



Uttlesford District Council

Chief Executive: John Mitchell

Local Plan Working Group

Date: Tuesday, 11 November 2014
Time: 16:00
Venue: Committee Room
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors S Barker, J Cheetham, K Eden, E Godwin, J Ketteridge, J Menell, E Oliver, V Ranger, H Rolfe, J Rose, D Watson, L Wells.

AGENDA

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting on 21 October 2014 3 - 8
- 3 Matters arising.
- 4 Gypsy and Traveller Issues and options Consultation 9 - 66
- 5 Retail and Town Centre Monitoring Report 67 - 78

For information about this meeting

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**LOCAL PLAN WORKING GROUP held at COUNCIL OFFICES LONDON
ROAD SAFFRON WALDEN at 9.30am on 21 OCTOBER 2014**

Present: Councillor H Rolfe – Chairman
Councillors S Barker, K Eden, E Godwin, J Ketteridge, J Menell,
E Oliver and V Ranger.

Also present: Councillors C Cant and S Howell.

Officers in attendance: M Cox (Democratic Services Officer), R Harborough
(Director of Public Services), H Hayden (Planning Policy Officer),
S Nicholas (Senior Planning Policy Officer) and A Taylor
(Assistant Director Planning and Building Control).

LP20 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Cheetham, Rose and Watson.

LP21 MINUTES

The minutes of the meeting held on 13 October 2014 were approved and signed as a correct record.

LP22 BUSINESS ARISING

i) Minute LP24 – Council’s response to the invitation to submit questions

Councillor Barker reported that she had attended a member level duty to co-operate meeting, where there had been discussion on emerging issues around the M11.

LP23 GYPSY AND TRAVELLER REPORT

The working group received the Gypsy, Traveller and Travelling Showpeople site assessment study prepared by Peter Brett Associates. Members recalled that the accommodation assessment had previously concluded that 26 additional pitches were needed in the district by 2033. The council had identified 29 sites to be assessed, which had come from a variety of sources: existing sites, call for sites and recent encampments. The site assessment study had identified and assessed these potential sites to determine if they were suitable, available and deliverable.

Each site had been assessed against criteria, which including national policy, adopted and emerging planning policy and physical constraints and followed the NPPF approach to identifying appropriate site selection criteria.

The report identified 6 sites, 3 existing and 3 potential new sites, which were available and suitable. These sites had the potential to deliver a total of 43 pitches from 2013-2033, 17 pitches greater than the identified need. 41 were deliverable in first 5 years. Further sites had been identified within the Green Belt.

The reported recommended the following priority approach to safeguard and allocate sites

- Safeguard existing sites
- Allocate existing sites for intensification and allocate new sites beyond the green belt
- Allocate existing sites for intensification within the Green Belt
- Allocate new sites within the Green Belt

The next stage was to produce an 'issues and options' document for consultation.

Members discussed the report and raised the following issues.

Some members questioned why the council was planning provision to 2033. It was explained that local plans covered a period of at least 15 years, the timescale was longer because other local authorities were at different stages in the process. The council was required to identify specific deliverable sites to provide five years worth of sites against their locally set targets. It was therefore important to allocate the 9 pitches required for the first 5 years of the plan but it was sensible to plan further ahead for broad areas of growth.

Members questioned why the issues and options consultation would also include the sites that had been deemed unsuitable in the consultant's report. It was explained that the council was adopting a legal process and it would be challenged if anything were to be excluded at this stage. It was also important that the gypsy and traveller allocation followed the same process as the housing allocation where all sites had been included in the consultation.

Members of the working group asked about the 20 existing pitches in Stansted that it was understood were currently not being used for gypsies or travellers. Councillor Menell questioned how a decision on allocations could be made when the availability of these sites for future use was not clear and suggested that the consultation should be deferred until appropriate action had been taken.

The working group was advised that the Stansted situation did not change the fact that 26 pitches were required to be delivered. The council had accepted this number and it would not change. This document had just looked at site suitability. Initial enforcement investigation had occurred and would be on-

going. A report on the situation would be presented to members alongside the issues and options consultation document.

The working group generally felt that it was preferable to have sites with a smaller number of pitches as these appeared to fit more comfortably within the community.

In answer to a question it was explained that if a site became empty for any reason it would be safeguarded in the short/medium term, remain part of the number so it would not be necessary to allocate additional pitches.

Councillors Oliver and Howell said there were inconsistencies in the report and highlighted areas where they felt that details of the site assessments were incorrect.

The Chairman concluded that it was important that the consultation was clear and transparent. It would be wide ranging and ask for views on a number of areas including the vision and objectives, ideal plot numbers per site, the preferred sites for allocations, and whether to allocate for the whole of the plan period or for the first 5 years.

The draft consultation document would be brought to the next meeting. The consultation was planned to start in December and run to the end of January. The information from the consultation would then be considered and the options narrowed down.

The working group noted the report.

Councillors Menell and Oliver asked for it to be recorded that they were not satisfied with the content of the consultant's report.

LP24 **UTTLESFORD LOCAL DEVELOPMENT SCHEME**

The working group received the latest revision to the LDS which had been revised to reflect a change in the timetable for the production of the gypsy and traveller site allocations DPD. Following on from the last item this would now need to be revised to reflect the proposed timetable for the adoption of the plan.

The LDS would be forwarded to Cabinet for approval.

LP25 **DCLG CONSULTATION PLANNING AND TRAVELLERS**

The working group considered the council's response to the questions posed in the Planning and Travellers consultation document. The proposals aimed to ensure fairness in the planning system.

A major change proposed was the redefinition of "gypsy" and "traveller",

previously set out in the 2006 regulations, to exclude those who no longer travelled. The consultation proposed that when such individuals sought consent for a site they should be treated no differently to an application from the settled population. The Government believed that a traveller should be someone with a nomadic lifestyle.

Other proposals were to strengthen Green Belt protection and enhance controls on new development in the countryside.

The regulations proposed to address the negative impact of unauthorised occupation by making such occupation a material consideration against the grant of planning permission. It also suggested that where a large-scale unauthorised site had significantly increased in an area of strict and special planning constraints, the council would not need to plan to meet traveller site needs in full. Councillor Barker commented on the possible implications of this proposal on neighbouring authorities.

The working group AGREED with the council's proposed response to the consultation.

LP26

OLDER PERSONS HOUSING REQUIREMENT 2013

The working group considered the report on older people's housing requirements in the London Commuter Belt (east) sub region provided as part of the work on the Council's Strategic Housing Market Assessment.

The report set out the policy context, current provision and then considered modelling of the future housing requirements for older persons for between 2001 – 2033. For Uttlesford it identified a potential requirement of 2500 units during this period.

The working group was advised that the emerging Housing Strategy 2015 would address the future requirements for older people evidenced in the report and ensure the council had a plan going forward. It was also evidenced that the Council had been proactive in recent permissions given for extra care and retirement schemes.

Members said they were aware of the growing importance of this area and wanted to be assured that the council had a 5 year supply in each of the categories of provision.

The report was noted.

LP27

EMPLOYMENT LAND MONITORING

The working group received the annual survey of non-residential land undertaken on behalf of the District Council. The survey monitored the planning permissions for non-residential use in the previous year. It

summarised the information from the 2013-2014 survey. It also looked at the progress on the delivery of allocations in the current adopted plan and the proposed employment allocations in the emerging local plan.

Overall there was a net loss of employment across all use classes. The Council proposed to safeguard most employment sites in the new plan. New employment allocations were being put forward in the emerging local plan which would meet the anticipated need for employment floor space and jobs during the plan period.

The Chairman asked for information on the number of new industrial sites as a proportion of the existing sites and was informed that it might be possible to provide this information when further studies were completed.

Members' attention was drawn to changes to the General Permitted Development Order which allowed change of use from office accommodation to residential without the need for planning permission, which might have a significant impact on the district.

The report was noted

LP28

LONDON INFRASTRUCTURE PLAN 2050

The working group received a report on the London Infrastructure Plan 2050, which set out a range of infrastructure requirements to support London's growth. The report before members summarised the main points and set out a suggested response to the consultation.

The Council's response was agreed as follows:

- Support for the principle of a 2050 infrastructure plan provided it evolves via collaboration with all affected or potentially affected local authorities beyond London. This has not occurred up to now.
- A comment that the plan was premature pending at least a final recommendation from the Airports Commission.
- An objection to the plan referring to a housing growth strategy beyond London.
- Support for sensible measures to deliver planned growth such as the LIDB.

Members were asked to forward any additional comments that they wished to be included in the response.

The meeting ended at 6.00pm.

Committee: Local Plan Working Group

Agenda Item

Date: 11 November 2014

4

Title: Uttlesford Gypsy and Traveller Local Plan
Issues and Options consultation

Author Andrew Taylor, Assistant Director Planning
and Building Control

Summary

1. Members are asked to endorse the Gypsy and Traveller Issues and Options consultation to take place for 8 weeks starting Monday 8th December through to Monday 2nd February 2015.

Recommendations

- 1) That the Local Plan Working Group endorse the consultation document and time frame for consultation;
- 2) That the group recommend the Gypsy and Traveller Issues and Options Consultation document to Cabinet.

Financial Implications

2. None

Background Papers

None

Impact

- 3.

Communication/Consultation	The consultation paper will be subject to consultation in accordance with the Statement of Community Involvement
Community Safety	N/A
Equalities	Public consultation will take into account equalities issues.
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	The Gypsy and Traveller Local Plan is subject to an SA and SEA

Ward-specific impacts	All
Workforce/Workplace	N/A

Situation

1. The Gypsies and Travellers Local Plan will set out how Uttlesford District Council will meet the accommodation needs of the Gypsy and Traveller community.
2. The Council has a legal duty to consider the needs of Gypsies and Travellers. The National Planning Policy Framework (NPPF) states that Local Planning Authorities should set out the strategic priorities for the area and allocate sites to promote development. This includes allocating sites for the objectively assessed needs of Gypsy and Travellers.
3. The Gypsy and Traveller Local Plan is at an early stage of production so there are no policy proposals, rather issues with some questions for consultees to respond to. The document does not allocate any sites. The questions are set out in the attached consultation document.

Risk Analysis

4.

Risk	Likelihood	Impact	Mitigating actions
That the Gypsy and Traveller Local Plan will be found unsound.	Low likelihood if UDC allocate sites in line with evidence and carry out consultation in line with regulations.	If the Gypsy and Traveller Local Plan were unsound then planning permission would be granted on sites that may be in locations we would normally find unsuitable.	Ensure that evidence is used in formulating the consultation document and that consultation is carried out in line with the regulations and the SCI.

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.

Gypsy and Traveller and Travelling Showpeople Sites Local Plan

Issues and Options Consultation Document

On behalf of **Uttlesford District Council**






**Uttlesford
District Council**



Document Control Sheet

Project Name: Gypsy and Traveller and Travelling Showpeople Sites Local Plan
Project Ref: 30946/001
Report Title: Issues and Options Consultation Document
Doc Ref: 00
Date: October 2014

	Name	Position	Signature	Date
Prepared by:	Sharon Jefferies	Senior Planner		29/10/2014
Reviewed by:	John Baker	Partner		31/10/2014
Approved by:	John Baker	Partner		31/10/2014
For and on behalf of Peter Brett Associates LLP				

Revision	Date	Description	Prepared	Reviewed	Approved
00	31/10/2014	Draft Report	SJ	JB	JB

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Foreword

Uttlesford District Council are planning the site needs of Gypsies, Travellers and Travelling Showpeople across the district.

This Issues and Options document is the first stage in the preparation of a Gypsy and Traveller Site Allocations Local Plan

This document is subject to public consultation between Monday 8 December 2014 and 5pm Monday 2 February 2015.

The purpose of the public consultation is to invite views on the issues and options and on specific sites identified in this document.

The Council have made no decisions on the site options contained within this document.

The Council would like to hear your views on any aspect of this document. However, views are particularly sought on a series of key questions which are raised in the document.

Please make your comments on-line. This is the most cost efficient way for the Council to deal with your comments – it speeds up the process of registering and considering your comments and makes sure that what you say is captured in full.

If you would like to make a comment, please submit your comments on-line at: <http://uttlesford-consult.limehouse.co.uk/portal> or complete a questionnaire by 5pm on Monday 2 February 2015 and return to:

Planning Policy Team, Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER

Please note that the Council will only consider comments by respondents who provide their names and addresses. All comments will be entered onto the Council's on-line consultation portal and will be publically available.

Inappropriate, offensive or racist comments will not be accepted and will be removed.

1 Introduction and Background

1.1 Introduction

- 1.1.1 Uttlesford District Council is preparing a Gypsy and Traveller Site Allocations Local Plan.
- 1.1.2 Peter Brett Associates has been appointed as planning consultants to assist the Council in the preparation of this Issues and Options consultation document. The results of this consultation will assist the Council in developing the draft allocations document.

1.2 Background

- 1.2.1 Gypsies and Travellers have lived in Britain for at least 500 years. For the purposes of the planning system, Gypsies and Travellers means:

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependents’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of Travelling Showpeople or circus people travelling together as such.” (Planning policy for traveller sites, CLG, March 2012).

- 1.2.2 Many Gypsies and Travellers continue to pursue an active itinerant lifestyle and are generally self-employed people. However, increasingly communities are becoming more settled.

- 1.2.3 Gypsies and Travellers are not a uniform homogeneous community, but rather a group of communities which share some features but have their own histories and traditions. Even within each main group there is fragmentation between different families which emphasises the lack of a cohesive community and the need to avoid over generalisations. However, the main cultural groups include:

- Romany Gypsies;
- Irish Travellers; and
- New Travellers.

- 1.2.4 Romany Gypsies and Irish Travellers are recognised in law as distinct ethnic groups and are legally protected from discrimination under the Race Relations Acts.

- 1.2.5 Travelling Showpeople have traditionally been involved in holding fairs and circuses for many hundreds of years. For the purposes of the planning system, Travelling Showpeople means:

“Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their family’s or dependent’s more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above.” (Planning policy for traveller sites, CLG, March 2012).

- 1.2.6 The Government published a policy statement ‘Planning policy for traveller sites’ in 2012, replacing Circulars 01/2006 and 04/2007 to address future accommodation needs of Gypsies, Travellers and Travelling Showpeople because the previous planning policy arrangements had failed to deliver adequate sites to meet identified needs over the previous 10 years.

- 1.2.7 Local planning authorities are currently required to identify and allocate sufficient sites to meet the needs of these groups within their local plans (Uttlesford Local Plan). This means that when delivering sites consideration is required to which sites are available and suitable for different types of the travelling community.
- 1.2.8 Department for Communities and Local Government have recently published a consultation document 'Planning and Travellers', with an accompanying Equalities Statement. The closing date for comments is 23 November 2014, and at present, there is no identified date for the publication of an adopted revised national policy on Gypsy and Travellers. Therefore until new national policy is adopted, the 'Planning policy for traveller sites' (2012) remains the national policy for Gypsy and Traveller sites. However, the Gypsy and Traveller Local Plan will need to take into account any future changes in adopted national policy.

1.3 Purpose of the Gypsy and Traveller Local Plan

- 1.3.1 The intention of the Council is to seek to make positive provision for Gypsies and Travellers through the allocation of sites in a Gypsy and Traveller Local Plan.
- 1.3.2 Providing sufficient caravan pitches in the right places will help meet the needs of the travelling communities and it should also reduce the number of unauthorised sites and the tension that this might generate. This approach would enable service providers to take a more effective and consistent approach.
- 1.3.3 More generally, the Council have a duty to promote good race relations, equality of opportunity and community cohesion.
- 1.3.4 The broad aims of the Gypsy and Traveller Local Plan are therefore:
- To identify sufficient suitable residential sites to meet the long term needs of Gypsies, Travellers and Travelling Showpeople;
 - To set out a clear delivery strategy, identifying how much development is to happen, where, when and by what means it will be delivered.
- 1.3.5 The main spatial issues to be addressed in the Gypsy and Traveller Local Plan include:
- There is a need to provide a number and range of residential and transit sites to meet the differing needs of the various travelling communities;
 - There is a need to consider a spatial distribution of site provision across Uttlesford District, which meets the identified needs of the travelling communities, creates mixed and balanced communities and conserves the open countryside and natural environment.

1.4 Draft vision and objectives

- 1.4.1 A vision for the future has been drafted to indicate where the Council would like to be by 2033, the end date for the proposed plan.

“Uttlesford district will contain a range of sustainable, high quality sites meeting the permanent residential needs of the travelling community within the area. The location and characteristics of sites will meet the differing travelling patterns and site needs of the travelling communities, whilst respecting the residential amenity of settled communities. There will be fair and effective policies in place to provide sufficient sites to meet needs. These will help to reduce significantly the existence of unauthorised encampments and developments and improve the quality of life of travelling communities.”

1.4.2 From this overall vision, the following draft objectives have been derived:

- a. To allocate existing Gypsy and Traveller sites to protect the existing provision of sites;
- b. To allocate sufficient residential sites to meet identified local Gypsy and Traveller needs within Uttlesford district;
- c. To identify sustainable sites which are suitable, available and achievable having regard to current national and local policy;
- d. To deliver high quality and well-designed sites;
- e. To respect the residential amenities of the settled communities;
- f. To contribute towards a reduction in the incidence of unauthorised encampments and developments;
- g. To set out a clear delivery strategy, identifying how much development is to happen, where, when and by what means.

Vision and Objectives

To answer these questions please use the questionnaire provided

Question 1: Do you agree with the suggested vision and objectives for Gypsy and Traveller sites?

Question 2: If no, how would you like the vision or objectives to be changed?

2 Site Needs in Uttlesford District

2.1 Introduction

- 2.1.1 'Planning policy for traveller sites' (CLG, March 2012) states that the overarching aim of Government is "to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community." (para 3).
- 2.1.2 Under this document, local planning authorities are required to:
- Use a robust evidence base to establish accommodation needs;
 - Set pitch and plot targets to address the likely permanent and transit site accommodation needs of Travellers in their area;
 - Identify and update annually a supply of specific deliverable sites to provide five years' worth of sites against their locally set targets;
 - Identify a supply of specific developable sites or broad locations for years six to ten and where possible for years 11-15; and
 - Set criteria based policies to meet identified need and/or provide a basis for decisions in case applications that nevertheless come forward.
- 2.1.3 The Council commissioned consultants, Opinion Research Services (ORS), to carry out an Accommodation Needs Assessment of Gypsies, Travellers and Travelling Showpeople within Uttlesford, as part of an Essex-wide needs assessment; the objective of that assessment being to quantify the number of Gypsy and Traveller pitches and Travelling Showpeople plots to meet identified needs to 2033. The Study provides evidence to address the first two requirements set out above.
- 2.1.4 The Council commissioned consultants, Peter Brett Associates, to carry out a Gypsies and Travellers and Travelling Showpeople Identification of Site Assessment Study for the district: the objective of that assessment being to identify and assess potential sites to meet the needs identified in the Accommodation Needs Assessment. The Study provides a list of sites which are suitable, available and achievable for Gypsy and Traveller use.

Essex Gypsy, Traveller and Travelling Showpeople Accommodation Assessment 2014

- 2.1.5 A new Gypsy and Traveller and Travelling Showpeople Accommodation Assessment (GTAA) was completed by consultants Opinion Research Services (ORS) for Essex Councils in July 2014.
- 2.1.6 The GTAA has identified that there is no residential need for Travelling Showpeople households between 2013 and 2033.

Current and Future Needs of Travelling Showpeople

To answer these questions please use the questionnaire provided

Question 3: Do you agree that there is no need for Travelling Showpeople households up to the year 2033?

2.1.7 The GTAA recommend that at least two publicly provided transit Gypsy and Traveller sites is delivered in Essex County with at least 10 and ideally 15 pitches per site.

Current and Future Needs of Travelling Showpeople

To answer these questions please use the questionnaire provided

Question 4: Do you agree that the Essex Councils should plan to identify two sites to meet the estimated current needs for Gypsies and Travellers in travelling through the County and that this provision should be on key travelling routes?

2.1.8 The GTAA estimates that the extra site provision to meet residential needs between 2013 and 2033, for Uttlesford, is 26 pitches. The GTAA outlines the methodology of how this number was derived.

2.1.9 **Table 2.1** sets out the GTAA need for Uttlesford in 5 year time periods:

Table 2.1: GTAA Gypsy and Traveller residential need for Uttlesford in 5 year time periods

	2013-2018	2018-2023	2023-2028	2028-2033	Total
Gypsy and Traveller Residential Pitches	9	5	6	6	26

Current and Future Needs of Gypsies and Travellers

To answer these questions please use the questionnaire provided

Question 5: Do you agree that the Council should plan to identify 26 pitches to meet the estimated current needs of Gypsies and Travellers?

Question 6: Do you agree that the Council should identify sites to meet its own needs within its boundaries? If no, what evidence can you provide to justify why.

3 Methodology for Site Assessment

3.1 Introduction

3.1.1 This report sets out the methodology followed to complete the site assessment study to identify sites to meet Gypsy and Traveller and Travelling Showpeople needs and inform criteria for planning policy. The methodology has been developed in line with national guidance.

3.2 Sites to be Assessed

3.2.1 The Council identified the 29 sites to be assessed by Peter Brett Associates, from the following sources:

- All existing authorised and unauthorised Gypsy and Traveller sites;
- All remaining sites promoted to the 2012 Call for Sites exercise;
- Recent Gypsy and Traveller encampments.

3.2.2 All sites assessed are identified on a map in **Appendix A**.

3.3 Identifying Criteria for Site Assessment

3.3.1 A review of available policy, guidance, identified site need from the Gypsy and Traveller Accommodation Assessment (GTAA) (2014) and physical constraints was used to develop a series of site criteria.

3.3.2 Account was taken of national policy, as contained within Planning Policy for Traveller Sites (CLG, 2012) and existing and emerging local policy, as contained within adopted and emerging Local Plans. Account was also taken of the existing pattern and distribution of need for Traveller provision as set out in the GTAA.

3.3.3 Within the overall policy framework, the general approach to identifying appropriate site selection criteria was built upon the national planning policy framework:

- Is the site available?
- Is the site suitable?
- Is the site developable, e.g. viable and deliverable?

3.3.4 A key consideration, based upon national policy, has been that criteria should be “fair and should facilitate the traditional and nomadic life of travellers while respecting the interests of the settled community” (Planning Policy for Traveller Sites, paragraph 10). Criteria should be clear and transparent and unambiguous. Many previous studies and local plan criteria based policies across the country have used very restrictive criteria which have prevented many reasonable sites from coming forward.

3.3.5 Site criteria has built on existing draft policy HO11 from the Uttlesford Local Plan – Pre submission consultation (April 2014). This policy is set out overleaf:

Policy HO11 - Sites for Gypsies, Travellers and Travelling Showpeople

The Council will identify sites for Gypsies, Travellers and Travelling Showpeople in the Site Allocations Development Plan Document, or through the planning application process in accordance with the following criteria:-

- a. sites should be located, designed and landscaped to minimise any impact on the natural, built and historic environment;
- b. sites should have safe pedestrian access, and safe vehicular access to and from the public highway and allow for parking, turning and servicing of vehicles on site;
- c. sites should not be located within areas at risk of flooding;
- d. sites should be capable of being provided with drainage, water supply and other necessary utility services;
- e. sites should be of an appropriate size to provide the planned number of caravans together with amenity blocks, play areas, access roads and structural landscaping; and.
- f. in addition the plots for Travelling Showpeople should be large enough for the storage and maintenance of rides and equipment.

3.3.6 The site assessment criteria has also been informed by:

- National Planning Policy Framework and National Planning Policy Guidance;
- 'Planning Policy for Traveller Sites', CLG, March 2012;
- The Showmen's Guild of Great Britain 'Model Standard Package';
- 'Designing Gypsy and Traveller Sites', CLG, May 2008.

3.3.7 The site criteria has been developed and applied to all sites.

3.4 Site Assessment Criteria

3.4.1 The assessment process involved an initial desk top study undertaking the application of broad suitability criteria, including absolute constraints, together with an initial investigation of likely availability. The assessment centred upon:

- **Availability** – all landowners were contacted to identify whether sites are being made available and any potential legal or ownership constraints;
- **Suitability** – each site was assessed against the agreed criteria which was broadly grouped into policy requirements, physical constraints and potential impacts; and
- **Developability** – potential site constraints needing to be rectified was identified, which may affect viability and any potential alternative uses likely to affect deliverability.

3.4.2 The application of broad suitability criteria sieved out immediately sites which are likely to fail on the grounds of contravening major constraints such as being within international environmental designations or within the boundaries of scheduled ancient monuments, etc.

3.4.3 Availability was identified throughout this study as a key criterion. With regard to existing occupied sites we discussed the future availability of the sites to accommodate additional

pitches. All sites were visited and assessed by an Associate and Senior Planning Consultant from the Peter Brett Associate team. At the same time, all sites were sent to Council and County Council officers, including highways, and development management, for comment. These comments were fed into the assessment of suitability and an examination of achievability issues was undertaken.

3.4.4 All issues of potential delivery identified were subject to investigations where possible, with recommendations on how they can be addressed. All sites that are considered suitable, available and developable have been subject to an initial assessment of the capacity of the site in terms of the number of pitches or plots which could be provided on site. This has taken into account:

- Size and shape of site and character of the adjoining area;
- 'Designing Gypsy and Traveller Sites', CLG, May 2008;
- Relevant planning history; and
- Design templates developed by Peter Brett Associate (see [Appendix E](#)).

3.4.5 Site assessment criteria are set out overleaf in [Table 3.1](#).

Table 3.1: Site Assessment Criteria

Site criteria	Designation/Issue	Reject	Accept but further investigation/mitigation required	Accept
Environmental Designations and Ecology	Special Protection Area RAMSAR Site Special Areas of Conservation Site of Special Scientific Interest National Nature Reserve Local Nature Reserves Sites of Importance for Nature Conservation	The site is covered by an international or national designation. Significant effect and unacceptable impact of site upon ecology or protected species or habitats not capable of mitigation where no overriding public interest.	Impact capable of mitigation. Potential cumulative impact with other identified sites.	No significant effect or unacceptable impact on ecology, protected species or habitats.
Landscape and Green Belt	Green Belt and landscape impact and visual containment Landscape Character Areas	Unacceptable impact of site upon Green Belt purposes and/or landscape not capable of mitigation.	Impact capable of mitigation Potential cumulative impact with other identified sites.	No unacceptable impact on Green Belt purposes and or landscape.
Historic environment	Scheduled Ancient Monuments Listed Buildings Historic Parks and Gardens Conservation Areas Heritage assets (local lists)	Significant harm to the significance of a heritage asset not capable of mitigation.	Harm to the significance of a heritage asset but capable of mitigation.	No harm to the significance of a heritage asset.
Site access and safety	Access to site Proximity to major roads	Poor access and/or road of poor standard. Likely to be subject to safety issues from surrounding uses incapable of mitigation	Access poor but capable of being improved. Road of adequate or good standard. Likely to be affected by safety issues but this is capable of mitigation.	Adequate or good access off adequate or good standard of road. Not affected by safety issues.

Flood Zone	Environment Agency Indicative Flood Mapping and SFRA	The site is within Flood Zone 3 and not suitable for Gypsy and Traveller or Travelling Showpeople use.	The site is affected by Flood Zone 2 requiring further investigation (and application of policy tests).	The site is not affected by identified areas of indicative flood mapping or is located in Flood Zone 1.
Contamination and unstable land	Contaminated Land Unstable Land	The site is located on or adjacent a landfill site or the land is unstable, and the land has been identified as unsuitable for residential use. Contains an area of unstable or contaminated land that is likely to undermine the site's suitability and achievability.	Could contain unstable or contaminated land that should be subject to further investigation.	Not located on unstable land. Not located on contaminated land.
Availability	Site promoted by landowners, agents or travelling community. Public land confirmed as available	Site not available for Gypsy, Traveller or Travelling Showpeople use. There are known legal or ownership problems, such as multiple ownerships, ransom strips, tenancies or operational requirements which cannot be resolved. Public land has been identified in another plan / strategy for another use.	There is doubt over whether the site is genuinely available for Gypsy, Traveller or Travelling Showpeople (GTTS) use after further investigations.	There is evidence that the landowner is willing to sell and/or a developer is interested in developing within the timeframe of the Local Plan. There are no known legal or ownership problems, such a multiple ownerships, ransom strips, tenancies or operational requirements which are not capable of being overcome within the timeframe of the Local Plan. Public site is not identified in a plan or strategy for another use.
Site size and layout	Suitable site size and design	The site is of insufficient size to accommodate a pitch or plot in a satisfactory way.	The site will require careful design and layout to ensure it is suitable for use.	The site has no size constraints and will have no potential layout/design issues that can not be addressed.
Topography	Topography	Steep slopes which make the site unsuitable and/or unachievable.	Sloping or undulating land which may require works to achieve a suitable development.	Level or gently sloping site.

Noise	Noise pollution from surrounding uses e.g. road, rail and air transport	Likely to be adversely affected by noise pollution from surrounding uses that could make for an unacceptable residential environment.	Likely to be affected by noise pollution but this is capable of mitigation.	Not affected by noise issues.
Residential amenity (Impact of site and adjoining uses on each other)	Relationship with existing adjacent uses	Close proximity to existing adjacent uses esp. residential properties where any potential impact (light, visual, noise, traffic) on adjoining uses is not reasonably capable of mitigation.	Close proximity to existing adjacent uses esp. residential properties but any potential impact (light, visual, other disturbance) on adjoining uses is capable of mitigation.	Unlikely to adversely affect existing adjoining uses.
Developability	Deliverability (including utilities) Viability	Site constraints or ownership issues that are unlikely to be capable of resolution without considerable expense.	Site constraints capable of being overcome but where extent and cost of mitigation are unclear at this stage.	In a location where housing development is contrary to spatial policy. No site constraints needing to be overcome.

Site Criteria and Assessment Process

To answer these questions please use the questionnaire provided

Question 7: Do you support the way in which the consultants have assessed sites in order to include them in this consultation?

Question 8: If no, what different approach would you suggest for selecting sites? (please specify)

3.5 Size of Sites

- 3.5.1 Sites can vary in size and contain a single or a number of pitches/plots.
- 3.5.2 'Planning policy for traveller sites' (CLG, 2012) states that the "Local Plan should relate the number of pitches or plots to the circumstances of the specific size and location of the site and the surrounding population's size and density" (para. 9).
- 3.5.3 Local evidence would suggest that Gypsies and Travellers prefer small sites containing a small number of pitches to accommodate their immediate and extended family.
- 3.5.4 National guidance contained in Designing Gypsy and Traveller Sites (CLG, 2008) states that "a maximum of 15 pitches is conducive to providing a comfortable environment, which is easy to manage. However, smaller sites of up to 5 pitches can also be successful, particularly when designed for one extended family" (para. 4.7).
- 3.5.5 Some unauthorised encampments can be larger than 15 caravans, occasionally up to 25 caravans and very exceptionally more than this. In these circumstances it may be difficult to use police powers to move encampments if authorised sites have insufficient numbers of pitches.
- 3.5.6 The Gypsy and Traveller Local Plan will therefore need to investigate whether small sites or a range of site sizes is the best approach to meeting the needs of Gypsies and Travellers in Uttlesford district, having regard to other planning requirements including respecting the scale of the nearest settled community.

Size of Sites

To answer these questions please use the questionnaire provided

Question 9: Should Gypsy and Traveller sites generally be small (e.g. up to 5 pitches) and any larger ones not contain more than 15 pitches?

Question 8: Alternatively, do you think Gypsy and Traveller sites containing more than 15 pitches could be appropriate, or do you have alternative suggestions on the size of sites the Council should be considering? (please specify)

3.6 Location of Sites

- 3.6.1 'Planning policy for traveller sites' (CLG, 2012) states "when assessing the suitability of sites in rural or semi-rural settings, local planning authorities should ensure that the scale of such sites does not dominate the nearest settled community." (para. 12).
- 3.6.2 However, the Government's aim is "to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply." (para. 4).
- 3.6.3 Within the Green Belt, Government Policy states that "inappropriate development is harmful to the Green Belt and should not be approved, except in very special circumstances.....Green Belt boundaries should be altered only in exceptional circumstances. If a local planning authority wishes to make an exceptional limited alteration to the defined Green Belt boundary (which might be to accommodate a site inset within the Green Belt) to meet a specific, identified need for a traveller site, it should do so only through the plan-making process and not in response to a planning application." (paras. 14 - 15).

- 3.6.4 The Uttlesford District Council is currently developing the spatial strategy for the future distribution of development within the district. The Local Plan was submitted for independent examination to the Secretary of State in July 2014. This identifies Saffron Walden and Great Dunmow as the main market towns and the focus for growth, with key villages and rural settlements (types A and B) functioning as smaller service centres. Gypsy and Traveller and Travelling Showpeople sites should be located within, on the outskirts of, or within a reasonable distance of a settlement that offers local services and community facilities;
- 3.6.5 The adopted and emerging spatial strategy provide a framework for helping to determine the location of sustainable Gypsy and Traveller and Travelling Showpeople sites.

Location of Sites

To answer these questions please use the questionnaire provided

Question 11: If the Council identify more than enough suitable and available sites to meet needs, how should the Council give priority in choosing which sites to allocate? (please pick one)

Give priority to:

Option 1) sites within and adjacent to existing settlements; or

Option 2) sites within those areas where the travelling communities currently live and travel through; or

Option 3) sites which are close to or which have easy access to local services or

Option 4) sites which have some other reason to be chosen, rather than others (please specify)

3.7 Access to Services

- 3.7.1 'Planning policy for traveller sites' (CLG, 2012) states that the Government aim is for traveller sites "to enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure." (para. 4).
- 3.7.2 'Planning policy for traveller sites' (CLG, 2012) states (para. 11) that Local Plan policies "should ensure that the policies:
- b. Promote, in collaboration with commissioners of health services, access to appropriate health services.
 - c. Ensure that children can attend school on a regular basis."

Access to Services

To answer these questions please use the questionnaire provided

Question 12: Which local facility is the most important to be close to when identifying site?

a) Health centre

b) Shop

c) Primary School

d) Other (please specify)

4 Results of the site assessment process

4.1 Pitch and Plot Targets

- 4.1.1 'Planning policy for traveller sites' (CLG, 2012) requires local planning authorities to set pitch targets for Gypsies and Travellers and plot targets for Travelling Showpeople, to meet likely permanent and transit site accommodation needs arising in each area.
- 4.1.2 The Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA), completed by ORS in 2014 details the total identified need for new permanent residential Gypsy and Traveller pitches and Travelling Showpeople plots to meet residential needs between 2013 and 2033 to address the needs of all identifiable households in Uttlesford. The results are set out in **Table 4.1** below:

Table 4.1: GTAA need for Uttlesford in 5 year time periods

	2013-2018	2018-2023	2023-2028	2028-2033	Total
Gypsy and Traveller Residential Pitches	9	5	6	6	26

- 4.1.3 The Council is now in a position to include local targets in its emerging Gypsy and Traveller Local Plan to reflect the pitch targets identified in the GTAA.
- 4.1.4 'Planning policy for traveller sites' (CLG, 2012) requires local planning authorities, "in producing their Local Plan:
- a. Identify and update annually, a supply of specific deliverable sites sufficient to provide five years' worth of sites against their locally set targets.
 - b. Identify a supply of specific, developable sites or broad locations for growth, for years six to ten and, where possible, for years 11-15."

Identifying sites for years 6-15

To answer these questions please use the questionnaire provided

Question 13: How should the Council plan for sites beyond the first five years?

Option 1) Identify specific developable sites

Option 2) Identify broad locations for growth across the district

4.2 Site Delivery Options

- 4.2.1 A number of potential delivery models have been identified and considered for the potentially suitable sites and strategic/broad locations identified overleaf. These include:
- Delivery model 1: Existing privately owned sites where there is potential for pitches/plots to be created within the existing site boundaries to meet future immediate family needs. Under this model, planning permission would be needed. The Council will consider encouraging planning applications to meet short and medium term needs through entering into dialogue with site occupants.

- Delivery model 2: Sites which are not currently owned by the travelling communities but have been identified as available for these uses. Allocations in the emerging Gypsy and Traveller Local Plan could identify these sites to travelling communities and they could be purchased on the open market. Alternatively, the Council could consider using New Homes Bonus or other capital monies to buy the site or identify their own public assets and then make them available to organised groups on a non-profit making basis to enable them to develop and manage. Such groups could also be offered the opportunity to buy stakes in the site, allowing the income from such sales to provide further sites, as appropriate. There are emerging examples of innovative acquisition and funding arrangements across the country.
- Delivery model 3: New sites where the Council considers that additional affordable pitch provision may be appropriate. In this case, the Council could investigate the potential for either buying sites, developing their public assets or work with other public providers using Government grant funding or other monies to secure or increase affordable provision. Sites could then either be managed by a Council or a Registered Providers (RP's).

Delivery of sites

To answer these questions please use the questionnaire provided

Question 14: Please indicate the best ways of delivering Gypsy and Traveller sites? (please pick one or more)

Option 1) Granting permission to existing Gypsy and Traveller sites which currently don't have permission (i.e. they have temporary permission or are unauthorised).

Option 2) Extending or putting more pitches on existing Gypsy and Traveller sites.

Option 3) Identifying new sites for purchase by Gypsies and Travellers.

Option 4) Other (please specify)

4.3 A Supply of Deliverable and Developable Sites

4.3.1 The Council are proposing to meet identified need through the Gypsy and Traveller Local Plan by:

- Safeguarding existing sites (and providing additional pitches where appropriate at those locations);
- Allocating potential sites outside of the Green Belt; and
- Consider allocating potential sites within the Green Belt (if need cannot be met outside of the Green Belt).

4.4 Safeguarding Existing Sites

4.4.1 The Council propose to safeguard existing Gypsy and Traveller and Travelling Showpeople sites, to ensure that existing needs continue to be met in perpetuity. If sites are lost from these uses, then new replacement sites may need to be found to maintain an adequate supply to meet needs in accordance with the identified pitch and plot targets.

4.4.2 There are 15 existing Gypsy and Traveller sites with full permission within Uttlesford. The location of these sites are identified in **Appendix A**. There is 1 existing Travelling Showpeople site in Uttlesford. It is proposed that these existing sites are safeguarded in the Gypsy and Traveller Site Allocations Local Plan to ensure their continued available use.

Table 4.2: Safeguarding Existing Authorised Gypsy and Traveller Sites in Uttlesford

Site ref	Site name	Settlement	Existing Provision (including extant permissions)
UTT001	Honey Orchard	High Easter	The site gained personal permanent planning permission (UTT/1174/79) for 1 caravan, in 1979.
UTT002	The Pickle	High Roding	(1 pitch) - UTT/0800/80 - permanent Established Use Certificate (UTT/0800/80) for 4 caravans.
UTT003	The Caravan	Stebbing	3 caravans - UTT/0720/99/FUL. Conditions restrict the use of one of the caravans to three names people and their dependants. No restriction on other two caravans.
UTT004	Tall Trees Caravan Park	Stansted	The site has full planning permission (and UTT/0370/85) for 10 caravans. Previous application UTT/0295/83.
UTT005	Middleside Caravan Park	Stansted	Full planning planning permission (UTT/1540/11 - Variation of personal condition 3 on appeal. UTT/1194/83) for 10 caravans was granted in 2011. Previous planning application (UTT/1194/83) for 10 caravans was refused but personal permission won on appeal.
UTT006	Oak View Caravan Park	Stansted	The site gained planning permission (UTT/1108/89) for 10 caravans in 1989. 5 pitches have personal planning permission and 5 pitches have full planning planning permission.
UTT007	The Caravan Garnetts Wood	Barnston, Dunmow	The site has Certificate of Lawfulness (UTT/1058/99/CL) for retention and residential occupation of two mobile homes as a single residential unit. The Certificate included 2 mobile homes and 1 touring caravan.
UTT008	Elmswood	Broxted, Dunmow	The site has personal planning permission (UTT/0792/92) for 2 caravans, split between 2 ownerships.
UTT009	Tandans	Great Canfield	The site was granted full planning permission (UTT/0808/11/FUL) for 1 pitch (1 mobile and 1 touring caravan), as varied on appeal (APP/C1570/A/11/2160858). The site was granted full planning permission (UTT/1617/12/FUL) for a further 2 pitches.
UTT010	Oak Tree Close	Bishops Stortford	Full planning permission (UTT/1487/12/FUL) for 5 pitches (removal of condition 1 attached to appeal decision notice ENF/238/09/A) was granted in 2012. Full planning permission (UTT/2453/11/FUL) for 5 timber day blocks and installation of 3 septic tanks and drainage fields, was granted in 2011.
UTT014	Star Green	Radwinter End	The site has personal planning permission (UTT/1108/85) for 2 caravans.
UTT017	The Two Willows	High Easter	The site has full planning permission (UTT/2036/11) for 5 caravans, for 1 Gypsy family only.
UTT018	Willow Farm	Great Dunmow	The site has full planning permission (UTT/1703/08) for 1 caravan.
UTT020	Felsted Travellers Site	Little Dunmow	The site has full planning permission (UTT/1925/89 - 7 pitches; UTT/1145/92 - 10 pitches) for a total of 17 pitches.
UTT021	The Yard	Bartholomew Green	The site has full planning permission (UTT/13/1547) for 1 pitch.

- 4.4.3 These sites are currently in use and are occupied. The full planning permissions, identified above, do not count towards the future needs identified in the GTAA. However, there appear to be no reasons on the grounds of need why these sites should not be safeguarded in the Gypsy and Traveller Local Plan. Safeguarding these sites will prevent their loss to other uses and therefore ensure that new site provision is only required to meet future needs.

4.5 Sites with Potential (beyond the Green Belt)

- 4.5.1 A total of 6 sites have been identified beyond the Green Belt as potentially available and suitable for Gypsies and Travellers. **Table 4.3** sets out the potential sites for allocation. Details of these sites are contained in **Appendix B**.

Table 4.3: Sites with Potential beyond the Green Belt for Gypsy and Traveller Pitches in Uttlesford

Site Ref	Site Name	Settlement	Existing authorised pitches	Extant permission for pitches	Additional pitches	Pitches 2013-2018	Pitches 2018-2033
UTT009	Tandans	Great Canfield	1	2	2	2	0
UTT014	Star Green	Radwinter End	1	0	2	2	0
UTT021	The Yard	Bartholomew Green	1	0	2	0	2
UTT022	5 Acres	Wicken Bonhunt	0	0	12	12	0
UTT026	Land South of the B1256, opposite Taylors Farm	Takeley	0	0	10	10	0
TOTAL					28	26	2

- 4.5.2 The location of these sites can be viewed in **Appendix A**.

Shortlisted Sites with Potential

To answer these questions please use the questionnaire provided

Question 15: Do you have any evidence or information about any of these sites which will help the Council to determine whether they are available, suitable and achievable for Gypsy and Traveller provision? (If yes, please specify)

4.6 Meeting the Needs (beyond the Green Belt)

- 4.6.1 The Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment 2014 (GTAA) identifies a need for 26 net additional Gypsy and Traveller residential pitches to be developed by 2033. The GTAA specifically identifies a need for 9 additional pitches within the first 5 years. **Table 4.4** sets out a summary of need and supply beyond the Green Belt for Gypsy and Traveller sites in Uttlesford.

Table 4.4: Gypsy and Traveller need and supply beyond the Green Belt in 5 year time periods

	2013-2018	2018-2023	2023-2028	2028-2033	Total
(a) Need for Gypsy and Traveller Residential Pitches	9	5	6	6	26
(b) Potential number of additional pitches on existing sites beyond the Green Belt	4	2	0	0	6
(c) Potential number of pitches on new sites beyond the Green Belt	22	0	0	0	22
(d) Total potential pitch supply (b+c)	26	2	0	0	28
(e) Surplus/Shortfall of pitches (d-a)	+17	-3	-6	-6	+2

4.6.2 There are 3 existing currently authorised sites and 2 potential new sites beyond the Green Belt which may be suitable for further Gypsy and Traveller pitches. Overall this is 2 pitches greater than the identified need figure of 26 for 2013-2033. Critically this figure is also 17 pitches greater than the identified need which should be delivered in the first 5 years.

4.7 Sites with Potential (within the Green Belt)

4.7.1 A total of 1 site in the Green Belt is identified as potentially available and suitable. Sites in the Green Belt are generally considered to be inappropriate and should only be allocated by the local planning authority when insufficient sites in non-Green Belt locations can be identified to meet locally defined needs. **Table 4.5** sets out the potential site within the Green Belt. Details of this site are contained in **Appendix C**.

Table 4.5: Sites with Potential within the Green Belt for Gypsy and Traveller Pitches in Uttlesford

Site Ref	Site Name	Settlement	Existing authorised pitches	Extant permission for pitches	Additional pitches	Pitches 2013-2018	Pitches 2018-2033
UTT010	Oak Tree Close	Little Hallingbury	5	0	6	6	0
TOTAL					6	6	0

4.7.2 The location of the site is shown in **Appendix A**.

Green Belt Site with Potential

To answer these questions please use the questionnaire provided

Question 16: Do you have any evidence or information about the site which will help the Council to determine whether it is available, suitable and achievable for Gypsy and Traveller provision? (If yes, please specify)

4.7.3 A number of other sites were rejected in the site assessment study. These sites and reasons for rejection are set out in **Appendix D**.

Rejected Sites

To answer these questions please use the questionnaire provided

Question 17: Do you have any evidence or information about the sites which have been rejected for Gypsy and Traveller provision? (If yes, please specify)

If Gypsy and Traveller Need is Not Met

To answer these questions please use the questionnaire provided

Question 18: If the Council find that they are unable to identify enough suitable, available and achievable sites to meet local needs for the future, what do you think they should do? (please pick one of the following):

Option 1) Consider possible sites within the Green Belt.

Option 2) Reconsider sites previously rejected in this exercise, provided development would avoid serious impact on the environment.

Option 3) Consider other sites (please specify).

Other Sites

To answer these questions please use the questionnaire provided

Question 19: Do you know of any other sites which the Council should be considering for future Gypsy, Traveller or Travelling Showpeople uses?

Sites can only be considered if the landowner is potentially making the site available for traveller use.

A site plan and contact details must be provided for sites to be considered.

5 Next steps

- 5.1.1 This Issues and Options document forms the first stage in the production of the Uttlesford Gypsy and Traveller Local Plan.
- 5.1.2 The Council welcome comments on the contents of this document by 5pm on Monday 2nd February 2015.
- 5.1.3 The Council will consider the responses received and will use them to help develop a draft Development Plan Document during 2015.
- 5.1.4 The draft Gypsy and Traveller Local Plan will then be made available for further public consultation. At that stage, a Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment will be available for consultation.
- 5.1.5 The draft Gypsy and Traveller Local Plan will be subject to an independent public examination and the intention is that the Council will adopt the final Gypsy and Traveller Local Plan by end of 2016.

Next Stages

Question 20: Would you like to be kept informed of progress with the Gypsy and Traveller Local Plan?

5 Next steps

- 5.1.1 This Issues and Options document forms the first stage in the production of the Uttlesford Gypsy and Travelling Showpeople Site Allocations Development Plan Document.
- 5.1.2 The Council welcome comments on the contents of this document by **xxxx (date)**.
- 5.1.3 The Council will consider the responses received and will use them to help develop a draft Development Plan Document during 2015.
- 5.1.4 The draft Development Plan Document will then be made available for further public consultation. At that stage, a Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment will be available for consultation.
- 5.1.5 The draft Development Plan Document will be subject to an independent public examination and the intention is that the Council will adopt the final Development Plan Document by **xxxx (date)**.

Next Stages

Question 20: Would you like to be kept informed of progress with the Development Plan Document?

Appendix A Sites Location Map



Sources: Esri, DeLorme, HERE, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, and the GIS User Community

Appendix B Sites with Potential

Site ref	Site name	Settlement
UTT009	Tandans	Great Canfield
Site address	Local authority	Size (ha)
Great Canfield Road	Uttlesford District Council	0.9
Description of site		
<p>This is an existing authorised Gypsy and Traveller site that comprises a rectangular area of pasture with a park home located in the northern corner. The site is accessed by a gravel driveway off Canfield Drive, which is a narrow private cul de sac which serves a number of residential properties. Surrounding uses includes a variety of low density private residential properties with large gardens, woodland and agricultural land.</p>		
<p> <input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input checked="" type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input checked="" type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location </p>		
Planning history		
<p>The site was granted full planning permission (UTT/0808/11/FUL) for 1 pitch (1 mobile and 1 touring caravan), as varied on appeal (APP/C1570/A/11/2160858).</p> <p>The site was granted full planning permission (UTT/1617/12/FUL) for a further 2 pitches.</p>		
AVAILABILITY		
<p>The site is an existing Gypsy and Traveller site and is being promoted for further pitches. The site is therefore considered available.</p>		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People'.</p>		
Physical constraints		
<p>Development Management comments- The site is considered suitable County Highway comments - Canfield Drive is private, junction with Great Canfield Road, unclassified, 30 mph, has adequate width and visibility. No mitigation required.</p>		
Landscape Impacts		
<p>The location is within a small scale landscape characterised by small hedgerow bounded fields, scattered properties in narrow linear or larger gardens within the Broxted Farmland Plateau Landscape Character Area. The site appears very well contained by robust hedgerows, tree belts and woodlands in the area. The boundary with the property to the west appears to be more open. The site appears to be suitable to accommodate some further pitches although these should be carefully located to minimise their visibility from the lane and any overlooking property, and avoid a significant intensification of development which would be out of character with the 'loose' nature of the existing settlement pattern. The generous size of the site provides scope for appropriate mitigation planting.</p>		

Green Belt Comments

The site is not located within the Green Belt

Other Potential Impacts

Historic Environment comments- In an area where a number of medieval finds have been made. Potential to require evaluation to assess site for below ground deposits.

Conservation officer comments - There would be no detrimental impact on Listed Buildings or Conservation areas.

ACHIEVABILITY

There appear to be no reasons why the site could not be intensified by the existing occupants. The land is available, policy and physical constraints are capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. The site is available and suitable for further pitches, subject to adequate landscape mitigation measures and historical environment investigations.



DELIVERY

Potential Yield

2013 - 2018	2
2018 - 2023	0
2023 - 2028	0
2028 - 2033	0

Potential occupants

Gypsies and Travellers

Type of use

Residential

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Site ref	Site name	Settlement
UTT014	Star Green	Radwinter
Site address	Local authority	Size (ha)
Radwinter End	Uttlesford District Council	0.3
Description of site		
<p>This is an existing Gypsy and Traveller site. The site comprises a plot of land surrounded by hedges and some small trees within the open, exposed rolling arable countryside. Existing development appears to consist of a mobile home located at the western end of the plot set within a garden and a touring caravan and hard standing in the larger eastern half. There are also some sheds present.</p>		
<input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input checked="" type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location		
Planning history		
<p>The site has permission for the retention of 1 mobile home as residential and storage of 2 caravans.</p>		
AVAILABILITY		
<p>This is an existing Gypsy and Traveller site being made available for extra pitches. Therefore the site is considered available.</p>		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People'. Source Protection Zone.</p>		
Physical constraints		
<p>Development Management comments - The site is considered suitable. County Highway comments - Access will need to be widened to 6 metres minimum to allow safe entry and exit, vegetation clearance will need to be carried out to improve visibility. There should be no unbound materials used in the surface finish of the access.</p>		
Landscape Impacts		
<p>Buildings set within vegetation are typical characteristic of the Landscape Character Area and this site is no exception. There are a number of rights of way within the area, notably to the north and directly east from which there are likely to be views towards the site; one of these routes passes the eastern edge of the site. The existing development is most discreet being low level and low density, softened by vegetation within and subdividing the site and contained within robust boundary vegetation such that from external locations the existing development has no significant effect on views or the character of the rural surroundings. Whilst it would appear that there is scope for some further development within the site without material adverse effects on landscape character and views, great care needs to be taken to ensure that the site is not over developed and that the essentially 'green' and contained nature of the site is maintained. The retention and protection of trees within the site will also be important.</p>		

Green Belt Comments

N/A

Other Potential Impacts

Historic environment comments - Site lies on the edge of a protected lane. The integrity of the lane will need assessing in advance of any decision on locating a site here.

Conservation officer comments - Due to the distance of conservation areas and Listed Buildings there are no comments on this site.

ACHIEVABILITY

There appears to be no reasons why the site could not be intensified by the existing occupants. The land is available, policy and physical constraints are capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

This is an existing authorised Gypsy and Traveller site which needs to be safeguarded in the Local Plan. The site is available and suitable for further pitches. The number of pitches proposed is low to ensure there is no material adverse effects on the protected land and landscape character and views.



DELIVERY

Potential Yield

2013 - 2018	2
2018 - 2023	0
2023 - 2028	0
2028 - 2033	0

Potential occupants

Gypsies and Travellers

Type of use

Residential or Transit

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Site ref	Site name	Settlement
UTT021	The Yard	Great Leighs
Site address	Local authority	Size (ha)
Bartholomew Green	Uttlesford District Council	0.2
Description of site		
<p>The site forms the western third of rectangular field of rough grassland. To the south lie several large detached houses in extensive grounds that extend to the same north south hedgerow that defines the eastern boundary of the site field; similar properties lie a little further to the north. Construction within the site has commenced recently and a concrete base of a building and stone surfaced access has been formed. The location of the building appears to be opposite the site entrance.</p>		
<input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input checked="" type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location		
Planning history		
<p>The site has full planning permission (UTT/13/1547) for 1 pitch.</p>		
AVAILABILITY		
<p>The site has planning permission for 1 pitch and is under construction. It has permission for Gypsy and Traveller use and therefore deemed potentially available for further pitches in the future.</p>		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People'.</p>		
Physical constraints		
<p>Development Management comments - The site is considered suitable. County Highway comments - Intensification of use will require carrying out a speed survey to determine if the available visibility is adequate for actual vehicle speeds. If so the access will need to be widened to 6 metres minimum and there should be no unbound materials used in the surface finish of the access.</p>		
Landscape Impacts		
<p>The size of the site suggests some further pitches could potentially be accommodated. However, specific consideration needs to be given to the amenity of the property to the north which is located on slightly higher ground, the low density of the adjoining development which is a characteristic of this immediate area, and the existing building line where properties are aligned parallel with and slightly set back from the road. It would be inappropriate to increase the depth of development within the field which should be subject to appropriate management. Mitigation planting should also be a requirement, including reinforcement of the road frontage hedgerow, the reinstatement of the removed section of hedgerow on the north western boundary, and planting to reduce visibility into the site from the entrance.</p>		

Green Belt Comments

The site is not located within the Green Belt

Other Potential Impacts

Historic environment comments - The site has no impact on the historic environment.

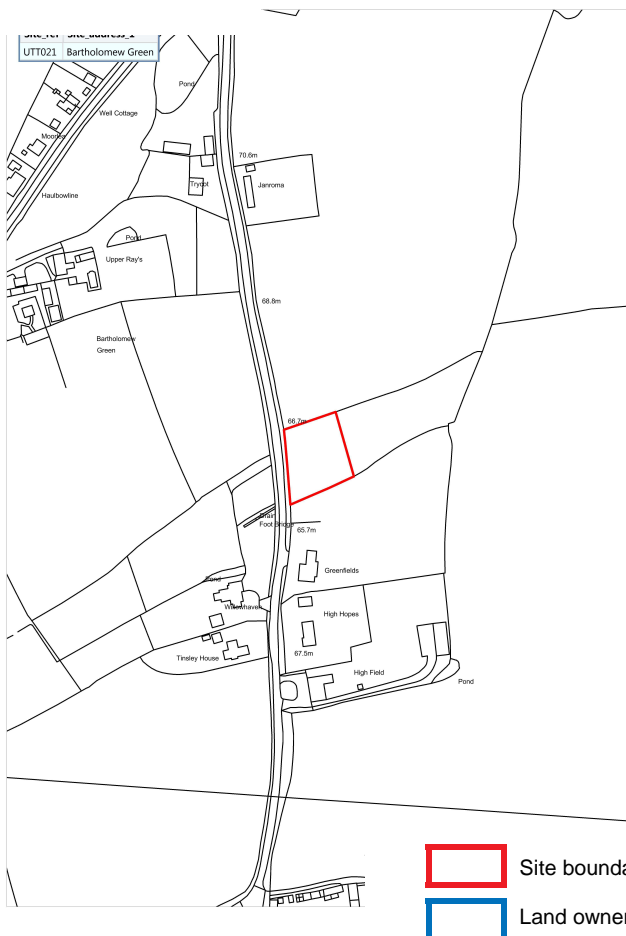
Conservation comments - Due to the distance of conservation areas and Listed Buildings there are no comments on this site.

ACHIEVABILITY

There appear to be no reasons why the site could not be intensified by the existing landowner. The land is potentially available, policy and physical constraints are capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

This is an existing authorised Gypsy and Traveller site which needs to be safeguarded. It is suitable for further pitches subject to landscape and highway mitigation. Availability for further pitches is unconfirmed therefore whilst considered developable, its deliverability within the first 5 years is unclear, therefore the site is identified for the medium term. The availability of the site for further pitches should be reassessed in future reviews of this study.



DELIVERY

Potential Yield

2013 - 2018	0
2018 - 2023	2
2023 - 2028	0
2028 - 2033	0

Potential occupants

Gypsies and Travellers

Type of use

Residential

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Site ref	Site name	Settlement
UTT022	5 Acres	Arkesden
Site address	Local authority	Size (ha)
Wicken Bonhunt	Uttlesford District Council	2.2
Description of site		
<p>The site comprises of a former nursery site which had sheds, fruit trees, green houses and other buildings. The site is largely cleared of buildings and has become overgrown. Surrounding uses include residential properties to the south and open countryside on all other sides. The site has previously been used as a residence and stopping place for Gypsy and Traveller use historically.</p>		
<p> <input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input checked="" type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location </p>		
Planning history		
<p>The landowner states that enforcement notice was given to move in the 1990s. Applied for 8 caravans - application was withdrawn. Landowner states they have paperwork to show that her brother lived on site for some 10 to 15 years without moving and without planning. Withdrawn planning application UTT/1154/10/FUL.</p>		
AVAILABILITY		
<p>The landowner states that the site has been used by the Gypsy family to stop on from 1970 to 1985 and was used later in the 1990s by the same family. The site is being promoted for either 12 pitches for Gypsy and Traveller use, or 15 plots for Travelling Showpeople use.</p>		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People' The entrance and access to the site is within flood zone 3. Source Protection Zones.</p>		
Physical constraints		
<p>Development Management comments- Potential for more pitches. The site is considered suitable. County Highway comments - Classified, 60mph, existing field gate. Intensification of use will require carrying out a speed survey to determine if the available visibility is adequate for actual vehicle speeds. If so the access will need to be 6 metres wide minimum and there should be no unbound materials used in the surface finish of the access. Highway boundary should be carried out to identify the extent of the highway verge. Environment Agency Comments - The site is located in flood zone 1 but the access point to the highway lies in flood zone 3. Any proposal would need to consider the safety of people, including the provision and adequacy of an emergency plan, temporary refuge and rescue or evacuation arrangements. Any site application should be supported by a Flood Response Plan.</p>		
Landscape Impacts		
<p>There is scope to accommodate a discreet development within the lower south eastern part of the site, where it would relate to the settled character of the southern part of the lane, without significant adverse landscape or visual effects. Any such development should be set back from the road with additional screening provided in character with the rural character of the lane. With a carefully aligned access views in to the development from the lane could be minimised. However, consideration will need to be given to the future management of the remaining land to ensure that the effects of any development are contained within the development site and do not extend informally across the rest of the site.</p>		

Green Belt Comments

The site is not located within the Green Belt.

Other Potential Impacts

Historic Environment comments - Access will be onto a protected Lane.
 Conservation comments - Due to the distance of conservation areas and Listed Buildings there are no comments on this site.
 There may be ecological limitations to the development of part of the site but the remaining land mitigation may offer scope for suitable mitigation and longer term management/biodiversity enhancement.

ACHIEVABILITY

There appear to be no reasons why the site could not be developed by the existing landowner. The land is available, policy and physical constraints are capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

The site is available and suitable for Gypsy and Traveller use, within the eastern edge of the site for up to 12 pitches, subject to suitable landscape, ecology, highway and flood mitigation measures being put in place.



DELIVERY

Potential Yield

2013 - 2018	12
2018 - 2023	0
2023 - 2028	0
2028 - 2033	0

Potential occupants

Gypsies and Travellers

Type of use

Residential

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Site ref	Site name	Settlement
UTT026	Land south of the B1256 opposite Taylors Farm	Takeley
Site address	Local authority	Size (ha)
Takeley Street	Uttlesford District Council	1.4
Description of site		
<p>The site comprises an elongated rectangular site of rough pasture lying south of the B1256 Stane Street on the western side of Takeley, a ribbon settlement straddling the road. Housing runs along the northern side of the site and abuts the western and eastern ends of the site; Hatfield Forest lies to the south, beyond the disused railway line the course of which is followed by the Flich Way trail.</p>		
<p> <input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input checked="" type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location </p>		
Planning history		
There is no known relevant planning history.		
AVAILABILITY		
The site was promoted to the Council in Nov 2012 for Gypsy and Traveller and Travelling Showpeople uses. The site is therefore considered available.		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People'. Within Noise Exposure Contour 60 for Stansted Airport.</p>		
Physical constraints		
<p>Development Management comments - not considered well related to settlement. County Highway comments - There is adequate visibility. Access will need to be 6 metres wide minimum with any gates set back 6 metres minimum.</p>		
Landscape Impacts		
<p>Much of the western part of the site has 'scrubbed' over with mature trees and areas of damp grassland/scrub which may be of some ecological value; there are signs of some other use with some sheds and materials present. The eastern part, which is partially separated from the other part by a belt of scrub/hedgerow, is slightly more elevated and comprises rough pasture. Overall the site is well contained from the wider area although there will be views into the site, principally in winter through the roadside hedgerow on the northern boundary and possible from the Flich Way Trail. With suitable mitigation the eastern part of the site could accommodate some Gypsy and Traveller development without significant landscape, visual harm or impact on the Countryside Protection Zone designation. Due to the proximity to residential property the site is unlikely to be suitable as a Travelling Showpeople site.</p>		

Green Belt Comments

The site is not located within the Green Belt

Other Potential Impacts

Historic Environment comments - Adjacent Roman road to north and Historic Railway line and Hatfield Forest to south. Likely to contain significant archaeological remains, either related to the road or forest. Would require archaeological evaluation at very early stage.

Conservation comments - There would possibly be negative impact on nearby listed buildings. Further details are needed to make an informed judgement.

Hatfield Forest (SSSI, NNR and Ancient Woodland) lies to the south, beyond the disused railway line (local wildlife site) the course of which is followed by the Flich Way trail.

ACHIEVABILITY

There appear to be no reasons why the site could not be developed for Gypsy and Traveller use. The land is available, policy and physical constraints are potentially capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

The site is available and suitable for Gypsy and Traveller sites. It is located within the Countryside Protection Zone, however, it is suitable in landscape terms. Careful consideration of potential highway, ecological, historic environment and conservation issues will need to be considered at the detailed planning application stage to ensure an appropriate proposal comes forward.



DELIVERY

Potential Yield

2013 - 2018	10
2018 - 2023	0
2023 - 2028	0
2028 - 2033	0

Potential occupants

Gypsies and Travellers

Type of use

Residential

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Appendix C Green Belt Sites with Potential

Site ref	Site name	Settlement
UTT010	Oak Tree Close	Bishops Stortford
Site address	Local authority	Size (ha)
Little Hallingbury	Uttlesford District Council	0.5
Description of site		
<p>This is an existing authorised Gypsy and Traveller site, on a level triangular shaped site. The site is split into 5 parcels each accommodating a single pitch. The site is located between the M11 to the west and A1060 Lower Road to the east. It is well established with hardstandings and low fencing subdividing the pitches and consequently has a settled and developed appearance.</p>		
<input type="checkbox"/> Source: current unauthorised <input type="checkbox"/> Source: strategic site <input type="checkbox"/> Source: public owned land <input checked="" type="checkbox"/> Source: current authorised <input type="checkbox"/> Source: site survey <input type="checkbox"/> Source: call for sites <input type="checkbox"/> Source: privately promoted <input type="checkbox"/> Source: broad location		
Planning history		
<p>Full planning permission (UTT/1487/12/FUL) for 5 pitches (removal of condition 1 attached to appeal decision notice ENF/238/09/A) was granted in 2012.</p> <p>Full planning permission (UTT/2453/11/FUL) for 5 timber day blocks and installation of 3 septic tanks and drainage fields, was granted in 2011.</p>		
AVAILABILITY		
<p>This is an existing Gypsy and Traveller site split into 5 parcels. The southern parcel and the 2 parcels on the eastern edge are being promoted for 2 pitches each, which would provide 6 pitches in total. The availability of the 2 remaining parcels of land, which are in existing Gypsy and Traveller use is unknown.</p>		
SUITABILITY		
Policy constraints		
<p>Pre-submission Local Plan policy HO11 'Sites for Gypsies, Travellers and Travelling Show People'. The site is within the Green Belt policy SP9. The site is located in a poor air quality zone, submission Local Plan objective 10 is to limit the number of residential developments within this area.</p>		
Physical constraints		
<p>Development Management comments- The site is considered suitable. County Highway comments - Visibility requirements for access for further intensification would be 2.4 metres by 120 metres in both directions. Highway boundary information along site frontage also required at application. The site is adjacent the M11 and noise would impact on extra residents living on the site. Further noise mitigation measures would need to be investigated to minimise the noise impact, subject to the conflict with council's objective to limit development within the M11 poor air quality zone.</p>		
Landscape Impacts		
<p>It is well contained by the M11, which is raised above the site and reasonably well screened by deciduous vegetation, and reasonable hedgerow along the southern boundary. A tree/shrub belt defines the boundary with the A1060 and there is only a very restricted visual relationship with Little Hallingbury Hall set back on the opposite side of the road. There appears to be reasonable visual separation from the listed buildings a little further to the south. There is scope for the site to accommodate additional pitches without giving rise to adverse effects on views or surrounding landscape character. The site would benefit from sub division by hedge planting to break up the pitches and along the central access track to provide some softening in the view into the site from the entrance; the boundary vegetation alongside Lower Road should be protected; the southern hedgerow would benefit from some reinforcement.</p>		

Green Belt Comments

The site lies within Green Belt (Policy SP9). The existing permitted development reduces the openness of the area and further pitches can be expected to reduce this further, although the perceived effects of this would be extremely localised. The permitted site does constitute an encroachment into the countryside; further development would not however lead to any further change in terms of this sites Green Belt purpose.

Other Potential Impacts

Historic environment comments - Known archaeological deposits identified on the M11. Development would require archaeological investigation.
 Conservation officer comments - Suitable, subject to natural vegetation and hedgerow being planted along the site boundaries.

ACHIEVABILITY

There are potential costs for mitigation measures relating to highways, landscaping and noise measures. There appear to be no reasons why the site could not be intensified by the existing occupants. The land is available, policy and physical constraints are capable of being overcome and mitigation measures are feasible subject to the ability of the owner to finance the development. The development appears to be viable.

Conclusion

This is an existing authorised Gypsy and Traveller site which needs to be safeguarded. The site is available and suitable for further pitches, subject to noise, landscape and highway mitigation measure. This site is within the Green Belt and although suitable, should only be realised for development via allocation in a development plan document, if needs cannot be met beyond the Green Belt. It is not considered that an exceptional amendment to the Green Belt to remove the site from the Green Belt would be appropriate in this instance.



DELIVERY

Potential Yield	
2013 - 2018	6
2018 - 2023	0
2023 - 2028	0
2028- 2033	0
Potential occupants	
Gypsies and Travellers	
Type of use	
Residential	

Delivery model

- Existing private site for either permanent authorisation, intensification or extension to meet family needs
- Existing private site for intensification or extension to meet wider needs of communities
- New private site for development
- Existing public site for intensification or extension
- New public site for development
- New site to be developed as part of an urban extension
- Existing site requiring planning permission

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Appendix D Sites with No Potential

Site ref	Site name	Settlement	Local Authority	Reason for rejection
UTT001	Honey Orchard	High Easter	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Further development on this site would have an unacceptable landscape impact. Space is very limited and further expansion is likely to mean an erosion of its secluded, well-contained character.
UTT002	The Pickle	High Roding	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. The site meets the needs of the family living on the site at the moment and the site is not being made available for further pitches.
UTT003	The Caravan	Stebbing	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Approximately half of the site is within flood zone 3 and not suitable for Gypsy and Traveller use. There is no capacity within the remaining part of the site to provide further Gypsy and Traveller pitches.
UTT004	Tall Trees Caravan Park	Stansted	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. There is no room to intensify or expand the site to provide further pitches. Therefore there is no capacity for further pitches on this existing site.
UTT005	Middleside Caravan Park	Stansted	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. There is no room to intensify or expand the site to provide further pitches. Therefore there is no capacity for further pitches on this existing site.
UTT006	Oak View Caravan Park	Stansted	Uttlesford District Council	This is an existing Travelling Showpeople site which needs to be safeguarded in the Local Plan. The site meets the needs of the family living on the site at the moment and the site is not being made available for further pitches.
UTT007	The Caravan Garnetts Wood	Dunmow	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Development on this site would have an unacceptable landscape impact. The site is readily visible from the adjoining section of road to which it has a reasonably open frontage. There is no space for expansion without further reduction of trees and an increase in local visibility. The site is therefore unsuitable.

Site ref	Site name	Settlement	Local Authority	Reason for rejection
UTT008	Elmswood and Adjacent Elmswood	Dunmow	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Apart from views from the site entrance the site appears to be well contained from wider view and clearly lies within the settlement 'envelope'. However, it is located at the northern end of an area covered by the Countryside Protection Zone to which policy S8 of the Local Plan applies. This policy seeks to limit development to that which 'is required to be there, or is appropriate to a rural area'. It notes that buildings or uses which would contribute to coalescence and existing development, or adversely affect the zone's character will not be permitted. Further intensification is therefore considered unsuitable.
UTT011	Land adjacent Cranwellian	Takeley	Uttlesford District Council	Development on this site would have an unacceptable landscape impact. Due to the prominence of the site, its importance to the prevention of a continuous ribbon of development, and its inconsistency with the Countryside Protection Zone policy S8 the site is not considered to be a suitable location for development (the temporary consent should not be extended/made permanent).
UTT012	Site at Parsonage Lane	Barnston	Uttlesford District Council	This is an unauthorised Gypsy and Traveller site with 2 caravans. Development on this site has an unacceptable landscape impact. Due to its prominence and the existence of trees the site is considered to be wholly unsuitable in landscape and visual terms.
UTT013	Site at Pennington Lane	Stansted	Uttlesford District Council	This is an unauthorised Gypsy and Traveller site with 2 caravans. Development on this site has an unacceptable landscape impact. The site is an unsuitable location for development being located in attractive open countryside, on a lane devoid of other settlement. Due to the small scale nature of the site there is no space for screening to integrate the development. The development therefore represents an unacceptable localised intrusion and detracts from the rural character of the locality and the rural nature of the lane.
UTT016	The Ford	Great Dunmow	Uttlesford District Council	This site is not suitable for Gypsy and Traveller use as it lies within flood zone 3.
UTT017	The Two Willows	High Easter	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Further development on this site would have an unacceptable landscape impact. The site is not suitable for further expansion which is likely to exacerbate the existing adverse effects and would be at odds with the suggested Landscape Planning Guidelines for the area.

Site ref	Site name	Settlement	Local Authority	Reason for rejection
UTT018	Willow Farm	Great Dunmow	Uttlesford District Council	This is an existing Gypsy and Traveller site which needs to be safeguarded in the Local Plan. Availability of the site for further pitches has not been established and should be reassessed in future reviews of this study. It was not possible to view this site which is accessed by an unmade, gated track, the south western part of which is followed by a public footpath. There appears to be two buildings within the site and a park home, with no room for further pitches within the site.
UTT019	Site East of 3-4 Whitehouse Farm Cottage	Stebbing	Uttlesford District Council	Site is a grass verge alongside a byway within open countryside, east of Stebbing, and is not a suitable or available site for a Gypsy and Traveller development.
UTT020	Felsted Travellers Site	Little Dunmow	Uttlesford District Council	This is an existing Gypsy and Traveller site with 27 authorised pitches, which needs to be safeguarded in the Local Plan. However, the size of the site is above the recommended number of 15 pitches in National Guidance and therefore this site is not considered suitable for further pitches.
UTT023	Land north of Bullock Lane	Takeley	Uttlesford District Council	The site is being promoted for 2 Gypsy and Traveller pitches. A previous planning application (UTT/12/5809/FUL) was refused. This application was dismissed at appeal (APP/C1570/A/13/2196396), in February 2014, due to potential impacts of the proposed development on the character and appearance of the countryside.
UTT024	Land at Anso Corner Farm	Hempstead	Uttlesford District Council	This site, initially promoted through the Call for Sites, has now been withdrawn by the landowner and is therefore no longer available for Gypsy and Traveller use.
UTT025	Land adjacent Lolands Bungalow	Takeley	Uttlesford District Council	Development on this site would have an unacceptable landscape impact. The site is prominent having a relatively open boundary to the road and forms part of open land that separates existing development; any development within the Countryside Protection Zone would therefore be contrary to policy S8
UTT027	Land at Chalk Farm	Newport	Uttlesford District Council	This site is not suitable for Gypsy and Traveller use as it lies within flood zone 3.

Site ref	Site name	Settlement	Local Authority	Reason for rejection
UTT029	Spinney	Gransmore Green	Uttlesford District Council	The site appears to be suitable as a location for a small Gypsy and Traveller development; it relates well to the existing settlement pattern effectively being an infill plot between existing dwellings although the timber fencing, entrance pillars and laurel hedging are somewhat out of character and should ideally be replaced with a more appropriate boundary treatment. This site was identified by the Council as a site potentially owned by a Gypsy and Traveller family. However, within this study, it has not been possible to confirm that the site is owned by a Gypsy and Traveller family. The availability of the site should be reassessed in future reviews of this study.
UTT030	Lodge Garden	High Easter	Uttlesford District Council	This site was identified by the Council as a site potentially owned by a Gypsy and Traveller family. However, this site comprises a residential property which has recently been sold, therefore is not an existing Gypsy and Traveller site.
UTT031	Site at Starling's Green	Clavering	Uttlesford District Council	The site is divided into two parts. Both fields are not considered suitable for Gypsy and Traveller use. The most accessible western part of the northern field is largely open and overlooked by adjoining properties; any such development will lead to a further erosion of rural character and would be difficult to integrate successfully. The southern field relates poorly to the settlement pattern and development within this part of the site will inevitably adversely affect the setting of the Scheduled Ancient Monument, as well as being visible at the entrance to the settlement which is defined to the west by a wide maintained grass verge area which provides a setting to the edge of the settlement.

Appendix E Design Templates

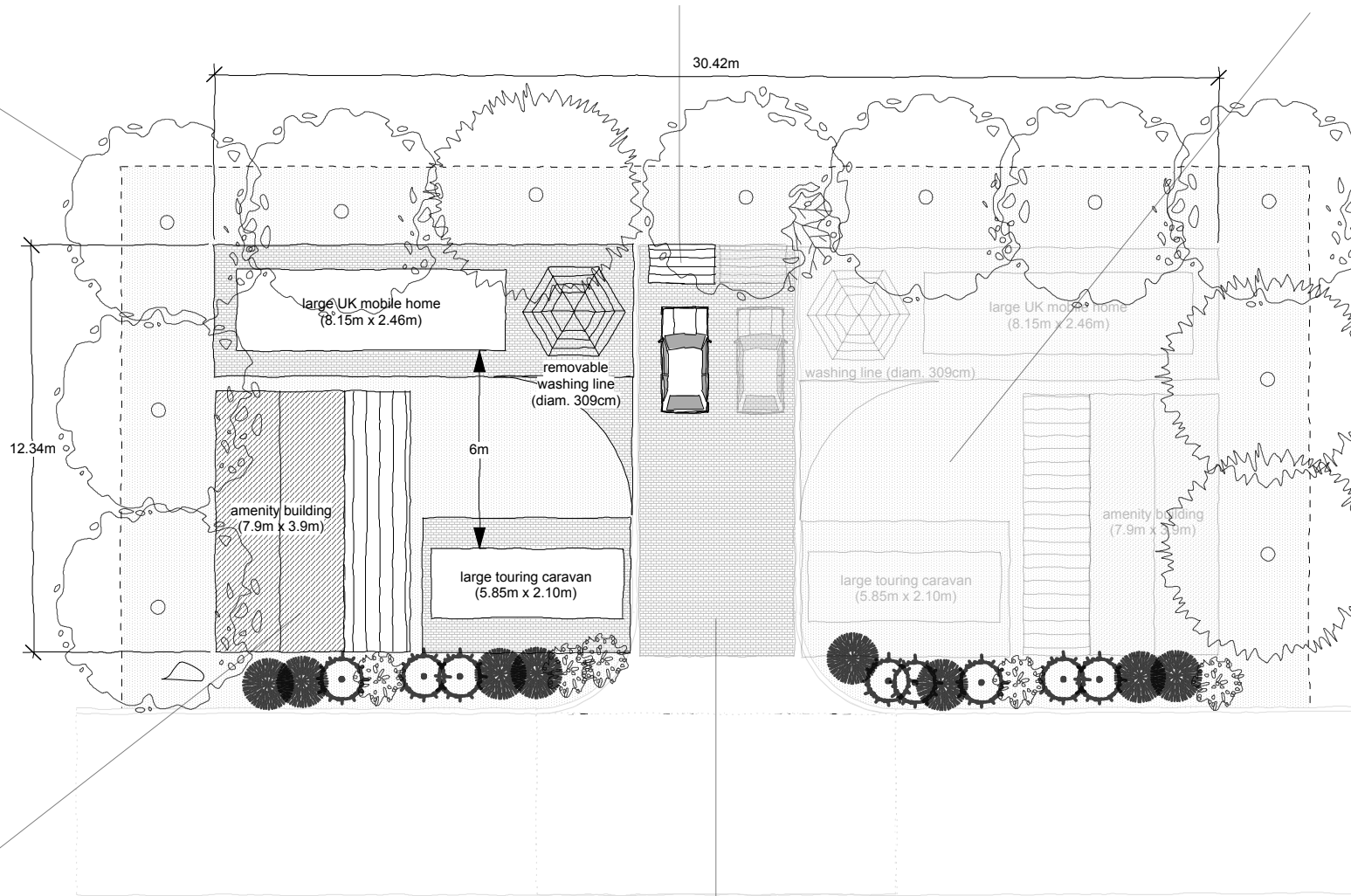
EXAMPLE OF 1-2 PITCH PRIVATE SITE (0.14 acres)

Use of existing landscaping (such as mature hedgerows) is desirable particularly if it encourages biodiversity (generally native species) and is low maintenance. It affords a good level of privacy and security without the defensive/hostile nature of gates, walls and fences. That said, each site will need to be designed with the appropriate security measures in mind as per the Police's 'Secure By Design' Principles. There will be considerable difference in these needs between urban and rural locations, for example.

A secure/lockable shed should be provided for storage of things like bicycles and other large but portable equipment. Size is dependent on needs, but there should be sufficient space for each member of the family to have a bicycle as well as any other gardening equipment.

Ideally sites would provide space play and/or food growing. In this instance this area of land could also accommodate a further pitch if necessary, though that would of course restrict the play and food growing to the small open space on each pitch.

There should be at least a 3m gap within the inside of all site perimeter boundaries and a 6m gap between combustible units, which includes caravans and mobile homes, though not amenity buildings if made out of non-combustible materials.



Some families will also have need of grazing land for their horse(s). Minimum spaces are for 1 horse to 1 acre (or 0.5 acre for ponies or horses under 14.2 hands)

Living quarters should generally not be overlooked by neighbours so some further hedging may be necessary

Government guidance suggests that amenity buildings should include:

- water closet (basin, toilet, bath/shower)
- (open plan) kitchen/dining/living area
- secure storage space for harmful substances/medicines
- enclosed storage for food, broom, washing/cleaning items
- space for cooker, fridge/freezer & washing machine

We suggest also that a large porch, veranda or other covered outdoor space would be useful given the limited indoor living space and the relatively high levels of cloud cover and precipitation in this country.

Access routes will need to accommodate all vehicles that need access to the site. In this case tracking would need to be carried out to ensure that there is sufficient turning space (on hard standing if regularly moved) for a large mobile home. Standards for refuse and fire truck access will need to be met too. Again, in this case space for safe stopping only is needed as the site is small enough to ensure that distance to refuse collection points and hose length standards are met. These standards and others can be found in Building Regulations and Manual for Streets.

No.	Date	Appr	Revision Notes
-64	Jan 2011	Issue Note	
No.	Date	Issue Notes	
Design Firm		Baker Associates	
Consultant		The Crescent Centre Bristol BS1 6EZ	
Project Title		Dorset GTTS DPD	
Sheet Title		1-2 Pitch Site	
Project Manager		Mark Russell	Project ID: a483
Drawn By		Daniel Black	Scale: 1:200 @ A3
Reviewed By		N/A	Sheet No.
Date			_____ of _____
CAD File Name		a483/001/Rev1	1 of 1

EXAMPLE: 5 PITCH PUBLIC SITE (0.72 acre)

Use of existing landscaping (such as mature hedgerows) is desirable particularly if it encourages biodiversity (generally native species) and is low maintenance. It affords a good level of privacy and security without the defensive/hostile nature of gates, walls and fences. That said, each site will need to be designed with the appropriate security measures in mind as per the Police's 'Secure By Design' Principles. There will be considerable difference in these needs between urban and rural locations, for example.

There should be at least a 3m gap within the inside of all site perimeter boundaries and a 6m gap between combustible units, which includes caravans and mobile homes, though not amenity buildings if made out of non-combustible materials.

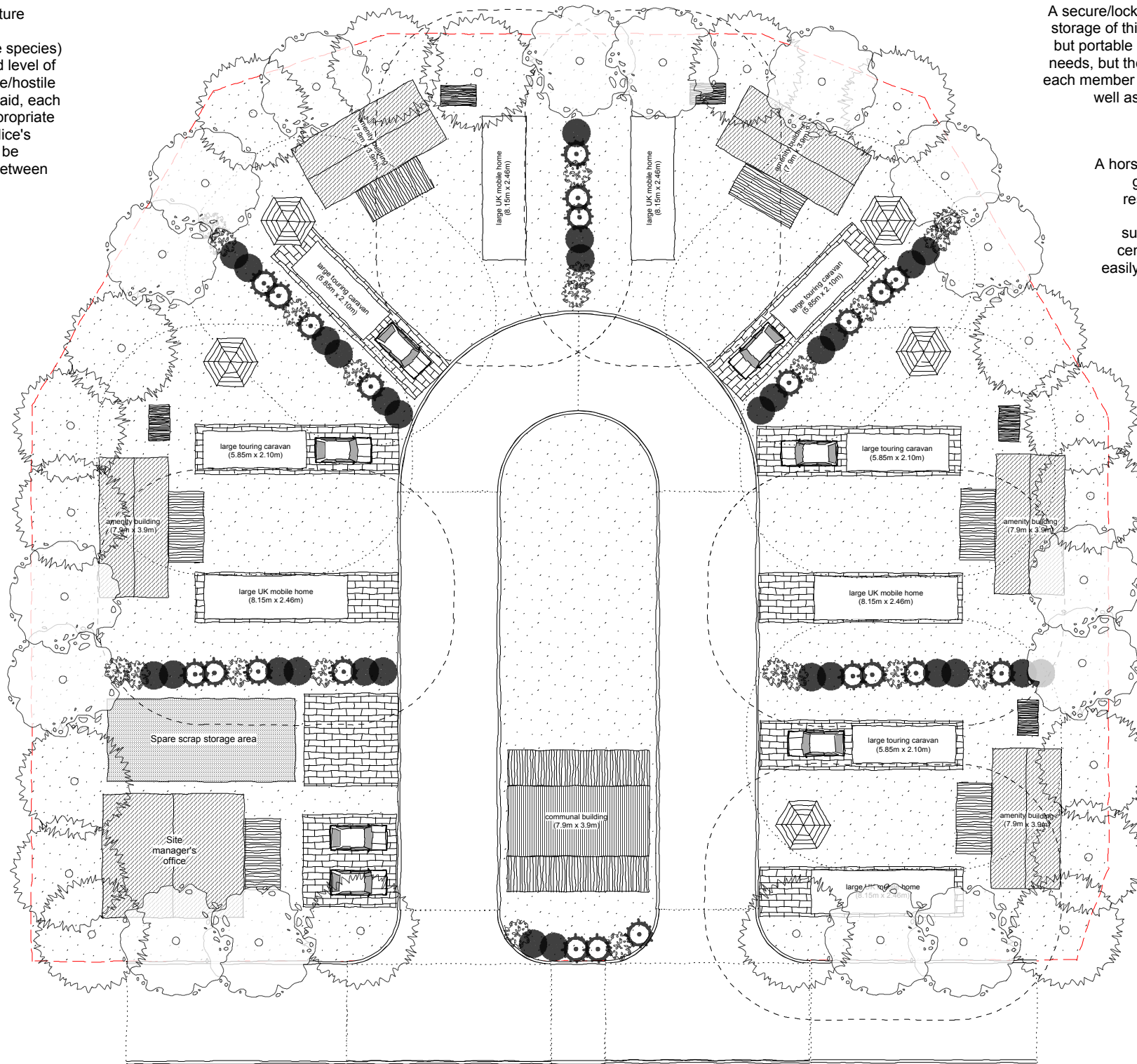
Specific additional space available for scrap storage can be well used (e.g. Piddlehinton Gypsy Site)

A site manager's office is ideally located near the entrance for ease of access and is of a size to accommodate an office, a kithenette, a bathroom and a storage room.

Government guidance suggests that amenity buildings should include:

- water closet (basin, toilet, bath/shower)
- (open plan) kitchen/dining/living area
- secure storage space for harmful substances/medicines
- enclosed storage for food, broom, washing/cleaning items
- space for cooker, fridge/freezer & washing machine

We suggest also that a large porch, veranda or other covered outdoor space would be useful given the limited indoor living space and the relatively high levels of cloud cover and precipitation in this country.



A secure/lockable shed should be provided for storage of things like bicycles and other large, but portable equipment. Size is dependent on needs, but there should be sufficient space for each member of the family to have a bicycle as well as any other gardening equipment.

A horseshoe layout is recommended in government guidance as it allows residents to look out for each other while at the same time affording sufficient privacy. It also provides a central play area/open space that is easily visible from each of the pitches.

Some families will also have need of grazing land for their horse(s). Minimum spaces are for 1 horse to 1 acre (or 0.5 acre for ponies or horses under 14.2 hands)

Living quarters should generally not be overlooked by neighbours so some further hedging may be necessary

A communal building may be needed where an existing building is inaccessible. This is particularly useful for larger sites. It can be an important resource in sustaining a more remote site, offering an opportunity for health visitors, youth workers and education services, as well as for use by residents and the site manager.

Access routes will need to accommodate all vehicles that need access to the site. In this case tracking would need to be carried out to ensure that there is sufficient turning space for a large mobile home. Standards for refuse and fire truck access will need to be met too. Again, in this case space for safe stopping only is needed as the site is small enough to ensure that distance to refuse collection points and hose length standards are met. These standards and others can be found in Building Regulations and Manual for Streets.

No.	Date	Appr	Revision Notes
-64	Jan 2011	Issue Note	
No.	Date	Issue Notes	
Design Firm	BAKER ASSOCIATES		
Consultant	The Crescent Centre Bristol BS1 6EZ		
Project Title	Dorset GTTS DPD		
Sheet Title	6 Pitch Site		
Project Manager	Mark Russell	Project ID	a483
Drawn By	Daniel Black	Scale	1:300 @ A3
Reviewed By	N/A	Sheet No.	Sheet No. 2
Date	Date	_____ of _____	
CAD File Name	a483/002/Rev1	6	

Committee: Local Plan Working Group

Agenda Item

Date: 11 November 2014

5

Title: Retail and Town Centre Monitoring Report

Author: Hannah Hayden, Planning Officer

Summary

1. The attached report provides information on town centre uses within Uttlesford, both in terms of progress with Local Plan allocations and planning permissions for various town centre uses.

Recommendations

2. For information

Financial Implications

3. None

Background Papers

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

Uttlesford Non-Residential Land Survey 2014

Impact

- 5.

Communication/Consultation	The report will be made available on the Council's website as part of the Council's Annual Monitoring
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	N/A

Workforce/Workplace	N/A
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Situation

- Essex County Council conducts an annual survey of non-residential land on behalf of the District Council. The survey is dated April each year and it monitors the planning permissions for non-residential use in the previous year. In addition to any new permissions during the year it records outstanding retail and town centre use floorspace, floorspace which has been completed and floorspace lost to other uses. Only schemes above a certain threshold are included in the monitoring. The threshold is 250 sqm. The attached report summarises the information from the 2013-2014 survey.

Risk Analysis

7.

Risk	Likelihood	Impact	Mitigating actions
Councillors do not have enough information to make informed decisions.	Low likelihood of un-informed decision being made if information and advice is available.	High impact on Local Plan process if unsound decisions are made.	Annual monitoring to make sure that decisions made are consistent with the Council's corporate and Local Plan objectives.

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

Retail and Town Centre Monitoring Report

2013-2014

1. Introduction

1.1. This report monitors the availability of retail uses across the District and town centre uses within the town and local centres in terms of allocated land and land with planning permission. For the purpose of this report town centre uses are defined as:

Use class A1 – Shops

Use class A2 – Finance and Professional Services

Use Class B1(a) – Office, other than a use within Class A2 (financial services)

Use Class D2 – Assembly and Leisure

For a more detailed description of the use classes please see appendix 1.

1.2. Both in the adopted Local Plan 2005 and the emerging Local Plan, Town and Local Centres have been identified. These are:

- Saffron Walden
- Great Dunmow
- Stansted Mountfitchet
- Thaxted

Please see appendix 2 for maps of the Town and Local Centre boundaries as identified in the emerging Local Plan.

2. Retail Allocations in the Adopted Local Plan 2005

2.1. In the Uttlesford Local Plan 2005 there are a number of policies which seek to protect existing and encourage new retail uses:

- RS2 – Town and Local Centres
- RS3 – Retention of Retail and other Services in Rural Areas
- Town Centre policies for Saffron Walden and Great Dunmow
- Local Centre Policies for Stansted Mountfitchet, and Thaxted.

- 2.2. Of the allocated sites in the adopted Local Plan the following site allocations make provision for retailing, two of which have been completed and development has commenced on one:

Great Dunmow 2: Land to the rear of 37 to 75 High Street. 0.75 ha site for mixed use development	Completed
Oakwood Park Local Policy 1	Outstanding
Takeley / Little Canfield Local Policy 3 - Priors Green	Completed
Policy SM3 – site on corner of Lower Street and Church Road – 0.2 ha site allocated for mixed use development	Under construction
Policy SM4/BIR1 – Rochford Nurseries	Outstanding

3. Planning Permissions

- 3.1. Essex County Council conducts an annual survey of non-residential land on behalf of the District Council. This survey is dated April each year and monitors the planning permissions for non-residential use in the previous year. In addition to any new permissions during the year it also records outstanding retail and town centre use floorspace, floorspace which has been completed, and retail and town centre use lost to other uses. Only schemes above a certain size threshold are included in the monitoring. The threshold is 250sq metres or more involving a gain or a loss.
- 3.2. The table below records the amount of floorspace which has been completed during the years up to April 2014.
- 3.3. Since 1 April 2011 a total of 1471 square meters of retail and town centre use floorspace has been completed.

Completed Town Centre Use Floorspace 2011-2014				
	A1 & A2	B1a	D2	Total
2011/12	313	-	-	313
2012/13	-	-	-	-
2013/14	414	744	-	1158
Total	727	744		1471

- 3.4. Appendix 3 lists all of the sites with outstanding planning permission for retail and town centre office use.
- 3.5. Appendix 3 shows that there is 7266 sqm of A1/A2 retail floorspace outstanding. Of which 1508 sqm is within the adopted Local Plan 2005 Local Centre boundaries with land at Emson Close Saffron Walden (555m²) and 2 Lower Street Stansted Mountfitchet (953m²). Outstanding planning permission exists for an extension to Saffron Walden Tesco (1274sqm) and Great Dunmow Tesco (1242m²), and Waitrose Store, Saffron Walden (528m²).

- 3.6. There are no outstanding planning permissions for B1a uses within the town or local centres.
- 3.7. Appendix 3 details the applications involving a loss. The potential total loss of retail and B1a floorspace from the town centres is 783 m². This involves the loss of upper floors to residential and changes of use of offices to residential under the new permitted development rights.

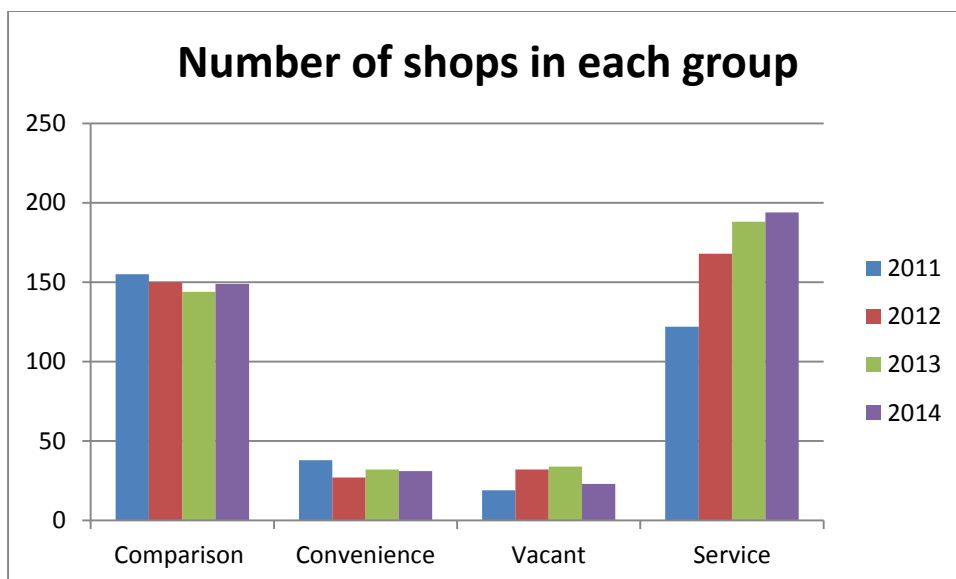
4. Town/Local Centre Survey October 2014

4.1. Every year a retail survey is carried out. The following table shows the retail floorspace in the four main centres as defined on the adopted proposals map:

- Saffron Walden
- Great Dunmow
- Stansted Mountfitchet
- Thaxted

Retail Trade Group		Saffron Walden	Great Dunmow	Stansted Mountfitchet	Thaxted
Comparison	No of shops	99	39	5	6
	Net floorspace	7212	2336	345	
Convenience	No of shops	10	10	8	3
	Net floorspace	1683	1569	677	
Service	No of shops	81	68	33	11
	Net floorspace	7556	3882	1743	
Vacant	No of shops	15	5	1	2
	Net floorspace	466	175	151	

- 4.2. The survey of shops shows that over the last year the number of shops in each trade group has generally remained the same. Stansted Mountfitchet has seen the most significant reduction in vacant shops from 11 last year to only 1 this year.
- 4.3. The graph below shows historical data on how the number of shops the four main centres collectively have changed. Over the past four years the number of comparison shops has generally remained steady. The number of convenience stores fell in 2012 but has since remained steady. After an increase in the number of vacant shops in 2012 and 2013 the number has fallen in 2014. The number of shops offering a service has steadily increased over the last four years.



5. National Planning Policy Framework

5.1. The NPPF advocates a town centre first approach and requires planning policies to positively promote competitive town centre environments and manage the growth of centres over the plan period.

6. Permitted Development Rights

6.1. In May 2013 and April 2014 changes were made to the permitted development rights. Some of the changes will affect town and local centres, as listed below:

- Retail to residential – change of use from a small shop or provider of professional/financial service (A1 and A2 uses) to residential use (C3) up to 150sqm of retail space will be able to change to residential.
- Retail to banks and building societies – change of use from a shop (A1) to a bank or building society.
- Buildings with A1, A2, A3, A4, A5, B1, D1 and D2 uses will be permitted to change use for a single period of up to two years to A1, A2, A3 and B1 uses.

7. The Emerging Local Plan

7.1. The retail strategy in the emerging Local Plan, as set out in Policy SP5, is to support new retail, leisure and other town centre uses and to focus these uses in the town and local centres. SP5 details the amount of retail floorspace needed in the main centres thought the plan period; 3,713m² of convenience floorspace and 2,973m² of retail warehousing.

7.2. The following site allocation policies make provision for retail and town centre uses:

Saffron Walden 1 – convenience retail and retail warehousing

Saffron Walden 2 – Retail warehousing and discount foodstore

Saffron Walden 8 – Development Opportunity Site for town centre uses

Great Dunmow 5 – retail floorspace

Great Dunmow 12 – Development Opportunity site for town centre uses

Stansted Mountfitchet 1 – Land at Lower Street, mixed use development of retail, medical centre and residential

Stansted Mountfitchet 7 – Development Opportunity Site for town centre uses

- 7.3. In the emerging Local Plan local centres have been identified with primary and secondary shopping frontages (appendix 2), this will help give our four local centres (Saffron Walden, Great Dunmow, Stansted Mountfitchet and Thaxted) some extra protection.

8. Conclusions

- Development Opportunity Area allocations are being put forward in the emerging Local Plan which will help meet the anticipated retail need in the local centres of Saffron Walden and Great Dunmow
- The emerging Local Plan has allocated sites for retail warehousing and large convenience shops, which will meet the anticipated need
- Overall the number of vacant shops in the four main retail centres has fallen.
- The permitted development rights have brought about challenges and changes to our town/local centres can and have happened that we have no control over. However, the emerging Local Plan makes provision to protect and enhance our main centres.

Appendix 1

Use Class Definitions

A1 –

A1 Convenience

These are shops where the goods on sale are purchased frequently. The convenient location of the shops is a high priority to the customer when making purchases. Such shops include supermarkets, newsagents and off licences.

A1 Comparison

These are shops selling durable goods which are purchased at irregular intervals. A customer would probably not make a purchase until a comparison has been made with other shops. Examples of these shops are clothes shops, electrical shops and jewellers.

Town Centre Uses:

Use Class	Use Type
A1	<ul style="list-style-type: none">• Retail sale of goods other than hot food• Post office• Sale of tickets or as a travel agency• Sale of sandwiches or other cold food (consumption off the premises)• Hairdressing• Direction of funerals• Displaying of goods for sale• Hiring shops• Dry cleaners• Reception of goods to be washed, cleaned or repaired• Internet café
A2	<ul style="list-style-type: none">• Financial services• Professional services (other than health or medical services)• Any other services (including use as a betting office)
B1(a)	<ul style="list-style-type: none">• As an office other than a use within class A2
D2	<ul style="list-style-type: none">• A cinema or concert hall• Bingo hall• Dance hall• Swimming bath• Skating rink• Gymnasium
Sui generis – a term referring to a class on its own	<ul style="list-style-type: none">• Garages and car showrooms• Laundrettes• Veterinary clinics• Tanning studios

Appendix 3

Completions – Retail uses and Town Centre uses

UTT Ref	Site	Development Description	Completed Floorspace (sqm)
2116/10	Former Council Offices, 46 High Street Great Dunmow	Change of use of former District council offices to 2 no offices and residential	744
2092/10	Priors Green Centre, Takeley	Erection of local centre retail parade comprising a convenience store (A1), with 6 further units for use class A1, A2 A3 & A5 or D1.	414
	14 Cambridge Road	Retail unit demolished	-319
TOTAL			839

Outstanding Retail uses and Town Centre uses

UTT Ref	Site	Development Description	Outstanding Floorspace (sq m)
13/1123	Land at Webb Road/Hallett Road Little Dunmow	1 retail unit	386
0609/11	Land at Emson Close Saffron Walden	Retail units	555
1323/09	Radwinter Road Saffron Walden	Extension to Tesco	1274
13/0268	Thaxted Road	Demolish existing building and redevelop comprising retail and discount food store	1125
		Demolish existing building and redevelop retail warehousing and associated garden centre	2973
1522/12	2 Lower Street Stansted	Demolition of existing commercial buildings and development of 1 retail unit, medical centre and 14	953

1928/11/REN	Tesco Store Stortford Road, Great Dunmow	residential apartments Renewal of planning application UTT/1850/06/FUL extension of existing Class A1 retail store and alterations to existing car park	1242
2012/10/FUL	Waitrose Store, Saffron Walden	Single storey extension	528
Total			7266

Potential Retail or town centre losses to C3 residential 2013-2014 –

UTT Reference	Address	Description	Floorspace lost
0280/12	8-10 King Street	Change of use of upper floors (A1 retail) and storage to 8 flats	475
13/1796 (permitted development)	R/o 56 High Street Saffron Walden	Change of use of office to residential	90
13/3313 (permitted development)	R/o 56 High Street Saffron Walden	Change of use of offices to 3 dwellings	90
12/6109	8B Cross Street Saffron Walden	Change of use of first floor office space to residential	128
Total			783