106 reserves	135	0	0	0	(10)	(10)	0	10
Settlement Funding	(1,643)	(1,010)	(1,010)	0	(1,234)	(1,234)	(1,234)	0
Sub-total – Funding	(5,638)	(4,057)	(4,187)	(130)	(6,234)	(6,234)	(7,736)	(1,502)
Sub-total – Net Operating Expenditure	4,845	3,213	2,601	(612)	5,500	5,645	2,813	(2,832)
Transfers to/from (-) Reserves								
Access Reserve	200	0	0	0	0	0	(200)	(200)
Budget Equalization Reserve	(1,416)	0	0	0	0	0	0	0
Budget Slippage Reserve	(28)	0	0	0	0	0	0	0
Change Management Reserve	(923)	0	0	0	0	0	0	0
Council Tax Freeze Grant Reserve	(174)	0	0	0	0	0	0	0
DWP Reserve	259	0	0	0	(175)	(175)	(159)	16
Economic Development Reserve	24	0	0	0	(50)	(50)	(50)	0
Elections Reserve	28	0	0	0	(75)	(75)	(70)	5
Emergency Response Reserve	(100)	0	0	0	0	0	0	0
Hardship Fund	(100)	0	0	0	0	0	0	0
Homelessness Reserve	(61)	0	0	0	0	0	0	0
LGRR Contingency Reserve	(1,385)	0	0	0	0	0	0	0
Licensing Reserve	(15)	0	0	0	(22)	(22)	(15)	7
MTFS Reserve	1,000	0	0	0	(28)	(28)	0	28
Municipal Mutual Reserve	(51)	0	0	0	0	0	0	0
Neighbourhood Front Runners Reserve	(57)	0	0	0	0	0	0	0
NHB Community Reserve	(15)	0	0	0	0	0	0	0
NHB Contingency Reserve	(790)	0	0	0	0	0	0	0
Planning Development Reserve	206	0	0	0	0	(150)	(78)	72
Strategic Initiatives Reserve	600	0	0	0	1,034	1,189	2,024	836
Transformation Reserve	1,000	0	0	0	0	0	(40)	(40)
Waste Depot Relocation Project	1,500	0	0	0	(1,500)	(1,500)	(900)	600
Waste Reserve	80	0	0	0	(30)	(180)	(249)	(69)
Working Balance	68	0	0	0	0	0	(84)	(84)
Sub-total - Movement in Earmarked Reserves	(150)	0	0	0	(847)	(992)	179	1,171
COUNCIL TAX REQUIREMENT (BOTTOM LINE)	4,695				4,653	4,653	2,992	(1,661)
Council Tax (precept levied on Collection Fund)	(4,695)				(4,653)	(4,653)	(4,653)	0
OVERALL NET POSITION					0	0	(1,661)	(1,661)

COMMUNITY PARTNERSHIPS & ENGAGEMENT PORTFOLIO

£ '000	2014/15	2015/16						
	Outturn	April to December			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Assisted Travel	(1)	0	0	0	0	0	0	0
Community Information Centres	46	39	42	3	48	48	48	0
Community & Leisure Management	46	37	60	24	49	49	61	12
Day Centres	30	42	20	(22)	55	55	42	(13)
Emergency Planning	48	32	30	(2)	44	44	44	0
Grants & Contributions	351	365	310	(55)	377	377	377	(1)
Leisure & Administration	68	79	49	(30)	95	78	70	(8)
Leisure PFI	(77)	(42)	(112)	(71)	10	10	(87)	(97)
Museum Saffron Walden	159	126	129	2	167	167	188	21
New Homes Bonus	76	67	36	(31)	117	117	117	0
Renovation Grants	(1)	0	(1)	(1)	0	0	(1)	(1)
Sports Development	73	42	43	0	56	44	43	(0)
Portfolio Total	818	786	606	(181)	1,018	988	903	(85)

ENVIRONMENT PORTFOLIO

£ '000	2014/15	2015/16						
	Outturn	April to December			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Animal Warden	33	23	24	1	31	31	32	1
Car Parking	(646)	(403)	(508)	(105)	(618)	(618)	(602)	16
Community Safety	55	109	43	(66)	171	176	57	(119)
Depots	63	50	44	(6)	59	59	57	(2)
Development Management	(184)	(596)	(376)	220	(434)	(434)	(322)	112
Environmental Management & Admin	105	82	79	(3)	110	110	106	(4)
Grounds Maintenance	159	171	157	(14)	224	224	214	(9)
Highways	(16)	(10)	0	10	(13)	(13)	(12)	1
Housing Strategy	91	78	63	(15)	95	95	94	(1)
Licensing	(122)	(122)	(182)	(60)	(115)	(129)	(236)	(107)
Local Amenities	(88)	8	22	14	8	8	21	12
Pest Control	25	25	(0)	(26)	28	28	1	(27)
Planning Management & Admin	426	294	298	4	388	388	398	9
Planning Policy	337	258	155	(104)	244	344	359	15
Planning Specialists	211	165	146	(19)	219	228	223	(4)
Public Health	171	363	294	(69)	467	467	375	(91)
Street Cleansing	285	221	230	9	299	299	295	(4)
Street Services Management & Admin	253	225	182	(44)	319	300	250	(50)
Vehicle Management	357	279	247	(32)	372	372	345	(28)
Waste Management - Expenditure	2,182	1,557	1,581	24	2,291	2,291	2,451	160
Waste Management - Income	(2,148)	(1,422)	(1,410)	12	(2,070)	(2,070)	(2,078)	(8)
Portfolio Total	1,549	1,356	1,087	(269)	2,075	2,156	2,027	(129)

FINANCE & ADMINISTRATION PORTFOLIO

£ '000	2014/15	2015/16						
	Outturn	April to December			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Benefit Administration	(265)	129	44	(85)	(202)	175	93	(82)
Business Improvement & Performance	76	58	54	(4)	78	78	67	(10)
Central Services	377	287	238	(49)	380	380	366	(14)
Conducting Elections	(7)	96	143	47	96	96	83	(13)
Conveniences	18	21	23	2	21	21	23	2
Corporate Management	722	473	457	(16)	657	657	642	(15)
Corporate Team	99	85	74	(12)	114	108	99	(8)
Council Tax Benefits	0	0	0	0	0	0	0	0
Electoral Registration	14	40	47	7	45	45	48	3
Enforcement	174	112	111	(1)	150	150	152	2
Financial Services	867	780	577	(203)	927	927	953	26
Housing Benefits	76	(268)	289	557	145	145	252	107
Human Resources	215	181	164	(17)	221	221	209	(12)
Information Technology	1,207	981	1,018	37	1,121	1,152	1,157	5
Internal Audit	110	87	84	(3)	115	115	111	(4)
Land Charges	(84)	(45)	(107)	(61)	(61)	(61)	(117)	(56)
Legal Services	(4)	73	9	(64)	99	99	42	(57)
Local Council Tax Support	63	75	60	(15)	91	91	3	(88)
Local Tax Collection	(193)	0	0	0	(50)	(50)	(100)	(50)
Non Domestic Rates	(152)	0	0	0	21	21	(146)	(167)
Offices	345	236	292	56	274	274	352	77
Office Cleaning	154	127	135	8	166	166	167	1
Revenues Administration	730	348	255	(93)	846	486	410	(76)
Portfolio Total	4,542	3,877	3,968	91	5,255	5,296	4,868	(429)

HOUSING AND ECONOMIC DEVELOPMENT PORTFOLIO

£ '000	2014/15	2015/16						
	Outturn	April to December			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Building Surveying	(79)	(80)	(99)	(19)	(81)	(81)	(95)	(14)
Committee Administration	165	124	124	0	165	176	181	5
Communications	242	198	191	(7)	255	255	252	(3)
Customer Services Centre	332	263	249	(14)	351	351	340	(11)
Democratic Representation	353	258	238	(21)	336	336	314	(22)
Economic Development	136	108	94	(14)	135	135	139	4
Energy Efficiency	41	70	26	(44)	47	97	61	(35)
Health Improvement	0	0	0	0	0	13	0	(13)
Homelessness	231	121	126	5	167	167	185	18
Housing Grants	10	0	10	10	10	10	10	0
Lifeline	(133)	(123)	(134)	(11)	(131)	(131)	(132)	(1)
Portfolio Total	1,298	938	825	(113)	1,253	1,327	1,256	(71)

GENERAL FUND RESERVES

Reserve £ '000	Actual Balance 1st April 2015	Forecast transfer from GF	Forecast transfer to GF	Transfers to / from Reserves	Estimated Balance 31st March 2016
<u>RINGFENCED RESERVES</u>					
Business Rates	3,670	166	(2,338)	(998)	500
DWP Reserve	259	100	(259)		100
Licensing Reserve	31		(15)		16
Working Balance	1,282		(84)		1,198
	5,242	266	(2,696)	(998)	1,814
<u>USABLE RESERVES</u>					
Financial Management Reserves					
MTFS Reserve	1,000		0		1,000
Transformation Reserve	1,000		(40)		960
	2,000	0	(40)	0	1,960
Contingency Reserves					
Emergency Response	40				40
	40	0	0	0	40
Service Reserves					
Access Reserve	200		(200)		0
Economic Development	244		(50)		194
Elections	95	25	(95)		25
Homelessness	40		40		40
Neighbourhood Planning	139		(15)		124
Planning	1,002		(63)		939
Strategic Initiatives	600	2,741*	(54)	998	4,285
Waste Depot Relocation Project	1,500		(900)		600
Waste Management	379		(249)		130
	4,199	2,766	(1,626)	998	6,337
TOTAL USABLE RESERVES	6,239	2,766	(1,666)	998	8,337
TOTAL RESERVES	11,481	3,032	(4,362)	0	10,151

* The projected 2015/16 surplus of £1.661m is included in this figure

APPENDIX C

HOUSING REVENUE ACCOUNT

£ '000	2014/15	2015/16			2015/16			
	Outturn	Current Budget	Actual to Date	Variance to Date	Original Budget	Current Forecast Budget	Forecast Outturn	Forecast Variance
Housing Revenue Account Income								
Dwelling Rents	(14,522)	(11,004)	(10,889)	115	(14,672)	(14,672)	(14,672)	0
Garage Rents	(207)	(138)	(163)	(25)	(184)	(184)	(184)	0
Land Rents	(3)	(3)	(2)	0	(3)	(3)	(3)	0
Charges for Services & Facilities	(806)	(638)	(579)	59	(835)	(831)	(841)	(10)
Contributions towards Expenditure	(1)	0	(41)	(41)	0	0	(41)	(41)
Total Service Income	(15,539)	(11,784)	(11,674)	110	(15,695)	(15,691)	(15,741)	(51)
Housing Finance & Business Management								
Business & Performance Management	393	285	216	(69)	378	335	273	(63)
Rents, Rates & Other Property Charges	74	36	78	42	36	36	49	12
	467	321	295	(27)	414	371	321	(50)
Housing Maintenance & Repairs Service								
Common Service Flats	207	187	143	(44)	241	249	248	(1)
Estate Maintenance	144	220	66	(154)	293	293	143	(150)
Housing Repairs	2,621	1,643	1,692	49	2,190	2,190	2,206	16
Housing Sewerage	54	42	47	4	54	54	57	4
Newport Depot	51	10	10	0	11	11	11	0
Property Services	444	240	209	(30)	320	327	286	(41)
	3,521	2,341	2,167	(174)	3,109	3,124	2,952	(173)
Housing Management & Homelessness								
Housing Services	314	244	229	(15)	324	333	322	(12)
Sheltered Housing Services	519	440	406	(34)	595	593	630	37
Supporting People	59	40	(4)	(43)	53	53	53	0
	892	724	632	(93)	972	978	1,005	25
Total Service Expenditure	4,881	3,387	3,093	(293)	4,495	4,474	4,278	(197)
Corporate Items								
Bad Debt Provision	46	0	0	0	250	250	50	(200)
Depreciation - Dwellings (transfer to MRR)	3,136	0	0	0	3,209	3,209	3,209	0
Depreciation - Non-Dwellings (transfer to MRR)	131	0	0	0	146	146	146	0
Impairment - Non-Dwellings	(304)	0	0	0	100	100	100	0
Interest/Costs re HRA Loan	2,636	1,313	1,288	(24)	2,625	2,625	2,625	0
Investment Income	(23)	0	0	0	(21)	(21)	(39)	(19)
Recharge from General Fund	1,069	0	0	0	1,138	1,138	1,138	(0)
HRA Share of Corporate Core	353	0	0	0	234	251	340	90
Pension Fund - Added Years	19	0	0	0	20	20	19	(0)
Pension Fund - Deficit	236	0	0	0	0	0	0	0
Right to Buy Admin Costs Allowance	(16)	0	0	0	0	0	(10)	(10)
Total Corporate Items	7,285	1,313	1,288	(24)	7,702	7,718	7,579	(140)
TOTAL EXPENDITURE	12,166	4,699	4,382	(317)	12,197	12,193	11,857	(337)
OPERATING (SURPLUS)/DEFICIT	(3,374)	(7,084)	(7,292)	(207)	(3,498)	(3,498)	(3,885)	(387)
Funding of Capital Programme from HRA								
Funding of Action Plan Capital Items	443	0	0	0	3,745	3,745	3,627	(118)
Funding of Capital from Revenue	854	0	0	0	1,066	1,066	121	(945)
	1,297	0	0	0	4,811	4,811	3,748	(1,063)
Transfers to/from (-) Reserves								
Capital Projects Reserve	0	0	0	0	(514)	(514)	(708)	(194)
Change Management Reserve	(200)	0	0	0	0	0	0	0
Potential Developments	0	0	0	0	(620)	(620)	0	620
Sheltered Housing Reserve	0	0	0	0	(221)	(221)	0	221
Transformation Reserve	180	0	0	0	42	42	20	(22)
Working Balance	(217)	0	0	0	0	0	42	42
	(237)	0	0	0	(1,313)	(1,313)	(646)	667
Total Use of Reserves/Funding	1,060	0	0	0	3,498	3,498	3,102	(396)
(SURPLUS)/DEFICIT	(2,314)	(7,084)	(7,292)	(207)	0	0	(783)	(783)

CAPITAL PROGRAMME

£'000	Actuals	Budget				Forecast		
		Original Budget 2015-16	Slippage from 2014-15	adjustment as agreed by Cabinet	Current Budget 2015-16	Forecast Outturn	to Budget Variance	Requested Slippage
Community and Partnerships								
Community Project Grants	62	110	38	0	148	148	0	
S/W Motte & Bailey	72	195	205	0	400	200	(200)	
CCTV Stansted	0	0	21	0	21	5	(16)	0
CCTV Thaxted	0	0	35	0	35	0	(35)	35
Total Community and Partnerships	134	305	299	0	604	353	(251)	35
Environmental Services								
Vehicle Replacement Programme	0	660	186	0	846	0	(846)	846
Household Bins	31	30	0	0	30	70	40	
Kitchen Caddies	6	10	0	0	10	10	0	
Garden Waste Bins	16	20	0	0	20	20	0	
Trade Waste Bins	10	10	0	0	10	16	6	
Swan Meadow car park	19	0	13	0	13	13	0	
Catons Lane car park	0	0	0	0	0	0	0	
Cycleways Grant	0	0	0	200	200	200	0	
Flood prevention work	28	0	30	0	30	30	0	
Repair and Renew - Flood Scheme	10	0	0	0	0	10	10	
Total Environmental Services	120	730	229	200	1,159	369	(790)	846
Finance & Administration								
IT Schemes								
New members IT Equip	18	18	0	0	18	18	0	
Minor Items IT	0	20	0	0	20	20	0	
Citrix Upgrade	7	0	8	0	8	8	0	
PSN CoCo Works	31	30	8	0	38	38	0	
Mobile working - Housing	5	0	35	0	35	35	0	
Mobile working - Planning & Env Health	0	25	44	0	69	0	(69)	69
Video conferencing	82	25	0	0	25	100	75	
Revs & Bens Server	31	30	0	0	30	30	0	
PCI Compliance - Cash Receipting	0	35	0	0	35	35	0	
PCI Compliance - Direct Debits	0	20	0	0	20	20	0	
UPS Server	53	0	50	0	50	50	0	
UDC Asset work								
Council Offices Improvements								
- Building works	138	146	78	0	224	224	0	
- Heating System	47	26	0	0	26	26	0	
Hill St Conveniences	120	0	120	0	120	120	0	
Stansted Conveniences - Grant	0	0	30	0	30	30	0	
Museum Storage Facility	89	0	0	0	0	91	91	
Dunmow Depot	12	1,500	0	0	1,500	900	(600)	600
Solar Panels - Museum Store	10	0	0	0	0	10	10	
Solar Panels - Shire Hill	50	0	0	150	150	140	(10)	
Museum Buildings work	0	80	0	0	80	0	(80)	80
Mead Court temporary accommodation	21	0	0	0	0	21	21	
Day Centres Cyclical Improvements	6	20	0	0	20	20	0	
Thaxted Guildhall Works	17	0	0	0	0	17	17	
Total Finance & Administration	737	1,975	373	150	2,498	1,953	(545)	749

CAPITAL PROGRAMME

£'000	Actuals	Budget			Current Budget 2015-16	Forecast		
		Original Budget 2015-16	Slippage from 2014-15	adjustment as agreed by Cabinet		Forecast Outturn	Forecast to Budget Variance	Requested Slippage
Housing and Economic Development								
Disabled Facilities Grants	129	198	62	0	260	260	0	
Empty Dwellings	36	50	0	0	50	36	(14)	14
Private Sector Renewal Grants	7	30	0	0	30	14	(16)	16
Compulsory Purchase Order	1	0	0	0	0	0	0	
Superfast Broadband	0	0	100	0	100	50	(50)	50
Total Housing and Economic Development	173	278	162	0	440	360	(80)	80
Housing Revenue Account								
HRA Repairs								
HRA Repairs	2,345	3,260	0	0	3,260	3,319	59	90
UPVC Fascia's and Guttering	15	140	123	0	263	88	(175)	
Cash Incentive Scheme Grants	29	50	0	0	50	29	(21)	
Vehicle Purchase	19	0	0	0	0	22	22	
Business Plan Items								
Service Chg Planned Rep System - ICT Schemes	0	0	65	0	65	65	0	
Housing Contractors Portal & SAM	0	55			55	27	(28)	28
Energy Efficiency Schemes	0	280	100	0	380	375	(5)	
Support unit for people with learning difficulties	0	0	100	0	100	0	(100)	
Internet Café's in Sheltered Hsg	17	25	0	0	25	25	0	
New Builds								
Unidentified	0	0	212	0	212	212	0	
Catons Lane	347	827	73	0	900	750	(150)	150
Mead court Phase 1	50	0	0	0	0	50	50	
Redevelopment Schemes								
Mead court Phase 2	514	0	1,768	0	1,768	1,263	(505)	505
Sheltered Schemes								
Reynolds Court	154	2,450	0	0	2,450	864	(1,586)	1,586
Hatherley Court	32	865	0	0	865	300	(565)	565
Walden Place	0	0	10	0	10	0	(10)	
TOTAL HRA	3,522	7,952	2,451	0	10,403	7,389	(3,014)	2,924
TOTAL GENERAL FUND	1,164	3,288	1,063	350	4,701	3,035	(1,666)	1,710
TOTAL CAPITAL PROGRAMME	4,686	11,240	3,514	350	15,104	10,424	(4,680)	4,634

SECTION 106 BALANCES

	31 March 2015	Income	Interest	Drawn Down	Balance as at 31 December 2015
	£'000	£'000	£'000	£'000	£'000
S106 Unapplied					
Dunmow Eastern Sector	18	-	-	-	18
Woodlands Park, Gt Dunmow	86	-	-	-	86
Friends School, Saffron Walden	29	-	-	-	29
Bell College, Saffron Walden	80	-	-	(65)	15
Priors Green, Takeley	8	-	-	-	8
Foresthall Park, Elsenham	30	-	-	-	30
Lt Walden Road/Ashdon Road, Saffron Walden	98	-	-	-	98
Oakwood Park, Takeley	5	-	-	-	5
Radwinter Mushroom Farm, Wimbish	-	76	-	-	76
Debden Road, Saffron Walden	100	-	-	-	100
Former Lodge Farm, Radwinter Road, Saffron Walden	-	395	-	-	395
SUB TOTAL	454	471	-	(65)	860

	31 March 2015	Income	Repaid	Drawn Down	Balance as at 31 December 2015
	£'000	£'000	£'000	£'000	£'000
S106 Receipts in Advance					
Priors Green, Takeley	155	22	-	(31)	146
Felsted	10	-	-	-	10
Oakwood Park Community Hall, Takeley	10	-	-	-	10
Rochford Nurseries/Foresthall Park, Elsenham	680	-	-	(18)	662
Manuden Village Hall and Sports Facilities	27	-	-	(27)	-
The Orchard, Elsenham	42	-	-	-	42
Wedow Road, Thaxted	54	-	-	-	54
Sector 4 Woodlands Park, Gt Dunmow	10	-	-	-	10
Keers Green Nurseries, Aythorpe Roding	120	-	-	-	120
SUB TOTAL	1,108	22	-	(76)	1,054

	31 March 2015	Income	Repaid	Drawn Down	Balance as at 31 December 2015
	£'000	£'000	£'000	£'000	£'000
S106 Receipts in Advance					
Sector 4 Woodlands Park (Helena Romanes School)	165	349	-	(349)	165
Rochford Nurseries/Foresthall Park, Elsenham	289	-	-	-	289
2 Lower St, Stansted	23	-	-	(23)	-
Land west of Braintree Road, Felsted	-	162	-	(162)	-
Brick Kiln Farm, Gt Dunmow	352	37	-	(389)	-
Land to south of Dunmow road, Brewers End, Takeley	-	440	-	(409)	31
Land between 3 to 5b Hamilton Road, Little Canfield	-	37	-	(37)	-
North View and 3 The Warren, Little Canfield	276	2	-	(278)	-
Carnation Nurseries, Cambridge Road, Newport	-	175	-	(175)	-
Land north of 4 Hamilton Road, Little Canfield	46	-	-	(46)	-
Land adj Hailes Wood, Elsenham	-	155	-	(146)	9
Land adj Warwick Road, Priors Green	3	-	-	(3)	-
Land at Flitch Green, Felsted	50	-	-	-	50
Land at Ersamine, Dunmow Road, Little Canfield	-	49	-	(49)	-
Land at Windmill works, Keers Green, Aythorpe Roding	-	46	-	(46)	-
Ashdon Road Commercial Centre	-	54	-	(54)	-
Land at Blossom Hill Farm, south of Chickney Road, Henham	-	80	-	(80)	-
Land West of The Chalet, Dunmow Road, Takeley	-	23	-	(23)	-
Land at Maple Lane, Wimbish	-	41	-	(41)	-
Grants and Contributions to Other Bodies	1,204	1,650	-	(2,310)	544

APPENDIX E

TREASURY MANAGEMENT

DEPOSITS MADE 1 APRIL TO 31 DECEMBER 2015

Date of outflow	Amount £m	Institution	Interest	Return Date
01-Apr-15	2.00	Nationwide BS	0.51%	09-Jul-15
07-Apr-15	2.00	Bank of Scotland	0.57%	15-Jul-15
07-Apr-15	4.00	DMO	0.25%	17-Apr-15
07-Apr-15	1.00	DMO	0.25%	23-Apr-15
07-Apr-15	4.00	DMO	0.25%	30-Apr-15
07-Apr-15	7.00	DMO	0.25%	19-May-15
07-Apr-15	7.00	DMO	0.25%	09-Apr-15
09-Apr-15	3.00	Cornwall Council	0.40%	28-Sep-15
09-Apr-15	3.00	DMO	0.25%	14-Apr-15
13-Apr-15	1.00	National Counties BS	0.56%	20-Jul-15
14-Apr-15	3.00	Guildford Borough Council	0.40%	21-Sep-15
15-Apr-15	3.00	DMO	0.25%	17-Jun-15
01-May-15	5.00	DMO	0.25%	21-May-15
15-May-15	3.00	Dumfries & Galloway	0.38%	12-Nov-15
21-May-15	3.00	Lancashire County Council	0.40%	18-Nov-15
21-May-15	2.50	DMO	0.25%	22-Jun-15
29-May-15	2.00	DMO	0.25%	20-Jul-15
01-Jun-15	4.00	DMO	0.25%	17-Jul-15
12-Jun-15	2.00	DMO	0.25%	19-Aug-15
15-Jun-15	2.00	DMO	0.25%	22-Jun-15
01-Jul-15	6.00	DMO	0.25%	19-Aug-15
10-Jul-15	2.00	Nationwide BS	0.50%	16-Oct-15
10-Jul-15	1.00	DMO	0.25%	19-Sep-15
15-Jul-15	2.00	Bank of Scotland	0.50%	19-Oct-15
15-Jul-15	3.00	DMO	0.25%	17-Sep-15
03-Aug-15	2.00	Santander	0.60%	19-Jan-16
03-Aug-15	1.50	DMO	0.25%	19-Oct-15
14-Aug-15	1.00	DMO	0.25%	19-Oct-15
17-Aug-15	3.00	Salford City Council	0.30%	19-Nov-15
19-Aug-15	1.00	DMO	0.25%	19-Oct-15
01-Sep-15	5.00	DMO	0.25%	17-Dec-15
02-Sep-15	1.00	DMO	0.25%	23-Sep-15
11-Sep-15	2.00	DMO	0.25%	21-Sep-15
15-Sep-15	2.00	DMO	0.25%	21-Sep-15
21-Sep-15	2.00	DMO	0.25%	21-Dec-15
21-Sep-15	3.00	West Dunbartonshire	0.45%	21-Mar-16
28-Sep-15	2.00	DMO	0.25%	19-Oct-15

APPENDIX E

TREASURY MANAGEMENT

DEPOSITS MADE 1 APRIL TO 31 DECEMBER 2015

Date of outflow	Amount £m	Institution	Interest	Return Date
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
15-Oct-15	3.00	DMO	0.25%	23-Nov-15
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
15-Oct-15	3.00	DMO	0.25%	23-Nov-15
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
02-Nov-15	2.00	Conwy Borough County Council	0.40%	31-Mar-16
02-Nov-15	1.50	Highland Council	0.40%	01-Mar-16
06-Nov-15	1.00	DMO	0.25%	17-Feb-16
12-Nov-15	3.00	Telford & Wrekin Council	0.35%	19-Jan-16
13-Nov-15	2.00	Coventry BS	0.45%	17-Feb-16
16-Nov-15	2.00	DMO	0.25%	17-Mar-16
23-Nov-15	3.00	Plymouth Council	0.40%	31-Mar-16
01-Dec-15	3.00	Stirling Council	0.45%	28-Mar-16
08-Dec-15	2.00	Leeds City Council	0.40%	22-Feb-16
15-Dec-15	3.00	Waltham Forest	0.40%	22-Feb-16
15-Dec-15	1.00	DMO	0.25%	29-Dec-15
	115.00		Average 0.33%	

APPENDIX E

DEPOSITED BALANCES AS AT 31 DECEMBER 2015

Date of lending	Amount £m	Institution	Interest	Return Date
21-Sep-15	3.00	West Dunbartonshire	0.45%	21-Mar-16
03-Aug-15	2.00	Santander	0.60%	19-Jan-16
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
02-Nov-15	2.00	Conwy Borough County Council	0.40%	31-Mar-16
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16
23-Nov-15	3.00	Plymouth Council	0.40%	31-Mar-16
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
02-Nov-15	1.50	Highland Council	0.40%	01-Mar-16
12-Nov-15	3.00	Telford & Wrekin Council	0.35%	19-Jan-16
06-Nov-15	1.00	DMO	0.25%	17-Feb-16
01-Dec-15	3.00	Stirling Council	0.45%	28-Mar-16
13-Nov-15	2.00	Coventry BS	0.45%	17-Feb-16
16-Nov-15	2.00	DMO	0.25%	17-Mar-16
08-Dec-15	2.00	Leeds City Council	0.40%	22-Feb-16
15-Dec-15	3.00	Waltham Forest	0.40%	22-Feb-16
Total	36.50		Average 0.43%	

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

Institution	Amount £m	Interest
Barclays StockBroker	1.00	0.38%
Barclays Bank FIBCA	1.00	0.45%
Bank of Scotland CA	1.00	0.40%
Money Market Fund - CCLA	1.00	0.35%
Barclays Consilidated Account *	1.69	1.50%
Total	5.69	0.39%

* The account pays interest up to value incurred for banking transactions

Committee: Cabinet

Agenda Item

Date: 16 February 2016

17

Title: **New Homes Bonus Consultation Response**

Author: **Councillor Simon Howell**

Item for decision

Summary

1. The government has consulted on changes to the New Homes Bonus (NHB) Scheme. As NHB is an important element of the council's future funding, it is essential that the council makes representations to ensure that the revised NHB scheme does not disadvantage the council.

Recommendations

2. The appended response be submitted to government to inform its decisions when it finalises the revised NHB scheme.

Financial Implications

3. The significance of NHB to the council's future finances will be apparent from the Medium Term Financial Strategy also presented to Cabinet on the agenda for this meeting, to the extent that the MTFS will need to be reviewed in the light of the outcome of the NHB consultation when it is known in June this year.

Background Papers

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

None

Impact

- 5.

Communication/Consultation	This is a response to the government's consultation
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	

Sustainability	
Ward-specific impacts	
Workforce/Workplace	

Situation

- 6. The proposed consultation response is appended.

Risk Analysis

- 7.

Risk	Likelihood	Impact	Mitigating actions
Government decides that the revised NHB should include measures that would significantly curtail the funding that the council would receive for the delivery of housing growth.	3 – The consultation document included options that would limit payments	4 – The level of NHB is a critical element of the council’s overall funding from government	MTFS review

- 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.

New Homes Bonus Consultation response

Question 1 What are your views on moving from 6 years of payments under the Bonus to 4 years, with an interim period for 5 year payments?

Under these proposals the Council would lose a considerable amount of money which is an integral part of the Council's budget and is used for the benefit of the community. Any loss of these funds could have a significant detrimental impact on the Council's ability to provide important services.

Question 2 Should the number of years of payments under the Bonus be reduced further to 3 or 2 years?

No. Under these proposals the Council would lose a considerable amount of money which is an integral part of the Council's budget and is used for the benefit of the community. Any loss of these funds could have a significant detrimental impact on the Council's ability to provide important services. Reducing further the number of years in the scheme would have a much bigger impact on the range and quality of services the Council could provide.

Question 3 Should the Government continue to use this approach? If not, what alternatives would work better?

This seems to be the simplest and fairest way to allocate the bonus.

Question 4 Do you agree that local authorities should lose their Bonus allocation in the years during which their Local Plan has not been submitted? If not, what alternative arrangement should be in place?

The worked example is unclear. If the Council failed to submit a Local Plan in 2017/18 the impact would be in 2018/19 not as shown in the example. DCLG have set a target date of Local Plan submission by 31 March 2017. No penalties should arise before that date. We understand that a Local Plan is important and the Council is committed to producing a new Local Plan. However, the Council has taken a positive attitude to addressing the requirements of the NPPF and has been positively engaging with developers to bring forward potential schemes, considering them positively and in many cases approving them. To penalise this authority who has taken this positive stance to the delivery of new housing by approving acceptable schemes (totalling some 3800 since 2012) outside existing development limits is unfair.

Question 5 Is there merit in a mechanism for abatement which reflects the date of the adopted plan?

No. While the Council agrees that it is right, and important, to keep Local Plans up to date setting an arbitrary date of 5 years is inappropriate. It

would be bureaucratic and a potential waste of public money. Local Plans (as required by the NPPF) have to have at least a 15 year horizon. Plans and policies need to be reviewed to ensure they are up to date but policies become out of date at differing times not to some arbitrary limit.

Question 6 Do you agree to this mechanism for reflecting homes only allowed on appeal in Bonus payments?

No. New Homes Bonus helps communities adjust to new development. This is why this council has used NHB receipts in part to create a strategic investment fund and provide ward members with budgets to be spent for the benefit of their wards. Impacts on communities are felt whether new developments are permitted by the council or on appeal. The substantial financial consequences of a large strategic site being allowed on appeal resulting from in year reduction of allocations payments would put decision makers in local planning authorities in an untenable position. Government policy would be putting them undue pressure to approve applications for financial reasons, but this pressure is not a legitimate material consideration. If reduction of allocations where residential development is allowed on appeal were to be introduced, it should be over and above a certain number as proposed for deadweight in questions 9 and 10. This would be on the assumption that there will always be some cases won at appeal regardless of the Local Plan or Bonus. This is because in weighing the planning balance in a quasi judicial decision, it will always be reasonable for different decision makers to reach alternative conclusions. They should not be coerced into allowing development that they genuinely consider to be harmful to planning interests. Should the appeal be for a significant number of homes, applying the penalty immediately would be over penalising as, in reality, housing delivery for the site will occur over a much longer period of time. There should be no retrospective element to this proposal and it should only apply to local authority decisions made after the date of the consultation results announcement. Any change should ensure the in-year minimum is zero i.e. an authority cannot be in a position of negative subsidy.

Question 7 Do you agree that New Homes Bonus payments should be reduced by 50%, or 100%, where homes are allowed on appeal? If not, what other adjustment would you propose, and why?

No. If this were to be introduced it should be over and above a certain number as proposed for deadweight in questions 9 and 10. The percentage of NHB lost should be no more than 50%

Question 8 Do you agree that reductions should be based on the national average Band D council tax? If this were to change (see question 3) should the new model also be adopted for this purpose?

Yes

Question 9 Do you agree that setting a national baseline offers the best incentive effect for the Bonus?

No. The best incentive is to continue to award Bonus on all new homes. A national baseline would be an arbitrary decision and would not be based on evidence. If this idea of deadweight were to be introduced it should be aligned to the 'windfall allowance' that is tested as part of the Local Plan process.

Question 10 Do you agree that the right level for the baseline is 0.25%?

No. The best incentive is to continue to award Bonus on all new homes. A national baseline would be an arbitrary decision and would not be based on evidence. If this idea of deadweight were to be introduced it should be aligned to the 'windfall allowance' that is tested as part of the Local Plan process. Under this proposal the deadweight for Uttlesford would be approximately 90 units whereas the tested 'windfall allowance' is only 50.

Question 11 Do you agree that adjustments to the baseline should be used to reflect significant and unexpected housing growth? If not, what other mechanism could be used to ensure that the costs of the Bonus stay within the funding envelope and ensure that we have the necessary resources for adult social care?

If there is a finite pot of money the average council tax multiplier should be reduced. Increasing the baseline would be arbitrary.

Question 12 Do you agree that the same adjustments as elsewhere should apply in areas covered by National Parks, the Broads Authority and development corporations?

Yes. All bodies should be treated the same.

Question 13 Do you agree that county councils should not be exempted from adjustments to the Bonus payments?

Yes. County councils are tied to and therefore part of the process as they are directly responsible for highways, education and flood prevention

Question 14 What are your views on whether there is merit in considering protection for those who may face an adverse impact from these proposals?

There is merit in considering protection however in the event of a smaller total funding envelope it is likely that most authorities will face an adverse impact. The calculation should be based on revised allocation as a percentage of expected, with protection for those incurring the biggest percentage decrease.

Committee: Cabinet
Date: 16 February 2016
Title: Pay Policy
Portfolio Holder: Cllr Simon Howell

Agenda Item

18

Item for decision

Summary

1. There is a requirement under the Localism Act 2011 for authorities to publish a pay policy and to review it annually. The policy sets out the pay and remuneration schemes in place and sets the criteria for the forthcoming year.

Recommendations

2. The Cabinet is requested to approve, for recommendation to Full Council, the Pay Policy as set out in Appendix One.

Financial Implications

3. There are no implications for the council's budget beyond those approved as part of the 2016/17 budget setting process.

Background Papers

4. None

Impact

Communication/Consultation	Staff have been made aware of the requirement to publish this information. Unison have been provided with a copy of the document
Community Safety	No specific implications
Equalities	No change from 2015/16
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 as the policy only combines in to one document polices already in place

Background

5. The Localism Act 2011 put in place a requirement for councils to approve a Pay Policy before the start of each financial year. The policy will be used for the forthcoming year to determine recruitment, retention and reward for both existing and new staff.
6. All relevant government directives and guidance notes have been used to compile this policy.
7. It is possible to amend the policy during the year but any amendments must be approved by Full Council.
8. In accordance with the councils wish to demonstrate transparency, and to comply with the requirements of the Act, the policy and associated documents will be published on the internet.
9. An Equalities Impact Assessment has been completed and is attached as Appendix Two.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The policy is not approved by 31 March	1 The report is being presented at Cabinet in advance of the deadline	2 Failure to comply with the Localism Act	Policy is before Members in advance of the deadline
The policy hinders recruitment during the forthcoming year	1 The policy reflects the current employment criteria	2 The council may lose suitable staff	It is possible to amend the policy subject to Full Council approval.

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.

Pay Policy

Contents

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The aims of this policy

Uttlesford District Council (UDC) is committed to providing clear guidance on matters of policy all our employees, promoting a culture of fair treatment, respect and dignity, irrespective of individual differences.

This policy aims to provide managers and employees with clear guidance on how these policies will be managed and maintained in the workplace. It also meets the statutory requirements of the Localism Act 2011 with regard to the transparency of our pay and remuneration policies and the way we implement these throughout the authority.

Due to the nature of its content, it is intended that this policy will be used in conjunction with a number of existing policies within the organisation. Where relevant these documents will be referenced accordingly.

All relevant government directives and guidance notes have been used to compile this policy.

The contents of the policy and the application of them will be reviewed and approved on an annual basis by Full Council to ensure a consistent and fair approach to the remuneration of staff at all levels. Staff will only be paid in accordance with the conditions outlined in this document.

In managing the application of this policy, consideration should be given to the individual's requirements and circumstances in relation to the protected characteristics as detailed under the Equality Act 2010.

In January 2015 UDC became an accredited Living Wage employer.

This policy applies to all UDC employees.

Any employee who requires this policy in an alternative format or language should contact HR Admin.

Associated Documents:

HRP 6	Secondment Policy
PPN 7	Job Evaluation Scheme
HRP 8	Essential User Policy
HRP 9	Excess Travelling Time and Expenses Policy
HRP 12	U-Perform Appraisal Process
HRP 13	Acting-Up Payments
HRP 15	Standby and Recall to Work Payment Policy
HRP 24	Organisational Change Policy
HRP 33	Standard Conditions of Service
HRP 47	General Allowances and Subsistence Rates
HRP 48	Long Service Award Policy

Introduction

UDC recognises that to attract, retain and motivate quality staff, fair and equitable pay and reward processes need to be adopted and managed. These processes should be based on the current and future requirements of the organisation. They should also recognise that changes in both employee expectations and motivational needs, along with influential external factors such as labour market conditions, need to be continually considered and managed through these policies.

Robust pay and reward processes provide clarification and understanding of what contributions and responsibilities are required of employees at all levels and how their input is recognised and rewarded. It also supports the identification of the required values, behaviours and performance levels of the organisation in order for it to meet its key corporate and operational goals.

All of the policies referred to in this document have been formulated in accordance with local and national pay and reward standards and guidance. UDC works in partnership with Essex County Council's Human Resources (HR Partnership) therefore all policies will be implemented and managed with direct support from this group.

Policy Framework

1. Definitions

For the purpose of this policy only the term 'Chief Officer' is defined as follows:

- Any member of the Corporate Management Team (CMT)
- Any senior role evaluated between the pay Bands 1 – 4 (see section 3 below)

The term 'lowest paid staff' is defined as follows:

- Those staff members whose role is evaluated at Scale 2 on the NJC pay scale chart (see section 2 below)

2. Job Evaluation

UDC adopts job evaluation processes that aim to maintain fairness and equity in the grading of posts throughout the authority (see PPN 7). Jobs are only subject to evaluation if they are new posts or where a current post has significantly changed in relation to responsibilities and/or reporting lines.

UDC has two formal review processes that it applies dependant upon the expected outcome of the role being evaluated:

- | | |
|--------------------------------|------------------------|
| • UDC Job Evaluation Scheme | From Scale 2 to PO 16 |
| • Hay System of Job Evaluation | From Scale SM2 upwards |

UDC Job Evaluation Scheme

The scheme focuses on the content and responsibilities of the role and not the person doing the job. It compares elements of the job against pre-determined factors ensuring

that jobs are measured logically and fairly. Job Evaluation Panels are held on a frequent basis at the Authority and organized by the UDC HR team. This process is actioned by a core team of trained officers from within the authority. One member of each evaluation panel must be a representative of the union. Also a representative from the HR Partnership will be present at each panel and chair the proceedings, making notes of the decisions and helping with the decision-making process. Following CMT approval, Managers must submit a job profile along with a supporting questionnaire and structure chart which is then evaluated by the team where points are allocated against a number of factors.

Hay System of Job Evaluation

Where a role is anticipated to be graded above PO 16, it will be submitted to the HR Partnership for evaluation through the Hay System. This process is adopted for senior roles within the authority as it allows for greater emphasis on key management factors. It uses a points allocation system.

Job Evaluation and Salary

The salary of any given UDC role is determined by an evaluation process. Salary bands are identified against the level of points awarded to a role. UDC policy is that there is no restriction upon the position in a salary band at which new recruits can be appointed. Appointing managers or members may use any point within the evaluated salary scale to recognise a successful applicant's experience, qualification, technical knowledge, technical skills and market value.

3. Pay

Salary Bands

UDC adopts the recognised National Joint Council (NJC) salary bands for its lower paid roles as detailed in the 'Green Book' (see HRP 33). These are developed through negotiations with Local Government employers and trade unions and are updated and applied in line with national circumstances. These pay bands are structured through a series of Spinal Column Points (SCP).

Roles that are evaluated at a Chief Officer level have an independent salary band scheme applied to them.

The salary bands are as follows:

Role	Band	Minimum	Maximum
Chief Executive	BAND 1	£ 100,000	£ 110,000
Directors	BAND 2	£ 75,812	£ 84,237
Statutory Officers	BAND 3	£ 68,062	£ 75,812
Assistant Directors	BAND 4	£ 48,920	£ 68,061

For all Chief Officers, with the exception of the Chief Executive, there is an annual 'cost of living' rise which, when known, will be added to the Band 2, 3 and 4 ranges.

Information on actual sums paid to Chief Officers is contained within the annual Statement of Accounts which is published on the council website each June. A link to the relevant page is below

<http://www.uttlesford.gov.uk/finance>

Average Salaries

At the time of issue of this policy, the approximate average salary for all 'Green Book' salaried employees is £21,660 and the median salary is £20,849.

Due to the introduction of the Living Wage the Council has no one employed by the authority on the Scale 1 'Green Book'. All of our employees start on at least Scale 2, which is currently £15,523 FTE.

The current average salary for Chief Officers is £69,481 and median is £55,625.

Salary Ranges

It is the council's policy that the salary range for the role of Chief Executive will normally be no greater than eight times the average salary of a Scale 1 'Green Book' employee. .

It is the council's policy that the salary range for the role of Director will normally be no greater than six times the average salary of a Scale 1 'Green Book' employee.

It is the council's policy that the salary range for the role of Statutory Officer will normally be no greater than five and a half times the average salary of a Scale 1 'Green Book' employee.

It is the council's policy that the salary range for the role of Assistant Director will normally be no greater than five times the average salary of a Scale 1 'Green Book' employee.

All starting salaries commence at Scale 2 so all requirements are met.

All annual salaries are paid pro rata to part time working officers based on the number of hours they are contracted to work.

Increments in Pay

For 'Green Book' roles, increments in pay normally occur on an annual basis, subject to satisfactory performance within the role. The increment reflects a move to the next level SCP within a band. Once a role has reached the highest SCP within a band there will be no further incremental pay awards.

Increments in pay for Chief Officers will only be awarded through the Chief Officer Performance and Reward Scheme (see section 6 below).

Annual 'cost of living' award may also be awarded to all officers, with the exception of the Chief Executive, as a result of negotiations between the Local Government Employers and trade unions.

Pay Protection

UDC operates a pay protection policy which provides a mechanism to assist employees to adjust to a reduction in pay arising from organisational change, job evaluation or redeployment. Pay protection will apply to permanent employees from the effective date of the change of grade for a period of two years as follows:

Where the alternative suitable employment within UDC is at a lower grade, pay protection will be up to a maximum of one grade only from the highest SCP of that lower graded post regardless of the employee's grade in their previous role for the first year following redeployment. Pay protection for the second year will reduce to 50% of the amount paid in the first year.

Living Wage

In January 2015, The Living Wage Foundation accredited Uttlesford District Council as a Living Wage Employer. The Living Wage commitment will see that everyone working at UDC, regardless of whether they are permanent employees or third-party contractors and suppliers; receive a minimum hourly wage of £8.25 (significantly higher than the national minimum wage of £6.70).

The Living Wage is an hourly rate set independently and updated annually. The Living Wage is calculated according to the basic cost of living using the "Minimum Income Standard" for the UK.

4. Additional Payments

Returning Officer Payment

The Council has a duty to appoint a Returning Officer for all elections that it runs. For District and Parish elections, the Returning Officer fee is met by the District Council. This fee, and the fees of all other people employed by the Returning Officer, is paid in accordance with the Council's agreed scale of fees and expenses for elections.

Acting up payments

Acting up payments are awarded where officers temporarily undertake duties at a higher grade (see HRP 13). Payment is usually made where an officer is covering over 20% of the duties of the higher-grade post. The amount payable is calculated by assessing the percentage of the higher-level post covered and the difference between the officer's current salary and the salary band minimum of the grade of the post covered.

Secondments

The authority provides the opportunity for officers to undertake roles on a secondment basis (see HRP 6). In most cases the secondee will be paid at the same level as their substantive post however, where the secondment post is of a higher pay band than their current role, a higher salary may be applied for the secondment period. This salary will be agreed by all relevant managers and HR representatives.

Essential User Car Allowance and Mileage Rates

The authority pays an Essential User Car Allowance to roles that meet the specified criteria. Where officers require the use of a vehicle to complete their day-to-day responsibilities, business mileage can be claimed (see HRP 8 & 47). Essential user

allowance is only available to those qualifying people on salary grades up to and including PO13-16

Any such allowances and mileage payments are calculated and applied in accordance with HM Revenue & Customs rates.

UDC Allowance

The authority has previously paid a local UDC allowance to all staff, on Scale 6 or below, after one year's continuous service. The allowance of £561 is paid in addition to an annual salary payment. Following a corporate review of allowances in 2011, this allowance is no longer paid to any staff commencing employment within the authority.

If an employee moves from one role to another within the council the employee will cease to be entitled to the UDC Allowance. The only exception to this is where the move is part of a section reorganisation with an associated consultation process. In this case where the employee is required to move role the allowance will continue to be paid providing the original scheme criteria remain i.e. the new role is evaluated at Scale 6 or below.

Excess Travel Allowance

Additional travelling expenses can be claimed by employees when their work base is changed by circumstances beyond their control or they are transferred to a new work base (see HRP 9). The Officer is paid an allowance equal to the difference between the cost of travelling from their home to their new work place and from their home to their original workplace. The allowance is paid for a maximum period of three years from the date of transfer.

The UDC Excess Travelling Expenses Scheme is agreed within the scope of 'Green Book' conditions.

Meeting Allowances

Officers graded at 'Green Book' Senior Officer 1 (SO1) to Principal Officer (PO16) can claim an allowance for attendance at evening and out of hours meetings relating to council business.

Standby and Recall to Work Payments

Officers are eligible for these payments if in respect of their contracted duties they are required, or volunteer, to be on a call out rota or list, or respond to calls outside of normal working hours. Eligibility for standby and recall to work payments will be confirmed in the terms and conditions of the officer's contract of employment and details are set out in HRP15.

Market Supplements

Following the corporate review of allowances in 2011 the authority does not apply market supplement payments to any role. If however, the employment market dictates the need to apply a supplement to particular roles, these will be applied in accordance with relevant protocol.

Long Service Awards

The authority acknowledges the importance of employees who are committed to their work and wishes to reward the loyalty of those officers who have Long Service with

UDC. Long Service Awards are given upon the successful completion of 20, 30 and 40 continuous service at UDC or one of its predecessor authorities.

Awards are made as follows:

20 years service	Vouchers to the value of £250
30 years service	Vouchers to the value of £500
40 years service	Vouchers to the value of £750

Staff Suggestion Scheme

The authority has since 2007 run a staff suggestion scheme, U-Suggest where members of staff are invited to come up with good ideas for improving the way the authority works. Where suggestions are innovative, cash prizes may be linked to the amount of any savings the council makes as a result of putting them into practice. Suggestions can receive awards of between £10 and £250. There may also be encouragement awards given of up to £25 for ideas which show merit or special effort. To date a total award of £1,160 has been paid to officers through the scheme.

Vine Extras

From April 2016, the authority will be subscribing to Vine Extras; this is a reward gateway to a large number of retailers where employees can make savings on purchases. The cost to the authority will be £4.00 per employee.

5. Recruitment

All officers recruited by UDC will be given a formal written contract detailing the particulars of their employment and the compensation they will receive in exchange for the work they perform. These contracts will reflect the status of the employee's employment i.e. permanent, temporary, casual etc.

The specific terms of the contracts are detailed in a Written Statement of Particulars for Local Government Employees (Scale 1 – P016) which will accompany the contract.

The Statement of Written Particulars for staff on SM2 and Chief Officer Grades will reflect the different terms and conditions that apply to those roles.

Chief Officers will normally be appointed at the bottom of the appropriate pay scale. However the Chief Executive has the authority to appoint above the bottom of the appropriate pay scale should the need arise.

Any changes to terms and conditions of employment will follow consultation and, where necessary, negotiation with individuals and recognised trade unions.

6. Reward & Recognition

To monitor the performance of all 'Green Book' officers, the authority adopts a local appraisal process, U-Perform (see HRP12). Performance will be reviewed and graded against the achievement of a number of key objectives and the demonstration of relevant values and behaviours. There are no additional monetary rewards other than incremental progression within the officer's pay band for acceptable performance within this scheme. Alternative rewards such as additional leave and recognition letters may be awarded for 'very good' or 'exceptional' performance.

For all Chief Officers, with the exception of the Chief Executive, a local Performance and Reward scheme was proposed in 2007 but has not been implemented. Chief Officers only receive the salary as set out in section 3 above, they do not receive performance related pay nor do they receive bonuses.

Increments in pay for the Chief Executive may be awarded by the Leader of the Council following scheduled performance reviews.

7. Career Progression Schemes

In some areas of the authority officers are offered progression in their roles through a career progression scheme. Within such schemes, progression is usually awarded after successful completion of particular qualifications or work experience. Details of the scheme and how it will be applied to an individual will be documented in their contract of employment.

The authority also offers opportunities for apprenticeships and other national schemes such as school work experience placements. Apprenticeships have their own national pay scheme and are therefore outside of this policy.

8. Pension

The Local Government Pension Scheme (LGPS) is open to all new and existing employees of the authority.

The government has introduced new overriding pension legislation to make it easier for people to save for their retirement.

It requires all employers to Auto Enroll all eligible jobholders into a workplace pension scheme who are:

- not already in a workplace pension scheme and or previously opted out;
- earning over £10,000 gross per year (or £192 per week or £833 per month) - These figures relate to Tax year 2015/16 and are reviewed on an annual basis each April
- aged 22 or over;
- and under State Pension Age.

An employee may decide at any time to opt out of membership of the LGPS but will be automatically be re-enrolled into the scheme on what is called the "re-enrolment date" if, on that date, an employee is aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period, exception to this is if an employee has opted out within 12 months prior to the "re-enrolment date". At that point an employee will not be re enrolled until the next "re enrolment date"

The workplace pension scheme provided is the Local Government Pension Scheme (LGPS) which is a qualifying pension scheme, which means it meets or exceeds the government's standards.

9. Severance

On cessation of employment from the authority, officers including Chief Officers will only receive compensation:

- (a) in circumstances that are relevant e.g. redundancy
- (b) in the application of any employer discretions provided by the LGPS and/or
- (c) that complies with the specific term(s) of a Settlement Agreement.

The authority adopts an early retirement policy (see HRP 25)

Settlement Agreements (previously known as Compromise Agreements)

In exceptional circumstances to avoid or settle a claim or potential dispute, the authority may agree payment of a settlement sum through the issue of a Settlement Agreement. All cases will be overseen by the Legal Department in conjunction with the relevant line manager to ensure all legal, financial and contractual responsibilities have been met.

More information and help

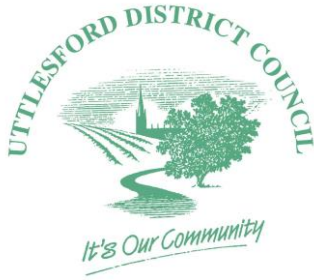
Associated documents

All associated documents listed in this policy are available on request

Contact for more information

HR: Tel: 01799 510424

Email: humanresources@uttlesford.gov.uk



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.	Pay Policy
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To allocate financial resources to UDC services enabling corporate priorities, statutory requirements and policy objectives to be met
3	Who may be affected by the strategy, policy, project, contract or decision?	<input type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input type="checkbox"/> UDC service users
4	Responsible department and Head of Division.	Adrian Webb, Director of Corporate Services on behalf of CMT
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – 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 checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation

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


<p>8</p>	<p>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>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <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>No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group.</p>
<p>9</p>	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <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>No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group.</p>

Checking delivery arrangements																	
10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No </th> <th style="width: 10%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>The premises for delivery are accessible to all.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Consultation mechanisms are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Participation mechanisms are inclusive of all.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p>		Yes	No	N/A	The premises for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participation mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No	N/A														
The premises for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Participation mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														

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.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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


Future Impact




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

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

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues identified.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <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	<p>Following this fast-track assessment, please confirm the following:</p> <p> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  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.  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.  Action planning required (go to Q18 on Page 8 below). </p>
15	<p>If you have any additional comments to make, please include here.</p> <p><input type="checkbox"/> None</p>

Completion	
16	<p>Name and job title (Assessment lead officer)</p> <p>Adrian Webb Director of Finance and Corporate Services</p>
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>CMT</p> <p>Date: 16 February 2016 Date of next review: February 2017</p> <p><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>

Committee: Cabinet
Date: 16 February 2016
Title: Local Development Scheme
Portfolio Holder: Cllr Barker

Agenda Item

19

Summary

1. The Local Development Scheme (LDS) is the project plan for the Uttlesford Local Plan. The last revision to the LDS was approved by Cabinet in February 2015 to set out a new timetable for the production of a plan following the withdrawal from Examination of the last one.
2. It has become necessary to update the timetable.
3. The LDS will be posted on the Council's website and forwarded to the Planning Inspectorate for information.

Recommendations

4. That Cabinet adopt the revised Local Development Scheme.

Financial Implications

5. None.

Background Papers

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

None

Impact

- 7.

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

Sustainability	The policy documents which will be prepared are subject to separate Sustainability Appraisal.
Ward-specific impacts	All
Workforce/Workplace	Existing staff resources.

Situation

8. The LDS has been updated to reflect the revised timetable for the production of Uttlesford Local Plan. The key dates are as follows:
- **January 2016 – September 2016**
Regulation 18 – Research - assessment of sites, options and evidence base development.
 - **November 2016 – December 2016**
Regulation 19 Local Plan Pre-submission consultation
 - **March 2017**
Regulation 22 Local Plan Submission
 - **August 2017 – September 2017**
Regulation 24 Start of hearing sessions for the public examination
 - **December 2017**
Regulation 25 Adoption
9. The revised LDS is attached.

Risk Analysis

10.

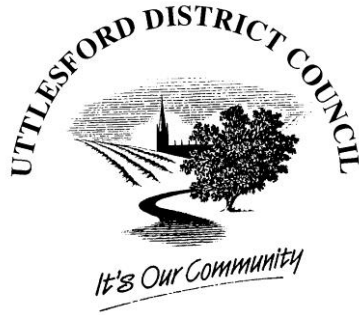
Risk	Likelihood	Impact	Mitigating actions
The plan maybe found unsound because the plan has not been prepared in accordance with the LDS	1. The LDS will be monitored and updated as necessary.	3.If the plan is found unsound this will cause delay and uncertainty	Amend the LDS to make sure the programme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

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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



UTTLESFORD DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

FEBRUARY 2016

Revision 11 – Presented to Planning Policy Working Group on 27 January 2016 *and Cabinet on 16 February 2016*

CONTENTS

Section

1. Introduction
 2. Terminology
 3. About the District
 4. Saved Policies
 5. Uttlesford Development Plan Documents
 6. Profiles of Proposed Development Plan Documents
 7. Supplementary Planning Guidance and Supplementary Planning Documents
 8. Other Documents
 9. Evidence Base
 10. Staff Resources and Management
 11. Risks
-
- Appendix 1 Proposed Programme of Replacement for the Policies in the Uttlesford Local Plan, Adopted January 2005
- Appendix 2 Table showing the production milestones for the Local Plan
- Appendix 3 Chart showing programme of Local Plan
- Appendix 4 Sources of Information for the Evidence Base

1. Introduction

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

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

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

The original LDS came into effect from 26 April 2005. At this time the Council was intending to produce a Local Development Framework made up of various documents including a Core Strategy and two separate development plan documents for site allocations and development management policies. There have been a series of LDSs produced since then. The last LDS was approved in February 2015.

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

The LDS is available on the Council's website at www.uttlesford.gov.uk. If you have any queries please contact the planning policy team on 01799 510637 or 01799 510454. E-mail planningpolicy@uttlesford.gov.uk

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

2. Terminology

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

AMR	Annual Monitoring Report	Authorities are required to monitor the progress of the local development scheme and the extent to which policies in the development plan documents are being achieved.
DPD	Development Plan Document	These documents are the statutory documents with development plan status. For Uttlesford this will include the Local Plan and the Gypsy and Traveller Site Allocations. The community will be involved in preparing them and they will be tested at an Examination by the Planning Inspectorate.
LDS	Local Development Scheme	The LDS sets out the programme for preparing the Local Plan
NP	Neighbourhood Plans	Neighbourhood plans will be prepared by local communities. They must be in conformity with the Local Plan.
NPPF	National Planning Policy Framework	Government statement of national planning policy.
SCI	Statement of Community Involvement	This document explains how and when stakeholders and the community can become involved in the preparation of the Local Plan and the ways that this will be achieved.
SA	Sustainability Appraisal	Assessment of the potential impacts of the policies and proposals in the LDF on economic, social and environmental issues.
SEA	Strategic Environment Assessment	Assessment of the potential impacts of the policies and proposals contained within the LDF on the environment
EIA	Equalities Impact Assessment	Assessment of the Plan to make sure that the policies within it are free from discrimination in terms of a direct or indirect impact on any particular group.
SPD	Supplementary Planning Document	SPDs are intended to support the policies and proposals in DPDs but they do not have the same status as DPDs and they are not subject to examination.

3. About the District

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

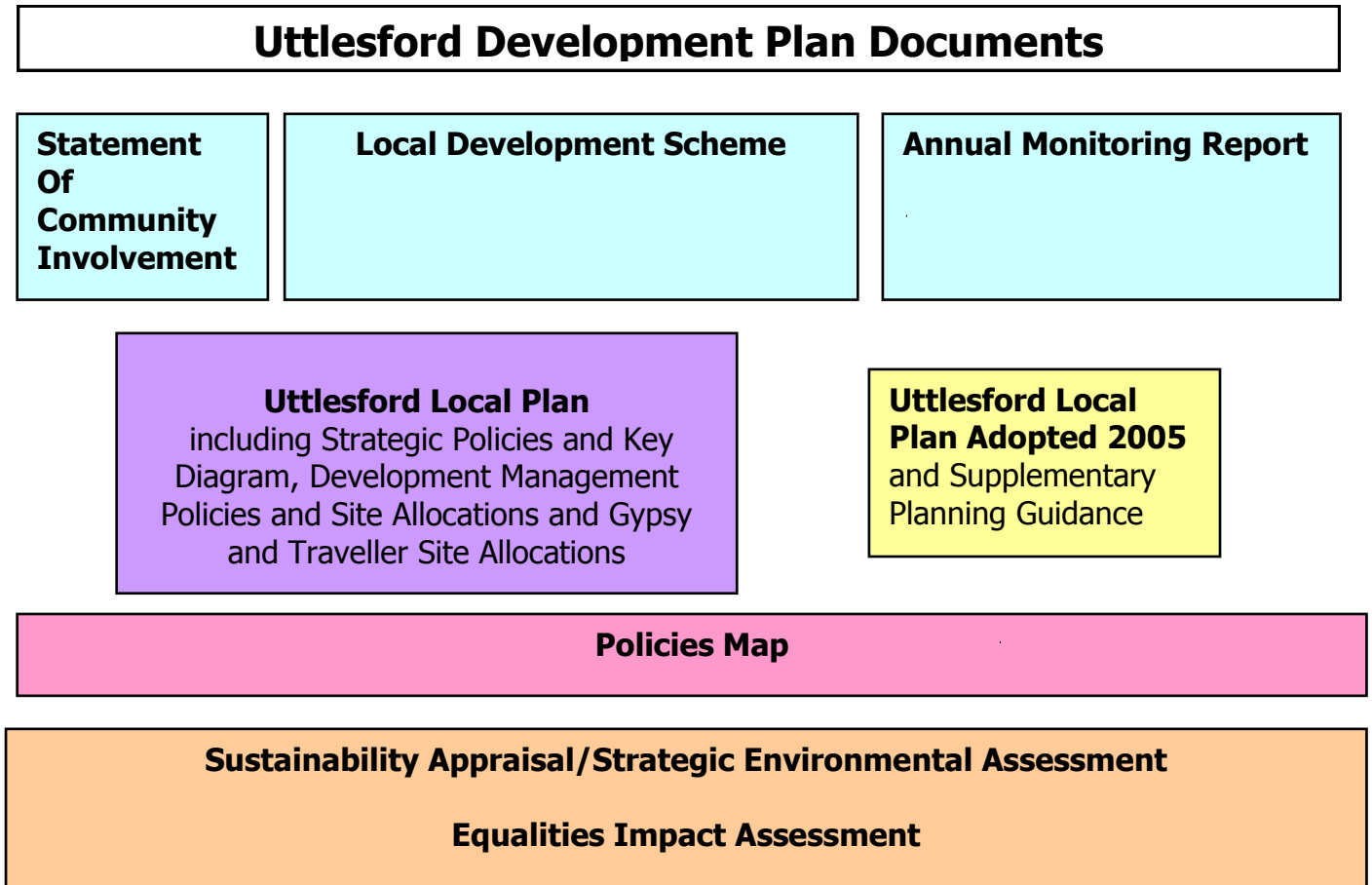
4. Saved Policies

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

The Uttlesford Local Plan was adopted on 20 January 2005 and the policies in it were originally "saved" for 3 years. In July 2007 the Council applied to the Secretary of State to extend the time period for the saved policies. All the policies in the Uttlesford Local Plan, except Takeley Local policies 1 and 2 – Land west of Hawthorn Close and Land off St Valery have been saved. Appendix 1 lists all the policies in the Uttlesford Local Plan and shows what will happen to each policy when the new Local Plan is adopted. The policies in the Local Plan have been independently reviewed to check their consistency with the National Planning Policy Framework. The assessment is available on the Council's website.

5. Uttlesford Development Plan Documents

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



- **The Uttlesford Local Plan 2005**

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

- **Statement of Community Involvement**

The SCI lets people who may be interested in the plan know when and how they can get involved in the preparation of the Local Plan. Minimum requirements for public consultation are set out in regulations. The SCI shows how these requirements are met and adds other measures, which the Council feels would be suitable. It identifies the groups to be involved and the techniques and resources required for effective involvement. The

SCI was one of the first documents to be prepared and was first adopted in July 2006 following a written representations examination by an independent Inspector. The SCI was revised and adopted in June 2015 and is currently undergoing a further revision. It is available on the Council's website.

- **Annual Monitoring Reports**

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

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

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

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

SEA/SA is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each Development Plan Document produced. All plans and policy documents need to undergo SEA/SA. The Council has commissioned consultants to develop a sustainability framework in consultation with relevant bodies. For each document various options developed through consultation will then be tested against the framework to identify options..

- **Equality Impact Assessment**

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

- **Local Plan**

This will be subject to independent examination by a Planning Inspector. The Inspector needs to be satisfied that the document meets the various procedural requirements and is sound. The Inspector will recommend

changes that are required to overcome any aspects relating to the soundness of the plan that they have identified and which can be corrected within the scope of the regulations – if major changes are required the Inspector is likely to find the plan unsound. The Council cannot adopt a plan which is found unsound. The Local Plan should address issues set out in the Uttlesford Sustainable Community Strategy.

The local plan will contain:

- The Council's vision, objectives and the spatial strategy for the future development of the district.
- Strategic Policies – policies which provide the overarching framework for planning decisions within the district
- Site Allocations Policies – covering detailed aspects of site delivery
- Development Management Policies – detailed policies against which planning applications will be considered.
- Gypsy and Traveller site allocations policies – specific policies covering the sites needed to deliver the required pitches and include e.g. access, design principles, landscaping.
- Policies Map and Key Diagram - The policies map will show all the policies and proposals and identify areas of protection on an Ordnance Survey base. The key diagram will illustrate the proposals.

The Council will also consider any further Development Plan Documents (DPDs) as necessary such as specific allocation/area action plans necessary to deliver the Local Plan.

- **Non-Development Plan Documents**

- **Supplementary Planning Guidance (SPG) and Supplementary Planning Documents (SPD)**

- This currently only applies to SPGs and SPDs which have been prepared to support the saved policies in the Uttlesford Local Plan but as the Local Plan and other DPDs are adopted more SPDs may be produced to support the policies in them. These documents are a material consideration for development management purposes but they are not subject to independent examination. The Council will make them available for public consultation before they are adopted in accordance with the regulations and the SCI.

▪ **Council Approved Guidance**

- The Council will approve Parish Plans and Village Design Statements where they have been prepared in accordance with the protocol and guidance prepared by the Essex Rural Community Council, Village Design Statement Group and the Essex Planning Officers Association. These will then be used for development management purposes.
- The Council’s Conservation Area Appraisals and associated management plans will be approved as Council approved guidance.

6. Profiles of Proposed Local Plan

The following profiles set out the details of the Local Plan. The overall programme is also shown in the table at Appendix 2 and the chart at Appendix 3. The Council is required to consult with organisations, residents and businesses as part of the preparation of the plan.

Uttlesford Local Plan
Expected Adoption Date: 2017
<ul style="list-style-type: none"> • <i>It will set out the Council’s vision, objectives and spatial strategy for the district.</i> • <i>It will contain the primary policies needed to achieve the above.</i> • <i>It will identify the key strategic sites and infrastructure.</i> • <i>It will set out the broad strategy for meeting the locally generated housing targets and the role of rural settlements.</i> • <i>It will be accompanied by a key diagram showing locations for growth.</i> • <i>Development Management policies will make sure that all development within the District meets certain criteria and helps to achieve the vision.</i> • <i>Site Allocations/Broad locations showing the locations/sites/related policies where development is proposed.</i> • <i>It will set out specific policies relating to a number of Gypsy and Traveller sites where development is proposed.</i> • <i>The sites will be shown on the policies map.</i>
Coverage: District-Wide
Conformity: Must be in conformity with the National Planning Policy Framework and Planning Policy for Travellers sites.
Key Stages: <ul style="list-style-type: none"> • February 2015 – September 2016 Regulation 18 – Research/Consultation - assessment of sites, options/evidence base development consultation on issues and options October – December 2015 • November 2016 – December 2016 Regulation 19 Local Plan Pre-submission consultation

<ul style="list-style-type: none"> • February 2017 Regulation 22 Local Plan Submission • July 2017 Regulation 24 Start of hearing sessions for the public examination • December 2017 Regulation 25 Adoption
<p>Production and Management: The Planning Policy Team will prepare the Local Plan. The process will be guided by the Planning Policy Working Group. Approval of key stages will be by the Full Council who will also adopt the Local Plan.</p>
<p>Review: The Local Plan will be subject to annual monitoring and review.</p>

7. Supplementary Planning Guidance and Supplementary Planning Documents

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

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

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

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

Supplementary Documents on Home Extensions and Accessible Homes and Playspace were adopted in November 2005 and the SPD on Replacement Dwellings was adopted in September 2006. The Energy Efficiency SPD was adopted in October 2007. The Council has also adopted the Urban Place Supplement to the Essex Design Guide. This was prepared by the County Council and adopted by the District Council in March 2007. In January 2010 the Council approved the Essex County Council’s “Parking Standards, Design and Good Practice” September 2009 document for use as District Council planning guidance, superseding Appendix 1 of the 2005 Adopted Uttlesford Local Plan (ULP). Further changes were approved in February 2013.

The Council has carried out appraisals and developed management plans for all its Conservation Areas. Following consultation with the local community the Council has approved these appraisals and the associated management plans as non-statutory guidance.

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

Arkesden	Parish Plan	2009
Ashdon	Parish Plan	2007
Birchanger	Parish Plan	2006
Chrishall	Parish Plan	2007
Clavering	Parish Plan	2014
Farnham	Parish Plan	2014
Felsted	Parish Plan	2014
Great Canfield	Village Design Statement	2010
Great Chesterford	Parish Plan	2015
Great Dunmow	Town Design Statement	2009
Hadstock	Parish Plan	2007
Little Bardfield	Village Design Statement	2009
Littlebury	Parish Plan	2009
Newport	Village Plan	2010
Quendon and Rickling	Village Plan	2015
Radwinter	Parish Plan	2007-2012
Stansted	Parish Plan	2011
Thaxted	Village Design Statement	2010
Wendens Ambo	Parish Plan	2012
White Roding	Parish Plan	2009
Widdington	Village Design Statement	2009

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

The Civil Parishes of Felsted, Great and Little Chesterford, Great Dunmow and Saffron Walden, Stansted Mountfitchet (excluding the area of Stansted Airport) and Thaxted have been designated as Neighbourhood Development Plan Areas.

8. Other Documents

The local authority has produced a sustainable community strategy (SCS) following consultation with the local community and key local partners through the Local Strategic Partnership. The SCS sets out the strategic vision for a place and provides the vehicle for considering and deciding how to address difficult cross cutting issues such as the economic future of an area, social exclusion and climate change. The key spatial planning objectives for the area should reflect the SCS priorities.

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

- The Sustainable Community Strategy 2008
- Housing Strategy (2016-2018)
- Natural Resources Management – Policy Statement and Improvement Strategy 2010
- Economic Development Strategy 2014-2016
- Community Safety Partnership Strategic Assessment Report 2013
- Comprehensive Equality Policy 2009 and the Single Equality Duty 2015-2018
- Joint Municipal Waste Management Strategy for Essex 2007-2032

9. The Evidence Base

The Council will prepare and keep up to date information on all aspects of the social, economic and environmental characteristics of the District as set out in the table at Appendix 4. Much of the information that will be needed is available within the Council as part of annual monitoring e.g. housing supply, or is available from other organisations and/or websites e.g. population data. The studies are reviewed as necessary to make sure they remain relevant and up to date.

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

10. Staff Resources and Management

A member working group has been set up to steer and monitor the programme for the Local Plan work – this is known as the Planning Policy Working Group. The group is open for all members to attend. The meetings are open to the public and the papers and the minutes are available on the Council's website.

The policy team is working to prepare the Local Plan, drawing in other staff from within the Council where appropriate. The Council is also working together with other Local Authorities, statutory consultees, the Planning Inspectorate and other organisations like the Planning Advice Service (PAS) where necessary.

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

11. Risks

- **Funding**

Budget constraints will continue to limit funding available for commissioning additional study work or securing additional staff resources although sufficient resources are available to deliver the work programme.

- **Programme**

The programme for the Local Plan preparation is challenging. In the past it has been difficult to predict with certainty the length of time it will take to produce the plan.

Through Duty to Co-operate engagement the Council will keep up to date with the progress of other Essex and Hertfordshire Districts, sharing experiences and adjusting the timetable where necessary.

- **Evidence Base**

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

- **Staff Resources**

The team which will be working on the production of the Local Plan is relatively small with 4 permanent staff. There is the opportunity to use other staff within the planning service and/or within the Council to help with some aspects of the work and there is also an option to employ agency staff to cover peaks in workload as necessary.

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

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

Existing Policy		Replaced/Deleted/ Merged	Which document will the new/merged Policy be in?	Date of Adoption of DPD
Policy Ref	Description			
S1	Development limits for the main urban areas	General development locations and strategic sites will be identified in the Strategic Policies. Site specific policies will be included in the Site Allocations section. Development Limits will be defined on the Policies Map	Local Plan	2017
			Local Plan	2017
			Local Plan	2017
S2	Development limits/policy areas for Oakwood Park, Little Dunmow and Priors Green, Takeley/Little Canfield		Local Plan	2017
S3	Other development limits			
S4	Stansted Airport Boundary	Replaced	Local Plan	2017
S5	Chesterford Park Boundary	Merged Chesterford Park Local Policy 1	Local Plan	2017
S6	Metropolitan Green Belt	Replaced	Local Plan	2017
S7	The Countryside	Replaced	Local Plan	2017
S8	The Countryside Protection Zone	Replaced	Local Plan	2017
GEN1	Access	Replaced	Local Plan	2017

GEN2	Design	Replaced	Local Plan	2017
GEN3	Flood Protection	Replaced	Local Plan	2017
GEN4	Good Neighbourliness	Replaced	Local Plan	2017
GEN5	Light Pollution	Replaced	Local Plan	2017
GEN6	Infrastructure provision to support development	Replaced	Local Plan	2017
GEN7	Nature Conservation	Replaced	Local Plan	2017
GEN8	Vehicle Parking Standards	Replaced	Local Plan	2017
E1	Distribution of Employment Land	Merged Gt Chesterford Local Policy 2, SW4, SW5. Strategic Policies will identify general development locations Site specific policies will be included in the Site Allocations section	Local Plan	2017
E2	Safeguarding employment land	Merged Elsenham Local Policy 1, Great Chesterford Local Policy 1, GD7, Takeley Local Policy 5, SW6, Thaxted Local Policy 3	Local Plan	2017
E3	Access to Workplaces	Replaced	Local Plan	2017
E4	Farm Diversification: Alternative uses of Farmland	Replaced	Local Plan	2017
E5	Re-use of rural buildings	Replaced	Local Plan	2017
ENV1	Design of Development within Conservation Areas	Replaced	Local Plan	2017
ENV2	Development Affecting Listed Buildings	Replaced	Local Plan	2017

ENV3	Open Space and Trees	Replaced	Local Plan	2017
ENV4	Ancient Monuments and Sites of Archaeological Importance	Replaced	Local Plan	2017
ENV5	Protection of Agricultural Land	Replaced	Local Plan	2017
ENV6	Change of Use of Agricultural Land to Domestic Garden	Replaced	Local Plan	2017
ENV7	The Protection of the Natural Environment – Designated Sites	Replaced	Local Plan	2017
ENV8	Other Landscape elements of importance for nature conservation	Replaced	Local Plan	2017
ENV9	Historic Landscapes	Replaced	Local Plan	2017
ENV10	Noise sensitive development and disturbance from Aircraft	Replaced	Local Plan	2017
ENV11	Noise Generators	Replaced	Local Plan	2017
ENV12	Protection of Water Resources	Replaced	Local Plan	2017
ENV13	Exposure to poor air quality	Replaced	Local Plan	2017
ENV14	Contaminated Land	Replaced	Local Plan	2017
ENV15	Renewable Energy	Replaced	Local Plan	2017
H1	Housing Development	Merged with GD4, SW2 and SM2	Local Plan	2017
H2	Reserve Housing Provision	Merged with SW3	Local Plan	2017
H3	New Houses within development limits	Replaced	Local Plan	2017
H4	Backland Development	Replaced	Local Plan	2017
H5	Subdivision of dwellings	Replaced	Local Plan	2017
H6	Conversion of rural buildings to residential use	Replaced	Local Plan	2017
H7	Replacement Dwellings	Replaced	Local Plan	2017
H8	Home Extensions	Replaced	Local Plan	2017
H9	Affordable Housing	Replaced	Local Plan	2017

H10	Housing Mix	Replaced	Local Plan	2017
H11	Affordable Housing on Exception Sites	Replaced	Local Plan	2017
H12	Agricultural workers' dwellings	Replaced	Local Plan	2017
H13	Removal of Agricultural Occupancy Conditions	Replaced	Local Plan	2017
LC1	Loss of sports fields and recreational facilities	Replaced	Local Plan	2017
LC2	Access to Leisure and Cultural Facilities	Replaced	Local Plan	2017
LC3	Community Facilities	Replaced	Local Plan	2017
LC4	Provision of Outdoor Sport and Recreational Facilities beyond development limits	Replaced	Local Plan	2017
LC5	Hotel and Bed and Breakfast Accommodation	Replaced	Local Plan	2017
LC6	Land west of Little Walden Road Saffron Walden	Merge SW 7	Local Plan	2017
RS1	Access to retailing and services	Replaced	Local Plan	2017
RS2	Town and Local Centres	Replaced	Local Plan	2017
RS3	Retention of Retail and other services in Rural Areas	Replaced	Local Plan	2017
T1	Transport Improvements	Deleted		2017
T2	Roadside services and the new A120	Replaced	Local Plan	2017
T3	Car Parking associated with development at Stansted Airport	Replaced	Local Plan	2017
T4	Telecommunications Equipment	Replaced	Local Plan	2017
	Chesterford Park Local Policy 1	Merged S5 and E2	Local Plan	2017
	Elsenham Local Policy 1	Merged E2	Local Plan	2017
	Great Chesterford Local Policy 1	Merged E2	Local Plan	2017
	Great Chesterford Local Policy 2	Merged E1	Local Plan	2017

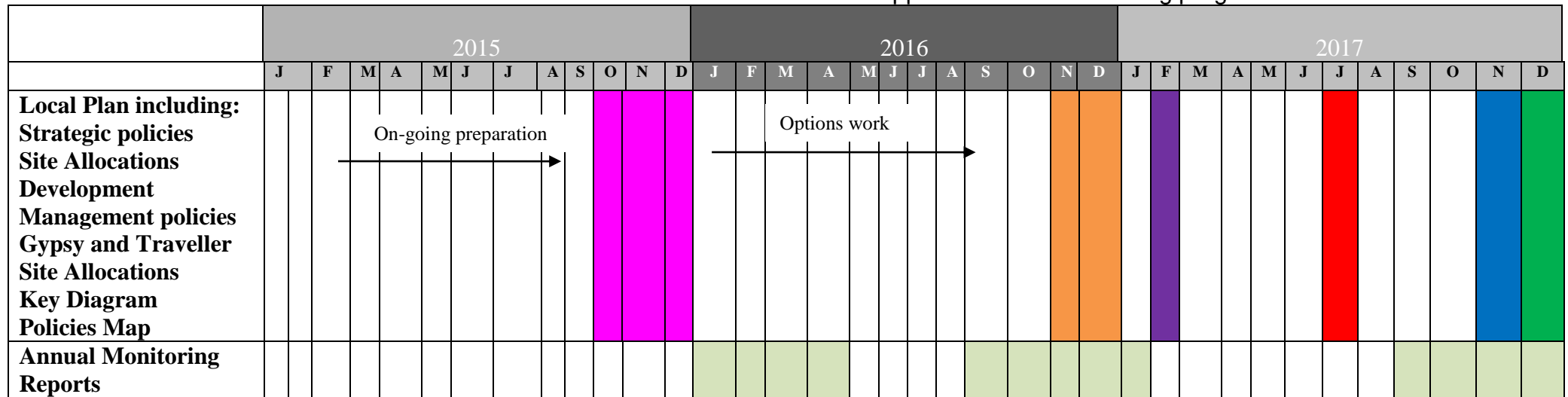
GD1	Town Centre	Replaced	Local Plan	2017
GD2	Land Rear of 37 to 95 High Street	Development Complete - Deleted		
GD3	White Street Car Park Extension	Development Complete -Deleted		
GD4	Residential Development within Great Dunmow's Built up Area	Merged H1	Local Plan	2017
GD5	Woodlands Park	Replaced	Local Plan	2017
GD6	Great Dunmow Business Park	Replaced	Local Plan	2017
GD7	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2017
GD8	Civic Amenity Site and Depot	Replaced	Local Plan	2017
	Oakwood Park Local Policy 1	Replaced	Local Plan	2017
SW1	Town Centre	Replaced	Local Plan	2017
SW2	Residential Development within Saffron Walden's Built up Area	Merged H1	Local Plan	2017
SW3	Land south of Ashdon Road	Merged H2	Local Plan	2017
SW4	Land adjoining the Saffron Business Centre	Merged E1	Local Plan	2017
SW5	Thaxted Road Employment Site	Merged E1	Local Plan	2017
SW6	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2017
SW7	Land at Little Walden Road	Merged LC6	Local Plan	2017
AIR1	Development in the terminal support area	Replaced	Local Plan	2017
AIR2	Cargo Handling/Aircraft Maintenance Area	Replaced	Local Plan	2017
AIR3	Development in the Southern Ancillary Area	Replaced	Local Plan	2017
AIR4	Development in the Northern Ancillary Area	Replaced	Local Plan	2017
AIR5	The Long Term Car Park	Replaced	Local Plan	2017
AIR6	Strategic Landscape Areas	Replaced	Local Plan	2017
AIR7	Public Safety Zones	Replaced	Local Plan	2017
SM1	Local Centres	Replaced	Local Plan	2017

SM2	Residential Development within Stansted's Built up Area	Merged H1	Local Plan	2017
SM3	Site on Corner of Lower Street and Church Road	Deleted		
SM4/B IR1	Rochford Nurseries	Replaced	Local Plan	2017
SM5	Parsonage Farm	Replaced	Local Plan	2017
	Start Hill Local Policy 1	Replaced	Local Plan	2017
	Takeley Local Policy 1 – Land west of Hawthorn Close	Deleted		
	Takeley Local Policy 2 – Land off St Valery	Deleted		
	Takeley/Little Canfield Local Policy 3 – Priors Green	Replaced	Local Plan	2017
	Takeley Local Policy 4 – The Mobile Home Park	Replaced	Local Plan	2017
	Takeley Local Policy 5 – Safeguarding of Existing Employment Area in Parsonage Road	Merged E2	Local Plan	2017
	Thaxted Local Policy 1 – Local Centre	Replaced	Local Plan	2017
	Thaxted Local Policy 2 – Land adjacent to Sampford Road	Currently under construction – likely to be completed - delete		
	Thaxted Local Policy 3 – Safeguarding of Employment Areas	Merged E2	Local Plan	2017

APPENDIX 2 – Production Milestones for the Local Plan

Doc Name	Subject	Doc Type	Conformity	Production Milestones					Review
				Regulation 18 Public Participation in Plan Preparation	Regulation 19 Consultation – Local Plan Pre-submission	Submission of document to Sec of State	Hearing Sessions	Adoption	
				Evidence Gathering, stake holder Involvement and consultation					
Uttlesford Local Plan	Sets out the Vision for development of Uttlesford District together with the key policies to achieve that vision. Includes a key diagram to illustrate the spatial strategy. Development Management Policies – criteria based policies against which planning applications will be considered Site Allocations – policies relating to specific sites where development is proposed. Gypsy and Traveller site allocations – policies relating to specific sites where development is proposed.	Local Plan	General conformity with the National Planning Policy Framework and National Planning Policy for Traveller Sites.	Instigated February 2015 including LDS and research programme Issues and Options Consultation 22 nd October to December 4 th December 2015 Jan – September 2016 (Assessment of sites, options, and finalise evidence base for pre-submission consultation stage	November – December 2016	February 2017	July 2017	December 2017	AMR

Appendix 3 - Chart showing programme of Local Plan



Key

	Commencement – early stages of plan preparation	Public Participation in the Preparation of a Local Plan (Reg 18) Notify consultation bodies of intention to prepare Local Plan and ask what such a Local Plan should contain. Also consider whether it is appropriate to invite representations from people who are resident or carrying on business in the area. Issues and Options consultation using responses to inform next stages.
	Publication of Plan and Pre-Submission Consultation (Reg 19) – Consultation on plan to be submitted for public examination	
	Submission to Secretary of State (Reg 22)	Examination Stages Guideline timetable from submission to final report Up to 23 weeks for hearing sessions up to 8 days with no Pre-Hearing Meeting (PHM). Up to 29 weeks for hearing sessions up to 8 days with a PHM and 37 weeks for hearing sessions up to 12 days with a PHM.
	Hearing Sessions	
	Inspectors Report	
	Adoption at Full Council	
	Production of Annual Monitoring Report (AMR)	

Sources of Information for the Evidence Base

Social	Sources of Available Data	Updating
Housing Needs	Strategic Housing Market Assessment (SHMA) working in partnership with East Herts, Epping Forest and Harlow. Final report 2015 – Opinion Research Services	
	Affordable Housing, Viability Assessment, 2010 – Level Updated March 2012	
	Strategic Land Availability Assessment (SLAA). 2016 – UDC	Updated Annually
	Essex Gypsy and Traveller and Travelling Showpeople Accommodation Assessment July 2014	
	Demographic Study Edge Analytics – Essex Planning Officers Association Phases 1 - 6	Quarter 1 2015
Housing Supply	Housing Land Supply, April 2015 - UDC	Updated Annually
	Housing Trajectory and 5 Year Land Supply, 2015 – UDC	Updated Annually
Population Age Structure Ethnicity	2011 Census	
	Neighbourhood Statistics	
	Baseline Information Profile Nov 2010 - Essex County Council	
Leisure Facilities/playing fields	Green Space Strategy Audit 2006 - UDC	
	Open Space, Sport and Recreation Study The Landscape Partnership 2012	
School Capacity	Commissioning School Places 2012- 2017 - Essex County Council	Updated Annually
Health Facilities	West Essex Clinical Commissioning Group	

Crime (Rates and Fear of Crime)	Home Office http://www.homeoffice.gov.uk/crime/	
	Essex Police	
	Baseline Information Profile Nov 2010 - Essex County Council	
	Essex County Council Tracker Survey 2009	
Economy	Sources of Available Data	Action/Updating
Economic Activity Industry or Employment Occupation Groups Commuting	2011 Census	
	Employment Land Study Final Report March 2006 PACEC	
	Strategic Land Availability Assessment 2016, UDC	
	Non- residential land monitoring data Essex County Council. Employment Land Monitoring Report - UDC	Updated annually
	Employer and Business Survey – CN Research 2009	
Retail	Uttlesford Retail Capacity Study Update April 2014 Savills	
	Non- residential land monitoring data, Essex County Council	Updated Annually
Office/Industrial Accommodation Survey	Non-residential land monitoring data, Essex County Council	Updated Annually
Development Opportunity Sites	Economic Assessment – Carter Jonas 2012	
	Urban Design Assessment – Places Services, Essex County Council)	
Environment	Sources of Available Data	Action/Updating
Conservation Areas Tree Preservation Orders Listed Buildings Ancient Monuments and Archaeological Sites Sites of Special Scientific Interest and National Nature Reserves County Wildlife Sites Ancient Woodlands Special Verges Historic Landscapes and Parklands	UDC GIS	Ongoing updates (UDC).
	Conservation Area Appraisals and Management Plans for Arkesden Ashdon Audley End Bentfield Green Clavering Elmdon Felsted	

<p>Open spaces Noise Contours Groundwater Protection Zones Poor Air Quality Zones Flood Zones</p>	<p>Great Canfield Great Chesterford Great Dunmow Great Easton Great Hallingbury Great Sampford Hadstock Hatfield Broad Oak Hazel End Hempstead Henham High Easter High Roding Littlebury Little Dunmow Little Easton Manuden Newport Quendon & Rickling Radwinter Saffron Walden Stansted Mountfitchet Stebbing Thaxted Wendens Ambo Widdington</p>	
	<p>Historic Settlement Character Assessment for selected settlements: Saffron Walden Great Dunmow Great Chesterford Henham Newport Stansted Mountfitchet UDC 2007 Thaxted –UDC 2009</p>	
	<p>Village Templates (Market Towns and Key Villages) UDC 2011</p>	
	<p>Uttlesford District Historic Environment Characterisation Project – Essex County Council 2009</p>	
<p>Landscape Character Assessment</p>	<p>Essex County Council – county level information</p> <p>Landscape Character Assessment. Final Report September 2006 Chris Blandford Associates</p>	
<p>Biodiversity</p>	<p>Phase 1 Habitat Survey 1990</p> <p>Local Wildlife Sites Review October 2007 Essex Ecology Services Ltd</p>	

	Appropriate Assessment UDC 2007 and updated in 2013	
Flood Risk	Strategic Flood Risk Assessment, Final Report March 2008 JBA Consulting	
Rural Lanes	Uttlesford Protected Lanes Assessment March 2012 Essex County Council	
Agricultural Land Classification	Department for Environment, Food and Rural Affairs (DEFRA)	Input data to GIS (UDC)
Water Quality Water Use	Environment Agency	
	Water Companies	
	Water Cycle Study, Scoping and Outline Strategy 2010 – Hyder Consulting.	
	Water Cycle Study, Stage 2 November 2012 – Hyder Consulting.	
Air Quality	Assessment of Uttlesford District's Local Plan on Air Quality in Saffron Walden 2013 - Jacobs	
Green Belt	Green Belt Review – ARUP 2016	
Renewable Energy	Renewable Energy Study of the District 2008 - Altechnica	
Communication and Transport	Sources of Available Data	Action/Updating
Public Transport - Bus	http://www.essex.gov.uk/Travel-Highways/Public-Transport/Pages/Public-transport.aspx	
	ECC Local Transport Plan 2011 (LTP 3)	Transport strategy published. Implementation plans to follow.
Public Transport –Rail	Network Rail London and South East Route Utilisation Strategy (RUS) 2011. Informs the development of High Level Output Specifications from	

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

Committee: Planning Policy Working group

Agenda Item

Date: 16 February 2016

20

Title: Statement of Community Involvement

Portfolio Holder: Cllr Barker

Summary

1. The Council adopted a Statement of Community Involvement in June 2015. Officers have carried out a review and refresh of the document. The Statement was considered by the Planning Policy Working Group and now needs to be approved by Cabinet for formal public consultation.

Recommendations

2. To approve the Statement of Community Involvement for formal public consultation.

Financial Implications

3. None – consultation expenses can be met from existing budgets.

Background Papers

4. There are no background papers.

Impact

- 5.

Communication/Consultation	The SCI will be subject to a six 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 Implications	N/A
Sustainability	N/A
Ward-specific impacts	All

Workforce/Workplace	N/A
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Situation

6. The Council adopted its Statement of Community Involvement (SCI) in June 2015 following the statutory process. The document 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.
7. Officers have carried out a review and refresh of the document.
8. The Statement has been updated following discussion at the Planning Policy Working Group. The consultation with statutory consultees will run for a 6 week period. The responses to the consultation will be reported to a future working group meeting and then to Cabinet for formal adoption.

Risk Analysis

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.	1. Low as SCI being reviewed and consultation planned.	2. 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

STATEMENT OF COMMUNITY INVOLVEMENT

February 2016



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Amendment to the Statement of Community Involvement 2016

- I. Uttlesford District Council first Statement of Community Involvement was adopted in July 2006 following a six week public consultation period and review by an independent Inspector. An annex was produced in 2009 to take account of new regulations. A new SCI was adopted in June 2015 following a full review.
- II. Many areas of the SCI have remained largely unchanged and up-to-date and have not needed significant revision. Changes have related to updating legislation where these have changed and consultation on planning applications. Hyperlinks to the Council's website have been added where appropriate.

Consultation on draft revised Statement of Community Involvement

- III. This draft Statement of Community Involvement will be subject to a six week public consultation period.

UTTLESFORD STATEMENT OF COMMUNITY INVOLVEMENT

1. Introduction

- 1.1. 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.
- 1.2. 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)

2. What's it all about?

- 2.1. In January 2005 the Uttlesford Local Plan was adopted. The Council is preparing a new Local Plan for the District covering the period 2011-2033.
- 2.2. The legal requirements for consultation and community involvement in plan making are set out in Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.3. 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.
- 2.4. 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.

3. National Planning Policy Framework 2012 and Planning Policy for Traveller Sites 2015

- 3.1. The National Planning Policy Framework (NPPF) March 2012 and Planning Policy for Traveller Sites August 2015 replaced 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.
- 3.2. National Planning Policy 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).

- 3.3. 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).

4. The Local Plan and supporting documents

4.1. The Local Plan and its supporting documents are set out below:

- **Local Plan Development Plan Documents (DPDs)** when adopted, constitutes the statutory development Plan for the District (see also role of Neighbourhood Plan's below).
- **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.
- **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 2016.

5. Duty to Cooperate

- 5.1. 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. 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.
- 5.2. The Council takes part in regular discussions with neighbouring authorities through both individual meetings and officer forums.

6. Neighbourhood, Community and Parish Planning

- 6.1. 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 been through referendum it becomes part of the local plan for the District.
- 6.2. 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.
- 6.3. 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.

7. Timeframe

- 7.1. 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.

8. What is the SCI for?

- 8.1. 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.

- 8.2. The Council has to make sure that all development plan documents and planning applications processes are consistent with the commitments made in this statement.

9. The benefits of getting involved

- 9.1. 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.

- 9.2. 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.

10. How was this statement developed?

- 10.1. 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.

11. Our Community

- 11.1. 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.
- 11.2. To make sure it is effective in improving community involvement in planning, this Statement of Community Involvement recognises these differences.

Local Communities

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.

Other Agencies

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

Statutory Stakeholders

There are certain groups that we have to involve. These include Historic England, Environment Agency, Highway England, Natural England, Essex County Council and Parish/Town Councils.

Developers and Landowners

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.

Service Providers

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.

Business Sector

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.

12. Improving participation

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

13. Improving Representation

- 13.1. 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 Area Access Group.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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.
- 13.5. 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 and ethnic communities know what is going on and how they can get involved if they want to.
- 13.6. 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.

14. Our principles on Community Involvement

- 14.1. 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.

15. What we will be consulting on

15.1. The Council will be consulting on the following documents:

15.2. **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/reflect government priorities.

15.3. **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.

15.4. **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.

15.5. **Supplementary Planning Documents (SPD)** - 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.

15.6. **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.

16. Involvement in the Local Plan

16.1. There are 5 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.

16.2. The stages are the same for the Supplementary Planning Documents except that there is no submission or examination.

- 16.3. 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.
- 16.4. 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, Evidence, Issues and Options (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 on the issues and options may include detailed stakeholder consultation or wider more extensive consultation. The Council will also assess the requirements of government guidance, corporate strategies and technical information.</p>
Publications (Local Plan Pre-Submission 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)	The Council will adopt the Local Plan as soon as practical following consideration of the Inspector's report.

17. How will we involve people?

- 17.1. 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.
- 17.2. 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.
- 17.3. 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.
- 17.4. 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.
- 17.5. 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.
	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>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 Historic England Highways England 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> • <i>Send copies</i>
Publication	Assess suitability of Council's preferred policy	Specific and general consultation bodies	<ul style="list-style-type: none"> • <i>Notify specific and general consultation bodies</i>
		Local Strategic Partnership	<ul style="list-style-type: none"> • <i>Uttlesford Future Meetings</i>
		General Public	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Consultation leaflets/posters</i> • <i>Publicity in local newspaper</i> • <i>Articles in Village Magazines</i> • <i>Available at libraries</i> • <i>Anyone who asked to be notified from previous stages.</i>
Consultation on Pre Submission document and Sustainability Appraisal Report		Specific and general consultation bodies	<ul style="list-style-type: none"> • <i>Notify to specific and general consultation bodies</i>
		General Public	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Notify anyone asked to be notified from previous stages</i>
Examination	Soundness	All	<ul style="list-style-type: none"> • <i>Publish details on website</i> • <i>Write to representors</i> •
Publication of Inspectors recommendations		All	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Send to anyone asked to be notified</i>
Adoption		All	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Send to Town and Parish Councils/meetings</i> • <i>Publish on website</i> • <i>Send to anyone asked to be notified</i>
Annual Monitoring Report	Effectiveness of policies	All	<ul style="list-style-type: none"> • <i>Publish on website</i> • <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 Historic England 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.

18. Feeding information into decisions

- 18.1. 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.
- 18.2. The Planning Policy Working Group meets regularly to steer and monitor the programme preparation of the local plan and associated documents.
- 18.3. 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. The recommendations should clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.
- 18.4. 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.
- 18.5. 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.
- 18.6. 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.
- 18.7. All documents produced will be available at the Council's principal office and on the Uttlesford website.
- 18.8. 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.

19. Making effective use of resources

- 19.1. 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.

20. Monitoring and evaluation

- 20.1. 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.
- 20.2. The SCI will be kept under review and updated as and when necessary.

21. Linking the Local Plan with the Community Strategy

- 21.1. 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.
- 21.2. 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.
- 21.3. 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.
- 21.4. 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.

22. Linking the Local Plan with the Housing Strategy

- 22.1. 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.

23. Linking the Local Plan with the Economic Development Strategy

23.1. 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 Districts economic growth.

24. Linking the Local Plan with community-led plans

24.1. 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

24.2. The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.

25. Stakeholders and Community Groups

25.1. 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.

25.2. 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)
- Environment Agency
- Historic 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
- Homes and Communities Agency
- Clinical Commissioning Groups
- Highways England
- 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
- Greater London Authority
- General Consultation Groups

25.3. 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.

25.4. 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.

26. Involvement in planning applications

26.1. 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

26.2. 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.

26.3. 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.

- 26.4. 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.
- 26.5. The Council has prepared Guidance Notes and a Planning Application Checklist which can be found on the website under [Planning Application Forms and Checklists](#)¹
- 26.5.1. The guidance notes provide advice on completing an application form, and the checklist is to ensure the correct plans and documents are submitted.

Applications

- 26.6. 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.
- 26.7. All applications are publicised via the Council's website under [Application and Decision Search](#)²
- 26.8. 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

- 26.9. If the application is unacceptable as submitted but changes could overcome the concerns, one of two courses of action are possible.
- 26.10. If the changes needed are significant and material and would require re-notification, officers will determine the application as submitted.
- 26.11. 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

- 26.12. 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.

¹ <http://www.uttlesford.gov.uk/planningapplicationforms>

² <http://www.uttlesford.gov.uk/applicationsearch>

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 can be found on the website under [Meetings and the Public](#)³ or by contacting a Democratic Services 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.

Permitted Development and Prior Approval

26.13. Permitted development rights are a national grant of 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.

26.14. 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.

³ <http://www.uttlesford.gov.uk/article/3085/Meetings-and-the-Public#Planning%20Policy%20Working%20Group>

<u>Application Type</u>	<u>Suggested Action by Applicant</u>	<u>Action by Uttlesford Council</u>	<u>Resource Implications</u>
<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. Parish/Town Council meetings, 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>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions with applicants.</p>

<u>Application Type</u>	<u>Suggested Action by Applicant</u>	<u>Action by Uttlesford Council</u>	<u>Resource Implications</u>
<p>Other - 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>Site notice or neighbour notification</p> <p>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions.</p> <p>There may be resource requirements for the applicant associated with greater consultation.</p>
<p><u>Listed Building Consent</u></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>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-applications discussions.</p>

Application to works to trees subject to a Tree Preservation Order	It is good practice for an applicant to consult their neighbours before submitting an application. Enter into pre-application discussions with Landscape Officer	Site notice or neighbour notification if tree on boundary or overhanging neighbouring land. Register of applications available via website and at principal office.	Council will need to make sure that it has enough staff resources to process these applications.
Prior Approval		Application available to view on website. Consideration of matters as set out in the General Permitted Development Order.	Council will need to make sure that it has enough staff resources to process these applications for prior approval.

27. 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 510346 or 01799 510454 or 01799 510637

Email - planningpolicy@uttlesford.gov.uk

Committee: Cabinet

Agenda Item

Date: 16 February 2016

21

Title: Developer Contributions Guidance

Portfolio Holder: Cllr Barker

Key decision: **No**

Summary

1. At its meeting in September 2015 Cabinet adopted a revised Developer Contributions Guide.
2. It has been necessary to update the document following the approval of the new Housing Strategy. The main thrust of the document remains the same.

Recommendations

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

Financial Implications

4. None.

Background Papers

5. None

Impact

- 6.

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

Workforce/Workplace	To consider as part of planning application process.
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Situation

7. At its meeting in September 2016 Cabinet adopted a Developer Contributions Guide.
8. The update document takes account of the recently adopted Housing Strategy and updates the references throughout the document and therefore it now takes into account eh recently published Strategic Housing Market Assessment.

Conclusion

9. It is recommended that the Developer Contributions Guidance be updated to take account of the Strategic Housing Market Assessment and updated Housing Strategy.

Risk Analysis

10.

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

			proposed are deemed to be insufficient.
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1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Developer Contributions
Guidance Document

Adopted as a 'Material Consideration' February 2016

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1.0 Introduction

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

2.0 Affordable Housing

- 2.1 The Council has adopted a Housing Strategy (2016-21) which sets out the Council's approach to housing provision over the next 5 years. This document has been prepared alongside the emerging Local Plan to ensure that the needs highlighted can be delivered through new development.

The Key Objectives are:

- Increasing Housing Supply across all tenures
- Helping People to live independently
- Ensuring decent, safe and healthy homes
- Creating sustainable communities

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

'Affordable housing: Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the

market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.'

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

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

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

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

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

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

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

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

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

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

The payment will be index linked.

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

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

Tenure split

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

Housing mix

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

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

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

3.0 Recreation Open Space

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

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

3.2 This definition includes:

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

Definition and provision of Children's Playspace

3.3 The 'Fields in Trust' makes a distinction between equipped and informal playspace. Equipped playspace is an area of land specifically dedicated for children to use for play, which will usually include play equipment. Informal or casual playspace is open space of a useful size and safe location providing opportunities for informal play activities.

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

Completion of Recreation Open Space Provision

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

Maintenance of Recreation Open Space

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

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

Maintenance cost for equipped play area to LEAP standard.

Annual maintenance cost per 400m ² play area (£)	£6,869.12 per annum
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Cost per m ² (£)	£343.45 for 20 years maintenance
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Maintenance cost for equipped play area to NEAP standard.

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

4.0 Landscaping

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

Landscaping structure

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

Existing landscape features

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

Edge of settlements

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

Public open spaces

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

Private Gardens

- 4.6 In low density developments front gardens should be designed to allow the planting of trees and shrubs to enhance the visual quality of the development. Hedges should

be used to provide enclosure and to provide a unifying element within the development.

Land drainage and attenuation structures

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

External lighting

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

Wildlife mitigation areas

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

Maintenance of landscaping areas

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

5.0 Education contributions

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

6.0 Planning Obligations

- 6.1 The Council will require developer contributions to be secured through a planning obligation which will normally be prepared by the Assistant Chief Executive – Legal.

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

Details	Fee	Calculations/Methodology
Hourly rate for 2015/16	£54	
Minimum charge	£810	£54 x 15hrs
Occupational or future trigger	£1296	£54 x 24hrs
Clause with commencement trigger	£810	£54 x 15hrs
Clause with future trigger	£1296	£54 x 24hrs
Clause with over 5 yrs monitoring	£2376	£1296 + £1080 (4x1hrx5yrs)
Clause with over 10 yrs monitoring	£3456	£1296 + £2160 (4x1hrx10yrs)

Clause with over 15 yrs monitoring	£4536	£1296 + £3240 (4x1hrx15yrs)
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- 6.10 The Council considers that phasing will occur in larger development schemes and will therefore require a bespoke arrangement to ensure that monitoring contributions are paid on the commencement/occupation of each phase.
- 6.11 The hourly rate will be reviewed yearly. Once the s106 agreements are agreed, the monitoring fees will be paid on completion of the deed, along with the council's legal fees.
- 6.12 The charges reflect officer time involved in draft discussions, compliance, recording of payment, proof of expenditure, meetings, all correspondence, site visits and data entry. The obligation will then be monitored for correct expenditure and audit trail. All obligations will require some degree of these elements even if they are paid on commencement. The minimum amount of officer time that will be attributed to managing one clause has been set as a minimum charge per clause. The occupational/future obligations result in increased site visits and therefore are higher.
- 6.13 Obligation triggers that require monitoring over 5 years will require quarterly checks and so reflect the extended nature of their compliance dates.

7.0 Further Information

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

8.0 Useful References

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

Uttlesford Local Plan 2005

Essex Design Guide 2005.

National Planning Policy Framework 2012.

Planning Policy Guidance.

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

Fields in Trust. Six Acre Standard 2001

Royal Society for the Prevention of Accidents

Publish useful guides, recommendations and technical advice.

BS EN 1176 Playground Equipment Parts 1-7

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

PAS 30 Multi-Games Facilities

PAS 35 Wheeled Facilities

Sport England: Design Guidelines.

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

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

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

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

Football Foundation Organisation

Appendix
S106 draft – Major projects

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2	Recitals	
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Schedule 1	The Permission	
Schedule 2	The Plan	
Schedule 3	Obligations entered into with UDC	

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

1. Definitions

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

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

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

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

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

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

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

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

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

and Implement and Implemented shall mutatis mutandis be construed accordingly

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

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

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

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

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

2. Recitals

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

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

2.3. The Developer has made the Planning Application to UDC

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

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

3. Enabling Powers and Obligations

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

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

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

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

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

5. Notice of Implementation

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

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

6. Provisos and Interpretation

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

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

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

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

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

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

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

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

6.9. Unless the context otherwise so requires:

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

7. Agreements and Declarations

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

8. Exclusion of the 1999 Act

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

9. Notices

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

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

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

10. Entire Agreement

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

11. Costs

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

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

**SCHEDULE 1
(The Permission)**

**SCHEDULE 2
(The Plan)**

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

Appendix

S106 draft – Minor projects

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

12. Definitions

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

13. Recitals

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

- 13.2. The Owner is registered as proprietor of the Land at HM Land Registry with Title Absolute under title number
- 13.3. The Owner has made the Planning Application to UDC
- 13.4. UDC and the Owner have agreed to enter into this agreement pursuant to the operative powers described in clause 3 of this agreement for the purpose of regulating the Development and the use of the Land

14. Enabling Powers and Obligations

- 14.1. This agreement is entered into pursuant to section 106 of the 1990 Act
- 14.2. The covenants contained herein are planning obligations within the meaning of section 106 of the 1990 Act and are enforceable by UDC as such.

15. Covenants by the Owner

- 15.1. With the intent that the Land shall be subject to the obligations and restrictions contained in this agreement for the purpose of restricting or regulating the Development or the use of the Land so that the provisions of this agreement shall be enforceable against the Owner and her successors in title the Owner hereby covenants with UDC that *[insert details of obligations]*
- 15.2. The liability of the Owner under this agreement shall cease once she has parted with her interest in the Land but without prejudice to any antecedent liabilities

16. Notice of Implementation

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

17. Agreements and Declarations

- 17.1. No waiver (whether express or implied) by UDC of any breach or default in performing or observing any of the obligations or covenants contained in this agreement shall constitute a continuing waiver and no such waiver shall prevent UDC from enforcing any of the said obligations or covenants or from acting upon any subsequent breach or default
- 17.2. This agreement constitutes a Local Land Charge and shall be registered as such

18. Costs

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

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

9.0 THE COMMON SEAL OF

UDC was hereunto affixed
in the presence of:-

Authorised Signatory

Authorised Signatory

10.0 SIGNED AS A DEED BY

THE OWNER in the presence of:-

Committee: Cabinet

Agenda Item

Date: 16 February 2016

22

Title: Assets of Community Value

Portfolio Holder: Cllr Barker and Rolfe

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'.

Recommendations

2. To agree to include the following on the Assets of Community Value list:

- The Elmdon Dial, Elmdon

To agree not to include the following on the Assets of Community Value List, but include in the Unsuccessful Nomination List:

- The Green Man, Takeley

Financial Implications

3. 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.
4. 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

5. Submissions for consideration as Assets of Community Value

Impact

- 6.

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	Elmdon and Takeley
Workforce/Workplace	Work will be coordinated within the Planning and Housing Policy, Land Charges and Legal Teams.

Situation

7. 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'.
8. 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.*"
9. 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.
10. 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.
11. The Act defines social interest as: cultural interest, recreation interest and sporting interests which is a fairly wide definition.

Assessment

The Elmdon Dial, Elmdon

12. On the 21st December 2015 Uttlesford District Council received a nomination to register the Elmdon Dial Public House as an asset of community value from the North West Essex Campaign for Real Ale.
13. The Campaign For Real Ale is a company limited by guarantee and is therefore an eligible body to nominate.
14. The Elmdon Dial public house is located in the heart of the village off Haydon Lane, there is a large parking area and beer garden. The pub closed in 2013, prior to its closure the pub offered the community a meeting place for local people and local sporting groups, including the cricket and football teams. Regular quiz nights were hosted and the pub was a member of CAMRA's LocAle scheme.
15. One representation was received from a local resident who stressed the importance of the pub for the local community and supported the nomination.
16. Whilst the pub has been closed for several years the Elmdon Dial is the only pub in the parish, it stands in a prominent position in the village and is still fit for purpose and considering there are examples of other public houses in the district which are assets of community value, it is reasonable to think that there is a time in the next 5 years where the Elmdon Dial could further the social wellbeing or social interests of the community. It is therefore considered that it meets the following tests set out in paragraph 9 above:
 - in the recent past the building had furthered the social wellbeing or interests of the community and
 - that it is realistic to think that in the next five years the building could further the social wellbeing or interests of the community.
17. It is therefore recommended that it is added to the Asset of Community Value list

The Green Man Takeley

18. On the 21st December 2016 Uttlesford District Council received a nomination to register The Green Man Takeley as an asset of community value from the North West Essex Campaign For Real Ale.
19. The Campaign For Real Ale is a company limited by guarantee and is therefore an eligible body to nominate.
20. The Green Man is a Grade II listed building located on The Street, Takeley, there is a parking area and garden. The Green Man closed as a pub in September 2015, prior to its closure it played host to live music events, quiz

nights and provided a meeting place for the local community and offered function rooms to hire.

21. The nominating body states that The Green Man is 400 years old and is the only pub serving Takeley Street. The Green Man is to the west of Takeley, the nearest public house is The Four Ashes in the centre of Takeley, roughly 1 mile away.
22. The Green Man has recently changed use from a public house to a café and guest house. The ground floor is The Heritage Coffee Company serving food and non-alcoholic beverages. The change of use was completed under permitted development rights and did not require planning permission. However, for the café to now turn back into a public house planning permission would be required as this is not covered by permitted development rights. The owner also surrendered the premises licence and a new licence would be required to re-open as a pub.
23. One representation was received from Takeley Parish Council who supports the nomination to register The Green Man Pub as an asset.
24. The nomination was made for The Green Man to be listed as an asset in order to protect its use as a public house. As The Green Man is no longer in this use, and cannot be returned to this use without planning permission and the nomination form states that *'The existing small coffee area within the pub didn't entice those visitors to stop by and the proposed opening times would not benefit the local community. Most of whom work elsewhere.'* It cannot therefore be concluded that on the current evidence that the current use as a café will benefit the social wellbeing or social interest of the community in the next five years.
25. It is recommended that it is not added to The List of Assets.

Conclusion

26. The Council has received valid requests for consideration and the recommendation is that The Elmdon Dial nomination is added to the Assets of Community Value list and The Green Man Takeley nomination is added to the list of unsuccessful assets.

Risk Analysis

27.

Risk	Likelihood	Impact	Mitigating actions
The nominating body is unhappy with the decision reached.	1 – If the property comes onto the market the nominating	2 – While there might be some cost exposure this would be	Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which

	body can always bid.	minimal	comply with the criteria are included.
Compensation may be payable if the owner suffers loss or incurs expense as a result of the listing.	3 – Fluctuations in property value are common and unpredictable.	3 – Although any loss or expense is claimable examples of qualifying loss and expenditure given in the regulations are losses arising from delays in sales during any moratorium and the costs of a successful appeal to the First Tier Tribunal. Such losses or expenses are unlikely to prove significant.	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
Date: 16 February 2016
Title: Sports Strategy
Portfolio Holder: Cllr Lesley Wells

Agenda Item

24

Key decision: **No**

Summary

1. The strategy was commissioned to build on the previous 2012 Open Space, Sport Facility and Playing Pitch Strategy. The implementation of the strategy will be led by local clubs and national governing bodies.

Recommendations

2. To adopt the Sports Strategy into the Local Plan evidence base, as a material planning consideration and as a Sports Strategy for the District.

Financial Implications

3. None – the Strategy sets out a vision for the District and supports the aspirations of local clubs and their national associations.

Background Papers

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

None

Impact

- 5.

Communication/Consultation	The document has been subject to consultation with Active Uttlesford, national associations, Sport England, Saffron Walden Organisation for Sport and local sports clubs. The document will be placed on the website.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal	None

Implications	
Sustainability	None
Ward-specific impacts	District wide
Workforce/Workplace	Planning and Housing Policy Team

Situation

6. The Council commissioned the production of a Sports Strategy to build on the 2012 Open Space, Sport Facility and Playing Pitch Strategy.
7. The aims of the strategy are:
 - To contribute to the Council's wider aims and objectives for improving health and well-being and increasing participation in sport.
 - To relate facility needs to sports development programmes and patterns of participation.
 - To develop a list of deliverable projects which will help to meet any current deficiencies, provide for future demands and feed into wider infrastructure planning work.
 - To provide evidence to help secure internal and external funding.
8. The governing bodies of the key sports with significant facilities development proposals in the district, including football, cricket, swimming, athletics, rugby and hockey have approved the strategy.
9. The Strategy identifies ways in which the identified shortfalls might be met, but does not contain a detailed action plan for prioritising and delivering the projects. The producing of a detailed action plan will be down to individual sports clubs and associations to establish their future plans, for which this document is a key part of the evidence base.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
Sports Strategy not accepted by sport governing bodies	1 – Sports governing bodies have been consulted throughout the process and have approved the	1 – If not approved then grant money would not be available.	Engagement with sports governing bodies through production of strategy and on-going through production of local plan.

	final version of the document.		
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Uttlesford District Council

Sports Facilities Development Strategy

February 2016

Ploszajski Lynch Consulting Ltd.

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EXECUTIVE SUMMARY

Aims

- To contribute to the Council's wider aims and objectives for improving health and well-being and increasing participation in sport.
- To relate facility needs to sports development programmes and patterns of participation.
- To develop a list of deliverable projects which will help to meet any current deficiencies, provide for future demands and feed into wider infrastructure planning work.
- To provide evidence to help secure internal and external funding.

Scope

- Sports halls.
- Swimming pools.
- Athletics facilities.
- Indoor bowls halls.
- Outdoor bowling greens.
- Indoor tennis facilities.
- Outdoor tennis courts.
- Health and fitness facilities.
- Squash courts.
- Golf courses.
- Village and community halls.
- Skateparks.
- BMX trail and race track facilities.
- Grass pitches.
- Synthetic turf pitches.

Context

- 1) **Population** - The current population of Uttlesford is 79,443. The district has an age structure that is relatively close to the national average, although the proportion of people in the 16 to 49 year age range that is traditionally most active in sports participation is 42.3% locally, compared with 46.2% nationally.
- 2) **Growth** - The Office for National Statistics projections for Uttlesford forecast that the population of the district will be 102,000 by 2031, an increase of more than 22,500 people, or 25.9% growth.
- 3) **Health** - Local health indices are generally better than the national norms, underlining the importance of ensuring access to sports and recreation facilities, as part of a wider strategy to ensure that the local population remains physically active and increases its participation.
- 4) **Deprivation** - Whilst the deprivation indices for the district as a whole are relatively low, the lack of access to services in rural areas emphasises the need for local facilities provision.

Meeting wider priorities

- 5) **The value of sport** - Sport has a valuable role to play in meeting wider policy objectives:
- **Health and well-being** - Physical activity, including sport, is linked to reduced risk of over 20 illnesses, including cardiovascular disease and cancer. Taking part in regular sport can save between £1,750 and £6,900 in healthcare costs per person per annum.
 - **Social capacity and cohesion** - Sport provides an important medium to strengthen community networks and develop and nurture the voluntary sector.
 - **Crime reduction and community** - Studies have found that sport programmes aimed at youths at risk of criminal behaviour can enhance self-esteem and reduce reoffending.
 - **Economic benefits** - Sport contributes £20 billion per annum to the national economy and supports more than 400,000 full-time equivalent jobs, including an estimated 1,100 in Uttlesford.
- 6) **The role of sports facilities** - Sports facilities are an important prerequisite to accommodating the competitive, training and recreational activity programmes that characterize sport and physical activity and deliver such valuable outputs and outcomes.

The local sports landscape

- 7) **Participation rates** - According to Sport England's annual 'Active People' survey, existing rates of sport and physical activity in Uttlesford are significantly higher than the regional and national averages, as is the role of voluntary sector sports clubs in delivering local opportunities.
- 8) **Facilities supply** - Current levels of facilities supply in Uttlesford appear to be quite good for the population served. However, the high proportion of major built facilities on school sites limits access and means that the actual capacity to accommodate community use is much more limited. The amount of exported demand from Uttlesford also emphasises the lack of capacity in several types of facility including swimming pools. Whilst there is a very vibrant voluntary sports clubs sector locally, 90% of survey respondents identified that current facilities provision is inadequate to meet their needs.

Sports facilities needs

- 9) **Defining need** - The following factors were assessed to establish current and future sports facilities needs for each type of sports facility in Uttlesford:
- Quantity
 - Quality
 - Accessibility
 - Access
 - Strategic priority
 - Used capacity
- 10) **Current needs** - For most types of facility, the assessment has identified that existing provision is broadly adequate to meet current needs, with the following exceptions:

- **Swimming** - There is a shortage of water space equivalent to two lanes of a 25m pool.
- **Athletics** - There is emerging demand for specialist facilities in the north of the district.
- **BMX race tracks** - Unmet demand for one track
- **Adult football pitches** - There is a deficit equivalent to one pitch.
- **Youth football pitches** - There is a deficit equivalent to six pitches.
- **Rugby pitches** - There is a deficit equivalent to two pitches
- **Synthetic turf pitches for hockey** - Unmet demand equates to one pitch.
- **'3G' football turf pitches** - There is a deficit equivalent to three pitches.
- **Disabled access** - Disabled access is poor at a number of facilities.
- **Changing facilities** - Changing provision is poor at some sites particularly at pitches.

11) **Future needs** - The additional demand for sports facilities an extra 22,500 people by 2031 has been assessed to establish how much can be accommodated by existing spare capacity and how much extra provision will be needed. The additional facilities needed will be:

- **Sports halls** - Two more sports halls.
- **Swimming pools** - One more six-lane 25m pool.
- **Athletics** - Some additional capacity at a specialist local facility.
- **Indoor bowls** - Extra demand accommodated by current spare capacity.
- **Outdoor bowls** - Two new greens.
- **Indoor tennis** - Extra demand accommodated by current spare capacity.
- **Outdoor tennis** - Nine more courts.
- **Health and fitness** - Three more facilities.
- **Squash courts** - One squash court.
- **Golf courses** - Extra capacity equivalent to five holes.
- **Village and community halls** - 14 halls.
- **Skateparks** - Two new skateparks.
- **BMX facilities** - One new BMX trail facility and extra capacity at the race track.
- **Football pitches** - Three more adult pitches, 11 more youth pitches and one more mini pitch.
- **Cricket pitches** - Two more pitches.
- **Rugby pitches** - Two more pitches.
- **Synthetic turf pitches for hockey** - 0.6 more pitches (combined with current needs to create a collective demand for one pitch).
- **'3G' football turf pitches** - 0.62 more pitches (combined with current needs to create a collective demand for three pitches).

Next steps

- 12) The Strategy will be adopted by UDC and approved by the governing bodies of sport and the local sports community. With this endorsement, it will form part of the evidence base that will inform the current review of UDC's Local Plan.
- 13) The Strategy identifies ways in which the identified shortfalls might be met, but does not contain a detailed action plan for prioritising and delivering the projects. Producing a detailed action plan will be part of a wider exercise to establish overarching local policies and priorities for sport and recreation, for which this document is a key part of the evidence base.

1 INTRODUCTION

1.1 Introduction

Ploszajski Lynch Consulting Ltd. (PLC) was appointed by Uttlesford District Council (UDC) to undertake a Sports Facilities Development Strategy for the district.

1.2 Background

In 2012, Uttlesford District Council undertook a comprehensive assessment of open space, sport and recreation needs in the district, which evaluated the quantity, quality, accessibility and availability of provision. The *'Open Space, Sports Facility and Playing Pitch Strategy'* document is one of the background documents that forms part of the evidence base for the council's draft Local Plan. It focuses primarily on how many facilities of each type are required both currently and in the future.

What the Strategy does not contain, however, is a detailed action plan for prioritising and delivering projects that will best meet local demand and need and in particular address specific local variations between the three main sub-areas of the district (Saffron Walden, Great Dunmow and Stansted). This will be a separate exercise for which this Facilities Development Strategy is a key part of the evidence base.

Sport England's *'Playing Pitch Strategy Guidance'* (2013) and *'Assessing Needs and Opportunities Guide'* (2014) has provided guidance on relating sports development needs to sports facilities provision. The Council therefore believes that it is timely to update the 2012 strategy, using the new methodologies advocated by Sport England to produce a Sports Facilities Development Strategy that links a detailed appraisal of local sports needs with the previous facilities assessment.

Because the information collected for the 2012 strategy is relatively recent, the current exercise has, where possible and appropriate, re-applied data from the original site audits and assessments, subject to a 'check and challenge' process from the governing bodies of sport and local clubs to ensure that they are still valid. The material has then been reassessed using the framework of Sport England's new guidance, to produce an updated analysis of facilities needs.

1.3 The purpose of the study

The purpose of the study is to:

- To contribute to the Council's wider aims and objectives for improving health and well-being and increasing participation in sport.
- To relate facility needs to sports development programmes and patterns of participation.
- To develop a list of deliverable projects which will help to meet any current deficiencies; provide for future demands and feed into wider infrastructure planning work.
- To provide evidence to help secure internal and external funding.

1.4 The scope of the study

- It covers the whole district but also includes provision in neighbouring areas with catchments that include Uttlesford residents.
- It includes a sub-area analysis of the Saffron Walden, Great Dunmow and Stansted areas.
- It covers the time period to 2031.
- It includes all major types of built sports facilities and playing pitches:

1.5 Exclusions

The study focuses on formal specialist sports facilities and the activities that take place in them. As a result it takes no account of the non-specialist provision that sustains many forms of informal sport and physical activity. The exclusions include:

- Roads and the public rights of way network, used for walking, running, cycling and horse riding.
- Parks and open spaces used for informal games and fitness training.
- Provision for children and young people, such as play areas, multi-use games areas.

These types of provision sustain an increasingly significant proportion of sport and physical activity, but by dint of their multi-functional nature and informal patterns of use it is difficult to plan for their provision and growth in the same way as more formal facilities. The Saffron Walden Skate Park and The Hub Management Committee has produced a *Physical Activity and Sports Strategy for Uttlesford* (2015) which addresses current and future needs for these activities. For this reason they have been excluded from this strategy, but this does not imply any lack of appreciation for the valuable and complementary role that they play in providing for sport and physical activity.

1.6 Methodology

The methodology for the strategy follows the guidance recently developed by Sport England, specifically:

- For the sport and recreation facilities other than pitches the assessment is based upon *'Assessing Needs and Opportunities Guidance'* (2014).
- For playing pitches the assessment is based upon *'Playing Pitch Strategy Guidance'* (2013).

The full detail of the respective methodologies is set out in Appendix I.

2 THE LOCAL CONTEXT

2.1 Introduction

This section identifies the context within which sports facilities provision is currently made in Uttlesford and the extent to which this will influence sports participation and the related need for sports facilities. It includes consideration of:

- Population
- Age structure
- Health indices
- The local economy
- Sports participation
- Market segmentation
- Implications for sports facilities provision.

2.2 Background

Uttlesford District occupies the north-eastern part of Essex, abutting Hertfordshire to the west, Cambridgeshire to the north, and the rest of Essex to the east and south. It has an area of 247.56 sq. miles (641.18 sq km).

There are a large number of listed buildings and significant areas of attractive rural landscape and ancient woodland including Hatfield Forest. In the south of the district is Britain's third largest airport, Stansted.

Close to both London and Cambridge, Uttlesford is well served by major road, rail and air links. The M11 runs through the west of the district as does the London to Cambridge mainline rail link. However, due to its rural nature there are accessibility issues for some without private transport, especially in outlying villages. The district has a population density of just 1.1 per hectare which is not conducive to the provision of frequent public transport.

2.3 Population

2.3.1 Current population

According to the 2011 Census, the district's population is 79,443. Approximately 40% of residents live in one of the three main centres of population in Great Dunmow (8,830), Saffron Walden (15,500), and Stansted Mountfitchet (6,460). The remainder live in the numerous villages and hamlets within the district.

2.3.2 Age structure

The district has an age structure that is relatively close to the national average, although the proportion of people in the 16 to 49 year age range that is traditionally most active in sports participation is 42.3% locally, compared with 46.2% nationally.

2.3.3 Ethnicity

Uttlesford district has a predominantly white population with 96.7% classing themselves as white, which is well above the average and England as a whole (85.4%).

2.3.4 Sub-areas

For the purposes of this study and to enable more localised variations in provision to be identified, the following sub-areas have been identified, based upon the three main settlements in Uttlesford and the surrounding catchments that they serve:

<i>Sub-area</i>	<i>Wards</i>		<i>Population</i>
Saffron Walden and district	Ashdon Clavering Littlebury Newport Saffron Walden Audley Saffron Walden Castle	Saffron Walden Shire The Chesterfords The Sampfords Wenden Lofts Wimbish and Debden	31,572
Great Dunmow and district	Barnston and High Easter Felsted Great Dunmow North Great Dunmow South Stebbing	Takeley and the Canfields Thaxted The Eastons The Rodings	29,326
Stansted and district	Birchanger Broad Oak and the Hallingburys Elsenham and Henham	Hatfield Heath Stansted North Stansted South Stort Valley	18,645

Source: Mid-2011 Ward Level Population Estimates (ONS, 2012)

2.3.5 Population growth

The Office of National Statistics is projecting an increase of 25.9% in the population of Uttlesford by 2031, taking the number of people in the district to 102,000 by this date. Much of the growth will be accounted for by new housing, with a target to deliver 568 dwellings per annum. The precise location of the housing developments has yet to be determined and therefore no geographical components of demand can be indentified at this stage.

2.4 Health indices

Public Health England's *'Health Profile for Uttlesford'* (2014) contains the following details on health indices in the district:

- The health of people in the district is generally better than the England average. Deprivation is lower than average, however about 1,245 children (8.3%) live in poverty. Life expectancy for both men (81.8 years) and women (85.1 years) is well above the respective national averages (79.2 years and 83.0 years).

- Local health inequalities are low. Life expectancy is only 1.6 years lower for men and 2.5 years higher for women in the most deprived areas of Uttlesford compared with the least deprived areas.
- 16.1% of children aged 10 - 11 are classified as overweight or obese compared with 18.9% nationally.
- The estimated percentage of the local adult population classified as obese is 18.2%, which is significantly better than the England average of 23.0%.

2.5 Deprivation

None of the 28 wards in Uttlesford district are categorized amongst the most 20% deprived in the country, based upon the Government's Index of Multiple Deprivation (IMD). Overall, the district is ranked as the 294th most deprived district out of 335 districts in the country. This places it in the lowest quintile for overall deprivation levels.

However, based upon some individual components of the IMD, several rural areas are classed as being in the top 20% most deprived within England in terms of barriers to housing and services. The Rodings in the south of the district and Wenden Lofts in the north-west of the district are the most deprived small areas within Uttlesford.

2.6 The implications for facilities provision in Uttlesford

- The relatively low proportion of the population aged between 16 and 49 will reduce overall demand for sport and physical activity, because participation rates decrease with age. However, demand for activities such as swimming and bowls, which appeal to older people, are likely to attract disproportionate demand.
- Local health indices are generally better than the national norms, underlining the importance of ensuring access to sports and recreation facilities, as part of a wider strategy to ensure that the local population remains physically active and increases its participation.
- Whilst the deprivation indices for the district as a whole are relatively low, the lack of access to services in rural areas emphasises the need for local facilities provision.
- The projected increase in population of 25.9% by 2031 will create significant additional demand for sports facilities in the district.

3 STRATEGIC INFLUENCES

3.1 Introduction

This section identifies the policy context for the provision of sports facilities in Uttlesford district. Full details of the policies are contained in Appendix II, but the key implications for facilities provision in Uttlesford are highlighted here.

3.2 Local strategic influences

- **The Sustainable Communities Strategy** - *'A Sustainable Community Strategy: A Vision for the Future 2018'* (2008) is document produced by Uttlesford Futures, the Local Strategic Partnership, to provide overall policy direction for organisations in the area. One strategic theme is 'staying healthy', which is underpinned by three strategic priorities to promote healthy lifestyles, reduce obesity and increase participation in sport.
- **The Corporate Plan** - Uttlesford District Council's *'Corporate Plan 2014 - 2019'* (2014) is produced by Uttlesford District Council to guide the council's priorities over the next few years. One key aim of relevance to sport is developing sustainable communities by protecting and encouraging local facilities.
- **Physical Activity and Sports Strategy for Uttlesford** - The *'Physical Activity and Sports Strategy for Uttlesford'* (2015) was produced by the Saffron Walden Skate Group and Hub Management Committee. The strategy aims to get people more active, more healthy and more successful through involvement in all forms of physical activity, including those that use non-traditional and non-specialist types of facilities.
- **The Local Plan** - *'The Uttlesford Local Plan'* (2005) provides a frame of reference for development control in the district. It contains several policies that promote the provision of additional sports facilities in appropriate locations, whilst offering strong protection for the retention of existing sports and recreation facilities.
- **Sports facilities strategies in neighbouring areas** - Assessed deficiencies in neighbouring areas could result in increased demand for facilities in Uttlesford, particularly for youth football and mini-soccer pitches.

3.3 Wider strategic influences

- **National Planning Policy Framework** - The Framework emphasises the need to undertake a robust and evidence-based assessment of sports needs, to determine local facilities requirements.
- **Sport England** - Sport England's target to increase participation rates year-on-year will drive up demand for sports facilities amongst the population of Uttlesford if it is achieved.

- **Governing bodies of sport** - The governing bodies of athletics, cricket, football, hockey, rugby and swimming have strategic priorities that support the case for facility development in Uttlesford.
- **Essex Sports Facilities Strategy** - The '*Essex Sports Facilities Strategy 2007 - 2020*' (2008) was produced by Active Essex, the County Sports Partnership and identifies sports facilities needs in the county. Specific needs identified in Uttlesford are for athletics facilities and for all new village/community halls to have dimensions that are consistent with the needs of Badminton.

3.4 Summary of the implications for facilities in Uttlesford

Local strategic policy is supportive of the need to promote sport and physical activity in all its breadth and diversity and to ensure there are sufficient facilities to sustain current and future activity levels.

Central Government policy is supportive of undertaking local assessments of need and the protection of sport and recreation facilities.

Sport England's target to increase participation rates year-on-year will drive up demand for facilities if it is achieved. The emphasis on developing and funding school-community club links will increase the scope for improving the dual use of education sports facilities.

A number of governing bodies of sport have identified facilities objectives that could impact upon provision in Uttlesford

4 THE LOCAL SPORTS LANDSCAPE

4.1 Introduction

This section summarises the position with regard to existing sports provision in Uttlesford, as a prelude to examining the specific current and future needs for each specific type of facility. The data upon which the analysis is based is listed in full in Appendices III and IV.

4.2 Current levels of demand

4.2.1 The 'Active People' Survey

Based upon the results of Sport England's 'Active People' surveys for Uttlesford, which annually measure participation by adults (over 16s), the following trends have been identified:

- **Regular adult participation** - 40.1% of the local population takes part in moderate intensity sport and active recreation for at least 30 minutes at least once a week, which is 5% higher than the regional and national averages.
- **Volunteering** - Rates of volunteering to support sport for at least one hour a week at 10.8% are almost double the regional and national averages, which underlines the vibrancy of the voluntary sector in Uttlesford.
- **Club membership** - Local rates of sports club membership at 28.1% are significantly above the regional and national averages, which underlines the importance of voluntary sector clubs in delivering sports opportunities in Uttlesford.
- **Coaching** - 22.1% of local people have received sports coaching in the past year, again well above the regional and national averages.
- **Organised Competition** - This proportion of adults taking part in organised sports competitions in the past year is 19.1%, almost double the national average.
- **Variations at local level** - Analysis of participation rates at Middle Super Output Area level in Uttlesford (equating to populations between 5,000 and 7,200 people) reveals that whilst participation rates within the main towns are in the upper middle quartiles nationally, the surrounding rural catchments that they serve have localised participation rates that are in the highest quartile.

4.2.2 Market segmentation data

Sport England has undertaken an analysis of 19 adult sporting market segments, to better understand more specific motivations for sports participation and barriers to doing more sport and physical activity. This data provides a useful way of anticipating demand for individual types of activity, based upon the extent to which each segment is over or under represented in the local population.

The dominant segments in Uttlesford are likely to inflate local demand for swimming, cycling, playing pitches, golf and health and fitness facilities.

4.3 Current facility supply

- **Dual use facilities** - An unusually high proportion of the major built facilities in the district (83% of sports halls, 75% of swimming pools and 100% of artificial turf pitches) are on school sites and only accessible to the community on a dual use basis. This has the effect of limiting access to evenings and weekends and even then in the absence of formal Community Use Agreements to regulate access at some sites, not all facilities are available unrestrictively. Therefore even though there may appear to be good numbers of some types of facility, usage capacity is frequently quite limited.
- **Voluntary sector provision** - A number of very active and well-managed voluntary sports clubs provide their own facilities and deliver a wide range of participation opportunities for the local community. The presence of such vibrant and effective voluntary sector clubs provides a network of providers who, with appropriate facility developments and enhancements, will be well-placed to accommodate some of the new demand arising from population growth into existing successful operating structures.
- **Exported demand** - Some forms of specialist sports facilities are not currently provided in Uttlesford. These include athletics facilities, indoor tennis and '3G' football turf pitches. For some other types of facility that are provided in the district, a significant proportion of local demand is exported - for example 25.9% of sports hall demand and 35.7% of swimming pool demand. Some of the external facilities used in neighbouring areas (particularly in Bishop's Stortford and Braintree) are close to centres of population in Uttlesford, so access to provision is not necessarily compromised. However, the relatively high proportion of exported demand does imply a lack of capacity in local facilities.
- **Imported demand** - Some demand for facilities is also imported into Uttlesford from neighbouring areas, particularly sports pitches in the south of the district. Locally derived demand for facilities is therefore supplemented by imported demand, which needs to be factored in to local facilities needs assessments.
- **Disabled access** - Disabled access at a number of facilities in the district is problematic, in particular some of the smaller sites provided by voluntary sector clubs.

4.4 Views on current provision

Surveys of local clubs and schools were conducted as part of compiling the evidence base for the Strategy, with the assistance of Active Uttlesford and the Saffron Walden Organisation for Sport.

- **Sports club membership** - Local sports clubs are very successful at attracting new members, with 28% overall growth amongst responding clubs over the past three years. Female membership has grown most rapidly of all.
- **Facilities provision** - A shortage of local facilities is identified as problematic by 90% of clubs. As a result, 87.5% of respondents have active plans for additional facility provision. All respondents to the clubs survey believe that there are too few athletics facilities locally.

- **Schools needs** - More than one quarter of schools are unable to meet all their curricular and extra-curricular sports needs at present, due to a shortage of local facilities.
- **Security of access** - Most schools make their sports facilities available for community use, but in the majority of cases, such usage is not regulated by a formal Community Use Agreement and therefore in practice it could be rescinded at any time.

4.5 The implication of the local sports landscape

- Existing rates of sport and physical activity in Uttlesford are significantly higher than the regional and national averages, as is the role of voluntary sector sports clubs in delivering local opportunities.
- Current levels of facilities supply in Uttlesford appear superficially to be quite good for the population served. However, the high proportion of major built facilities on school sites limits accessibility and means that the actual capacity to accommodate community use is much more limited.
- The amount of exported demand from Uttlesford emphasises the lack of capacity in several types of sports facility.
- Whilst there is a very vibrant voluntary sports clubs sector locally, with many clubs operating a waiting list for new members, 90% of survey respondents identified that current facilities provision is inadequate to meet their needs.

5 SPORTS FACILITIES NEEDS IN UTTLESFORD

5.1 Introduction

This section analyses the current sports facilities needs in Uttlesford, as a prelude to examining the additional provision that will be needed as a result of population growth. The information upon which the assessments are based, including the numerical calculations, is detailed in Appendices III, IV, V and VI.

5.2 Assessing current needs

5.2.1 Sports facilities assessment methodology

The methodology applied to assess the supply-demand balance for sports facilities involves the approach advocated in Sport England's *'Assessing Needs and Opportunities Guide'* (2014), namely:

- Layering information on the quantity, quality, accessibility and availability of facilities provision to build up the assessment.
- Utilising planning tools such as Sport England's Facilities Planning Model to support the assessment.
- Considering consultation findings to support the assessment.
- Identifying the key facility issues and priorities.

5.2.2 Playing pitch assessment methodology

The methodology applied to assess the supply-demand balance for pitches is based upon Sport England's recommended methodology, advocated in *'Playing Pitch Strategy Guidance'* (2013). To assess whether the current supply of pitches is adequate to meet existing demand an understanding of the situation at all sites available to the community was developed.

5.3 Assessing future needs

5.3.1 Assessment methodology

The methodology applied to assess the additional future needs for sports facilities arising from the population growth involves the approach advocated in Sport England's *'Assessing Needs and Opportunities Guide'* (2014) and its related *'Playing Pitch Strategy Guidance'* (2013), namely:

- Establishing projected population change.
- Analysing sports development proposals and participation trends.
- Considering existing deficiencies or spare capacity.
- Taking account of any forthcoming changes to facility supply.

5.3.2 Assessed demand parameters

Analysis of the above factors influencing the future supply and demand for sports facilities in the Uttlesford is detailed in full in Appendix V and led to the following conclusions, which are reflected in the subsequent assessment of future needs:

- **Population change** - The increased population of 22,500 people arising from housing development will significantly increase demand for sports facilities. With a similar demographic profile to the current population, it is likely that the current rates of sports participation will be reflected within the new population.
- **Participation trends** - According to Sport England's 'Active People' survey, participation at a national level in most of the sports featured in the Strategy has fallen in the period since 2005, in some cases by quite significant margins. This means that future increases in participation cannot be assumed based upon historic trends and have therefore not been factored in to projected needs.
- **Sports development initiatives** - Many of the development programmes proposed by the governing bodies of sport include some ambitious national participation targets, although when these are applied pro rata to the Uttlesford population, the increase in numbers locally is relatively modest so these have therefore not been factored in to projected needs.
- **Changes in supply** - Any known proposed additional sports facilities provision will help to accommodate some of the additional demand arising from the increased population and this has been included in the capacity assessments.

5.4 Delivering future needs

5.4.1 Process

To identify the most appropriate way to meet the additional sports facilities needs arising from population growth, four sequential questions were addressed:

- **Existing deficiency or spare capacity** - To what extent do existing facilities have any current shortfalls or any over supply?
- **Additional needs** - What additional facilities needs will arise from population growth?
- **Accommodating needs** - Which needs can be met on whole or part by spare capacity in existing facilities and which will need to be met in whole or part by new facilities?
- **Extra facilities** - What extra facilities of each type are required to provide for the residual unmet demand?

5.4.2 Methodology

The methodology applied to provide quantified answers to the above questions is as follows:

- **Current facilities provision** - The adequacy of current provision and any existing spare capacity was assessed using Sport England's approved methodologies.

- **Additional needs** - Additional needs were calculated by quantifying the current number of people required to use a facility of each type to effective capacity, based on local supply and demand data. These figures have then been applied to the projected population of 102,000 by 2031, to calculate **the** gross additional facilities needs arising from an extra 22,500 people.
- **Net requirements** - The net requirement for additional provision was calculated by comparing the extra required facilities capacity to the current available facilities capacity, to identify the difference.

5.5 Sources of information

5.5.1 Consultation

Information was gathered from the following consultees:

- Sport England - Guidance on the assessment methodology and information on overall facilities needs, including the results of applying its facilities planning tools.
- Active Essex - Information on overall facilities needs and engagement with the governing bodies of sport in the county.
- Active Uttlesford - Information on the key sports clubs in the district.
- Uttlesford District Council - Background material on council sports facilities provision.
- 1-Life - Information on usage levels and spare capacity.
- Saffron Walden Organisation for Sport - Information on the key sports clubs in the sub-area and comment on the local supply-demand balance for facilities.
- Governing bodies of sport - Information on strategic facilities priorities and local facilities supply and demand information.
- Town and parish councils - Information on provision in their respective areas and views on local facilities needs.
- Schools - Information on sports facilities needs and aspirations and attitudes towards community use.
- Individual sports clubs - Information on sports facilities needs and aspirations.

5.5.2 Facilities planning tools

- Sport England's Facilities Planning Model for sports halls, swimming pools and synthetic turf pitches.
- Sport England's *'Active Places Power'* database.

- Governing body of sport assessments and needs analysis.

5.5.3 Surveys

The 2015 surveys of local clubs and schools were cross referenced with previous survey results.

5.6 The criteria assessed

5.6.1 Quantity

The quantity of each type of sports facility was established by drawing on data from Sport England's *'Active Places Power'* database, cross checked against other sources provided by local stakeholders and consultees. Information on facilities in neighbouring areas with catchments that overlap the Uttlesford boundaries was compiled as part of the 2015 review exercise, to provide an additional perspective on facilities that supplement provision within the district.

5.6.2 Quality

The quality of sports facilities and playing pitches was assessed in the *'Open Space, Sports Facility and Playing Pitch Strategy'* (2012) document. Every facility was audited via site visits during the playing season and facility specific criteria were assessed. The ratings for each aspect of each facility were checked and challenged in 2015 via the clubs survey and stakeholder consultation and amended where necessary in the light of any changes since the original survey in 2012.

5.6.3 Accessibility

The accessibility of sports facilities, including opening hours, usage programmes, the extent of secured community use, membership arrangements and pricing was assessed as part of the current update exercise, to identify any barriers to use that might impact on the capacity of local provision.

5.6.4 Access

The geographical spread of each type of facility was mapped as part of the 2012 study and an appropriate effective catchment determined for each according to Sport England national research and/or the mode of transport and travel times that local consultees indicated that they adopt. The extent of catchment coverage was then determined and any gaps established. This data was checked and challenged as part of the 2015 review exercise.

5.6.5 Strategic priority

The assessment of need and priorities for provision identified by the governing bodies of sport and other organisations like Sport Essex who are mandated to take a strategic overview.

5.6.6 Used capacity

The used capacity of existing facilities has been assessed as part of the current update exercise, using sources such as Sport England's Facilities Planning Model the clubs survey and stakeholder consultation.

5.7 Sports halls

5.7.1 Assessment of current provision

- **Quantity** - There are six community accessible sports halls in Uttlesford, equivalent to one per 13,241 people. Per capita levels of provision vary widely between sub-areas, with Saffron Walden having around four times better provision per capita than the Dunmow sub-area. Nine sports halls in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of all aspects of sports hall provision was assessed as generally good.
- **Accessibility** - Five of the six sports halls are on school sites with no daytime access and community use limited to between 31 and 50 hours per week.
- **Access** - The whole population is within 20 minutes driving time of their nearest sports hall.
- **Strategic priority** - None of the governing bodies of sport that use sports halls (in particular badminton and basketball) have identified a specific strategic need for additional facility provision at present.
- **Used capacity** - Based upon Sport England's definition of 'Comfortable Capacity', whereby a sports hall is deemed to be effectively full when usage reaches 80% of theoretical full capacity, the application of the FPM in Uttlesford reveals that 76% of the overall capacity in the district is used. There is therefore very limited spare capacity in sports halls in Uttlesford and consultation with user clubs and local facility providers, local facility providers and users suggests that there is no spare capacity to accommodate additional demand at present.

5.7.2 Conclusions on current provision

Sports halls in Uttlesford are currently operating at 'Comfortable Capacity' and there is no effective spare capacity to accommodate additional use.

5.7.3 Assessment of future provision

The need for extra sports hall capacity arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 11,349 people will generate sufficient demand for a standard sized sports hall and on this basis there will be additional demand equivalent of 1.98 sports halls by 2031.
- With all current effective capacity fully used and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by two new four-badminton court-sized facilities.

5.8 Swimming pools

5.8.1 Assessment of current provision

- **Quantity** - There are four community accessible swimming pools of 20m or larger in Uttlesford, supplemented by one learner pool. This equates to one main pool per 19,861 people. Per capita levels of provision vary between sub-areas, with no provision at all in the Stansted sub-area. Eight swimming pools in neighbouring areas are located close enough to the southern district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, although the changing facilities and disabled access at the Friend's School pool are rated as 'poor'.
- **Accessibility** - Three of the four pools are on school sites with no daytime access and two have very limited community access at any time. Community access to the pools at Felsted School and the Friends School is limited to 15 hours per week for block-bookings. Consultation with the schools indicated that there is little scope to increase availability. Saffron Walden Amateur Swimming Club and Dunmow Atlantis Swimming Club both confirmed that they are unable to get sufficient access to the pools they use. As a result they operate a waiting list for membership and have lost swimmers to other clubs. Saffron Walden Diving Club recently had its use of the Friends School pool terminated and has no alternative facility to which it can relocate.
- **Access** - The whole population is within 20 minutes driving time of their nearest swimming pool, if provision in Bishop's Stortford is taken into account.
- **Strategic priority** - The Amateur Swimming Association's Facilities Team has endorsed the need for additional swimming capacity to be developed in Uttlesford.
- **Used capacity** - Based upon Sport England's definition of 'Comfortable Capacity', whereby a swimming pool is deemed to be effectively full when usage reaches 70% of theoretical full capacity, the application of the FPM indicates that there is a current deficit equivalent to two lanes of a 25m pool. These findings are confirmed by consultation with local facility providers, clubs and casual users, which indicates that there is no effective capacity to accommodate additional demand at present.

5.8.2 Conclusions on current provision

There is an effective shortfall equivalent to two lanes of a 25m pool in Uttlesford at present. Three of the pools are on school sites and two have very restricted community access.

5.8.3 Assessment of future provision

The need for extra swimming pool capacity arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 17,754 people will generate sufficient demand for a 25m x 13m pool and on this basis there will be additional demand equivalent of 1.29 pools by 2031.

- With a current deficit of 0.33 of a 25m x 13m pool and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by the equivalent of 1.62 new facilities.

5.9 Athletics facilities

5.9.1 Assessment of current provision

- **Quantity** - There are no specialist athletics facilities in Uttlesford, although 400m synthetic tracks in neighbouring areas (Cambridge, Ware, Harlow and Braintree) serve some needs. There is currently a proposal to provide a 400m synthetic track at Carver Barracks, which whilst used primarily by the Army, would be available for community use.
- **Quality** - The quality of tracks in neighbouring areas was assessed as generally good.
- **Accessibility** - There are no access limitations to the tracks in neighbouring areas.
- **Access** - Analysis of the location of athletics tracks in neighbouring areas suggests that a large area in the north of the district is beyond the catchment of the nearest track.
- **Strategic priority** - UK Athletics and England Athletics have assessed the strategic need for facilities provision in Uttlesford as follows:
 - A marked-out, hard-standing and lit running route for endurance runners may provide an appropriate alternative to a track.
 - In the absence of a track and field club in Saffron Walden at present and with plans for a satellite/after school club for juniors taking time to develop, it is difficult to make a clear case for specialist track and field facilities at present.
 - Should the Carver Barracks track proceed, UK Athletics and England Athletics would be supportive of existing clubs using the site, although at this stage they see no need for field event facilities, since they believe that only endurance athletes would use the track.
 - Consideration should be given to exploring demand for a Compact Athletics Facility, although given the current lack of a track and field club in the area it is difficult to ascertain the precise extent of existing demand in the area.
- **Used capacity** - Consultation with track providers in neighbouring areas indicates that there is spare capacity at most 400m synthetic tracks at present, particularly the facility at Wodson Park in Ware. Notwithstanding this, there is strong emerging demand from local athletes for a facility in the north of Uttlesford district.

5.9.2 Conclusions on current provision

The provision of specialist athletics facilities in the north of the district would help the track and field aspects of the sport to develop and even in the absence of such provision at present there are current efforts to develop junior participation programmes. The case for a Compact Athletics Facility in Saffron Walden, in conjunction with other multi-sport facility developments in the town, should be explored. The provision of a 400m track at Carver Barracks will comprise an additional means of meeting local needs.

5.9.3 Assessment of future provision

The need for extra athletics facilities capacity arising from an assessment of future needs indicates that a population of 22,500 people will generate additional demand equivalent to an additional 0.29 of a Compact Athletics Facility. In practical terms, this might be met by capacity improvements such as adding additional lanes to a 'J' track or expanding field events provision.

5.10 Indoor bowls

5.10.1 Assessment of current provision

- **Quantity** - There is one community accessible indoor bowls facility in Uttlesford, equivalent to one per 79,443 people. The facility is located in the Saffron Walden sub-area. Two indoor bowls facilities in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, with all aspects of the facility rated as at least 'above average' standard.
- **Accessibility** - Access to the facility is for club members only, but membership fees are set at a level that will not inhibit use.
- **Access** - With the exception of a small part of the central-southern and eastern rural areas, the entire population of the district is within 20 minutes drive of their nearest facility.
- **Strategic priority** - The English Indoor Bowling Association has not identified the need for additional indoor facilities in Uttlesford.
- **Used capacity** - Turpin's Indoor Bowls Club has membership vacancies, the magnitude of which equates to a calculated spare capacity of 0.33 of a facility (equivalent to 2 rinks).

5.10.2 Assessment of current provision

Current levels of provision of indoor bowls facilities in Uttlesford are adequate to meet existing needs, with some spare capacity.

5.10.3 Assessment of future provision

The need for extra indoor bowls capacity arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 22,500 people will generate sufficient demand for 0.22 an indoor bowls facility.
- Effective spare capacity at the current facilities has been estimated at 0.33 of an indoor bowls green, leaving net spare capacity of 0.11 facilities (less than one rink).

5.11 Outdoor bowls

5.11.1 Assessment of current provision

- **Quantity** - There are 11 community accessible outdoor bowls greens in Uttlesford, equivalent to one per 7,222 people. Per capita levels of provision are poorest in the Great Dunmow sub-area. Nine bowling greens in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision of greens and changing facilities is generally 'average' or above, but disabled access is problematic at six sites (Clavering BC, Great Chesterford BC, Radwinter BC, Stansted BC, Stebbing BC and Thaxted BC) and general access at three sites (Clavering BC, Radwinter BC and Stansted BC).
- **Access** - There are no effective limitations on access to bowls facilities in Uttlesford.
- **Accessibility** - The whole population is within 20 minutes drive of the nearest bowls green.
- **Strategic priority** - Bowls England has not identified the need for additional indoor facilities in Uttlesford.
- **Used capacity** - All bowls clubs in Uttlesford have some membership vacancies, the magnitude of which equates to a calculated spare capacity of 1.07 outdoor bowls greens.

5.11.2 Assessment of current provision

Current levels of provision of outdoor bowls facilities in Uttlesford are adequate to meet existing needs, with some spare capacity.

5.11.3 Assessment of future provision

The need for extra outdoor bowls capacity arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 8,000 people will generate sufficient demand for an outdoor bowls green and on this basis there will be additional demand equivalent of 2.84 greens by 2031.
- Effective spare capacity at the current facilities has been calculated as the equivalent 1.07 of an outdoor bowls green. This will leave a net shortfall of 1.77 bowls greens once existing spare capacity has been utilised.

5.12 Indoor tennis

5.12.1 Assessment of current provision

- **Quantity** - There are no indoor tennis centres in Uttlesford, but three facilities in neighbouring areas are located close enough to the southern district boundary to meet the needs of the majority of Uttlesford residents.
- **Quality** - No quality assessment was possible.
- **Access** - The population in the east of the district is outside the catchment of the nearest indoor tennis court.
- **Accessibility** - All the facilities in neighbouring areas are available on a 'pay and play' as well as a membership basis, so there are no effective barriers to access.
- **Strategic priority** - The Lawn Tennis Association has not indicated a strategic need for additional provision in Bishop's Stortford.
- **Used capacity** - Consultation with indoor tennis facility providers in neighbouring areas indicates that there is collective spare capacity equivalent to 0.75 of an indoor tennis facility (equating to three courts).

5.12.2 Conclusions on current provision

Despite the absence of an indoor tennis centre in Uttlesford, provision in neighbouring areas is adequate to meet existing needs from within the district.

5.12.3 Assessment of future provision

The need for additional indoor tennis capacity arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 22,500 people will generate calculated demand for an additional 0.86 indoor tennis courts.
- Effective spare capacity at the current facilities has been calculated as the equivalent of 3 indoor tennis courts, leaving net spare capacity of 2.14 courts.

5.13 Outdoor tennis

5.13.1 Assessment of current provision

- **Quantity** - There are 35 community accessible outdoor tennis courts in Uttlesford, equivalent to one per 2,270 people. Per capita levels of provision are best in the Saffron Walden sub-area and poorest in the Stansted sub-area. 28 tennis courts in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.

- **Quality** - The quality of all court surfaces is rated as at least 'above average' standard, but five changing facilities are rated as below 'average' (Castle Hill TC, Debden Recreation Ground, Dunmow TC, Henham TC and Stansted TC) as are the access arrangements at five sites (Clavering TC, Henham TC, Newport Village TC, Stansted TC and Thaxted TC).
- **Access** - The whole population is within 15 minutes drive of the nearest tennis courts.
- **Accessibility** - There are no effective barriers to inhibit access to tennis courts in Uttlesford.
- **Strategic priority** - The Lawn Tennis Association has not indicated a strategic need for additional provision in Uttlesford. Castle Hill Tennis Club would like to create a second tarmac court at its site in Saffron Walden, to expand year round capacity.
- **Used capacity** - Consultation with local court providers indicates that there is calculated spare capacity at present, the magnitude of which equates to 3.22 tennis courts.

5.13.2 Conclusions on current provision

Current levels of provision of outdoor tennis courts in Uttlesford are adequate to meet existing needs, with some spare capacity.

5.13.3 Assessment of future provision

The need for extra outdoor tennis courts arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 2,500 people will generate sufficient demand for an outdoor tennis court and on this basis there will be additional demand equivalent of 9 extra outdoor tennis courts by 2031.
- Effective spare capacity at the current facilities has been calculated as the equivalent of 3.22 courts. This will leave a net shortfall of 5.78 courts once existing spare capacity has been utilised.

5.14 Health and fitness

5.14.1 Assessment of current provision

- **Quantity** - There are 10 community accessible health and fitness facilities in Uttlesford, or one per 7,944 people. Levels of provision are poorest in the Great Dunmow sub-area. Eight health and fitness facilities in neighbouring areas (collectively comprising 563 exercise stations) are located close enough to the southern district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good.
- **Access** - The whole population is within 20 minutes driving time of their nearest facility.

- **Accessibility** - There are no effective barriers to inhibit access to health and fitness in Uttlesford.
- **Strategic priority** - There are no assessments of strategic need for additional health and fitness facilities to meet current requirements in the district.
- **Used capacity** - Consultation with local health and fitness facility providers indicates that there is calculated spare capacity at present, the magnitude of which equates to 0.07 facilities at present.

5.14.2 Conclusions on current provision

With high levels of demand locally, existing facilities are effectively operating at full capacity.

5.14.3 Assessment of future provision

The need for additional health and fitness facilities based on assessed of future needs indicates:

- Based upon current usage patterns, a population of 8,000 people will generate sufficient demand for a health and fitness facility and on this basis there will be additional demand equivalent to 2.81 health and fitness facilities by 2031.
- Effective spare capacity at the current facilities has been calculated as the equivalent of 0.07 of a facility. This will leave a net shortfall of 2.74 facilities once existing spare capacity has been utilised.

5.15 Squash courts

5.15.1 Assessment of current provision

- **Quantity** - There are six community accessible squash courts in Uttlesford, equivalent to one per 13,241 people. Sub- area provision varies widely. There are three courts in Saffron Walden and no courts at all in the Stansted sub-area. The Great Dunmow sub-area has three courts, two in Great Dunmow and part use (50%) of two squash courts at Felsted School. There are 3 publicly accessible squash courts in neighbouring areas - two in Haverhill that are close enough to those living east of Saffron Walden and one in Braintree for those in the Great Dunmow sub- area to supplement facility supply.
- **Quality** - The quality of provision is rated at average for Saffron Walden Leisure Centre and below average at Great Dunmow Leisure Centre. Poor cleanliness and inadequate maintenance are the main issues.
- **Access** - The whole district population is within 20 minutes driving time of their nearest squash court.
- **Accessibility** - The courts at Felsted School are privately owned by the school and no long term agreement exists with Uttlesford District Council for their continued use by the public.
- **Strategic priority** - England Squash and Racketball has not indicated a strategic need for additional provision in Uttlesford.

- **Used capacity** - Consultation with local court providers indicates that there is calculated spare capacity at present, the magnitude of which equates to 0.64 squash courts. This capacity is partly due to the lack of promotion of the game by the leisure centre management.

5.15.2 Conclusions on current provision

Existing facilities are adequate to meet current needs in Uttlesford with some limited spare capacity.

5.15.3 Assessment of future provision

The need for additional squash courts arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 13,000 people will generate sufficient demand for a squash court and on this basis there will be additional demand equivalent to 1.8 courts by 2031.
- Effective spare capacity at the current facilities has been calculated as the equivalent of 0.64 courts. This will leave a net shortfall of 1.16 courts once existing spare capacity has been utilised.
- Evidence from other sports centres shows that solitary squash courts are both uneconomic to construct and maintain and unattractive to clubs, so are generally poorly promoted and used. Squash courts should as a principle be constructed at minimum in pairs and consideration given to using a demountable wall so they can be used during the morning and early afternoon for exercise classes.
- There was historically a fourth court at Saffron Walden Leisure Centre which was subsequently converted into a health studio. If additional capacity is required in the Saffron Walden sub-area, this can be reconverted back into a squash court.

5.16 Golf courses

5.16.1 Assessment of current provision

- **Quantity** - There are two community accessible golf courses in Uttlesford, collectively comprising three nine-hole units, equivalent to one per 38,772 people. There is no provision in the Great Dunmow sub-area. Five golf courses in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, with all aspects of all facilities rated as at least 'average' standard.
- **Access** - The whole district population is within 30 minutes driving time of their nearest golf course.
- **Accessibility** - There are no effective barriers to inhibit access to golf courses in Uttlesford.

- **Strategic priority** - The English Golf Union has not indicated a strategic need for additional provision in Uttlesford. It has concluded that in the country as a whole, 'supply of golf courses currently exceeds demand, with membership vacancies existing in the majority of golf clubs'.
- **Used capacity** - Consultation with the local golf clubs indicates that there is calculated spare capacity at present, the magnitude of which equates to 0.23 of a golf course (4 holes).

5.16.2 Conclusions on current provision

Current levels of provision of golf courses in Uttlesford are adequate to meet existing needs, with some spare capacity.

5.16.3 Assessment of future provision

The need for additional golf courses arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 45,000 people will generate sufficient demand for a golf course and on this basis there will be additional demand equivalent to 0.5 courses by 2031.
- Effective spare capacity at the current facilities has been calculated as the equivalent of 0.23 golf courses (4 holes). This will leave a net shortfall of 0.27 courses (5 holes) once existing spare capacity has been utilised.

5.17 Village and community halls

5.17.1 Assessment of current provision

- **Quantity** - There are 54 community accessible village and community halls in Uttlesford, equivalent to one per 1,471 people. Per capita levels of provision are relatively consistent between sub-areas.
- **Quality** - The lack of changing provision limits the sport and recreational use of many village and community halls.
- **Access** - The whole district population is within 10 minutes driving time of their nearest village and community hall.
- **Accessibility** - All the village and community halls are available for hire by individuals and groups and all have spare capacity to accommodate additional use.
- **Strategic priority** - There is no identified strategic need for additional provision in Uttlesford.
- **Used capacity** - Consultation with the local hall providers indicates that there is calculated spare capacity at present, the magnitude of which equates to 1.04 halls.

5.17.2 Conclusions on current provision

Existing halls provide for a wide range of sports uses in the district and whilst some halls are limited in this regard, there is still some limited spare capacity.

5.17.3 Assessment of future provision

The need for additional village and community halls arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 1,500 people will generate sufficient demand for a village/community hall and on this basis there will be additional demand equivalent to 15 halls by 2031.
- Effective spare capacity at the current facilities has been calculated at 1.04 of a hall. This will leave a net shortfall of 13.96 halls once existing spare capacity has been utilised.

5.18 Skateparks

5.18.1 Assessment of current provision

- **Quantity** - There are five skateparks in Uttlesford, which are supplemented by a further 14 facilities in neighbouring areas.
- **Quality** - The overall quality of the activity areas at all skateparks is 'average' or better. However, most sites do not have shelter or on-site toilets, disabled access is variable, particularly at the smaller sites and only one site is currently floodlit.
- **Access** - Access varies by site, with floodlighting at Saffron Walden and Stansted extending usage periods. Most facilities are open access.
- **Accessibility** - The whole population is within 20 minutes driving time of the nearest skatepark, so no geographical areas of the district are unserved.
- **Strategic priority** - There are no formal strategic priorities for skatepark provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - Consultation with local facility providers suggests that there is very limited spare capacity at current facilities.

5.18.2 Conclusions on current provision

- There is no effective spare capacity at current facilities.
- A new scooter park and an extension for skaters with medium experience is needed at the Saffron Walden facility.
- Disabled access improvements are needed at the Stansted, Dunmow and Thaxted facilities.

- Floodlighting would extend usage periods at the Stansted (planned for 2016), Dunmow and Thaxted facilities.
- There are no permanently available toilets at any of the facilities and no shelter at all bar the Great Chesterford facility.

5.18.3 Assessment of future provision

The need for additional skateparks arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 13,000 people will generate sufficient demand for a skatepark and on this basis there will be additional demand equivalent to 1.41 facilities by 2031.
- With all current effective capacity fully used and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by two new skateparks.

5.19 BMX trail facilities

5.19.1 Assessment of current provision

- **Quantity** - There are two formal BMX trail facilities in Uttlesford, which are supplemented by a number of informal bike trails, bumps, jumps in woods or un-used land in several villages and towns. There are supplemented by a further two facilities in neighbouring areas.
- **Quality** - The quality of both the formal facilities is adequate.
- **Access** - There is open access at the Saffron Walden facility, the other site is at the Carver Barracks.
- **Accessibility** - The southern part of the district is outside the 20 minute drivetime catchment of the nearest formal BMX trail facility.
- **Strategic priority** - There are no formal strategic priorities for BMX trail facilities provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - Consultation with local facility providers suggests that there is very limited spare capacity at current facilities.

5.19.2 Conclusions on current provision

There is no effective spare capacity at current facilities.

5.19.3 Assessment of future provision

The need for additional BMX trail facilities arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 40,000 people will generate sufficient demand for a formal BMX trail facility and on this basis there will be additional demand equivalent to 0.56 facilities by 2031.
- With all current effective capacity fully used and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by one new formal BMX trail facility.

5.20 BMX race tracks

5.20.1 Assessment of current provision

- **Quantity** - There are no formal BMX race tracks in Uttlesford, with the nearest facilities in Royston, Braintree, Cambridge, Peterborough, Ipswich and Chicksands.
- **Quality** - In the absence of any local facilities, no quality assessment was possible.
- **Access** - In the absence of any local facilities, no access assessment was possible.
- **Accessibility** - The whole of the district is outside the 20 minute drivetime catchment of the nearest BMX race track.
- **Strategic priority** - There are no formal strategic priorities for BMX race track provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - The existing facilities in neighbouring areas are well-used.

5.20.2 Conclusions on current provision

There is clear demand for a BMX race track in Uttlesford from the users of the local BMX trail facilities.

5.20.3 Assessment of future provision

The need for additional BMX race tracks arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 22,500 people will generate calculated demand for an additional 0.28 BMX race tracks.
- The additional demand should be accommodate by capacity improvements, once the existing deficiency of one track has been met.

5.21 Adult football pitches

5.21.1 Assessment of current provision

- **Quantity** - There are 32 adult football pitches in Uttlesford, which can collectively accommodate 65 match equivalents per week.

- **Quality** - The pitches at Hatfield Broad Oak Sports Club and Jubilee Field, Clavering suffer from poor drainage and as a result their usage capacity is reduced. Changing facilities serving adult pitches are rated as poor quality at Alcott Playing Field, Calves Pasture, Felsted Playing Field, Hatfield Broad Oak Social Club, Jubilee Playing Field, Clavering and Takeley Recreation Ground.
- **Access** - The pitches at Carver Barracks are on a MoD site and therefore their community use capacity is limited by Army usage.
- **Accessibility** - The whole population is within 15 minutes driving time of the nearest adult football pitch, so no geographical areas of the district are unserved.
- **Strategic priority** - The Essex Football Association has not identified any specific local priorities for adult football pitch provision.
- **Used capacity** - Nine sites with adult football pitches are currently used to beyond their sustainable capacity (Alcott Playing Field, Calves Pasture, Causeway Recreation Ground, Hatfield Broad Oak Sports Club, Herbert Farm Playing Fields, Newport Recreation Ground, Saffron Walden Town FC, Takeley FC and White Roding Sports Club). At 12 sites usage is balanced and 10 sites have some spare usage capacity. There is a deficit in the Great Dunmow and Stansted sub-areas and a districtwide deficit of two match equivalents per week. This is caused in large part by youth team (11v11) use of adult pitches.

5.21.2 Conclusions on current provision

There is a districtwide deficit equivalent to one standard quality pitch.

5.21.3 Assessment of future provision

The need for additional adult football pitches arising from an assessment of future needs indicates that demand equivalent to an additional five teams will be generated by population growth in Uttlesford by 2031, which will require 2.5 standard quality pitches to accommodate it. With a current deficit equivalent to one standard quality pitch, the future needs will need to be accommodated by new pitches.

5.22 Youth football pitches

5.22.1 Assessment of current provision

- **Quantity** - There are 12 youth football pitches (11v11 and 9v9) in Uttlesford, which can collectively accommodate 21 match equivalents per week.
- **Quality** - The pitches at Laundry Lane Playing Field and Takeley Recreation Ground suffer from poor drainage and as a result their usage capacity is reduced. Changing facilities serving youth pitches at the same sites are both are rated as poor quality.
- **Access** - There are no limitations on access to any youth pitches in the district.
- **Accessibility** - The whole population is within 15 minutes driving time of the nearest youth football pitch so no geographical areas of the district are unserved.

- **Strategic priority** - The Essex Football Association supports the recommendations of the FA Chairman's Commission regarding the establishment of hub sites centred around a '3G' football turf pitch, to accommodate 50 % of youth football matches by 2020.
- **Used capacity** - Eight sites with youth football pitches are currently used to beyond their sustainable capacity (Causeway Recreation Ground, Elsenham Playing Fields, Herbert's Farm Playing Field, Laundry Lane Playing Field, Manuden Playing Field, Takeley Recreation Ground, Thaxted Recreation Ground and Wimbish Playing Fields). Two sites have some spare usage capacity. There is a deficit in all three sub-areas and collective deficit of 11 match equivalents per week in the district as a whole.

5.22.2 Conclusions on current provision

There is a collective shortfall equivalent to 6 standard quality pitches, evenly spread across the district. One solution for addressing the shortfall will be to follow the recommendations of the FA Chairman's Commission and accommodate the surplus demand on 'new 3G' football turf pitches.

5.22.3 Assessment of future provision

The need for additional youth football pitches arising from an assessment of future needs indicates that demand equivalent to an additional 24 teams will be generated by population growth in Uttlesford by 2031, which will require 12 standard quality pitches to accommodate it. With the existing deficit of 6 pitches, there will be a total shortfall of 18 youth pitches by 2031.

5.23 Mini-soccer pitches

5.23.1 Assessment of current provision

- **Quantity** - There are nine youth football pitches (7v7 and 5v5) in Uttlesford, which can collectively accommodate 32 match equivalents per week.
- **Quality** - The pitches at Laundry Lane Playing Field suffer from poor drainage and as a result their usage capacity is reduced. Changing facilities serving the same site is rated as poor quality.
- **Access** - There are no limitations on access to any mini-soccer pitches in the district.
- **Accessibility** - With the exception of a small area in the south-west corner of the district, where needs are met by pitches in Bishop's Stortford, the entire population is within 15 minutes drive of the nearest pitch.
- **Strategic priority** - The Essex Football Association supports the recommendations of the FA Chairman's Commission regarding the establishment of hub sites centred around a '3G' football turf pitch, to accommodate 50 % of mini-soccer matches by 2020.
- **Used capacity** - One site is used to beyond its sustainable capacity, usage is balanced at two more and three sites have some spare usage capacity. There is limited spare capacity in two sub-areas and supply and demand are balanced in the other. There is collective spare capacity of 4.0 match equivalents per week in the district as a whole.

5.23.2 Conclusions on current provision

There is collective spare capacity equivalent to one standard quality pitch.

5.23.3 Assessment of future provision

The need for additional mini-soccer pitches arising from an assessment of future needs indicates that demand equivalent to an additional 8 teams will be generated by population growth in Uttlesford by 2031, which will require 2 standard quality pitches to accommodate it. This will leave a shortfall equivalent to one standard quality pitch, once existing spare capacity has been absorbed.

5.24 Cricket pitches

5.24.1 Assessment of current provision

- **Quantity** - There are 40 cricket pitches in Uttlesford, collectively comprising 278 grass and 4 artificial turf wickets. These can collectively accommodate 1,193 match equivalents per season.
- **Quality** - The quality of only one pitch (at Wenden's Ambo) is rated as at 'poor' quality. Changing facilities are rated as poor quality at Audley End House, Clogham's Green CC, Dunmow CC, Elmdon CC, Friends School, Hatfield Broad Oak CC, Hatfield Heath CC, Henham Road, Elsenham, High Roding CC, Little Bardfield CC, Molehill Green CC, Saffron Walden CC, Stansted Hall, Thaxted CC and Wenden's Ambo Playing Field.
- **Access** - There are no limitations on access to any cricket pitches in the district.
- **Accessibility** - The whole population is within 15 minutes driving time of the nearest cricket pitch so no geographical areas of the district are unserved.
- **Strategic priority** – In consultation with local clubs, the Essex Cricket Board has identified the provision of specialist indoor cricket training facilities in the district as their main strategic priority.
- **Used capacity** - There is collective spare capacity of 198 match equivalents per season in the district as a whole, although eight sites are used to beyond their sustainable capacity (Dunmow CC, Elmdon CC, High Roding CC, Hockerill CC, Newport Recreation Ground, Radwinter Recreation Ground, Thaxted CC and Wenden's Ambo Playing Field).

5.24.2 Conclusions on current provision

There is collective spare capacity equivalent to 50 standard quality wickets (6 pitches).

5.24.3 Assessment of future provision

The need for additional cricket pitches arising from an assessment of future needs indicates that demand equivalent to an additional 27 teams will be generated by population growth in Uttlesford by 2031, which will require 67.5 standard quality wickets (8 pitches) to accommodate it. This will leave a shortfall equivalent to two standard quality pitches, once existing spare capacity has been absorbed.

5.25 Rugby pitches

5.25.1 Assessment of current provision

- **Quantity** - There are six rugby pitches in Uttlesford, which can accommodate 10 match equivalents per week.
- **Quality** - The changing provision at Saffron Walden Rugby Club is inadequate to cater for female use.
- **Access** - The whole population is within 20 minutes driving time of the nearest rugby pitch, so no geographical areas in the town or its surrounds are unserved.
- **Accessibility** - Three rugby pitches on school and MoD sites with no secured access and usage capacity is compromised education and army use respectively.
- **Strategic priority** - The Rugby Football Union supports the need for Saffron Walden Rugby Club to develop new facilities within the town, to enable it to develop its 'Focus' status for women and girls and under 15/16s rugby and operate from a single site. If there is sufficient capacity at the new site, including a rugby-compliant '3G' pitch, the facilities could be shared with Wenden's Ambo Rugby Club.
- **Used capacity** - The pitches at Saffron Walden Rugby Club and Friends School are used to beyond their sustainable capacity by a collective total of 3.5 match equivalents per week. Community use of the other two pitches is currently balanced in terms of supply and demand.

5.25.2 Conclusions on current provision

There is a deficit equivalent to two rugby pitches to meet current needs in Uttlesford.

5.25.3 Assessment of future provision

The need for additional rugby pitches arising from an assessment of future needs indicates that demand equivalent to two junior and three mini-rugby teams will be generated by population growth in Uttlesford by 2031, which will require two additional pitches to accommodate it, once the existing deficiency has been met.

5.26 Synthetic Turf Pitches for hockey

5.26.1 Assessment of current provision

- **Quantity** - There are four synthetic turf pitches for hockey in Uttlesford, with a collective capacity of 90 hours of peak time availability per week. In the absence of any '3G' football turf pitches in the district, demand for hockey pitch usage is supplemented by extensive use of three of the pitches for football training.
- **Quality** - The pitch at Joyce Frankland Academy was built in 1995 and the surface is now poor quality. Pitch resurfacing requirements at other sites also need to be kept under review.

- **Access** - With the exception of a small area in the north-east and south-west of the district, the entire population is within 20 minutes drive of the nearest pitch.
- **Accessibility** - All four synthetic turf pitches for hockey are on school sites, only one of which is subject to a formal Community Use Agreement.
- **Strategic priority** - England Hockey supports the need for the immediate resurfacing the existing pitch at Joyce Frankland Academy and providing a second pitch to accommodate the needs of Saffron Walden Hockey Club. It would like to retain the pitch at Great Dunmow Leisure Centre for hockey usage, with the junior satellite operation of Blue Hornets Hockey Club.
- **Used capacity** - Sport England's FPM assessment concurs that there is a current deficit equivalent to 0.61 of a pitch and therefore there is no spare capacity for additional use.

5.26.2 Conclusions on current provision

Whilst there is some limited spare capacity at some pitches, Saffron Walden Hockey Club makes full use of the available pitch time at Joyce Frankland Academy and thus has no capacity to expand further. The provision of a pitch at Carver Barracks will help to meet some of the current deficit.

5.26.3 Assessment of future provision

The need for additional synthetic turf pitches for hockey arising from an assessment of future needs indicates that demand equivalent to two adult and four junior teams will be generated by population growth in Uttlesford by 2031, which will require 0.6 additional pitches to accommodate it, once the existing deficiency has been met.

5.27 3G' Football Turf Pitches

5.27.1 Assessment of current provision

- **Quantity** - There is no provision in Uttlesford at present, although pitches at Birchwood High School in Bishops Stortford and Braintree Leisure Centre are within 20 minute drive time catchment advocated by Sport England and meet some needs from within the district.
- **Quality** - No quality assessment was possible.
- **Access** - The population in the south of the district is within 20 minutes drive of the nearest '3G' football turf pitches, but the central and northern areas of Uttlesford are unserved.
- **Accessibility** - There are no limitations on peak time access at either of the pitches in neighbouring areas.
- **Strategic priority** - The Essex Football Association recognises the need for '3G' pitches in Saffron Walden and Great Dunmow but has not confirmed specific locations where these might be located in each respective town, because detailed consultation work has not yet been undertaken amidst a changing landscape of funding and facility priorities. Saffron Walden Town FC would like to provide a '3G' football turf pitch at Caton's Lane, with access for other local clubs.

- **Used capacity** - The Football Association has devised an internal mapping exercise to establish an estimated baseline figure for the number of '3G' pitches required to meet football needs in a locality, which creates a requirement for an additional 3.12 '3G' football turf pitches in Uttlesford.

5.27.2 Conclusions on current provision

The FA's identifies a current need for 3.12 additional '3G' pitches in Uttlesford for football usage. Based upon the number of football teams in each sub-area, there is a need for 1.33 pitches in the Saffron Walden sub-area, 1.07 in the Dunmow sub-area and 0.72 in the Stansted sub-area.

5.27.3 Assessment of future provision

The need for additional '3G' football turf pitches arising from an assessment of future needs indicates that with an additional 37 football teams generated by the increased population, there would be demand for an extra 0.67 '3G' football turf pitches.

5.28 Summary of sports facilities needs

On the basis of the analysis of the balance between supply and demand of sports facilities in Uttlesford, the adequacy of current provision to meet current needs and to accommodate additional demand arising from population growth by 2031 has been assessed as follows:

<i>Facility type</i>	<i>Current position</i>	<i>Extra needs arising from population growth</i>	<i>Net requirements</i>
Sports halls	There is no effective capacity to accommodate additional demand.	1.98 four-badminton court sized sports halls	1.98 four-badminton court sized sports halls.
Swimming pools	A deficit of 0.33 six-lane 25m swimming pools.	1.29 six-lane 25m swimming pool.	1.62 of a six-lane 25m swimming pools - equivalent to one six-lane and one four-lane pool
Athletics facilities	Emerging demand for a specialist athletics facility in the north of the district.	0.29 of a Compact Athletics Facility.	0.29 of a Compact Athletics Facility (involving additional facility capacity), once provision has been made to address current needs.
Indoor bowls	Effective spare capacity at existing facilities is the equivalent of 0.33 of a facility.	0.22 of an indoor bowls facility, leaving net spare capacity of 0.11 of a facility.	No additional requirements.
Outdoor bowls greens	Collective spare capacity at the current facilities has been calculated as the equivalent of 1.07 greens.	2.84 outdoor bowls greens.	1.77 outdoor bowls greens once the existing spare capacity has been absorbed.
Indoor tennis courts	Collective spare capacity at existing facilities in neighbouring areas has been calculated as 3 indoor courts.	0.86 of an indoor tennis court, leaving net spare capacity of 2.14 courts.	No additional requirements.
Outdoor tennis courts	Collective spare capacity at the current courts has been calculated as the equivalent of 3.22 courts.	9 outdoor tennis courts.	5.78 outdoor tennis courts once the existing spare capacity has been absorbed.

Facility type	Current position	Extra needs arising from population growth	Net requirements
Health and fitness facilities	Collective spare capacity at the current facilities has been calculated as the equivalent of 0.07 facilities.	2.81 health and fitness facilities.	2.74 health and fitness facilities once the existing spare capacity has been absorbed.
Squash courts	Collective spare capacity at the current facilities has been calculated as the equivalent of 0.64 courts.	1.8 squash courts.	1.16 squash courts once the existing spare capacity has been absorbed.
Golf courses	Collective spare capacity at the current courses has been calculated as 0.23 courses (the equivalent of 5 holes).	0.5 courses (the equivalent of 9 holes)	0.27 courses (the equivalent of 5 holes) once the existing spare capacity has been absorbed.
Village and community halls	Collective spare capacity at the current facilities has been calculated as the equivalent of 1.04 halls.	15 halls.	13.96 halls once the existing spare capacity has been absorbed.
Skateparks	There is no effective capacity to accommodate additional demand.	1.41 skateparks	1.41 skateparks.
BMX trail facilities	There is no effective capacity to accommodate additional demand.	0.57 BMX trail facilities	0.57 BMX trail facilities.
BMX race tracks	A deficit of 1 BMX race track.	0.28 BMX race tracks.	1.28 BMX race tracks.
Adult football pitches	A deficit of 1 adult pitch	2.5 adult football pitches.	3.5 pitches including the existing deficit.
Youth football pitches	A deficit of 6 youth pitches.	12 youth football pitches.	18 pitches including the existing deficit.
Mini-soccer pitches	Collective spare capacity has been calculated as the equivalent of 1 pitch.	2 mini-soccer pitches.	1 pitch once the existing spare capacity has been absorbed.
Cricket pitches	Collective spare capacity at the current pitches has been calculated as the equivalent of 6 pitches.	8 cricket pitches.	2 pitches once the existing spare capacity has been absorbed.
Rugby pitches	A deficit of 2.0 rugby pitches.	2.0 rugby pitches.	4 pitches including the existing deficit.
Synthetic turf hockey pitches	A deficit of 0.61 pitches	0.6 of a synthetic turf pitch for hockey.	1.21 pitches including the existing deficit.
'3G' football turf pitches	A deficit of 3.12 '3G' football turf pitches.	0.67 '3G' football turf pitches.	3.79 '3G' football turf pitches including the existing deficit.

6 MEETING THE NEEDS

6.1 Introduction

This section identifies ways of meeting the deficiencies identified in this assessment. It examines the options for meeting the shortfalls, the delivery partners, specifies what needs to be provided and where and proposes how best this might be achieved.

6.2 Dealing with deficiencies

6.2.1 New provision

Providing entirely new sports facilities may be the only means of securing additional provision in the right location. This can be achieved by:

- Identifying entirely new sites for provision in appropriate locations.
- Extending existing provision where feasible.
- Disposing of existing facilities to reinvest the capital receipt in new provision of at least equivalent quantity, quality and accessibility.
- Incorporating facilities into new community provision and housing developments.

6.2.2 Upgrading and refurbishing

Upgrading and refurbishing existing sports facilities would help to meet some of the qualitative deficiencies identified:

- The provision of floodlights for some outdoor sports facilities would extend the period in which they can be used.
- Changing facilities are poor or absent at some outdoor facility sites in the Uttlesford and improvements would significantly enhance the experience of users.
- Improvements in disabled access will improve the usability of many sites.

6.2.3 Enhanced access

Developing new access to sports facilities on education and MoD sites and securing community use at sites where access is only informal at present would significantly improve the availability of provision. Securing improved access through the development of formal agreements serves to safeguard community use of school sports facilities may provide sufficient security of tenure to allow external funding applications to be sought, to provide further enhancements.

6.2.4 Reinstating former facilities

Reinstating sports facilities where usage has, for a variety of reasons, been discontinued in recent times, affords a straightforward response to increased local demand.

6.3 Delivery partners

A wide range of organisations will have a role in implementing the Uttlesford Sports Facilities Strategy. The type of roles are summarised below.

6.3.1 Uttlesford District Council

The council is likely to play the lead role in co-ordinating the development of the larger, more strategic sports facility sites, in conjunction with other partners where appropriate.

6.3.2 Town and Parish Councils

Parish councils will continue to play a valuable role in providing and maintaining sports facilities, especially in the rural parts of the district.

6.3.3 Schools

Many schools in Uttlesford already provide sports facilities from which local communities benefit and there will be further opportunities both to provide additional facilities on school sites to extend and formalise community access to a range of existing provision.

6.3.4 Ministry of Defence

The MoD site at Carver Barracks offers opportunities to develop further the existing community use at the site.

6.3.5 Sports clubs

Local sports clubs are significant providers of sports facilities and will continue to do so. Some clubs may be interested in taking on delegated management responsibilities for facilities management and maintenance from Uttlesford District Council or parish councils.

6.3.6 Leisure management contractor

‘One Life’, the contractor appointed by the Council to run the main leisure centres in the district, may be prepared to invest capital funds to improve the facilities it is managing, on the basis that improved capacity and usage will enable it to generate a commercial return on its investment.

6.3.7 Developers

The developers of new housing and commercial projects in Uttlesford can be required either to provide new sports facilities as part of an individual development, or to make a financial contribution towards the costs of such provision on site or elsewhere in the vicinity. The key principle is that the provision must meet the needs of the residents of the new homes, as opposed to rectifying any pre-existing deficiencies. The mechanisms for securing such funding with either be via Section 106 Agreements or via the Community Infrastructure Levy, the precise arrangements for which have yet to be determined by the district council.

6.3.8 Partnership arrangements

Partnership arrangements involving combinations of any of the above providers will help to share the costs of provision, management and maintenance of additional provision.

6.4 Meeting existing needs

The table below identifies the ways in which current deficiencies might be met and the partners who will have a role in providing, funding and managing new and improved provision.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Sports halls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Swimming pools	<ul style="list-style-type: none"> • Current deficit equivalent to two 25m lanes. • Changing and disabled access improvements needed at the Friends School pool. • No accessibility deficiency. 	Investigate the feasibility of making additional indoor pool provision at either: <ul style="list-style-type: none"> • A refurbished pool at Saffron Walden County High School, or: • A new site in the Stansted sub-area. Seek funding for changing and disabled access improvements needed at the Friends School pool.
Athletics tracks	<ul style="list-style-type: none"> • Emerging demand for a specialist athletics facility in the north of the district. • No quality improvements needed. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the feasibility of providing a Compact Athletics Facility in Saffron Walden. • Confirm the arrangements for secured community access to the proposed 400m track at Carver Barracks.
Indoor bowls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Outdoor bowls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Disabled access improvements needed at 6 sites. • General access improvements needed at 3 sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Seek funding for disabled access improvements at: <ul style="list-style-type: none"> - Clavering Bowls Club - Great Chesterford Bowls Club - Radwinter Bowls Club - Stansted Bowls Club - Stebbing Bowls Club - Thaxted Bowls Club • Seek funding for general access improvements at: <ul style="list-style-type: none"> - Clavering Bowls Club - Radwinter Bowls Club - Stansted Bowls Club
Indoor tennis	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Outdoor tennis	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs. ● Fencing improvements needed at one site. ● Changing improvements needed at five sites. ● General access improvements needed at five sites. ● No accessibility deficiency. 	<ul style="list-style-type: none"> ● Seek funding for new tarmac court and fencing improvements at Castle Hill Tennis Club. ● Seek funding for changing improvements at: <ul style="list-style-type: none"> - Castle Hill Tennis Club. - Debden Recreation Ground - Dunmow Tennis Club - Henham Tennis Club - Stansted Tennis Club ● Seek funding for general access improvements at: <ul style="list-style-type: none"> - Clavering Tennis Club - Henham Tennis Club - Newport Village Tennis Club - Stansted Tennis Club - Thaxted Tennis Club
Health and fitness	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs. ● General access improvements needed at one site. ● No accessibility deficiency. 	No action required.
Squash courts	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs. ● Annual maintenance contracts required for courts at Saffron Walden and Great Dunmow Leisure Centres. ● No accessibility deficiency. 	Review and amend the leisure centre management contracts to ensure that squash courts are maintained to an appropriate standard.
Golf courses	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs. ● No quality improvements needed. ● No accessibility deficiency. 	No action required.
Village and community halls	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs. ● No qualitative deficiency. ● No accessibility deficiency. 	No action required.
Skateparks	<ul style="list-style-type: none"> ● Current levels of provision are adequate to meet existing needs, but some capacity improvements needed in Saffron Walden. ● Disabled access improvements needed at 4 sites. ● Floodlights needed at 3 sites. ● Toilets needed at 5 sites. ● Shelters needed at 4 sites. ● No accessibility deficiency. 	<ul style="list-style-type: none"> ● Seek funding for capacity improvements, toilets and shelter at Saffron Walden. ● Seek funding for disabled access improvements toilets, shelter and floodlighting at: <ul style="list-style-type: none"> - Great Chesterford - Stansted - Great Dunmow - Thaxted.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
BMX trail facilities	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No qualitative deficiency. • Accessibility deficiency in the south of the district 	No action required.
BMX race tracks	<ul style="list-style-type: none"> • Current deficit of one facility 	Investigate the feasibility of providing a BMX race track in the district and seek funding for the facility subject to a positive outcome.
Adult football pitches	<ul style="list-style-type: none"> • Current deficit of 1.0 pitch. • Pitch quality improvements needed at two sites. • Changing improvements needed at six sites. 	<ul style="list-style-type: none"> • Seek funding applications for pitch quality improvements to improve capacity at: <ul style="list-style-type: none"> - Hatfield Broad Oak Sports Club - Jubilee Playing Field, Clavering • Seek funding applications for changing improvements at: <ul style="list-style-type: none"> - Alcott Playing Field - Calves Pasture - Felsted Playing Field - Hatfield Broad Oak Sports Club - Jubilee Playing Field, Clavering - Takeley Recreation Ground
Youth football pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 6.0 pitches. • Pitch quality improvements needed at two sites. • Changing improvements needed at two sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the feasibility of meeting the deficit with '3G' pitch provision at a hub site in each sub-area. • Seek funding for pitch quality improvements at: <ul style="list-style-type: none"> - Laundry Lane Playing Field - Takeley Recreation Ground • Seek funding for changing improvements at: <ul style="list-style-type: none"> - Laundry Lane Playing Field - Takeley Recreation Ground
Mini-soccer pitches	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Pitch quality and changing improvements needed at one site. • No accessibility deficiency. 	Seek funding for pitch quality and changing improvements at Laundry Lane Playing Field.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Cricket pitches	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs, although a specialist indoor training facility is an identified strategic priority. • Changing improvements needed at 15 sites. • No accessibility deficiency. 	Seek funding for changing improvements at: <ul style="list-style-type: none"> • Audley End House • Clogham's Green Cricket Club • Dunmow Cricket Club • Elmdon Cricket Club • Friends School • Hatfield Broad Oak Cricket Club • Hatfield Heath Cricket Club • Henham Road, Elsenham • High Roding Cricket Club • Little Bardfield Cricket Club • Molehill Green Cricket Club • Stansted Hall • Thaxted Cricket Club • Wenden's Ambo Playing Field
Rugby pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 2.0 pitches. • No quality improvements needed. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the feasibility of relocating Saffron Walden Rugby Club to a site in the town with additional pitch capacity. • Seek funding for the development if the feasibility is proven.
Synthetic turf pitches for hockey	<ul style="list-style-type: none"> • Current deficit equivalent to 0.61 pitches. • Pitch re-surfacing needed at the Joyce Frankland Academy. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Seek funding for re-surfacing the existing pitch at the Joyce Frankland Academy. • Investigate the feasibility of developing a second pitch at the Joyce Frankland Academy and seek funding if proven.
'3G' football turf pitches	<ul style="list-style-type: none"> • Current deficit of 3.12 pitches. • No quality improvements needed. • Accessibility deficiency in the north of the district. 	<ul style="list-style-type: none"> • Investigate the feasibility of developing '3G' pitches at a hub site in each sub-area. • Seek funding for the developments if the feasibility is proven.

6.5 Meeting future needs

The table below identifies the ways in which future deficiencies to 2031 might be met:

<i>Facility</i>	<i>Future assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Sports halls	Additional demand equivalent to 2 sports halls.	Secure the provision of an additional two 4-badminton court-sized sports hall funded by developer contributions.
Swimming pools	Additional demand equivalent to 1.29 6-lane 25m swimming pools.	Secure the provision of an additional 6-lane swimming pool, funded by developer contributions, once the existing deficiency has been met.
Athletics tracks	Additional demand equivalent to 0.29 Compact Athletics Facilities.	Secure the provision of additional facility capacity either at the proposed Compact Athletics Facility in Saffron Walden or the Carver Barracks track.

<i>Facility</i>	<i>Future assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Indoor bowls	No additional provision required.	Accommodate the additional demand using spare capacity at the existing indoor facility.
Outdoor bowls	Additional demand equivalent to 2.84 bowls greens.	Accommodate some demand using spare capacity of 1.07 existing greens and meet surplus demand by securing the provision of two additional bowls greens, funded by developer contributions.
Indoor tennis	No additional provision required.	Accommodate the additional demand using spare capacity at the existing indoor facilities.
Outdoor tennis	Additional demand equivalent to 9 tennis courts	Accommodate some demand using spare capacity of 3.22 existing courts and meet surplus demand by securing the provision of 6 additional tennis courts, funded by developer contributions.
Health and fitness	Additional demand equivalent to 2.81 health and fitness facilities.	Accommodate some demand using spare capacity of 0.07 existing facilities and meet surplus demand by securing the provision of 2.74 additional health and fitness facilities, funded by developer contributions.
Squash	Additional demand equivalent to 1.8 squash courts.	Accommodate demand in Saffron Walden by converting disused leisure centre court. Secure provision of two or more courts with demountable walls for multipurpose use, funded by developer contributions
Golf courses	Additional demand equivalent to 0.5 golf courses.	Accommodate some demand using spare capacity of 0.33 existing courses and meet surplus demand by securing the provision of additional capacity at existing courses, funded by developer contributions.
Village/community halls	Additional demand equivalent to 15 village/community halls.	Accommodate some demand using spare capacity of 1.04 existing halls and meet surplus demand by securing the provision of an additional 14 halls, funded by developer contributions.
Skateparks	Additional demand equivalent to 1.41 skateparks.	Secure provision of 2 new skateparks, funded by developer contributions.
BMX trail facilities	Additional demand equivalent to 0.57 BMX trail facilities.	Secure provision of 1 new BMX trail facility, funded by developer contributions.
BMX race tracks	Additional demand equivalent to 0.28 BMX race tracks.	Secure provision of additional capacity equivalent to 0.28 tracks, funded by developer contributions.
Adult football pitches	Additional demand equivalent to 1.5 pitches.	Secure the provision of two additional pitches, funded by developer contributions, once the existing deficiency has been met.
Youth football pitches	Additional demand equivalent to 12 pitches.	Secure the provision of an additional 12 youth football pitches funded by developer contributions, once the existing deficiency has been met.
Mini-soccer pitches	Additional demand equivalent to 2 pitches.	Secure the provision of one additional pitch, funded by developer contributions, once the existing deficiency has been met.

<i>Facility</i>	<i>Future assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Cricket pitches	Additional demand equivalent to 8 pitches.	Secure the provision of two additional pitches, funded by developer contributions, once the existing deficiency has been met.
Rugby pitches	Additional demand equivalent to 2 pitches.	Secure the provision of 2 additional rugby pitches funded by developer contributions, once the existing deficiency has been met.
Synthetic turf pitches for hockey	Additional demand equivalent to 0.6 pitches.	Secure the provision of one additional pitch, funded by developer contributions, once the existing deficiency has been met.
'3G' football turf pitches	Additional demand equivalent to 0.67 pitches.	Secure the provision of one additional pitch, funded by developer contributions, once the existing deficiency has been met.

6.6 Provision for reviews

Because sport and physical activity is a rapidly changing environment, to ensure that the proposals in the strategy continue to address local needs and strategic priorities, the situation will be reviewed regularly. Assumptions about population growth will be tested regularly and projected requirements refined accordingly. There will therefore be annual reviews of progress towards action plan targets and a three-yearly review of the overall strategic approach.

APPENDIX I: THE STUDY METHODOLOGY

1) Methodology

The methodology for the strategy follows the new guidance recently developed by Sport England, specifically:

- For the sport and recreation facilities other than pitches the assessment is based upon *'Assessing Needs and Opportunities Guidance'* (2014).
- For playing pitches the assessment is based upon *'Playing Pitch Strategy Guidance'* (2013).

The detail of the respective methodologies is set out below.

2) Sport and Recreation facilities

We adopted the following approach.

a) Stage One: Preparing and tailoring the approach

We convened a Project Steering Group (PSG) involving representatives of Uttlesford District Council and Active Uttlesford. The PSG discussed and approved:

- The purpose and objectives of the strategy.
- The project scope, time horizon and parameters.
- The project timescales.
- Sub-area issues and the relationship with provision in neighbouring local authorities.

b) Stage Two: Gathering facility supply information

Qualitative, quantitative and accessibility information on local sports facilities provision in Uttlesford and neighbouring areas was reviewed, including:

- Site name and location.
- Ownership and management.
- Facilities at the site.
- Community accessibility and security of tenure.
- The quality of provision.

c) Stage Two: Gathering facility demand information

Demand information was compiled by examining:

- The local population profile.
- Sports participation trends at national and local level.
- Unmet, latent, displaced and future demand.
- Local activity demand priorities.
- Sport-specific demand priorities.

d) Stage Two: Consultation

Several local surveys were initiated and analysed:

- Consultation with the governing bodies of all the sports that use facilities included in the strategy.
- An on-line survey of local sports clubs that use facilities included in the strategy.
- An on-line survey of all local schools.
- A survey of all town and parish councils.

e) Stage Three: Bringing the information together

The data on supply and demand was applied to build a picture of the level of provision by:

- Layering information on the quantity, quality, accessibility and availability of facilities provision to build up the assessment.
- Utilising planning tools such as the Facilities Planning Model to support the assessment.
- Considering consultation findings to support the assessment.
- Identifying the key facility issues and priorities.
- Developing evidence-based standards of provision against which to assess current and future needs.

f) The application of needs and evidence assessment for sport

The needs assessment and evidence base was applied to:

- Relate facility needs to sports development programmes and patterns of participation.
- Develop a priority list of deliverable projects which will help to meet any current deficiencies; provide for future demands and feed into wider infrastructure planning work.
- Provide evidence to help secure internal and external funding.

g) Consulting on the strategy

The draft strategy was circulated to the following stakeholders for comment and endorsement:

- Sport England.
- The governing bodies of sport.
- Active Essex.
- Active Uttlesford.
- Saffron Walden Organisation for Sport
- Local sports groups in the Great Dunmow and Stansted areas.
- Local sports clubs and schools.
- Town and parish councils.
- Neighbouring local authorities.

3) Playing pitches

We adopted the following approach in parallel with the sports facilities assessment.

a) Preparing and tailoring the approach

We convened a Project Steering Group (PSG) involving representatives of Uttlesford District Council and Active Uttlesford. The PSG discussed and approved:

- The purpose and objectives of the strategy.
- The project scope, time horizon and parameters.
- The project timescales.
- Sub-area issues and the relationship with provision in neighbouring local authorities.

b) Gathering pitch supply information

The following information was compiled:

- Site name and location.
- Ownership and management.
- The number and type of pitches.
- Community accessibility and security of tenure.
- The quality of pitches and changing provision.
- Pitch maintenance arrangements.
- The views of providers and users.

c) Gathering pitch demand information

Pitch demand information was compiled from consultation with sports clubs, pitch providers, local league secretaries and the governing bodies of the pitch sports. The following information was compiled:

- The timing and levels of use of pitches for competitive matches and training.
- Casual, displaced and latent demand.
- Trends and changes in demand.
- Future demand.

d) Understanding the situation at individual sites

A site overview was developed for all pitch sites by:

- Comparing the current carrying capacity of each site with its current use.
- Identifying the peak demand periods.
- Establishing the key issues impacting upon the usage of each site.

e) Developing the picture of current and future provision

An overview of current provision was established by:

- Developing a picture of the position regarding all sites with community access.
- Identifying demand currently accommodated at unsecured sites.
- Establishing the extent of displaced and latent demand.
- Identifying the views and key issues with the adequacy of provision.
- Determining the situation at priority sites.

An overview of future provision was established by:

- Assessing the implications of the current position.
- Factoring in projected population growth.
- Establishing participation aims, trends and changes.
- Examining sports club and site-specific demand.
- Evaluating prospective changes in supply.

f) Identifying the key findings and issues

We assessed the key findings in relation to the following issues:

- The main characteristics of the current supply of and demand for pitch provision.
- Whether there is enough accessible and secured provision to meet current demand for pitches.
- Whether the pitch provision is of sufficient quality.
- The main characteristics of the future supply and demand for pitch provision.

g) Developing the recommendations and action plan

Recommendations and an action plan were developed to:

- Highlight the key recommendations arising from the key findings and issues.
- Create an action plan.

h) Consulting on the strategy

The draft strategy was circulated to the following stakeholders for comment and endorsement:

- Sport England.
- The governing bodies of the pitch sports.
- Active Essex.
- Active Uttlesford.
- Saffron Walden Organisation for Sport
- Local sports groups in the Great Dunmow and Stansted areas.
- Local sports clubs and schools.
- Town and parish councils.

APPENDIX II: STRATEGIC CONTEXT

1) *The Sustainable Communities Strategy*

'A Sustainable Community Strategy: A Vision for the Future 2018' (2008) is document produced by Uttlesford Futures, the Local Strategic Partnership, to provide overall policy direction for organisations in the area. The main content relevant to sport and recreation is set out below.

a) Vision

The strategic vision for Uttlesford is *'to sustain a high quality of life in which the benefits of the unique character of the district are available to all residents, workers or visitors'*.

b) Strategic themes

The themes are:

- Children and young people matter.
- Staying healthy.
- Developing business.
- Feeling safe.
- Protecting the environment.
- Getting around.

c) Strategic priorities

The strategic priorities relevant to sport and recreation are as follows:

- To promote healthy lifestyles amongst young people.
- To reduce rural deprivation by increasing access to services.
- To provide support to reduce adult obesity.
- To increase participation in sport, culture and volunteering.

d) Implications for sport and recreation

The Strategy illustrates how sport and physical activity, can play a core role in delivering some of the key local priorities.

2) The Corporate Plan

Uttlesford District Council's 'Corporate Plan 2014 - 2019' (2014) is produced by Uttlesford District Council to guide the council's priorities over the next few years.

a) Aims

- To remain a low tax council.
- To continue to listen and respond to our communities so we stay focused on the delivery of high quality key services that matter.
- We will have shared the benefits of growth with our communities in a responsible way that protects and enhances our environment.
- To have improved prosperity.

b) Implications for sport and recreation

The main actions relevant to sport and recreation are as follows:

- Creating a single point of access to services provided by the public and voluntary sectors.
- Developing sustainable communities by protecting and encouraging local facilities.

3) The Local Plan

'The Uttlesford Local Plan' (2005) provides a frame of reference for development control in the district. The main policies of relevance to sport and recreation are set out below.

a) Policy objectives

The policies on leisure and cultural provision have the following objectives:

- To safeguard existing open space within towns and villages for either formal or informal recreation.
- To enable the provision of community facilities in villages, which would accommodate activities central to village life, even where development would not normally be permitted.
- To develop sport and leisure facilities at key sites and enable outdoor recreation in the countryside whilst protecting its character and amenities.
- To improve access to leisure and cultural facilities and to ensure that all leisure and cultural provision is accessible for the benefit of the whole community to ensure social inclusion.

b) Loss of sport and recreation facilities

Policy LC1 - Loss of sports fields and recreational facilities states that ‘Development will not be permitted if it would involve the loss of sports fields or other open space for recreation. Exceptions may be permitted if either of the following applies:

- Replacement facilities will be provided that better meet local recreational needs.
- The need for the facility no longer exists’.

As there is already a deficiency in the number of playing pitches, policy LC1 is concerned with total or partial loss of playing fields. It applies whether the facilities are still in active use or whether through ownership, for example, this is now prevented. It also applies to development that would prejudice the use of land as playing fields. It is not intended to prevent the provision of facilities such as changing rooms, pavilions and club houses.

- If replacement facilities are proposed they must be at least as good as those lost in terms of location, quantity, quality, and management arrangements.
- Replacement facilities must be made available before development of the existing site begins.
- An assessment of current and future needs will need to be submitted demonstrating that there is an excess of playing fields in a locality and the catchment of the facility, or that the site has no special significance to sport or recreation, if planning permission is to be granted for development.
- The Council intends to work with town and parish councils to provide and/ or improve facilities in the District.
- Extensions or additional facilities at existing sports and leisure centres or school sites with potential for dual school and community use will be permitted outside as well as within settlements.

c) Access to leisure and cultural facilities

Policy LC2 - Access to Leisure and Cultural Facilities states that ‘All development proposals for leisure and cultural purposes, whether new build, conversion or extension need to be accessible to all, to ensure social inclusion’.

d) Community facilities

Policy LC3 - Community Facilities states that ‘Community facilities will be permitted on a site outside settlements if all the following criteria are met:

- The need for the facility can be demonstrated.
- The need cannot be met on a site within the boundaries.
- The site is well related to a settlement’.

e) Outdoor sport and recreation facilities

Policy LC4 - Provision of Outdoor Sport and Recreational Facilities beyond development limits states that ‘The following developments will be permitted:

- Outdoor sports and recreational facilities, including associated buildings such as changing rooms and club-houses.
- Suitable recreational after use of mineral workings’.

f) Land west of Little Warden Road, Saffron Walden

Policy LC6 - Land West of Little Walden Road Saffron Walden states that ‘A site west of Little Walden Road, Saffron Walden has been identified to provide a community centre and playing fields as part of a mixed development scheme’.

‘Saffron Walden is the focal point for the northern half of the district yet it is deficient in a number of leisure and cultural amenities. It has a longstanding problem of inadequate provision of playing fields and does not meet the National Playing Fields Association standards. A site west of Little Walden Road has been identified to provide a mixed development consisting of a community centre, playing fields and associated car parking. A Master Plan will be prepared in consultation with the Town Council, residents, and local sports clubs to identify the juxtaposition of uses and the type of playing fields needed’.

g) Implications for sport and recreation

The Local Plan comprises planning policies that are robust in their defence of sport and recreation facilities.

4) Sports Facilities Strategies in neighbouring areas

Of the neighbouring local authorities, South Cambridgeshire District Council, North Hertfordshire District Council, Braintree District Council, Chelmsford City Council, Epping Forest District Council and East Hertfordshire District Council have no current sports facilities strategy. However, the following councils do have current assessments and the key findings are as follows:

a) North Hertfordshire District Council

The council’s ‘*Facilities Strategy for North Hertfordshire 2010 - 2031: Planning for Sport and Active Recreation*’ (2010) contains the following findings of relevance to Uttlesford district:

- **Sports halls** - Levels of provision of sports halls are adequate to meet existing needs, but depending on a range of population variables, an additional 3.5 halls will be needed by 2031.
- **Swimming pools** - There is sufficient spare capacity in existing swimming pool provision to meet all existing and future needs.
- **Health and fitness** - Levels of provision of health and fitness facilities are adequate to meet existing needs, but an additional one to five new facilities will be needed by 2031.

- **Indoor bowls** - Current facilities are operating at full capacity and a further 1.5 to two facilities will be needed by 2031.
- **Indoor tennis** - An additional three courts are required to meet existing needs, plus a further six to nine courts by 2031.
- **Synthetic turf pitches** - Levels of provision of synthetic turf pitches are adequate to meet existing needs, but between none and two new pitches will be needed by 2031.
- **Synthetic athletics tracks** - Current needs are met by the track in Stevenage, although a specialist athletics training facility in Royston, where accessibility is poorest, might be justified. An additional 400m track will be needed in the district by 2031.

b) Braintree District Council

The 'Braintree Green Spaces Strategy' (2008) includes an analysis of playing pitch and outdoor sports facilities needs in the district. On the basis of a generic outdoor sports facilities spatial standard of 2.0ha per 1,000 people, there is a geographical shortfall in provision in the western wards of the district neighbouring Uttlesford.

c) Chelmsford City Council

Chelmsford City Council is currently producing an open space, sport and recreation strategy, but there are no emerging findings available at present.

d) Epping Forest District Council

The council's 'Open Space, Sport and Recreation Assessment' (2012) contains the following findings of relevance to Uttlesford district:

- Levels of provision of all forms of indoor and outdoor sports facilities are adequate to meet current needs, but an additional sports hall, 0.7 swimming pools, one synthetic turf pitch, one bowls green, one indoor and seven outdoor tennis courts, two squash courts and two health and fitness facilities will be required by 2033.
- There is a current surplus of adult football and rugby pitches, sufficient to meet all additional needs by 2033. However, there is a current shortfall of nine youth football pitches, ten mini-soccer pitches and four cricket pitches. These deficits will increase by five youth football, three mini-soccer and five cricket pitches by 2033.

e) East Hertfordshire District Council

The council's 'Playing Pitch and Outdoor Sports Facilities Strategy' (2010) contains the following findings of relevance to Uttlesford district:

- **Football pitches** - There is deficit of youth football and mini-soccer pitches in the district.
- **Cricket pitches** - There is surplus of cricket pitches.

- **Rugby pitches** - There is deficit of junior and mini-rugby pitches in the areas bordering Uttlesford district.
- **Synthetic turf pitches** - Provision in the district is adequate to meet all current and future needs.
- **Bowling greens** - Provision in the district is adequate to meet current and future needs.
- **Golf courses** - Provision in the district is adequate to meet current and future needs.
- **Tennis courts** - There is some latent demand for additional tennis courts in the district.
- **Athletics tracks** - All athletics track needs are met by the facility in Ware, both currently and in the future.

The council's '*Assessment of Indoor Sports Facilities*' (2011) contains the following findings of relevance to Uttlesford district:

- **Sports halls** - There is a current shortfall of one sports hall in the Hertford area and an additional 2.5 halls will be needed by 2021.
- **Swimming pools** - There is sufficient spare capacity in existing swimming pool provision to meet all existing and future needs.
- **Health and fitness** - Levels of provision of health and fitness facilities are adequate to meet existing needs, but an additional two new facilities will be needed by 2021.
- **Indoor bowls** - There is no current provision in the district and a current need for five to eight rinks, with a further three rinks needed by 2021.
- **Indoor tennis** - Current provision meets existing needs, although a further court may be needed by 2021.
- **Village and community halls** - Current provision meets existing needs, although a further four to seven halls will be needed by 2021.

f) South Cambridgeshire District Council

South Cambridgeshire District Council is currently producing an open space, sport and recreation strategy jointly with Cambridge City Council, but there are no emerging findings available at present.

5) Central Government

In March 2012, the Government published the *'National Planning Policy Framework'* (2012), setting out its economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development, which should be interpreted and applied locally to meet local aspirations. The policies of greatest relevance to sports facilities provision and retention are as follows:

- **Sustainable development** - 'The purpose of the planning system is to contribute to the achievement of sustainable development. Sustainable development means development that meets the needs of the present without compromising the ability of future generations to meet their own needs'.
- **Health and well-being** - 'Local planning authorities should work with public health leads and health organisations to understand and take account of the health status and needs of the local population, including expected future changes, and any information about relevant barriers to improving health and well-being'.
- **Open space, sports and recreational facilities** - 'Access to good quality opportunities for sport and recreation can make an important contribution to the health and well-being of communities. The planning system has a role in helping to create an environment where activities are made easier and public health can be improved. Planning policies should identify specific needs and quantitative or qualitative deficits or surpluses of sports and recreational facilities in the local area. The information gained from this assessment of needs and opportunities should be used to set locally derived standards for the provision of sports and recreational facilities'.
- 'Existing open space, sports and recreational buildings and land should not be built on unless:
 - An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - The need for and benefits of the development clearly outweigh the loss'.

In March 2014, the Government produced further *National Planning Practice Guidance (NPPG)* to guide local authorities in the plan making and decision-taking process. The guidance provides further advice on health and wellbeing matters and open space provision.

It notes that open space should be taken into account in planning for new development and considering proposals that may affect existing open space (see NPPF paragraphs 73-74). Open space, which includes all open space of public value, can take many forms, from formal sports pitches to open areas within a development, linear corridors and country parks. It can provide health and recreation benefits to people living and working nearby; have an ecological value and contribute to green infrastructure (see NPPF paragraph 114), as well as being an important part of the landscape and setting of built development, and an important component in the achievement of sustainable development (see NPPF paragraphs 6-10). It is for local planning authorities to assess the need for open space and opportunities for new provision in their areas. In carrying out this work, they should have regard to the duty to cooperate where open space serves a wider area.

The guidance refers to Sport England advice on how to carry out assessments and also sets out the circumstances when Sport England should be consulted on development proposals.

6) Sport England

a) Overall policy

The *'Sport England Strategy 2012 - 2017'* (2012) sets out national sports policy objectives for the next five years.

- **Overall aims** - In 2017, five years after the Olympic Games, sport in England will be transformed, so that sport becomes a habit for life for more people and a regular choice for the majority. The strategy will:
 - See more people taking on and keeping a sporting habit for life.
 - Create more opportunities for young people.
 - Nurture and develop talent.
 - Provide the right facilities in the right places.
 - Support local authorities and unlock local funding.
 - Ensure real opportunities for communities.
- Sport England is seeking a year-on-year increase in the proportion of people who play sport once a week for at least 30 minutes. In particular it hopes to raise the percentage of 14-25 year olds playing sport once a week and reduce the proportion dropping out of sport.
- **Anticipated outcomes** - The outcomes with the greatest potential impact on sports facilities use and provision will be as follows:
 - Every one of the 4,000 secondary schools in England, will be offered a community sport club on its site with a direct link to one or more governing body of sport, depending on the local clubs in its area.
 - County sports partnerships will be given new resources to create effective links locally between schools and sport in the community.
 - All secondary schools who wish to do so will be supported to open up, or keep open, their sports facilities for local community use and at least a third of these will receive additional funding to make this happen.
 - Building on the early success of Places People Play, a further £100m will be invested in facilities for the most popular sports.

b) Planning policy

Sport England's national policies in relation to planning policies are contained in '*Spatial Planning for Sports and Active Recreation: Development Control Guidance Note*' (2009). Its planning policy objectives are as follows:

- **A planned approach** - To ensure that a planned approach to the provision of facilities and opportunities for sport and recreation is taken by planning authorities in order to meet the needs of the local community. The level of provision should be determined locally, based on local assessments of need and take account of wider than local requirements for strategic or specialist facilities.
- **Protecting existing places for sport** - To prevent the loss of facilities or access to natural resources which are important in terms of sports development. Should redevelopment be unavoidable, an equivalent (or better) replacement facility should be provided in a suitable location.
- **Significant Areas for Sport (SASPs)** - To prevent the loss or partial loss of any identified SASP to other uses unless an equivalent or improved replacement in terms of quantity, quality and accessibility to the original facility or resource is provided.
- **Planning new places for sport** - To support the development of new facilities, the enhancement of existing facilities and the provision and/or improvement of access to the natural environment which will secure opportunities to take part in sport and which can be achieved in a way which meets sustainable development objectives.
- **Providing for sport through new development** - To promote the use of planning obligations as a way of securing the provision of new or enhanced places for sport and a contribution towards their future maintenance, to meet the needs arising from new development.
- **Shared use sites** - To promote the wider use of existing and new sports facilities to serve more than one group of users. Sport England will encourage potential providers to consider opportunities for joint provision and dual use of facilities in appropriate locations.
- **The Urban Fringe** - To promote the urban fringe as an important resource in providing opportunities for sport, and support proposals for improved access for sport, for the development of extensive facilities such as golf courses and pitches, and for built facilities which can be developed in a way which meets sustainable development objectives and which helps to maintain and improve the identity of this resource.
- **The Green Belt** - To promote the development of outdoor sports facilities in the Green Belt including essential ancillary built facilities. In exceptional circumstances Sport England will support the development of indoor or other built facilities associated with outdoor sports, where there is an identified need and no suitable site is available elsewhere in the locality.

- **Floodlighting** - To support the installation of floodlighting of sports facilities where this will lead to a significant increase in opportunities for sport.
- **Golf** - To support the development in appropriate locations of additional facilities for golf which meet an identified need and in particular encourage the provision of ‘pay and play’ facilities.

7) Governing bodies of sport

The governing bodies of sport funded by Sport England each produce a ‘Whole Sport Plan’ containing their sports development and related facilities priorities for the period 2013 to 2017. The facilities elements of the Whole Sport Plans using facility types included in this assessment are summarised below, to assess their implications for provision in Uttlesford district:

Sport	Facilities priorities 2013 - 2017	Implications for Uttlesford
Athletics	<p>A hierarchy of facilities is proposed in UK Athletics ‘Facilities Strategy 2014 - 2019’ (2014) with district and local levels of provision comprising:</p> <ul style="list-style-type: none"> • Club Training Venue - Track and field facilities (indoor and outdoor) that have a strong anchor club with 100+ track and field members. To support site sustainability, Club Venues should have excellent social and ancillary provision and facilities that actively encourage multi-sport usage. • Compact Athletics Facility - A new generation of affordable and sustainable indoor and outdoor athletics satellite facilities that provide a stepping stone into Club Venues. They are designed to fit available spaces and budgets and provide functional, inspiring, facilities at which people of all ages and abilities can improve their fitness and confidence and develop the fundamental athletics movement skills. 	Facility provision of this scale offers an attractive means of meeting athletics needs in the district.
Badminton	<p>Badminton England’s ‘Whole Sport Plan 2013 - 2017’ (2012) includes provision for:</p> <ul style="list-style-type: none"> • Investing in facilities to underpin the operations of county badminton associations, performance centres and community badminton networks. • Investing in leisure facilities to underpin the ‘Play Badminton’ programme. 	Potential for funding to upgrade sports halls to accommodate additional badminton activity.
Basketball	England Basketball’s ‘Whole Sport Plan 2013 - 2017’ (2012) contains no facilities priorities, but priority areas for club development are focused on major urban areas.	No immediate local opportunities.
Bowls	The Bowls Development Alliance ‘Whole Sport Plan 2013 - 2017’ (2012) confirms that efforts will focus on support packages promoting participation amongst the over 55’s and disabled participants aged 16+, using the existing clubs network. No capital funding is involved.	Opportunities for clubs to expand their memberships with support packages.

<i>Sport</i>	<i>Facilities priorities 2013 - 2017</i>	<i>Implications for Uttlesford</i>
Cricket	The ECB's <i>National Club Strategy</i> (2012) sets out the priorities for developing cricket at club level. This includes an objective to develop accessible, high quality and innovative facilities.	Opportunities for local clubs to improve facilities provision in line with development programmes.
Cycling	British Cycling's <i>Whole Sport Plan 2013 - 2017</i> (2012) identifies that funding is available for 32 traffic-free cycle sport facilities and/or off-road cycling facilities in strategically identified areas.	Potential to develop off-road cycling subject to local demand.
Football	The FA Chairman's <i>England Commission Report</i> (2014) contains the objectives: <ul style="list-style-type: none"> • Create 'Football Hubs' centred around '3G' football turf pitches in 30 cities by 2020. • Increase the number of publicly accessible '3G' football turf pitches by 50% by 2020. • More than 50% of youth and mini-soccer matches should be played on '3G' football turf pitches by 2020. 	The main priority is development in cities, but there will be opportunities in Uttlesford to develop smaller 'Football Hubs' around the main 'Charter Standard' clubs.
Golf	England Golf's <i>Whole Sport Plan 2013 - 2017</i> (2012) has no facilities priorities, but County Golf Partnerships will promote participation at existing golf courses.	Opportunities for clubs to expand their memberships.
Gymnastics	British Gymnastics' <i>Facility Strategy 2013 - 2017</i> (2012) includes provision for: <ul style="list-style-type: none"> • Locally accessible facilities - Increasing access to facilities and new spaces resulting from local authority and business austerity measures. • Dedicated Facilities - Funding for dedicated gymnastics centres. • Freestyle Equipment - Funding for freestyle gymnastics equipment packs for clubs and other delivery partners. • Trampoline Equipment - Funding for trampolines in clubs or leisure centres. 	Opportunities to create or enhance local gymnastics provision.
Hockey	England Hockey's <i>The Right Pitches in the Right Places</i> (2011) sets out its facilities priorities: <ul style="list-style-type: none"> • Ensuring that hockey can achieve adequate access to pitches where it is not the dominant user. • Making sure that pitch resurfacing issues are addressed for older facilities. 	Potential to secure hockey usage at key sites.
Netball	England Netball's <i>Whole Sport Plan 2013 - 2017</i> (2012) has no facilities priorities, but capital funding is available to develop facilities to support the work of Netball Development Community Coaches, based in areas of high population.	No immediate local opportunities.

<i>Sport</i>	<i>Facilities priorities 2013 - 2017</i>	<i>Implications for Uttlesford</i>
Rugby	The Rugby Football Union's <i>National Facilities Strategy for Rugby Union in England 2013 - 2017</i> (2013) contains the following priorities: <ul style="list-style-type: none"> • Increase the provision of integrated changing facilities that are child friendly and can sustain concurrent male and female activity at the club. • Improve the quality and quantity of natural turf pitches. • Increase the number of Artificial Turf Pitches. • Improve social, community and catering facilities, which can support diversification and the generation of additional revenues. • Invest in facility upgrades which result in an increase in energy-efficiency, in order to reduce the running costs of clubs. 	Opportunities for local clubs to improve facilities provision in line with development programmes.
Squash	England Squash and Racketball's <i>Whole Sport Plan 2013 - 2017</i> (2012) has no facilities priorities, but capital funding is available to develop facilities in 'Hub and Spoke' areas, which do not include Uttlesford district.	No immediate local opportunities.
Swimming	The Amateur Swimming Association's <i>Whole Sport Plan 2013 - 2017</i> (2012) has no facilities priorities, but proposals to establish 'Local Aquatic Networks' comprising a 'local area partnership bringing together relevant partners to maximise the amount of usable water space in an area based by producing an 'Aquatic Improvement Plan'.	There is potential to optimise and rationalise the use of local pools through co-ordinated programming.
Table tennis	No facilities priorities, but small grants are available to provide an equipment package to allow community organisations to deliver non-traditional participation opportunities.	Equipment packages may enhance local participation opportunities.
Tennis	Facilities investment will support the delivery of the tennis programmes, largely focused in priority areas to address gaps or improve provision where critical to park or community programmes	No immediate local opportunities.

8) Essex Sports Facilities Strategy

The *Essex Sports Facilities Strategy 2007 - 2020* (2008) was produced by Active Essex, the County Sports Partnership and identifies sports facilities needs in the county:

a) Purpose

The Strategy should be 'used by local authorities and key partners to help inform the level and nature of provision that is required. Critically, it should also assist in planning for provision cross boundary'.

b) Facilities hierarchy

A hierarchy of provision is proposed:

- **Sub-regional facilities** - Facilities that serve the whole county.
- **District facilities** - Facilities that serve a whole district, but whose catchment may also cover part of another district.
- **Local/neighbourhood facilities** - Facilities that serve the rural areas and specific urban areas. As a minimum, all villages should have access to an indoor facility within the village that can cater for recreational activities in which different age groups can participate. All persons living in rural areas should be no further than 20 minutes drive time from a larger leisure facility and swimming pool open to the community. In urban areas, all persons should be within 20 minutes walking time of a larger leisure centre and a swimming pool open to the community.

c) Deficiencies in Uttlesford

Consultation with the governing bodies of sport identified the following facilities needs in Uttlesford and/or north Essex:

<i>Governing body</i>	<i>Identified deficiency</i>
UK Athletics	A need for athletics facilities in Uttlesford, possibly a 150m 'J' track, rather than a full 400m facility.
Badminton England	<ul style="list-style-type: none">• A permanent training/competition venue in north Essex.• All new community centres/village halls should include 1-2 badminton courts with correct hall height, lighting and court dimensions.
Amateur Rowing Association	Rowing facilities are required in the Uttlesford to Thurrock corridor.

APPENDIX III: LOCAL SPORTS DEMAND

1) Sports participation data

a) The 'Active People' Survey

The 'Active People' survey was commissioned by Sport England. The survey is the largest study of patterns of adult (people aged 16 and over) involvement in sport and physical activity ever undertaken and involved telephone interviews with a representative sample of between 500 and 1,000 residents of each local authority district in the country. Eight surveys have been undertaken to date, which has enabled trends to be tracked over a nine year period. The following Key Performance Indicators (KPI's) are measured and the results for each are tabulated below:

- **Overall participation** - This is defined as 'taking part on at least one day a week in moderate intensity sport and active recreation (at least four days in the last four weeks) for at least 30 minutes continuously in any one session'.
- **Volunteering** - This is defined as 'volunteering to support sport for at least one hour a week'.
- **Club membership** - This is defined as 'being a member of a club particularly so that you can participate in sport or recreational activity in the last four weeks'.
- **Receiving tuition** - This is defined as 'having received tuition from an instructor or coach to improve your performance in any sport or recreational activity in the last twelve months'.
- **Organised Competition** - This is defined as 'having taken part in any organised competition in any sport or recreational activity in the last twelve months'.
- **Organised sport** - This is defined as 'the percentage of adults who have done at least one of receiving tuition in the last twelve months and/or taken part in organised competition in the last twelve months and/or been a member of a club to play sport'.
- **Satisfaction** - This is defined as 'the percentage of adults who are very or fairly satisfied with sports provision in their local area'.
- **Participation in individual sports** - This is defined as 'the percentage of adults who have participated at least once in a sport in the preceding four weeks'.

b) Overall participation

Overall rates of regular adult participation in sport and physical activity (at least one session of 30 minutes of moderate intensity exercise per week) show that participation rates in Uttlesford have been consistently well above the regional and national averages over the assessment period:

Area	2005/6	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Uttlesford	39.6%	41.0%	43.8%	38.1%	40.8%	40.5%	44.2%	42.0%	40.1%
East	34.8%	36.5%	35.6%	34.9%	34.7%	36.0%	35.1%	35.3%	34.6%
England	34.2%	35.8%	35.7%	35.3%	34.8%	36.0%	35.7%	35.5%	35.3%

c) Volunteering

Rates of volunteer support for sport in Uttlesford have fluctuated during the survey period but have generally been well above the regional and national averages:

<i>Area</i>	<i>2005/6</i>	<i>2007/8</i>	<i>2008/9</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2012/13</i>
Uttlesford	8.3%	6.8%	5.6%	5.5%	8.5%	10.8%
East	4.9%	5.4%	4.8%	8.0%	7.4%	6.8%
England	5.4%	4.9%	4.7%	4.5%	7.2%	6.0%

d) Sports club membership

Rates of sports club membership in Uttlesford have fluctuated during the survey period and are currently well above the regional and national averages:

<i>Area</i>	<i>2005/6</i>	<i>2007/8</i>	<i>2008/9</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Uttlesford	28.4%	30.4%	31.4%	27.5%	23.7%	23.5%	28.1%
East	26.2%	25.4%	25.5%	24.3%	23.6%	23.7%	22.2%
England	25.1%	24.7%	24.1%	23.9%	23.3%	22.8%	21.0%

e) Sports coaching/tuition

The proportion of adults in Uttlesford who received sports coaching or tuition in the previous 12 months has decreased during the survey period, in line with national, but not regional trends, but still remains well above the national average:

<i>Area</i>	<i>2005/6</i>	<i>2007/8</i>	<i>2008/9</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Uttlesford	24.4%	22.7%	24.9%	22.8%	23.9%	18.4%	22.1%
East	19.0%	19.1%	18.3%	18.3%	23.6%	23.7%	22.2%
England	18.0%	18.1%	17.5%	17.5%	16.2%	16.8%	15.8%

f) Organised competition

The proportion of adults in Uttlesford who took part in organised sports competitions in the previous 12 months has fluctuated during the survey period but is currently substantially higher than the regional and national averages:

<i>Area</i>	<i>2005/6</i>	<i>2007/8</i>	<i>2008/9</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Uttlesford	19.4%	17.6%	22.3%	15.5%	14.6%	16.4%	19.1%
East	16.0%	15.5%	14.7%	15.3%	14.5%	15.1%	13.6%
England	16.0%	15.7%	14.7%	14.4%	14.3%	14.4%	11.2%

g) Satisfaction

In line with national and regional trends, the proportion of adults in Uttlesford who are satisfied with local sports provision has fallen during the survey periods when this element was included, but currently stands above the regional and national averages:

<i>Area</i>	<i>2005/6</i>	<i>2007/8</i>	<i>2008/9</i>	<i>2009/10</i>	<i>2012/13</i>
Uttlesford	68.8%	69.1%	73.0%	68.6%	64.7%
East	71.0%	68.2%	69.7%	70.2%	62.5%
England	69.5%	66.6%	68.4%	69.0%	60.3%

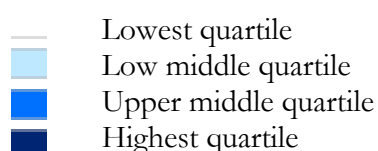
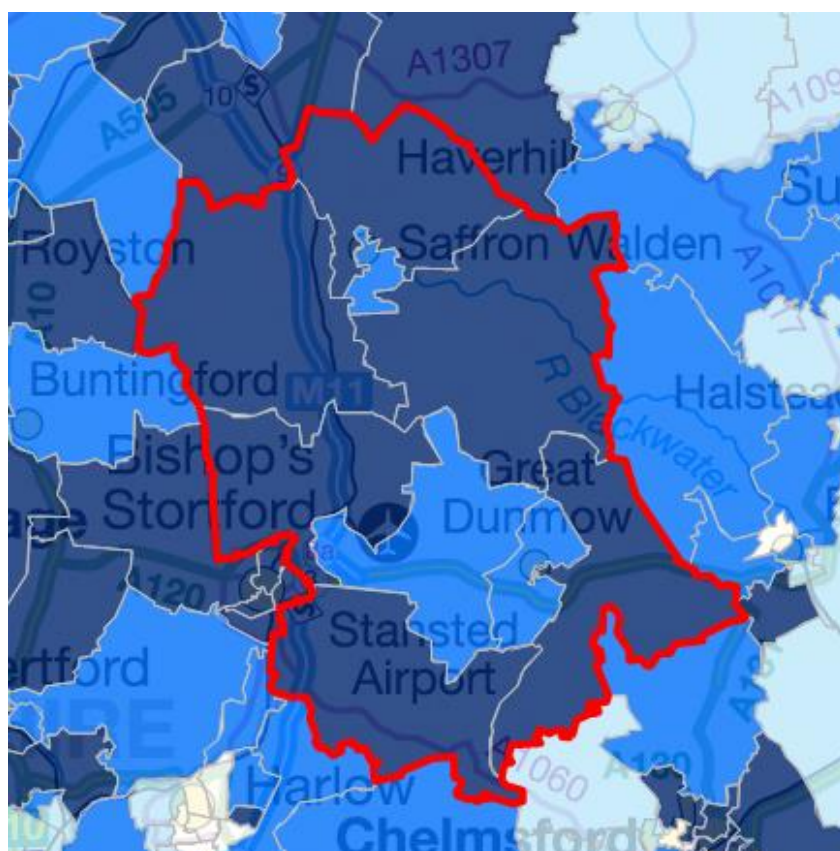
h) Participation in individual sports

The top five sports in which respondents from Uttlesford participated in the four weeks prior to the 2012/13 survey are listed below, along with the respective regional and national figures:

<i>Sport</i>	<i>Uttlesford</i>	<i>East</i>	<i>England</i>
Health and fitness	12.5%	10.1%	10.9%
Cycling	11.9%	8.4%	8.1%
Swimming	10.7%	11.1%	11.5%
Running	8.2%	6.2%	6.5%
Football	5.8%	5.8%	6.3%

i) Participation by Middle Super Output Area

Sport England's 'Active People Interactive' tool enables local participation data to be mapped, to give a more detailed picture of participation rates at Middle Super Output Area (MSOA) level (equating to populations between 5,000 and 7,200 people). The map below shows the MSOAs covering Uttlesford and its surrounds and it reveals that whilst participation rates within the main towns are in the upper middle quartiles nationally, the surrounding rural catchments that they serve have localised participation rates that are in the highest quartile.



2) Market segmentation data

a) Introduction

Sport England analysed 19 adult sporting market segments, to better understand motivations for participation and barriers to doing more sport and physical activity. This data provides a useful way to anticipate demand for individual types of activity from a given local population.

b) Market segmentation in Uttlesford

The proportion of the population of Uttlesford in each market segment is tabulated below, with the South-west and national figures for comparison:

<i>Market segment</i>	<i>Uttlesford</i>	<i>East</i>	<i>England</i>
Competitive male urbanites	7.6%	5.3%	4.9%
Sports team drinkers	1.7%	4.0%	5.4%
Fitness class friends	8.9%	5.3%	4.7%
Supportive singles	1.4%	3.2%	4.3%
Career focused females	7.2%	5.0%	4.5%
Settling down males	15.0%	10.5%	8.8%
Stay at home mums	6.9%	5.4%	4.4%
Middle England mums	3.1%	4.8%	4.9%
Pub league team mates	1.2%	4.1%	5.9%
Stretched single mums	0.9%	2.9%	3.7%
Comfortable mid-life males	10.9%	9.6%	8.6%
Empty nest career ladies	8.9%	6.8%	6.1%
Early retirement couples	6.8%	8.2%	6.8%
Older working women	1.1%	3.2%	4.9%
Local 'old boys'	1.1%	2.9%	3.7%
Later life ladies	0.7%	1.6%	2.1%
Comfortable retired couples	9.4%	5.1%	4.2%
Twilight years gents	2.3%	4.3%	4.0%
Retirement home singles	4.8%	7.9%	8.0%

c) 'Dominant' market segments

Sport England classifies all market segments with more than 7% of the adult population as 'dominant' and their sporting preferences therefore have particular significance for facilities demand in the area. In Uttlesford, the following market segments are dominant and their characteristics and sports preferences are tabulated below:

<i>Segment name</i>	<i>Characteristics</i>	<i>Sports that appeal</i>
Competitive male urbanites	<ul style="list-style-type: none"> • Age 18-25 • Single • Owner-occupied • Employed full-time • No children • Social class ABC1 • 40% do 3x30 minutes exercise per week • 19% do no exercise 	<ul style="list-style-type: none"> • Rugby • Cricket • Squash • Climbing • Windsurfing • Gym • Tennis • Football

<i>Segment name</i>	<i>Characteristics</i>	<i>Sports that appeal</i>
Fitness class friends	<ul style="list-style-type: none"> • Age 18-35 • Single • Owner-occupied • Employed full-time • No children • Social class ABC1 • 28% do 3x30 minutes exercise per week • 34% do no exercise 	<ul style="list-style-type: none"> • Body combat • Netball • Swimming • Pilates • Gym • Running • Tennis • Aqua aerobics
Settling down males	<ul style="list-style-type: none"> • Age 26-45 • Married • Owner-occupied • Employed full-time • 50% have children • Social class ABC1 • 32% do 3x30 minutes exercise per week • 27% do no exercise 	<ul style="list-style-type: none"> • Canoeing • Skiing • Cricket • Golf • Cycling • Squash • Football
Comfortable mid-life males	<ul style="list-style-type: none"> • Age 36-65 • Married • Owner-occupied • Employed full-time • 50% have children • Social class ABC1 • 26% do 3x30 minutes exercise per week • 39% do no exercise 	<ul style="list-style-type: none"> • Sailing • Gym • Football • Jogging • Badminton • Golf • Cycling • Cricket
Empty nest career ladies	<ul style="list-style-type: none"> • Age 46-55 • Married • Owner-occupied • Employed full-time • No dependent children • Social class ABC1 • 25% do 3x30 minutes exercise per week • 44% do no exercise 	<ul style="list-style-type: none"> • Swimming • Yoga • Walking • Horse riding • Aqua aerobics • Pilates • Step machine • Gym
Comfortable retired couples	<ul style="list-style-type: none"> • Age 65+ • Married • Owner occupied • Retired • No dependent children • Social class ABC1 • 14% do 3x30 minutes exercise per week • 70% do no exercise 	<ul style="list-style-type: none"> • Bowls • Snooker • Golf • Walking • Tennis • Fishing • Table tennis • Swimming

d) The impact on demand

The dominant segments in Uttlesford are likely to inflate local demand for swimming, cycling, playing pitches, golf and health and fitness facilities.

3) Past surveys

An extensive programme of research into sport and physical activity needs for sport and recreation facilities was undertaken as part of the '*Open Space, Sports Facility and Playing Pitch Strategy*' document in 2012:

- **Citizens' panel** - A 2010 citizens' panel survey on open spaces (including indoor and outdoor sports facilities) was reviewed.
- **Local sports clubs** - A 2010 survey of local sports clubs for all indoor and outdoor sports was reviewed.
- **Governing bodies of sport** - A 2011 e-mail survey of governing bodies of sport was undertaken as part of the study.
- **Local pitch sports clubs** - A 2011 e-mail survey of local pitch sports clubs was undertaken as part of the study.
- **Local schools** - A 2011 e-mail survey of local schools was undertaken as part of the study.
- **Local leisure centre users** - A 2011 questionnaire survey of leisure centre users was undertaken as part of the study.

4) Key findings from past surveys

The key findings in relation to local sport and recreation facilities provision were as follows:

- The Citizen's Panel survey revealed that a significant proportion of the respondents feel that there are too few of several types of sports facility locally, in particular swimming pools, indoor and outdoor tennis courts, synthetic turf pitches and grass pitches.
- The Council's 2010 survey of local sports clubs revealed high levels of satisfaction with local sports facilities, with 71.4% of respondents saying that their needs are fully met. Conversely, 50% of respondents believe that there are too few synthetic turf pitches locally.
- Most of the governing bodies of sport have no policies or strategic priorities relating to facility provision in the Uttlesford area, although swimming and football have identified some deficiencies.
- Respondents to the pitch sports clubs survey were generally critical of the quality of pitch provision in Uttlesford.
- Schools are already major providers of sports facilities with community use in Uttlesford and several who do not currently offer external access to their facilities would consider doing so in the future.
- The leisure centre users survey showed patterns of very regular (weekly or more frequently) by facility users. As with some other local surveys, local levels of provision for swimming and tennis courts were judged to be insufficient.

5) Current surveys

Additional surveys were conducted in conjunction with the current Strategy, with the assistance of Active Uttlesford and the Saffron Walden Organisation for Sport:

a) Sports clubs survey

18 responses were received, involving clubs covering athletics, canoeing, cricket, golf, fitness training, football, hockey, martial arts, netball, rugby, swimming and triathlon. The key findings were as follows:

- **Membership trends** - 83.33% of responding clubs reported an increase in membership over the past three years, averaging 28% growth across all age groups. The largest increases by age group are for female participants, up by 80% for mini-age group girls in those clubs that provide for them, up 32% for junior women, up 28% for adult women and up 7% for veteran women. In total an additional 2,825 members joined the 18 responding clubs over the past three years.
- **Sports development** - 50% of respondents have a written development plan and a further 20% are currently in the process of producing one. 70% of respondents have the quality assured Club Mark accreditation.
- **Problem issues** - The following issues were identified as current problems for clubs:

<i>Problem</i>	<i>Percentage</i>
Lack of appropriate local facilities	90.0%
Lack of external funding (grants etc.)	77.8%
Access difficulties for members (e.g. lack of public transport)	66.7%
Lack of information about local facilities/services	50.0%
Shortage of volunteer help	33.3%
Membership recruitment/retention	22.2%
Lack of internal funding (subs etc.)	22.2%
Limited links/co-operation with other local clubs	11.1%

- **Future plans** - The following were identified as future plans:

<i>Development</i>	<i>Percentage</i>
Expand the range of facilities provided	87.5%
Sharing facilities with another club	87.5%
Increase the number of members	77.8%
Relocation to different premises	50.0%
Refurbish existing facilities	38.5%
None	0.0%

- **Opinions on local levels of facility provision** - These were as follows:

<i>Facility</i>	<i>Too many (%)</i>	<i>About right (%)</i>	<i>Too few (%)</i>	<i>No opinion (%)</i>
Sports halls	0.0%	28.6%	71.4%	0.0%
Swimming pools	0.0%	28.6%	71.4%	0.0%
Athletics tracks	0.0%	0.0%	100.0%	0.0%
Health and fitness	14.3%	71.4%	14.3%	0.0%
Indoor tennis	0.0%	0.0%	50.0%	50.0%
Outdoor tennis	0.0%	42.9%	21.4%	35.7%
Indoor bowls	0.0%	21.4%	7.1%	71.4%
Outdoor bowls	0.0%	28.6%	0.0%	71.4%
Squash courts	0.0%	50.0%	21.4%	28.6%
Netball courts	0.0%	21.4%	35.7%	42.9%
Village/community halls	0.0%	71.4%	7.1%	21.4%
Grass pitches	0.0%	21.4%	64.3%	14.3%
Synthetic turf pitches	0.0%	14.3%	64.3%	21.4%

b) Schools survey

9 schools responded to the electronic survey. The key findings were as follows:

- **Sports facilities needs** - 66.7% of responding schools reported that their existing facilities meet all their curricular and extra-curricular sports needs, whilst a further 4.7% are able to access appropriate off-site sports facilities (principally swimming pools).
- **Unmet sports facilities needs** - 28.6% of respondents are unable to meet all their current sports facilities needs by on-site or off-site provision at present. The needs principally relate to larger halls and all-weather pitch provision.
- **Current community use** - 85.7% of respondents currently make their sports facilities available for community use. This primarily involves use of a hall and/or grass pitches. In 14.8% of cases, usage is regulated by a formal Community Use Agreement, in 28.1% of cases by an annual booking arrangement, 57.1% by a termly booking arrangement.
- **Future community use** - 85.7% of respondents would be prepared to increase community usage in the future. For those that would not, the reasons cited included a lack of local demand, an absence of staff to supervise the arrangement, access difficulties and cost recovery issues.

6) Key findings from current surveys

The key findings in relation to local sport and recreation facilities provision were as follows:

- Local sports clubs are successful at attracting new members, with 28% overall growth amongst responding clubs over the past three years. Female membership has grown most rapidly of all.
- A shortage of local facilities is identified as problematic by 90% of clubs. As a result, 87.5% of respondents have active plans for additional facility provision.

- More than one quarter of schools are unable to meet all their curricular and extra-curricular sports needs at present, due to a shortage of local facilities.
- Most schools make their sports facilities available for community use, but in most cases such it not regulated by a formal Community Use Agreement and could be rescinded at any time.

7) Local sports clubs

A summary of club-based sport and recreation activity in Uttlesford is set out below:

a) Athletics

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Striders Uttlesford Harriers	Lord Butler Leisure Centre
Great Dunmow	Grange Farm & Dunmow Runners (Dunmow) Grange Farm & Dunmow Runners (Felsted)	The Causeway, Great Dunmow Felsted Fitness
Stansted	None	None

b) Badminton

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Abbey Lane and Newport Badminton Club Bad Girls Badminton Club Court One Badminton Club Newport Badminton Club Sampfords Badminton Club	Abbey Lane Church Hall Lord Butler Leisure Centre Lord Butler Leisure Centre Lord Butler Leisure Centre Lord Butler Leisure Centre
Great Dunmow	Dunmow Badminton Club Maltings Badminton Club Thaxted Badminton Club	Great Dunmow Leisure Centre Great Dunmow Leisure Centre Bolford Street Hall, Thaxted
Stansted	Mountfitchet Badminton Club	Mountfitchet Romeera Leisure Centre

c) Basketball

Saffron Walden Basketball Club is based at the Lord Butler Leisure Centre.

d) Bowls

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Clavering Bowls Club Great Chesterford Bowls Club Quendon Bowls Club Radwinter Bowls Club Saffron Walden Town Bowls Club	Clavering Bowls Club Great Chesterford Bowls Club Quendon Bowls Club Radwinter Bowls Club Saffron Walden Town Bowls Club
Great Dunmow	Dunmow Bowls Club Stebbing Bowls Club Thaxted Bowls Club	Dunmow Bowls Club Stebbing Bowls Club Thaxted Bowls Club
Stansted	Birchanger Bowls Club Elsenham Bowls Club Stansted Bowls Club	Birchanger Bowls Club Elsenham Bowls Club Stansted Bowls Club

e) Cricket

Sub-area	Local clubs	Facilities used
Saffron Walden	Ashdon CC (2 adult teams) Audley End & Littlebury CC (2 adult teams) Chesterfords CC (2 adult teams) Clavering CC (1 adult team) Elmdon CC (3 adult teams) Langley CC (1 adult team) Newport CC (3 adult/1 junior teams) Radwinter CC (1 adult team) Rickling Ramblers CC (1 adult team) Saffron Walden CC (9 adult/21 junior teams) Sampfords CC (1 adult team) Seward's End CC (2 adult teams) Wenden CC (1 adult team)	Walton's Park, Ashdon Audley End House Great Chesterford Recreation Ground Hill Green, Clavering Pilgrim's Hill, Elmdon Langley Upper Green Newport Recreation Ground Radwinter Recreation Ground Rickling Green Anglo-American Playing Field County High Sports Centre Friends School Wenden's Ambo Playing Field High Street, Great Sampford Various Wenden's Ambo Playing Field
Great Dunmow	Aythorpe Roding CC (1 adult/2 junior teams) Clogham's Green CC (1 adult team) Dunmow CC (4 adult/5 junior teams) Eastons CC (1 adult team) High Easter CC (2 adult teams) High Roding CC (3 adult/9 junior teams) Lindsell CC (1 adult team) Little Bardfield Village CC (2 adult/2 junior teams) Molehill Green CC (2 adult teams) Stebbing CC (1 adult team) Thaxted CC (2 adult/3 junior teams)	Roundbush Green Clogham's Green, Leaden Roding St. Edmunds Lane, Dunmow Little Easton Recreation Ground The Street, High Easter Rands Road, High Roding Gallows Green, Lindsell Churchend, Little Bardfield School Lane, Molehill Green Stebbing Recreation Ground Bardfield End Green, Thaxted
Stansted	Birchanger CC (2 adult teams) Farnham CC (2 adult teams) Great Canfield CC (1 adult team) Hatfield Broad Oak CC (1 adult team) Hatfield Heath CC (2 adult teams) Hockerill CC (5 adult/3 junior teams) Little Hallingbury CC (2 adult teams) Manuden CC (1 adult team) Stansted CC (3 adult/2 junior teams) Stansted Hall & Elsenham CC (3 adult/6 junior) Takeley CC (3 adult/2 junior teams)	Birchanger Social Club Farnham Cricket Club Great Canfield Village Green Hatfield Broad Oak Sports Club The Heath, Hatfield Heath Beldham's Lane, Hockerill Gaston Green, Little Hallingbury Manuden Recreation Ground Hargrave Park, Stansted Henham Road, Elsenham Stansted House Parsonage Road, Takeley

f) Cycling

Sub-area	Local clubs	Facilities used
Saffron Walden	Newdales Cycles RT Walden Junior Cycling Club Walden Velo Club	Various

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Great Dunmow	GS Vecchi	Various
Stansted	Eagle Road Club Victoria Cycling Club	Various

g) Football

Information on local football activity was provided by the Essex FA in its 'Football Participation Report for Uttlesford 2013/14' (2013) which contains the following material of note:

- **Football conversion rates** - The FA calculated the following Football Conversion Rates, to compare the number of people playing football with the local population in each age group, to produce a percentage of each age group that plays football.

<i>Age group</i>	<i>Uttlesford (%)</i>	<i>East (%)</i>	<i>England (%)</i>
Adult male (ages 17 - 44)	6.4%	6.4%	4.7%
Adult female (ages 17 - 44)	0.1%	0.3%	0.3%
Youth male (ages 10 - 16)	23.2%	22.8%	18.7%
Youth female (ages 10 - 16)	0.3%	2.0%	1.8%
Mini-soccer (ages 5 - 9)	10.7%	12.8%	10.1%
TOTAL	6.0%	6.0%	4.9%

The overall football participation rate in Uttlesford is the same as the regional, but well above the national, average. Of the 45 clubs in Uttlesford, 13 (28.9%) have achieved the FA's quality assured Charter Standard (compared with 27.0% nationally). 87.7% of youth and mini-soccer teams are part of a Charter Standard club, compared with a national average of 81.1%.

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Ashdon Villa FC (1 adult team) Debden FC (1 adult team) Great Chesterford Youth FC (1 youth team) Newport FC (3 adult teams) Plantation & Spartak Girls FC (6 youth/1 mini team) Plantation Youth FC (8 youth/6 mini teams) Radwinter FC (1 adult team) Saffron Crocus FC (2 adult teams) Saffron Dynamos FC (1 adult team) Saffron Hawks FC (1 adult team) Saffron Rangers FC (1 adult team) Saffron Walden Town FC (3 adult teams) Saffron Walden Town YFC (6 youth/3 mini) Sharp One FC (1 adult) Spartak 78 FC (1 adult) Spartak 78 Youth FC (11 youth/6 mini teams) Walden Ladies FC (1 adult team) Walden Wanderers Youth FC (1 youth team)	Bartlow Road, Ashdon Debden Recreation Ground Chesterford Recreation Ground Newport Recreation Ground Herbert Farm Playing Field Herbert Farm Playing Field Radwinter Recreation Ground <i>Ickleton Village Hall Ground</i> Carver Barracks Wimbish Recreation Ground <i>Linton Village College</i> Caton's Lane Quendon Recreation Ground Caton's Lane Wimbish Recreation Ground Radwinter Playing Fields Jubilee Field, Clavering Herbert Farm Playing Field Herbert Farm Playing Field Wimbish Recreation Ground Wimbish Recreation Ground

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Great Dunmow	Barnston FC (2 adult/1 youth teams) Beaumont Wanderers FC (1 adult team) Dunmow Rhodes FC (2 adult teams) Dunmow Rhodes YFC (13 youth/9 mini teams) Dunmow United YFC (5 youth/7 mini teams) Felsted Rovers FC (2 adult teams) Flitch United FC (2 adult teams) Flitch Youth FC (1 youth team) Roundbush Green FC (2 adult teams) Thaxted Rangers Youth FC (2 adult/4 youth/2 mini) White Roding Sports FC (4 adult teams)	High Easter Road, Barnston High Easter Playing Field Dunmow Recreation Ground Dunmow Recreation Ground Laundry Lane, Little Easton Dunmow Recreation Ground Felsted Playing Field Alcott Playing Field Alcott Playing Field Roundbush Green Recn. Ground Thaxted Recreation Ground White Roding Sports Club
Stansted	Abacus Athletic FC (1 adult team) Bentfield FC (1 adult team) Birchanger Social Club (3 adult teams) Brewer FC (1 adult team) Elsenham Youth FC (7 youth/4 mini teams) Hatfield Broad Oak FC (1 adult/1 youth/1 mini team) Hatfield Heath FC (2 adult teams) Littlebury FC (1 adult team) Lower Street FC (1 adult team) Manuden Junior FC (3 youth/2 mini teams) Manuden United FC (2 adult teams) Stansted FC (2 adult teams) Takeley FC (2 adult teams) Takeley Ladies FC (1 team) Takeley Youth FC (4 youth teams)	<i>Grange Paddocks</i> Bentfield Green Playing Field Birchanger Social Club Mill Road, Takeley Elsenham Playing Fields Hatfield Broad Oak Social Club Calves Pasture Littlebury Recreation Ground The Old Mill Playing Field Manuden Playing Field Manuden Playing Field Hargrave Park Station Road, Takeley Station Road, Takeley Station Road, Takeley

h) Golf

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Golf Club	Saffron Walden Golf Club
Great Dunmow	None	None
Stansted	Elsenham Golf and Leisure Centre	Elsenham Golf and Leisure Centre

i) Gymnastics

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Dynamics Gymnastics Club	Lord Butler Leisure Centre
Great Dunmow	Fit 4 Fun Gymnastics Club	Great Dunmow Leisure Centre
Stansted	None	None

j) Hockey

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Hockey Club (8 men's teams/7 women's teams/9 junior teams) - 461 members.	Joyce Frankland Academy, Newport
Great Dunmow	Blue Hornets Felsted Hockey Club (9 junior teams) - 276 junior members.	Felsted School Great Dunmow Leisure Centre
Stansted	None	None

k) Judo

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Judo Club	Dame Bradbury School
Great Dunmow	West Essex Judo Club	Stebbing Village Hall
Stansted	None	None

l) Karate

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Shotokan Karate Club	County High School
Great Dunmow	Dunmow Kyoushinkai Karate Club Dunmow Shotokan Karate Club	Great Dunmow Leisure Centre Great Dunmow Leisure Centre
Stansted	Shotokan Karate Ryu	Mountfitchet Romeera Leisure Centre

m) Netball

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Netball Club Saffron Hawks Netball Club	Dame Bradbury School Lord Butler Leisure Centre
Great Dunmow	Dunmow Crests Netball Club Dunmow Junior Netball Club Great Dunmow Netball Club Thaxted Netball Club	Great Dunmow Leisure Centre Great Dunmow Leisure Centre Great Dunmow Leisure Centre Joyce Frankland Academy, Newport
Stansted	Stansted Corkers Netball Club Stansted Sparks Netball Club	Mountfitchet Romeera Leisure Centre <i>Leventhorpe Leisure Centre</i>

n) Rugby

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Rugby Club (3 adult men's /1 adult women's/8 junior/6 mini teams) Wenden's Ambo Rugby Club (1 adult men's team and 6 mini teams)	Springate, Henham Carver Barracks Carver Barracks Friends School Joyce Frankland Academy, Newport
Great Dunmow	None	None
Stansted	None	None

o) Skateboarding and related sports

The Saffron Walden Skate Group is based at the One Minet Skatepark site, adjacent to the Lord Butler Leisure Centre. It accommodates skateboarding, blading, BMX, scootering and Parkour and currently has 838 members of all ages.

p) Squash and Racketball

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Squash Club	Lord Butler Leisure Centre
Great Dunmow	None	None
Stansted	None	None

q) Sub-aqua

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Walden Sub-aqua Club	Lord Butler Leisure Centre Friends School Pool
Great Dunmow	None	None
Stansted	None	None

r) Swimming

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Saffron Seals Swimming Club	Friends School Pool
Great Dunmow	Dunmow Atlantis Swimming Club Dolphin Senior Swim Club	Great Dunmow Leisure Centre Felsted School Pool Great Dunmow Leisure Centre
Stansted	None	None

s) Table tennis

No formal club activity

t) Tennis

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Castle Hill Tennis Club Clavering Jubilee Tennis Club Debden Tennis Club Grove (Saffron Walden) Tennis Club Newport Village Tennis Club The Sampfords Tennis Club	Castle Hill Tennis Club Jubilee Playing Field, Clavering Debden recreation Ground Grove (Saffron Walden) Tennis Club Newport Village Tennis Club Baptist Church Field, Great Sampford
Great Dunmow	Dunmow Tennis Club Stebbing Tennis Club Thaxted Tennis Club	Dunmow Tennis Club Stebbing Tennis Club Thaxted Tennis Club
Stansted	Elsenham Tennis Club Henham Tennis Club Stansted Tennis Club	Elsenham Tennis Club Henham Tennis Club Stansted Tennis Club

u) Triathlon

<i>Sub-area</i>	<i>Local clubs</i>	<i>Facilities used</i>
Saffron Walden	Walden Tri	Various
Great Dunmow	Dunmow Triathlon Club	Various
Stansted	None	None

v) Volleyball

No formal club activity

APPENDIX IV: LOCAL SPORTS FACILITIES SUPPLY

1) Introduction

This section analyses the supply of sports facilities in Uttlesford. It is based upon the material in the *'Open Space, Sports Facility and Playing Pitch Strategy'* document, with updates to reflect changes since 2012. As such, it comprises Stage Two of ANOG and Stage B, Step 2 of the PPS Guidance.

a) Quantity

The quantity of each type of sports facility was established by drawing on data from Sport England's *'Active Places Power'* database, cross checked against other sources provided by local stakeholders and consultees. Information on facilities in neighbouring areas with catchments that overlap the Uttlesford boundaries was compiled as part of the 2015 review exercise, to provide an additional perspective on facilities that supplement provision within the district.

b) Quality

The quality of sports facilities and playing pitches was assessed in the *'Open Space, Sports Facility and Playing Pitch Strategy'* (2012) document. Every facility was audited via site visits during the playing season and facility specific criteria were assessed. The ratings for each aspect of each facility were checked and challenged in 2015 via the clubs survey and stakeholder consultation and amended where necessary in the light of any changes since the original survey in 2012.

c) Accessibility

The accessibility of sports facilities, including opening hours, usage programmes, the extent of secured community use, membership arrangements and fees and charges was assessed as part of the current update exercise, to identify any barriers to use that might impact on the capacity of local provision.

d) Used capacity

The used capacity of existing facilities has been assessed as part of the current update exercise, using sources such as Sport England's Facilities Planning Model the clubs survey and stakeholder consultation.

e) Access

The geographical spread of each type of facility was mapped as part of the 2012 study and an appropriate effective catchment determined for each according to Sport England national research and/or the mode of transport and travel times that local consultees indicated that they adopt. The extent of catchment coverage was then determined and any gaps established. This data was checked and challenged as part of the 2015 review exercise.

2) Sports halls

a) Quantity

Sports halls are defined as community accessible indoor halls with multi-sport markings and minimum dimensions equivalent to three badminton courts. The following facilities are the same as those noted in the 2012 strategy.

<i>Sports hall</i>	<i>Address</i>	<i>Dimensions</i>
County High Sports Centre	Audley End Road, Saffron Walden CB11 4UH	33m x 18m
Friends School	Mount Pleasant Road, Saffron Walden CB11 3EB	33m x 18m
Lord Butler Leisure Centre	Peaslands Road, Saffron Walden CB11 3EG	33m x 18m
Great Dunmow Leisure Centre	Parsonage Downs, Dunmow CM6 2AT	33m x 18m
Mountfitchet Romeera Leisure Centre	Forest Hall Road, Stansted CM24 8TZ	33m x 18m
Joyce Frankland Academy, Newport	Cambridge Road, Newport CB11 3TR	33m x 18m

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Sports halls</i>	<i>Sports halls per capita</i>
Saffron Walden and district	31,572	4	1: 7,893
Great Dunmow and district	29,326	1	1: 29,326
Stansted and district	18,645	1	1: 18,645
Uttlesford	79,443	6	1: 13,241

c) Provision in neighbouring areas

The following sports halls in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Sports hall</i>	<i>Location</i>
Alec Hunter Academy	Braintree
Birchwood High School	Bishop's Stortford
Bishop's Stortford College	Bishop's Stortford
Bishop's Stortford High School	Bishop's Stortford
Braintree Sport and Health Club	Braintree
College of Braintree	Braintree
Haverhill Leisure Centre	Haverhill
Leventhorpe Enterprise Academy	Sawbridgeworth
St. Mary's Catholic School	Bishop's Stortford

d) Quality

The quality of sports hall provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores for sports halls were as follows:

<i>Sports hall</i>	<i>Playing area</i>	<i>Changing</i>	<i>Disabled access</i>	<i>Maintenance /Cleanliness</i>	<i>Parking/ access</i>
County High Sports Centre	5	5	5	5	4
Friends School	5	4	5	5	5
Great Dunmow Leisure Centre	5	5	5	5	5
Lord Butler Leisure Centre	4	4	5	4	5
Mountfitchet Romeera LC	5	5	5	5	4
Joyce Frankland Academy, Newport	5	4	4	5	4

e) Accessibility

Five of the six sports halls are on education sites and the hours of availability for community use are as follows:

<i>Facility</i>	<i>Community use</i>
County High Sports Centre	31 hours per week (evenings and weekends)
Great Dunmow Leisure Centre	50 hours per week (evenings and weekends)
Lord Butler Leisure Centre	102 hours per week
Mountfitchet Romeera LC	55 hours per week (evenings and weekends)
Joyce Frankland Academy, Newport	32 hours per week (evenings and weekends)
Friends School	33.2 hours per week (evenings and weekends)

f) Used capacity

Sport England's Facilities Planning Model (FPM) comprises a spatial assessment of sports hall provision based on the nature of sports participation (demand) within an area and the available supply, taking into account issues such as capacity and accessibility. Part of the calculation involves an assessment of the used peak period capacity of facilities and the current figures for sports halls in Uttlesford are as follows:

<i>Facility</i>	<i>% of used capacity</i>
County High Sports Centre	40%
Great Dunmow Leisure Centre	100%
Lord Butler Leisure Centre	100%
Mountfitchet Romeera LC	100%
Joyce Frankland Academy, Newport	46%
Friends School	100%

Based upon Sport England's definition of 'Comfortable Capacity', whereby a sports hall is deemed to be effectively full when usage reaches 80% of theoretical full capacity, four of the sports halls are operating at well above this level and two are below the level but with restricted opportunities to expand. With 76% of the overall capacity in the district used, there is therefore no effective spare capacity in sports halls in Uttlesford.

g) Access

Analysis of the location of sports halls in Uttlesford in relation to Sport England's advocated 20 minute drive time catchments indicates that the entire population of the district is within 20 minutes drive of their nearest sports hall, including the southern and north-easternmost fringes of the area, which are served by facilities in Bishop's Stortford and Haverhill.

3) Swimming pools

a) Quantity

For the purposes of the assessment, indoor swimming pools are defined as main pools with minimum length of 20 metres, although smaller teaching and diving pools are included in the assessment where they are integral to a facility with a main pool.

<i>Swimming pool</i>	<i>Address</i>	<i>Dimensions</i>
Felsted School	Garnett's Lane, Felsted CM6 3LL	23m x 8m
Friends School	Mount Pleasant Road, Saffron Walden CB11 3EB	20m x 10m
Great Dunmow Leisure Centre	Parsonage Downs, Dunmow CM6 2AT	25m x 13m
Lord Butler Leisure Centre	Peaslands Road, Saffron Walden CB11 3EG	25m x 10.5m 12m x 10m

b) Sub-area analysis

The distribution of both swimming pools and the overall water space they contain in each sub-area is detailed below:

<i>Sub-area</i>	<i>Population</i>	<i>Pools</i>	<i>Pools per capita</i>	<i>Sq.m water space</i>	<i>Sq.m per 1,000</i>
Saffron Walden and district	31,572	2	1: 10,524	582.5 Sq.m	18.45 Sq.m
Great Dunmow and district	29,326	2	1: 14,663	509.0 Sq.m	17.36 Sq.m
Stansted and district	18,645	0	-	-	-
<i>Uttlesford</i>	<i>79,443</i>	<i>4</i>	<i>1: 19,861</i>	<i>1,091.5 Sq.m</i>	<i>6.74 q. m</i>

c) Provision in neighbouring areas

The following swimming pools in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Swimming pool</i>	<i>Location</i>
Bishop's Stortford College	Bishop's Stortford
Bishop's Stortford Fitness & Well-being Centre	Bishop's Stortford
Grange Paddocks Leisure Centre	Bishop's Stortford
Hertfordshire & Essex High School	Bishop's Stortford
Braintree Swimming and Fitness	Braintree
Haverhill Leisure Centre	Haverhill
Leventhorpe Enterprise Academy	Sawbridgeworth
Xspect Health and Fitness	Braintree

d) Quality

The quality of swimming pool provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores for pools were as follows:

<i>Swimming pool</i>	<i>Pool</i>	<i>Changing</i>	<i>Disabled access</i>	<i>Maintenance/Cleanliness</i>	<i>Parking/access</i>
Felsted School	4	4	4	4	4
Friends School	5	2	2	5	5
Lord Butler Leisure Centre	5	4	4	4	5
Great Dunmow Leisure Centre	5	5	5	5	5

e) Accessibility

Three of the four pool sites are at schools and the hours of availability for community use are as follows. Community access at Friends School and Felsted School is very limited and is restricted to swimming lessons and block-bookings only.

<i>Facility</i>	<i>Community use</i>
Felsted School	15 hours per week (evenings and weekends)
Friends School	15 hours per week (evenings and weekends)
Lord Butler Leisure Centre	85 hours per week
Great Dunmow Leisure Centre	103 hours per week

f) Used capacity

Sport England's Facilities Planning Model (FPM) comprises a spatial assessment of swimming pool provision based on the nature of sports participation (demand) within an area and the available supply, taking into account issues such as capacity and accessibility. Part of the calculation involves an assessment of the used peak period capacity of facilities and the current figures for pools in Uttlesford are as follows:

<i>Facility</i>	<i>% of used capacity</i>
Felsted School	45%
Friends School	36%
Lord Butler Leisure Centre	58%
Great Dunmow Leisure Centre	49%

Based upon Sport England's definition of 'Comfortable Capacity', whereby a swimming pool is deemed to be effectively full when usage reaches 70% of theoretical full capacity, all of the pools are operating below this level, but Felsted School and Friends School have restricted opportunities to expand. With 52% of the overall capacity in the district used, there appears to be some spare capacity in swimming pools in Uttlesford.

However, consultation with local swimming clubs in Saffron Walden and Great Dunmow indicates that they are unable to access sufficient pool time and that the used capacity calculations in the FPM are unrepresentative.

g) Access

Analysis of the location of swimming pools in Uttlesford in relation to Sport England's advocated 20 minute drive time catchments indicates that the entire population of the district is within 20 minutes drive of their nearest pool, including the south-easternmost fringes of the area, which are served by facilities in Bishop's Stortford.

4) Synthetic athletics tracks

a) Quantity

For the purposes of the assessment, athletics facilities are defined as:

- 400m synthetic tracks with full field events provision.
- Club Training Venues, comprising a mix of specialist and non-specialist facilities.
- Compact Athletics Facilities, comprising a mix of specialist and non-specialist facilities.

There are no such facilities in Uttlesford at present.

b) Quality

In the absence of local athletics facilities, no quality assessment was possible.

c) Accessibility

All of the athletics tracks in neighbouring areas (Braintree, Harlow, Ware and Cambridge) are available for hire by clubs and individuals and all have existing spare capacity.

d) Access

Analysis of the location of athletics tracks in neighbouring areas together with the 20 minute drive time catchments advocated by UK Athletics shows that a large area in the north of the district is beyond the catchment of the nearest track.

5) Indoor bowls

a) Quantity

For the purposes of the assessment, indoor bowls halls are defined specialist indoor facilities with appropriate playing surface and rink dimensions for bowls. Facility provision is unchanged from the 2012 strategy and comprises the following:

<i>Facility</i>	<i>Address</i>	<i>Rinks</i>
Turpin's Indoor Bowls Club	Peaslands Road, Saffron Walden CB11 3EG	6

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Facilities</i>	<i>Facilities per capita</i>
Saffron Walden and district	31,572	1	1: 31,572
Great Dunmow and district	29,326	0	-
Stansted and district	18,645	0	-
Uttlesford	79,443	1	1: 79,443

c) Provision in neighbouring areas

The following indoor bowls facilities in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Facility</i>	<i>Location</i>
Haverhill Bowls and Sports Club	Haverhill
Tye Green Indoor Bowls Club	Harlow

d) Quality

The quality of indoor bowls provision was assessed in the '*Open Space, Sports Facility and Playing Pitch Strategy*' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Green</i>	<i>Changing</i>	<i>Access</i>	<i>Other</i>
Turpin's Indoor Bowls Club	5	4	5	5

e) Accessibility

Access to the facility is for club members only, but membership fees are set at a level that will not inhibit use. There is spare capacity at the club to accommodate additional members.

f) Access

Analysis of the location of the indoor bowls facilities in Uttlesford and neighbouring areas in relation to a 20 minute drive time catchment from within which the clubs concerned draw their users, indicates that with the exception of a small part of the central-southern and eastern rural areas, the entire population of the district is within 20 minutes drive of their nearest facility.

6) Outdoor bowls

a) Quantity

For the purposes of the assessment, outdoor bowls greens are defined as effectively flat, fine turf grassed areas, 40 yards x 40 yards, with regulation banks and ditches around the perimeter and ancillary facilities for changing and equipment storage.

There are 11 bowling greens in Uttlesford, equivalent to one facility per 7,222 people:

<i>Site</i>	
Birchanger Bowls Club	Radwinter Bowls Club
Clavering Bowls Club	Saffron Walden Town Bowls Club
Dunmow Bowls Club	Stansted Bowls Club
Elsenham Bowls Club	Stebbing Bowls Club
Great Chesterford Bowls Club	Thaxted Bowls Club
Quendon Bowls Club	

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Greens</i>	<i>Greens per capita</i>
Saffron Walden and district	31,572	5	1: 6,314
Great Dunmow and district	29,326	3	1: 9,775
Stansted and district	18,645	3	1: 6,215
Uttlesford	79,443	11	1: 7,222

c) Provision in neighbouring areas

The following bowling greens in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Bowling green</i>	<i>Location</i>
Bishop's Stortford Bowling Club (x2)	Bishop's Stortford
Bocking Alliance	Braintree
Braintree Bowls Club	Braintree
Castle Camps Bowls Club	Haverhill
Duxford Bowls Club	Duxford
Havers Park Lawn Bowls Club	Bishop's Stortford
Sawbridgeworth Bowls Club	Sawbridgeworth
Steeple Bumpstead Bowls Club	Haverhill

d) Quality

The quality of outdoor bowls provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Playing surface</i>	<i>Pavilion/ changing</i>	<i>Disabled access</i>	<i>Parking/ access</i>
Birchanger Bowls Club	3	4	3	3
Clavering Bowls Club	4	3	2	2
Dunmow Bowls Club	5	5	4	4
Elsenham Bowls Club	4	5	3	3
Great Chesterford Bowls Club	5	3	2	3
Quendon Bowls Club	5	4	3	3
Radwinter Bowls Club	5	4	2	2
Saffron Walden Town Bowls Club	5	5	4	4
Stansted Bowls Club	4	3	2	2
Stebbing Bowls Club	5	3	2	3
Thaxted Bowls Club	4	4	2	3

e) Accessibility

Access to all facilities is primarily for club members, although some clubs have usage schedules which allow 'pay and play' by non-members. Membership fees are set at a level that will not inhibit use. There is spare capacity at all clubs to accommodate additional members.

f) Access

Analysis of the location of the outdoor bowls facilities in Uttlesford in relation to a 20 minute drive time catchment from within which the local clubs indicated that they draw their members, indicates that the entire population is within 20 minutes drive of the nearest outdoor bowls green.

7) Indoor tennis

a) Quantity

For the purposes of the assessment, indoor tennis halls are defined as specialist indoor facilities with appropriate playing surface and court dimensions for tennis. There are currently no such facilities in Uttlesford.

b) Quality

In the absence of any indoor tennis facilities in Uttlesford, no quality assessment was undertaken.

c) Accessibility

All the facilities in neighbouring areas (Hertford, Harlow and Cambridge) are available on a 'pay and play' as well as a membership basis.

d) Access

Analysis of the location of the indoor tennis facilities in neighbouring areas to Uttlesford in relation to a 30 minute drive time catchment from within which the facilities concerned draw their users indicates that the population in the east of the district is outside the catchment of the nearest indoor tennis court.

8) Outdoor tennis

a) Quantity

For the purposes of the assessment, outdoor tennis courts are defined as specialist outdoor facilities with appropriate playing surface and line markings for tennis:

There are 35 tennis courts in Uttlesford, equivalent to one court per 2,270 people.

<i>Site</i>	<i>Courts</i>
Castle Hill Tennis Club	3
Clavering Tennis Club	2
Debden Recreation Ground	2
Dunmow Tennis Club	2
Elsenham Tennis Club	2
Great Chesterford Recreation Ground	2
Great Dunmow Leisure Centre	4
Grove (Saffron Walden) Tennis Club	5
Henham Tennis Club	2
Lord Butler Leisure Centre	2
Newport Village Tennis Club	2
Stansted Tennis Club	2
Stebbing Tennis Club	2
Thaxted Tennis Club	2
The Sampfords Tennis Club	1

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Courts</i>	<i>Courts per capita</i>
Saffron Walden and district	31,572	19	1: 1,662
Great Dunmow and district	29,326	10	1: 2,933
Stansted and district	18,645	6	1: 3,108
Uttlesford	79,443	35	1: 2,270

c) Provision in neighbouring areas

The following tennis courts in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Tennis courts</i>	<i>Location</i>	<i>No. Courts</i>
Bishop's Stortford Tennis Club	Bishop's Stortford	14
Braintree Tennis Club	Braintree	7
Castle Gardens tennis courts	Bishop's Stortford	3
Shalford Village Hall tennis courts	Braintree	4

d) Quality

The quality of tennis court provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Courts</i>	<i>Lights</i>	<i>Fencing</i>	<i>Changing</i>	<i>Access</i>
Castle Hill Tennis Club	5	-	2	2	3
Clavering Tennis Club	4	-	4	-	2
Debden Recreation Ground	4	-	4	2	3
Dunmow Tennis Club	5	5	5	2	4
Elsenham Tennis Club	5	5	5	5	5
Great Chesterford Recreation Ground	4	4	4	5	4
Great Dunmow Leisure Centre	5	5	5	5	4
Grove (Saffron Walden) TC	5	4	5	5	4
Henham Tennis Club	4	-	4	2	2
Lord Butler Leisure Centre	5	5	5	4	5
Newport Village Tennis Club	3	-	3	-	2
Stansted Tennis Club	5	5	5	2	2
Stebbing Tennis Club	5	5	5	5	3
Thaxted Tennis Club	4	5	4	4	2
The Sampfords Tennis Club	4	-	4	-	3

e) Accessibility

Six of the courts (17.1%) are available for casual use. The remainder are operated by tennis clubs, but membership fees are set at a level that will not inhibit use. There is spare capacity at all clubs to accommodate additional members.

f) Access

Analysis of the location of the outdoor tennis facilities in Uttlesford in relation to a 15 minute drive time catchment from within which the local clubs indicated that they draw their members, indicates that the entire population is within 15 minutes drive of the nearest court.

9) Health and fitness

a) Quantity

For the purposes of the assessment, health and fitness facilities are defined as dedicated community accessible facilities with a range of exercise equipment (stations).

There are 10 health and fitness facilities in Uttlesford, providing a collective total of 354 stations.

<i>Site</i>	<i>Stations</i>
Lord Butler Leisure Centre	72
County High Sports Centre	27
Elsenham Golf & Leisure Centre	15
Felsted School	35
Mountfitchet Romeera Leisure Centre	37
Livingwell Health Club (Stansted)	19
Great Dunmow Leisure Centre	55
Pace Health Club (Stansted)	32
Get Up N Go	33
Just Gym	29

b) Sub-area analysis

The distribution of both health and fitness facilities and the number of equipment stations they contain in each sub-area is detailed below:

<i>Sub-area</i>	<i>Population</i>	<i>Facilities</i>	<i>Facilities per capita</i>	<i>Stations</i>	<i>Stations per capita</i>
Saffron Walden and district	31,572	4	1: 7,893	161	1: 196
Great Dunmow and district	29,326	2	1: 14,663	90	1: 326
Stansted and district	18,645	4	1: 4,661	103	1: 181
Uttlesford	79,443	10	1: 7,944	354	1: 224

c) Provision in neighbouring areas

The following health and fitness facilities in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Health and fitness facilities</i>	<i>Location</i>	<i>No. Stations</i>
Bishop's Stortford Fitness & Well-being Centre	Bishop's Stortford	100
Braintree Sport and Health Club	Braintree	60
Braintree Swimming and Fitness	Braintree	30
Challenge Active	Bishop's Stortford	106
Grange Paddocks Leisure Centre	Bishop's Stortford	120
Koru Gym	Bishop's Stortford	14
Leventhorpe Leisure Centre	Sawbridgeworth	40
Xspect Health and Fitness	Braintree	93

d) Quality

The quality of health and fitness provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Equipment</i>	<i>Changing</i>	<i>Disabled</i>	<i>Access</i>
Lord Butler Leisure Centre	5	5	3	5
County High Sports Centre	4	4	3	4
Elsenham Golf & Leisure Centre	4	4	3	4
Felsted School	5	4	4	3
Mountfitchet Romeera Leisure Centre	5	5	5	5
Livingwell Health Club	5	5	5	5
Great Dunmow Leisure Centre	5	5	5	5
Pace Health Club	5	5	4	4
Get Up N Go	5	4	4	4
Just Gym	4	4	4	4

e) Accessibility

Three of the facilities (30.0%) and 164 stations (46.3%) are at public leisure centres and are available for 'pay and play' usage. The remainder are operated by clubs, but membership fees are set at a level that will not inhibit use. There is spare capacity at all facilities to accommodate additional members.

f) Access

Analysis of the location of the health and fitness facilities in Uttlesford in relation to a 20 minute drive time catchment from within which the local facilities indicated that they draw their members, indicates that the entire population is within 20 minutes drive of the nearest facility.

10) Squash courts

a) Quantity

For the purposes of the assessment, squash courts are defined as specialist courts for squash and racketball, complying with regulation dimensions, with community access. There are seven courts at three locations in Uttlesford, equivalent to one court per 13,241 people.

<i>Site</i>	<i>Courts</i>
Felsted School	1
Great Dunmow Leisure Centre	2
Lord Butler Leisure Centre	3

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Courts</i>	<i>Courts per capita</i>
Saffron Walden and district	31,572	3	1: 10,524
Great Dunmow and district	29,326	3	1: 9,775
Stansted and district	18,645	0	-
<i>Uttlesford</i>	<i>79,443</i>	<i>6</i>	<i>1: 13,241</i>

c) Provision in neighbouring areas

The following squash courts in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Squash courts</i>	<i>Location</i>	<i>No. courts</i>
Braintree Tennis Club	Braintree	1
Haverhill Leisure Centre	Haverhill	2

d) Quality

The quality of squash court provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Score</i>
Felsted School	2
Great Dunmow Leisure Centre	2
Lord Butler Leisure Centre	3

e) Accessibility

Five of the courts (83.3%) are available for ‘pay and play’ usage. There is limited community usage of the courts at Felsted School, but there is spare capacity at all sites to accommodate additional usage.

f) Access

Analysis of the location of the squash courts in Uttlesford in relation to a 20 minute drive time catchment from within which the local facilities indicated that they draw their users, indicates that the entire population is within 20 minutes drive of the nearest court.

11) Golf courses

a) Quantity

For the purposes of the assessment, golf courses are defined as dedicated community accessible facilities comprising nine or eighteen holes.

There are two golf courses in Uttlesford, collectively comprising 27 holes, equating to one course per 39,772 people, or one hole per 2,942 people:

<i>Site</i>	<i>Holes</i>
Elsenham Golf & Leisure Centre	9
Saffron Walden Golf Club	18

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Courses</i>	<i>Courses per capita</i>	<i>Holes</i>	<i>Holes per capita</i>
Saffron Walden and district	31,572	1	1: 31,572	18	1: 1,754
Great Dunmow and district	29,326	0	-	-	-
Stansted and district	18,645	1	1: 18,645	9	1: 2,072
Uttlesford	79,443	2	1: 39,722	27	1: 2,942

c) Provision in neighbouring areas

The following golf courses in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

<i>Golf courses</i>	<i>Location</i>
Bishop’s Stortford Golf Club	Bishop’s Stortford
Braintree Golf Club	Braintree
Great Hadham Golf Club	Bishop’s Stortford
Haverhill Golf Club	Haverhill
Notleys Golf Club	Braintree

d) Quality

The quality of golf course provision was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Facility</i>	<i>Course</i>	<i>Clubhouse</i>	<i>Disabled</i>	<i>Access</i>
Elsenham Golf & Leisure Centre	5	4	3	4
Saffron Walden Golf Club	5	3	4	4

e) Accessibility

Access to both facilities is available for members and 'pay and play' golfers and both have membership vacancies.

f) Access

Analysis of the location of the golf courses in Uttlesford in relation to a 30 minute drive time catchment from within which the local clubs indicated that they draw their members, indicates that the entire population is within 30 minutes drive of the nearest course.

12) Village and community halls

a) Quantity

For the purposes of the assessment, village and community halls are defined as multi-purpose indoor facilities that are capable of accommodating a range of sports activities, such as carpet bowls, yoga and aerobics, mostly at a recreational level.

There are 54 village and community halls in Uttlesford, equivalent to one hall per 1,471 people:

- Arkesden Village Hall
- Aythorpe Roding Village Hall
- Berden Village Hall
- Bolford Street Hall
- Chishill Village Hall
- Debden Memorial Hall
- Duddenhoe End Village Hall
- Elmdon Village Hall
- Farnham Village Hall
- Flitch Green Community Hall
- Great Canfield Village Hall
- Great Easton Parish Hall
- Great Sampford Village Hall
- Hatfield Broad Oak Village Hall
- Hempstead Village Hall
- High Easter Village Hall
- Leaden Roding Village Hall
- Ashdon Village Hall
- Barnston Village Hall
- Birchanger Church Hall
- Broxted Village Hall
- Clavering Village Hall
- Dourdan Pavilion
- ET Foakes Memorial Hall, Gt. Dunmow
- Elsenham Village Hall
- Felsted Memorial Hall
- Golden Acre Comm. Centre, Saffron Walden
- Great Chesterford Community Centre
- Great Hallingbury Parish Hall
- Hadstock Village Hall
- Hatfield Heath Village Hall
- Henham Sports and Community Centre
- Langley Community Centre
- Lindsell Village Hall

- Little Canfield Village Hall
- Little Easton Memorial Hall
- Little Walden Village Hall
- Manuden Village Hall
- Newport Village Hall
- Radwinter Village Hall
- Swards End Village Hall
- Takeley Silver Jubilee Hall
- Wendens Ambo Parish Hall
- Wimbish Village Hall
- Little Chesterford Village Hall
- Little Hallingbury Village Hall
- Littlebury Village Hall
- Mole Hill Green Village Hall
- Quendon and Rickling Village Hall
- St. John's Church Hall, Stansted Mountfitchet
- Stebbing Village Hall
- Ugley Village Hall
- Widdrington Village Hall
- Women's Institute Hall, High Roding

b) Sub-area analysis

The distribution of village and community halls in each sub-area is detailed below:

<i>Sub-area</i>	<i>Population</i>	<i>Halls</i>	<i>Halls per capita</i>
Saffron Walden and district	31,572	23	1: 1,373
Great Dunmow and district	29,326	16	1: 1,833
Stansted and district	18,645	15	1: 1,243
Uttlesford	79,443	54	1: 1,471

c) Quality

The quality of village and community halls was assessed in the 'Open Space, Sports Facility and Playing Pitch Strategy' (2012) document and the ratings were checked and challenged as part of the 2015 review exercise. The facilities were rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Site</i>	<i>Surface</i>	<i>Span</i>	<i>Light</i>	<i>Changing</i>	<i>Disabled</i>	<i>Access</i>
Arkesden Village Hall	3	3	3	1	3	3
Ashdon Village Hall	3	1	3	1	4	3
Aythorpe Roding Village Hall	3	2	2	1	3	3
Barnston Village Hall	3	2	2	1	3	3
Berden Village Hall	4	2	4	1	5	4
Birchanger Village Hall	3	2	3	1	3	3
Bolford Street Hall	4	3	4	2	3	3
Broxted Village Hall	2	2	2	1	4	4
Chrishall Village Hall	3	2	3	3	4	3
Clavering Village Hall	4	3	3	1	2	3
Debden Memorial Hall	4	3	3	1	2	3
Dourdan Pavilion	2	2	2	5	4	4
Duddenhoe End Village Hall	2	1	3	1	4	3
ET Foakes Memorial Hall	4	5	3	3	3	3
Elmdon Village Hall	3	2	2	1	2	2
Elsenham Village Hall	5	5	5	3	3	3
Farnham Village Hall	3	2	2	1	3	3
Felsted Memorial Hall	3	2	2	1	3	3
Fritch Green Community Centre	5	5	5	4	4	4

<i>Site</i>	<i>Surface</i>	<i>Span</i>	<i>Light</i>	<i>Changing</i>	<i>Disabled</i>	<i>Access</i>
Golden Acre Community Centre	2	2	3	1	4	4
Great Canfield Village Hall	3	3	2	1	3	2
Great Chesterford Community Centre	5	5	5	5	5	5
Great Easton Parish Hall	3	2	3	1	4	2
Great Hallingbury Parish Hall	3	2	2	1	4	3
Great Sampford Village Hall	3	2	3	1	4	4
Hadstock Village Hall	4	2	3	1	3	2
Hatfield Broad Oak Village Hall	3	2	2	1	2	3
Hatfield Heath Village Hall	4	2	3	3	2	3
Hempstead Village Hall	3	2	3	1	3	3
Henham Sports and Comm. Centre	5	5	5	4	4	4
High Easter Village Hall	3	3	3	3	4	3
Langley Community Centre	3	3	2	1	3	3
Leaden Roding Village Hall	3	2	2	1	2	3
Lindsell Village Hall	2	2	1	1	3	2
Little Canfield Village Hall	3	2	2	1	3	4
Little Chesterford Village Hall	2	1	1	1	3	2
Little Easton Memorial Hall	3	2	2	1	3	3
Little Hallingbury Village Hall	3	3	3	1	3	3
Little Walden Village Hall	2	2	2	1	2	2
Littlebury Village Hall	2	2	2	1	2	2
Manuden Village Hall	5	5	5	5	5	5
Mole Hill Green Village Hall	3	2	2	1	4	3
Newport Village Hall	4	3	3	1	4	3
Quendon and Rickling Village Hall	3	2	2	1	2	3
Radwinter Village Hall	3	4	3	1	2	2
St. John's Church Hall	4	4	3	1	4	4
Sewards End Village Hall	3	2	3	2	4	3
Stebbing Village Hall	4	4	3	1	2	3
Takeley Silver Jubilee Hall	3	2	2	1	3	3
Ugley Village Hall	2	2	2	1	3	3
Wendens Ambo Parish Hall	3	1	3	1	4	3
Widdington Village Hall	5	4	4	1	5	5
Wimbish Village Hall	3	2	2	1	3	3
Women's Institute Hall	2	2	2	1	2	3

d) Accessibility

All the village and community halls are available for hire by individuals and groups and all have spare capacity to accommodate additional use. Not all are configured to accommodate a full spectrum of sports activities, but all provide a valuable supplementary role to specialist indoor sports facilities.

e) Access

Analysis of the location of the village and community halls in Uttlesford in relation to a 10 minute drive time catchment from within which the local facilities indicated that they draw their users, indicates that the entire population is within 10 minutes drive of the nearest hall.

13) Skateparks

a) Quantity

For the purposes of the assessment, skateparks are defined as dedicated community accessible facilities with formal, permanent features. There are five skateparks in Uttlesford, equating to one per 15,889 people:

<i>Site</i>
One Minet Park, Saffron Walden
Great Chesterford Skatepark
Stansted Skatepark
Dunmow Skatepark
Thaxted Skatepark

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Facilities</i>	<i>Facilities per capita</i>
Saffron Walden and district	31,572	2	1: 15,786
Great Dunmow and district	29,326	2	1: 14,663
Stansted and district	18,645	1	1: 18,645
<i>Uttlesford</i>	<i>79,443</i>	<i>5</i>	<i>1: 15,889</i>

c) Provision in neighbouring areas

The following skateparks in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

- Cambridge - 4 main skateparks, one metal ramp at Parkside and 3 concrete parks at Jesus Green, Arbury and Cherry Hinton.
- Braintree - 3 concrete skateparks at Silver End, New Park and Old Park.
- Colchester - 1 outdoor park, another in the pipeline and one indoor park, which charges.
- Chelmsford - ramps in park.
- Harlow - concrete skatepark.
- Bishops Stortford - concrete half-pipe and street section.
- Buntingford - half-pipe.
- Royston - small concrete skatepark.
- Linton - wooden ramp.

d) Quality

The quality of skateparks was rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Site</i>	<i>Score</i>
One Minet Park, Saffron Walden	5
Great Chesterford Skatepark	4
Stansted Skatepark	4
Dunmow Skatepark	3
Thaxted Skatepark	4

e) Accessibility

Access varies by site, with floodlighting at Saffron Walden and Stansted extending usage periods. Most facilities are open access.

f) Access

The whole population is within 20 minutes driving time of the nearest skatepark, so no geographical areas of the district are unserved.

14) BMX trail facilities

a) Quantity

For the purposes of the assessment, BMX trail facilities are defined as dedicated community accessible facilities with formal, permanent features. There are two BMX facilities in Uttlesford, equating to one per 39,722 people:

<i>Site</i>
Saffron Walden Trails
Carver Barracks

b) Sub-area analysis

<i>Sub-area</i>	<i>Population</i>	<i>Facilities</i>	<i>Facilities per capita</i>
Saffron Walden and district	31,572	2	1: 15,786
Great Dunmow and district	29,326	0	-
Stansted and district	18,645	0	-
<i>Uttlesford</i>	<i>79,443</i>	<i>2</i>	<i>1: 39,772</i>

c) Provision in neighbouring areas

The closest BMX trail facilities in neighbouring areas are in Meldreth and Cambridge.

d) Quality

The quality of BMX trail facilities was rated on a five point scale, where 5 equates to 'very good', 4 to 'good', 3 to 'average', 2 to 'poor' and 1 to 'very poor'. The scores were as follows:

<i>Site</i>	<i>Score</i>
Saffron Walden Trails	4
Carver Barracks	4

e) Accessibility

Both facilities are open access.

f) Access

The southern part of the district is beyond 20 minutes driving time of the nearest skatepark.

15) BMX race tracks

a) Quantity

For the purposes of the assessment, BMX race tracks are defined as dedicated community accessible facilities with formal, permanent features. There are no BMX race tracks in Uttlesford.

b) Provision in neighbouring areas

The following BMX facilities in neighbouring areas are located close to the boundaries of Uttlesford and meet some exported demand from the district.

- Royston - home of Roystons Rockets team, membership needed.
- Braintree - membership required.
- Cambridge - BMX track in planning stage. Micro-scooter and mini-BMX tracks (quarter size).
- Peterborough - Orton BMX track.
- Ipswich - Landseer Park.
- Chicksands - mini BMX track.

c) Quality

In the absence of any local facilities, no quality assessment was possible.

d) Accessibility

In the absence of any local facilities, no quality assessment was possible.

e) Access

None of the district is beyond 20 minutes driving time of the nearest BMX race track.

16) Playing pitches

a) Definition

The pitches included in the analysis are defined as natural or artificial turf areas permanently laid out with regulation markings, with the following dimensions for club-level play as specified in Sport England's 'Comparative Sizes of Sports Pitches and Courts' (2011) and the FA's 'Guide to Pitch Dimensions' (2013), have community access and are used for competitive play.

Pitch Type	Pitch length	Pitch width	Size including run-offs
Adult football	100m	64m	106m x 70m
Youth football (U17-U18)	100m	64m	106m x 70m
Youth football (U15-U16)	91m	55m	97m x 61m
Youth football (U13-U14)	82m	50m	88m x 56m
Youth football (9v9)	73m	46m	79m x 52m
Mini-soccer (7v7)	55m	37m	61m x 43m
Mini-soccer (5v5)	37m	27m	43m x 33m
Adult cricket	20.12m	Max. 36.6m/Min. 3.05m	111.56m x 106.69m
Adult rugby	Max. 144m	Max. 70m	Max. 154m x 80m
Artificial Grass Pitch for Hockey	91.4m	55m	101.4m x 63m
'3G' Football Turf Pitch	100m	64m	106m x 70m

b) Quantity

The number of pitches of each type with community use and used in Uttlesford are as follows:

<i>Site</i>	<i>Adult football</i>	<i>Youth football</i>	<i>Mini-soccer</i>	<i>Cricket</i>	<i>Rugby</i>	<i>AGP</i>
Alcott Playing Field	1	-	-	-	-	-
Anglo-American Playing Field	-	-	-	1	-	-
Audley End House	-	-	-	1	-	-
Ashdon Villa Football Club	1	-	-	-	-	-
Barnston Football Club	1	1	-	-	-	-
Bentfield Green Playing Field	1	-	-	-	-	-
Birchanger Social Club	1	-	-	1	-	-
Calves Pasture	1	-	-	-	-	-
Carver Barracks	2	-	-	-	1	-
Causeway Recreation Ground	2	1	2	-	-	-
Clavering Village Green	-	-	-	1	-	-
Clogham's Green Cricket Club	-	-	-	1	-	-
County High Sports Centre	-	-	-	1	-	1
Debden Recreation Ground	1	-	-	-	-	-
Dunmow Cricket Club	-	-	-	1	-	-
Elmdon Cricket Club	-	-	-	1	-	-
Elsenham Cricket Club	-	-	-	1	-	-
Elsenham Playing Fields	1	1	1	-	-	-
Farnham Cricket Club	-	-	-	1	-	-
Felsted Playing Field	1	-	-	-	-	-
Felsted School	-	-	-	-	-	1
Friends School	-	-	-	2	1	-
Great Canfield Cricket Club	-	-	-	1	-	-
Great Chesterford Recreation Ground	-	-	1	1	-	-
Great Dunmow Leisure Centre	-	-	-	-	-	1
Hargrave Park	1	-	-	1	-	-
Hatfield Broad Oak Cricket Club	-	-	-	1	-	-
Hatfield Broad Oak Sports Club	1	-	-	-	-	-
Hatfield Heath Cricket Club	-	-	-	1	-	-
Herbert Farm Playing Fields	1	2	2	-	-	-
High Easter Playing Field	1	-	-	1	-	-
High Roding Cricket Club	-	-	-	1	-	-
Hockerill Cricket Club	-	-	-	2	-	-
Jubilee Field, Clavering	1	-	-	-	-	-
Langley Cricket Club	-	-	-	1	-	-
Laundry Lane Playing Field	-	1	2	-	-	-
Lindsell Cricket Club	-	-	-	1	-	-
Little Bardfield Cricket Club	-	-	-	1	-	-
Little Easton Recreation Ground	-	-	-	1	-	-
Little Hallingbury Cricket Club	-	-	-	1	-	-
Littlebury Recreation Ground	1	-	-	-	-	-
Manuden Playing Fields Association	1	1	-	1	-	-

<i>Site</i>	<i>Adult football</i>	<i>Youth football</i>	<i>Mini-soccer</i>	<i>Cricket</i>	<i>Rugby</i>	<i>AGP</i>
Molehill Green Cricket Club	-	-	-	1	-	-
Joyce Frankland Academy, Newport	-	-	-	-	1	1
Newport Recreation Ground	2	-	-	1	-	-
Quendon Recreation Ground	1	-	-	-	-	-
Radwinter Recreation Ground	1	-	1	1	-	-
Rickling Ramblers Cricket Club	-	-	-	1	-	-
Roundbush Green	1	-	-	1	-	-
Saffron Walden Rugby Club	-	-	-	-	3	-
Stansted Hall Cricket Club	-	-	-	1	-	-
Stebbing Cricket Club	-	-	-	1	-	-
Saffron Walden Town FC	1	-	-	-	-	-
Sampfords Cricket Club	-	-	-	1	-	-
Takeley Cricket Club	-	-	-	1	-	-
Takeley Football Club	1	-	-	-	-	-
Takeley Recreation Ground	1	2	-	-	-	-
Thaxted Cricket Club	-	-	-	1	-	-
Thaxted Recreation Ground	1	1	1	-	-	-
Walton's Park	-	-	-	1	-	-
Wenden's Ambo Playing Field	-	-	-	1	-	-
White Roding Sports Club	1	-	-	1	-	-
Wimbish Recreation Ground	2	1	-	-	-	-
TOTAL	32	11	10	40	6	4

c) Sub-area analysis

- **Adult football**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	12	1: 2,631
Great Dunmow and district	29,326	9	1: 3,258
Stansted and district	18,645	11	1: 1,695
Uttlesford	79,443	32	1: 2,483

- **Youth football**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	3	1: 10,524
Great Dunmow and district	29,326	4	1: 7,332
Stansted and district	18,645	4	1: 4,661
Uttlesford	79,443	11	1: 7,222

- **Mini-soccer**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	4	1: 7,893
Great Dunmow and district	29,326	5	1: 5,865
Stansted and district	18,645	1	1: 18,645
Uttlesford	79,443	10	1: 7,944

- **Cricket**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	14	1: 2,255
Great Dunmow and district	29,326	12	1: 2,444
Stansted and district	18,645	14	1: 1,332
<i>Uttlesford</i>	<i>79,443</i>	<i>40</i>	<i>1: 1,986</i>

- **Rugby**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	6	1: 5,262
Great Dunmow and district	29,326	0	-
Stansted and district	18,645	0	-
<i>Uttlesford</i>	<i>79,443</i>	<i>6</i>	<i>1: 13,241</i>

- **Artificial Grass Pitches**

<i>Sub-area</i>	<i>Population</i>	<i>Pitches</i>	<i>Pitches per capita</i>
Saffron Walden and district	31,572	2	1: 15,786
Great Dunmow and district	29,326	2	1: 14,663
Stansted and district	18,645	0	-
<i>Uttlesford</i>	<i>79,443</i>	<i>4</i>	<i>1: 19,861</i>

d) Quality

The quality of playing pitches was assessed in the ‘*Open Space, Sports Facility and Playing Pitch Strategy*’ (2012) document. The facilities were audited via site visits during the playing season and the following criteria were assessed:

- **The playing surface** - This includes grass cover, pitch dimensions, gradient, evenness, length of grass, drainage, goalposts and evidence of any unauthorised use.
- **The changing facilities** - This includes the availability of changing rooms, kitchen and/or bar, the interior and exterior appearance, showering and toilet provision, medical room, disability access and parking arrangements.

The site assessments were checked and challenged via the clubs survey and stakeholder consultation and amended where necessary in the light of any changes since the original survey in 2012. The pitches and changing facilities were rated as ‘good’, ‘standard’ or ‘poor’.

<i>Site</i>	<i>Pitches</i>	<i>Changing</i>
Alcott Playing Field	Good	Poor
Anglo-American Playing Field	Good	Poor
Audley End House	Good	Poor
Ashdon Villa Football Club	Standard	Standard
Barnston Football Club	Standard	Standard
Bentfield Green Playing Field	Standard	Standard
Birchanger Social Club	Good	Good
Calves Pasture	Standard	Poor

<i>Site</i>	<i>Pitches</i>	<i>Changing</i>
Carver Barracks	Good	Good
Causeway Recreation Ground	Standard	Good
Clavering Village Green	Standard	Standard
Clogham's Green Cricket Club	Standard	Poor
County High Sports Centre	Good	Good
Debden Recreation Ground	Good	Standard
Dunmow Cricket Club	Standard	Poor
Elmdon Cricket Club	Standard	Poor
Elsenham Playing Fields	Standard	Good
Farnham Cricket Club	Standard	Standard
Felsted Playing Field	Standard	Poor
Friends School	Good	-
Great Canfield Cricket Club	Standard	Standard
Great Chesterford Recreation Ground	Standard	Good
Great Chishill Recreation Ground	Poor	Standard
Hargrave Park	Good	Standard
Hatfield Broad Oak Cricket Club	Standard	-
Hatfield Broad Oak Sports Club	Poor	Poor
Hatfield Heath Cricket Club	Good	Poor
Herbert Farm Playing Fields	Standard	Good
High Easter Cricket Club	Good	Standard
High Roding Cricket Club	Standard	Poor
Hockerill Cricket Club	Good	Good
Joyce Frankland Academy	Standard	Standard
Jubilee Field, Clavering	Poor	Poor
Langley Cricket Club	Good	Poor
Laundry Lane Playing Field	Good	Poor
Lindsell Cricket Club	Standard	Standard
Little Bardfield Cricket Club	Good	Poor
Little Easton Recreation Ground	Standard	Standard
Little Hallingbury Cricket Club	Good	Standard
Littlebury Recreation Ground	Good	-
Manuden Recreation Ground	Good	Good
Molehill Green Cricket Club	Standard	Poor
Newport Recreation Ground	Standard	Good
Quendon Recreation Ground	Standard	Standard
Radwinter Recreation Ground	Standard	Standard
Rickling Ramblers Cricket Club	Good	Good
Roundbush Green	Standard	Standard
Saffron Walden Rugby Club	Good	Good
Saffron Walden Town FC	Good	Good
Sampfords Cricket Club	Standard	Standard
Stansted Hall and Elsenham CC	Standard	Poor
Stebbing Cricket Club	Standard	Good
Takeley Cricket Club	Good	Standard
Takeley Football Club	Good	Good
Takeley Recreation Ground	Good	Poor

<i>Site</i>	<i>Pitches</i>	<i>Changing</i>
Thaxted Cricket Club	Good	Standard
Thaxted Recreation Ground	Standard	Standard
Walton's Park	Good	Standard
Wenden's Ambo Playing Field	Standard	Poor
White Roding Sports Club	Good	Standard
Wimbish Recreation Ground	Standard	Standard

e) Accessibility

- **Adult football** - Two adult football pitches (6.3%) are on an MoD site with no formal community use agreement, so access could in theory be rescinded at any time.
- **Youth football** - No youth football pitches are on school sites.
- **Mini-soccer** - No mini-soccer pitches are on school sites.
- **Cricket** - Three cricket pitches (8.1%) are on school sites with no formal community use agreement, so access could in theory be rescinded at any time.
- **Rugby** - One rugby pitch (16.7%) is on an MoD site with no formal community use agreement, so access could in theory be rescinded at any time.
- **Artificial grass pitches** - One artificial grass pitch (25.0%) is on a school site with no formal community use agreement, so access could in theory be rescinded at any time.
- **'3G' football turf pitches** - Both '3G' football turf pitches in neighbouring areas that serve some of the needs of Uttlesford residents are on sites with secured community access.

f) Access

Access to the different pitch types was assessed as follows:

- **Adult football** - Analysis of the location of adult football pitches in Uttlesford in relation to a 15 minute drive time catchment from within which local football clubs indicated that they draw their adult players, indicates that the entire population is within 15 minutes drive of the nearest pitch.
- **Youth football** - Analysis of the location of youth football pitches in Uttlesford in relation to a 15 minute drive time catchment from within which local football clubs indicated that they draw their youth players, indicates that the entire population is within 15 minutes drive of the nearest pitch.
- **Mini-soccer** - Analysis of the location of mini-soccer pitches in Uttlesford in relation to a 15 minute drive time catchment from within which local football clubs indicated that they draw their mini-soccer players, indicates that including a small area in the south-west corner of the district, where needs are met by pitches in Bishop's Stortford, the entire population is within 15 minutes drive of the nearest pitch.

- **Cricket** - Analysis of the location of cricket pitches in Uttlesford in relation to a 15 minute drive time catchment from within which local cricket clubs indicated that they draw their players, indicates that the entire population is within 15 minutes drive of the nearest pitch.
- **Rugby** - Analysis of the location of rugby pitches in Uttlesford in relation to a 20 minute drive time catchment from within which local rugby clubs indicated that they draw their players, indicates that including a small area in the north and south of the district, the entire population is within 20 minutes drive of the nearest pitch.
- **Artificial grass pitches** - Analysis of the location of artificial grass pitches in Uttlesford in relation to the 20 minute drive time catchment advocated by Sport England indicates that with the exception of a small area in the north-east and south-west of the district, the entire population is within 20 minutes drive of the nearest pitch.
- **'3G' football turf pitches** - There is no provision in Uttlesford at present, although pitches at Birchwood High School in Bishops Stortford and Braintree Leisure Centre are within 20 minute drive time catchment advocated by Sport England and meet some needs from within the district.

APPENDIX V: CURRENT BALANCE BETWEEN SUPPLY AND DEMAND

1) Introduction

This section analyses the current balance between the supply of and demand for each type of sports facility in Uttlesford. As such, it comprises Stage Three of ANOG and Stage C, Steps 4 to 6 of the PPS Guidance.

a) Sports facilities assessment methodology

The methodology applied to assess the supply-demand balance for sports facilities involves the approach advocated in Sport England's *'Assessing Needs and Opportunities Guide'* (2014), namely:

- Layering information on the quantity, quality, accessibility and availability of facilities provision to build up the assessment.
- Utilising planning tools such as the Facilities Planning Model to support the assessment.
- Considering consultation findings to support the assessment.
- Identifying the key facility issues and priorities.

b) Playing pitch assessment methodology

The methodology applied to assess the supply-demand balance for pitches is based upon Sport England's recommended methodology, advocated in *'Playing Pitch Strategy Guidance'* (2013). To assess whether the current supply of pitches is adequate to meet existing demand an understanding of the situation at all sites available to the community needs to be developed. This is achieved by providing a brief overview for each site, which comprises:

- A comparison between the carrying capacity of a site with how much demand currently takes place there. The carrying capacity of a site is defined as the amount of play it can regularly accommodate over an appropriate period of time without adversely affecting its quality and use. Demand is defined in terms of the number of 'match equivalent' sessions at each site.
- An indication of the extent to which natural grass pitches are being used during their respective peak periods.
- The key issues with and views on the provision at a site and its use.

The site overviews identify the extent to which pitches are

- **Being overplayed** - where use exceeds the carrying capacity.
- **Being played to the level the site can sustain** - where use matches the carrying capacity.

- **Potentially able to accommodate some additional play** - where use falls below the carrying capacity.

The situation at individual sites can then be aggregated to identify the position at a sub-area level, to identify the potential for excess demand at some sites to be accommodated by excess supply at others in the locality. Other factors can also be assessed such as:

- The extent of any demand being accommodated on sites with unsecured community access.
- The impact of latent or displaced demand.
- The situation at priority sites.

This analysis then enables an assessment to be made of the adequacy of existing pitch provision.

2) Sports halls

a) Facilities Planning Model assessment

Sport England's Facilities Planning Model (FPM) comprises a spatial assessment of sports hall provision based on the nature of sports participation (demand) within an area and the available supply, taking into account issues such as capacity (expressed in terms of badminton court units to take account of the different dimensions of sports halls) and accessibility. The key findings for sports halls in Uttlesford for a 'run' of the FPM in 2015 were as follows:

- **Supply** - Because the FPM takes account of smaller halls, it calculates that there is the equivalent of 31.4 badminton courts of sports hall space in Uttlesford (scaled to 20.87 courts to take account of hours available for community use), providing a total capacity of 5,698 visits per week in the peak period (vpwpp).
- **Demand** - Demand for sports halls from the local population is 5,607 vpwpp. This is equivalent to demand for 25.68 badminton courts in the peak period, with a 'comfort factor' included, which recognises that sports halls are effectively at full capacity when peak usage reaches 80% of theoretical full capacity.
- **Supply demand balance** - On the basis of the above assessment, there is a shortfall equivalent to 4.81 badminton courts (equivalent to more than one sports hall) in the district.
- **Satisfied demand** - The FPM calculates that 93.4% of the demand for sports hall provision in Uttlesford is satisfied.
- **Imported/exported demand** - Not all of the satisfied demand from residents of Uttlesford is met by provision within the district. 74.1% of the district's satisfied demand is retained, while 25.9% is exported to adjacent districts, mainly to facilities in Bishop's Cleeve and Braintree.

- **Used capacity** - 'Used capacity' is a measure of usage and throughput at sports halls and estimates the extent to which facilities are well used. The FPM is designed to include a 'comfort factor', which in the case of halls assumes that usage over 80% of capacity is busy and the hall is operating at an uncomfortable level. Sports halls in Uttlesford are collectively used to 76.2% of capacity in the peak period and therefore very limited spare capacity.
- **Personal/relative share** - 'Personal/relative share' is a measure of which areas have a better or worse share of facility provision. It helps to establish whether Uttlesford has less or more share of sports hall provision than other areas when compared against a national average figure which is set at 100. Uttlesford has a relative share of 107, which means that residents of the district have 7% better provision than the national average.

b) Audit findings

- **Quantity** - There are six community accessible sports halls in Uttlesford, equivalent to one per 13,241 people. Per capita levels of provision vary widely between sub-areas, with Saffron Walden having around four times better provision per capita than the Dunmow sub-area. Nine sports halls in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good.
- **Accessibility** - Five of the six sports halls are on school sites with no daytime access.
- **Used capacity** - With 76% of the overall capacity in the district used, there is no effective spare capacity in sports halls in Uttlesford.
- **Access** - The whole population is within 15 minutes driving time of their nearest sports hall.

c) The views of consultees

The following views on sports hall provision were expressed by consultees:

- Great Dunmow Town Council identified that 'we do not believe that current provision for sports halls in the district and town are adequate to meet existing needs. Great Dunmow Leisure Centre is operating over capacity at peak times and there are long waiting lists for, for example, weekend exercise classes or gym places'.
- 71.4% of respondents to the 2015 clubs survey identified that there are too few sports halls to meet current needs.

d) Assessment of current provision

Current levels of provision of sports halls in Uttlesford are not adequate to meet existing needs, because

- Four of the key sites are operating at levels well above 'comfortable capacity'.

- There is evidence from the local consultation that not all users can obtain as much access to sports halls as they need.

3) *Swimming pools*

a) *Facilities Planning Model assessment*

The key findings for swimming pools in Uttlesford for a ‘run’ of the FPM in 2015 were as follows:

- **Supply** - The FPM recognises four swimming pool sites (with five pools) in Uttlesford, because it has included the provision at Felsted School and Friends School which have limited public access. The total water area of 1,096m² has been scaled to 815.2m² to take account of hours available for community use and a capacity of 7,067 visits per week in the peak period. This equates to 14.11m² water space per 1,000 people, slightly above the average for Essex, the East and England.
- **Demand** - Demand for swimming pools from the resident population is 5,348 vpwpp. This is equivalent to demand for 887.6m² in the peak period (with the inclusion of a ‘comfort factor’ that assumes that a pool is effectively ‘full’ when it reaches 70% of its theoretical capacity).
- **Supply demand balance** - On the basis of the above, there is a deficit equivalent to 72.42m² in the peak period, with the ‘comfort factor’ included. This represents about half of a 25m four lane pool with a comfort factor included.
- **Satisfied demand** - 93.9% of demand for swimming pools in the district is currently met. This compares with a national average of 91.4%.
- **Imported/exported demand** - Not all of the satisfied demand from residents of Uttlesford is met by provision within the district. Only 64.3% of demand is retained, whilst 35.7% is exported to pools in Bishops Stortford and Braintree.
- **Personal/relative share** - ‘Personal/relative share’ is a measure of which areas have a better or worse share of facility provision. It helps to establish whether have less or more share of swimming pool provision than other areas when compared against a national average figure which is set at 100. Uttlesford has a relative share of 124, which means that residents of the district have 24% better access to pools than the national average.

b) *Audit findings*

- **Quantity** - There are 4 community accessible swimming pools in Uttlesford, equivalent to one per 19,861 people. Per capita levels of provision vary between sub-areas, with no provision at all in the Stansted sub-area. Eight swimming pools in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, although the changing facilities and disabled access at the Friend’s School pool are rated as ‘poor’.

- **Accessibility** - Three of the four pools are on school sites with no daytime access and two have very limited community access at any time. Local swimming clubs are unable to access as much pool time as they need.
- **Used capacity** - The FPM calculates that there is a current deficit equivalent to two lanes of a 25m pool.
- **Access** - The whole population is within 15 minutes driving time of their nearest swimming pool, if provision in Bishop's Stortford is taken into account.

c) The views of consultees

Saffron Walden Amateur Swimming Club made the following observations:

- The pools at the Friends School and Felsted School have very restrictive community access and the former facility has poor quality changing provision very poor access for elderly and disabled swimmers.
- The inclusion of the learner pool at Lord Butler Leisure Centre within the capacity calculations is misleading because it is only 80cm deep and has no practical applications for any other forms of swimming.
- A new 6-lane pool is required immediately to meet current needs.

Dunmow Atlantis Swimming Club confirmed that they are unable to get sufficient access to the pool at Great Dunmow Leisure Centre and that as a result they operate a waiting list for membership and have lost swimmers to other clubs.

d) Assessment of current provision

Current levels of provision of swimming pools in Uttlesford are not adequate to meet existing needs because:

- Sport England's Facilities Planning Model calculates that there is a current deficit equivalent to two lanes of a 25m pool.
- Uttlesford is a large net exporter of swimming demand to neighbouring areas, which indicates that access to local facilities is not meeting all needs.
- There is evidence from the clubs' consultation that there is a shortage of pool space for competitive swimmers in the district.

4) Synthetic athletics tracks

a) Audit findings

- **Demand** - There are four local running clubs, although there is no club in the Stansted sub-area. According to the most recent 'Active People' survey, 8.2% of the adult population of Uttlesford runs at least once a week, compared with the national average of 6.5%.
- **Supply** - There is no synthetic athletics track in Uttlesford, but some needs are served by two facilities in neighbouring areas.

- **Accessibility** - Tracks in neighbouring areas are available for hire by clubs and individuals at rates that are unlikely to preclude access.
- **Used capacity** - There is some spare capacity at both neighbouring tracks.
- **Access** - A large area in the north of the district is beyond the catchment of the nearest track.

b) The views of consultees

- UK Athletics and England Athletics stated that:
 - A marked-out, hard-standing and lit running route for the Saffron Striders club may provide an appropriate alternative to a track.
 - In the absence of a track and field club in Saffron Walden at present and with plans for a satellite/after school club for juniors taking time to develop, it is difficult to make a clear case for specialist track and field facilities at present.
 - Should the Carver Barracks project proceed, then UK Athletics and England Athletics would be supportive of the existing clubs using the site, although at this stage they see no need for field event facilities, since they believe that only endurance athletes would use the track.
 - Some consideration should be given to exploring demand for a Compact Athletics Facility, but given the lack of a track and field club in the area it is difficult to ascertain current demand in the area.
- Saffron Striders Running Club confirmed that they have 146 members at present, but ‘no lit, open areas for running in the dark. Hence a lot of running takes place on roads which is not ideal for safety and has acted as a barrier to setting up junior running activities’. Specialist track and field facilities of some sort would help to rectify this.
- The Army base at Carver Barracks near Debden is the base for two Engineer Regiments who want to develop sports facilities on the base, primarily for use by the armed forces but also with community access. The Army has developed proposals that include an 8-lane 400m track as part of the package of provision.
- 100% of respondents to the sports clubs survey believe that there are too few athletics facilities in the district at present.

c) Assessment of current provision

There is some emerging demand for a facility in the north of the district. The UK Athletics *Facilities Strategy 2014 - 2019* (2014) defines a hierarchy of athletics facilities provision, which includes the following elements at a district level:

- **Club Training Venues** - Track and field facilities (indoor and outdoor) that have a strong anchor club(s) with 100+ track and field members and a focus on athletes at the Event Group stage of the Athlete Development Model, promoting appropriate training and competition opportunities. To support site sustainability, Club Venues should have excellent social and ancillary provision and facilities that actively encourage multi-sport usage. Club venues are suitable for low level competitions only.
- **Compact Athletics Facilities** - A new generation of affordable and sustainable indoor and outdoor athletics satellite facilities that provide a stepping stone into Club Venues. Compact Athletics Facilities are designed to fit available spaces and budgets, and provide functional, inspiring, facilities at which people of all ages and abilities can improve their fitness and confidence and develop the fundamental athletics movement skills of run, jump and throw.

The provision of a Compact Athletics Facility in Saffron Walden, in conjunction with other multi-sport facility developments in the town, would be the most appropriate scale of facility to meet the needs arising from current local development initiatives. However, the proposed provision of a 400m track at Carver Barracks, it would comprise an additional means of meeting local needs.

5) Indoor bowls

a) Audit findings

- **Quantity** - There is one community accessible indoor bowls facility in Uttlesford, equivalent to one per 79,443 people. The facility is located in the Saffron Walden sub-area. Two indoor bowls facilities in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, with all aspects of the facility rated as at least 'above average' standard.
- **Accessibility** - Access to the facility is for club members only, but membership fees are set at a level that will not inhibit use.
- **Used capacity** - There is spare capacity at the club to accommodate additional members.
- **Access** - With the exception of a small part of the central-southern and eastern rural areas, the entire population of the district is within 20 minutes drive of their nearest facility.

b) The views of consultees

Only 7.1% of respondents to the sports clubs survey believe that there are too few indoor bowls facilities in the district at present.

c) Assessment of current provision

Current levels of provision of indoor bowls facilities in Uttlesford are adequate to meet existing needs from within the district.

6) Outdoor bowls

a) Audit findings

- **Quantity** - There are 11 community accessible outdoor bowls green in Uttlesford, equivalent to one per 7,222 people. Per capita levels of provision are poorest in the Great Dunmow sub-area. Nine bowling greens in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision of greens and changing facilities is generally 'average' or above, but disabled and general access are more problematic at six and three sites respectively.
- **Accessibility** - There are no effective barriers to inhibit access to bowls facilities in Uttlesford.
- **Spare capacity** - There is spare capacity to accommodate additional use at all facilities.
- **Access** - The whole population is within 20 minutes drive of the nearest bowls green.

b) The views of consultees

All of the respondents to the sports clubs survey who expressed an opinion believe that the amount of outdoor bowls facilities in the district is 'about right' at present.

c) Assessment of current provision

Current levels of provision of outdoor bowls facilities in Uttlesford appear to be adequate to meet existing needs from within the district.

7) Indoor tennis

a) Audit findings

- **Quantity** - There are no indoor tennis centres in Uttlesford, but three facilities in neighbouring areas are located close enough to the district boundary to meet the needs of the majority of Uttlesford residents.
- **Quality** - No quality assessment was possible.
- **Accessibility** - All the facilities in neighbouring areas are available on a 'pay and play' as well as a membership basis.
- **Used capacity** - There is spare capacity at all neighbouring facilities to accommodate additional use.
- **Access** - The population in the east of the district is outside the catchment of the nearest indoor tennis court.

b) The views of consultees

50% of respondents to the sports clubs survey believe that there are too few indoor tennis facilities in the district at present.

c) Assessment of current provision

Despite the absence of an indoor tennis centre in Uttlesford and the views expressed in the clubs' survey, provision in neighbouring areas seems adequate to meet existing needs from within the district.

8) Outdoor tennis

a) Audit findings

- **Quantity** - There are 35 community accessible outdoor tennis courts in Uttlesford, equivalent to one per 2,270 people. Per capita levels of provision are best in the Saffron Walden sub-area and poorest in the Stansted sub-area. 28 tennis courts in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of all court surfaces is rated as at least 'above average' standard, but five changing facilities area rated as below 'average' as are the access arrangements at five sites.
- **Accessibility** - There are no effective barriers to inhibit access to tennis courts in Uttlesford.
- **Used capacity** - There is spare capacity at all courts to accommodate additional use.
- **Access** - The whole population is within 15 minutes drive of the nearest tennis courts.

b) The views of consultees

42.9% of respondents to the sports clubs survey believe that the amount of outdoor bowls facilities in the district is 'about right' at present.

c) Assessment of current provision

Current levels of provision of outdoor tennis courts in Uttlesford are adequate to meet existing needs from within the district. However, quality deficiencies in changing facilities and access at selected sites should be addressed.

9) Health and fitness

a) Audit findings

- **Quantity** - There are 10 community accessible health and fitness facilities in Uttlesford, or one per 7,944 people. Levels of provision are poorest in the Great Dunmow sub-area. Eight health and fitness facilities in neighbouring areas (collectively comprising 563 exercise stations) are located close enough to the district boundary to supplement facility supply for Uttlesford residents.

- **Quality** - The quality of provision is generally good.
- **Accessibility** - There are no effective barriers to inhibit access to tennis courts in Uttlesford.
- **Used capacity** - There is spare capacity at all facilities to accommodate some additional use.
- **Access** - The whole population is within 20 minutes driving time of their nearest facility.

b) The views of consultees

71.4% of respondents to the sports clubs survey believe that the amount of health and fitness facilities in the district is 'about right' at present.

c) Assessment of current provision

Current levels of provision of health and fitness facilities in Uttlesford are adequate to meet existing needs from within the district.

10) Squash courts

a) Audit findings

- **Quantity** - There are 6 community accessible squash courts in Uttlesford, equivalent to one per 13,241 people. Sub-area provision varies widely, with no courts at all in the Stansted sub-area. Three squash courts in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is rated as 'below average' at two sites (comprising four courts).
- **Accessibility** - There is limited public access to the court at Felsted School, but there are no other effective barriers to inhibit access to squash courts in Uttlesford.
- **Used capacity** - There is spare capacity at all courts to accommodate additional use.
- **Access** - The whole district population is within 20 minutes driving time of their nearest squash court.

b) The views of consultees

- There is limited access to the courts at Felsted School. The quality of all courts in the district is lower than originally assessed, with poor cleanliness and maintenance an issue.
- 50% of respondents to the sports clubs survey believe that the amount of squash courts in the district is 'about right' at present.

c) Assessment of current provision

Current levels of provision of squash courts in Uttlesford are adequate to meet existing needs from within the district, although the quality issues should be addressed.

11) Golf courses

a) Audit findings

- **Quantity** - There are 2 community accessible golf courses in Uttlesford, collectively comprising 27 nine-hole units, equivalent to one per 38,772 people. There is no provision in the Great Dunmow sub-area. Five golf courses in neighbouring areas are located close enough to the district boundary to supplement facility supply for Uttlesford residents.
- **Quality** - The quality of provision is generally good, with all aspects of all facilities rated as at least 'average' standard.
- **Accessibility** - There are no effective barriers to inhibit access to golf courses in Uttlesford.
- **Used capacity** - There is spare capacity at all courses to accommodate some additional use.
- **Access** - The whole district population is within 30 minutes driving time of their nearest golf course.

b) The views of consultees

The English Golf Union has concluded that in the country as a whole, 'supply of golf courses currently exceeds demand, with membership vacancies existing in the majority of golf clubs'.

c) Assessment of current provision

Current levels of provision of golf courses in Uttlesford are adequate to meet existing needs from within the district.

12) Village and community halls

a) Audit findings

- **Demand** - Patterns of demand for sports use of village and community halls are complex, in particular because of the large variations in the size and layout of the activity spaces they contain and the consequent impact on the range and capacity of different sports that can be accommodated. However, most can accommodate activities such as carpet bowls, keep fit and aerobics, whilst some of the larger facilities include a regulation sized badminton court.
- **Quantity** - There are 54 community accessible village and community halls in Uttlesford, equivalent to one per 1,471 people. Per capita levels of provision are relatively consistent between sub-areas.
- **Quality** - The lack of changing provision limits the sport and recreational use of many village and community halls.

- **Accessibility** - All the village and community halls are available for hire by individuals and groups.
- **Spare capacity** - All halls have some spare capacity to accommodate additional use.
- **Access** - The whole district population is within 10 minutes driving time of their nearest village and community hall.

b) The views of consultees

71.4% of respondents to the sports clubs survey believe that the amount of village and community halls in the district is 'about right' at present.

c) Assessment of current provision

There is no evidence that existing provision of village and community halls is inadequate to supplement the more specialist indoor sports facilities provision in Uttlesford.

13) Skateparks

a) Audit findings

- **Quantity** - There are five skateparks in Uttlesford, which are supplemented by a further 14 facilities in neighbouring areas.
- **Quality** - The overall quality of the activity areas at all skateparks is 'average' or better. However, most sites do not have shelter or on-site toilets, disabled access is variable, particularly at the smaller sites and only one site is currently floodlit.
- **Access** - Access varies by site, with floodlighting at Saffron Walden and Stansted extending usage periods. Most facilities are open access.
- **Accessibility** - The whole population is within 20 minutes driving time of the nearest skatepark, so no geographical areas of the district are unserved.
- **Strategic priority** - There are no formal strategic priorities for skatepark provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - Consultation with local facility providers suggests that there is very limited spare capacity at current facilities.

b) Assessment of current provision

- There is no effective spare capacity at current facilities.
- A new scooter park and an extension for skaters with medium experience is needed at the Saffron Walden facility.

- Disabled access improvements are needed at the Stansted, Dunmow and Thaxted facilities.
- Floodlighting would extend usage periods at the Stansted (planned for 2016), Dunmow and Thaxted facilities.
- There are no permanently available toilets at any of the facilities and no shelter at all bar the Great Chesterford facility.

c) Assessment of future provision

The need for additional skateparks arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 16,000 people will generate sufficient demand for a skatepark and on this basis there will be additional demand equivalent to 1.41 facilities by 2031.
- With all current effective capacity fully used and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by two new skateparks.

14) BMX trail facilities

a) Audit findings

- **Quantity** - There are two formal BMX trails in Uttlesford, which are supplemented by a number of informal bike trails, bumps, jumps in woods or un-used land in several villages and towns. There are supplemented by a further two facilities in neighbouring areas.
- **Quality** - The quality of both the formal facilities is adequate.
- **Access** - There is open access at the Saffron Walden facility, the other site is at the Carver Barracks.
- **Accessibility** - The southern part of the district is outside the 20 minute drivetime catchment of the nearest formal BMX trail facility.
- **Strategic priority** - There are no formal strategic priorities for BMX trail facilities provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - Consultation with local facility providers suggests that there is very limited spare capacity at current facilities.

b) Assessment of current provision

There is no effective spare capacity at current facilities.

c) Assessment of future provision

The need for additional BMX trail facilities arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 40,000 people will generate sufficient demand for a formal BMX trail facility and on this basis there will be additional demand equivalent to 0.56 facilities by 2031.
- With all current effective capacity fully used and no realistic prospect of increasing access to existing facilities, additional demand will need to be met by one new formal BMX trail facility.

15) BMX race tracks

a) Audit findings

- **Quantity** - There are no formal BMX race tracks in Uttlesford, with the nearest facilities in Royston, Braintree, Cambridge, Peterborough, Ipswich and Chicksands.
- **Quality** - In the absence of any local facilities, no quality assessment was possible.
- **Access** - In the absence of any local facilities, no access assessment was possible.
- **Accessibility** - The whole of the district is outside the 20 minute drivetime catchment of the nearest BMX race track.
- **Strategic priority** - There are no formal strategic priorities for BMX race track provision, although the *Physical Activity and Sports Strategy* (2015) highlights the many benefits of these facilities for encouraging and sustaining sport and physical activity amongst hard to reach groups.
- **Used capacity** - The existing facilities in neighbouring areas are well-used.

b) Assessment of current provision

There is clear demand for a BMX race track in Uttlesford from the users of the local BMX trail facilities.

c) Assessment of future provision

The need for additional BMX race tracks arising from an assessment of future needs indicates that:

- Based upon current usage patterns, a population of 22,500 people will generate calculated demand for an additional 0.28 BMX race tracks.
- The additional demand should be accommodate by capacity improvements, once the existing deficiency of one track has been met.

16) Adult football pitches

a) Site-specific assessment

The site specific analysis for adult football pitches in Uttlesford is set out below. Capacity, demand and the resultant balance at peak times are expressed as ‘match equivalent’ sessions. Pitches which are outside the district but used by Uttlesford clubs are shown in italics, to highlight exported demand.

In line with FA guidance, it has been assumed that a ‘good’ quality adult pitch will accommodate three match equivalents per week, a ‘standard’ quality pitch will accommodate two match equivalents per week and a ‘poor’ quality pitch will accommodate one match equivalent per week. This has also been assessed in the context of pitch availability at peak usage periods, where there may be demand from two or more teams for the one available match equivalent at that time.

<i>Site</i>	<i>Pitches</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Alcott Pl. Field	1	2.0	Flitch United FC	2.5*	-0.5	* Includes use of adult pitch by youth team
Ashdon Villa Football Club	1	2.0	Ashdon Villa FC	1.0	+1.0	
Barnston Football Club	1	2.0	Barnston FC	2.5*	Balanced	* Includes use of adult pitch by youth team
Bentfield Green Playing Field	1	2.0	Bentfield FC	1.0	+1.0	
Birchanger Social Club	1	2.0	Birchanger Social Club FC	2.0	Balanced	
Calves Pasture	1	2.0	Hatfield Heath FC	3.0	-1.0	
Carver Barracks	2	2.0*	Saffron Dynamos FC	0.5	+1.5	* Capacity reduced by MoD usage
Causeway Recn. Ground	2	4.0	Dunmow Rhodes FC	4.5*	-0.5	* Includes use of adult pitches by youth teams
Debden Recn. Ground	1	2.0	Debden FC	1.0	+1.0	
Elsenham Playing Fields	1	2.0	Lower Street FC	1.0	+1.0	
Felsted Playing Field	1	2.0	Felsted Rovers FC	2.0	Balanced	
<i>Grange Paddocks Leisure Centre</i>	<i>1</i>	<i>2.0</i>	Abacus Athletic FC	2.0	Balanced	
Hargrave Park	1	2.0	Stansted FC	2.0	Balanced	
Hatfield Broad Oak Sports Club	1	1.0*	Hatfield Broad Oak FC	2.5**	-1.5	* Capacity reduced by poor quality pitch ** Includes use of adult pitch by youth teams
Herbert Farm Playing Fields	1	2.0	Spartak '78 FC	4.0*	-2.0	* Includes use of adult pitch by youth teams
High Easter Playing Field	1	2.0	Beaumont Wanders FC	1.0	+1.0	
<i>Ickleton Village Hall Ground</i>	<i>1</i>	<i>2.0</i>	Saffron Crocus FC	2.0	Balanced	

<i>Site</i>	<i>Pitches</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Jubilee Field, Clavering	1	1.0*	Sharp One FC	1.0	+1.0	* Capacity reduced by poor quality pitch
Linton Village College	1	1.0*	Saffron Rangers FC	1.0	Balanced	* Capacity reduced by education usage
Littlebury Recn. Ground	1	2.0	Littlebury FC	1.0	+1.0	
Manuden PF Association	1	2.0	Manuden United FC	2.0	Balanced	
Newport Recn. Ground	2	4.0	Newport FC	4.5	-1.5	
Quendon Recn. Ground	1	2.0	Saffron Walden Town FC	2.0	Balanced	
Radwinter Recn. Ground	1	2.0	Radwinter FC Saffron Walden Town FC	2.0*	Balanced	* Includes use of adult pitch by youth team
Roundbush Green	1	2.0	Roundbush FC	2.0	Balanced	
Saffron Walden Town FC	1	2.0	Saffron Walden Town FC Saffron Walden YFC*	3.0	-1.0	* Includes use of adult pitch by youth teams
Stansted Recn. Ground	1	2.0	Stansted FC	2.0	Balanced	
Takeley Football Club	1	2.0	Takeley FC	3.0	-1.0	
Takeley Recn. Ground	1	2.0	Brewer FC	1.0	+1.0	
Thaxted Recn. Ground	1	2.0	Thaxted Rangers FC	2.0	Balanced	
White Roding Sports Club	1	2.0	White Roding Sports FC	4.0	-2.0	
Wimbish Recn. Ground	2	4.0	Saffron Hawks FC Saffron Walden Town FC* Walden Ladies FC Walden Wanderers YFC*	4.0*	Balanced	* Includes use of adult pitch by youth teams

b) Sub-area assessment

The supply-demand balance of adult football pitches at a sub-area level is as follows. The weekly balance figure represents the number of match equivalents. Spare capacity is indicated with a 'plus' sign and a deficit with a 'minus' sign:

<i>Sub-area</i>	<i>Pitches</i>	<i>Capacity</i>	<i>Demand</i>	<i>Weekly balance</i>
Saffron Walden and district	14	25.0	24.0	+1.0
Great Dunmow and district	8	16.0	16.5	-0.5
Stansted and district	11	21.0	23.5	-2.5
<i>External pitches</i>	<i>3</i>	<i>5.0</i>	<i>5.0</i>	<i>Balanced</i>

c) Qualitative analysis

The following changing facilities that serve adult football pitches are rated as 'poor' quality on the basis of the site audits, which adversely affects the overall quality of the playing experience:

- Alcott Playing Field.
- Calves Pasture.
- Felsted Playing Field.
- Hatfield Broad Oak Social Club.
- Jubilee Field, Clavering
- Takeley Recreation Ground

d) Summary

The key findings on adult football pitches are as follows:

- Nine sites are currently used to beyond their sustainable capacity.
- At 12 sites, usage is balanced
- 10 sites have some spare usage capacity.
- There is a deficit in two sub-areas.

17) Youth football pitches

a) Site specific assessment

The site specific analysis for youth football pitches in Uttlesford is set out below. Capacity, demand and the resultant balance at peak times are expressed as ‘match equivalent’ sessions.

In line with FA guidance it has been assumed that a ‘good’ quality youth pitch will accommodate four match equivalents per week, a ‘standard’ quality pitch will accommodate two match equivalents per week and a ‘poor’ quality pitch will accommodate one match equivalent per week. This has also been assessed in the context of pitch availability at peak usage periods, where there may be demand from two or more teams for the one available match equivalent at that time.

<i>Site</i>	<i>Pitches</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Barnston Football Club	1	2.0	Barnston FC	1.0	+1.0	
Causeway Recn. Ground	1	2.0	Dunmow Rhodes YFC Dunmow United YFC	4.5	-2.5	
Elsenham Playing Fields	1	2.0	Elsenham Youth FC	3.5	-1.5	
Gt. Chesterford Recn. Ground	1	2.0	Great Chesterford YFC	1.0	+1.0	
Herbert's Farm Playing Field	2	4.0	Plantation & Spartak Girls Plantation Youth FC Spartak '78 Youth FC	7.0	-3.0	

<i>Site</i>	<i>Pitches</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Laundry Lane Playing Field	1	1.0*	Dunmow Rhodes YFC	2.5	-1.5	* Capacity reduced by poor quality pitch
Manuden Playing Field	1	2.0	Manuden Junior FC	2.5	-0.5	
Takeley Recn. Ground	2	2.0*	Takeley Youth FC	3.0	-1.0	* Capacity reduced by poor quality pitch
Thaxted Recn. Ground	1	2.0	Thaxted Rangers YFC	3.0	-1.0	
Wimbish Playing Fields	1	2.0	Saffron Walden YFC	4.0	-2.0	

b) Sub-area assessment

The supply-demand balance of youth football pitches at a sub-area level is as follows. The weekly balance figure represents the number of match equivalents. Spare capacity is indicated with a 'plus' sign and a deficit with a 'minus' sign:

<i>Sub-area</i>	<i>Pitches</i>	<i>Capacity</i>	<i>Demand</i>	<i>Weekly balance</i>
Saffron Walden and district	4	8.0	12.0	-4.0
Great Dunmow and district	4	7.0	11.0	-4.0
Stansted and district	4	6.0	9.0	-3.0

c) Qualitative analysis

The following changing facilities that serve youth football pitches are rated as below 'poor' quality on the basis of the site audits, which adversely affects the overall quality of the playing experience:

- Laundry Lane Playing Field
- Takeley Recreation Ground.

d) Summary

The key findings for youth football pitches are as follows:

- Eight sites are currently used to beyond their sustainable capacity.
- Five sites have some spare usage capacity.
- There is a deficit in all sub-areas.

18) Mini-soccer pitches

a) Site specific assessment

The site specific analysis for mini-soccer pitches in Uttlesford is set out below. Capacity, demand and the resultant balance at peak times are expressed as 'match equivalent' sessions.

In line with FA guidance it has been assumed that a ‘good’ quality mini-soccer pitch will accommodate six match equivalents per week, a ‘standard’ quality pitch will accommodate four match equivalents per week and a ‘poor’ quality pitch will accommodate two match equivalents per week. This has also been assessed in the context of pitch availability at peak usage periods, where there may be demand from two or more teams for the one available match equivalent at that time.

<i>Site</i>	<i>Pitches</i>		<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Causeway Recn. Ground	2	8.0	Dunmow Rhodes YFC Dunmow United YFC	8.0	Balanced	
Elsenham Playing Fields	1	4.0	Elsenham YFC	4.0	Balanced	
Herbert’s Farm Playing Field	2	8.0	Plantation & Spartak Girls Plantation YFC Spartak YFC	8.5	-0.5	
Laundry Lane Playing Field	2	4.0*	Dunmow Rhodes YFC	3.0	+1.0	* Capacity reduced by poor quality pitches
Radwinter Recn. Ground	1	4.0	Saffron Walden YFC	3.0	+1.0	
Thaxted Recn. Ground	1	4.0	Thaxted Rangers YFC	2.0	+2.0	

b) Sub-area assessment

The supply-demand balance of mini-soccer pitches at a sub-area level is as follows. The weekly balance figure represents the number of match equivalents. Spare capacity is indicated with a ‘plus’ sign and a deficit with a ‘minus’ sign:

<i>Sub-area</i>	<i>Pitches</i>	<i>Capacity</i>	<i>Demand</i>	<i>Weekly balance</i>
Saffron Walden and district	3	12.0	11.5	+0.5
Great Dunmow and district	5	16.0	13.0	+3.0
Stansted and district	1	4.0	4.0	Balanced

c) Qualitative analysis

No mini-soccer pitches or the changing facilities that serve them are rated as ‘poor’.

d) Summary

The key findings for mini-soccer pitches are as follows:

- One site is currently used to beyond its sustainable capacity.
- At two sites usage is balanced
- Three sites have some spare usage capacity.
- There is limited spare capacity in two sub-areas and supply and demand are balanced in the other.

e) The views of consultees

Saffron Walden Town Football Club made the following observations:

- The Club has medium term plans to significantly expand the number of youth teams it has, at least doubling from the current levels.
- To assist with this expansion, the club has expressed an interest in operating the new pitches being delivered as part of the Caton's Lane development and would like to provide the changing facilities for the pitches as part of a new stand at the Caton's Lane end of its current ground.
- The Club would like to provide a '3G' football turf pitch at Caton's Lane, with access for other local clubs.

Saffron Hawks Sports Club confirmed that its youth football and mini-soccer teams have difficulty accessing sufficient grass pitches.

19) Cricket pitches

a) Site specific assessment

The site specific analysis for cricket pitches in Uttlesford is set out below. As per Sport England guidance, capacity is expressed as match equivalents per *season*, as opposed to per *week* for all other pitch types.

- In line with ECB guidance it has been assumed that a 'good' quality wicket will accommodate 5 matches per season, a 'standard' quality wicket will accommodate 4 matches per season and a 'poor' quality wicket will accommodate 3 matches per season.
- Adult teams account for an average of 0.5 'home' games per week and junior teams for 0.35 'home' games per week.
- Artificial turf wickets are shown in brackets in the table below and will accommodate 35 matches per season.

<i>Site</i>	<i>Wickets</i>	<i>Seasonal capacity</i>	<i>Users</i>	<i>Seasonal demand</i>	<i>Seasonal balance</i>	<i>Comments</i>
Anglo-American Playing Field	21(1)	140.0	Saffron Walden Cricket Club	140.0	Balanced	Good quality pitch Poor quality changing
Audley End House	9	45.0	Audley End & Littlebury CC	20.0	+25.0	Good quality pitch Poor quality changing
Birchanger Social Club	8	40.0	Birchanger Cricket Club	20.0	+20.0	Good quality pitch Good quality changing
Clavering Village Green	4	16.0	Clavering Cricket Club	10.0	+6.0	Standard quality pitch Standard changing
Clogham's Green CC	10	40.0	Clogham's Green CC <i>Harlow Cricket Club</i>	30.0	+10.0	Standard quality pitch Poor quality changing
County High Sports Centre	9(1)	80.0	Saffron Walden Cricket Club	65.0	+15.0	Good quality pitch Good quality changing

<i>Site</i>	<i>Wickets</i>	<i>Seasonal capacity</i>	<i>Users</i>	<i>Seasonal demand</i>	<i>Seasonal balance</i>	<i>Comments</i>
Dunmow Cricket Club	12	48.0	Dunmow Cricket Club	90.0	-52.0	Standard quality pitch Poor quality changing
Elmdon Cricket Club	6	24.0	Elmdon Cricket Club	30.0	-6.0	Standard quality pitch Poor quality changing
Farnham Cricket Club	6	24.0	Farnham Cricket Club	20.0	+4.0	Standard quality pitch Standard changing
Friends School	12	60.0	Saffron Walden Cricket Club	60.0	Balanced	Good quality pitch No changing
Great Canfield CC	6	24.0	Great Canfield Cricket Club	20.0	+4.0	Standard quality pitch Standard changing
Gt. Chesterford Recn. Ground	10	40.0	Chesterfords Cricket Club	20.0	+20.0	Standard quality pitch Good quality changing
Hargrave Park	10	50.0	Stansted Cricket Club	40.0	+10.0	Good quality pitch Standard changing
Hatfield Broad Oak CC	4	16.0	Hatfield Broad Oak CC	10.0	+6.0	Standard quality pitch No changing
Hatfield Heath Cricket Club	8	40.0	Hatfield Heath Cricket Club <i>Harlow Cricket Club</i>	40.0	Balanced	Good quality pitch Poor quality changing
Henham Road, Elsenham	6	30.0	Stansted Cricket Club Stansted Hall & Elsenham CC	30.0	Balanced	Good quality pitch Poor quality changing
High Easter Cricket Club	4	20.0	High Easter Cricket Club	20.0	Balanced	Good quality pitch Standard changing
High Roding Cricket Club	10	40.0	High Roding Cricket Club	73.0	-33.0	Standard quality pitch Poor quality changing
Hockerill Cricket Club	8	40.0	Hockerill Cricket Club	80.0	-40.0	Good quality pitch Good quality changing
Lindsell Cricket Club	4(1)	51.0	Lindsell Cricket Club	10.0	+41.0	Standard quality pitch Standard changing
Little Bardfield Cricket Club	8(1)	75.0	Little Bardfield Cricket Club	40.0	+35.0	Good quality pitch Poor quality changing
Little Easton Recn. Ground	6	30.0	Eastons Cricket Club	10.0	+20.0	Standard quality pitch Standard changing
Little Hallingbury CC	8	40.0	Little Hallingbury CC	20.0	+20.0	Good quality pitch Standard changing
Manuden Playing Field	6	24.0	Manuden Cricket Club	10.0	+14.0	Standard quality pitch Good quality changing
Molehill Green Cricket Club	5	20.0	Molehill Green CC	20.0	Balanced	Standard quality pitch Poor quality changing
Newport Recn. Ground	8	32.0	Newport Cricket Club	40.0	-8.0	Standard quality pitch Good quality changing
Radwinter Recn. Ground	2	8.0	Radwinter Cricket Club	10.0	-2.0	Standard quality pitch Standard changing
Rickling Ramblers CC	6	30.0	Rickling Ramblers CC	10.0	+20.0	Good quality pitch Good quality changing
Roundbush Green	10	40.0	Aythorpe Roding CC	30.0	+10.0	Good quality pitch Standard changing
Sampfords Cricket Club	8	32.0	Sampfords Cricket Club	10.0	+22.0	Standard quality pitch Standard changing
Stansted Hall	8	32.0	Stansted Hall & Elsenham CC	30.0	+2.0	Standard quality pitch Poor quality changing

<i>Site</i>	<i>Wickets</i>	<i>Seasonal capacity</i>	<i>Users</i>	<i>Seasonal demand</i>	<i>Seasonal balance</i>	<i>Comments</i>
Stebbing Cricket Club	6	24.0	Stebbing Cricket Club	10.0	+14.0	Standard quality pitch Good quality changing
Takeley Cricket Club	8	40.0	Takeley Cricket Club	10.0	+30.0	Good quality pitch Standard changing
Thaxted Cricket Club	8	40.0	Thaxted Cricket Club	50.0	-10.0	Good quality pitch Poor quality changing
Walton's Park	6	30.0	Ashdon Cricket Club	20.0	+10.0	Good quality pitch Standard changing
Wenden's Ambo Playing Field	8	24.0	Saffron Walden Cricket Club Wenden Cricket Club	45.0	-21.0	Poor quality pitch Poor quality changing

b) Sub-area analysis

The supply-demand balance of cricket pitches at a sub-area level is as follows. The seasonal balance figure represents the number of match equivalents. Spare capacity is indicated with a 'plus' sign and a deficit with a 'minus' sign:

<i>Sub-area</i>	<i>Wickets</i>	<i>Capacity</i>	<i>Demand</i>	<i>Seasonal balance</i>
Saffron Walden and district	109(2)	561.0	480.0	+81.0
Great Dunmow and district	73(2)	388.0	353.0	+35.0
Stansted and district	96	442.0	360.0	+82.0

c) Qualitative analysis

The following aspects of cricket changing facilities are rated as 'poor' quality on the basis of the site audits, which adversely affects the overall quality of the playing experience:

- Audley End House
- Clogham's Green Cricket Club
- Dunmow Cricket Club.
- Elmdon Cricket Club
- Friends School
- Hatfield Broad Oak Cricket Club
- Hatfield Heath Cricket Club
- Henham Road, Elsenham
- High Roding Cricket Club
- Little Bardfield Cricket Club
- Molehill Green Cricket Club

- Saffron Walden Cricket Club
- Stansted Hall
- Thaxted Cricket Club
- Wenden’s Ambo Playing Field.

d) The views of consultees

Consultation with the Essex Cricket Board and local clubs identified a priority for a specialist indoor cricket training facility in the district.

e) Summary

The key findings for cricket pitches are as follows:

- Seven sites are currently used to beyond their sustainable capacity.
- At six sites, usage is balanced
- 22 sites have some spare usage capacity.
- Poor quality pavilions are an issue at 15 cricket pitch sites.
- A specialist indoor cricket training facility is a strategic priority in the district.

20) Rugby pitches

a) Site-specific analysis

The site specific analysis for rugby pitches in Uttlesford is set out below. Capacity, demand and the resultant balance are expressed as ‘match equivalent’ sessions at peak times.

<i>Site</i>	<i>Pitches</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
Carver Barracks	1	2.0	Wenden’s Ambo Rugby Club Saffron Walden Rugby Club	2.5	-0.5	
Friends School	1	1.0*	Wenden’s Ambo Rugby Club	1.0	Balanced	* Capacity reduced by education usage
Joyce Frankland Academy	1	1.0*	Wenden’s Ambo Rugby Club	1.0	Balanced	* Capacity reduced by education usage
Saffron Walden Rugby Club	3	6.0	Saffron Walden Rugby Club	7.5	-1.5	

b) Sub-area assessment

The supply-demand balance of adult rugby pitches at a sub-area level is as follows. The weekly balance figure represents the number of match equivalents. Spare capacity is indicated with a ‘plus’ sign and a deficit with a ‘minus’ sign:

<i>Sub-area</i>	<i>Pitches</i>	<i>Capacity</i>	<i>Demand</i>	<i>Weekly balance</i>
Saffron Walden and district	6	10.0	12.0	-2.0
Great Dunmow and district	0	0.0	0.0	Balanced
Stansted and district	0	0.0	0.0	Balanced

c) Qualitative analysis

All aspects of the quality of the rugby pitches and related changing facilities in the district are at least 'standard' quality.

d) The views of consultees

Saffron Walden Rugby Club would like to develop new facilities within the town, to enable it to expand its activities and operate from a single site.

e) Summary

- Two sites are currently used to beyond their sustainable capacity.
- At two sites, usage is balanced
- There is no provision in two of the sub-areas.

21) Synthetic Turf Pitches for Hockey

a) Site-specific analysis

The site specific analysis for synthetic turf pitches for hockey in Uttlesford (sand-dressed and sand-filled surfaces) is set out below:

<i>Site</i>	<i>Weekly capacity</i>	<i>Users</i>	<i>Weekly demand</i>	<i>Weekly balance</i>	<i>Comments</i>
County High Sports Centre	30.0*	Football training and casual hire	28.0	+2.0	* Capacity reduced by schools use
Felsted School	15.0*	Blue Hornets Felsted HC	13.5	+1.5	* Capacity reduced by schools use
Great Dunmow Leisure Centre	48.0*	Blue Hornets Felsted HC Football training and casual hire	38.0	+10.0	* Capacity reduced by schools use
Joyce Frankland Academy, Newport	34.0*	Saffron Walden HC	34.0	Balanced	* Capacity reduced by schools use

b) Sub-area assessment

The supply-demand balance of synthetic turf pitches for hockey at a sub-area level is as follows. The weekly balance figure represents the number of hours of availability. Spare capacity is indicated with a 'plus' sign and a deficit with a 'minus' sign:

<i>Sub-area</i>	<i>Pitches</i>	<i>Capacity</i>	<i>Demand</i>	<i>Weekly balance</i>
Saffron Walden and district	2	64.0	62.0	+2.0
Great Dunmow and district	2	63.0	51.5	+11.5
Stansted and district	0	0.0	0.0	Balanced

c) Qualitative analysis

The pitch at Joyce Frankland Academy, Newport was built in 1995 and the surface is now poor quality. Pitch resurfacing requirements at other sites also need to be kept under review.

d) Facilities Planning Model assessment

Sport England's Facilities Planning Model (FPM) assesses synthetic turf pitch provision by comparing demand in an area with supply, taking into account issues such as capacity and access. The findings for synthetic turf pitches in Uttlesford for a 'run' of the FPM in 2015 are as follows:

- **Supply** - Because the FPM takes account of hours available for community use, it calculates that pitch supply in Uttlesford is effectively equivalent to 2.3 pitches, providing a total capacity of 1,670 visits per week in the peak period (vpwpp).
- **Demand** - Demand for synthetic turf pitches from the local population is 1,758 vpwpp. This is equivalent to demand for 2.4 pitches in the peak period.
- **Supply demand balance** - On the basis of the above assessment, there supply and demand in the district are almost exactly balanced.
- **Satisfied demand** - The FPM calculates that 74.3% of the demand for synthetic turf pitches in Uttlesford is satisfied.
- **Imported/exported demand** - Not all of the satisfied demand from residents of Uttlesford is met by provision within the district. Only 51.8% of the district's satisfied demand is retained, whilst 48.2% is exported to adjacent districts, mainly to facilities in Bishops Stortford and Braintree.
- **Unmet demand** - Unmet demand for synthetic turf pitches in the district amounts to the equivalent of 0.61 pitches.
- **Used capacity** - 100% of synthetic turf pitch capacity in Uttlesford is used at the peak period.
- **Personal/relative share** - 'Personal/relative share' is a measure of which areas have a better or worse share of facility provision. Uttlesford has a relative share of 139, which means that residents of the district have 39% better access to provision than the national average.

e) The views of consultees

Saffron Walden Hockey Club is unable to expand its activities at the Joyce Frankland Academy pitch, which is at full capacity already and would like to develop a second synthetic turf pitch for hockey at the site.

The Army is planning to install a sand-filled hockey pitch in the centre of the proposed athletics track at the Carver Barracks which will be available for community use.

f) Summary

Whilst there is some limited spare capacity at some pitches, Saffron Walden Hockey Club makes full use of the available pitch time at Joyce Frankland Academy, Newport and thus has no capacity to expand further. The FPM assessment concurs that there is a current deficit equivalent to 0.61 of a pitch and therefore there is no spare capacity for additional use. The provision of a pitch at the Carver Barracks will help to meet some of the current deficiency.

22)'3G' Football Turf Pitches

There are currently no '3G' football turf pitches (rubber crumb-filled surfaces) in Uttlesford. The Football Association (FA) has devised an internal mapping exercise to establish an estimated baseline figure for the number of '3G' football turf pitches needed to serve the current number of affiliated teams in a local authority. The estimate involves the following assumptions:

- Every football team in a locality will require one training 'slot' per week on a '3G' pitch, defined as one-third of the area of a full-sized pitch for one hour.
- Based upon Sport England national research on synthetic turf pitch usage, an average of 55 training 'slots' per week will be available at a full-sized '3G' pitch.
- Smaller and/or commercially provided '3G' pitches are assumed to be capable of accommodating an average of 10 training 'slots' per week.
- According to data provided by the Essex FA, the football clubs based in Uttlesford have a total of 153 teams, which creates a requirement for an additional 3.12 '3G' football turf pitches.

The Essex FA endorses the need for additional '3G' football turf pitches in the district and these should be located at key hub sites for football.

23) Summary of current needs

On the basis of the analysis of the current balance between supply and demand of sports facilities in Uttlesford, the following needs have been identified:

<i>Facility type</i>	<i>Quantity</i>	<i>Quality</i>	<i>Accessibility</i>
Sports halls	<ul style="list-style-type: none"> • 6 sports halls, with overall peak utilisation rates of 76%. • The FPM calculates a deficit equivalent to one 4-badminton court sports hall. 	All aspects of all facilities are currently rated as at least 'above average' quality	<ul style="list-style-type: none"> • The whole population is within 15 minutes drive of the nearest sports hall. • 5 of the 6 sports halls are on school sites with no daytime access.
Swimming pools	<ul style="list-style-type: none"> • 4 swimming pools • The FPM calculates a deficit equivalent to two 25m lanes. 	Changing facilities and disabled access are rated as 'below average' quality at Friends School pool.	<ul style="list-style-type: none"> • The whole population is within 15 minutes driving time of their nearest pool, if provision in Bishop's Stortford is taken into account. • 2 pools have very limited community access.

<i>Facility type</i>	<i>Quantity</i>	<i>Quality</i>	<i>Accessibility</i>
Synthetic athletics tracks	<ul style="list-style-type: none"> No current provision Emerging demand in the north of the district for specialist facilities. 	No qualitative deficiency	The whole of the Saffron Walden sub-area is outside the 20 minute drivetime catchment of the nearest track.
Indoor bowls	<ul style="list-style-type: none"> 1 facility with 6 indoor rinks Levels of provision are adequate to meet existing needs with some spare capacity 	All aspects of the current facility are currently rated as at least 'above average' quality	Most of the district is within 20 minutes drive of their nearest facility.
Outdoor bowls greens	<ul style="list-style-type: none"> 11 outdoor bowls greens Levels of provision are adequate to meet existing needs with some spare capacity 	Disabled access improvements needed at: <ul style="list-style-type: none"> Clavering BC Great Chesterford BC Radwinter BC Stansted BC Stebbing BC Thaxted BC General access improvements needed at: <ul style="list-style-type: none"> Clavering BC Radwinter BC Stansted BC 	The whole population is within 15 minutes drive of the nearest bowls green.
Indoor tennis courts	<ul style="list-style-type: none"> No current provision Provision in neighbouring areas meets existing needs. 	No qualitative deficiency	The population in the east of the district is outside the catchment of an indoor tennis court.
Outdoor tennis courts	<ul style="list-style-type: none"> 35 outdoor tennis courts Levels of provision are adequate to meet existing needs with some spare capacity 	Fencing improvements needed at: <ul style="list-style-type: none"> Castle Hill TC Changing improvements needed at: <ul style="list-style-type: none"> Castle Hill TC Debden Recreation Ground Dunmow TC Henham TC Stansted TC General access improvements needed at: <ul style="list-style-type: none"> Clavering TC Henham TC Newport Village TC Stansted TC Thaxted TC 	The whole population is within 15 minutes drive of the nearest tennis court.
Health and fitness facilities	<ul style="list-style-type: none"> 10 health and fitness facilities Levels of provision are adequate to meet existing needs with some spare capacity 	All aspects of all facilities are currently rated as at least 'average' quality	The whole population is within 20 minutes drive of the nearest health and fitness facility.

Facility type	Quantity	Quality	Accessibility
Squash courts	<ul style="list-style-type: none"> • 7 squash courts • Levels of provision are adequate to meet existing needs with some spare capacity 	Quality improvements needed at: <ul style="list-style-type: none"> • Felsted School • Great Dunmow Leisure Centre 	<ul style="list-style-type: none"> • The whole population is within 15 minutes drive of the nearest squash court. • 2 courts have limited community access.
Golf courses	<ul style="list-style-type: none"> • 2 golf courses • Levels of provision are adequate to meet existing needs with some spare capacity 	All aspects of all facilities are currently rated as at least 'average' quality	The whole population is within 30 minutes drive of the nearest golf course.
Village and community halls	<ul style="list-style-type: none"> • 54 village and community halls • Levels of provision are adequate to meet existing needs with some spare capacity 	Improvements needed at most halls to accommodate additional sports usage.	The whole population is within 10 minutes drive of the nearest village/community hall.
Skateparks	<ul style="list-style-type: none"> • 5 Skateparks • Levels of provision are adequate to meet existing needs with no spare capacity 	Capacity improvements, toilets and shelter needed at Saffron Walden. Disabled access improvements toilets, shelter and floodlighting needed at: <ul style="list-style-type: none"> • Great Chesterford • Stansted • Great Dunmow • Thaxted. 	The whole population is within 20 minutes drive of the nearest skatepark.
BMX trail facilities	<ul style="list-style-type: none"> • 2 BMX trail facilities • Levels of provision are adequate to meet existing needs with no spare capacity 	All aspects of all facilities are currently rated as at least 'average' quality	The population in the south of the district is outside the 20 minute drivetime catchment of the nearest BMX facility.
BMX race tracks	<ul style="list-style-type: none"> • No current provision • Provision in neighbouring areas meets very limited existing needs. 	No qualitative deficiency	The whole population of the district is effectively outside the catchment of a BMX race track.
Adult football pitches	<ul style="list-style-type: none"> • 32 adult football pitches • Overall levels of provision are adequate to meet existing needs, but 4 sites are used to beyond their sustainable capacity. 	Pitch quality improvements needed at: <ul style="list-style-type: none"> • Hatfield Broad Oak SC • Jubilee Playing Field, Clavering Changing improvements needed at: <ul style="list-style-type: none"> • Alcott Playing Field • Calves Pasture • Felsted Playing Field • Hatfield Broad Oak SC • Jubilee Playing Field, Clavering • Takeley Recreation Ground 	The whole population is within 15 minutes drive of the nearest adult football pitch.

Facility type	Quantity	Quality	Accessibility
Youth football pitches	<ul style="list-style-type: none"> • 11 youth football pitches • A collective weekly deficit of 7.0 match equivalents • 6 sites are used to beyond their sustainable capacity. 	Pitch quality improvements needed at: <ul style="list-style-type: none"> • Laundry Lane Playing Field • Takeley Recreation Ground Changing improvements needed at: <ul style="list-style-type: none"> • Laundry Lane Playing Field • Takeley Recreation Ground 	The whole population is within 15 minutes drive of the nearest youth football pitch.
Mini-soccer pitches	<ul style="list-style-type: none"> • 10 mini-soccer pitches • Overall levels of provision are adequate to meet existing needs 	No qualitative deficiency	The whole population is within 15 minutes drive of the nearest mini-soccer pitch.
Cricket pitches	<ul style="list-style-type: none"> • 40 cricket pitches • Overall levels of provision are adequate to meet existing needs, but 7 sites are used to beyond their sustainable capacity. 	Changing improvements needed at: <ul style="list-style-type: none"> • Audley End House • Clogham's Green Cricket Club • Dunmow Cricket Club • Elmdon Cricket Club • Friends School • Hatfield Broad Oak Cricket Club • Hatfield Heath Cricket Club • Henham Road, Elsenham • High Roding Cricket Club • Little Bardfield Cricket Club • Molehill Green Cricket Club • Saffron Walden Cricket Club • Stansted Hall • Thaxted Cricket Club • Wenden's Ambo Playing Field. 	The whole population is within 15 minutes drive of the nearest cricket pitch.
Rugby pitches	<ul style="list-style-type: none"> • 6 rugby pitches • A collective weekly deficit of 2.5 match equivalents • 2 sites are used to beyond their sustainable capacity. 	No qualitative deficiency	The whole population is within 20 minutes drive of the nearest rugby pitch.
Synthetic turf pitches for hockey	<ul style="list-style-type: none"> • 4 artificial turf hockey pitches • The FPM calculates a deficit equivalent to 0.61 pitches 	Pitch resurfacing needed at Joyce Frankland Academy, Newport.	The whole population is within 20 minutes drive of the nearest synthetic turf pitch for hockey.
'3G' football turf pitches	<ul style="list-style-type: none"> • No provision at present • A collective deficit equivalent to 3.12 pitches. • Essex FA advocates provision at mini hub sites based around key football clubs. 	No qualitative deficiency	Most of the population is beyond a 20 minutes drive of the nearest '3G' football turf pitch.

APPENDIX VI: FUTURE BALANCE BETWEEN SUPPLY AND DEMAND

1) Introduction

This section analyses the future balance between the supply of and demand for sports facilities and pitches in Uttlesford, in the period to 2031 (the period of the draft Local Plan). As such, it comprises Stage Three of ANOG and Stage C, Steps 5 and 6 of the PPS Guidance.

2) Sports facilities methodology

The application of the locally-derived, evidence-based standards of provision is the most appropriate way to assess the need for future provision of sports facilities, taking account of:

- Projected population change.
- Participation trends.
- Any particular clubs or sites where demand is likely to increase in the future.
- Any forthcoming changes to facility supply.

3) Playing pitch methodology

To identify whether the supply of pitches is adequate to meet future demand, the following assessment was undertaken:

- The extent to which population change in the study area will affect the demand for provision.
- How participation aims, current trends and predicted changes in the way that pitch sports are played and pitches used may affect the demand for provision.
- Any particular sports clubs or sites where demand is likely to increase in the future.
- Any forthcoming changes in the supply of provision and how will this affect the adequacy of provision to meet demand.

Changes in demand have been modelled using ‘Team Generation Rates’, which identify how many people in a specified age group in the study area are required to generate one team. These are then applied to projected increases in population to identify the likely number of additional teams and their related pitch needs in the future, taking account of participation aims and trends.

4) Projected population change to 2031

The Office for National Statistics published '2012-based Sub-national Population Projections for Local Authorities in England' (2014). Long-term sub-national population projections are an indication of the future trends in population by age and sex over the next 25 years. They are trend-based projections, which means assumptions for future levels of births, deaths and migration are based on observed levels mainly over the previous five years. They show what the population will be if recent trends continue. The figures on projected population change in Uttlesford to 2031 and are tabulated below in five year age bands:

<i>Age Group</i>	<i>Population 2015</i>	<i>Population 2031</i>	<i>% Change</i>
0-4	5,000	5,000	-
5-9	5,000	6,000	+20.0%
10-14	5,000	7,000	+40.0%
15-19	5,000	6,000	+20.0%
20-24	4,000	4,000	-
25-29	4,000	4,000	-
30-34	4,000	5,000	+25.0%
35-39	5,000	6,000	+20.0%
40-44	7,000	7,000	-
45-49	7,000	7,000	-
50-54	6,000	7,000	+16.7%
55-59	5,000	7,000	+40.0%
60-64	5,000	7,000	+40.0%
65-69	5,000	7,000	+40.0%
70-74	3,000	6,000	+100.0%
75-79	3,000	4,000	+33.3%
80-84	2,000	4,000	+100.0%
85-89	1,000	3,000	+300.0%
90+	1,000	2,000	+200.0%
TOTAL	81,000	102,000	+25.9%

Source: '2012-based Sub-national Population Projections for Local Authorities in England' (ONS, 2014)

The above projects match the current proposals for housing supply in Uttlesford in the Local Plan period to 2031 as follows:

- **Housing need** - Housing need has been confirmed as 545 dwelling per annum in the 17 year plan period, making a total of 9,265 new properties.
- **Household size** - The national average household size is currently 2.45 people.
- **Projected population** - Based upon the above figures, there will be 22,699 more residents in Uttlesford by 2031, taking the total population to 102,142. This will amount to an increase of 28.6% in the district population.

For the purposes of this strategy, the rounded figure of 102,000 has been taken as the assumed population of the district by 2031.

The precise location of the housing developments in the district that will accommodate the new population has yet to be determined and therefore no geographical components of demand can be identified at this stage.

5) Participation aims and trends

The implications of participation aims, current trends and predicted changes in the way that sports are played and facilities are used is examined below:

a) Participation aims

The participation aims and targets for each of the main sports funded by Sport England are included in the governing bodies of sports' *Whole Sport Plans*' and are summarised below:

Sport	Participation aims	Implications for Uttlesford
Athletics	<ul style="list-style-type: none"> The key aim is to get 500,000 more people involved in informal running, primarily through the 'Run England' activation programme where trained running leaders, recreational running groups and marked routes and trails. Initiatives to promote track and field athletics will primarily be focused on 11 priority cities. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	<ul style="list-style-type: none"> The main emphasis is on recreational running, using non-specialist facilities such as roads, paths, parks and open spaces to promote participation. If the national target is achieved locally, it will mean an extra 750 runners in Uttlesford by 2017.
Badminton	Proposed initiatives to get an extra 30,000 participants nationally by 2017 include: <ul style="list-style-type: none"> 'Community Badminton Networks' which will bring together schools, clubs and local authorities to develop participation. 'Smash Up' Badminton for 14-16 year olds. 'Play Badminton' to increase casual players. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	If the national target is achieved locally, it will mean an extra 50 badminton players in Uttlesford by 2017.
Basketball	A focus on 'Satellite Clubs' in targeted locations to get more young people playing more regularly. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	Uttlesford is not a targeted location.
Bowls	The 'Play Bowls' initiative will provide a package of support to clubs in designated 'Hot Spots' (which include Essex) to attract 10,400 new bowlers nationally. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	If the national target is achieved locally, it will mean an extra 15 bowlers in Uttlesford by 2017.
Cricket	The focus is to 'retain existing regular players by providing more bespoke playing programmes'. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	Maintain current team numbers of 76 adult teams and 49 junior teams.
Cycling	The aim is to attract an extra 125,000 cyclists nationally through the 'Go Ride' participation programme of led rides and competitions. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	<ul style="list-style-type: none"> The main emphasis is on using non-specialist facilities such as roads, paths, parks and open spaces to promote participation. If the national target is achieved locally, it will mean an extra 180 cyclists in Uttlesford by 2017.
Football	The aim is to attract an extra 200,000 footballers nationally through the 'Just Play' and 'Football Mash Up' participation programmes. Source: <i>Whole Sport Plan 2013 - 2017</i> (2013)	If the national target is achieved locally, it will mean an extra 300 footballers in Uttlesford by 2017.

Sport	Participation aims	Implications for Uttlesford
Golf	'County Golf Partnerships' will be formed, to attract an extra 60,000 golfers nationally, through the 'Get into Golf' and 'Golf Roots' initiatives. Source: 'Whole Sport Plan 2013 - 2017' (2013)	If the national target is achieved locally, it will mean an extra 90 golfers in Uttlesford by 2017.
Gymnastics	The aim is to attract an extra 10,000 gymnasts nationally by establishing 'Gymnastics Networks' including 'Satellite Venues' to help expand capacity in clubs. Source: 'Whole Sport Plan 2013 - 2017' (2013)	<ul style="list-style-type: none"> • There may be scope to develop 'Satellite Venues' in non-specialist facilities like village and community halls. • If the national target is achieved locally, it will mean an extra 20 gymnasts in Uttlesford by 2017.
Hockey	The aim is to attract an extra 17,000 hockey players nationally by establishing the 'Rush Hockey' and 'Back to Hockey' initiatives. Source: 'Whole Sport Plan 2013 - 2017' (2013)	If the national target is achieved locally, it would mean an extra 25 hockey players in Uttlesford by 2017.
Judo	The aim is to develop 'Club Clusters' in targeted locations, to promote 'Recreational Judo' and 'Judo Fit'. Source: 'Whole Sport Plan 2013 - 2017' (2013)	Uttlesford is not a targeted location.
Netball	The aim is to attract an extra 27,000 netballers nationally by establishing the 'Back to Netball' initiative. Source: 'Whole Sport Plan 2013 - 2017' (2013)	If the national target is achieved locally, it will mean an extra 40 netballers in Uttlesford by 2017.
Rugby	The aim is to attract an extra 32,000 rugby players nationally, building on the publicity surrounding the Rugby World Cup. Source: 'Whole Sport Plan 2013 - 2017' (2013)	If the national target is achieved locally, it will mean an extra 50 rugby players in Uttlesford by 2017.
Squash	The aim is to attract an extra 23,000 squash players nationally, but in geographical target 'Hub and Spoke' areas only. Source: 'Whole Sport Plan 2013 - 2017' (2013)	Uttlesford is not a targeted location.
Swimming	The aim is to attract an extra 100,000 swimmers nationally, involving: <ul style="list-style-type: none"> • The establishment of 'Local Aquatic Networks' to maximise available pool space. • Initiatives including 'Learn2Swim', 'Swimfit', 'Swim Britain' and 'Active Workplaces'. Source: 'Whole Sport Plan 2013 - 2017' (2013)	If the national target is achieved locally, it will mean an extra 150 swimmers in Uttlesford by 2017.
Table Tennis	The aim is to develop 'Ping!' programme in targeted locations, to attract an extra 24,000 participants nationally by 2017. Source: 'Whole Sport Plan 2013 - 2017' (2013)	Uttlesford is not a targeted location.
Tennis	The focus in the LTA's 'Whole Sport Plan 2013 - 2017' (2013) is to increase regular participation in tennis by 20,000 people nationally, but in geographical target areas. Source: 'Whole Sport Plan 2013 - 2017' (2013)	Uttlesford is not a targeted location.
Triathlon	Triathlon England has no specific participation targets, but aims to grow the sport by: <ul style="list-style-type: none"> • 'Simply Tri' low cost events based on the 'Park Run' concept. • Mass participation events in iconic locations. 	The main emphasis is on using non-specialist facilities such as roads, paths, parks and open water to promote participation events.

b) Participation trends

Adult (16+) national monthly participation rates in most of the sports included in the strategy have been recorded in the past five 'Active People' surveys and the results are tabulated below, together with the percentage change in the ten year period between 2005 and 2015:

<i>Sport</i>	<i>2005/06</i>	<i>2007/08</i>	<i>2008/09</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>% Change</i>
Athletics	3.33%	3.89%	4.16%	4.45%	4.47%	4.72%	4.65%	4.96%	5.11%	+1.78%
Badminton	1.29%	1.24%	1.20%	1.24%	1.20%	1.26%	1.16%	1.13%	1.04%	-0.25%
Basketball	0.39%	0.45%	0.46%	0.36%	0.36%	0.35%	0.36%	0.31%	0.36%	-0.03%
Bowls	2.21%	2.32%	2.10%	2.02%	1.54%	1.57%	1.73%	1.53%	1.40%	-0.81%
Cricket	0.48%	0.49%	0.49%	0.41%	0.51%	0.43%	0.34%	0.37%	0.32%	-0.16%
Cycling	4.14%	4.37%	4.60%	4.43%	4.15%	4.45%	4.62%	4.75%	4.72%	+0.58%
Football	4.97%	5.18%	5.08%	4.96%	4.98%	4.94%	4.25%	4.39%	4.34%	-0.63%
Golf	2.18%	2.29%	2.15%	2.04%	1.96%	1.97%	1.73%	1.67%	1.67%	-0.51%
Gymnastics	0.14%	0.15%	0.12%	0.12%	0.11%	0.12%	0.11%	0.09%	0.10%	-0.04%
Hockey	0.23%	0.24%	0.23%	0.21%	0.19%	0.25%	0.20%	0.20%	0.20%	-0.03%
Judo	0.04%	0.05%	0.04%	0.06%	0.03%	0.06%	0.04%	0.05%	0.04%	No change
Netball	0.27%	0.29%	0.32%	0.34%	0.31%	0.37%	0.28%	0.35%	0.35%	+0.08%
Rugby	0.46%	0.56%	0.50%	0.46%	0.42%	0.42%	0.37%	0.43%	0.40%	-0.06%
Squash	0.74%	0.71%	0.72%	0.69%	0.67%	0.61%	0.55%	0.45%	0.45%	-0.29%
Swimming	8.04%	7.83%	7.57%	7.50%	6.62%	6.81%	6.77%	6.16%	5.83%	-2.21%
Table Tennis	0.17%	0.18%	0.20%	0.30%	0.32%	0.23%	0.25%	0.22%	0.23%	+0.06%
Tennis	1.12%	1.18%	1.27%	1.04%	0.88%	1.03%	0.94%	0.97%	0.97%	-0.15%

The implications for future demand for sports facilities in Uttlesford are as follows:

- The governing bodies of sport have some ambitious targets to increase participation, but when translated into an Uttlesford context, the numbers over the current four year period are comparatively modest.
- Examination of national participation data over the period 2005 to 2015 puts the ambition of many of the national targets into context, with only three of the sports experiencing an increase in adult participation over that period.
- Many of the sports development initiatives involve innovative ways of promoting the sports concerned, often in non-traditional settings, so demand for formal facilities may be relatively unaffected.

4) The effects of changes in supply

The principal impact of known potential changes in the supply of sports facilities in Uttlesford are as follows:

a) Swimming facilities

Some feasibility work has been undertaken to establish the case for additional swimming provision in Saffron Walden, although this is very much at a preliminary stage.

b) Athletics facilities

The MoD has firm proposals to install an 8-lane 400m synthetic athletics track at the Carver Barracks in Debden. There is some community use of existing facilities at the site, so it should be possible to secure some access to the track for civilian needs.

c) Synthetic Turf Pitches for Hockey

Saffron Walden Hockey Club currently uses the synthetic turf pitch at Joyce Frankland Academy, Newport, but the pitch needs resurfacing and the club has insufficient pitch time in relation to its demand. It would therefore like to develop a second pitch at the site.

5) Summary of the evaluation of future supply and demand

Analysis of the factors influencing the future supply and demand for sports facilities in Uttlesford to 2031, leads to the following conclusions:

- **Population change** - There will be an overall rise of almost 22,700 people (a 28.6% increase) in the district population by 2031. This will significantly increase demand for sports facilities, regardless of participation trends.
- **Participation trends** - According to Sport England's *'Active People'* survey, participation in most of the sports featured in the strategy has fallen in the period since 2009, in some cases by quite significant margins. This means that future increases in participation cannot be assumed based upon historic trends, although overall participation rates in Uttlesford are well above the national average at present.
- **Sports development initiatives** - Many of the development programmes proposed by the governing bodies of the respective sports include some ambitious national participation targets, although when these are applied pro rata to the Uttlesford population, the increase in numbers locally is relatively modest.
- **Changes in supply** - There are a number of active proposals to develop new and improved facilities in the district, which will help to accommodate some increases in participation.

6) Identifying future facilities needs

a) Introduction

To identify the additional sports facilities needs arising from the increase in population in Uttlesford by 2031, four sequential questions have been addressed:

- **Existing deficiency or spare capacity** - To what extent do existing facilities have any current shortfalls or any over supply?
- **Additional needs** - What additional facilities needs will arise from the increase in population of 22,500 people?

- **Accommodating needs** - Which needs can be met on whole or part by spare capacity in existing facilities and which will need to be met in whole or part by new facilities?
- **Extra facilities** - What extra facilities of each type are required to provide for the residual unmet demand?

b) Methodology

The methodology applied to provide quantified answers to the above questions is as follows:

- **Current facilities provision** - The adequacy of current provision and the extent of any existing spare capacity is assessed in sections 6 - 8 above, using Sport England's approved methodologies.
- **Additional needs** - Additional needs have been calculated by quantifying the current number of people required to use a facility of each type to effective capacity, taking account of existing spare capacity or deficiencies, based on local supply and demand data. These figures have then been applied to the population of Uttlesford in 2031 to calculate **the** gross additional facilities needs arising from 22,500 people.
- **Net requirements** - The net requirements for additional provision has been calculated by comparing the extra required facilities capacity to the current available facilities capacity, to identify the difference.

c) Quantified needs

Based upon the above, the quantified local facilities needs are as follows:

<i>Facility type</i>	<i>Quantified facility needs</i>	<i>Justification</i>
Sports halls	1 sports hall per 11,349 people.	The 6 sports halls in Uttlesford are operating at effective full capacity and the FPM calculates a deficiency of 1 further sports hall.
Swimming pools	1 swimming pool per 17,654 people.	The 4 swimming pools in Uttlesford are operating at effective full capacity and the FPM calculates a deficiency equivalent to a further 0.5 of a pool.
Athletics facilities	1 training facility per 79,443 people.	There is strong demand for a local athletics training facility in Saffron Walden.
Indoor bowls	1 indoor bowls facility per 102,000 people.	There is significant spare capacity at the existing facility in Saffron Walden and at other facilities in neighbouring areas at present.
Outdoor bowls greens	1 green per 8,000 people.	The 11 outdoor bowls greens in Uttlesford all have spare capacity to absorb some additional demand.
Indoor tennis courts	1 indoor tennis facility per 102,000 people.	There is spare capacity at facilities in Harlow, Cambridge and Hertford at present
Outdoor tennis courts	1 outdoor tennis court per 2,500 people.	The 35 courts in Uttlesford all have spare capacity to absorb some additional demand.
Health and fitness facilities	1 health and fitness facility per 7,500 people.	The 11 health and fitness facilities in Uttlesford all have limited spare capacity to absorb some additional demand.
Squash courts	1 squash court per 12,500 people.	The 7 courts in Uttlesford all have spare capacity to absorb some additional demand.

<i>Facility type</i>	<i>Quantified facility needs</i>	<i>Justification</i>
Golf courses	1 golf course per 45,000 people.	The 2 golf courses in Uttlesford both have spare capacity to absorb some additional demand.
Community halls	1 community/ancillary hall per 1,500 people.	The 54 village and community halls in Uttlesford all have spare capacity to absorb some additional demand.
Skateparks	1 skatepark per 16,000 people	The 5 skateparks in Uttlesford are operating at effective full capacity.
BMX trail facilities	1 BMX trail facility per 40,000 people	The 2 formal BMX trail facilities in Uttlesford are operating at effective full capacity.
BMX race tracks	1 BMX race track per 79,443 people	There is no track in the district at present and clear demand from the users of the trail facilities.

d) Additional facilities needs

The application of the quantified local facilities needs to the projected additional population of 22,700 people produces the following additional requirements. The needs are expressed as facility equivalents:

<i>Facility</i>	<i>Quantified needs</i>	<i>Current facilities</i>	<i>Current needs</i>	<i>Extra needs by 2031</i>	<i>Net additional needs in 2031</i>
Sports halls	1: 11,349	6	7	2	3
Swimming pools	1: 17,654	4	4.5	1.29	1.79
Athletics facilities	1: 79,443	0	1	0.29	1.29
Indoor bowls	1: 102,000	1	0.78	0.22	0
Outdoor bowls	1: 8,000	11	9.93	2.84	1.77
Indoor tennis	1: 102,000	0	0	0	0
Outdoor tennis	1: 2,500	35	31.78	9.08	5.87
Health and fitness	1: 8,000	10	9.93	3.03	2.96
Squash	1: 13,000	6	5.36	1.82	1.18
Golf courses	1: 45,000	2	1.77	0.50	0.27
Community halls	1: 1,500	54	52.96	15.13	14.09
Skateparks	1: 16,000	5	5	1.82	6.82
BMX trail facilities	1: 40,000	2	2	0.57	0.57
BMX race tracks	1: 79,443	0	1	0.28	1.28

e) Additional pitch needs

To identify whether the supply of pitches is adequate to meet future demand, changes in demand have been modelled using 'Team Generation Rates', which identify how many people in a specified age group in the study area are required to generate one team. These are then applied to projected increases in population to identify the likely number of additional teams and their related pitch needs in the future.

<i>Sport</i>	<i>Age range</i>	<i>Current population</i>	<i>Current teams</i>	<i>TGR</i>	<i>Population 2031</i>	<i>Teams 2031</i>	<i>Extra teams</i>	<i>Extra pitches</i>
Adult male football	17-45	14,200	44	1: 323	15,500	48	+4	2.0
Adult female football	17-45	14,200	5	1: 2,840	15,500	6	+1	0.5
Boys youth football	10-16	3,500	63	1: 56	4,700	83	+21	10.5
Girls youth football	10-16	3,500	9	1: 389	4,700	12	+3	1.5

<i>Sport</i>	<i>Age range</i>	<i>Current population</i>	<i>Current teams</i>	<i>TGR</i>	<i>Population 2031</i>	<i>Teams 2031</i>	<i>Extra teams</i>	<i>Extra pitches</i>
Mini-soccer (mixed)	6-9	4,000	41	1: 98	4,800	49	+8	2
Adult male cricket	16-55	21,000	71	1: 296	23,100	78	+7	1.0
Adult female cricket	16-55	21,000	2	1: 10,500	23,100	2	-	0
Boys junior cricket	10-15	3,000	51	1: 59	4,100	69	+18	6.5
Girls junior cricket	10-15	3,000	5	1: 600	4,100	7	+2	0.5
Adult male rugby	19-45	13,200	4	1: 3,300	14,300	4	-	0
Adult female rugby	19-45	13,200	1	1: 13,200	14,300	1	-	0
Boys junior rugby	13-18	3,000	7	1: 429	3,800	9	+2	1.0
Girls junior rugby	13-18	3,000	1	1: 3,000	3,800	1	-	0
Mini-rugby (mixed)	7-12	6,000	13	1: 462	7,800	17	+4	2.0
Adult male hockey	18-45	13,700	8	1: 1,714	14,900	9	+1	0.1
Adult female hockey	18-45	13,700	7	1: 1,957	14,900	8	+1	0.1
Boys junior hockey	8-17	5,000	9	1: 556	5,900	11	+2	0.2
Girls junior hockey	8-17	5,000	9	1: 556	5,900	11	+2	0.2

The additional requirement for '3G' football turf pitches can be calculated using the FA's guide of 1 pitch per 55 teams. With an additional 37 football teams generated by the increased population, there would be demand for an extra 0.67 '3G' football turf pitches. The net additional pitch requirements are tabulated below, indicating the extent to which any existing spare capacity can accommodate the extra demand.

<i>Facility</i>	<i>Current pitches</i>	<i>Current needs</i>	<i>Extra needs by 2031</i>	<i>Net additional needs in 2031</i>
Adult football	32	26.5	2.5	0
Youth football	11	15	10.5	14.5
Mini-soccer	10	7	4.0	1.0
Cricket	38	35	3.0	0
Rugby	6	7	0.5	1.5
Artificial turf pitches for hockey	4	4.61	0.6	1.21
'3G' football turf pitches	0	2.78	0.62	3.4

