



Uttlesford District Council

Chief Executive: John Mitchell

Uttlesford Planning Policy Working Group

Date: Monday, 30 March 2015
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors S Barker, P Davies, A Dean, K Eden, S Harris, S Howell, M Lemon, J Loughlin, E Oliver, J Parry, H Rolfe and J Salmon.

AGENDA

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

- 2 Minutes of previous meeting** 5 - 12
To receive the minutes of the meeting held on 23 February 2015

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

- 4 Call for sites** 13 - 26
To consider the information to be requested as part of the call for sites process

- 5 Sports Strategy Consultation** 27 - 44
To consider the Strategy and the proposed consultation arrangements

6	Duty to cooperate To provide an update on the duty to cooperate work	45 - 90
7	Neighbourhood Development Planning To provide an update on the Neighbourhood Planning Process	91 - 94
8	ECC Bus Strategy consultation To consider the suggested replies to the consultation	95 - 142

MEETINGS AND THE PUBLIC

Agendas, reports and minutes for this meeting can be viewed on the Council's website www.uttlesford.gov.uk. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510369/433.

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Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

UTTLESFORD PLANNING POLICY WORKING GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 7.00pm on 23 FEBRUARY 2015

Present: Councillor H Rolfe - Chairman
Councillors S Barker, P Davies, K Eden, S Harris, S Howell, J Loughlin, E Oliver and J Salmon.

Also present: Councillors C Cant, J Menell, V Ranger and J Redfern.

Officers in attendance: J Mitchell (Chief Executive), M Cox (Democratic Services Officer), R Harborough (Director of Public Services), H Hayden (Planning Policy Officer), S Nicholas (Senior Planning Policy Officer), J Pine (Policy and Development Management Liaison Officer) A Taylor (Assistant Director Planning and Building Control) and A Webb (Director of Finance and Corporate Services).

PP12 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors A Dean, M Lemon and J Parry.

PP13 MINUTES

The minutes of the meeting held on 26 January 2015 were approved and signed as a correct record.

PP14 EVIDENCE BASE AND REVIEW OF WORKING

The working group considered a report which reviewed the local plan evidence base. The report highlighted areas where updates were required or additional studies needed to be commissioned and gave an indicative cost of any likely work.

The report was noted.

PP15 GYPSY AND TRAVELLER ISSUES AND OPTIONS CONSULTATION

Public speaking

The local District Councillor and 5 members of the public spoke in relation to the proposed Gypsy and Traveller site at 5 Acre Wickham Bonhunt/ Arkesden. They requested the council to withdraw the site from the consultation process.

Speakers

Councillor Menell

Steve Coltman - Arkesden Parish Clerk

Robin Coady - representing the residents' group

Joan Morgan - Chairman of Wicken Bonhunt Parish meeting

Philip Kratz - planning lawyer, representing the residents

Will Nichols - Strutt and Parker

The following issues were raised:

Principles

- The residents understand the need to have Gypsy and Traveller sites but these should be in the right place with proper access to services.
- There is a live application for 12 houses proposed in the village which is likely to be refused as being unsustainable. How does this equate with this application?
- Could there be a broad area of search rather than specific site allocations
- Gypsy and Traveller sites should be sustainable and the council must allocate appropriate sites, and treat the Gypsy and Traveller the same as the settled community,
- The suggestion for sites in rural sites to be limited to 5 pitches is welcomed but residents do not trust the council's enforcement process.
- There would be a significant impact on the small community of Wickham Bonhunt

Legal issues

- The evidence base in the report overstates the need.
- There is no law requiring local authorities to make provision for Gypsy and Travellers - the only recourse is for the Inspector to find the plan unsound.
- Emerging Government guidance will 1) change definition of travellers – the need will disappear 2) change the weight of emphasis in respect of retrospective applications.
- The planning context is changing so it would be unwise to allocate sites at the present time.

Consultation process

- 604 responses were received to the consultation but residents don't feel they are being listened to.
- All major concerns have been discounted, whilst the council just seems concerned with following a process.
- The council should take account of the submitted evidence and listen to the community

Site suitability

- The site fails UDC's own sustainability criteria
- The site has access to services, employment, public transport
- There are problems with sewage and drainage

- The site lies within flood zone 3 and is subject to flooding to an even greater extent than the surrounding properties.
 - The flooding issue has been accepted by the landowner, Anglia Water and in the Strategic Environmental Assessment.
 - There is concern for the safety of the occupants of the site, there will need to be an emergency plan in place
 - There are too many problems with the site for mitigation to be possible
 - The circulated photographic evidence regarding the flooding is unequivocal.
-

The Assistant Director Planning and Building Control took Members through the report. 2589 comments had been received from 689 people in response to the consultation. The report included the representations made to each question and set out officers' comments and recommendations. It was noted that during the process one site had been withdrawn and two additional sites had been proposed. The report also provided an update on the enforcement action taken in respect of the Gypsy and Traveller sites in Stansted. This had revealed 3 vacant pitches which would go towards reducing the number of pitches required to be allocated.

The working group was asked to note the report. No decisions would be taken until the visits to all the proposed sites had been undertaken.

Councillor Harris referred to the officer recommendation that sites should have a maximum of 5 pitches in rural areas and a maximum of 15 elsewhere. In that case she questioned whether the current 17 pitches at the Felsted site could be reduced. She was advised that this would be a decision for ECC, as landowners, although any reduction here would need to be provided for elsewhere in the district.

Councillor Oliver spoke about the problems with flooding in Wickham Bonhunt which had led to some houses not being able to obtain insurance. The proposed site was in this flood risk area and he felt that the council should have care for potential residents both from the settled and Gypsy and Traveller community. He was pleased that officers were recommending a limit of five pitches per site in rural areas but he was not confident that the enforcement procedures were in place to control further occupations.

He said the site had been deemed unsuitable in the past and nothing had changed. He was concerned that the consultants had taken the landowner's word about the suitability of the site, and all the many sensible objections had been brushed aside. There was nowhere less suitable.

Councillor Howell questioned a point raised by a public speaker that Cotswold DC had chosen not to identify specific sites. The Assistant Director said he was not aware of this but would report back to the next meeting. In relation to the speaker who questioned the requirement to identify sites for Gypsies and Travellers, he said he was not convinced that the local plan would be found sound without such provision.

Councillor Howell said it was clear that in terms of enforcement the council had failed in its duty in the past. He also questioned the self-certification of Gypsy status, as he could think of nowhere else in law where these facts would be taken on face value with no other evidence requirements.

He asked whether the photographs showing the flooding was in reality a 100 year event, and was concerned that the residents and the statutory bodies held such different views. The Assistant Director said that flooding was a recognised issue, and one of the reasons for recommending further information. An important piece of work was required to consider whether mitigation was possible and whether the cost of this would affect the viability of the site.

Councillor Rolfe reiterated that the report was for noting. Officers had listened carefully to all the points raised by the residents. There was a conflict of views regarding the suitability of the 5 acres site, and as a result further information would be sought.

The council was aware of the Government consultation and the likely change to the definition of Gypsies and Travellers for planning purposes. He confirmed that the Council would need to continue to monitor any change in Government policy. There would also be a visit to all the sites before a decision was taken. He reassured members that the council took enforcement very seriously and had increased resources in this area.

The report was noted.

PP16

ECC DRAFT CONTRIBUTIONS GUIDANCE 2015

The Policy and Development Management Liaison Officer reported details of a consultation on the proposed changes to the ECC guidance on infrastructure contributions. This updated the 2010 guidance and set out the scope and range of financial and other contributions that ECC could seek through section 106 obligations in order to make developments acceptable in planning terms. The guidance was accompanied by an environmental report which identified 10 sustainability objectives. The working group was asked to endorse the suggested response to the consultation.

One change was that the threshold for seeking infrastructure contributions had increased from 10 to 25 dwellings, due to the new pooling limit of 5 sites. . Members commented that a one size fits all approach should be avoided, as a development of 10 dwellings would have a significant impact in a small village location or group of small villages, and it might still be appropriate to pool contributions from up to 5 smaller sites.

AGREED that the working group endorse the proposed reply to the consultation questions.

PP17

STATEMENT OF COMMUNITY INVOLVEMENT

The working group received the Statement of Community Involvement. It had recently been reviewed since its adoption in 2013 and was presented to members for comment before it was subject to formal public consultation. The document set out the council's approach to public consultation and involvement in the preparation of the local plan and determination of planning applications.

Councillor Loughlin asked about the duty to cooperate with other neighbouring authorities and was concerned that unwanted development might be forced on Uttlesford, if the neighbouring district was unable to accommodate the required numbers within its area.

The Assistant Director explained that the duty to cooperate was one of the legal tests to be met in the local plan and the council needed to be alive to the surrounding authorities' plans. The numbers would not be forced on the council, but it would be required to justify why it could not accept the additional numbers at any future examination in public. This was a complicated and evolving situation which would be kept under review. In answer to a question, it was confirmed that the housing numbers gained from a neighbouring authority would be over and above the district's own objectively assessed need and housing numbers

Councillor Barker commented that a number of members of the public had attended this meeting. This should provide a good opportunity to capture contact details so that residents could receive further relevant information. It was agreed that this might be a useful means of engagement and officers agreed to consider the feasibility of this suggestion. Those who had responded to the Gypsy and Traveller consultation would now be on the consultation database.

AGREED to approve the revised document for public consultation.

PP18

DUTY TO COOPERATE

The working group received the report on recent duty to cooperate work. It was noted that the Strategic Housing Market Assessment (SHMA) was planned to be reported to the group at the next meeting on 30 March 2015.

The report was noted

PP19

BRAINTREE LOCAL PLAN

The working group was advised that Braintree DC was in the early stages of preparing a local plan to replace its core strategy and was consulting on issues and scoping, which looked at the main aims and objectives for the district.

Braintree DC was required to plan for more houses than previously envisaged, between 750 and 950 per year. One of its stated aims was to meet fully its own objectively assessed housing need and the supporting infrastructure within its district boundary.

The map attached to the document showed the results of the recent call for sites exercise. A number of parcels of land had been put forward for the area west of Braintree near to the A120, and three of these straddled the district boundary with Uttlesford.

The timetable for the preparation of the plan was very similar to Uttlesford's and officers would therefore need to work with Braintree on cross-boundary issues, meeting housing need and to evaluate the proposals which crossed the district boundary.

Councillor Harris said this was a working example of the duty to cooperate and hoped that issues concerning developments near to the district boundary would be discussed at an early stage. She stressed the importance of keeping parish councils, local members and communities informed of any future consultations.

The Chairman said that Braintree DC was going through the same process as Uttlesford. This consultation showed the results of the call for sites but nothing had yet been determined in terms of site allocations. This consultation was on the principle of development but gave local members the heads up regarding possible future growth.

AGREED

- 1 Uttlesford respond to the consultation by supporting Braintree's aim of meeting in full its objectively assessed housing need together with supporting infrastructure.
- 2 To confirm that Uttlesford will work closely with Braintree in the evaluation of proposals close to or straddling the district boundary.

PP20

NEIGHBOURHOOD PLANS UPDATE

The working group received a report on the neighbourhood planning work currently being undertaken within the district.

To date three neighbourhood plan areas had been submitted and two further plans were expected shortly. Funds had been secured as part of a Government initiative, where the council had submitted a joint bid with the relevant local authority. The Government had also provided financial support for advice being provided through Planning Aid. The Government was now winding down its support in this area and future funds would be applied for directly by the community concerned. The funding was unlikely to cover all the

costs of producing a plan. There was also no longer a clear supply of knowledgeable planners in this area to provide advice and guidance

Councillor Rolfe said he endorsed the council's support for neighbourhood plans. They were important as they assisted communities in bringing forward ideas and plans for the future development of their areas. Community empowerment was an important part of the Localism Act.

In the light of the reduction in central funding he suggested that UDC should look to provide a pool of money for communities to bid for, and to offer access to expert advice.

In answer to a question it was explained that the funds already received from the Government were held by UDC and paid to the community for any work carried out.

It was AGREED that officers consider a proposal for future funding and support for the development of neighbourhood plans and report back to a future meeting.

The meeting ended at 9.15pm.

Committee: Uttlesford Planning Policy Working Group

Agenda Item

Date: 30 March 2015

4

Title: Strategic Housing Land Availability Assessment – call for sites

Author: Sarah Nicholas, Senior Planning Officer

Summary

1. This report updates members on the need to produce a new Strategic Housing Land Availability Assessment (SHLAA) and carry out a call for sites. The form details the level of information being requested as part of the call for sites and the process to be adopted.

Recommendations

2. To note the report and comment on the call for sites form prior to the call for sites commencing.

Financial Implications

3. None.

Background Papers

4. None

Impact

- 5.

Communication/Consultation	This call for sites will be publically available and letters will be sent to people on the Councils database.
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	Affects all wards equally.
Workforce/Workplace	This will involve officers from the Planning Policy Team.

Situation

6. This report seeks to update members on the need to develop a new SHLAA for the district as part of the development of the new Local Plan. The first stage of this work is to issue a call for sites. A draft form is attached as an

appendix and the views of the Working Group are requested. The call for sites will last just over 8 weeks and commence on Wednesday 1 April 2015 and close on Monday 1 June 2015.

7. The call for sites is a way for the Council to establish what sites could potentially be made available for development in the future.
8. The Council has prepared the appended call for sites form for anyone with an interest in a piece of land, and who considers it suitable for residential or commercial development, to complete and submit it to the Council for consideration.
9. The Council is seeking information of sites for residential development which can accommodate 5 or more dwellings and economic development on sites of 0.25ha or 500m² floorspace. These are the thresholds recommended in the Planning Practice Guidance.
10. The form requires information on the ownership of the site; current and potential uses; details of any possible constraints; availability; deliverability; and viability.
11. Once the call for sites has completed each site will be assessed and a detailed report will be prepared for a future Working Group meeting. At the conclusion of the work all the submissions and the final assessment will be made public.
12. The call for sites and SHLAA process does not determine which sites are allocated as part of a future Local Plan but provides the background and technical evidence in order that informed decisions to be made.

Conclusion

13. The Council needs to update its SHLAA as an early part of the development of a new Local Plan. A call for sites form has been developed and comments from the Working Group are requested.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The Council is not made aware of sites available for housing.	1 – The call for sites will be advertised widely to ensure all landowners are aware.	1 – Lack of sites available for allocation by the Council.	Ensure that the call for sites is widely advertised through the website, social media, local media as well as direct email/letter contact through the Council's database.

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.



For official use only

Reference _____

Received _____

STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA) 2015

Call for sites - Availability of Potential Sites Form

The purpose of this form is to invite you to submit new sites that you, or your client(s), believe may be suitable for residential or employment development, and which you anticipate could be brought forward prior to 2033.

NOTE: Please complete a form and return with supporting evidence even if the site features within the current SHLAA. No sites will be automatically carried forward to the new SHLAA.

1

1. Only sites meeting the following criteria should be submitted:-
 - Which could accommodate 5 or more dwellings
 - Economic development on sites of 0.25 ha (or 500m² floorspace) or above
2. All submissions must be accompanied by a map. This map should be of an appropriate and recognizable scale (no smaller than 1:10,000) showing the site boundary in red. The map should show the immediate context of the site showing adjacent uses and roads (with names), as well as a scale and north arrow. Failure to provide a map may delay the consideration of your site.
3. Complete a separate form for
 - each site or
 - different scales of development of the same site
4. You must give your name and address for your comments to be considered.
5. Additional forms are available on the Council's website or from the Planning Policy Team on 01799 510454/637 or planningpolicy@uttlesford.gov.uk

This form should be returned on or before 1 June 2015

to

planningpolicy@uttlesford.gov.uk

or

Planning Policy Team,

Uttlesford District Council,

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

DISCLAIMER

If the Strategic Housing Land Availability Study identifies land as having potential, it will not imply that the land will be allocated for development. We will be assessing the constraints and deciding whether sites should be developed as part of work on the Local Plan.

DATA PROTECTION AND FREEDOM OF INFORMATION

By responding you are accepting that your response and the information within it will be available for public inspection and published on line. However, any published information will not contain personal details (telephone number, email) of individuals.



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

For official use only

Received _____

Reference _____

1. YOUR DETAILS	
Name	
Company / Agent Name (if applicable)	
Representing (if applicable)	
Your Contact address	
Telephone number	
Email	

2. Are You ...	YES ✓
Site owner	
Planning Consultant	
Developer	
Housing Association	
Parish or Town Council	
Amenity or Community Group	
Other (please specify)	

3. SITE DETAILS	
Site Address	
Site postcode (if known)	
Site OS grid reference (if known)	
Please attach an up-to-date Ordnance Survey based map outlining the precise boundaries of the site in its entirety and the part which may be suitable for housing or employment (if this is less than the whole). Without this mapped information we are unable to register the site.	



4. OWNERSHIP OF SITE		
Are you/your client the landowner of the site?	Yes	
	No	
If YES are you/your client	Sole Owner	
	Part Owner	
<p>If you/your client are part owner please provide name(s) and address(es) of all the other owners together with evidence to demonstrate that the land is available such as a signed statement from all the landowners.</p>		
<p>If you/your client are not the landowner then please provide name(s) and address(es) of landowner(s) together with evidence to demonstrate that the land is available, such as a signed statement from the landowners.</p>		

5. CURRENT AND POTENTIAL USE		
What is the current use of the site?		
Is there a use on site which needs to be re-provided elsewhere?		
What is the estimated area of the site (hectares)?	Whole Site	
	Area suitable for development	
What use are you proposing		
Use (tick/mark all that apply)	Yes ✓	Details (number of houses proposed, employment floorspace in m ² etc)
Market Housing		
Affordable Housing		
Self-Build / Custom Build		
Housing for older people (use class C3)		
Residential care home, nursing home (use class C2)		
Gypsy or Traveller pitch		
Employment (use class B1)		
Employment (use class B2)		
Employment (use class B8)		



Employment (use class other)		
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6. POSSIBLE CONSTRAINTS	
To the best of your knowledge, are there any constraints that may prevent or restrict development on the site? Please provide details on the following:	
Access	Can the site be safely accessed by pedestrians and vehicles? Where would the site be accessed from?
Public rights of way	Do any public rights of way such as footpaths and bridleways cross the site or run adjacent to it?
Topography / gradient	Does the site have a slope and would it have any implications for development?
Natural features	Does the site and adjacent land have any natural features such as woodland, hedgerows, trees, ponds, streams?
Heritage Assets	Does the site contain or is it adjacent to any listed buildings, ancient monuments or archaeological sites? Does any part of the site lie within or adjoin a conservation area?
Flood risk	Is any part of the site within an identified Flood Zone? (As defined by the Environment Agency and available on their website.);



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

Surface Water Drainage	Does the site have any issues with surface water drainage? Does the site become water logged? Does run-off from the site impact neighbouring uses, or highways?
Contamination/ pollution	Is the site contaminated or is there potential for contamination from a previous or nearby use? Has any survey work been done? Has any remedial measures taken place?
Legal or ownership issues	Is the site subject to any ransom strips? Do third parties have access rights over the land? Are there any unresolved multiple ownerships; any restrictive covenants affecting the land; tenancies or operational requirements of landowners?
Utilities (Water, sewerage, electricity, gas, telecommunications)	Are utilities available on site? Please give details of any discussions with utility providers regarding provision on site.
Any other considerations	
Do you believe constraints on the site could be overcome? If so, please explain.	



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7. AVAILABILITY	
Please indicate which period of time you think the site could come forward in, factoring in overcoming any ownership or physical constraints and the planning process.	
Before end of March 2017	
Within a period of 1-5 years ie 2017 - 2022	
Within a period of 5 – 10 years ie 2022 - 2027	
Within a period of 10-15 years ie 2027 – 2033	
After 15 years ie after 2033	
If you anticipate the site could become available for development within the first 5 years of the adopted Local Plan, what would be your best estimate of a more precise year? Please indicate the number of dwellings or floorspace to be delivered each year.	
	number of dwellings or floorspace
Before the end of March 2017	
Between April 2017 and March 2018	
Between April 2018 and March 2019	
Between April 2019 and March 2020	
Between April 2020 and March 2021	
After March 2021	
Once commenced, how many years do you think it would take to develop the site?	
Please provide an average annual completion rate for the development (i.e. dwellings or floorspace constructed per year).	



8. DELIVERABILITY

The Council will assess each site submitted for its deliverability. The Council considers that the following information is required for each site submitted in order to fully assess deliverability. The absence of any of these documents could call into question the deliverability of the site.

Guidance notes are provided at the end of the form

- Flood Risk Assessment
- Phase 1 Contaminated Land Assessment
- Viability Assessment
- Transport information

Proposals of 500 or more dwellings and/or over 2500m² economic development must also include a

- Transport Assessment
- Assessment against Garden Development principles

9. SURVEY

In identifying such a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability.

Are there any issues which would prevent officers of the Council undertaking a site visit? (For instance where the site is secured and not visible from a public highway),	YES	
	NO	

If yes please provide contact details of the person who should be contacted to arrange a site visit.

10. OTHER ISSUES

Please provide details of any other issues that we should be aware of



Strategic Housing Land Availability Assessment 2015
Call for Sites - Availability of Potential Sites Form

[Empty form area for site availability assessment]



Guidance notes on Deliverability

Flood Risk Assessment

A flood risk assessment (FRA) needs to identify and assess the risks of all forms of flooding to and from the development and demonstrates how any flood risks will be managed, taking climate change into account. Please see the Environment Agency website <https://www.gov.uk/planning-applications-assessing-flood-risk> for further advice and guidance.

Phase 1 Contaminated Land Assessment (desk top study)

The purpose of the assessment is to identify current and former uses and its potential to cause contamination. The level of detail of the assessment needs to be proportionate to the size of site and scale of development. The assessment should include:-

- The condition of soil and vegetation, and any evidence of fly-tipped or similar material;
- The condition of structures on site, including any potential for the presence of asbestos, fuel storage (including heating oil);
- Previous, present and proposed uses of the site and direct vicinity;
- Previous and current industrial processes carried out on site;
- Details of any waste disposal practices;
- Details of any spillage or pollution incidents;
- Any excavation and infilling activities (including current or historic landfill within 250m);
- A review of any previous investigations;
- An appreciation of all potential receptors on and outside of the site.

Viability Assessment

The purpose of the viability assessment is to confirm that the site can be developed, within a reasonable time and provide for any necessary services and infrastructure. The level of detail of the assessment needs to be proportionate to the size of site and scale of development.

At its most basic, the assessment needs to show that the *sales value* of the completed development exceeds the *existing value* of the land plus the *cost of construction*.

For larger sites the cost of providing the necessary infrastructure and the variety of land uses needs to be taken into account.



Strategic Housing Land Availability Assessment 2015 Call for Sites - Availability of Potential Sites Form

Please inform the Council if you consider that any of the information included in the viability assessment is commercially confidential so that this can be taken into account when publishing documents.

Transport Assessment

Proposals for 500 dwellings and/or 2500m² economic development and above
A Transport Assessment is required for all proposals over 500 dwellings and/or economic development exceeding 2500m².

The traffic growth should be based on TEMPRO and use the methodology outlined in chapter 4 of the Highway Impact Assessment of Draft Local Plan to 2031 (March 2014).

<http://www.uttlesford.gov.uk/CHttpHandler.ashx?id=3010&p=0>

The growth period will need to be rolled forward 2 years to 2033.

[NB: final form will include more detail on methodology to use]

The growth factors that should be used in relation to Stansted Airport are below; these are based on Stansted's own estimates and expressed in million passengers per annum (mppa):

2013 – 17 mppa;

2025 – 35 mppa;

2030 – 45 mppa

Proposals for less than 500 dwellings and/or economic development below 2500m²

Transport information is still required but this should be proportionate to the size of the development, therefore a full TA is not required and instead the following data should accompany the submission.

- a) A forecast of the number of trips that will be generated by the site (in the am and pm peak hour: 08:00 – 09:00 and 17:00 – 18:00 unless local circumstances indicate otherwise), including the calculation used to attain the figure and the trip rates used in the calculation.
- b) A distribution for these trips on the network and the reasoning behind the distribution.
- c) Access arrangement to the site, number of accesses and which roads they are likely to be on.

Garden Development principles

Proposals for 500 dwellings and above

All proposals for 500 dwellings and above must show how all the principles of Garden Development can be met.



Strategic Housing Land Availability Assessment 2015 Call for Sites - Availability of Potential Sites Form

The Garden Development principles are a distillation of the key elements that have made the Garden Development model of development so successful, articulated for a 21st century context. Modern Garden Developments should be predicated on a fusion of the very high social and environmental standards of Gardens Developments combining the lessons of what has worked in the past and what has not.

Further background information is available here:

<http://www.tcpa.org.uk/pages/garden-cities-the-art-of-building-a-garden-city-garden-city-standards-for-the-21st-century-241.html>

A Garden Development is a holistically planned new settlement which enhances the natural environment and offers high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. The Garden Development principles are an indivisible and interlocking framework for their delivery, and include:

Garden Developments principle

- 1: Land value capture for the benefit of the community
- 2: Strong vision, leadership and community engagement
- 3: Long-term stewardship
- 4: Mixed-tenure homes and housing types that are genuinely affordable for everyone
- 5: A wide range of local jobs in the Garden Developments within easy commuting distance from homes
- 6: Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy, vibrant communities
- 7: Development that enhances the natural environment, providing net biodiversity gains and using zero-carbon and energy-positive technology to ensure climate resilience
- 8: Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods
- 9: Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport

Committee: Uttlesford Planning Policy Working Group

Agenda Item

Date: 30 March 2015

5

Title: Uttlesford Sports Strategy consultation

Author: Andrew Taylor, Assistant Director Planning
and Building Control

Summary

1. The sports strategy has been developed by Ploszajski Lynch Consulting after being commissioned by Uttlesford District Council. The strategy should be subject to targeted consultation with the sports organisations, updated accordingly and then adopted.

Recommendations

That the Working Group note the Strategy and the intended targeted consultation.

Financial Implications

2. The targeted consultation will be carried out using the Councils consultation database, website and press releases. Any costs can be met from the existing budget.

Background Papers

None

Impact

3.

Communication/Consultation	The document will be subject to targeted consultation and will be available on the Councils website.
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A

Ward-specific impacts	All
Workforce/Workplace	Local Plan Team and Community Engagement Team

Situation

4. In 2012, Uttlesford District Council undertook a comprehensive assessment of open space, sport and recreation needs in the district, which evaluated the quantity, quality, accessibility and availability of provision. The *'Open Space, Sports Facility and Playing Pitch Strategy'* document is one of the background documents that forms part of the evidence base for the council's draft Local Plan and focuses primarily on how many facilities of each type are required both currently and in the future.
5. What the Strategy does not contain, however, is a detailed action plan for prioritising and delivering projects that will best meet local demand and need and in particular specific local variations between the three main sub-areas of the district (Saffron Walden, Great Dunmow and Stansted).
6. The recent publication of Sport England's *'Assessing Needs and Opportunities Guide'* (2014) has provided new guidance on relating sports development needs to sports facilities provision. The Council therefore believes that it is timely to produce a Sports Development Strategy that links a detailed appraisal of local sports needs with the previous facilities assessment.
7. The purpose of the strategy is to:
 - To contribute to the Council's wider aims and objectives for improving health and well-being and increasing participation in sport.
 - To relate facility needs to sports development programmes and patterns of participation.
 - To develop a priority list of deliverable projects which will help to meet any current deficiencies; provide for future demands and feed into wider infrastructure planning work.
 - To provide evidence to help secure internal and external funding.
8. To inform the needs analysis the consultants approached a number of different organisations including:
 - Sport England
 - The governing bodies of sport
 - Active Essex
 - Active Uttlesford
 - Saffron Walden Organisation for Sport
 - Local sports groups in the Great Dunmow and Stansted areas

- Local sports clubs and schools.
9. The strategy provides an action plan for addressing any quantitative or qualitative needs highlighted across the district. The action plan is not something for the Council to deliver on its own, although it has a coordinating role, but will fall to be delivered by the various sports clubs, organisation, schools and other venues which host or run sporting activities.
 10. The targeted consultation with sports organisations will commence on Wednesday 1 April 2015 and close on Monday 1 June 2015.

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
That the Uttlesford Sports Strategy will be undeliverable.	1. The projects have a range of costs associated with them. They will be delivered over a variety of periods and most will require partnership working, external funding and leadership from different groups.	2. The Strategy sets out goals to aim at and will aim to be delivered over a number of years.	Ensure that evidence is used in formulating the document.

- 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.

**Ploszajski Lynch
Consulting Ltd.**



Uttlesford District Council
Sports Development Strategy

DRAFT

March 2015

EXECUTIVE SUMMARY

The aims of the strategy

- 1) The purpose of the strategy is to:
 - To contribute to the Council's wider aims and objectives for improving health and well-being and increasing participation in sport.
 - To relate facility needs to sports development programmes and patterns of participation.
 - To develop a priority list of deliverable projects which will help to meet any current deficiencies; provide for future demands and feed into wider infrastructure planning work.
 - To provide evidence to help secure internal and external funding.

What the strategy covers

- 2) The strategy covers the following built facilities in Uttlesford:
 - Sports halls.
 - Swimming pools.
 - Athletics facilities.
 - Indoor bowls halls.
 - Outdoor bowls greens.
 - Indoor tennis facilities.
 - Outdoor tennis courts.
 - Health and fitness facilities.
 - Squash courts.
 - Golf courses.
 - Village and community halls.
 - Grass pitches.
 - Synthetic turf pitches.

About Uttlesford

- 3) **Population** - The current population of Uttlesford is 79,443. The district has an age structure that is relatively close to the national average, although the proportion of people in the 16 to 49 year age range that is traditionally most active in sports participation is 42.3% locally, compared with 46.2% nationally.
- 4) **Growth** - The Office for National Statistics projections for Uttlesford forecast that the population of the district will be 102,000 by 2031, an increase of more than 22,500 people, or 28.4% growth.
- 5) **Health** - Local health indices are generally better than the national norms, underlining the importance of ensuring access to sports and recreation facilities, as part of a wider strategy to ensure that the local population remains physically active and increases its participation.

- 6) **Deprivation** - Whilst the deprivation indices for the district as a whole are relatively low, the lack of access to services in rural areas emphasises the need for local facilities provision.

Meeting local priorities

- 7) **Sustainable Communities Strategy and Corporate Plan** - High-level policy, as contained in the sustainable communities strategy and corporate plan, is supportive of the role and value of sports facilities in providing opportunities to improve health and well-being.
- 8) **Local Plan** - Planning policy offers strong protection for the retention of sports and recreation facilities.
- 9) **Neighbouring districts** - The sports facilities strategies in neighbouring local authorities suggest that some assessed shortfalls close to the Uttlesford district border might impact on supply and demand within the district, particularly for youth football and mini-soccer pitches.

Meeting wider priorities

- 10) **Central Government** - National planning policy is supportive of undertaking local assessments of need and the protection of built facilities, which provides helpful context for local planning policies in Uttlesford.
- 11) **Sport England** - The target to increase participation rates will drive up demand for built facilities if it is achieved. The emphasis on developing and funding school-community club links will increase the scope for improving the dual use of education facilities. Its planning policies also provide a useful framework to inform the development of local planning policy.
- 12) **Governing bodies of sport** - A number of governing bodies of sport have identified facilities objectives that could impact upon provision in Uttlesford.

Local demand

- 13) **Participation rates** - Based on the *'Active People'* survey, overall sports participation rates in Uttlesford have increased since 2005/6 and at 42.9% are currently well above the regional (35.3%) and national (35.5%) averages, suggesting that local demand for sports facilities will be commensurately higher.
- 14) **Club membership** - Local rates of volunteering, sports club membership and participation in formal competitive activity are also well above the national and regional averages.
- 15) **Market Segmentation** - The dominant segments in Uttlesford are likely to inflate local demand for swimming, cycling, playing pitches, golf and health and fitness facilities.
- 16) **Club-based participation** - The survey of local sports clubs conducted as part of this study identified an increase in membership over the past three years, averaging 28% growth across all age groups. The largest increases by age group are for female participant. In total an additional 2,825 members joined the 18 responding clubs over the past three years.
- 17) **Facility availability** - 90% of clubs responding to the survey believe that existing facility provision locally is inadequate to meet their needs.

Local supply

- 18) **Quantity** - Per capita levels of provision of sports halls, indoor and outdoor bowls are amongst the best for Uttlesford's geographic neighbours and the most demographically similar local authorities. Levels of provision of swimming pools, outdoor tennis courts, health and fitness and squash courts are around the mean levels of provision of the benchmarked local authorities, with athletics tracks, indoor tennis and golf courses below the comparator levels.
- 19) **Sub-area analysis** - Per capita levels of facility provision in the three sub-areas of Uttlesford show a number of consistent themes. Provision of most types of facility in the Saffron Walden sub-area are better than the other areas. A number of facility types are absent from the Stansted sub-area, in particular swimming pools, indoor bowls, squash courts and artificial turf pitches, although this is mitigated in part by provision in Bishop's Stortford nearby.
- 20) **Quality** - Based on the site visits and visual inspections from the 2012 study, the quality of most playing areas and changing facilities is generally rated at least 'average' for all facility types. Less highly rated is disabled access.
- 21) **Access** - For most facility types, the whole population of Uttlesford is within all the respective stipulated drive time catchments. In several instances involving the larger, more specialist facilities provision in neighbouring areas serves catchments which include Uttlesford residents.

The current balance between supply and demand

- 22) On the basis of the analysis of the current balance between supply and demand of built facilities in Uttlesford, the following needs have been identified:

<i>Facility type</i>	<i>Quantity</i>	<i>Quality</i>	<i>Accessibility</i>
Sports halls	Levels of provision are adequate to meet existing needs, but several facilities are operating at close to 'comfortable capacity'.	All aspects of all facilities are currently rated as at least 'above average' quality	The whole population is within 15 minutes drive of the nearest sports hall.
Swimming pools	<ul style="list-style-type: none">• All pools operating at close to 'comfortable capacity'.• The FPM calculates a deficit equivalent to two 25m lanes.	All aspects of all facilities are currently rated as at least 'average' quality	The whole population is within 15 minutes driving time of their nearest pool, if provision in Bishop's Stortford is taken into account.
Synthetic athletics tracks	There is a deficit in the north of the district of a Club Training Venue or Compact Athletics Facility.	No qualitative deficiency	The whole of the Saffron Walden sub-area is outside the 20 minute drivetime catchment of the nearest track.
Indoor bowls	Levels of provision are adequate to meet existing needs.	All aspects of the current facility are currently rated as at least 'above average' quality	Apart from two small areas of the district, the entire population of the district is within 20 minutes drive of their nearest facility.

Facility type	Quantity	Quality	Accessibility
Outdoor bowls greens	Levels of provision are adequate to meet existing needs.	Disabled access improvements needed at: <ul style="list-style-type: none"> • Clavering BC • Great Chesterford BC • Radwinter BC • Stansted BC • Stebbing BC • Thaxted BC General access improvements needed at: <ul style="list-style-type: none"> • Clavering BC • Radwinter BC • Stansted BC 	The whole population is within 15 minutes drive of the nearest bowls green.
Indoor tennis courts	Despite the absence of an indoor centre, provision in neighbouring areas meets existing needs.	No qualitative deficiency	The population in the east of the district is outside the catchment of the nearest indoor tennis court.
Outdoor tennis courts	Levels of provision are adequate to meet existing needs.	Fencing improvements needed at: <ul style="list-style-type: none"> • Castle Hill TC Changing improvements needed at: <ul style="list-style-type: none"> • Castle Hill TC • Debden Recreation Ground • Dunmow TC • Henham TC • Stansted TC General access improvements needed at: <ul style="list-style-type: none"> • Clavering TC • Henham TC • Newport Village TC • Stansted TC • Thaxted TC 	The whole population is within 15 minutes drive of the nearest tennis court.
Health and fitness facilities	Levels of provision are adequate to meet existing needs.	General access improvements needed at Wilbur's Gym.	The whole population is within 15 minutes drive of the nearest health and fitness facility.
Squash courts	Levels of provision are adequate to meet existing needs.	No qualitative deficiency	The whole population is within 15 minutes drive of the nearest squash court.
Golf courses	Levels of provision are adequate to meet existing needs.	Clubhouse refurbishment needed at Saffron Walden GC	The whole population is within 30 minutes drive of the nearest golf course.
Village and community halls	Levels of provision are adequate to meet existing needs.	Improvements needed at most halls to accommodate additional sports usage.	The whole population is within 10 minutes drive of the nearest village/community hall.

<i>Pitch type</i>	<i>Quantity</i>	<i>Quality</i>	<i>Accessibility</i>
Adult football pitches	Overall levels of provision are adequate to meet existing needs, but 4 sites are used to beyond their sustainable capacity.	Pitch quality improvements needed at: <ul style="list-style-type: none"> • Hatfield Broad Oak SC • Jubilee Playing Field, Clavering Changing improvements needed at: <ul style="list-style-type: none"> • Alcott Playing Field • Calves Pasture • Felsted Playing Field • Hatfield Broad Oak Social Club • Jubilee Playing Field, Clavering • Takeley Recreation Ground 	The whole population is within 15 minutes drive of the nearest adult football pitch.
Youth football pitches	<ul style="list-style-type: none"> • A collective weekly deficit of 9.0 match equivalents • 7 sites are used to beyond their sustainable capacity. 	Pitch quality improvements needed at: <ul style="list-style-type: none"> • Laundry Lane Playing Field • Takeley Recreation Ground Changing improvements needed at: <ul style="list-style-type: none"> • Laundry Lane Playing Field • Takeley Recreation Ground 	The whole population is within 15 minutes drive of the nearest youth football pitch.
Mini-soccer pitches	<ul style="list-style-type: none"> • A weekly deficit of 3.5 match equivalents • 2 sites are used to beyond capacity. 	No qualitative deficiency	The whole population is within 15 minutes drive of the nearest mini-soccer pitch.
Cricket pitches	Overall levels of provision are adequate to meet existing needs, but 7 sites are used to beyond their sustainable capacity.	Changing improvements needed at: <ul style="list-style-type: none"> • Anglo-American Playing Field. • Audley End House • Clogham's Green Cricket Club • Dunmow Cricket Club • Elmdon Cricket Club • Elsenham Cricket Club. • Hatfield Broad Oak Cricket Club • Hatfield Heath Cricket Club • Langley Cricket Club • Little Bardfield Cricket Club • Molehill Green Cricket Club • Thaxted Cricket Club • Wenden's Ambo Playing Field. 	The whole population is within 15 minutes drive of the nearest cricket pitch.
Rugby pitches	<ul style="list-style-type: none"> • A collective weekly deficit of 2.5 match equivalents • Both sites are used to beyond their sustainable capacity. 	No qualitative deficiency	The whole population is within 20 minutes drive of the nearest rugby pitch.

<i>Pitch type</i>	<i>Quantity</i>	<i>Quality</i>	<i>Accessibility</i>
Synthetic turf pitches for hockey	Overall levels of provision are adequate to meet existing needs, but the Joyce Frankland Academy, Newport pitch is used to full capacity.	Pitch resurfacing needed at Joyce Frankland Academy, Newport.	The whole population is within 20 minutes drive of the nearest synthetic turf pitch for hockey.
'3G' football turf pitches	A collective deficit equivalent to 2.78 pitches. Essex FA advocates provision in Saffron Walden and Great Dunmow.	No qualitative deficiency	The whole population is beyond a 20 minutes drive of the nearest '3G' football turf pitch.

The future balance between supply and demand

23) The Office for National Statistics published '2012-based Sub-national Population Projections for Local Authorities in England' (2014), which contains figures on projected population change in the district to 2031. The ONS projections for Uttlesford forecast that the population of the district will be 102,000 by 2031, an increase of 22,500 people.

24) **Future sports facilities needs** - Projected future needs are calculated below, based upon locally devised standards of provision:

<i>Facility</i>	<i>Current facilities</i>	<i>Standard</i>	<i>Extra Population by 2031</i>	<i>Extra facilities needed by 2031</i>
Sports halls	6	1: 14,000	22,700	1.62
Swimming pools	4	1: 25,000	22,700	0.91
Athletics tracks	0	1: 80,000	22,700	0.28
Indoor bowls	1	1: 80,000	22,700	0.28 (2 rinks)
Outdoor bowls	11	1: 7,500	22,700	3.02
Indoor tennis	0	-	22,700	0
Outdoor tennis	35	1: 2,250	22,700	10.1
Health and fitness	11	1: 7,000	22,700	3.24
Squash	7	1: 12,000	22,700	1.89
Golf courses	2	1: 25,000	22,700	0.91
Village/community halls	53	1: 1,500	22,700	15.1

25) **Future playing pitch needs** - Projected future needs are calculated below, based upon 'Team Generation Rates' (TGRs), which identify how many people in a specified age group in the study area are required to generate one team. These are then applied to projected increases in population to identify the likely number of additional teams and their related pitch needs in the future.

<i>Sport</i>	<i>Age range</i>	<i>Current population</i>	<i>Current teams</i>	<i>TGR</i>	<i>Population 2031</i>	<i>Teams 2031</i>	<i>Extra teams</i>	<i>Extra pitches</i>
Adult male football	17-45	14,200	56	1: 254	15,500	61	+5	2.5
Adult female football	17-45	14,200	1	1: 14,200	15,500	1	-	0
Boys youth football	10-16	3,500	62	1: 56	4,700	83	+21	10.5
Girls youth football	10-16	3,500	1	1: 3,500	4,700	1	-	0
Mini-soccer (mixed)	6-9	4,000	39	1: 103	4,800	47	+8	4

<i>Sport</i>	<i>Age range</i>	<i>Current population</i>	<i>Current teams</i>	<i>TGR</i>	<i>Population 2031</i>	<i>Teams 2031</i>	<i>Extra teams</i>	<i>Extra pitches</i>
Adult male cricket	16-55	21,000	73	1: 288	23,100	80	+7	3.5
Adult female cricket	16-55	21,000	2	1: 10,500	23,100	2	-	0
Boys junior cricket	10-15	3,000	44	1: 68	4,100	60	+16	8
Girls junior cricket	10-15	3,000	3	1: 1,000	4,100	4	+1	0.5
Adult male rugby	19-45	13,200	4	1: 3,300	14,300	4	-	0
Adult female rugby	19-45	13,200	1	1: 13,200	14,300	1	-	0
Boys junior rugby	13-18	3,000	7	1: 429	3,800	9	+2	1.0
Girls junior rugby	13-18	3,000	1	1: 3,000	3,800	1	-	0
Mini-rugby (mixed)	7-12	6,000	13	1: 462	7,800	17	+4	2.0
Adult male hockey	18-45	13,700	8	1: 1,714	14,900	9	+1	0.1
Adult female hockey	18-45	13,700	7	1: 1,957	14,900	8	+1	0.1
Boys junior hockey	8-17	5,000	9	1: 556	5,900	11	+2	0.2
Girls junior hockey	8-17	5,000	9	1: 556	5,900	11	+2	0.2

Dealing with deficiencies

- 26) **New provision** - New facilities can be provided, with funding from developer contributions and other external funding sources.
- 27) **Upgrading and refurbishment** - Improving the quality of facilities will increase their capacity for use.
- 28) **Enhanced access** - Enhanced access to facilities on school sites with limited or no existing community use is a cost effective option for increasing the effective supply of provision.
- 29) **Reinstating former facilities** - Facilities where use has recently been discontinued can be reinstated in response to changes in demand.

Delivery partners

- 30) **Uttlesford District Council:** The council is likely to play the lead role in co-ordinating the development of the larger, more facility sites, in conjunction with other partners where appropriate.
- 31) **Management contractor:** The contractor appointed by the Council to run the main leisure centres in the district may be prepared to invest capital funds to improve the facilities it is managing, on the basis that improved capacity and usage will enable it to generate a commercial return on its investment.
- 32) **Parish councils:** Parish councils will continue to play a valuable role in providing and maintaining facilities in the rural parts of the district.
- 33) **Schools:** Many schools in Uttlesford already provide sports facilities from which local communities benefit and there will be further opportunities both to provide additional facilities on school sites to extend and formalise community access to a range of existing provision.

- 34) **Sports clubs:** Local sports clubs are significant providers of built facilities and will continue to do so. Some clubs may wish to take on delegated management responsibilities for built facilities maintenance from the local authority.
- 35) **Developers:** The Council will seek funding that could assist with the provision of built facilities that will meet the needs of the inhabitants of new developments in the district.
- 36) **Partnership arrangements:** Partnership arrangements involving combinations of any of the above providers will help to share the costs of provision, management and maintenance of additional provision.

Action plan to meet existing needs

- 37) The action plan identifies the ways in which current deficiencies might be met and the partners who will have a role in providing and funding new and improved provision.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Sports halls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs, but several facilities are operating at close to full capacity. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Swimming pools	<ul style="list-style-type: none"> • Current deficit equivalent to two 25m lanes. • No quality improvements needed. • No accessibility deficiency. 	Investigate the feasibility of making additional pool provision.
Athletics tracks	<ul style="list-style-type: none"> • There is a deficit in the north of the district of a Club Training Venue or Compact Athletics Facility. • No quality improvements needed. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the potential for community access to the proposed 400m track at Carver Barracks • If adequate access cannot be negotiated at Carver Barracks, identify the feasibility of providing a Club Training Venue or Compact Athletics Facility in Saffron Walden.
Indoor bowls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Outdoor bowls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Disabled access improvements needed at 6 sites. • General access improvements needed at 3 sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Seek funding for disabled improvements at: <ul style="list-style-type: none"> - Clavering Bowls Club - Great Chesterford Bowls Club - Radwinter Bowls Club - Stansted Bowls Club - Stebbing Bowls Club - Thaxted Bowls Club • Seek funding for access improvements at: <ul style="list-style-type: none"> - Clavering Bowls Club - Radwinter Bowls Club - Stansted Bowls Club

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Indoor tennis	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Outdoor tennis	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Fencing improvements needed at one site. • Changing improvements needed at five sites. • General access improvements needed at five sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Seek funding for fencing improvements at Castle Hill Tennis Club. • Seek funding for changing improvements at: <ul style="list-style-type: none"> - Castle Hill Tennis Club. - Debden Recreation Ground - Dunmow Tennis Club - Henham Tennis Club - Stansted Tennis Club • Seek funding for general access improvements at: <ul style="list-style-type: none"> - Clavering Tennis Club - Henham Tennis Club - Newport Village Tennis Club - Stansted Tennis Club - Thaxted Tennis Club
Health and fitness	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • General access improvements needed at one site. • No accessibility deficiency. 	Seek funding for general access improvements at Wilbur's Gym.
Squash courts	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No quality improvements needed. • No accessibility deficiency. 	No action required.
Golf courses	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Clubhouse refurbishment needed at one site. • No accessibility deficiency. 	Seek funding for clubhouse refurbishments at Saffron Walden Golf Club.
Village and community halls	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • No qualitative deficiency. • No accessibility deficiency. 	No action required.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Adult football pitches	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Pitch quality improvements needed at two sites. • Changing improvements needed at seven sites. 	<ul style="list-style-type: none"> • Seek funding for pitch quality improvements at: <ul style="list-style-type: none"> - Hatfield Broad Oak Sports Club - Jubilee Playing Field, Clavering • Seek funding s for changing improvements at: <ul style="list-style-type: none"> - Alcott Playing Field - Calves Pasture - Felsted Playing Field - Hatfield Broad Oak Sports Club - Jubilee Playing Field, Clavering - Takeley Recreation Ground
Youth football pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 4.5 pitches. • Pitch quality improvements needed at two sites. • Changing improvements needed at two sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Convert five adult football pitches with spare capacity to youth pitches. • Seek funding for pitch quality improvements at: <ul style="list-style-type: none"> - Laundry Lane Playing Field - Takeley Recreation Ground • Seek funding applications for changing improvements at: <ul style="list-style-type: none"> - Laundry Lane Playing Field - Takeley Recreation Ground
Mini-soccer pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 2.0 pitches. • No quality improvements needed. • No accessibility deficiency. 	Convert one adult football pitch with spare capacity to two mini-soccer pitches.
Cricket pitches	<ul style="list-style-type: none"> • Current levels of provision are adequate to meet existing needs. • Changing improvements needed at 13 sites. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Seek funding for changing improvements at: <ul style="list-style-type: none"> - Anglo-American Playing Field - Audley End House - Clogham's Green Cricket Club - Dunmow Cricket Club - Elmdon Cricket Club - Elsenham Cricket Club - Hatfield Broad Oak Cricket Club - Hatfield Heath Cricket Club - Langley Cricket Club - Little Bardfield Cricket Club - Molehill Green Cricket Club - Thaxted Cricket Club - Wenden's Ambo Playing Field
Rugby pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 1.0 pitch. • No quality improvements needed. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the feasibility of relocating Saffron Walden Rugby Club to a site in the town with additional pitch capacity. • Seek funding for the development if the feasibility is proven.

<i>Facility</i>	<i>Current assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Synthetic turf pitches for hockey	<ul style="list-style-type: none"> • Capacity issues at the Joyce Frankland Academy pitch. • Pitch re-surfacing needed at the Joyce Frankland Academy. • No accessibility deficiency. 	<ul style="list-style-type: none"> • Investigate the feasibility of developing a second pitch at the Joyce Frankland Academy. • Seek funding for re-surfacing the existing pitch at the Joyce Frankland Academy and for a second pitch if the feasibility is proven.
'3G' football turf pitches	<ul style="list-style-type: none"> • Current deficit equivalent to 2.78 pitches. • No quality improvements needed. • The whole population is beyond a 20 minutes drive of the nearest '3G' football turf pitch. 	<ul style="list-style-type: none"> • Investigate the feasibility of developing '3G' pitches in Saffron Walden and Great Dunmow. • Seek funding for the developments if the feasibility is proven.

Action plan to meet future needs

38) The action plan identifies the ways in which future deficiencies might be met and the partners who will have a role in providing and funding new and improved provision. The deficiencies arising from the projected growth in population of 22,500 people are expressed in terms of 'facility equivalents' and based upon the planning standards for each type of facility.

<i>Facility</i>	<i>Future assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Sports halls	Additional demand equivalent to 1.62 sports halls (6-badminton courts).	Secure the provision of an additional 6-badminton court-sized sports hall funded by developer contributions.
Swimming pools	Additional demand equivalent to 0.91 6-lane swimming pools.	Secure the provision of an additional 6-lane swimming pool, funded by developer contributions.
Athletics tracks	Additional demand equivalent to 0.28 Compact Athletics Facilities.	Secure the provision of additional facility capacity either at the Carver Barracks track or at the proposed Compact Athletics Facility in Saffron Walden.
Indoor bowls	Additional demand equivalent to 0.28 indoor facilities (2 rinks).	Secure a financial contribution from developers to fund the provision of two additional rinks at the existing facility.
Outdoor bowls	Additional demand equivalent to 3.02 bowls greens.	Secure the provision of three additional bowls greens, funded by developer contributions.
Indoor tennis	No additional provision required.	No action required
Outdoor tennis	Additional demand equivalent to 10.1 tennis courts	Secure the provision of 10 additional tennis courts, funded by developer contributions.
Health and fitness	Additional demand equivalent to 3.24 health and fitness facilities.	Secure the provision of three additional health and fitness facilities, funded by developer contributions.
Squash	Additional demand equivalent to 1.89 squash courts.	Secure the provision of 2 additional squash courts, funded by developer contributions.
Golf courses	Additional demand equivalent to 0.91 golf courses.	Secure the provision of one additional golf course, funded by developer contributions.
Village/community halls	Additional demand equivalent to 15.1 village/community halls.	Secure the provision of 15 additional village halls, funded by developer contributions.

<i>Facility</i>	<i>Future assessed deficiency</i>	<i>Action plan for meeting deficiency</i>
Adult football pitches	Additional demand equivalent to 2 pitches.	Accommodate additional demand by using existing spare adult football pitch capacity.
Youth football pitches	Additional demand equivalent to 5.5 pitches.	Secure the provision of six additional pitches, funded by developer contributions.
Mini-soccer pitches	Additional demand equivalent to 2 pitches.	Secure the provision of two additional pitches, funded by developer contributions.
Cricket pitches	Additional demand equivalent to 3 pitches.	Accommodate additional demand by using existing spare adult cricket pitch capacity.
Rugby pitches	Additional demand equivalent to 1.5 pitches.	Secure the provision of two additional pitches, funded by developer contributions.
Synthetic turf pitches for hockey	Additional demand equivalent to 0.6 pitches.	Secure the provision of one additional pitch, funded by developer contributions.
'3G' football turf pitches	Additional demand equivalent to 0.73 pitches.	Secure the provision of one additional pitch, funded by developer contributions.

Provision for reviews

39) Because sport and physical activity is a rapidly changing environment, to ensure that the proposals in the strategy continue to address local needs and strategic priorities, the situation will be reviewed regularly. Assumptions about population growth will be tested regularly and projected requirements refined accordingly. There will therefore be annual reviews of progress towards action plan targets and a three-yearly review of the overall strategic approach.

Committee: Uttlesford Planning Policy Working Group

Agenda Item

Date: 30 March 2015

6

Title: Duty to Cooperate

Author: Andrew Taylor, Assistant Director Planning and Building Control

Item for noting

Summary

1. This report updates members on the Duty to Cooperate work.

Recommendations

2. To note the report.

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	Communication and consultation form the bedrock of cooperating. This paper is published on the website.
Community Safety	The Duty to Cooperate will include all factors.
Equalities	The Duty to Cooperate will include all factors.
Health and Safety	The Duty to Cooperate will include all factors.
Human Rights/Legal Implications	The Duty to Cooperate will include all factors. Failure to comply would result in the Local Plan being found unsound.
Sustainability	The Duty to Cooperate will include all factors.
Ward-specific impacts	Affects all wards equally
Workforce/Workplace	This will involve Councillors, officers from the Planning Policy Team and others as necessary.

Situation

6. This report seeks to update members on the Duty to Cooperate which forms part of Section 110 of the Localism Act 2011. The Duty requires local planning authorities, public bodies and others to engage constructively, actively and on an ongoing basis in relation to the planning of sustainable development.

Current work

7. The Assistant Director attended a round table event with the **Police and Crime Commissioner** focusing on policy towards Gypsies and Travellers. The work of the Essex Countywide Traveller Unit was appraised. The Council is an active partner in the Unit and the most recent agenda pack is attached to this report.
8. The Leader and Assistant Director attended the recent **London Stansted Cambridge Consortium (LSCC)** Board meeting on 4 March 2015.
9. The Director and Assistant Director attended an officer level meeting with **South Cambridgeshire District Council** on 5 March 2015. This was a very useful meeting in updating in the current position of each council. South Cambridgeshire is jointly at Examination on the Local Plan with Cambridge City. Further examination dates are set for April. Officers agreed to hold another meeting in June when the results of the UDC Call for Sites would be known.
10. Cllr Cheetham and the Assistant Director attended the recent meeting of the **Strategic Aviation Special Interest Group (SASIG)** on 6 March 2015. A presentation from the Civil Aviation Authority was given which explained the various changes and consultation exercises undertaken by the body over recent years. The meeting also discussed the future of the Interest Group which arose due to staff changes.
11. The Assistant Director and Senior Planning Policy Officer attended an officer working group with Epping Forest, Harlow and East Herts Councils focusing on the early outcomes of the **Epping Forest Green Belt review**.
12. The **Strategic Housing Market Assessment (SHMA)** work is ongoing and the **Cooperation for Sustainable Development Board** on 16 March received a presentation from the consultants at its last meeting. The delay has been caused due to the delayed release of the household projections by government.
13. Cllr Barker and the Assistant Director attended the **Greater London Authority Regional Summit** on the 19 March 2015. The agenda and briefing document for the meeting are attached as an appendix to this report.

Conclusion

14. Work with other Councils and organisations continue as part of the integrated work of the Planning Policy Team. As part of the development of the revised

plan there are some important Duty to Cooperate meetings to be held and decision to be made. Councillors will be aware that some of these decisions will be difficult and involve a significant amount of discussion and negotiation before an outcome can be secured.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Failure to comply with and demonstrate the Duty to Cooperate	2 – Some Council’s have been found lacking in this Duty by Inspectors. Therefore need to ensure that we capture as many groups, issues and outcomes as possible to present a full picture of our work.	3 – Will result in the Local Plan being found unsound. Significant impact on planning policy and planning applications.	Cooperate closely with current organisations and continue to do this through the plan making process. Identify any gaps in cooperation and work closely with those bodies to rectify situation.

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.

Essex Countywide Traveller Unit Joint Committee

10:00	Friday, 12 December 2014	Committee Room 1, County Hall, Chelmsford, Essex
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Membership:

Deputy Chief Fire Officer Adam Eckley
Chief Inspector Craig Carrington
Cllr Richard Moore
Cllr Angie Gaywood
Cllr Frank Delderfield
Cllr Roger Hirst
Cllr Keith Hudson
Cllr Martin Hunt
Cllr Paul Honeywood
Cllr Richard Bassett
Cllr Susan Barker
Mike Gogarty

For information about the meeting please ask for:

Ian Myers – Senior Committee Officer

Telephone: 01245 430481

Email: ian.myers@essex.gov.uk

The agenda is also available on the Essex County Council website, www.essex.gov.uk. From the Home Page, click on 'Your Council', then on 'Meetings and Agendas'. Finally, select the relevant committee from the calendar of meetings.

Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

		Pages
1	Apologies for Absence	
2	Election of Chairman	
3	Minutes To approve as a correct record the Minutes of the meeting held on 19 June 2014	5 - 8
4	Declarations of Interest To note any declarations of interest to be made by Members	
5	Matters Arising	
6	Operations Report To receive a report from Steve Andrews, ECTU Manager	9 - 26
7	Finance and Audit Report To receive a report from David Poole, Senior Business Partner to: <ul style="list-style-type: none">• provide a financial update for the six months to 30th September 2014• make recommendations for the budget for 2015/16• make recommendations for the membership fees for 2015/16• provide an update on the response of the External Auditor regarding the Annual Submission for 2013/14	27 - 32
8	High Level Risk Assessment	33 - 34
9	Horse Policy Update To receive a verbal update from Steve Andrews	
10	Renewal of Joint Committee agreement and possible new partners To receive a verbal update from Anna Lambert	

- 11 Any Other Business**
Fly tipping - to receive a verbal update from Steve Andrews
- 12 Date of Next Meeting**
To agree the dates of future meetings.
- 13 Urgent Business**
To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

- 14 Urgent Exempt Business**
To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

MINUTES OF A MEETING OF THE ESSEX COUNTYWIDE TRAVELLER UNIT COMMITTEE HELD AT ESSEX FIRE AND RESCUE HEADQUARTERS, RIVENHALL AT 10:00 AM ON 19 JUNE 2014

Members of the Committee present:

Cllr Susan Barker	Uttlesford District Council
Cllr Richard Bassett	Epping Forest District Council
Cllr Frank Delderfield	Maldon District Council
Mike Gogarty	Essex County Council
Cllr K Hudson	Rochford District Council
Cllr John Jowers	Essex County Council
Cllr Richard Moore	Basildon Borough Council

Substitutes and other Members present:

Deputy Chief Fire Officer Adam Eckley

Also present was:

Stephen Andrews - ECC
Colin Batchelor – Braintree District Council
Nigel Brown – Uttlesford District Council
Louise Edwards – Basildon Borough Council
Grant Fenton-Jones – Tendring District Council
Ian Haines – Maldon District Council
Paul Hill – Essex Fire and Rescue Service
Ian Myers – ECC
Jim Nicolson – Thurrock Council
David Poole - ECC
Shaun Scrutton – Rochford District Council

1. Apologies and Substitution Notices

Apologies were received from Councillor Phillip Smith - Thurrock Council, Chief Inspector Carrington - Essex Police, Councillor Tina Bourne - Colchester Borough Council, Chief Fire Officer David Johnson, Councillor Tony Hedley - Essex Fire and Rescue Service, Anna Lambert – ECC, Councillor Jo McPherson – Rochford District Council

2. Declarations of Interest

There were no declarations of interest

3. Minutes

The minutes of the meeting held on 23 January 2014 were approved as a correct record and signed by the Chairman.

4. Matters Arising

Members agreed standards for the updating of individual partner websites.

5 Finance and Audit Report

The committee received the latest financial report from David Poole, Senior Financial Analyst, ECC.

Members noted in particular:

- The Annual return for the financial year ended 31 March 2014
- The ECC Internal Audit Report for the financial year ended 31 March 2014
- The ECTU proposed budget for 2014/15 and indicative budget for 2015/16 and 2016/17

Following discussion on reserves, surpluses and partner contributions, Members agreed/noted the following:

- To approve the Annual Return for the 2013/14 financial year (signed by the Chairman and Secretary post meeting)
- To approve the proposed budget for the 2014/15 financial year
- To note the indicative budgets for 2015/16 and 2016/17
- To approve the proposed approach to funding of the proposed and indicative budgets
- To note the ECC Internal Audit costs
- To note the estimated External Audit costs
- To confirm that, subject to no material issues being raised by the external auditor, the external audit report be accepted, the management letter issued endorsed by the Chairman of the Joint Committee and the decision to publish the accounts made without the need to reconvene the full committee before the end of September 2014.

6 High Level Risk Assessment

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit, focussing on issues relating to the four main risks identified in the report:

- Unable to deliver partner outcomes
- Insufficient funding to deliver service
- ECTU perceived as not delivering expected service by stakeholders
- High demand on legal services with associated cost implications.

Following discussion it was proposed and agreed the plan be accepted.

7 Operations Report

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit.

Members noted keys issues related to:

- Health
- Education
- Fire safety
- Policing
- Unauthorised encampments

It was agreed a review be undertaken, with a report to a future meeting, on the possibility of offering a service to private land owners.

It was requested the EQIA document be reviewed and updated.

8 Out of Hours Discussion

Members received clarification on the out of hours policy noting, in particular, the weekend arrangements.

9 Horse Policy Discussion

The committee received an update from Stephen Andrews. Statistics have been received from Norfolk and Suffolk and it was agreed a policy for Essex would be considered . Statistics from District/Borough Councils would be requested and a report presented to the next meeting.

10 Engagement with existing and potential partners for renewal of Joint Committee Agreement

Members of the committee were informed that the existing joint agreement expires in October 2015 and it was agreed supportive evidence to assist District Councils with their internal discussions concerning this group would be beneficial.

It was agreed a summary of statistics be produced by August 2014.

11 Election of Chairman

It as proposed, seconded and unanimously agreed that Cllr Jowers be re-elected Chairman of the Committee.

12 Date of Next Meeting

The next meeting will be held on Thursday 27 November 2014 at 10.00am

There being no further business the meeting closed at 12.05pm

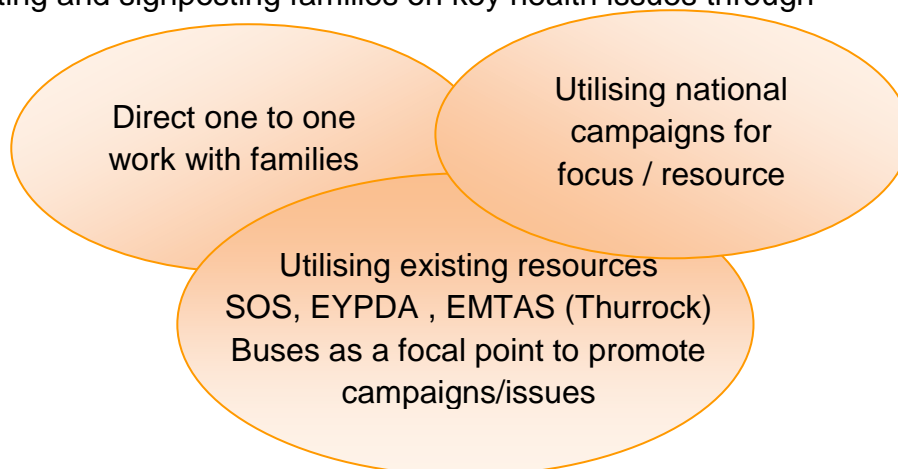
Chairman

Joint Committee Report – 15th October 2014

The following report covers ECTU operations to date, including the updated position from the last joint committee presentation in June 2014.

Health

Supporting and signposting families on key health issues through



Inoculations/Immunisations (June 2014 reported figure in brackets)

- MMR outreach to 273 (218) families
- Flu – outreach to over 40 sites, 402 (364) Families - 9 people had already been facilitated to have the jabs including a pregnant mother. Many others said that would consider getting protected including another pregnant mother

GP / Dentist Registrations (Oct 13 reported figure in brackets)

- 216 (185) families have been confirmed registered with GP
- 57 (48) new registrations
- 11 (8) families referred to Health Visitors re health and ante natal care issues
- 15 (9) new families registered to dentists including 3 emergency dental treatments

Long Term Conditions

89 (86) identified to date with LTCs including diabetics, asthmatics, arthritics, heart, cancer etc. There are high levels of stress/depression in the community, although these figures only identify more extreme cases.

Stop Smoking – Stoptober – 82 (19) families supported / signposted re stop smoking through general request, and as part of the Stoptober campaign.

Reduction in childhood accidents – 54 families directly supported with information/guidance on reducing childhood accidents.

Diabetes awareness – 56 families’ directly supported/provided information/sign posted re diabetes awareness/treatment.

Men’s health – 22 men approached/supported with specific information/material relating to men’s health/improvement/self checking etc.

First Aid training – promoted to 20 families.

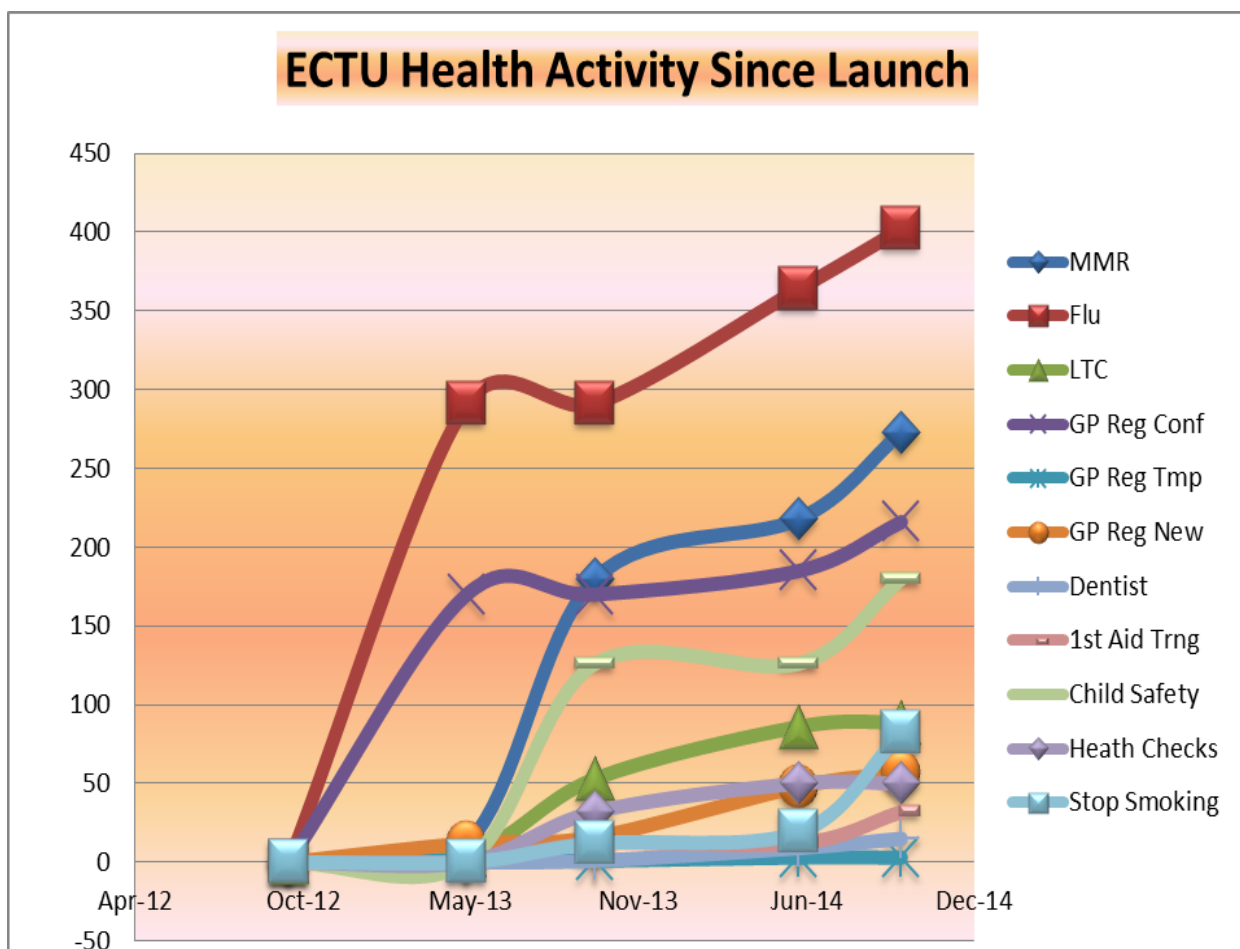
Healthy eating - Promoted/support 58 (7) families in the form of specialised materials and support.

6 (5) families refereed to food bank

Health – other

General support with Health Visitors 49 families escaping violence

Supporting 10 (9) families re mental health issues



Case Study 1 – Health Case Study one

We were approached by a man’s wife who was worried by his Diabetes. She was frightened by the fact that he was overweight, smoked and was frightened by the doctor who had told them that the outlook was bleak if he didn’t do something about it. They were also not sure if they had seen the diabetes nurse. We contacted the surgery and was able to support the family to understand .who they had seen and what they needed to do to help themselves.

Case Study 2 – Health Case Study two.

While covering for a colleague I was asked to deal with a man with mental health problems who had rung the office for help. I phoned the man who told me he wanted to go in the loft and hang himself. Everything was too much for him and he was alone in the house. I spoke to him for some time and tried to encourage him to have more positive thoughts. He explained to me a lot of what had been going on. Family arrived back at the house and I spoke to his mother who told me more of the story. I was able to give her telephone numbers of people that may be able to help. My colleague continued with support.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Facilitated to received primary Immunisation		50	130	38	53	271
	Through domiciliary team	11*	20	0	0	31
Facilitated to receive the flu jabs		291	n/a	73	38	402
Pregnant women facilitated to access Ante-Natal	Under 12 weeks	Not reported	0	1	0	1
	Over 12 weeks	Not reported	4	16	1	21
Identified as having Long Term condition (LTC)		8	45	33	3	86
LTC's receiving flu jab		5	n/a	na	0	5
Number assisted to register with GP	Permanent	13	3	32	9	57
	Temporary	1	0	2	0	3
Health checks facilitated		Not reported	26	0	0	26
Number referred to stop smoking		Not reported	6	14	63	83
	Pregnant		0	0	0	0
* 11 referred to domiciliary, but were unable to fulfil due to lack of availability of domiciliary service						

Education (June 2014 reported figure in brackets)

Education is cyclical, in that there are certain time frames for completing various school applications. In addition to the main figures below, work is carried out around school appeals, working with Educational Welfare Officers around attendance issues and child protections issues

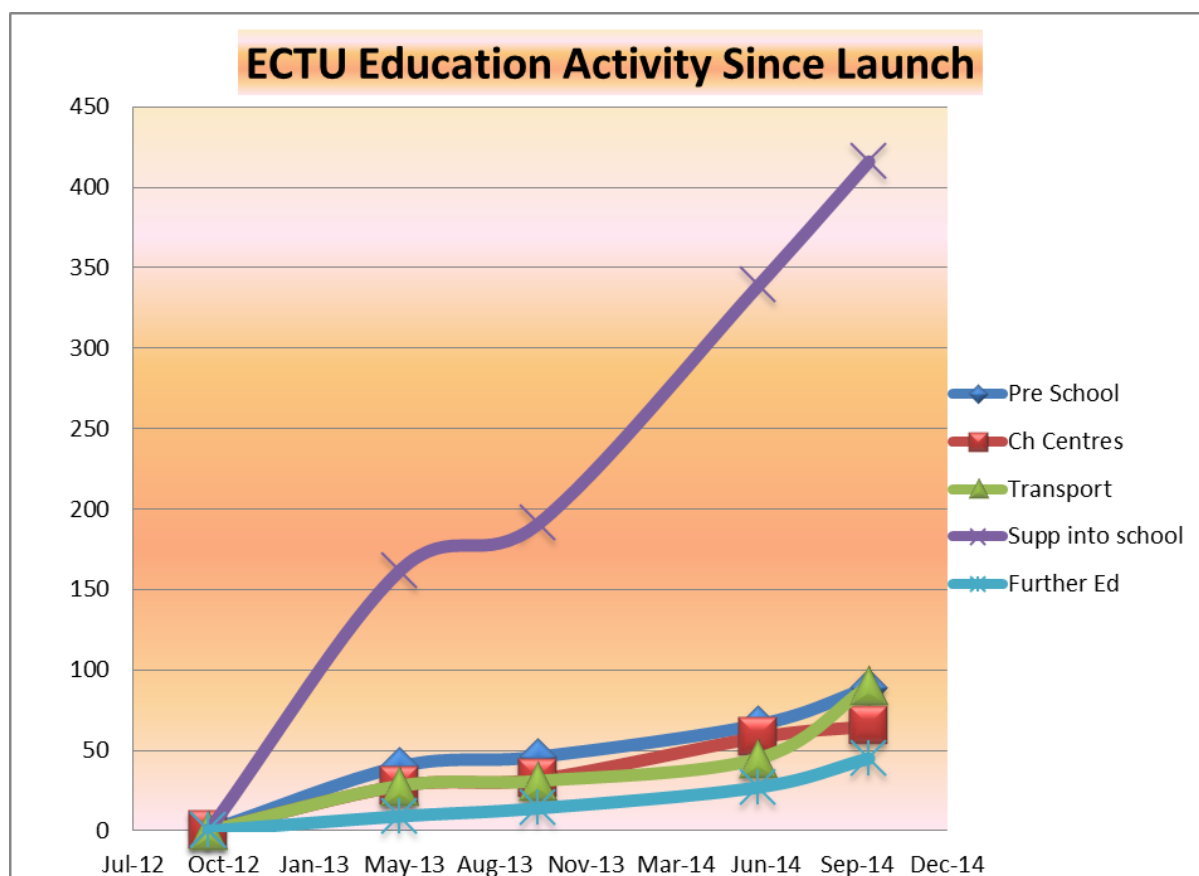
416 (339) children supported into school

89 (66) 2yr olds funded and placed in pre school

65 (58) new families register with Childrens Centres

90 (45) School Transport applications

45 (27) young people supported into further education/apprenticeship



Home Education Data

HES/EMTAS stats 01/09/2013 to 09/05/2014

Number of children referred to HES during the above period	Number of children	% of total
Total new referrals	258	
1 Gypsy / Roma (WROM)	8	3.11
2 Traveller of Irish Heritage (WIRT)	1	0.39
3 Referral from EMTAS no ethnicity recorded	0	0.42
4 Total 1,2,3	9	3.49

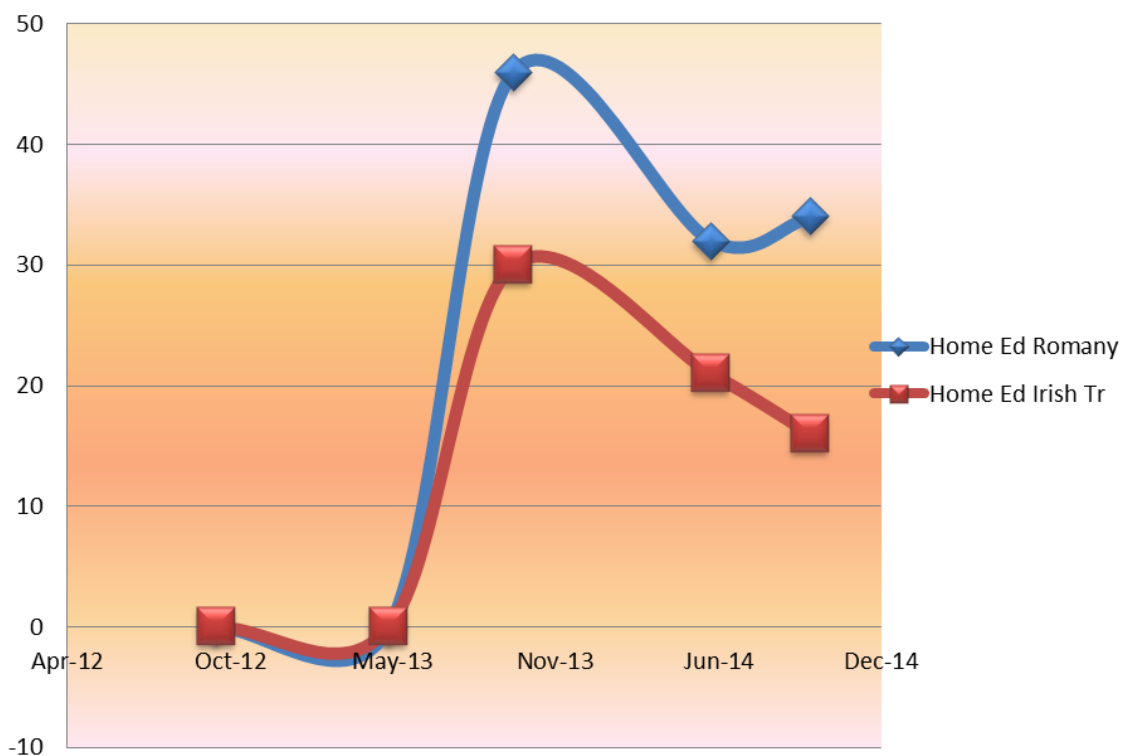
Number of children registered as Home Educated on 20/10/2014

	Number of children	% of total
Total number of children	738	
1 Gypsy / Roma (WROM)	34	4.61
2 Traveller of Irish Heritage (WIRT)	16	2.17
3 Referral from EMTAS no ethnicity recorded	3	0.41
4 Total 1,2,3	53	7.18

In addition to the 53 noted above there are an additional 27 children who are very likely Traveller children but ethnicity is not recorded. Often these children are referred to as "Travellers" but not specifically Irish so may be Gypsy. These children have been identified as part of another enquiry but have only been identified by local knowledge of the families and the addresses where they live.

It is preferable for Gypsy/Traveller to attend schools in terms of receiving appropriate level of education, and integration. Home education is often not the ideal solution as parents may not be literate themselves, hence low rates are preferable.

ECTU Home Education Activity Since Launch



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Number of Children accessing pre-school /school 2 – 16		162	29	148	99	438
Number of children transferring from primary to secondary		na	33	na*	tba	**
Number of young adults accessing further education		9	5	13	18	45
Number/%of children referred to Home Education		0	76 (7%)	28 (6%)	53 (7%)	

*number of ascribed GRT students currently in secondary education 41

Case study 1

The 6 children currently attending in year 6 at Crays Hill School from Oak lane have **all** applied for places at Secondary with my support. None of the parents had engaged with the Crays Hill School regarding secondary, even though the school had tried. We spent 2 days doing home visits and talking to all the parents with the result that they have all applied – this is an unprecedented level of success in achieving 100% success in secondary applications .

Case study 2

Parent and Preschool group

Joint work with Children's Centre

Worked with Children's Centre Outreach to set up and run 5 weekly sessions

Fire Safety (June 14 reported figure in brackets)



This has been a quiet period in terms of Fire Safety checks, as has previously been reported, sprint an summer require resource to be directed to the enforcement area, hence these numbers will pick up considerably over the Autumn, Winter period. We are still showing the general upward trend.

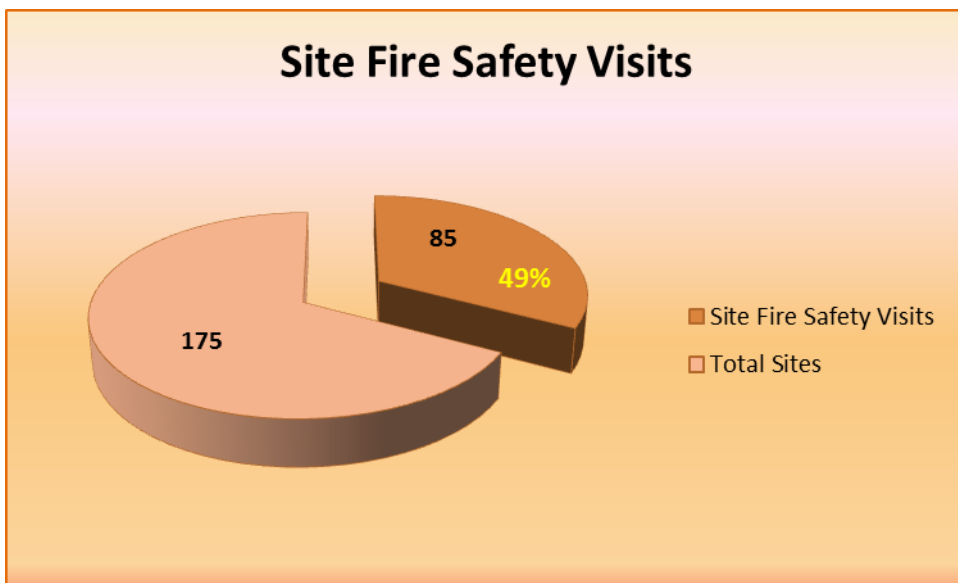
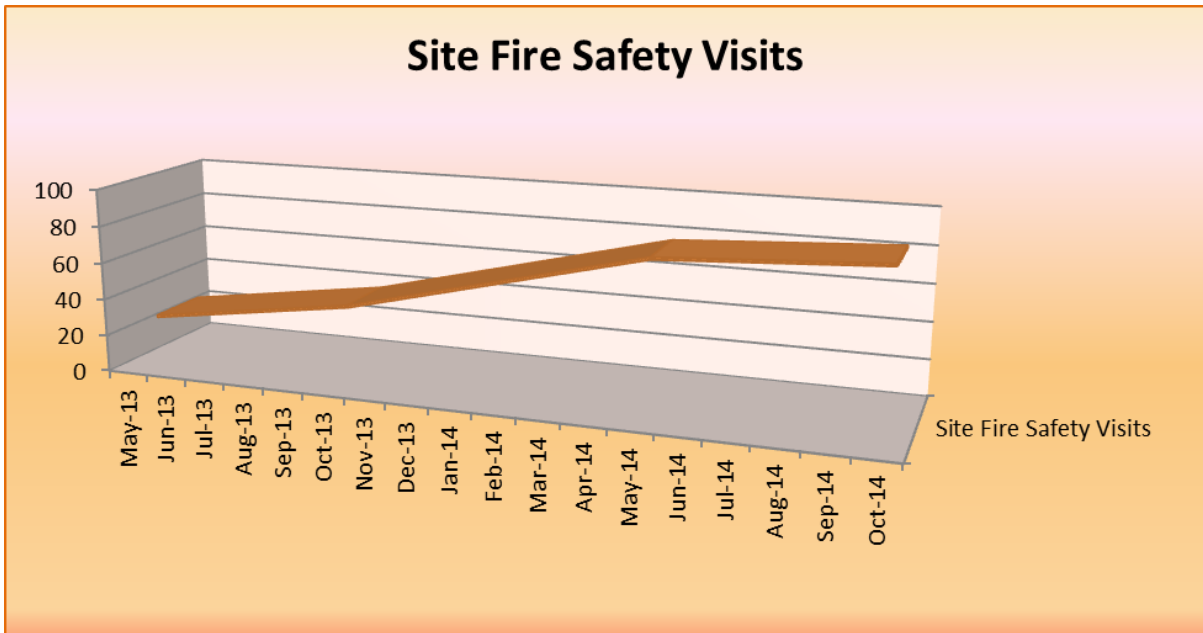
Home Fire Safety Visits

- 173 (164) Home Fire Safety visits completed across 32 sites.
- 191 (174) smoke alarms issued

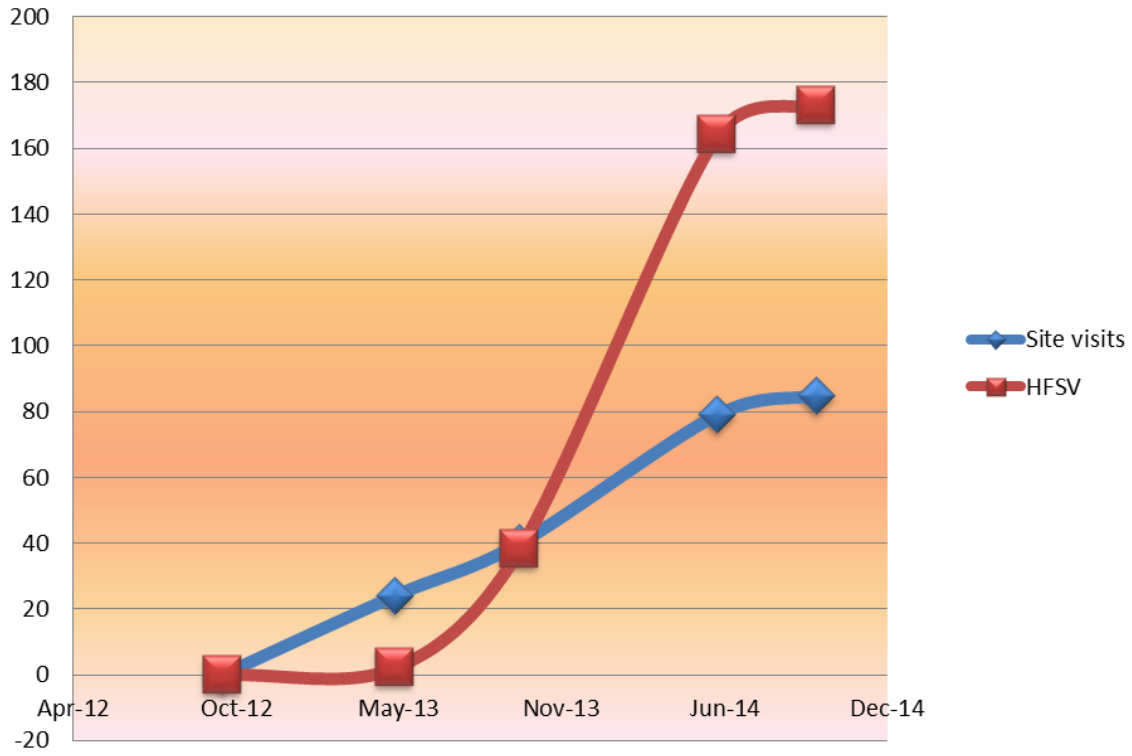


Site Fire Safety Inspections

- 85 (79) Site Fire Safety checks carried out of 175 known sites



ECTU Fire Safety Activity Since Launch



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Home fire safety Visit	by ECTU	2	36	126	9	173
	Referred to ECFRS	0	1	10	0	11
Smoke alarms issued						191
Site Fire Safety Visits incl. access, water supply, spacing, Gas Cylinder storage, Hazardous Materials	by ECTU	24	16	39	6	85
	Referred to ECFRS	na	24	0	0	24
Note: Referrals are all concerns over location of/distance to nearest hydrant.						

Paul Downes, the new seconded Police Constable – commenced with the Unit on the 30th June 2014. The following is Paul's summary of his initial months in the role.

Since starting I have been mostly dealing with or advising on unauthorised encampments throughout the county. There have been 110 reported encampments since I started, and there may have been more which did not get reported through our office.

I have been starting to engage with the Travellers on our many permanent sites visiting both alone and with local officers.

I have been promoting Essex Police and giving out Crime Stoppers leaflets to Travellers on both U/E and permanent sites, explaining the benefits of using Crime Stoppers.

I have identified areas to improve upon within our organisation, in particular the way we record our information in relation to U/Es and we are currently looking at ways to develop this.

I have met with several local authorities to explore better ways of management of U/Es in particular waste management taking into account the welfare needs of Travellers. As a result of a recent visit to Castle Point where Angela Slater (ECTU Officer) accompanied me we now have interest of a potential new partner for ECTU. I am continuing to promote the ECTU to other non-partner authorities.

I have recently been in touch with the Environment Agency in relation to the fly tipping issue at Thurrock and they are currently looking at the problem and ways to detect and prosecute offenders. We will be working closely on this issue, through the provision of photographic evidence gathered during site visits and aerial photography through our air support unit. I am keeping local command and Thurrock Council informed of the progress. The main suspects for the tipping are Travellers who were on the land without permission.

Harlow has been of particular interest this summer and high profile. I have engaged with the Travellers there and have built up a good relationship with them. Following Mr Donovan's (one of the Travellers from the encampment) engagement with the local community at the PCC's meeting I enquired into whether he would consider participating in the Essex Police Independent Advisory Group (IAG). I supported him with the completion and submissions of his application and he is now a member of the strategic IAG.

I continue to work with local officers offering advice and ensuring that they have the ability to deal with U/Es in line with the law, Essex Police policy and ACPO guidelines.

I attended other meetings within the Police service whenever a traveller issue has been raised. I have gathered information in relation to Traveller issues and where appropriate shared that information with other departments to ensure the safety and welfare of all.

I have attended a rural crime meeting recently at the PCC's office and listened to the concerns of farmers and other land owners. I put forward our position and explained how an unauthorised encampment would be dealt with offering advice and answering questions. One item that came up was a lack of information for land owners and as a result I have drafted a leaflet explaining the law, ACPO guidelines and how to deal with the U/E in simple terms. It is currently with our media department to be processed. As a result of this meeting I have been invited to the farmers NAP and hope to have the leaflets available by then.

I have identified a training need within Essex police in relation to dealing with U/E and both PS Mills and I are currently looking at ways to deliver this training.

I am currently working on a Gypsy/Traveller information pack to be passed out to Police division offices containing guidance for officers, the necessary paperwork and a booklet to be given to travellers containing vital information, such as locations of doctors, dentists, local amenity sites, crime stoppers information, and the codes of conduct. The pack outer will also be used by outreach team, as it will reflect the partnership working approach and can be used to circulate information relevant to Health, Fire Safety and service access aspect of our work.

Finally, following a dog biting incident on an unauthorised encampment in Thurrock, I have researched potential deterrents used within Essex Police, and identified "Bite Back" as a non-chemical, environmentally friendly and safe option. This will be rolled out to our outreach workers.

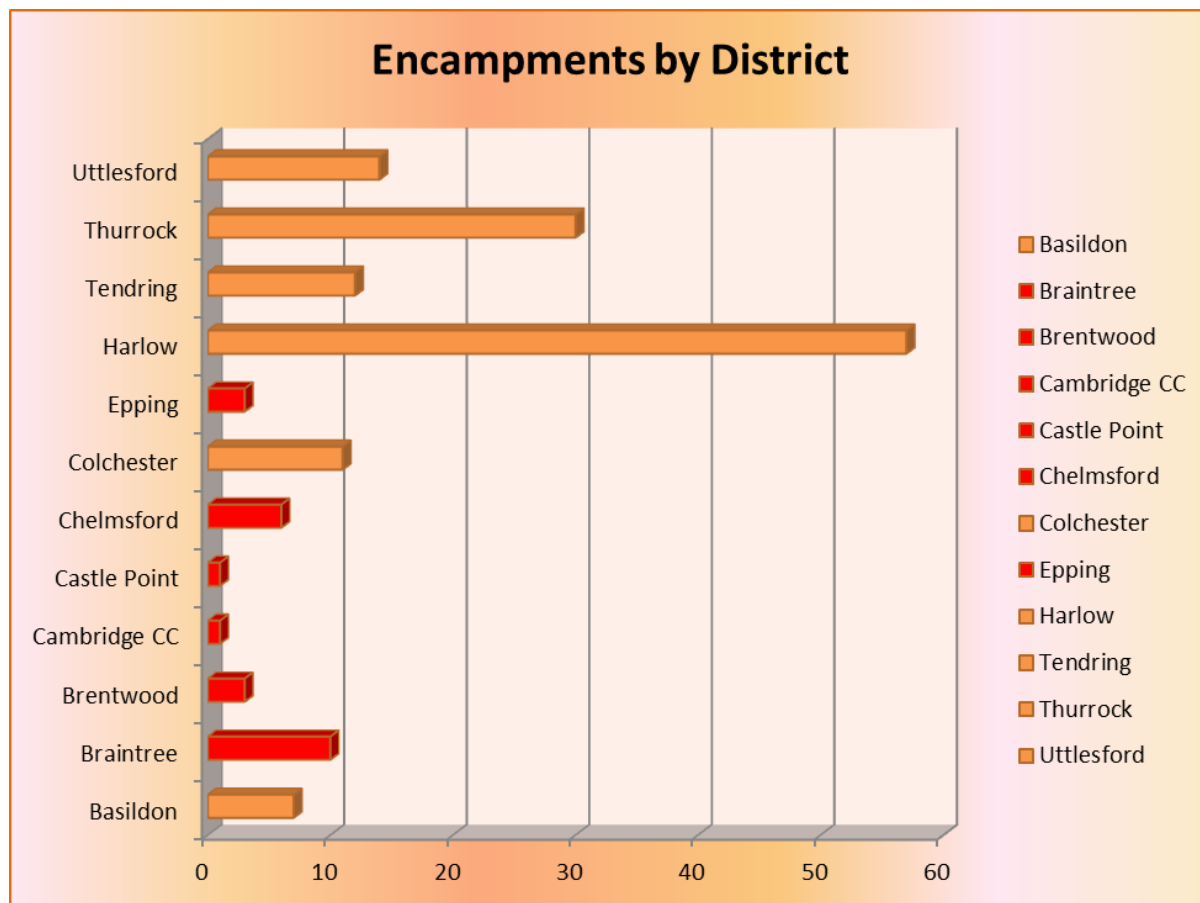
Indicator	Sub Division	October 13	May 14	Oct 14	Total
Increased knowledge and understanding of Gypsy/Traveller Communities	N/A	Qualitative data previously reported. Plus 10 sessions of cultural awareness have been held	No report	New officer to be reported next meeting	N/A
	Number of hate crimes reported by Gypsy/Traveller community	1	23	9	24
Number of UE's recorded	S61 applied	21	2	17*	23

* 10 issued in Harlow

Unauthorised Encampments

Reporting on unauthorised encampments from the 1st June 2014 to current date for partner and ECC land, plus some non-partner/private land where we have been made aware, and/or have made a provisional visit to establish location.

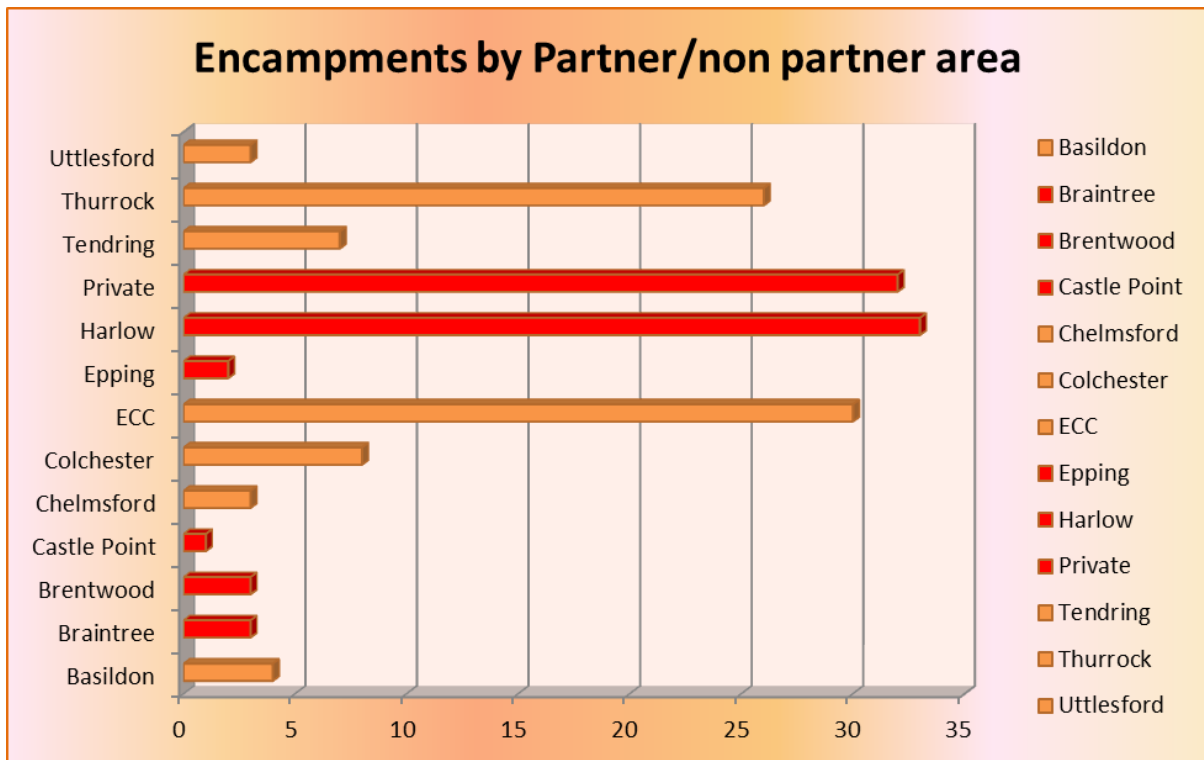
Encampments have been managed across a number of partner areas, with the two hotspots remaining in Harlow and Thurrock. There have now been 155 encampments in total, with 57 in Harlow, and 30 in Thurrock.



The chart above incorporates all reported encampments by District, hence private and highways are shown in their respective districts. Non partner districts are flagged red.

The following chart reflects the same figures, but displayed by partner area. Again non partners are flagged in red. As always, non partner and private could be understated, as there is no obligation to report them to the ECTU except for information purposes.

The bulk of the ECC encampments indicated as ECC are ECC highways in Harlow (18 of the 30).

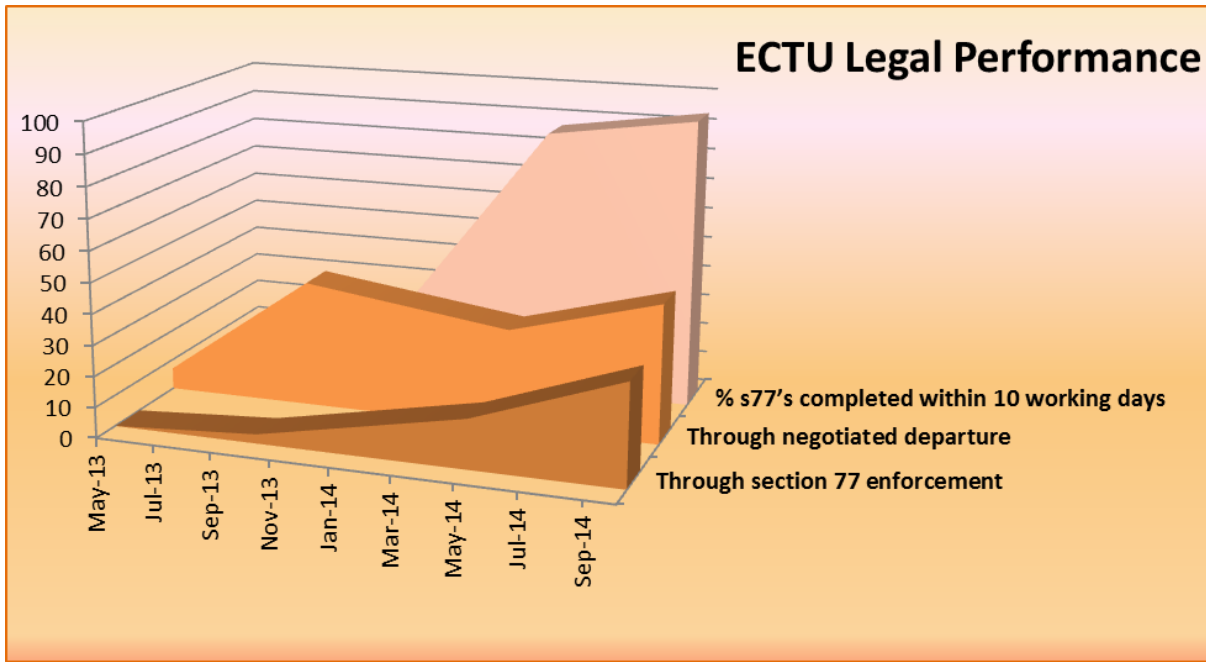


After a series of “misleading” information as to why the core group remain in Harlow, it has come to light that they have land in Epping which they failed to get planning permission on. They had returned to the land last year not realising there was an injunction in place to re-apply for permission, and some of the men were imprisoned as a result.

They are now staying in Harlow as there are lots of places to stop. Initially they requested that land be identified which they could purchase/get planning permission on. This has recently changed to requiring plots to rent. Numbers in Harlow have fluctuated as new groups have come and gone.

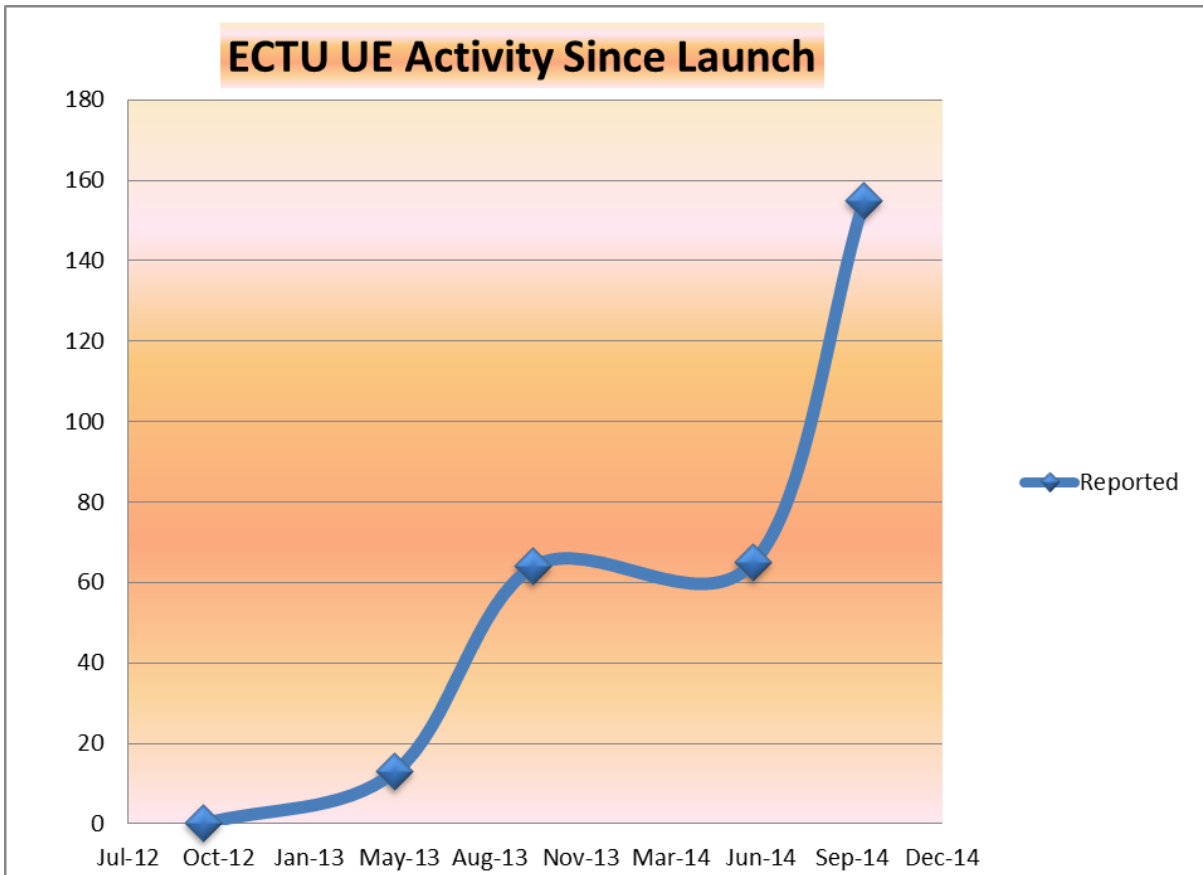
Thurrock equally has a core group who have been in the area since February, and have local connections. However, numbers have fluctuated with other Travellers coming into the area not associated with the group, and there have been significant Fly Tipping problems on at least 2 locations associated to the Travellers stopping there, specifically associated with one group. There have been some discussions between the unit’s Police officer and the Environment Agency, due to volume, and seeking their involvement to prosecute.

ECTU performance – there has been a significant increase in the number of encampments which are requiring court action to take repossession. In addition to the increase in the physical workload on the ECTU team, it also increases the pressure on the court system to facilitate the hearings and issue of court order. Despite this, ECTU are showing an improvement on the performance target of getting the court order within 10 working days from 87 to 94%. In fact 90% of our cases have been 7 days or less.



There were 2 x encampments falling outside the 10 day target. One was an operational decision to leave an encampment for a few days longer, and the other was where a non-partner incorrectly served papers on ECTU land, resulting in the encampment staying an additional 4 days.

Waste pick up – we always try to encourage the use of black bags by Travellers on Unauthorised Encampments. Although this is often complied with, there is sometimes reluctance by street collections teams to pick this up until the encampment has departed – there was a recent example where Travellers actually asked for the waste that they had bagged and put by the roadside, be collected. Failure to collect on an ongoing basis, results in the impression that the encampment has been left in a mess, when it is domestic waste awaiting collection. Can we agree an Essex wide approach on this, as it will reduce the tensions around encampments, and meet health requirement.



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
% of encampments where ECTU are involved		54%	66%	77%	50%	n/a
% visited within 1 working day		100%	97%	96%	95%	n/a
Number of encampments	Partner land	7	44	50	78	179
	Non-partner land	2	15	10	45	72
	Private	4	5	5	32	46
Number of encampments resolved	Through negotiated departure	7	41	32	45	125
	Through section 77 enforcement	0	3	16	33	52
% s77's completed within 10 working days		n/a	n/a	87%*	94%*	n/a
Number of pt 55's issued		0	0	0	0	0

* 2 encampments exceeded 10 days – one where a management decision was made to give an encampment more time, and one where a non-partner incorrectly served papers on ECTU land resulting in the encampment staying 4 days longer.

Horse policy – currently sourcing information to establish whether a need exists. Should there be an agreed requirement, we can access the work completed in this area in Norfolk and Suffolk to inform an Essex policy/procedure

Fly Tipping – there are always issues around Travellers, Traveller site and tipping. Some of this will be the Travellers, some will be others using the proximity of Travellers to shift the blame. As your Environmental Health teams will agree, it is difficult to get sufficient evidence to take direct action, as the fact the tipping may be all around an encampment doesn't enable prosecution without hard evidence of who put it there. Again is their interest in developing an ECTU policy on Fly Tipping around Traveller Sites/Encampments which could involve shared resource/equipment to target threatened areas?

Site licencing –discussions still ongoing with Epping with reference to Site Licence monitoring/enforcement, which may be of interest to our other partners

Renewal of Joint Committee Agreement – Briefing notes were sent to all partners in September reference the requirement to renew the Joint Committee Agreement as of October 2015. We will be looking to commit to a second 3 year term (or longer?) to continue the work or the unit across all partner areas. Indication of intentions will be appreciated to enable us to plan for 2015 onwards.

Essex County Wide Traveller Unit Joint Committee 12 December 2014

Report by David Poole, Senior Financial Analyst

Finance Report for the Essex County Wide Traveller Unit

Enquiries to David Poole, ECC Senior Financial Analyst, 07799 675892

1. Purpose

- 1.1 To provide a financial update for the six months to 30th September 2014
- 1.2 To make recommendations for the budget for 2015/16
- 1.3 To make recommendations for the membership fees for 2015/16
- 1.4 To provide an update on the response of the External Auditor regarding the Annual Submission for 2013/14

2. Financial update for the year to 31st December 2013

2.1 Essex Countywide Traveller Unit proposed and indicative budgets

Revenue Account

	2014/15	2015/16	2016/17
Employees	230,607	235,219	239,923
Supplies & Services	34,732	9,926	10,125
Transport & Mileage	19,447	19,836	20,233
Gross Expenditure	284,786	264,982	270,281

2.2 Current utilisation and forecast use for the remainder of the 2014/15 financial year

Revenue Account

	2014/15	14/15 actual to 30 th Sep 2014	% budget utilisation	14/15 forecast to 31 st Mar 2015	% budget utilisation
Employees	230,607	102,952	45%	223,630	97%
Supplies & Services	34,732	2,479	7%	8,282	24%
Transport & Mileage	19,447	9,832	51%	20,451	106%
Gross Expenditure	<u>284,786</u>	<u>115,263</u>	40%	<u>252,453</u>	89%

2.3 Commentary

- Staff related expenditure, including travel cost, are on-line compared to the 6month forecast and are expected to show a 2% underspend for the full financial year (£5,883).
- Supplies and services have been running behind forecast and whilst additional expenditure is expected throughout the next 6 months the year end is now forecast to be at no more than 24% of the original budget, underspend forecast at £26,450, suggesting that for 2015/16 this element could comfortably be reduced.
- The reserve carried forward at the end of 2013/14 was £92,656 and based on the reforecast budget utilisation for 2014/15 this will rise to £134,488 owing to the planned budget underspend of £32,333 and the planned reserve contribution of £9,499.
- The database project remains behind schedule and also contains a degree of uncertainty over actual costs to complete the work at this stage and these overall costs once known are due to be paid from the reserve.
- Additional resource in the form of an apprentice is currently being considered which would require ca. £1,200 of additional unplanned expenditure this financial year and if approved this can be comfortably accommodated within the current budget.

2.4 Recommendation

- Discussion at the June 2014 Joint Committee meeting revolved around the need for a reserve as this is only the second full year of operation; the probability that £100,000 was around the level that would be appropriate to set as an estimated maximum unless there were extenuating circumstances; and that an amendment to future membership fees should

be discussed at the next Joint Committee meeting in light of expenditure to date / forecast year end outturn compared to the approved budget.

- b. Given that the database costs are still unclear but there is a risk of a significant increase to the original expectation it is recommended that the expected reserve position at year end of £134,488 be permitted until clarity over the database costs is obtained.
- c. Assuming
 - i. continuation of the ECTU and similar levels of membership
 - ii. expenditure in 2015/16 similar to the levels seen this year, plus possible employment of an apprentice

it is recommended that the 2015/16 budget be reduced. The overall underspend for the year is ca. 11% (£32,333) and it is recommended that a 10% reduction in both budget and membership fees (£29,428.50) is agreed for 2015/16.

This would see current member contributions reduced as follows: -

Organisation	Current Fee	Revised Fee	Reduction	% Reduction	% of remaining overall contributions
ECC	£147,286.38	£132,557.74	£14,728.64	10%	50.05% plus in kind hosting costs, including payroll, IT, ECTU office space
Essex Fire and Rescue	£25,720.00	£23,148.00	£2,572.00	10%	8.74%
Districts, Boroughs and Unitaries	£7,181.00	£6,462.90	£718.10	10%	2.44%
Public Health (per CCG)	£14,202.40	£12,782.16	£1,420.24	10%	4.83%

3. External Auditor's Findings

3.1 The financial return and the internal audit report were accepted.

3.2 The External Auditor did comment "The Committee was unable to provide documentary evidence to demonstrate it has reviewed the effectiveness of internal control arrangements during the year"

This is the subject of an agenda item.

3.3 Additional Post Audit Actions

- a. Auditor's invoice for £720 has been received and is in course of payment
- b. Notice of conclusion of the audit and right to "Inspect the Annual Return", see Appendix 1, for agreement and also to agree: -
 - places to be displayed
 - any fees payable
 - point of contact

4. Decisions Required and to be sought form the Joint Committee in November

- 4.1 Approval of accounts and decision to publish
- 4.2 Agree content of and right to "Inspect the Annual Return"
- 4.3 Agreement of location(s) of right to "Inspect the Annual Return" to be displayed, fees payable and contact for requesting.

Appendix 1

Essex Countywide Traveller Unit Joint Committee

**Notice of conclusion of the audit and right to inspect the Annual Return
Annual Return for the year ended 31 March 2014**

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

<p>1. The audit of accounts for Essex Countywide Traveller Unit Joint Committee for the year ended 31 March 2014 has been concluded.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of Essex Countywide Traveller Unit Joint Committee on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>3. Copies will be provided to any local government elector on payment of £____(b) for each copy of the Annual Return.</p> <p>Announcement made by: (c) _____</p> <p>Date of announcement: (d) _____</p>	<p>Notes</p> <p>(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(b) Insert a reasonable sum for copying costs</p> <p>(c) Insert name and position of person placing the notice</p> <p>(d) Insert date of placing of the notice</p>
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BUSINESS RISK ASSESSMENT

RISK ASSESSMENT COMPLETED BY

DATE

FUNCTION / SERVICE / TEAM

Essex Countywide Traveller Unit

PROJECT / PROGRAMME (if applicable)

Joint Committee high level risks

Risk No.	Details of Risk Event	Cause / Triggers	Impact / Consequences	Review period	Current Assessment of Risk			Risk Owner	Mitigation Approach	Mitigating Actions / Controls	Review period	Control Owner	Controlled Assessment of Risk		
					Current controls in place								With ALL controls in place		
					Impact	Likelihood	Risk Rating						Impact	Likelihood	Risk Rating
								Treat Tolerate Transfer Terminate							
1	Unable to deliver on partner outcomes.	Demand for service outstrips resource including business support, and outreach.	Partners withdraw from service		4	2	8	SA	Treat	Ensure additional resource is funded/recruited if req Reduce service levels	SA SA	3	1	3	
2	Insufficient funding to deliver service	Reduction in partner/partners do not renew after 3 years	Part or all of the service will stop delivering		5	1	5	SA	Treat	Lobby partner for early commitment to renew Reduce service levels proportionate to partner buy in	SA/AL SA	4	1	4	
3	ECTU perceived as not delivering expected service by stakeholders	Politicians / members of the public do not understand the service provided by ECTU and powers available to us.	Reputation loss, pressure for partners to break away. Service is no longer viable		4	3	12	SA	Treat	Inform members of service/regular comms Ensure SPOCs are informed Comms strategy/press releases for wider stakeholders	SA SA SA	2	2	4	
4	High demand on legal services with associated cost implications	High volume of unauthorised encampments, or legal challenge on action taken	Costs outstrip available budget/existing surplus		4	2	8	SA	Treat	Ensure resource available to manage encampments and where possible negotiate departures Ensure robust procedures followed to minimise challenge risk Seek additional member contribution to offset increased costs	SA SA SA	4	1	4	

**Wider South East Summit
19 March 2015, 15:30
Committee Rooms 4+5, City Hall, London**

Recommendation:

That the Summit considers and decides how to take forward joint discussions between London, East and South East England, to explore mechanisms (see options overleaf) to:

- i. Understand common issues underpinning the economic future of London and the wider South East
- ii. Seek more effective engagement in the London Plan review
- iii. Seek more effective engagement on strategic infrastructure provision.

It is proposed a 2nd wider South East Summit in November 2015 will aim to agree a way forward on future dialogue and cooperation.

Final Agenda

15:30	Welcome	Sir Edward Lister (Deputy Mayor of London for Planning)
15:40	View from the East	Cllr Tony Jackson (EELGA Chairman, East Herts)
15:45	View from the South East	Cllr Gordon Keymer CBE (SEEC Chairman, Tandridge)
15:50	View from London	Sir Edward Lister
15:55	Trends, issues and options (based on Discussion Paper attached)	Stewart Murray and John Lett (GLA – Planning)
16:05	Panel discussion with speakers plus Deputy Chairs of - SEEC (Cllr David Hodge, Surrey) - EELGA (Cllr Marco Cereste, Peterborough)	Chair: Phil Swann, Shared Intelligence
16:50	Thanks and next steps	Sir Edward Lister
17:00	Close	

Options for exploring arrangements for dialogue/cooperation

Option 1 Wider South East Commission/Panel

Establishment of formal Commission/Panel (e.g. with one unitary, one county and two district authority representatives, and perhaps independent advisors on planning and the economy and an independent chair). This could follow the already established Outer London Commission model (meetings in public; officer/invited presentations; background papers circulated beforehand; local publicity; followed by private meetings to finalise the recommendations) with four sub-regional roadshows/events spread around the wider South East to sound out views of future structures. It would offer the opportunity for councillors to set out local issues. This arrangement would operate collaboratively with the work by the Outer London Commission, which will be taking soundings on such structures from a London perspective.

Option 2 Wider South East Roundtables

Less formal roundtable meetings taking place in London with councillors from the wider South East and an independent 'facilitation panel'; structured/facilitated questions and discussions. This arrangement would operate collaboratively with the work by the Outer London Commission (see Option 1 above).

Option 3 Wider South East Officer Group

Building on councillor input at the 19 March summit, an already established officer group (SSPOLG) would work on developing and testing options iteratively which are then assessed by the small political steering group (see paragraphs 3.1). This arrangement would operate collaboratively with the work by the Outer London Commission (see Option 1 above).

Strategic Spatial Planning Officer Liaison Group

Wider South East Engagement

Final Discussion Paper for Wider South East Summit

Recommendation:

That the Summit considers and decides how to take forward joint discussions between London, East and South East England, to explore mechanisms to:

- i. Understand common issues underpinning the economic future of London and the wider South East
- ii. Seek more effective engagement in the London Plan review
- iii. Seek more effective engagement on strategic infrastructure provision.

It is proposed a 2nd wider South East Summit in November 2015 will aim to agree a way forward on future dialogue and cooperation.

1 Background

- 1.1 The localism agenda rightly emphasises the need to address local issues at the local level and it is widely recognised that this agenda can address many of those which, individually, face authorities in London, the South East and East of England – the wider South East (SE).
- 1.2 However, although a highly diverse area, there are strong strategic interdependencies between London and the wider South East that underpin their collective economic success – geographically and economically this is much bigger than any other city region in the country.
- 1.3 Supported by a small joint officer group (the Strategic Spatial Planning Officers Liaison Group – SSPOLG), the East of England Local Government Association (EELGA), South East England Councils (SEEC) and the Mayor currently discuss on an informal basis common strategic issues facing the area. Wider SE responses to the Further Alterations to the London Plan (FALP) and the Mayor’s 2050 Infrastructure Plan suggest that there is potential for developing more effective arrangements over time to:
 - identify the broad strategic challenges and opportunities facing the area;
 - represent them to relevant agencies, including government and the Mayor; and
 - develop policy options to address them.
- 1.4 This paper is intended to inform discussion on potential arrangements including:
 - the objectives of wider SE dialogue and cooperation;
 - how to best develop options to take these objectives forward in terms of the structure of the arrangements in the short/medium and longer terms; and
 - initial ideas on the issues which might be considered through these arrangements.

- 1.5 As a discussion document this paper has gone through several iterations. To initiate political dialogue and cooperation a 'wider South East Summit' is taking place on 19 March 2015. At the Summit, views will be canvassed on options to improve political dialogue/cooperation and whether it would be useful to support one of the mechanisms proposed for taking wider soundings around the wider SE. The outcomes/recommendations emerging from this process would report to a second wider SE Summit in November 2015.
- 1.6 The work would complement that of the Mayor's established Outer London Commission (OLC)¹ which has been invited to explore, from a London perspective, more effective ways of coordinating approaches to common strategic planning issues facing London and the Wider South East. It is envisaged that both the next steps arising out of the Summit and the OLC will work collaboratively to enhance and strengthen future engagement between London and the Wider South East. The OLC will also report in late 2015.

2 Draft objectives: more effective arrangements for dialogue and cooperation across the wider South East

- 2.1 While not all stakeholders in the wider SE may agree with some of the detail of the National Planning Policy Framework (NPPF), it does provide a common policy benchmark for the area and it is suggested that most would support its central objective – to foster sustainable development. Given the significance of the interdependencies between London and East and South East England, and growth challenges and opportunities facing the areas, closer dialogue/engagement will be vital.
- 2.2 The statutory Duty to Cooperate (DTC) applies to all local authorities and the GLA in terms of Local Plans. In terms of the preparation of the London Plan, the Mayor is bound by his own Duties to Inform and Consult which effectively if not legally are similar to the DTC. His London Plan also gives strong policy support to cooperative working to address issues of concern in the wider SE. Irrespective of legal differences between London and the wider SE, it is suggested that all can rally round the need to engage constructively on common strategic issues and collaborate in addressing some of them, even if it may not be possible always to agree on a universal way forward.²
- 2.3 Three key objectives for wider SE dialogue and cooperation are proposed for consideration:
- i. **To better understand common issues:** currently there is a strong 'localist' focus in identifying and addressing planning issues within the wider SE. Could

¹ Its role is to advise how Outer London can play its full part in the city's economic success. For further details see <http://www.london.gov.uk/olc/>

² See also:

- *National Planning Policy Guidance (NPPG) – Paragraph: 007 Reference ID: 9-007-20140306: 'Cooperation between the Mayor, boroughs and local planning authorities bordering London will be vital to ensure that important strategic issues, such as housing delivery and economic growth are planned effectively'.*
- *FALP Inspector's Report (Nov 2014) – paragraph 57: 'In my view, the Mayor needs to explore options beyond the existing philosophy of the London Plan. That may, in the absence of a wider regional strategy to assess the options for growth and to plan and co-ordinate that growth, include engaging local planning authorities beyond the GLA's boundaries in discussions regarding the evolution of our capital city.'*

this usefully be complemented by developing consistent data collection/analytic capacity to identify strategic issues which affect the area more widely? An authoritative appreciation of the relationship between changing demographics and housing need is particularly important, backed by a similar understanding of the wider SE's changing economy and supporting infrastructure requirements under different future scenarios.

- ii. **To seek more effective engagement in the London Plan review:** consultation on the draft Further Alterations to the London Plan (FALP) and the 2050 Infrastructure Plan elicited a wide range of responses from the wider SE, many with a common theme – the need for more effective political and technical engagement in preparation of the full review of the London Plan. Facilitating this could be a core objective for the new arrangements.
 - iii. **To seek more effective engagement on strategic infrastructure provision:** this has emerged from discussions with EELGA and SEEC as an area with particular potential, not just in terms in making common cause in bidding for investment but also in bringing forward sustainable development. It might apply to social and environmental as well as physical infrastructure.
- 2.4 To develop options for practical arrangements for cooperation and collaboration, different mechanisms are proposed below. Underlying principles are that options for future engagement should be transparent and open, and make best use of existing resources and structures.

3 Developing more effective arrangements for dialogue and cooperation across the wider South East

Key steps/timetable:

STEP 1. Discuss and test options for engagement

- Initial wider SE Summit to consider options for exploring future dialogue/cooperation arrangements (see grey box below) and agree a preferred way forward – 19 March 2015
- Establish small political steering group to oversee the process – May 2015 onwards
- Take forward preferred option to explore dialogue/cooperation arrangements – Spring-Winter 2015
- Second wider SE Summit, with the aim of agreeing a way forward on future dialogue/cooperation – November 2015

STEP 2. Implementation

- Implementing mechanisms for dialogue and cooperation – November 2015 onwards

- 3.1 The following includes different options as potential mechanisms to advise on these arrangements by late 2015. All options would be supported by a small political steering group comprising representatives from the South East, East of England and London and a second summit in November 2015 which will, based on emerging outcomes and draft recommendations, aim to agree next steps:

Option 1 Wider South East Commission/Panel

Establishment of formal Commission/Panel (e.g. with one unitary, one county and two district authority representatives, and perhaps independent advisors on planning and the economy and an independent chair). This could follow the already established Outer London Commission model (meetings in public; officer/invited presentations; background papers circulated beforehand; local publicity; followed by private meetings to finalise the recommendations) with four sub-regional roadshows/events spread around the wider South East to sound out views of future structures. It would offer the opportunity for councillors to set out local issues. This arrangement would operate collaboratively with the work by the Outer London Commission, which will be taking soundings on such structures from a London perspective.

Option 2 Wider South East Roundtables

Less formal roundtable meetings taking place in London with councillors from the wider South East and an independent 'facilitation panel'; structured/facilitated questions and discussions. This arrangement would operate collaboratively with the work by the Outer London Commission (see Option 1 above).

Option 3 Wider South East Officer Group

Building on councillor input at the 19 March summit, an already established officer group (SSPOLG) would work on developing and testing options iteratively which are then assessed by the small political steering group (see paragraphs 3.1). This arrangement would operate collaboratively with the work by the Outer London Commission (see Option 1 above).

- 3.2 For all options the following issues will have to be considered:
- **membership** – size, geography, political and other representatives, chair?
 - **venues** – where would the required meetings take place?
 - **written contributions** – (how) should short written contributions for those not able to take part in person be considered?
 - **reporting** – who should be responsible for the administrative arrangements and ensure outcomes and draft recommendations are captured?
- 3.3 Effective political engagement of Council Leaders from outside London is a key issue, and therefore views on the role that councillors may wish to have in steering the process or getting involved are crucial.
- 3.4 For all options it may be useful to refine this Discussion Paper in the light of the Summit as the basis for the further discussions and to establish a small political steering group to oversee the process.
- 3.5 Any mechanism would consider options for future cooperation arrangements including building on current arrangements (EELGA/SEEC/Mayor + SSPOLG), with additional informal/sub-regional groupings focused on particular

challenging issues or opportunities eg early 'volunteers/partners for growth' which could carry out more detailed work.

- 3.6 It will also draw on the considerable body of thinking on how arrangements for wider SE cooperation/planning could be made more effective in the longer term (see Annex 1). Models range from loose voluntary associations to suggestions already made, eg a regional 'senate'; a regional equivalent to the London Planning Advisory Committee; lessons from other big city regions.
- 3.7 Would it be useful for these (see Annex 1) to be collated and summarised as a basis for discussion and to inform the meetings?

4 What are the issues to address via new arrangements for political and technical dialogue and cooperation across the wider South East

- 4.1 The abolished Regional Spatial Strategies identified what at the time were considered to be the strategic issues facing the East and South East, but that was under different administrative arrangements for addressing them and prior to the recent recession and substantial growth in London's population and employment. It is anticipated that authoritative identification of strategic issues currently facing the wider SE will require further analysis, developing understanding of the issues and mechanisms for political and technical dialogue and cooperation where appropriate. The headlines set out in the following paragraph are intended to inform initial discussions.
- 4.2 Key issues³ where London and the wider SE have strong inter-dependencies or face significant challenges:
- **Sustaining and growing economic success** – what are key economic links and dependencies across/beyond the wider SE? what's needed to underpin ongoing success?
 - **Tackling economic under-performance and regeneration** – how can all areas benefit from the wider SE's economic potential?
 - **Housing the growing population** – what demographic changes are expected and where will people live?
 - **Balancing growth and environmental priorities, including open space and addressing climate change** – how will constraints and opportunities influence future development?
 - **Delivering strategic transport infrastructure** – what are the priorities for investment to support economic success?
 - **Providing services for communities, including education/skills, health, care, power, water, waste** – how to ensure all partners play their part meeting the needs of the growing population?

³ Also informed by FALP and London Infrastructure Plan consultation and discussions since then.

Annex 1 - Strategic Planning – Recent Publications⁴

English Regional Planning 2000 – 2010 Lessons for the Future (2013) – edited by Corinne Swain et al: Study contributes to understanding of how strategic planning can – based on past experience – provide a framework for guiding spatial change and allocating resources, looking to a long-term sustainable future.
<http://www.routledge.com/books/details/9780415526081/>

Lyons Housing Review (Oct 2014): Housing funding streams should be consolidated as part of an economic development fund and devolved to city and county region authorities working across functional economic areas.
http://www.yourbritain.org.uk/uploads/editor/files/The_Lyons_Housing_Review_2.pdf

Royal Town Planning Institute: Strategic Planning –

- Beyond ‘Co-operation’ (Sept 2014): Proposals draw on existing arrangements but require much stronger incentives to cooperation and making plans for the future.
<http://rtpi.org.uk/media/1110489/Strategic%20Planning%20Beyond%20Cooperation.pdf>
- Effective Cooperation for Planning Across Boundaries (Jan 2015): Includes a range of case studies. For England the focus should be on incentives where the duty to cooperate has not been effective, and to build on the momentum to harness the potential of the city regions. <http://www.rtpi.org.uk/media/1230885/RTPI-Strategic%20Planning-Brochure%20FINAL%20web%20PDF.pdf>

Highbury Group on Housing Delivery: In response to the above RTPI paper, it calls for a new strategic planning for the London metropolitan preparing a Metropolitan regional plan.
http://www.westminster.ac.uk/_data/assets/pdf_file/0006/338118/HIGHBURY-GROUP.-Response-to-RTPI-strategic-planning-paper.-FINAL.-3.10.14.pdf

Future of London: Working Beyond Boundaries (Oct 2014): Calls for the Mayor to take a broader perspective and relieve planning pressure on local elected officials.
<http://www.futureoflondon.org.uk/futureoflondon/wp-content/uploads/downloads/2014/10/Working-Beyond-Boundaries-briefing-paper-web.pdf>

Andrew Boff GLA Conservatives: Southern Power House (Jan 2015): Promotes a comprehensive reform of London’s governance and tax powers and the establishment of a Thames City-Region to give the South East a say in London’s growth and prosperity.
<http://glaconservatives.co.uk/wp-content/uploads/2015/01/southern-powerhouse.pdf>

Also relevant in this context:

Nathaniel Lichfield & Partners: London’s Unmet Housing Needs – Meeting London’s overspill across the wider South East (Apr 2014): Study shows how London’s unmet housing needs could be distributed using a ‘Gravity Model’ approach and calls for the GLA and the authorities within the wider London Housing Market Area to work together to address this unmet need effectively.
<http://www.london.gov.uk/sites/default/files/285GladmanDevelopmentsLtdResponse.pdf>

Foresight, Government Office for Science: Investing in city regions – How does London interact with UK system of cities and what are the implications of this relationship? (Oct 2014): Study discusses whether stronger UK supply chains would enable faster growth for a number of cities and the UK as a whole. It concludes that a strong counterweight to London’s global role should not be its restriction and that local rivalries should be made a positive force for innovation.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365099/london-and-UK-system-of-cities.pdf

DCLG: National Planning Policy Guidance: Duty to Cooperate, paragraph 7: Cooperation between the Mayor, boroughs and local planning authorities bordering London will be vital to ensure that important strategic issues, such as housing delivery and economic growth, are planned effectively.
<http://planningguidance.planningportal.gov.uk/blog/guidance/duty-to-cooperate/what-is-the-duty-to-cooperate-and-what-does-it-require/>

Planning Advisory Service has developed a suite of practical guidance tools to facilitate compliance with the Duty to Cooperate. This includes a ‘Duty Statement template’, which addresses Governance and working arrangements and suggests for example memorandums of understanding to evidence agreements.
http://www.pas.gov.uk/web/pas1/events-and-support2/-/journal_content/56/332612/6387362/ARTICLE

⁴ Only selection – not comprehensive.

Committee: Uttlesford Planning Policy Working Group

Agenda Item

Date: 30 March 2015

7

Title: Neighbourhood Development Planning

Author: Andrew Taylor, Assistant Director Planning
and Building Control

Summary

1. This report updates members on the Neighbourhood Development Planning process within the District and sets out how the District Council will support the process moving forward.

Recommendations

2. To note the report the support for Neighbourhood Development Planning moving forward.

Financial Implications

3. £100,000 has already been allocated from the Strategic Initiatives Fund.

Background Papers

4. None

Impact

- 5.

Communication/Consultation	This paper is published on the website. Direct email communication with Parish Councils notifying them of the support available.
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	Affects all wards equally
Workforce/Workplace	This will involve officers from the Planning Policy Team and others as necessary.

Situation

6. This report seeks to update members on the Neighbourhood Development Planning work within the District, and sets out how support will be provided in the future.

Current Neighbourhood Plan work

7. Since the Introduction of the Localism Act the Council has been working to support parishes to take forward Neighbourhood Development Plans if they wished to.
8. Three Neighbourhood Development Plan Areas have been submitted and designated by the District Council. These are Felsted, Great Dunmow and Saffron Walden. In all three cases the Plan Area is contiguous with the Parish Boundary.

Great and Little Chesterford

9. The Parish Councils have now submitted a proposed Neighbourhood Development Plan Area. This submission covers the two parishes of Great and Little Chesterford. The proposed area is now subject to formal consultation before the boundary is considered, and if appropriate, approved by Cabinet.

Stansted Mountfitchet

10. The Parish Council held a meeting for interested individuals which the Assistant Director Chaired. At the end of the meeting a good mix of people volunteered their time to form a Steering Group and someone interested in taking the Chair was also identified. A submission of the Neighbourhood Development Plan Area is expected shortly.

Future support

11. Given the importance of Neighbourhood Development Planning the District Council Cabinet has allocated £100,000 from the Strategic Initiatives Fund to support Neighbourhood Development Planning in future years. This money will be held in a ring fenced account and administered by the Planning and Housing Policy Team.
12. Groups can bid for funds from Government to help toward the costs of producing a Neighbourhood Development Plan; in addition they can provide financial support from their own money.
13. Part of the allocated money will be used to procure independent professional advice from someone who has experience of supporting the Neighbourhood Development Planning process. This will be procured on the basis of about one days' time per week on a flexible basis (i.e. this could cover evening/weekend working and be split throughout the week). This would provide direct professional support to groups developing their Neighbourhood Development Plans.

14. Part of the allocated money would be set aside to provide grants to Parish/Town Councils who are pursuing Neighbourhood Development Plans and who meet the following criteria:
- a. Neighbourhood Development Area approved
 - b. Funding application to Government grant scheme (through Locality) submitted
 - c. Funding allocated from Parish/Town Council money
15. The total amount of funding allocated will depend on a number of variables but will take into account the size of settlement/area as well as the other resources available up to a maximum of £10,000 per Plan.
16. The funding will be retailed by UDC as the accountable body and will be paid out on receipt of invoices to the Parish/Town Councils.

Conclusion

17. The production of Neighbourhood Development Plans is an important tool in allowing local communities to bring forward ideas and plans for their area to develop over future years. This community empowerment is an important part of the Localism Act and fits in with the Councils desire to support communities.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Failure to support the Neighbourhood Development Planning process.	1 – The Council has positively supported the Neighbourhood Development Plan processes and this financial allocation will allow this to continue.	2 – Lack of support could lead to Plans coming forward which are not consistent with National or Local policy.	Procure external professional support to assist Parish/Town Councils and ensure that officers

- 1 = Little or no risk or impact
 2 = Some risk or impact – action may be necessary.
 3 = Significant risk or impact – action required
 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Uttlesford Planning Policy Working Group

Agenda Item

Date: 30th March 2015

8

Title: Essex County Council: "Getting around in Essex" - A bus and passenger transport strategy, draft for consultation

Author: Jeremy Pine. Planning Policy / Development Management Liaison Officer (01799 510460)

Summary

1. This report is about Essex County Council's new draft bus strategy, which is currently out on consultation. The report briefly describes the strategy, including its goals and strategic actions. The report sets out a suggested reply to the consultation questions which are not about individual passenger experience.

Recommendations

2. That the Working Group endorses the reply that is set out in Appendix 1, and suggests any other points that ought to be raised.

Financial Implications

3. None.

Background Papers

4. None.

Impact

- 5.

Communication/Consultation	This consultation closes on Tuesday 31 st March 2015.
Community Safety	Assessed by ECC
Equalities	Assessed by ECC
Health and Safety	Assessed by ECC
Human Rights/Legal Implications	Assessed by ECC
Sustainability	Assessed by ECC

Ward-specific impacts	Districtwide
Workforce/Workplace	None

Situation

6. Essex County Council has recently published this draft bus strategy, which sets out how it plans to grow and improve the bus network.
7. Three documents have been published. They are:
 - the main document (copy attached), which contains the draft strategy, the consultation questionnaire and annexes,
 - a summary document, and
 - the consultation questionnaire as a stand-alone document
8. The draft strategy identifies three main goals, which are (in ECC's own words):
 - *Increase passenger numbers, by working with the commercial, public and voluntary sectors, businesses and people who live and work in Essex to strengthen our ability to deliver an attractive, comprehensive, resilient and high quality bus network.*
 - *Maximise the economic and social benefits to people, businesses and communities across Essex – supporting Essex County Council's seven outcomes.*
 - *Ensure what we deliver is cost effective and good value for money.*
9. ECC has identified eight areas of strategic action to deliver the necessary commercial bus growth. These are set out in detail on Pages 9-12 of the main document. ECC says that the strategy is a long term one, and whilst there are some changes that can be delivered relatively quickly, many will take some time and will need a sustained joint effort. A lot of detail is still to be developed, and this will be done in partnership once consultation responses have been considered.
10. The consultation is aimed particularly at individual bus users and non-bus users. Questions 1-14 relate to individual passenger experience, but the remaining questions (15-25) are more general. The Council's response deals with the more general issues.
11. The Council's suggested response is attached as Appendix 1. The questions that the Council is answering are set out on Pages 18 – 21 of the main document.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
None	None	None	None

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.



**ESSEX COUNTY COUNCIL: GETTING AROUND IN ESSEX
A bus and passenger transport strategy**

RESPONSE BY UTTLESFORD DISTRICT COUNCIL

The District Council is grateful for the opportunity to comment on this draft strategy.

The first part of the questionnaire (Questions 1-14) is mostly about individual passenger experiences. The Council will deal in this response with the remaining more general questions. The Council hopes that many bus and non-bus users will take the opportunity to respond.

Proposal 1: Working in partnership

Q15: Do you believe we have left anybody out? Please specify who else should be included in our partnership.

The Council considers that the rail franchisee should be invited to join the partnership if it is not already included under “businesses”. The Rail Executive expects to see a step change in the service delivery of the next East Anglia rail franchise, which must include opportunities to improve the “door-to-door” travel experience for passengers. There is a role here for both the rail and bus industries to play through measures such as multi-modal ticketing, station forecourt improvements and a review of connection times.

The draft strategy refers to the setting up of a Bus Strategy Commissioning Board entailing a senior group, a working group and specific task groups. The Council’s concern is that the terms of reference of these different groups are clear so that there is no unnecessary overlapping or potential conflict between them.

Proposal 2: Customer quality commitment

Q16: Please tell us which of these are the top three issues for you?

In a rural area such as Uttlesford, the three top issues are:

- Frequency and reliability
- Live, real time information on bus location and route planning

- A commitment to supporting local community travel groups in identifying local growth opportunities

Uttlesford's bus network has two main characteristics.

Firstly, routes that form part of Stansted Airport's local bus network tend to be run regularly and have much earlier start and later finish times than routes which do not call at the airport. These routes are commercially operated, though some early and late buses (used mostly by airport staff) may be subsidised by the airport operator from money it receives from a levy on on-airport car park transactions. Reliance on these services and levels of patronage are likely to be high because of their more frequent nature and because they serve large centres of population such as Harlow, Bishop's Stortford, Chelmsford and Braintree. Any operational issues concerning these services can be taken up either with the bus operator or via the Bus Working Group of the Stansted Area Transport Forum.

Secondly, beyond this airport "umbrella", rural bus routes are what you would generally expect in a large district with a small, dispersed population – they are less frequent, are mostly contracted by the County Council and may not even be daily. Annex B indicates that, excluding the A120 corridor, there are few services in Uttlesford on weekday evenings and none on Sundays. Where buses are infrequent, it is of vital importance that rural bus passengers can have confidence that their buses will run and that they are informed as early as possible about delays or cancellations.

The other issues (responsive complaints handling, high vehicle standards, regular bus network review) are also extremely important. For instance if a bus service is infrequent that is one thing, but if it is also operated by a low quality vehicle it is doubly unlikely that patronage will increase.

Proposal 3: Better, well used services

Q17: What should be our priority areas for developing more services?

Of the nine options listed, the Council thinks that the following are the most important:

- Your local community
- Rural areas
- Services to hospitals
- Services to rail stations
- Services to shopping centres

Whilst the district has relatively high levels of car ownership, many cars are used on the commuter run and are not available for use throughout the day. Also, many people can have low levels of mobility (especially young adults and the elderly), and as a result may have poor access to key services. There must be a role here for the bus industry to work with the voluntary sector to enhance services for people without access to a car either at all or during the day.

The questionnaire also lists a tenth "other" option. In this category, the Council would include services to centres of further education.

In the draft strategy, it is proposed that transport operators would be linked into local highway panels to enable a jointly agreed and prioritised pipeline of infrastructure measures. This is welcomed, but the Uttlesford panel is already oversubscribed in terms of schemes proposed to available funding. Would it be expected that transport operators would be

invited to part fund schemes that would benefit the running of their services, and if that was the case would the Panel be expected to give higher priority to those schemes?

Proposal 4: Support for valuable, but not commercial, services

Q18: What else can we change to get better value from the services that Essex County Council runs?

Using the Proposal 1 concept of “*working in partnership*”, one option might be to work towards the setting up of community hubs in rural areas from where minibuses (or shared taxis) could be run to key destinations. Hubs could be a local community hall, pub or village shop, and would ideally have secure cycle storage facilities, drop-off areas and footpath connections to encourage local people to use them as part of their onward travel. Services would be run at the times best suited to the local communities, and local people would have a role in devising timetables. This would enable communities to identify potential new services and needs, which is an aim under Proposal 5.

To encourage wider use of non-commercial bus services, the County Council could seek their sponsorship with the issue of reward points for tickets purchased. The draft strategy indicates that restructuring contracts so that they are more flexible and run for a period of a minimum of five years is being considered. The Council thinks that this is a good idea if it gives bus operators the confidence to invest in the service.

Proposal 5: Good customer information

Q19: What information would make using the bus more convenient for you?

In the Council’s view all of them apply equally, especially in areas where bus services are less frequent. All five options are about the ability to plan a bus journey in advance (perhaps as part of a multi-modal trip) and to know where the bus is at any point in time.

Q20: How would you like that information?

Again, all of the four options apply equally. It is undoubtedly important that the rollout of online information continues, but not all bus users will want, or will be able, to access information that way.

Q21: Have you tried searching for bus information online?

This question is about an individual user’s experience, so the Council will not answer it.

Proposal 6: Tailored solutions

Q22: Do you have any new or innovative ideas about how to provide bus services in Essex?

The preamble to the question remarks that some people live where the traditional bus service (a single large vehicle on a set timetabled route) is prohibitively expensive and inflexible. This applies to large parts of Uttlesford. The Council would add that where a large bus is not well used on a rural route it becomes carbon-inefficient compared to the use of a car. The Council’s answer to Question 18 is relevant to this question. What is required are smaller, cheaper (but not low quality) vehicles that can run to more flexible timetables where needed.

Proposal 7: Ticketing

Q23: What would help to make buying a ticket simpler?

- Being able to pay with a smart card or phone as well as money
- Being able to buy a ticket online

The other two options may not be as useful. Zoning or banding systems work best in densely populated areas. Group or family discounts would obviously be welcomed, but if they come with exclusions and prohibitions on times of travel they may not make buying a ticket either simpler or easier to understand.

Proposal 8: Focussed local planning

Q24: What are the most important things to consider in your area?

The preamble advises that Essex is a diverse county, and that services need to be developed that meet the needs of communities. In the Council's view, this is the key point.

In a district like Uttlesford, the main aim must be to meet the travel needs of a dispersed population where the use of a car is either not possible or is not the traveller's preferred mode. Value-for-money services need to be provided at times when people need to travel and, where necessary, making connections with other transport modes that are as seamless as possible.

Conclusion

Q25: Is there anything else you would like to see covered in our strategy?

There ought to be some detail of how progress against the eight proposals will be measured. It is suggested that short, medium and long term targets should be set in the final version of the strategy, with an annual (or at least biennial) progress report.

In rural areas there is a particular challenge to match seat availability to demand (see answer to Question 22). To see if this is being achieved, the County Council should consider whether some kind of bus efficiency metric can be devised which would log passenger kms travelled against available seat kms on a particular route.

UTTLESFORD DISTRICT COUNCIL
March 2015



Getting around in Essex

A bus and passenger transport strategy



Working in partnership with



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Introduction

Buses are important to Essex: to all of us, our friends and family, our communities, the businesses we work for and for the overall strength of our economy. Buses enable people to travel to work, school and college, for leisure, entertainment, shopping and to access important services like health appointments. They enable families and friends to stay in touch, and people to live independently without using a car. They help keep traffic off our roads, reduce pollution and bring communities together. They are flexible and good value when they are well used.

Buses help Essex's economy to grow by enabling people to move about without adding to congestion on the roads. This is true for all buses: from urban, rural and school buses to non-conventional transport such as Community Transport or 'Demand Responsive' transport.

Essex County Council recognises the importance of buses to Essex. This strategy sets out how we plan to grow and improve the bus network and how you can have your say on our proposals.

This consultation paper does three things:

- **Section One**

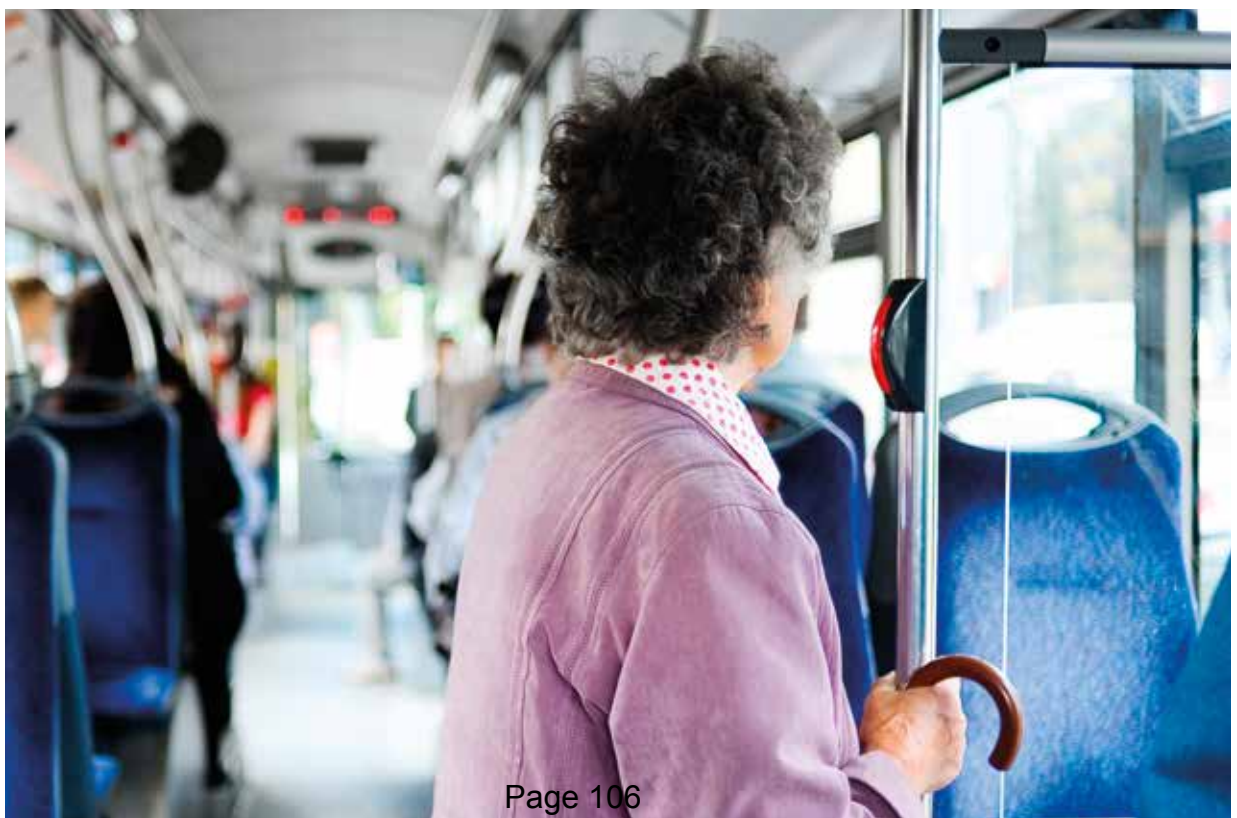
Sets out why buses are important to Essex, how the current network of buses operate, and where they operate.

- **Section Two**

Sets out how we want to make the bus network stronger: delivering a higher quality service and carrying more passengers. This section suggests some ideas for how we might do that.

- **Section Three**

Shows you the questions we're asking in our consultation and tells you how you can take part and give your views.



Section One

Buses are important to Essex

Buses make life better for people

1.01 Buses make people's lives better and have wide benefits for society as a whole. They also contribute to the seven outcomes that we want for people in Essex:

- Children in Essex get the best start in life.
- People have aspirations and achieve their ambitions through education, training and lifelong learning.
- Sustainable economic growth for Essex communities and businesses.
- People in Essex can live independently and exercise choice and control over their lives.
- People in Essex enjoy good health and wellbeing.
- People in Essex experience a high quality and sustainable environment.
- People in Essex live in safe communities and are protected from harm.

1.02 We have set out in more detail in **Annex A** some of the ways that buses contribute to making people's lives better by supporting our outcomes.

Buses support our economy

1.03 Buses are, by far, our largest provider of public transport in Britain. In 2010 there were over 5 billion bus trips in Great Britain; almost three times as many trips than by rail and underground put together. Over a billion of those trips were made by people travelling to or from work.

1.04 In 2012, Essex residents caught the bus 45 million times.¹ Outside London, over a fifth of the working age population uses the bus at least once a week. 2.5 million commuters (around 12 per cent of the working population) depend on the bus to get to work every day, while a further one million people occasionally use the bus.



Figure 1: In 2012, Essex residents caught the bus 45 million times.

Figure 2: Outside London, over a fifth of the working age population uses the bus at least once a week.



Figure 3: In 2011, around 3,000 people were employed in the local bus sector in Essex.



Figure 4: Bus commuters generate £64 billion in economic benefits across the UK.

- 1.05 The bus sector itself provides jobs and economic benefits to our county. In 2011, around 3,000 people were employed in the local bus sector in Essex, spending an estimated £5.1 million in the economy.²
- 1.06 Across England in 2011 the turnover of the bus sector was £5.3 billion, with the bus sector spending £2.5 billion in its supply chain. Through its supply chain the bus industry supports a further 83,000 jobs.³
- 1.07 Convenient bus travel helps people to get to work and to find new jobs. Bus commuters generate £64 billion in economic benefits across the UK, and around 1 in 10 bus commuters would have to find a different job or leave employment altogether if they could no longer travel by bus.⁴
- 1.08 Buses also support the vitality of city centres. A strong bus network supports shopping, cultural and social activities. It gives people easy and convenient access to leisure and entertainment. People in Essex use the bus to make shopping and leisure service trips which contribute an estimated £660 million to the local economy every year. People really value these social opportunities: when asked to put a value on their journey, those of pension age who get free travel gave it a value of £3.84 per return journey. Those who paid for their travel gave it a value of £8.17. That means people feel they get significantly greater value out of bus travel than what it actually costs them.⁵ Many parts of our night time economy rely on a good bus network too.
- 1.09 Even if you don't use a bus, you can benefit from those who do. Buses help manage congestion, giving a better journey for those who have to travel by car or lorry in order to deliver goods and services. They also support a strong local economy of shops, leisure centres, cinemas, pubs, theatres and restaurants.
- 1.10 So buses support the modern economy in many ways:
- By getting large numbers of people to work.
 - By facilitating better matching between people and jobs – giving people a wider range of choices about how they use their skills and access to more highly skilled jobs.
 - By improving accessibility to education and training for people of all ages.
 - By supporting the vitality of our town and city centres.
- 1.11 The bus is an important facilitator of economic activity and there are large groups of people in Essex who are reliant on the bus. There are also large groups of people who currently don't use the bus but would benefit from it if they did, as would the community and the wider economy.
- 1.12 The successful and established Park and Ride services to the centre of Chelmsford contribute to the vitality of the city and the delivery this year of the Colchester Park and Ride service will begin to do the same for Colchester.

Buses in Essex

Who provides what?

- 1.13 In Essex around 85 per cent of the bus network is provided commercially. Commercial operators set their own bus routes, maintain their own buses and run their services as their commercial interests dictate. Around 15 per cent of the bus network is supported by Essex County Council. The Council runs a tender process and pays for services with money from taxpayers and fare payers. Some of these have to be provided by law, such as home to school transport for qualifying children (£26m); concessionary fares (£20m); looked after children (£1.2m); and adult social care (£5m). The Council also has responsibility for around £1m of Bus Service Operators Grant (BSOG) which is statutory and is based on fuel consumption. Bus operators also receive BSOG direct from the Department for Transport for their commercial services.
- 1.14 Other services are discretionary, such as those (largely run in the evening, on Sundays or in rural areas) where a commercial service isn't currently viable (£8.3m) and Community Transport schemes (£1.2m). These services deliver a range of benefits from helping to reduce congestion at peak times, giving communities transport links and travel opportunities that wouldn't otherwise exist, and helping to get patients to hospital appointments.
- 1.15 **Section Two** starts to set out some ideas for delivering these outcomes and services more cost effectively so that taxpayers and travellers are getting the most out of the money that's spent. This is not about cutting services: it is about seeing if we can deliver them differently and potentially more cheaply. We already have a long-standing process for reviewing services which cost taxpayers more than £5 per passenger journey and we will continue to look carefully at services which are not viable. **Section Three** asks for your views on some of the options.
- 1.16 **Annex B** shows you the main bus routes in Essex and who provides them.

What passengers say

- 1.17 We have some feedback on what passengers think. Overall satisfaction rates for those who travel on Essex buses are generally good at 83 per cent, but this does put Essex at the bottom compared to the other authorities who were surveyed.⁶ And although our 'very dissatisfied' rating is small at 4 per cent, it is double that of some other authorities.
- 1.18 42 per cent of bus users are travelling to or from work or education, 29 per cent are going shopping, 13 per cent are visiting friends or relatives, 5 per cent are on a leisure trip and 10 per cent are doing something else.
- 1.19 Just under half of those who use buses (49 per cent) are choosing to do so because it is either cheaper or more convenient than other methods of travel. 51 per cent have no choice – the bus is their sole means of getting around.

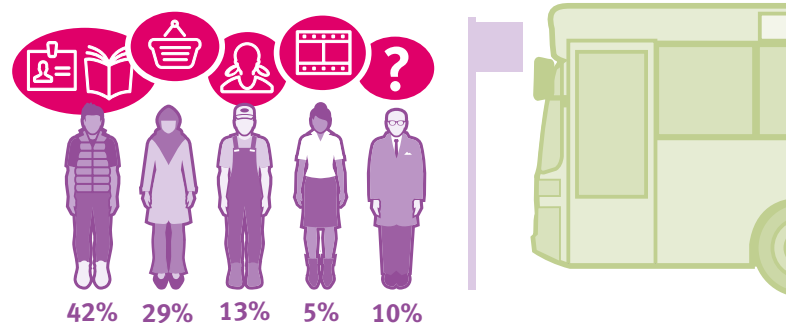


Figure 5: 42 per cent of bus users are travelling to or from work or education.



Figure 6: Just under half of those who use buses (49 per cent) choose to do so, 51 per cent have no choice – the bus is their sole means of getting around.



1.20 The issues that people raise most often when asked how their service could be improved are:

- Design, comfort and condition of the bus. Seats came out as a specific issue and suspension: people want to be able to sit comfortably and not be jolted.
- Punctuality: people want buses to be on time.
- Drivers: people want their drivers to interact positively with them as customers and to be considerate of them as passengers. Specifically, they want them to wait until passengers are sat down before starting off and they want them to brake gently.
- Information: people want better real time information at all points in their journey. Particularly about where their bus is and why it is late (if that is the case).
- Frequency and routes: people want frequent buses on convenient routes. They particularly want more frequent buses at rush hour.

What about those who don't use buses?

- 1.21 We have lots of information to show why people choose to travel by bus, but we don't have much information on why people choose not to travel by bus.
- 1.22 For some it will be an obvious reason, such as there is no appropriate bus service to take them where they want to go and it is easier to travel by car. Maps in **Annex C** show where people are travelling from in Essex, including by car.
- 1.23 For others the reasons may be more complex and include convenience, a perceived lack of quality, or concerns about reliability or bus driver behaviour.
- 1.24 If you don't use the bus, there are some questions in **Section Three** we would specifically like to ask you.

Conclusion

- 1.25 Buses are very important to our lives in Essex. They deliver a lot of benefits – both to those who use them and those who don't, as well as to the broader economy. There is potential for them to do more for us, our communities and businesses. Existing passengers have identified areas in which they would like to see the service improve.
- 1.26 The next section in the strategy sets out what we intend to do to make some of these changes.

Section Two

We want to make bus travel better, easier and the way that more people get around

2.01 We want to deliver a long term strategy for improving passenger transport (bus, minibus, taxi and community transport) services in Essex. We want to:

- Increase passenger numbers, by working with the commercial, public and voluntary sectors, businesses and people who live and work in Essex to strengthen our ability to deliver an attractive, comprehensive, resilient and high quality bus network.
- Maximise the economic and social benefits to people, businesses and communities across Essex – supporting Essex County Council’s seven outcomes.
- Ensure what we deliver is cost effective and good value for money.

Our proposals

2.02 This section sets out our proposals. There are eight areas of strategic action we have identified to deliver the commercial growth we want. A lot of the detail is still to be developed, and we will do this in partnership once we have considered the responses to this consultation. This is a long term strategy and whilst there are some changes here we can deliver relatively quickly, many will take some time and be a sustained joint effort.

Proposal 1: Working in partnership

2.03 We want to be able to work closely and effectively as a partnership, to identify priorities together and deliver both this strategy and a really good service across Essex. We are proposing to:

- Set up a Bus Strategy Commissioning Board that brings bus stakeholders together in Essex. This will entail:
 - A senior group which meets quarterly and oversees development and commissioning of our Essex Bus Strategy, chaired by the Cabinet Member for Highways and Transportation and including senior representatives from bus operators; local authorities; highways professionals; community and passenger groups.
 - A working group (drawn from these member organisations) to support that strategic group and which is responsible for delivery of the change, meeting every month.
 - Specific task groups as necessary, potentially on reliability/punctuality and infrastructure; and geographically specific groups to look at community bus partnerships and local issues.
 - Evolving the Board to a Passenger Transport Delivery Board, which will give us the mechanism to deliver this strategy, resolve issues that arise and identify new priorities in due course.

Proposal 2: Customer quality commitment

- 2.04 We want to be able to give customers a clear commitment on the service that they can expect and the improvements we will make. This will include commitments on:
- Frequency and reliability.
 - Customer focused, high quality services, respecting passengers' needs and with responsive customer complaints handling.
 - Live, real time information on bus location and route planning.
 - High vehicle standards, including the sitting environment, cleanliness and Wi-Fi.
 - A regular review by area of overall performance, identifying any opportunities for growth, issues and solutions.
 - Supporting local community travel groups in identifying local growth opportunities.
- 2.05 This will give us a set of service standards for bus travel in Essex which will help drive consistency and quality across the network.

Proposal 3: Better, well used services

- 2.06 We want a service that better serves existing customers, provides new services that attract new customers and offers a really effective alternative to the car. We are proposing to:
- Link transport operators into the local highways panels to enable a jointly agreed and prioritised pipeline of infrastructure measures.
 - Undertake a joint marketing approach, under a single common brand to grow bus use.
 - Maximise the inclusion of bus infrastructure, bus service provision and supported bus travel into development frameworks, encouraging bus travel with new developments, including through planning consent.
 - Identify the Essex County Council procured services capable of being moved into commercial operation, to enable taxpayers' money to target those services which cannot operate commercially.
- 2.07 This will help us improve current services, plan for future growth and attract new passengers.

Proposal 4: Support for valuable, but not commercial, services

- 2.08 We want the part of the bus network that is contracted for by Essex County Council and funded with taxpayers' money to support the right people at the right times and to do so as cost effectively as possible. Taxpayer funded services have traditionally largely addressed home to school transport, rural, evening and Sunday passenger needs. They also include some peak time and day time services in rural areas. We propose to:
- Progressively move contracts to a position where operators have an incentive to increase the number of passengers on a route by enabling them to keep revenue from fares.
 - Include a 'taper' option for operators bidding for contracted services, so they can demonstrate a commitment to grow services and so the cost to the taxpayer declines over time.

- Restructure contracts so they are more flexible and for a minimum five year period, enabling bus operators to invest in buses, drivers and in growing passenger numbers.
- Move to a specification of outcomes, in terms of services delivery for an area or corridor (working with local groups), rather than on a specified route by route basis.
- Re-plan contracts so those in each area are re-let to a clear and simple timetable.
- Identify how we might combine the commercial and supported networks, NHS transport, Community Link (Essex County Council's in-house fleet) and Community Transport to provide a better, integrated and more efficient service.
- Explore the merits of quality partnerships and quality contracts, where they might bring overall benefits.
- Encourage a healthy supplier base for contracted service provision, welcoming new, innovative and high quality supplier entries into the market.

2.09 This will mean that we use taxpayers' money to target the services that need most support and ensure we get the most value from them.

Proposal 5: Good customer information

2.10 We want to be able to give bus passengers consistent real time information, accessible planning, supporting apps and an engaging social media presence. We propose to:

- Develop consistent, real time, customer planning capacity and information on bus routes, timetables and live bus information, including personalised information and alerts and overall performance feedback.
- Enable communities and individuals to identify potential new bus routes and needs.

2.11 This will enable people to plan and travel more easily and with greater confidence, as well as being able to make flexible and fast decisions about how they do so.

Proposal 6: Tailored solutions

2.12 We want to see what services we can provide to people who live where a traditional bus service (a single large vehicle on a set timetabled route) is prohibitively expensive and inflexible. This tends to be in rural areas where the population is more dispersed. We propose to:

- Work with communities, operators and taxi firms to identify where tailored local schemes can be more cost effective.
- Identify where we can replicate our successful demand responsive services.

2.13 We want to ensure our diverse and numerous rural communities have effective links throughout Essex, in a sustainable way.

Proposal 7: Ticketing

- 2.14 We want customers to be able to make choices about how they travel based on clear and consistent fares information and a fair price for a good journey. We propose to:
- Look at developing a clear, transparent and simple mechanism for fare pricing, which still allows operators to set levels themselves. This could include an upper price limit and some form of banding/zoning.
 - Develop a proposal for an integrated smart ticketing system that would enable customers to use a single smart ticket, mobile phone or other means of payment, on any bus including Essex County Council contracted services of all types.
 - Explore commercial opportunities for other concessionary fares i.e. lower cost travel for groups who would benefit most.
- 2.15 This will enable people to travel flexibly and conveniently, across a range of operators and services or on a single route.

Proposal 8: Focused local planning

- 2.16 Essex is a diverse county. A one size fits all approach will not deliver the outcomes we want. We want to develop services that meet the needs of communities. We are proposing:
- Joint reviews with local authorities, community groups and operators to look at each area. These will identify the opportunities for a better network, including routes and frequency; potential community bus pilots; customised local solutions to address specific issues and understanding the demand for transport in the area and how we meet it.
 - Further opportunities for integrating dedicated mainstream school bus services in the wider commercial transport network.
 - A revitalised approach to travel planning, identifying key nodes such as businesses, shopping centres, schools, colleges, day centres, health centres and hospitals, working with them to incentivise, build and grow bus travel.
 - To use digital information from communities to identify demand for new bus routes, including buses into the Park and Ride.
 - Support the growth of key commuter and inter urban routes in the commercial sector to provide a strong base for the broader network.
- 2.17 This will enable us to plan a network that works well in each of our diverse areas, meets the needs of those communities and the particular characteristics of that area and identifies the best opportunities for growth.

Conclusion

- 2.18 These eight areas are our first set of shared priorities. The next section shows you the questions we're asking in our consultation and tells you how you can take part and give us your views.

Section Three

We want your views on how we make bus travel better, easier and the way more people get around

Questionnaire for the bus and passenger transport strategy consultation

You can answer the questions easily and conveniently online by visiting essexinsight.org.uk/consultations and selecting 'current consultations' then 'bus and passenger transport consultation'.

You can also choose to answer these questions over the phone by calling Healthwatch on 01376 572829 (between 10 am and 2 pm, Mondays to Fridays except public holidays) and they can arrange to do this.

If you wish to complete a paper copy of this questionnaire, you can request one is sent to you along with a summary of our strategy by emailing contact@essex.gov.uk or calling 0845 743 0430.

Getting around in Essex

Essex County Council recognises the importance of buses to Essex. We want to find out your views on the Bus and Passenger Transport Strategy, which covers how we plan to grow and improve the bus network. You do not have to be a regular bus user to take part – we need and welcome views of both users and non-users!

To take part in the online survey, go to essexinsight.org.uk/consultations and select 'current consultations' then 'bus and passenger transport consultation'.

We will collate all the responses from the survey and summarise them as part of our report. We will not identify individual people, and your name will not be mentioned in any reports that we write for this purpose. You don't have to take part if you do not want to – this is a voluntary activity.

You may wish to complete this survey over the telephone, or may require it in an alternative format. If so, please call Healthwatch on 01376 572829 (between 10 am and 2 pm, Mondays to Fridays except public holidays) and they can arrange to do this on our behalf.

Healthwatch Essex plays a role at both national and local level to make sure that the views of the public and people who use services are taken into account. As an independent organisation they will help residents who may need this support to complete the questionnaire.

Please could you complete the questionnaire by 31 March 2015.

Questions

Q.1 Please tell us whether you are responding as:

- A resident of Essex
- Someone who works in Essex, but doesn't live here
- A councillor for a parish council, district council or county council
- A representative of a community group (e.g. bus user group or accessibility group)
- A bus operator
- A business
- Other *(Please specify)*

Q.2 Which district do you live in?

- | | |
|----------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Basildon | <input type="checkbox"/> Harlow |
| <input type="checkbox"/> Braintree | <input type="checkbox"/> Maldon |
| <input type="checkbox"/> Brentwood | <input type="checkbox"/> Rochford |
| <input type="checkbox"/> Castle Point | <input type="checkbox"/> Tendring |
| <input type="checkbox"/> Chelmsford | <input type="checkbox"/> Uttlesford |
| <input type="checkbox"/> Colchester | <input type="checkbox"/> Other <i>(Please specify)</i> |
| <input type="checkbox"/> Epping Forest | |

Q.3 Please tell us your postcode – this information will be used to find out what areas of Essex we received responses from and to identify any local issues. Your postcode will not be used to identify you as an individual in any way or shared with anyone else. *(Please give us all digits)*

Q.4 How often do you use the bus? *(Please tick just one option)*

- At least once a week
- Two or three times a month
- Once a month
- A few times a year
- Not at all in the last year

Q.5 What are your main reasons for using a bus? *(Please tick all that apply)*

- I don't have a car
- It's the most convenient way to travel
- It's the only option I have
- It's cost effective
- I use the Park and Ride to avoid parking in town
- Other *(Please specify)*

Q.6 What are the main purposes for your bus travel? *(Please tick all that apply)*

- Getting to work
- Going shopping
- Going to leisure activities
- Travelling to a health or hospital appointment
- Visiting family and friends
- Other *(Please specify)*

Q.7 If you don't use the bus what are the main reasons for that?

(Please ignore this question if you do use the bus. Please tick all that apply)

- It is too expensive
- The times are not convenient
- It takes too long to get where I want to go
- It doesn't get me where I want to go
- I am physically unable to get on a bus
- I just automatically use the car
- Other *(Please specify)*

Q.8 What would make you start using the bus?

We would like to know how you think buses contribute to life in Essex.

Q.9 What difference do buses make to you and your community?

Q.10 How can we attract more passengers to bus transport and broaden bus use?

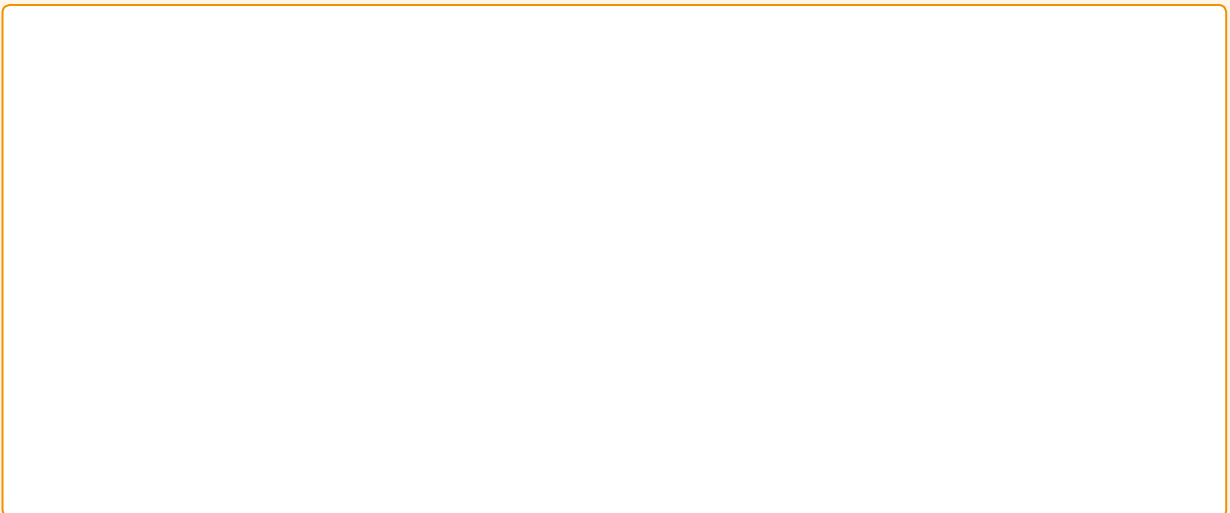
Q.11 Please rank these issues in order of priority for you, where 1 is the most important and 8 is the least important:

- Frequency
- Reliability
- Friendliness of the drivers
- The cleanliness and comfort of the vehicle
- The availability of good, accurate travel information
- Cost
- Accessibility (ease of getting on and off and travelling on the bus)
- The route

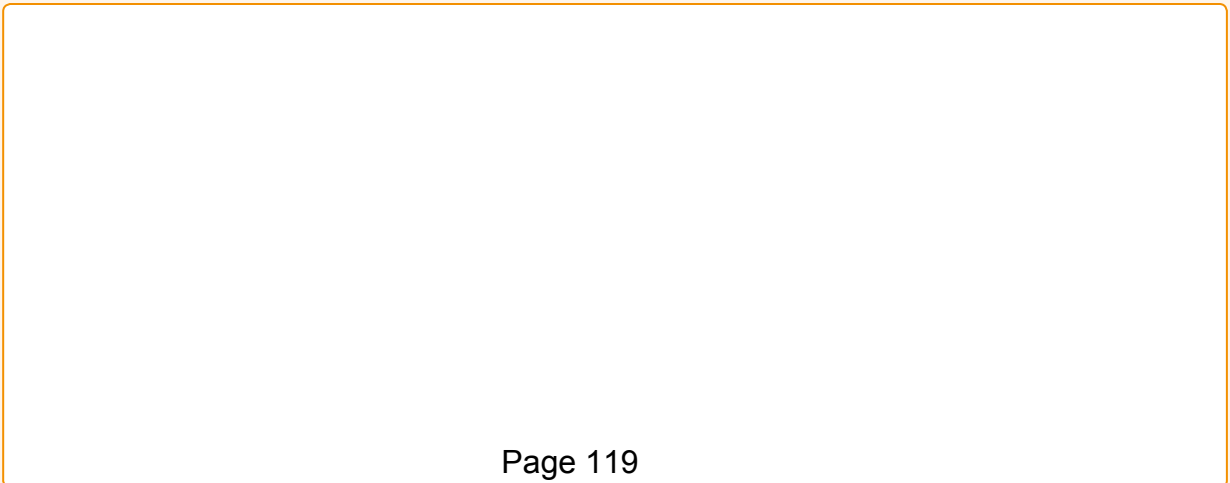
Q.12 Are there any other issues that are important?



Q.13 If you could make ONE change to current bus services what would it be?



Q.14 If you could have ONE new bus route in Essex which doesn't currently exist, where would it be?
(Please specify the exact location this bus route should go to and from and broadly what times it should run)



We want to make bus travel better, easier and make it the way that more people get around

We want to deliver a long term strategy for improving passenger transport (bus, minibus, taxi and community transport) services in Essex.

Our proposals

There are eight areas of strategic action we have identified to deliver the commercial growth we want. These are set out in Section Two and you'll want to have it to hand to refer to the detail as you answer these questions.

Proposal 1: Working in partnership

We want to be able to work closely and effectively as a partnership, to identify priorities together and deliver both this strategy and a really good service across Essex. We believe our partnership should be made up of:

- Bus operators
- Parish and district councils
- Bus user groups
- Businesses
- Communities

Q.15 Do you believe we have left anybody out? Please specify who else should be included in our partnership.

Proposal 2: Customer quality commitment

We want to be able to give customers a clear commitment on the service that they can expect and the improvements we will make.

Q.16 Please tell us which of these are the top three issues for you? (Please tick only three)

- Frequency and reliability
- Responsive customer complaints handling
- Live, real time information on bus location and route planning
- High vehicle standards, including the sitting environment, cleanliness, accessibility (getting on and off), Wi-Fi
- A regular review by area of the bus network
- A commitment to supporting local community travel groups in identifying local growth opportunities
- Other (Please specify)

Proposal 3: Better, well used services

We want a service that better serves existing customers, provides new services that attract new customers and offers a really effective alternative to the car.

Q.17 What should be our priority areas for developing more services? *(Please tick all that apply)*

- | | |
|------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Your local community | <input type="checkbox"/> Services to hospitals |
| <input type="checkbox"/> Rural areas | <input type="checkbox"/> Service to rail stations |
| <input type="checkbox"/> Urban areas | <input type="checkbox"/> Service to business parks |
| <input type="checkbox"/> Commuter services | <input type="checkbox"/> Services to shopping centres |
| <input type="checkbox"/> Services between Essex towns and cities | <input type="checkbox"/> Other <i>(Please specify)</i> |

Proposal 4: Support for valuable, but not commercial, services

We want the part of the bus network that is contracted for by Essex County Council and funded with taxpayers' money (currently 15 per cent of the network) to support the right people at the right times and to do so as cost effectively as possible.

Q.18 What else can we change to get better value from the services that Essex County Council runs?

Proposal 5: Good customer information

We want to be able to give bus passengers consistent real time information, accessible planning, supporting apps and an engaging social media presence, as well as improving our other information channels.

Q.19 What information would make using the bus more convenient for you? *(Please tick all that apply)*

- Planning journeys, including maps
- Tracking your bus on a map on your smartphone, laptop or tablet
- Personalised alerts so you know where your bus is
- Easily accessible timetables
- Better information at the bus stop
- Other *(Please specify)*

Q.20 How would you like that information? *(Please tick all that apply)*

- Online so you can access it on a smartphone, tablet, laptop or other device
- Advice at bus stations
- Paper timetables and information on routes, including at bus stops
- Telephone
- Other *(Please specify)*

Q.21 Have you tried searching for bus information online?

- Yes
- No

If yes: which website did you use?

Did you find what you wanted to know?

- Yes everything
- Yes mostly
- No

Did you have any specific difficulties?

- Yes
- No

If yes: what difficulties did you experience?

Proposal 6: Tailored solutions

We want to see what services we can provide to people who live where a traditional bus service (a single large vehicle on a set timetabled route) is prohibitively expensive and inflexible.

Q.22 Do you have any new or innovative ideas about how to provide bus services in Essex?

Proposal 7: Ticketing

We want customers to be able to make clear choices about how they travel based on clear and consistent fares information and a fair price for a good journey.

Q.23 What would help to make buying a ticket simpler? *(Please tick all that apply)*

- A zone or banding system so you know how much you'll pay
- Being able to pay with a smart card or phone as well as money
- Being able to buy a ticket online
- Group or family discounts
- Other *(Please specify)*

Proposal 8: Focused local planning

Essex is a diverse county. A one size fits all approach will not deliver the outcomes we want. We want to develop services that meet the needs of communities.

Q.24 What are the most important things to consider in your area?

Conclusion

Q.25 Is there anything else you would like to see covered in our strategy?

About you

In order to ensure the continued development of our Diversity and Equality practices, everyone that we work with is asked to complete the information below. You are not obliged to answer all questions, but the more information you supply, the more effective our monitoring will be. If you choose not to answer questions, it will not affect your participation. The information you supply below is confidential and will be used solely for monitoring purposes.

Your gender:

- Male
- Female

Do you consider yourself to be transgender?

- Yes
- No
- Prefer not to say

Do you consider yourself to have a disability, and if so please tell us what type of disability you have?

- I don't have a disability
- Physical or sensory impairment
- Learning disability or difficulty
- A long term health condition

Please tell us which age bracket you fall into.

- Age 18 - 24
- Age 25 - 34
- Age 35 - 44
- Age 45 - 54
- Age 55 - 64
- Age 65 - 74
- Age 75 - 84
- Age 85 - 94
- Age 95+

Your ethnicity:

- | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian or Asian British Indian |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian or Asian British Pakistani |
| <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> Asian or Asian British Bangladeshi |
| <input type="checkbox"/> Traveller of Irish heritage | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> White other | <input type="checkbox"/> Asian or Asian British other |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Black or Black British Caribbean |
| <input type="checkbox"/> Mixed White and Black African | <input type="checkbox"/> Black or Black British African |
| <input type="checkbox"/> Mixed White and Asian | <input type="checkbox"/> Black or Black British other |
| <input type="checkbox"/> Mixed other | <input type="checkbox"/> Any other ethnic background (<i>Please describe</i>) |

Your religion/faith:

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> None |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Not sure |

Under the Data Protection Act we have a legal duty to protect any information we collect from you. The information will only be used for the purposes of informing the Bus and Passenger Transport Strategy and will not be kept longer than is necessary to do so, up to a maximum of five years. We will not share your personal details with any other agency unless we have concerns that you or another individual may be at risk of harm or if it is required by law. We do not collect personal information for commercial purposes.

Copy of the report

If you would like to receive a copy of the report please tick Yes and insert your contact details on page 24.

- Yes

Please tell us what format you would like the report in:

- Large print (*Please specify font size*)
- Audio
- Easy read
- Braille
- Other (*Please specify*)

Getting involved in future engagement

If you would like to take part in future consultation and engagement on bus and transport strategy please tick Yes and insert your contact details at the bottom of the page.

Yes

How would you like to be involved in future engagement? *(Please tick all that apply)*

Receiving information through the post

Completing questionnaires

Attending public meetings

Attending focus groups

Other *(Please specify)*

Please provide details on how to contact you by your preferred method (post, telephone or email). These fields are all optional.

Name:

Address:

Telephone number:

Email address:

Thank you for taking part in our survey

Annex A: How buses contribute to better outcomes in Essex

Essex County Council has set out seven key outcomes which guide the work that it undertakes. These seven outcomes are designed to improve the lives of every resident in Essex, especially the most vulnerable.

This section identifies how buses can help contribute to the delivery of those outcomes.

Outcome: Children in Essex get the best start in life.

High contribution



- Gives children and young people safe access to school and college.
- Gives children and their parents and carers access to health services, community services, open space and recreational services.
- Gives parents and carers access to work.
- Encourages sustainable transport choices.

Medium contribution



- Keeps families in contact across a greater distance (extended families, families with a family member in prison etc.).
- Reduces social isolation.

Lower contribution



- Helps children to learn to 'get around' in a social environment and to plan and organise.

- A.01 The bus service is vital in ensuring the best start in life for children in Essex. Buses bring a range of direct and indirect benefits for children: from connecting families and carers to schools, clinics and hospitals, to helping children to access social opportunities that aid their learning and development.
- A.02 The National Travel Survey shows that, for under 17s, the bus is likely to be the most important way of accessing education: around 20 per cent of the journeys made to and from school by 5-16 year olds are by bus.
- A.03 Buses also connect children with a wealth of social opportunities and help equalise access to green spaces and positive activities for families from all backgrounds, regardless of income levels. 25 per cent of households in Britain do not have access to a car and almost 50 per cent of families with the lowest income levels do not have a car.⁷
- A.04 Buses are, therefore, also important for ensuring that parents have the opportunity to work and support their families even if they do not have their own vehicle.



Outcome: People have aspirations and achieve their ambitions through education, training and lifelong learning.

High contribution



- Enables access to school, further education and training, and work experience.
- People don't have their choices and aspirations limited by access.
- Good transport links are an attractor for high value jobs (technology, engineering, education).
- Encourages the use of sustainable travel at a young age.
- Enables an increase in choice and a wider range of opportunities.
- School buses reduce levels of traffic on the roads at peak times.

Medium contribution



- Encourages independence.

Lower contribution



- Enables travel trainers to increase independence and access for the most vulnerable.

- A.05 Bus services provide a vital way to connect residents with learning opportunities at all stages of life. Buses help people to conveniently get to school; college; university; the library and to adult community learning opportunities, when they would otherwise have no means of getting there.
- A.06 High quality passenger transport is especially important for those undertaking post-16 education and the availability of good bus services has a 'significant impact' on younger people from low income families being able to participate in further education.⁸ Convenient and affordable bus services mean that students have more choice about where to study and can base their decision on the quality of teaching and the courses available, rather than the cost of travelling to get there.
- A.07 With 72 per cent of students across the UK taking the bus to college in 2011,⁹ buses have a fundamental role in enabling people in Essex to access education and training.
- A.08 Buses are also important in ensuring that town and city centres, where the majority of training and employment opportunities are, remain accessible for residents. In a survey of businesses across the UK, over half considered the bus to have a role in employee recruitment and retention.¹⁰



Outcome: Sustainable economic growth for Essex communities and businesses.

High contribution



- Provides access to employment and training.
- Provides links between urban centres – connectivity.
- Enables access to leisure, including the night time economy.
- Enables access to shopping and services.
- Supports local cultural activity.
- Can support large scale residential developments.
- Supports tourism.
- Helps attract inward investment.
- High cost:benefit ratio.
- Provides jobs directly and through the supply chain.
- Reduces congestion, which limits growth.
- Supports travel to key locations, like airports, ports, shopping centres, business parks and urban centres.

Medium contribution



- Better use of road space for future growing travel needs.
- Supports the local economy.
- Supports businesses as part of a travel plan and reduces pressure on parking needs.

Lower contribution



- People choose to live and spend in Essex because they can get around easily and it is pleasant.

- A.09 Buses are vital in giving people access to employment. In UK cities outside of London, 77 per cent of jobseekers do not have regular access to a personal vehicle, and rely on public transport to find work.¹¹
- A.10 Affordable and convenient bus travel also helps people to stay in employment. More people commute to work by bus than all other public transport combined and around 400,000 people are in better, more productive jobs as a result of the availability of the bus service. The estimated economic benefit of this increase in quality employment is estimated at £400 million per annum.¹²
- A.11 Bus commuters generate £64 billion in economic benefits across the UK. Around 1 in 10 bus commuters would have to find a different job or leave employment altogether if they could no longer travel by bus.¹³
- A.12 Buses provide connections between residential and urban centres, and enable people in Essex to access leisure and shopping opportunities as well as to the night time economy.
- A.13 More people access the high street by bus than by any other mode of transport. Bus users spend an average of £29.90 per shopping visit, bringing a combined retail and leisure spend of £27.2 billion across the country.¹⁴ By attracting significant numbers of people to town and city centres in Essex, buses support the growth of local businesses as well as the wider economy.

- A.14 The bus can bring visitors to Essex’s tourist destinations, boosting growth of the tourism sector and enabling visitors to explore Essex in a way that is convenient and affordable. Bus users make 471 million leisure trips per year across the UK, spending an average of £26 in the local area per trip and contributing a total estimated leisure spend of £6.2 billion.¹⁵
- A.15 The local bus sector in Essex employs around 3,000 people, who spend an estimated £5.1 million in the economy. The UK bus industry itself also provides over £2.5 billion worth of business to various industries through its supply chain.

Outcome: People in Essex can live independently and exercise choice and control over their lives.

High contribution 

- Provides the means and ability for people to travel to where they want to go and often when they want.
- Supports good mental health by enabling independence and preventing isolation.
- Concessionary fee schemes promote independence.
- People can remain independent and live in their homes longer.
- Reduces social isolation.
- Provides informal social networks.
- Gives people a choice and opportunity to access the services they need.
- Enables access to health services, access to shopping, community interaction, hobbies and leisure for those who either cannot drive or choose not to drive.
- Helps people feel empowered and in charge of their own travel.

Medium contribution 

- People are helped to stay active and physically mobile.

- A.16 Buses are essential in ensuring that people in Essex, especially older and more vulnerable people, maintain control over their lives and stay active and independent. Buses offer older people, who may no longer be able to drive or afford to run a car, the opportunity to access social opportunities, volunteer, go shopping, and keep active and independent.
- A.17 Through the English National Concessionary Travel Scheme (ENCTS), people of state pension age and people with disabilities are given access to free travel on all local buses outside of peak times. There are just under 10 million people with concessionary passes across the UK, who use them to travel an average of 110 bus journeys a year.¹⁶ This makes people aged over 60 the second most frequent bus users in the country, after 17-29 year olds, showing how important buses are to older people. The ENCTS generates £1.50 in social benefits for every £1 of public money spent.¹⁷
- A.18 Alongside vital community transport and demand responsive taxibus services, the bus service helps support people to independently access shops, services and activities.

A.19 60 per cent of disabled people have no car in their household and they use buses around 20 per cent more frequently on average than non-disabled people.¹⁸ Blind people are active bus users, with 41 per cent of blind and partially sighted people currently using bus transport.¹⁹ Buses, then, are vital in helping people with disabilities live independently.

Outcome: People in Essex enjoy good health and wellbeing.

High contribution 

- Helps people to access health centres and GP services.
- Helps people to access parks, open spaces and the coast.
- Helps people to access leisure opportunities.
- Provides opportunities for people to get out, reducing social isolation and mental health issues.
- Helps people to access work.

Medium contribution 

- Buses can offer a less stressful alternative to driving.
- Travelling by bus is safer than travelling by cars, scooter or motorbike.
- Walking to a bus stop can contribute to a healthy and active lifestyle.
- The concessionary fares scheme promotes travel opportunities for older people.
- Community transport supports good health and wellbeing by reducing rural isolation.

Lower contribution 

- Buses can reduce poor air quality and the health issues related to it.
- Helps people become less dependent more quickly after hospital care because they can become self sufficient.

A.20 Buses promote more physically active travel and connect people to health services, green spaces, sports clubs and supermarkets.

A.21 One of the major factors which determine whether or not someone lives a healthy lifestyle is which mode of transport they regularly use. People who use public transport are 25 per cent less likely to be obese than those who do not use public transport.²⁰

A.22 With the NHS increasingly dealing with the health effects caused by obesity, a simple walk to and from the bus stop can provide residents with up to half of the recommended daily level of exercise.²¹

A.23 The bus also connects people to health promoting activities and places, from leisure centres running fitness sessions to supermarkets stocking cheap, healthy food.

A.24 Through offering an alternative to car travel and making more efficient use of road space, buses cut congestion and reduce the amount of traffic on the roads. This has the benefit of improving air quality in urban areas, as well as reducing air pollution and greenhouse gas emissions across the county.

A.25 The bus service can also help people stave off isolation, loneliness and poor mental health, particularly in older people. In fact, travelling by bus as opposed to the car can reduce mental stress by a third.²² In themselves, buses and bus stops offer a place to interact with other people, as well as providing residents with the opportunity to connect with friends and engage in varied social opportunities.

Outcome: People in Essex experience a high quality and sustainable environment.

High contribution



- Helps reduce congestion.
- Helps reduce levels of pollution.
- Buses are valued as a community resource.

Medium contribution



- Enables access to valuable open spaces, country parks and coastal areas.

- A.26 Buses play a major role in enhancing the environment for residents by relieving congestion on the roads, reducing noise pollution, and providing a low carbon alternative to car travel.
- A.27 While cars produce nearly 60 per cent of all CO₂ emissions from road transport in the UK, buses are responsible for just 5 per cent.²³ Congested urban areas of Essex which are susceptible to poor air quality, parking problems and accidents can most benefit from improved bus services, as each double decker bus can take up to 75 cars off the road and out of car parks.
- A.28 Bus operators are increasingly investing in low emission buses, including hybrid and electric technology, which decrease carbon emissions by around 30 per cent and can make road side spaces cleaner, quieter and more pleasant.



Outcome: People in Essex live in safe communities and are protected from harm.

High contribution



- Buses help communities to avoid feelings of isolation.
- Visible transport in the evening/after dark reduces fear of crime and reduces the feeling of vulnerability when walking home.
- Builds social inclusion, social cohesion and community spirit.
- Enables people to be dispersed safely – after drinking alcohol, for example.

Medium contribution



- Modal shift to buses mean fewer vehicles on the road and fewer road traffic accidents.
- Lower emissions have a positive impact on health.
- A safer way to travel.

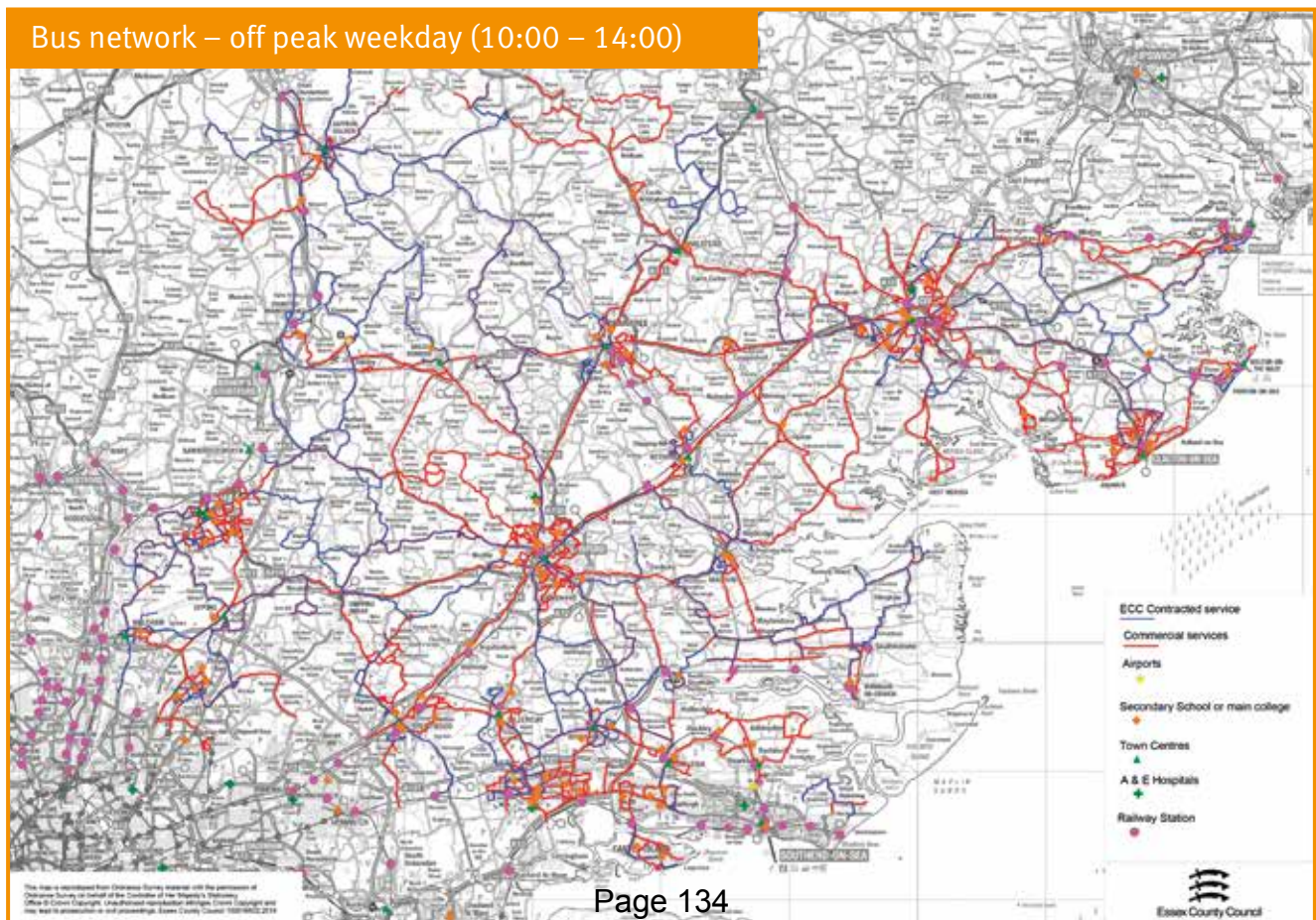
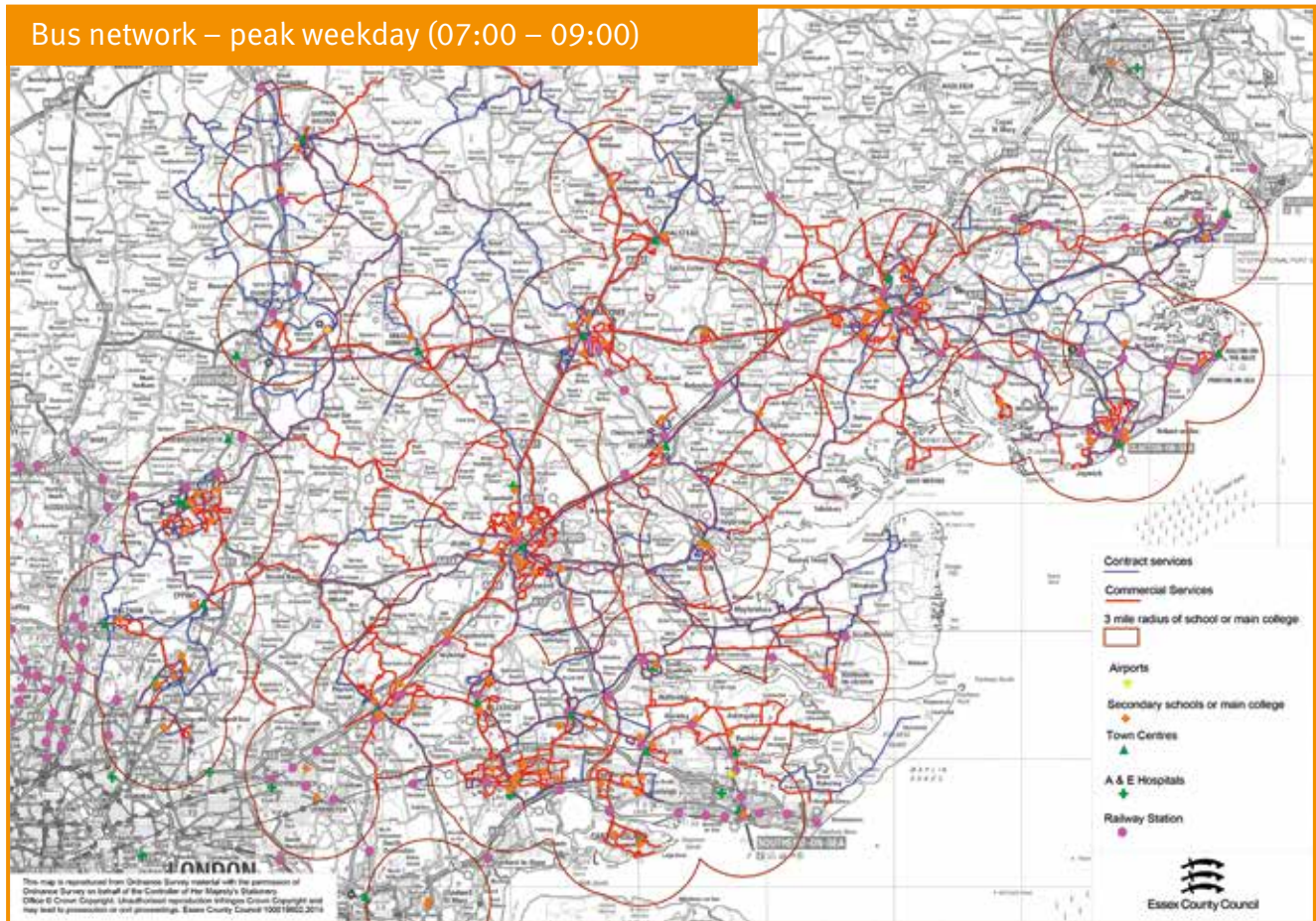
Lower contribution



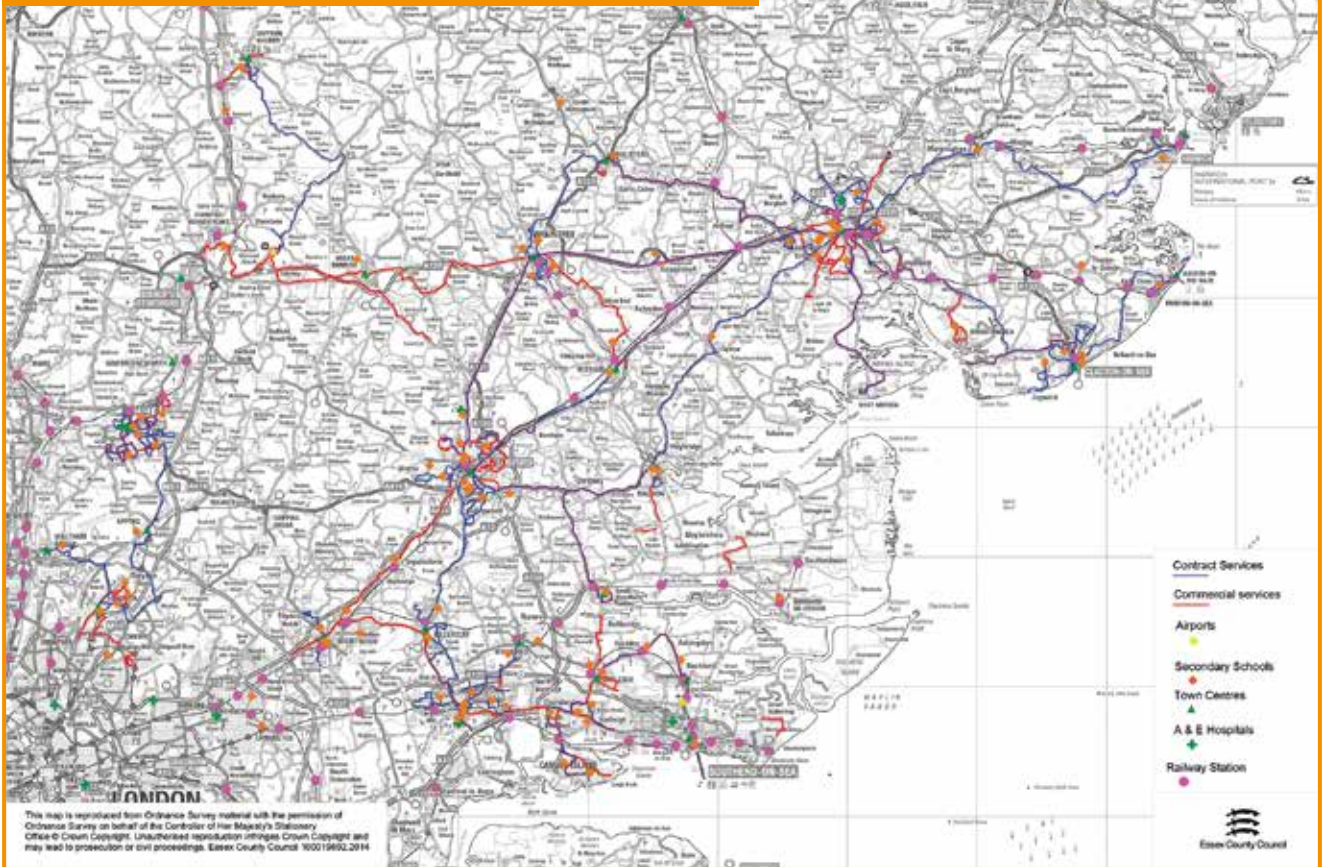
- Potentially help reduce child deaths in higher risk areas.
- Young people are at higher risk in cars and on motorcycles.
- People experience diversity on buses.

- A.29 Buses can help make the roads safer as they aid decongestion of the road network and reduce accidents and air pollution. People who live or work in communities with high quality public transportation tend to drive significantly less and rely more on alternatives such as the bus or cycling.
- A.30 As more people are encouraged to travel by bus rather than by private vehicle, the number of cars and motorbikes on the roads is reduced and the number of road traffic collisions reduces as well. People in more socially deprived areas, especially children, are five times more likely to die in road traffic accidents than those from the more wealthy backgrounds.²⁴ The shift from car to bus journeys can help reduce these accidents in more deprived, residential areas.
- A.31 Alongside a reduction in accidents and lower levels of air pollution, buses encourage active travel, and increased physical and mental health.

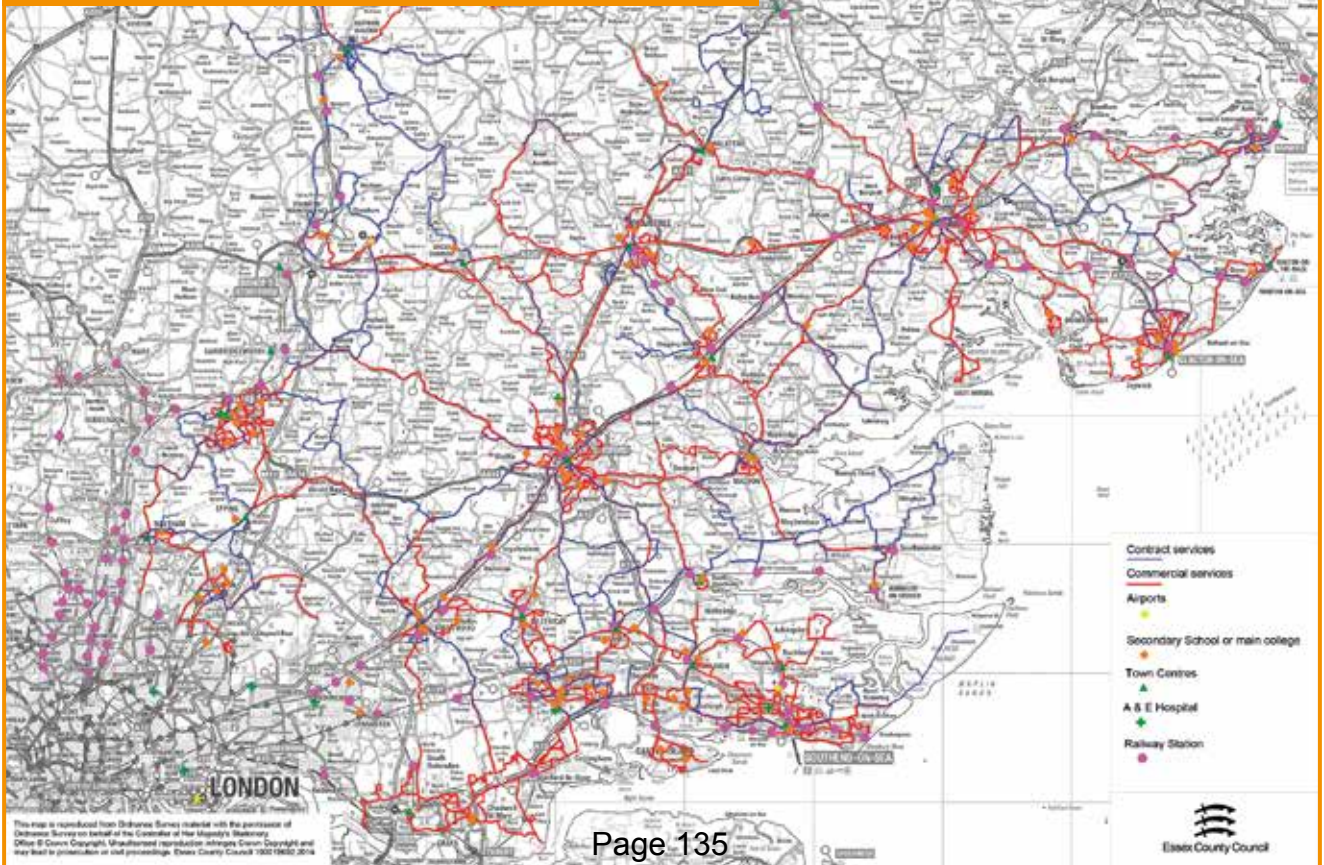
Annex B: The bus network in Essex



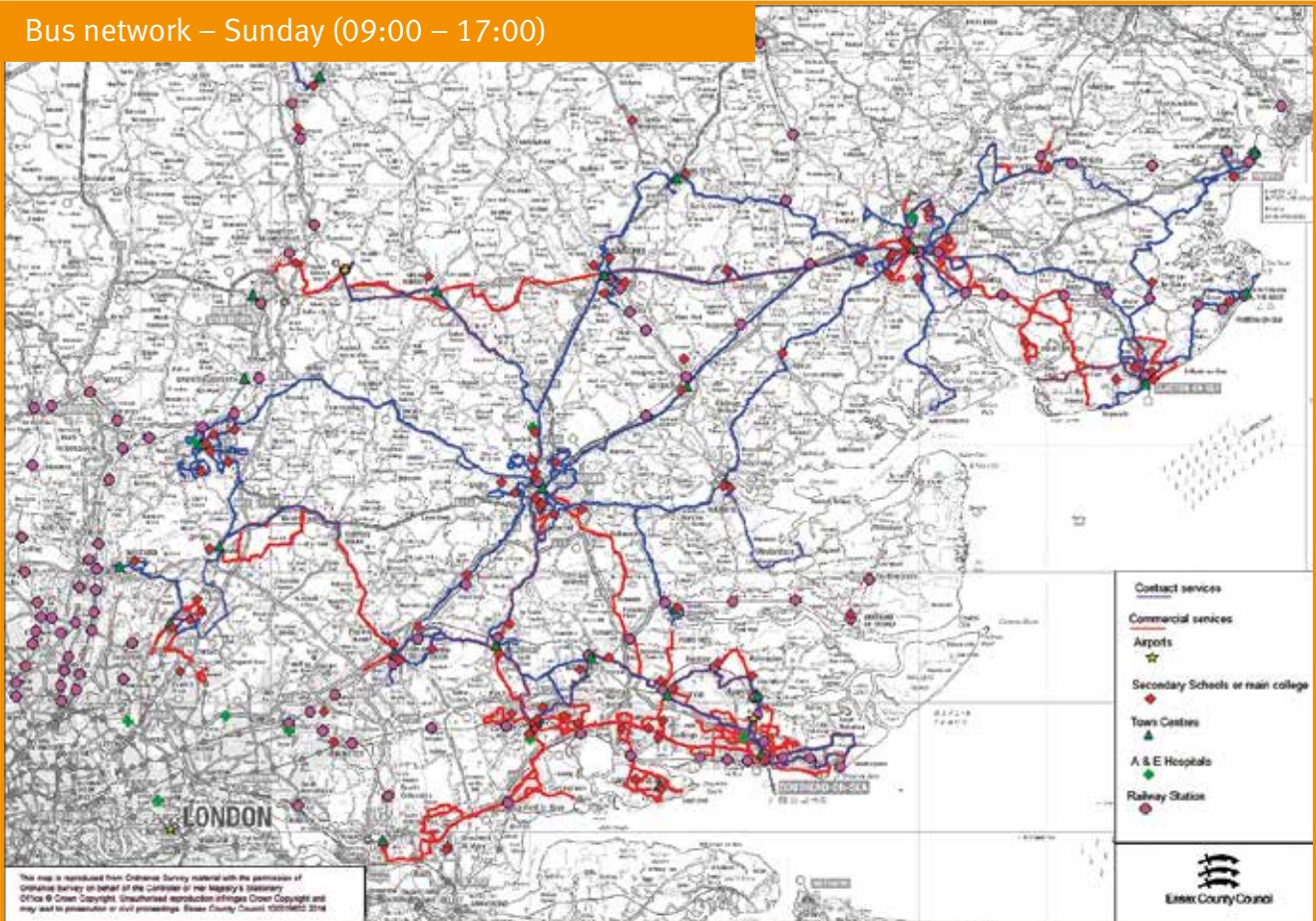
Bus network – weekday evening (21:00 – 24:00)



Bus network – Saturday (10:00 – 12:00)



Bus network – Sunday (09:00 – 17:00)

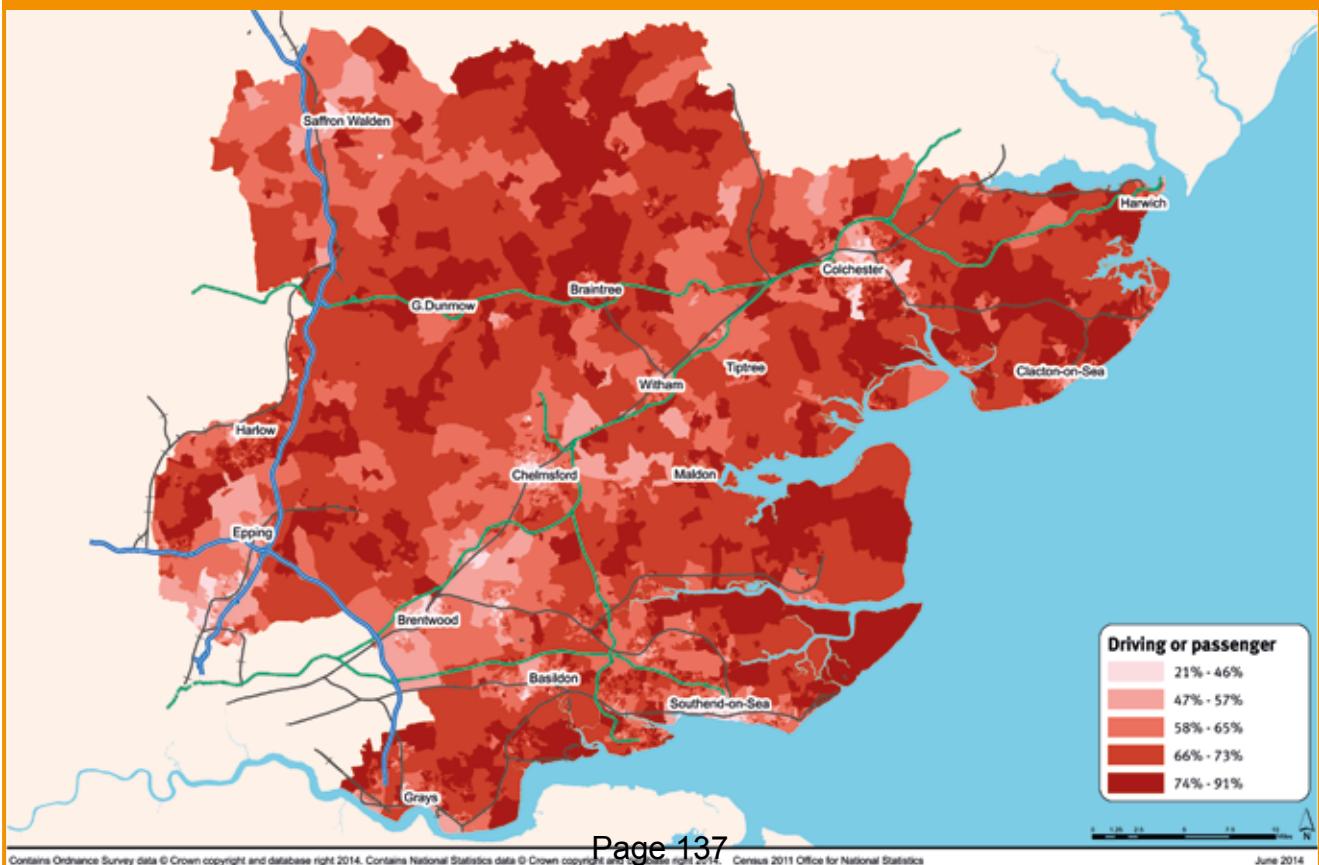


Annex C: Travel to work in Essex

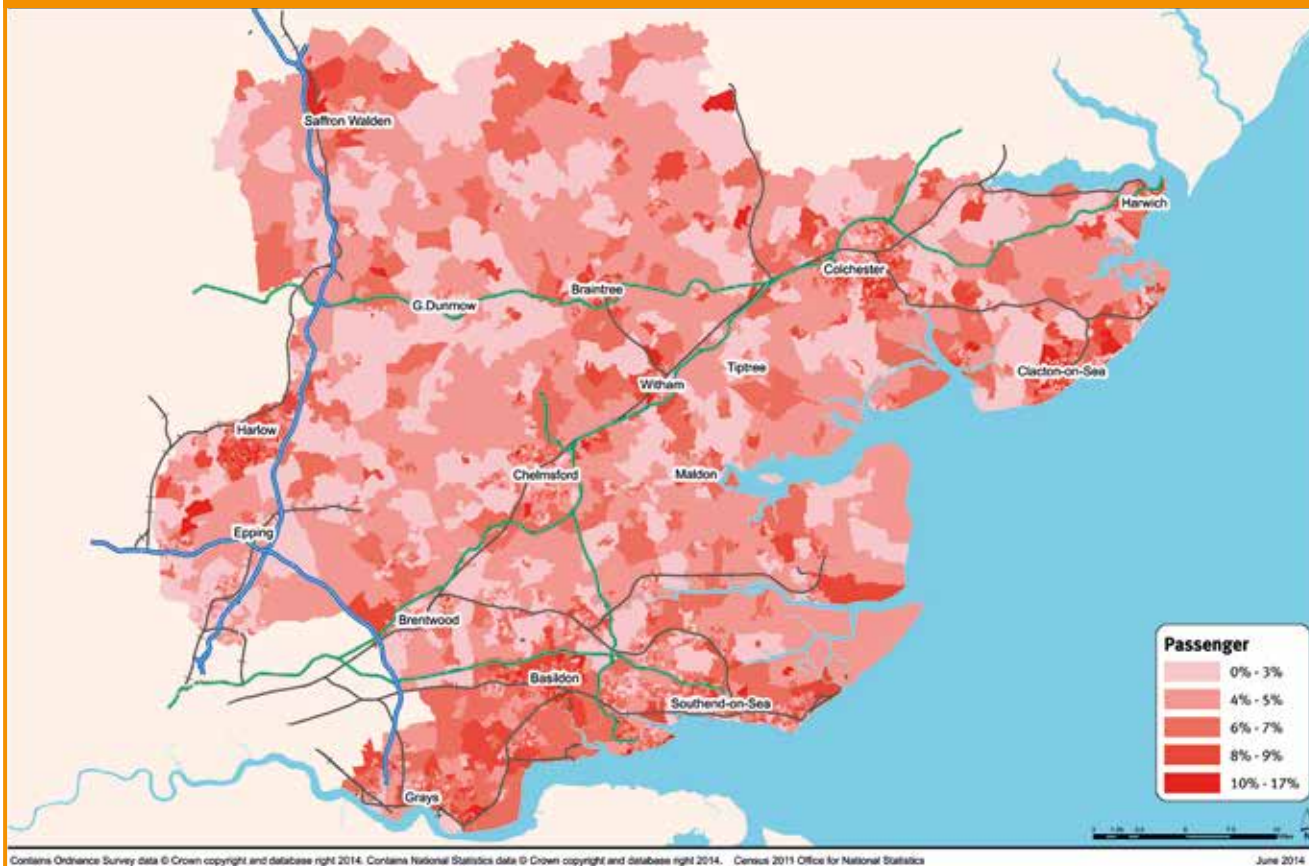
Percentage of Essex residents who travelled to work by bus or coach, 2011



Percentage of Essex residents who travelled to work by car (driver or passenger), 2011



Percentage of Essex residents who travelled to work by car (passenger), 2011



Annex D: Meeting the needs of rural communities through demand responsive transport

- D.01 Essex's Dengie Peninsula is a somewhat isolated and deeply rural area of the county, bounded by the sea to the east and the Blackwater and Crouch rivers to north and south. As a result of its isolation and relatively low population density it is not good territory for conventional local bus services.
- D.02 One perennial request was for a direct link from the Dengie area to Broomfield Hospital in Chelmsford, the specialist central hospital for the mid-Essex area and the place most serious illnesses are treated. Previous attempts at running a contracted local bus service had run into the familiar and apparently insoluble problems of too high costs and too few regular passengers.
- D.03 To try and crack that problem, the Dengie Dart 99 Service was born.
- D.04 The Dengie Dart 99 Service started in May 2011 and aims to improve access to the local hospital in Maldon and to the larger Broomfield Hospital in Chelmsford. The service offers a fixed link between Maldon and neighbouring Heybridge and the Chelmsford hospital plus a demand responsive service to outlying villages in the Dengie Peninsula. It runs between 06:00 and 21:00, Mondays to Fridays. Fares are set above the comparable bus journey to reflect the additional convenience and comfort of the service and to avoid undermining the potential commercial indirect links (which involve one or more service changes). English concessionary bus passes are accepted.
- D.05 The service received 'one off' £65,000 'kick start' funding from the Essex County Council/ Rural Community Council of Essex (RCCE) Local Area Agreement (LAA) Partnership, following a competitive tender carried out by the RCCE. It has now run for 22 months, increasing passenger use and commercial viability over the period. The service is now fully commercial.



References

- 1 Bus passenger statistics, *Passenger journeys on local bus services: Great Britain, annual from 1950*, Department for Transport, accessed 2014
- 2 Employment area statistics, Office of National Statistics, accessed July 2014
- 3 *The Value of Buses to the Economy*, report to the Confederation of Passenger Transport, TAS Partnership, September, 2010
- 4 *Buses and Economic Growth*, Institute for Transport Studies, Leeds University, June 2012
- 5 *Valuing the social impacts of public transport*, DfT commissioned report, 2013
- 6 2013 Bus Passenger Focus Survey, <http://www.passengerfocus.org.uk/research/publications/bus-passenger-survey-full-report-autumn-2013>
- 7 DfT National Travel Survey, 2012, Table NTS0703
- 8 Coleman N, *Tackling social exclusion due to poor access in urban and rural areas* in proceedings of the European Transport Conference, 2003
- 9 Association of Colleges, EMA Transport Survey, January 2011
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Essex County Council, Passenger Transport.
You can contact us in the following ways:

By email:

contact@essex.gov.uk

Visit our website:

essex.gov.uk/busreview

By telephone:

0845 743 0430

By post:

Getting around in Essex
Bus and Passenger Transport Strategy consultation
Commercial Team
Essex County Council
E1, County Hall
Market Road
Chelmsford
CM1 1QH

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