



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 11th January, 2018
Time: 7.00 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Leader and Chairman: Councillor H Rolfe
Members: Councillors S Howell, S Barker, V Ranger, J Redfern and
H Ryles

Other attendees: Councillors A Dean (Liberal Democrat Group Leader and
Chairman of Scrutiny Committee), J Lodge (Residents for
Uttlesford Group Leader) and E Oliver (Chairman of
Governance, Audit and Performance Committee)

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the previous meeting

5 - 18

To consider minutes of the meeting held on 30 November 2017.

3 Questions or Statements from Non-Executive Members of the Council (standing item)

To receive questions or statements from non-executive members on matters included on the agenda.

4 Matters Referred to the Executive by the Scrutiny Committee or by the Council (standing item)

To consider matters referred to the Executive for reconsideration in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Rules.

5 Consideration of reports from overview and scrutiny committees (standing item)

To consider any reports from Scrutiny Committee.

6 Refugee Working Group (standing item)

To receive any reports from the Refugee Working Group.

7 Business Rates - Revaluation Relief 19 - 28

To consider recommending to Council approval of amendments to the criteria of the Business Rates Relief Scheme.

8 The Moors, Little Dunmow - redevelopment 29 - 38

To consider a report seeking approval for redevelopment of a site at The Moors, Little Dunmow.

9 Statement of Community Involvement 39 - 92

To consider amendment of the Statement of Community Involvement.

10 Asset of Community Value nomination for Andrewsfield Airfield 93 - 94

To consider delegation of the decision of a nomination of Andrewsfield Airfield as an asset of community value.

11 Saffron Walden Conservation Area Appraisal 2017-18 95 - 238

To approve a revised Saffron Walden Conservation Area Appraisal document.

12 Article 4 Direction for Local Heritage List 239 - 244

To consider the principle of serving an Article 4(1)(b) Direction (Article 4 Direction) on selected properties identified on the Local Heritage List.

13 Epping Forest District Council Local Plan Consultation 245 - 246

To consider delegation of authority to the Director of Public Services in consultation with the Deputy Leader to respond to Epping Forest District Council's consultation on its draft local plan.

14 Any other items the Chairman considers urgent

To consider any items the Chairman considers urgent.

MEETINGS AND THE PUBLIC

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

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 30 NOVEMBER 2017 at 7PM**

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

Also present: Councillor A Dean (Liberal Democrats Group Leader and Chairman of Scrutiny Committee), Councillor J Lodge (Residents for Uttlesford Group Leader).

Officers in attendance: R Dobson (Principal Democratic Services Officer), D French (Chief Executive), R Harborough (Director of Public Services), E Horner (Finance Manager), S Pugh (Interim Head of Legal Services and Monitoring Officer) and A Webb (Director of Finance and Corporate Services).

Public Speaking

Statements were made by Helen Payne, Dena Ludford and Robert Timmins. Summaries of their statements are appended to these minutes.

CA59 APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

Councillor Barker declared a non-pecuniary interest as a member of Essex County Council.

CA60 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18 October 2017 were received and signed by the Chairman as a correct record, subject to the following amendments.

At the request of Councillor Dean, to add the words at CA49:

“That Scrutiny Committee had advised the Cabinet that the Council should seek to maximise the benefit to local residents as well as to the wider community by investing capital receipts in social housing.”

CA61

REPORTS FROM GOVERNANCE, AUDIT AND PERFORMANCE AND SCRUTINY COMMITTEES

Councillor Dean as Chairman of the Scrutiny Committee said training for Scrutiny members would take place in the New Year, to ensure the purpose of the Committee was understood, in that it should ensure the Council and Cabinet worked well. The Committee had considered its work programme, one item of which would be to address affordable and social housing. There had been a number of initiatives recently, it seemed these were not adequately understood in terms of the benefits of social versus affordable capacity, which were relevant to the Local Plan process.

Councillor Dean referred to the Council's grant of £500K for the running track at Carver Barracks. Since that decision he had discovered the Council did not have a credible sports strategy. He had met with three individuals who supported the sporting community and with whom he had discussed this matter.

Councillor Rolfe asked whether the account of this meeting was pertinent to the report from the Scrutiny Committee.

Councillor Dean said it was relevant to the Local Plan.

Councillor Rolfe suggested Councillor Dean raise the matter at the next meeting of the Planning Policy Working Group, rather than as part of a report from Scrutiny Committee to Cabinet. Councillor Dean said he would leave the meeting if not permitted to raise this matter. Councillor Rolfe said he would allow the matter to be raised at the item on Garden Communities.

CA62

REPORT ON REFUGEES

Councillor Redfern gave an update on refugees coming to the area. She said a Syrian refugee family would arrive in two weeks' time. The Council's housing staff would meet them the next day and would be supporting them in settling in. This was good news before Christmas.

CA63

NOMINATIONS FOR ASSETS OF COMMUNITY VALUE

Councillor Barker presented a report which set out the Council's duty to maintain the list of land in its area that was land of community value, and which sought the determination of the nominations made, including the determination of re-nominated assets which following their inclusion in 2012 were due to be removed from the list after five years.

Members were asked to determine whether each of the nominated properties referred to was a valid nomination. The report set out the criteria members needed to consider: whether the use of the building (currently or in the recent past) furthered the social wellbeing or interests of the community and whether it was realistic to think that in the next five years the building could be used to further the social wellbeing or interests of the community. In considering those questions, she said members had to consider principal, rather than

ancillary, uses of the building. If members concluded that the answer to these questions was “yes”, a nominated property should be included in the list of assets of community value.

Councillor Barker went through the nominations, explaining the recommendations and the intention to defer consideration of two of these nominations. She commended the organiser of the petition in relation to Chalky Meadow, and thanked the other speakers.

Councillor Barker referred to the properties which she recommended should be accepted for inclusion on the list of assets of community value, for the reasons which she had set out, and which she invited Cabinet to determine.

Regarding the category of nominations which it was recommended should be rejected, Councillor Barker said that in the case of Land adjacent north of Threeways, and south of Limetree Hill, Great Dunmow, there was insufficient evidence to conclude that a primary use of the land furthered the social wellbeing and social interests of the community. In respect of the Post Office, High Street, Great Dunmow, the Post Office was exempt from listing as it was classed as “operational land” of Post Office Limited. In respect of St Giles Church, Great Hallingbury, St Mary’s Church, Little Hallingbury, St Margaret of Antioch Parish Church, All Saints Church, Rickling and St Simon and St Jude’s Church, Quendon: there was legal authority that religious observance was not a use that qualified a building for listing as an asset of community value and there was no clear evidence of another use that was not ancillary that would qualify.

In respect of Quendon Hall and Parkland, and Quendon Woods, Councillor Barker said the primary use of the Hall as a private wedding venue was not a use of the land which furthered the social wellbeing and social interests of the community, and that there was little or no evidence of any other non-ancillary use that met that requirement; and in respect of the Woods, that there was not sufficient evidence to conclude that a primary use of the land furthered the social wellbeing and social interests of the community.

Regarding Chalky Meadows and Hop Poles Public House, Great Hallingbury, Councillor Barker recommended that determination of these nominations be delegated to a sub-committee to permit further consideration.

Councillor Lodge declared an interest in that he was Chairman of the Rickling Ramblers Cricket Pavilion, Rickling Green. He asked that some corrections to the names of the nominated properties be made to the further paper submitted under any other urgent items, on this item. Councillor Barker said the correct names were given in the main report and on the consultation.

Councillor Dean asked a question regarding Dunmow Post Office, in that current use did not seem to preclude it being included in the list.

The Interim Head of Legal Services said the Post Office came within the definition of operational land and was technically not capable of being listed as an asset of community value under the Localism Act.

The motion being then put and seconded by Councillor Ranger, it was

RESOLVED

1 To approve the inclusion in the assets of community value list the following properties:

- Broxted Village Hall
- Great Canfield Cricket Club
- Great Canfield Village Hall
- Newton Green Great Dunmow
- Rowena Davey Centre, Great Dunmow
- Great Dunmow Maltings
- Dunmow Community Hub
- The Former Library Great Dunmow
- Kings Head, Hadstock
- Village Recreation Ground, Hadstock
- Village Green Hadstock
- Village Hall Hadstock
- Bluebell Inn Hempstead
- The Village Green, Hempstead
- The Bull Public House, Langley
- The George Public House, Little Hallingbury
- Little Hallingbury Village Hall
- Rickling Green Primary School
- Rickling Ramblers Cricket Pavilion, Rickling Green
- The Cricketers Arms, Rickling Green
- Rickling Village Green
- Quendon and Rickling Village Hall
- The Village Fountain, Quendon

2 To reject the nomination of the following properties:

- Land adjacent north of Threeways, and south of Limetree Hill, Great Dunmow
- Post Office, High Street, Great Dunmow
- St Giles Church, Great Hallingbury
- St Mary's Church, Little Hallingbury
- St Margaret of Antioch Parish Church
- All Saints Church, Rickling Green
- St Simon and St Jude's Church, Quendon
- Quendon Hall and Parkland
- Quendon Woods

3 To defer the determination of the following properties, such determination to be delegated to an Assets of Community Value Sub-Committee, comprising the Leader, the Cabinet Member for Environmental Services and the Cabinet Member for Communities and Partnerships:

- Hop Poles Public House, Great Hallingbury
- Chalky Meadows, Thaxted

CA64

2017/18 BUDGET MONITORING – QUARTER 2

Councillor Howell presented a report detailing financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management, based on actual expenditure and income from April to September.

Councillor Howell drew members' attention to the main items in the report in that the General Fund was forecast an underspend of £1,488,000; the Housing Revenue Account was forecast an underspend of £2,949,000; the Capital Programme was forecast an underspend by £3,414,000, with an updated position including slippage brought forward from 2016/17 and slippage of £2,571,000 to be carried forward to 2018/19, which left an actual underspend of £843,000. Treasury Management activity now included external borrowing both short term and long term relating to the Council's purchase of the 50% share of Chesterford Research Park by Aspire Ltd, the Council's wholly owned subsidiary company.

Councillor Howell highlighted further sections of the report, including updates on efficiencies; variances outside the control of the Council; and commitments already agreed. He drew attention to the expanded treasury management report, identifying the structure of the funding of Aspire Ltd.

Councillor Redfern referred to the underspend in the Housing Revenue Account. She said the slippage was mainly on the development work at Reynolds Court, Walden Place and Hatherley Court. The first two schemes were progressing well, and in respect of Hatherley Court, further information would be brought to Cabinet in January. Regarding the purchase of eight new properties in Radwinter, three were now ready and the rest would be ready in 2018/19.

Councillor Lodge asked how the repayment profile was structured for the Phoenix Life Ltd loan.

The Director of Finance and Corporate Services said drawing down would be in three tranches; repayments would be interest-only for the first five years, and then repayments of interest and capital would be made, as modelled in the repayment plan.

RESOLVED to note and approve the outturn forecast position.

CA65

TREASURY MANAGEMENT MID-YEAR REVIEW 2017/18

Councillor Howell presented a mid-year report for 2017/18 in accordance with the requirement imposed by its adoption of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition*.

Councillor Howell referred Cabinet to the section of the report detailing the importance of successful identification, monitoring and control of risk, in that the Council had borrowed and invested substantial sums of money and was therefore exposed to financial risks. Consequently the intention of the report was to give members an update on current treasury activities and other factors that might affect or influence the financial market. He said the main focus at present was the introduction of the second Markets in Financial Instruments Directive ("MiFID II") where local authorities would lose their professional status and be re-categorised as retail clients unless they 'opted up'. In order to opt up, local authorities had to meet certain criteria. This council did qualify and intended to maintain that qualification.

CA66

FINANCE UPDATE AND BUDGET CONSULTATION OUTCOMES 2018/19

Councillor Dean reported Scrutiny Committee's consideration of the finance update and budget consultation outcomes. He said he had been pleased at the level of public participation in the consultation, compared to other councils. He understood the consultation had been included with *Uttlesford Life* and was accompanied by a prepaid envelope. He said the Scrutiny Committee had questioned how the responses would be taken into account, and had received the response that residents' views would be listened to, but that there were limits on resources. He noted responses regarding car parks were fewer than for other areas, despite car parks representing an area about which people were often concerned. Councillor Dean said there had also been an apparent lack of understanding of the distinctions between different levels of local government, as some comments had related to responsibilities which were within the remit of Essex County Council, and those comments should be passed on to the County Council to make them aware of the areas of concern. No major conclusions were reached on the public consultation.

Councillor Rolfe thanked Councillor Dean for his comments.

Councillor Howell said he would address Councillor Dean's report from Scrutiny Committee. He presented a report on the finance update and outcomes of the budget consultation for 2018/19. He said whilst the Budget had now taken place, in early December he would be likely soon to receive a provisional update on the financial settlement. There was still significant uncertainty on income, not least because of a further consultation on the New Homes Bonus which could have a significant impact on a portion of the Council's income.

Councillor Howell referred members to the report which set out areas which he said should be taken into account when considering the budget preparation process.

On the subject of the budget consultation, Councillor Howell said the level of engagement had been fantastic, as 1,800 people had responded. However, this was not a referendum, and it was the Council's role to listen to replies, align priorities and allocate resources. In receiving the results of the consultation, the Council would not limit how it chose to invest its funding, but it was an important part of the process to understand priorities of residents. The outcome of a consultation was not the only basis on which the Council made investment decisions. The Scrutiny Committee had had a useful debate and it was important not to lose sight of the wood for the trees. There was clearly some confusion as to which areas fell to which level of local authority government, and this was a well made point. The report set out the Council's initial thoughts on budget preparation processes, including proposals to respond to the consultation responses.

CA67

LOCAL COUNCIL TAX SUPPORT SCHEME AND CONSULTATION 2018/19

Councillor Dean gave a report from the Scrutiny Committee's discussion of this item. He said the Committee had had the impression that residents had found this consultation hard to understand, as a consequence of which the Committee felt the consultation should in future be simplified, and should be combined with the budget consultation. Scrutiny members had agreed that the contribution cap should remain at 12.5%, but there had been some disagreement about the withdrawal of the grant which the District Council had been making to the parish councils for the loss of the tax base that the LCTS caused. There was concern and puzzlement over a swing in public voting on this matter in the consultation, as in previous years the public had supported the reduction of the grant but had responded to the contrary this year. The Committee had concluded that it supported the contribution cap of 12.5% and the withdrawal of the grant to parish councils.

Councillor Howell said that even if the Council made no changes it was still required to consult on the next year's scheme. This was a very complex subject and was the one most subject to scrutiny. He noted the scheme was in its fifth consecutive year of having the lowest contribution rate in Essex, a fact of which the Council could be proud. He spoke in detail about each area of the recommendation. Regarding the grant paid to parish councils, in 2013/14 the Government had provided transitional funding for the first two years, so that the Council could pass on that benefit. The Revenue Support Grant ("RSG") paid to the Council had subsequently been reduced and in 2018/19 the Council would receive no RSG.

Councillor Howell said an objection had been received from Thaxted Parish Council to the reduction to zero of the grant to town and parish councils. It was important to note that whilst it had provided this support whilst receiving RSG, the Council would not receive RSG in future, and it was not withholding

funding from town and parish councils by no longer paying a grant towards them under the LCTS.

Turning to the contribution percentage under the Scheme, Councillor Howell said consultation responses from a majority of residents had shown support for the cap to remain at 12.5%, although approximately a third of residents did not support this figure. The Scheme operated as a “cliff edge”, with those not falling within the criteria having to pay 100% Council Tax. It was important to listen to these views. However, the consultation was not a referendum, and he was not persuaded to change his recommendation to Full Council.

Councillor Barker seconded the motion, and asked whether there was any information on why the number of pensioners seemed to have reduced.

The Director of Finance and Corporate Services said the age of respondents had been the subject of comment at Scrutiny Committee. 41% of them were aged under 54, with 56% aged 55 and over. Fewer than 10% were under the age of 24. The Committee suggested use of social media and consideration by the Youth Council for future consultations.

Councillor Rolfe said those in the lower age range were least likely to be paying Council Tax, and noted the fact that the consultation had been sent to the household rather than to individuals.

RESOLVED to recommend for approval to Full Council the proposals for the 2018/19 LCTS scheme:

1. The 2018/19 LCTS scheme is set on the same basis as the 2017/18 scheme and therefore the contribution rate is frozen for the fifth consecutive year.
2. The Council continues to protect Vulnerable and Disabled Residents and Carers on a low income.
3. The discretionary subsidy grant for Town & Parish councils is withdrawn.

CA68

REVISION TO MUSEUM FEES AND CHARGES – RECOMMENDATION FROM MUSEUM MANAGEMENT WORKING GROUP

Councillor Ranger presented a report seeking approval of revised fees and charges for 2017/18 for services provided by Saffron Walden Museum. He said that after a break of two years, the Museum was re-launching its services to schools during the autumn term, as there was now a new Learning & Outreach Officer in post. Due to restrictions on teaching space in the Museum, it was intended to offer taught sessions in schools, requiring a new charge to be introduced. Schools Loans boxes were also being revised and improved. Members were asked to approve these charges, which were not within the 2017/18 budget.

Councillor Redfern seconded the proposals, and suggested the Museum liaise with Saffron Walden Town Team, which aimed to direct people between Audley End and Saffron Walden.

Councillor Rolfe agreed it was sensible to take a collective approach to drawing people in to the Town's attractions.

Councillor Howell said he was pleased to note the increase in visitors to the Museum during the last quarter.

RESOLVED

1 to approve the following recommendations from the Museum Management Working Group:

- The fees for schools as set out below
- The revised loan box charge as set out below
- That delegated authority be given to the Section 151 Officer to approve variations to published entrance fees, in consultation with the Curator. Any variations to be reported quarterly to the Museum Management Working Group.

2 Fees for schools: Visit from the Learning & Outreach Officer to bring objects and specimens from the education & handling collection to the school and deliver a taught session in the school classroom: to be charged at £120 (£100 + £20 VAT) for a morning and £210 (£175 + £35 VAT) for a full day. These charges would apply to schools in Uttlesford and/or within 20 miles of Saffron Walden by road. Special requests to be priced according to costs of travel and staff-time.

3 Schools Loans Boxes: to raise the loan box charge from £12 per half-term to raise this to £18 (£15 + £3 VAT).

CA69

BROWNFIELD LAND REGISTER

Councillor Barker presented a report setting out the Council's obligations under the Brownfield Land Register Regulations 2017 to establish a "brownfield land register" by 31 December 2017. The recommendation would enable the compilation of the register by the appropriate officer. Councillor Barker said she would suggest an amendment to include the wording "in consultation with the Cabinet Member for Environmental Services".

In response to a question from Councillor Redfern as to whether the land to be included in the register was only that which was suitable for residential development, or would encompass commercial land also, Councillor Barker said she understood this to be residential land only.

RESOLVED That the Assistant Director – Planning in consultation with the Cabinet Member for Environment Services

is given delegated authority to compile the initial version of Part 1 of the Council's Brownfield land register for publication.

CA70

WRITING OFF DEBTS – DELEGATION TO DIRECTOR OF FINANCE AND CORPORATE SERVICES

Councillor Howell presented a report setting out the case for increasing the level to which the Director of Finance and Corporate Services, as the Council's Chief Financial Officer, had delegated authority to "write off" debts. He said the current level of £5,000 had not been reviewed for some time. He recommended increasing the level to £10,000. This change would reduce the need for reports to be submitted to Cabinet for decision, saving officer time in preparation and help ensure the Cabinet focused on strategic and major issues.

RESOLVED that the write off limit in paragraph 11.4 of the Financial Procedure Rules is increased from £5,000 to £10,000, to read:

Bad debts of up to £10,000 shall be written off by the Chief Financial Officer, having ascertained that all reasonable steps have been taken to recover the debt and that it would be uneconomical to pursue the debt further. Cabinet approval is required to write off bad debts in excess of £10,000.

CA71

DRAFT STATUTORY INSTRUMENT THE TOWN AND COUNTRY PLANNING (FEES FOR APPLICATIONS, DEEMED APPLICATIONS, REQUESTS AND SITE VISITS) (ENGLAND) (AMENDMENT) REGULATIONS 2017

Councillor Barker presented a report seeking approval for an increase in planning fees, in accordance with a proposal in the Government White Paper "Fixing our broken housing market".

RESOLVED to approve a 20% increase in planning application fees as set out in the Draft Statutory Instruments 2017 No. (see link below) with effect from the date to be set out in the regulations, and commits to investing the additional income in the planning service.

CA72

CORPORATE PLAN DELIVERY PLAN 2017/18: QUARTER 2 PROGRESS UPDATE

Councillor Rolfe presented a report setting out progress against the Corporate Plan Delivery Plan for the period July to September 2017/18. He said good progress had been made as summarised in the report, in particular with the establishment of the Youth Council, the completion of the Health and Wellbeing Strategy, completion of the research stage of the social isolation project, and approval of a grant of up to £300,000 towards to the cost of providing a new college at Stansted Airport.

Councillor Dean said the summary omitted reference to giving priority to protecting and enhancing the character of the District, which he felt was a weakness in the Plan. Stansted's main streets were dirty and householders' frontages were untidy. The Council was aiming for exemplar Garden Communities, and he would not want the existing communities to be a poor contrast. He suggested a campaign to ask people to consider what they could do themselves to address such matters, not just expecting the Council to do things for them.

Councillor Rolfe said this point was well made. The Highway Rangers carried out much clearing work, and campaigns had taken place, but the suggestion would be considered. Continuous improvement was the aim, and the situation was not too bad.

Councillor Ranger said he agreed with the point made, as he was in dialogue with the County Council regarding vegetation growth on traffic islands and footpaths, in particular regarding obscured road signs.

CA73

GARDEN COMMUNITIES DELIVERY

Councillor Ranger presented a report setting out the current process for the delivery of the Garden Communities proposed in the draft Regulation 18 Local Plan, and seeking approval to establish a delivery company and to allocate funds to continue the delivery work.

Councillor Ranger said the object of forming the company, Uttlesford Garden Communities Limited, was to support whichever direction the Council took in delivery of the Local Plan, and to ensure the Garden City principles were adhered to.

Councillor Dean said this proposal was the right way forward and would enable a robust approach. What was proposed would support delivery of a strong vision for garden communities. Part of this process was engaging with existing communities, not just new ones. The Minister of State had said the first requirement was for a council to have strong community involvement, and to avoid omitting such involvement. For example, residents at Cambourne had complained about the absence of footpaths in the development, but they had not been engaged in the process. On this subject, Councillor Dean referred to a meeting he had had the previous week with three individuals who had wanted to be involved with the sports strategy, but had complained that they had been rebuffed. There needed to be proper and respectful engagement with public sporting organisations in order to draw up the sporting strategy, and there should be a business plan in respect of investment in Carver Barracks. He would be seeking a report to be submitted to Scrutiny Committee in March on progress regarding the sports strategy.

Councillor Rolfe said the work was being progressed with Active Essex. Under this group were Active Uttlesford, Active Stansted, Active Thaxted and Active Dunmow. There were a considerable number of possible schemes in terms of investment. Whilst he fully took Councillor Dean's point, he did not

know whom he had met, but there was a great deal of engagement with the Active Uttlesford model.

Councillor Lodge said he did not object to the setting up of a company but he was not sure what it could do that the Council could not. There would still be money spent on consultants. He questioned why this proposal had not come to the Planning Policy Working Group.

Councillor Rolfe said the Planning Policy Working Group had already discussed governance, but this decision was for Cabinet as it involved establishing a mechanism for delivery of the Local Plan, and allocation of money.

The Director of Finance and Corporate Services said Planning Policy Working Group was looking at the Local Plan, but this report was dealing with delivery, which would extend beyond the Local Plan period. The decision was rightly one for Cabinet.

Councillor Redfern asked where future reports on the company would be submitted.

Councillor Rolfe said it was right that the Planning Policy Working Group should examine how the governance model developed, but that where money was involved, decisions would come to Cabinet and ultimately the Local Plan decision would go to Council.

RESOLVED to

- (a) Note the action to date and the approach to be undertaken.
- (b) Authorise the establishment of Uttlesford Garden Communities Limited and appoint Adrian Webb as the interim Director.
- (c) Allocate the sum of £50,000 from the forecast 2017/18 budget underspend to fund the first stage of the delivery process.

CA74

TRANSFER OF LAND AT STATION ROAD, WENDENS AMBO

Councillor Redfern presented a report seeking Members' consideration of the transfer of Council owned land on the corner of Station Road in Wendens Ambo for nil value to Wendens Ambo Parish Council. The land had been maintained by the parish council. There had been some trouble in that the land had been parked on, but this problem had been addressed by the provision of proper parking access for the nearby Council properties. The market value of the land was £575.

Councillor Barker asked whether there was a policy on whether the recipient in cases such as this would bear any legal costs.

The Interim Head of Legal Services said the transaction was notional in terms of costs.

In respect of cases where consideration was £1, he explained this was usually only the case for leasehold, where there was an intention to ensure ongoing obligations were binding.

RESOLVED to transfer land at Station Road, Wendens Ambo to Wendens Ambo Parish Council for nil value.

The meeting ended at 9pm.

Public Speaking

Statement of Helen Payne

I would like to address the objection Essex County Council has raised to the nomination of Chalky Meadow as an asset of community value, and to present a petition supporting the nomination. Our petition proposes that protection and development of this 'wild space' would be of enormous community benefit. There is a strong connection between our wellbeing and our relationship with Nature, and I refer to the Green Paper from the Wildlife Trust and RSPB supporting this point. We should recognise the value of Nature, and how it can promote our wellbeing, as well as enabling community involvement and education opportunities for our children.

I refer the Cabinet to Thaxted's draft Neighbourhood Plan regarding wildlife habitats, which identified this land, amongst other sites, as one which was important for wildlife and deserving of protection. The questionnaire referred to in the draft Neighbourhood Plan shows 95% of respondents considered it was important to protect and manage local wildlife sites.

Further, this land has not been developed other than when the Mill View development was initiated. It was earmarked for development for a school, many years ago, but that development had not been progressed. The land had over the years been used by walkers and runners as a pathway to town.

We dispute the argument that the land at Chalky Meadow is not of benefit to the community: our photographs show it is a benefit, as do the many letters of support we have received, proving that we care about the quality of our environment. We hope Cabinet accept our supporting evidence and can see the land does meet the criteria to be an asset of community value.

Councillor Foley added his support to the above statement, and said the local District and Parish Councillors supported the addition of this land to the list of assets of community value.

Statement of Dena Ludford

I am the Clerk of Thaxted Parish Council, which has unanimously agreed that Chalky Meadows should be listed as an asset of community value. It was the Parish Council's intention to distribute to as many recipients as possible the biodiversity report, showing the importance of the land for wildlife and their habitats. Extracts of Thaxted Parish Council's

emerging neighbourhood plan supported this approach, which also had the support of the local ward councillors.

Statement of Robert Timmins of Strutt & Parker

I appear on behalf of the freehold landowner of Quendon Hall and Quendon Wood, regarding their objection to the nomination of these properties as assets of community value. Quendon Hall is a privately owned property with parkland, let by private arrangement for weddings and other events. There is no public use, and no public access. Given the nature of this business, we do not agree that the current use of the Hall furthers the social wellbeing or social interests of the local community, nor do we agree that there has been any such usage in the recent past. It cannot, therefore, be said that the Hall is of community value. There are also no permitted public rights of way to Quendon Hall or the ancillary buildings. The Hall cannot therefore be said to be of community value.

The same principle applies to the Parkland at Quendon Hall. The Deer Park is not open to the public, and there is no permitted public access through the Parkland.

Neither of these properties has ever been used for recreational, sporting or cultural interests which benefit the local community.

Committee: Cabinet

**Date: 11 January
2018**

Title: Business Rates - Revaluation Relief

Author: Councillor Simon Howell and Howard Ryles **Key Decision: No**

Summary

1. Following the 2017 revaluation of all Businesses and the subsequent increased rateable values, the Government introduced new rate reliefs, to be administered under Local Authorities discretionary powers, these are funded from grants, either Section 31 or a specified grant.
2. Two reports were presented to Cabinet on the 25th May and Full Council on the 25th July for the approval of the Spring Budget Reliefs, which included Pub Relief and Revaluation Relief.
3. The current policy requires the pub relief to be awarded before our revaluation relief, which has meant that some local pubs are not being awarded the maximum amount of relief available.
4. The current policy also requires businesses to apply for the revaluation relief scheme, despite notifying all eligible businesses the take up is currently below 30%.

Recommendations

5. The Cabinet is requested to recommend to Full Council for approval of the following amendments to the criteria of the Business Rates Relief Schemes.
 - a) That the Revaluation Relief Scheme is awarded automatically to qualifying businesses, by withdrawing the application process.
 - b) That the Pub Relief is awarded after all other reliefs have been applied.

Financial Implications

6. Central Government have provided specific funding and the proposals contained in this report have no impact on council funds.

Background Papers

7. The original Business Rates Relief reports can be found at the following links;
[Cabinet_25 May 2017](#)
[Full Council_25th July 2017](#)

Impact

| | |
|----------------------------|--|
| Communication/Consultation | None |
| Community Safety | No specific implications |
| Equalities | An EQIA is included with the main report |
| Health and Safety | No specific implications |
| Human Rights/Legal | No specific implications |

| | |
|-----------------------|--------------------------|
| Implications | |
| Sustainability | No specific implications |
| Ward-specific impacts | No specific implications |
| Workforce/Workplace | No specific implications |

Business Rates Reliefs

Revaluation Relief

8. The Revaluation Relief Policy originally stated that this relief would be awarded by application only. Following approval of the policy in July the council notified all eligible businesses in writing of the availability of the award and how to apply.
9. The current return of businesses applying for this relief is 30% of all those who are eligible. This seems to have been a widespread issue for many councils and subsequently the Government have released the following statement;

'We are aware that many councils are running application based processes. If you are undertaking this approach and are seeing a lower than expected uptake or are forecasting an underspend on your allocation, we encourage you to take all necessary steps to publicise the scheme and ensure all available relief is distributed as soon as possible. For example, exploring options around automatically applying discounts to eligible businesses.'

10. This local scheme is fully funded by Government, and allows relief for companies with a rateable value of less than £200,000 and has suffered an increase of 12.5% or more.
11. The revaluation funding allocated is based on a 'use it' or 'lose it' basis.

Pub Relief

12. The council's policy currently states that the Pub Relief is awarded before any other reliefs are applied.
13. Monitoring of the relief schemes awarded has shown that this approach is detrimental to some pubs within the district and they are losing out financially on subsequent reliefs available.
14. The amended approach to awards means that all reliefs are applied where eligible and then the pub relief of a fixed sum of £1,000 is applied to the remaining balance.

Risk Analysis

| Risk | Likelihood | Impact | Mitigating actions |
|---|------------|--------|---|
| the funding allocated would need to be repaid to government and businesses will not receive the financial reliefs | 2 | 2 | By approving the amendments this would be avoided |

| | | | |
|-----------|--|--|--|
| available | | | |
|-----------|--|--|--|

- 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.

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UTTLESFORD DISTRICT COUNCIL

BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY

EFFECTIVE 1st April 2017

Approved by members 22nd February 2018

Policy objectives

1. To support the local economy by providing incentives for occupation of empty premises, encourage business start-up and business expansion within Uttlesford.
2. To support rural communities by providing assistance to businesses operating in rural locations.
3. To contribute to maximising the Council's financial position under the business rates retention scheme by encouraging longer term rateable value growth.

Administration

4. The policy will be administered by the Council's Revenues service, who will determine the relief application process.
5. The Revenues service will determine applications for relief, using the criteria set out in this policy. Applications for the Business Development category of relief will be assessed by the Council's Economic Development Officer who will notify the Revenues service of decisions made. The Council will have discretion to backdate awards of relief to the beginning of the current billing period.
6. Eligibility for relief will typically be based upon objective criteria such as the rateable value, location and nature of an organisation's business. A business's profitability will not ordinarily be a relevant factor for determining eligibility. The intention is for a streamlined process that is simple to administer for both applicants and the Council. The Council shall have the right to request any additional information it considers necessary to determine an application.
7. The over-riding consideration in the determination of any application is that the granting of relief must be judged to be in the wider interests of the Uttlesford community and its council tax payers.
8. Appeals against unsuccessful applications for relief will be determined by the Section 151 Officer, whose decision shall be final. There shall be no further right of appeal.
9. The granting of discretionary relief will typically be on a rolling one-year basis so that the Council has the agility to adjust the policy to reflect changing needs and circumstances.
10. The policy will be subject to annual review and approval by the Cabinet.

State Aid Limitations

11. All granting of discretionary rate relief is subject to limitations under applicable State Aid legislation and associated De Minimis Regulations.
12. The Regulations currently allow a business to receive up to 200,000 Euros of state aid over a rolling three year period.
13. In practice, this means that smaller, independent businesses are more likely to be eligible for relief, and larger, national businesses (e.g. chain stores) less likely.

| CATEGORY OF RELIEF | ELIGIBLE ORGANISATIONS | MANDATORY RELIEF | DISCRETIONARY RELIEF |
|---|--|------------------|---|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 24</p> <p>Supporting Small Businesses Relief</p> | For small businesses who are losing some or all of their small business or rural rate relief | Not applicable | <p>To support ratepayers by limiting the amount of rates payable in each year to the greater of ;</p> <ul style="list-style-type: none"> • Cash value of £600 or • The matching cap on increases for small properties in the Transitional relief scheme. • The cash minimum increase will stay flat in each year <p>Which means that under this scheme by year 5 the eligible ratepayer will not be paying more than £3,000 than they did in 2016/2017.</p> <p>LA's will be fully reimbursed under s31 grant</p> <p>Eligibility will not be lost with a change of occupier but will be lost if the property becomes vacant or is occupied by a charity or Community Amateur sports Club.</p> |
| Pub Relief | For Pubs with rateable value below £100,000 | Not applicable | <p>All eligible pubs will receive a £1000 discount on their bill.</p> <ul style="list-style-type: none"> • The government will compensate Local Authorities for the cost of granting the relief through a section 31 grant • The relief will be applied after all other eligible reliefs have been awarded |
| Local Newspaper Relief | Local Newspapers occupying office space | Not applicable | <p>One discount per newspaper title</p> <ul style="list-style-type: none"> • Discount of £1500 • 2 years only from the 1st April 2017 • S31 grant |

| CATEGORY OF RELIEF | ELIGIBLE ORGANISATIONS | MANDATORY RELIEF | DISCRETIONARY RELIEF |
|---|--|---|--|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 25</p> <p>Revaluation Relief</p> | <p>Government funded Business Rate Relief to support Businesses that fact the steepest increased in their business rates.</p> | <p>Not applicable</p> | <ul style="list-style-type: none"> • Scheme covering 3 years with effect from 1st April 2017 • Targeted at businesses facing an increase of 12.5% or more in their business rate bills due to the 2017 revaluation, with a Rateable value of less than £200,000 • National and Large chains will be excluded * • The relief will be awarded after all other reliefs with the exception of Pub Relief • Relief will be awarded on the following basis; <ul style="list-style-type: none"> • Year 1 – 50% relief • Year 2 – 25% relief • Year 3 – 12% relief <p>A contingency pot will be held each year to cover any changes in business valuations.</p> <p><i>*A group of outlets owned by one company and spread across various locations nationwide or worldwide, with similar appearance and providing similar services or goods across the outlets.</i></p> |
| <p>Rural Rate Relief</p> | <p>Within a rural settlement with a population below 3,000, a sole general store, post office, food shop, public house or petrol station</p> | <p>Within a rural settlement with a population below 3,000, the following will receive 50% mandatory rate relief:</p> <ul style="list-style-type: none"> • A sole general store, post office or food shop with a RV of less £8,500 • A sole public house or petrol station with a RV of less than £12,500 | <p>Within a rural settlement with a population below 3,000:</p> <ul style="list-style-type: none"> • A sole general store, post office, food shop, public house or petrol station with an RV exceeding the stated thresholds, but with an RV of up to £16,500, may be considered for up to 100% discretionary rate relief. <p>NEW FOR 2017/18: A sole general store, post office, food shop, public house or petrol station with an RV of between £16,501 and £27,500 may be considered for 100% discretionary rate relief up to the value of the £16,500 RV</p> |

| CATEGORY OF RELIEF | ELIGIBLE ORGANISATIONS | MANDATORY RELIEF | DISCRETIONARY RELIEF |
|---|---|--|--|
| | | | <p>level. For example, a qualifying business with an RV of £18,500 would receive 100% relief up to £16,500 RV and have to pay rates on the remaining £2,000 RV.</p> <ul style="list-style-type: none"> Discretionary local rural rate relief will be applied after any other applicable reliefs have been deducted. |
| <p>Charitable relief</p> | <p>Registered charities</p> <p>Registered Community Amateur Sports Clubs</p> <p>Community Interest Companies</p> | <p>Charities and Registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the Charity or Club and is wholly or mainly used for charitable purposes or as a Registered Community Amateur Sports Club.</p> | <p>Charities and Registered Community Amateur Sports Clubs may be considered for up to 20% discretionary rate relief.</p> <p>FROM 2014/15: Community Interest Companies that have charitable aims (and use profits for charitable purposes) may be considered for up to 100% discretionary rate relief.</p> |
| <p>Business Development relief</p> | <p>New non-retail SME businesses starting up, operating from new premises or premises that have been unoccupied for 12 months*</p> <p>Expanding non-retail SME businesses who enlarge their existing premises, or occupy an additional premises that is new or has been unoccupied for 12 months*</p> <p>*including the conversion of former agricultural buildings</p> | <p>Not applicable</p> | <p>FROM 2014/15: Qualifying businesses can be considered for discretionary rate relief of 50% for the first year and 25% for the second year. In the case of enlarged premises, the relief would be on the difference between the rates payable on the original premises and the rates payable on the extended premises.</p> <p>This is subject to demonstrating that:</p> <ul style="list-style-type: none"> A minimum three year lease / occupancy commitment exists* The business will endeavour to ensure that at least 50% of the business's employees are Uttlesford residents The business will endeavour to ensure that at least 25% of the business's supplies and services expenditure is with Uttlesford businesses. <p>*In the event of the business vacating the premises within the first three years, the Council reserves the right to clawback the rate relief granted.</p> |

| CATEGORY OF RELIEF | ELIGIBLE ORGANISATIONS | MANDATORY RELIEF | DISCRETIONARY RELIEF |
|-----------------------------------|--|--|---|
| Small Business Rate Relief | <p>Businesses with a rateable value of up to £14,999 will receive 100% small business rate relief</p> <p>For properties from 15,000 – 50,999 will have their business rates calculated with the small business rate multiplier</p> | <p>From 1st April 2017 Businesses with an Rateable Value up to £12,000 will receive 100% relief.</p> <p>RV £12,000 to £14,999 – 100% relief decreases on a sliding scale by 1% for every £ 30 of RV between £12,000 and £ 14,999.</p> <p>RV £15,000 to £ 51,999 – no relief is allowed but the bill is calculated using the small business multiplier</p> | None |
| Flooding Rate Relief | Businesses whose premises are flooded due to bad weather | Not applicable | 100% rate relief for three months from the date of the first flooding. (approved by Full Council 27 February 2014) |
| Unoccupied property rating | Any business | <p>Business rates are not payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties.</p> <p>Certain definitions and exemptions apply – please see the website.</p> | None |
| Hardship Relief | Businesses who are suffering financial hardship because of a one-off event demonstrably beyond their control. | Not applicable | Discretionary rate relief of up to 100% for a limited period depending on circumstances. Consideration would also be giving to deferring payment due dates. |

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|--------------------------|--|--------------------------|
| Committee: | Cabinet | Date: |
| Title: | The Moors Little Dunmow – Redevelopment | 11 January 2018 |
| Portfolio Holder: | Cllr Julie Redfern, Cabinet Member for Housing | Key Decision: Yes |
| Report Author: | Roz Millership, Assistant Director – Housing and Environmental Services | |

Summary

1. This report provides Cabinet with detail relating to the proposed redevelopment of the site at The Moors, Little Dunmow.
2. This site has been identified for the demolition and redevelopment of twelve council owned bungalows, with associated gardens and parking court.

Recommendations

3. That Cabinet approves the redevelopment of the site in line with the detail contained in this report.

Financial Implications

4. Financial provision for the development of new Council owned homes is included within the Housing Revenue Account. The development of this site will also enable the use of some Right to Buy capital receipts.
5. The Indicative cost for the scheme has been calculated by our consultant Quantity Surveyor. The scheme is at the very early stage of development, so costs are currently “ball park figures” which will be updated as further detailed information becomes available. They do, however, take account of known site constraints and prevailing market conditions. The final cost will only be known following the tender process for the selection of a building contractor.

Background Papers

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

- None

- 7.

| | |
|----------------------------|--|
| Communication/Consultation | Existing tenants, local residents, Parish Council, District Councillor and external agencies |
|----------------------------|--|

| | |
|---------------------------------|---|
| Community Safety | Appropriate precautions would be taken during works |
| Equalities | Equality and diversity is a key issue for the Council with regards to housing provision |
| Health and Safety | During the management of the project all risks will be constantly reviewed, revised and managed |
| Human Rights/Legal Implications | Legal team have been consulted |
| Sustainability | An opportunity to construct new thermally efficient homes for people in housing need. |
| Ward-specific impacts | Little Dunmow |
| Workforce/Workplace | There are sufficient resources in the housing team to manage the project |

Situation

8. This is a site of 12, now all vacated, Council owned bungalows with associated gardens and parking court to the rear. The bungalows have been monitored for a number of years and are all showing signs of worsening subsidence. The Council's maintenance team have confirmed that remediation of these subsidence issues is not economically viable, and furthermore, due to the nature of the bungalow's construction, any works undertaken would not be guaranteed.
9. It is also worth noting that there is Japanese Knotweed present on part of the site. The removal of this Knotweed, by a specialist contractor commenced on the 13th November 2017. They will also retain a watching brief on the site when the demolition and site clearance is underway, to ensure it has not spread from the area identified.
10. Attached to this report is a sketch proposal for the redevelopment of the site. This has been discussed with Planners as part of a Pre-Application, and subject to further detailed planning drawings being made available, it has received positive comments. The proposal is to demolish the existing bungalows, to be replaced by a mix of 16 dwellings consisting 5 x 2 bed chalet bungalows, 3 x 2 bed houses, 4 x 1 bed apartments and 2 x 2 bed apartments. The site slopes downhill from East to West. Therefore, the chalet bungalows are situated to the Eastern end of the site to minimise their impact on the Grade 2 listed "Brights Cottage" that borders the site to the East. Also attached are some 3D modelling plans that demonstrate how the impact of these proposals have been minimised, and fit in with the contours of the site.

11. The preliminary construction estimate for this development has been estimated at **£2,485,000 (£155,313 per dwelling)**. This sum does not appear to be unreasonable given current market conditions, and certainly is comparable to other developments undertaken by the Council in other parts of the District. There is also a **£300,000** allowance in this estimate to allow for abnormal site issues. These include Air Source Heat Pumps, enhanced elevational treatments to mitigate the impact of the development on the listed building, demolition, Japanese Knotweed removal, diversion of overhead power cables and other service diversions. The cost estimate will be further refined as more detailed drawings are available and when further site surveys are undertaken.
12. Prior to any planning application being submitted, the Council will carry out consultation exercises with both the Parish Council and the wider community. The Parish Council and district councillor are aware that proposals for the site are being worked up, as is the owner of an adjacent property.

Risk Analysis

13.

| Risk | Likelihood | Impact | Mitigating actions |
|-------------------------------------|------------------------------------|---|---|
| Not achieving planning permission | 1 Planners supportive | 4 Development not possible | Pre-planning discussions with planners |
| Underground services identified | 2 Investigations to be carried out | 3 Diversions possible but cost implications | Investigations to be undertaken at the earliest stage |
| Further “abnormal costs” identified | 2. Surveys being undertaken | 3 Potential cost implications | Contingency already included with cost estimate |

1 = Little or no risk or impact

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

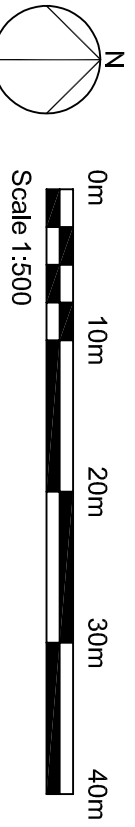
3 = Significant risk or impact – action required

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

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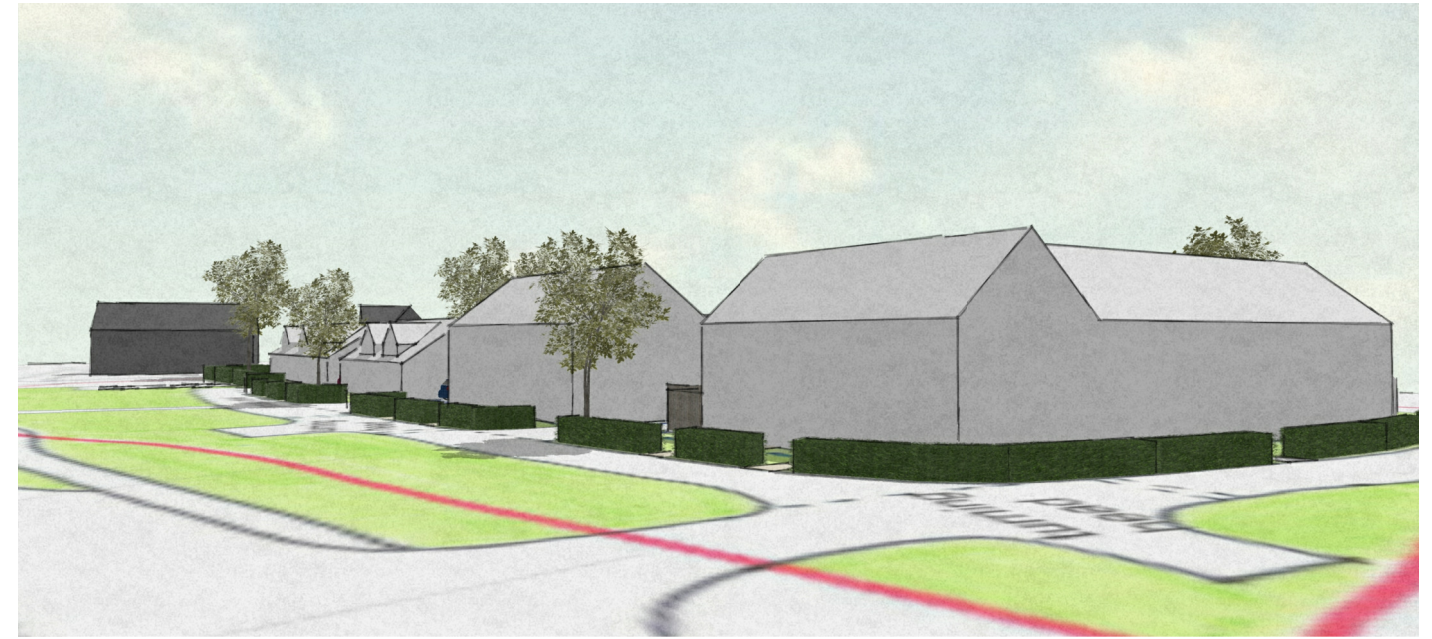
- 1.5 storey houses**
5 x 2B4P
 - 2 storey houses**
3 x 2B4P
 - 2 storey flats**
4 x 1B2P
4 x 2B3P
- Total units = 16 dwellings**



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VIEW OF PROPOSED HOUSES FROM STATION ROAD



VIEW OF PROPOSED HOUSES FROM STATION ROAD

Page 35



VIEW OF REAR GARDENS & PARKING AREA



VIEW ALONG THE PROPOSED HOUSES TOWARDS BRIGHTS COTTAGE



Vision, form and function

Billericay ▪ Cambridge ▪ Colchester ▪ London ▪ Norwich

The Moors, Little Dunmow

Uttlesford District Council

Proposed site layout

SK1 - AP 08/09/17

| | | |
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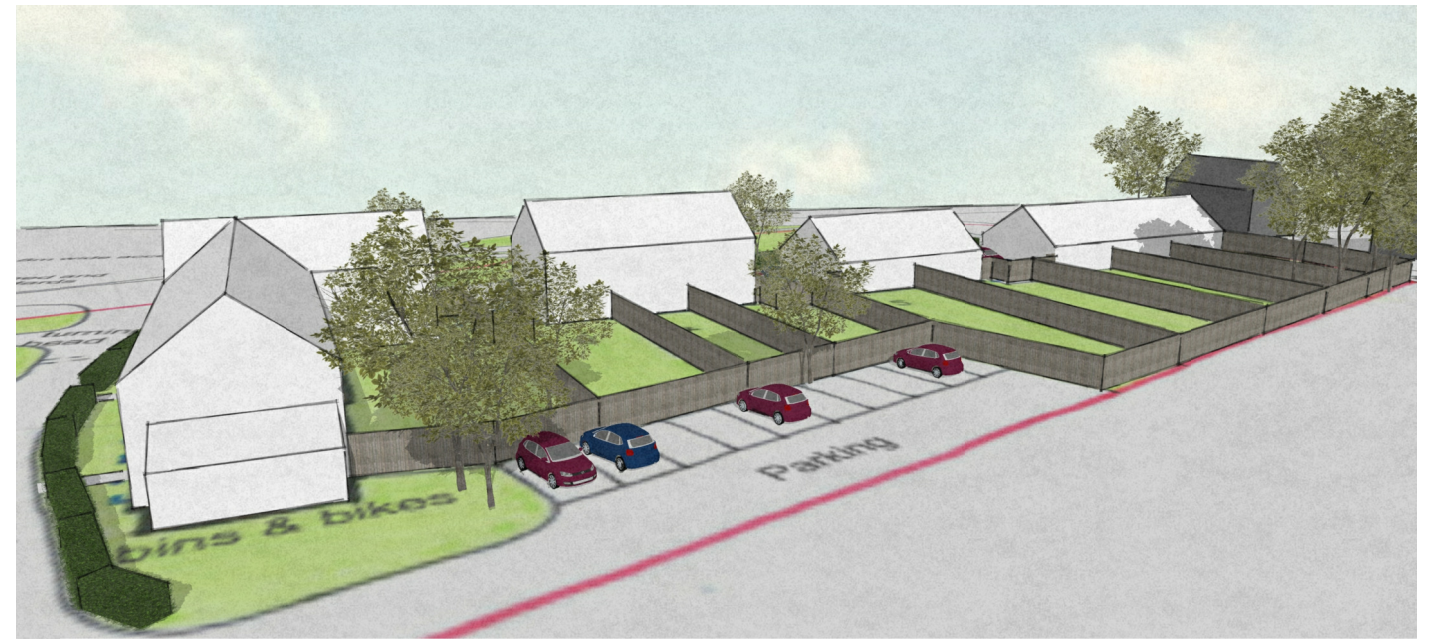
VIEW OF PROPOSED HOUSES FROM BRIGHTS COTTAGE



AERIAL VIEW OF PROPOSED HOUSES FROM STATION ROAD



VIEW OF BRIGHTS COTTAGE & PROPOSED HOUSES FROM STATION ROAD



AERIAL VIEW OF REAR GARDENS & PARKING AREA

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| | | | |
|--------------------------|---|----------------------|-----------------|
| Committee: | Cabinet | Date: | 11 January 2018 |
| Title: | Statement of Community Involvement | | |
| Portfolio Holder: | Cllr Susan Barker | | |
| Report Author: | Sarah Nicholas, Senior Planning Officer ext 454 | Key decision: | No |

Summary

1. The appended report sets out the representations received, officer comments and recommendations following the consultation on the Statement of Community Involvement. It was considered by the Planning Policy Working Group on the 14 December 2017 where it was resolved to recommend to Cabinet that the Statement of Community Involvement be adopted subject to the amendments set out in the Report of Representations.

Recommendations

2. That the amended Statement of Community Involvement be adopted.

Financial Implications

3. None

Background Papers

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

Responses to the consultation

Impact

- 5.

| | |
|----------------------------|--|
| Communication/Consultation | The SCI was subject to a 6 week period of consultation. |
| Community Safety | N/A |
| Equalities | The SCI makes sure that the methods of consultation used are such that all groups can be involved in consultation processes. |
| Health and Safety | N/A |

| | |
|---------------------------------|-----|
| Human Rights/Legal Implications | N/A |
| Sustainability | N/A |
| Ward-specific impacts | All |
| Workforce/Workplace | N/A |

Situation

- The representations and officer comments and recommendations were considered by the Working Group at their meeting of 14 December 2017. No further changes were suggested.

Risk Analysis

-

| Risk | Likelihood | Impact | Mitigating actions |
|--|------------|-----------------------------------|---|
| If the Council does not have an up to date SCI and has not carried out consultation in accordance with the regulations and the Statement of Community Involvement the Local Plan could be found un sound at examination. | Low | Delays in adopting the Local Plan | Making sure that the SCI is up to date and in accordance with the relevant regulations. |

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Copy of report as considered at the meeting of Planning Policy Working Group on 14 December 2017:

Committee: Planning Policy Working Group **Date:** 14 December 2017
Title: Statement of Community Involvement – report of Consultation
Report Author: Sarah Nicholas, Senior Planning Officer, 01799 510454 **Item for decision:** No

Summary

1. The appended report sets out the representations received, officer comments and recommendations following the consultation on the Statement of Community Involvement.

Recommendations

2. To recommend to Cabinet that the Statement of Community Involvement be adopted subject to the changes as set out in the Report of Representations.

Financial Implications

3. None

Background Papers

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

Representations made on the Statement of Community Involvement

Impact

- 5.

| | |
|----------------------------|--|
| Communication/Consultation | The SCI was subject to a 6 week consultation period |
| Community Safety | N/A |
| Equalities | The SCI makes sure that the methods of consultation used are such that all groups can be involved in consultation processes. |
| Health and Safety | N/A |

| | |
|---------------------------------|-----|
| Human Rights/Legal Implications | N/A |
| Sustainability | N/A |
| Ward-specific impacts | ALL |
| Workforce/Workplace | N/A |

Situation

6. The Statement of Community involvement sets out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications.
7. The consultation took place between 2 October 2017 until 10 November 2017
8. Appendix 1 sets out the representations received and officer comments and recommendations. Appendix 2 is the amended Statement showing new text underlined and text to be deleted is shown struck through.

Risk Analysis

9.

| Risk | Likelihood | Impact | Mitigating actions |
|---|------------|-----------------------------------|---|
| If the Council does not have an up-to-date SCI and has not carried out consultation in accordance with the regulations and the Statement of Community Involvement the Local Plan could be found unsound at examination. | 1 - Low | Delays in adopting the Local Plan | Making sure that the SCI is up to date and in accordance with the relevant regulations. |

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Introduction

The Statement of Community Involvement (SCI) sets out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications.

The Statement of Community Involvement went out on public consultation from the 2nd October 2017 until 10 November 2017. This report sets out the representations received, Officer comment and recommendations and recommendations.

Consultation Responses

In total thirteen representations were received from the following organisations:

- Canal & River Trust
- Chelmsford City Council
- CLH Pipeline Systems Ltd
- Elsenham Parish Council
- Essex Fire & Rescue Service
- Great Chesterford Parish Council
- Hinxton Parish Council
- Highways England
- Hertfordshire County Council Property (Development Services)
- Historic England
- Natural England
- Saffron Walden Town Council
- Thaxted Society

And two representations received from individuals:

- Dr Graham Mott
- Margaret Shaw

General Comments

Chelmsford City Council

Considers that the draft is clear and comprehensive.

The Canal & River Trust

Own and manage the River Stort south of Hockerill Bridge, Hockerill Street, which falls outside of Uttlesford District Council. We therefore would only likely need to be involved in consultation from the Borough if the proposals were so significant that they may impact on the River Stort in this area.

Historic England

Support the general aims and approach to the draft Statement of Community Involvement.

Would find it helpful to receive hard copies of consultation letters, although email is also acceptable.

CLH Pipeline Systems Ltd

Attached a plan of their clients apparatus and asked to be contacted if any works are in the vicinity of the CLH-PS pipeline or to use the online enquiry service.

Hertfordshire County Council Property (Development Services) on behalf of the County Council's services

Have no comment to make on the Statement of Community Involvement (2017) consultation document. However, HCC Property would like to be consulted on all emerging documents.

Hinxton Parish Council

Thank UDC for involving them in the consultation process. They appreciate that, since being a close neighbour means that any decisions Uttlesford District Council make, can be very important to them.

Highways England

Thank Uttlesford for consulting them on the SCI. The following (SCI) has little impact upon the strategic road network so we therefore offer no objection in this case.

Essex County Fire & Rescue Service

Acknowledged receipt of the consultation but made no comments.

Natural England

Thank Uttlesford for consulting them.

They are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining applications. They are unable to comment, in detail, on individual Statement of Community Involvement.

Officer comment and recommendation

These organisations are thanked for their support.

General comments (continued)

Elsenham Parish Council

trusts that this consultation will itself be summarised and that it will be shown how issues have been addressed.

Officer comment and recommendation

This report, as with previous reports on SCI consultations, will be presented to Planning Policy Working Group and Cabinet for approval.

Saffron Walden Town Council

The statement of community involvement should be customised to meet the individual needs and concerns of local communities and that “one size does not fit all”; the statement therefore requires amending to reflect the discreet and different needs and wants of individual communities.

Officer comment and recommendation

It is not practical or appropriate to produce individual SCI. The engagement methods shown in Table 5 include a variety of methods which can be used as appropriate to the planning policy document, stage of consultation and community.

Great Chesterford Parish Council

A Glossary of Terms would be useful.

would like to see the stages if a plan is found unsound.

Also note that some authorities include a statement around trying to avoid school holiday times for consultation but if they can't be avoided then an extension to the consultation period will be provided.

questions whether there should be a full/separate section on the Sustainability Appraisal included in the Statement of Community Involvement.

questions whether there should be an explanation of 'soundness,' a section on village design statements, conservation area appraisals, parish plans, Article 4 Directions, masterplanning, local transport plan. Also there should be a section on ways to make comments, the ability of Cllrs to call in planning applications.

Comments that the structure is 'harsh' and talks about the local plan before it says who will be engaged. Questions Uttlesford Futures and when they last met. When holding a Public Exhibition the space must be of an appropriate size with sufficient Officers/staff present to answer questions in a timely manner.

Officer comment and recommendation

Agree to include glossary of terms.

Table 2 sets out the obligatory stages of the process and it is not necessary to include stages if a plan is found unsound. The procedure after withdrawal will depend on the reasons behind the withdrawal but will be in accordance with the preceding regulations.

Agree to include text in the section of 'Engagement methods on planning policy documents *'every effort will be made to undertake consultation outside August and the end of the year holiday period. However, where this is unavoidable, due to the need to make progress on development plan preparation, we will seek to ensure that a reasonable part of the consultation period extends beyond these holiday periods.'*

Include reference to Sustainability Appraisal at paragraph 5.4 and in the glossary

5a Include tests of soundness in the glossary

5b Add reference to other community led plans, conservation area appraisals and article 4 directions after paragraph 5.7.

Local Transport Plans are produced by Essex County Council. Any transport studies are technical documents forming part of the evidence base and are not

subject to consultation in their own right. Should the Council require masterplans for the Garden Communities and other large strategic sites they are likely to be prepared as DPDs or SPD and will follow the consultation stages set out in this document.

5c Include text in the section 'Feeding information into decision' on how comments can be made – by letter, email or if the document is published on the portal through consultation portal; that comments cannot be anonymous, that the comments will be published with names and organisation but no other personal details.

5d Uttlesford Futures (which is the name for Uttlesford's Local Strategic Partnership has a strategy for the period 2008 – 2018. Details are available on the website at www.uttlesford.gov.uk/uttlesfordfutures. Uttlesford Futures is included in the Glossary.

5e Include text in the section 'Engagement methods on planning policy documents' that Local Exhibitions will be held in locations relevant to the subject of consultations, in accessible buildings. The council will work with the premises providers in identifying suitable rooms.

Staffing levels will be dependent upon resources.

5f It is considered that the structure of the documents read well. The groups of organisations the council will work with are set out early in the document in Section 3.

Thaxted Society

overall there is a repeated use of language that is pro development. Whilst we understand that UDC has a duty to be supportive of *sustainable development*, with regard to pre application, p21 6.2, there is only one suggestion that your officers '**can advise on the general acceptability of proposals**', without making clear that this advice may equally be that of unacceptability.

In broad terms therefore there remains at UDC a propensity to favour development, which is a recognised pressure, however such language and detail simply reinforces a single view and takes no care of the fundamentals of SCI and how its form may either frustrate or empower.

We remain committed to working with both officers and Councilors at UDC and are grateful for the opportunity to consult hereto.

Officer comment and recommendation

The Council's approach to planning applications and decision taking is in line with the National Planning Policy Framework which states that '*Local planning authorities should look for solutions rather than problems and decision-takers at every level should seek to approve applications for sustainable development where possible. Local planning authorities should work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area*'.

Margaret Shaw

Stansted has been misspelt in 5.6 and Table 4.

Unfortunately this seems to be a severely watered down version of the current document.

Some of the important principles p21-23 of the current document have disappeared.

This is almost a non-document, and apart from informing PC's and neighbours about planning applications, says very little about taking their views into account.

Officer comment and recommendation

1 Misspellings will be corrected.

2/3 The Council has made a decision to streamline the document

4 Committee or delegated reports identify the issues to be considered taking reference from planning policy, the issues raised in the representations and consultations. The report then discusses each issue in turn. Although the Appraisal does not specifically refer back to the individual representations, it does deal with the issues raised. Additional text is provided in the section on 'Determining Planning Applications' on how reports are set out.

Dr Graham Mott

This consultation has not been well advertised. It appeared for a few days as one of the four featured links presented on logging into your website. You do not encourage involvement in your Statement of Community Involvement. One of the conclusions must be that you need to advertise consultations more effectively. You now need to make clear where and when the results of the consultation will be found. All of the responses need to be available somewhere, and it needs to be clear where that somewhere might be.

Obviously you also need to make clear how you have responded to the various responses and what action you will be taking and when you will be taking it.

The website needs tidying up.

You have a long way to go before you can be said to engage with the public satisfactorily. You really need at all times to attempt to take the community with you, and to make matters as clear as possible.

Recent Regulation 18 Draft Local Plan consultation. Need to explain acronyms and show the workings and give references.

You need to see community involvement as an opportunity for genuine involvements and improvements. The extent of the change is enormous.

Officer comment and recommendation

Comment noted

Additional text can be provided in the section 'Feeding information into decisions' on comments being made available to view on the consultation portal. This section already mentions consultation statements and that all documents are available on the website and at the council offices. Website address change over time so it is not appropriate to provide links.

See point 2 above

The website makes available a vast amount of information on all aspects of the Council and the District of Uttlesford. The council is continually seeking to ensure the website can be used easily.

Comment noted. The SCI is the document which sets out how the council will engage.

These issues were raised in response to the recent consultation and will be responded to in the future report of representations.

Comment noted. The SCI is the document which sets out how the council will engage.

Section 1: Introduction

Great Chesterford Parish Council

suggests that an explanation of the two tier planning system would be helpful.

Thaxted Society

the introduction at 1.1 make clear that **planning shapes the places where people**, this is misleading as it ignores previous development without planning and most importantly history and legacy which contribute to places etc as well as having an impact upon current planning.

Officer comment and recommendations

Agree to include text in the introduction on the national and local context in which planning decisions are made.

It is not considered that the phrase 'planning shapes the places where people...' is misleading. Planning considers proposed development and shapes places in the context of the existing character of a location. This is evidenced by policies on protecting listed buildings, conservation areas, open space etc.

Section 2: Overview of the area

Great Chesterford Parish Council

think the heading is misleading as the section is nothing to do with the overview of the area.

Officer comment and recommendations

Agree – amend title to 'What's it all about?'

Section 4: Principles of Engagement

Elsenham Parish Council

would like to have an additional comment added: *Undertaking meaningful consultation, after applications for developments are approved.*

Thaxted Society

At 4.3, item four reads **Establishing a sense of etc** again this makes the presumption that such a sense of identity might not a) already exist and b) continue to emerge as a result of legacy. **Recognising** might be a better word here.

Officer comment and recommendation

Agree to additional bullet point saying 'Continued engagement with community and stakeholders after the decision has been made including S106 issues

Amend text at 4.3 to read 'Recognising and enhancing the sense of identity of the local are, ...'

Dr Graham Mott

In order to show how far short you are falling of your objections, I will consider in turn each of the bullet points at Section 4.3, key principles of engagement:

Engaging the community and stakeholders in the early stages of plan-making

As far as I am aware, Planning do not take action in order to meet this objective.

There is then some reference to a planning application and an exhibition.

Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application.

An example is given about a newsletter which was circulated had how it doesn't give the option to respond by email or on-line. In addition nothing about the responses were added to the application.

Undertaking meaningful consultation, before applications for major development are submitted.

In practice this does not happen. Indeed it is difficult to say how it could happen, given the propensity for the outline planning application on many projects to be submitted by one developer with the agreement then being sold on to another undertaking which submits the detailed application. There is then an example of a planning application and undertakings. If you do not propose any particular action, then clearly this objective is meaningless and should be deleted.

Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.

How exactly do you intend to meet this objective? There is then some examples of planning applications. Before referring to Table 5 which is plan-making consultation and not planning application consultations. There is then a suggestion that each developer or agent, visit each property which may be affected in the area; talk through the proposal and then show how they intend to address any issues arising.

Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities.

I cannot find that anything has been done which might satisfy this objective in Elsenham. There is no neighbourhood planning. There is no planning. All that you do is to consider proposals lodged against a limited set of policies. As I understand it, it is one of your principles that the question of whether there could be a better use of the site is never considered.

Providing the opportunity for feedback, the Council will consider all comments received through consultations on policies and make appropriate changes accordingly.

This is frankly misleading on a level which might arouse pride in a copy-writer for a potential developer intent on showing that his proposals will have not undesired effect on the local community. In the period since the start of 2012 I have written by my count 77 representations to consultations concerning proposals affecting Elsenham. I would be hard put to show that any of these have had the slightest effect; indeed, I believe that you would be hard put to it to show that any have had the slightest effect, much less that you have made any changes as a consequence. The response to consultations relating to planning applications are then summarised but rarely appear to be taken into consideration. Clear guidance on what can or cant be considered should be made available. The present system is all too cosy for you. You invite the public to make representations` but you do not advertise how those representations will be assessed. Then you apply very strict criteria to them, and rule most of them out as irrelevant. At least, I think that's what you do, since the process is far from transparent.

Ensuring consultation is worthwhile and achieves value for money by balancing cost, time constraints and available Council resources.

It is vital that there should be meaningful and ongoing consultation after an application has received detailed approval.

Officer comment and recommendations

This bullet point refers to plan-making and not planning applications. The SCI sets out how people can be kept informed of the Local Plan process and the range of methods of engagement the Council will use to consult.

This bullet point is aimed at applicants.

Paragraph 6.3 encourages applicants to engage with the community. The Council cannot insist on pre-application engagement. There are examples of developers holding exhibitions prior to submitting an application.

The Council aims to reach groups who do not engage with the formal council business of committee meetings through site notices and individual letters in relation to planning applications. In relation to the Local Plan through the methods listed in Table 5.

The initiative for community led plans must come from the community. The council supports such groups through financial assistance for Neighbourhood Plans, advice and guidance from planning officers, Rural Community Council for Essex and the Council employs a consultancy who provide face to face guidance and assistance to Neighbourhood Plan groups.

The Council considers all comments received. Planning committee reports considers in turn each of the planning considerations. The Council has to make its decisions based on national and local planning policy. Text setting out the national and local planning context will be added to the Introduction of the SCI. Agree to additional bullet point saying 'Continued engagement with community and stakeholders after the decision has been made including S106 issues

Neighbourhood Plans

Historic England

would welcome notification of proposed neighbourhood planning areas, as well as consultation on draft plans. In addition they would welcome consultation at an informal level, in addition to the requirements of the legislation, where issues may benefit from their early involvement.

Officer comment and recommendations

Officers will work with Neighbourhood Plan groups encouraging them to consult with Historic England at an early stage in the process.

Paragraph 5.13 Key Stakeholders

Historic England

welcome the acknowledgement that they are listed as a Statutory stakeholder.

Great Chesterford Parish Council

note that the water to Great Chesterford is provided by Affinity Water and they are not listed. Also question as to whether the relevant gas and electricity providers should be listed.

Margaret Shaw

The detailed list of consultees that are in the current document – page 25.4 have been replaced by the generalised list 5.13. It will be all too easy not to keep the list current.

Officer comment and recommendations

Amend list to refer to Waste Water undertakers, water undertakes; Homes and Communities Agency and Greater London Authority. There are numerous gas and electricity suppliers but the provision of the network is National Grid and UK Power Network listed.

Table 2

Great Chesterford Parish Council

Questions whether the Regulation 25 is the correct legislation for adoption.

Officer comment and recommendation

Agree that the table needs to be amended to refer to Adoption (regulation 26)

Paragraph 5.14 Duty to Co-operate

Chelmsford City Council

notes the recognition for early and meaningful engagement and collaboration with neighbouring authorities as outlined in the NPPF. It also supports the principle of engagement as set out in the SCI with reference to the duty to co-operate set out in a later section.

will continue to actively engage with Uttlesford District Council on each other's respective Local Plans.

Officer comment and recommendations

Noted

Section 6 – Planning Applications

Saffron Walden Town Council

To note that the document fails to address why decisions are reached which are contrary to objections or representations submitted by the local community (including residents and town/parish councils).

That where a Town or Parish Council objects to an application which is subsequently approved by UDC (either at officer or Committee level), UDC should be obliged to provide reasons to the Town / Parish Council as to why their objections were not considered grounds for planning refusal.

That Town and Parish Councils should be provided the opportunity to “call in” planning applications to the UDC Planning Committee. Where a Town and Parish Council wishes the application to be determined by UDC Planning Committee (rather than under delegated Officer powers), the application should be determined by Committee as requested; Town and Parish Councils should be empowered to make this request rather than the current system which requires that an application is “called in” by a UDC District Councillor for the ward.

Officer comment and recommendation

Committee or delegated reports identify the issues to be considered taking reference from planning policy, the issues raised in the representations and consultations. The report then discusses each issue in turn. Although the

Appraisal does not specifically refer back to the individual representations, it does deal with the issues raised. Additional text is provided in the section on 'Determining Planning Applications' on how reports are set out.

It is considered that the existing system works well. Town and Parish Councils can ask their ward member to call an application in for determination at committee.

Elsenham Parish Council (EPC)

Table 6, page 22 In the 'Publicity required' column, the first three rows do not include 'neighbour notification', and the last four rows include 'site notice or neighbour notification.' EPC suggest that the provisions concerning neighbour notification are totally inadequate, since on a strict interpretation there would be no necessity for any such notifications to be given under any circumstances. All the row should be amended to show 'site notice' and neighbour notifications' as separate bullets.

Notification to neighbouring parishes – para 6.5. EPC would like to stipulate that applications in named adjacent parishes must always be notified. If such a provision is in place.

would like to see greater transparency for the criteria which determine whether planning applications are delegated to officers. If the Council is able to exercise discretion, then any guidance should be stated. At the very least, a reference should be given to the vaguely indicated 'Planning legislation.'

Feeding into decisions. There is a section under section 5 around feeding into decisions but there isn't one under section 6. EPC believes there is a clear lacuna in the planning application process. Officers' reports summarise representations from the Parish Council and interested individuals, and typically it is stated that the issues raised will be addressed later in the appraisal section. It is often very difficult, however, to determine that points raised have received a due appraisal. Therefore, EPC are of the view that the procedure within section 5 should be repeated on a smaller scale within section 6. EPC have suggested the following wording:

Consultation Statement: *The Council will produce a Consultation Statement which will summarise the main issues raised as a result of consultation on planning applications and show how these have been addressed.*

– Notification of decisions – suggest that an addition should be made to section 6.11, after the first sentence, as follows:

Notification of the decision will also be sent to the Parish Council and to those members of the public who have made representations.

Following approval. The Parish Council state concerns that they are not involved in s106 negotiations and only made aware of them only after the s106 agreement had been signed. In some cases the provisions are not what is needed in Elsenham. The Parish Council would like to add a new sub-paragraph:

Discussions will be held to include planning officers, representatives of the successful applicants and representation of the Parish Council. The agenda for these discussions will include the provisions of the Section 106 agreement and any issues which might arise as to the integration of infrastructure, amenities and detailed design within the parish.

Officer comment and recommendation

Make it clearer in paragraph 6.4 that all applications will be publicised through a neighbour notification letter, unless the site does not have neighbouring properties when a site notice is more appropriate. Table 6 sets out those circumstances when a site notice or notice in the paper is required in addition to the neighbour notification letter.

It is considered that the existing provision of notifying neighbouring parish councils is adequate. The planning officer will make a judgement as to whether neighbouring parish or town councils need to be consulted.

A link will be provided in the section on 'Determining Planning Applications' to the scheme of delegation on the website. Officers have discretion to take a decision out of delegation to committee but not the opposite.

Planning policy and Development Management are different processes and Development Management cannot be made comparable to Planning Policy in responding to representations. Committee or delegated reports identify the issues to be considered taking reference from planning policy, the issues raised in the representations and consultations. The report then discusses each issue in turn. Although the Appraisal does not specifically refer back to the individual representations, it does deal with the issues raised. Additional text is provided in the section on 'Determining Planning Applications' on how reports are set out.

The Council already notifies those people who made representations of the decision of an application. Parish Councils, their Councillors and individuals are being encouraged to register to use Public Access to receive email alerts on planning applications of interest to them. The text will be amended to make reference to this.

Include text under 'Application Stage' that when required, prior to submission or during determination of an application, discussions will be held between planning officers, and applicants and representative of the parish council to discuss S106 matters.

Margaret Shaw

Table 7 Revised plans. This is the root of a lot of problems – last minute changes to plans just before the planning committee meets – without appropriate notification of interested parties.

Section 6.9 Committee reports. Developers are wise to this and submitting changes after committee reports are prepared. There have been numerous cases where this has occurred and the changes are not circulated in a timely manner to interested parties. In view of this it should be stated that any changes that are submitted that do not allow 21 days for consultation will not be considered by the officers or planning committee until 21 days has passed.

Section 106. There is no mention of Section 106 agreement or the Community Infrastructure Levy (although it was mentioned in the current SCI May 2016). Surely that this is a key area that should be included.

It should be stated in this revised document that Parish/Town Councils, as the key stakeholder and the relevant District Councillor(s) should be formally involved in deciding the detail that should be included in any Section 106 agreement. This should not just be an agreement decided by officers in collusion (sorry discussion) with the developer.

There is a whole additional section required relating to post approval actions. Monitoring of the sites/monitoring of s106 requirements and responding in a timely manner to requests from Parish/Town Councils for intervention.

Officer comment and recommendation

When revised plans are received they will be dealt with as set out in Table 7. If revised plans proposing significant changes are submitted after the Planning Committee Agenda has been published that need consultation officers will seek approval from the Chair to withdraw the item from the agenda to allow for additional consultation.

Additional text to Table 7 on Revised Plans saying - If an application is already on a committee agenda it may be withdrawn from the agenda to allow for further consultation.

Include additional text in the section on 'Determining planning applications' that 'any conditions and Heads of Terms for the Section 106 obligation are included in the committee report of approval.

Agree to additional bullet point at 4.3 saying 'Continued engagement with community and stakeholders after the decision has been made including S106 issues

Dr Graham Mott

When applications go before the Planning Committee, members of the public have the right to make representations in person. If members of Parish Councils, and members of the public, go to the trouble of addressing meetings, then the least that councillors can do is to show that they have taken on board what has been said.

Respondents addressing meetings of the Planning Committee should be invited to submit copies of their representations so that they can be attached to the minutes, as happens at the Planning Policy Working Group.

Make clear which planning applications are delegated to officers and those that are presented to committee and why.

Officer comment and recommendations

The Planning committee is a regulatory committee whilst the Planning Policy Working Group is advisory and reports to Cabinet. Planning committee minutes list the decisions and do not record the discussion. It is therefore not appropriate for a written account of public speakers to be attached to the minutes.

A link will be provided in the section on 'Determining Planning Applications' to the scheme of delegation on the website. Officers have discretion to take a decision out of delegation to committee but not the opposite.

Paragraph 6.14 – Permission in Principle

Historic England

request that they are also listed as a statutory consultee in relation to certain types of planning applications as well as in the Brownfield Register process.

Elsenham Parish Council

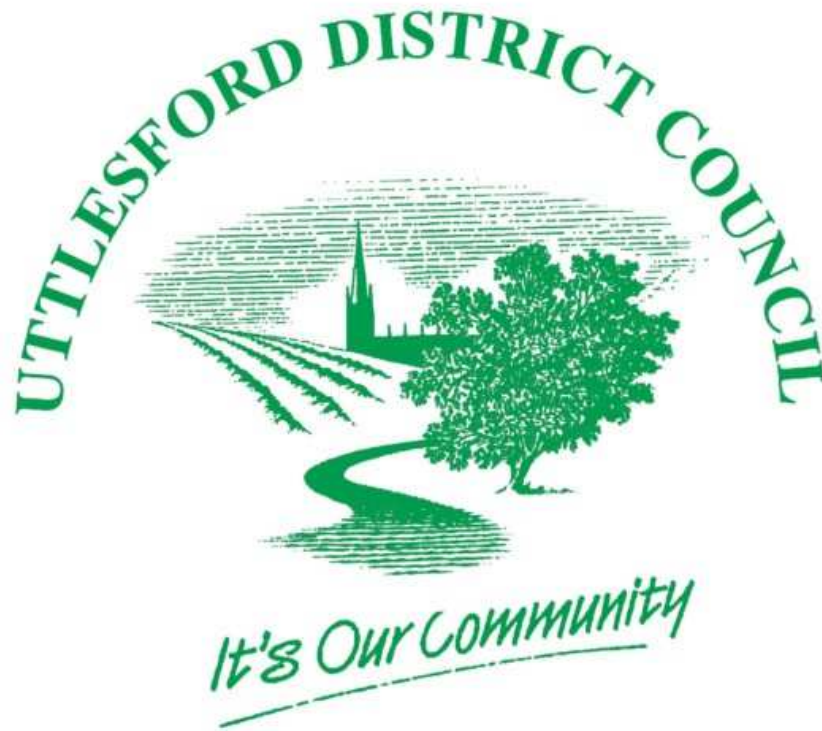
was not aware of the brownfield land legislative enactment and the location of the register of brownfield land is unknown. They suggest that publicity as to the existence and whereabouts of the register should be improved.

Officer comment and recommendations

The Brownfield Land Regulations require local planning authorities to consult bodies including Historic England if the site falls within a prescribed category (Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015). Furthermore local planning authorities must consult any body that they would have been required to consult in relation to an application for planning permission which will include Historic England as appropriate.

The Council is preparing its Brownfield Land Register which needs to be published by 31 December 2017. A report on the Register was considered by Cabinet on 30 ~~December~~ November 2017

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**UTTLESFORD DISTRICT COUNCIL
STATEMENT OF COMMUNITY
INVOLVEMENT**

Consultation Draft

January 2018

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Have Your Say

Uttlesford's Consultation Draft Statement of Community Involvement

The Planning and Compulsory Purchase Act (2004) requires local planning authorities to produce a Statement of Community Involvement (SCI). An SCI sets out how and when stakeholders will be involved in the preparation of planning policy documents and planning applications. The SCI should be kept up to date.

We are seeking your views on Uttlesford's Consultation Draft Statement of Community Involvement (2017). The consultation period runs for six weeks from 2 October 2017 to 10 November 2017.

Where you can view the document

- You can view the document online at: <https://www.uttlesford.gov.uk/sciconsultation>
- Hard copies of the document are also available to view at: The Library Great Dunmow and Council Offices, London Road, Saffron Walden.

How to respond

Please send your comments to:

Email: planningpolicy@uttlesford.gov.uk

By post:

SCI Consultation
Planning Policy
Uttlesford District Council
London Road
Saffron Walden
Essex CB11 4ER

Please note the closing date for comments is 4.30pm on 10 November 2017. All consultation responses received will be given careful consideration in the preparation of the final Statement of Community Involvement.

Glossary

Authority's Monitoring Report (AMR) A report monitoring the effectiveness of the development plan. Monitoring information will be published on the website as soon as practicable

Development Plan The development plan consists of the Development Plan Documents produced by Uttlesford District Council, (or jointly with neighbouring authorities), Essex County Council and Neighbourhood Plan. Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

Development Plan Document (DPD) A document setting out Uttlesford District Council's planning policies and proposals. DPDs are subject to community involvement, consultation and independent examination.

Independent Examination Development Plan Documents are subject to an examination by a planning inspector to rigorously test legal compliance and overall 'soundness'.

Local Development Scheme (LDS) The LDS sets out the timetable for preparing the Local Plan.

Local Plan The term used to describe various Development Plan Documents

Material Consideration A material consideration is any planning matter which is relevant to a particular case.

Minerals and waste development plan documents DPDs prepared by Essex County Council with regards to mineral extraction and waste management

Neighbourhood Planning A new tier of the planning system, introduced under the Localism Act 2011, to give communities more control over the future of their area.

Neighbourhood Plan A type of Neighbourhood Planning, which can establish general planning policies for the development and use of land in a defined neighbourhood area. A Neighbourhood Plan must be in general conformity with the Local Plan, undergo Examination and a Referendum. After adoption, they are part of the statutory development plan and are used (alongside other policy documents) to determine planning applications.

National Planning Policy Framework (NPPF) Sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions. Additional detail is given to the NPPF through **Planning Practice Guidance** which is the government's on-line, web based guidance on national planning policies.

Planning Inspectorate (PINS) The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Sound/soundness This describes where a DPD is considered to 'show good judgement' and also to fulfill the expectations of legislation, as well as conforming to national policy. A sound plan is

- Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

Statement of Community Involvement (SCI) The SCI is a document explaining to the community how and when they can be involved in the preparation of the planning policy documents and the determination of planning applications, and the steps that will be taken to encourage this involvement.

Strategic Environmental Assessment (SEA) An SEA is an iterative assessment of the environmental effects of policies and proposals contained in Local Plans.

Supplementary Planning Document (SPD) SPDs do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

Sustainability Appraisal (SA) An SA is an assessment of the social, economic and environmental effects of policies and proposals within Local Development Documents.

Sustainable Development Development that is in accord with economic, social and environmental objectives. Development that meets today's needs without compromising the ability of future generations to meet their own needs.

Uttlesford Futures Uttlesford's Local Strategic Partnership which is a collaboration of organisations including the district council, the county council, the local health service and the emergency services. LSPs allow public bodies to work together on projects they wouldn't be able to do on their own. Uttlesford Futures' work is guided by the priorities that are set out in the district's Sustainable Community Strategy 2008-2018.

www.uttlesford.gov.uk/uttlesfordfutures

1 Introduction

1.1 The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities are able to take an active part in the process. Uttlesford District Council works to improve the quality of lives of people who live, work, or visit the District. One of the ways we do this is by talking to and hearing from individuals and organisations in Uttlesford about their concerns, ideas and ambitions.

1.2 This Statement of Community Involvement (SCI) has been prepared to explain how the Council will engage communities, businesses and organisations in the planning process.

The benefits of community engagement include:

- Resolving potential conflicts between parties at an early stage
- Generating local ownership and fostering community pride
- Creating a better understanding of local community priorities
- Introducing greater clarity and transparency in decision making

The planning system

1.3 The current planning policy system consists of:

- National policy in the form of the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG). At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development which encourages a culture in which development plays a key role in meeting the needs and aspirations of the area. The NPPF still promotes a plan-led system whereby decisions must be made in accordance with the development plan unless material considerations indicate otherwise.
- Local policy in the form of the Local Plan and Neighbourhood Plans.

2 What's it all about?

What is a statement of community involvement?

- 2.1 The main purpose of a SCI is to set out how the local community, businesses and other organisations with an interest in development in Uttlesford can engage with the planning system. It sets out how the Council will involve the community when preparing planning documents and deciding planning applications. When involving the community in the planning process, account will also be taken of any corporate guidance and strategies adopted by the Council.

Why is a statement of community required?

- 2.2 Local planning authorities are required to produce a SCI under Section 18 (Part 1) of the Planning and Compulsory Purchase Act (2004). The National Planning Policy Framework (NPPF) (2012) states that:

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.” (Paragraph 155)

- 2.3 The previous SCI was adopted in February (2016). The Council is now preparing a new Local Plan for the district covering the period 2011-2033 which will contain the planning policies and proposals that will help shape the future of the District. It is considered a suitable time to review the previous SCI alongside the preparation of the new Local Plan. This new SCI will help to ensure that the new Local Plan takes into account recent legislative changes as part of its preparation.

3 Uttlesford's community

3.1 Our 'community' includes all of the individuals, groups and organisations that live, work or operate within the District. We recognise that the different groups that make up our community have different needs and expectations. They also have their own desires, capabilities and capacity to get involved. This SCI Involvement sets out to maximize

Table 1. Uttlesford's Community

the opportunities for everyone in the community to get involved.

LOCAL COMMUNITIES

The interests of local communities are represented by county, district, parish and town councils, all have the capability to be involved. Specific interests can be represented by amenity or interest groups. The community is made up of individuals who have the ability to respond in their own right; however particular sections of local communities can find it harder to get involved.

OTHER AGENCIES

Other organisations can provide valuable views regarding specific development plans. These organisations are easy to identify and generally have the capacity to be involved. Some may need support in understanding the Local Plan process and how it relates to their operations so they are able to contribute effectively.

STATUTORY STAKEHOLDERS

There are certain groups that we have to involve. These include Historic England, Environment Agency, Highways England, Natural England, Essex County Council and parish/town councils.

DEVELOPERS AND LANDOWNERS

Developers are already involved in the planning system and will seek to be involved. Most can be easily identified from previous involvement and have the capability to be involved. Landowners will be keen to understand and consider the implications of any policies/decisions in order to protect their rights to develop or protect their land and its value. Both groups will be supported in being more actively involved in the Local Plan.

SERVICE PROVIDERS

Service providers include local health trusts/clinical commissioning groups, schools, utility and transport providers, emergency services, community development organisations and others. All of these can be easily identified and have the capacity to be involved in the Local Plan process. However we will seek to involve them only when it is relevant for them.

BUSINESS SECTOR

Local businesses range in size from the self-employed and small businesses to larger organisations. Their capacity to be involved also varies. Larger organisations may have the capacity to get more actively involved, whilst smaller organisations may need support in understanding the planning system, how it relates to them and how they can get involved. The Council will continue to improve its engagement with the business community.

4 Principles of engagement

- 4.1 This section sets out the general principles of community engagement. Undertaking consultation is a fundamental part of the planning process.
- 4.2 Uttlesford's Corporate Plan 2017 – 2021 (2017) sets out the headline objective to promote thriving, safe and healthy communities. Improving community engagement is outlined in the Corporate Plan as a core action to achieve this goal.
- 4.3 Our key principles of engagement are:
- Engaging the community and stakeholders in the early stages of plan-making.
 - Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application.
 - Undertaking meaningful consultation, before applications for major development are submitted.
 - ~~Establishing~~ Recognising and enhancing a sense of identity with the local area, creating a local sense of pride and greater sense of 'community'.
 - Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.
 - Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities.
 - Providing the opportunity for feedback; the Council will consider all comments received through consultations on policies and make appropriate changes accordingly.
 - Ensuring consultation is worthwhile and achieves value for money by balancing cost, time constraints and available Council resources.
 - Continued engagement with community and stakeholders after a decision has been made on a planning application including S106 issues

5 Plan making

- 5.1 The Council is responsible for plan making. Plan making sets out how an area will develop over time and provides a guide for future development. This part of the SCI sets out the Council's standards and approach for consulting Uttlesford's community in the preparation of, and revisions to, plans and explains who, how and when the Council will consult when preparing planning policy documents.
- 5.2 The legal requirements for consultation and community involvement in plan making are set by the Government in legislation including The Planning and Compulsory Purchase Act (2004) (as amended), the Neighbourhood Planning Act (2017) and The Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended). This legislation sets out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. However, the legislative requirements do not specify how communities or stakeholders should be involved and accordingly there is flexibility as to how and to what detail the Council undertakes its own process of engagement. Furthermore, the scale and extent of consultation may vary depending on the subject of the planning document. This section of the SCI sets out how the Council will meet these legal requirements.

Planning policy documents

- 5.3 The Planning and Compulsory Purchase Act (2004) (as amended) requires local planning authorities to prepare a statutory development plan that will guide future development within their area. It identifies the locations for housing, employment and other development.
- 5.4 The development plan includes adopted local plans and neighbourhood plans. The development plan sets out the vision and core policies for the future development of a district. Neighbourhood plans set out a vision and policies to shape the development and growth of a local area for a 10, 15 or 20 year period. Once a neighbourhood plan is made, brought into force, it becomes part of the development plan. A local planning authority may also produce non-statutory planning documents such as supplementary planning documents (SPDs). These do not have development plan status and therefore are not subject to independent examination like statutory documents such as

the local plan. Supplementary planning documents are prepared to expand policy or provide further detail to the policies in the development plan. SPDs are a material consideration in planning decisions. Strategic Environmental Assessment (SEA)/Sustainability Appraisal (SA) is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each development plan document and Supplementary Planning Document. They are subject to consultation as the same time as the Local Plan.

- 5.5 The development plan for Uttlesford is currently made up of the Uttlesford Local Plan (2005), the Essex County Council (ECC) Minerals Local Plan (2016), the ECC Waste Local Plan (2014) and the Great Dunmow Neighbourhood Plan (2016). The Council is presently preparing a new Local Plan covering the period 2011-2033.
- 5.6 There are also a number of emerging neighbourhood plans in Uttlesford, including: Felsted Neighbourhood Plan; Great and Little Chesterford Neighbourhood Plan; Newport and Quendon & Rickling Neighbourhood Plan; Saffron Walden Neighbourhood Plan; Stansted Mountfitchet Neighbourhood Plan; Stebbing Neighbourhood Plan; and Thaxted Neighbourhood Plan¹.
- 5.7 The Council has a number of adopted SPDs. More information on these can be found on the planning policy page of the Council's website². The Planning and Compulsory Purchase Act (2004) (as amended) also requires the Council to maintain a timetable for the preparation and review of the development plan. This is referred to as a Local Development Scheme (LDS). Uttlesford's current LDS can be found at:
- <http://www.uttlesford.gov.uk/CHttpHandler.ashx?id=3012&p=0>
- 5.8 The Council will support and encourage communities to develop their own community led plans - Parish Plans and/or Village/Town Design Statements. The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.
- 5.9 The Council is undertaking a project of updating the Conservation Area Appraisals, serving Article 4 Directions and compiling a Local Heritage List. These will be subject to consultation and use a range of engagement methods listed in Table 5.




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

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

When can you get involved?






5.10 The key formal opportunities to get involved in the preparation of planning policy documents are set out in Table 2 and Table 3 below.


Table 2. The Local Plan

| The Local Plan | | |
|--|--|---|
| Preparation stage | What happens | Key time to get involved |
| Development of the evidence base | The Council undertakes background research and evidence gathering to inform the emerging Local Plan | |
| Preparation of the Local Plan (Regulation 18) | The Council informs stakeholders and the public that the Local Plan is being produced and consults on the scope of the plan and the issues and options it should consider |  |
| Publication (Regulation 19) | The Local Plan is published for consultation for a six-week period |  |
| Submission (Regulation 22) | After taking into account the representations received on the (Regulation 19) Local Plan, the document will be submitted to the Secretary of State for examination along with other key supporting documents | |
| Examination (Regulation 26) | An examination is held by an independent Inspector. The Inspector will assess the soundness of the Local Plan. Those people who submitted representations at the (Regulation 19) stage are entitled to be heard at the examination |  |

| The Local Plan | | |
|---------------------------------|--|---------------------------------|
| Preparation stage | What happens | Key time to get involved |
| Adoption (Regulation 25) | If the Inspector finds the Local Plan sound, the Council will proceed to adopt the Local Plan. This may include modifications recommended by the Inspector | |

Table 3. Neighbourhood Plans

| Neighbourhood Plans | | |
|--|--|---|
| Preparation stage | What happens | Key time to get involved |
| Neighbourhood Area Designation | An application for neighbourhood area designation will be publicised for six weeks (or a minimum of four weeks where the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority) |  |
| Preparing a Draft Neighbourhood Plan | The qualifying body gathers baseline information. Engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan |  |
| Pre-Submission (Regulation 21) | The qualifying body publicises the draft plan for six weeks |  |
| Publicising the Submission Neighbourhood Plan (Regulation 22) | The qualifying body submits the neighbourhood plan to the local planning authority (LPA). The LPA publicises the neighbourhood plan for a period of six weeks. The LPA notifies consultation bodies referred to in the consultation statement |  |
| Examination (Regulation 24) | An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions |  |

| Neighbourhood Plans | | |
|--------------------------|--|---|
| Preparation stage | What happens | Key time to get involved |
| Examiners Modifications | The examiner will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will notify relevant parties including those who were previously consulted and invite representations for a period of six weeks | |
| Referendum | Subject to the neighbourhood plan meeting the basic conditions, the Council will issue a decision on if the neighbourhood plan can proceed to referendum |  |
| Adoption (Regulation 25) | If the neighbourhood plan receives the majority of the vote the neighbourhood plan will be brought into force | |

KEY



Informal engagement



Formal consultation



Referendum

5.11 As SPDs do not have development plan status, they are not subject to the same process of submission and independent examination as the local plan or neighbourhood plans. However, consultation plays an important role in the production of SPDs. The methods of engagement for planning documents set out in Table 5 below (page 17) equally apply to SPDs. The consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. Following consideration of responses and amendments to the SPD as appropriate, the SPD would then be adopted by the Council. In accordance with the Town and Country Planning (Local Planning) Regulations (2012) (as amended), prior to adoption a consultation statement will be prepared outlining the persons consulted during SPD preparation, a summary of the main issues raised during the consultation and how those comments have been addressed. An adoption statement will also be prepared and made available to view, together with the SPD as soon as reasonably practicable following adoption.

How will you be kept informed of the development of planning policy documents?

5.12 Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The Local Development Scheme³
- The planning policy page of the Council's website⁴
- Reports to Cabinet and Council⁵
- A database of all interested parties wishing to receive information on key consultation stages is maintained by the Council. If you wish to be added please contact the Planning Policy Team at the Council by email:

planningpolicy@uttlesford.gov.uk

5.13 Information about neighbourhood plans in Uttlesford is retained on the Planning Policy page of the Council website. Details of current emerging neighbourhood plans and where more information can be obtained is set out in Table 4 below.

³ <http://www.uttlesford.gov.uk/article/3352/Local-Development-Scheme>

⁴ <http://www.uttlesford.gov.uk/planningpolicy>

⁵ <https://uttlesford.cmis.uk.com/uttlesford/DecisionsandNotices.aspx>

Table 4. Examples of emerging neighbourhood plans in Uttlesford

| Neighbourhood Plan | More information |
|---|--|
| Felsted Neighbourhood Plan | http://www.uttlesford.gov.uk/felstednp http://www.felstednp.org.uk/ |
| Great and Little Chesterford Neighbourhood Plan | http://www.uttlesford.gov.uk/chesterfordsnp http://greatechesterford-pc.gov.uk/neighbourhood-plan/ |
| Newport and Quendon & Rickling Neighbourhood Plan | http://www.uttlesford.gov.uk/nqrnp https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/ |
| Saffron Walden Neighbourhood Plan | http://www.uttlesford.gov.uk/article/3825/Saffron-Walden-Neighbourhood-Plan http://www.waldenplan.org/ |
| Stansted Mountfitchet Neighbourhood Plan | http://www.uttlesford.gov.uk/stanstednp https://www.stanstedneighbourhoodplan.com/what-is-the-plan |
| Stebbing Neighbourhood Plan | http://www.uttlesford.gov.uk/stebbingnp https://www.stebbingneighbourhoodplan.co.uk/ |
| Thaxted Neighbourhood Plan | http://www.uttlesford.gov.uk/thaxtednp https://www.thaxtednp.com/about-the-plan |

Key stakeholders and community groups

- 5.14 The Council is required under the Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended) to consult ‘specific consultation bodies’ and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as ‘general consultation bodies’.
- 5.15 The list below refers to key types of groups rather than listing every individual group and organisation. The lists are not exhaustive; the Council maintains a comprehensive list of consultees which is updated regularly.

Key Stakeholders:

- Environment Agency
- Historic England
- Natural England

- Network Rail
- Electronic Communications Operators
- National Grid
- UK Power Networks
- ~~Anglian Water~~
- ~~Thames Water~~
- Water and wastewater undertakers
- Homes and Communities Agency
- Hertfordshire and West Essex Clinical Commissioning Groups
- Highways England
- Essex County Council
- East of England Ambulance Service
- Essex and Kent Police
- Essex County Fire & Rescue Service
- Parish and town councils, including those within the District and those that adjoin the District
- Adjoining district councils, such as Braintree District, Chelmsford City, East Hertfordshire District, North Hertfordshire District, Epping Forest District and South Cambridgeshire District councils
- Adjoining county councils – Cambridgeshire County Council and Hertfordshire County Council
- Greater London Authority

5.16 The duty to co-operate was introduced in the Localism Act (2011) and amends the Planning and Compulsory Purchase Act (2004). It places a legal duty on local planning authorities and public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters. This means that the Council must seek to actively engage neighbouring councils and a range of other agencies when preparing and reviewing its planning policies, particularly in relation to strategic priorities and cross-boundary issues. The Council will produce a Duty to Cooperate Statement of Compliance which will be made available for inspection as part of the Local Plan Examination process.

Engagement methods on planning policy documents

- 5.17 The consultation and community involvement methods applied will be proportionate to the nature of the planning policy document being prepared.
- 5.18 **INFORMATION:** The Council will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how people can get involved.
- 5.19 **CONSULTATION:** Consultation will take place informally during the research stages of documents and formally during the publication stages where people can comment on the Council's proposed policy direction.
- 5.20 **PARTICIPATION:** The Council will carry out participation events such as workshops and forums where people can be more actively involved where appropriate.
- 5.21 Every effort will be made to undertake the consultation outside August and the end of year holiday period. However, where this is unavoidable, due to the need to make progress on development plan preparation we will seek to ensure that a reasonable part of the consultation period extends beyond these holiday periods.
- 5.22 Local exhibitions will be held in locations relevant to the subject of consultation, in accessible buildings. The Council will work with the premises provider in identifying suitable rooms.
- 5.23 A communications and engagement plan will also be prepared where it is appropriate to the scope of a planning document. For each stage of the planning documents preparation this plan will contain the following:
- The key milestones for plan making along with key dates for consultation, indicating when people will be involved.
 - Outline the specific consultation and engagement methods of how people are to be involved and how they can respond.
 - Provide details of document availability.
 - Explain how feedback will be provided and how comments will be taken into account.

Table 5. Engagement methods

| | Method | Purpose | Resources |
|-------------|--|---|---|
| INFORMATION | <p>Media</p> <p>e.g. Publicity in local newspapers; articles in parish magazines; <i>Uttlesford Life</i> magazine⁶</p> | <ul style="list-style-type: none"> • Raising awareness Reaching wide audience • Publicising how to get involved | <ul style="list-style-type: none"> • High cost efficiency • Staff time to prepare material |
| | <p>Internet</p> <p>Uttlesford website, emails, <i>Keep me posted</i> e-newsletter; Facebook and Twitter</p> | <ul style="list-style-type: none"> • Up-to-date information about progress and how to get involved • Access to documents to meet minimum requirement. | <ul style="list-style-type: none"> • High cost efficiency • Posting information online is low cost once established |
| | <p>Leaflets and posters</p> <p>Promoting the consultation</p> | <ul style="list-style-type: none"> • Raising awareness • Reaching wide audience • Publicising how to get involved | <ul style="list-style-type: none"> • Medium cost efficiency • Production of material can involve significant costs • Staff time to prepare and distribute material |
| | <p>Letters</p> <p>to statutory bodies</p> | <ul style="list-style-type: none"> • To meet minimum requirement | <ul style="list-style-type: none"> • Medium cost efficiency • Staff time to write and administrate posting |
| | <p>Mailing</p> <p>List of persons and companies wishing to be notified</p> | <ul style="list-style-type: none"> • Keeping people up to date on key stages and how to get involved | <ul style="list-style-type: none"> • High cost efficiency electronically • Low cost efficiency through the post. Staff time to write and administrate posting |

⁶ <http://www.uttlesford.gov.uk/uttlesfordlife>

| | | | |
|--------------|---|---|---|
| CONSULTATION | <p>Documents</p> <p>Available to view and comment on via the Council's on-line consultation portal objective</p> | <ul style="list-style-type: none"> • Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods | <ul style="list-style-type: none"> • High cost efficiency • Staff time updating the on-line consultation period |
| | <p>Documents</p> <p>Available for inspection at principal and other offices and libraries</p> | <ul style="list-style-type: none"> • Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents | <ul style="list-style-type: none"> • High cost efficiency • Staff time may be needed to answer questions |
| | <p>Questionnaires</p> <p>Paper and electronic format</p> | <ul style="list-style-type: none"> • Focus consultation on key questions | <ul style="list-style-type: none"> • High cost efficiency in electronic format • Low cost efficiency in paper format • Staff time to collate responses |
| | <p>Parish/town council meetings</p> | <ul style="list-style-type: none"> • Reaching community groups through existing meetings • Gain understanding of views regarding a specific area | <ul style="list-style-type: none"> • High cost efficiency • Staff time to attend meetings and prepare any material |
| | <p>Town and Parish Council Forum</p> | <ul style="list-style-type: none"> • Active involvement of local councils | <ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material |
| | <p>Pre-existing Forums such as Uttlesford's Tenant Forum⁷ and Business Exchange Forum</p> | <ul style="list-style-type: none"> • Disseminate information and canvass opinion from selected groups | <ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material |

⁷ <http://www.uttlesford.gov.uk/tenantforum>

| | | | |
|----------------------|--|--|--|
| | Uttlesford Futures meetings⁸ | <ul style="list-style-type: none"> • Active involvement of the Local Strategic Partnership | <ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material |
| | Citizens Panel⁹ | <ul style="list-style-type: none"> • Help gain more understanding of public concerns | <ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material |
| PARTICIPATION | Focus groups (selected groups of participants with particular characteristics) | <ul style="list-style-type: none"> • Useful for area based or topic specific discussions and presentation of options • Help gain more understanding of public concerns | <ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material |
| | Workshops | <ul style="list-style-type: none"> • Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities | <ul style="list-style-type: none"> • Medium/high: Time is needed for preparation • Specialist skills may be required |
| | Local exhibitions | <ul style="list-style-type: none"> • Communicating the key messages about the planning document being consulted upon and encouraging people to put forward their views | <ul style="list-style-type: none"> • Low cost efficiency • Preparation of materials and staff time |

⁸ <http://www.uttlesford.gov.uk/uttlesfordfutures>

⁹ <http://www.uttlesford.gov.uk/CitizensPanel>

Feeding information into decisions

- 5.24 The information and comments the Council obtains through participation and consultation with the community and stakeholders will be used to inform the Council's decisions and shape any documents produced.
- 5.25 Formally made comments need to be made either through the consultation portal (if the consultation document is published on the portal), by email or by letter. Respondents are required to provide their name and contact details, preferably email. They will be added to a database which will be used to keep people informed of the next stages in the plan making process. Anonymous comments will not be accepted.
- 5.26 All comments are registered on the consultation portal and are available to view at <http://uttlesford-consult.limehouse.co.uk/portal> Representor's name and organisation, if appropriate, are shown against the comment. Contact details remain confidential.
- 5.27 **Consultation Statement:** The Council will produce a Consultation Statement which will summarise the main issues raised as a result of consultation on planning policy document consultations and how these have been addressed.
- 5.28 It is the responsibility of the planning policy team to prepare planning policy documents, undertake consultation, consider the comments and recommend actions to the Member Working Group and Cabinet, and then implement the decisions of Members. The recommendations should clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.
- 5.29 Cabinet is responsible for approving plans and related documents for consultation and submission. Full Council is responsible for approving the submission and adoption of the Local Plan. Any future changes to the delegation of decisions will be set out in the Council procedures and standing orders.
- 5.30 All documents produced will be available at the Council's principal office and on the Uttlesford website. Planning documents which are being consulted upon will also be sent to the Council's other offices, and local libraries.

6 Planning applications

- 6.1 Involving people in planning application process allows them to influence development as it is being designed and helps to resolve issues more meaningfully.

The pre-application stage

- 6.2 All applicants are encouraged to discuss future development proposals with the Council prior to submitting a planning application. Our development management team can advise on the general acceptability of proposals before they are submitted and explain what information is likely to be required to enable the determination of an application. Further information is contained in the Council's Planning Application Guidance Notes and a Planning Application Checklist. These are available on the Council's website¹⁰.
- 6.3 Applicants are encouraged to involve the community early on their planning applications. Early engagement with local people before a formal application will help to address issues early on may help to avoid unnecessary objections being made at a later stage.

Application stage

- 6.4 Once the application is submitted, the Council must publicise it, consult the relevant parish or town council, and allow people the opportunity to contribute their views in writing or online. The legal requirements for consultation on submitted planning applications is set by the Government in legislation including The Town and County Planning (Development Management Procedure) (England) Order (2015) as amended. These are set out in more detail below. All applications are publicised via the Council's website under Application and Decision Search¹¹. In addition all applications are publicised through a neighbour notification letter or if that is not appropriate by a site notice. Table 6 sets out those circumstances when a site notice or notice in a newspaper is required in addition to the neighbour notification letter. People can register to receive email alerts on planning applications in their area.

¹⁰ <http://www.uttlesford.gov.uk/planningapplicationforms>

¹¹ <http://www.uttlesford.gov.uk/applicationsearch>

Table 6. Engagement on planning applications

| Type of development | Publicity required |
|---|---|
| Development where the application is accompanied by an environmental statement | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website |
| Departure from the development plan | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website |
| Development affecting a public right of way | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website |
| Major development | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website |
| Development affecting a listed building or its setting | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website |
| Development affecting a conservation area or its setting | <ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website |
| Other development | <ul style="list-style-type: none"> • Site notice or neighbour notification |

Table 7. Consultation periods on planning applications

| Method of publicity | Consultation period |
|--------------------------------------|---|
| Notice in a local newspaper | 21 days from the date of publication |
| Site notice | 21 days from the date that the notice was first displayed |
| Neighbour notification letter | 21 days from the day on which the notification letter was delivered |
| Website | 21 days from the date of publication |
| Revised plans | Where revised plans are submitted as part of a planning application these will be given a reduced consultation time period, if consultation is required. <u>An application already on an agenda may be withdrawn from the agenda to allow further consultation.</u> |

6.5 In cases where neighbours are to be notified this will be undertaken in writing, either electronically or by letter. The Council will put up site notices when required and also publish planning applications online. Parish councils (and, where appropriate on significant applications, known residents’ associations and local community groups) are notified of individual planning applications in their area. If the planning officer considers the development is likely to have a wider impact, neighbouring parish councils may also be notified.

6.6 Applicants are required to publicise applications where:

- An environmental statement is submitted, after the application has been made to the Council
- Certain types of development for agriculture, forestry and for the demolition of buildings

6.7 When required, prior to submission or during determination of an application, discussions will be held between planning officers, and applicants and representative of the parish council to discuss S106 matters.

Determining planning applications

- 6.8 Planning applications are determined against the Development Plan and other material considerations. Often, planning permission may be granted subject to conditions to ensure that the development is acceptable, or to prevent certain impacts or activities arising from the proposal. There are two ways decisions are made on planning applications determined by the Council: Planning Committee and delegated decisions.
- 6.9 **Planning Committee:** The Planning Committee comprises elected councillors and is responsible for making decisions on applications received by the Council, excluding those which fall within delegated powers unless the application is called in by a councillor for determination by Planning Committee.
- 6.10 Committee reports are available five working days before Committee. On applications reported to Committee the Council operates a policy of public speaking. Details on how to get involved in meetings can be found on the website under Meetings and the Public or by contacting a democratic services officer on 01799 510369.
- 6.11 **Delegated decisions:** The Council receives a large volume of applications each year, and it is impractical for all applications to be determined by the Planning Committee. Planning legislation permits the Council to delegate the determination of certain planning applications to officers rather than the Planning Committee. The scheme of delegation is set out in Part 3 the Council's Constitution available on the website site (www.uttlesford.gov.uk/constitution)
- 6.12 Committee and delegated reports set out the relevant local and national policies; town/parish council comments, comments of consultees, comments of representations; and an appraisal of the issues to be considered in determining the application. If an application is recommended for approval the report will set out any conditions and Heads of Terms for the S106 obligation.
- 6.13 A decision notice will be sent to the applicant, explaining the reasons why a planning application has or has not been granted planning permission. Notification of the decision will also be sent to those members of the public who have made representations. People or organisations who have registered to receive email alerts on planning applications in their area will automatically be notified. Planning decisions are published on the Council's website under the relevant planning application number. The accompanying officer reports, which set out the planning considerations and make a recommendation of approval or refusal, may also be obtained online.

- 6.14 **Appeals:** If an application is refused or not determined within statutory timeframes, the applicant may exercise their right to appeal. When the Council is notified of an appeal by the Planning Inspectorate, the Council will notify interested parties of the appeal and provide a copy of comments made on the application to the Planning Inspectorate. Interested parties will be advised on how they can participate in the appeal process, including venue and time of any informal hearing or public inquiry.

Outside the planning application process

- 6.15 **Prior approvals:** The Town and Country Planning (General Permitted Development) (England) Order (2015) (GPDO) allows for specific changes of use subject to a prior approval process. The Council will consult adjoining neighbours as required by regulations for all prior approvals. Up-to-date guidance on prior approvals, including neighbour notifications can be found on the planning portal website: www.planningportal.gov.uk.
- 6.16 **Permissions in principle:** The Town and Country Planning (Brownfield Land Register) Regulations (2017) and the Town and Country Planning (Permission in Principle) Order (2017) require local planning authorities to prepare and maintain registers of brownfield land. The Order provides that sites entered on Part 2 of the new brownfield registers will be granted permission in principle. Permission in principle will settle the fundamental principles of development (use, location, amount of development) for the brownfield site giving developers/applicants more certainty. A developer cannot proceed with any development, however, until they have also obtained technical details consent. The technical details consent will assess the detailed design, ensure appropriate mitigation of impacts and that any contributions to essential infrastructure are secured. Both the permission in principle and the technical details consent stages must be determined in accordance with the local development plan, the National Planning Policy Framework and other material considerations. The Council will meet the statutory requirements for consultation including contacting parish and town councils under the Neighbourhood Planning Act (2017) in relation to permissions in principle.

7 Monitoring and Review

- 7.1 This SCI will be subject to annual review through the Authority Monitoring Report. As the success of community involvement techniques are monitored and reviewed, the results will be fed into the preparation of future stages of the Local Plan and other planning policy documents and the consideration of significant planning applications.

8 Contact us

- 8.1 For more information on this Statement of Community Involvement please contact us at:

Planning Policy

Uttlesford District Council
London Road
Saffron Walden
Essex CB11 4ER

Tel: 01799 510346 or 01799 510454 or 01799 510637

Email: planningpolicy@uttlesford.gov.uk

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| | | | |
|--------------------------|---|----------------------|-----------------|
| Committee: | Cabinet | Date: | 11 January 2017 |
| Title: | Asset of Community Value nomination for Andrewsfield Airfield | | |
| Portfolio Holder: | Cllr Susan Barker, Cabinet Member for Environmental Services | | |
| Report Author: | Sarah Nicholas, Senior Planning Officer, 01799 510454 | Key decision: | No |

Summary

1. A nomination to list Andrewsfield Airfield as an asset of community value has been received by Braintree District Council from Great Saling Parish Council.
2. As the land and building are partly within Braintree and partly within Uttlesford, the two authorities have joint responsibility in determining the nomination.
3. A decision on the nomination needs to be made by 1 February 2018. There has been insufficient time to prepare a full report for Cabinet and it is therefore recommended that the decision be delegated to the Assets of Community Value sub-committee.

Recommendations

4. That Cabinet delegate the decision to the Assets of Community Value sub-committee.

Financial Implications

5. None

Background Papers

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

Impact

- 7.

| | |
|----------------------------|---|
| Communication/Consultation | By delegating the decision to the sub-committee more time is allowed for the land owner to consider and respond to the nomination |
| Community Safety | No impact |

| | |
|---------------------------------|--|
| Equalities | The duty will affect all equally |
| Health and Safety | No impact |
| Human Rights/Legal Implications | Pursuant to s.19 Human Rights Act 1998 the Secretary of State has certified that in his opinion the Localism Act is compatible with the Convention rights. |
| Sustainability | If the land is included on the list of Community Assets it will form a Land Charge. |
| Ward-specific impacts | Stebbing |
| Workforce/Workplace | No impact |

Situation

8. On 7th December, Braintree District Council received a nomination for Great Saling Parish Council to list Andrewsfield Airfield and café as an asset of community value. Details of the nomination are available on the Council [website](#)
9. Where different parts of any land are in different local authority areas, the local authorities are required to cooperate in determining the nomination.
10. Braintree District Council has explained to Great Saling Parish Council that the two local authorities have joint responsibility for deciding whether the nominated land and buildings are of community value.
11. A decision on the nomination needs to be made by 1 February 2018.

Risk Analysis

12.

| Risk | Likelihood | Impact | Mitigating actions |
|--|------------|---|---|
| That the nomination is not determined within 8 weeks | Low | That there is a delay in the process and the requirements of the regulation are not met | Arrange of the sub-committee to meet prior to 1 February 2018 |

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

| | | | |
|--------------------------|---|----------------------|-----------------|
| Committee: | Cabinet | Date: | 11 January 2018 |
| Title: | Saffron Walden Conservation Area Appraisal, 2017/18 | | |
| Portfolio Holder: | Cllr Susan Barker | | |
| Report Author: | Mrs Angharad Hart, Conservation Officer 01799 510531 | Key decision: | No |

Summary

1. This report seeks to introduce members to the updated Conservation Area Appraisal document for Saffron Walden.
2. The existing appraisal was published in 2012. A recent re-survey has been carried out by officers to review the content of the appraisal, including the conservation area boundary and management proposals. This is to ensure that the information is accurate and up-to-date and that the appraisal continues to inform positive development and management of the Saffron Walden Conservation Area.
3. The revised proposal includes a new section on the characteristics of the conservation area and how these might inform future development, as well as updated legislative information. The management proposals have been revised and it is also proposed to extend the conservation area boundary in zones 4 and 6. This is to recognise the positive contribution and quality of these additional areas, to the special historic and architectural interest of Saffron Walden.

Recommendations

4. That members approve the revised Saffron Walden Conservation Area Appraisal document, in conjunction with the proposed boundary changes.

Financial Implications

5. Fees associated with advertising the updated appraisal in the London Gazette.

Background Papers

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

N/A

Impact

7.

| | |
|---------------------------------|--|
| Communication/Consultation | A public consultation has already taken place. |
| Community Safety | None |
| Equalities | None |
| Health and Safety | None |
| Human Rights/Legal Implications | None |
| Sustainability | None |
| Ward-specific impacts | Saffron Walden specific |
| Workforce/Workplace | Limited impact to Planning, Trees and Landscape and Conservation staff due to inclusion of wider area in the conservation area boundary, and identification of two non-designated heritage assets. |

Situation

8. The revised appraisal document builds on the existing Saffron Walden Conservation Area Appraisal and Management Plan document, published in 2012. Much of the historic information and character analysis remains largely unchanged, however, the following has been revised:
9. **Area References** – The existing appraisal divides the conservation area into Areas 1-6. The updated version adopts the term ‘zone’, subdividing the area into zones 1-6. This is to avoid ambiguity and align with terminology found in current guidance.
10. **Legislative Information** – Information regarding the legislative framework has been updated to reflect the latest guidance. References to English Heritage have been updated, to Historic England and references to associated bodies that have ceased to exist since 2012, have been omitted.
11. **Characteristics (Character Analysis section)** – A dedicated section has been introduced to detail the key characteristics of the Conservation Area, including roofscape, layout, form and signage. This is intended to assist officers, developers and owners in recognising the characteristics that are significant to, and enhance, the Conservation Area. This should be used to inform future alterations or development in and around the Conservation Area.

12. **Management Proposals** – Management proposals have been updated to reflect the works completed successfully, in line with the guidance set out in the previous appraisal, and amended where some of the recommended works have been partly undertaken, but not resolved. Where works have not yet been implemented, these remain on the plan, and shown on the relevant maps.
13. **Conservation Area Boundary** – It is proposed to extend the boundary in Zones 4 and 6.

Zone 4 – It is proposed to include the **Radwinter Road Cemetery** along Radwinter Road in the Conservation Area Appraisal, owing to the historic significance of the site, its architectural and military interest and the positive impact of the site on the primary route into the Saffron Walden Conservation Area, from the East. In order to link this site to the existing Conservation Area, it is proposed to draw the boundary line along the south of Radwinter Road, and including no. **18 – 26 Radwinter Road**. It is felt that there is sufficient interest in the majority of properties here, to justify their inclusion in the boundary. **22 – 24 Radwinter Road** have been identified as non-designated heritage assets.

The boundary to the west will be revised to omit the site of Saffron Lodge Residential Complex. Much of the interest of this site was sadly lost in its development, including the brick and flint wall fronting the site, and the building on the site, identified in the previous appraisal as an ‘orange’ building (which positively contributed to the character and appearance of the area). The new complex has insufficient interest, historically or architecturally to justify its continued inclusion in the Conservation Area.

Zone 6 – It is proposed to include the entirety of the **former Friends School site** on Mount Pleasant Road, to include the grounds, the lime tree avenue and variety of associated school buildings on the site.

Part of the school grounds and adjacent playing fields currently fall within the boundary of the Conservation Area. Initially, it was proposed to include a larger section of the adjacent school playing fields, but not its entirety, which includes a number of trees along the eastern and southern boundary which currently benefit from Tree Preservation Orders (TPO’s). This was in-line with guidance issued by Historic England, regarding Conservation Areas.

Comments submitted during the public consultation were mixed. Historic England advise against including areas which lack historic or architectural merit, so as not to devalue the significance of the Conservation Area. However, there has been widespread local support for inclusion of the entirety of the playing fields, for a variety of reasons.

Having reviewed the comments, it must be noted that inclusion within the Conservation Area boundary does not prevent development, but rather offers a means to preserve and enhance the character and appearance of the Conservation Area, by informing and managing appropriate development. However, the playing fields form part of the historic setting of the school, and

its function, and contribute positively to the character and appearance of the conservation area, in terms of aesthetic, historic, social and evidential value. As such, officers consider there is a justification for including the entirety of the playing fields in the boundary. It is also preferable to draw the line of the boundary along a physical boundary that can be easily interpreted on the ground. Drawing the boundary around the existing field boundary line, would achieve this, and reduce ambiguity in future.

It has therefore been proposed to amend the draft conservation boundary as shown on the 'Proposed' map, in the final document.

Further to this, a recent site visit and additional research has highlighted a number of mid C20th school buildings that have architectural and historic interest on the site. These are considered to be valid phases of the expansion and development of the school complex, and good examples of their period architecturally. They are little altered overall and represent two of only a very few examples of the modernist style in the conservation area. Built between 1925-1949, these are the geography room and biology laboratory building to the south and the school assembly hall to the north west of the main building¹. For this reason, it is considered that they should also be highlighted as part of the appraisal and given due regard in any future proposals for alteration, repairs or development. These are highlighted in orange on the relevant maps.

14. **Non-designated Heritage Assets** – Two additional non-designated heritage assets have been identified on the mapping. 34-36 High Street, Saffron Walden (Area 2) and 22-24 Radwinter Road (Area 4). These are highlighted 'orange' on the maps, and a brief description of each can be found in the document.
15. Following a recent site visit and additional research, a further two structures have been identified within the former Friend's School complex, these being the structure housing the Geography Room and Biology Laboratory building to the south and the school assembly hall to the north west of the main building.
16. A full record of the comments received during the public consultation can be found in the accompanying 'Report of Public Participation on the Saffron Walden Conservation Area Appraisal and Draft Management Plan'

Risk Analysis

17.

| Risk | Likelihood | Impact | Mitigating actions |
|--|------------|--------|---|
| Conservation Area Appraisal becomes out- | 3 | 3 | Approve the updated Conservation Area appraisal document, |

¹ Roger Buss, The School on the Hill – 300 years of Friend's School - Principal Building Developments 1879 -2002 (Friend's School, 2002)

| | | | |
|--|----------|----------|---|
| <p>dated and lacks robustness in planning decisions/ appeals and inquiry.</p> <p>The Local Authority is unable to manage change in sensitive areas of the town, where they are not part of the Conservation Area, and unable to resist harmful alterations and development, that may compromise the quality of the historic environment, and setting of heritage assets.</p> | <p>3</p> | <p>3</p> | <p>which reflects current guidance, policy and legislation.</p> <p>Approve the revised conservation area boundary to zones 4 and 6.</p> |
|--|----------|----------|---|

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.

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Saffron Walden Conservation Area Appraisal and Management Proposals Draft 2018



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1 Part 1: Appraisal

Introduction

1.1 This appraisal has been produced by Officers of Uttlesford District Council to assess the current condition of the Saffron Walden Conservation Area, to identify where improvements can be made and to advise of any boundary changes that are appropriate. The document is in draft form and will be subject to public consultation and agreement by District Council Members.

1.2 The historic environment cannot be replaced and is a resource that is both fragile and finite; particularly in an age when society and its needs change with rapidity, the various historic and architectural elements of Conservation Areas can be perceived to interact in a complex manner and create a 'unique sense of place' that is appreciated by those lucky enough to reside in such special places and the many interested persons who appreciate and visit them.

1.3 Uttlesford has a particularly rich built heritage, with 37 Conservation Areas and over 3,500 listed buildings displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

1.4 The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links, road, rail and air, make it a popular destination to live and work. The District is particularly influenced by Stansted Airport within its administrative area and by the presence of London and Cambridge within easy commuting distance. Additionally there are other towns of substance such as Chelmsford, Harlow, Bishops Stortford and others that provide employment opportunities nearby. With such dynamics the historic environment of the District is a popular destination for in-migration. The associated pressures accompanying such in-migration makes it more important to protect the high quality of both built and natural environments.

1.5 The Uttlesford Local Plan adopted in 2005 recognises these facts and commits the Council to preparing Conservation Area Statements and Supplementary Planning Documents. The production of this document is part of this process.

1.6 Conservation Areas are environments which are considered worthy of protection as a result of a combination of factors such as the quality of design and setting of the buildings or their historic significance. In addition to the individual qualities of the buildings themselves, there are other factors such as the relationships of the buildings with each other, the quality of the spaces between them and the vistas and views that unite or disrupt them. The relationship with adjoining areas and landscape, the quality of trees, boundary treatments, advertisements, road signage, street furniture and hard surfaces, are also important features which can add to or detract from the Conservation Area.

1.7 This Appraisal will consider these factors carefully. Once it has been approved by the District Council it will be regarded as a 'material consideration' when determining planning applications. The document also puts forward simple practical management proposals that improve the character of the Conservation Area that are capable of being implemented as and when resources permit.

Part 1: Appraisal 1

1.8 The recommendations in this Appraisal concerning non listed buildings and structures are generally formed by the field workers observations made from the public realm and rarely involve internal inspection of buildings or their structural condition. Therefore such recommendations as set out in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional relevant information.

1.9 This Conservation Appraisal will:

- Provide a basis for assessing development proposals and alterations that affect the area
- Identify the special character of Saffron Walden.
- Identify elements that should be retained or enhanced.
- Identify detracting elements.
- Review the existing boundary and
- Put forward practical enhancement proposals.

1.10 The document has been prepared in partnership with the local community and the Council would like to record its thanks to the Town Council, the Neighbourhood Plan group and members of the local community who provided useful information to officers when the survey was being undertaken.

1.11 In addition to the District Council and Saffron Walden Town Council, both of whom have environment assets and portfolios of historic buildings and important open spaces there are other environmental community groups such as Campaign to Protect Rural England (CPRE) and Essex Wildlife Trust and the Essex Biodiversity Project. Selected recommendations of this Appraisal may be of particular interest to some of these groups and it is hoped it may be possible to forge community based working relationships to help implement some of them.

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

Planning Legislative Framework

1.13 The legal background for designating a Conservation Area is set out in Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the Council shall from time to time designate Conservation Areas, which are defined as being 'areas of special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance'. The same section of the Act also requires that Councils undertake periodic reviews.

1.14 Section 71 of the Act requires Councils to 'formulate and publish proposals for the preservation and enhancement' of Conservation Areas and hold a public meeting to consider them.

1.15 Within Conservation Areas there are additional planning controls and if these are to be supported it is important that the designated areas accord with the statutory definition and are not devalued by including land or buildings that lack special interest.

1 Part 1: Appraisal

1.16 One of the most important additional planning controls that apply to Conservation Areas is set out at section 74 of the Act which states that ‘a building in a conservation area shall not be demolished without the consent of the appropriate authority’. This requirement for planning permission is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non-listed buildings in the Conservation Area and further details can be found at www.legislation.gov.uk. Looking for and identifying such buildings is therefore a priority of this appraisal.

1.17 The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example, the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area, whereas they would not require permission beyond.

1.18 However, even within Conservation Areas there are other minor developments that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area or individual buildings within it such as distinctive porches, windows or walls or railings to non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an ‘**Article 4 Direction**’. The use of such Directions can be made in justified circumstances where a clear assessment of each Conservation Area has been made. In conducting this appraisal, consideration will be given as to whether or not such additional controls are necessary.

1.19 Trees - Another additional planning control relates to trees located within Conservation Areas. Setting aside various exceptions principally relating to size and condition, any proposal to fell or carry out works to trees has to be ‘notified’ to the Council. The Council may then decide to make the tree/s subject to a Tree Preservation Order. This appraisal diagrammatically identifies only the most significant trees or groups of trees that make a particularly important contribution to the character of the Conservation Area. Other trees not specifically identified may still be suitable for statutory protection.

1.20 Hedgerows - Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

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Planning Policy Framework

National Planning Policy Framework

1.21 Published in March 2012 this document replaces previous advice, including PPS 5, Planning for the Historic Environment. The principal emphasis of the new framework is to promote sustainable development.

1.22 Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

1.23 In relation to the historic environment the new National Planning Policy Framework advises as follows:

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.
- Conservation Areas. Such areas must justify such a status virtue of being of 'special architectural or historic interest'.
- Heritage assets. A Heritage asset is defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listings)'.
- Considerable weight should be given to conserving such heritage assets and the more important they are the greater the weight. For example the effect of an application affecting a non- designated heritage asset should be taken into account and a balanced judgement reached. Substantial harm to or loss of a grade II Listed Building should be exceptional whilst harm to heritage assets of higher status, e.g. a grade I or II* Listed Building should be wholly exceptional.
- Local Planning Authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance and proposals that preserve such elements should be approved.
- The use of Article 4 Directions to remove national permitted development rights should be limited to situations 'where this is necessary to protect local amenity or the well being of the area...'
- Green Areas. Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

Uttlesford Adopted Local Plan

1.24 Uttlesford has a commitment to the environment and its Local Plan Policies. Uttlesford's policies protect Conservation Areas by only permitting development that preserves or enhances their quality and by preventing the demolition of structures that positively contribute to their character and appearance. The Council's Conservation Officer can provide appropriate advice.

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1.25 The Uttlesford Local Plan was adopted in 2005 and can be viewed on the Council's website or a copy can be obtained from the Council (contact details set out in section 7). In accordance with the Planning and Compulsory Purchase Act 2004, the Council is currently preparing a replacement Local Development Framework document that will in due course contain the relevant Council planning policies.

1.26 Uttlesford District Council is also currently working on the emerging Local Plan. year.next yeainLoclkiswill blication plLocal uucing ducing ducingproducing ecomplilin in ford District Council aleaslesford leasUttUtt

Uttlesford District Council Buildings at Risk Register

1.27 The District Council also has a 'Buildings at Risk Register'. In relation to Saffron Walden, the following sites have been identified:

- 2 Bridge Street
- 10-12 Bridge Street
- 31 Castle Street
- 4 High Street
- 12 Market Hill
- Gas Works, 2 Thaxted Road

1.28 Should this Appraisal identify others listed buildings within the district considered to be at risk, then these will be added to the updated register.

1.29 Saffron Walden Conservation Area was first designated in 1968 and revised in 1991.

1.30 Further information regarding the register can be found at www.uttlesford.gov.uk/bar

Uttlesford District Council Local Heritage List

1.31 The District Council is currently accepting nominations for buildings and structures to be included on its upcoming Local Heritage List. This register will contain a list of those structures, which although not formally listed or designated, positively contribute to the character and local distinctiveness of the district. This might be due to their age, rarity, group value or historical associations, which makes them significant and worthy a degree of consideration in the planning process.

1.32 Many of the buildings or structures included in this appraisal, under the heading 'Other buildings that make an important architectural or historic contribution' will be candidate for inclusion on the list.

1.33 Inclusion on the list does not in itself impact permitted development rights, however, such a document can be used as a material planning consideration when planning applications are required to be submitted. The purpose of the Local Heritage List is not to prevent any change, but to recognise the importance of these structures

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and manage positive development to them and where possible avoid harmful alterations that would compromise their character and significance. Further information regarding the list can be found at www.uttlesford.gov.uk/heritagelist

1.34 The list is being compiled in line with the advice issued by Historic England in their recent publication which offers guidance regarding the Local Heritage List process - 'LOCAL HERITAGE LISTING: Advice Note 7' . This can be found at <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

Other documents

1.35 Whilst the Conservation Study of 1979 is over 35 years old some of its contents still offer worthwhile advice.

1.36 The Saffron Walden Public Realm Strategy was commissioned by the Saffron Walden Partnership Board and produced in 2006. One of its key objectives offers advice as to how to improve the quality of the public realm in the town centre to ensure it retains and enhances its reputation as an important and high quality historic market town. Other key design objectives are to reduce the impact of street furniture and to establish standards of design to achieve a quality environment appropriate to Saffron Walden.

1.37 The above strategy is an important document that offers interim guidance to enhance the quality of the public realm, including for example, the unification of street furniture through the use of colour. The document offers very useful longer term advice aimed at reinforcing local distinctiveness, reducing clutter, preparing a clear strategy for signage and surfacing and investing in high quality. This Conservation Area Appraisal does not seek to duplicate the recommendations set out in the Saffron Walden Public Realm Strategy, many of which it is hoped will be advanced and implemented as resources permit.

1.38 Proposed Local Geological Sites (LoGS). Local Geological Sites are non-statutory designations that are the geological equivalent of Local Wildlife Sites. Two such sites are located within the Conservation Area: Elm Grove Summer House containing 20 boulders of different rock types and 25 glacial erratic boulders of varying sizes situated on a site at the junction of Gibson Gardens and Margaret Way Saffron Walden. The Gibson Boulders is already designated as a Regionally Important Geological Site or RIGS. RIGS is a redundant designation and RIGS in Essex are being renotified as Local Geological Sites.

The General Character of Saffron Walden

Setting

1.39 The main part of the Conservation Area lies in the Slade valley and the visual importance of the historic core is enhanced by its varied topography and sloping streets. St Mary's Church, located on a strategically elevated position, dominates the town when viewed from view points within the historic core and beyond.

1 Part 1: Appraisal

General character and plan form

1.40 Nikolaus Pevsner's Buildings of England series, Essex, describes Saffron Walden as being '*a town of exceptional interest*' that has '*managed to preserve much of its medieval character*'. This largely remains the case regarding the Conservation Area despite major expansions elsewhere in the town during the 20th century.

1.41 Essex County Council's document 'Uttlesford District Historic Environment Characterisation Project' 2009 considers that the town has the finest surviving collection of timber framed buildings in Essex. The same document notes that 'In the late medieval period, Saffron Walden became the major English centre for the production of the saffron crocus which was used to produce dye...It also played an important role in the East Anglian wool industry.

1.42 Of the approximate 320 listed buildings/groups of buildings identified on the National Heritage List for England list, and fall within the Conservation Area, 9% date from the 15th century; 22% from the 16th century; 8% from the 17th century; 13% from the 18th century and the greatest number, some 45%, date from the 19th century. Many of the earlier Listed Buildings were added to and modified at later dates sometimes with the application of brick facades, a relatively common practice. The 11th- 14th centuries and the 20th centuries are also represented. The oldest building is the Castle remains whilst listed buildings from the 20th century are represented by telephone kiosks, the War Memorial and the Water Tower.

1.43 A high proportion of buildings are listed Grade I or Grade II* as follows:

Six buildings are listed Grade I, namely:

- Walden Castle
- St Mary's Church
- Former Youth Hostel, 1 Myddylton Place, Bridge Street
- 25-27 Church Street
- 29- 31 Church Street
- 17 Market Hill

25 buildings are listed Grade II* as follows:

- Bridge Street - nos. 5-7; no.15 nos. 27-29; no. 31; no.33; nos. 24-26
- The Eight Bells Public House.
- Castle Street - nos. 41-43; nos. 45-47 and nos. 49- 51
- Church Street - no. 9; nos. 19-21 and no. 23
- Common Hill - no.3.
- Freshwell Street - no. 1
- High Street - no. 21, no. 53
- The Cross Keys Hotel.
- Hill Street - Jubilee House
- King Street - nos. 13A-15 and nos.17- 21
- Market Hill - no. 4 and nos. 12-14

Part 1: Appraisal 1

- Market Place - Barclays Bank
- Museum Street - nos.11-15

1.44 Walls, railings and associated structures play a very important role in the high quality of the town's streetscape with over 30 such structures being individually listed. This appraisal has identified a considerable number of additional important walls that are not individually listed and there may also be others to the rear of properties in inaccessible locations.

1.45 One of the key environmental qualities of the Conservation Area is the varied historic roofscape generally consisting of peg tiled roofs for the earlier buildings with slate roofs being the norm for the large numbers of Listed Buildings dating from the 19th century. The use of these materials and the variations in roof slopes combined with the high numbers of chimneys of differing sizes and designs provides a roofscape of the highest quality whose retention is a most important consideration.



Selection of chimneys on listed buildings

1.46 Within the existing Conservation Area there are a number of high quality open spaces whose retention and upkeep that properly respects their historical and visual importance is of the greatest importance. The most important of these spaces are The Common, Bridge End Gardens, St. Mary's Churchyard, the open space around the Castle remains and the Museum, Jubilee Gardens, open space associated with Walden Place and open spaces associated with the Friends School at Mount Pleasant Road. As previously stated open spaces in urban areas can be particularly important so this Appraisal will see if others should be identified.

1.47 Adjacent to the existing Conservation Area to the south of the Radwinter Road there is another open space of considerable visual and historic importance being in part the 19th century cemetery, its listed chapels and listed railings and interesting gravestones.

1.48 Throughout the Conservation Area, trees, either as groups or as individual specimens add to its diversity.

1.49 The Conservation Area contains high quality buildings representative of all periods from the Norman Conquest to modern times. Many of these buildings have evolved over time to meet changing fashion and economic necessity. However such change has generally added to the quality of the Conservation Area. Despite some inappropriate modern development, the Conservation Area represents an historic townscape most worthy of retention and improvement.

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1.50 One common theme in Saffron Walden detrimentally affecting good quality historic buildings that are not listed is the insertion of inappropriately designed windows. This can be particularly damaging when several different styles of modern windows are inserted in a traditional terrace block. The use of Article 4 Directions to protect traditional windows contemporary with the age of the property on properties that are not listed is therefore considered particularly justifiably in the Conservation Area, where appropriate.

1.51 For the purpose of this Appraisal the Conservation Area has been subdivided into six geographic areas or zones, namely:

- **Zone 1** – Church Street north side and Bridge Street east side and part High Street east side; Castle Street, Museum Street, St Mary’s Church, the Castle remains and Bridge End Garden.
- **Zone 2** - Church Street south side, Common Hill and Fairycroft Road west sides, High Street east side including King Street, Market Place area, Hill Street and Gold Street; Audley Road and southern extent of South Road.
- **Zone 3** – Bridge Street and High Street west, including Freshwell Street, Myddylton Place, Park Lane and Abbey Lane.
- **Zone 4** – The Common and area south of East Street.
- **Zone 5** - London Road and adjacent area.
- **Zone 6** – The separate area around the Former Friends School on Mount Pleasant Road and West Road.

Origins and Historic Development

Prehistoric and Roman

1.52 Little is known about early settlement in the town and only limited prehistoric material is recorded. Similarly Roman finds have been made but again they are of limited relevance. Roman occupation in the general area was represented by a strong presence of the important Roman garrison town of Great Chesterford to the north, albeit for a relatively limited period.

Medieval

1.53 The Domesday entry for Walden from Rumble (Rumble, A. (ed.) 1983 is: *‘Land of Geoffrey de Mandeville, Hundred of Uttlesford. Geoffrey holds Walden in lordship, which Asgar held before 1066, for 19 and 1/2 hides. Then and later 8 ploughs in lordship, now 10. Always 22 men’s ploughs. Then and later 66 villagers, now 46; then and later 17 smallholders, now 40; then and later 16 slaves, now 20. Woodland, then and later 1000 pigs, now 800; meadow, 80 acres; always 1 mill. Attached to this manor before 1066 were 13 Freemen, now 14, who hold 6½ hides. Then and later 8½ ploughs, now 8. Then and later 10 smallholders, now 14. Woodland, then and later 50 pigs, now 30; meadow, 20 acres; the third part of a mill. Then 6 cobs, 11 cattle, 200 sheep, 110 pigs, 40 goats, 4 beehives; now 9 cobs, 10 cattle, 243 sheep, 100 pigs, 20 goats, 30 beehives. Value then and later £36; value now £50. Of this manor, Odo holds 1 hide and 1 virgate*

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and Reginald 1 hide less 12 acres. 2 ploughs 13 smallholders. Value 50s in the same assessment.' It was the second most valuable of de Mandeville's holdings in Essex, the most wealthy being Great Waltham.

1.54 The Buildings of England, Essex by James Bettley and Nikolaus Pevsner, 2007, notes that '*After the Norman Conquest a settlement grew up around the castle founded by Geoffrey de Mandeville with two parallel streets, Church Street and Castle Street, east of the present High Street....As the town grew the Market moved away from the castle to the south, where the streets still follow the line of the medieval market rows. The town's main period of prosperity was between about 1400 and 1700 based like many East Anglian towns on the wool trade, but also, unlike them, in the growing and selling of Saffron, an expensive commodity used for dyeing and as a medicine. The town became known as Saffron Walden in C16... By C19 the town's most important industry was malting. At the end of C18 there were 41 maltings...*'



Picture 1.1 Tanner & Sons, Ltd. Saffron Walden. Our premises in 1750. This picture shows the 'stocks' in the Market place where delinquents were publicly punished under cover. In earlier days they were exposed to all weathers. Original specimens of the Pillory are still on view in the Castle Grounds... Reproduced courtesy of the Essex Record Office, (mint binder 1/19)

1.55 The market at nearby Newport was transferred to Saffron Walden in 1144 when Geoffrey de Mandeville changed allegiance in Empress Matilda's civil war. This action represented a transfer of power and wealth and would have been an important factor contributing to the early growth of the town.

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The Market Square proposals as suggested in the 1979 Saffron Walden Conservation Study (left) and (right) the Market in 1980. Reproduced courtesy of the Essex Record Office, (mint binder 1/30)

1.56 The 14th century manorial court rolls indicate that dye works and their vats were located in and around the Castle Bailey. The market area was moved from its original location to south of the castle where over time it reduced in size and where in its southern area the stalls became permanent buildings accessed by narrow lanes whose names indicated produce sold, e.g. present day Butcher Row and Mercers (merchants selling textiles) Row.

1.57 Essex County Council's document 'Uttlesford District Historic Environment Characterisation Project' 2009 considers that *'In the late medieval period, Saffron Walden became the major English centre for the production of the saffron crocus which was used to produce dye...It also played an important role in the East Anglian wool industry.'*



Picture 1.2 Extract from 1777 Chapman and Andre map of Essex (Private collection)

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1.58 Of greatest visual historical relevance is the town as we see it today. An analysis of the age of the existing Listed Buildings by location indicates that the greatest concentrations from the 13th to 16th centuries are to be found principally on Castle Street and Church Street followed by those located on High Street, Bridge Street, Market Hill, Freshwell Street and King Street. Thus the medieval town was focused in streets around the church before expanding to the south and east at later dates.

Post Medieval

1.59 Kelly's Directory of 1878 offers a fascinating insight into the town in the late 19th century as we can partly recognize it today, describing it thus *'Saffron Walden is a municipal borough, market and union town...it is a station on the Great Eastern Railway... and the chief place in Uttlesford Hundred....The town consists of several streets, paved and lighted with gas and contains many good buildings... There are Grammar,(now Dame Bradbury on Ashdon Road) National, British and Infant schools...There are also places of worship for General Baptists, Particular Baptists, The Society of Friends, Wesleyan and Primitive Baptists...A new town hall is now being built at the sole cost of George Sacey (sic) Gibson esq. late mayor. The Union Workhouse for 311 inmates was built in 1837...on the Swards End Road...the hospital in the London Road is a handsome structure and was erected in 1866 at a cost of about £5,000....The Saffron Walden Museum which adjoins the Agricultural Hall and Lecture Rooms contains fine zoological and geological specimens, Roman and other antiquities...There is a Horticultural Society; also a Volunteer Fire Brigade, formed in 1865. There are two banks, two iron foundries, a brewery and a steam flour mill and a saw mill. Malting is extensively carried out here. The Market Place is open and spacious; in it a handsome fountain, exhibited in the Great Exhibition (1862) has been erected by Mr. G. S. Gibson and Mrs. G. W. Gibson... The market, held on a Saturday is well attended...The Cattle market, opened in 1834 is compact. Mr. H.J. Cheffins yard, situated between the Market Place and Cattle Market, for the sale of fat cattle sheep and pigs...commands a good supply of stock from the surrounding parishes... There are numerous small charities...distributing clothing food and coals...On Castle Hill was a Castle ... On the Common near the town is a singular antiquity, called the Maze and on the opposite side of the town, the Pell Ditches, or Repell Ditches... but whether they were part of the outworks of the castle, or were cast up by besiegers or whether they belong to an anterior period, is not known...and had a population in 1871 of 5,718.'*

1.60 The same Directory indicates a wide range of trades and activities being as follows various or singular; solicitors, drapers, beer retailers, shopkeepers, butchers, watch makers, surgeons, chimney sweeps, tailors, builders, timber merchants, corn dealers, boot makers, shoe makers, millers, dyers, plumbers, chemists, dress makers, saddlers, bakers, printers, hairdressers, coach makers, coal merchants, blacksmiths, seedsmen, hatters, gun makers, brick layers, wheelwrights, fishmongers, bookbinders, photographers, glovers, cattle dealers, lime burners, tin men, stone mason, painters, glaziers and a mineral water manufacturer. Clearly the town was largely self sufficient at this time.

1.61 It is easy to forget the harsh health conditions that existed in urban areas at these times that are illustrated by extracts from the Saffron Walden Sanitary Authority as follows: 1875 – *Typhoid fever broke out in January in a two bed roomed cottage in*

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Fairycroft. There were seven inmates in the house, of whom 4 became infected, and one died. Two of the cases were removed to the hospital, and every precaution was taken to prevent the spread of the disease. 1877 - The pail system of excrement removal has been in operation in parts of the town for about three years. It was adopted in 1874 upon my recommendation that all closets which it was not thought desirable to connect with the sewers, so as to abolish as quickly as possible all cess-pools and open middens. 1899 - Seven samples of water were sent to the Public Analyst during the year from wells in the town. All the samples were reported as impure and unfit for drinking purposes. Methods of dealing with infectious diseases: On receiving notification of a case of infectious disease the patient is if possible removed to the fever hospital for isolation. The source of infection is investigated and a printed notice is left at each infected house as to the precautions recommended by me to be taken for preventing the spread of that particular disease and the penalty for neglecting to take the proper precautions.

1.62 An important family in Saffron Walden during these Victorian times was the Quaker Gibsons who were major benefactors to the town. In addition to the town hall and fountain mentioned above, the Gibsons provided the London Road Hospital in 1866 (Wyatt G. Gibson), laid out Bridge End Gardens in the late 1830's (Francis Gibson) and provided The Friends School (George Stacey Gibson, 1870's).

1.63 The Place names of Essex by Reaney advises of a selection of the following names Waledana (1086); Weleden (1119); Waldon (1190); Walenden (1236); Castelwauden (1285); Saffornewalden (1582) and Safron Waldon (1594). The same publication advises the name may be derived from weala-denu meaning 'the valley of the Britons or of the serfs'.

Character Analysis

1.64 Within Saffron Walden Conservation Area there are three designated Scheduled Monuments. These are the Battle Ditches, the Maze on the Common and the Norman Motte and Bailey.

Designated Parks and Gardens

1.65 Within the Conservation Area there are two such Historic England designations, being Bridge End Garden and the Maze on the Common (also a Scheduled Monument).

Archaeological Sites

1.66 It is generally agreed that Saffron Walden is one of the most important medieval towns in Essex. Not all archaeological sites are of equal importance and the Council will decide a course of action that may vary from archaeological investigation and recording to protecting such a site from development, when determining planning applications. There will generally be a presumption in favour of preservation in situ. Such sites are briefly described in the body of this Appraisal following.

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Listed buildings

1.67 Individually listed buildings have been identified, plotted and a representative selection are very briefly described, such abbreviated descriptions often being based on the Dept. for Digital Cultural Media and Sport's list. Full descriptions can be obtained on line at Historic England's website or the Heritage Gateway website (www.heritagegateway.org.uk) Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilages of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings. Within the existing Conservation Area there are approximately 320 Listed Buildings.

Non-listed heritage assets

1.68 This appraisal identifies many non-listed buildings and structures that make an important architectural or historic contribution to the Conservation Area. These can also be termed 'non-designated heritage assets' and have been separately identified in this appraisal. Many would be good candidates for inclusion on the council's forthcoming Local Heritage List and further details can be found on our website at www.uttlesford.gov.uk/heritagelist

1.69 The basic questions asked in identifying such buildings/structures are:

- Is the non listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?
- Does the building contain a sufficient level of external original features and materials?
- Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance, particularly in respect of the front elevation?
- Is the building/ structure visually important in the street scene?

Trees and Hedgerows

1.70 There are a number of trees and hedgerows that particularly contribute to the quality of the Conservation Area. The basic criteria for identifying such important trees and hedgerows are:

- They are in good condition.
- They are visible at least in part from public view points.
- They make a significant contribution to the street scene or other publicly accessible areas.

Open land, open spaces or gaps of quality that contribute to the visual importance of the Conservation Area where development would be inappropriate have been identified

1.71 The basic question asked in identifying such areas is:

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Is the open space or gap an important landscape feature contributing to the general spatial quality and visual importance of the Conservation Area?

1.72 Private open spaces, such as residential gardens, forming an important setting for an historic building or structure and unkempt spaces that have the potential to be enhanced are candidates for selection subject to complying with the question. The role of open spaces in urban areas can be particularly important in contributing to the general spatial quality and visual importance of the Conservation Area.

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

1.74 Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to features associated with selected non listed properties is as follows:

- In relation to retention of chimneys, these should be in good condition, contemporary with the age of the property, prominent in the street scene and generally complete with chimney pots. Exceptional chimney stacks of particular architectural merit without pots may be selected.
- In relation to retention of selected windows, these need to be on elevations, fronting onto or visible from the street/s, contemporary with the age of the property and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by modern glazing units.
- In relation to retention of walls or railings, those selected need to be below the prescribed heights (walls including a footpath or bridleway, water course or open space 1m fronting a highway or 2m elsewhere require prior consent for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.
- In relation to retention of other features, these may include good quality architectural detailing to non-listed buildings constructed of wood, metal or other materials.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed threshold where consent for demolition is not required or to prevent the erection of inappropriate additions such as porches to terraced properties of historic interest.

1.75 Features that detract or are in poor repair have been identified and appear in the table under the section on Enhancement Proposals to Deal with Detracting Elements set out in Part 2.

1.76 Important views are identified and are briefly described.

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

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Picture 1.3 Extract from the 1897 Ordnance Survey map (Reproduced courtesy of Saffron Walden Museum)

How existing character might inform alterations and new development

1.78 The overall character and appearance of the conservation area is informed by a long history of traditional building techniques, the use of local vernacular materials and the historic origins, topography and development of the town. Future alterations or development within, or which impacts the setting of, the Conservation Area should seek to preserve and where possible enhance this character.

1.79 It is important to remember that the town is a vibrant and living community, and the integration of good quality, informed design can enhance and contribute positively to the existing character and appearance. A key factor in achieving this, is understanding what it is that makes the Conservation Area special and unique, and how the feature, building or site in question, relates to the Conservation Area. This understanding, should form the basis of any future developments proposals,

1.80 Below is a brief list of some of the key features and characteristics of the Conservation Area:

- **Roofscape** - Traditional steeply pitched roofs of clay peg tile or natural slate, with some examples of thatch. Parapet detailing can also be found, as well as 'Dutch' gables to conceal roofs behind. Chimneys are a key element of the character of the Conservation Area and add variety and interest to the roovescape.
- **Materials** - Timber framing and brick are the most prevalent building materials, with both generally being exposed or rendered. The render can be applied to the whole elevation, or as infill to the exposed timber frame, and is traditionally lime based and smooth, though there are several examples of historic pargetting in the Conservation Area. Red red bricks are often used, as is yellow stock, or gault brick.

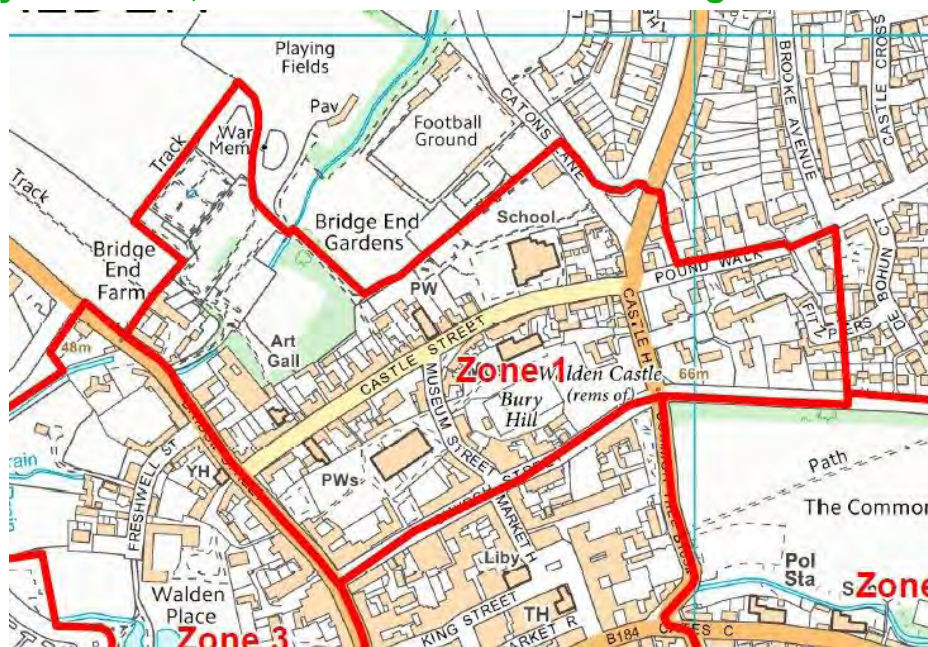
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They are used separately and together, to form a contrast for window detailing or quoins. Flint is also found in the area, with widespread use of flint, together with brick and lime mortar, for boundary walls. There are some examples of timber feather-edge weatherboarding, generally on non-domestic structures. There is limited use of stone. Timber is traditionally and widely used for windows and doors, as well as fascia detailing and shopfrontages, however, there are also examples of metal casement windows, some with leaded detailing. Examples of aluminium, composite and UPVC units are limited overall, and generally restricted to modern buildings.

- **Boundary Treatments** - Brick and flint walling is prevalent in the Conservation Area, as is the use of brick alone to form boundary walls. Metal railings are also found in the area, often in conjunction with a low level brick wall.
- **Form and Layout** - The Conservation Area features a wide variety of building types and forms with examples of early timber framing sitting alongside 18th and 19th brick examples from the Georgian and Victorian era, and later modern structures. These are generally well proportioned, with narrow spans and windows and doors that are proportionate in scale to the host building. Openings are generally modest in the domestic context and traditionally detailed, with timber sash or casement units. Earlier shopfronts are generally well detailed and in-scale with the host building and are predominantly timber. In terms of layout, structures are generally set in a linear pattern parallel to the street or road, with the front entrance facing onto the street. There are a limited number of 'courtyard' developments in the Conservation Area.
- **Colour and finish** - The use of render is widespread in the Conservation Area on early timber framed, brick and more modern structures. The use of colour is generally restrained, reflecting the palette of colours available historically. This achieves a generally harmonious character across the Conservation Area. Render is generally smooth, with some examples of pargetting. Exposed brick is generally unpainted.
- **Shopfronts and signage** - Generally restrained in terms of colour palette and lettering size and style. Where signage is illuminated, this is done externally, predominantly using modest and traditional lighting which compliments the historic character and appearance of the Conservation Area. Internally illuminated signage is not characteristic of the Conservation Area and should be resisted.

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Zone 1 - Church Street north side, Bridge Street east side and part High Street east side; Castle Street and Museum Street and including St Mary's Church, the Castle remains and Bridge End Garden



General overview

1.81 Mapping from 1843-1893 identifies the existing museum building as being an Agricultural Hall and shows an Infants School on the eastern side of Museum Street (now part of the museum complex). In the same general location at Church Street there used to be an Iron Foundry. Castle Hill House was free standing in large open spacious grounds and a Primitive Methodist Chapel existed on the west side of Castle Hill. Bridge End Garden was well established at this time. The Vicarage (now a surgery) was located on the corner of Castle Street and Museum Street. The graveyard to St Mary's Church was already disused at this time.

1.82 Today the street pattern is little changed and key buildings such as the Church, the Castle and Museum continue to dominate. A considerable number of high quality Listed Buildings exist at Castle Street, the north side of Church Street and the east side of Bridge Street. For the most part these are in good condition but three have been identified where works need undertaking, the most important being the Castle Keep. In this area seven additional non listed buildings/ groups of buildings have been identified as making an important architectural or historic contribution and worthy of protection from demolition where Article 4 Directions are proposed to protect various architectural details of most of them. Walls make a significant contribution to the street scenes in several locations. The recently restored Bridge End Garden is in general good fettle although several remedial actions are suggested. This is a grade II* listed garden and it is highly important that its unique qualities are not eroded by future works and planting undertaken; it is essential the latter is contemporary with its Victorian character. The principal remedial actions identified in relation to this area are initiating essential repairs to the Castle Keep and remedying intrusive traffic signs in some locations and undertaking essential repairs to 19th century failings to the front of The Close.

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Scheduled Monuments

1.83 The remains of the Castle Keep is the oldest standing structure in the town of great historic importance and the structure also listed monument Grade I. The designated site extends to include the Museum and its entrance gates, the enclosed green sward and the tennis courts.

Archaeological sites

1.84 In addition to the Castle and St Mary's Church, much of the area lies within the medieval town where the original market may have been located between Church Street and Castle Street. To the north Bridge End Garden is annotated as an 18th/19th century garden.

Individually Listed Buildings

1.85 The earliest building in Saffron Walden, the Castle Keep dates from the 11th / 12th century. St Mary's Church dates from the 13th century. The north side of Church Street principally dates from the 16th and 15th centuries with representation from other periods including the 19th century. Castle Street has an important concentration of earlier buildings represented respectively by the 15th, 16th, 17th, 18th and 19th centuries. Museum Street principally dates from the 18th and 19th centuries whilst Bridge End Gardens and St Mary's churchyard contain structures and tombstones dating from the 19th century.



Picture 1.5 Castle Street sometime around 1925. (Reproduced courtesy of Saffron Walden Museum)

1.86 The key visual attributes of this extensive range of Listed Buildings are the Church set on its elevated position dominating the town, the Castle and Museum and extensive grounds and 19th century garden walls, pavilions, gates and other structures at Bridge End Gardens and the rich diversity of high quality Listed Buildings and boundary walls tightly packed together in the earliest medieval part of the town.

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1.87 A selection of representative Listed Building descriptions (much abbreviated) from this area are provided below.

1.88 Eight Bells Inn - Grade II*. 15th and late 16th centuries. Timber-framed and plastered, peg and clay tiled roof. L-shaped plan of long street range with earlier 15th century rear range and later additions. Front west elevation: continuous jetty with bressumer decorated with folded leaf, bay interval jetty brackets. Plaster decorated by old pargetting partly repaired in 20th century.

1.89 No. 4 Bridge Street - Grade II. 1838. Built by the local influential Gibson family. Gault brick, slate roof. 2 storeys. Doorway has 4-centred arched head. Recessed date stone, 1838 G.

1.90 Nos. 24 and 26 Bridge Street - Grade II*. Pair of houses, originally constructed as an early 15th century 'Wealden' open hall house. No. 24 occupies the service end and hall. Altered in the late 16th century. Timber-framed and plastered. No.24, principal tie-beam of hall set off-centre towards service partition and carries tall refined decorated octagonal crown-post with moulded capital principally of hollow mouldings. Post is heavily sooted.

1.91 Castle Hill House - Grade II. Large house, now divided into apartments. 18th with 19th century additions. Red brick, peg-tiles and slates.

1.92 No's. 49 and 51 Castle Street - Grade II*. Late 15th century 'Wealden' recessed hall type. Timber-framed and plastered with peg tile roof, red brick central stack.



Picture 1.6 The Church with previous spire before 1831. Undated. Caption reads: engraved by ? from a Sketch by Grove. Reproduced courtesy of the Essex Record Office, (mint binder 1/4)

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1.93 Church of St Mary the Virgin - Grade I. Chancel and crypt late 13th century, rebuilding of nave and tower 1485- early 16th century by Simon Clerk and John Wastell. Upper stage of tower rebuilt and spire added in 1831 by Rickman and Hutchinson. Major repairs in the mid 1970s. Walling variable, of ashlar, flint, field stones and ashlar offcuts, lead roofs. Historical note: the rebuilding of the church by royal master masons is linked with the events of 1485, when work temporarily ceased at King's College, Cambridge and the masons were obliged to undertake lesser projects.



Picture 1.7 Illustration of Church from a weekly paper the 'Church Bells' dated July 1880. Accompanying article reads The Church of St Mary, Saffron Walden, occupies a commanding position in the middle of the town, of which it is from all sides the most conspicuous feature. Reproduced courtesy of the Essex Record Office, (mint binder 1/1)

1.94 Walden Castle - Grade I remnant of tower-keep. Late 11th or early 12th century, flint and mortar core of walls severely degraded. Interior has a central pier base to support upper floors and ground floor semicircular arched recesses. South recess has some herringbone pitched flint work. On first floor, a recess on west side side has been interpreted as a fireplace (RCHME). Historical note: it is not known who built the keep. Stylistic comparison suggests a building date of the second quarter of the 12th century. Geoffrey (II) de Mandeville was however forced to surrender the castle to Stephen in 1144. The tower was added in 1796.

1.95 The District Council is responsible for the upkeep and maintenance of the Castle Keep. It was until recently on Historic England's Heritage at Risk Register, but following a comprehensive scheme of consolidation, supported by grant aid from Historic England, it has now been removed.

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Picture 1.8 Saffron Walden Castle post soft capping works

1.96 The brick and brick and flint wall surrounding the Castle Keep is listed in its own right and in need of repair works to sections of its internal surface.

1.97 Moore's Garage building fronting Bridge Street is a Listed Building whose present condition is cause for concern and where plaster is beginning to detach from the front elevation. The building has been included on the updated Buildings at Risk Register.

1.98 No. 31 Castle Street is a Listed Building whose present condition is also cause for concern which is in a state of early dilapidation and where some windows are broken. The building has been included on the updated Buildings at Risk Register.

1.99 The Summer House, Bridge End Garden. Delicate large and historically important 19th century wall paintings, part of the fabric of this Listed Building, were restored and framed as part of the recent restoration but subsequently removed due to concerns regarding damp conditions. The paintings are currently held in storage by Saffron Walden Museum where they are unavailable for public viewing. It is important their return is secured as soon as conditions allow.

Important buildings or structures within the curtilages of Listed Buildings

1.100 North of Castle Keep and west of Museum. Brick and flint wall of varying height.

1.101 Old Rectory Surgery, Museum Street. Flint and brick boundary wall up to 4m in height to corner of Museum Street and Castle Street.

1.102 St Mary's Churchyard. Boundary walls north east and south west corners constructed of red brick, height varies. Also range of tombstones throughout.

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1.103 Alley connecting Castle Street to churchyard. Walls forming boundaries to pedestrian alleyway. Height varies up to 2m; narrow enclosure visually important opening onto wider expanse of churchyard and view of church.

1.104 Bridge End Garden. Various boundary walls within the garden. Some are individually listed but there are others that are not. The latter are important and include a decorative balustraded wall boundary with Borough Meadow, a tall north west boundary to Rose Garden area with plaque G 1814 and 19th century agricultural estate type railings partly defining a garden boundary when entering from Castle St.



Picture 1.9 Fine 19th century boundary wall at Bridge End Garden

and notification.

1.106 Johnson's Court and nos. 40- 48 Church Street. Of late 19th century date of various construction including yellow stock brick and render, pebble dash, slate and tiled roofs and prominent chimneys, original windows. Selected windows, chimneys and architectural detailing on individual dwelling houses are candidates for protection by possible Article 4 Direction subject to further consideration and notification.

1.107 Former Infant School, Museum Street. Single storey red brick building, now used as ancillary museum facility. Original windows should be retained. Facility operated by District Council. Selected architectural details are worthy of protection by an Article 4 Direction.

Other buildings that make an important architectural or historic contribution

1.105 Castle Lodge, Church Street. Late 19th century two storey house with bay windows to both floors. Central entrance door, steps and canopy supported by columns. Slate roof with 2 no. prominent chimneys with pots. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration

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1.108 No. 22 Church Street. Tall, late 19th century, three storey building of gault brick, recessed central doorway with decorative surround; large windows to ground floor with margin lights and vertical, two paned sash windows to the first floor. Two bays of protective and decorative iron fencing to front. Other decorative features including prominent horizontal banding and brackets to overhanging eaves.

1.109 No. 21 Castle Street. Set back from the road, and at the entrance of Bridge End Garden, a two storey, 19th century house of red brick construction with slate roof and central chimney with pots. Vertical hung shingles; original horizontal sliding sash windows. Distinctive steeply pitched gable detailing. Rainwater goods with initials ('FG' possibly Francis Gibson). Selected windows, chimney and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification.



Picture 1.10 No's 77 - 81 Castle Street; a pleasing terrace of nineteenth century houses with prominent chimneys, elaborate decorative brickwork and patterned bargeboards.

1.110 Fry Art Gallery. Principally constructed of red brick with slate roof; entrance of yellow stock brick with pyramidal slate roof.

1.111 No's 77- 81 Castle Street. Late 19th century constructed of red brick with tiled roof, prominent and decorative chimney stacks with some pots. Dormers with decorative barge boarding. Black and yellow brick banding and lintel detailing. Doors with original iron fixings. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification.

Other distinctive features that make an important architectural or historic contribution

1.112 Walls identified are protected from demolition without prior consent unless otherwise stated. (Some of these may be considered to be within the curtilages of Listed Buildings but are noted in this section for convenience).

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Picture 1.11 The Pound enclosure located on Little Walden Road, with brick elevations in English Bond and an opening with wooden door to the west elevation. There is a further blocked opening on the north elevation.

1.113 The Pound, Little Walden Road. A small walled enclosure administered by the Saffron Walden Town Council. It is shown on 19th century mapping. As Market Authority the Town Council had to provide such a facility to accommodate any stray animals escaping. This important structure would be a candidate for the Local Heritage List.

1.114 Wall between the Pound and listed property corner of Pound Walk. Constructed of red brick with rounded brick capping detail, numbers of spalled bricks in need of replacement/repair.

1.115 Miscellaneous flint walls, Pound Walk, various heights generally about 1.5m.

1.116 Brick and flint boundary wall with some rounded brick capping detailing, various heights approaching 2m, south side of Pound Walk/ Castle Hill. Prominent and important in the street scene.

1.117 Similar to above, Castle Hill and Ashdon Road, being particularly important in the street scene.

1.118 Flint walls surrounding ancillary museum facility and former Infants School approx 2m in height with rounded brick capping detailing.

1.119 Entrance Gates piers and railings to Museum, Museum Street. Distinctive detailing dating from late 19th century.

1.120 Railings to the front of the Close, corner of High Street/ Castle Street. These railings are located between the main High Street and pavement adjacent to The Close. They date from the 19th century and are of varying height and in a state of dilapidation. Situated in a key location in the town, their repair would represent a significant environment gain. Responsibility may rest with Essex County Council.

1.121 Wall linking Fry Art Gallery with no. 21 Castle Street, constructed of yellow stock brick with stone plaque with letter 'G', interpreted as being associated with the Gibson family, height approx. 2m.

1.122 Wall opposite Fry Gallery forming eastern boundary to entrance to Bridge End Garden from Castle Street. Of red brick construction, height varies approx. 2m plus.

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Important open spaces

1.123 Open spaces are particularly important in a densely populated historic urban area such as Saffron Walden. Frequently they provide settings for important groups of Listed Buildings and tree cover and may also be associated with well used pedestrian routes and footpaths. This consideration is particularly relevant in this area.

1.124 Green sward corner of Little Walden Road/ Catons Lane. This small area at the junction of Caton's Lane contains 2 no. trees, seat, litter bin and floral display. Also remains of what is believed to be a WWII Spigot Mortar base. Since the previous appraisal in 2012, parking on the sward has been restricted and bollards added, to the enhancement of the area.



Picture 1.12 Small area of open space, Caton's Lane. Whilst the parking and landscaping has been markedly improved, the excessive signage detracts.

1.125 Bridge End Garden is a Grade II* registered Garden on English Heritage's List of Parks and Gardens and was principally laid out by Francis Gibson. It mainly dates from the 19th century and was restored by Uttlesford District Council with significant external funding in the early 21st century. It is privately owned and now administered by Saffron Walden Town Council. The main

components of its layout are a former Kitchen Garden, a hedge Maze, the principal lawn and a Dutch Garden. A number of walls and structures are individually listed. There are also restored statues. The designated area as defined by English Heritage includes land to the north east, now a cricket pitch, a factor not reflected on the mapping accompanying the adopted Local Plan. The formal designated area also includes Borough Meadow which is an important open space lying between the formal garden and properties on Castle Street. It is essential that any future works carried out respect its unique qualities and layout. Such considerations include care in relation to surface detailing and choice of plants for replanting which should be contemporary with its Victorian origin.

Particularly important trees and hedgerows

1.126 Trees within St. Mary's churchyard and at Borough Meadow are particularly important.

Important views

1.127 There are many important views in Zone 1. These are highlighted on map Fig. 3 at the end of this document. A selection are included below:

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Elements that detract from the character and appearance of the Conservation Area

1.128 Accumulation of traffic signs, junction of Castle Hill and Church Street being signs mounted on 12 no. poles and other street furniture, including mixture of bollard types and highway signs. Some obscured and ineffective.

1.129 Duplication of 'No entry' signs, Museum Street/Castle Street.

1.130 The 20 mph signs at High Street Castle Street junction. It is considered these signs and associated detailing are visually intrusive and wholly inappropriate for such an important location. Opportunities to provide an alternative solution should be explored with Essex County Council.



Picture 1.13 Visually detracting signage at corner of Castle Street and High Street

Opportunities to secure improvements

- Seek owner's co-operation in undertaking necessary repairs to red brick wall between Pound and listed property corner of Pound Walk.
- Discuss potential of reducing impact of highway signs in various locations.
- Undertake repairs to 19th century railings to front of The Close, corner of High Street/Castle Street.
- Undertake repairs to balustered wall Bridge End Garden.
- Return the 19th century murals to their proper locations in the Summer House once any outstanding adverse internal conditions have been rectified.

Suggested boundary changes

1.131 None are proposed.

Other actions

1.132 Consider the pros and cons of extending designation of Bridge End Garden on maps accompanying Local Development Framework so as to be consistent with the area formally designated by English Heritage.

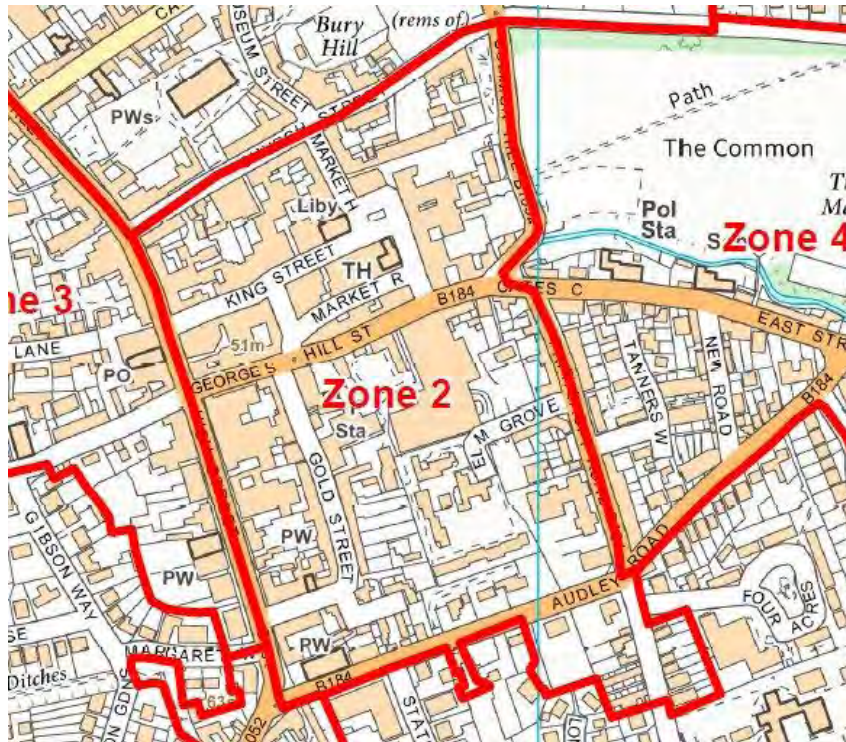
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Picture 1.14 Walden Castle as it appeared in the early 19th century. (From, *The History of Audley End ... and Parish of Saffron Walden*, by Richard Baron Braybrooke, 1836)

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Zone 2 - Church Street south side, Common Hill and Fairycroft Road west sides, High Street east side including King Street, Market Place area, Hill Street and Gold Street and Audley Road



General overview

1.133 Mapping from 1843-1893 identifies land at the corner of Audley Road and Fairycroft Road to be the open gardens of two large houses, namely Fairycroft and Elm Grove. This open land, some of it planted and landscaped, extended and included what is now Jubilee Gardens, possibly being the landscaped curtilages of three large properties. The Cattle Market existed on what is now the Waitrose shopping area and car parking to the rear. Cheffins' yard previously referred to above for the sale of 'fat cattle sheep and pigs' is clearly marked on the site of what is now the Saffron Building Society. The same mapping also annotates a Water Works and a Lecture Hall on Hill Street, east of Gold Street. Land at South Road formed part of a large nursery.

1.134 Today the street pattern is little changed. Key buildings such as the Town Hall, former Corn Exchange (now library) and Barclays Bank continue to define the Market Place, an important historic, architectural and community focal point whose urban qualities contribute so much to the character of the town. Many high quality Listed Buildings exist on the south side of Church Street, Market Hill, Market Place, King Street and Gold Street. These are generally in good condition but two additional Listed Buildings have been identified where works need undertaking and which are potential candidates to be entered on the Buildings at Risk Register. A further building is already on the Register and gives cause for ongoing concern. In this area eight additional non listed buildings/groups of buildings have been identified as making an important architectural or historic contribution and worthy of protection from demolition where Article 4 Directions

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are proposed to protect various architectural details of some of them. One is currently located beyond the Conservation Area where a small boundary extension is proposed. Walls make a significant contribution to the street scenes in several locations, particularly along Audley Road and Fairycroft Road. The principal issue of concern is the less than satisfactory design of shop fronts and facias in some locations but to improve and remedy this would require further work and a separate study involving the business community and examining national best practice. Also two areas of landscaping should be considered to improve the street scene and that of an important open space respectively.

Archaeological sites

1.135 Most of this area falls within the medieval town annotation. As described previously, the market area's size reduced over time and some of the stalls became permanent buildings accessed by narrow lanes. Excavations on the southern boundary have indicated 13th century town defences, presumably originally being extensions of the Battle Ditches to the west. Other town defences have been noted elsewhere. At Elm Grove a boundary marker (11th-14th century) and remains of an Iron Age enclosure were discovered.

Individually Listed Buildings

1.136 Some early buildings exist at Church Street, south side although buildings from the 19th century predominate. A similar situation exists in relation to the east side of High Street although the 16th and 18th centuries are also well represented. King Street is predominately represented by the 16th century. The Market Place, Market Hill, Market Street and the Rows are represented principally by buildings dating from the 19th century with some striking examples such as Barclays Bank and the former Corn Exchange (now library) together with representatives from earlier dates, principally the 16th century. Hill Street is principally 19th century whilst Gold Street is composed of buildings from the 16th, 17 and 18th centuries in similar numbers.

1.137 A selection of abbreviated representative Listed Building descriptions from this area are provided below.

1.138 29 - 31 Church Street - Grade I. Once part of the Sun Inn, including Nos 25 & 27 Church Street and 17 Market Hill. Mid 14th century, altered in the 16th century, frontage decorated 17th century and restored in the 19th century. Now an antique shop and cottages, 2 storeys. Timber-framed, plastered with elaborate pargetting, peg-tiled roof. L shaped plan, part of H hall house with jettied cross-wing and hall. Front north elevation is similar to Nos 25 & 27 in that it was reworked in the late 19th century, all windows and doorways either remade or heavily restored in Tudor style. Remaining old features include jetty joists, cross-wing door spandrel boards and extensive late C17 pargetting.

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Picture 1.16 The Sun Inn as it appeared in the early 19th century. (From, *The History of Audley End ... and Parish of Saffron Walden*, by Richard Baron Braybrooke, 1836)

1.139 No.4 Gold Street - Grade II. Circa 1600, with reworking in circa 1800 and in 20th century. Timber-framed and plastered, brick, with clay tiled roofs.

1.140 Town Hall, Market Place - Grade II. 1761 with additions by E Burgess in 1879. Red brick, stone and imitation timber framing, peg tile and slate roofs. North front elevation: prominent 1879 porch superimposed on 1761 building. To east, gabled end of timber-framed unit, double jettied to Market Street, with prominent external central red brick stack.

1.141 Drinking Fountain, Market Place – Grade II. Ornamental drinking fountain 1862. Designed by J. Bentley (Westminster Cathedral) to commemorate marriage of Edward, Prince of Wales. Purchased by G Stacey Gibson and exhibited at the Imperial Exhibition.

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Picture 1.17 19th century drinking fountain in the Market Place

1.142 No. 17 Market Hill - Grade I. Rectangular plan of 2 parallel blocks. To west mid 14th century, to east 16th century, comprising a service cross-wing of a 14th century medieval hall extending to west and an addition to its east side occupying the Church St, Market Hill corner site. Both units decorated in the 17th century and restored in 19th century in common with whole Sun Inn assemblage. Timber-framed and plastered with 17th century and probably later pargetting, peg-tiled roof.

1.143 Nos.12 and 14 Market Hill – Grade II*. Early 16th century, mid 16th century, 19th century rear addition and re-fronting with shop. Timber-framed and plastered, peg-tiled roof. 2 storey with partial rear attic, one prominent stack.

1.144 No. 4 Mercers Row – Grade II. Principal range 15th century, wing 16th century, early 19th century shop front, partly restored, 20th century refurbishing at rear. Timber-framed, plastered, brick at rear, peg-tiled roof. 2 storey and attic.

1.145 No's 17, 19 and 21 King Street – Grade II*. Large medieval hall house, hall (No.19) and cross-wings (Nos. 17 & 21). Late 15th century, early 16th, later 16th, 18th and early 19th centuries. Timber-framed, exposed and plastered with peg-tiled roofs. North front elevation: central range (No.19) has facade of circa 1800. (No.17) has exposed 15th century timber framing of plain studding, jettied to front and round side to Cross Street.

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1.146 No. 4 Market Hill - Grade II*. 15th century, re-fronted circa 1800 with re-fenestration and a shop window to each street, minimal 20th century adaptation. Timber-framed, plastered, peg-tiled roof. Bay to north in Market Hill, roof rafters heavily sooted showing it to be part of a medieval open hall.

1.147 Library, former Corn Exchange, Market Place - Grade II. Corn exchange now public library. Circa 1847, rebuilt internally in 20th century as library. Said to be by R Tress. Classical style. Central portico comprises a round headed doorway with paired columns. Above, clock face with diagonal consoles, and surmounting, reeded cylindrical stage having cornice, dome and weather-vane.

1.148 Barclays Bank, Market Place - Grade II*. Bank, 1874 by W Eden Nesfield for Gibsons and Tuke, bankers of Saffron Walden. Red brick with stone dressings and ornamental detail in mixed Gothic style, 2-leaved panelled doors with 'G.T.' and saffron flower and apple ornament, spandrel decorated with storks (Gibson's motif).



Picture 1.18 Garden wall to The Grange, Church Street, in urgent need of repair

1.149 No.12 Market Hill - is already entered on the local Buildings at Risk Register where a roof to the rear is inadequately protected by tarpaulin and principal window boarded up to its front elevation. Some works have recently been carried out and it is important to continue to negotiate progress with the owner.

1.150 Garden wall to The Grange, Church Street - A 19th century garden wall individually listed. This wall is in urgent need of repairs and considered an appropriate candidate to be entered on the Buildings at Risk Register.

1.151 The Folly, Elm Grove - Grade II. Picturesque ruin now set on green amongst modern bungalows. Early 19th century. Red brick core, flint cobble faced with composition dressings with moulded irregularity. Plan comprises round tower set into north side of a mound with wall projecting on south west. It is extremely pleasing to note that repairs to the folly have now been carried out.

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Picture 1.19 The Folly, Elm Grove - A Grade II listed structure which has benefitted from consolidation works and repairs.

Important buildings or structures within the curtilages of Listed Buildings

1.152 Wall surrounding Falcon Grove constructed of brick and brick and flint, various heights.

Other buildings that make an important architectural or historic contribution

1.153 No's. 9-21 South Road. A group of two storey late 19th/early 20th century dwellings generally of red brick construction with slate roofs: nos. 19-21 with pebble dash finish. Many original windows, selective distinctive porches, prominent chimneys with pots, decorative barge boarding; no. 15 has date plaque '1895'. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.154 Saffron Walden Baptist Church. The foundation stone was laid in 1879 and this tall 19th century imposing red brick building occupies a commanding position at the top of the High Street. Decorative horizontal banding and circular window detailing to front elevation; decorative window glass in geometric patterns to front and side elevations. The hall to the rear is listed. It is important that such selected windows and architectural detailing is preserved and retained. Selected architectural features are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

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1.155 No's 8-12 Gold Street. Terrace of three attractive late 19th/early 20th century cottages each with bay window to ground floor. Tiled roof, 2 no. chimneys with pots; original windows. Selected windows and chimneys are candidates for protection by possible Article 4 Direction subject to further consideration and notification. This grouping of asset is also worthy of consideration for inclusion a Local Heritage List.

1.156 Gold Street Chapel. Simple late 19th century Independent Evangelical chapel constructed of red brick with horizontal detailing and rubbed brickwork. Large central window. It is important that such selected windows and architectural detailing is preserved and retained. Selected architectural features are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.20 Numbers 8-16 King Street, particularly fine architectural detailing

1.157 No's 8-16 King Street. Tall three storey building with Dutch Gables, horizontal banding and decorative window surrounds dating from circa 1855. Particularly fine protruding stone window detail inscribed 'SAFFRON WALDEN POST OFFICE' and heraldic coat of arms. Return elevation to Lime Tree Court is of red and yellow stock brickwork and is important in enclosing this narrow entrance. It is important that such selected windows and architectural detailing is preserved and retained. Selected architectural features are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

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1.158 1 - 7 King Street and 3 Market Place. A group of late 19th/early 20th century buildings of yellow stock and red brick construction with decorative vertical red tile hanging to some buildings, comprising NatWest, Halifax, Lloyds, W H Smith's and Cancer Research. Slate roofs and chimneys with pots. Many original windows, some with stone surrounds; Carved acanthus leaf detailing to Lloyds TSB. Fascia and signage designs could be improved. It is important that such selected windows and architectural detailing is preserved and retained. These assets are also worthy of consideration for inclusion a Local Heritage List.

1.159 34 High Street. Two storey building in a highly prominent location on the corner of High Street and King Street, dated 1908. Constructed of red brick slate roof. Timber shopfront to ground floor, forming two units, with combination of modern full-height windows and original tri-partite windows with transom detail, curved frames and glazing bars to upper lights. This details is reflected in the first floor windows.

1.160 Fairycroft House, 37 Audley Road. Now home to the Fairycroft House Community Interest Centre, providing support for community organisations in the area. A tall, three and two storey building constructed of yellow stock brick with slate roof and chimneys, some with pots. Bay window to front with balcony and slate roof above and single storey slate roofed extension to side. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.161 Elm Grove Lodge, Audley Road. This late 19th century two storey dwelling is currently located beyond the Conservation Area. It is a property whose appearance adds to the historic and architectural qualities of the street scene. Constructed of yellow stock brick with tiled roof and prominent chimney stack and highly decorative bargeboard detailing. Decorative tiled roof to bay window on front elevation. If the proposal is accepted to include this property within the Conservation Area then an Article 4 Direction in respect of the chimney stack and architectural detailing may be appropriate subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

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Picture 1.21 Elm Grove Lodge, Audley Road showing unusual gable bargeboard detailing,

Other distinctive features that make an important architectural or historic contribution

1.162 Walls identified are protected from demolition without prior consent unless otherwise stated.

1.163 Various walls off Common Hill and forming boundaries to car parking areas at Emson Close and surrounding the District Council car parking opposite the Common car park. These walls are of various heights, some up to 3m and constructed of red brick or flint. They play an important role of enclosure in their respective locations. Spalled brickwork to the listed wall on the north side of Emson Close.

1.164 Various walls along Audley Road as marked on plans. Of varying heights generally about 2m, principally of flint panels with both yellow and red brick banding. These walls are an extremely important feature in the street scene, enclosing it for significant lengths on both sides.

1.165 Prominent and important wall to west side of Fairycroft Road constructed of flint panels and red brickwork approx. 2.5m in height; important in providing continuous enclosure in the central section of the street.



Picture 1.22 Prominent boundary wall in grounds of Elm Grove; unusual rat trap bonding

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1.166 Entrance arch to former Pig/Cattle Market, Hill Street. Prominent 19th century stone arch incorporated into a modern 20th century shopping development. Panels to either side with heraldic shields above, one dated '1831'. Traffic and advertisement signs detract particularly when viewed from Market Street where the arch is an important focal point.

1.167 Prominent eastern boundary walls within grounds of Elm Grove. Of various heights up to about 3m. Eastern boundary wall has plaque letter 'G 1822' (possibly referencing the Gibson family) whilst western boundary wall, originally of flint with and plaque dated '1821' has later brick addition increasing its height. Brickwork to eastern boundary is partly constructed of 'rat trap' bond of high quality.

1.168 The Market Place with its listed fountain and fine grouping of Listed Buildings defining its enclosure is a space of considerable architectural merit and is a main community focal point. Recent surfacing with its simple treatment and detailing are considered to have been successful. The quality of the space is largely defined by the urban nature and various heights of the quality Listed Buildings that enclose it and any 'improvements' that might be considered in the future need very careful consideration and detailing. The Market on Tuesdays and Saturdays provides additional colour and character, selling a wide range of quality produce.

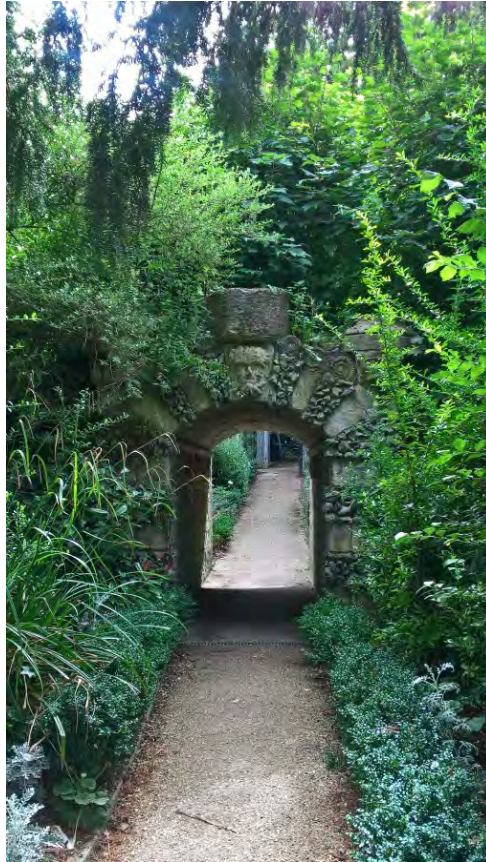


Picture 1.23 Saffron Walden market continues to thrive and prosper

Important open spaces

1.169 Jubilee Gardens. A pleasant open space and much needed oasis in the centre of town with well designed and co-ordinated seating and bandstand. The southern part of the gardens features an interesting stone arch forming a covered walkway with keystone detailing to the northern elevation and decorative frieze internally.

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Picture 1.24 Archway in Jubilee Gardens.

Particularly important trees and hedgerows

1.170 The trees planted in the High Street are a particularly important feature adding to the diversity of this visually important street. Trees at Common Hill and also within gardens backing onto Audley Road are also important.

Important views

1.171 There are many important views in Zone 2. These are highlighted on map Fig. 4 at the end of this document. A selection are included below:

Elements that detract from the character and appearance of the Conservation Area

1.172 Strip of 20th century shops to south side of George Street, corner of High Street being of unimaginative 20th century design and located in the centre of the historic town. Former flower boxes constructed of brick and now filled with concrete provide an unsatisfactory feature to their frontage, some bricks missing. The pavement is of sufficient width to accommodate a proper landscaping scheme to enhance this important location. Such a landscaping scheme needs to be robust and could simply involve tree planting either directly into the ground if services permit or alternatively in large containers providing these do not interfere with deliveries.

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Picture 1.25 Row of modern shops where landscaping could be improved

1.173 Throughout the commercial area the standard of commercial shop signage varies considerably. Some areas such as Market Hill are relatively restrained whilst others are less successful, sometimes having clashing styles and colours. Few traditional signs remain, one exception being the W Hart and Son Ltd sign in King Street. Areas of relative restraint include Market Hill but other areas including parts of King Street and individual buildings elsewhere in the Conservation Area are less successful. The manner by which improvements can occur is a subject worthy of further study and consideration and an examination of best practice in historic towns elsewhere in the country would be a worthwhile exercise if there is general consensus that improvement would benefit Saffron Walden. Consider discussing issue with the Saffron Walden Business Forum and other local groups.



Picture 1.26 Restrained shop signage, Market Hill

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Picture 1.27 Traditional signage in keeping with the conservation area



Picture 1.28 Discordant signage



Picture 1.29 Further discordant signage

1.174 Land to the rear of The Grange corner of Church Street Common Hill. Large unkempt site with debris, some visible from Common Hill. Discuss potential of implementing improvements including removal of debris and rubbish.

1.175 Business advertisements and traffic signs that detract from historic and architectural qualities of entrance arch to former Pig/Cattle Market.

Opportunities to secure improvements

- Implement a robust and imaginative landscaping scheme to 20th century shops to south side of George Street, corner of High Street.
- Repair individually listed wall attached to The Grange, Church Street in urgent need of remedial action.

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- Consider the potential of appraising best practice in relation to shop front and fascia design.
- Improve entrance arch to former Pig/Cattle Market, an important focal point by seeking to reduce rationalise signage.

Suggested boundary changes

1.176 None proposed.

Other actions

- Continue to monitor progress in relation to no.12 Market Hill (already on the local Buildings at Risk Register).
- Add garden wall attached to The Grange to Buildings at Risk Register

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Zone 3 - Bridge Street and High Street west, including Freshwell Street, Myddylton Place, Park Lane and Abbey Lane



General overview

1.177 Mapping from 1843-93 identifies a similar historic street pattern to that of today although it appears that Freshwell Street and Park Lane (then called Almshouse Lane) were joined by a footpath which skirted a much larger pond than currently exists. There was a brewery south of Myddylton Place and Walden Place was set in extensive treed grounds. Hill House at the top of the High Street was built by George Stacey Gibson whose extensive garden that included greenhouses and the site of an ancient Anglo Saxon cemetery is now the 20th century housing of Gibson Way and Gibson Close. The King Edward VI Almshouses appear to have been built in two stages with the western wing added later. To their north was a linear block annotated as Almshouse Tenements.

1.178 Today New Pond Lane provides access to the extensive Swan Meadow car parking area, the Sewage Works site and the Golf Club. The historic street pattern is little changed and key groups of Listed Buildings provide an almost continuous strip to the west side of High Street and Bridge Street, the northern end of Freshwell Street and much of Myddylton Street. These are generally in good condition but one Listed Building has been identified where works need undertaking and which is a potential candidate to be entered on the Buildings at Risk Register. In this area two additional

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non listed buildings/ groups of buildings have been identified as making an important architectural or historic contribution and worthy of protection from demolition where an Article 4 Direction is proposed to protect selected architectural details on one of them. Walls play an important role in defining parts of Abbey Lane and Park Lane whilst individually listed walls define most of the perimeter of Walden Place and much of Myddylton Place. The principle issue of concern is the deteriorating state of the boundary wall to Audley End Park. The Appraisal recognizes the high environmental importance of the grounds to Walden Lodge and considers other open spaces should be similarly protected by designation in the Local Development Framework currently under consideration. One such space is the unkempt area between New Pond and Freshwell Gardens. The latter lies in a floodplain and the prospect of it being a properly managed environmental resource available to the community is appealing and worthy of further consideration.



Picture 1.31 Gray Palmer, gents' outfitters, in the High Street as it appeared in 1905. The business is still in the same premises. (Reproduced courtesy of Saffron Walden Museum)

Scheduled Monuments

1.179 There are no Scheduled Monument sites within this part of the Conservation Area but an important one exists adjacent, namely the Battle Ditches. Its date is uncertain but current considerations suggest construction may have taken place in the 13th century as part of defensive earthworks for the town. The site is in fair condition but concern has been expressed about the danger to the earthworks caused by trees growing on the site and the Town Council is following recommendations set out in an arboricultural report.

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Archaeological sites

1.180 A 10th/12th century boundary marker was found near the site of Hanover House, a Roman coin in the grounds of Walden Place and pottery dating from the 11th/12th century at The Folly on Abbey Lane. Immediately south of the Conservation Area boundary was the site of a 7th - 11th century cemetery, the presence of which is noted on early maps before development at Gibson Way and Gibson Close took place.

Individually Listed Buildings

1.181 There is a significant concentration of Listed Buildings in this area. The western side of Bridge Street is principally represented by buildings dating from the 15th and 18th centuries. High Street west is principally composed of buildings from the 16th, 18th and 19th centuries; Freshwell Street is represented by buildings principally from the 16th century, Myddylton Place from the 16th, 17th and 18th centuries; Abbey Lane exclusively from the 19th century and Park Lane, principally from the 19th century.

1.182 A selection of abbreviated representative Listed Building descriptions from this area are provided below.

1.183 King Edward VI Almshouses, central block and chapel - Grade II. Almshouses dated 1834. Red brick with composition dressings, slate roof. Chapel, large 2-centred arched window with simple Perpendicular tracery. Tudor royal arms on gable plaque. Stacks, each have 4 diagonally set shafts linked at top by projecting stone plate.

1.184 Wall on east side of garden of Walden Place - Grade II. 18th century. Approx. 130m long. Red brick, flint and erratic cobbles. South end, brick with roll moulded coping, approx 3m high and at mid-length, rises to approx 4m.

1.185 Myddylton House, Myddylton Place - Grade II. Large house, 1534, with additions of early 18th century, refronted early/mid 19th century. Timber framing, gault brick slate and peg tile roofs.

1.186 No's 31 and 33 Bridge Street - Grade II*. 15th century combined with No.33 in late 16th century, separated in 20th century. Timber-framed and plastered, peg-tiled roof. 2 storey and attic. Front, east elevation: jettied. Brace rising from south end of first floor to eaves plate of adjoining house (No.29) shows the building to be a jettied end of a 'Wealden', open hall house. Parallel horizontal rows of large diameter peg-holes in the studs of the south wall may be for warping pegs used in the weaving trade.

1.187 No. 21 High Street Grade II*. Late 16th and 17th century. Timber-framed and rendered with gabled plain tile roofs. Painted timber moulded parapet cornice. 2 small paned tripartite double-hung sash windows on first floor with heavy moulded horizontal plaster panels, the best example of 17th century work of its kind in Essex. Front range is late 16th century merchant's house.

1.188 No's 1 and 3 Myddylton Place, recently a youth hostel - Grade I. Early 16th century additions circa 1600 and early 18th, also 18th/19th century industrial additions, restoration in 1951. Recent works 2011-12 have refined original construction dates of

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by dendrochronology (tree-ring dating). Timber-framed, plastered with exposed studs, peg-tiled roofs, red brick stacks. Historical note: original 16th century use of site debated between a merchant's house with long storage range, perhaps including saffron and a possible guildhall.

1.189 No' s 5-7 Bridge Street are listed Grade II* and date from the 15th century.

Important buildings or structures within the curtilages of Listed Buildings

1.190 Red brick wall up to 2.5m in height enclosing car parking area to rear of Saffron Insurance. Parts of the wall are eroded; numbers of spalled bricks and in need of repair.

1.191 Short section of boundary wall to Walden Place, west of existing entrance, approx. 2m in height and important in its function of completing the enclosure of Myddylton Place.

Other buildings that make an important architectural or historic contribution

1.192 Nos. 9A and 10A Abbey Lane (rear of buildings fronting the street). Single storey late 19th/early 20th century red brick with slate roof, decorative barge boarding and 4 no. very tall distinctive chimneys with pots. Slate dormer canopies above entrance doors. Predominately original windows. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.193 Nos. 69-69A High Street and adjacent Friends Meeting House. Prominent group of late 19th/early 20th century non listed properties centrally located on the western side of the High Street. Nos. 69-69A are two storey yellow brick with slate roof and 3 no. chimneys (2 with pots). The Friends Meeting House dates from the 19th century and is a tall red brick structure with tiled roof; prominent windows with stone surrounds. Side extension detracts. It is important that such window, chimney and architectural detailing is preserved and retained. These assets are also worthy of consideration for inclusion a Local Heritage List.

Other distinctive features that make an important architectural or historic contribution

1.194 Walls identified are protected from demolition without prior consent unless otherwise stated.

1.195 Important wall approx. 2.5m in height to north of Walden Lodge, end of Abbey Lane. Forms boundary to Audley End Estate and is in deteriorating condition and partly collapsed in places. Constructed in English Bond this wall together with its entrance gates and piers to the south of Walden Lodge is an important architectural and historic feature and in urgent need of repair.

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Picture 1.32 Boundary wall to Audley End Estate, an important feature and in urgent need of repair

1.196 Tall red brick walls of varying height up to 4m surrounding the Friends burial ground to the west of the High Street.

1.197 Various boundary walls at eastern end of Abbey Lane (some within curtilages of Listed Buildings but included in this section for convenience). Of varying heights, constructed of brick or brick and flint. Boundary wall linking buildings on the south side of Abbey Lane is particularly important in that it provides continuous enclosure of the street.

1.198 Several boundary walls to the south side of Park Lane as marked on the plans of various heights, prominent and enclosing this well used pedestrian link from Swan Meadow car park. One length has plaque ('NC 1833') in entrance arch to no. 3 Park Lane.

Important open spaces

1.199 Open spaces are particularly important in a densely populated historic urban area such as Saffron Walden. In this area they provide settings for important groups of Listed Buildings and tree cover and are associated with well used pedestrian routes and footpaths.

1.200 The Friends Burial Ground. This small area is a tranquil oasis in the centre of the town enclosed by tall brick walls with gravestones laid flat including a number of historical importance relating to members of the Gibson family. Inscriptions on some of the latter are becoming difficult to read.

1.201 Walden Place. This area is identified on the Adopted local Plan as a 'Protected Open Space of Environmental Value' the loss of which 'will not be permitted unless the need for the development outweighs ... amenity value'. The site is owned by the District Council and consists of a prominent Listed Building with late 20th century sheltered accommodation attached. The site contains a pond in the south west corner and groups of trees of high visual importance. The open part of the site slopes to the south and forms an important setting for the principal historic building and the individually listed walls that enclose the site on all of its boundaries. Small sections of these listed walls

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need repairing. The land is traversed by a well used footpath running north south and connecting Gibson Way with the High Street. It is considered its designation as a Protected Open Space of Environmental Value' is entirely appropriate and that its high amenity value is worthy of continued protection.



Picture 1.33 Distinctive open space and setting to Walden Place

1.202 New Pond. This small body of water has recently been enhanced and is a very popular family destination to observe the wildlife present. A wooden security rail to the front needs replacing and another needs graffiti removing. The information board surround needs repainting as does nearby street lighting.

1.203 Open space adjacent to Freshwell Gardens. This area lies beyond the Saffron Walden Development Limits and additionally lies within a floodplain, both factors limiting the prospect of new development. The open land is currently overgrown whose western and southern boundaries are defined by a continuous open drain and some mature pollarded willow trees and vegetation planted in association with the nearby Swan Meadow car park. The site is close to New Pond. It would be most appropriate if this open land could be brought into community ownership and possibly developed into a wildlife site accessible to the public. The land is in private ownership and if there is support for this idea, discussions with the owners would be appropriate and external funding for purchase and development might be considered. It is recommended the area is designated as a 'Protected Open Space of Environmental Value' in the emerging Local Development Framework.

1.204 Open space providing setting to King Edward VI Almshouses, Abbey Lane. These two grass swards play an important role in setting off this fine group of Listed Buildings, form part of their original design and are visible from the public realm. It is recommended they are designated as a 'Protected Open Space of Environmental Value' in the emerging Local Development Framework.

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1.205 Bowling Green, Hanover Place. This is an open space used for specialist recreational purposes by the Saffron Walden Town Bowling Club and is also of environmental value close to Hanover Place, a modern building complex, which together with associated walls and hedging encloses an attractive quintessentially English open space. It is worthy of consideration as being designated as a 'Protected Open Space' for Playing Fields and for Environmental Value in the emerging Local Development Framework.

Particularly important trees and hedgerows

1.206 The trees within the grounds of Walden Place are particularly fine. Elsewhere tall trees forming the boundary to Audley Park and those to the east of New Pond Lane are important.

Important views

1.207 A selection as identified on the plans. In this area quality views acknowledge fine open spaces as well as groups of fine historic buildings and walls.

Elements that detract from the character and appearance of the Conservation Area

- Untidy area of open space between New Pond and Freshwell Gardens.
- Damaged elements at New Pond.
- Deteriorating boundary wall to Audley End Park north of Walden Lodge, end of Abbey Lane.
- Deteriorating wall within curtilage of a Listed Building to rear of Saffron Insurance in need of repair.

Opportunities to secure improvements

- If the idea is supported consider entering discussions with owner of open space between New Pond and Freshwell Gardens with long term objective of considering its use as a publicly accessible Wildlife Site and short term objective of improving its unkempt condition.
- Initiate minor repairs/improvements to New Pond including replacing wooden railing and removing graffiti and repainting information board and lighting column.
- Undertake repair works to deteriorating and partly collapsed boundary wall to Audley End Estate, north of Walden Lodge, end of Abbey Lane. Also to wall within curtilage of Saffron Insurance.

Suggested boundary changes

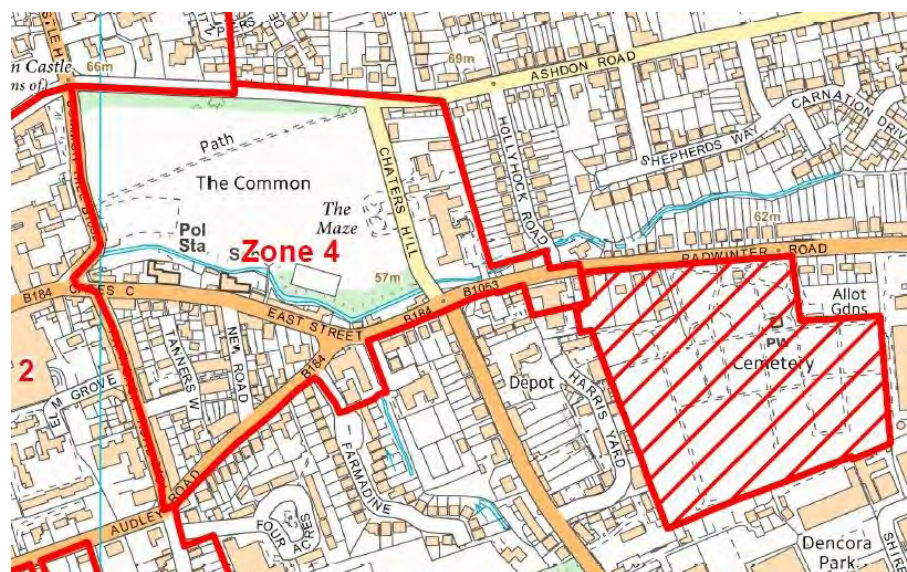
1.208 None are proposed.

Other actions

1.209 None are proposed

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Zone 4 - The Common and Area South of East Street



General overview

1.210 Mapping from 1843-1893 identifies The Common in its existing configuration together with the turf maze, some peripheral planting and a pavilion on the southern boundary. Large houses, The Grove and Grove Place existed on Chaters Hill east of The Common but to the south on what is now Hatherley Court was a nursery. Between East Street and The Slade there were a number of developments and some Poor's Land in the administration of the Leader's Charity. The triangle of land to the south bounded by Fairycroft and Audley Road was largely undeveloped and home to several nurseries. Later mapping 1891-1912 identifies a Police Station had been built on the Poor's Land. Radwinter Road was called Seward End Road at this time.

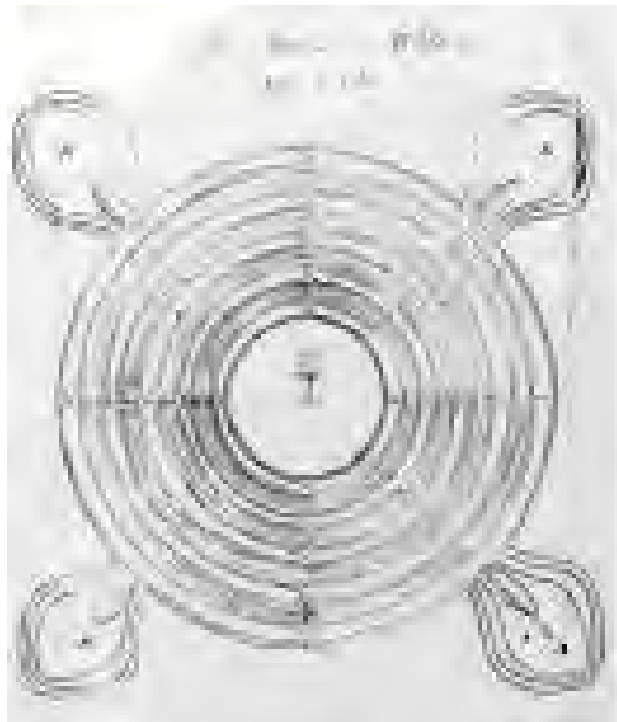
1.211 Today the area is principally residential in character and dominated by the expansive nature of The Common, an open space of great quality. The historic street pattern is little changed apart from New Road and Tanners Way built towards the end of the 19th or early 20th centuries. There are groups of Listed Buildings principally located on the north side of East Street which are generally in good condition. In this area a number of non-listed buildings/ groups of buildings have been identified as making an important architectural or historic contribution and worthy of protection from demolition where Article 4 Directions are proposed to protect selected architectural details on most of them. Nos. 1-16 Artisans Dwellings are most striking and unusual where a simple landscaping scheme to the common pedestrian access could significantly improve their unique qualities. Walls play an important role in defining parts of some streets, most notably Chaters Hill. The principal issue of concern is the visual impact of the Common car park close to the historic centre and the derelict state of the road at Tanners Way.

Scheduled Monuments

1.212 The Labyrinth (hereafter referred to by its local name, The Turf Maze) on the Common is both a Scheduled Ancient Monument and a Grade II registered garden. It is known locally as the turf maze. English Heritage's abbreviated description is as

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follows. *'The Saffron Walden maze is thought to be of medieval origin, although the earliest documentary record comes from 1699, when an entry in the Corporation account books refers to a payment for it to be re-cut. It is illustrated, somewhat schematically, in the 1789 edition of Camden's Britannia. Matthews records the local tradition that the maze is only a copy of a much larger maze which formerly existed further to the east. He also recounts the story that a large ash tree once grew in the centre, which was destroyed by fire in the Guy Fawkes celebrations of 5 November 1823. On several occasions after this the maze became neglected but was the subject of further re-cutting in the years 1828, 1841, 1859 and 1887. In 1911 it was again re-cut, this time underlaid with bricks to help preserve it as a feature. In 1978 and 1979 the maze was again restored. The maze consists of a series of concentric circles cut into turf, surrounded by a low bank. It is laid in a unicursal pattern formed of seventeen linked circles, and has four linked outer horseshoe-shaped bastions or 'bellows' which are, like the centre of the maze, raised slightly above the main circular paths.'*



Picture 1.35 Hand drawn sketch of the Turf maze on the Common. Reproduced courtesy of Saffron Walden Museum. Note tree in centre. The antiquarian Richard Gough noted that the tree had been reduced to little more than a stump by 1798. A document from 1859 states the tree was an Ash

1.213 Contemporary expert opinion (J. Saward) suggests the turf maze most likely dates to the 17th century. The same source is enthusiastic about replanting an ash tree in its centre, an action recommended by this Appraisal.

Individually Listed Buildings

1.214 A selection of abbreviated representative Listed Building descriptions from this area are provided below.

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1.215 No.3 Grove Lodge, Chaters Hill – Grade II. Probably 1848. Red brick with slate roof. Rectangular plan of 2 parallel ranges, broader one to front. 2 storeys and cellar. Date said to be given by plaque in south garden wall, J.S. (Jane Shaul) 1848.

1.216 Former Police Station, East Street, including railings, gateway and walls – Grade II. Dated 1884, completed 1886. Red brick, English bond in Elizabethan style with stone dressings. prominent stacks and cornice between floors. Wall and railings: the frontage has wrought-iron square section spear top railings set on a red brick dwarf wall with stone shaped coping.

1.217 No.4 The Grove, Chaters Hill- Grade II. House, dating from 1840. Timber-framed and plastered, red brick, stuccoed detailing, slate roof. Roof hipped with deep eaves.

1.218 Nos.1, 2 and 3 Boys British School, East Street - Grade II. Originally a school. Dated 1838 and named Boys British School. Gault brick, slate roof. Tuscan engaged columns and pilasters, plain frieze has date and name. Central simple doorway.

Important buildings or structures within the curtilages of Listed Buildings

1.219 Tall flint wall, approx. 3m in height to Ashdon Road boundary, no. 1 Chaters Hill.

1.220 Boundary wall of red brick with red brick capping detail to Eastacre/Beech House, Chaters Hill.

1.221 Flint wall, approx. 4m in height at Tanners Way within curtilage of Listed Building corner of Tanners Way/ East Street.

Other buildings that make an important architectural or historic contribution

1.222 No's 1-7 Audley Road. Tall prominent late 19th/early 20th century red brick terrace with slate roof, chimneys with pots. Gables to front with decorative barge board detailing and decorative detailing above windows. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

1.223 No.'s 21(The Old Registry) - 29 Audley Road. Prominent terrace, late 19th/early 20th century of red brick construction with decorative vertical tile hanging to end gables; tiled roof and chimneys with pots. Some original windows and decorative glass. Selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

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Picture 1.36 31 Audley Road. A fine example of late 19th/early 20th century architecture retaining many original features.

1.224 No.'s 24 and 26 Audley Road. A pair of late 19th century detached dwellings of red brick construction with shallow pitched, slate roofs, prominent brick chimney stacks and decorative timber detailing to the gable. Canted bay windows to the ground floor with slate roof, and combination of one and two-light windows to the first floor, with top-opening lights. Windows and doors have solid lintel details and overall the pairing are little altered.

1.225 No. 31 Audley Road. Probably dates from early 20th century, red brick with central porch, original windows, decorative barge boarding; chimneys but not prominent from street. Selected windows and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.226 No.'s 1- 6 New Road. Nos. 1-2 are three storey; nos. 3-6, two storey. Of late 19th/early 20th century date constructed of yellow stock brick with slate roofs and prominent chimneys with pots. Decorative horizontal red brick detailing banding and detailing above windows. Some replacement windows. Chimneys are candidates for protection by possible Article 4 Direction subject to notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.37 No.s 46 - 52 Fairycroft Road

1.227 No.'s 46-52 and nos. 54-56 Fairycroft Road. Nos. 46-52 are late 19th/early 20th century terrace, two storey yellow stock brick with slate roof, 4 no. chimneys with pots, dormers with decorative barge boarding and finials. Red brick banding, quoins, door and window surrounds; other decorative detailing. Nos. 54-56 are of similar date

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and of red brick construction with tiled roof, 2 no. prominent chimneys with pots, original windows. Selected windows and chimneys are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

1.228 No. 40 Fairycroft Road. Late 19th/early 20th two storey red brick residence with rectangular plan bay windows to both floors. Slate roof and central chimney with pots. Recessed entrance accessed by stone steps; original windows. Selected windows and chimney are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.229 No.'s 1-16 Artisans Dwellings off Tanners Way. A unique group of small 19th century residences in two terraces of concrete construction with flat roofs and chimneys with pots. Original Inscription reads 'Artisans Dwellings. 1882'. Some decorative detailing; some replacement windows. Chimneys and selected architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. A central broken concrete path provides pedestrian access to each dwelling whose front curtilages consist of various boundary treatments. The environment of this unique group would be significantly improved by implementing a simple unifying landscape treatment. Should the residents consider this to be beneficial, further advice could be provided. The grouping is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.38 An interesting grouping of terrace houses known as Artisans Dwellings, built 1882.

1.230 No.'s 4- 6 and no. 8 East Street. Tall prominent late 19th/early 20th century houses of red brick with slate roofs, set back from road. Dependant on closer examination selected features may be candidates for protection by possible Article 4 Direction subject to notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

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1.231 No.'s 20- 22 East Street. Late 19th/early 20th century dwellings, render with slate roof, 2 no. prominent chimneys with pots. Bay windows, original porch detailing. Chimneys and selected architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

Other distinctive features that make an important architectural or historic contribution

1.232 Walls identified are protected from demolition without prior consent unless otherwise stated.

1.233 Flint wall to front boundary of no. 14 Radwinter Road, approx. 2m in height with rounded brick capping detail.

1.234 Tall distinctive and important flint wall, boundary to Plant Hire and Bus depot site, Radwinter Road, in need of repair at western extremity.

1.235 Boundary wall to Hatherley House, Chaters Hill, flint construction with yellow stock rounded capping; up to approx. 1.8m.

1.236 Tall prominent boundary wall in street scene constructed of flint with red brick banding and brick wall of various heights, being boundary on East Street to rear of properties nos. 1-7 Audley Road

1.237 Western boundary wall to no. 29 Audley Road at Tanners Way constructed of flint and brick with capping detail, height varies.

1.238 Long length of wall to north side of East Street returning to Chaters Hill. Of varying height generally in excess of 1m, principally constructed of flint with yellow brick capping detail.

1.239 Drinking Fountain on Common, north side adjacent to Ashdon Road. Stone drinking Fountain approx. 2.5 m in height. One inscription reads 'This Fountain was erected and 169 additional trees planted along the south side and in other parts of this recreation ground to commemorate the Jubilee of the reign of her most gracious Majesty Queen Victoria A. D. 1887'. A later metal attachment advises additional trees were planted in 1980. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.240 Bridge, southern boundary of Common car park providing pedestrian access to East Street. Metal bridge with commemorative plaque reading This bridge was erected in 1906 to commemorate the coronation of His Majesty King Edward VII. AD. 1902. The asset is also worthy of consideration for inclusion a Local Heritage List.

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Important open spaces

1.241 Open spaces are particularly important in a densely populated historic urban area such as Saffron Walden. The Common is the largest open space in the centre of historic Saffron Walden whose qualities are eroded by the presence of the adjacent car park.

1.242 Extract from Frank Emson's history 1904. *'Immediately behind the Rose and Crown Inn is the Common, a recreation ground which many a town might be envious of. The upper part is allowed to be used by washerwomen for drying clothes and as a rule lines of garments of all tints, sizes and patterns, fluttering in the breeze, give colour if not tone to the landscape...'*

1.243 Festivals and fairs have been held on the Common and one in 1838 for Queen Victoria's Coronation entertained thousands of persons.

1.244 The Common has the largest historic earthen turf maze in England (see above) which is an extremely important historic feature.

1.245 The Common is traversed by a well used footpath linking Ashdon Road and Common Hill. Its key environment quality is its large expansive open nature being enclosed by native tree planting to its four boundaries. It is properly identified on the adopted Local Plan as being a Protected Open Space of Environmental Value and for Informal Recreation. The latter car park is essential to the well being of the town centre but at the same time its visual impact is disruptive. Some limited tree planting has occurred adjacent to the northern boundary of the car park and other attempts to secure planting in the same location have been vandalised. It is recognised that additional planting will never fully shield the disruptive impact of the car park but a carefully conceived landscaping plan of small native tree groups with low canopies could reduce its impact by a noticeable degree.

1.246 Particularly important trees and hedgerows. Trees as identified principally relate to boundary planting around the Common and within properties on the eastern side of Chaters Hill.

Important views

1.247 A selection as shown on the plans including those looking across the Common.

Elements that detract from the character and appearance of the Conservation Area

- Tanners Way is an unadopted road with irregular and uneven surfaces with raised service covers whose appearance is very detracting. It is understood previous discussions have taken place with stakeholders but to no avail. If the road were resurfaced this would represent a significant gain, both in terms of visual and transport considerations.
- Poor quality vandalised 'no cycling' sign near King Edward VII commemorative bridge in need of refurbishment

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Opportunities to secure improvements

- Improve prominent flint wall within curtilage of Plant Hire, Radwinter Road. This site forms part of an allocated residential site (SW2) of the adopted Local Plan.
- Explore the potential of improving the common pedestrian access and general environment to nos. 1-16 Artisans Dwellings should residents express interest.
- Repair/replace fencing to boundary of property corner Audley Road/ Fairycroft Road.
- Consider potential of resurfacing Tanners Way with stakeholders. Consider potential of landscaping area to northern boundary of the Common car park.



Picture 1.39 Part of the 19th century cemetery at Radwinter Road is proposed to be included in the conservation area

Suggested boundary changes

1.248 Careful consideration has been given to extending the Conservation Area to include the Radwinter Road Cemetery and it is considered appropriate to include the entirety of the cemetery as this will include the historic core of the yard, which informs the Radwinter Road frontage as well as the chapel and railings. In order to ensure that the boundary of the Conservation Area is easily definable on the ground, it is considered that the formal boundary walls and hedges of the site represent the most appropriate and coherent line for the proposed Conservation Area boundary. It is felt that there is sufficient interest to the wider site, including the military burials associated with World

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War I and World War II in the south east corner, to justify its inclusion in the Conservation Area. Inclusion of the whole site would also remove any ambiguity in terms of the future maintenance of the site.

1.249 The listed chapel by George Pritchett dates from 1857 and is in a decorative Gothic style. Peace Lodge, also listed and now a house, is of the same date. Within this area is a concentration of tombstones, many dating from the 19th century and two flint and brick capped boundary walls up to 1.5 m in height worthy of retention. Within the proposed extended Conservation Area there are a number of high quality trees, some deciduous, others coniferous, of species traditionally appropriate to Victorian cemeteries and contemporary with its age. The existing path layout appears the same as that shown on mid 19th century mapping and the only change in layout relates to a former Dissenters Mortuary Chapel that previously existed on the western boundary. The central section of the listed railings (assumed to be boundary to the privately owned house) needs ivy removing and would benefit by painting to match railings to east and west. Elsewhere a capping stone from one of the listed piers needs replacing.



Picture 1.40 Interesting memorial at Radwinter Road cemetery

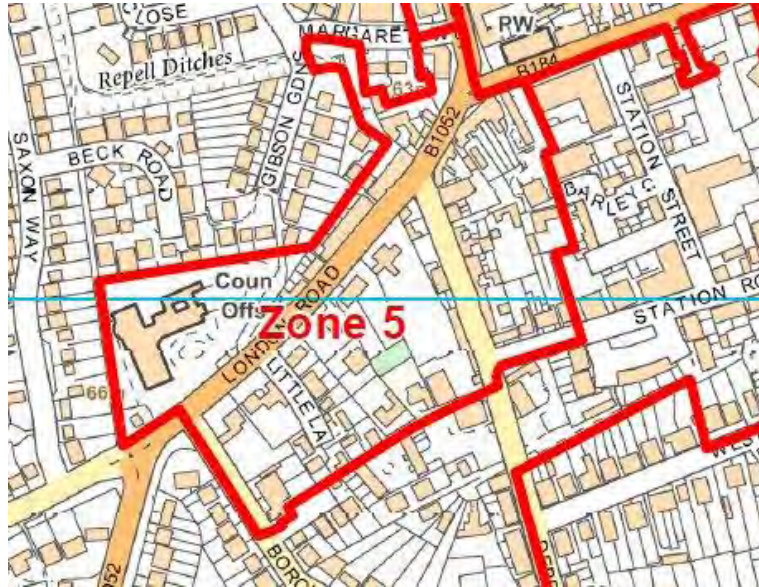
1.250 The extension does include an important wall to the front of the Veterinary Surgery and also 22 - 24 Radwinter Road, the latter being a late 19th century pair of two storey houses of red brick construction with yellow brick quoins and window surround detailing; bay windows slate roof and 2 no. chimneys with pots. If the proposal to extend the Conservation Area is accepted these buildings should be protected from demolition and an Article 4 Direction. All the above are worthy of consideration for inclusion on a Local Heritage List.

1.251 Other actions

- Consider excluding Common car park from Protected Open Space designation on Local Plan to more accurately reflect land use.

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Zone 5 - London Road and adjacent area



General overview

1.252 Mapping from 1843-1893 shows this area to be partially developed and dominated by the Hospital. Other development existed on London Road including the large 19th century properties and former Baptist Chapel. The area of housing at Little Larchmount was undeveloped then.

1.253 Today the area continues to be dominated by the former hospital building, now the District Council Offices. In addition to the Listed Buildings there are six groups of late 19th/early 20th century non listed buildings on the northern side of London Road and also at Debden Road where Article 4 Directions are proposed to protect selected architectural details on most of them. Walls play an important function in contributing to the character of this area. Highway signage within and adjacent to the Conservation Area at the London Road/Newport Road junction and elsewhere is prolific where some rationalisation may be possible. Two parking sites on Debden Road owned by the District Council could be improved. The mid – late 19th century area at Debden Road and Station Road is an example of where some of the historic qualities of terraced housing from this date have gradually begun to be eroded by extensions, loss of chimney pots, sky lights, individual terraced houses painted different colours and by the insertion of windows and doors of unsympathetic modern designs. Few properties have retained sufficient qualities to be identified as making an important architectural or historic contribution in their own right however, a number form a pleasing grouping of C19th buildings which contribute to the character and appearance of the conservation area due to their form, massing, modest scale and pleasing rhythm. They also provide evidence of the expansion of the historic, rural town during this important period.

Archaeological sites

1.254 There is a question mark as to whether or not a Roman Cemetery may have existed opposite the Council Offices, Page 102 London Road.

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Individually Listed Buildings

1.255 There are a range of individually Listed Buildings either side of London Road and the High Street, including the War Memorial together with a smaller number on Borough Lane, dating from the 19th century. A representative selection are briefly described below.

1.256 Old Saffron Walden Hospital – Grade II. Built as a hospital, now Council Offices with modern extension. Dated 1865. William Beck. Red brick, white brick and stone dressings, slate roof with two 3-course fish scale bands and cresting. High Victorian Gothic. Plaque at eaves level inscribed 'S WALDEN G HOSPITAL'.

1.257 Nos. 24, 26 and 28 London Road – Grade II. Row of mid 19th century terraced houses. Red brick, slate roof, red brick stacks.

1.258 The Old Chapel London Road – Grade II. Chapel, now house. Dated 1822. Red brick, painted brick dressings, Welsh slate roof. Flank wall to street has full height round arched recesses.



Picture 1.42 The Old Chapel, London Road; a listed building of distinction

1.259 War Memorial – Grade II. 1921. Portland stone. 7.7m high, octagonal shaft surmounted by cross. Bronze commemorative plaques and heraldic wreaths on base.

1.260 No.3 London Road, Linden Lodge and garden wall – Grade II. Early 19th century, extended circa 1860 and early 20th century. Red brick in Flemish bond with burnt headers, stone dressings. Hipped slate roof. Mid 19th century glazed timber conservatory to left side. Boundary wall to London Road: red brick with stone coping, 2 pairs of octagonal piers. Railings missing. Gates, 20th century.

1.261 Lamp post in front of Nos. 89/90 High Street – Grade II. 1836-1850. Approx 5.5m high, moved from Market Place to High Street in 1863 and moved from War Memorial site to present position in 1921. Cast-iron. Old photographs of the town taken in 1854 show this lamp as the central figure in the Market Place.

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1.262 Note: this lamp post is a replica, the original was inadvertently destroyed during re-furbishment and its status as a Listed Building is thus questioned. English Heritage to be advised.

Important buildings or structures within the curtilages of Listed Buildings

1.263 Remains of what is believed to be two WWII Spigot Mortar bases to front of Council Offices.

1.264 The 19th century boundary wall to District Council Offices. Of varying heights with rounded capping brick detailing, piers and gates. Spalled bricks in selected locations in need of repair noted.

1.265 Boundary walls to the Old Chapel, London Road.

1.266 Extension within curtilage of Listed Building, corner of London Road and Borough Lane.

1.267 Prominent yellow stock wall of varying height up to 3m with rounded brick capping detail, Borough Lane, corner with London Road. Also low yellow stock brick wall to 13/15 London Road.

1.268 Boundary wall opposite War Memorial. Tall prominent red brick wall approx. 4 m in height with discordant signage, including sign for Saffron Walden Museum and Castle.

Other buildings that make an important architectural or historic contribution

1.269 No.1 London Road. 2 storey red brick house and slate roof, scalloped slates. Prominent eaves, central door with decorative surround; windows with curved lintel detailing and cills decorated by animal busts. Within this group selected windows and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.43 No. 1 London Road

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1.270 Nos. 46-50A and 32-44 Debden Road. A group of two and three storey dwellings. In summary nos. 46-50A are two storey of red brick construction with hipped slate roof; some replacement windows detract. Nos 32-44 is a three storey prominent yellow brick terrace with slate roof. Decorative red brick detailing and dormers with some decorative woodwork detail. Some original windows Some chimneys with pots. General mass and form diverse and adds to the quality of the street scene and on balance worthy of retention. Selected windows to some properties are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

1.271 Nos. 11-13 Debden Road. A tall prominent grouping of late 19th century houses and shops to ground floor on the north east side of Debden Road close to its junction with London Road. Three storey with shops to ground floor, yellow stock brick with red brick banding detail. Dormers, 2 no. chimneys with pots, original windows to first floor, decorative stone lintel detailing. Greater co-ordination of fascia designs would assist. Chimneys selected windows and selected architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.272 Nos. 98-100 High Street. Two storey painted brickwork central entrance to rear with plaque above 'F.G.1850' (probably Francis Gibson). 2 no. prominent and decorative chimneys with pots; many original windows. Modern tiled roof. Chimneys, selected windows and plaque are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.273 Nos. 16-22 London Road. Late 19th century prominent and striking terrace. Red brick to ground floor with decorative wooden detailing to first floor. Tiled roof with fine chimney stacks; dormers with decorative barge boards. Chimney stacks, selected windows and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

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Picture 1.44 Numbers 16-22 London Road, a prominent and striking unlisted terrace

1.274 Nos. 36-48 London Road. Range of late 19th century dwellings with a mixture of red brick with slate and tiled roofs, decorative wooden detailing; decorative dormers; ridge tiles, some rubbed brickwork. Selected chimneys and windows and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

Other distinctive features that make an important architectural or historic contribution

1.275 Walls identified are protected from demolition without prior consent unless otherwise stated.



Picture 1.45 Prominent wall enclosing modern properties at Gibson Gardens. Walls both listed and unlisted are a particularly important feature in the conservation area

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1.276 Red brick wall on Debden Road boundary to no.1 London Road, about 1.8m in height with piers and rounded capping detailing. Also other boundary walls on Debden Road to rear of two car parking areas operated by the District Council.

1.277 Wall constructed of brick and brick and flint approx. 2m+ to south side of private drive accessing Brackendale House etc.

1.278 Walls to north and east boundaries of no. 1 Gibson Gardens up to 3m in height with rounded capping, prominent in the local scene.

Particularly important trees and hedgerows

1.279 There are several fine trees scattered throughout the area.

Important views

1.280 A selection as shown on the plans, including those along London Road.

Elements that detract from the character and appearance of the Conservation Area

- Minor repairs to signage within District Council Office complex, including visitor car parking sign in need of re erecting and access barrier to staff car park in need of repaint.
- Two areas of car parking on Debden Road operated by Uttlesford District Council. One has tall good quality brick and flint rear boundary wall with brick capping detailing in need of repair. Also vegetation needs removing. Both sites have poor concrete fencing panels to front that detract and ideally need replacing to improve appearance.
- Directional signs, corner Borough Lane/London Road. (London Harlow avoiding low bridge and Carver Barracks signs).
- Also several directional signs London Road/ Borough Lane and Newport Road area. Consider potential of rationalisation.
- Pole mounted directional signs to Town Centre/Swan Meadow car park and Bishop's Stortford/Audley End House plus wall mounted sign for Saffron Walden Museum and Castle adjacent to prominent wall opposite the War Memorial, candidates for rationalisation.

Opportunities to secure improvements

- Several opportunities have been identified to improve signage.
- Seek to secure improvements to Uttlesford District Council car parking areas at Debden Road including removal of vegetation, repairs to traditional flint and brick wall and ideally replace concrete fencing to street frontages.

Suggested boundary changes

1.281 None are proposed.

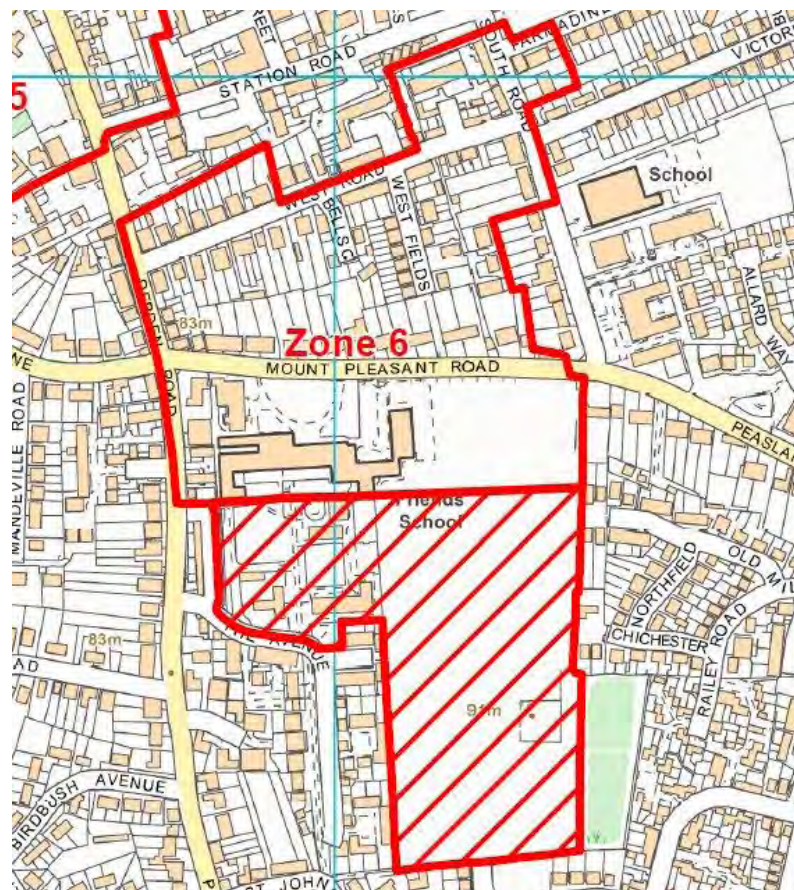
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Other actions

1.282 Replica lamp post. Draw attention to English Heritage concerning replacement lamp post referred to above and discuss removal of its listing status.

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Zone 6 - The Former Friend's School, Mount Pleasant Road and West Road



General overview

1.283 Mapping from 1843-1893 shows this area to be largely open except for some development on South Road at its junction with West Road. At this time there was a Corn Windmill at the corner of Mount Pleasant Road and South Road. Mount Pleasant Road was called Mill Lane at this time. The area became built up after this date with large semi detached villas on the north side of Mount Pleasant Road. The Friends School on the south was opened in 1879. George Stacey Gibson provided the school site, described as being “beautifully situated ...on an open breezy hill above the town, near the railway station and within a very easy distance of the Meeting House.” The area was bounded by the Saffron Walden G. E. R. Branch Railway with its Station, Cattle Pen and Goods Shed. There was a Cement Works, Iron and Brass Foundry, Saw Mill and another Corn Mill on what is now Blyth Court and Cornmill Court.

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Picture 1.47 The Windmill tower that used to exist at South Road Mount Pleasant Road.
Photo courtesy of Special Collections, University of Kent

1.284 Today the area is principally residential retaining much of its 19th century character and still dominated by the Friends School complex. Whilst there are only two Listed Buildings there is a large concentration of high quality late 19th/early 20th century non listed houses that are generally unspoilt and worthy of additional protection. These are identified by the 10 groups shown on the accompanying plans. More recent residential infill varies in quality. Traffic and parking can be difficult, particularly on West Road. The narrow access road to property on West Fields is problematic but there would appear to be no obvious remedy. There are no particular areas of concern other

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than ensuring the qualities of the late 19th/early 20th century non listed houses are protected together with boundary walls with decorative balusters at Debden Road and West Road that are distinctive features adding quality to the street scene.

Archaeological sites

1.285 The site of the Windmill referred to above is so designated as is the site of a Neolithic pit to the north of Mount Pleasant Road.

Individually Listed Buildings

1.286 9-10 Mount Pleasant - Grade II. A pair of semi-detached villas, circa 1890 by William Bell and Sons of Saffron Walden and Cambridge, builder. Red brick, front and sides partly stone faced in dressed random rubble with ashlar dressing, Westmorland slate hanging with some fish scale panels and courses, Welsh slate roof, terracotta cresting, copper spirelet. Polygonal turret has band of windows at attic level, wind-vane.



Picture 1.48 Nos. 9-10 Mount Pleasant Road, a fine 19th century listed building

1.287 Water Tower - Grade II An early 20th century Water Tower on the Debden Road dating from 1913 by A.H. Forbes, then Borough Surveyor. Red brick. Approx 8m square and 28m high. The tower was constructed by J. Custerson, local builder.

1.288 Whilst No. 64 Debden Road lies beyond the Conservation Area its boundary forms the western edge.

Important buildings or structures within the curtilages of Listed Buildings

1.289 Wall to front of no. 64. Debden Road of red brick with rounded capping detailing. Height varies.

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Other buildings that make an important architectural or historic contribution

1.290 Former Friend's (Walden) School, Mount Pleasant Road. The area is dominated by the Friends School, a large Victorian structure that opened in 1879. It is set in large grounds fronting Mount Pleasant Road and surrounded by later additions. The tall earlier structure, constructed of red brick with tiled roof has a prominent tower to front, refined architectural detailing, tall chimney stacks and window detailing. Selected windows and chimney stacks may be candidates for additional protection by possible Article 4 Direction, subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List. In addition, the early-mid 20th century School Assembly Hall and Geography room and Biology Laboratory, both in the modernist architectural style, are also considered to be good surviving and little altered examples, and are unusual in the town. These have also been highlighted on the relevant maps as they contribute positively to the historic development and expansion of the school and architectural variety of the complex, and wider conservation area.

1.291 No.'s 1- 8 Mount Pleasant Road. A grouping of elegant late 19th/early 20th century dwellings of considerable architectural quality and variety, representative of distinctive villas of their period and generally unspoilt by inappropriate additions or alterations. In broad detail Nos. 1- 2 is two storey rendered with slate roof, decorative woodwork, prominent chimneys with pots. Nos. 3- 4 is a tall two storey distinctive pair of villas with bay windows extending to first floor with gable detailing of scrolled pediments with finials above; 2 no. chimneys with pots. Nos. 5- 6, constructed principally of brick with slate roof and 2 no. prominent chimneys with pots, dormers and decorative wood detailing. Nos. 7- 8, large pair of distinctive villas, brick to ground floor with decorative wooden detailing to first floor, prominent gable to front elevation and two dormers, prominent chimneys with pots. Within this group selected windows and chimneys are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.49 No 4 Mount Pleasant Road, one of a pair of exceptionally well detailed 19th century villas, forming part of a grouping along Mount Pleasant Road

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1.292 No.'s 11- 17 Mount Pleasant Road. Similar in date to nos.1- 8 above and are generally unspoilt, making an important architectural contribution to the street scene in this location. Many windows are contemporary with the age of the properties. In broad detail no.11 is a large detached house of red brick with tiled roof, distinctive windows and decorative chimneys. Nos. 12/13 are believed to have been built by William Bell, local builder also responsible for Saffron Walden General Hospital on London Road. They have stone dressing to the



Picture 1.50 Nos. 12-13 Mount Pleasant Road

ground floor with part vertical tile hanging and part decorative wooden detailing to first floor, slate roof, decorative ridge tiles, recessed door detailing. Nos. 14/15 is large residential pair constructed of red brick with slate roof, decorative barge board detailing and chimneys with pots. A hopper to rainwater goods is dated 1878. Nos. 16/17 is a large residential pair constructed of red brick with slate roof, decorative ridge tiles, central chimney with pots and decorative barge boards. Within this group selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

No.'s 43-49 Debden Road. A group of two storey late 19th/early 20th century houses with bay windows to both floors and slate roof with 2 no. chimneys with pots; pebble dash finish with vertical tile hanging above bay windows; original canopies above entrance doors. The group together with its boundary wall (see below) contributes to the street scene and within this group selected windows and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.293 No. 41 Debden Road and nos. 1-29 West Road. A group of two storey houses dating from the late 19th/early 20th century, of varied construction but principally built of red brick with slate roofs and prominent chimneys. The group has many features that remain unspoilt and makes an important architectural contribution to the street scene. In broad detail no. 41 Debden Road and no. 1 West Road is brick with slate roof and 3 no. decorative chimneys. Nos. 3-5 West Road is pair of dwellings constructed of concrete blocks (as advised by owner) with bay windows to both storeys with decorative carpentry detailing, decorative entrance porches and central prominent chimney. Nos. 7-9 West Road, constructed of red brick with slate roof and 2 no. chimneys, recessed doors, decorative coloured glass in prominent bay windows to both floors. Nos. 11-13 constructed of red brick with slate roof and 2 no. chimneys; recessed doors, bay windows to both storeys with decorative panel detailing. Nos. 15-19 is a terrace of three, red brick with slate roof, bay windows and 2 no. chimneys. No 21, a smaller property with

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slate roof and 2 no. prominent chimneys. Nos. 23-25 pair constructed of red brick with slate roof, prominent chimneys with pots. Nos. 27-29 constructed of red brick with slate roof and central chimney; bay windows. Within this group selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.51 No.s 39 - 45 West Road, a terrace of two storey houses dating from the late 19th century with exquisite detailing including pargetting, decorative bargeboards and prominent brick chimney stacks.

1.294 No.'s 39- 45 West Road. A two storey late 19th/early 20th terrace of red brick to ground floor with render and decorative wooden detailing to first floor. Tiled roof with 4 no. decorative chimney stacks with pots. Decorative ridge tiles and decorative barge board detailing. Within this terrace, selected windows, chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.295 No.'s 1-12 Westfields. Six pairs of semi detached houses dating from the late 19th/early 20th century. Constructed of red brick with pyramidal slate roofs, most with 2 no. prominent chimney stacks all with pots; yellow stock brick quoins and window surrounds. Despite a number of window replacements and satellite dishes that detract, the general massing and repetitive rhythm, particularly that of the imposing chimney stacks, make this group worthy of protection. Chimneys are candidates for protection by possible Article 4 Direction subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.

1.296 No.'s 33-35 Granary Row. A distinctive pair of late 19th/early 20th century dwellings set back from the road of flint construction and slate roof with 2 no. chimney stacks (one without pots). Original windows in distinctive brick constructed surrounds, entrance porch and barge board detailing. Selected windows, both chimney stacks and architectural detailing are potential candidates for additional protection by possible Article 4 Direction, subject to further consideration and notification. The asset is also worthy of consideration for inclusion a Local Heritage List.

1.297 No.'s 26-40 South Road. Two tall prominent late 19th/early 20th residential blocks of red brick construction with decorative blue brick detailing; tiled roofs and bulky chimney stacks, one complete with pots. Dormers, bay windows and canopy porch

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detailing, some original windows. Selected windows, chimney stack with pots and selected architectural detailing are potential candidates for additional protection by possible Article 4 Direction, subject to further consideration and notification. The grouping is also worthy of consideration for inclusion a Local Heritage List.



Picture 1.52 No. 4 West Road; a fine detached three storey house with bay windows and decorative portico.

1.298 No. 39 Debden Road and no.'s 2-24 West Road - A group of late 19th/early 20th century houses of varying heights, materials and designs that remain in part unaltered whose miscellaneous details, windows and chimneys make a particularly worthwhile contribution to the north corner of West Road and Debden Road. In broad detail; no. 39 Debden Road and no.2 West Road - an imposing tall prominent red brick dwelling with slate roof with 3 no. prominent chimneys, decorative wooden detailing. No. 4 West Road is three storey prominent of yellow stock brick construction, bay windows to two storeys and central portico with columns to front and decorative heraldic detailing. Nos. 6-8 is tall red brick house with tiled roof and 2 no. chimneys; bay windows to ground floor. Nos.10-12, two storey red brick with slate roof and two distinctive decorative tall chimney stacks (worthy of protection despite lack of pots on one stack). Nos. 14-16 is constructed of red brick with slate roof, two bay windows to ground floor and single chimney. Nos. 18-20 is a simple two storey rendered building with slate roof, two bay windows to ground floor, central doorway and 2 no. chimneys to front. Nos.22-24 is a tall building of red brick with slate roof, bay windows to ground floor, decorative barge board detailing, some replacement windows. Within this group selected windows,

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chimneys and architectural detailing are candidates for protection by possible Article 4 Direction subject to further consideration and notification. These assets are also worthy of consideration for inclusion a Local Heritage List.

Other distinctive features that make an important architectural or historic contribution

1.299 Walls identified are protected from demolition without prior consent unless otherwise stated.

1.300 Two late 19th/early 20th century lamp posts repositioned from original locations and now prominently sited to front of Friends School.

1.301 Red brick wall with rounded capping detail approx. 1.5 m in height fronting no. 39 Debden Road .

1.302 Dwarf boundary wall and piers surmounted by ball finials to front of nos. 43-49 Debden Road. Piers vary in height up to 2m in height.

1.303 Boundary wall with decorative balusters to boundary of no. 41 Debden Road, no.7 and nos. 11-13 West Road. Constructed of concrete, decorative balusters on dwarf wall with capping and piers. Height varies approx. 1.5 m; piers with ball finials, 3m approx. Distinctive features adding quality to the street scene.



Picture 1.53 Decorative baluster boundary detailing, important for the street scene particularly in West Road

Tall returning wall up to 4m in height with rounded brick capping detail, east end of West Road, boundary to no. 26 South Road.

Important open spaces

1.304 The semi circular green sward to the front of the Friends School and the associated playing fields to east of the school buildings are important in this area characterised elsewhere by tight urban form.

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1.305 The grounds to the rear of the school, encompassing the avenue of lime trees and adjacent playing field are also considered to represent an important area of open space which juxtaposes the tight built form of the modern development and is relevant to the school site.

Particularly important trees and hedgerows

1.306 As shown diagrammatically on respective maps. The trees within the curtilage of the Friends School make the most significant contribution.

Important views

1.307 Views of the Friends School and Water Tower and of quality villas on Mount Pleasant Road and West Road are noted.

Elements that detract from the character and appearance of the Conservation Area

1.308 Group consisting of street lamp and miscellaneous signs in poor condition on West Road near junction of Debden Road where rationalisation/ replacement may be possible.

Opportunities to secure improvements

1.309 Discuss potential of rationalising street signage, West Road/ Debden Road.

Suggested boundary changes

1.310 It is proposed to extend the boundary to the south of the former Friends School, to encompass the grounds to the rear including the avenue of lime trees, and section of the playing fields adjacent, which are considered to be relevant to the character and appearance of the Conservation Area. The proposed boundary would be more clearly definable along the rear boundary line, and taken across the playing fields to the eastern boundary to aid interpretation on the ground.

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Overall Summary

1.311 This Appraisal considers the quality of the built environment of the Conservation Area to be of high quality where the 320 Listed Buildings make a significant contribution to its architectural and historical importance which has been noted by Essex County Council that the town has the finest surviving collection of timber framed buildings in Essex. Most of the Listed Buildings are in good condition but this Appraisal has identified several in need of repair. Most notable in this respect is the remains of the Castle Keep, the oldest standing structure and monument of greatest historical importance.

1.312 In addition to the Listed Buildings this Appraisal has identified significant groups of late 19th/ or early 20th century non listed buildings of considerable architectural and historic merit, many of them being largely unspoilt and worthy of being protected from demolition. A large number of these have architectural detailing worthy of additional protection. Throughout the Conservation Area, this Appraisal has identified the high importance of walls and chimneys. The quality of shop fronts and fascia signage varies considerably and there are some areas where it detracts; this Appraisal suggests further consideration be given to this issue and discussions take place locally and best national practice researched.

1.313 Traffic signage detracts in a number of locations and discussions need to take place with the Highways Authority and others with an objective of identifying improvements that can be made, consistent with highway safety. The high importance of a number of open spaces has been identified and several additional areas are recommended for protection in the emerging Local Development Framework. Several landscaping and improvement schemes are proposed and the possibility of providing a new environmental wildlife area accessible to the community is flagged up.

1.314 The boundaries to the Conservation Area are considered to be generally well defined but three amendments are proposed, most notable a proposal to include the historic frontage to Radwinter Road Cemetery and conversely to exclude the part of Swan Meadow Car Park that currently lies within the Conservation Area.

1.315 In conclusion Saffron Walden's Conservation Area is very special and of high architectural and historic importance. The recommendations set out in this Appraisal vary from simple improvements to more complex issues. Even implementing small improvements will make differences and it is hoped that many will be carried out by the local community and principal stakeholders, ideally assisted by some of the influential environmental groups in the town.

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Revised Conservation Area Boundary

2.1 The revised boundary is shown on Fig's 9-14 and includes the following amendments.

(a) Extend the Conservation Area to include the Radwinter Road Cemetery and the properties along the south side of Radwinter Road between no. 14 Radwinter Road and no. 26, omitting the area west of no. 14 which is site of Saffron Lodge Retirement Community.

(b) Extend the Conservation Area to the south of the former Friends School (recently re-named Walden School) to include all the grounds and the entirety of the adjacent playing fields.

Planning Controls and Good Practice: The Conservation Area

2.2 All current planning policies are contained in the Uttlesford Local Plan adopted in 2005. It is against this document that the District Council will process applications. As set out above, this will be superseded in due course by the Council's new Local Plan.

2.3 Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping and other general administrative advice, please contact the Planning Department for assistance.

Website: www.uttlesford.gov.uk

Telephone: 01799 510510

Or write to: Council Offices, London Road, Saffron Walden, Essex CB11 4ER

Planning Control and Good Practice: The Potential Need to Undertake an Archeological Field Assessment

2.4 Good practice for applicants will be to carefully consider the content of the policies set out in the Local Plan.

Planning Control and Good Practice: Listed Buildings

2.5 Those buildings that are individually listed and other buildings, structures or walls within the curtilage of a Listed Building are similarly protected in law.

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2.6 The Listed Buildings and associated buildings within their curtilages are important and are a major contribution to the quality of the built environment of Saffron Walden. It is essential that their architectural detailing is not eroded or their other qualities and settings not compromised. Good practice for applicants will be to carefully consider the content of the policies set out in the Local Plan.

2.7 Within the Conservation Area there are six Listed Buildings currently defined as being at Risk. These are 12 Market Hill, Moore's Garage 10-12 Bridge Street, 31 Castle Street, 4 High Street, 12 Market Hill and Gas Works 2 Thaxted Road. The District Council considers the resolution of these issues as being of importance. The loss of these buildings/ structures would be entirely unacceptable.

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

2.8 A number of such unlisted buildings that make a positive contribution to the character of the Conservation Area have been identified. The Council will seek to ensure that these are retained. These are as follows:

Zone 1 - Castle Lodge, properties east of Johnson's Yard and nos. 40-48 Church Street, former Infants school Museum Street (now in curtilage of Museum), 22 Church Street, 21 Castle Street, Fry Art Gallery and 77-81 Castle Street.

Zone 2 - Nos. 9-21 South Road, Saffron Walden Baptist Church, 8-12 Gold Street, Gold Street Chapel, 8-16 King Street, group west of Town Hall King Street, 34-36 High Street, Fairycroft House and Elm Grove Lodge.

Zone 3 - Nos. 9A-10A Abbey Lane and Nos. 69-69A and Friends Meeting House, High Street.

Zone 4 - Nos.1-7 Audley Road, nos. 21-29 Audley Road, no. 31 Audley Road, nos. 1-6 New Road, nos. 46-52 and 54-56 Fairycroft Road, no. 40 Fairycroft Road, nos. 1-16 Artisans Dwellings Tanners Way, nos. 4,6 and 8 East Street and nos. 20-22 East Street. 14 Radwinter Road. 22-24 Radwinter Road.

Zone 5 – No. 1 London Road, nos. 46-50A and 32-44 Debden Road, Nos. 11-13 Debden Road, nos. 98-100 High Street, nos. 16-22 London Road and nos. 36-48 London Road.

Zone 6- Former Friend's School, nos.1-8 Mount Pleasant Road, nos. 11-17 Mount Pleasant Road, nos. 43-49 Debden Road, no. 41 Debden Road and nos. 1-29 West Road, nos. 39-45 West Road, nos. 1-12 West Fields, nos. 33-35 Granary Row, nos.26-40 South Road, no. 39 Debden Road and nos. 2-24 West Road.

2.9 Proposed Article 4 Directions. There are other distinctive features that are integral to some of the unlisted buildings identified in the previous paragraph that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by

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removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement of the general proposals set out earlier in this Appraisal.

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

2.10 This Appraisal has identified a number of features including walls and or railings that make a particular contribution to the character of the Conservation Area. The walls/railings are protected from demolition without prior consent virtue of exceeding the specified heights relevant to the Conservation Area or by Listed Building legislation. Any proposal involving their demolition is also unlikely to be approved.

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

1.1 As set out previously open spaces are particularly important in a densely populated historic urban area such as Saffron Walden. Frequently such spaces provide a setting for important groups of Listed Buildings and they may be also associated with well used pedestrian footpaths. Within the Conservation Area the existing Local Plan identifies the following open spaces to be 'Protected Open Spaces of Environmental Value' namely the green sward corner of Little Walden Road/ Catons Lane, the Castle Grounds, St. Mary's churchyard together with the Close Garden and site of former Dorset House, the grounds to Walden Place, Jubilee Gardens and the Common. This Appraisal considers these open spaces have been appropriately designated and has also identified several others for consideration to be included in the replacement Local Development Framework. These are open land adjacent to Freshwell Gardens and green swards providing the setting to King Edward VI Almshouses at Abbey and the Bowling Green near Hanover Place off Abbey Lane. All these open spaces represent landscape features that materially contribute to the character or appearance of the Conservation Area and should be protected.

1.2 Particularly important trees and hedgerows. Only the most significant trees are shown very diagrammatically. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

1.3 Planning Control – Important views. The most important views within and out of the Conservation area are diagrammatically shown.

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Sources of Further Guidance

Uttlesford District Council

1.4 Uttlesford District Council has recently published an updated version of its Listed Building Owners Guide, available to download at <https://www.uttlesford.gov.uk/article/4342/Heritage-and-conservation-guidance>

1.5 Further information can also be found on the website at <https://www.uttlesford.gov.uk/article/1836/Heritage-and-conservation>

Historic England

1.6 Historic England have published a number of Advice Notes, all of which are available at <https://historicengland.org.uk/advice/>. These include:

- Historic England Advice Note 1 - Conservation Area Designation, Appraisal and Management (February 2016)
- Historic England Advice Note 7 - Local Listing (May 2016)
- Stopping the Rot - A Guide to Enforcement Action to Save Historic Streets for All Guidance (July 2008)

S.P.A.B (Society for the Protection of Ancient Buildings)

1.7 Useful information can also be accessed via the S.P.A.B. website and via their **free technical advice line**. Available Mon-Fri 9.30 to 12.30 on 0207 456 0916.

Enhancement Proposals to Deal with Detracting Elements

2.14 The Appraisal has identified a number of elements that detract and these are summarised below together with a proposed course of action. Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognised that such improvements will frequently only be achieved with the owners co-operation.

The features identified below are shown on the accompanying plans.

| Detracting element | Location | Proposed Action. |
|---------------------------|------------|--|
| Car parking area (Zone 4) | The Common | Discuss with Saffron Walden Town Council the potential of implementing a sensitively designed landscaping scheme to northern boundary of car park to reduce detrimental visual impact. |
| Car parking area (Zone 4) | The Common | Uttlesford District Council to undertake minor works to signage when replacement necessary, paint selected |

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| Detracting element | Location | Proposed Action. |
|--|---|--|
| | | lighting columns, undertake any necessary repairs to cycle racks. |
| Enhance existing landscaping (Zone 2) | Frontage to shops, south side of George Street, corner of High Street | Explore potential with partners and stakeholders of improving the qualities of this area by implementing a robust landscaping scheme. |
| Shop fronts and fascias | Throughout Conservation Area | Seek views of The Saffron Walden Business Forum and consider undertaking an assessment of best national practices and Uttlesford District Council to consider the adoption of a Shopfront Design Guide.. |
| Miscellaneous signage (Zone 2) | Entrance arch to former Pig/Cattle Market | Explore potential of reducing impact with stakeholders. |
| Turf maze (Zone 4) | The Common | Saffron Walden Town Council be requested to consider planting an Ash tree to centre of turf maze, to replace an historic feature, subject to no objections from English Heritage. |
| Boundary wall to Audley End Estate (Zone 3) | North of Walden Lodge, end of Abbey Lane | Contact owner with view of undertaking essential repair works to this important wall. |
| Elements in need of repair/repainting (Zone 3) | New Pond, Freshwell Street. | Minor repairs/repainting needed to security railings, information board and lighting columns. |
| Street furniture/signs (Zone 6) | Corner West Road/Debden Road. | Contact Highways Authority and discuss potential rationalisation and/or replacement of 'Give Way' signage on West Road and 'School' sign on Debden Road. |
| Minor works to signage (Zone 5) | District Council Offices, London Road | Re-erect and repaint as necessary. |
| Direction signs (Zone 5) | Borough lane, junction London Road /Newport Road | Contact Highways Authority and discuss potential rationalisation and/or replacement. |

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| Detracting element | Location | Proposed Action. |
|---|--|--|
| Highway signs (Zone 1) | Castle Hill/Church Street | Contact Highways Authority and seek rationalisation. |
| Highway signs (Zone 1) | Museum Street/Castle St | Contact Highways Authority and seek rationalisation. |
| 20mph highway signs (Zone 1) | Castle Street/ High Street | Contact Highways Authority and seek more visually appropriate solution. |
| Spalled brickwork (Zone 5) | Western boundary wall to District Council Offices, London Road | Suggest District Council undertake necessary repair. |
| Spalled brickwork (Zone 2) | Wall north side of Emson Close | Seek owners co-operation in undertaking necessary works to this listed wall |
| Green sward (Zone 1) | Little Walden Road/Catons Lane | Request Uttlesford District Council consider rationalization of the signage.. |
| Spalled brickwork (Zone 1) | Wall, south of Pound, Little Walden Road | Seek owner's co-operation in undertaking necessary works to this prominent wall. |
| Spalled brickwork (Zone 2) | Rear of Saffron Insurance, High Street, west side | Seek owner's co-operation in undertaking necessary works to this wall in curtilage of a Listed Building. |
| Damaged wall (Zone 1) | Balustered wall Bridge End Garden. | Advise Saffron Walden Town Council of modest repairs necessary. |
| Deteriorating Listed garden wall (Zone 2) | Attached to The Grange, Church Street. | Contact owner concerning deteriorating condition and if appropriate add to Buildings at Risk Register. |
| Eroded/ unsurfaced road (Zone 4) | Tanners Way | Consider issue with stakeholders in an effort to secure visual and highway improvements. |

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Other actions

The contents of this report be brought to the attention of environmental community groups active in the town in an attempt to forge working relationships to assist in the implementation of some of this Appraisal's recommendations.

Open space between New Pond and Freshwell Gardens. In long term consider the potential of this land for community access and possible Wildlife Site accessible to the public and consider its designation as a 'Protected Open Space of Environmental Value' in the emerging Local Development Framework. In short term seek owner's co-operation to remedy untidy nature of site.

Open spaces between and King Edward VI Almshouses. Consider their designation as a 'Protected Open Space of Environmental Value' in the emerging Local Development Framework.

Bowling Green at Hanover Place, Abbey Lane. Consider its designation as a Protected Open Space in the emerging Local Development Framework.

Saffron Walden Town Council be requested to return wall paintings to the Summer House, Bridge End Garden, being part of the fabric of this Listed Building, as soon as conditions within are deemed to be appropriate. (Paintings believed to be currently stored in Newport depot).

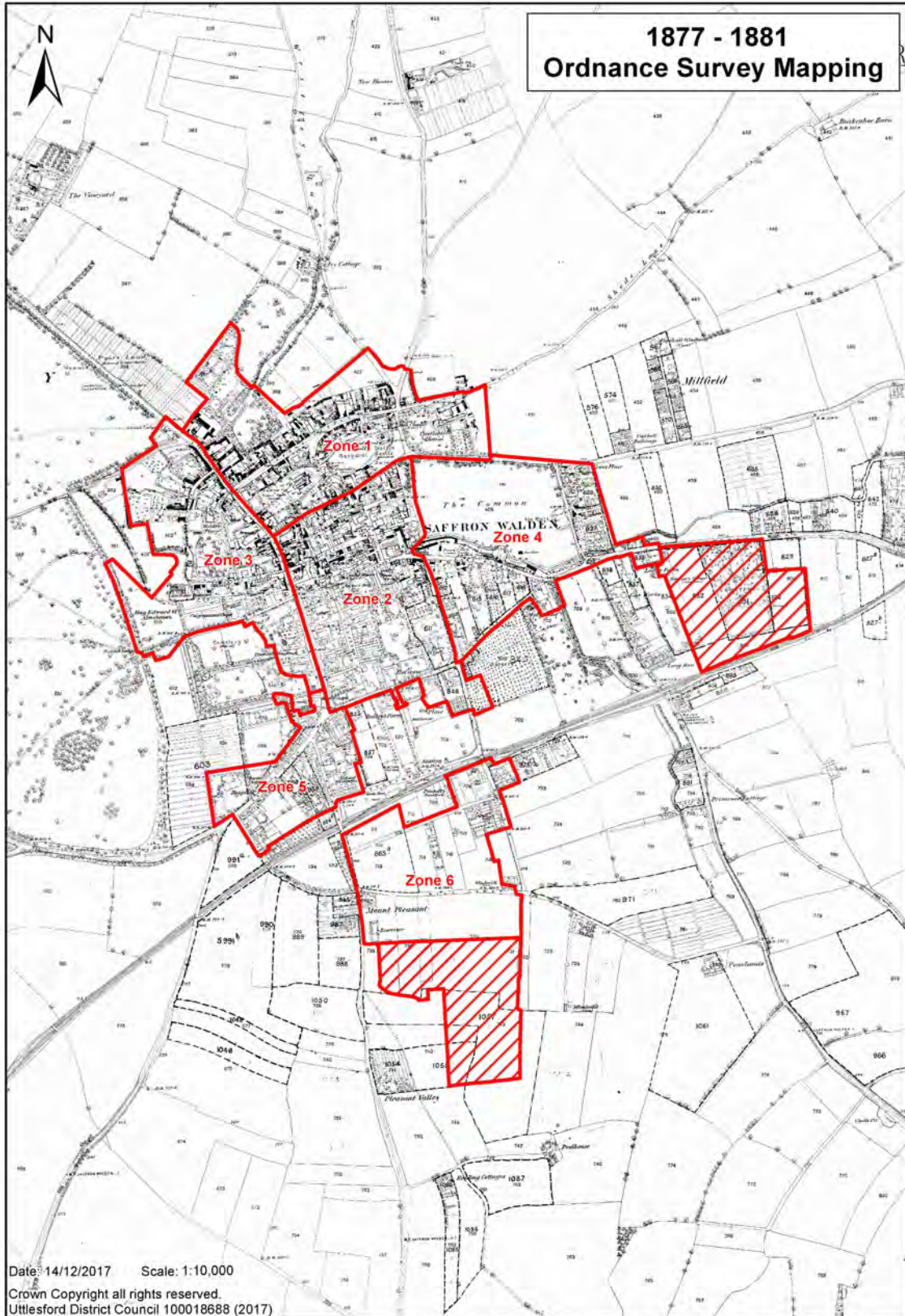
Subject to obtaining necessary consents, request Saffron Walden Town Council plant replacement Ash tree in centre of Turf Maze on the Common.

Contact English Heritage with view of removing listed status of replacement street lamp near War Memorial.

Formally designated area for Bridge End Garden is more expansive than the area shown by the Adopted Local Plan. Issue may need consideration when Local Plan is reviewed.

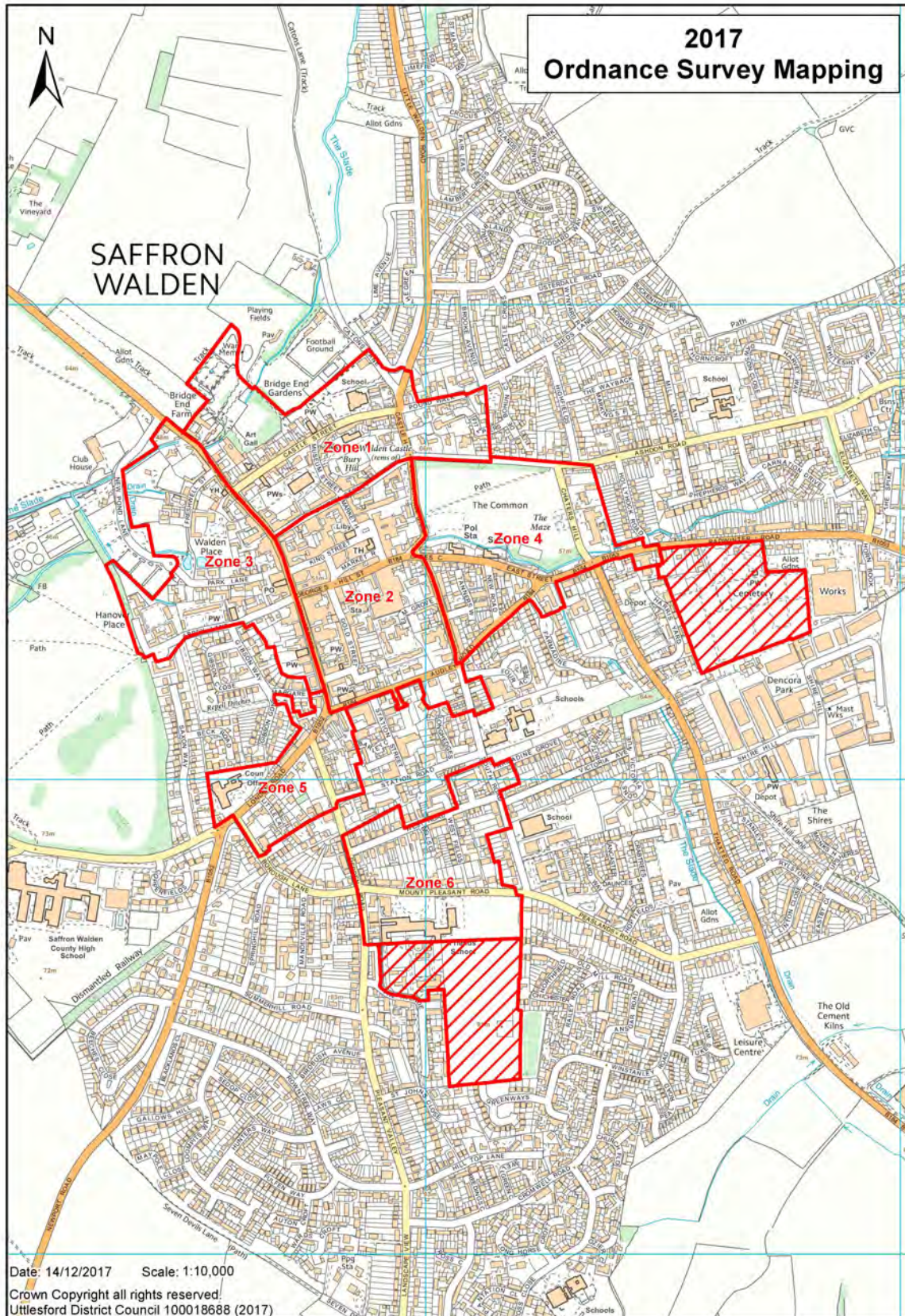
Maps

Fig 1 - 1877 Ordnance Survey Map



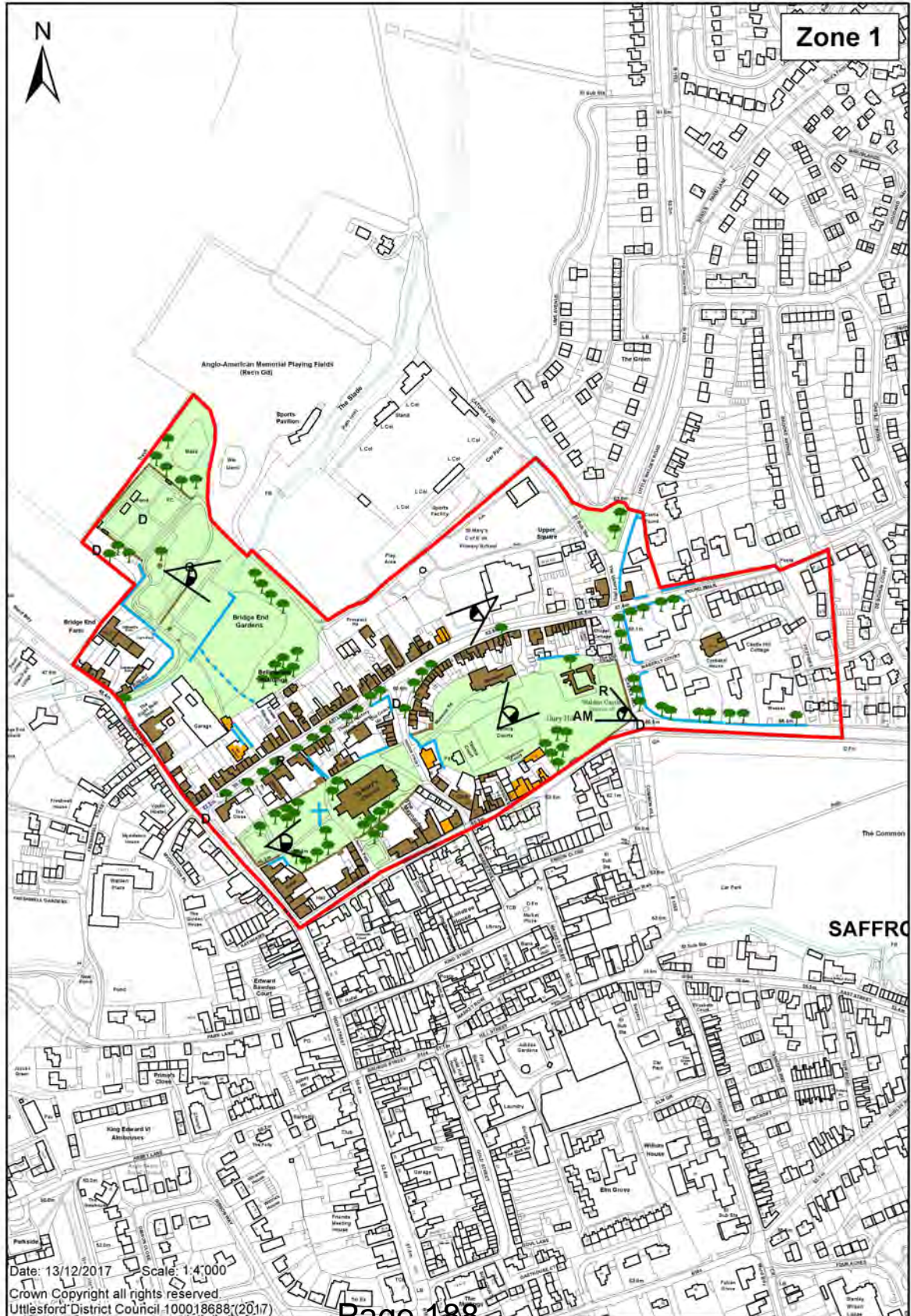
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Fig 2 - Character Analysis Areas



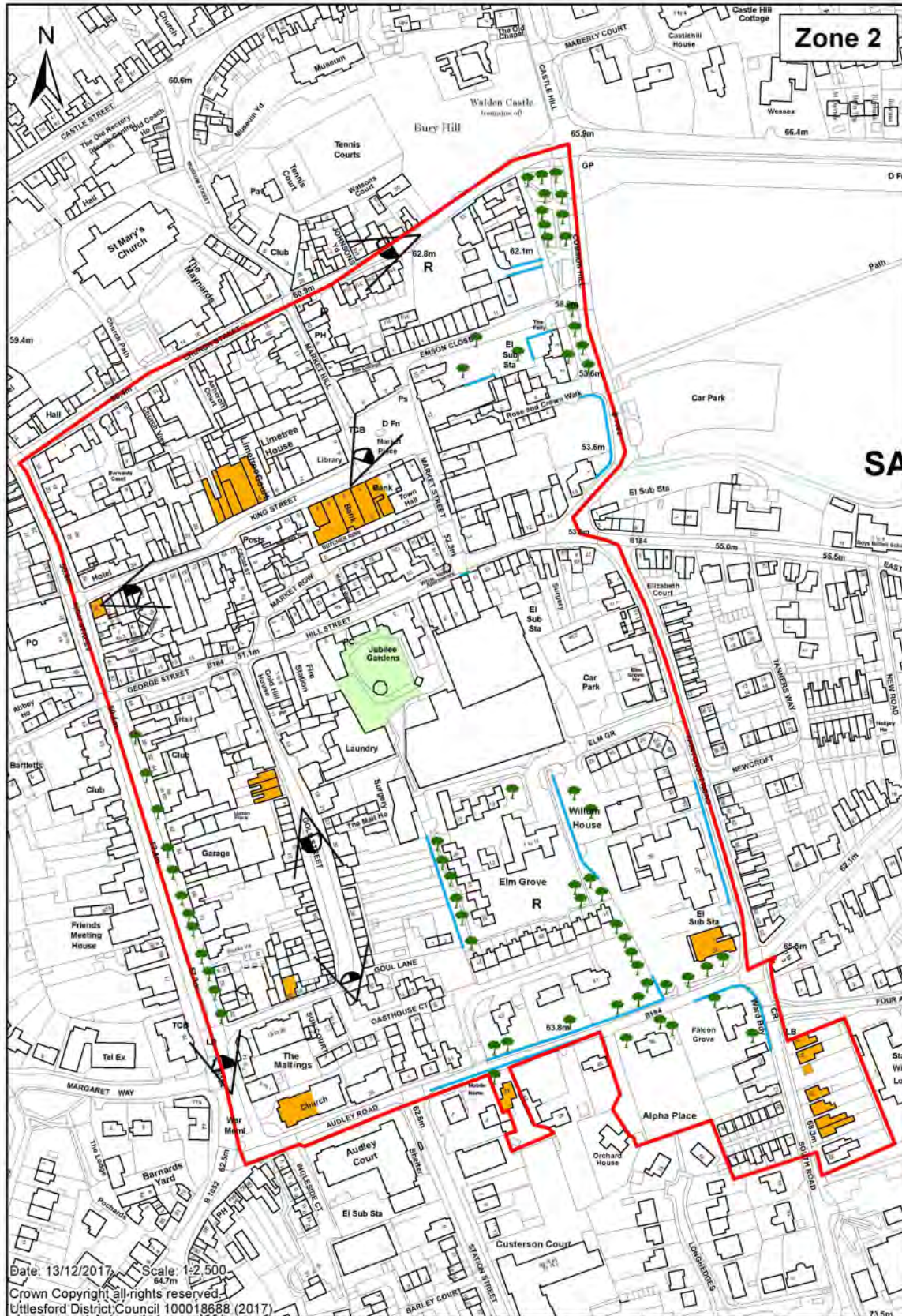
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Fig 3 - Zone 1



Maps

Fig 4 - Zone 2



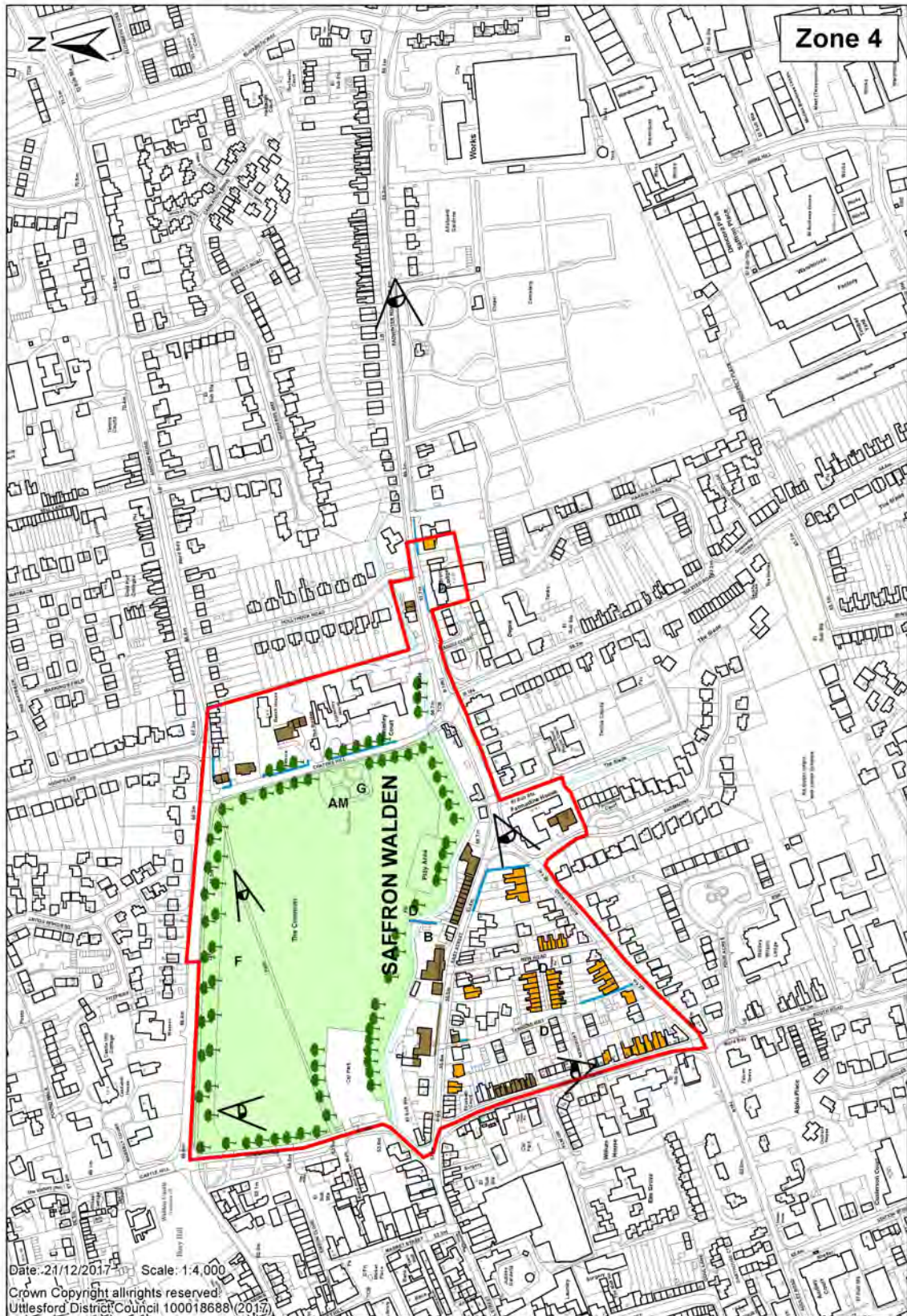
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Fig 5 - Zone 3



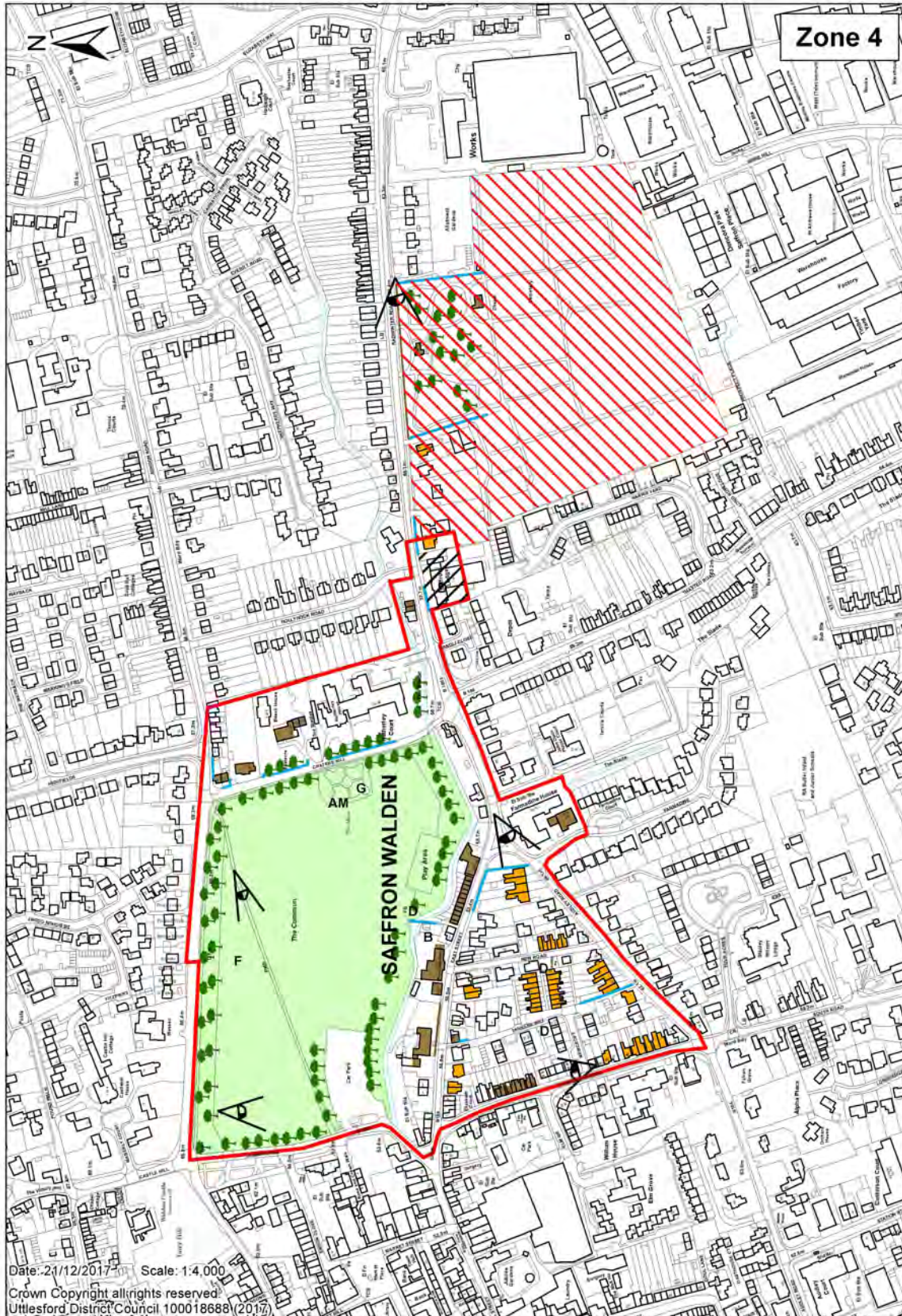
Maps

Fig 6 - Zone 4 Existing Boundary



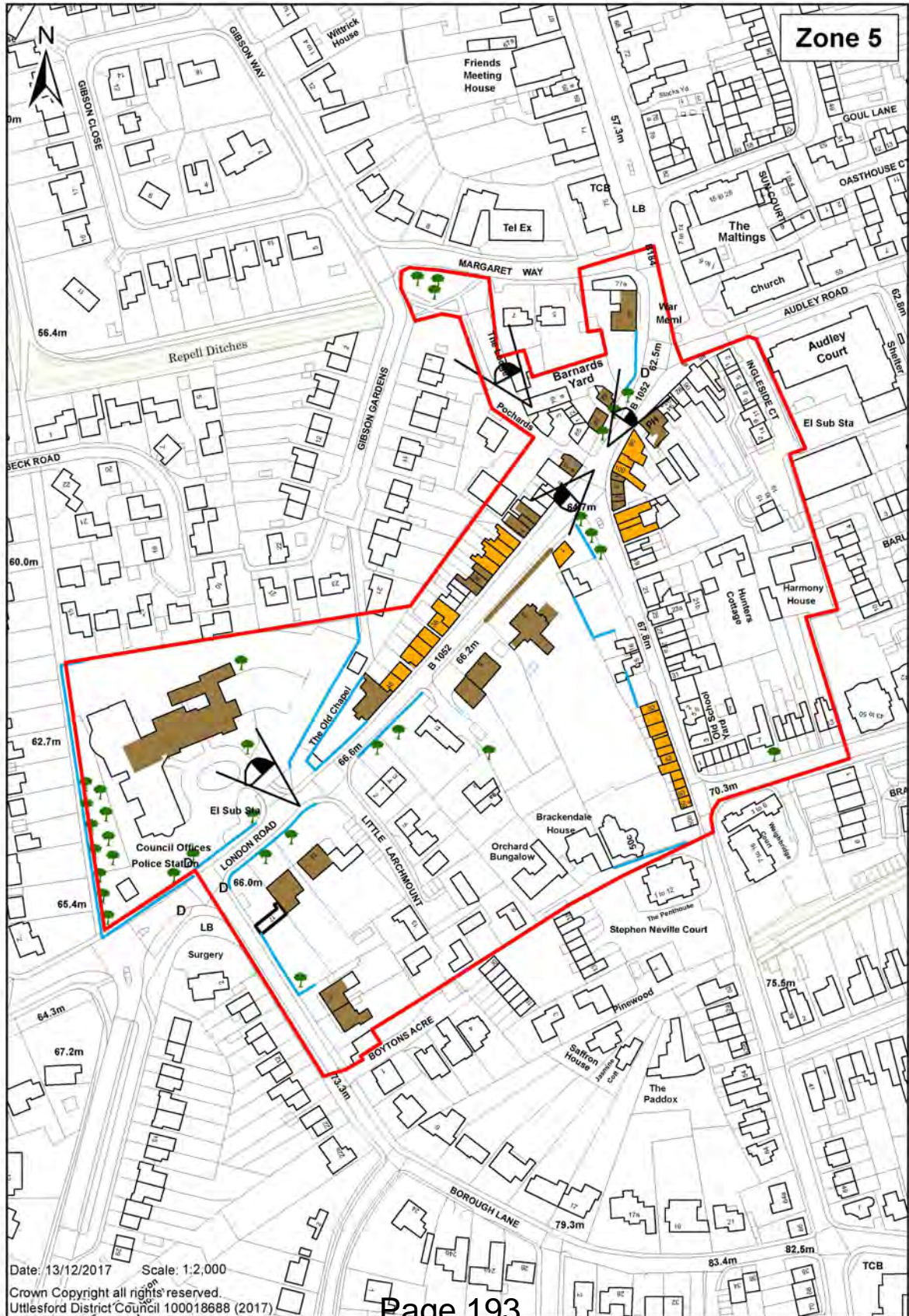
Maps

Fig 6a - Zone 4 Proposed Boundary



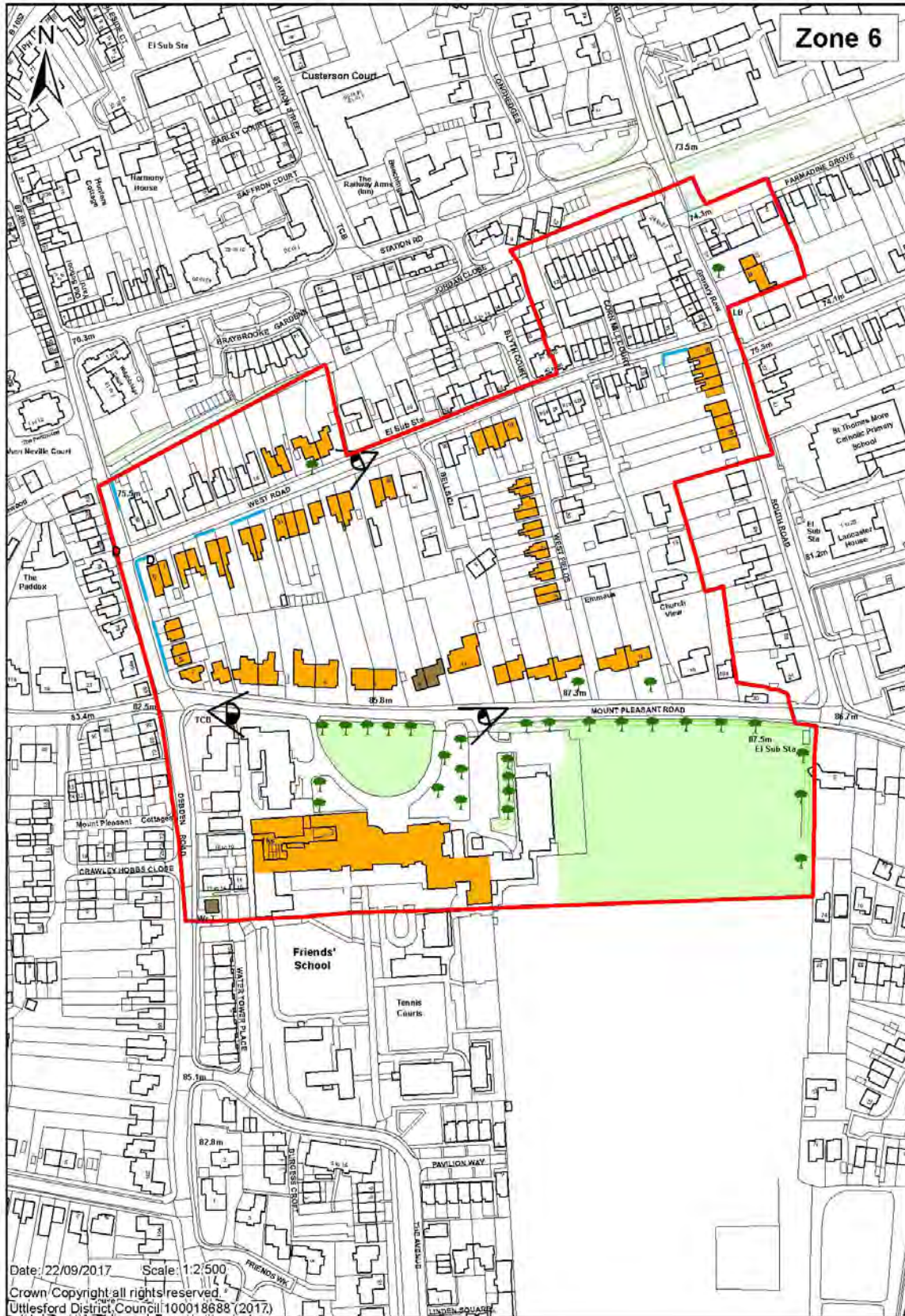
Maps

Fig 7 - Zone 5



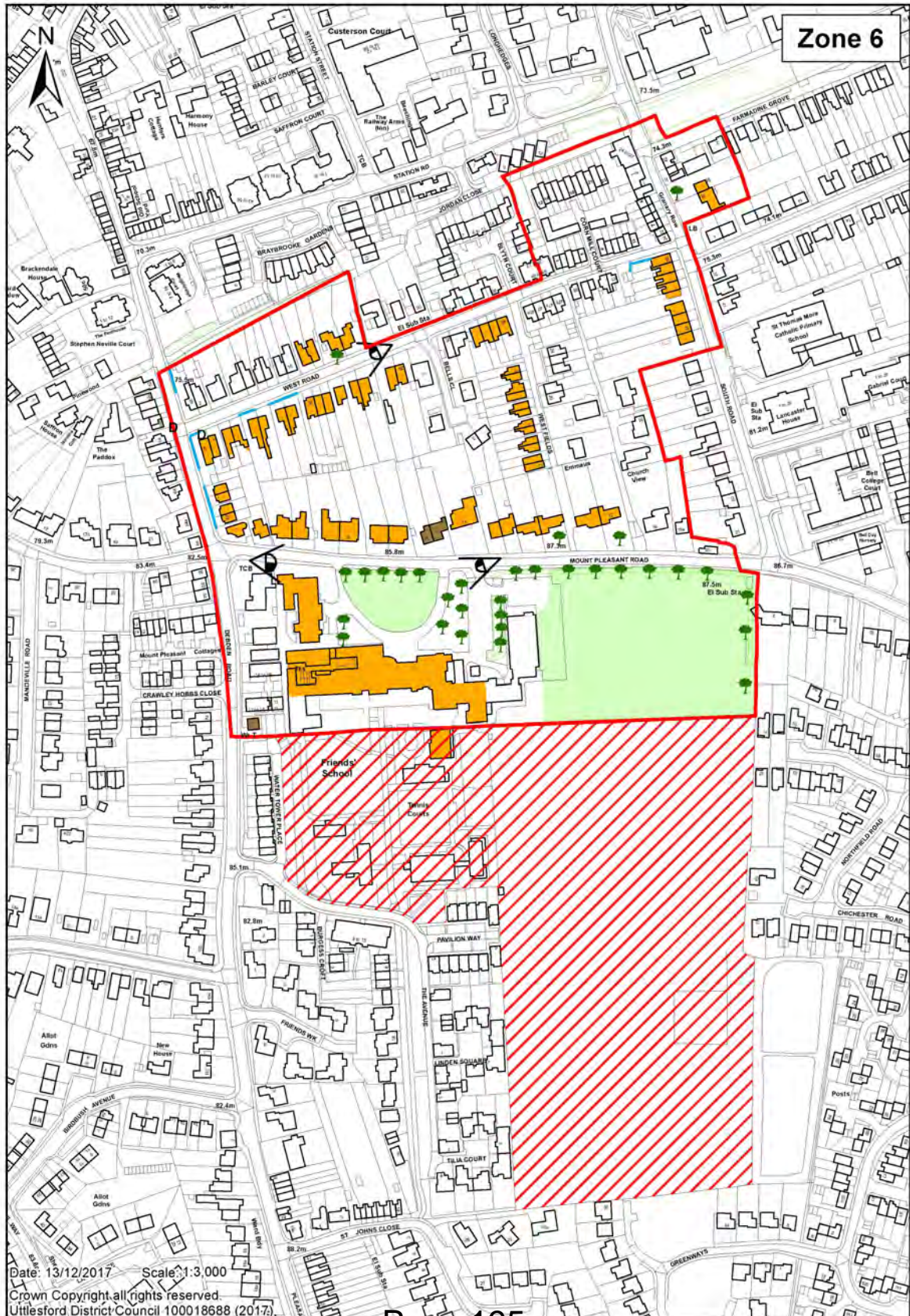
Maps

Fig 8 - Zone 6 Existing Boundary



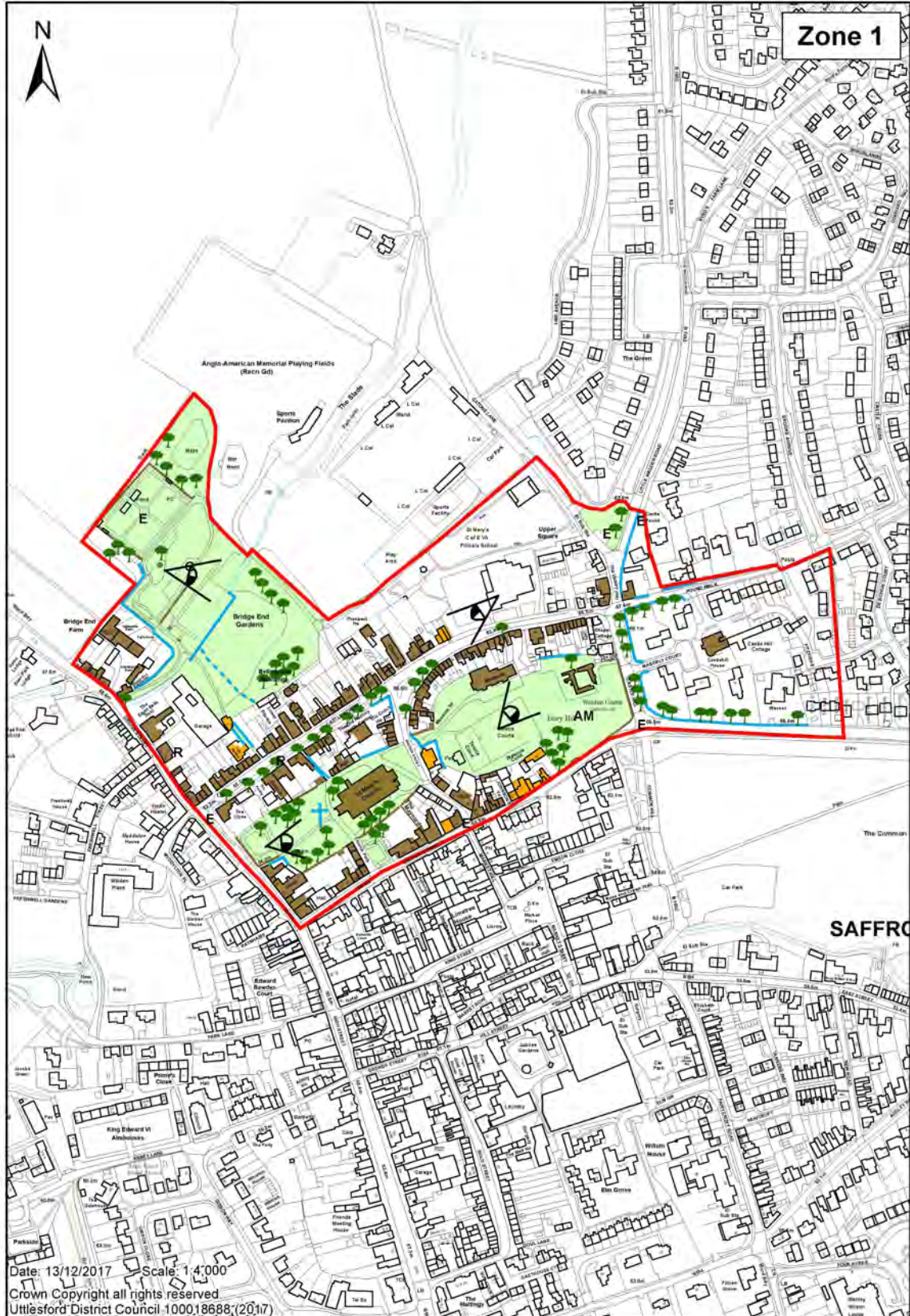
Maps

Fig 8a - Zone 6 Proposed Boundary



Maps

Fig 9 - Management Plan Zone 1



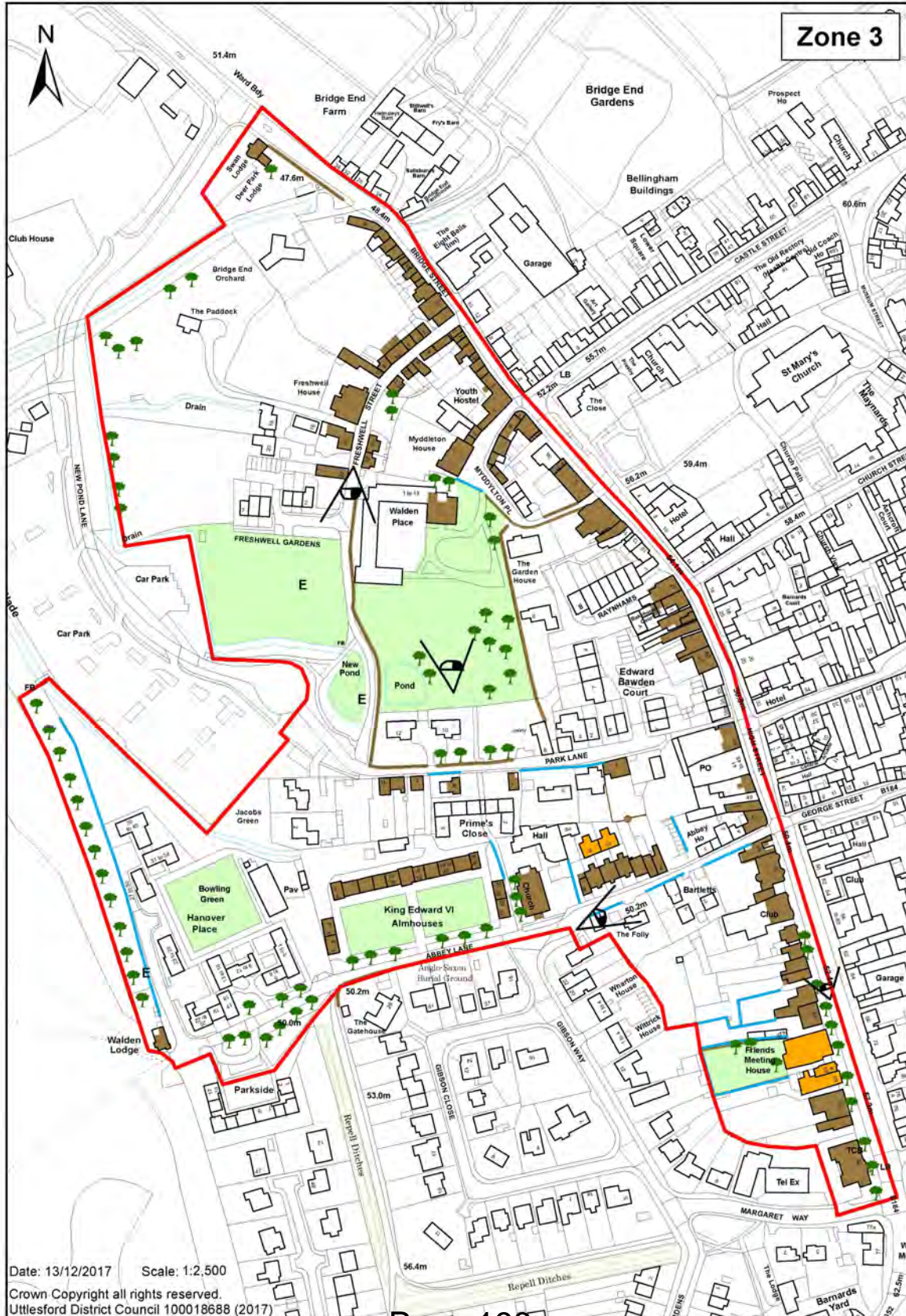
Maps

Fig 10 - Management Plan Zone 2



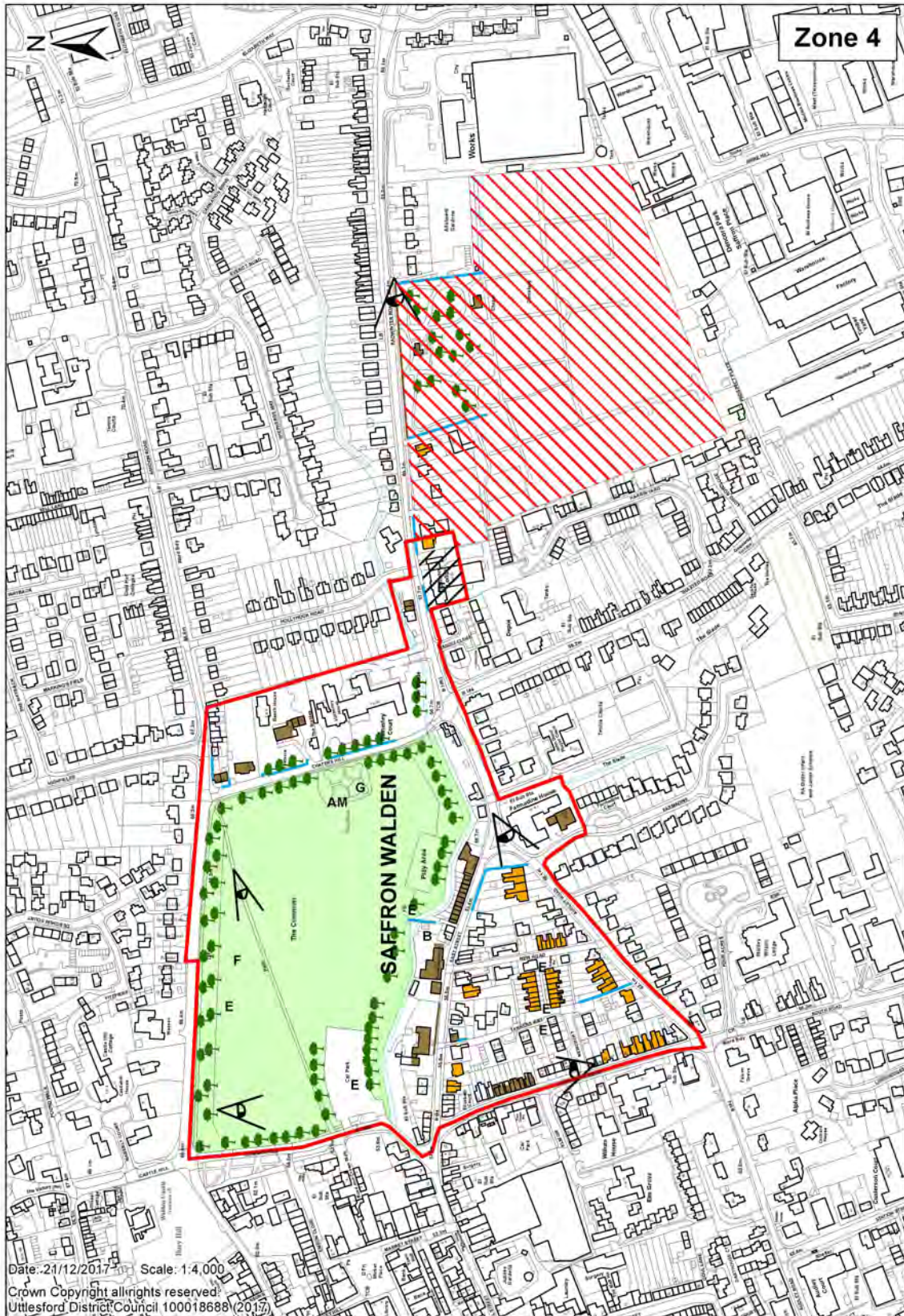
Maps

Fig 11 - Management Plan Zone 3



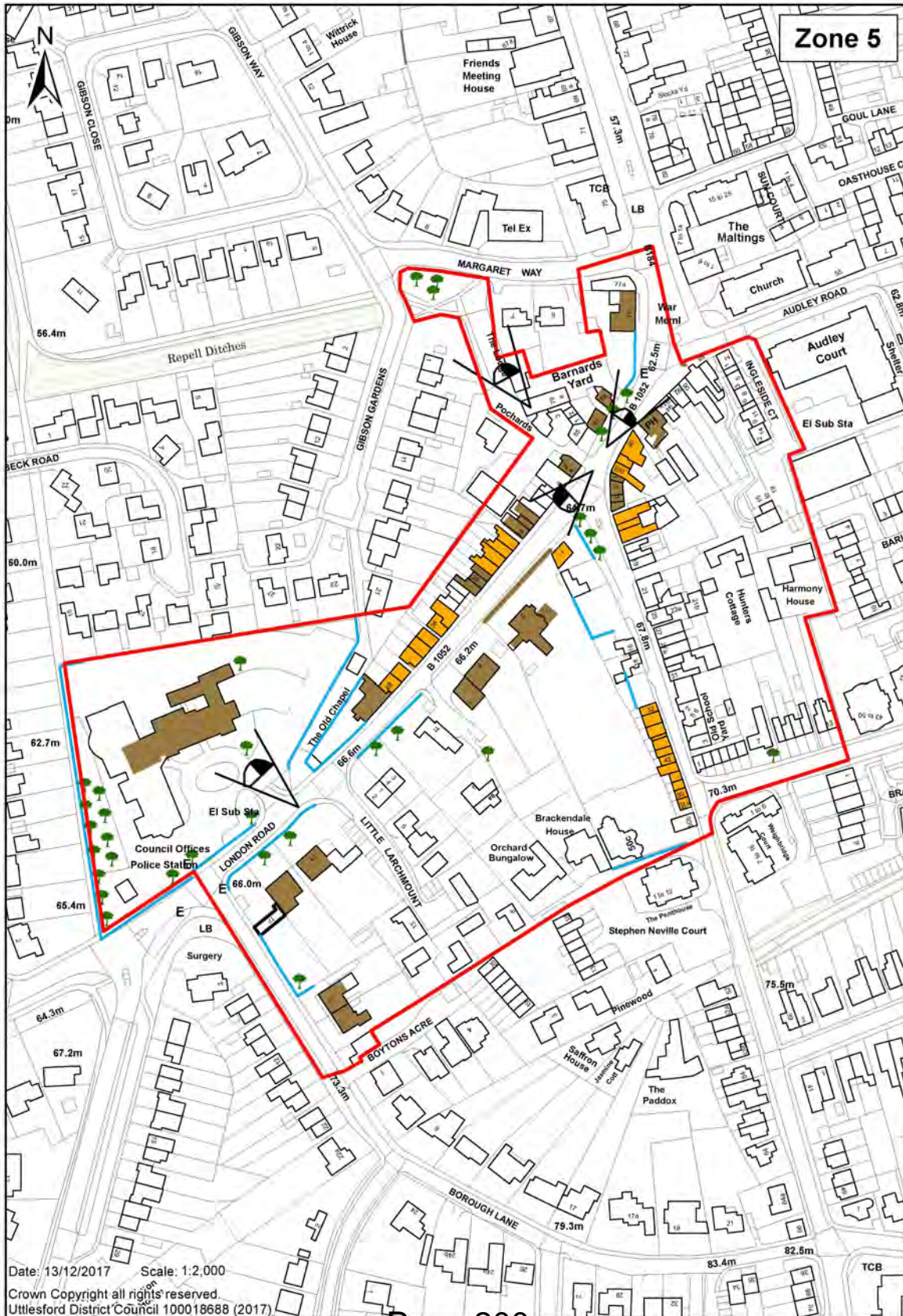
Maps

Fig 12 - Management Plan Zone 4 Proposed Boundary



Maps

Fig 13 - Management Plan Zone 5















Maps

Fig 14 - Management Plan Zone 6 Proposed Boundary



Maps

Character Analysis and Management Plan Key

| Legend | |
|---|--|
|  | Existing Conservation Area boundary |
|  | Proposed Conservation Area boundary |
|  | Proposed area to be removed from Conservation Area |
|  | Important Views |
|  | General location of important trees/hedgerows |
| R | Individually Listed Buildings & Walls considered to be potentially at risk |
| G | Important park or garden formally designated by English Heritage |
| AM | Scheduled Monument |
| B | Bridge |
| D | Elements out of character |
| E | Proposed Enhancements |
| F | Fountain |
|  | Walls |
|  | Railings |
|  | Tombstones |
|  | Individually Listed Buildings & Walls |
|  | Important buildings in the curtilage of Listed Buildings |
|  | Other buildings that make an important architectural or historic contribution to the Conservation Area |
|  | Protected Open Spaces |

Appendices

Appendix 1 - Sources

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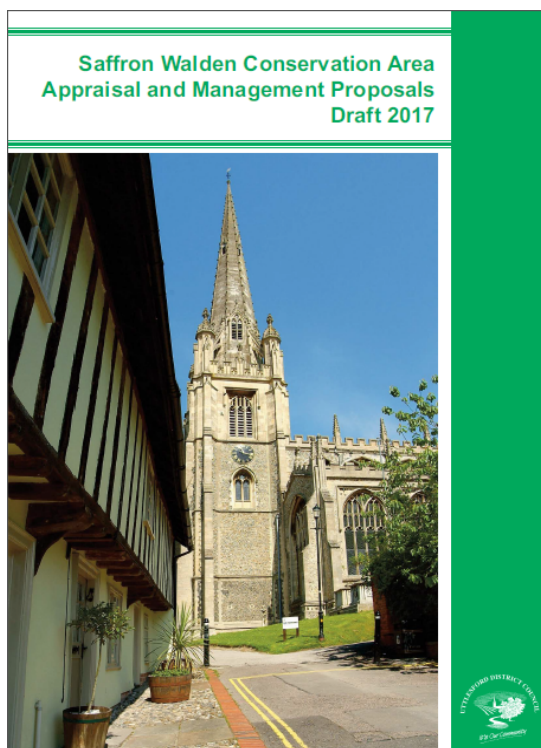
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Report of Public Participation on the Saffron Walden Conservation Area Appraisal and Draft Management Plan 27 September – 8 November 2017

Comments made at the Public Exhibition and
during the consultation period



December 2017

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- 1.0 Introduction
- 2.0 Summary of findings of the Saffron Walden Conservation Area Appraisal
- 3.0 Publicity
- 4.0 Results of the public consultation and public exhibition

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- Appendix 1 – Copy of letters to Saffron Walden Residents
 - Appendix 2 – Saffron Walden Conservation Area Appraisal public consultation form
 - Appendix 3 – Copy of press release poster
-

1.0 Introduction

This report outlines the responses received from the public exhibition held at Uttlesford District Council Offices, Saffron Walden on Saturday 21st October ,11am to 2pm, and all responses received during the consultation period which ran between 27 September and 8 November 2017.

The Government encourages Councils to undertake appraisals of Conservation Areas and as part of an ongoing programme. An appraisal of the Saffron Walden Conservation Area was carried out earlier in 2017. Anyone with an interest in Saffron Walden was invited to respond to a consultation on the draft Appraisal which was available on line at <http://www.uttlesford.gov.uk/saffronwaldencaa>. From the 27th and 28th September, paper copies could be inspected at the Council Offices in Saffron Walden, Saffron Walden Town Library and the Tourist Information Centre.

Consultees were invited to visit the council's website, read the document and send in responses as to whether all the measures should be included or just a selection of them. For those who could not access the web site, consultees could send any comments to the Conservation Officer at the Council Offices, London Road, Saffron Walden, CB11 4ER by email or letter. Paper copies of the comments form could also be posted to the above address.

There was also a chance to see details of all the proposed changes and to discuss them with council officers at a public exhibition which was held at Uttlesford District Council Offices, Saffron Walden on Saturday 21st October 11am to 2pm.

Following consultation, the District Council will take into account all comments and approve an amended document that will be an important material consideration when processing applications.

2.0 Summary of findings of the Saffron Walden Conservation Area Appraisal

The historic core of Saffron Walden has an exceptional quality environment where the 320 Listed Buildings make a significant contribution to its architectural and historical importance. It has been noted by Essex County Council that the town has the finest surviving collection of timber framed buildings in Essex. Most of the Listed Buildings are in good condition but the Appraisal has identified several in need of repair. Most notable in this respect is the remains of the Castle Keep, the oldest standing structure and monument of greatest historical importance.

In addition to the Listed Buildings, this Appraisal has identified significant groups of late 19th or early 20th century non listed buildings of considerable architectural and historic merit, many of them being largely unspoilt and worthy of being protected from demolition. A large number of these have architectural detailing worthy of additional protection. The proposed revised appraisal retains those identified in the previous appraisal, but seeks to include three additional properties, which are highlighted in orange on the relevant maps. These include 34-36 High Street and 22 and 24 Radwinter Road.

Because of this it is proposed to introduce additional planning controls to give further protection. Should the council proceed, all affected properties will be consulted on the detail. Throughout the Conservation Area, this Appraisal has identified the high importance of walls and chimneys which need to be protected. The quality of shop fronts and fascia signage varies considerably and there are some areas where they detract. This Appraisal suggests further consideration be given to this issue and discussions take place locally and best national practice researched.

Traffic signage detracts in a number of locations and discussions need to take place with the Highways Authority and others with an objective of identifying improvements that can be made, consistent with highway safety. The high importance of a number of open spaces has been identified and several additional areas are recommended for protection in the emerging Local Plan. Several landscaping and improvement schemes are proposed and the possibility of providing a new environmental wildlife area accessible to the community is flagged up.

The boundaries to the Conservation Area are considered to be generally well defined but two amendments are proposed. This includes a proposal to include Radwinter Road Cemetery (Zone 4) and to extend the boundary to include the entirety of Friends School yard and a larger area of the adjacent playing fields (Zone 6).

The resurvey also identified a need to identify the key characteristics of the conservation area (paragraph's 1.50 – 1.52), in a concise and accessible format, in order to highlight the significance of these features and ensure that due regard is given to them as part of the decision making process. It serves as a tool to promote positive alterations and development within the Conservation Area, and to its setting.

3.0 Publicity

Publicity was carried out to advise all possible respondents of the publication of the Appraisal, the duration of the consultation period, ways of making a response and the details of the public exhibition held in the town.

Town Council - Saffron Walden Town Council were notified of the council's intention to appraise the Conservation Area and a meeting was held with them to discuss the aims of the resurvey, and seek their views regarding the management proposals and conservation area boundary at an early stage. Members of the Saffron Walden Neighbourhood Plan Group were also in attendance.

Posters were distributed around the town and copies were sent to the Town Council, Town Library and the Tourist Information Centre.

Fliers in the form of A5 postcards were distributed in the town.

Information letters were delivered to all properties within the Conservation Area where a change is proposed and to other properties in the vicinity of the areas affected by any amendments. A copy is included in Appendix 1.

Website - a dedicated page on <http://www.uttlesford.gov.uk/saffronwaldencaa> was created on the council's website from which links were supplied to enable access to pdf and online interactive versions (via the council's Objective consultation portal) of the Appraisal. Summary information on the report was given on the page and links to pdf and Word versions of the comments form.

Direct Mailing - all the consultees within the Saffron Walden postal area on the Council's database (Objective) were emailed advising them of the new consultation event.

Public exhibition – a public exhibition was held at Uttlesford District Council Offices, Saffron Walden on Saturday 21st October 11am to 2pm.

Press release – a press release was issued on 25th September and was subsequently published in local newspapers. It was also available on the council's website and via its Twitter and Facebook pages.

Copies of the Appraisal - The appraisal document was available online, as noted above, and paper copies could be inspected at the Council Offices in Saffron Walden, at Saffron Walden Library, the Tourist Information Centre.

4.0 Results of the public consultation and public exhibition

The public exhibition was attended by 9 people. The exhibition was attended by the Conservation Officer who had who had carried out the appraisal, and by the council's Project Officer. All were on hand to answer enquiries. Maps, plans, and copies of the Appraisal were available as were paper copies of the response forms.

- A total of 9 people attended.
- 1 person completed a response form and submitted this on the day.

The consultation period ran between 27th September and 8th November 2017 and all responses received during this period are detailed below:

Saffron Walden Town Council

Please accept this email as the formal response from Saffron Walden Town Council to Uttlesford's Consultation on the Saffron Walden Conservation Area Appraisal and Management Proposals. This response was agreed at the Town Council's Planning & Road Traffic Committee meeting on 26th October 2017 and is recorded under Minute Reference P & RT 429-17.

Response as follows:

- a. Re page 77, Part 2 Management Proposals – entrance arch to former Pig / Cattle Market – that the Town Council does not support illuminated signs but does not object to existing non-illuminated signage
- b. Re Page 74, Part 2 Management Proposals – section 2.1(a) – the Town Council supports the proposal to extend the conservation area to include the Radwinter Road Cemetery within a revised conservation area. This support is conditional that UDC must enter into discussions with the Town Council to agree permitted works and procedures at the cemetery so that any possible conservation listing does not impede on any future practical and necessary works at the cemetery
- c. Re Page 74, Part 2 Management Proposals – section 2.1 (b) – the Town Council supports the proposal to extend the conservation area to include all of the current footprint of the Walden School, including all outbuildings playing fields, green spaces and parking areas. For the avoidance of doubt, the Town Council wishes ALL of the Walden School site to be included within the conservation area and not just that as proposed within the Management Proposals.
- d. Re Page 80. Part 2 Management Proposals – other actions – proposal for Uttlesford District Council to redefine the Protected Open Space designation in relation to Common Car Park – the Town Council does not support the removal of the car park from the Protected Open Space designation; this should be retained to allow for any future provision or reintroduction of the car park to a

public open space. Removal of the protected open space designation could leave the car park area vulnerable to future development.

UDC Response: Many thanks for your response. Your comments are noted and the conservation area boundary to Zone 6 is to be amended accordingly. It is no longer proposed to remove the 'Protected Open Space' designation to the car park.

Saffron Walden Neighbourhood Plan Team

This . . . email is sent on behalf of Saffron Walden Neighbourhood Plan Team who wishes to fully support and endorse the comments made by Saffron Walden Town Council. This is as agreed at a Neighbourhood Plan Team meeting on Wednesday 7th November 2017 (the minutes of which are not yet available).

UDC Response: Many thanks for your response. Your comments are noted.

Walden School

Uttlesford District Council is proposing to extend the boundary of the existing Conservation Area to include additional land within the school boundary (as shown on Figure 8). We strongly object to this, as discussed in greater detail below.

Site Description

Walden School is located to the south of Saffron Walden Town Centre, to the south of Mount Pleasant Road and to the east of Debden Road.

The property contains various buildings, with a large Victorian purpose built school building dominating the site. There are also playing fields and tennis courts which were used by the school. As indicated on Figure 14 of the Draft Appraisal, the main school building is the only building in the school of any historical significance, and this building itself is not listed. There are a number of trees within the school grounds which could be considered to make a contribution to the area. These are all subject to Tree Preservation Orders.

Part of the property falls within Zone 6 (The Friends School, Mount Pleasant and West Road) of the existing Saffron Walden Conservation Area. This includes the main Victorian school building, the buildings directly to the west of this, which include the Grade II listed Water Tower, and part of the playing fields which front Mount Pleasant Road. The properties adjacent to the school to the north of Mount Pleasant Road are also within the Conservation Area.

The Draft Conservation Area Appraisal proposes to expand the boundary to include the buildings to the rear of the Victorian school building, and a further extension to include the school playing fields. This land is enclosed by modern residential development to the east, west and south west, and further playing fields to the south east. The trees along the eastern boundary of the identified site are already subject to Tree Preservation Orders.

The buildings to the rear of the main school are all modern, and none are considered to be of any historical merit. Planning application details for the buildings, as listed on the Council's website, are as follows:

- SWB/0028/74 – Erection of a new teaching block
- SWB/0105/66 – Erection of four new classrooms
- SWB/0005/54 – Erection of Physics and Chemistry laboratories and girls changing room
- UTT/0188/10/FUL – Erection of new junior school with associated parking, 31 no. affordable houses, 18 no. 55 + units and 27 no. dwellings with associated garaging, parking, landscaping and play area. Relocation of vehicular access onto Debden Road.

The dates of the applications suggest the oldest building on this particular area of the site was built post 1954.

Objection to the revised Conservation Area boundary

Paragraph 1.310 of the Draft Appraisal states: "It is proposed to extend the boundary to the south of the former Friends School, to encompass the grounds to the rear including the avenue of lime trees, and section of the playing fields adjacent, which are considered to be relevant to the character and appearance of the Conservation Area."

We do not agree with this statement as the land proposed for inclusion is not considered relevant to the character or appearance of the Conservation Area. The site is not included in the designated Conservation area and which was the subject of detailed scrutiny and assessment in the "Saffron Walden Conservation Area Appraisal and Management Proposals 2012". It is not clear what has changed in the five years since this document was prepared other than the status of the school which is not a justified reason for including land within a Conservation Area.

Paragraph 127 of the National Planning Policy Framework (NPPF) states:

"When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such a status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.

The part of the property proposed for inclusion is not of any special architectural or historic interest. All of the buildings within the identified area were built post-war (see list of approved applications above). They were built to accommodate growth at the school, and they are considered to be of low quality design and of no historic significance. Indeed, if anything, the buildings are not in keeping with the existing Conservation Area and they detract from its setting.

By including this part of the property within the Conservation Area boundary, the concept of conservation will be devalued contrary to the NPPF.

Further to inconsistency with the NPPF, the inclusion of this land is also contrary to Draft Conservation Area Appraisal itself. In its introduction, Conservation Areas are defined as 'environments which are considered worthy of protection as a result of a combination of factors such as the quality of design and setting of the buildings or their historic significance.' The modern classroom buildings proposed to be included within

the Conservation Area are not of a high quality design, they are not of historic setting nor are they of historic significance.

Indeed it could be suggested that if they had been of any inherent quality (together with the other areas now intending to be included in the Conservation Area) then they would have been considered appropriate for inclusion following the 2012 assessment. Clearly they were not at the time, and we consider that the historical and physical condition of the land and buildings are no different to the previous assessment.

In detailing the characteristics of Zone 6, the Appraisal notes at paragraph 1.283 that the area has 'a large concentration of high quality late 19th/early 20th century non listed houses that are generally unspoilt and worthy of protection.' The buildings proposed for inclusion within the Conservation Area boundary are of low quality post-war construction, and are not considered worthy of protection.

The proposed boundary extension also includes the addition of part of the playing fields. Again these fields are not of any historical significance. The playing fields are identified as such in the adopted Local Plan (2005) and thus any potential development of the playing fields will be controlled by relevant policy.

The inclusion of the land within the Conservation Area should not be seen as a policy tool to prevent appropriate future development (although to confirm there are no plans to develop this land). Attention is again drawn to paragraph 127 of the NPPF which notes that the concept of conservation should not be devalued through the designation of areas that lack special interest.

As noted above, the school recently closed for financial reasons. It is anticipated that the site will be sold, and it is understood that there is a strong desire from the Trustees for the property to be acquired for educational or community benefit use. It is anticipated that further investment will be required in the property by whoever takes it over. Inclusion of part of the property within the Conservation Area could have implications for the sale of the school. Planning restrictions are greater in Conservation Areas including the requirement to apply for planning to demolish buildings. This could be unattractive to potential purchasers, who could be off put by the additional costs associated with development in conservation areas.

In conclusion, there is no justifiable reason for extending the Conservation Area boundary as proposed. The land and buildings proposed for inclusion are of no architectural interest, historic interest or historical significance. Its inclusion is contrary to the NPPF, and it could have potential unwanted implications in securing the future of the property.

UDC Response: Many thanks for your response. Your comments are noted. Whilst we acknowledge your concerns above, it is felt that the site as a whole actively and positively contributes to the historic character and appearance of the wider Conservation Area and that there is sufficient significance to the site, and adjacent playing fields, which contribute to and inform the setting and historic function of the school, to justify the extension of the Conservation Area.

Historic England

Thank you for your letter of 27 September 2017, regarding the above consultation. As the Government's adviser on the historic environment Historic England is keen to ensure that the protection of the historic environment is fully taken into account at all stages and levels of the local planning process. We therefore welcome the opportunity to comment on the draft Saffron Walden Conservation Area Appraisal (SWCAA).

In general, Historic England welcomes this comprehensive and informative document, which includes a good level of detail regarding the historic development of Saffron Walden and the manifestation of that development in its character and appearance. Saffron Walden is an historic market town of exceptional architectural and historic interest, a fact which is demonstrated by the number of designated heritage assets that are recorded within it. This interest is also reflected in the general character of its townscape, which in places exhibits a well preserved medieval street pattern and plot layout. The town also has considerable archaeological potential. We therefore strongly support the overall aims and objectives of this appraisal in preserving or enhancing the sense of place and character in the historic core of Saffron Walden. However, we would like to make the following comments.

General Points

We note that throughout the document Historic England is referred to as English Heritage, and this should be changed where appropriate. In para 1.68, the relevant department is now called the Department for **Digital** Culture Media and Sport. We also recommend that where the document refers to 'Scheduled Ancient Monuments' it instead refers to 'Scheduled Monuments'. This reflects the more modern usage as found in the National Planning Policy Framework (NPPF), and also the fact that scheduled monuments are not necessarily ancient. Where the SWCAA refers to heritage in terms of the built environment, we would recommend using the phrase '*historic environment*' where appropriate, also in line with (NPPF) terminology. This reflects the holistic nature of the historic environment, and includes below ground and landscape heritage as well as above ground built heritage.

Photographs and Illustrations

We recommend that conservation area appraisals use large, high resolution photographs to illustrate elements and features described, with appropriate figure references in the related text. Good examples are photos 1.6, 1.14 and 1.15 in this document. Photographs are very helpful in illustrating particular elements of an area's character and we therefore also suggest it would also be useful to include detailed photographs depicting particular materials or architectural features that are highlighted within each character zone section. We would also recommend that, if possible, a comprehensive photographic survey is carried out of the area and all the buildings within it as part of the appraisal process. Recording its condition now will be a useful tool to manage change, reinforce Article 4 (2) Declarations, or aid enforcement in the future.

We welcome the stated intention in paragraph 1.30 to identify non-listed buildings and

other non-designated structures that merit protection on the Uttlesford Local List. We are also pleased to note that a consistent set of criteria is used to assess whether and to what extent these buildings should be identified as non-designated heritage assets in themselves, as opposed to their contribution to the area more generally. We suggest referencing our guidance on local listing: HE Advice Note 7 - Local Listing: <https://www.historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/> (11 May 2016), as well as the criteria for assessing whether a building makes a positive contribution to an area, which can be found in our guidance HE Advice Note 1 - conservation area designation, appraisal and management: <https://www.historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/> (25 February 2016).

Maps

We recommend that where the appraisal identifies features, designations or elements that it aims to specifically protect, it illustrates these on appropriate mapping. For instance, it would be useful if the proposed local geological sites were shown on a map alongside other elements such as important walls, views, etc for each character zone on the maps in the appendix. We also recommend that where historical maps are referenced that these are included as illustrations alongside the text, to give the reader a visual sense of how each zone has developed and changed over time.

We welcome the inclusion of an appendix that will have maps for each character zone. We recommend that the text within each character zone section references these maps and where they can be found. Features such as important walls, TPOs, specifically important views, the different types of non-designated and designated heritage assets etc, should be clearly illustrated on these to aid their identification. A key identifying each type of feature should also be included.

Comments on Text

We offer the following comments on specific parts of the appraisal, based on either paragraph number or section number.

Para 1.9 should include the specific objective that the appraisal will provide a basis for considering planning proposals that affect the area. As noted above, the primary role of an appraisal is to inform decisions that may affect its special architectural or historic interest. Some wording along the lines of “*To ensure that future development in the conservation area preserves or enhances its character and appearance*” may be appropriate to include.

Para 1.24. We note that the appraisal makes reference to the existing local plan, adopted in 2005. Although this remains the currently adopted document, we suggest that, in the interests of the longevity of the document, you consider including reference to the emerging local plan’s relevant policies instead, and that it is adopted alongside that document. This will ensure it remains current during the lifetime of the emerging plan.

We welcome the discussion of Saffron Walden’s character beginning in para. 1.37 as a useful and detailed introduction to the general form and appearance of the town. We

suggest that more of the elements referenced, such as those described in para. 1.52, could be illustrated with photographs. This would augment the useful descriptions found in the text. We note also that there is a separate 'Character Analysis', beginning in p.1.65, and suggest that these two sections could be consolidated for clarity.

We welcome the 'Origins and Historical Development' section of the appraisal as a useful introduction to the town's development. We suggest that this section could be augmented further by the inclusion of chronological extracts from Ordnance Survey maps of the town showing how it has developed over time. It may also benefit from a brief discussion looking at how the conservation area has developed and changed in the twentieth and twenty-first centuries. At present, the section appears to stop at the late nineteenth century.

We welcome the clarity that separating the conservation area into distinct character areas provides. There is a good level of detail provided about particularly important heritage assets in each zone section, including their history, significance and their condition. We suggest, however, that the 'General Overview' sections would benefit from the addition of a discussion that draws out and defines what the character and appearance of the townscape in that zone is, and what makes each zone distinct from others in the conservation area. For instance, the appraisal notes that for Zone 1 the street pattern remains unchanged, but does not discuss what form that street pattern takes, what its origins were etc. There should also be a general discussion about what the character of the townscape in this area is composed of in terms of building types, any materials used, their historic and present use types, and other elements that contribute to the significance of the conservation area generally, which will complement the excellent level of detail for individual buildings that is currently provided. We also suggest that an inset map is provided at the beginning of each zone section that will help to orientate the reader.

Para 1.82 identifies Saffron Walden castle as being on the Heritage at Risk Register. As of 2017, we are pleased to note that this isn't the case and this section should reflect this.

Para 1.111-1.121: We recommend that, where appropriate, additional photographs of the distinctive features highlighted in these sections are provided. (This comment could also be applied to all the other Zones).

Para 1.123: We think this should read "...since **the** previous appraisal...".

Para 1.126: Specific important views should be identified in the text, with accompanying photographs.

We welcome the identification of negative elements in the area (paras 1.127-9), but suggest that the subheading "Elements that are out of character with the conservation area" is altered slightly to read "Elements that detract from the character and appearance of the conservation area". This would better reflect the nature of the elements subsequently identified (e.g. structures that need repairing need not necessarily be out of character with the area, but do detract from its appearance), and applies in all the Zone sections of the appraisal.

We welcome the proposed opportunities for enhancement identified underneath para 1.129, but suggest that the 'various locations' mentioned in the second bullet point could be clarified and defined.

Para 1.171: We welcome the consideration given to enhancing the landscape treatment of George Street, and would support an appropriately designed new scheme of enhancements to this street.

We also welcome consideration given to the potential improvement to shopfronts in the commercial area of the town. We suggest that the development of an appropriate shopfront guidance document could help to provide clarity for owners and developers, and provide a basis for enforcement action in the future.

Para 1.247: We support the modification of the boundary to include the Radwinter Road Cemetery, and consider that the use of the existing boundary of the cemetery as the physical manifestation of the conservation area boundary is appropriate.

Para 1.252: We would draw your attention to the requirements of paragraph 127 of the NPPF with regard to the parts of the area discussed in this paragraph that have seen their character eroded. If the properties and sections of streetscape highlighted in this paragraph do not make a contribution to the special architectural or historic interest of the area, then do they justify inclusion within the conservation area?

Paras 1.260/1 and 1.281: we note the comment regarding the replica lamppost, and advise that you contact our designation team regarding this structure. They can be contacted on applicationseast@historicengland.org.uk <<mailto:applicationseast@historicengland.org.uk>>.

Para 1.313: we would refer you to our Streets for All guidance with regard to improvements to street signage, the design of new streetscape enhancements and planting. The latest version of this guidance is presently out for consultation, and can be found here: <https://historicengland.org.uk/images-books/publications/streets-for-all/>

Boundary Considerations

Our Historic Environment Good Practice Advice in Planning Note 3: The Setting of Heritage Assets makes clear that it is legitimate in appropriate circumstances to include within a conservation area the setting of buildings that form the heart of the area. We note that one of the proposed boundary extensions includes the grounds of the Friends School.

We are, however, concerned that the appraisal suggests parts of the area inside the proposed boundary may not contain sufficient special interest to justify their being included. In particular, this relates to the areas highlighted in paragraph 1.252. Paragraph 127 of the National Planning Policy Framework (NPPF) makes clear that local authorities should ensure that an area justifies being designated as a conservation area by virtue of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest. In light of that policy requirement, and given the identified negative

features, we recommend that the inclusion of some of the areas suggested is carefully considered and the boundary appropriately drawn.

Management Plan

We welcome the inclusion of the Management Plan in Part 2, as well as the reference to the use of Article 4 (2) Directions to help manage inappropriate change in the area. We would refer you to our guidance Stopping the Rot - A guide to enforcement action to save historic buildings: <https://www.historicengland.org.uk/images-books/publications/stoppingtherot/> (15 April 2016). An audit of existing features, with a corresponding photographic record, is recommended as a useful way to monitor and manage inappropriate alterations that would contravene any Article 4 (2) Direction imposed.

The Management Plan could also consider how CIL or Section 106 monies could be targeted for enhancements within the conservation area.

We recommend the inclusion of a glossary containing relevant terminology contained in the NPPF, in addition to details about the additional legislation and policy protections that heritage assets enjoy.

We would also suggest that the SWCAA provides links to these relevant Historic England documents:

HE Advice Note 2 - making changes to heritage assets:
<https://historicengland.org.uk/images-books/publications/making-changes-heritage-assets-advice-note-2/>

HE Good Practice Advice in Planning 3 - the setting of heritage assets:
<https://content.historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/gpa3.pdf/>

Finally, we should like to stress that this advice is based on the information provided by Uttlesford District Council in the email of 27 September 2017. For the avoidance of doubt, this does not reflect our obligation to provide further advice on or, potentially, object to specific proposals which may subsequently arise as a result of the proposed SWCAA, where we consider these would have an adverse effect on the historic environment.

UDC Response: Many thanks for your response. Your comments are noted and the final version of the Conservation Area Appraisal and Management Plan document has been amended as appropriate.

Hertfordshire County Council Property (Development Services)

Hertfordshire County Council Property (Development Services) on behalf of the County Council's services have no comment to make on the Saffron Walden Conservation Area Appraisal 2017 document.

UDC Response: Many thanks for your response. Your comments are noted.

Transport for London

Thank you for consulting Transport for London (TfL). I can confirm that due to the nature of the consultation TfL does not have any comments

UDC Response: Many thanks for your response. Your comments are noted.

Affinity Water

Thank you for sending us the below consultation. However, Affinity Water do not have any comments to make in regards to this document.

UDC Response: Many thanks for your response. Your comments are noted.

Defence Infrastructure Organisation

The area of Saffron Walden falls outside of statutory safeguarding zones (SOSA) therefore the MOD has no safeguarding concerns.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I was pleased to read this well set out document. I have two comments.

Firstly, i was glad to see coloured green the water meadow near Freshwell Gardens, and urge the Council to proceed immediately to ensure it remains protected from any building development.

Secondly, the Friends School is certainly important and historical, why has it not been so designated? Please amend the plan accordingly.

UDC Response: Many thanks for your response. Your comments are noted. The former Friends School has been identified in the Conservation Area Appraisal as a 'non-designated heritage asset' and as such will be considered for inclusion of the forthcoming Local Heritage List. An application has also been submitted to Historic England for formal national designation, and is currently in the process of being determined.

A member of the public

I think you need to look at the statement 1.4 excellent transport links road, rail

Fact:- the roads are clogged up and in poor condition also public transport (buses] is poor in the rural area . I would not say excellent you need to get out and look.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Do we/chesterford fall into zone 6?

UDC Response: Many thanks for your query. Please contact the Conservation Officer on 01799 510531 further clarification.

A resident of Saffron Walden

no consideration has been taken of our observation made in response to the 2012 proposals.

The observation is simply this. Part of the boundary to 44 includes land belonging to us. A Land Registry enquiry will confirm that the land thickly edged on the attached plan was purchased by us in August 2010.

UDC Response: Many thanks for your response. Your comments are noted and have been forwarded to the OS to update their records. The Local Authority map cannot be updated until the OS has been amended.

A member of the public

I regard the centre of this town to have two remaining lungs, if I can use that description, one being the Common and the other the Friends School's extensive playing fields. Having lived alongside those fields for a number of years I know how extensively they were used by, not just the school, but by all schools in the area and by groups and clubs of all descriptions from tiny tots practising rugby, playing cricket, learning cycling safety all the way through to an adult club playing league football.

I believe that we owe it to the present and future children, and adults, of this town to ensure that this facility is preserved and secured for their continued use and that we would never be forgiven if it fell to development.

I believe that the conservation boundary should be drawn to include the whole of this extensive site to protect its future and that the consultation period runs until November the eighth. However I'm not quite sure how to make my representation and I would be most grateful if you would point me in the right direction.

Comment on Area 1

I am happy with these proposals, especially that the house belonging to Moore's garage is recognised as being at risk. This beautiful building is being allowed to decay. I agree with the suggestion that the railings around the small area in front of The Close should be restored. The garden has been tidied up recently but now the sad state of the ironwork is apparent.

Comment on Area 3

I am happy with the recognition that the current state of the land between Swan Meadow, the duck pond and Freshwell Gardens is not appropriate (para. 1202). It is

important that this green space is preserved and I support the proposal that this should be managed as a wildlife site. The owners should not be able to claim that its current state, for which they are responsible, is a reason to “improve” it by covering half of it with houses.

Comment on Area 4

I agree that the Conservation Area should include the whole cemetery.

Comment on revised conservation area boundary

I support the inclusion of the whole cemetery.

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

I am pleased to see the attention given to walls as well as to buildings. The wall next to the open space at Freshwell Gardens has been allowed to fall down. The state of the wall around “The Grange” on Church Street is worrying. Beautiful walls enhance the buildings and the open spaces and are part of the historic fabric of the town.

Comment on the management proposals

I support the proposal to attempt to ensure the open space next to Freshwell Gardens is kept open, but maintained for wildlife.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I urge Uttlesford District Council to include all of the former Walden/Friends’ School grounds within the Conservation Area (not just part of them).

I believe the whole grounds, buildings, green space and woodlands have an important place in Saffron Walden and Uttlesford’s history and need protection from development to ensure many more generations enjoy the benefits they have given to the community over the years by way of facilities, habitat and overall appearance.

Once this area is in any way developed away from its intended purpose, a place of learning for the community, its history, ambiance and vistas will be lost for ever.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I am writing to support the proposal of increasing the Walden School Site conservation area. This town has a real lack of green space and the old Walden site is a large area, possibly the largest in the town centre itself excluding the common.

My reasons are as follows:

1) once this green space has been eroded or used, it's not going to come back! It will change the face of the town. It will become a desolate and soulless sea of houses and lose its character. The entire site should be kept as a conservation area rather than a token gesture to keep some of it! Ridiculous!

2) This beautiful and historic school is a very important part of the heritage 'story' of Saffron Walden, it's a town from historical quaker roots, people are fascinated by it and come in droves to the area. If the conservation area is not protected and increased to include the entire site in my opinion it has just 'tipped the balance' and it's the first, second and third nail in the coffin and at major risk of getting rid of the very reason people want to come and visit. Don't take the risk, keep it safe.

3) The Walden / Friends school is still full of educational possibilities for the area and a vital resource for local adults and children and those yet to even be born. The pristine sports facilities and famously historic swimming pool. It is currently a severe loss to the town, not only for the school as it was but for the many sports clubs who used it and could continue to use it in the future. Please protect this whole area, sports provision in Walden is woefully insufficient and taking into account the growth expected, every inch of green space should be clung onto and protected. It's not good enough to have to drive for miles to get to a decent sports club when these are on our doorstep, not least for the environment, but for those in the town. The Walden School site and its facilities including the forest area and sports pitches should be harnessed and the 'answer to UDC's prayers! It would be a travesty if this site was shrunk down to an unusable size. Never to be increased again.

4) The old Walden school buildings are not only beautiful and steeped in history but a vital community asset that could be used as a school or for adult education too. It is in a central location. The site should be protected to allow it to be used for a school in the future, even if this is not immediately. To get rid of or shrink this conservation area would mean that if required it could be used as a place of sport and education in the future and to not include the entire area is incredibly short sighted.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I urge you to include the whole of the former Friends School Site in your conservation area, not just part of it.

The school and its grounds represent one of the few remaining important green spaces in Saffron Walden and should be preserved and not allowed to become yet another housing estate.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I believe that the whole Saffron School (formerly Friends) grounds should be part of the conservation area to preserve the playgrounds and potential to use the facilities for

community activities. There is ample development elsewhere and this area should be conserved.

UDC Response: Many thanks for your response. Your comments are noted.

A resident of Saffron Walden

Please might I add my voice to the call for incorporating the old Friends School into the Conservation area in Saffron Walden and the Uttlesford District.

I feel strongly we should do our best to retain this area of land and it's buildings for the use of the town and hope inclusion in the Conservation area might lead to this outcome.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

After hearing about protecting the Friends/Walden School site have emailed to support the protection of all the grounds.

The area must support schooling as all the current schools are over subscribed and this is a site dating back a years and has good quality grounds ready and fit for purpose.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Please urge Uttlesford District Council to include all of the former Walden/Friends' School grounds within the Conservation Area (not just part of them).

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I would urge that you include all the land belonging to Walden school and not just a part of it. The land should be considered an important recreational asset for the community and in the event that the school is re-opened as is proposed in a financially sound proposal already with the Administrators then a significant sports area will become available for Community use at a privately subsidised rate.

UDC Response: Many thanks for your response. Your comments are noted.

A resident of Saffron Walden

Comment on Area 6

Re: 12 and 13 Mount Pleasant Road. 12 and 13 like 9,10 are built by William Bell as semi-detached Villas. 12 has an interesting bridged joint chimney stack. Both have carved stone saffron crocus above the door lintel.

Comment on revised conservation area boundary

The revised area is an improvement as it includes the Friends school site but I would go further and include all of the Friends school site.

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

The school is a splendid Victorian institution and should be grade 1 or grade 2 listed as soon as possible.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Comment on Area 6

I would like to urge Uttlesford District Council to include all of the former Walden/Friends' School grounds within the Conservation Area (not just part of them).

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Comment on Area 6

I am writing to ask that the whole of the School site should be included in the conservation area. This is because it is an outstanding historical site.

UDC Response: Many thanks for your response. Your comments are noted.

A resident of Saffron Walden

In response to the current draft Conservation Area Appraisal document for Saffron Walden, I offer the following comments:

- Section 1.40 (and elsewhere throughout the draft): Certain functions carried out previously by English Heritage are now undertaken by Historic England – various references to English Heritage need updating, therefore, to say Historic England.
- Section 1.69: 'Forthcoming' would be a better word than 'upcoming' (American jargon!) in a formal document of this nature.
- Section 1.75: I strongly support the proposed use of Article 4 Directions. These could also include measures to protect brickwork from inappropriate painting and unsuitable pointing (eg using an incorrect technique and materials, which can cause significant damage).
- Section 1.137: To improve the accuracy of the description, I'd suggest a minor rewording to give '29-31 Church Street' as the title; and, within the body of the text, remove the reference to 'and cottages' (since, in planning terms, the whole of this part of the building is in A1 (retail) use).

- Section 1.167: Barclays Bank has some particularly fine decorative leadwork on the front elevation, which is widely overlooked and underappreciated. The heavy decorative lead rainwater head is pulling away from the brickwork and steps should be taken to encourage the building owner to refix it securely.
- Page 41: An initiative ought to be taken to enhance the area of the historic rows to make more of it as a shopping/tourist destination. It has a slightly rakish character at present, which seems to be a missed opportunity for improvement. The Cockpit, behind the former Beales building, could also be enhanced for shoppers/visitors.
- Page 41 also: There has been some mention locally that the district council is considering allowing shops in George Street to be permitted to convert to residential use. I would strongly oppose such a relaxation of the use classes (except at first floor level) given that the expansion of the population locally means we should be catering for more people coming into the town centre to shop rather than less. It would be a retrograde step were the out-of-town shops to expand at the expense of a hollowed-out town centre.
- Page 67: Saffron Walden Town Council/Essex Highways have approved the installation of a bollard on the pavement outside 27 Church Street (part of the old Sun Inn), which is due to happen during the current financial year. The opportunity could then be taken to re-locate the unsightly parking signs from the tall post in front of this Grade I-listed building onto the new bollard. Longer-term, consideration should be given to the installation of further bollards to protect the old Sun Inn, particularly its jetties, from vehicles mounting the ramped pavement. Major conservation work has taken place to the paraging on this building in recent years – which constitutes some of the best, if not the best, in the country and is much photographed by tourists – but ongoing damage has to be repaired regularly due to damage from high-sided vehicles.
- Section 1.274: The red brickwork of the wall and adjacent ice house is becoming increasingly disfigured by graffiti (which is also present on the odd road sign and roadside utilities box). Action should be taken to see that any outbreaks of graffiti are promptly removed to prevent 'copy-cat' further damage.
- Page 65: The title should really refer to the former Friends' School (since this has sadly closed).
- Section 2.1(b): The proposal to include a larger section of the former Friends' School grounds within the Conservation Area is very welcome but I would strongly urge that the revised boundary be redrawn to incorporate the whole of the old school site. The omission of part of the site would be bizarre given that the entire grounds constitute a vitally important green lung contributing immensely to the character of this part of the town.
- General comment: Greater control needs to be exercised over utilities companies undertaking work within the Conservation Area. For example, BT carried out some work outside 29-31 Church Street (part of the Grade I-listed old Sun Inn) last year but failed to properly replace all the small paving slabs and simply bodged one area using tarmac. Elsewhere, in Church Street an unsightly metal utilities box has been placed in an unsuitable prominent position near the entrance to Church Path.

- General: There are now no special tax concessions for listed buildings (unlike in the recent past when approved alterations to them were zero-rated for VAT) but they demand the use of workmanship and materials that can be more expensive than generally available. It would not be unreasonable, therefore, for some of the income that the historic buildings generate for the town to be channelled towards their upkeep in the form of grants to help maintain them and keep them attractive for tourists.

- General: Promote good sources of advice on how to look after local heritage, eg www.helm.org.uk, SPAB (www.spab.org.uk) and UDC. With only limited district council resources available for protecting and revitalising this heritage, additional support is now required more than ever. Action should be initiated to emphasise particularly the importance of breathability with 'traditional' (pre-c1919) buildings) and the use of appropriate materials, such as lime mortar rather than standard modern cement. The SPAB runs a free helpline (supported by funding from Historic England): Mondays to Fridays 9.30 am to 12.30 pm on 020 7456 0919.

General: Building owners and occupants encounter problems finding appropriately skilled, reliable builders for work on older buildings. Names can be sourced via the SPAB helpline mentioned above. Additionally, free parking should be introduced for contractors working on town centre properties. The chronic lack of parking hampers the appointment of good builders even where they are found.

UDC Response: Many thanks for your response. Your comments are noted and the final Conservation Area Appraisal document has been amended accordingly, as appropriate.

A resident of Saffron Walden

Plases ensure that the entire former site of the Walden/Friends School is included in the Conservation Area in order to preserve its educational use.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I urge you to include the whole school site in the conversation plan
Historical Saffron Walden is shrinking rapidly Open spaces are essential.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Having read the document I submit the following comments: against a background of ruinous over-development of this formerly quaint market town the Uttlesford area in general.

Page 4.1: It is essential that shopping/retail outlets be encouraged in order to maintain a vibrant town centre and change of use to residential resisted. Likewise, pedestrianisation, coupled with the absence of a locally based police force will

increase unsocial behaviour that already blights George and King Streets and car racing/speeding that endangers people, especially in Church Street.

Page 67 and General: Permitting vehicles, even large delivery vans, to park on pavements needs discouraging by the extensive installation of bollards. I have frequently been amazed to see traffic wardens ignoring vehicles parked on pavements in close proximity to historic buildings, most notably within centimetres of the priceless paving of the old Sun Inn.

Section 1.274 and General: Graffiti defaces this area and needs to be removed immediately both here and wherever it occurs.

Section 2.1(b): It is essential for the whole for the whole of the former Friends School estate to be included in the Conservation Area. This is a special area that imparts a unique quality to Saffron Walden with the ability to lift the spirits in a town with increasingly diminishing green areas.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I would like to give my backing to the appraisal including as much currently open space as possible, within the Conservation Area. In particular, the entire grounds that remain of the Friends School. It is inconceivable that, any housing or commercial development should ever be allowed to take place on this site.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A resident of Saffron Walden

In regard to the Saffron Walden Conservation Area Appraisal 2017, and the proposed extension in Zone 6. Please add our household to the list of supporters who agree *the Conservation Area should include all of the former Walden/Friends' School grounds*, not merely a portion of them. The charm, history, and *efficiency* (!) of Saffron Walden is at serious risk of being stifled by unchecked development.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A member of the public

I would like to express my concern that not all of the former Walden/Friends' School grounds are to be included within the Conservation Area. Having both been to school there and worked there I know what an amazing variety of trees, and wild life are within the site. If this area is developed we would not only lose the last large area of

natural open space on this side of the town. but we would also open the area below the school to further flooding as another area of green land is concreted over.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A resident of Saffron Walden

Under the above appraisal I think that the entire grounds of the Friends or Walden school should be included in the conservation area.

This would then comply with the Gibson bequeath of the building & land to serve the needs of the Saffron Walden community.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A resident of Saffron Walden

We write in connection with the 'Conservation Area Appraisal' accessed at The Tourist Information Centre. We wish to register our concern that the Friends School as a whole, to include the buildings and all of its grounds, be retained for our town if possible. We are apprehensive that Saffron Walden is being expanded at such a rate of knots with any piece of vacant land considered to be of development potential being snapped up and built on with the speed to qualify for the F1 car race! It is impossible to comprehend where it will end and the Saffron Walden Conservation Appraisal is long overdue.

The Friends School as a whole should be retained for the benefit of Saffron Walden. Without doubt there is, and will be, a need for more schools and in The Friends School there is a ready made institution, with grounds, to accommodate playing fields and take on the responsibility of a state run education facility almost immediately. Urgent consideration to retain The Friends School on behalf of Saffron Walden to plan and provide for the additional educational capacity which is required. It is of primary importance and will act in the interests of preserving the aims of the Conservation Appraisal.

Our town is also in need of some public recreational area. If a successful solution can be found for The Friends complex perhaps it will also allow for the grounds to cater for this.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A resident of Saffron Walden

1.202 Open space adjacent to Freshwell Gardens
I strongly support the proposal to bring this area of land into Community ownership and develop it in to a wildlife area accessible to the public. Discussions with the land owner would be most appropriate as soon as possible, in the interim, however, this area must be protected and needs to be included within the emerging local plan as such.

1.310 Suggested boundary changes to forever Friends School
The whole of the playing fields area must be included within the protected zone. It is inappropriate to bisect the playing fields as they, in their totality, provide an important setting for the school buildings and further provide essential open green space within a very built up area. The whole area of playing fields, trees and wooded area must be included.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I understand there is a consultation on the future of the site of Friends school. I would just like to make one plea and that is to keep as much of the site as possible as open space and not to allow it to be redeveloped for housing as there has already been too much overdevelopment in the town resulting in serious congestion problems especially with cars.

UDC Response: Many thanks for your response. Your comments are noted. Please note that inclusion of the wider site within the conservation area boundary does not preclude development in itself, however this will be viewed as a material planning consideration for future development applications.

A resident of Saffron Walden

As a local resident, I feel strongly that the whole walden school site should be included in the proposed expansion to the conservation area, the whole school field and mature trees should be protected, to protect this green environment, wildlife and in order to benefit provision of amenities to community groups that desperately need this space.

UDC Response: Many thanks for your response. Your comments are noted.

A resident of Saffron Walden

It would seem logical and practical to include the whole of the Friends School playing fields not just draw a line across the site. This would hopefully inform any future developers attitude towards the design of any houses.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

I am constantly irritated by the bright yellow signs put up by builders to advertise their new housing developments. Why does Uttlesford tolerate these distracting

advertisements? Once upon a time there might have been a case that builders' drivers needed help to find the new site locations. But the practice has turned into a grotesque abuse whereby any number of bright yellow signs go up whose purpose is purely to advertise the new development. We need to focus on important road signs whose purposes are for safety and for important information.

You should make it a condition of all new planning approvals that NO YELLOW (or other coloured) SIGNS should be set up giving directions to new building sites. You should also take steps to clear away all the existing yellow signs that clutter our roadsides.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Comments on Area 1

In recent years several buildings on Bridge Street have been struck by large HGVs passing through the town. Street furniture is also regularly knocked down, especially at the junction of High Street and Castle Street. These roads are too narrow for HGVs, which should be banned altogether from Zone 1.

UDC Response: Many thanks for your response. Your comments are noted and will be forwarded to Essex Country Council Highways department for their attention.

A member of the public

Comments on the revised conservation area boundary

There appears to be an error regarding the Zone 6 boundary enlargement mapping

The text states:

(b) Extend the Conservation Area to the south of the former Friends School (recently re-renamed Walden School) to include the grounds and a larger section of the adjacent playing fields.

However, Fig 8a Proposed Boundary shows no change from the Fig 8 Existing Boundary. Please correct the former

UDC Response: Many thanks for your response. Your comments are noted and the website has been amended to correct this.

A member of the public

Comments on Area 1

Completely agree with need to review road signage on Castle Street, and not just there, but throughout the town centre.

Comments on Area 2

When the swimming baths had to be demolished the replacement buildings provided interest and blend in. The shops on the south side of George Street are what the Prince of Wales might describe as a 'carbuncle'. Shop signage and the former flower boxes, that now resemble security blocks meant to stop terrorist vehicles, should be high on the list of remedial works. The same applies to discordant shop signage elsewhere.

Comments on Area 4

I have read that the city with the largest public, open space in Europe is Padua, followed by Red Square in Moscow. Although The Common is a difficult shape to measure easily I suspect that it may be, at least the third largest, if not larger in area than Red Square.

Comments on Area 6

Probably need to put this area on hold until the future of The Friends' School site is determined.

Secondly, any idea of making Peaslands Road - Mount Pleasant Road a sort of ring-road should be dropped.

Comments on the revised conservation area boundary

Certainly include Radwinter Road Cemetery.

Comments on the revised conservation area boundary

Hedgerows are noted as a feature of the town worth preserving. I would like to draw attention to the hedgerow that runs along the south side of the footpath from Whiteshot Way to Buckenhoe Road. My wife did some research on this, at the County Record Office, when we moved here in 1982. She thought that at least parts of the hedgerow may mark the Saxon parish boundary.

General comments

There is an area of open land at the junction of Thorncroft and Dawson Close. This was a place where local children, both boys and girls played when it was rough and uneven. Sadly the developers were pressured into 'developing' it, which they did by flattening it and erecting 5-a-side goal posts. The girls ceased to play; boys played only football. At least the space should be protected, even if only in its present state. Residents have also used it for one-off, pop-up social gatherings.

General comments

The effort to preserve the built and natural character of the town must be considered alongside traffic management. Traffic is increasing and the ambience of the centre is being diminished thereby as lengthy traffic gridlocks become more common.

UDC Response: Many thanks for your response. Your comments are noted. Your recommendations regarding the hedgerow between Whiteshot Way and Buckenhoe Road, and the land at the junction of Thorncroft and Dawson Close have been considered, however they currently fall outside of the Conservation Area boundary.

A member of the public

Comments on Area 6

I would like to see the whole of the Friends School site included in the conservation area. There are a number of reasons for this :

1. The grounds contain many fine trees, in particular the avenue of lime trees immediately behind the main building that are superb trees, much loved by generations of former pupils and unique in the town. There are many other fine mature trees throughout the grounds that enhance the environment and nourish a wide range of wildlife.
2. A great deal of the former school grounds has been sold for housing over the past 40 years. What remains is a precious oasis of calm and space in an increasingly crowded environment.
3. The former playing fields provide a potential resource for community sports that would be invaluable in a town that has grown so much in recent years, and is still growing.
4. There is considerable interest in reopening the site as a school of some kind. Extending the conservation area to include the whole site would make this possible.

UDC Response: Many thanks for your response. Your comments are noted.

A member of the public

Area 2 Para 1.196 New Pond

The wooden security rail has been repaired/replaced but action is still required to renew the information board. twice a year maintenance of the surrounds is not enough to the growth of nettles and other weeds which mar the visual and practical enjoyment of the water feature by children and young families

Area 3 Para 1.197 Open space adjacent to Freshwell Gardens

This valued remnant of the original Swan Meadow is an important space defining the edge of the town's development limit and preserves the character of the original meadows, with strong potential to become a "Protected Open Space of Environmental Value" in the emerging Local Development Framework, under community ownership. Unfortunately, however, the existing farmer owners have decided to pursue development (UTT/17/1163/FUL) in the form of 6 no. townhouses which are totally unsuited to their context, and will almost certainly increase the flood risk to existing

properties in Freshwell Gardens by reducing the effective flood plain. reference should be made to the strong objections which were lodged by myself, the Bridge End Residents Association, the Town Council, the Environment Agency and UDC's Conservation officer which led to unanimous rejection of the application at UDC's Planning Committee. The refusal is currently being appealed by the applicant and will be vigorously contested by UDC and the above parties at the public hearing (date yet to be announced). We uregently request that the terms of the environmental value of this space be strengthened in order to protect it. References to the collapsed brick and flint boundary wall, untidiness and poor upkeep are entirely the result of neglect by the present owner, who is attempting to use its present run down appearance to justify development.

In particular I wish to record that:

- The "mature pollarded willow trees" bordering the drainage ditch were cut down by the present owner without notification to the council in contravention of Conservation Area protection.
- Archaeological investigations required under the Planning process revealed the presence an extension of the Battle Ditches running through site from south to north in a position which conflict with town-house foundations and the holding pond proposed by the developer.
- Overall effect of the development proposals will be to conceal the visual amenity of the Freshwell meadow from passing pedestrians rather than enhance this part of the Conservation Area and by restricting its size will severely limit the possibility of establishing varied habitats for wildlife

UDC Response: Many thanks for your response. Your comments are noted. Your concerns regarding the unauthorised removal of the trees alongside the battle ditches will be forwarded to our Trees and Landscape officer for their attention.

A member of the public

Park Lane was resurfaced recently, well done but should the double yellow lines be narrower in a conservation area? If so, please ensure that contractors are aware.

UDC Response: Many thanks for your response. Your comments are noted and will be forwarded to Essex Country Council Highways department for their attention. There is no legal constraint on the width of double-yellow lines in a Conservation Area.

Appendices

Appendix 1 – Copy of letters to Saffron Walden Residents (Individual and general, respectively)



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Owner/ Occupier

Our ref: SWCCA

Please ask for Angharad Hart on 01799 510531
E-mail: ahart@uttlesford.gov.uk

Date: 27th September 2017

Dear Sir/ Madam,

Re: Updated Saffron Walden Conservation Area Appraisal – Radwinter Road

As you may, or may not be aware, Uttlesford District Council is currently undertaking the resurvey of the Saffron Walden Conservation Area, last updated in 2012. This is part of a wider scheme of re-survey across all 37 Conservation Areas within the district.

As part of the resurvey, it is proposed to extend the current conservation area boundary in Zone 4 (formerly Area 4), to encompass the cemetery along Radwinter Road. I am writing to advise that as part of this amendment, the above property would fall within the proposed boundary of the revised Conservation Area.

Please be advised that inclusion within the Conservation Area may impact selected permitted development rights, further details of which can be found at www.planningportal.co.uk or www.uttlesford.gov.uk/planning.

As part of the resurvey process we will be holding a public consultation, during which you will have the opportunity to respond to this proposal. The consultation will run for 6 weeks, from **Wednesday 27th September 2017 to Wednesday 8th November 2017**. You will find further information regarding the process, including the full consultation version of the Conservation Area Appraisal on the Uttlesford website at www.uttlesford.gov.uk/saffronwaldencaa. Here you will be able to access further information and comment on the document.

We will also be holding a public meeting on **Saturday 21st October** at Uttlesford District Council offices at London Road, between **11am and 2pm** in the Council Chamber, accessed through the glazed atrium. You are welcome to attend and discuss your views with the officers in attendance.

Yours sincerely,

Angharad Hart MSc
Conservation Officer



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Owner/ Occupier

Our ref: SWCCA

Please ask for Angharad Hart on 01799 510531
E-mail: ahart@uttlesford.gov.uk

Date: 28th September 2017

Dear Sir/ Madam,

Re: Updated Saffron Walden Conservation Area Appraisal

As you may, or may not be aware, Uttlesford District Council is currently undertaking the resurvey of the Saffron Walden Conservation Area, last updated in 2012. This is part of a wider scheme of re-survey across all 37 Conservation Areas within the district.

As part of the resurvey process we will be holding a public consultation, during which you will have the opportunity to respond to this proposal. The consultation will run for 6 weeks, from **Wednesday 27th September 2017 to Wednesday 8th November 2017**. You will find further information regarding the process, including the full consultation version of the Conservation Area Appraisal on the Uttlesford website at www.uttlesford.gov.uk/saffronwaldencaa. Here you will be able to access further information and make your comments on the document.

As part of the resurvey, it is proposed to extend the current conservation area boundary in Zones 4 (formerly Area 4) and Zone 6 (formerly Area 6). I am writing to advise you of the proposals, as your property is located within close proximity to the proposed amended boundary, however, your property does not fall within the boundary of the conservation area itself.

We will also be holding a public meeting on **Saturday 21st October** at Uttlesford District Council offices at London Road, between **11am and 2pm** in the Council Chamber, accessed through the glazed atrium. You are welcome to attend and discuss your views with the officers in attendance.

Yours sincerely,

Angharad Hart MSc
Conservation Officer

Appendix 2 – Saffron Walden Conservation Area Appraisal public consultation form

Uttlesford District Council Saffron Walden Conservation Area Appraisal
and Management Proposals Consultation

Saffron Walden Conservation Area Appraisal Consultation

Consultation Feedback Form

Comment here on the character analysis of Area 1 - Church Street north side, Bridge Street east side and part High Street east side; Castle Street and Museum Street and including St Mary's Church, the Castle remains and Bridge End Garden:

Comment here on the character analysis of Area 2 - Church Street south side, Common Hill and Faircroft Road west sides, High Street east side including King Street, Market Place area, Hill Street and Gold Street and Audley Road:

Comment here on the character analysis of Area 3 - Bridge Street and High Street west, including Freshwell Street, Myddylton Place, Park Lane and Abbey Lane

~~~~~ If you require this publication in an alternative format and/or language

~~~~~ Tel: 01799 540540

Uttlesford District Council Saffron Walden Conservation Area Appraisal
and Management Proposals Consultation

Comment here on the character analysis of Area 4 - The Common and Area South
of East Street

Comment here on the character analysis of Area 5 – London Road and adjacent
area

Comment here on the character analysis of Area 6- The Friends School, Mount
Pleasant Road and West Road

[If you require this publication in an alternative format and/or language](#)

Uttlesford District Council Saffron Walden Conservation Area Appraisal
and Management Proposals Consultation

Comment here on the revised conservation area boundary:

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

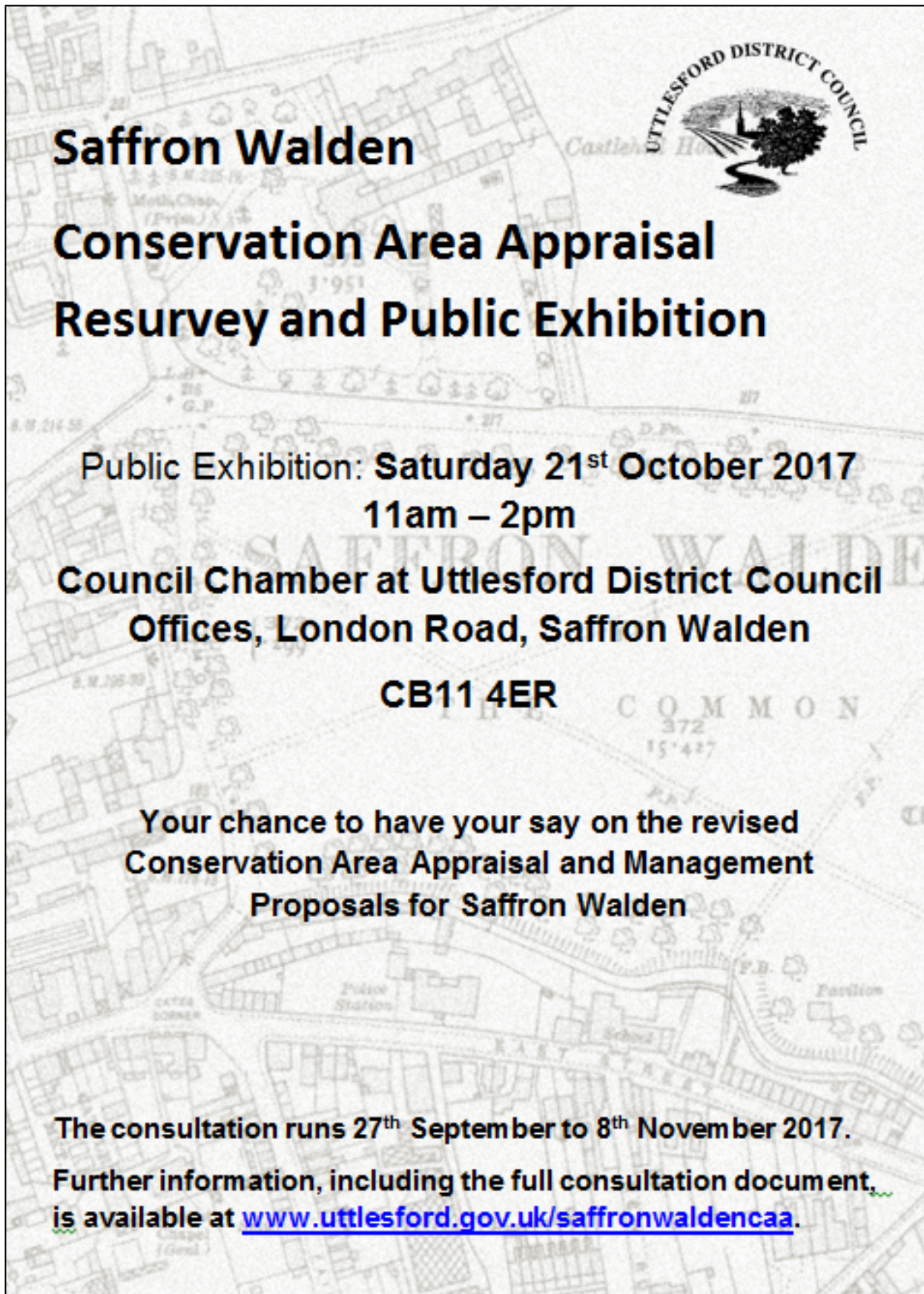
Comment here on the management proposals:

Any other comments:

Please send any comments to the Council Offices, London Road, Saffron Walden, CB11 4ER. For further information please ring Angharad Hart, Conservation Officer, on 01799 510531 or email ahart@uttlesford.gov.uk who will be pleased to assist and answer any of your queries.

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

Appendix 3 – Copy of poster



Saffron Walden

Conservation Area Appraisal

Resurvey and Public Exhibition

Public Exhibition: **Saturday 21st October 2017**
11am – 2pm

Council Chamber at Uttlesford District Council
Offices, London Road, Saffron Walden

CB11 4ER

Your chance to have your say on the revised
Conservation Area Appraisal and Management
Proposals for Saffron Walden

The consultation runs 27th September to 8th November 2017.
Further information, including the full consultation document,
is available at www.uttlesford.gov.uk/saffronwaldenca.

| | | | |
|--------------------------|---|----------------------|-----------------|
| Committee: | Cabinet | Date: | 11 January 2018 |
| Title: | Article 4 Direction for Local Heritage List | | |
| Portfolio Holder: | Councillor S Barker | | |
| Report Author: | Angharad Hart – Conservation Officer 01799 510531 | Key decision: | No |

Summary

1. This report seeks support from Cabinet members for the **principle** of serving an Article 4(1)(b) Direction (Article 4 Direction) on selected properties identified on the Local Heritage List.
2. The Article 4 Direction would apply to all properties within the existing Conservation Areas, and outside them, **where it is felt that additional control over alterations and development is necessary** to preserve the area's special interest.
3. The Article 4 Direction would remove certain minor permitted development rights to those properties, including alterations to windows and doors, insertion of dormer windows and rooflights, the alteration of boundary treatments and removal of chimneys. The advantage of this approach is that the Authority could ensure that relevant properties are **afforded a consistent level of protection**, at the earliest opportunity, resulting in a greater level of consistency across the district.
4. Those buildings already identified as being of significance in the existing Conservation Area Appraisals will automatically be considered for inclusion.
5. At present the Authority has little to no control over alterations to key buildings in most of its Conservation Areas, including Saffron Walden and Thaxted. An example of the likely harm would be the replacement of original timber windows to a key building in the heart of the town, with unsympathetic modern plastic units. This could have a highly detrimental impact on the character and appearance of the area, but at present the Authority could not take action to avoid this.
6. The aim of the Article 4 Direction is to manage alterations to these buildings, to help ensure that the historic, architectural and local importance of these buildings is preserved. This, in turn, enhances and preserves the character and appearance of the district.
7. If members are minded to support this in principle, then a further report will be submitted to Cabinet, following a full public consultation. This will include a copy of the proposed Article 4 Direction and a full list of the properties affected.

Recommendations

- 8. That Cabinet support the **principle** of issuing an Article 4 Direction for the Local Heritage List.

Financial Implications

- 9. The process will be managed by the Conservation team primarily and will form part of their role, as proactive conservation work.
- 10. The process will involve a public consultation period of 6 weeks. During this time, it is proposed to undertake several public exhibitions, held across the District in the principle towns. There will be a modest cost associated with booking the venues.
- 11. It is desirable for the Authority to contact each property owner affected by the Article 4 Direction, by writing to them individually (see paragraph 21 below). To achieve this, the Authority would be required to carry out a number of Land Registry searches. This would involve an associated cost for each search and officer time to carry out each search.
- 12. There will be associated printing and **stationary** costs, as well as costs associated with posting letters to owners, as per the requirement above.
- 13. Property owners affected by the Article 4 Direction order will be required to apply for Planning Permission for certain works. They would not be required to pay an application fee for this service, provided the application relates solely to works that fall under the umbrella of permitted development. This is likely to impact on Development Management and Conservation staff resources, in processing and determining these applications. It is anticipated that this need would be met by existing resources, but this would require further discussion and review.

Background Papers

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

None

Impact

- 15.

| | |
|----------------------------|--|
| Communication/Consultation | A public consultation would be required. |
| Community Safety | None |
| Equalities | None |

| | |
|---------------------------------|---|
| Health and Safety | Health and Safety procedures should be observed during site visits to collect data and run the public exhibitions. |
| Human Rights/Legal Implications | Legal advice will be sought internally with regards to service of the Article 4(1) Direction Order. |
| Sustainability | None |
| Ward-specific impacts | None |
| Workforce/Workplace | Compiling the Article 4(1) Direction Order and publishing the order. Administering the public consultation process and associated exhibition meetings. Advertising the former and contacting relevant property owners. This will require resources from the GIS officer, Council Tax/ Land Registry team, Communications team and the Post Room. Resources also required in Development Management, and DM Support in registering, processing and determining applications. |

Situation

16. An Article 4 Direction Order is served by the Local Authority to remove selected permitted development rights, and may extend to individual properties only, a group of assets or a defined area. It is proposed to issue the order under paragraph 4(1)(b) to apply to individual properties.
17. Each of the district's 37 Conservation Area appraisals identifies buildings that make a positive contribution to the historic and architectural character of the Conservation Area. These are referred to commonly as 'non-designated heritage assets'. The appraisals often recommend that these would be worthy candidates for an Article 4 Direction.
18. Without the benefit of an Article 4 Direction, alterations could be carried out to these important buildings, without the need for any consent; some of which can result in a highly detrimental impact to the character of the building itself and the wider area. This might include the replacement of historic or original windows and doors, removal of historic boundary walls, the introduction of solar panels to a principal roof slope and even demolition.
19. At present, the Authority has no means to control such works, even within the Conservation Area. Whilst such alterations may seem minor in nature, the cumulative impact over time can be significant.

20. There are currently four Article 4 Direction orders in force in Uttlesford District, in respect of non-designated heritage assets. These apply in the following Conservation Areas: Great Chesterford, Newport, Stansted Mountfitchet and Great Dunmow. Many properties in these areas are already required to apply for consent for alterations to their property, as per the requirements of the order. This workload is met by existing officer resources.
21. It is proposed to introduce a single Article 4 Direction order to cover all the identified buildings on the Local Heritage List, where permitted development rights would apply. Some structures identified on the register, such as war memorials, pumps and letter boxes for instance, would not be subject to these permitted development rights, and therefore, the Article 4 Direction would not apply. This will be fully clarified in the final Article 4 Direction Order.
22. The advantage of this approach is that rather than serving an individual order on designated properties in each of the Conservation Areas, the Authority would be able to cover all relevant buildings in the district, in one go. This would ensure that **assets are afforded a consistent level of protection**, at the earliest opportunity, resulting in a greater level of consistency across the district.
23. By serving the Article 4 Direction Order on the Local Heritage List, rather than only on designated properties in Conservation Areas, the Authority is able to provide protection to the other important non-designated heritage assets which fall outside of the conservation area boundary, but which are equally significant and worthy of preservation.
24. The order would supersede the existing four Article 4 Directions, which would be cancelled. By running the two processes in parallel, there would be **no break in protection** to the properties which already benefit from an Article 4 Direction order.
25. In accordance with Schedule 3, The authority would be required to provide notice of the Article 4 Direction as soon as practicable after the direction has been made by a) a local advertisement, b) a site display at no fewer than 2 locations within the area to which the direction relates for a period of no less than 6 weeks and c) a notice on the owner and occupier of every part of land to which the direction applies.(GPDO)
26. There is no right of appeal against the making of an Article 4 Direction¹. However, should an application be refused by the Local Authority, the applicant will have the right to appeal the refusal decision within the set timescale.
27. The service of the Article 4 Direction Order would be subject to further member agreement, following the publication of the Local Heritage List (scheduled for early 2018) and a full public consultation.

■ ¹ Andrew Dick, *The Use of Article 4 Directions* <www.ihbc.org.uk/recent_papers/docs/Andrew> [Accessed 4th December 2017]

28. The proposed Article 4 Direction would apply to some or all of the following Parts, Classes and schedules:

Schedule 2

Part 1 Class A – enlargement, improvement or other alteration of a dwellinghouse

Part 1 Class B – additions etc to the roof of a dwellinghouse

Part 1 Class C – other alteration to the roof of a dwellinghouse

Part 1 Class D – porches

Part 1 Class H – microwave antenna on a dwellinghouse

Part 2 Class A – Gates, fences, walls etc

Part 2 Class C – Exterior painting

Part 2 Class D – electrical outlet for recharging vehicles

Part 2 Class E – electrical upstand for recharging vehicles

Part 3 Class A to V – change of use

Part 11 Class B – demolition of buildings

Part 11 Class C – demolition of gates, fences, walls etc

Part 14 Class A to O – Renewable Energy

Risk Analysis

28.

| Risk | Likelihood | Impact | Mitigating actions |
|---|------------|--------|---|
| Inability to monitor effectively alterations and works within the Conservation Area and to other non-designated heritage assets outside of the conservation area boundary | 3/4 | 3/4 | Service of an Article 4(1) Direction to non-designated heritage assets to preserve the character and appearance of the Conservation Area and wider locality and minimise risk of harmful development within the district. |

| | | | |
|---|--|--|--|
| resulting in loss of character, appearance and significance of the asset and/or locality. | | | |
|---|--|--|--|

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

| | | | |
|--------------------------|--|----------------------|-----------------|
| Committee: | Cabinet | Date: | 11 January 2018 |
| Title: | Epping Forest District Council Local Plan Consultation | | |
| Portfolio Holder: | Cllr Susan Barker, Deputy Leader | | |
| Report Author: | Stephen Miles, Planning Policy Team Leader, ext 346 | Key decision: | No |

Summary

1. This report draws Cabinet's attention to the consultation on Epping Forest District Council's Draft Local Plan (Regulation 19).

Recommendations

2. That Cabinet delegate authority to the Director of Public Services in consultation with the Deputy Leader to respond formally to Epping Forest District Council's "Regulation 19" consultation on its Draft Local Plan.

Financial Implications

3. None.

Background Papers

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

None.

Impact

- 5.

| | |
|----------------------------|--|
| Communication/Consultation | Epping Forest District Council is undertaking consultation in accordance with their Statement of Community Involvement |
| Community Safety | N/A |
| Equalities | The plans will be subject to Equalities Impact Assessment in accordance with the relevant authority's normal practice |
| Health and Safety | N/A |

| | |
|---------------------------------|---|
| Human Rights/Legal Implications | N/A |
| Sustainability | The plans are subject to a Sustainability Appraisal |
| Ward-specific impacts | All wards |
| Workforce/Workplace | N/A |

Situation

6. Epping Forest District Council (EFDC) has consulted Uttlesford on its Draft Local Plan (Regulation 19 publication). The Draft Plan can be viewed at <http://www.efdclocalplan.org/submission-version-2017/> . There is an opportunity to comment until 29 January 2018. It is important under Duty to Co-operate that the Council respond.
7. There are a number of significant aspects in the draft Plan which will have an impact on Uttlesford. These include the fact that EFDC is part of the same Strategic Housing Market Area (SHMA) and Functional Employment Market Area (FEMA) as Uttlesford. The Councils have jointly commissioned work on the housing and jobs needs of the area, as well as signing Memorandums of Understanding on issues that the authorities are working together on, such as meeting housing needs and the recreational impacts on Epping Forest.
8. EFDC completed their last regulation 18 consultation on their Local Plan between October and December 2016, and have now brought forward the regulation 19 consultation on their Local Plan so that they are able to submit their Local Plan to the Secretary of State before 31 March 2018. Given the current input into the preparation of the UDC draft Plan and the change in timing of EFDC's consultation it has not been possible to prepare a detailed commentary on their Plan to this Cabinet meeting. Instead it is recommended that authority be delegated to the Director of Public Services in consultation with the Deputy Leader to make the formal response. Members are of course welcome to submit their views to the Planning Policy Team.

Risk Analysis

9.

| Risk | Likelihood | Impact | Mitigating actions |
|--|----------------|---|---|
| UDC fails to respond adequately to the Regulation 19 Consultation. | 1. Little risk | 4. Potential failure under the Duty to Co-operate | Continue discussions under the Duty to Co-operate |

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.