

**Committee:** Environment  
**Date:** 11 January 2005  
**Agenda Item No:** 4  
**Title:** Flood Alleviation  
**Author:** Phil Hunt (01799) 510521

### **Summary**

- 1 This report updates members with progress on flood alleviation projects across the district and requests approval to use this year's budget to finance a scheme at Takeley.

### **Background**

- 2 A report to the Environment and Transport Committee on 10 June 2003 included a list of locations where the District Council could have a direct input into flood prevention schemes. It was resolved that the Committee accepted the criteria, work listed and fund allocation priorities set out. All but two of the seven projects on that list, a copy of which is appended for reference, have now been completed.

### **Works completed**

- 3 Walden Road, Great Chesterford:  
Housing Services carried out Works to provide off-street parking for four council houses fronting onto the B184. The opportunity was taken to replace two undersized bridges at the same time to reduce the likelihood of a repeat of flooding which had affected a number of council properties, some on a regular basis.

#### The Street (north), Manuden:

Essex County Council completed this scheme in 2003/4.

#### Bridge End, Newport:

Some minor works to reinforce the banks of Wicken Water at Bridge End were carried out by UDC in conjunction with the parish council and with the approval of the Environment Agency.

#### Bridge End, Saffron Walden:

The construction of the side spill weir to the Lower Channel link from the Slade in Swan Meadow was completed in 2003/4. Further works are still desirable; Essex County Council is preparing a scheme to provide positive drainage on Windmill Hill, which will protect the Bridge Street cottages, and

the Chelmsford bridge office is investigating the possibility of increasing the cross-sectional area of the Bridge Street culvert.

Monks Corner, Great Sampford:

Essex County Council has recently completed a major new drainage scheme which will reduce the risk of flooding eight properties including four council owned elderly persons' bungalows. It had been suggested that UDC make a contribution to this scheme as council property was affected but in the event county met the full cost. UDC is involved with downstream riparian owners to ensure the new works are able to operate satisfactorily.

**Outstanding**

- 4 Of the original list seven locations, two remain unresolved. The county council has carried out investigations into the flooding in Anso Road, Hempstead and determined that the over-riding cause of flooding is the inadequate size of the bridge beneath the B1050, the Sampford road. This has been referred to the bridge office at Chelmsford and their conclusions are awaited. Any proposal to replace this bridge will be very expensive.
- 5 The flooding in the area of the Jacks Lane/Smiths Green junction at Takeley has been a problem for many years. In addition to affecting the highway, four properties are subject to flooding and the inundation of sewage treatment facilities is also a concern. Essex County Council has prepared a scheme, estimated to cost £38500 to alleviate the flooding in this area.

**The Way Forward**

- 6 A bid for funding of the Takeley scheme by Essex County Council was not successful this year and officers are not confident that it will receive a high priority. The criteria for UDC funding works such as this are that a parish council or other authority matches UDC's input. Takeley Parish Council has been approached and has stated that no contribution would be considered. In order to get this problem resolved it is suggested that UDC finance the implementation of the scheme already prepared by ECC, which would be constructed by their partner contractor. It has been agreed with county officers that this is feasible. ECC would have contributed to the cost by way of the design and supervision fees. County also bore the cost of the Great Sampford scheme to which UDC had indicated it would make a contribution.

**Conclusions**

- 7 In order to expend this year's budget allocation it will be necessary to deviate from the criteria set out for financing flood alleviation projects. The Takeley scheme is on the approved list and could be completed in the current financial year.

RECOMMENDED that Members approve the proposal to part fund the flood alleviation scheme for the Jacks Lane/Smiths Green area of Takeley in respect of the construction costs as set out above.

Background papers

## FLOOD PREVENTION SCHEMES WHERE UDC CAN HAVE A DIRECT INPUT IN 2003/04.

This information relates to the report to the Environment and Transport Committee on 10 June 2003. At locations not listed below no viable solution has been identified or the Environment Agency are carrying out their own investigations/improvements. UDC will continue to monitor/encourage.

Location	Direct UDC Involvement	Impact			Local Support	Funding Sources				State of Progress			Comments
		Properties	Commercial	Community		Private	Local	District	County	Plans	Agreement	Funding	
Chesterford Walden Rd	✓	5	-	(1)	✓	x	x	✓	x	✓	✓	✓	Scheme in preparation to be constructed in 2003-04 by UDC. Funded by Housing Services
Hempstead Anso Road	x	3	-	-	✓	?	?	?	?	x	x	x	Some works could be financed jointly by ECC, UDC, HPC and private individuals in 2003/04
Manuden The Street	x	10	-	-	✓	x	x	?	✓	✓	✓	Current £50k shortfall	Scheme to be constructed in 2003-04 by ECC. Issue of current shortfall.
Newport Bridge End	x	4	-	-	✓	?	?	?	?	✓	x	x	Could be financed jointly by ECC, UDC, NPC and private individuals in 2003/04
S Walden Bridge End	✓	15+	-	-	✓	x	x	✓	x	✓	✓	✓	Scheme in preparation to be constructed in 2003-04 by UDC
Sampford Monks Cnr	✓	8	-	-	✓	?	?	✓	✓	✓	x	x	Failed bid by ECC for funding this year. UDC to contribute some funding
Takeley Jacks Lane	x	4	-	-	✓	?	?	?	?	✓	x	x	Could be financed jointly by ECC, UDC, TPC and private individuals in 2003/04

Two schemes at Bridge End and Great Chesterford where UDC has a direct involvement are in hand and due for completion during this summer. The third, at Great Sampford, is beyond the scope of the UDC budget and relies on ECC obtaining funding. The UDC contribution would be paid from the Housing budget. It must be a priority scheme.

### Priorities 2003/04:

- 1 Continue ongoing maintenance to UDC owned watercourses - £7k
- 2 Progress schemes at Bridge End and Great Chesterford. Cost to flood relief fund - £25k
- 3 Develop schemes at Hempstead, Newport and Takeley in association with county and parish councils and residents - £10k depending on contributions from third parties.
- 4 Manuden scheme - monitor implementation
- 5 Sampford scheme for 2004-05 - lobby ECC

In addition

Localised ditch maintenance in conjunction with ECC and parish councils  
Raising public awareness  
Contingency for additional locations

**Committee:** Environment Committee  
**Date:** 11 January 2005  
**Agenda Item No:** 5  
**Title:** The Uttlesford Local Development Framework – Local Development Scheme  
**Author:** Melanie Jones (01799) 510461

### **Summary**

- 1 This report seeks members' approval of the Local Development Scheme (LDS), attached to this report for submission to the Secretary of State through the Government Office for the Eastern Region (Go-East) by 28 March 2005.

### **Background**

- 2 Members will be aware that the Planning and Compulsory Purchase Act 2004 relating to development plans came into effect on 28 September 2004. This Act replaced the old system of structure plans, local plans and supplementary planning guidance with a new system of regional spatial strategies and Local Development Frameworks (LDF). One of the key components of the LDF and the first document to be prepared is the LDS. This is the programme plan, which sets out the key milestones for the production of the individual LDF documents. It also considers the resources and management structure required to achieve these milestones.

### **The Local Development Scheme**

- 3 The LDS was submitted in draft form to Go-East in September 2004. Go-East made a number of comments, which have been taken into account in the drafting of the attached document. The document has also been circulated internally to relevant executive managers, service managers etc. There is no requirement in the regulations for public consultation on the LDS but once it has been approved it will be made generally available and posted on the Council's website. The LDS will be monitored on an annual basis. The LDS has been prepared on the basis of the current approved level of resourcing of the Council's policy team.
- 4 The timetable for the preparation of the various documents is shown in a Gantt chart in appendix 3 of the LDS. This shows the adoption of the Uttlesford Local Plan early in 2005. In the Uttlesford Local Plan there is reference to the preparation of Supplementary Planning Documents in support of a number of policies in this plan. One of concerns raised by Go-East was the commitment of limited resources to the preparation of the

SPD at the expense of the other documents in the LDF, which they considered should be the priority. The LDS therefore prioritises the preparation of SPDs in relation to Residential Extensions, Replacement Dwellings, Access for All and Energy Efficiency.

- 5 During 2005/06 the LDS shows the preparation of the Statement of Community Involvement. This sets out how and when the public can expect to be involved in the processes to prepare the LDF. The document itself is subject to public consultation and examination by an independent Inspector.
- 6 At the same time, work begins on the core strategy. The core strategy will set out the Council's vision, core policies and the spatial strategy for the future development of the district, including the role of rural communities (see sections 4 & 5 of the LDS). The stages of preparation of the core strategy are timed to coincide with the key stages in the process towards the adoption of the regional spatial strategy as the two are closely linked. The initial stages in the core strategy are about consultation and stakeholder involvement to arrive at issues and options around the future development of the District. These are then subject to public consultation and refined before submission to the Secretary of State, further consultation and examination.
- 7 The regulations stipulate that the core strategy cannot contain site-specific policies but once the core strategy has been established work can begin on the policies for the site-specific allocations, which arise from it. In developing the policies there will be a significant element of forward planning for key strategic sites on a site-by-site basis to prepare development briefs/master plans to shape and inform the development process. It is suggested that a member working group should be set up in the first instance to look at different approaches to preparing site specific guidance and to work on a pilot study which will inform future work in this area and also to consider whether master plans should be supplementary planning documents within the LDF.
- 8 Because the Uttlesford Local Plan will have been so recently adopted the general development control policies will be relatively up to date and this part of the LDF can be one of the last documents to be prepared with consultation on the issues and options in 2007 and the public examination in 2008.

RECOMMENDED that the Local Development Scheme be approved.

Background Papers: Planning Policy Statement 12: Local Development Frameworks



**UTTLESFORD DISTRICT COUNCIL**

# **LOCAL DEVELOPMENT SCHEME**

Presented to the Environment Committee  
on 11 January 2005

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## 1. Introduction

The Planning and Compulsory Purchase Act came into force on 28 September 2004. This act replaces the old planning system of structure plans, local plans and supplementary planning guidance with a new system of local development frameworks – a series of related documents, which together set out the planning strategy for each local authority area.

The preparation of this local development scheme is the first stage in the process towards producing a local development framework. It has three main functions:

- To provide information on the documents the Council intends to prepare to make up the new planning policy framework and to set out the 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 local development scheme has been prepared in consultation with the Government Office for the East of England and has to be sent to the Secretary of State by 28 March 2005 for approval. The Council will review the local development scheme every year and it will be available on the Council's website at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk). If you have any queries please contact Melanie Jones on 01799 510461 or email [mjones@uttlesford.gov.uk](mailto:mjones@uttlesford.gov.uk).

## 2. Terminology

The change to the planning system has brought new terms and abbreviations, which are used throughout this document. These are explained below.

AAP	Action Area Plan	These plans will focus on implementation, providing an important mechanism for making sure development is of a suitable scale, mix and quality in key areas of opportunity, change or conservation. No AAPs are proposed in this local development scheme but if necessary they may be included in future revisions.
AMR	Annual Monitoring Report	Authorities are required to produce AMRs to assess the implementation 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 they will include the core strategy, site specific policies, general development control policies and a proposals map. The community will be involved in preparing them and the Planning Inspectorate will independently test them.
LDF	Local Development Framework	The LDF will contain a portfolio of local development documents, which will set out the spatial planning strategy for Uttlesford reflecting the community's economic, environmental and social aims for the future of Uttlesford where this affects the development of land.
LDD	Local Development Document	The overall term for the separate documents in the LDF
LDS	Local Development Scheme	The LDS sets out the programme for preparing the LDDs
PPS	Planning Policy Statement	Government statements of national planning policy, being phased in to replace Planning Policy Guidance notes (PPGs)
RSS	Regional Spatial Strategy	This is prepared by the Regional Planning Body, it will set out the strategic policies for development and use of land in the in the Region. The relevant RSS for Uttlesford covers the East of England.
SCI	Statement of Community Involvement	The document explaining how and when stakeholders and the community can

		become involved in the preparation of the LDF 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
	Note: SA/SEA are processes for checking rather than LDDs	
SPD	Supplementary Planning Document	SPDs are intended to support the policies and proposals in DPDs but they do not have the same status.

### **3. Changing to the new system**

As the planning process changes provision is made for existing plans to be “saved” until the new plans are prepared. This local development scheme (LDS) sets out how Uttlesford will transfer to the new planning system.

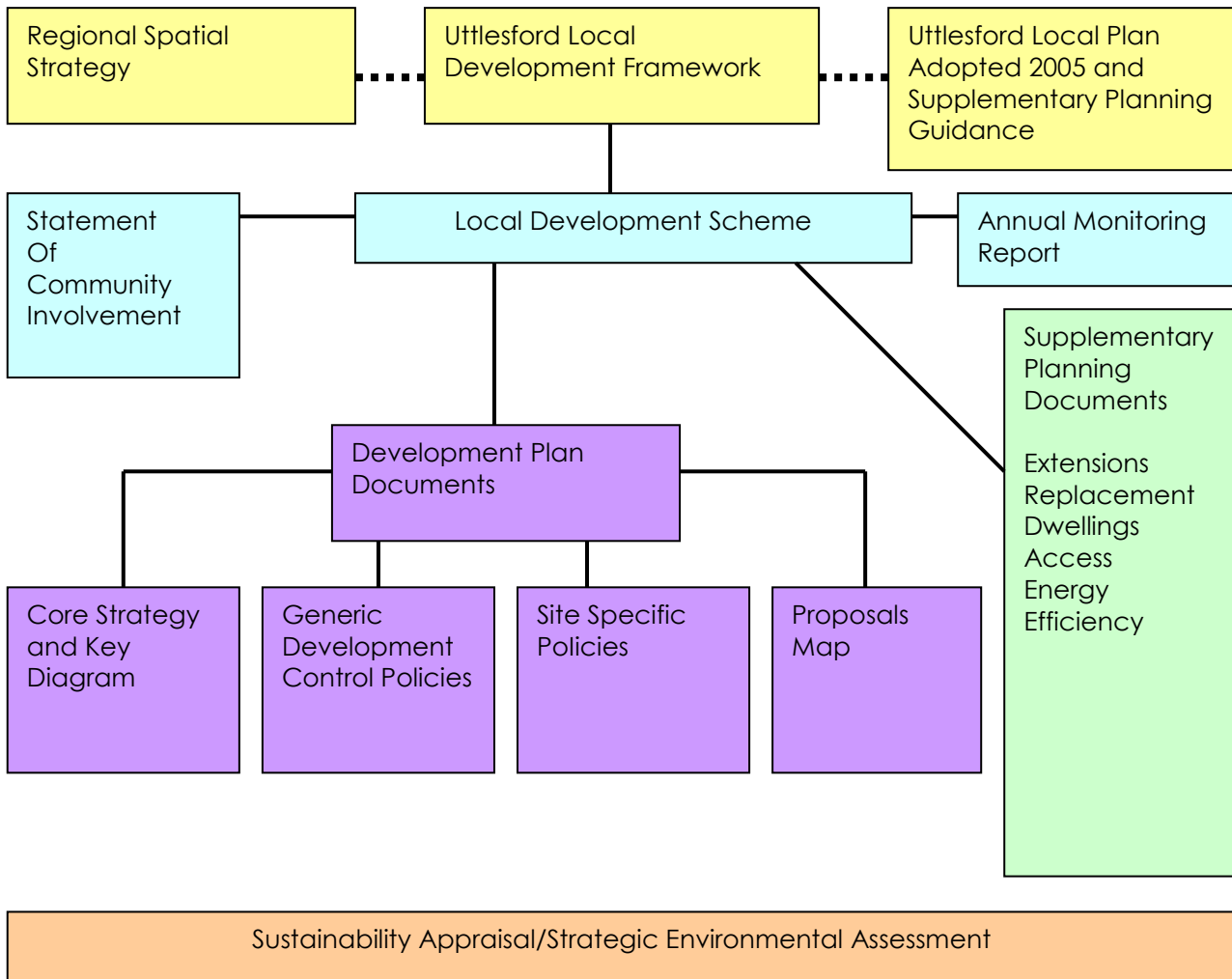
At the moment planning policy for Uttlesford is made up of the District Plan prepared by the District Council, the Structure Plan, Minerals Plan and Waste Plan prepared by the County Council and regional planning guidance (RPG9) approved by the Government. In the new system the Regional Spatial Strategy being prepared by the Regional Planning Body will replace the Structure Plan and RPG9. The Minerals and Waste Plans will be replaced by Minerals and Waste Development Plan Documents (DPDs) produced by Essex County Council.

The Uttlesford District Plan was adopted in April 1995. It will be saved for three years from September 2004. The process to replace this plan with the Uttlesford Local Plan is nearly complete and the Council expect that it will be adopted early in 2005. It will then be saved for 3 years from the date when it is adopted. During these three years the Council will work to bring forward new DPDs as set out in this LDS to replace the policies in the saved plan. At the end of the three year period any policies which have not been replaced will not be saved unless the time period is extended by the Secretary of State. Appendix 1 lists all the policies in the Uttlesford Local Plan and shows what will happen to each policy. Where the policy is intended to be replaced the appendix shows which DPD the replacement policy will be in and when it is likely to be adopted.

#### 4. The Local Development Framework (LDF) Structure

The diagram below shows the links between the documents, which make up the LDF.

Summary of the Uttlesford Local Development Framework



- **Regional Spatial Strategy.**

The new LDF will need to be in conformity with the emerging Regional Spatial Strategy (RSS) for the East of England, which, once adopted will form part of the development plan for the area, up to 2021.

A key element of the RSS will be the inclusion of district-level housing figures. The new LDF will be required to provide for an appropriate level of housing determined at

the regional level rather than at county level as in previous plans. Policies for this will be included in the core strategy and site specific development plan documents. The RSS also includes the provision of transport infrastructure and employment land. These elements will also need to form part of the LDF.

The timetable for the production of the RSS shows that the public examination will be held in mid 2005 with final publication early in 2006.

- **The Uttlesford Local Plan**

The Uttlesford Local Plan, when it is adopted will set out the planning policies for the District for the next three years or until the policies are replaced if this is sooner, or later if this is agreed with the Secretary of State. supplementary planning guidance, 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.

- **The Local Development Framework**

The LDF will be presented as a folder containing each of the local development documents (LDDs), the statement of community involvement (SCI), and the most recent annual monitoring report (AMR) together with any relevant supplementary planning documents (SPDs). In this format documents can be added, as they are prepared. It also means that documents can be amended and updated more easily. The LDF will be available on the Council's website.

- **Statement of Community Involvement**

The SCI will be prepared at the start of the process. It will let people who may be interested in the plan know when and how they can get involved in the preparation of the various LDDs. Minimum requirements for public consultation are set out in regulations. The SCI will show how these requirements are met and add any other measures, which the Council feels, would be suitable. It will identify the groups to be involved and the techniques and resources required for effective involvement. It will be subject to independent examination to allow the community to influence the scope and form of consultation that will take place. The SCI will be revised as necessary. Normally this would be if the types of

groups to be involved have changed or if the Council decides to use different consultation techniques.

- **The Annual Monitoring Report**

The District Council needs to monitor how effective the policies are in meeting the vision set out in the core strategy. The Council will produce a monitoring report each year and this report will be included in the LDF folder and published on the website. The report will:

- Check how the Council is performing in relation to the targets in the Uttlesford Local Plan.
- Say how the Council is performing against the timescales set out in the previous year's LDS.
- Give information on the extent to which the policies in the LDDs are being achieved.
- Include an up-to-date list of relevant background documents and other relevant publications.
- Outline the status of documents in the old planning system of structure plans and local plans.
- Examine whether any LDDs need reviewing before their 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 the 1 April to 31 March. It will be submitted by December the same year. The first AMR will be submitted by December 2005.

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

SEA/SA is a process that will ensure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each DPD and SPD produced. All DPDs and SPDs will need to undergo SEA/SA. The first stage is for the Council to set out the context and develop a sustainability framework. Various options developed through consultation are then tested against the framework to identify preferred options. A second consultation allows people to comment on the preferred options and any new information from this is then appraised and submitted to examination by an independent Inspector.

- **Local Development Documents (LDDs)** can be divided into two types – development plan documents and non-development plan documents.

- **Development Plan Documents (DPDs)**

These will be subject to independent examination by a Planning Inspector. The Council will be obliged to accept the recommendations in the Inspector's report if it wishes to adopt the LDD.
- **Core Strategy and Key Diagram**

This is the primary LDD with which all DPDs and SPDs should conform. It will set out the Council's vision, core policies and the spatial strategy for the future development of the district. It will identify the development needs for the district and the broad locations for new developments to meet these needs. It will also look at how the vitality and sustainability of rural communities within the district can be maintained. It will be prepared to be in conformity with the RSS and will have regard to the key themes in the Community Plan – i.e. community safety, conservation of the environment, health, transport and economic well being. A key diagram will be included to illustrate the strategy and will show in diagrammatic form the general locations for the major developments along with the main transport corridors and links and relationships with neighbouring areas.
- **Proposals Map and Inset Maps**

The proposals map will show all the policies and proposals and identify areas of protection on an Ordnance Survey Base. The proposals map will also show relevant proposals from the saved Minerals and Waste Local Plans. **Inset Maps** will be used to show parts of the proposals map at a more detailed scale. The proposals map will be updated as new DPDs are adopted.
- **Site Specific Policies**

A separate DPD will be prepared for site specific allocations covering detailed aspects of the delivery of the proposals e.g. Access, design principles, planning obligations. To support the site specific policies for key strategic sites there will be the need for forward planning in the form of development briefs/master plans to inform the development process. This work will feed into the development of issues and options for the site specific policies.
- **General Development Control Policies**



These policies will set out the criteria to be used in deciding if planning permission should be granted. The policies will be consistent with the core strategy.

○ **Non-Development Plan Documents**

These will be material considerations for development control purposes but will not be the subject of an Examination in Public. They will be the subject of public consultation by the Council before they are adopted. They include, for example, supplementary planning documents.

- SPDs will be prepared in the first instance in respect of saved policies in the Uttlesford Local Plan.

## 5. Profiles of Proposed Plan Documents

The following profiles set out the details of each LDD to be prepared. The overall programme is also shown in the table at Appendix 2 and the chart at Appendix 3.

<b>Statement of Community Involvement</b>
Expected Adoption Date: 2006
<ul style="list-style-type: none"> <li>• <i>This will set out the Council's standards for involving people in the LDF process</i></li> <li>• <i>It will set out who will be consulted and when.</i></li> <li>• <i>It will also set out how the consultation will be carried out.</i></li> <li>• <i>The SCI will also set out the arrangements for consultation on planning applications.</i></li> </ul>
Coverage: District-Wide
Conformity: Not applicable
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>December 2004 – March 2005</b> Information gathering and stakeholder involvement and preparation of a draft SCI</li> <li>• <b>April 2005 – May 2005</b> Consultation on draft SCI</li> <li>• <b>June 2005</b> Submission to Secretary of State</li> <li>• <b>July 2005 – August 2005</b> Consultation on the Submission SCI</li> <li>• <b>January 2006</b> Examination</li> <li>• <b>May 2006</b> Adoption</li> </ul>
The Policy and Conservation Section will prepare the SCI. Approval of key stages will be by the Environment Committee and Full Council will adopt the SCI. Involvement of stakeholders will be in accordance with the regulations.
Review: The SCI will be reviewed every year

<b>Core Strategy</b>
Expected Adoption Date: 2008
<ul style="list-style-type: none"> <li>• <i>The Core Strategy will set out the Council's vision, objectives and spatial strategy for the district.</i></li> <li>• <i>It will contain the primary policies needed to achieve the above.</i></li> <li>• <i>It will set out the broad strategy for meeting the housing targets set out in the RSS and the role of rural settlements.</i></li> <li>• <i>It will be accompanied by a key diagram and proposals map</i></li> </ul>
Coverage: District-Wide
Conformity: Must be in general conformity with the RSS
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>January 2005 – March 2006</b> Evidence gathering and stakeholder involvement and preparation of a draft strategy</li> <li>• <b>March 2006 – April 2006</b> Issues and options consultation</li> <li>• <b>September 2006</b> Submission to Secretary of State</li> <li>• <b>September 2006 – October 2006</b> Consultation on the Submission Core Strategy</li> <li>• <b>January 2007 – February 2007</b> Consultation on alternative proposals</li> <li>• <b>July 2007</b> Examination</li> <li>• <b>January 2008</b> Adoption</li> </ul>
Production and Management: the Policy and Conservation Section will prepare The Core Strategy. The SDAG will determine the vision and key objectives. Approval of key stages will be by the Environment Committee and Full Council will adopt the Core Strategy. Involvement of stakeholders will be in accordance with the SCI.
Review: The Core Strategy will be subject to annual monitoring and review

<b>General Development Control Policies</b>
Expected Adoption Date: 2009
<ul style="list-style-type: none"> <li>• <i>This set of policies will make sure that all development within the District meets certain criteria and helps to achieve the vision set out in the Core Strategy</i></li> <li>• <i>The policies will reflect national planning guidance and local circumstances</i></li> <li>• <i>Policy areas will be shown on the updated proposals map.</i></li> </ul>
Coverage: District-Wide
Conformity: The Development Control policies will be in conformity with the Core Strategy.
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>June 2006 – April 2007</b> Evidence gathering, stakeholder involvement and first draft of policy options</li> <li>• <b>May 2007 – June 2007</b> Issues and options consultation</li> <li>• <b>November 2007</b> Submission to Secretary of State</li> <li>• <b>November 2007 – December 2007</b> Consultation on the Submission Development Control Policies</li> <li>• <b>February 2008 – March 2008</b> Consultation on alternative proposals</li> <li>• <b>September 2008</b> Examination</li> <li>• <b>May 2009</b> Adoption</li> </ul>
Production and Management: the Policy and Conservation Section will prepare The Development Control DPD. Approval of key stages will be by the Environment Committee and Full Council will adopt the DPD. Involvement of stakeholders will be in accordance with the SCI.
Review: The Development Control Policies will be subject to annual monitoring and review

<b>Site Specific Policies</b>
Expected Adoption Date: 2009
<ul style="list-style-type: none"> <li>• <i>This document will set out the specific policies relating to a number of sites where development is proposed.</i></li> <li>• <i>It will include new sites and sites from the Uttlesford Local Plan where development has not been completed.</i></li> <li>• <i>The sites will be shown on the updated proposals map.</i></li> </ul>
Coverage: District-Wide
Conformity: The Site Specific Policies will be in conformity with the Core Strategy.
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>June 2006 – April 2007</b> Evidence gathering, stakeholder involvement and first draft of policy options</li> <li>• <b>May 2007 – June 2007</b> Issues and options consultation</li> <li>• <b>November 2007</b> Submission to Secretary of State</li> <li>• <b>November 2007 – December 2007</b> Consultation on the Submission Site Specific Policies</li> <li>• <b>February 2008 – March 2008</b> Consultation on alternative proposals</li> <li>• <b>September 2008</b> Examination</li> <li>• <b>May 2009</b> Adoption</li> </ul>
Production and Management: the Policy and Conservation Section will prepare the Site Specific DPD. Approval of key stages will be by the Environment Committee and Full Council will adopt the DPD. Involvement of stakeholders will be in accordance with the SCI.
Review: The site specific policies will be subject to annual monitoring and review

## 6. Supplementary Planning Guidance and Supplementary Planning Documents

The Council has adopted Supplementary Planning Guidance (SPG) and Master Plans in relation to policies in the Uttlesford Local Plan as set out in the following table. These policies will be saved and the relevant SPG will remain in force until the saved policies are replaced. At which point the Council will review the SPG and replace with updated supplementary planning documents (SPDs) as necessary.

<b>Policy No</b>	<b>Title of Supplementary Planning Guidance</b>
GEN2	Essex Design Guide
GEN9	Vehicle Parking Standards
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 Local Policy 1	Master Plan for Land west of Hawthorn Close – Residential Development
Takeley/Little Canfield Local Policy 3 – Priors Green	Master Plan for Priors Green – Residential Development

In addition the Council aims to produce new SPDs in support of saved policies in the Uttlesford Local Plan as set out in the following table. Due to the limited resources available four SPDs have been identified as priorities and these are programmed in this LDS. These are residential extensions, replacement dwellings, access, and energy efficiency.

<b>Policy No</b>	<b>Title of Supplementary Planning Document</b>
GEN2	Sustainable Design and Lifetime Homes
	Extensions to dwellings
GEN6	Infrastructure provision to support development

	Play Facilities
GEN3	Flood Protection
ENV1	Design of Development within Conservation Areas
ENV11	Protection of water resources
H6	Replacement Dwellings
SW3	Land south of Ashdon Road

The Council will consider adopting as SPD plans produced by local communities where these have been developed in accordance with the protocol and guidance prepared by the Essex Rural Community Council Village Design Statement Group and the Essex Planning Officers Association. The Council will also consider preparing additional SPDs to support new policies in the LDDs where required and these will be programmed into future reviews of the LDS.

<b>Supplementary Planning Document – Extensions</b>
Expected Adoption Date: 2005
<ul style="list-style-type: none"> <li>• The SPD will support policy H8 in the Uttlesford Local Plan</li> <li>• The SPD will give people who want to extend their homes guidance about suitable ways of doing this.</li> </ul>
Coverage: District-Wide
Conformity: The SPD will conform with the Uttlesford Local Plan
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>October 2004 – February 2005</b> Evidence gathering and first draft</li> <li>• <b>March 2005 – May 2005</b> Draft SPD including first consultation</li> <li>• <b>June 2005</b> Public participation on draft SPD</li> <li>• <b>July 2005 – August 2005</b> Consider representations and finalise SPD</li> <li>• <b>September 2005</b> Adoption</li> </ul>
Production and Management: The Extensions SPD will be prepared by an officer working group and adopted by Environment Committee.

<b>Supplementary Planning Document – Replacement Dwellings</b>
Expected Adoption Date: 2006

<ul style="list-style-type: none"> <li>• The SPD will support policy H7 in the Uttlesford Local Plan</li> <li>• The SPD will provide design guidance for people who want to replace an existing house.</li> </ul>
Coverage: District-Wide
Conformity: The SPD will conform with the Uttlesford Local Plan
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>October 2005 – February 2006</b> Evidence gathering and first draft</li> <li>• <b>March 2006 – May 2006</b> Draft SPD including first consultation</li> <li>• <b>June 2006</b> Public participation on draft SPD</li> <li>• <b>July 2006 – August 2006</b> Consider representations and finalise SPD</li> <li>• <b>September 2006</b> Adoption</li> </ul>
Production and Management: The Replacement Dwelling SPD will be prepared by an officer working group and adopted by the Environment Committee

<b>Supplementary Planning Document – Access for All</b>
Expected Adoption Date: 2006
<ul style="list-style-type: none"> <li>• The SPD will support policy GEN1 in the Uttlesford Local Plan</li> <li>• The SPD will give developers additional guidance on the access requirements that the Council will expect to be provided in development proposals to ensure development is accessible to all regardless of disability age or gender.</li> </ul>
Coverage: District-Wide
Conformity: The SPD will conform with the Uttlesford Local Plan
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>October 2005 – February 2006</b> Evidence gathering and first draft</li> <li>• <b>March 2006 – May 2006</b> Draft SPD including first consultation</li> <li>• <b>June 2006</b> Public participation on draft SPD</li> </ul>



<ul style="list-style-type: none"> <li>• <b>July 2006 – August 2006</b> Consider representations and finalise SPD</li> <li>• <b>September 2006</b> Adoption</li> </ul>
<p>Production and Management: The Access SPD will be steered by an officer working group but it is intended that the Uttlesford Access Group will lead in the drafting of the guidance. The Environment Committee will adopt the SPD.</p>

<p><b>Supplementary Planning Document – Energy Efficiency</b></p>
<p>Expected Adoption Date: 2007</p>
<ul style="list-style-type: none"> <li>• The SPD will support policy GEN2 in the Uttlesford Local Plan</li> <li>• The SPD will provide additional guidance to developers and applicants about energy efficiency measures that the Council will expect to be provided in proposals for new development.</li> </ul>
<p>Coverage: District-Wide</p>
<p>Conformity: The SPD will conform with the Uttlesford Local Plan</p>
<p>Key Stages</p> <ul style="list-style-type: none"> <li>• <b>October 2006 – February 2007</b> Evidence gathering and first draft</li> <li>• <b>March 2007 – May 2007</b> Draft SPD including first consultation</li> <li>• <b>June 2007</b> Public participation on draft SPD</li> <li>• <b>July 2007 – August 2007</b> Consider representations and finalise SPD</li> <li>• <b>September 2007</b> Adoption</li> </ul>
<p>Production and Management: The energy efficiency SPD will be steered by an officer working group with significant input from the Council's Head of Building Surveying and Energy Manager. The Environment Committee will adopt it.</p>

## **7. 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 approx 69000. 38700 of these live in one of the four main centres of population, Great Dunmow, Saffron Walden, Stansted and Thaxted. 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 fourth largest airport, Stansted. A survey carried out for the Sunday Times in 2002 stated that Uttlesford offered the best quality of life in England and Wales. The Council is committed to preserving the rural nature of the area and the quality of life for its residents.

## **8. Other Documents**

The LDF for Uttlesford will reflect the aims set out in the following documents. The wider policy aims will be included in the core strategy and the more detailed policies will be reflected in the general development control policies and the site specific policies as appropriate.

- Community Strategy
- The Quality of Life Corporate Plan
- Local Agenda 21 Strategy
- Air quality management strategy
- Contaminated Land Inspection Strategy
- Crime and Disorder Strategy
- Economic Strategy
- Home Energy Strategy
- Leisure and Cultural Strategy
- Parking Strategy
- Primary Care Trust Plan
- Recycling Plan
- Transport Strategy

## **9. 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. Much of the information that will be needed is available within the Council as part of annual monitoring or is available from other organisations, websites etc. Some of the information will need to be updated. Major new

work will need to be done on leisure facilities/playing fields, biodiversity, the economy and population forecasts.

The evidence base will be compiled in house as far as possible but some use of external resources will be necessary. Initial discussion about joint working to develop the evidence base has taken place with Essex County Council. Budget provision has been made for survey work and future Planning Development Grant awards may supplement this.

A list of supporting documents will be published each year in the Monitoring Report and consideration will be given as to whether any of them need to be reviewed.

## **10. Resources**

The policy team will prepare the LDF drawing in other staff from within the Council where appropriate and in consultation with statutory consultees, the Government Office and the Planning Inspectorate where necessary.

The policy team currently consists of four planning officers and a technical support officer. It is being strengthened by the recruitment of an additional post in 2004/2005. The current team is long established with a proven track record in delivering local plan stages within an agreed time frame.

It is unlikely that the resources needed for the SEA/SA work will be available from within the policy team. This is an area to be pursued initially with Essex County Council. The SEA/SA work will be subject to external review.

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

The detailed project planning required to produce the LDS has provided a firm basis for making cost estimates year by year. Additional funds may be available through planning delivery grant but this is not certain and adequate provision will be made through the Council's budgeting process to deliver the agreed programme.

## **11. Management Structure**

The Council has set up a Strategic Development Advisory Group (SDAG). This is an advisory body made up of officers and members. Its role in the preparation of the LDF will be to develop the Council's vision for the District. Detailed management at the member level will be through a group made

up of the chair and vice chairs of both the Environment and Development Control committees together with a representative from the Housing committee. This group will steer and monitor the preparation of the DPDs. A member working group will also be set up to look at different approaches to preparing site specific guidance. Decisions relating to the LDF will be primarily resolved by the Environment Committee and agreed with Full Council.

## **12. Risks**

The programme for the LDF preparation is challenging. The process is new and there is some uncertainty about the length of time it will take to produce the plans. There is also some concern about the capacity of the Planning Inspectorate (PINS) and other agencies to cope with the demands arising from a large number of authorities trying to progress their LDFs within a limited timescale.

To reduce the impact of the above the programme will be carefully managed to make sure it remains realistic. Through the Stansted/M11 Local Authority Partnership and the Essex Policy Forum the Council will keep up to date with the progress of other Essex and Hertfordshire Districts, sharing experiences and adjusting the timetable where necessary. The Government Office and PINs will be consulted on the LDS and any concerns they may have will be reflected in an amended timetable before the LDS is submitted. After submission ongoing discussions will take place with the Government Office at key stages and further adjustments to the timetable will be made as necessary.

**Committee:** Environment Committee  
**Date:** 11 January 2005  
**Agenda Item No:** 7  
**Title:** Fees and Charges – Saffron Walden Cemetery  
**Author:** Diane Burrige (01799) 510580

### **Summary**

- 1 A review of our fees and charges has been undertaken and the proposed revised charges are attached to this report.

### **Background**

- 2 Fees and Charges have not been subject to annual review or inflationary increase and in some instances have fallen behind those of other cemeteries. Saffron Walden Cemetery does not generate a surplus but the income does contribute towards the cost of maintaining the area.
- 3 A benchmarking exercise has been undertaken and some improvements in our pricing policy have been identified.
  - 1 It is proposed that the free of charge interment for a stillborn child is extended to include a child up to one month of age.
  - 2 There is currently no agreed policy regarding the age range for child charges, it is proposed that these are from 1 month to 12 years.
  - 3 There is no service for the provision of scattering cremated remains, members are asked to approve a fee and require officers to set aside an area of the cemetery for this service to be featured.
  - 4 An electric organ is shortly to installed in the Chapel it is appropriate that a charge is made for this improved service and a fee for this is suggested in the attached list.
  - 5 There is the opportunity to introduce a "Traditional" area in the cemetery that would be subject to less restrictions on the size of memorial, this would need to reflect the increased cost of maintenance.
- 4 The benchmarking exercise also identified that many areas are due for review and it is proposed that increases are considered to draw them to a mid point between current fees and the average of the 18 benchmark cemeteries researched.

### **RECOMMENDED that**

- 1 Members consider and approve the proposed fees and charges for 2005/6.

2 Members approve the pricing policy additions.

Background Papers: None.

**Committee:** Environment Committee  
**Date:** 11 January 2005  
**Agenda Item No:** 8  
**Title:** TUPE Transfer of Recycling Employees and the Recycling and Refuse Collection Contract  
**Author:** Diane Burrige (01799) 510580

### **Summary**

- 1 The negotiations to bring about a Transfer of Undertakings, Protection of Employment (TUPE) transfer of 12 recycling employees has been explored and found to be unworkable. This report advises members of the TUPE negotiations and the revised position.

### **Background**

- 2 The agreement in principle to progress the transfer of the recycling employees and their work to the refuse contractor was agreed by Council in June 2004 subject to a further report being presented to Council.

### **Negotiations with staff**

- 3 Meetings were held with the recycling teams and they were comfortable with the proposed transfer providing there would be no detrimental effect upon their terms and conditions of service.

### **Negotiations with refuse contractor**

The contractor was willing to work with the council but was not willing to increase his risk.

Their requirements were as follows:

They would need to address the harmonisation of pay and conditions across the workforce and the cost to the council for this would be in the region of £60,000 per annum.

An "open book" approach is desirable but would need to include both refuse and recycling. The contractor provided evidence that a loss was being incurred on the refuse contract and it is officer's view that an open book arrangement would incur costs at least equal that loss plus a 5% management fee.

The 12 staff would need to have a supervisor/project manager estimated at £30,000.

### **Legal perspective**

Any increased payment in association with work currently contracted would constitute a new contract and would need to be subjected to the tendering process. Another legal challenge is that we have already extended the refuse contract by two years and are not free to do so again within the current contract. We need to bridge the gap between end of the current contract in July 2006 and earliest start date of the proposed Essex contracts in the autumn of 2007.

### **Way forward**

It is proposed a specification for a combined Refuse and Recycling contract is drawn up and exposed to tender for 5 years to ensure that we have a contractor in place when the current contract expires in July 2006.

There are some benefits to come out of this revised direction.

- 1 It allows the council to bring some clarity to what kind of service it would like to have prior to moving the service to a contract.
- 2 It will provide a financial benchmark for a revised service against which we will be able to view the result of the Essex procurement process.
- 3 If the Uttlesford chooses to enter into a contractual arrangement with Essex it will enter at a more mature point than some of the partner authorities.

RECOMMENDED that

- a) The negotiations to bring about a Transfer of Undertakings, Protection of Employment (TUPE) transfer of 12 recycling employees are terminated.
- b) Consultancy funds of £30,000 identified in the Environment and Culture Service Plan are drawn upon to write and a contract specification to deliver the Uttlesford Waste Management Strategy that is being developed.
- c) Officers are authorised to initiate the procurement process for a combined Refuse and Recycling contract to achieve a contract start date of July 2006.

Background Papers: None.