

Council Meeting

**Council Chamber, Town Hall, High Street,
Colchester, CO1 1PJ
Wednesday, 16 October 2019 at 18:00**

Information for Members of the Public

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Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

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COLCHESTER BOROUGH COUNCIL
Council
Wednesday, 16 October 2019 at 18:00

TO ALL MEMBERS OF THE COUNCIL

Published 08/10/2019

You are hereby summoned to attend a meeting of the Council to be held at the Town Hall, Colchester on Wednesday, 16 October 2019 at 18:00 for the transaction of the business stated below.



Chief Executive

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that the business will be subject to short breaks at approximately 90 minute intervals.

Please note that Agenda items 1 to 6 are normally dealt with briefly.

1 Welcome and Announcements (Council)

The Mayor will welcome members of the public and Councillors and will ask the Chaplain to say a prayer. The Mayor will also remind everyone to use microphones at all times when they are speaking, explain action required in the event of an emergency, mobile phones switched to silent and audio-recording of the meeting.

2 Have Your Say! (Council)

The Mayor will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the business of the Council. Please indicate if you wish to speak at this point if your name has not been noted by Council staff.

3 Minutes of the Previous Meeting (Council)

A... Motion that the minutes of the meeting held on 17 July 2019 be confirmed as a correct record.

Minutes of meeting 170719

9 - 20

4

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

5

The Mayor to make announcements.

6

The Council consider any items referred by the Scrutiny Panel under the Call-in Procedure because they are considered to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget.

7

Council will consider the following recommendations:-

7(i)

B.. Motion that the recommendation contained in draft minute 378 of the Cabinet meeting of 4 September 2019 be approved and adopted.

7(ii)

C... Motion that the recommendation contained in minute 83 of the Licensing Committee meeting of 27 March 2019 be approved and adopted.

7(iii)

D... Motion that the recommendation contained in draft minute 168 of the Governance and Audit Committee meeting of 3 September 2019 be approved and adopted.

8

E... Motion that Council make (adopt) the West Bergholt Neighbourhood Plan following its approval at referendum.

9

Council will consider the following Motions:-

(Note: The maximum length of time for the consideration of all such motions shall be 80 minutes. In the event that a motion is still being debated when the 80 minutes have elapsed the Mayor shall invite the proposer of the motion to respond to the debate and then move straight to the vote.)

9(i)

Motion F

Proposer: Cllr Warnes:-

Motion that:-

This Council calls upon the Government to significantly enhance the ability of Councils such as Colchester to build more new council homes.

It's 100 years since the passing of the Addison Act which gave Councils significant new duties and funding to build their own housing. Colchester has, as have many other places in the UK, a housing crisis. We have many residents either facing or experiencing homelessness within our borough, yet we also have a chronic shortage of council housing.

This Council is committed to building new council housing, but we face continuing restraints on our ability to deliver at scale and need Government to make council house building more viable.

We therefore call upon the borough's MP's Bernard Jenkin, Priti Patel and Will Quince to find new inspiration through the laudable aims of Christopher Addison that inspired council house building throughout the country and lobby the Ministry of Housing, Communities and Local Government and Her Majesty's Treasury to:

- end restrictions on the use of the Right to Buy receipts so all the money we raise from council house sales could go back into building replacement homes*
- provide clarity over long-term social rent levels so we can continue to prudently borrow in order to deliver at scale a new generation of council housing for working families and those households in greatest need within our borough.*

As the motion relates to an executive function it will stand referred direct to Cabinet, unless Council Procedure Rule 11(2) is suspended.

9(ii) Contingency Plan B for the Local Plan

Motion G

Proposer: Councillor Barber

Motion that

This Council notes that:

- In a recent planning appeal decision, the inspector concluded that "Colchester Borough Council cannot demonstrate a five-year supply of deliverable housing sites."

- A lack of five-year supply would put the Council and the Borough at risk of speculative planning applications being permitted at appeal and highlights the importance of having a new, valid Local Plan.

Given that Colchester Borough Council's 5 year supply is now being challenged, the lack of unanimity on and belief in the suitability of the current proposals in Section 1 of the emerging local plan by council members, it is resolved by this Council that:

- Officers are instructed to develop, with immediate effect, a

contingency Plan B to the current proposals in Section 1 of the emerging local plan.

- This Plan B will go through the necessary local plan procedures and, if agreed by the Local Plan Committee and/or Full Council, be submitted to the Planning Inspectorate and the Secretary of State for Housing, Communities and Local Government if the current plans in Section 1 of the emerging Local Plan are found to be unsound. This will ensure communities across the borough are protected from speculative development.

- That a copy of this motion is sent to all three Colchester Borough MPs, the Planning Inspectorate and the Secretary of State for Housing, Communities and Local Government by signature of the Leader of the Council

As the motion relates to a non-executive function, it will be considered and determined at the meeting.

10 Questions to Cabinet Members and Chairmen pursuant to Council Procedure Rule 10

Cabinet members and Chairmen will receive and answer pre-notified questions in accordance with Council Procedure Rule 10(1) followed by any oral questions (not submitted in advance) in accordance with Council Procedure Rule 10(3).

(Note: a period of up to 60 minutes is available for pre-notified questions and oral questions by Members of the Council to Cabinet Members and Chairmen (or in their absence Deputy Chairmen)).

11 Schedule of Portfolio Holder decisions 115 - 122

Council is invited to note the Schedule of Portfolio Holder decisions covering the period 2 July 2019 - 30 September 2019.

12 Urgent Items (Council)

Council will consider any business not specified in the Summons which by reason of special circumstances the Mayor determines should be considered at the meeting as a matter of urgency.

13 Reports Referred to in Recommendations

The reports specified below are submitted for information and referred to in the recommendations specified in item 7 of the agenda:

Risk Management, report to Cabinet 4 September 2019 123 - 148

Changes to the Hackney Carriage and Private Hire Licensing Policy report to Licensing Committee 27 March 2019 149 - 152

Polling Districts and Polling Places, report to Governance and Audit Committee, 3 September 2019 153 - 166

14 **Exclusion of the Public (not Scrutiny or Executive)**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

Part B
(not open to the public including the press)

Council

Wednesday, 17 July 2019

Attendees:

Councillor Christopher Arnold, Councillor Lewis Barber, Councillor Nick Barlow, Councillor Lyn Barton, Councillor Kevin Bentley, Councillor Tina Bourne, Councillor Roger Buston, Councillor Nigel Chapman, Councillor Peter Chillingworth, Councillor Helen Chuah, Councillor Phil Coleman, Councillor Nick Cope, Councillor Mark Cory, Councillor Simon Crow, Councillor Robert Davidson, Councillor Beverly Davies, Councillor Paul Dundas, Councillor John Elliott, Councillor Andrew Ellis, Councillor Adam Fox, Councillor Mark Goacher, Councillor Martin Goss, Councillor Dave Harris, Councillor Chris Hayter, Councillor Pauline Hazell, Councillor Theresa Higgins, Councillor Mike Hogg, Councillor Brian Jarvis, Councillor John Jowers, Councillor David King, Councillor Cyril Liddy, Councillor Michael Lilley, Councillor Derek Loveland, Councillor Andrea Luxford Vaughan, Councillor Fiona Maclean, Councillor Jackie Maclean, Councillor Sam McCarthy, Councillor Beverley Oxford, Councillor Gerard Oxford, Councillor Philip Oxford, Councillor Chris Pearson, Councillor Lee Scordis, Councillor Lesley Scott-Boutell, Councillor Martyn Warnes, Councillor Lorcan Whitehead, Councillor Dennis Willetts, Councillor Barbara Wood, Councillor Tim Young

331 Prayers

The Reverend John Richardson opened the meeting with prayers.

332 Apologies

Apologies were received from Councillors Lissimore, Moore and J. Young.

333 Have Your Say! (Council)

Stuart Johnson addressed Council pursuant to the provisions of Council Procedure Rule 6(5) to express his concern that another cyclist had been injured on Colchester's roads and to stress the health and environmental benefits of cycling, particularly for children. It was Council's responsibility to encourage cycling and to provide the necessary safe infrastructure. He called on those Councillors who had not yet signed the Colchester Cycling Charter to do so. It was time to take action and to treat air pollution as a health emergency, to work with Essex County Council to ensure their commitment to invest in cycling was delivered and to work with Essex Police to improve the safety of Essex's

roads for cyclists. It was time deliver real change and act on manifesto promises.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, and Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, responded and thanked Mr Johnson for his work on the Cycling Charter, which the Council supported. The Council had been successful in obtaining funding to reduce air pollution. The Council would continue to work with Essex County Council on cycling issues.

Sir Bob Russell addressed Council pursuant to the provisions of Council Procedure Rule 6(5) to highlight a decision of the Planning Committee in September 2014 in the immediate environment of Christopher Jolly Court. This decision had stated that no building exceeding 2 storeys in height should be built, due to the impact on the area. The Council's proposals for an additional floor on top of Christopher Jolly Court were inconsistent with this decision and the Cabinet appeared to be compromising the independence of the Planning Committee.

Councillor Fox, Portfolio Holder for Housing, stressed the need for the Council to deliver more affordable housing. As part of this, the Council was looking at proposals for Airspace developments, whereby an additional floor was built on an existing building. No firm decision on any Airspace scheme had been made and it would be for the Planning Committee to determine any planning application that was subsequently brought forward.

Jackie White addressed Council pursuant to the provisions of Council Procedure Rule 6(5) to express her concerns that the Armed Forces Covenant was being used to give priority for housing to families from the Armed Forces over those with disabilities. This was a breach of the Equality Act and an example of indirect discrimination. The Equality Act took precedence over the Armed Forces covenant. Whilst she had been informed that new accessible housing was being built, there was no evidence yet that this would be fully accessible. Much of the housing currently designated as accessible was in reality unsuitable. In considering housing need, welfare and medical needs needed to be considered together.

Councillor Fox, Portfolio Holder for Housing, responded and explained that there was no intention to discriminate against any group, and the Council wanted to support both armed forces personnel and those with disabilities. The Council was looking to provide fully accessible housing and he would welcome the opportunity to discuss this with her.

Jeremy Hagon addressed Council pursuant to the provisions of Meetings General Procedure Rule 6(5). He was aware of the Council's proposals for Garden Communities but noted that Council leaflets on its strategic priorities published in 2018 made no mention of them. He asked the Leader of the Council how the Council had made residents aware of the Garden Communities project and if he would publish information

showing how North Essex Garden Communities Ltd had spent public funding.

Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, explained that information about the Local Plan was readily available on the Council's website. The Local Plan had been subject to public consultation and there had been a number of public meetings and community events, providing information about the Local Plan and the proposed Garden Communities. Information about NEGC spend had been provided at previous meetings and would be available in the published reports and minutes, and through NEGC Ltd's published accounts.

Trevor Orton addressed Council pursuant to the provisions of Council Procedure Rule 6(5) to express his concern about the closure of the disabled toilet in the public toilets at Lion Walk. These had remained out of order for over two weeks, which he considered was unacceptable. Repairs should be carried out within 24 hours. The general condition of the toilets was also poor. It was counter-productive to spend money on attracting tourists, when the basic facilities were not maintained.

Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, explained that he was looking into the costs for a refurbishment of the Lion Walk toilets. They suffered from vandalism and thefts of supplies. Town centre staffing levels were high. A seven-day rota was operated to ensure that facilities were kept in a good condition and that repairs were undertaken as soon as possible.

Clare French addressed Council pursuant to the provisions of Council Procedure Rule 6(5) on behalf of head teachers in Colchester to stress the need for fair funding of education. Education provided opportunities and changed lives. Teachers wanted to provide the best possible life chances for pupils, but this was becoming harder to achieve. Whilst the government claimed that funding had increased this was disingenuous as costs had risen also. As well as teaching, there were wide-ranging demands on their time, such as acting as de facto social workers, counsellors and healthcare providers. Schools needed to be given the necessary resources to do this. Essex County Council was facing a £50 million funding deficit. Within her school, she had had to make three Learning Support Assistants and two teachers redundant and was forced to run her school on the bare minimum of staff. Whilst teachers wanted every child to count, with costs rising faster than funding some counted more than others. The Council needed to act and lobby the government on the issue.

Matilda Francis, a year 5 pupil, addressed Council pursuant to the provisions of Council Procedure Rule 6(5). She highlighted the range of costs that schools faced. Schools had £271 less per pupil than they had when she was in year 1 and she highlighted how difficult it was for schools to achieve savings on that scale. She urged Council to support the motion to encourage the government to provide further funding for schools.

Emma Marks, Finance and Business Manager for the Tiptree and Stanway Primary

School consortium, addressed Council pursuant to the provisions of Council Procedure Rule 6(5). Between 2015-17 school block funding increased by 1% or less, whilst staff costs over that period rose by over 2%. Whilst funding had increased in subsequent years, it did not do so at a rate that kept pace with rising staff costs. With salaries reaching 90% of budgets, schools struggled to balance their costs against income which led to them using their reserves to balance their budgets. Pay rises were set nationally and therefore schools had little control over staff costs. The increase of 3.5% this year had put an enormous strain on school budgets, and whilst grants had been provided to offset some of these costs, there was no guarantee that these would continue. Uplifts in pension contributions and the introduction of the minimum wage were also having an impact on school budgets. In order to deal with these financial pressures schools were cutting back maintenance costs to the bare minimum and were being forced to make staff redundant.

Ian King, Governor and Chair of the Finance Committee at Chappel Primary School, addressed Council pursuant to the provisions of Council Procedure Rule 6(5) and highlighted that school costs were increasing at a faster rate than school funding. Therefore, schools were effectively facing year on year cuts. As a consequence, vital equipment was not replaced and building maintenance suffered. In some school parents' groups were stepping into to help and making voluntary donations to help buy essential materials. Schools were simply not receiving sufficient funding.

David Evans addressed Council pursuant to the provisions of Council Procedure Rule 6(5) in his role as a teacher and as an official of the National Education Union. Whilst headteachers had sought to manage their budgets carefully, many had been forced to make redundancies. These had been applied right across school staffing structures from Deputy Heads to Midday Assistants. This had a severe impact right across schools leading to low morale and increased workload amongst staff and pupils losing trusted and much loved staff. It contributed to the epidemic of stress faced by the teaching profession, with teachers working on average a 55-hour week. The country would be relying on the expertise of its children in years to come and needed to be prepared to pay for it.

Claire Rogerson addressed Council pursuant to the, provision of Council Procedure Rule 6(5) in her capacity as a parent of two school aged children and school governor. The Funding for Schools campaign highlighted that school funding was now in crisis. Politicians needed to act to ensure that schools received the funding that they needed. A survey by the campaign revealed that 74 % of respondents had made staff redundant or planned to do so this financial year; 65% of teachers felt they did not have enough resources to cope with the emotional needs of children and 43% reported that subjects and lessons had been cut due to budget constraints. Despite cutting Learning Support Assistant (LSA) provision by 20% at their school, LSA costs had increased by £20,000. Costs could not be reduced without further impacting on staffing levels, which would have a detrimental impact on children. Further funding had to be made available

for education and children deserved better.

Councillor Lilley, Portfolio Holder for Communities, Wellbeing and Public Safety responded to the speakers on funding for education. The impact of the issues around funding were that vulnerable children slipped through the net and were drawn into crime. The government needed to be aware that cuts have consequences, and funding for education should be treated as a priority.

334 School Funding Cuts

Councillors Bourne, Coleman, Cory, Goacher (in respect of their employment as teachers), Jowers, Barton (in respect of being in receipt of a teacher's pension) and Pearson (in respect of his spouse's employment as a teacher) declared a pecuniary interest in the following item pursuant to the provisions of Council Procedure Rule 9(5).

Before moving the motion, Councillor Bourne indicated that paragraph (iii) of the resolution in the motion was withdrawn.

It was proposed by Councillor Bourne, also on behalf of Councillor Goss, that:-

“This Council notes as a result of ongoing Government cuts to education, 71 schools across the Colchester Borough:

- (i) Will have lost £17.7 million in overall funding between 2015-2020;
- (ii) Will have lost an average of £271 per pupil;
- (iii) Have seen 25 of 71 schools have classroom sizes increase;
- (iv) Are having to bear the full costs of the unfunded National Insurance increases;
- (v) Are receiving inadequate High Needs Block Funding, leaving our most vulnerable pupils without the support they need.

Colchester Borough Council resolves to:

- (i) Lobby against the Government's ongoing cuts to school budgets and call for more funding to be invested in education, while making our communities aware of local impacts;
- (ii) Support the coalition of trade unions campaigning against school cuts;
- (iii) Present the dire facts listed above to the Department for Education and our three MPs representing our 62 schools across the Borough of Colchester. “

Councillor Davidson moved a main amendment as follows: -

“That the motion on School Funding Cuts be approved and adopted subject to the following amendments: -

- After paragraph (ii) of the resolution, the insertion of a new paragraph as follows: -
“Support the three MPs for the borough of Colchester who have already met representatives of schools across the borough to discuss these issues and are lobbying Government on their behalf”.
- In paragraph (iv) of the resolution the deletion of the word “dire” and all the wording after the word “education”.
- The renumbering of the paragraphs so that they are consecutively numbered.”

Councillor Bourne indicated that the main amendment was accepted and the motion was deemed amended accordingly. The amended wording of the motion was as follows: -

This Council notes as a result of ongoing Government cuts to education, 71 schools across the Colchester Borough:

- (i) Will have lost £17.7 million in overall funding between 2015-2020;*
- (ii) Will have lost an average of £271 per pupil;*
- (iii) Have seen 25 of 71 schools have classroom sizes increase;*
- (iv) Are having to bear the full costs of the unfunded National Insurance increases;*
- (v) Are receiving inadequate High Needs Block Funding, leaving our most vulnerable pupils without the support they need.*

Colchester Borough Council resolves to:

- (vi) Lobby against the Government’s ongoing cuts to school budgets and call for more funding to be invested in education, while making our communities aware of local impacts;*
- (vii) Support the coalition of trade unions campaigning against school cuts;*
- (viii) Support the three MPs for the borough of Colchester who have already met representatives of schools across the borough to discuss these issues and are lobbying Government on their behalf;*
- (ix) Present the facts listed above to the Department for Education.*

On being put to the vote, the motion was approved and adopted (UNANIMOUS).

335 Mayor's Announcements

The Mayor announced that West Bergholt Parish Council had been accredited at the Quality Level under the Parish Council Awards Scheme. The Mayor offered his congratulations on behalf of the Council and presented the award to Councillor Chris Stevenson, Chairman, and Laura Walkingshaw, Clerk. Councillor Chris Davey, Chair of the Accreditation Panel of the National Association of Local Councils, thanked the Mayor, explained the background to the Parish Council Awards Scheme and stressed the work that the Parish Council had undertaken in order to secure the award.

336 Climate Emergency

RESOLVED that Council Procedure Rule 11(2) be suspended to allow Council to discuss and determine the motion.

Jo Wheatley of Extinction Rebellion Colchester addressed Council pursuant to the provisions of Council Procedure Rule 6(5) to highlight the evidence of climate change and the threat it posed. Extinction Rebellion was seeking to bring these issues into the limelight. Non violent civil protest was necessary. If remedial action was taken now, irreversible harm could be avoided. Council need to approve the motion and Councillors were invited to attend Extinction Rebellion's People's Assembly in the Castle Park on 4 August 2019. It was intended that the outcomes of this would be reported to the Conservation and Environmental Sustainability Task and Finish Group.

Elizabeth Tollhurst addressed Council pursuant to the provisions of Council Procedure Rule 6(5). Whilst she had previously been environmentally aware, the publication of the report by the Intergovernmental Panel on Climate Change had radicalized her opinions. There were 12 years left to take the necessary action. Whilst the Council's actions alone were not enough, it needed to take responsibility for its own actions and reduce emissions where it could. It could also provide leadership on the issue and encourage others, for instance by enforcing an anti-idling policy, or by replacing development with carbon capture areas.

Noel Mead addressed Council pursuant to the provisions of Council Procedure Rule 6(5). The motion before Council declaring a climate emergency was welcomed. Individuals could all take action to reduce their carbon footprint, and a few simple choices could make a difference. However large organisations also needed to take a responsible approach. Original thinking and hard work would be required to implement the motion. The Council would need to consider issues around air quality and the

proposals for Garden Communities and associated development, such as the further development of the A12.

It was proposed by Councillor Cory, also on behalf of Councillor Whitehead, that:-

“The United Nations Intergovernmental Panel on Climate Change’s warning that we have 12 years to make the necessary changes to limit a rise in global temperatures to 1.5C. Failure to act will see a marked increase in sea levels and flooding, extreme and abrupt changes to weather patterns, crop failures, extinctions of plant, insect and animal species, and global economic disruption and crisis. Total populations of mammals, birds, fish and reptiles have declined globally by 60% since 1970, and all of the 20 warmest years on record, have occurred in the past 22 years. Failure to take immediate and decisive action on this will detrimentally impact on the well-being of the people of Colchester Borough and billions of people around the world.

At the Global Climate Talks in Poland last December the UK along with over 200 nations agreed action on climate change with a much greater role strongly implied for local and regional authorities, like Colchester, in assisting governments to achieve their carbon emission savings.

So far, 85 local and regional authorities have passed Climate Emergency motions in a bid to spur urgent action to reduce their carbon footprint and promote sustainable urban environments and economies. In passing and following through on this motion, we can take a radical step forward in tackling climate change and conservation as a local authority. Tackling climate change cannot just be left to national government. It is everyone’s duty to do what they can to stop this existential threat to our planet.

This Council therefore resolves to:

1. Declare a climate emergency and publicise this to the people of Colchester Borough to raise awareness and support the public to take effective action.
2. Support the newly formed Conservation and Environmental Sustainability Task and Finish Group to consider the following actions:
 - (a) Commission an environmental audit which identifies pollution hotspots, wildlife biodiversity and environmental health issues, and an urban impact assessment with an aim to identify areas of improvement across the borough.
 - (b) Consult expert opinions in the field, as appropriate.
 - (c) Collaborate with regional and neighbouring local authorities, as well as communities, to encourage practical measures to reduce emissions, reduce carbon footprints and develop community-based renewable energy projects.
 - (d) Encourage all sectors of the economy across the borough to take steps to reduce waste and become carbon neutral.
 - (e) Develop a roadmap for Colchester Borough Council to go carbon neutral by

2030.

(f) Report to Cabinet and Full Council within six months with an action plan setting out conservation and environmental sustainability goals to address targets by 2030; incorporating proposals on the investment implications of this proposed activity.

3. Pledge to ensure future housing and community development projects meet a carbon-neutral standard by 2030.

4. Call upon the Leader of the Council to write to the Minister of State for Energy and Clean Growth requesting that national policy is urgently developed to reflect the seriousness of the current emergency, and to release funds to local authorities, encouraging them to take the necessary measures at local level.”

On being put to the vote, the motion was approved and adopted (UNANIMOUS).

337 Minutes of the Previous Meeting (Council)

RESOLVED that the minutes of the meeting held on 22 May 2019 be confirmed as a correct record.

338 Annual Scrutiny Report

RESOLVED that the Annual Scrutiny Report 2018-19 be approved and adopted.

339 Schedule of Portfolio Holder Decisions

RESOLVED that the schedule of decisions taken by Portfolio Holders covering the period 9 February 2019 – 1 July 2019 be noted.

340 Questions to Cabinet Members and Chairmen pursuant to Council Procedure Rule 10

Questioner	Subject	Response
Pre-notified questions		
Councillor Barber	Will Colchester Borough Council apply to the High Court to acquire an injunction equal or similar to that obtained by Harlow District Council in relation to	Councillor Lilley, Portfolio for Communities, Wellbeing and Public Safety, explained that he would not apply to the High Court for such an

	unauthorised encampments?	injunction. The circumstances applying in Harlow were significantly different. Harlow received considerably more unauthorized encampments, many of which were on highway land. Harlow also had a transit site, which strengthened their case for an injunction to deal with unauthorised encampments. There was insufficient evidence to support an injunction to cover Colchester.
Councillor Barber	Councillors may be aware that Neighbourhood Plans require ratification by the local community via a referendum prior to adoption by the Council. While not necessary under law, will the Portfolio Holder with responsibility for the Local Plan commit to holding a referendum on Part 1 (the Garden Communities) and Part 2 (sites such as Middlewick) of the Emerging Local Plan across the Borough so people can have their say?	Councillor Cory, Leader of the Council and Portfolio Holder for Strategy, indicated that he would arrange for a written response to be sent by the Portfolio Holder for Culture and Performance. However, he explained that it was a legal requirement that a referendum be held on a Neighbourhood Plan. A Local Plan was subject to considerably more scrutiny and consultation than a Neighbourhood Plan so a referendum was not necessary.
Councilor J. Maclean	Could the Portfolio Holder for Waste, Environment and Transportation tell me why so many kerbside collections have been disrupted and missed in the borough since you have	Councillor Goss, Portfolio Holder for Waste, Environment and Transportation, indicated that a written response would be sent.

	implemented the new freighters. Is it because they do not have the same capacity to hold the quantity of waste or is it due to staffing issues such as not being able to employ drivers or refuse and recycling operatives?	
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341 Closure of Meeting

In accordance with Council Procedure Rule 19(2) the Mayor closed the meeting and indicated that written responses would be sent to the outstanding pre-notified questions.

Extract from the draft minutes of the Cabinet meeting of 4 September 2019

378. 2018/19 Year End Review of Risk Management

The Assistant Director Policy and Corporate submitted a report a copy of which had been circulated to each Member.

Councillor Willetts attended and with the consent of the Chairman, addressed the Cabinet to express his concern about the presentation of risks in the Risk Matrix. It was noted that of the risks identified a large majority were above the risk tolerance limit. Risks outside the risk tolerance limit should be exceptional and this suggested that the process was flawed. The Council needed to better understand which of its processes or policies were really at significant risk.

Councillor King, Portfolio Holder for Business and Resources, indicated that the Council had a well managed risk management policy in order to safeguard the Council's position. Whilst the point made by Councillor Willetts was understood, it indicated that a cautious and prudent approach was taken to risk management.

RESOLVED that:-

- (a) The Council's progress and performance in managing risk during the period April 2018 to March 2019 be noted.
- (b) The proposed risk management strategy for 2019/20 be approved.

RECOMMENDED to FULL COUNCIL that the Risk Management Strategy be included in the Council's Policy Framework.

REASONS

Cabinet has overall ownership of the risk management process and is responsible for endorsing its strategic direction. Therefore, the risk management strategy states that Cabinet should receive an annual report on progress and should formally agree any amendments to the strategy itself.

During the year progress reports are presented to the Governance and Audit Committee, detailing work undertaken and current issues. This report was presented to the Governance and Audit Committee on 30 July 2019, where referral to this meeting was approved.

The Risk Management Strategy is one of the key corporate governance documents that supports the Constitution of the Council, and forms part of the Policy Framework. Accordingly, any amendments must be approved by Full Council.

ALTERNATIVE OPTIONS

No alternative options were proposed.

Extract from the minutes of the Licensing Committee meeting of 27 March 2019

83. Changes to the Hackney Carriage and Private Hire Licensing Policy

Have Your Say!

Mr Kevin Fisher, Owner of All The 8's Private Hire Cars, addressed the Committee on a number of points relating to the licensing and livery of private hire vehicles and the emailed communication that was received from Mr Jon Ruder. Mr Fisher requested further clarification on issues he had previously raised. Mr Fisher requested for a personal meeting to be arranged with himself, Mr Ruder and Mrs White to discuss this matter in person so it could be explained fully as he felt very frustrated with regards to the situation.

The Committee thanked Mr Fisher for attending and informed him that the Licensing Officers would be in touch to arrange a future meeting.

The Committee was asked to note a report by Mr Ruder, Licensing, Food & Safety Manager, regarding proposed changes to the Council's Hackney Carriage and Private Hire Licensing Policy in the light of recent operational experience and the 2018 unmet demand survey.

The Licensing Officers recommended to Committee that changes with regards to paragraphs 5.1 to 5.6 be made to the policy to ensure that it remained fit for purpose and responsive to the changing licensing environment.

Mrs White addressed the Committee and highlighted three parts of the report. Firstly paragraph 5.1 Taxi Policy 2019, in response to the recent unmet demand survey report officers have requested that the Council should be able to determine not to allocate or reallocate a Hackney Carriage Plate. Secondly, with regards to paragraph 5.5 Vehicle Testing, Mrs White explained that currently any vehicle can pass a MOT with minor defects, but no time frame is given for correction of those, so officers felt a 7 working day period plus proof of completion of works should be adhered too. Thirdly, the Committee were asked to look at paragraph 5.6 Consultations and Implementation and to request to Full Council that any minor amendments to the policy are delegated back to the Licensing Committee. However, any major changes are still reported to Full Council.

The Committee thanked the Officers for the report but ask them to clarify the 7 working day policy with regards to vehicle testing. What would happen if a driver was unable to book an appointment within that time? Could there be some leniency for those drivers who are unable too.

The Officers confirmed that if a driver was to provide evidence of a booked appointment then it would be possible for the 7 working days to be extended. Further proof of completion of works would need to be shown to Licensing Officers also.

RESOLVED that –

- (i) the changes, set out in bold at Paragraph 5.1 be made to the Council's Hackney Carriage and Private Hire Licensing Policy
- (ii) the changes, set out in bold at Paragraph 5.2 be made to the Council's Hackney Carriage and Private Hire Licensing Policy
- (iii) the changes, set out in bold at Paragraph 5.3 be made to the Council's Hackney Carriage and Private Hire Licensing Policy
- (iv) the changes, set out in bold at Paragraph 5.4 be made to the Council's Hackney Carriage and Private Hire Licensing Policy
- (v) the changes, set out in bold at Paragraph 5.5 be made to the Council's Hackney Carriage and Private Hire Licensing Policy but to include some additional wording to help with the flexibility of garage booking issues.
- (vi) the changes, set out in bold at Paragraph 5.6 be made to the Council's Hackney Carriage and Private Hire Licensing Policy and a request to Full Council at the next meeting on the 17 July 2019 for any future minor amendments within the Licensing Policy be made without consultation following consideration by the Licensing Committee.

Extract from the draft minutes of the Governance and Audit Committee meeting of 3 September 2019

168. Polling Districts and Polling Places Review

The review was presented by Jason Granger, Customer Solutions Manager, and James Bennett, Senior Electoral Services Officer. The Customer Solutions manager introduced the principles and requirement for the review, and explained his role, and that of the Electoral Services Team.

Councillor Dave Harris attended and with the consent of the Chairman addressed the Committee to thank officers for their work and comment on the proposals resulting from the review. The need to ensure that all voters had access to polling stations and that access was as easy as possible was stressed, along with a request that, so far as was possible, the placing of polling stations outside the district they served should be avoided, if at all possible.

Councillor Harris supported the proposed change of polling station for polling district BF (Shrub End), as the proposed site would be safer for residents voting, regarding its position in relation to the road. The Councillor raised an element of concern that the proposed polling station for BE (Rainsborowe Road), proposed to be at the Shrub End Community & Sports Centre) was to the North of the area it would serve, and would entail a long journey for some residents wishing to vote. He suggested that the current BE polling district be split in two, and an additional polling station be located, for the new additional polling district, at the old local community gym. This would be for use by the residents of the streets to the South of Abbey Field and would make voting easier, especially for those with limited mobility. It was confirmed that it would be relatively simple to create a new polling district, but that any additional districts proposed would need to be approved by the Governance and Audit Committee.

The proposed change to the arrangements for polling district AB (Willows and Monkwick) was raised. Councillor Harris raised issues which had come to his attention regarding difficulties reported to him regarding residents voting in the 2019 European Parliamentary Elections at the interim polling station, sited at Abbots Community Hall. These included complaints that the station was difficult to reach by some voters with limited mobility. Alternative options were given, such as the Ormiston Centre, who would be willing to have a portacabin temporarily sited on their site, and Monkwick Junior School's recently-built new block, which is separated from the main school buildings, mitigating safeguarding concerns regarding its possible use as a polling station. The proposed use of Thomas Lord Audley School was questioned, with concerns cited regarding the difficulty of access to the Gym, via a step, for those with limited mobility. A third alternative site proposed by the Councillor was the St Margaret's Church, Stansted Road.

The Chair confirmed that the Committee and officers had discussed the importance

of polling stations meeting the needs of all residents and to avoid, wherever possible, the siting of stations outside the boundaries of the polling districts that they served. It was also confirmed that the Abbots Community Hall would only be available as a polling station up to the day before the next scheduled local elections, in May 2020. The Customer Solutions Manager informed the Committee that the comments and discussions previously made and held by the Committee regarding the importance of siting, when possible, polling stations within their polling districts had been considered and agreed with. The Council was committed to obtaining use of either Thomas Lord Audley or the Ormiston Centre. Officers had now been able to commence talks with the Paxman Academy regarding its potential use as polling station for district BF (Shrub End) and efforts are being made to further a constructive relationship with the Academy. Likewise, efforts were being made to look at the potential for using the former Garrison Gym.

A Committee member highlighted the busy nature of the polling station sited at Stanway Village Hall, and the expectation that future residential developments in the area would make it busier still. The view was given that use of the Hall for district GL (West Stanway) was manageable in the short term, but that a long-term alternative would ease the pressure on the site. The Senior Electoral Services Officer explained that St Albright's Church had been considered as an alternative but had not yet been approached, and that alternatives suggested to Stanway Village Hall would be explored for the long term.

The Committee enquired as to what plans were in place, should a general election polling day be set for a day other than a Thursday. The Committee was informed that plans had been put in place and communications with venues would be necessary to ensure that they are informed of the ramifications stemming from a polling day being set for a day of the week other than Thursday. Polling stations would be confirmed as soon as possible, following any confirmation of a general election polling day date.

The Committee considered the need to minimise average journey distances to polling stations and it was considered that flexibility in siting polling stations was necessary, especially in rural wards where distances of journeys were often greater. Officers informed the Committee that the Council's online CMAPS software could be used to help measure journey distances between any part of a polling district and its polling station. A member of the Committee requested whether it was possible for links to CMAPS to be included within future reports of this type, to allow members easy access to the function.

RESOLVED that the Customer Solutions Manager ensure that the Governance and Audit Committee receive a future update and opportunity to review the arrangements for polling stations, to occur prior to the arrangements being confirmed for polling station placements for the 2020 Colchester Borough Council elections.

RECOMMENDED to FULL COUNCIL that it approves and adopts Appendix A – Proposed schedule of Polling Districts and Polling Places, with the proviso that the Governance and Audit Committee will further review polling station arrangements before the 2020 Colchester Borough Council elections.

16 October 2019

Report of	Assistant Director of Policy and Corporate	Author	Shelley Blackaby
Title	Adoption of the West Bergholt Neighbourhood Plan		☎ 508635
Wards affected	West Bergholt		

1. Executive Summary

- 1.1 The West Bergholt Neighbourhood Plan has successfully completed the process of examination and approval at referendum and has now come before the Council to be made (adopted) as part of the Colchester Local Plan.

2. Recommended Decision

- 2.1 The Council is asked to make (adopt) the West Bergholt Neighbourhood Plan following its approval at referendum.

3. Reason for Recommended Decision

- 3.1 To ensure the Council's planning policies provide a robust basis for decisions on future planning applications in the Borough.
- 3.2 The latest version of Planning Practice Guidance provides that if the majority of those who vote in a referendum are in favour of the neighbourhood plan then the neighbourhood plan must be 'made' by the local planning authority within 8 weeks of the referendum.

4. Alternative Options

- 4.1 The alternative would be not to adopt the Neighbourhood Plan. This alternative, however, would be contrary to the positive approach to Neighbourhood Plans found in the National Planning Policy Framework (Paras 29-30) and Planning Practice Guidance.

5. Background Information

- 5.1 In July 2013, Colchester Borough Council designated the West Bergholt Neighbourhood Plan Area for the purpose of preparing a Neighbourhood Plan (in accordance with Part Two of the Town and Country Planning (England), Neighbourhood Planning (General) Regulations 2012). The plan area includes the whole of the parish of West Bergholt.
- 5.2 The West Bergholt Neighbourhood Plan Steering Group carried out extensive consultation to support the development of the Neighbourhood Plan. The Steering Group spoke to as many individuals, local groups and businesses as possible throughout the process. There was ongoing engagement with the community, to share and disseminate information and to seek input. The following key and statutory consultation activities were carried out at strategic points in the process:
- Neighbourhood Plan launch event;
 - Residents, Business and Youth Surveys;
 - Issues and Options consultation;
 - Draft Plan consultation;
 - Regulation 14 consultation (a statutory consultation stage required by the Neighbourhood Planning Regulations).
- 5.3 The Plan allocates two adjacent sites for residential development providing for a total of 120 dwellings. It contains 24 planning policies that cover a wide range of issues under the following themes: village society and community; environment; housing; business, commerce and employment; sport and recreation; community safety; communication; and transport, highways and infrastructure.
- 5.4 Colchester Borough Council appointed an independent examiner, Mr Jeremy Edge BSc (Hons) MRTPI FRICS, to examine the West Bergholt Neighbourhood Plan and to prepare a report of the examination. The Examiner's report, which was issued on 26 May 2019, concluded that subject to modifications recommended by the examiner being made, the West Bergholt Neighbourhood Plan met the Basic Conditions set out in legislation and should proceed to a referendum. The examiner recommended that the Referendum Area should extend to those persons entitled to vote who are resident in the Designated Plan Area.
- 5.6 The Referendum on the West Bergholt Neighbourhood Plan was held on 19 September 2019 with the following results: 862 in favour of the plan and 59 against, or 94% in favour. The turnout was 41%.
- 5.7 A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum. If the majority of those who vote in a referendum are in favour of the draft neighbourhood plan then the neighbourhood plan must be made by the local planning authority within 8 weeks of the referendum.

6. Equality, Diversity and Human Rights implications

- 6.1 An Equality Impact Assessment has been prepared for the Local Plan and is available to view by clicking on this link:-
<https://cbccrmdata.blob.core.windows.net/noteattachment/Equality%20Impact%20Assessment%20June%202017.pdf>
- 6.2 There are no particular Human Rights implications.

7. Standard References

- 7.1 There are no particular references to the Strategic Plan; consultation or publicity considerations or financial; community safety; health and safety or risk management implications.

8. Strategic Plan References

- 8.1 The West Bergholt Neighbourhood Plan contributes to the Council's Strategic Plan (2018-21) themes of Growth (ensuring all residents benefit from the growth of the borough), Responsibility (encouraging everyone to do their bit to making our borough even better) and Opportunity (promoting and improving Colchester and its environment). Neighbourhood planning contributes positively to the priority of promoting responsible citizenship by encouraging residents to get involved in their communities and to identify solutions to local issues.

9. Consultation

- 9.1 The preparation of the West Bergholt Neighbourhood Plan was underpinned by extensive public consultation. The consultation process was documented in a Consultation Statement submitted along with the Neighbourhood Plan document as part of the examination process.

10. Publicity Considerations

- 10.1 Both West Bergholt Parish Council and Colchester Borough Council have publicised the Neighbourhood Plan on their respective websites.
- 9.2 On adoption, the neighbourhood plan will be made available on the Colchester Borough Council and West Bergholt Parish Council websites, and stakeholders will be notified, in accordance with Section 20 of the Neighbourhood Planning Regulations Town and Country Planning (Local Planning) (England) Regulations 2012.

10. Financial implications

- 10.1 Colchester Borough Council is financially responsible for organising the examination and referendum for neighbourhood plans in their areas. The Council however, can reclaim £20,000 from the Ministry of Housing, Communities and Local Government for all neighbourhood plans once a date is set for a referendum following a successful examination. These payments have been made by Central Government to Local Authorities to reflect the additional financial burdens associated with supporting Parish Councils or Neighbourhood Plan Forums prepare Neighbourhood Plans. The grant will cover the cost of the examination and referendum.

11. Health, Wellbeing and Community Safety Implications

- 11.1 None identified.

12. Health and Safety Implications

- 12.1 None identified.

13. Risk Management Implications

- 13.1 The adoption of the West Bergholt Neighbourhood Plan will help ensure that the Council's planning policies are robust and up-to-date and help to reduce the risk of inappropriate development being permitted.

Appendix

West Bergholt Neighbourhood Plan

WEST BERGHOLT - NEIGHBOURHOOD PLAN



The Neighbourhood Plan is intended to provide guidance to people who are thinking about proposed developments such as an alteration to an existing property.

1 FOREWORD

A Neighbourhood Plan is a type of planning document, introduced in the Localism Act 2011, which allows local people to have a say in the future growth and development of their community. The West Bergholt Neighbourhood Plan sets out a number of policies all of which have the aim of preserving the unique characteristics of the parish, whilst welcoming improvements and change that will ensure the vibrancy of the community into the future. We are really pleased with the constructive feedback we received to our Regulation 14 draft of the Neighbourhood Plan and have directly incorporated many of the suggestions received. Policies cover the protection of the countryside and local amenities, support for local businesses and provision of new sustainable housing development. Although construction of homes is a controversial issue, we need new homes to contribute towards the wider need in the district and to ensure a supply of suitable affordable and marketable homes for local residents who wish to stay in the village close to family, friends or employment.

The Plan and its supporting background documents were prepared following significant public consultation by a Steering Group, reporting to West Bergholt Parish Council and consisting of:

- Brian Butcher, Jenny Church, Terry Claydon, Janet Crichton, Rowly Castiglione, John Gili-Ross, Murray Harlow, Jo King, Günter Klaphake, Andrew Savage, Phil Spencer, David Short, Harry Stone, Stuart Thackrah, Bob Tyrell and Laura Walkingshaw.

In addition, the following have made valuable contributions to the work of the Steering Group:

- Phil Cook, Paul Downer, Jacqui Jenner, Austen King, photographers Gail Stubbins & Tony Morris, and the children of Heathlands School responsible for the individual policy chapter icons.

On behalf of the Parish of West Bergholt I would like to thank everyone who has been involved with the project. I would also like to thank the following for their assistance and support:

- Sarah Sapsford and colleagues at the RCCE; Alison Eardley, Planning Consultant during the evidence gathering and analysis stage; Ann Skippers, our Planning Consultant, for giving us the benefit of her vast knowledge and experience in planning and neighbourhood planning, and for extensive help and guidance with drafting documents and policies;
- The Supporting Communities in the Neighbourhood Planning programme, funded by the Department of Communities and Local Government and administered by Locality in partnership with the Royal Town Planning Institute (including Planning Aid), the Community Development Foundation, Urban Vision, Eden Project and URS; together with Groundwork UK, Community Rights Programme Team, which funded the assistance from Planning Aid and provided grant funding to help with consultants' fees and other aspects of the process;
- Colchester Borough Council officers and Councillors for guidance and encouragement, in particular Cllrs Marcus Harrington, Dennis Willets, Brian Jarvis and Lewis Barber and Officers Rachel Forkin, Sandra Scott and Shelley Blackaby.

Finally, the Parish Council and the Steering Group would like to thank all those residents and those who work within the parish, and indeed those organisations who do not, who have participated in the public consultation events, responded to the surveys and shown support for the Neighbourhood Plan.

Chris Stevenson Chair, Neighbourhood Plan Steering Group & West Bergholt Parish Council, November 2018

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3 LIST OF PLANNING POLICIES

Planning Policies	Policy Area	Policy No.	Page No.
Village Society and Community	Protection of community facilities	PP1	31
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Environment	Open spaces	PP3	38
	Local Green Spaces	PP4	38
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Communication	Communications network	PP19	68
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	Traffic congestion	PP21	73
	Cycle storage	PP22	73
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	Sustainable transport connections	PP24	73

4 LIST OF COMMUNITY AMBITIONS

Community Ambitions	Ambition Area	Ambition No.	Page No.
Village Society and Community	Community buildings and village hall complex	CA1	31
	Village societies, clubs and other community-based organisations	CA2	31
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	Heritage assets	CA4	39
	Maintenance of green infrastructure	CA5	39
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Community Safety	Neighbourhood Watch	CA12	64
	Road safety	CA13	64
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	Crime and fear of crime	CA15	64
	20 mph speed limit zones	CA16	64
Communication	A West Bergholt communications forum	CA17	69
	The Village Bulletin	CA18	69
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5 INTRODUCTION

5.1 About Neighbourhood Plans

The Localism Act 2011 introduced a number of measures allowing communities to shape the future of their area and to deliver the sustainable development that they need. One of these measures is the Neighbourhood Plan. This is a new type of planning document, which can set policies for the use of land detailing the expectations of the community and the quality and type of development sought. A Neighbourhood Plan must comply with a higher-level planning policy at district, national and European level and must be based on evidence. Following community consultation, it will be examined by an independent examiner and must be approved by residents at a local referendum. The made or adopted plan will become part of the development plan for the local area and will be used in determining planning applications and appeals.

A Neighbourhood Plan cannot be used to stop development. There is a requirement for new homes nationally and every Neighbourhood Plan must plan for new growth.

West Bergholt Parish Council resolved to prepare a plan so that the community could work together to shape the future of the village and have a say about where new homes should go and what they should look like, how the local economy should be supported, how the countryside and open spaces of the village should be protected and how local facilities and infrastructure could be improved.

The Parish Council, although the sponsoring body for the Neighbourhood Plan, recognised that the wider community had to play a major role in producing the plan and so agreed that a Steering Group made up of Parish Council representatives and people from the community be set up to write the plan and consult upon it.

5.2 The purpose of a Neighbourhood Plan

A Neighbourhood Plan has a number of functions. In a strict planning sense, it relates to the use and development of land and, in this sense, its primary purpose is to help in deciding future land allocations for a variety of uses, notably, but not exclusively, housing and subsequently planning applications in the Plan Area. However, it is also an opportunity to cover in a holistic sense a great deal more. Communities have manifold needs and a Neighbourhood Plan allows these needs to be set out in a way that the community can plan for priorities that it feels need addressing, everything in fact from sport to transport! Thus, the Neighbourhood Plan for West Bergholt will be a successor to the current Parish Plan and will contain separately identified aspirations and ideas that go beyond the strict planning and development remit of the Neighbourhood Plan. These are called the Community Ambitions.

West Bergholt as a community resides in a locality which has a common cultural and historical heritage, shares common characteristics and interests and perceives itself distinct in many respects from the larger community of Colchester. The community's aspirations are to maintain and enhance its community feel and environment, its housing and businesses and the safety of the community, setting these out as Community Aspirations.

Localism provides the opportunity for local decisions to be made by local people. As long as it can be demonstrated that the Neighbourhood Plan is inclusive and deals with potential and planned growth, then there is no reason why it would not be agreeable to the community when submitted for referendum or by Colchester Borough Council, which must approve the plan.

The purpose of this document is therefore to:

- Set out a framework to guide residents, local authorities and developers on how the community wishes to manage and control future development in the Plan Area over the next 15 years, along with its facilities, services and environment;
- Record the historical and existing status and nature of the community and its environment;
- Establish an Action Plan that provides the community with a prioritised plan to improve its facilities, services and environment on a voluntary and assisted basis.

The Neighbourhood Plan therefore:

- Identifies the main community issues and objectives for West Bergholt as a whole;
- Makes proposals for the development and use of land and allocates land for specific purposes;
- Sets out the community's policies for the management of development;
- Provides an Action Plan that schedules a series of desired projects arising from the communities' vision for sustainable growth in their Neighbourhood Area;
- Documents the mechanisms for monitoring and the timescales for delivering the plan and its proposals.

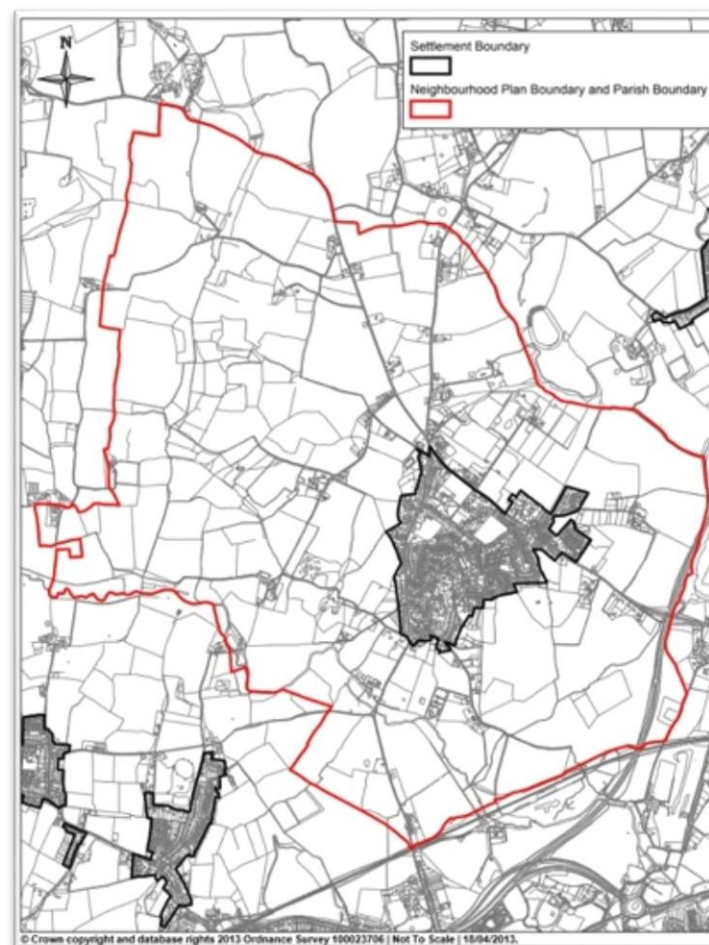
5.2.1 The Neighbourhood Plan Period

The West Bergholt Neighbourhood Plan will be for the period from 2018 to 2033.

5.2.2 The Plan Area

Following an application to Colchester Borough Council to designate the parish of West Bergholt as a Neighbourhood Plan area, a statutory

consultation was held in June 2013. No objections were forthcoming and the plan was confirmed and is shown adjacent:



Neighbourhood Plan Area

6 PREPARING THE PLAN

6.1 How the Plan was produced

The plan was a community-led affair but affiliated to the Parish Council who acted as its sponsor. The Neighbourhood Plan was informed by village workshops, community surveys and other parish meetings. The process was overseen by a Steering Group, made up of both residents and business owners within the parish of West Bergholt, who valued the opportunity to have a say in the future shape and development of their village.

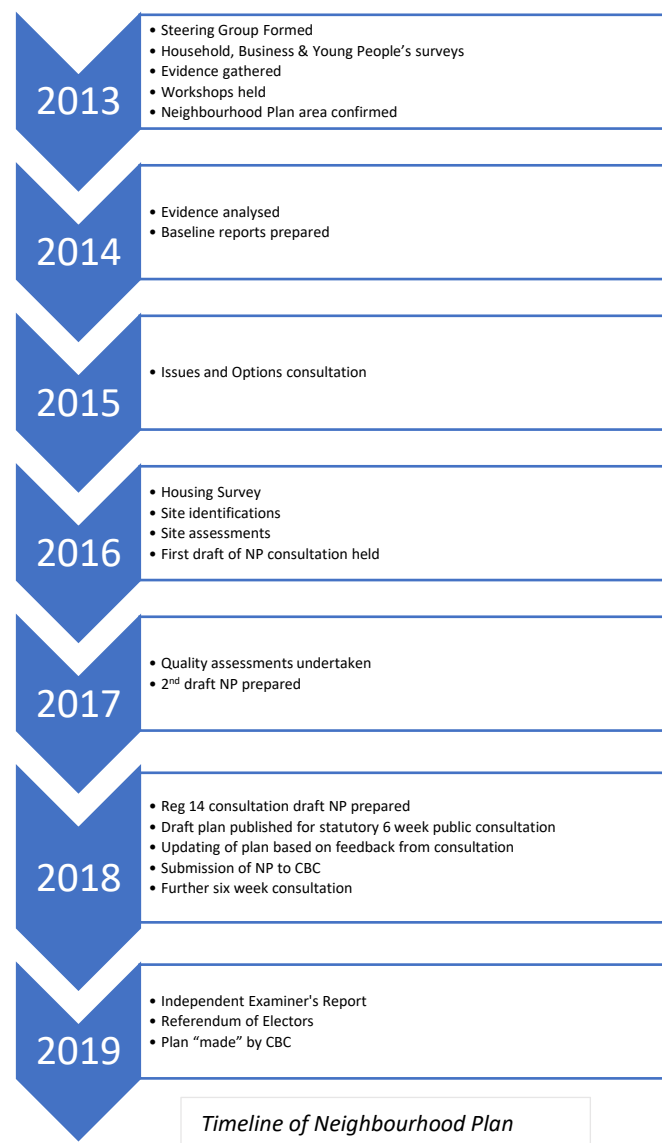
6.2 Legal Requirements

A Neighbourhood Plan must comply with a number of conditions, known as the Basic Conditions. These require that the Plan:

- has regard to national policies and advice contained in guidance issued by the Secretary of State;
- contributes towards the achievement of sustainable development;
- is in general conformity with the strategic policies contained in the development plan for the area;
- does not breach and is compatible with European Union (EU) obligations;
- is not likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects.

6.2.1 National Policies and Advice

The National Planning Policy Framework 2012 (NPPF) is the principal document in which national planning policies are contained.



Government guidance is provided on the Planning Practice Guidance website.

6.2.2 Sustainable Development

The NPPF sets out a presumption in favour of sustainable development. This means development that meets the needs of the present without compromising the ability of future generations to meet their own needs. There are three dimensions to sustainable development: economic, social and environmental.

6.2.3 Wider Policy Context for the area

West Bergholt sits within a number of other plan and service areas including:

- National Government which sets out Planning Policies & Frameworks and other matters including strategic infrastructure;
- Essex County Council which produces plans for a number of functions including minerals and waste, education, social services, highways and libraries;
- Colchester, which produces the Local Plan for the Borough area;
- Its own Parish Council, which has at its heart the representation of its community to other bodies, as well as specific localised functions covering open space, parish facilities such as community buildings and other facilities such as play and recreational activities;
- Service Specific Plans such as those set out by the Police and Fire Services and the National & Mental Health Services;
- Deregulated private bodies such as transport and utility bodies, which provide us with power, water and public transport services;
- Voluntary sector which comes in a variety of guises to fill gaps in the public and private sector.

The Neighbourhood Plan sets out to ascertain which areas would benefit from intervention and to sound its community out on areas where they think planning could be carried out at a local level.

6.2.4 Development Plans for the area

The development plan for the area consists of the Essex Minerals Local Plan 2014 and the Essex & Southend Waste Local Plan 2017, which currently provide the local planning policies which govern minerals and waste development in Essex. Colchester Borough Council have produced a set of adopted Development Plan Documents (DPD) that are referred to as the adopted Local Plan which guides future growth and development in the Borough up to 2021.

The DPD comprises the:

- Core Strategy (adopted 2008, amended 2014);
- Site Allocations DPD (adopted 2010);
- Development Policies DPD (adopted 2010, amended 2014);
- Proposals Maps (adopted 2010);
- Tiptree Jam Factory DPD (adopted 2013).

The biggest impact on local land use planning matters is Colchester's Local Plan. A new Local plan is in the process of being formulated to cover the period up to 2033. Our Neighbourhood Plan must be in general conformity with the strategic policies of the adopted Local Plan and it has also taken into account the direction of the emerging Local Plan, although the relationships with other service and planning bodies is in fact equally important.

6.2.5 EU obligations

Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)

A Strategic Environmental Assessment (SEA) screening determination was prepared for the Neighbourhood Plan, which concluded that the Neighbourhood Plan will not result in significant environmental effects and therefore a SEA is not needed. Natural England and Historic England agreed with the conclusion that SEA is not required.

However, towards the latter stages of the Neighbourhood Plan development the draft Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS) was circulated to LPA Officers. Whilst the RAMS was in draft form, the Essex Coast RAMS set out Zones of Influence (Zoi), which have been agreed by Natural England. Residential development falling within the Zoi is likely to significantly affect Habitats sites through increased recreational disturbance in-combination with other plans and projects across Essex. The whole of Colchester Borough is within the Zoi, which means that all residential development in Colchester Borough is likely to significantly affect Habitats sites through increased recreational disturbance in-combination. The Neighbourhood Plan therefore needs to consider appropriate avoidance/ mitigation measures. Until recently this could be done through a screening opinion, and a HRA screening report was prepared for the Neighbourhood Plan concluding no likely significant effects. However, a recent decision from the European Court of Justice (People Over Wind and Sweetman) requires avoidance and mitigation measures to be considered in an appropriate assessment rather than a screening opinion.

The implications of this are that an appropriate assessment is required for the Neighbourhood Plan, even though the effects are in-combination and relatively minor when considering that the Neighbourhood Plan allocates land for 120 dwellings and West Bergholt is not adjacent to a Habitats site.

Changes were made to the Neighbourhood Planning Regulations in December 2018 making it clear that Neighbourhood Plans can have an appropriate assessment under the Habitats Directive and meet the basic condition of no likely significant effects on Habitats sites. An appropriate assessment was prepared for the Neighbourhood Plan. The SEA Directive states that SEA is mandatory if an appropriate assessment is required. Therefore, a SEA has been prepared for the Neighbourhood Plan.



6.2.6 Human Rights

The Neighbourhood Plan must comply with the Human Rights Act 1998 and be compatible with the rights protected by the European Convention of Human Rights, including those dealing with privacy, discrimination and property.

The *Basic Conditions Statement* explains in detail how the West Bergholt Neighbourhood Plan complies with the Basic Conditions and other legal requirements.

6.3 Consultation & Engagement

The Steering Group overseeing the development and assembly of the Neighbourhood Plan was keen to establish the following:

- Reaching the attention of as large an audience as possible;
- Providing regular opportunities to participate at key stages in the plan's production;

- Providing feedback opportunities;
- Giving information;
- Partnering with organisations which have a stake in the plan.

The group set out to do this via its meetings, workshops, surveys, exhibitions, face to face meetings and through a visible presence on the website, village notice boards and in the Village Bulletin. A full consultation and involvement summary are provided in the supporting documents.

6.3.1 Consultation: Baseline 'the current situation'

In 2013, workshops and surveys were undertaken to establish how people felt about the village and to establish key lines of enquiry. Surveys of households, businesses, schools and colleges were undertaken. Results are included in the supporting documents, but key points were recorded as follows:

In total, nearly 500 households representing over 1000 people responded to the various consultations.

Key issues identified were:

- Traffic issues and road maintenance - Road safety;
- More facilities for older children;
- Residents having a say in new development;
- Smaller starter or mixed-use developments favoured - Minimum possible new development favoured;
- Better provision of broadband;

Other points identified were:

- Strong degree of support for maintaining the identity of the village - Very strong support for preserving the environment;
- Residents feel safe in the village from crime or anti-social behaviour.

6.3.2 Consultation: Issues and Options

In April and May 2015, an Issues and Options exhibition and consultation were carried out. This took the information from the earlier surveys plus independent evidence from desktop research and played this out to the community through a range of scenarios and propositions. Results are included in the supporting documents, but key points were recorded as follows:

- 98% of residents thought it was very important or important to have a Neighbourhood Plan;
- 93% of respondents felt that giving residents a chance to influence and shape the plan and associated development was the most important reason to have one;
- Over 80% supported the vision for the plan;
- Support for the objectives, issues and proposals for the plan components were supported by well over 50% of residents;
- The option restricting the amount of housing to 100 units over the Neighbourhood Plan lifetime emerged as the clear favoured option.

6.3.3 Consultation: The Draft Outline Plan and Policies

In October 2016, a consultation on the draft plan and policies was undertaken.

Key points were as follows:

- 70-90%+ agreement on policies;
- Broad agreement to the location of new housing.

In 2018 the Neighbourhood Plan was issued in draft for a six-week consultation period in accord with Regulation 14. The responses from that consultation were duly considered and a Regulation 16 version of the Plan was submitted to Colchester Borough Council.

7 ABOUT WEST BERGHOLT

7.1 A Brief History of West Bergholt

West Bergholt is a small compact rural parish located to the north west of Colchester comprising an area of 929 hectares. Dating back to the 11th century the village was originally known as Bercolta, later recorded as Bergholt Sackville, after the Sackville family who held the main manor from the early 12th century to the 17th century. The village is recorded in the “Doomsday Book”. It was finally named West Bergholt in the early 20th century to distinguish it from East Bergholt in Suffolk.

The landscape surrounding the village is attractive and undulating and is bounded to the south and west by the sloping valleys of the river Colne and St Botolph’s Brook. The north and east are arable farmlands interspersed with small woodlands. Indeed, the name Bergholt is derived from the Anglo-Saxon terms ‘beorg’ meaning hill and ‘holt’ meaning wood. There are ten local wildlife sites of importance for nature conservation, including the famous Hillhouse Wood (owned and administered by the Woodland Trust) known to many as the ‘Bluebell Wood’.

The village has 34 buildings listed for architectural merit. The only grade 1 listed building is the Church of St Mary in Hall Road, adjacent to Bergholt Hall. Now redundant, but still consecrated, the church is used for special services and village events. The building was originally Saxon in origin.

West Bergholt has evolved into its current form through circumstances to meet local needs and demands. Historical development has resulted in the broad shape of the village in terms of houses and amenities provided to meet the needs of residents, and this has largely determined the shape of the settlement boundary which has remained unaltered for many years.

The village has had a largely agricultural heritage and the population settled at approximately 1200 from 1801 to 1961. During the 1800’s the village was

home to Daniell’s brewery which operated successfully until the 1950’s. The new owner, Truman’s, operated from the site until 1989, when it was developed into houses and flats.

7.2 Population

The village expanded significantly in the 1960’s and 1970’s and currently has a population of 3,344 residents and 1,363 households. The Parish has a large elderly population compared with Colchester Borough as a whole. In addition, it has a slightly larger population of those aged 5 to 17 years. Approximately 20% (675) of residents are of retirement age compared with 15% at Borough level and approximately 17% (574) are aged 5 –17 years. This compares with approximately 14% at Borough level.

7.3 Village Life

7.3.1 Village Society and Community Facilities

The village features the large 400 place Heathlands Primary School, Bluebells Pre-School and other child and baby care facilities. There is a Church of England, St Mary the Virgin, and an additional redundant church, St Mary’s Old Church, used on special occasions. There is a doctors’ surgery and a pharmacy in the village and the general hospital is about 3 miles away. The village voluntary Care Network has over 20 members who can be contacted for transport when required. There are two general stores, one incorporating a post office with access to banking facilities, a gift shop, hairdressers, and three Public Houses. There are other commercial outlets including a garage workshop, shops and business parks.

The venues available for hire for groups to meet include the Orpen Hall and the attached John Lampon Hall, where there is parking available. There is a Social Club attached to the Hall that is open in the evenings and weekends and available for the public to hire during the daytime. The Parish Church

also has meeting rooms for hire. All are well used. The Lorkin Daniell Field and Poor's Land are available for recreation and are often used by the local West Bergholt Football Club and the Bergholt Heath Youth Football Club respectively.

The Cricket Club has the use of a field off the main Colchester Road. There is a Multi-Use Games Area on the Lorkin Daniell Field which is available for hire for tennis and other sports. The Scout Hut is situated on the Heath by the primary school and is well used by different groups and activities. The green field areas can be made available for events. There are 3 areas of children's playground equipment and an area for 140 allotment plots.

7.3.2 Environment

The Parish has a wonderful mix of undulating farmland with the beautiful River Colne valley accessed by a network of public footpaths including public access to ancient woodland. The vast majority of the parish is rural with agriculture the dominant feature (both arable and dairy). Within the village, there are numerous ponds, open spaces and vegetation that complements the built environment. As a result of a good network of local roads and Public Rights of Way (PROW), there are numerous opportunities for the community to enjoy both local environments within the main village settlement and those close at hand in the surrounding countryside.

The rural landscape provides some accessible green space such as Hillhouse Wood and many PROW, including long distance paths such as the Essex Way. Also, within the settlement boundary is the Village Green (known as The Heath), pockets of smaller green space generally within housing areas (amenity greens), the churchyards and three ponds. The village does not have a formal public park or garden as such within its boundaries, however there are some older properties that have significant trees or hedgerows that contribute to the rural character and biodiversity value of parts of the village. A few trees are protected with Tree Preservation Orders. Hedgerows and verges within villages are generally not protected.

When considering the built environment although there is a mix of eclectic modern housing styles, the village has nevertheless a good range of older buildings of architectural value with many listed buildings including several of both architectural and historic importance.

The surveys conducted in compiling the Neighbourhood Plan overwhelmingly revealed that existing public open spaces and important landscape and wildlife areas were universally valued and as a result should be protected.

7.3.3 Housing and Planning

The growth in population in the late 1960s and in the 1980's was the result of new estates being constructed and a variety of styles mark this expansion such as those around Lexden Road, Mumford Road and Pirie Road, as well as the development on the former Truman's brewery site. More recently there have been smaller developments usually consisting of four or more bedroomed detached properties closely positioned on sites within the settlement boundary.

In preparing the Village Design Statement in 2011 the housing areas of the village were divided up into character areas to help distinguish the mixture of vernacular and modern housing styles and help assess the applicability of housing and extension proposals.

West Bergholt remains a highly desirable village in which to live. Being situated just outside and to the northwest of Colchester – Britain's *Oldest Recorded Town*, West Bergholt village is conveniently placed for those residents who work in Colchester and its close proximity to the A12 means that it is well placed for people who work in Ipswich or Chelmsford. Being only 2.5 miles from the main railway line into London has meant that West Bergholt has become an extremely desirable commuter location.

It was the land released for development in the 1960's, 1970's and 1980's that marked the most significant increase in housing numbers within the village. Due to the location of most of the new estates the village 'look and

feel' was maintained with some supporting improvements to facilities for the community. It has to be said though that the modern housing design was at odds with the older housing and although functional the design and style now looks dated and the housing no longer meets the needs of the Parish in terms of the mix of tenure and the lack of affordable housing.

The formal Settlement Boundary indicates the boundary inside which there is a presumption that development will be allowed (subject to planning permission). The opportunities for such development are reducing over time and therefore there is likely to be the need for some additional growth.

It is evident from the consultations undertaken so far, including the 2008 West Bergholt Parish Plan, that whilst some wish the village to stay exactly as it is without expansion, many more envisage a limited and appropriately planned increase in development providing the types and numbers of new housing to meet the needs of the Parish whilst maintaining the village character.

7.3.4 Business and Commerce

Nowadays, with the decline in agricultural employment, many residents commute to Colchester for work as well as travelling to towns such as Ipswich and Chelmsford because of the close proximity to the A12. It is also a desirable location for those commuting into London.

In most cases the commercial and employment areas have evolved over time. As well as two general stores (including a Post Office in the Co-op), a pharmacy, a hairdresser's, an accessories shop, three public houses and other commercial premises there are business parks located in Colchester Road, Nayland Road, Bourne Road, Fossetts Lane and at Armoury Farm. These house independent businesses as well as offering some office space. In addition, there are many small businesses which operate from people's homes. These all provide local employment whilst harmonising with village life.

7.3.5 Sports and Recreation

The village currently has use of the following building and land assets

- The Lorkin Daniell Playing Field and the Orpen Memorial Hall are village assets held in Trust and managed by the Parish Council as Sole Trustee. These assets are available for public use and hire.

Over the years the Parish Council in its capacity as Trustee for Charity land, has added to or enhanced the village hall buildings located in Lexden Road to meet the ever-increasing demands of a thriving and vibrant village. Booking demand for the village halls increases annually and these buildings are used at near full capacity. The expansion of the hall is essential if future demand over the next 15 years is to be met.

Other community buildings exist and are owned and maintained by organisations, each being largely self-financing. They include:

- St Mary's Hall – administered by the Church of England Church committee
- Scout Hut - administered by the Scout group but located on Trust land

Village open spaces held in trust and managed by the Parish Council include:

- Lorkin Daniell Playing Field
- Village Green – to the south of Heathlands School
- Poor's Land – to the north of Heathlands School
- The Allotments

The cricket pitch and club house are located on privately owned land and is managed by the Cricket Club

Recreational facilities, the current situation:

- The Lorkin Daniell Playing Field hosts:
 - A full-size adult football pitch
 - A club house and changing facilities
 - Training area for Bergholt Heath Youth Football Club

- A children's play area
- A Multi Use Games Area (MUGA) used for tennis, 5 aside football and basketball
- Annual Village Fete
- Poor's Land provides a recreation area for:
 - Junior football
 - Dog walking
 - Heathlands School inc. sports day events
 - Annual Heathlands PTA fireworks display
 - Visiting mobile attractions - Circus etc.

7.3.6 Community Safety

Crime in West Bergholt is generally low but with the withdrawal of neighbourhood policing and regular PCSOs, crime has been rising. Current snapshots reveal the following incidence of crime and its composition:

Number of crimes: 3 per month

Typical composition: Theft from Vehicle, Burglary, Antisocial Behaviour

The parish has an active Neighbourhood Watch scheme in the village. As a result of neighbourhood policing changes there is no longer a regular mobile police presence where residents can seek advice or make their concerns known.

West Bergholt is served by the Local Community Meetings initiative (LCM) are multi agency problem solving groups, working alongside the local community to address crime, anti-social behaviour and quality of life issues.

The village has a very active Community Speed Watch group (CSW) with resource and equipment being shared with Eight Ash Green. The CSW group is recorded as being in the top five most active groups in Essex.

The village also has a Traffic Safety Group educating and reminding drivers on the importance of safer driving and careful parking.

Snow clearance volunteer teams are in place and the Parish Council maintain equipment and salt supplies for use by volunteers. An Emergency Plan for the village has been drawn up to support Colchester Borough and the emergency services.

7.3.7 Communication

Communication in this sense refers to the formal means of relaying information that the Parish Council needs to undertake, as well as informal ways to get messages across from differing interest groups within the village to the population. The key objective was supported by nearly 98% of the Neighbourhood Plan questionnaire respondents.

There are 4 main channels in which the village communicates;

- Face to face
- The quarterly Village Bulletin and the occasional Village Newsletter
- West Bergholt website
- Social media

The full Parish Council meets 10 times a year (excluding the months of August and December). There is always time set aside for villagers to air views, ask questions or make comments. The PC committees meet as frequently prior to the main meeting. Village residents are welcome to attend the "Environment", the "Premises" and the "Planning" committees.

The Co-op, pharmacy, pre-school and school are at the centre of village life and you will often see people informally meeting and passing the time with friends and family adding to the sense of community.

Village Bulletin and Village Newsletters

The Parish council supports the publication of a quarterly Village Bulletin which is delivered to all households. A brief, more up to date "Village Newsletter" is produced periodically when there is no Bulletin and displayed in the notice boards and on other sites around the village.

The Parish Council also maintains a number of notice boards which are kept up to date regularly. In addition, the church and school have their own newsletters.

West Bergholt Website

westbergholt.net – the website page for the village provides a calendar of events electronic copies of the bulletin, village updates, minutes of the council & committee meetings and details of the parish councillors.

Social media

A number of the clubs in West Bergholt have active websites. The majority of these sites have a good following. The village website is managed by a third party.

Facebook (note member numbers as of Nov 2018)

West Bergholt Neighbourhood Plan page (296 members)– this provides updates to the community and the progress around the plan

West Bergholt Hub and community page (3305 members) – this provides advice, adverts, questions and village updates.

West Bergholt and surroundings selling page (2708 members) - this provides a place for locals to see any second-hand goods.

West Bergholt latest news (580 members) – this provides local village updates

There are also a number of Facebook pages for the Cricket Club, Football Clubs, Parent and Toddler Group, Bergholt Youth Group and West Bergholt Pharmacy all totalling circa 850 members.

Twitter (note member numbers as of Nov 2018)

- West Bergholt PC (134 followers) – this provides latest news and updates

- West Bergholt CC (455 followers) – this provides updates for the cricket club
- West Bergholt FC (901 followers) – this provides updates for the football club

7.3.8 Transport and Highways

The village has generally good main (B1508) and minor road connections to the A12, Colchester town centre, the rail station, Tollgate retail area and towards Sudbury and the rural Essex-Suffolk border area.

Bus services are provided by two companies, Chambers, providing an hourly service to Colchester and Sudbury, and First Bus that operates a 30-minute frequency peak and daytime service to the town centre via the Rail Station. On Sundays the frequency of buses drops to two-hourly. School buses serve the main secondary schools whilst the voluntary Care Network helps patients attend clinics.

Information gathered during the Parish Plan established the following:

- General accessibility to a car: 92% have driving licences and 81% have access to a car

Typical usage of different modes of transport have been calculated from a travel diary survey conducted by Essex County Council some time ago. (ECC 2005)

Car	Bus	Train	Cycle	walk
86%	28%	23%	25%	64%

Popular destinations are: the rail station and adjacent retail park, town centre, the hospital, access to the A12 and the Stanway/Tollgate area for retail shopping.



8 VISION, AIMS AND FRAMEWORK FOR DEVELOPING OUR PLAN

8.1 A Vision for Our Parish and Village

The Neighbourhood Plan intends to influence the future for the better by the concerted actions of many agencies and organisations and to do so in harmony with the wider community in West Bergholt. This will have an impact on West Bergholt as a place and will similarly affect its community as individuals, families and groups of citizens. This is reflected in a vision statement which was tested out during consultation periods, with the majority of those providing feedback feeling it was appropriate for a plan lasting many years.

The West Bergholt Vision Statement:

“By 2033 West Bergholt will be a prosperous community which has taken control of its destiny through local decision-making; which has achieved a sustainable mix of development; and where the combination of the built and natural environment provides an attractive location for residents, businesses and visitors alike.”

8.2 Our Aims

Our community, its residents, clubs, societies, organisations, businesses and individuals aspire for an ever-improved quality of life. These aspirations are many and varied. We have grouped the main aspects under the overarching aims, set out below:

Creating a sense of community:

To improve and extend opportunities for all age groups to interact and take part in a wide range of activities and improve communication between and across community groups.

Caring for our environment:

To maintain the distinctiveness of the parish and its identity by protecting the natural and built environment for the enjoyment of future generations and to explore opportunities to create new areas of accessible open space.

Enhancing and expanding community amenities:

To provide improved community facilities which support local groups especially in the areas of sport and recreation, community buildings, telecommunications and meeting areas.

Integrating sustainable communities throughout the parish:

To support limited expansion in the parish and involve the local community in all aspects of development and change, through consultation and active involvement to determine new housing needs, infrastructure needs, changes in land-use designation or husbandry.

8.3 Taking Action

This process of implementing our Neighbourhood Plan will be through the following:

- Seeking compliance with the Plan’s Planning Policies;
- Seeking ways of implementing and funding infrastructure requirements to realise both the Planning Policies and Community Ambitions;
- Developing a holistic action plan, made up of Planning Policies and Community Ambitions.

9 SUSTAINABLE GROWTH; A FRAMEWORK FOR THE FUTURE OF WEST BERGHOLT

9.1 What do we mean by Sustainable Growth?

For most people sustainability relates to the use of the planet's resources and the impact this has on the natural environment and the resultant quality of life for its inhabitants. Whilst this remains undoubtedly true, sustainability in planning terms has widened to incorporate all the factors that sustain communities. These include:

- Environmental matters, the health and quality of our natural and built environments.
- Economic outlook, the opportunities to enable a prosperous community and enabling aspects such as access to jobs, ability to successfully trade and the necessary infrastructure to maintain prosperity.
- Social and community wellbeing, covering everything from our health to the ability of people to interact with their society.

In our Neighbourhood Plan we are taking a holistic view of our community and concentrating on what will be our needs going forward, not just our immediate requirements, but the needs of our children and even grandchildren. What sustains a community now cannot be assumed to be suitable for future generations.

Our Neighbourhood Plan draws together a number of community ambitions and planning policies to enable a sustainable approach to change and development and this is incorporated in an umbrella Sustainable Development Planning policy.

9.2 The Framework for Developing Our Plan

We have adopted a strategy to meet our vision and aims. In order to do this comprehensively a framework of eight working areas which map



directly or indirectly onto the aims has been assembled:

- Village Society and Community
- Environment
- Housing and Planning
- Business, Commerce and Employment
- Sports and Recreation
- Community Safety
- Communications
- Transport, Highways & Infrastructure

The scope of each identified working area includes planning and non-planning related matters. Not all of the activities relate to the development and use of land. Therefore, whilst each working area is presented in full here, non-planning issues are identified separately as community ambitions and distinguished from the planning policies later on in this document.

Village Society and Community Facilities:	<u>Scope:</u> To improve and extend opportunities for all age groups and the wider community to take part in a wide range of activities including as volunteers. Identifying vulnerable people in our society and ensuring they get the support they need to maintain a thriving community support network.
	<u>Activities:</u> Clubs, societies, volunteering and mechanisms to strengthen the community and look after the vulnerable. To provide improved community facilities which support local groups especially in the areas of community buildings, telecommunications and meeting areas.
Environment:	<u>Scope:</u> To maintain the distinctiveness of the parish and its identity by protecting the natural and built environment for the enjoyment of future generations and to explore opportunities to create new areas of recreational open space.
	<u>Activities:</u> The quality of our built and natural environment, its protection, enhancement and improvement.
Housing and Planning:	<u>Scope:</u> Support limited expansion in the parish and involve the local community in all aspects of development through consultation and active involvement to determine new housing needs.
	<u>Activities:</u> The quantity, quality, location and provision of new dwellings in the parish.
Business and Commerce:	<u>Scope:</u> Creating opportunities to work and trade locally.
	<u>Activities:</u> Seek to examine controlled expansion of existing employment opportunities or new opportunities if scope exists; maintain and, where practical, enhance the existing facilities of retail and eating and drinking.
Sport and Recreation:	<u>Scope:</u> Promoting increased opportunities to get active and participate in sport.
	<u>Activities:</u> Provide new areas of open space for formal and informal sport and recreation to promote healthy living and lifestyles.
Community Safety:	<u>Scope:</u> Create an environment which promotes a feeling of safety where the perception and incidence of crime is low and where the chance of being the victim of a traffic related accident is minimised.
	<u>Activities:</u> Dealing with perceived and real safety issues, whether criminal or traffic related and working with the police, the community at large and highway authority.
Communication:	<u>Scope:</u> Keeping the community informed through a wide range of media and promoting two-way dialogue and creating the opportunity for participation in democratic processes and decision making.
	<u>Activities:</u> To improve communications through a range of activities with our website and social media at its core to provide residents with a means to be consulted on village affairs.
Transport:	<u>Scope:</u> Moving around in the parish on foot, bike, horse, car or bus and ascertaining the wider infrastructure requirements.
	<u>Activities:</u> Maintain and improve existing accessibility by bus, walking and cycling. Introduce 20mph zones on streets. Improve maintenance of our highways, bridleways, pathways and verges. Investigate the infrastructure of power, water and drainage.

10 FUTURE DEVELOPMENT; PROMOTING INCLUSIVE GROWTH

10.1 Addressing Our Children's Future

Currently West Bergholt benefits from a range of assets and an environment which suits many in the community, but the forward nature of our plan means we need to examine whether the “place” aspects and the “people” aspects are indeed well matched in the future. We have decided to do this by looking at the people aspects first, and to assist with this we have made some generalisations. No one family group or indeed single person household, has the same needs or characteristics but by looking at typical needs we can tease out at a strategic level the issues that need to be addressed.

To promote community wellbeing and village sustainability as a whole the needs of separate but often interlinked family types need to be identified.

The various family types are defined as;

- Younger & Developing Families - Early Years Play, Pre & Primary Schooling
- Developing Families with Teenagers
- Mature Families & Couples - Adult Households
- Single Adult Living
- Senior Years - Largely Retired Residents

We have further looked at the eight categories of our plan and made an assessment of the likely differing needs of each household type. This in turn gives an appreciation of the various facilities that will be needed in future years.

10.2 Matching Strategic Needs to Family Type Requirements

Presently West Bergholt has the assets needed to provide the facilities to support the current needs of the community. To a large degree this has come about as a direct result of the generosity and good planning by village

benefactors. For example, Mr O.G. Orpen, (director of Daniell's brewery) whose estate paid for the village hall known as the Orpen Memorial Hall in 1938 and Mr T.D. Daniell who, in 1939, donated 4 acres adjacent to it for recreational use and now has an adult football pitch, tennis courts and children's play area. Similarly, the Poor's Land (c. 5 acres) and the village allotments (c. 6 acres) were donated by other benefactors.

Future benefactors with a willingness and financial ability to provide additional community assets such as those provided under the estates of Mr Orpen or Mr Daniell are most unlikely. In addition, other facilities such as the various housing stock, the transport services, our roads, footpaths and pavements, the shops and business facilities have largely been either market-led, developed over hundreds of years or planned centrally by upper tier bodies.

Given the above and the seemingly endless directions in which our plan could lead us across our eight categories, the strategic building blocks of our plan can emerge in a way that makes sense not only in their own right but which will best suit the needs of the community. This will help enable a sustainable outcome for all.

10.2.1 Younger and Developing Families – Early Years Play; Pre and Primary Schooling

Whilst the needs of this family group are currently adequately provided for through existing facilities in the village, some facilities are operating at maximum capacity. In particular, affordable housing for young families is scarce and as a result some may be forced to move away from the village even though other facilities such as the school would normally attract them.

Children's play areas are located at; The Lorkin Daniell Playing Field; Earle Havard Playpark by Pirie Road; Pocket Park by Maltings Park. All three play areas are constrained by limited space for future expansion in their current

form. Pre-school facilities are provided by Bluebells which almost fully occupies the Orpen and John Lampon Halls during the term time week days. A lack of storage space means that equipment used by this award-winning group needs to be moved on a daily basis and stored outside the Halls.

Heathlands Primary School was extended to provide 50 additional spaces in 2014 for the children of West Bergholt and neighbouring villages. It is assumed this expansion will meet the schooling needs for the next 15 years. However, no provision was made to ease the congestion caused by parents bringing their children to school by car.

Footways and cycle paths to and around the school are in need of improvement. A new footway on the south side of Colchester Road adjacent to the school would be highly beneficial to help promote walking to school and ease parking during school time. Dedicated cycle paths would help parents feel more confident in allowing their children to cycle to school.

Summary of future needs:

- Improved provision of affordable housing
- Expansion and updating of children's play facilities
- Measures to improve traffic safety around the school
- New footways and cycle paths to change means of travel to school

10.2.2 Developing Families with Teenagers

State-funded Secondary Schools, Grammar and Further Education Colleges, are available outside of the village with some public transport available to and from Colchester schools. There are independent schools in the local area but also a small number of parents organise transport to schools in areas such as Ipswich. A few teenagers do cycle to school during term time when light and weather permits although there are no dedicated cycle paths between West Bergholt and Colchester or Lexden. Various clubs and sporting activities are available for teenagers including football, cricket, tennis, scouts, girl guides, etc. Bergholt Youth Group (BYG) operates from within the village halls and weather permitting uses the Multi Use Games

Area and Lorkin Daniell Playing Field. This group has nearly 100 members and meets fortnightly. Holding additional club nights depends on attracting a sufficient pool of volunteer helpers. A youth shelter was constructed on the Lorkin Daniell playing field by the Parish Council and Essex County Council in 2012 but there is a growing need and demand to provide a venue, such as a café, for young people to meet socially. Unfulfilled demand has existed over a number of years for a zip wire to be provided however lack of suitable space and funding has meant this has not come to fruition. Facilities for adults within this group are met through clubs and recreational pursuits in the village. Neither an indoor nor outdoor gymnasium exists in the village nor is there a swimming pool. Adequate number of pubs, and restaurants exist to meet the needs of the future.

Summary of future needs:

- Provision of a venue with the facility for young people to meet socially
- An expansion and upgrading of sports facilities and opportunities.

10.2.3 Mature Families and Couples, Adult Households

As West Bergholt is deemed a desirable place to live many younger adults continue to live in the village, sometimes with their parents, as they grow up and parents tend to stay in their family homes when children leave. For those wishing to downsize it is often not easy to find alternative suitable accommodation. Shops, a Post Office and pharmacy provide an invaluable service and residents consider themselves fortunate to have a well appreciated doctor's surgery. A pleasant environment is important to this group and so open spaces, including the allotments, walks and woods need to be well maintained. Facilities for adults within this group are met through clubs and recreational pursuits in the village but these need to be expanded and well publicised.

Summary of future needs:

- Maintain and develop the pleasant environment provided by the village open spaces.

- Improve sports facilities and encourage opportunities for involvement in a full range of activities

10.2.4 Single Adult Living

Some living accommodation exists to meet single adult requirements and is provided through flats and apartments in various locations including the Truman Building in Maltings Park. Many of the facilities needed for this group match those defined above, but, in particular, there is a need to encourage involvement in clubs, societies and sports activities. At present the village has adequate pubs and restaurants but an alternative venue for meeting socially, especially for single adults, would be desirable.

10.2.1.1 Summary of future needs:

- Encourage opportunities for involvement in a full range of activities
- Provision of a venue with a facility to meet socially

10.2.5 Senior Years, Largely Retired Residents

Whilst some property downsizing does occur, many in this category choose to remain in the original family home. Sometimes there is a reluctance to leave the home where the family grew up and in other cases there is a lack of suitable or affordable senior years housing. Bungalows are sought after and desirable throughout the village and often change hands very quickly. Other features in the village currently that are relevant to this group include:

- There is no sheltered accommodation within the village which houses a resident warden.
- Sufficient clubs and societies exist to meet most needs but may need to be better publicised.
- An adequate public transport system provides the means to shop in the town centre or to travel further afield if desired.
- A well-developed Care Network involving volunteers provides transport for those that need it, generally for medical appointments.
- A local doctors' surgery and pharmacy provides vital services for this group of residents.

As a caring society it is essential that vulnerable residents in this group, especially those without local family and friends, are supported. This will be achieved in an appropriate way through the various volunteer and professional groups which exist, and which would naturally come into contact with vulnerable people through their work programmes and initiatives.

Summary of future needs:

Make the village “senior friendly” both by providing a safe environment and sufficient well publicised recreational activities.

- Ensuring an adequate supply of appropriate accommodation
- Maintaining an efficient Care Network, well supported by volunteers
- Providing good appropriate communications with all senior citizens, especially the lonely and vulnerable.



Matching Strategic Needs to Family Type Requirements & Prioritisation

Category	Younger Families Pre school	Developing Families	Mature families	Single adult living	Senior Years (largely retired residents)
Village society & community	✓✓	✓✓✓	✓	✓	✓✓✓
Environment	✓	✓	✓✓✓	✓✓	✓✓
Housing & planning	✓✓✓	✓✓	✓✓	✓	✓✓✓
Business & commerce	✓	✓✓	✓✓	✓✓	✓

Sports & recreation	✓✓✓	✓✓✓	✓✓✓	✓✓	✓
Community Safety	✓✓✓	✓	✓	✓✓	✓✓
Communications	✓✓	✓✓	✓✓	✓✓	✓✓✓
Transport, highways & infrastructure	✓✓✓	✓✓	✓	✓	✓✓✓

✓✓✓ Highly relevant ✓✓ Moderately relevant ✓ Minor relevance

11 STATUTORY AND NON-STATUTORY ASPECTS

11.1 Components of the Neighbourhood Plan

It is realised that Neighbourhood Plans although part of the planning system must also inspire the wider community, and so each of our strategy elements has been examined in terms of how it affects three important aspects:

- Matters affecting land use: aspects of the plan which change “place” through new land uses are a statutory planning matter in the main and so these are shown on our plans and maps and articulated in each section.
- Matters which may or may not affect land use but which certainly require formal discussion are covered by the Planning Policies, again articulated in each section.
- Projects and Initiatives: those activities which are largely Community Ambitions are listed in each section separately.

This Neighbourhood Plan will thus contain development and use of land policies, but that, as part of that process and through engaging with the community, many other matters have emerged and these are captured as Community Ambitions.

11.2 How the Plan takes the strategy in action

In the chapters that follow each of the elements is examined to ascertain what Planning Policies are needed to guide either development proposals or what Community Ambitions are needed to bring about improvements to people or place aspects where the emphasis is what the community can achieve in concert with others rather than with developers.

In ascertaining the policy basis, the following thought process has been employed:

Stage	Output
One	What the base line situation is. This evidence base is crucial to understand the starting point for assessing needs. The evidence comes from a number of sources: <ul style="list-style-type: none">• Databases, inventories and reports already in existence and readily available.• Surveys which have been undertaken during the Neighbourhood Plan’s production, these may be factual or public perceptions.
Two*	With the evidence base established the Strategy then passes through the following stages: <ul style="list-style-type: none">• Define issues & opportunities• Define options• Define priorities
Three	Produce a robust set of policies. There will be two types of policy <ul style="list-style-type: none">• Planning Policy and/or• Community Ambition

** See SWOTs under each Policy section*

11.3 Sources of Information

The Plan is evidence led, through each stage. In order to signpost and document the route, the following reports and summaries are available in the Appendix 2 to the Neighbourhood Plan document. These are listed below under the same headings of the table:

Stage	Evidence
One: Baseline Information	West Bergholt Village Appraisal 1998
	Parish Plan 2008
	Village Design Statement 2009
	RCCE Community Profile of West Bergholt
	West Bergholt Position Statement
	Consultation Report 2018 (Baseline Surveys)
	Other useful background evidence
Two: Opportunities, Options and Priorities	Consultation Report 2018 (Issues and Options)
	West Bergholt Housing Needs Survey 2015
	Housing Sites Allocation Appraisal 2018
	Emerging Infrastructure Priorities
Three: Compliance and Policy Formulation	Consultation Report 2018 (Draft Neighbourhood Plan)
	Consultation Report for Reg 15/16 (incorporates responses to Reg 14 consultation) 2018
	Basic Condition Statement 2018

12 POLICIES AND COMMUNITY AMBITIONS

The Plan from here on in contains the detailed policies and community ambitions that will help to meet the community's vision for West Bergholt and address key issues that have been raised during consultation. Planning Policies relate to the use and development of land. Community Ambitions relate to the wider aspirations which the community can achieve through their own efforts.

The Planning Policies (in the blue tables) will be taken into account by the local planning authority, Colchester Borough Council and other decision makers when determining planning applications and appeals. Development proposals will also be determined with reference to national policy and the development plan. In addition, these Planning Policies will guide developers and prospective applicants.

The Community Ambitions (in the green tables) form the basis of a more community focused set of initiatives which will largely replace those in the Parish Plan.

Each chapter that follows is preceded by an introductory section, which outlines the background and intent of the policy and community ambition and refers to relevant evidence contained in the supporting documents and other evidence base material, which is listed in Appendix 2.

The website also provides copies of or links to the remaining evidence base documents or explains where they are available. In all of the analysis we have

asked ourselves "Is what we have fit for the next 15 years?" To help with this a SWOT analysis has been undertaken.



13 VILLAGE SOCIETY & COMMUNITY FACILITIES

13.1 Objectives

- To improve and extend opportunities for all age groups and the wider community to take part in a wide range of activities.
- To identify vulnerable people or groups in our society and ensure they get the support they need.
- To promote and raise awareness of opportunities to increase participation and to maintain a thriving community support network.
- To improve facilities for the community.



13.2 Background & Intent

The village is the principal location for facilities for individuals, groups, clubs and societies to meet and take part in recreational and social activities. As a result, in part due to the generous benefactor- provided bequests in the

early to mid-part of the 20th century. There have been an ample provision of meetings areas at the Orpen Memorial Hall Complex supported by those at local churches, as well as large areas of open space at the Lorkin Daniell Field, Poor's Land, Village Green and the Allotments. A large number of individuals and clubs and societies use these facilities on a regular basis.

However, in understanding the future requirements of the village and parish it has been instructive to understand pressures that are being felt and whether these assets are well placed to provide for the future particularly as the village expands. These pressures have emerged through examining various information sources and through surveys.

13.3 Evidence

13.1.2 *Community Buildings*

There is a large village hall complex available to hire which is managed in Trust by the Parish Council. Part of the building is licenced to West Bergholt Social Club open to all members of the community to join.

The halls and rooms are booked up weeks, if not months, in advance and for some uses such as indoor sports are not really adequate for all the purposes asked of it. There is neither a Parish Office nor Community Hub and therefore the village lacks a central point of contact and co-ordination thus relying on contact being made through email and suchlike. Elsewhere other meeting places are available to hire at the Scout Hut and Church Halls.

Feedback from surveys highlighted these limitations and there was support for expansion where this was affordable and practical.

To support further use by the community new or expanded facilities at the Orpen Memorial Hall complex will be required.

13.1.3 *Community Facilities*

Away from buildings there are the allotments, 3 play areas, two sports fields and a multi-use hard court area; the recreational areas are predominantly used for football and tennis. There are regular users of all these facilities which are very well established.



Overall there are currently plots for future allotment holders but little opportunity for further uses of the sports areas. This matter is picked up later in the document, however the feeling is that some consolidation is required to allow for informal use of open spaces as distinct from regular uses. Major drawback for sport includes the lack of changing facilities and toilets.

Of concern is also the rapidly diminishing space in the churchyard for burials and this is expected to become exhausted within two years.

13.1.4 *Community Activities*

There is a wide range of clubs, societies and interest groups and more being set up all the time. The main issue here is over-use of the hall facilities which is covered above. Although the clubs and societies cover children up to age 15 and middle and older age groups, there is a lack of activities for older teenagers and younger adults. Central to promotion of these activities is the use of information systems, electronic booking arrangements and the link up with the website and social media. As a further example of the pressure



on facilities the extensive use of the hall complex by the Bluebell Pre-school group is testament to the need to enable daytime activities to be catered for as the population ages and older residents endeavour to find places to meet up.

13.2 **Protection of Community Facilities**

Guidance regarding the information that should be provided within a combined Marketing Assessment and Viability Report to support proposals

where a change of use of land and buildings is proposed which would result in a loss of existing community uses.

In the event that community facilities become vacant and there is no realistic prospect of the premises being occupied for the existing, or an alternative community use, planning proposals for redevelopment or development requiring a change of use will not be supported unless accompanied by a combined Marketing Assessment and Viability Report undertaken by a professional agency with acknowledged experience and competency in marketing similar facilities. The combined Marketing Assessment and Viability Report should include:

- Viability evidence, demonstrating that the premise is no longer viable in its existing use (which considers the ability of the community use to continue to trade) and evidence which considers the ability of the site to accommodate an alternative cultural or leisure use, meeting the needs of the local area.
- A survey providing details of other local community uses in the Parish to determine whether there is a need in the neighbourhood area which could reasonably be accommodated in the existing premises, including details of consultation with public and community service providers to establish their needs and accommodation requirements.
- Copies of all marketing literature and details of individuals and organisations contacted regarding the availability of the premises; and
- Expressions of interest received, with full reasons given as to why any offer was not accepted.

The combined Marketing Assessment and Viability Report should demonstrate that;

- The property has been freely exposed to the market covering a continuous period of not less than 12 months; and that

- The site has been marketed at a realistic price or rent. (The sales price/rent should reflect rates generally paid by community groups or voluntary organisations within Colchester Borough Council's administrative area).

If requested, developers should be prepared to fund the entire costs associated with a peer review of any combined Marketing Assessment and Viability Report, by an independent valuer appointed by the Borough Council, at the Council's sole discretion, to independently assess the veracity of any combined Marketing Assessment and Viability Report submitted in support of such proposals.

For replacement facilities, applicants must demonstrate these are of the same standard or better than those lost, and that the new location will be easily reached by existing users of the facility.

13.3 Summary SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • A great number of clubs and societies which cater for a wide range of interests. • A good community spirit which encourages residents to volunteer to support clubs and promote village activities. • A range of social opportunities for retired people • A thriving Youth Group for 10-14-year olds which meets fortnightly run by local volunteers. • An oversubscribed School and Pre-school • Local doctor's surgery • A well-supported variety of village shops including a hairdressers & Post Office. • Allotments right in the heart of the village. 	<ul style="list-style-type: none"> • Meeting areas are nearly always fully booked some time in advance. • Poor or patchy broadband service. • Public toilet facilities lacking in the village. • No community focal point, coffee shop or informal meeting area. • Facilities for older children and young adults are lacking. • St Mary's churchyard almost full. • No Parish Council administration centre.

Opportunities	Threats
<ul style="list-style-type: none"> • Further development of community facilities at the Orpen Memorial Hall complex. • Provision of a centralised, coordinated booking system for rooms 	<ul style="list-style-type: none"> • Reduced village interaction and lack of village cohesion • Increasing social isolation particularly for certain age groups.

<ul style="list-style-type: none"> • Introduce enhanced and faster broadband service for the whole village. • Provision of a community focal point. • Toilet facilities for users of recreational areas. • A coffee shop. • Enlarged children's play areas e.g. adventure playground. • Provision of a new cemetery or burial ground. • Provide Parish Council administrative centre. 	<ul style="list-style-type: none"> • Closure of clubs and societies as a result of lack of volunteering. • Loss of key facilities to housing. • Lack of younger volunteers as a result of West Bergholt becoming more of a dormitory village.
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13.4 The Plan's Approach

The Approach in the plan is threefold:

- to provide more buildings facilities;
- to investigate further activities for young adults;
- to seek to open a community centre not just for the Parish Council administration but also to allow an informal meeting area where residents and visitors can meet over coffee and where new facilities can be considered such as space for a community library etc.

As the objectives relate in part to the use and development of land and wider community aspirations both Planning Policies and Community Ambitions have been developed.

13.5 Policies and Community Ambitions

Policy No.	Village Society and Community Planning Policies
PP1: Protection of Community Facilities	<p>All development proposals must ensure that they do not give rise to adverse impacts on the quality of life and wellbeing of the local community and provide enhancements wherever possible and, where appropriate, promote diversity and enhance community cohesion through the provision of new multiuse facilities or contributions to existing facilities.</p> <p>The loss of existing community buildings will be resisted unless it can be demonstrated through a combined Marketing Assessment and Viability Report demonstrating that the property has been marketed for not less than 12 months and confirming that there is no longer an effective demand for the existing use within the locality and there is no viable alternative community use for the site, meeting the needs of the local area.</p>
PP2: New Community Facilities	<p>Proposals that improve the quality and/or range of community facilities, particularly those for younger and older age groups, will be supported provided that the development is of a scale appropriate to the needs of the locality and is conveniently accessible for residents of the village. Provision for a parish office/community hub will be supported.</p>

Ambition No.	Village Society and Community Ambitions
CA1: Community Buildings	<p>In order to provide for the needs of the parish the village hall complex consisting of the Orpen and John Lampon Halls will be further enhanced as a community resource. Further community buildings may be considered should opportunities present themselves.</p>
CA2: Societies & Clubs	<p>Village societies, clubs and other community-based organisations will be actively promoted through a variety of communication channels. New community members will be informed how to participate in village and parish life through all available media channels, both electronic and print based.</p>

14.1 Objectives

- To maintain the distinctiveness of the parish and its identity by protecting, conserving and enhancing the natural and built environment for the enjoyment of future generations.
- To explore opportunities to create new areas of open space.
- To integrate new areas of development into the environment in a way which complements the built and natural environment.

14.2 Background & Intent

Situated on the edge of the Colne valley on a hill rising from St Botolph's Brook, the Parish is part of an attractive landscape with a mixture of arable and dairy farms extending from the curtilage of the village itself. Within the village are areas of open and recreational space and allotments and although there is a mixture of urban form the village has a good proportion of historic and grade listed buildings. Both rural and urban environments throughout the parish are valued by our community. There is no doubt that the village and its setting within a very rural parish combined with its degree of separation from Colchester makes the area a very desirable place to live, resulting in pressure on the environment.

So, whereas the environment is generally well maintained there are aspects which need careful attention if future generations are to continue to enjoy it. These may be classified as areas where protection is needed, enhancements to quality of man-made and natural environments and accessibility to environments.

14.3 Evidence

14.3.1 *Open Spaces*

Open space in the parish is predominantly sited in the village where the recreational areas (when not used for sporting activities) are available for walking, jogging and exercising. There is a fragment of ancient heath in front of the village school as well. Due to the way that development has blended in with the environment these areas are attractively lined with mature hedges and tree planting, some of which are protected by Tree Preservation Orders (TPO) which overflows into neighbouring streets creating natural walking routes which reinforce the feeling of being in a rural area despite the expansion of the village to over 3000 inhabitants. The main issue over recent years is that the majority of the recent housing developments that have been built have not made provision for further open space. An aspect that was picked up in the Parish Plan was that biodiversity action plans are required for the open spaces and allotment areas and especially the Heath notwithstanding the need for these to continue to serve sports uses and cater for informal recreation.

14.3.2 *The Landscape Surrounding the Village*

The community surveys demonstrated a strong affection for the surrounding landscape, the high quality of which is demonstrated in the Indicative Views (Map CA7 and photos of views in Appendix 2C). For example, on the west and south-west approaches to the village, the topography changes and land slopes down to the Colne Valley which can be reached by numerous footpaths which are extensively used by residents. The area also contains Hillhouse Wood an area of ancient woodland purchased by the community for the Woodland Trust who maintain it with the assistance of a "Friends" group of local volunteers. Although the overall area has general protection by Colchester Borough Council countryside

policies, there is a need for a careful mix of improved access, good husbandry and only allowing development of a sympathetic type which respects this special landscape setting.



14.3.3 *Urban Character*

This plan has followed the advice provided by Historic England on their website concerning *Neighbourhood Planning and the Historic Environment* and the listed buildings are adequately protected by current planning legislation from either wholesale change or unsympathetic extensions.

The village has the greatest concentration of housing in the parish and despite the rather unsympathetic non-indigenous styles which have appeared of late, many of the buildings are distinctive and have a definite Essex look due to the use of local materials and design. Local distinctiveness is an important part of Essex's heritage and this is greatly valued as indicated in the draft Neighbourhood Plan survey of 2016 when 88% of respondents supported the concept of declaring and protecting 'Character areas' from degradation. The Character area, "the Lanes", which has many of the older

village buildings, is a prime example of where protection from unsympathetic development must be provided. (see Map PP5)

However, with regards to Heritage Assets, our Community Ambition CA4 is an aspiration that will be guided by the CBC Development Policy DP14: Historic Environment Assets and Core Strategy UR2.

In addition, various vernacular styles are discernible and have been included in the Village Design Statement. Developers are encouraged to respect these building styles, when designing new dwellings or when householders are considering extensions to their properties. Unfortunately, some developments, such as the Mumford and Pirie Road estates, have tended not to include adjacent enhancements to the streetscape which would include features such as seating and paved areas as well as tree planting and landscaping

14.3.4 *Informal Recreation*

Great use is made of the many footpaths leading from the village to all other parts of the parish, especially The Essex Way which in this part of Essex links the neighbouring parish area of Fordham to the west and Great Horkesley to the east. There is a general lack of bridleways and few dedicated cycle ways. It is an ambition to recreate the circular walking and cycling guides which help people navigate their way around the village to enjoy the many historic and attractive features that exist.

14.3.5 *Environmental Stewardship*

With the loss of certain public services which the community used to take for granted comes the need for environmental stewardship. The village has the services of three handymen who attend to vegetation management as well as picking up litter and making running repairs to communal gates and fencing. This is an ever-expanding area of the Parish Council's work and care will be needed with new development to ensure that future housing areas are afforded a similar level of stewardship. Funding these "village wardens" is a constant concern.

14.3.6 *Local Green Spaces and Green Infrastructure*

Local green spaces can help to provide social, economic and environmental benefits, indeed some of the community and environmental benefits of local green spaces in West Bergholt include:

- Providing such in the public realm, where social interaction can take place;
- Providing pitches and facilities for sports and physical activity;
- Providing habitats for wildlife and natural corridors;
- Providing flexible space for recreation and local cultural events;
- Providing an attractive setting and outlook for surrounding residential properties;
- Providing part of the character and setting of historic buildings.

Consistent with advice from the National Planning Policy Framework, the Local Green Spaces designated in this Plan comprise green space which is:

- in reasonably close proximity to the village;
- demonstrably special to the village and holds a particular local significance;
- local in character and is not an extensive tract of land.

The sites to be designated as Local Green Space, referenced as LGS, are as listed below and as shown on Map PP4:

LGS1 - Lorkin Daniell Field

LGS2 - Poor's Land

Green infrastructure is the network of green spaces, river systems and numerous other environmental features in the Parish that are also vital to the sustainability of West Bergholt. It includes the River Colne and St Botolph's Brook.

West Bergholt's green infrastructure also includes the play parks, the playing field and Poor's Land, large domestic gardens, the village green, woodland, scrub and heathland, wetlands, road corridors, pedestrian paths,

rights of way, the allotments, cemeteries and churchyards, be they in private or public ownership and whether or not they are publicly accessible.

All green spaces and Local Green Spaces in the Parish form part of West Bergholt's green infrastructure.

However, to protect, enhance and increase the village's green infrastructure a separate policy will be developed, respecting the landscape, character and distinctiveness of West Bergholt, for the benefit of its people and wildlife.

14.3.7 *Local Wildlife Sites*

There are ten Local Wildlife Sites of Importance for Nature Conservation within the area which are protected within the local planning system. They are:

Co61 - Wood near Fordham Place

Co63 - Hillhouse Wood

Co65 - West Bergholt Wet Woods (including Aldercar Woods)

Co69 - Spring Wood

Co70 - Stitching Wood

Co71 - Grove Wood

Co72 - West Bergholt Hall Church

Co77 - West Bergholt Heath

Co79 - West Bergholt Church

Co87 - Spring Grove

14.3.8 *Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS)*

The Essex Coast is rich and diverse and has many European protected sites. There are a number of Local Plans in preparation in Essex which seek to deliver a significant number of homes over the coming 15-20 years. These new homes have a potential to bring new visitors to sensitive coast areas, resulting in potential impacts on protected sites both individually and in combination through recreational disturbance.

As a consequence, Natural England in September 2017 advised that 11 districts/boroughs Councils across Essex should jointly prepare an Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS). The strategy sets a strategic approach to identifying the scale of recreational disturbance to Special Protection Areas, Special Areas of Conservation and Ramsar sites along the Essex Coast and proposes measures to mitigate impacts.

14.3.9 *Flooding and Sustainable Urban Drainage (SUDs)*

The village of West Bergholt in its elevated position is within an area designated by the Environment Agency as Flood Zone 1, being an area with a low probability of flooding. The exception is to the south east and south west boundaries to the Parish, to the banks of the River Colne and St Botolph's Brook, which not by coincidence are in Flood Zone 3.

It is not thought that any development site will be situated in anything other than Flood Zone 1, however, if it was then it would require its own flood risk assessment.

Where appropriate, development sites will be expected to be provided with their own sustainable urban drainage system (SuDS) as an alternative way to manage surface water by reducing or delaying rainwater run-off.

They aim to mimic the way rainfall drains naturally rather than conventional piped methods, which can cause problems such as flooding, pollution or

damage to the environment. SuDS is as a sustainable and natural way of controlling surface water run-off. Soakaways are commonly used SuDS features but so are permeable surfaces and filter drains, green roofs and swales integrating with the landscape design to add amenity for the community as well as aiding biodiversity.



14.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> • Surrounded by open countryside. • Attractive open farmland • Protected woodland and trees. • The Colne Valley. • Rural open spaces. • Some historic and listed buildings. • Historic character areas in residential neighbourhoods. • Separation from Colchester's urban sprawl. • Area of wild heathland in the centre of the village. • Three ponds of differing ecological importance. 	<ul style="list-style-type: none"> • Time consuming and professional management of rural areas and open spaces required. • Litter and fly-tipping. • Lack of bridleways. • Legacy of poor-quality urban planning of previous large developments. • Need for biodiversity action plans for open spaces. • Dog fouling.

Opportunities	Threats
<ul style="list-style-type: none"> • Increasing the available amount of public open space especially where new development is proposed. • Enhancing our environment through planting and urban realm improvements. • Protecting vulnerable environments through community action. • Improved access to rural environments through enhanced public rights of way (PROW). • Sympathetic management of open spaces to promote wildlife. • All planting programmes undertaken to enhance the natural & visual environment. • Developing relationships with local land & property owners to enhance the natural, visual environment (hedges & verges). 	<ul style="list-style-type: none"> • Concern that future development proposals will adversely affect the urban and rural environments that we all enjoy. • Natural landscape may degrade over time if not managed. • Overdevelopment leading to lack of wildlife corridors in the village. • Invasive species-related diseases altering the landscape for the poorer.

14.5 The Plan's Approach

The approach to this area of the plan is very much seeking to ensure that new development is able to make a positive contribution to the environment either through its design or through planning contributions to the upkeep of the environment.

As the objectives relate in part to the use and development of land and wider community aspirations both Planning Policies and Community Ambitions have been developed.

14.6 Policies and Community Ambitions

Policy No.	Environment Planning Policies
PP3: Open Spaces	Development proposals that ensure new open spaces are intrinsic to their proposals and not designated as single purpose use but deliver multiple functions and benefits, which link to the green infrastructure network, through green corridors, cycle or footpaths and demonstrate environmental gains will be supported.
PP4: Local Green Spaces	The following areas designated as Local Green Space, are shown on Proposals Map PP4: LGS1 - Lorkin Daniell Field LGS2 - Poor's Land Proposals for any development on Local Green Spaces will be resisted other than in very special circumstances.
PP5: Character Area	The "Character Area" designated on Map PP5, which reflects the built local distinctiveness of Essex's heritage, will be protected from degradation. Development proposals will be expected to respect its features and character in relation to the scale, design and setting of any development.
PP6: Trees and Hedgerows	Development proposals which conserve trees and/or hedgerows will be supported. Where development proposals would necessitate the loss of such features, appropriate mitigation will be supported, subject to there being no protective designations in place.
PP7: Natural Environment	<p>Development proposals which provide protection and where appropriate enhance biodiversity by:</p> <ul style="list-style-type: none"> a) Protecting designated sites, protected species and ancient and species-rich hedgerows, grasslands and woodlands; and b) Preserving ecological networks, and the migration and transit of flora and fauna; and c) Protecting ancient trees or trees of arboricultural value, or ancient woodlands; and d) Promoting the mitigation, preservation, restoration and recreation of wildlife habitats, and the protection and recovery of priority species; and e) Providing a net gain in flora and fauna; and f) Adopting best practice in sustainable urban drainage with development proposals incorporating the provision of Sustainable Drainage Systems (SuDS) unless it can be demonstrated to be technically unfeasible, will be supported. <p>Proposals which demonstrate that ecological considerations have been properly assessed in relation to likely impacts and where appropriate proportionate mitigation measures are agreed, will be supported.</p>

Policy No.	Environment Planning Policies
PP8: Recreational disturbance Avoidance & Mitigation Strategy (RAMS)	All residential development within the zones of influence of Habitat Sites will be required to make a financial contribution towards mitigation measures, as detailed in the Essex Coast RAMS, to avoid adverse in-combination recreational disturbance effects on Habitat Sites. In the interim period, before the Essex Coast RAMS is completed, all residential development within the zones of influence will need to deliver all measures identified (including strategic measures) through project level HRAs, or otherwise, to mitigate any recreational disturbance impacts in compliance with the Habitat Regulations and Habitats Directive.

Ambition No.	Environment Community Ambitions
CA3: Streetscapes	Streetscapes will be enhanced through planting and good verge and hedge management.
CA4: Heritage Assets	Any changes to heritage assets will be expected to be carried out sympathetically so that their character and appearance is preserved or enhanced proportionally.
CA5: Green Infrastructure	New areas of green infrastructure will be incorporated within an appropriate maintenance plan. All areas of green infrastructure will be enhanced through a biodiversity plan which seeks to improve the conditions for wildlife.
CA6: Countryside Access	Access to the countryside will be improved through use of the existing public rights of way network
CA7: Indicative Views	The views indicated on Map CA7 provide examples of the quality of the natural environment around the Parish that are highly valued by the community and therefore will be protected and, wherever possible, enhanced.

15 HOUSING AND PLANNING

15.1 Objectives

- To support expansion to meet the identified needs of the parish.
- To involve the local community in all aspects of development planning through consultation and participation.
- To provide for a mixture of tenure type reflecting the housing needs of the community.
- To conserve and protect the existing character and environmental setting so that new development is satisfactorily integrated into its surroundings and new residents can take advantage of the characteristics of our location.

15.2 Background & Intent

West Bergholt is an attractive place to live due to the surrounding countryside combined with accessibility to larger towns, travel hubs and employment areas. There are many long-term residents of the village, including families going back several generations.

There is a growing elderly population and house prices are higher than the national average. Older residents do not wish to move from the village, but a number would like to move to smaller homes that are more suitable for their circumstances. As a result, some remain in larger homes that could be more suitable for family accommodation.

Housing is split between the original irregular pattern of housing in the Lanes area of the village with the newer styles of estate type development characteristic of the 1960's, 70's and 80's.

15.3 Evidence

15.3.1 *Tenure type and demand for housing*

There is a long-standing need for affordable housing for local people, particularly for young adults wishing to live independently and for young families.

Consultations have shown that residents want West Bergholt to remain a village and that its character should not be harmed by inappropriate new housing development, particularly that which might add to traffic and parking problems around the village.

Yet the majority of residents accept the need for new homes. There is a desire for a mixture of housing types, with highest support for small family homes for sale followed by affordable homes for local people to rent, and lowest support for large family homes for sale.

Residents state that good design is important and new houses should not have a harmful impact on existing homes.

Overall there are a number of aspects to consider here including tenure type, number of dwellings required, wider sustainability issues and pressure from outside the village. As the population gradually ages, there is a need for limited housing to support new families, either from within the village or from outside. This helps maintain the balance of the age pyramid. Secondly there is a need to identify the right balance of housing type, and thirdly because there is little room inside the current settlement boundary there is a need to consider changes to its boundary.

There are currently 1500 dwellings in the parish with planning permission in place for a handful more (Nov 2018). The majority of homes are owner occupied.

The Neighbourhood Plan seeks to ensure a supply of sufficient homes to meet local needs and contribute to the retention of a sustainable community. An appropriate housing mix must suit elderly residents as well as first time buyers and those needing affordable homes. Valued parts of the landscape will be protected by building as far as possible on brownfield sites or sites where development will not have a harmful impact on the countryside.

There is limited space for new development within the settlement boundary and many houses within the area have inadequate parking facilities, leading to on-street parking.

Residents value the countryside and wish to protect it from inappropriate development.

15.3.2 *Village Design Statement*

The Parish Council produced a Village Design Statement (VDS) in 2011 as a product of consultation with the community and as a derivative document of the successful Parish Plan. It demonstrates how, by employing best practice, it is possible to improve and create West Bergholt as a place of quality and identity. New buildings should contribute to the diversity and individuality of the village, while reflecting local heritage and character.

The VDS was then adopted as Supplementary Planning Guidance by Colchester Borough Council and contains a detailed description of the existing character and main features of design in the village of West Bergholt and provides a guideline for how this should be respected in any new development whether it be new buildings, extensions, alterations or changes of use.

The VDS contains 37 policies covering General Design, Sustainable Construction, Protecting Local Distinctiveness, Parking and General Streetscape Guidance with the most important strategic ones being incorporated within the general Housing Planning Policy PP9.

In addition to the VDS, the Neighbourhood Plan recognises the value of using a widely accepted design standard, such as the Essex Design Guide and Building for Life 12 (2018) in shaping and assessing basic design principles to build better designed homes and neighbourhoods.

- The Essex Design Guide (EDG) has been digitally revamped to provide contemporary socio economic, environmental, and best practice guidance to interested parties in the provision of new housing.
- Building for Life 12 (BfL12) is a design tool with 12 simple, easy to understand questions around which ideas can be shared and explored to help structure discussions about proposed new residential development between home builders, local authorities, communities and other stakeholders. It is ideal for facilitating local community participation in the place making process.

15.3.3 *West Bergholt's Distinctiveness*

Residents value the countryside around the village and the distinctiveness resulting from the effect of the separation created from other urban areas. In particular, the need to maintain this feeling of separation from the built-up area of Colchester was supported during the Neighbourhood Plan consultation surveys of 2013 and 2015.

Therefore, an ambition of West Bergholt's Neighbourhood Plan is to ensure West Bergholt's rural landscape, its separation from Colchester and its views over the Colne valley are protected by planning policies. A coalescence policy is proposed (PP12) to prevent development starting to erode the "gap" between the village and the outskirts of Braiswick.

The justification for this policy is contained within two reports by Chris Blandford Associates who were appointed by Colchester Borough Council to produce them. The first is a report on Landscape Character Assessment produced in 2005 and the second is a report on Assessment of Open Countryside dated 2009. Both are cited as evidence in the publication draft of Colchester's new Local Plan.

The 2005 report describes the landscape character areas of the Borough through a series of designations. Of relevance here is reference A5 which is entitled A5 Colne Valley Slopes which is described as having a number of key characteristics described below (italics denote direct quotes)

- *Relatively steep v-shaped valley slopes facilitate attractive and open views across and along the River corridor;*
- *Principal road network consisting of narrow tree-lined (sometimes sunken) lanes traversing the valley sides to the north and south;*
- *A mosaic of medium to large-sized irregular and regular, predominantly arable fields with medium hedgerows containing semi-mature/ mature hedgerow trees;*
- *Some larger semi-enclosed arable fields and concentrations of smaller fields with intact hedge boundaries adjacent to settlements;*

The report further describes some Key Planning and Land Management Issues including:

- *Potential pressure from urban expansions on the edge of West Bergholt, Fordham, Wivenhoe and Colchester;*

Overall the report recommends that the appropriate Landscape Strategy Objective should be to “*Conserve and Enhance*” which the following Landscape Planning Guidelines:

- *Ensure any new small-scale development in, or on the edges of Fordham, Wivenhoe, West Bergholt and Colchester is of an appropriate scale, form and design and uses materials which respond to historic settlement pattern, landscape setting and locally distinctive building styles and materials;*
- *Ensure any new development on valley sides is small-scale, responds to historic settlement pattern, form and building materials;*
- *Maintain cross-valley views;*
- *Conserve views of the river and floodplain;*

In the second report Chris Blandford and Associates in section 4, builds on their earlier report on Land scape Character Assessment in 2005, and relevant sections of this report are summarised below (again italics denote direct quotes):

- Firstly, the Landscape Context:

“The medium to large-scale nucleated village of West Bergholt is situated approximately 1km to the north-west of Colchester, and the two settlements are separated by an area of open countryside (See Figure 4.1). To the south-east of this area, housing within Colchester protrudes westwards in a linear form along the B1508. Larger settled areas of Colchester lie adjacent to the A133, approximately 1.2km to the south of this built development protrusion. The A12 dual carriageway bisects the open countryside between West Bergholt and Colchester, passing north to south between the settlements broadly along the alignment of St. Botolph's Brook. The villages of Great Horkesley and Eight Ash Green are situated approximately 1.5km to the northeast and 1.35km to the south-west of West Bergholt, respectively.”

- Secondly on the evaluation of countryside character and landscape quality, the report comments:

“When travelling westwards out of Colchester along the B1508, there is a distinct sense of leaving the settlement and entering a rural landscape on account of the woodland along the settlement edge and the subsequent sudden descent from the plateau edge to a relatively open agricultural landscape. The lack of inter-visibility and general lack of intra-visibility between the settlements contributes to a strong sense of settlement separation. Vegetation plays a primary role in restricting visibility between West Bergholt and Colchester. The topographical variation and senses of distance and openness provided by the St. Botolph's Brook valley Increases the perception of settlement separation.

The contribution made by various areas of land between Colchester and West Bergholt to the separation of settlements has been assessed below according to whether they provide a high, medium, or low contribution.”

These assessment findings concluded that the gap between West Bergholt and Colchester has a High Contribution, namely that:

“The locations of the two settlements close to the edges of the plateaux overlooking the St. Botolph's Brook valley are such that there is a relatively high potential for visual coalescence of settlements. Heading westwards out of Colchester along the B1508, there is a fairly abrupt transition between the Colchester built-up area and the countryside beyond, with views of the countryside only opening up once past the tree belts alongside the A12.

There is an almost continuous belt of arable fields between the A12 and the south-eastern edge of West Bergholt. This belt of agricultural land, together with associated woodland, tree belts and hedgerows, provides a strong sense of rural character. The group of houses located some 300m west of the Colchester settlement edge are generally perceived as buildings in the open countryside on account of views obtained of nearby arable fields and their location away from Colchester on the far western side of St. Botolph's Brook valley. However, the presence of these houses set amongst trees on the valley side slopes does weaken the strength of rural character and the sense of having departed from Colchester for people travelling between the settlements.

It is the strong rural character of the land between these settlements, the topographical variation, the distinct sense of departure and arrival at the settlement edges and the lack of intra-visibility and inter-visibility between the settlements that results in this land having a high overall contribution to the separation of settlements.”

- Finally, the report concludes:

“any new built development.....on the land as identified as providing a high contribution to the separation of settlements is likely to seriously undermine

the sense of settlement separation and the strong rural character of this predominantly arable landscape. Any new development to the west of the A12 is likely to result in visual coalescence.....and would result in diminishing sense of leaving Colchester and entering West Bergholt.....”

It is therefore considered that there is ample justification for PP12 to maintain the gap between West Bergholt and Colchester.

15.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> • Character housing areas of a mixed style, age and tenure. • Popular facilities are conveniently located for existing housing. • Existing Village Design Statement. • Village separate from Colchester by natural and man-made boundaries. • All housing areas close to attractive landscapes. • Well established village character. • Green spaces well distributed amongst housing. • Active and experienced Parish Council Planning Committee. • Dedicated & committed Neighbourhood Plan Steering Group. 	<ul style="list-style-type: none"> • Minimal opportunity for downsizing. • Limited opportunity for affordable housing. • Commuter village leading to overinflated property market. • Gentrification of the village affecting the availability of affordable homes.

Opportunities	Threats
<ul style="list-style-type: none"> • Mixture of development sites available for consideration. • Local landowners willing to contribute to the village. • Opportunity to influence own destiny with Neighbourhood Plan. • Opportunity to redress the balance of housing types. • Chance to develop housing stock for younger people. • Chance for older people to downsize and free up family properties. 	<ul style="list-style-type: none"> • A tendency for new housing to be expensive, executive homes. • Land on all sides of the village vulnerable to speculative development. • Attractiveness of village leads to housing shortages. • Most new housing at inflated prices. • Most developments on small scale to avoid the requirement to build affordable homes.

15.4.1 *Identifying Housing Needs*

Colchester's adopted Core Strategy outlined that the Borough needs to allocate and build 19,000 homes between 2001 and 2023, an average of 830 homes a year. In line with national policy contained in the National Planning Policy Framework (NPPF), the Council is required to ensure sufficient housing land is supplied to meet local housing needs.

The Council has developed a new Objectively Assessed Need (OAN) target for the submitted Emerging Local Plan of 920 houses a year which takes into account the requirements of the NPPF 2012; and will ensure the Borough provides a five-year supply of specific deliverable sites and identifies a supply of specific developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15.

The target of 920 homes a year reflects a comprehensive evidence base which includes the following:

- Objectively Assessed Housing Need Study produced by Peter Brett Associates (PBA) in July 2015 and updated November 2016 for Braintree, Chelmsford, Colchester and Tendring Councils.
- Review of the Strategic Housing Market Assessment (SHMA) work in Chelmsford, Colchester, Braintree and Tendring to bring it into compliance with the NPPF and PPG - HDH Planning and Development Ltd, December 2015.

These figures reflect the OAN of 920 dwellings per annum which has been endorsed by the Local Plan Inspector (letter dated 27th June 2018). Accordingly, it is considered that the figure is fit for purpose despite the publication of the revised NPPF and PPG, updated population projections and the current consultation on the standard methodology.

Colchester Borough Council has determined the Objectively Assessed Need (OAN) for the district using projected growth figures provided by the Government and in its Housing and Economic Development Needs Assessment (HEDNA), CBC set an OAN figure for the district of 11,152. The emerging District Plan provides for 7,210 for existing commitments and 7,853 new allocations, totalling 15,063 over the Plan period.

A target for West Bergholt, (considered by Colchester Borough Council as a Sustainable Settlement as it has a sufficient population base and a range of community facilities and infrastructure to support appropriate growth), has been set in the emerging Neighbourhood Plan Policy SS15 in the publication draft Local Plan of 120 dwellings. This is higher than the 100 proposed during early consultation on the Neighbourhood Plan. The Neighbourhood Plan has sought to take account of the emerging Local Plan and its predicted levels of growth for the area.

15.4.2 *Housing Supply & Tenure Type*

The household Neighbourhood Plan Survey indicated over 40% preference for the following types of development:

- Starter/low cost homes for first time occupiers/young families
- Small, mixed group, developments
- Warden assisted or sheltered housing
- “Downsizing” housing

Following this, the ‘Issues & Options’ Questionnaire indicated support for around an additional 100 new dwellings, of which the majority would be ‘of type, style and numbers deemed necessary to meet the Parish’s needs.’

Then in November 2015, a full ‘Housing Needs Survey’ was commissioned from the Rural Community Council of Essex (RCCE). Their report indicated that 53 people had given details of different local accommodation required in the next five years and beyond. Whereas some of this could be provided by the commercial sector as houses to buy (34%), there remained a need for rental accommodation and shared ownership.

Furthermore, the timescales that this need was predicated on were:

- Next 5 years: 25 units 5 – 10 years: 28 units

The survey only covered up to 5 years or over. However, we may assume that local need would be similar between year 11 and year 15 of the plan making a total of around 75 homes needed to satisfy local need. Whereas this would accommodate local need it is reasonable to assume that some additional housing would be required from people wishing to move into the village – say a further 25 units making a total of 100 units over the 15-year lifetime of the plan. This is not inconsistent with the CBC policy SS15 and accords with the Issues and Options support by the results of village surveys. This equates to an average building rate of around 6 or 7 houses per annum.

15.4.3 *Housing Location*

A number of sites were assessed for their suitability and availability for housing development during the Plan period. The Report on the Assessment of Potential Housing Sites (see supporting documents in Appendix 2) explains the methodology used and sets out the individual assessments.

Initially with over 20 sites being put forward in the Local Plan “call for sites” there was a need to strategically sift the broad locations. Colchester Borough Council in their settlement boundary review and the Neighbourhood Plan Steering Group both assessed sites being proposed. Three broad areas were considered and the section below is a summary of findings taken from Colchester Borough Council’s Settlement Boundary Review.

- **Area 1 Expansion to the north east of B1508 Colchester Road** (within limits of existing built development boundaries opposite playing fields/Treble Tile pub).

Development in this area, within the limits of the existing built development to the north-west and south-east, would fill in gaps along Colchester Road. Development would be closest to the existing facilities and services in the village although there would need to be provision made for safe crossing of Colchester Road. Development in this location could also provide additional sports pitches in the same area as the existing Cricket Club Ground, with the potential to share some facilities.

- **Area 2 Expansion to the south/south-east of West Bergholt**

Development in this area could be considered to fill in gaps along the existing settlement boundary. For example, small areas of land with access off existing roads to the south of the village could be considered. However, due to identified constraints, larger scale expansion beyond the existing settlement boundary and built-up limits towards Colchester is not considered suitable.

- **Area 3 Expansion to the west of West Bergholt**

This area has been considered, similar to the areas above, as any potential development would be located around one of the three main roads in West Bergholt. Development to this side of West Bergholt would be within 400m of the main facilities in the village. However, it is not clear if access to the land is possible without taking access off Cooks Hall Road or Hall Road, which are both rural roads located at the southern and northern ends of the broad area of search.

Although the broad sifting of sites was helpful to determine an initial view, to assist a more definitive focus of where new housing might be developed, a number of principles have been devised in consultation with Colchester Borough Council, in that development:

- should only be considered if abutting the existing CBC Local Plan 'settlement boundary'.
- should not reduce the separation of the village from Colchester.
- should not encroach on (or visually affect) the 'area of the parish to the south east of the settlement boundary'.
- should be close to the main village amenities.
- should be able to contribute to addressing 'Transport, Highways and Infrastructure' needs.
- should be located such that any traffic impacts are satisfactory, or any adverse impacts are satisfactorily mitigated.
- may continue within the settlement boundary but only where a limited number of "windfall" sites present themselves.
- any development abutting the settlement boundary should provide for a mix of housing and incorporate areas of open space.
- Development should consist of smaller housing units which respect the identified needs of the community including affordable housing, housing for downsizing and starter housing.

These principles have been applied to the areas of development put forward to date as part of Colchester's Local Plan preparation and those

sites identified as the most appropriate taking all matters into account, including CBC and community surveys and the RCCE survey, it was decided to make the appropriate allocations on two sites, and those preferred for housing development are contained in two locations off of Colchester Road, one opposite the Poor's Land and the other opposite the Treble Tile Public House.

These sites are also deemed supported in Colchester Borough Council's emerging Local Plan and the paragraphs from the latest publication draft of the Local Plan are reproduced below:

- **Para 14.223** *There are a number of constraints which restrict the availability of sites suitable for development. To maintain the current settlement pattern, development will continue to be located around the three main roads with facilities located centrally where possible.*
- **Para 14.224** *There is currently limited inter-visibility between Colchester and West Bergholt. However, there is a relatively high potential for visual coalescence of settlements and any new built development on land to the south of the village may undermine the sense of settlement separation. Development to the south of the village towards Colchester on Colchester Road is therefore not considered suitable due to the high potential of visual coalescence.*
- **Para 14.225** *Development to the north of the village on Colchester Road/Nayland Road would extend new development away from existing key facilities and into open countryside, which is not considered sustainable.*

These sites are in the ownership of parties which have indicated their commitment to deliver housing and this is evidenced in the supporting documents (see Appendix 2).

Both sites are located in Flood Zone 1, an area with a low probability of flooding.

15.4.4 Details of the Housing Sites

The design and layout of the scheme should respect the semi-rural nature of the village in this location.

The site boundaries will generally follow the topography of the field boundaries.

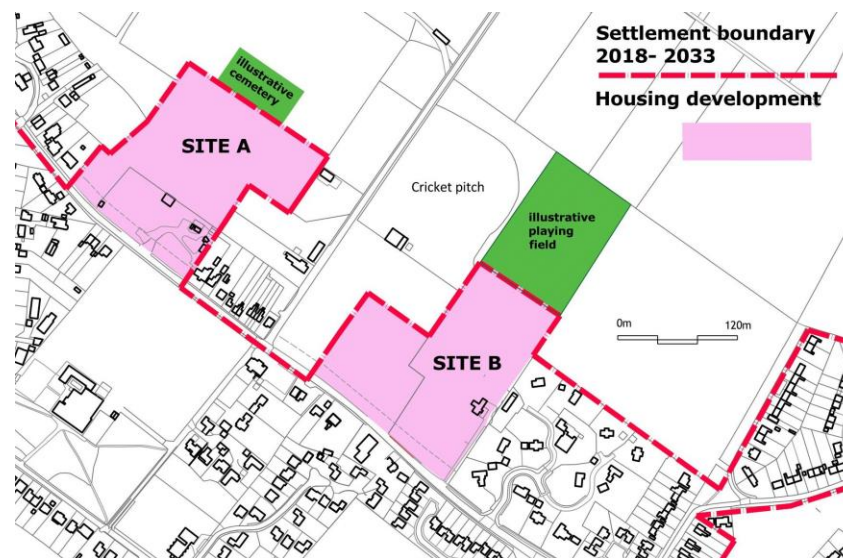
The density of the development should average about 25 dwellings per hectare to maintain the Parish's prevailing character and setting (including residential gardens), by delivering well-designed, attractive and healthy places to live in.

Further, the tenure mix as discussed in Chapter 10 reflects the need for space with those wishing to downsize preferring bungalows and a garden to



tend whilst younger families desire garden space for health and socialising. This is a chance to improve on the planning mistakes of the past.

The proposed sites are shown above in pink on Map PP9/2.



In common with the wider Colchester Borough area there is a need for housing to be skewed towards the provision of 1 bed and 2 bed dwellings for housing market entrants and 3-bedroom family housing.

Given the locations one could expect new residents to be accessing the village amenities by foot, therefore appropriate treatment of Colchester Road will be essential, as will be good quality passenger waiting facilities for those wishing to travel to Colchester and towards Suffolk by bus.

Colchester Road is the main distributor road in the parish and traffic is signed to Colchester and Bures/Sudbury from either end of the parish approaches. The road carries an Annual Average Daily Traffic flow of some 4,500 vehicles. Average speeds are very high and speed surveys have recorded an average daily 85 percentile speed over 40mph in the vicinity of the junction with Nayland Road and approaching 40mph in the vicinity of the development sites.

Although the speed limit is 30mph there is only one roundabout controlled junction at Chapel Road with the remaining junctions being give way with priority for traffic on the B1508. Due to the function of the road and the

configuration of its junctions there is little control of speeds in practice and the road also carries a fair degree of heavy goods vehicles and buses. Colchester Skip Hire for example (located in Wormingford) have a licence to recycle waste materials and one of their routes in the area sees skip lorries passing through the village. Although carefully controlled by planning regulations the presence of these vehicles causes concern to residents due to the size and noise from these vehicles. Bus traffic is regular and amounts to 4 services an hour during the working day. As there are no waiting restrictions the road also attracts parking especially at weekends, making visibility poor and creating a safety hazard for all. Lastly School Lane is a location where parents access the school approaches at dropping off and picking up time exacerbating localised congestion and parking matters.

These characteristics of the road have been cited many times by residents in the parish responding to both Parish Plan and Neighbourhood Plan surveys as warranting attention and discussions with the Highways Authority are under way to arrive at a means of controlling and reducing speeds. There is an active Traffic and Safety Group looking into a wide variety of speeding and traffic safety issues in the village.

Due the high recorded speeds and the desire to ensure good connectivity by sustainable modes and safe highway arrangements a number of improvements will be needed. This will include suitable safety and access arrangements which promote safe routes across the road towards the village and a means of calming traffic as it travels through the village on the B1508. A means of crossing Colchester Road safely is essential. New mini roundabouts at the junctions of the new development areas with Colchester Road, and a new zebra crossing sited to allow access to the rest of the village safely, including the nearby school, church and sports fields are a possibility although such measures will need to be discussed with the highway authority and the developer. It is expected that safe access and crossing facilities will be provided by the developer along with improvements to bus passenger waiting areas.

15.4.5 *Energy*

Whilst energy efficiency targets are set nationally in the Building Regulations, West Bergholt's Neighbourhood Plan will encourage developers to demonstrate how they have followed the 'energy hierarchy' in reducing energy demand before implementing renewable energy schemes or make the most of solar gain and passive cooling through the orientation, layout and design of the development.

Applicants must include a section in the design and access statement explaining how sustainability considerations have been incorporated into the development. Reference should be made to:

- How the design contributes to reducing energy use.
- Any renewable or low carbon energy technologies incorporated into the development.
- The provision of open space and the opportunities this provides for biodiversity, flood storage and people.
- Sustainable drainage systems.
- Sustainable waste management such as provision of space for recycling and composting.
- How the development promotes sustainable modes of travel.

There is much to be explored and many different ways in which the community could benefit from renewable energy using such as wind turbines, battery pods and community renewable heat initiatives. Whilst policies will be developed to encourage the use of cycling, walking and public transport - all forms of sustainable transport, the Neighbourhood Plan will also include a policy for the installation in new developments of an electrical infrastructure that will support as a minimum community charging points for electric vehicles.

15.5 The Plan's Approach

A number of policies allocates sites. Each of the site allocation policies have a number of criteria designed to ensure that new development reflects and

respects the character of West Bergholt and to enable it to integrate into the prevailing character of the locality in which it is located as identified in the Village Design Statement which helps to identify the key characteristics of our parish.

These measures will help to ensure that a high standard of development and design is achieved in West Bergholt and will discourage development that looks out of place and is poorly integrated with its surroundings.

As the objectives relate in part to the use and development of land only, Planning Policies alone have been developed.

Commentary on policies

Policies below relate to sites at Sites A and B.

The site allocation policies, together with other Planning Policies, are intended to ensure that a high quality of design and a good standard of

amenity for all existing and future occupants of land and buildings is achieved in line with this core planning principle in the NPPF.

15.5.1 *Affordable Housing*

New housing developments will be required to include at least 30 percent affordable homes.

15.5.2 *Planning Applications*

Any development proposals for sites allocated in this Plan will need to obtain planning permission from Colchester Borough Council, which will consider the application against its own policies and national policies together with the policies of this Plan.

In the design of sites A & B, consideration may be given to how adjacent land could at some future point be accessed to provide further land for subsequent housing needs in future Neighbourhood Plan publications.

15.6 Policies

Policy No.	Housing Planning Policies
<p>PP9: Housing Sites</p>	<p>The settlement boundary is shown on Map PP9/1. The minimum number of dwellings to be provided over the Neighbourhood Plan period will be 120. These dwellings will be provided on Site A and Site B as shown on Map PP9/2.</p> <p>Development proposals on allocated housing sites should provide a mix of housing types and tenures to meet the demands of the local housing market and as appropriate the needs of West Bergholt and the wider Borough. Dwellings appropriate for first time buyers, homes for older people or small families will be supported.</p> <p>A mix of housing tenure will be encouraged. Subject to the viability, development proposals will be expected to deliver a proportion of affordable housing in accordance with adopted Strategic Borough wide policy.</p> <p>Landscaping will be an important and integral part of the design and layout of the scheme, including appropriate public open space. Principal roads will be designed to ensure that they are appropriate to the character of the area and to provide safe access for vehicles and pedestrian movement. Development proposals for Sites A and B with layouts designed to accommodate capacity for roads and utility services to contiguous backland to facilitate development beyond the Plan period will be supported.</p> <p>The provision of land for a cemetery and land to accommodate sports facilities adjacent to the cricket ground, shown for illustrative purposes on Map PP9/2 will be supported.</p>
<p>PP10: Design</p>	<p>All new development should be of a high-quality design and sustainable construction is encouraged. Account should be taken of the guidance and principles in the Village Design Statement, which seeks to promote or reinforce local distinctiveness. In particular new development and any additions or extensions to existing dwellings will be expected to:</p> <ul style="list-style-type: none"> • Have an acceptable visual impact on the valley sides; and • Give careful consideration to mitigating the impact on views across the village; and • Buildings must respect the character of and be in harmony with their surroundings in respect of plot width, layout, building lines, materials, height, proportion, scale and massing; and • Planning applications must show contextually the impact of their proposals on adjacent buildings by means of adequately detailed plans with accurate street elevations to avoid unacceptable adverse impact upon the amenities of the occupiers of nearby residential properties; and • Details of boundary walls, fences and gates shall reflect the character, design and materials of means of enclosure within the village to mitigate the impact of urbanisation.

Policy No.	Housing Planning Policies
PP11: Energy Hierarchy	Development proposals shall demonstrate how these have been prepared having regard to the energy hierarchy in reducing energy demand including the use of renewable energy and making the most of solar gain and passive cooling through the orientation, layout and design.
PP12: Coalescence	Development will not be supported in the area shown on Map PP12 if individually or cumulatively it would result in increasing the coalescence between West Bergholt village and Braiswick, reducing their separate identity by reducing the separation between these two settlements.
PP13: Highways Network	Proposals to develop Site A and Site B shown on Map PP9/2 and subject to speed reduction measures and accessibility improvements to be funded by the developers of Site A and Site B where appropriate, will be supported.

16 BUSINESS AND COMMERCE

16.1 Objectives

- To support local business and retain local employment.
- To encourage local employment opportunities through controlled expansion of existing employment located on, or adjacent to, the existing business parks.

16.2 Background & Intent

The main employment in the parish is a mixture of traditional farming activities and those which have evolved from diversification on existing and former farm sites; business parks which in the main consist of small multiple units of varying size and scale; more isolated businesses; healthcare; retail and leisure/entertainment and finally businesses run from home.

At the very beginning of the Neighbourhood Plan process, in 2013, the Steering Group felt it would be useful to garner the views of the community on a range of broad issues that might be relevant to the Plan. Questionnaires were produced to target residents, businesses and young people. Approximately half of the resident respondents felt that it would be helpful to encourage the controlled expansion of commercial areas to support local employment. In addition, 70% of the businesses felt that their current business premises were not going to meet their future growth needs and it was also commented on the existing need for more business units.

During 2015, the “issues and options” consultation saw 66% of respondents supporting the draft objective seeking to examine controlled expansion of existing employment opportunities etc. whilst the following draft Neighbourhood Plan survey in 2016 resulted in 92% of respondents supporting ‘Any expansion of the existing business parks is to be

sustainable, limited and appropriate for the location and associated infrastructure’.

The Neighbourhood Plan will therefore need to provide the opportunity for further employment which is likely to come from the business parks and a summary of these follows.

16.3 Evidence

16.3.1 *Pattens Yard Business Park - Nayland Road*

This is a long-established village business enterprise site, which provides mixed-use office space and storage type facilities. A number of business tenants operate from this site. The site lies on Nayland Road with little if any on-street parking occurring and vehicles are parked within the boundary of the business park. Site ownership changed in 2013 following planning and boundary rationalisation of the site. Conditions were placed on operating hours etc. at this time. In 2015 planning permission was granted for limited development of the buildings facing the entrance to the site which greatly enhanced the site appearance whilst providing expansion. This business park largely operates in harmony with the wider village community providing local mixed employment. The green space to the immediate west of the active building business area is under the same ownership. Agricultural and private land is evident on all sides to the west of Nayland Road. This site is capable of being expanded to increase and enhance village business opportunities.

16.3.2 *Armoury Farm Business Park – Armoury Road*

This is a well-established business park formed initially as a family business and has developed to accommodate mixed business types for more than 40 years. The only road to the site is Armoury Road, which starts at Colchester Road as a public road and it then becomes a private road (un-adopted by

the local authorities) at the north-east end to feed the business park and some residential housing. The condition of the private road is maintained through private investment. The site is surrounded by open space used for the stabling and exercise of horses to the west and farmland laid to crops to the north, east and south. Low-density residential homes form part of the main site with the nearest properties making use of the stable facilities. A number of small mixed and diverse businesses operate from within the industrial units located on this site. Lying to the north east of the village and on sloping ground towards the A12 this business park is capable of expansion without overly compromising the wellbeing of nearby residents. Some improvement to Armoury Road will be necessary if this site is expanded and any resulting increased traffic may have an impact on those residents that live in and off Armoury Road towards Colchester Road.

16.3.3 *Bourne Farm Business Park – Bourne Road*

A small but well-established business park located at the bottom of Bourne Road operated as a family business. The business park provides mixed business accommodation originally from a set of farm outbuildings, which have been renovated and updated over the years. Open space farmland surrounds the business park on three sides and expansion to the park in relation to open space available is possible. The area is located within the Colne Valley and any potential expansion must be considered in terms of erosion of the natural characteristics of the valley. The site lies on Bourne Road, which is fed by Chapel Lane, Queens Road and Newbridge Hill (Lexden Road). Bourne Road is an adopted road maintained by Essex County Council and in places it narrows significantly as it passes through the more densely residential areas to the west of the site towards the village core. If the site is to be considered for expansion, then traffic restrictions should be imposed for vehicular access to the site so as to retain the rural feel currently enjoyed by residents along Bourne Road. Bourne Road becomes a dead end from a private vehicle perspective once the road meets Bourne Farm. There is a public right of way footpath that continues from Bourne Farm towards Braiswick and the “Playgolf” golf course.

16.3.4 *Chancers Farm Business Park - Fossetts Lane*

This business park is a small modern conversion of former poultry sheds and provides mixed business accommodation. Open space farmland surrounds the business park on three sides and expansion to the park in relation to open space available is possible. The area is located within the Colne Valley and any potential expansion must be considered in terms of erosion of the natural characteristics of the valley. The site lies on Fossetts Lane, which is fed by Church Road and Mill Lane (in Fordham) and Rams Farm Road leading toward West Bergholt village. Fossetts Lane is an adopted road maintained by Essex County Council and is extremely narrow making the business park unsuitable for HGV access. If the site is to be considered for expansion, then usage must remain either service industry or light/specialized manufacturing, with minimal traffic movements in order to retain the rural feel currently enjoyed by residents. Although the site is in the parish adjacent fields to the west are in the neighbouring parish of Fordham.



16.3.5 *Other Employment Areas*

These are provided by:

- Village shops

- Pubs
- The Parish Council
- Churches
- The Hop House
- Various peripheral businesses inside and outside the village
- Farms

These commercial, retail and employment sites provide useful opportunities to work locally and any expansion plans will be viewed sympathetically on a case by case basis.

In particular every effort will be made to include these in advertising in the Village Bulletin and in the Business Directory on the village website.

In addition to the general support for controlled growth of business and employment opportunities as mentioned above, in the draft Neighbourhood plan survey of 2016 there was particular support for developing small scale business units in existing farm buildings.



Farm diversification sites will therefore be supported by Business and Commerce Planning Policy PP15 as a means of improving employment opportunities in the more rural areas. This policy is supplemental to Colchester Borough Council's Development Policy DP8: Agricultural Development and Diversification.

16.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good mix of employment in the parish, both modern and traditional. • Several small business park sites. • Reasonable road access to employment sites. • Three well-used village pubs. • Strong concentration of professional trades in the village. • Variety of shops. • Strong agricultural community. 	<ul style="list-style-type: none"> • Lack of space for shops to expand. • Poor accessibility by public transport, cycling and walking to business parks. • Lack of dedicated parking at shops. • Limited retail facilities. • Lack of integration of business parks with the village. • Poor or patchy broadband. • Lack of employment areas zoned in the Local Plan as employment sites.

Opportunities	Threats
<ul style="list-style-type: none"> • All business parks have capability to expand. • Promotion of businesses through marketing and publicity. • New broadband connectivity. • Upgrading of business parks. • Further farm diversifications. 	<ul style="list-style-type: none"> • Pub companies altering tenancy agreements and pubs subject to short term closures and long-term threat of redevelopment for housing. • Business parks being developed as housing sites. • High business rates.

16.5 The Plan's Approach

This will be to support appropriate expansion of the business parks and encourage and support individual businesses wherever possible.

As the objectives relate in part to the use and development of land only, Planning Policies alone have been developed.

16.6 Policies

Policy No.	Business, Commerce and Employment Planning Policies
PP14: Expansion of Employment Sites	<p>Proposals to upgrade or extend existing employment sites will be supported provided that:</p> <ul style="list-style-type: none"> • the impact on the amenities enjoyed by occupants of nearby properties is acceptable; and • they do not compromise the character of the area or openness of the countryside; and • where appropriate, they satisfactorily demonstrate expected traffic impact is acceptable in terms of highway safety and the amenity of nearby residents.
PP15: Farm Diversification	<p>Development proposals for the diversification of farms will be supported where this enables production from the land to continue and where:</p> <ul style="list-style-type: none"> • there are no significant negative effects upon the landscape; and • development does not result in unacceptable traffic by way of Heavy Goods Vehicles on rural roads; and • local employment is retained

17 SPORT AND RECREATION

17.1 Objectives

- Promote increased opportunities to get active and participate in sport and informal recreation.
- To develop our recreational facilities to meet the needs of an expanding population.
- To tailor facilities to the needs of all ages.
- To make best use of our sports and recreational facilities.
- To consider the need for new areas of land for organised sports.

17.2 Background & Intent

The formal sports and recreation facilities in West Bergholt are limited in the main to the village although there are plenty of opportunities for informal recreation through areas of open space and public rights of way which allow the public access to the countryside. There are also signed cycle routes in the area within easy access of the village. In the appraisal of this area of the plan it has become apparent that it is the open spaces in the village which are in danger of becoming inadequate to serve the needs of a growing population and one whose demographic is changing. Coupled with a need to allow people increased opportunities to improve their health and well-being the Neighbourhood Plan has identified the following areas where improvements are needed:

- Formal sports facilities
- Areas and management of open space

17.3 Evidence

17.3.1 *Lorkin Daniell Playing Field and Poor's Land*

The adult football pitch together with its associated clubhouse dominates the Lorkin Daniell playing field limiting realistic expansion and enhancement of the village hall footprint, children's playground, Multi Use Games Area (MUGA) and tennis facilities.

The people of our parish should have access to the very best affordable facilities both now and in the future. However, the location of the football pitch limits expansion and enhancement of family recreation and play facilities sited on the Lorkin Daniell Playing Field. West Bergholt Football Club has previously attempted to purchase land for a new site, and to enlarge and improve its clubhouse but has been unsuccessful due to the prohibitive cost.

There is a lack of informal recreational areas for ad hoc non-team-based sports use and too much emphasis on open spaces being used for football. Even for formal sports use there is a lack of good "clubhouse" facilities as demonstrated by their absence on the Poor's Land. Other drawbacks for these areas include: lack of a zip wire or teenage outdoor play areas and lack of an adventure playground for children past the age where they would enjoy the playground that exists. Although the MUGA is popular, the tennis courts are too few in number to form the basis for a tennis club which would need three courts to allow competitions and club tournaments.

Historically the Lorkin Daniel Field has been used by West Bergholt Football Club and the Poor's Land by Heathlands School and Bergholt Heath Youth Football Club, on an informal but mutually agreed basis. There is though, a perceived need to actively manage the use of the fields to improve their accessibility to other groups, e.g. fitness groups, family recreation/social

events, etc. and formal arrangements put in place to ensure, for instance, reinstatement of the fields by users after an event. This process has begun but a community policy is deemed needed to ensure this process continues, being one that requires that the fields are increasingly actively managed by the Parish Council as Trustees of the fields for the benefit of the community as a whole.

17.3.2 *Changing the emphasis of current sports areas and introducing new facilities*

It is evident that not everything can be accommodated on the current sites. It is therefore proposed to look for a further site so that there could be a differentiation between informal sport and children's play areas and the formal team sports. New sports areas and purpose-built facilities such as clubhouses and changing areas could be incorporated into a new site. The relocation of the football pitch and associated clubhouse to a consolidated and centralised team and dedicated recreational sports area, would benefit the entire community. This would release a significant part of the Lorkin Daniell Playing Field for improved child, teenage play and generalised recreation use. The Lorkin Daniell Playing Field and Poor's Land sites would then provide the opportunity for more planting and seating together with expanded provision of children's adventure play area equipment with zip-wires and similar provisions for older children. Although consultations will need to take place and funding sought, relocating the football pitch and clubhouse would open up the Lorkin Daniell Playing Field to more diverse family uses including providing space to expand the already heavily booked village halls as well as affording the MUGA additional space for an additional tennis court and the provision of an all-weather 5 aside football area. The children's play facilities could be vastly improved and expanded to appeal to children of all age groups.

Overall consolidation of sports and recreation areas to optimise usage would allow the following benefits to accrue:

- Teenage and child play and recreational facilities could be expanded across that part of the Lorkin Daniell Playing Field currently occupied by the adult football pitch, allowing potential enhancement of facilities similar to those provided in Marks Tey, Great Horkesley or the Maldon children activity centre.
- Expansion and enhancement of the village hall facilities would be possible which are currently limited and unlikely to meet demands for the next 15 years.
- Allow dedicated areas of the village hall complex for Pre-school activities.
- Allow more indoor club and pastime activities to operate from the village hall complex located centrally within the main village residential area.
- Allow expansion of the village halls car park to safely accommodate future needs for Pre-school and Heathlands School drop-offs, use of the MUGA or for car parking whilst adults and their children enjoy the child and teenage play facilities.
- Future proof team sport within the village. New and existing sport needs can be met through a purpose designed and designated area.
- The junior football team could be relocated subject to appropriate consultation to the new area releasing Poor's Land for more generalised recreational or school use activities as required. Poor's Land is held in Trust with the Parish Council as Sole Trustee.



17.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good recreational opportunities for popular organised sport. • Open spaces allow informal recreation. • Team sports and children's play areas provided. • Network of PROW and cycle routes. • Popular allotments based at central location in the village. • Variety of indoor recreation clubs for various ages. • Well-established team sports clubs for all ages. • Floodlight Multi Use Games Area based at village hall. 	<ul style="list-style-type: none"> • Sporting areas often confined to single usage. • Sporting areas not available due to regular bookings. • Lack of changing and toilet facilities. • Poor vehicle access and parking inadequate at some sites. • Overuse of existing facilities leads to degradation.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Hillhouse Wood recreational facilities in local woods 	

Opportunities	Threats
<ul style="list-style-type: none"> • New development areas may allow further areas of open space and opportunities for further sports pitches. • Possibility of amalgamating formal sports in one area. • Reallocation of space in the Lorkin Daniell and Poor's Land sites for informal recreation. • Development of PROW and cycle routes. • Development of Bridleways. • Online booking system for floodlight MUGA. • Purpose-built changing & toilet facilities. • Parish Council uses expertise & contacts to support clubs with grants and managing the bureaucratic process. 	<ul style="list-style-type: none"> • Lack of opportunities for all members of the community. • Lack of facilities leading to depleted health of the community. • Requirement to travel away from the parish for some sport and recreational facilities. • Lack of volunteers running sporting clubs. • Vandalism of facilities.

17.5 The Plan's Approach

As a fundamental first step towards future sustainable and planned village growth it is important to identify and reserve an area that can be dedicated exclusively for team or specialist sports. In meeting this objective any future potential housing and business development areas could be planned and implemented in a co-ordinated manner which would not compromise the

earmarked village recreational areas. Any land chosen should be capable of meeting the immediate needs of football clubs in the village and be enhanced in phases to meet future sporting needs. Taking into account the nature and gradient of land in and around the village, an appraisal of a number of different sites was undertake. The analysis appears in the evidence report of such in supporting documents (see Appendix 2).

As the objectives relate in part to the use and development of land and wider community aspirations both Planning Policies and Community Ambitions have been developed.

17.5.1 *Proposal for a site to the rear of Site B*

Map PP9/2 shows an ideal location for any future consolidated team ball sports. This land adjoins the settlement boundary, is adjacent to the Cricket Club and is used for arable farming. There are several advantages to this site

- Within easy reach of the main residential areas which is largely located to the south and east of the site with agricultural land lying to the north.
- Adjacent to the existing cricket club and pavilion.
- Space available for car parking.
- Site can be developed for sport in phases to meet evolving demand.
- Plenty of space to accommodate adult and junior football, rugby other team sports, practice facilities and teenage play facilities.

Therefore, when considering proposals for the development of Site B, consideration should be given to facilitating subsequent evolution of the sports area by ensuring that the layout of housing development should not fetter future development of this area, including the opportunity to deliver adequate access to it in the future.



17.6 Policies and Community Ambitions

Policy No.	Sport and Recreation Planning Policies
PP16: New Sports Facilities	Proposals for the development of Site B in accordance with Policy PP9 including sports facilities on land adjacent to the cricket club as illustrated on Map PP9/2, subject to viability will be supported.

Ambition No.	Sports and Recreation Community Ambitions
CA8: New Sports Areas	New sports activity areas will be developed as opportunities arise. Consolidation of sports activities may take place as a result.
CA9: Lorkin Daniell Field	The Lorkin Daniell Playing Field will be actively managed so as to allow improved access to recreational activities.
CA10: Poor's Land	The Poor's Land will be actively managed so as to allow improved access to recreational activities.
CA11: Consolidated Sports Areas	New consolidated sports activity areas will be expected to promote a wide variety of sports. Clubhouse facilities and parking must be provided, and the facility must have good accessibility to other parts of the village.

18 COMMUNITY SAFETY

18.1 Objectives

- To create an environment which promotes a feeling of safety where the perception and incidence of crime is low, by ensuring new developments are designed so as to reduce the incidences of crime and fear of crime.
- To see the traffic circulation and parking environment managed to minimise the chance of being the victim of a traffic-related accident.
- To help protect vulnerable members of the community from harm in and around the home and from inclement weather.

18.2 Background & Intent

Crime and fear of crime and the perceptions of safety on the streets in the parish is a constant concern although in recent years the anti-social aspects have reduced somewhat. This is very much an area demanding a multi-agency approach involving the police, emergency services and emergency planning officials together with village organisations and residents. Such an approach is also needed for promoting safety in the home especially in an area that has an increasing number of elderly residents who may be at risk of burglary, deception-type crime and even risk of fire.

18.3 Evidence

18.3.1 *Crime and Fear of Crime*

Whilst crime levels and the fears of crime are low there are hot spots of such within the village. Evidence of the crimes committed is noted on a monthly basis in the Parish Council minutes. There is a perception of a lack of police presence and as a result of neighbourhood policing changes there is no longer a regular mobile police presence where residents can seek

advice or make their concerns known. The area has an emerging active Neighbourhood Watch scheme in the village.

West Bergholt is served by the Local Community Meetings initiative (LCM) and multi-agency problem solving groups, working alongside the local community to address crime, anti-social behaviour and quality of life issues.

A recent development which is being pursued is the recruiting of a Special Constable for the village who can deal with a variety of issues such as anti-social behaviour and traffic and parking offences.

However, building designs that seek to reduce the incidence of crime and fear of crime will be endorsed by the Parish Council, noting advice on how such can be achieved is available from the Design Council from their guide “Designing Out Crime” and other similar guides. All Design and Access statements should thus incorporate advice on how the issue of designing out crime has been addressed in preparing the proposed design.

18.3.2 *Community Safety*

An emergency plan for the village has been drawn up to support Colchester Borough and the emergency services. Snow clearance volunteer teams are in place and the Parish Council maintain equipment and salt supplies for use by volunteers.

18.3.3 *Road Safety*

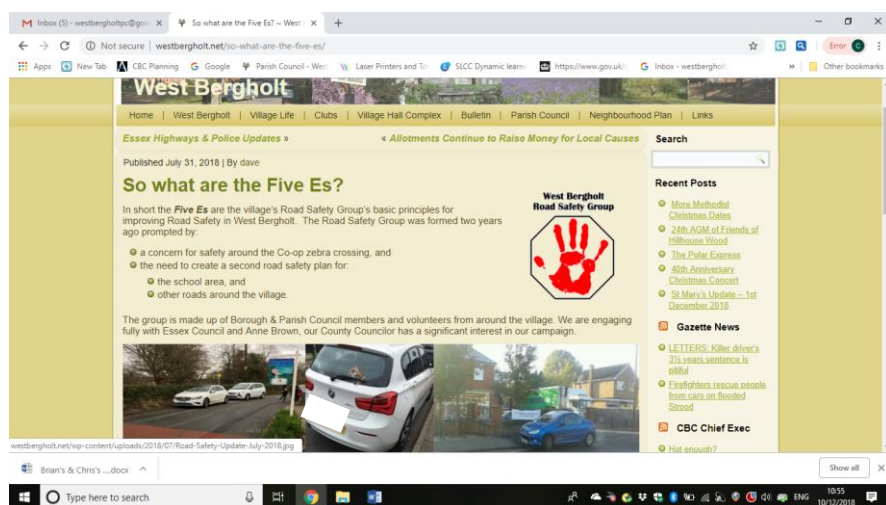
Traffic and road safety related matters are the chief concern of residents as evidenced by the public engagement and consultation exercises that have been carried out both for the Parish Plan and the Neighbourhood Plan.

The issues are classified as follows:

- Speeding in Chapel Road, Colchester Road and Lexden Road

- Parking and traffic issues in New Church Road
- Parking around the Co-op, New Church Road and School Lane
- Safety of school children and pedestrians and cyclists in the vicinity of the school and the Co-op

A Traffic Safety Group has been set up to understand and help towards finding solutions to the above issues. The Group has drawn up a Traffic Safety Plan for the village and which has a special focus on the 400-place school which causes general issues of safety for young students traveling to school but also an ever-growing problem of illegal, anti-social and dangerous parking at school drop off and pick up times. The focus is on a programme of Engagement, Encouragement, Education, Enforcement and Engineering. There are many initiatives under way across all of these fronts including the introduction of new 20mph speed limits and waiting restrictions. The group has been active recruiting a team of volunteer parking monitors to occasionally patrol a few areas in the village to curtail poor parking. There have also been a series of articles on the Parish website and local Facebook page, such as the one below.



A “sign the pledge” stall was also manned at the annual Village Fete where residents promised to drive carefully and park considerately. Regular liaison with Heathlands School takes place to help understand problems better, to help promote the School Travel Plan and to find initiatives to improve safety further.

The village has a very active Community Speed Watch group (CSW) with resource and equipment being shared with Eight Ash Green. The CSW group is recorded as being in the top five most active groups in Essex.

18.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> • Relatively low levels of crime. • An existing traffic and safety group and strategy. • Snow-clearing volunteers. • Emergency Plan. • Community Speed Watch. • Parish Council able to respond to emergency with retained staff. • Facebook Hub a good warning mechanism. • Strong community spirit. 	<ul style="list-style-type: none"> • Speeding and parking issues. • Large primary school results in many younger students walking around the village at peak time. • Oversubscribed school leads to increased parking pressures. • Lack of street lights may lead to a perceived feeling of vulnerability. • Lack of regular police presence. • Elderly population vulnerable to bogus callers and from dangers around the home and at times of inclement weather. • Trip hazards caused by poor footway condition.

Opportunities	Threats
<ul style="list-style-type: none"> • Traffic safety plan/20 mph zones and streets. • Special Constable Scheme. • Safety in the Home Fire Service Initiative. • Local Community Meetings • Online reporting tool • Neighbourhood Watch and possibility of using existing Safeland app. 	<ul style="list-style-type: none"> • Escalating crime. • Traffic speed and volumes increasing due to expansion of village with attendant risk of serious accident. • Rural hinterland difficult to police. • Difficulty of recruiting volunteers. • Rural crime rapidly increasing.

18.5 The Plan's Approach

The Essex Neighbourhood Policing role is constantly changing. Police Community Support Officer (PCSO) roles have been cut. Dedicated PCSO's have to be 100% funded by the community. Alternate policing methods could be considered. Volunteer Special Constables are being recruited with full powers of arrest matching those of regular police officers. A further example of the volunteer sector meeting community needs of today and the future. Occasional antisocial behaviour occurs and local police presence would help control such behaviour. A Traffic Safety Plan (TSP) for the village which concentrates on the roads around the school and the junction of New Church Road and Chapel Road. Appropriate expansion of the TSP should be a consideration for all new building development sites.

As the objectives relate in part to the use and development of land and wider community aspirations both Planning and Community Ambitions have been developed.



18.6 Policies and Community Ambitions

Policy No.	Community Safety Planning Policies
PP17: Designing Out Crime	Where appropriate, development proposals which demonstrate that they have been designed to reduce the incidence of crime and fear of crime will be supported.
PP18: New Road Layouts	Development proposals incorporating the design of new road layouts that discourages indiscriminate parking and promotes a safe pedestrian and cycling environment, where appropriate will be supported.

Ambition No.	Community Safety Community Ambitions
CA12: Neighbourhood Watch	Neighbourhood Watch schemes including Speed Watch and Farm Watch will be encouraged and supported.
CA13: Road Safety	Road safety issues will be highlighted through regular monitoring of issues and plans of action developed with the relevant agencies. Particular attention will be paid to areas around the school, the Co-op and other areas of high pedestrian footfall.
CA14: Anti-social Behaviour	Anti-social and other behavioural issues will be monitored and reported to the authorities and measures developed with the Police and the Community Safety Partnership to reduce their incidence.
CA15: Crime	Crime and fear of crime will be monitored, and remedial actions discussed and devised with the police and other community safety groups.
CA16: 20mph Zones	Where new streets are proposed, these should be 20 mph speed limit zones

19 COMMUNICATION

19.1 Objectives

- To keep the community informed through a wide range of media.
- To promote a two-way dialogue through creating the opportunity for participation in democratic processes and decision making.
- To enable the community to participate in forums and discussion groups about issues at large in the parish.

19.2 Background & Intent

There are 4 main channels in which the village communicates;

- Face to face
- Village Bulletins and Newsletter form
- West Bergholt website
- Social media

Communication channels are constantly changing and methods can always be improved. Different age groups use different methods and the main concerns are:

- How to manage the communication channels?
- Which information to put out to achieve maximum exposure of issues and events?
- How to co-ordinate effort so that communication between different groups is put to best effect?

19.3 Evidence

19.3.1 *Democratic Aspects*

The Parish Council has its main meeting and its committees and sub-committees but is anxious to build on the task and finish groups and more permanent single-issue groups that it has started to spawn. Groups exist covering the annual village fete; the traffic and safety group; the village broadband group; the multi-games area users committee and of course the Neighbourhood Plan Steering Group. The emphasis will be to support groups and drawn in volunteers who can act as a pool for other groups and societies to draw upon and to tap the huge resources and skills that exist within the community.

19.3.2 *The Village Bulletin*

The Parish Council supports the publication of a quarterly Village Bulletin which is delivered to all households. A brief, more up to date “Village Newsletter” is produced periodically when there is no Bulletin and displayed on the notice boards and available at other sites around the village. Feedback from the surveys suggested that the Bulletin is a much-loved publication which even with all the electronic mediums available people want to see continue. The main issues to combat are modernising the content, introducing more “newsy” material to dovetail with the retrospective nature of the reporting. The emphasis will be to supplement the current editor with an editorial team and some parish reporters.

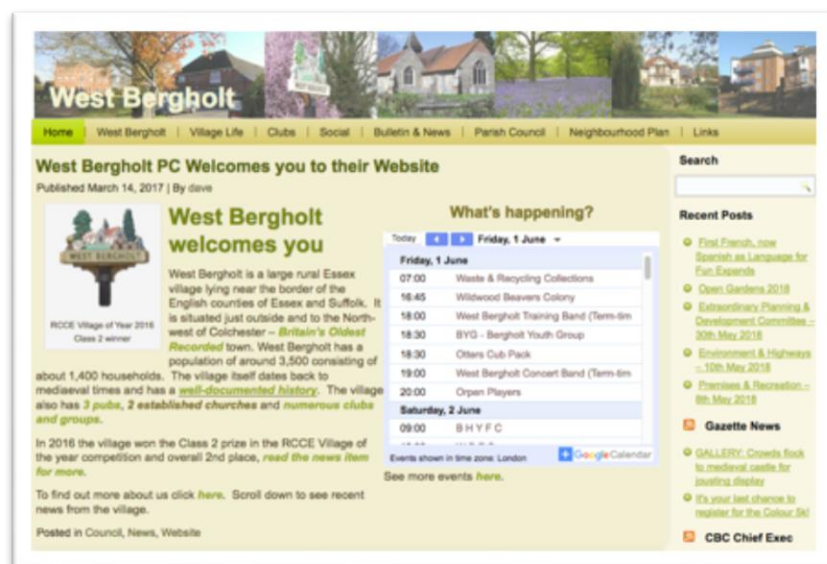
19.3.3 *Conventional Noticeboards*

The Parish Council also maintains a number of notice boards which are kept up to date regularly. In addition, the Church and School have their own newsletters. There is always a call for more noticeboards but although these

can be considered the immediate need is to better manage the ad-hoc posters and informal notices pinned to most telegraph poles in the village. Here it is proposed to better utilise purpose-built sign hangars at strategic locations to affix event-type community news items.

19.3.4 *West Bergholt Website*

westbergholt.net – the website page for the village provides a calendar of events, electronic copies of the bulletin, minutes of the council & committees, village updates and details of the parish councillors. Its strengths lie in its dedicated webmaster who posts news stories and relays smaller snippets of the same items to Facebook and Twitter. The website will continue to be updated and used for an increasing number of uses such



as village surveys and parish polls for example. One initiative from the past is being resurrected both electronically and in paper form, that of the Information Pack for new householders.

19.3.5 *Social Media*

There are a number of active sites for West Bergholt and the clubs that exist in the parish. The majority of the sites have a good number of followers. The issue here is how organisations can follow up comments many of which can be utilised to better effect by providing clarification on popular items such as planning issues, broadband updates and crime activity.

19.3.6 *Broadband*

Broadband services in the village are a mixed provision of wireless technology provided by County Broadband; fibre provided by Virgin; small areas fibred by BT, whilst most streets also allow connection through BT copper wiring. The result is unsatisfactory with many unmade roads not benefiting from Fibre at all and the wireless technology not providing speeds of superfast or ultrafast standards. The NPPF considers advanced, high quality communications infrastructure is essential for sustainable growth.

Therefore there is the need to ensure that digital connectivity is considered at the earliest possible opportunity when preparing development proposals to maximise the chances of new properties being connected to the high speed broadband network by encouraging developers to engage early with network providers, and specifically to take up Openreach's free service of providing a connectivity assessment prior to submitting a planning application. Openreach's connectivity assessment service is an optional service. It is desirable that developers take up this service in West Bergholt to optimise the delivery of broadband infrastructure. On sites less likely to be served by an adequate Openreach fibre network, developers will be encouraged to investigate other broadband provision such as satellite broadband or community-led schemes as part of their assessment. Applicants will be expected to submit a Broadband Statement with their planning application summarising the outcome of their early engagement with network providers and explaining how they intend to ensure satisfactory broadband provision in light of the findings, including a

“connectivity assessment” (provided at no cost by Openreach) of the anticipated broadband speeds and connectivity to a site at least 9 months before the first occupancy of the site to avoid the default to copper wire connectivity. The connectivity assessment will show:

1. if the development will be covered by the existing fibre broadband infrastructure,
2. if a developer contribution charge is applicable, and how much,
3. the forecasted range of ADSL (copper broadband) speed irrespective of Superfast fibre infrastructure availability, and
4. the lead-time to deliver fibre infrastructure if in exceptional cases this is greater than nine months.

The Parish Council will not expect the provision of superfast broadband where the costs would be disproportionate in relation to the development proposal. It may be in some cases that ducting or other equipment could be provided to make properties ‘ready’ for future improvements to the network if it is cost prohibitive for improvements to be made at the time of the planning application.

This policy will support and work in connection with the new Building Regulations (Part R – Electronic Communications) that came into effect in January 2017. The new regulations require in-building physical infrastructure to enable copper or fibre-optic cables or wireless devices capable of delivering broadband speeds greater than 30Mbps to be installed in new dwellings.

The development of high-speed broadband technology and other communications networks also plays a vital role in enhancing the provision of local community facilities and services.

19.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> Website. Village Bulletin. 	<ul style="list-style-type: none"> Information can be poorly sequenced and communicated.

Strengths	Weaknesses
<ul style="list-style-type: none"> Facebook Hub and Community and NP Groups. PC meetings. Working Groups which encourage community participation. Notice boards. Communications Officer at PC. Annual Parish Meeting and village events. Community information from the Police. Safeland app. For traffic safety issues. 	<ul style="list-style-type: none"> Social media information based on opinion not facts. Social media information not acted upon due to poor take up by various groups and ages. Scattergun approach to information. Data security. Retention of useful information amongst special interest groups.

Opportunities	Threats
<ul style="list-style-type: none"> Further use and development of website & social media. Further Facebook Groups. Use of Twitter, Instagram etc. Making more specialised information available e.g. crime. Create a village forum. Information pack for new residents Developing the potential of the Village Bulletin. 	<ul style="list-style-type: none"> Feeling that data is not used to good effect. Hidden concerns only appearing within groups and not shared. Suspicion. Resentment of officialdom. Poor participation in Council activities. Socially isolated groups which do not use electronic media. Threat of hacking. Trolling threat on social media.

19.5 The Plan's Approach

We believe the various methods of communication we have in the village put us in a strong position for the future. The explosion of the internet and social media is growing year on year and our current platforms give us a great advantage to reach out to more locals. One critical point to reference is ensuring we have the right broadband capability and to ensure this is sustained and all areas covered.

As the objectives relate in part to the use and development of land and wider community aspirations both Planning Policies and Community Ambitions have been developed.

19.6 Policies and Community Ambitions

Policy No.	Communication Planning Policies
PP19: Communications Network	<p>Proposals for new residential (sites of 2 dwellings or more) and commercial development will be supported which demonstrate how they will provide future occupiers with sufficient broadband connectivity including:</p> <ul style="list-style-type: none">a) demonstration of early engagement with infrastructure providers; andb) be accompanied by a 'Broadband Statement' that explains the current internet connectivity in the site's locality and the potential for the site to be provided with high speed broadband, including an assessment of the feasibility of providing fibre to the premises (FTTP) infrastructure; andc) make provision for new premises to be provided with high speed (superfast)¹ broadband, or if this is not feasible at the time of the application, undertake all reasonable actions to enable a superfast connection at a future date. <p>The Parish Council will strongly support the provision of Fibre to the Premises (FTTP) infrastructure in all new built development on major development sites unless it can be demonstrated through the Broadband Statement that it is not feasible. The level of detail required in the Broadband Statement should be proportionate to the scale of the development proposal.</p> <p>¹High speed or 'superfast' broadband is currently (at the time of this document's publication) defined by the UK Government as 24Mbps, and by Ofcom as 30Mbps. The definition of superfast is likely to evolve over the time period of this Local Plan, and a consideration of an up to date definition of 'superfast' will be made at the time of a planning application based on Government/Industry guidance.</p>

Ambition No.	Communication Community Ambitions
CA17: Forum	A West Bergholt communications forum will be established consisting of a mixture of age groups and skills to help ensure all groups within the community are represented.
CA18: Village Bulletin	The Village Bulletin publication will continue to be reviewed, and improvements made.
CA19: Feedback	Communications will be consistent, and opportunities made available for residents to feed their thoughts back to other organisations.
CA20: Means of Communication	The website will be developed as the principal means of day to day communication and information although printed information will be maintained via the Village Bulletin, periodic newsletters and traditional noticeboards as demand requires.
CA21: Information Pack	All new householders will receive an Information Pack to introduce them to the facilities and organisations available in the village.

20 TRANSPORT

20.1 Objectives

- To make getting around the parish and elsewhere by foot, bicycle, car and bus simple, more convenient and safer.
- To ensure critical infrastructure is provided for new developments.
- To enable wider transport infrastructure to be improved upon, especially to calm traffic, control parking and improve walking and cycling.

20.2 Background & Intent

The village has generally good main (B1508) and minor road connections to the A12, Colchester town centre, the rail station, Tollgate retail area and towards Sudbury and the rural Essex-Suffolk border area.

Bus services are provided by two companies, Chambers, providing an hourly service to Colchester and Sudbury, and First Bus that operates a 30-minute frequency peak and daytime service to the town centre via the Rail Station. On Sundays the frequency of buses drops to two hourly. School buses serve the main secondary schools whilst the Care Network. and Community bus services offer a bookable service for those unable to use conventional public transport easily. Footways are generally provided adjacent to the majority of roads and the area is covered by 30mph speed restrictions. There are no cycle ways although a signed cycle route to the rail station using the main road has been provided in recent years and similarly the National Cycle Network route 13 skirts the village providing a means of accessing the wider countryside.

20.3 Evidence

20.3.1 *Connectivity and Traffic Management*

Connectivity is reasonably good for the village and indeed across the parish area, although the highway infrastructure is by no means modern. Thus, links to the south west to the A12 and to retail parks on the edge of Colchester is via a narrow and winding lane – Argents Lane or via another country lane leading to a level crossing. This route draws in traffic not only from the village but from across the parish and indeed north Colchester. Whilst there is no desire to see this route upgraded there is a feeling that heavy goods traffic could be more controlled and prohibited, save for access. The main route through the village also attracts its fair share of through traffic including skip lorries from a nearby recycling company in a neighbouring parish. Since this road is the one that passes the favoured areas of development there will be a need to introduce traffic regulating facilities such as crossings and perhaps mini roundabouts to “calm” traffic speeds and intensity. Elsewhere in the more residential areas there is a strongly supported desire to regulate parking and introduce 20 mph streets or preferably 20 mph zones.

20.3.2 *Highways*

The main concerns with the infrastructure, aside from traffic circulation is the fabric of the main routes and residential side streets which are beginning to show their age. The intention with this issue is to establish a better dialogue with the County Council to enable inspection and maintenance regimes to be better understood and to receive better notification of when repairs and surfacing programmes will be carried out.

20.3.3 *Bus Services*

The main bus service to the railway station and the town centre is at 30-minute frequencies and information about arrivals and departures in real time is now available via Smartphones. Coupled with services provided by the other operator, this means that there are 3 services per hour, dropping to 1 in the evenings and 1 every two hours on Sundays. This should do much to improve the perception of service frequency and reliability and increase the numbers using the bus. It is considered vital to get information on frequency and real-time information out to all households rather than hoping that this information will naturally be passed on. Such an initiative is vital to establish sustainable travel patterns in any new developments that are built. Through the plan's implementation it is intended to work with bus companies on a range of incentives to use the bus including multi-operator tickets, books of multi-journey tickets and reduced price for family travel.

20.3.4 *Cycling*

Cycling should be far more prevalent than it is. Journeys to the railway station at Colchester are less than 3 miles in length but without a dedicated cycle route. Similarly, whilst journeys across the parish rarely take more than 10 minutes, there are few existing specific cycle routes and none that create a quiet circular route for youngsters to safely learn cycle craft. In addition, for recreational or health pursuits, cycling in the parish can be an absolute delight when riding on mostly lightly trafficked roads with great views over the Colne Valley or across towards Suffolk and Constable Country. The issue is normally lack of information coupled with the natural fear of traffic. A cycle user group that extols the virtues of cycling for leisure or utility journeys and which also establishes where physical infrastructure such as cycle ways or parking facilities could be introduced, is a possibility.

20.3.5 *Walking*

There is a good provision of footways (pavements) and footpaths but some facilities are missing. These include footways in New Church road leading to the school and in Nayland Road leading to one of the employment zones at

Patterns Yard. There is also a need for further crossings along Lexden Road and Colchester Road. Lastly, recreational walking guides would help publicise the public rights of way to the community to help encourage health and family circular walks.

20.4 Summary of SWOT

Strengths	Weaknesses
<ul style="list-style-type: none">• Compact main village with good accessibility on foot to many services.• Reasonably frequent bus services.• A B road affording access to Colchester, rail station and A12.• Local taxi company located in the village.• Community and Care Network transport for mobility impaired residents.	<ul style="list-style-type: none">• Inadequate on street real time information about bus service arrivals.• Lack of cycle ways and cycle parking.• Missing stretches of footway.• Poor residential road maintenance.• Lack of pedestrian crossings.• Poorly sited bus stops.

Opportunities	Threats
<ul style="list-style-type: none">• Safe cycle ways.• Footways leading the school and to the rural outskirts of the village.• Traffic management improvements to reduce the dominant effect of traffic.• New development links to the school and village centre.	<ul style="list-style-type: none">• Parking spill-over onto narrow streets.• Traffic dominated streets.• Speeding traffic.• Intimidating pedestrian and cycle environment.• Further degradation of highway assets including signing, road and footway condition and PROW.

<ul style="list-style-type: none"> • Encouragement to use improved bus service. • A village mini-bus for community use. • 20 mph zones or streets. • School travel plan and cycle training. • Bus services to the hospital. • Improved PROW signing and information. 	<ul style="list-style-type: none"> • Damage caused by agricultural machinery.
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20.5 The Plan's Approach

Although there has been some growth in the village there is nothing to suggest that major road infrastructure is required, rather it is likely to be the management of traffic and parking, together with the introduction of more bus services and the improvement of the walking and cycling environment that should be the focus.

As the objectives relate in part to the use and development of land and wider community aspirations both Planning Policies and Community Ambitions have been developed.



20.6 Policies and Community Ambitions

Policy No.	Transport, Highways & Infrastructure Planning Policies
PP20: Access	Development proposals demonstrating designs that incorporate safe pedestrian and vehicular access and adequate sight lines will be supported.
PP21: Traffic Congestion	Where development proposals are likely to add to traffic congestion in the village or encourage through or additional traffic on rural lanes causing significant harm, proposals that include sustainable measures to mitigate unacceptable traffic impact, or contribute funding towards appropriate sustainable village transport safety schemes, will be supported.
PP22: Cycle Storage	Development proposals for new developments incorporating designs to provide secure cycle storage and storage for mobility scooters where appropriate, minimising their visual impact through good design will be supported.
PP23: Sustainable Transport	Where appropriate and subject to viability, new development which offers contributions to encourage walking, cycling and public transport use, in mitigation commensurate with the scale and likely impact of the proposed development, will be supported.
PP24: Sustainable Transport Connections	Existing footpaths, cycleways and bridleways provide a high level of amenity value and will be protected. Development proposals which will enhance existing networks, create connections and provide new networks where appropriate, will be supported.

Ambition No.	Transport, Highways & Infrastructure Community Ambitions
CA22: Traffic Management	Traffic management will be introduced to control parking and to improve the environment for cycling and walking in residential streets.
CA23: Traffic Channeling	Traffic will be channeled towards principal roads, i.e. B1508 (Colchester Rd/Bures Rd), Lexden Rd, Chapel Rd, Argents Lane, Nayland Rd and Chitts Hill.
CA24: Cycling & Walking	Cycling and walking will be promoted and will be considered as part of all infrastructure projects.

CA25: Bus Services	Parish bus services will be promoted, and improvements sought. New minibuss services will be investigated and introduced where appropriate.
CA26: Highway Maintenance	A high standard of maintenance will be sought for roads and pavements, ditches & verges.
CA27: Infrastructure	Any planning applications for new development within the Neighbourhood Plan Area must demonstrate how they can contribute towards the delivery of infrastructure and other development projects prioritised by the community. This may be through planning conditions, via a section 106 agreement or through payment of any Community Infrastructure Levy.

21 MONITORING AND REVIEW

The Neighbourhood Plan is written to cover the period to 2033. It is recognised that planning is a dynamic process and over the lifetime of the Neighbourhood Plan, there may be a need to review the effectiveness of policies and the progress made on the Neighbourhood Plan's objectives. It is possible there may be changes as Colchester's Site Allocations process is not yet complete or adopted.

To ensure that the Plan continues to promote development and is appropriate for West Bergholt it will be reviewed by the Parish Council, or group specifically appointed for that purpose every five years, in conjunction with stakeholders and partners to include ECC, CBC and other specialist service providers.

An initial Action Plan has been produced and this is included in the supporting documents to the Plan (see Appendix 2); this is expected to evolve over the lifetime of the Plan. The initial ideas are based upon the many suggestions made by the community during the many consultations that have been held during the Plan's preparation. Additionally, an Infrastructure List has been assembled which potentially can be funded through new development, s106 or CIL contributions or other funding opportunities. This list is also in the supporting documents (see Appendix 2).



22 APPENDIX 1 – MAPS

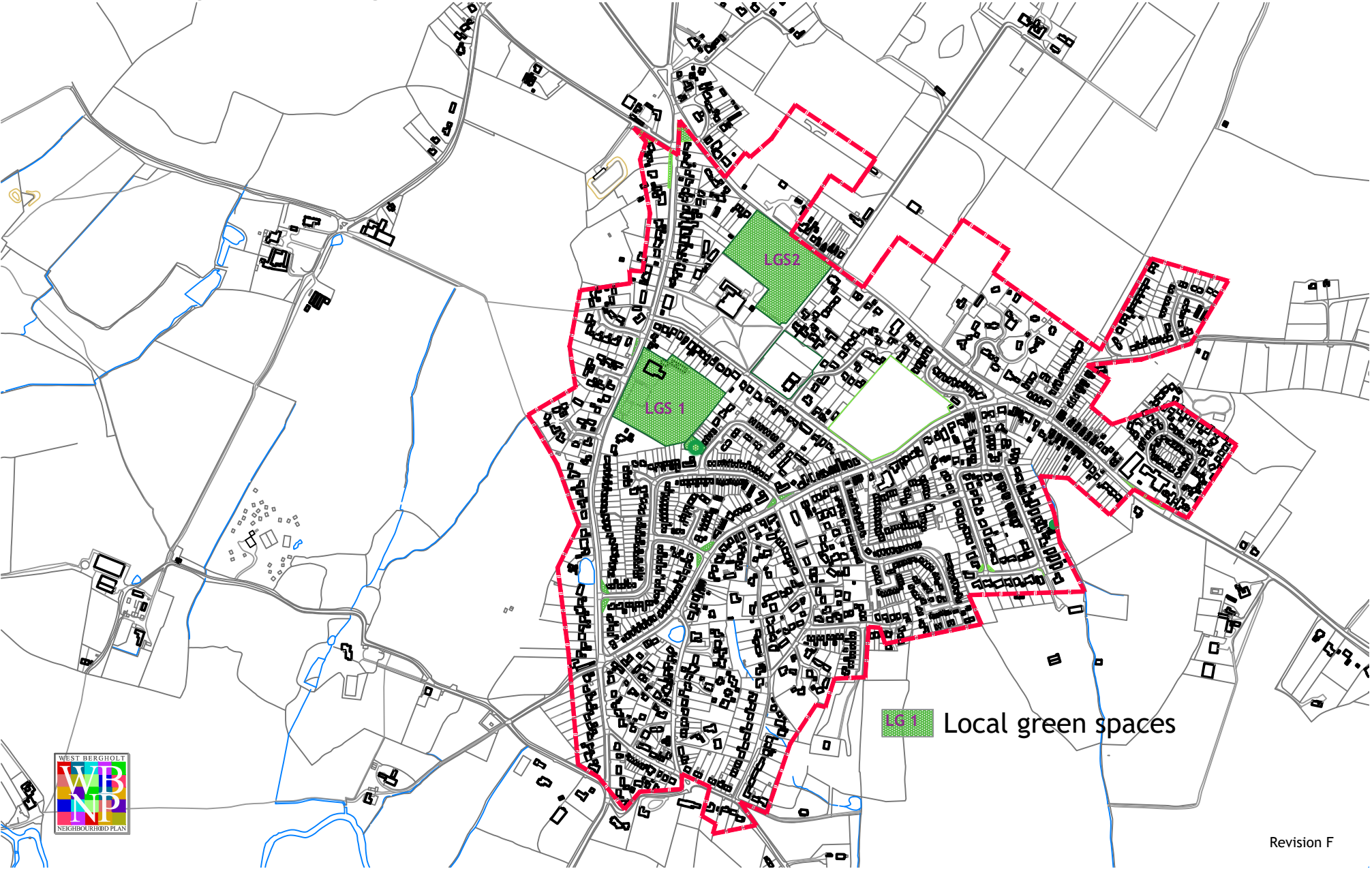
Map PP4	Local Green Spaces
Map PP5	Character Area
Map CA7	Indicative Views
Map PP9/1	Settlement Boundary
Map PP9/2	Proposed Development Allocations
Map PP12	Coalescence

23 APPENDIX 2 – LIST OF SUPPORTING DOCUMENTS

A	List of Planning Policies v.2
B	Schedule of Local Green Spaces v.2
C	Photos of views related to Map CA7 v.2
D	Deliverability letters relating to Sites A & B
E	Consultation Report on surveys carried out at key stages of the Neighbourhood Plan
F	CBC West Bergholt HRA Screening
G	CBC West Bergholt SEA Screening
H	Sports Site Analysis
I	Action Plan and List of Community Ambitions v.2
J	Infrastructure List
K	CBC Settlement Boundary Review
L	Report on the Assessment of Potential Housing Sites
M	West Bergholt Village Appraisal 1995
N	Parish Plan 2008
O	Village Design Statement 2011
P	RCCE Community Profile of West Bergholt
Q	RCCE Housing Needs Survey
R	West Bergholt Position Statement
S	Consultation Statement 2018
T	Appendix D of Consultation Statement
U	Basic Conditions Statement 2018

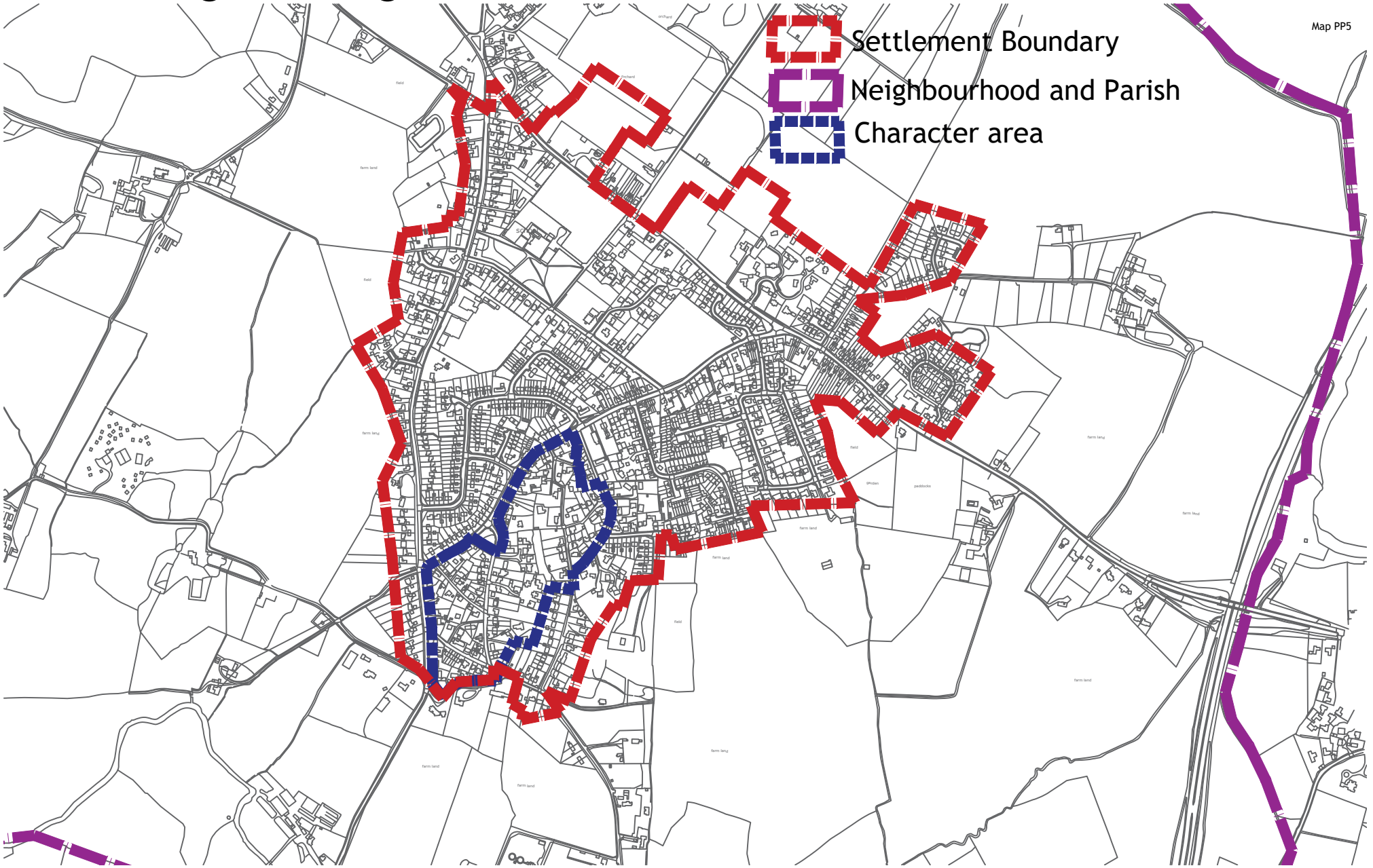
West Bergholt Neighbourhood Plan

Map PP4



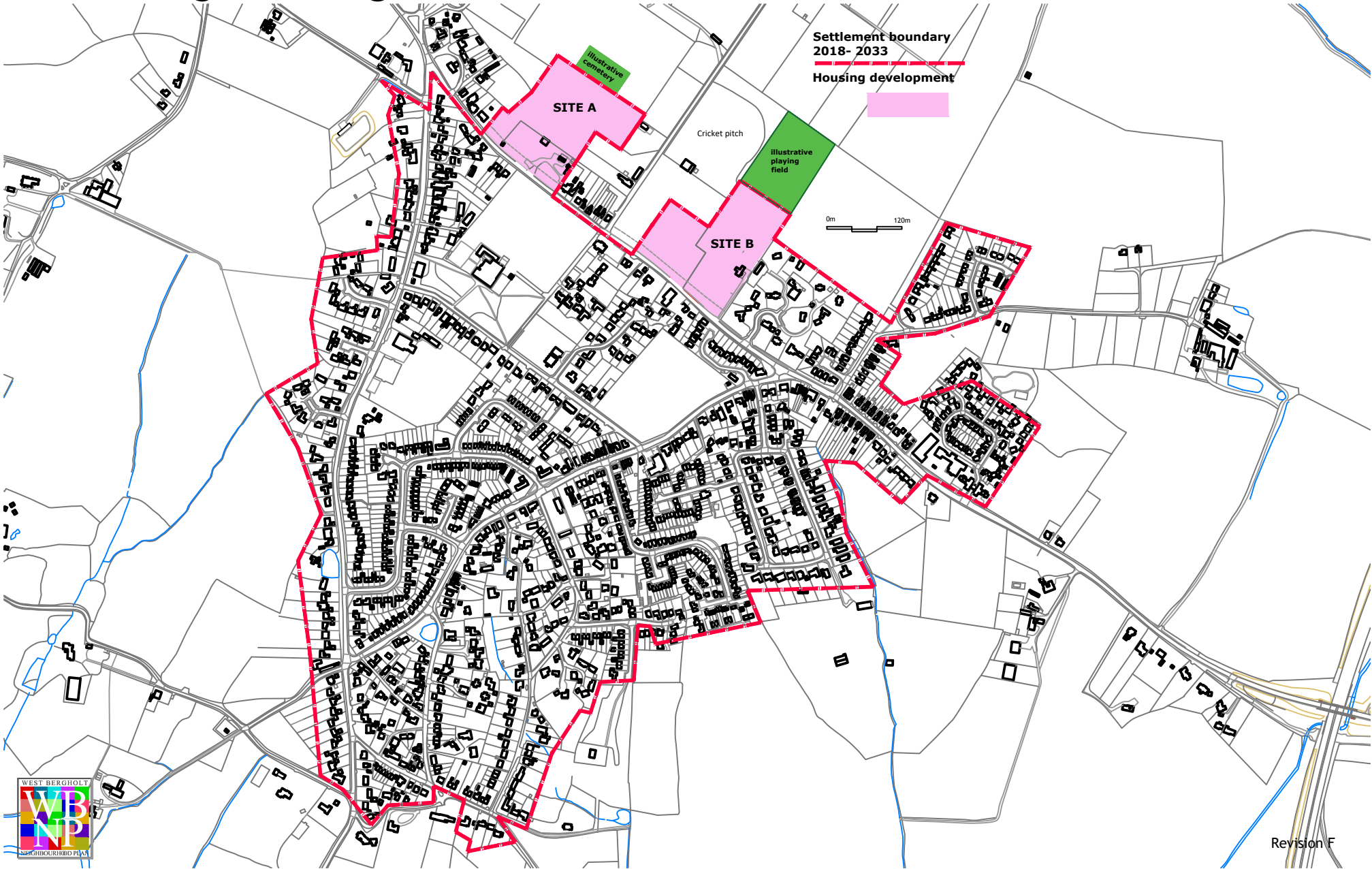
Revision F

West Bergholt Neighbourhood Plan



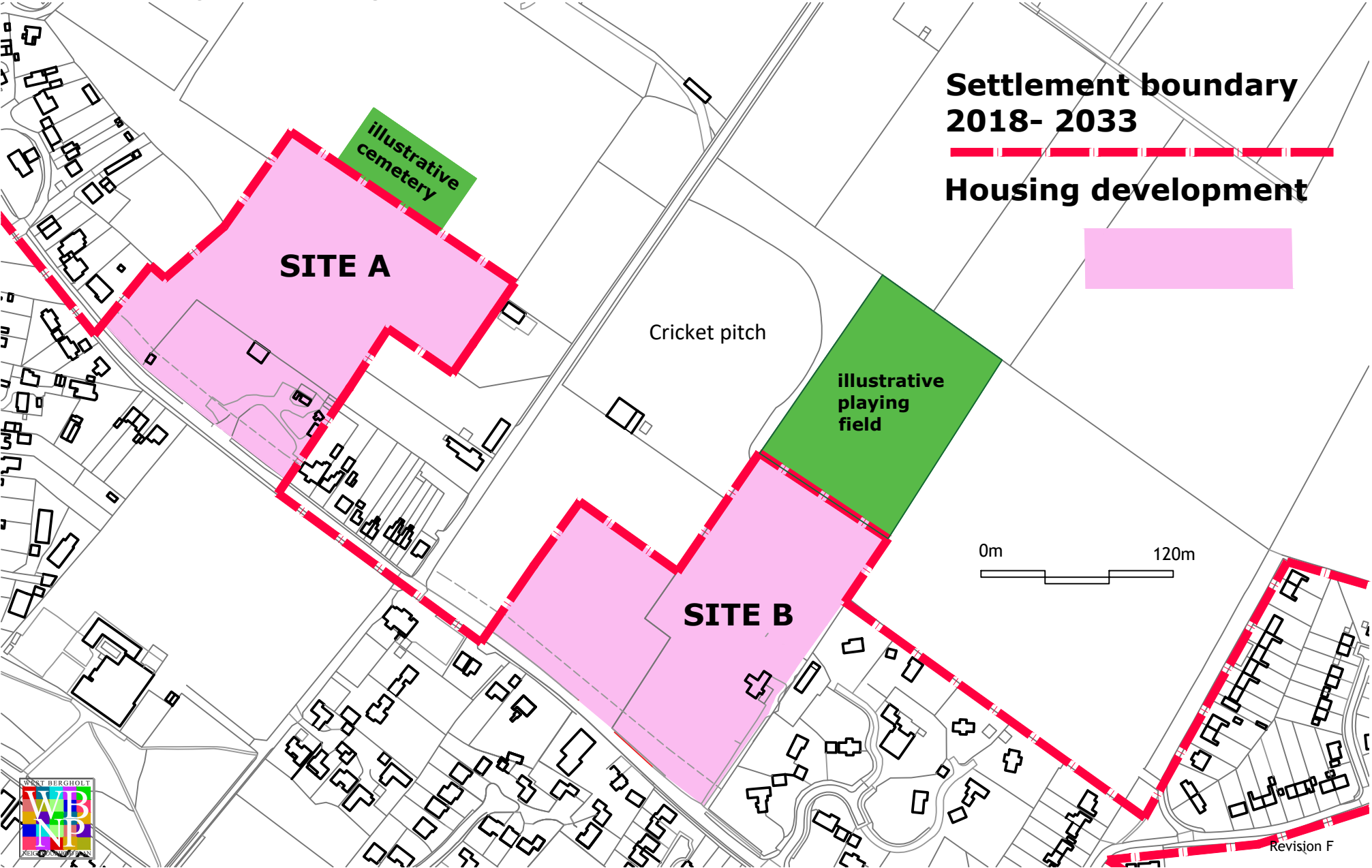
West Bergholt Neighbourhood Plan

Map PP9/1



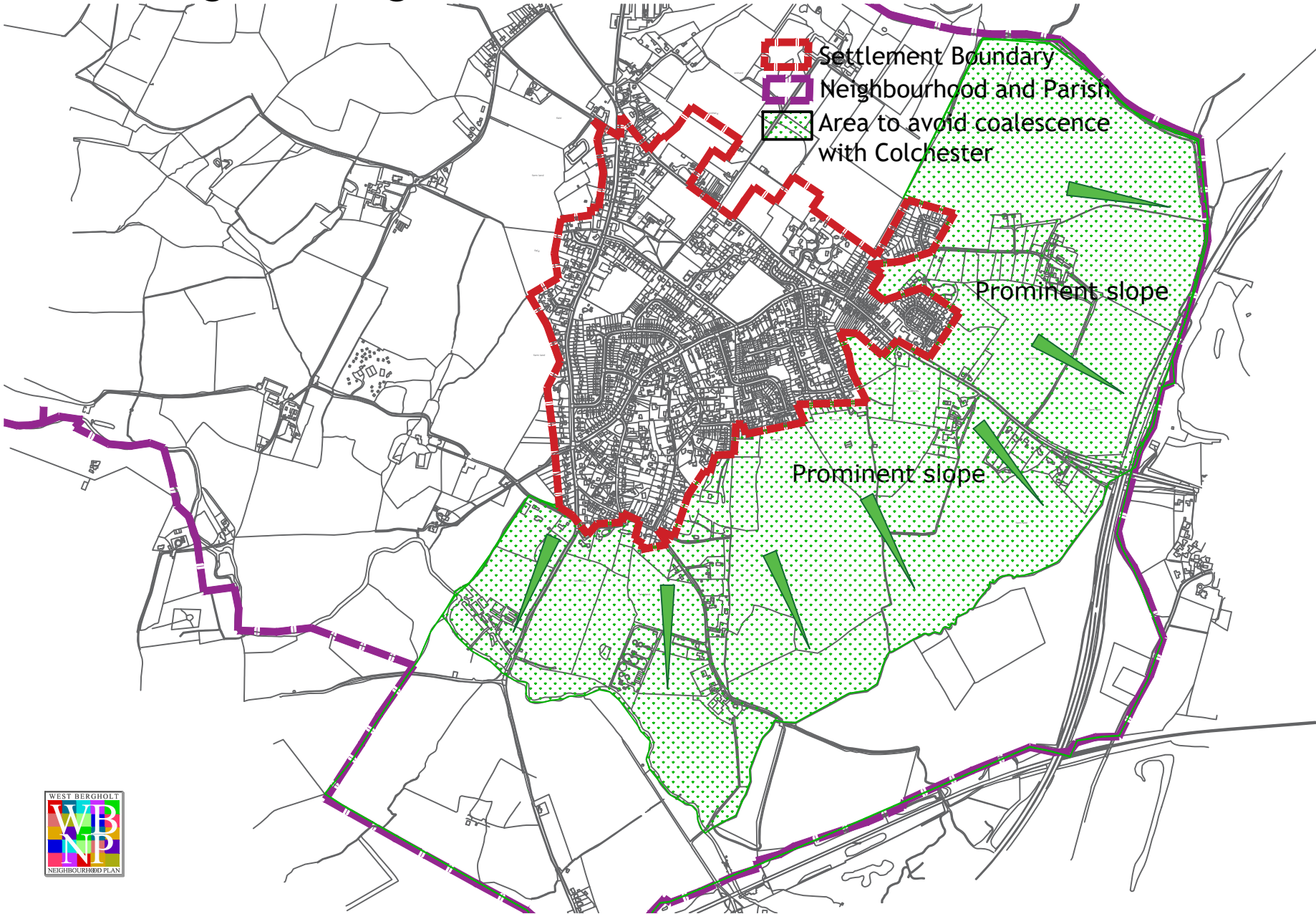
West Bergholt Neighbourhood Plan

Map PP9/2



West Bergholt Neighbourhood Plan

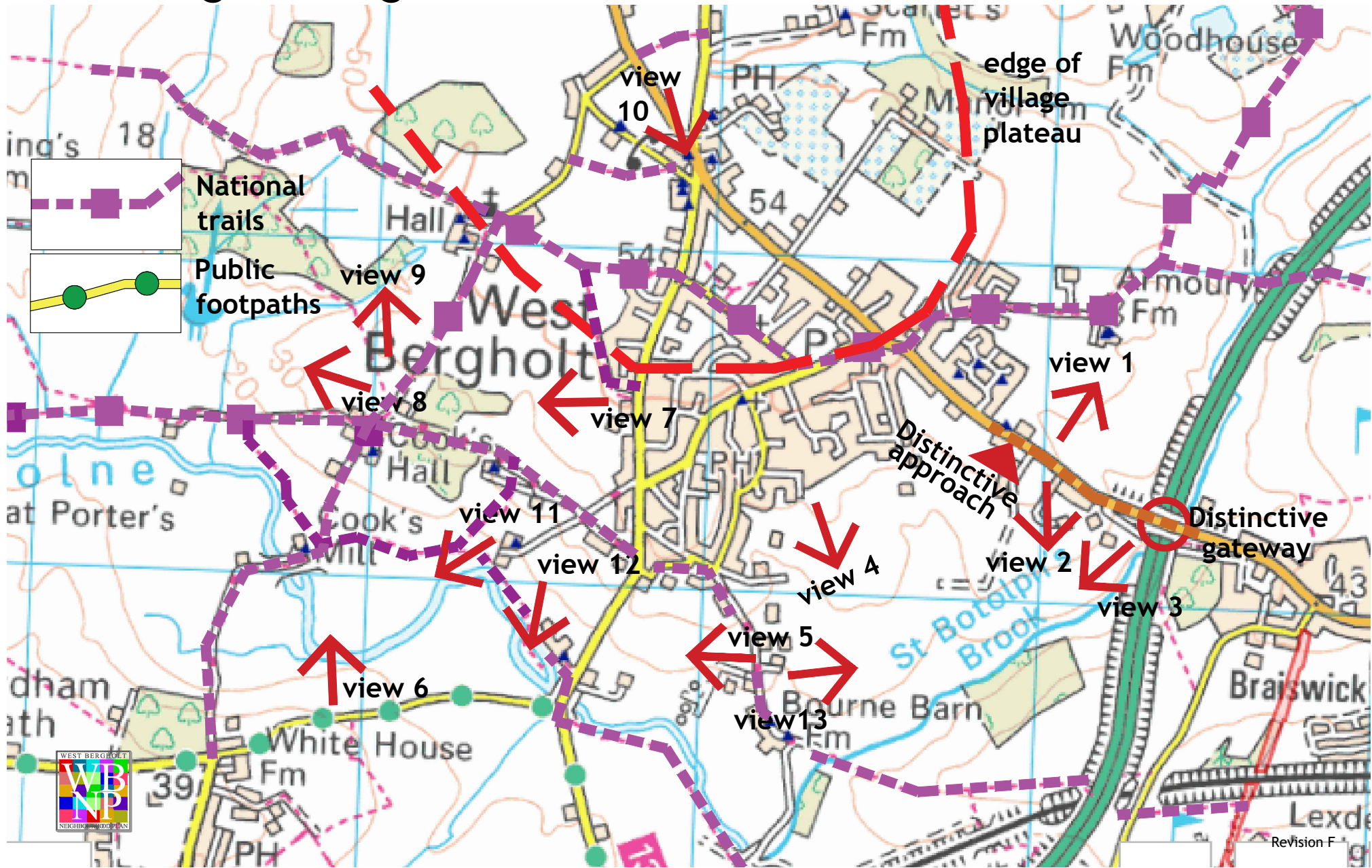
Map PP12



Revision F

West Bergholt Neighbourhood Plan

CA7



Record of Decisions taken under Scheme of Delegation to Cabinet Members
2 July 2019 – 30 September 2019

Portfolio – Business and Resources					
Date	Number	Report Title	Author	Decision	Result
2 August 2019	RES-001-19	Contract Award for Replacement of Heating Boilers at Colchester Town Hall	Lee Spalding	To agree to enter into a contract with the successful tenderer DPL Group Ltd for the delivery of the boiler replacement works.	Decision agreed 9 August 2019
12 August 2019	RES-002-19	Amendments to the lease arrangements at Rowan House	Elizabeth Simpson	1. To authorise the amendments to the lease arrangements at Rowan House. 2. To agree that final terms and completion of legal documentation will be delegated to the Assistant Director Policy and Corporate in consultation with the PH for Resources.	Decision agreed 19 August 2019
12 August 2019	RES-003-19	Amendments to the lease of the River Colne	Elizabeth Simpson	1. To authorise the amendments to the lease of the River Colne. 2. To agree that final terms and completion of legal documentation will be delegated to the Assistant Director Policy and Corporate in consultation with the PH for Resources.	Decision agreed 19 August 2019
13 September 2019	RES-004-19	Local Authority Mortgage Rates	Michelle Tarbun	To set the locally determined interest rate applicable to council mortgages effective from 1 October 2019 at 4.71%. This is unchanged from the current rate charged to borrowers.	Decision agreed 20 September 2019

Agenda item 11

Record of Decisions taken under Scheme of Delegation to Cabinet Members 2 July 2019 – 30 September 2019

13 September 2019	RES-005-19	Irrecoverable Debts over £5,000 – Housing Benefit Overpayment	Michelle Tarbun	To approve the writing off of the following Housing Benefit Overpayment debts totalling £32,427.55 which have proved irrecoverable	Decision agreed 20 September 2019
13 September 2019	RES-006-19	Irrecoverable Debts over £5,000 – Sundry Debt	Michelle Tarbun	To approve the writing off of the following Sundry Debt totalling £6,903.79 which have proved irrecoverable.	Decision agreed 20 September 2019
13 September 2019	RES-007-19	Irrecoverable Debts over £5,000 – Business Rates	Michelle Tarbun	To approve the writing off of the following Business Rates debts totalling £224,012.59 which have proved irrecoverable.	Decision agreed 20 September 2109

Portfolio – Culture and Performance

Date	Number	Report Title	Author	Decision	Result
8 August 2019	CUL-001-19	Decision to Award a contract for exterior lighting of Colchester Castle and part of the Town Wall	Vanessa Bird	To award a contract for the delivery of these works to Universal Stone Ltd.	Decision agreed 15 August 2019
6 September 2019	CUL-002-19	Response to Arts Council England Draft Strategy 2020 - 2030	Frank Hargrave	To respond to the Arts Council Draft Strategy 2020 - 2030	Decision agreed 13 September 2019

Record of Decisions taken under Scheme of Delegation to Cabinet Members
2 July 2019 – 30 September 2019

Portfolio – Commercial Services					
Date	Number	Report Title	Author	Decision	Result
None in this period					

Portfolio – Customers					
Date	Number	Report Title	Author	Decision	Result
None in this period					

Portfolio – Housing					
Date	Number	Report Title	Author	Decision	Result
12 August 2019	HOU-001-19	Sale of Housing Revenue Account Land to front of 33a and 33b The Avenue, Wivenhoe	Suzanne Norton	To approve the sale of a parcel of land to the front of 33a and 33b The Avenue, Wivenhoe shaded in red on the plan in Appendix A of this report, to the owner of 33a and 33b The Avenue, Wivenhoe, in accordance with the Disposal of Small Parcels of Land Policy	Decision agreed 19 August 2019
12 August 2019	HOU-002-19	Sale of Housing Revenue Account Land to side of 154 Monkwick Avenue	Suzanne Norton	To approve the sale of a parcel of land to the side of 154 Monkwick Avenue shaded in red on the plan in Appendix A of the report, to the owner of 154 Monkwick Avenue, in accordance with the Disposal of Small Parcels of Land Policy.	Decision agreed 19 August 2019

Agenda item 11

Record of Decisions taken under Scheme of Delegation to Cabinet Members 2 July 2019 – 30 September 2019

20 August 2019	HOU-003-19	Contract for Communal Area Building Cleaning Services of the Housing Stock	Clare Lawrance	Award a contract to undertake the Communal Area Cleaning of the existing housing stock.	Decision agreed 28 August 2019
6 September 2019	HOU-004-19	Revised Transfer Incentive Scheme Policy	Suzanne Norton	To approve the proposed changes to the policy.	Decision agreed 13 September 2019
24 September 2019	HOU-005-19	Housing Management System Award of Contract	Geoff Beales	<p>It is recommended that the contract, with a tender value of £859,901.13 is awarded to Northgate Public Services.</p> <p>Minute 362 of the Cabinet meeting of 5 June 2019 is where authority was delegated from Cabinet to the Portfolio Holder for Housing in consultation with the Assistant Director Policy and Corporate to award the new Housing ICT System contract.</p>	Decision agreed 1 October 2019

Portfolio – Communities, Well Being and Public Safety

Date	Number	Report Title	Author	Decision	Result
2 August 2019	WEL-001-19	Response to the Ministry of Housing, Communities and Local Government (MHCLG) 'Future Delivery of Support to Victims and their Children in	Sonia Carr	To formally approve the CBC response to the MHCLG 'Future Delivery of Support to Victims and their Children in Accommodation-	Decision agreed 9 August 2019

Agenda item 11

Record of Decisions taken under Scheme of Delegation to Cabinet Members 2 July 2019 – 30 September 2019

		Accommodation-Based Domestic Abuse Service' Consultation		Based Domestic Abuse Service' Consultation	
23 September 2019	WEL-002-19	Modern Slavery Transparency Statement 2019-20	Sonia Carr	To agree the Modern Slavery Transparency Statement 2018/19 as required by the Modern Slavery Act 2015.	Decision agreed 30 September 2019

Portfolio – Strategy

Date	Number	Report Title	Author	Decision	Result
None in this period					

Portfolio – Waste, Environment and Transportation

Date	Number	Report Title	Author	Decision	Result
25 June 2019	WAS-002-19	Contract for Handling of Recyclable Materials	Richard Block	To accept the tender submitted by James Hey's Limited for the handling of Recyclable Materials.	Decision agreed 3 July 2019
19 July 2019	WAS-003-19	Essex Walking Strategy Consultation	Jane Thompson	To agree Colchester Borough Council's (CBC) response to the Essex County Council (ECC) consultation on the Essex Walking Strategy.	Decision agreed 26 July 2019
24 July 2019	WAS-004-19	Colchester Cycling Charter	Jane Thompson	To agree that the Borough Council shall become a signatory to the Colchester Cycling Charter (the Cycling Charter)	Decision agreed 31 July 2019

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
2 July 2019 – 30 September 2019**

25 July 2019	WAS-005-19	St Botolph's Circus Consultation	Jane Thompson	The Portfolio Holder is asked to agree Colchester Borough Council's response to the Essex County Council consultation on the proposed changes to St Botolphs Circus. The recommended decision is to express the Council's disappointment at the proposed scheme which does not meet the original project objectives and to ask that ECC review the design and explore funding possibilities to enable a scheme to be developed which will meet the original objectives.	Decision agreed 1 August 2019
25 July 2019	WAS-006-19	Response to ECC P&R Concessionary Bus Pass Consultation	Rachel Forkin	Approval of Colchester Borough Council's response to the Essex County Council Park and Ride Concessionary Bus Pass Consultation.	Decision agreed 1 August 2019
6 September 2019	WAS-007-19	Revision of Market Operation and Fees	Demi Quinn	To allow stall holders to use their own stalls if they meet appropriate safety requirements. To approve changes to the fees for a Colchester High Street Market Pitch to £25 per pitch as proposed in the report and to introduce special offers when demand for stalls is weaker. To approve the commencement of consultation on the introduction of	Decision agreed 20 September 2019

**Record of Decisions taken under Scheme of Delegation to Cabinet Members
2 July 2019 – 30 September 2019**

				<p>an additional Market Day for Colchester Market on Wednesdays and reducing the market on Saturdays (until such time as it moves location). To approve trialling additional locations in Colchester for market stalls to operate on a Saturday</p>	
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Report of	Assistant Director of Policy & Corporate	Author	Hayley McGrath ☎ 508902
Title	2018/19 Year End Review of Risk Management		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report provides members with an overview of the Council's risk management activity undertaken during the financial year from 01 April 2018 to 31 March 2019.
- 1.2 Effective management of risk is essential to ensuring that the Council's aims and objectives are achieved. The Council has therefore approved a Risk Management Strategy, which is included in the policy framework. This provides a comprehensive risk management process that is embedded across the organisation and includes a strategic risk register (which is the responsibility of the senior management team), operational risk registers which are produced by each service, project risk monitoring and specific risk mitigation initiatives.
- 1.3 The Risk Management strategy and processes are reviewed annually to ensure that they are still appropriate to the Council's needs and continue to be effective in identifying and mitigating risks to its aims and objectives.
- 1.4 Key Messages:
 - The highest level risk on the strategic risk register is the potential impact of the United Kingdom leaving the European Union. This is followed by the difficulty to compete with the private sector in the recruitment (and retention) of staff with key marketable skills.
 - The potential impact of future government decisions to reduce public funding, failure or inappropriate management of a strategic partner and the delivery of the Garden Communities project, are still recognised as significant risks. These are outside of the direct control of the Council, however the impacts of these risks are mitigated as far as possible, and risks and controls identified in section 6 of the register – Assets and Resources – are a reflection of some of the work that is undertaken to ensure that the organisation can respond to these challenges.
 - Risk Management principles continue to be reinforced and embedded in the organisation. The 2017/18 Annual Audit letter, issued by the Council's external auditors, Ernst & Young, in August 2018, did not include any findings of anticipated risks occurring. This is further demonstrated by the repeated 'substantial' assurance rating from the Internal Audit review of the Risk Management function.

2. Recommended Decision

- 2.1 Note the Council's progress and performance in managing risk during the period April 2018 to March 2019.
- 2.2 Consider and comment on the current strategic risk register.
- 2.3 Approve the proposed risk management strategy for 2019/20 and recommend to Full Council that it be included in the Council's Policy Framework.

3. Reason for Recommended Decision

- 3.1 Cabinet has overall ownership of the risk management process and is responsible for endorsing its strategic direction. Therefore, the risk management strategy states that Cabinet should receive an annual report on progress and should formally agree any amendments to the strategy itself.
- 3.2 During the year progress reports are presented to the Governance & Audit Committee, detailing work undertaken and current issues. This report was presented to the Governance & Audit Committee on 30 July 2019, where they approved its referral to this meeting.
- 3.3 The Risk Management Strategy is one of the key corporate governance documents that supports the Constitution of the Council, and forms part of the Policy Framework. Accordingly, any amendments have to be approved by Full Council.

4. Alternative Options

- 4.1 There are no alternative options to consider

5. Background Information

- 5.1 The aim of the Council is to adopt best practice in the identification, evaluation, cost-effective control and monitoring of risks across all processes, to ensure that risks are properly considered and reduced as far as practicable.
- 5.2 In broad terms risks are split into three categories:
 - Strategic – those risks relating to the long term goals of the Council
 - Operational – risks related to the day-to-day operation of each individual service
 - Project – the delivery risks of specific initiatives.
- 5.3 Identified risks, in all three categories, are judged against levels of probability and impact to give them an overall score. This allows the risks to be shown as 'high, medium or low' which enables a prioritised action plan to be set for managing risks. A high score does not mean that a risk has, or will definitely, occur.
- 5.4 In many cases the causes of risks are outside of the Council's control, such as general economic issues. The Council cannot stop these risks from occurring (the probability score) but can put plans in place to mitigate against their effect if they occur (the impact score). Likewise, there are occasions that risks can be reduced with preventative actions but there is not much that can be done to mitigate their effect if they do occur, such as a failure to protect public resources. Therefore, some risks will tend to maintain the same score, regardless of the controls that the Council puts in place.

6 Work undertaken during the period

- 6.1 There were no fundamental changes to the risk management function, or the processes used to identify and control risk, during 2018/19.
- 6.2 An audit of the risk management function was carried out in February 2019. This produced four priority 2 recommendations and two priority 3 recommendations. These related to standardising the operational risk registers, updating training and development of the risk processes within Colchester Commercial Holdings Limited.
- 6.3 A significant proportion of the work undertaken during the year related to the preparations for the United Kingdom's exit from the European Union, especially around the possibility of there being no deal agreed for the exit. This included working with partners across Essex to mitigate the impacts.
- 6.4 Work has continued to develop the insurance and risk programmes for Colchester Commercial (Holdings) Limited, to ensure that emerging commercial risks are appropriately managed.
- 6.5 Support continues to be provided, reviewing the risk elements of event plans, to both the Colchester, and the Community Stadium, Safety Advisory Groups.
- 6.6 The risk registers for the Joint Museum Service and the North Essex Parking Partnership both continue to be produced and reported to the joint committees.

7 Strategic Risk Register

- 7.1 During 2018/19 the strategic risk register was reviewed by the senior management team every quarter and reported to the Governance & Audit Committee every six months. The current register is shown at appendix 1. These risks have been mapped onto a risk chart as shown at appendix 2.
- 7.2 The Corporate Governance Manager reviewed the strategic risks with each member of the Senior Management Team in March 2019, and in June 2019 the Performance Management Board (PMB) comprehensively, and robustly, reviewed the register to ensure that the identified risks were still appropriate, and that individual risk tolerances do not unduly influence the scores.
- 7.3 Several of the risks on the register are scored at the higher end of the scale. This is not an indication that they will definitely occur, rather that the council is cautious about its ability to influence the likelihood or the potential impact. A further review of these risks will be undertaken later in the current year.

8. Risk Management Strategy for 2019/20

- 8.1 The Council's current approach to managing risk was introduced in 2006/07. A requirement within the strategy, and also of the annual audit assessment, is to review the approach each year to ensure that it is still appropriate to the Council's needs.
- 8.2 Therefore a review has been undertaken and the strategy has been updated for 2019/20. The revised strategy is attached at appendix 3. There are no fundamental changes proposed to the risk process, with amendments only to external review comments and the updating of external guidance references.

9. Equality, Diversity and Human Rights implications

- 9.1 There are no equality, diversity or Human Rights implications as a result of this report.

10. Strategic Plan References

- 10.1 The strategic risk register reflects the objectives of the strategic plan and the actions have been set with due regard to the identified key strategic risks. Therefore, the risk process supports the achievement of the strategic objectives.

11. Risk Management Implications

- 11.1 The failure to adequately identify and manage risks may have an effect on the ability of the Council to achieve its objectives and operate effectively.

12. Other Standard References

- 12.1 There are no particular references to consultation or publicity considerations or financial; community safety or health and safety implications.

Appendices

Appendix 1 – The strategic risk register

Appendix 2 – Strategic risk register score matrix

Appendix 3 – Risk Management Strategy for 2019/20

Colchester Borough Council – Corporate Strategic Risk Register
July 2019 – September 2019

1. AMBITION											
Specific Risks		SCORE						Consequences	Actions	Owner	Timing
		Current			Previous						
		P	I	O	P	I	O				
1a	In a period of public sector resource reductions, the ability to have ambition and to deliver on that ambition.	3	2	6				Major changes needed to the town would not be delivered thus affecting the quality of life of its residents and businesses.	Ensure the KPI and SPAP reporting processes are effectively used to inform senior management and politicians about the performance and direction of the organisation.	Assistant Director Policy and Corporate	September 2019
1b	Unrealistic internal and external expectations on the speed of delivery.	3	3	9				Major downturn in public sector resourcing over the next few years will hamper the speed of delivery across the services provided.	Ensure that the organisation has a clear strategy for working effectively with businesses in the borough, to develop the economy.	Strategic Director of Policy and Place	September 2019
1c	The Council is unable to effectively influence changes in the Borough economy.	3	4	12				Poorer external assessments by independent agencies and loss of Council reputation.			
1d	Over reliance on a limited number of people limits ability to deliver our ambition.	3	3	9				The Borough Council loses its status and influencing ability at sub-regional, regional and national levels.	Manage the recruitment and development processes to ensure that the organisation has the appropriate skills and expertise.	Chief Executive	September 2019

2. CUSTOMERS											
Specific Risks		SCORE						Consequences	Actions	Owner	Timing
		Current			Previous						
		P	I	O	P	I	O				
2a	The expectations of our customers, set alongside the financial constraints, will create challenges to service delivery, our channel shift ambitions and the reputation of the authority.	3	4	12				The Authority fails to deliver the standards of service and delivery which our customers expect, especially in relation to self-service and the reliance on technology capabilities.	Monitor the engagement and consultation processes, to ensure customers are able to inform service priorities and delivery, whilst managing their methods of interaction with the organisation. This will be evidenced by reporting the pattern of usage of the routes used by customers and savings achieved.	Strategic Director of Customer and Relationships	September 2019
2b	The expectation remains that the Council will step in to deliver services when other providers either fail or reduce service provision	3	3	9				The Council suffers from a loss of reputation as customers' expectations are not met. There is increased demand on existing services leading to a reduction in standards of delivery.	Ensure that Cabinet set a clear and consistent message about the role of CBC for customers and partners.	Strategic Director of Customer and Relationships	September 2019
2c	Impact of the implementation of Universal Credit in Colchester could lead to additional work for CBC to help customers apply for the new single benefit. There will be a transition period whereby residents move to the new application which could be difficult for some of our more vulnerable customers.	2	3	6				The Council fails to support our most vulnerable residents leading to an increase in crisis intervention.	Regularly monitor the impact of the resources allocated to the welfare reform project, to ensure that customers are supported with signposting to appropriate providers/partners.	Strategic Director of Customer and Relationships	September 2019

3. PEOPLE											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
		Current			Previous						
		P	I	o	P	I	O				
3a	Unable to compete with the private sector in the recruitment (and retention) of staff with key marketable skills	5	3	15	4	3	12	Decline in service performance Disengaged and demotivated staff Efficiency and productivity reduction	Communicate job opportunities and benefits of working at CBC clearly and imaginatively. Review opportunities to do things differently for key posts including considering the value of trading companies.	Assistant Director Policy and Corporate Assistant Director Policy and Corporate	September 2019 September 2019
3c	Staff motivation declines with an impact on service delivery, our capacity to make changes and implementation of budget efficiencies	3	4	12				Inability to meet changing requirements and needs Customer perceptions decline as we deliver less Loss of key staff	Monitor staff morale and trends using staff surveys and by monitoring the People Dashboard; and ensure good communications with staff, exploiting new technologies such as yammer. Implement the action plan for the People Strategy; ensuring that performance is regularly monitored. Regularly report the progress of the learning and development strategy, including financial considerations and business behaviours, and exploring training alternatives.	Assistant Director Policy and Corporate Assistant Director Policy and Corporate Assistant Director Policy and Corporate	September 2019 September 2019 September 2019

3. PEOPLE											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
		Current			Previous						
		P	I	o	P	I	O				
3e	There is an increase in challenging behaviour from customers, towards officers, when the Council cannot meet the customer's expectations. Alongside partners being unable to provide support or having incorrectly signposted the customer to the Council.	3	3	9				Officers suffer potential mental and physical issues as a result of confrontations. The ability to assist the customer is reduced. Service delivery declines	Ensure that the Health & Safety reporting process is used to record instances of violence and aggression, with regular reporting to senior management. Develop an on-line training tool for staff, for managing difficult situations. Liaise with partners, such as Police and health, about expectations for vulnerable customers. Both in terms of emergency response to issues and services that the Council can, and cannot, provide.	Strategic Director of Customer and Relationships	September 2019

4. HORIZON SCANNING

Specific Risks		SCORE						Consequence	Actions	Owner	Timing
		Current			Previous						
		P	I	O	P	I	O				
4a	To continuously assess future challenges to ensure Council is fit for future purpose	2	4	8				If not properly managed then either the Council will lose the opportunity to develop further or will have enforced changes to service delivery. Adverse impact on local residents / resources. Missed opportunities to boost local economy. Conflict between Council / Government agendas. Reduction in levels of service provision and potential withdrawal of services.	Regularly monitor national trends and policy changes, ensure that CBC is represented on specialist network groups.	Strategic Director of Customer and Relationships	September 2019
4b	Not taking or creating opportunities to maximise the efficient delivery of services through shared provision, partnerships or commercial delivery	4	3	12					Identify and maintain skill set required to meet future challenges, maintain partnership relationships	Strategic Director of Policy and Place	September 2019
4c	Failure by the Council to spot / influence at an early stage the direction of Central Government policies / new legislation.	3	3	9					Ensure that responses are considered and provided for consultations. Utilise specialist officer knowledge and ensure CBC representation on relevant working groups.	Assistant Director Policy and Corporate	September 2019
4d	Potential impact of future central government decisions on public funding, including that of our partners e.g. Fair Funding Review, Business Rates Retention	4	4	16					Maintain a constant review of the budget situation, incl impact of decisions from central government. Identify additional actions and areas for spending as necessary.	Chief Operating Officer	September 2019
4e	The UK's withdrawal from the European Union is leading to a number of uncertainties. At the moment it is unclear how this will impact on the Council, our communities and businesses. There are different potential risks depending on the agreed exit arrangements..	5	4	20					Continue to monitor the Government's announcements on the implications of the exit from the EU and to bring them to the attention of decision makers at the appropriate level, including the potential implications of a 'no deal' Brexit.	Strategic Director of Policy and Place	September 2019

5. PARTNERSHIPS											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
		Current			Previous						
		P	I	O	P	I	O				
5a	Failure or inappropriate performance management of one or more strategic partnerships or key contracts E.g. Haven Gateway, LEP, Health, CBH, Emergency Services	4	4	16				The cost of service delivery is increased however quality decreases. Failure to deliver key priorities. Reputational and financial loss by the Authority. Failure to deliver expected outcomes through partnerships	Set an assessment process for proposed strategic partnerships (to ensure that they will satisfy the Council's objectives) that needs to be signed off by EMT before commitment to new partnerships is made.	Strategic Director of Customer and Relationships & Strategic Director of Policy and Place	September 2019
5b	Change of direction / policy within key partner organisations and they revise input / withdraw from projects.	4	3	12				Requirement to repay external funding granted to partnership – taking on the liabilities of the 'withdrawn' partner.	Set a formal relationship / performance review process to be used by all partnerships and ensure results are reported to senior management. Ensure that Exec Board and Leadership review partnerships on a regular basis. Embed Scrutiny Cttee process for key partnerships including CBH and the Safer Colchester Partnership.	Strategic Director of Customer and Relationships	September 2019
5c	Potential inability to agree shared outcomes/ agendas with partners and the Council's ability to influence partner's performance.	3	4	12				External assessment of the Councils partnerships are critical and score poorly.			
5d	Working across the partners for delivery of the garden communities project encounters delay. The partners - Colchester BC, Tendring DC, Braintree DC, Essex CC and/or the landowners fail to agree objectives and actions	4	4	16				The project fails to deliver its objectives leading to increased costs as there would be delays in local plan progress and loss of reputation, as well as the long term effect on ability to generate investment into the area and meet housing and employment needs.	The North Essex Garden Communities (NEGC) Board allows the Authorities to co-ordinate their actions and resolve issues.	Strategic Director of Policy and Place	September 2019

6. ASSETS & RESOURCES											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
		Current			Previous						
		P	I	O	P	I	O				
6a	Failure to protect public funds and resources – ineffective probity / monitoring systems	3	4	12				Service delivery failure Financial and reputational loss by the Authority Personal liability of Officers and Members. Legal actions against the Council Loss of stakeholder confidence in the Borough Inability to sustain costs	Ensure the outcomes of the assurance systems that form the internal control environment, (including Internal Audit, Risk Management, Budget process, Corporate Governance and performance management) are appropriately reported so that issues and concerns are managed, and variances are spotted at an early stage.	Chief Operating Officer	September 2019
6b	Risk that Asset Management is not fully linked to strategic priorities and not supported by appropriate resources	3	4	12				Failure to deliver a balanced budget as planned. A need to use balances / reserves or to adapt financial plans to deal with impact of changes.	Review the budget monitoring process to ensure it reflects the structure and co-ordinates finances across the whole Council not just individual service areas.	Chief Operating Officer	September 2019
								Required to use Reserves & Resources to fund capital priorities Severe impact on cash-flow leading to negative effect on performance targets	Ensure the continued development of the Revolving Investment Fund (RIF) and ensure that assets are used to their full commercial potential.	Strategic Director Policy and Place	September 2019

Continued.

6. ASSETS & RESOURCES											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
6c	Inability to deliver the budget strategy as planned.	3	4	12					Ensure effective use of the controls built into the annual budget strategy, to enable the organisation to respond quickly to changes. Include sensitivity analysis to consider the impact of potential changes to external funding/ income streams and the capacity of the organisation to deliver services. Consider income risks as part of budget strategy / budget plans.	Chief Operating Officer	Annual exercise. Council approves budget in Feb annually
6d	Failure to set aside sufficient capital funds for strategic priorities	3	4	12					Monitor the review processes for the medium term financial outlook, capital programme and HRA business plan processes, to ensure they are kept up to date and realistic.	Chief Operating Officer	September 2019
6e	Significant reliance on our ICT presents challenges in maintaining customer service in the event of service interruptions.	2	5	10					Ensure that the IT Disaster Recovery plan, and service plans, adequately reflect the organisation's requirements and provide an effective framework for maintaining service provision. Regularly review the IT development strategy to ensure it continues to support the organisations ambitions.	Assistant Director Policy and Corporate	September 2019

6. ASSETS & RESOURCES											
Specific Risks		SCORE						Consequence	Actions	Owner	Timing
6f	Increasing demands around information security and data protection create a risk in the event that security and/or data breaches occur.	2	5	10					Review the IT security policies to ensure that they are fit for purpose and implement a training program for all staff.	Assistant Director Policy and Corporate	September 2019

SCORE DEFINITIONS	1 Very Low	2 Low	3 Medium	4 High	5 Very High
Impact	Insignificant effect on delivery of services or achievement of Strategic Vision & Corporate Objectives.	Minor interruption to service delivery or minimal effect on Corporate Objectives.	Moderate interruption to overall service delivery/effect on Corporate Objectives or failure of an individual service.	Major interruption to overall service delivery or severe effect on Corporate Objectives.	Inability to provide services or failure to meet Corporate Objectives
Probability	10% May happen – unlikely	10 -25% Possible	26 – 50% Could easily happen	51 – 75% Very likely to happen	Over 75% Consider as certain

Risks Removed

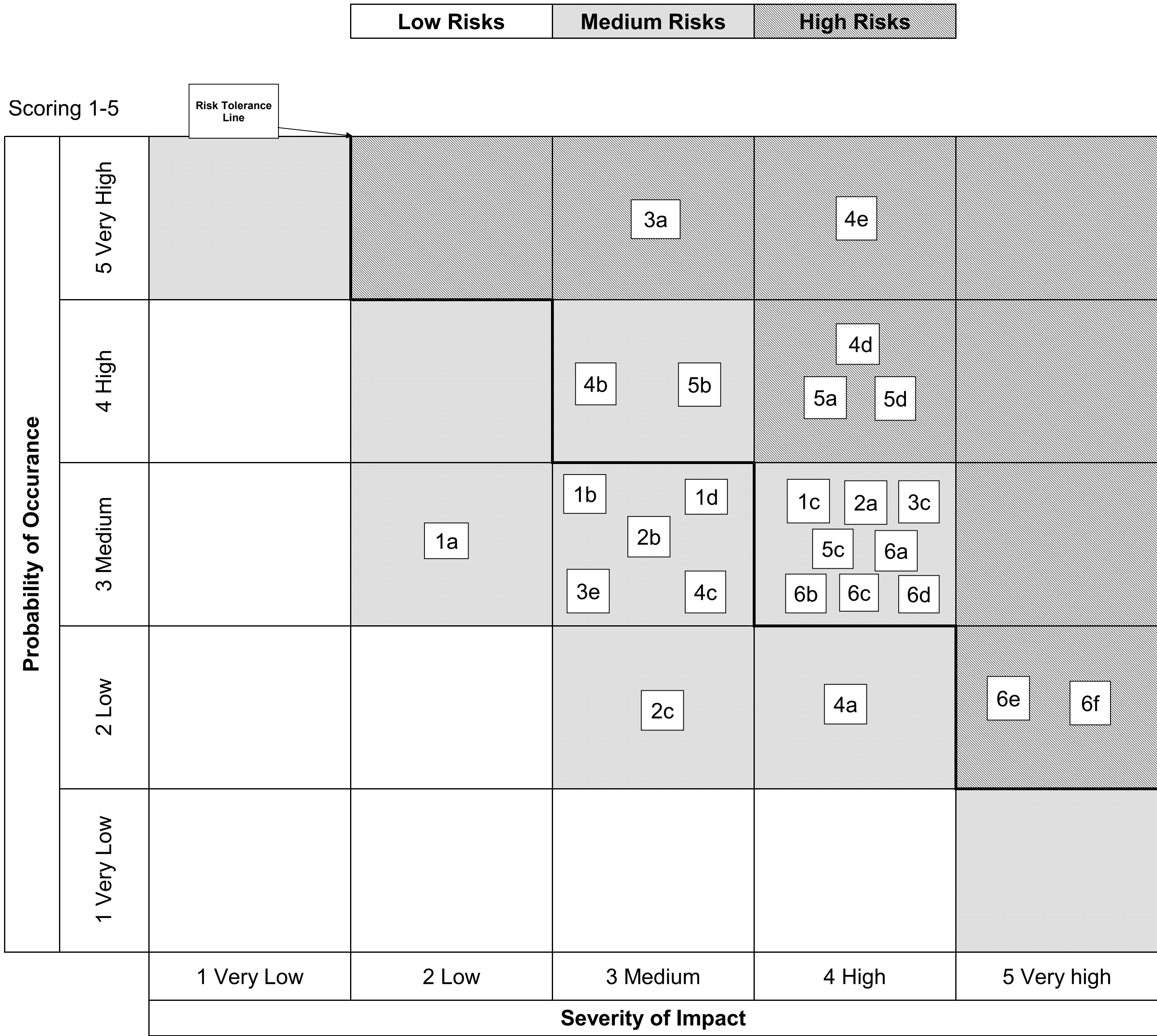
1e The resource implications, including ICT, staffing and financial, of the UCC FSR are greater than anticipated. Removed July 15.

1f The organisation fails to recognise the tensions between aspirations and statutory functions. Removed October 17

3b Failure to sustain adequate resource to support training and development because of the financial situation. Removed July 15.

3d Failure to provide effective and visible political and managerial leadership. Removed July 15

RISK MATRIX
Jul - Sep 2019



Removed Risks

- 1e The resource implications, including ICT, staffing and financial, of the UCC FSR are greater than anticipated. Re
- 1f The organisation fails to recognise the tensions between aspirations and statutory functions. Removed October
- 3b Failure to sustain adequate resource to support training and development because of the financial situation. Re

DRAFT Risk Management Strategy 2019/20

A guide to the Council's approach to managing risk. Draft for committee approval.

RISK MANAGEMENT STRATEGY

This document outlines the Council's commitment to managing risk in an effective and appropriate manner. It is intended to be used as the framework for delivery of the Risk Management function and provides guidance to ensure management of risk is a routine process for all services.

INTRODUCTION

Strategy will ensure that:

1. The management of risk contributes towards ensuring effective service delivery and the achievement of the Council's strategic objectives.
2. Members and the Senior Management Team own, lead and support on risk management.
3. Ownership and accountability are clearly assigned for the management of risks throughout the Council.
4. There is a commitment to embedding risk management into the Council's culture and organisational processes, at all levels, including strategic, programme, project and operational
5. All members and officers acknowledge and understand the importance of risk management as a good governance process, by which key risks and opportunities are identified, evaluated and managed.
6. Effective monitoring and reporting mechanisms are in place to continuously review the Council's exposure to, and management of, risks and opportunities.
7. Best practice systems for managing risk are used throughout the Council, including mechanisms for monitoring and reviewing effectiveness against agreed standards and targets.
8. Accountability to stakeholders is fully demonstrated through periodic progress reports and an annual statement on the effectiveness of and the added value (benefits) from the Council's risk management strategy, framework and processes.
9. Where possible the Council's approach is regularly assessed by an external, independent body against other public sector organisations, national standards and Best Practice.
10. The Risk Management Strategy is reviewed and updated annually in line with the Council's developing needs and requirements.

Endorsement by Adrian Pritchard, Chief Executive

“Colchester Borough Council is committed to ensuring that risks to the effective delivery of its services and achievement of its overall objectives are properly and adequately controlled. It is recognised that effective management of risk will enable the Council to maximise its opportunities and enhance the value of services it provides to the community. Colchester Borough Council expects all officers and members to have due regard for risk when carrying out their duties.”

A handwritten signature in black ink that reads "A. R. Pritchard." The signature is written in a cursive style with a long, sweeping underline.**WHAT IS RISK MANAGEMENT**

Risk Management is the control of business risks in a manner consistent with the principles of economy, efficiency and effectiveness. It is an essential performance management process to ensure that both the long and short term objectives of the Council are achieved and that opportunities are fully maximised.

Risk Management is not about eliminating risk, as this would limit the ability of the organisation to develop and deliver its ambitions. Its purpose is to recognise the issues that could effect the achievement of objectives and develop actions to control, or reduce, those risks. Acknowledgement of potential problems and preparing for them is an essential element to successfully delivering any service or project. Good management of risk will enable the Council to rapidly respond to change and develop innovative responses to challenges and opportunities.

The ‘Delivering Good Governance in Local Government’ 2016 framework, jointly issued by The Chartered Institute of Public Finance & Accountancy and the Society of Local Authority Chief states that there are seven core principles of good governance including ‘Managing risks and performance through robust internal control and strong public financial management’. The document goes on to state ‘Local government needs to ensure that the organisations and governance structures that it oversees have implemented, and can sustain, an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and are crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision making activities.’

BACKGROUND

A process for managing risks was first adopted by the Council in 2003 and since then has been developed to ensure that it continues to be an effective management system. This strategy defines Colchester Borough Council's definition of risk and the processes to be followed.

In broad terms risks are split into three categories:

- Strategic – those risks relating to the long term goals of the Council.
- Operational – risks related to the day-to-day operation of each individual service.
- Project – consideration of the risks occurring as a result of the Council's involvement in specific initiatives.

The following are some of the practical ways that risks are managed and how effectiveness is measured:

- Provision of a comprehensive strategic register, that is regularly reviewed.
- Provision of operational risk registers for all service areas.
- Consideration of risk in Committee reports.
- Development of a comprehensive risk register for the project management programme and consideration of risk as a project management tool.
- Successful internal and external assessment.
- Provision of advice to other authorities regarding our management of risk.

This has led to a practical and workable approach to managing risk, which has resulted in the Council becoming more risk aware and actually taking more risks, as demonstrated by the comprehensive project risk register. Colchester is also highly regarded for managing risk by both our insurers and other authorities.

The 2018/19 internal audit of risk management gave a substantial assurance opinion. Six recommendations were raised during the audit relating to embedding the risk management process in Colchester Commercial Holdings Company Ltd, development of e-learning and reporting of operational risk registers.

OWNERSHIP

The responsibility to manage risk rests with every member and officer of the Council however it is essential that there is a clearly defined structure for the co-ordination and review of risk information and ownership of the process.

Appendix 3 is from the CIPFA/SOLACE risk management guide, Chance or Choice. It is a generic map of responsibility for each part of the risk management process.

The following defines the responsibility for the risk management process at Colchester:

Cabinet – Overall ownership of the risk management process and endorsement of the strategic direction of risk management.

Portfolio Holder for Business and Resources – Lead Member for the risk management process

Governance and Audit Committee – Responsible for reviewing the effectiveness of the risk management process and reporting critical items to Cabinet as necessary.

Performance Management Board (PMB) – Ownership of the strategic risks and overview of the operational risks. Actively support the Risk Management Strategy and framework.

Chief Operating Officer – Lead officer for the risk management process, demonstrating commitment to manage risk.

Assistant Director Policy & Corporate – Responsible for co-ordination of the risk management process, co-ordinating and preparing reports and providing advice and support.

All Assistant Directors – Ownership, control and reporting of their service's operational risks. Contribute to the development of a risk management culture in their teams.

All Employees – To understand and to take ownership of the need to identify, assess, and help manage risk in their individual areas of responsibility. Bringing to the management's attention at the earliest opportunity details of any emerging risks that may adversely impact on service delivery.

Internal Audit, External Audit and other Review Bodies – Annual review and report on the Council's arrangements for managing risk throughout the Council, having regard to statutory requirements and best practice. Assurance on the effectiveness of risk management and the control environment.

AIMS & OBJECTIVES

The aim of the Council is to adopt best practices in the identification, evaluation, cost-effective control and monitoring of risks across all processes to ensure that risks are properly considered and reduced as far as practicable.

The risk management objectives of Colchester Borough Council are to:

- Integrate risk management into the culture of the Council
- Ensure that there are strong and identifiable links between managing risk and all other management and performance processes.
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce the cost of risk
- Raise awareness of the need for risk management by all those connected with the Council's delivery of services.
- Ensure that opportunities are properly maximised through the control of risk.
- Reduce duplication between services in managing overlapping risks and promote 'best practise'.

STRATEGIC RISK MANAGEMENT

Strategic risks are essentially those that threaten the long term goals of the Council and therefore are mainly based around meeting the objectives of the Strategic Plan. They may also represent developing issues that have the potential to fundamentally effect service provision, such as proposals to dramatically change the corporate assessment process.

Strategic risks will be controlled using a register that will detail the risks and associated controls. The register will be owned by the Senior Management Team, with ownership for risks being assigned to individual officers, and will be reviewed every quarter. The strategic risks will be reported to the Governance & Audit Committee at least twice a year.

OPERATIONAL RISK MANAGEMENT

Operational risks are those that threaten the routine service delivery of the Council. Each service area will have their own operational risk register that details the risks associated with providing the service. These registers will be reported, in summary format, to the Senior Management Team and committee on an annual basis. High risks and the success in controlling them will be reported to Senior Management Team on a quarterly basis, as these will help in the formulation of the strategic risk register.

LINKS

It is essential that risk management does not operate in isolation to other management processes. To fully embed a risk management culture it has to be demonstrated that risk is considered and influences all decisions that the Council makes. It is essential that there is a defined link between the results of managing risk and the following:

- The Strategic Plan
- Service Plans
- Revenue and Capital Budgets
- Annual Internal Audit Plan

ACTION REQUIRED

The following actions will be implemented to achieve the objectives set out above:

- Considering risk management as part of the Council's strategic planning and corporate governance arrangements.
- Ensuring that the responsibility for risk management is clearly and appropriately allocated
- Maintaining documented procedures for managing risk
- Maintaining a corporate approach to identify and prioritise key services and key risks across the Council and assess risks on key projects.
- Maintain a corporate mechanism to evaluate these key risks and determine if they are being adequately managed and financed.
- Establish a procedure for ensuring that there is a cohesive approach to linking the risks to other management processes
- Including risk management considerations in all committee reports
- Providing risk management awareness training to both members and officers.
- Developing risk management performance indicators.
- Establishing a reporting system which will provide assurance on how well the Council is managing its key risks and ensures that the appropriate Members and officers are fully briefed on risk issues.
- Preparing contingency plans in areas where there is a potential for an occurrence to have a significant effect on the Council and its business capability.
- Regularly reviewing the risk process to ensure that it complies with current national Governance Standards and Best Practice.
- Developing risk management links with key partners and contractors, to ensure that principles are adopted in all areas of service delivery.

REVIEW

To ensure that the risk management process is effective it will need to be measured and reported to P.M.B., Governance & Audit Committee and Cabinet. As well as a structured reporting process of risks and controls during the year there will need to be an annual review demonstrating the success of the following:

- The inclusion of risk management principles within Service Plans and budgets.
- The development of the Internal Audit plan based on the risk issues.
- Achievement against identified performance indicators.
- Members consistently ensuring managing risk is considered as part of the decision making processes within the Council.
- Service managers making recommendations that regard risk as an opportunity as well as a threat.
- Risk management principles being considered in service reviews, for example in areas such as options for change and service improvements.
- Changes in risk being independently identified and assessed by Service Managers
- Compliance with the use of resources criteria and self assessment requirements.

Suitable opportunities to benchmark the risk management service against other organisations should also be explored, to ensure that it is effective and the work carried out by the Council conforms to best practise.

The three appendices attached give greater detail of key areas:

Appendix 1 – Outline of the risk management process

Appendix 2 – Details of how Risk Management will be reported.

Appendix 3 – CIPFA guidance on Risk Management Responsibilities

APPENDIX 1

The Risk Management Process

Risk Management is a continual process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and / or responding to them. The risks faced by the Council are constantly changing and the continual process of monitoring risks should ensure that we can respond to the new challenges. This process is referred to as the risk management cycle.

Stage 1 – Risk Identification

Identifying and understanding the hazards and risks facing the council is crucial if informed decisions are to be made about policies or service delivery methods. There is detailed guidance available on how to identify risks which includes team sessions and individual knowledge. Once identified a risk should be reported to the relevant Assistant Director who will consider its inclusion on the relevant risk register. If the risk is identified in between register reviews then it is reported to the Risk & Resilience Manager for information and the Head of Service is responsible for managing the risk.

Stage 2 – Risk Analysis

Once risks have been identified they need to be systematically and accurately assessed. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to it.

Stage 3 – Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and / or reducing the severity of the consequences should it occur.

Stage 4 – Risk Monitoring

The risk management process does not finish with the risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of the risk has changed over time.

APPENDIX 2

Reporting

No matter how good the process to identify and control risks is, it will not be effective unless the information gained from it is reported and used to influence other management issues / processes. Therefore, it is essential that there is a defined process and timetable for reporting the results of the risk management process to both members and officers.

Types of Report

- The strategic risk register is reviewed a minimum of twice yearly by P.M.B., with interim reports quarterly as required.
- Six monthly review of the operational risk registers and a summary report of these reviews to P.M.B.
- Project risks are reported through the project management process and reported to the project management board. Significant issues will also be included in the reporting process to P.M.B.
- A six monthly report is provided to Committee (Governance and Audit) detailing the current strategic and high level operational risks and the progress made in controlling them.
- An annual report reviewing Risk Management activity and an action plan for the coming year – taking into account changes in methodology and results of internal and external reviews. Going to P.M.B., Governance & Audit and Cabinet.
- Ad-hoc reports need to be provided to P.M.B. when new, significant risk issues arise.

The reports can be summarised as follows:

	Services	P.M.B.	Governance & Audit	Cabinet
Quarterly		Review of strategic risk register		
6 Monthly	Review of operational risk register	Summary of operational review from services	Progress report of strategic & high level operational risks	
Yearly		Scrutiny of annual progress report to cttee on R.M.	Endorsement of annual progress report on R.M.	Summary of past years work on R.M.

Appendix 3

Risk Management Responsibilities – CIPFA / SOLACE Guidance

	Framework, Strategy and Process	Identifying risk	Analysing Risk	Profiling risk	Prioritising action based on risk appetite	Determining action on risk	Controlling risk	Monitoring & Reporting	Reporting to external stakeholders.
Members	Agreeing the Framework, Strategy and Process Determined by Officers	Identifying risk	Analysing Risk	Profiling Risk	Determining the risk appetite and prioritising risk. Agreeing the priorities determined by officers			Reviewing the effectiveness of the risk management process.	Reporting to external stakeholders on the framework, strategy, process and effectiveness .
Risk Management Team	Providing advice And support to the executive Management Team and Members	Providing advice and support.	Providing Advice and support	Providing advice and support	Providing advice and support			Co-ordinating the results for reporting to the corporate management team and members	
Senior Management Team	Determining the framework, Strategy and Process	Identifying strategic and cross-cutting issues	Analysing Strategic and cross-cutting issues.	Profiling strategic and cross-cutting issues.	Determining the risk appetite and prioritising strategic and cross-cutting issues	Determining action on strategic and cross-cutting issues. Delegating responsibility for control.		Monitoring progress on managing strategic and cross-cutting risks and reviewing the implementation of the risk management framework, strategy and process. Reporting to members.	Reporting to external stakeholders on the framework, strategy, process and effectiveness.
Assistant Director Policy & Corporate	Providing Advice and Support	Providing advice and support	Providing advice and support	Providing advice and support	Providing advice and support	Providing advice and support	Providing advice and support	Co-ordinating the results for reporting to the executive management team and members	Preparing draft reports for the corporate management team and members to issue.
Service Managers / G.M.T's		Identifying service Risks	Analysing Service risks.	Profiling service risks.	Prioritising action on service risks.	Determining action on service risks. Delegating responsibility for control.		Monitoring progress on managing service risks. Reporting to the group management team	
Employees, contractors And partners		Maintaining awareness of risks and feeding these into the formal process.	Maintaining awareness impact of risks and feeding information into the processes				Controlling risk in their jobs.	Monitoring progress on Managing job related risks Reporting to the service manager.	

27 March 2019

Report of	Assistant Director (Communities)	Author	Jon Ruder ☎ 282840
Title	Changes to the Hackney Carriage and Private Hire Licensing Policy		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 The report proposes changes to the Council's Hackney Carriage and Private Hire Licensing Policy in the light of recent operational experience and the 2018 unmet demand survey.

2. Recommended Decisions

- 2.1 It is recommended that the changes, set out in bold at Paragraphs 5.1 to 5.6, be made to the Council's Hackney Carriage and Private Hire Licensing Policy.

3. Reason for Recommended Decision

- 3.1 The Council has committed to keeping the Hackney Carriage and Private Hire Licensing Policy under review to ensure that it remains fit for purpose and is responsive to the changing licensing environment. The Policy has been in operation since January 2019 and a small number of changes have been identified which would aid the clarity of the Policy and its operation.

4. Alternative Options

- 4.1 To leave the Policy unaltered which would fail to address the recent issues identified.

5. Suggested Changes to the Policy

Unmet Demand Survey

- 5.1 The Committee, at its last meeting, considered a report by consultants LVSA on the unmet demand survey for hackney carriage vehicles. The report found no unmet demand and in the light of this it is suggested that the following changes be made to the Policy to give the Council discretion in the advertising plates should one become available -

Taxi Policy 2019

4.22 The Council restricts the number of hackney carriage vehicles **it licenses**. The **appropriate** figure **is** established **by means of an** unmet demand survey **commissioned by the Council and carried out every three years**. The most recent unmet demand survey, carried out in 2018, indicated that there was no significant unmet demand; **at the time of the survey there were 130 licensed hackney carriage vehicles on the road**.

4.23 Any vehicle to be used as a hackney carriage on plates 200 to **230** must be fully wheelchair adapted; this means having the facility to load and unload wheelchairs directly into the vehicle. All new vehicles on these plates must be adapted; this includes vehicles on renewal. **The door signs on these vehicles will carry the blue badge logo**.

4.25 The allocation or reallocation of a hackney carriage plate, should one become available, will be carried out **at the discretion of the Council** and in accordance with the Council's Hackney Carriage Plate Allocation Policy and Process.

4.26 If the most recent unmet demand survey indicates that there is no unmet demand, the Council may determine not to allocate or reallocate a Hackney Carriage Plate.

Temporary Plates

- 5.2 The current Policy permits the use of the temporary vehicles for which a temporary plate is issued. The amendments suggested are intended to clarify the process and ensure that the plate is returned to the Council at the end of the temporary period.
- 10.1 Where a vehicle cannot be used because **it has been involved in an accident or is unusable for mechanical reasons**, you may apply for a temporary plate for the replacement vehicle which will enable you to continue to operate. The temporary plate may be used for up to a month; this period may be extended in exceptional circumstances following the approval of the Council. **At the end of the period the plate must be returned to the Council.**

Penalty Point Scheme

5.3 To make changes to the penalty points as indicated below -

18*	Driver leaving a hackney carriage unattended on a rank	4	x	-	-
85	Driving or allowing a private hire vehicle to be driven without displaying the door signs or attaching the signs other than in accordance with the Council's Policy	To increase the tariff from 3 to 6 points as it was previously	x	x	x

Remove penalty point 57 dealing with unauthorised or illegal parking so as to cause and obstruction to pedestrians or other road users as this is already covered by Penalty Point 93

Signs, Notices and Advertisements, etc.

5.4 To remove the words 'when working' from 7.3 below as vehicles must always display their company signage.

7.3 Vehicles, **when working**, must display on the front doors of the vehicle a sign stating the trade name, address and telephone number of the Private Hire Operator. This sign must contain the words 'pre-booked only' and 'private hire'. It must not contain the words 'taxi' or 'cab' or any word of a similar meaning or appearance which may be taken to indicate that the vehicle is a hackney carriage which is licensed to ply for hire.

Vehicle Testing

5.5 To add the following paragraph in both the Hackney Carriage and Private Hire Licence Conditions to make clear the condition in which the vehicle must be maintained throughout the duration of the licence; and the requirements in the event that a vehicle should pass its MOT with minor defects.

1.7 Vehicles must be maintained to MOT standard at all times. Vehicles that Pass the MOT with minor defects will be required to carry out remedial works within 7 working days of the MOT. Proof of the completion of works must be presented to the Council within this period.

Consultations and Implementation of the Policy

5.6 It has become apparent since the new Policy has come into effect that occasional minor adjustments need to be made to ensure that the Policy remains responsive to the demands placed upon it. The current process, whilst providing for such changes to

be made without going through a full consultation process, requires these changes to go through full Council and this creates a delay in bring into force these minor changes. In view of the fact that the adjustments are in general to improve the clarity of the Policy, make changes to process, correct errors or remove duplication it is suggested that the ability to make these changes be delegated by full Council back to the Licensing Committee. If this is agreed the Policy would be amended as follows-

- 1.14 The Policy will take effect on 1 January 2019 and unless otherwise stated all the provisions contained within the Policy will come into immediate effect. The Policy will be monitored and reviewed on a regular basis. Any proposed significant changes will be subject to full consultation **and approval by full Council**; minor amendments which do not affect the substance of the Policy **and are intended to improve the clarity of the Policy, make changes to process, correct errors or remove duplication** will be made without consultation **following consideration by the Licensing Committee**.

6. Strategic Plan References

- 6.1 The Policy aims to contribute to the Council's vision of the Borough by ensuring that the licensed trade plays a significant role not only in the Borough's transport strategy but also in helping to promote Colchester and thereby enhancing our reputation as a destination and encouraging further investment.

7. Consultation

- 7.1 The changes seek to clarify the stance already taken in the Policy, which has previously been the subject of extensive consultation. It is therefore considered that no further consultation on the proposed amendments is required.

8. Publicity Considerations

- 8.1 The new revised Policy will be available for all on the Council's website.

9. Financial Implications

- 9.1 There may be costs incurred in defending any action brought against the Council which seeks to judicially review the policy.

10. Equality, Diversity and Human Rights Implications

- 10.1 The draft Policy has been developed in accordance with, and taken account of, all relevant legislation and national and local strategies.

11. Risk Management Implications

- 11.1 A flexible yet robust revised Policy will continue to provide the Council with a sound basis for decision making.

12. Health & Safety and Community Safety Implications

- 12.1 There are no known direct health & safety or community safety issues which might arise from the adoption of the revised Policy.

03 September 2019

Report of	Assistant Director - Customer	Author	James Bennett 282242
Title	Polling Districts and Polling Places Review		
Wards affected	All Wards		

1. Executive Summary

- 1.1 Local Authorities are required by law to review all polling districts and polling places every five years to ensure suitability. Colchester's previous polling districts and polling places review was completed in 2015, to coincide with the ward boundary changes.
- 1.2 During 2019 a further review of polling districts and polling places was undertaken. Electoral area boundaries remain unchanged and only limited changes to polling places. For the full schedule of proposed polling districts and polling places see Appendix A. The eight proposed changes to polling places are detailed within Appendix B. Responses to the public consultation are detailed in Appendix C.

2. Recommended Decisions

- 2.1 To recommend to Full Council that it approves and adopts Appendix A – Proposed schedule of Polling Districts and Polling Places.

3. Reason for Recommended Decision

- 3.1 The Polling Districts and Polling Places Review needs to be agreed and approved before the annual register is published on 1 December 2019.

4. Alternative Options

- 4.1 None. This review is a statutory requirement set out by the Electoral Registration and Administration Act 2013, Part 2, Section 17.

5. Background Information

5.1 Electoral procedure uses the following terminology:

- Polling district – the geographical area created by sub-dividing a ward.
- Polling place – a polling place is the area in which polling stations will be selected by the (Acting) Returning Officer.
- Polling station – the building within the polling place where voting takes place.

5.2 The previous polling districts and polling places review was completed in 2015, to coincide with the ward boundary changes. No electoral area boundaries will be changed in 2019.

5.3 The majority of polling places remain unchanged from the previous review. The limited amendments are detailed below and listed in Appendix B.

6. Equality, Diversity and Human Rights implications

6.1 The recommended schedule ensures, so far as is reasonable and practicable, accessibility for all electors.

7. Strategic Plan References

7.1 The Council's Strategic Plan sets out four themes one of which being: Responsibility – Encouraging everyone to do their bit to making our borough even better

7.2 One of the five priorities under the Responsibility theme is to: 'Promote responsible citizenship by encouraging residents to get involved in their communities and to identify solutions to local issues.'

7.3 The schedule of polling districts and places supports the above by providing robust infrastructure for residents to exercise their democratic rights.

8. Consultation

8.1 A public consultation period was open from Monday 4 March 2019, when the Notice of Polling District and Polling Place Review was published, until Monday 15 April 2019.

8.2 The responses received are reproduced verbatim within Appendix C.

9. Publicity Considerations

9.1 During the period of consultation, maps, current polling districts, elector numbers, and any other relevant information was available for public inspection, along with details listed on the Colchester Borough Council website.

9.2 The electoral areas for Colchester are available to the public.

9.3 The final schedule of polling districts and polling places will be available for public inspection and details listed on the council's website.

10. Financial implications

10.1 There are no financial implications.

11. Health, Wellbeing and Community Safety Implications

11.1 There are no Health, Wellbeing and Community Safety Implications

12. Health and Safety Implications

12.1 Each polling station is assessed for Health and Safety purposes.

13. Risk Management Implications

13.1 There are no risk management implications.

Appendices

- Appendix A – Proposed schedule of Polling Districts and Polling Places
- Appendix B – Explanation of changes to Polling Places and Polling Stations
- Appendix C – Responses received during public consultation

Appendix A - Proposed Schedule of Polling Districts and Polling Places



Proposed Schedule of Polling Districts and Polling Places

Appendix A - Proposed Schedule of Polling Districts and Polling Places

Polling District	Polling Place	Polling Station	Electors	Changes
Berechurch Ward				
AA Berechurch	Nancy Smith Close	Plum Hall Common Room	1513	None
AB Willows & Monkwick	Willows & Monkwick and Barnhall Polling Districts	Thomas Lord Audley School	1052	Change
AC Mersea Road	St Margaret's Church Hall Stansted Road	St Margaret's Church Hall Stansted Road	2096	None
AD Blackheath	Polling District of Blackheath	Orchard Baptist Church Blackheath	2310	None
EC Cherry Trees	Sexton Close	Cherry Trees Community Hall	512	None
Castle Ward				
AE Jumbo	Quaker Meeting House	Quaker Meeting House	1241	None
AF Castle	Castle Methodist Church	Castle Methodist Church	1702	None
AG Riverside	The Celtic Rose Centre	The Celtic Rose Centre	2214	None
AH Cowdray Avenue	Belle Vue Social Club	Belle Vue Social Club	2469	None
Greenstead Ward				
BH Hawthorn Avenue	Greenstead Community Centre	Greenstead Community Centre	2965	None
BI Avon Way	Forest Road Meeting Hall	Forest Road Meeting Hall	3399	None
BJ Greenstead Road	Polling District Greenstead Road	St John Ambulance HQ	695	None
BM Longridge	Hazelmere Junior School	Hazelmere Junior School	1515	None
Highwoods Ward				
AN East Highwoods	Highwoods	St Johns & Highwoods Community Centre	4135	None
AO West Highwoods	Jack Andrews Drive	The Ark Church, Highwoods	792	None
AP Myland East	Jack Andrews Drive	The Ark Church, Highwoods	2407	None
Lexden & Braiswick Ward				
AQ Trafalgar	Lexden & Braiswick and Prettygate Wards	Praiseway Church Straight Road	598	Change
AS East Lexden	Kingswode Hoe School	Kingswode Hoe School	1639	None
AT Braiswick	Woods Bowling Pavillion	Woods Bowling Pavillion	721	None
EJ Aldham	Polling District of Aldham Village	Aldham Village Hall	388	None
ET Eight Ash Green	Eight Ash Green Village Hall	Eight Ash Green Village Hall	1328	None
EU West Bergholt	Orpen Memorial Hall	Orpen Memorial Hall	2596	None
Marks Tey & Layer Ward				
GA Birch	The Parish of Birch	Birch Memorial Hall	636	None
GB Layer De La Haye	Queen Elizabeth Hall New Cut	Queen Elizabeth Hall Annexe	1460	None
GC Layer Marney	Layer Marney Polling District	Layer Marney Tower	165	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

GD Layer Breton	Layer Breton Heath Polling District	St Marys Church, Layer Breton Heath	216	None
GE Messing	The Parish of Messing	Messing Village Hall	238	None
GF Inworth	The Parish of Inworth	Inworth Parish Church	74	None
GG Gt Wigborough	Peldon and the Wigboroughs Polling Districts	Peldon & Wigboroughs Community Hall	171	Change
GH Lt Wigborough	Peldon and the Wigboroughs Polling Districts	Peldon & Wigboroughs Community Hall	26	Change
GI Salcott	The Parish of Salcott	Salcott Old School Hall	168	None
GJ Virley	The Parish of Salcott	Salcott Old School Hall	56	None
GL West Stanway	Marks Tey & Layer Ward	Stanway Village Hall	691	Change
GM Copford	The Parish of Copford	Copford Village Hall	1214	None
GN Easthorpe	The Parish of Easthorpe	Easthorpe Church Hall	142	None
GO Marks Tey	Polling District of Marks Tey	Marks Tey Parish Hall	2080	None
Mersea & Pyefleet Ward				
EO Abberton	Abberton & Langenhoe Polling District	Abberton & Langenhoe Village Hall	355	None
EP East Mersea	The Parish of East Mersea	East Mersea Village Hall	215	None
EQ Fingringhoe	The Parish of Fingringhoe	Fingringhoe Village Hall	660	None
ER Langenhoe	The Parish of Abberton	Abberton & Langenhoe Village Hall	496	None
ES Peldon	Peldon Polling District	Peldon & Wigborough Community Hall	463	Change
EV West Mersea	The Parish of West Mersea	The Mersea Centre	5929	None
Mile End Ward				
AU Bergholt	Mile End Road	Myland Parish Halls	1924	None
AV Mile End Road	Mile End Road	Myland Parish Halls	2667	None
AW Turner Road	Highwoods Country Park	Highwoods Country Park Visitor Centre	3209	None
Newtown & Christ Church Ward				
AI Christchurch	Christ Church	Christ Church Hall	1698	None
AJ Hamilton Road	Hamilton Road Primary School	Hamilton Primary School	2037	None
AX St Johns Green	YMCA Magdalene Street	YMCA Community Hall	3744	None
AZ Canterbury	St Stephens Church Canterbury Road	St Stephens Church Centre	1862	None
Old Heath & Hythe Ward				
AK Scarletts	Winsley Square Polling District	Worsnop House	495	None
AL Barnhall	Abbots Community Hall Ladbroke Drive	Abbots Community Hall	1569	None
AM Old Heath	Old Heath Community Centre D'Arcy Road	Old Heath Community Centre	2299	None
AY Hythe	Hythe Community Centre, Ventura Drive	Hythe Community Centre	2311	None
BA Winsley Square	Worsnop House Old Heath Road	Worsnop House	663	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

ED Rowhedge	The Parish of Rowhedge	Rowhedge Village Hall	1514	None
Prettygate Ward				
AR Home Farm	Prettygate Ward	Home Farm School	2051	Change
BB East Prettygate	Plume Avenue United Reform Church	Plume Avenue United Reform Church	2372	None
BC West Prettygate	Church of Jesus Christ of Latter Day Saints	Church of Jesus Christ of Latter Day Saints	512	None
BD James Carter	Straight Road Community Centre	Straight Road Community Centre	1450	None
Rural North Ward				
EA Dedham	The Parish of Dedham	The Assembly Rooms High Street	1602	None
EB Langham	The Parish of Langham	Langham Community Centre	859	None
EE Boxted	The Parish of Boxted	Boxted Village Hall	1080	None
EF Fordham	The Parish of Fordham	Fordham Village Hall	700	None
EG Great Horkesley	The Parish of Great Horkesley	Great Horkesley New Village Hall	2044	None
EH Little Horkesley	The Parish of Little Horkesley	Little Horkesley Village Hall	161	None
EI Wormingford	The Parish of Wormingford	Wormingford Village Hall	357	None
EK Chappel	The Parish of Chappel & Wakes Colne	Chappel & Wakes Colne Village Hall	402	None
EL Great Tey	The Parish of Great Tey	Great Tey Village Hall	763	None
EM Mount Bures	The Parish of Mount Bures	Mount Bures Village Hall	188	None
EN Wakes Colne	The Parish of Chappel & Wakes Colne	Chappel & Wakes Colne Village Hall	419	None
Shrub End Ward				
BE Rainsborowe Road	Shrub End Community & Sports Centre	Shrub End Community & Sports Centre	2290	None
BF Shrub End	Shrub End Polling District	Shrub End Social Centre	2854	Change
BG Lordswood Road	The Community Hall (Musket Club)	The Community Hall (Musket Club)	2807	None
St Johns & St Annes Ward				
BK St Annes	St Annes Church Compton Road	St Annes Church	3042	None
BL Churnwood	Oak Tree Community Centre	Oak Tree Community Centre	1069	None
BN Ipswich Road	St Johns Church Community Centre	St Johns Church Community Centre	1498	None
BO Parsons Heath	Friars Grove Primary School	Friars Grove Primary School	2560	None
Stanway Ward				
GP Stanway	Stanway Village Hall	Stanway Village Hall	6668	Change
Tiptree Ward				
GK Tiptree Grove	Tiptree Grove Polling District	Tiptree United Reformed Church	1198	None
GQ Tiptree Church	St Luke's Church	St Luke's Church Extension	1667	None
GR Tiptree Heath	Tiptree Heath Primary School	Tiptree Heath Primary School	2257	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

GS Tiptree Maypole	Tiptree Ward	St Luke's Church Extension	2141	Change
Wivenhoe Ward				
EW University	University of Essex	Student Centre University of Essex	1966	None
EX Wivenhoe Cross	Broomgrove School	Broomgrove School	1624	None
EY Wivenhoe Quay	William Loveless Hall	William Loveless Hall	3111	None
EZ Broome Grove	Broomgrove School	Broomgrove School	1134	None

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Peldon – ES
Ward	Mersea and Pyefleet
Polling Station	Peldon and Wigboroughs Village Hall, Church Road, Peldon, CO5 7PT
Electorate	463
Background	<p>The recently constructed Peldon and Wigboroughs Community Hall is the most suitable venue.</p> <p>The Community Hall is a combined polling station with two presiding officers (POs). One PO oversees both the Great and Little Wigborough registers, the other PO oversees the Peldon register. Therefore, the one building has electors from two separate Wards. However, it has proved an effective polling station at recent elections.</p>
Polling Place	Peldon polling district.

Polling District	Great Wigborough – GG and Little Wigborough – GH
Ward	Marks Tey & Layer
Polling Station	Peldon and Wigboroughs Village Hall, Church Road, Peldon, CO5 7PT
Electorate	171 and 26
Background	The recently constructed Peldon and Wigboroughs Community Hall is the most suitable venue. Please see above under Peldon ES.
Polling Place	Peldon and the Wigboroughs polling districts.

Polling District	Tiptree Maypole – GS
Ward	Tiptree
Polling Station	St Luke's Church, Church Road, Tiptree, CO5 0SU.
Electorate	2141
Background	St Luke's Church is the most suitable venue, although it is slightly outside of the polling district it is in the same ward. It has proved an effective polling station at recent elections.
Polling Place	Tiptree Ward.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	West Stanway – GL
Ward	Marks Tey and Layer
Polling Station	Stanway Village Hall, Village Road, Stanway, CO3 0RH.
Electorate	691
Background	<p>Historically, Copford Village Hall was used as the polling station. However, it is too small to accommodate the growing Stanway population. Stanway Village Hall is slightly outside of the polling district and in a different ward. Nonetheless, it is easily accessible and has proved an effective polling station at recent elections.</p> <p>We are aware of a new community centre being built, once complete we will consider these facilities.</p>
Polling Place	Copford & Stanway polling districts.

Polling District	Shrub End – BF
Ward	Shrub End
Polling Station	Paxman Academy, Paxman Avenue, CO2 9DQ.
Electorate	2854
Background	<p>It is our intention to adopt Paxman Academy as the polling station, when the new school opens in Autumn 2019. Negotiations with the school have opened. As an interim measure and prior to securing space within the new school it is intended to use Shrub End Social Centre as a polling station.</p>
Polling Place	Shrub End polling district.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Trafalgar – AQ
Ward	Lexden & Braiswick
Polling Station	Praiseway 27-31, Straight Road, Lexden, Colchester, CO3 9BY.
Electorate	598
Background	<p>The polling station has been changed to Praiseway Church on Straight Road. Although Praiseway is outside of the polling district and ward it is convenient for the electorate and has proved an adequate polling station.</p> <p>To allow scope to adopt a more suitable polling station if one becomes available, the proposal is to adopt Lexden & Braiswick and Prettygate Wards as the polling place. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Lexden & Braiswick and Prettygate Wards.

Polling District	Home Farm – AR
Ward	Prettygate
Polling Station	Home Farm Primary School, Shelley Road, CO3 4JL.
Electorate	2051
Background	<p>Home Farm School has been redeveloped and at recent elections we have used temporary structures in school grounds. Home Farm School has assisted Colchester Borough Council in conducting elections and allowed us to move in to the classrooms after school hours.</p> <p>Discussions are ongoing with the school to reach a long term solution. To allow scope to adopt a more suitable polling station if one becomes available, the proposal is to adopt Prettygate Ward as the polling place. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Prettygate Ward.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Willows & Monkwick - AB
Ward	Berechurch
Polling Station	Thomas Lord Audley School, Monkwick Avenue, Colchester, CO2 8NJ.
Electorate	1052
Background	<p>At the European Parliamentary Election on 23 May 2019, the Thomas Lord Audley School was unavailable due to exams. As an interim measure, the Abbots Community Hall, Ladbroke Drive, was used as the polling station with no issues.</p> <p>Discussions are ongoing with Thomas Lord Audley School to reach a long term solution. Following feedback from the Committee we have begun to explore the possibility of using the Ormiston Centre. The Ormiston Centre is adjacent to Thomas Lord Audley and a site visit has been arranged.</p> <p>To allow the use of Abbots Community Hall as a contingency during this interim period, the proposal is to adopt Willows & Monkwick AB and Barnhall AL as the polling place.</p> <p>The team are confident a long term solution for a polling station will be secured within the polling district AB. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Willows & Monkwick and Barnhall polling districts.

Appendix C - Responses Received in Relation to the Polling Districts and Polling Places Review

The public consultation was open from Monday 4 March 2019, when the Notice of Polling District and Polling Place Review was published, until Monday 15 April 2019. The below comments are reproduced verbatim and were received during the public consultation.

1. Thank you for the opportunity of commenting on the Colchester BC Polling Station provisions identified for Parliamentary elections within the Witham constituency.

As Returning Officer, I am content that the locations identified represented proportionate provisions for the conduct of the UKPE in 2015 and 2017 and have no concerns regarding these locations for future Parliamentary elections.

2. I feel the polling district Ab needs looking at as the facilities at Thomas lord audley gym do not suit the needs of handicapped and disabled voters. Also it is open to elements to any winter election, which is possible for general elections or by elections.

What is needed is a portacabin or something near top end of school road . And a rebalance of voters north and south so less to vote in st Margaret's church and more in a portacabin

As far as Shrub end (a piece of my county council division).. Northern section of Shrub end (ie. the abbey view area and Kensington road areas and as residents have a long way to go ,) a polling station is needed in this area. Perhaps the new community centre (old mercury site) next to abbey field surgery would be an option

3. Thank you for sending the attached to consult with the borough councillors on moving voters to another polling station instead of Copford Village Hall.

I am happy for the GL West Stanway residents to use Stanway Village Hall.

Regarding polling districts a few changes in Old Heath and the Hythe I would recommend are;

Merge BA and AK as one as they use the same polling station. Move voters who live from 50-66 Port Lane and those on Rec rd to vote at Worsnop House rather than the Hythe CC Voters in Speedwell, Fingringhoe and Rowhedge Rd need a polling station that is closer. Some have a mile walk to the polling station. There is a church on Fingringhoe rd that could be used.

4. No problem for the Stanway Ward, which has one Polling Station - the Village Hall. West Stanway (as part of the Marks Tey/Layer Ward) remains of concern to me. It did have a Polling Station St Albrights Church. Currently it is in Copford and some need to travel nearly two miles. I think when the new Community Centre is built it should be considered as a Polling Station for West Stanway.

The only proposal I can see there which affects Stanway is the mooted idea of moving the Copford Village Hall polling station to Stanway. However, it does not seem to contain any firm proposals.

I would suggest, that if it were an agenda item, the only comment we could/would make is that we would be generally supporting of moving the polling station for West Stanway into a convenient place in the Parish if a location could be found.

Appendix C - Responses Received in Relation to the Polling Districts and Polling Places Review

5. As discussed I find the BF polling station at SE Community Centre unsatisfactory ... a number of residents from the estate have failed to vote owing to these changes . It was far better when it was in the heart of the community and easily accessible on foot for many . Car parking is minimal at this venue.

The new school is opening soon and I would like to ask that they be approached and we revert to using the local school as a polling station.

6. I know I am late to the consultatuion but i would like to ask if there can be a new polling station to serve the people in the new estates in Mile End. Chesterwell is already into phase 2, Forest View is over 50 % completed and Kingsway Heath will come on stream very soon.. There is already a significant development called Rosewood which is off Via Urbis Romane which I believe is in Mile End and not Highwoods.

To stop potential voter apathy amongst these residents I suggest that if it is possible we could use Camulous Academy school until the new community centres arrive in a few years time in Chesterwell and Severalls estates. Alternatively I suggest we look at Mile End Methodist church hall which is much closer to the new estates than St John's church hall for these residents. Parking can be on Fords Lane or on Boxted road or Wildeve Avenue.. The church building is fully disabled friendly with a ramp available and a disabled toilet.

There is a pre-school there on Thursday mornings but they do not use the church part of the building for this.

I must declare an interest in this church as I am a regular attendee but i am not a member so have no financial involvement with the church.

7. Happy with the situation in Aldham so approve of current station remaining as it is.
8. I wish to complain about Broomgrove school in Wivehoe, being used as a polling station again on the 23rd may.

Wivehoe has two schools and multiple community centers that could be used instead of it always being at Broomgrove. Finding childcare at short notice as a single working mum is hard work and costly.

I am also frustrated at the double standard applied to children's education. If I were to not send my child to school for a day I would need a good reason and the child penalised, by not receiving prizes for attendance etc but we all have to keep our children home on random days you decide.

If there were no alternatives I would understand but given that there are two schools it could alternate between and several community centers (William loveless and the scout hall to name but two) all of whom should be able to offer disabled access and appropriate facilities. If you must use Broomgrove can it not be kept to the after school Bungalow.