

Chelmsford Policy Board Agenda

3 October 2019 at 7pm

**Council Chamber
Civic Centre, Duke Street
Chelmsford CM1 1JE**

Membership

Councillor G H J Pooley (Chair)

and Councillors

N Chambers, W Daden, I Fuller, J Galley, M Goldman,
S Goldman, N Gulliver, G B R Knight, R Moore, R J Poulter,
I C Roberts, A Sosin, M Springett, R T Whitehead and T N Willis
(One vacancy)

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. If you would like to find out more, please telephone Brian Mayfield in the Democracy Team on Chelmsford (01245) 606923, email brian.mayfield@chelmsford.gov.uk, call in at the Civic Centre or write to Democratic Services, Civic Centre, Duke Street, Chelmsford CM1 1JE. Council staff will also be available to offer advice at the Civic Centre for up to half an hour before the start of the meeting.

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CHELMSFORD POLICY BOARD

3 OCTOBER 2019

AGENDA

PART 1

Items to be considered when members of the public are likely to be present

1. APOLOGIES FOR ABSENCE

2. MINUTES

Minutes of meeting on 6 June 2019

3. DECLARATIONS OF INTEREST

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

4. PUBLIC QUESTIONS

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Board is responsible. Questions can be put under this item or, if they relate to an item on the agenda, when the Board considers that item.

If a number of people wish to ask substantially the same questions or make the same points on a matter, they are encouraged to appoint one or more spokespersons to do so on their behalf in order to avoid repetition.

The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

5. LIVEWELL DEVELOPMENT ACCREDITATION

6. MASTER PLANNING PROCEDURES

7. UPDATES FROM WORKING GROUPS

- 7.1 Affordable and Social Housing
- 7.2 Chelmsford's Waterways
- 7.3 Connectivity and Local Democracy
- 7.4 Health and Wellbeing

The terms of reference of each Working Group are attached for information.

The Working Group on Homelessness and Rough Sleeping reported to the Cabinet on 10 September 2019 on the review of the Homelessness and Rough Sleeping Strategies

8. WORK PROGRAMME

To discuss a future work programme for the Policy Board

9. URGENT BUSINESS

To consider any other matter which, in the opinion of the Chairman, should be considered by reason of special circumstances (to be specified) as a matter of urgency and which does not constitute a key decision.

10. REPORTS TO COUNCIL

The officers will advise on those decisions of the Board which must be the subject of recommendation to the Council.

PART II (EXEMPT ITEMS)

NIL

MINUTES

of the

CHELMSFORD POLICY BOARD

held on 6 June 2019 at 7pm

Present:

Councillor G H J Pooley (Chair)

Councillors W Daden, C Finnecey, I Fuller, J Galley, M Goldman, S Goldman, N Gulliver, G B R Knight, R Moore, R J Poulter, I C Roberts, A Sosin, M Steel, M Springett, R T Whitehead and T N Willis

1. **Apologies for Absence and Substitutions**

Apologies for absence were received from Councillor N Chambers, who had appointed Councillor M Steel as her substitute.

2. **Declaration of Interests**

All Members were reminded to disclose any interests in items of business on the meeting's agenda and that they should do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it.

3. **Public Question Time**

There were no questions or statements from members of the public.

4. **Appointment of Vice Chair**

Councillor M Springett was appointed Vice Chair of the Policy Board for 2019/20.

5. **Terms of Reference of the Board**

The Board received and noted its terms of reference, which had been agreed on the establishment of the Board at the Annual Meeting of the Council on 22 May 2019.

(7.05pm to 7.06pm)

6. **Chelmsford Draft Local Plan Update**

The Board received a report and presentation on the background to the preparation of the draft Local Plan, the current position with it and the next steps to be taken to publish and consult on the main modifications to the submitted Local Plan and subsequent changes to the Policy Map identified by the Inspector following the Independent Examination.

The Chairman informed the Board that the Council's new Administration was supportive of the current draft Local Plan but wished to be reassured that it provided sufficient flexibility to enable certain key concerns and objectives about the details of future development in the City to be addressed without threatening the soundness of the Plan. Members of the Board went on to outline the following as the matters they would wish the Council to be able to influence within the Plan's policies and principles:

The Officers set out the context and timeline of the production of the Local Plan. The Local Plan was submitted for Independent Examination in June 2018. It was the Inspector's role to assess whether the Local Plan was 'sound' and recommend any Main Modifications needed to in make it 'sound'. The issues requiring any Main Modifications to the submitted Plan should have already been discussed at the Examination Hearing Sessions and new issues could not be the subject of Main Modifications.

1. The mix of dwelling types and sizes. The Board was informed that Policy HO1 dealt with the appropriate mix of types and sizes of dwellings which provided an indicative mix of different sized dwellings evidenced within the Council's Strategic Housing Market Assessment (SHMA). This allowed a level of flexibility to account for the specific nature of particular sites. Policy HO1 provided more detail on the mix of dwelling types and sizes than the existing Local Development Framework. Policy HO1 also required 5% of new dwellings on the larger sites to be self-build and specialist housing to meet local need. The Planning Obligations Supplementary Planning Document provided more detail on the implementation of Policy HO1 to ensure that developers fully considered the type of housing needed in Chelmsford.
2. The ability of the Council to challenge developers' viability assessments, particularly with regard to the provision of social and affordable housing and Community Infrastructure Levy and Section 106 contributions. The officers said that the viability of the sites in the draft Local Plan had been tested on the basis of a 35% allocation for affordable housing and the approved CIL and Section 106 contributions for specific sites. These requirements had been fully considered at the Examination of the Local Plan and their inclusion in the Local Plan strengthened the Council's position when dealing with subsequent developers' claims about viability.
3. With some commercial units on the ground floor of mixed use residential and commercial development being difficult to let and empty for long periods, whether the Plan would enable the commercial units to be changed to residential use. The officers confirmed that the policies in the new Plan provided sufficient flexibility to do this outside the defined frontages and provided the appropriate mix of residential and commercial uses.

4. The scope for influencing the optimum phasing of infrastructure. The Board was told that the National Planning Policy Framework put the provision of infrastructure at the heart of the planning process and the Local Plan included two strategic policies which addressed infrastructure requirements and specific infrastructure identified in site policies. Section 106 agreements were also crucial to the timing of infrastructure provision. The Council sought to front load as much infrastructure as possible as early as possible through the application of its planning policies and using the Infrastructure Delivery Plan (IDP) which was a 'living document'.
5. The extent to which public interest could be taken into account in considering new development and how people could be involved in drawing up masterplans for the development of individual sites. The officers informed the Board that the public interest was a valid consideration in determining applications for development, but like any material planning consideration needed to be considered in the overall balance when decisions were made. Officers also made clear that public consultation was central to the masterplan process of allocated Strategic Growth sites in the Local Plan.
6. The wish to improve Chelmsford's waterways as one means by which the wellbeing and health of residents could be enhanced and whether there was anything in the Local Plan that would make pursuit of that objective difficult. The Board was told that the draft Local Plan supported the use and development of the waterways and their environs and improvements to associated infrastructure. On the wider question of health and wellbeing, the Council was looking at a pilot 'Livewell' scheme with developers to address this issue as part of the design of schemes.
7. The ability of the Local Plan to address optimal energy consumption, the use of renewables and building heights. Officers said that when it came to energy efficiency of dwellings, the Council could not go beyond the requirements set by Building Regulations and introduce other matters not covered at the Examination Hearing Sessions. However, Officers would assess the potential for increased use of on-site renewables. With regard to building heights, planning and design policies and the impact of new development gave the Council some control over the height of development, but it also needed to take into account the recent relaxation by the government of controls over extensions to existing buildings.
8. The ability of the Council to remove potential development sites from the Local Plan without affecting its soundness and whether the removal of Site SGS 1c (the John Shennan playing field) could be accommodated within the buffer for housing provision contained in the Plan. The Officers confirmed that there was sufficient buffer to accommodate the loss of 200 houses if the John Shennan site did not proceed. Should the Council express a wish to withdraw the site from the Plan as landowner, it was likely that the Inspector would no longer regard the site's allocation as sound but, in the officers' view, this was unlikely to call into question the soundness of the overall Plan.

A Green Sheet of additions and alterations was distributed at the meeting which included an additional recommendation on how those eight matters should be addressed when the Main Modifications were put to the Cabinet for approval.

During the discussion on the draft Local Plan in general, members put forward a number of comments and questions on the draft Local Plan:

- The Council should not risk the soundness of the draft Plan by going beyond the Main Modifications required by the Inspector and adding its own changes. The Chair said that he would not wish the matters outlined as 1 to 8 above to call into question the soundness of the Plan and prevent its adoption. In that regard he believed that they did not constitute modifications and he was reassured that officers believed the Plan, once adopted, to be sufficiently flexible for those matters to be addressed.
- The consultation on Main Modifications should avoid the peak of the summer holiday season to enable as many people as possible to participate in it. The officers said that the consultation would be timed for the last two weeks in August to the end of September to allow for that.
- The draft Local Plan was required to comply with the 2012 version of the NPPF but that had been superseded and it was questioned whether any planning decisions now had to have regard to later versions. Officers confirmed that decisions on planning applications would be based on the 2019 version, which in some respects was beneficial as it would strengthen the Council's position on matters such as infrastructure and viability.
- With regard to the definition of "affordable housing" in the NPPF, officers informed the Board that this included homes for rent, starter homes, discounted housing and shared ownership.
- On the improvement of Chelmsford's waterways, account would need to be taken of the effects on all the rivers within the Chelmsford administration area, including the Crouch, not just the waterways in the City Centre.

RESOLVED that

1. the report on the draft Local Plan be noted and the process for confirming the Main Modifications to the Pre-Submission Chelmsford Draft Local Plan (Publication Draft) and subsequent changes to the Policies Map set out in section 4 of the report be approved; and
2. the report to the Cabinet on 1 July 2019 set out the key issues in the Chelmsford Draft Local Plan and numbered as 1 to 8 above, alongside an officer response.

(7.07pm to 8.45pm)

7. Priorities of the Chelmsford Policy Board

The Board was invited to decide its priorities for policy review and development.

Members were of the view that in most cases policies should be developed by working groups that comprised members of the Board, but which could also include other councillors, representatives of external bodies with an interest in the policy being considered and experts in the particular field. They agreed that the following three priority areas would benefit from that approach:

1. Affordable and social housing – how best to improve the supply of social housing and appropriate private sector housing that was affordable.
2. Chelmsford's waterways – how to improve and encourage the varied use of the city's waterways and their adjacent paths and spaces.
3. Connectivity and local democracy – how this could be developed and promoted to enable citizens to feel better represented, to improve their opportunities for participation in the community and decision-making, and to create better connections between the community, voluntary bodies and local government.

It was agreed that the environment would not be a specific topic for policy development as it was recognised that it was likely to be relevant to and have an impact on most policies in one way or another and would be taken into account and part of the development of those policies.

Draft strategies had already been drawn up for two other policy areas – Homelessness and Rough Sleeping and Health and Wellbeing – and the Board felt that working groups should be established to look at those strategies before their submission to the Cabinet.

RESOLVED that

1. the Board's priorities for policy development be Social and Affordable Housing, Chelmsford's Waterways and Connectivity and Local Democracy and that members of the Board notify the Chair and Democratic Services if they wished to participate in the working groups to develop those policies; and
2. working groups be established to review and report directly to the Cabinet on the draft strategies for Homelessness and Rough Sleeping and Health and Wellbeing and that members who wished to participate in them notify the Chair and Democratic Services within the next three days.

(8.45pm to 9.21pm)

8. **Urgent Business**

There were no matters of urgent business.

9. **Reports to Council**

None of the reports to the meeting required reference to the Council for a decision.

The meeting closed at 9.21pm

Chairman

CHELMSFORD POLICY BOARD
3 October 2019

AGENDA ITEM 5

Subject	LIVEWELL DEVELOPMENT ACCREDITATION SCHEME
Report by	DIRECTOR OF SUSTAINABLE COMMUNITIES

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Purpose

The purpose of this report is to provide the Board with an overview of the Livewell Development Accreditation Scheme, to seek endorsement of the scheme and to outline the next steps for the promotion of the scheme.

Recommendations

1. That the Board notes the report and the Livewell Development Accreditation Scheme and endorses the promotion of the scheme.
2. That the Director of Sustainable Communities, in consultation with the Cabinet Member for Greener Chelmsford, be authorised to finalise the document content and design as attached at Appendices 1 and 2 of this report.

Corporate Implications

Legal:	The Livewell Development Accreditation is a voluntary scheme which does not rely on any statutory requirements.
Financial:	There is an appropriate fee for applicants to the scheme to cover the costs of the assessment above what would normally be required to be undertaken as part of the assessment of a Health Impact Assessment (HIA) submitted with development proposals.
Personnel:	None

Risk Management:	As the scheme is voluntary, it is considered that the risk is low for applicants to challenge its outcome
Equalities and Diversity:	An Equality and Diversity Impact Assessment has been undertaken for the Council's emerging new Local Plan. The Policy objective of which underpin this voluntary scheme.
Health and Safety:	None
IT:	None
Other:	None

Consultees	This report has been prepared following consultation with other Directorates within the City Council and Essex County Council.
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<p>Policies and Strategies</p> <p>The report takes into account the following policies and strategies of the Council:</p> <p><u>Local Development Framework (LDF) Documents</u></p> <p>Adopted Development Plan Documents:</p> <p>Core Strategy and Development Control Policies 2008 Focused Review of Core Strategy and Development Control Policies 2013 Chelmsford Town Centre Area Action Plan 2008 North Chelmsford Area Action Plan 2011 Site Allocations Development Plan Document 2012</p> <p>Planning Obligations SPD – Adopted and Draft SPD Duty to Co-operate Strategy – Adopted Strategy Statement of Community Involvement – Adopted Document Local Development Scheme – Adopted Document</p> <p>The Chelmsford Local Development Framework takes into account all published strategies of the City Council, together with the Sustainable Community Strategy published by The Chelmsford Partnership.</p> <p>The report also takes into account the new Draft Chelmsford Local Plan – Pre-Submission Document (January 2018) and the Local Validation checklist.</p> <p>The current Chelmsford Health and Wellbeing Plan 2016-2019 and the emerging Health and Wellbeing Strategy have also been considered when producing this report.</p>

1. Introduction

- 1.1. This report provides the Chelmsford Policy Board with an overview of the Livewell Development Accreditation Scheme.

2. Background Context

- 2.1. It is widely recognised that health and wellbeing are intrinsically linked to both individuals and their environment. Health inequalities are heavily influenced by a wide range of socio-economic factors including housing, education, jobs and worklessness. Planners, developers and public health professionals acknowledge the multiple benefits that incorporating health and wellbeing principles into development proposals can have on individuals and the community.
- 2.2. The Essex Design Guide (EDG) incorporates health and wellbeing into its overall themes and promotes the use of Health Impact Assessments (HIA). Chelmsford City Council in partnership with Essex County Council Public Health has developed the accreditation scheme to recognise developers that are committed and contribute to improving health and wellbeing through their developments. The scheme is anticipated to be endorsed by Essex Planning Officers' Association (EPOA).

3. Overview of the Scheme

- 3.1. The Livewell Development Accreditation is based on a two-stage assessment embedding the new HIA criteria (as set out within the Essex Design Guide¹) where developments considered to make a positive contribution to health and wellbeing would be awarded different levels of accreditation. The 'Livewell' brand is used on a wide range of the local authority health and wellbeing initiatives and is jointly owned by Essex local authorities.
- 3.2. Officers at both the City Council and Essex County Council considered that there was need to encourage developers to go beyond policy requirements. To incentivise developers to do so, the Livewell Development Accreditation is seen as a means to add value to development schemes and fully utilise the Active Design principles embedded in the Council's new Local Plan.
- 3.3. This is a voluntary scheme. Developers can express their interest to the Development Management team at master planning, pre-application or planning application stages.
- 3.4. The following paragraphs in this section provides a brief outline of the process. The full Livewell Developer Charter and Livewell Accreditation Scheme can be found at Appendix 1 and 2.

¹ Healthy Places Guidance for Developers, Planning and Designers to be published in 2019

Livewell Developer Charter

- 3.5. The Livewell Developers' Charter provides the opportunity for developers to commit to supporting the health and wellbeing principles within the Accreditation Scheme. It is based on an annual review and a commitment to ongoing training and predominately focused at medium or smaller developers and builders.
- 3.6. As part of the Charter, training will be provided on behalf of the local authorities involved in the scheme, and advice provided by the local authorities working alongside public health practitioners and ECC Public Health. It is anticipated that this will be provided by Essex Place Services/EPOA.

Stage 1 – Livewell Design Award

- 3.7. The Livewell Development Accreditation Scheme actively encourages early engagement through pre-application advice with planning professionals and public health practitioners. At this stage developers are assessed on how they have embedded healthy design principles into their emerging schemes using the Health Impact Assessment or the Healthy Checklist together with Sport England Active Design Principles. Schemes that have a positive influence would be awarded a 'Livewell Design' award.
- 3.8. For Chelmsford, HIAs are required through the Local Validation checklist.

Stage 2 – Livewell Development Accreditation

- 3.9. There are 6 categories for assessing development against and it is based on a credit scoring process. These categories are:
 1. Design of homes and spaces
 2. Active environment and connectivity
 3. Environmental Sustainability
 4. Supporting Communities
 5. Access to healthier food environments
 6. Improving access to education, skills, and employment
- 3.10. Successful Livewell developments will be awarded at either bronze, silver or gold level accreditation, subject to approval of a design panel. A health and wellbeing sub-panel of the newly formed independent Essex Quality Review Panel² will undertake this work under the co-ordination of Essex Place Services. This will involve evidence-based assessments from case studies and may involve a site visit. The sub-panel will include representatives from a variety of background from urban designs, planners and health professionals.
- 3.11. Smaller-scale schemes which do not meet the minimum size criteria (50 dwellings +) for an HIA can still submit their proposal for accreditation. These would be assessed against three of the core principles home/space design; active environment and connectivity; and environmental sustainability using a Healthy Checklist.

² The Essex Quality Review Panel provides a well-established method of offering independent and impartial guidance on the design of new buildings, landscapes and public space. More information can be found at: <https://www.essexdesignguide.co.uk/qualitypanel/about/>

4. Scheme Evolution

- 4.1. The Livewell Development Accreditation Scheme, although led by Chelmsford City Council, has involved a number of stakeholders from other local authorities both planning professionals, public health practitioners and Essex County Council's Public Health Lead for healthy places and people. These task and finish groups helped to inform the assessment criteria and provide useful insight to a range of different development types and priorities.
- 4.2. In addition, informal consultation was undertaken with strategic developers to evaluate the response to the process and form an accreditation should take.
- 4.3. From this initial work undertaken with developers, the health and wellbeing agenda was taken on by Crest Nicholson, promoter of one of the Local Plan allocated sites at West Chelmsford (Warren Farm). A Livewell Garden was designed for the Hampton Court Flower Show in July 2019. The garden was inspired by Chelmsford City Council's initiative to promote healthy ways of living and design within new developments and built by students at Writtle University College. The garden was dedicated to physical and mental wellbeing and designed as a 'pocket park'. The park featured a community space and contemplation area. The community space area was flexible for users of all ages and abilities. The contemplation areas were designed to encourage moments of reflection with moveable seating to be rearranged to suit different activities. The whole garden supported a range of edible planting. This garden will be placed within the development at West Chelmsford and can provide an example concept that can be applied to other new development sites coming forward.
- 4.4. Sport England also had vital input in the evolution of the scheme to ensure Active Design principles were embedded and have also agreed to endorse the scheme.

5. Benefits of the schemes

- 5.1. The Livewell Development Accreditation Scheme can contribute to achieving a broad number of national and Essex Health and Wellbeing objectives and priorities. These align with the Council's corporate objectives, the Joint Essex Health and Wellbeing Strategy³ and the National Planning Policy Framework on ensuring developments are safe, inclusive, and accessible and promote health and wellbeing. This will also help developers demonstrate their contribution to high-quality growth and delivering the EPOA's Essex Quality Charter.

6. Fees and Resources

- 6.1. It is intended that the Charter will be organised by Essex Place Services.
- 6.2. Stage 1 is incorporated into the local authority arrangements for planning applications, i.e. through pre-application advice and planning application fees. Health Impact Assessment would be included on the local validation list as a requirement within the submission of a planning application.
- 6.3. For Stage 2, the fees would be set by the Essex Quality Review Panel and information published on the website with further information about the arrangements for the panel and panel members.

³ <https://www.livingwellessex.org/media/621973/jhws-2018-cabinet-aug-2018.pdf>

7. Next Steps

- 7.1. The Livewell Development Accreditation Scheme was presented to the Livewell Chelmsford Health and Wellbeing board back in April 2019. It was also presented at the Active Cycle County Event at Anglia Ruskin University on 6th September 2019. Following on from this a programme of launch events will be established to actively promote the scheme.
- 7.2. The scheme will feature on the Essex Design Guide website⁴.
- 7.3. The scheme will also be promoted to developers through the Essex Developers' Forum later this year. Officers are not aware of a similar scheme in the country and so it has attracted significant interest from other councils and organisations. It is anticipated that other councils across Essex and indeed across the country will adopt the Livewell Development Accreditation Scheme.

List of Appendices

Appendix 1 – Livewell Development Accreditation Scheme

Appendix 2 – Livewell Developers Charter

Background Papers

National Planning Policy Framework, 2019, Chapter 8

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf

Sport England Active Design Principles:

www.sportengland.org/media/3964/spe003-active-design-published-october-2015-high-quality-for-web-2.pdf

Essex Design Guide Website:

www.essexdesignguide.co.uk/about/

Crest Nicholson Livewell Garden

www.rhs.org.uk/shows-events/rhs-hampton-court-palace-garden-festival/gardens/2019/crest-nicholson-livewell-garden

⁴ <https://www.essexdesignguide.co.uk/supplementary-guidance/livewell-development-accreditation/>

Livewell Development Accreditation

Guidance for Developers, Planners and Designers





This guidance document has been produced by Chelmsford City Council in partnership with Essex County Council Public Health and endorsed by Sport England.

This is a voluntary accreditation scheme published in September 2019.

Contact Details

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1. Livewell accreditation scheme background

Health and wellbeing are intrinsically linked to both individuals and their environment. Health inequalities, (the gap between good and poor health), are heavily influenced by a wide range of socio-economic and environmental factors including housing, education, jobs, and worklessness.

Planning, therefore, plays a key role in improving health and wellbeing and reducing health inequalities. Planners and developers are recognising the benefit that incorporating health and wellbeing into their development proposals has. Public Health England has called for support from planning to improve the environment with a view to prevent ill-health, improve health and support reducing those health inequalities that are influenced by socio-economic factors and the built and natural environment.

The Essex Design Guide (EDG), has incorporated health and wellbeing into its latest edition published in 2018¹. This area of the design guide has been developed by multiple health and wellbeing stakeholders and has key areas that should be addressed when designing new places. These are home/space design; supporting communities; active environment and active design principles; access to healthier food environments; education/skills/employment opportunities; access to services and facilities; and environmental sustainability.

The Essex Planning Officers Association (EPOA) supports the use of Health Impact Assessments (HIA) for residential developments over 50 homes and non-commercial spaces over 1000sq metres. This tool provides an assessment of the above key areas featured in the EDG and ensures that both the positive benefits to health are promoted whilst raising awareness of the potential unintended consequences on health to the development team. These unintended consequences can then be removed or reduced via mitigation.



Introduction of a voluntary accreditation scheme

It has been raised by multiple stakeholders that developers who are supportive of and are contributing to the health and wellbeing agenda should be recognised. As neither use of the EDG or HIA is statutory, it is proposed that acknowledgement should be through a voluntary accreditation scheme available for any scale of housing scheme within the County of Essex. The design award and accreditation are awarded by the Local Planning Authority and Public Health teams in partnership with the Essex Quality Design Review Panel.

Whilst it is recognised that several accreditation schemes exist nationally, such as BREEAM, Lifetime Homes, BSi, Home Quality Mark, most focus on housing or building design specifically. The NHS Healthy New Towns programme² is also looking at how health and wellbeing can be planned and designed into new places through their 10 pilot sites. These sites are testing creative solutions for the health and care challenges of the 21st century, including obesity, dementia and community cohesion.

This Livewell accreditation scheme, therefore, acknowledges developments that are incorporating much wider health and wellbeing benefits throughout their design. It has been made available for developers in Essex to be recognised and rewarded for their contributions to the health and wellbeing agenda. It is considered that acknowledging developments would be of greater benefit for planners and developers as well as the public who can be given some assurance that these environments have the potential to support their health and wellbeing.

A two-stage health and wellbeing assessment is made against specially developed criteria (based on the Essex Design Guide³ and Essex Healthy Places Guidance) and if the proposal is shown to have the potential to make a positive contribution, the development would be awarded a 'design award' with a subsequent graded accreditation of **bronze**, **silver** or **gold** and **highly commended awards** being made after the submission of evidence to the Essex Quality Review Panel⁴. This panel would include representatives from health and wellbeing related professions as well as planners and designers.

Within this scheme, the 10 principles of Active Design developed by Sport England in partnership with Public Health England have been embedded across all categories of assessment to be considered in conjunction with other health and wellbeing elements to recognise developments that have demonstrated the application of these principles. The aim of the Active Design Principles is to promote environments that offer individuals and communities the greatest potential to lead active and healthy lifestyles. Active Design principles are also embedded in the Essex Design Guide with a view of designing and adapting where we live to encourage activity in our everyday lives. The Active Design principles are crucial in ensuring quality is built with a unique identity that will provide environments where people want to live, work and be active and healthy⁵.



1.1. Wider benefits of the accreditation scheme

The Livewell accreditation scheme can contribute to achieving a broad number of objectives and priorities within both the national public health framework and the Essex Health and Wellbeing framework. These frameworks align with the council's corporate objectives; the Joint Essex Health and Wellbeing Strategy⁶ and the National Planning Policy Framework on ensuring developments are safe, inclusive and accessible, and promote health and wellbeing. This will also help developers demonstrate their contribution to high-quality growth and delivering the EPOA's Essex Quality Charter.

A healthy development is not only influenced by the quality of homes but the quality of the outdoor environment creating spaces that promote people's health, happiness and wellbeing. The accreditation scheme allows developers to highlight their positive contribution to health and wellbeing and to reassure prospective homeowners of how their new community will have the potential to facilitate healthier lifestyles.

Developers can use the accreditation scheme for market differentiation in relation to the quality of their homes and the surrounding environment from other developments in the local area. Accreditation can be a key element in gaining support for the development through early marketing, PR and community engagement, and ultimately increasing asset value. A report by National Home Builders Council (NHBC) and Savills, exploring new-home buyers' priorities for marketing strategies, found that the size and design of living space, quality of neighbourhoods and energy efficiency are often considered to be high on the agenda⁷.

Spatial planning is an enabler of health and wellbeing and has a considerable impact on building better communities with "happier" occupants and new developments result in additional value to the people who live in or near them.

It is difficult to accurately measure the economic impacts of better spatial planning, although a TCPA literature review found that high-quality and good design adds to the economic value which can be quantified in monetary terms⁸.

Similarly, Simetrica prepared a report on behalf of Redrow Housebuilder, to gain a better understanding of the impacts and social value of new developments. The report clearly demonstrates the importance of good housing and place-making to social value, for both communities and individuals⁹. For example, new developments that provide facilities for sporting activities are associated with the additional social value of c£4k to an average Redrow household¹⁰.

On the other hand, the cost to the NHS for treating medical conditions associated with poor housing has been estimated to be as high as £2.5bn per year, this includes mental ill-health¹¹. However, findings in a literature review by TCPA showed that there are many other important intangibles factors from development which



contribute to value, "factors such as health, happiness, and wellbeing with the potential to keep the cost of health services affordable"¹².

The accreditation scheme aims:

- To promote and recognise the highest standards of health and wellbeing in residential-led schemes, in terms of their design and positive contribution to lifestyles supporting health and wellbeing across Essex.

2. Scope of Livewell Development Accreditation scheme

2.1. Livewell Developer Charter

Developers will have the opportunity to sign up to the 'Livewell Developer Charter', which commits developers to support the health and wellbeing principles within the accreditation scheme. The charter is focused on an annual review process with a minimum requirement for developers to attend health and wellbeing training and on-going monitoring. This allows the developer to promote their commitment to delivering health and wellbeing throughout their business, supporting corporate responsibilities. Signing up to the charter also shows the developer's intention to promote residential schemes for the accreditation process.

2.2. Proposed process for Accreditation scheme

Using the Healthy Places Guidance (2019) (which incorporates this new HIA guidance), the developer completes an HIA for submission to the LPA at the pre-app stage (the timing of this submission will vary depending on the local protocol). HIAs will be reviewed by the Public Health Practitioner (PHP) working within the LPA (this is subject to change) and feedback and guidance provided to the case officer.

Applications where the PHP assesses that elements of the HIA findings are unacceptable will be reviewed by Public Health at ECC and advice provided to the applicant/case officer by Public Health on mitigation/enhancement. This mitigation may include the removal of the unintended consequence or measures to mitigate against this identified issue through appropriate planning obligations or amendments to the development proposals which may include resubmission of an HIA.

• Stage 1: Livewell Design Award

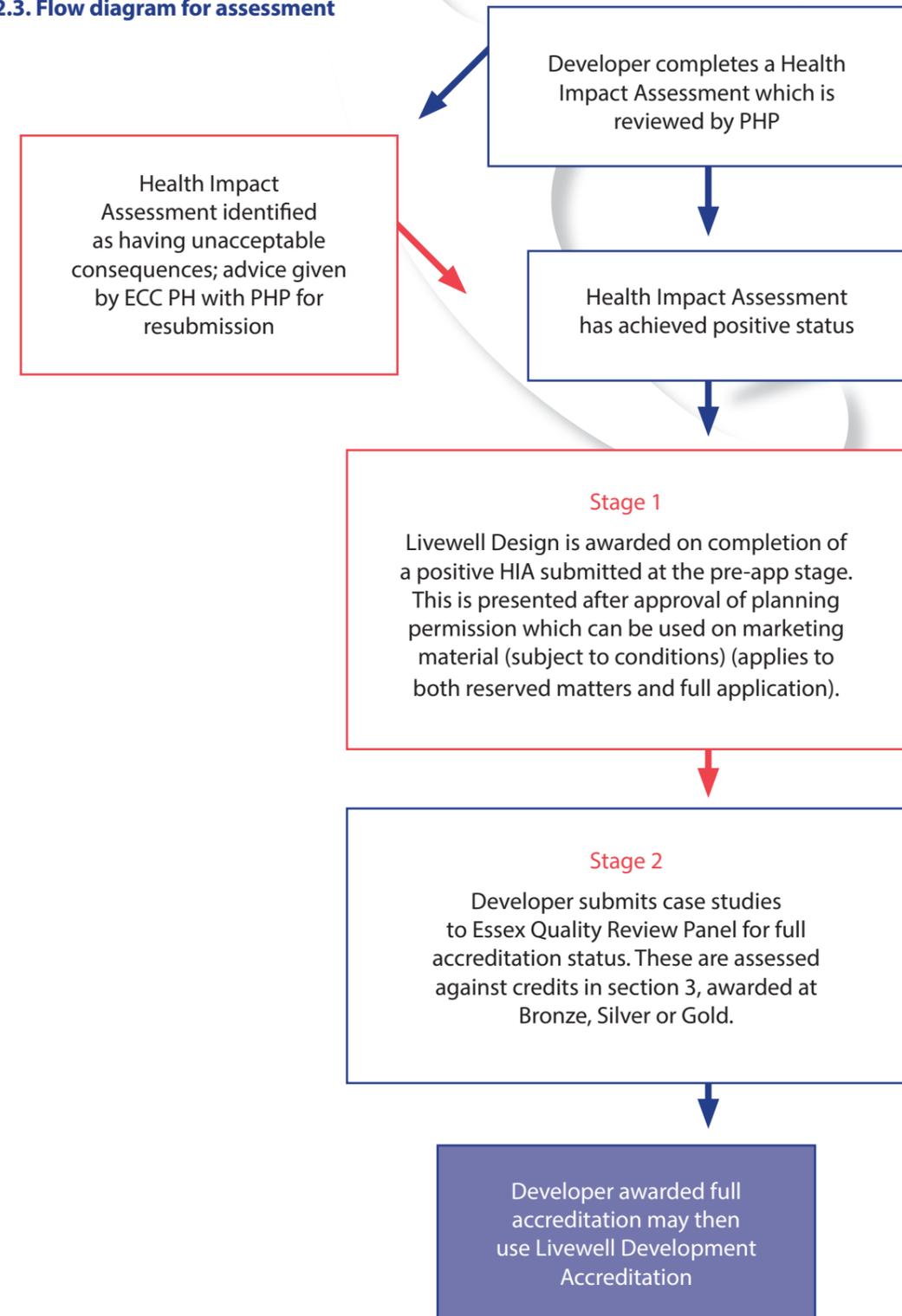
At this stage, developers are assessed on how they have embedded healthy design principles into their emerging schemes which are identified through the Health Impact Assessment or the Healthy Places Checklist submitted at the pre-app stage. However, eligible schemes will receive this award after approval of planning permission and completing a Health Impact Assessment which is assessed as positive. This will be issued through an informative on the decision notice issued by Development Management notifying that the scheme is suitable to receive a Livewell Design Award and to contact the Local Authority to receive this award (refer to conditions below).

• Stage 2: Livewell Development Accreditation

At a later agreed stage, the applicant will be expected to provide either a case study/ case studies or additional HIA/s as part of the monitoring process. If the applicant can demonstrate that health and wellbeing is being supported during the operational phase, a subsequent accreditation of **Livewell Development** rather than Livewell Design Award will be awarded at either bronze, silver or gold level subject to approval by the Essex Quality Review Panel. This will be assessed against the categories listed below in section 3. Case studies can be a compilation of evidence which demonstrates how the scheme has provided or met the outcomes of the different categories of assessment. The panel may give further recommendations for ongoing monitoring and evaluation for healthy lifestyle impact.

**If the developer chooses not to submit any further evidence, the accreditation of Livewell Design will expire, and the proposal will no longer be supported to receive any further part of the Livewell Accreditation scheme by the LPA issuing this stage of accreditation or by EPOA.*

2.3. Flow diagram for assessment



2.4. Terms and Conditions of the Accreditation scheme

These Conditions of the accreditation scheme set out requirements for both stage 1 and stage 2.

a) Accreditation Scheme:

i. (For phased developments) Any accreditation awarded only covers the phases it relates to; however, this is subject to the whole scheme applying health and wellbeing principles going forward.

ii. The scheme applies to reserved matters and full applications.

iii. This accreditation does not replace or prejudice any other requirements needed by planning conditions, other British Standards, Building Regulations or required by third parties, such as Health and Safety, these must be adhered to.

iv. The scheme may be subject to future revisions.

b) **Award:** Stage 1 Livewell Design Award will be issued on the basis that the scheme will proceed to stage 2 accreditation at an agreed stage.

c) **Award Period:** Stage 1 award is issued with a year of award, for example, 'Livewell Design 2020'. This year stamp will need to be made visible in any livewell associated marketing.

d) **Fees:** Fees will not be refundable.

e) **Panel:** Any panel decision will be final.

f) **Livewell Website:** Developer will use www.livewellcampaign.co.uk in any livewell accreditation associated marketing. The Essex Design Guide website will include case studies of accredited developments showing what level of accreditation they have achieved in order to promote good practice.

g) **Branding Guidelines:** The livewell brand has set branding guidelines that must be adhered to for all promotional material relating to the accreditation scheme.

h) **Developer Charter and Accreditation:** This only applies to Essex based scheme and is not transferable outside of the County.

2.5. Health Impact Assessment

Health Impact Assessment (HIA), a means of assessing the health impacts of a development, forms a crucial part of this accreditation scheme, for more information and guidance about completing an HIA refer to the Essex Healthy Places guidance which can be found on the Essex Design Guide Website¹³. As part of the HIA, it is expected that the Sport England Active Design Checklist will be submitted.

2.6. Non-HIA Threshold Schemes (Small Scale Residential Schemes)

If a proposal does not meet the minimum size criteria (50 dwellings +) for an HIA but the applicant wishes to submit their proposal as part of the accreditation scheme, this will be encouraged. It would be expected that a Healthy Checklist would be completed for stage 1 assessment. It is acknowledged that these developments may not be able to demonstrate all elements of the Livewell Accreditation. As such, only the three core categories will be assessed against for stage 2, these are Core Category 1: Design of homes and spaces, Core Category 2: Active Environment and Connectivity and Core Category 3: Environmental Sustainability.

2.7. Other schemes

It is possible to apply for retrospective stage 2 accreditation of a scheme which has already been built out. In this instance, an HIA with case study/ studies evidence will need to be submitted.

2.8. Fees for the accreditation scheme

The fees for the accreditation scheme are split into three stages.

Charter – Please contact the Local Authority to sign up to the charter.

Stage 1 – Please see local arrangements for the relevant District Council.

Stage 2 – Please see Essex Quality Review Panel website for information on fees.

3. Credits for Assessment

There are 6 categories in total with 3 core categories holding higher points as set out below. Within each standard, there are sub-categories which stage 2 applications will be assessed against. The categories listed below are interconnected and will receive credits for each specific area.

These criteria also cover the Active Design Principles developed by Sport England.

Development proposals will be assessed by a scale on the basis of small scale (Non-HIA schemes) and larger schemes which are 50+ units.

Core Category 1: Design of homes and spaces	20 points
Core Category 2: Active environment and connectivity	20 points
Core Category 3: Environmental Sustainability	20 points
Category 4: Supporting Communities	15 points
Category 5: Access to healthier food environments	15 points
Category 6: Improving access to education, skills and employment	10 points

Each category includes the following details:

- **Aim:** What the standard is seeking to achieve
- **Health Evidence:** How the category can affect health and wellbeing (with links to a detailed evidence base at the end of this document)
- **Detailed criteria:** Further information/ or examples of how the standard can be achieved



Core Category 1: Design of homes and spaces

Aim: This standard aims to encourage, acknowledge and enable the identification of developers improving quality of life through healthy designs of homes and spaces.

Health Related Evidence: Living in good quality and affordable housing is associated with numerous positive health outcomes for the general population and those from vulnerable groups. The design of the built environment plays a significant role in influencing health-related behaviours such as nutrition and physical activity.

On the other hand, poor design can have significant adverse environmental, social, and economic effects. Poor housing factors can affect an individual's mental and physical health, through factors such as air quality, lighting, design, and housing tenure. Poor design can undermine an individual's health and increase the risk of social isolation, disrupt community cohesion, and reinforce social inequity.

However, a well-designed environment can overcome many health and wellbeing issues. The provision of multi-functional greenspace with affordable housing can reduce social isolation and fear of crime and enhance social cohesion. Adaptable housing meanwhile can meet varying needs of children, families and older people, while the provision of energy-efficient homes can reduce fuel poverty and any associated poor health outcomes.



Detailed criteria:

Core Standard 1: Design of homes and spaces		
Points available: 20 (10 essentials scoring 1 point each. 5 desirables scoring 2 points each)		
Sub-category	Credit summary - Essential	Desirable
Accessible Outdoor Space	<ol style="list-style-type: none"> 1. Development has provided multi-functional open space that is inclusive and accessible for all members of the public and demonstrates how space can cater for a range of uses with multiple social, health and environmental benefits (Supporting Active Design principle 5; Network of Multi-functional Open Space). 2. Development has provided opportunities for informal and formal outdoor sports/physical activity /play space which is inclusive and accessible to all to encourage a range of activities (Supporting Active Design principle 1; Activity for all). 3. Development recognises the importance of green/blue/grey infrastructure and incorporates safe and convenient access to green and blue infrastructure throughout the development. 4. Development has demonstrated how open spaces will be managed and maintained to ensure the facility remains sustainable over a long-term (e.g. through stewardship agreements) (Supporting Active Design principle 9; Management, maintenance, monitoring and evaluation). 5. Development has incorporated public realm improvements (e.g. provision of street furniture). 	<ol style="list-style-type: none"> 1. Development has improved access to high-quality green spaces for both new and existing residents in the surrounding communities (enhancing neighbourhood connectivity). 2. Demonstration of innovative on-site healthy living activities (for example; Trim Trails/buggy parks/outdoor gyms or the use of digital technology e.g. healthy lifestyles apps or Wi-Fi in public spaces) (Supporting Active Design principle 7; Appropriate Infrastructure).
Good quality and affordable homes	<ol style="list-style-type: none"> 6. Development provides mixed size and type of housing. 7. Development provides affordable housing with detail of phasing release for these homes. 8. Development has demonstrated homes are well ventilated and remain cool in extreme heat and well insulated for warmer homes in winter. 	<ol style="list-style-type: none"> 3. Development has demonstrated how their design of homes and spaces contributes to health and wellbeing using the life course principle (age-friendly environments, e.g. pavements, early life and adult life, adaptable housing allowing residents to remain in their homes, lifetime homes).
Homes Standard	<ol style="list-style-type: none"> 9. Building Regulations M / Development has achieved the voluntary national Home Quality Mark framework/ BREEAM standards to showcase the quality of their home. 10. Development provides suitable and high-quality living environment for residential occupiers with sufficient internal space, natural light and private amenity space. 	<ol style="list-style-type: none"> 4. Development is well connected to digital infrastructure to incorporate and future proof for new technology. 5. The design and use of buildings promote opportunities for physical activity through design features (for example, feature staircases, cycling access ramps, signage and cycle storage). (Supporting Active Design principle 8; Active buildings).

Core Category 2: Active environment and connectivity

Aim: This standard aims to encourage, acknowledge and enable the identification of developers promoting physical activity in their developments through the creation of active environments.

Health Related Evidence: According to PHE, one in two women and a third of men in England are damaging their health through a lack of physical activity. Physical inactivity is the fourth-largest cause of disease and disability in the UK and a wealth of evidence makes it evident that an active lifestyle is essential for physical and mental health and wellbeing. The way land is used and creating the right spaces has an immense impact on the public’s health.

Evidence suggests strategies that increase mixed land use and investing in infrastructure that supports walking and reducing the time in the car can increase levels of physical activity among all age groups and be effective as health interventions. Building in more physical activity into normal day to day routines such as commuting to work or school involves creating environments that are supportive of active living. NICE guideline (NG90) also identifies the way to improve the physical environment in order to increase the general population’s physical activity levels.



Detailed criteria:

Core Standard 2: Active environment and Connectivity		
Points available: 20 (10 essentials scoring 1 point each. 5 desirables scoring 2 points each)		
Sub-category	Credit summary - Essential	Desirable
Connected walking and cycling	<ol style="list-style-type: none"> 1. Development has provided direct, convenient, safe walking and cycling routes to centres, key workplaces and schools/places of education (Supporting Active Design principle 3; Connected Walking and Cycling routes). 2. Development has provided supporting infrastructure and measures to support walking and cycling in a safe environment (e.g. secure cycle parking, cycle storage, lighting, signage) (Supporting Active Design principle 7; Appropriate Infrastructure). 	<ol style="list-style-type: none"> 1. Development has created a walkable community by providing appropriate clear signage to encourage residents to use active travel and leisure with distance measurements and walking times to key sites (e.g. helping raise awareness of the health benefits of walking). (Supporting Active Design principle 2; Walkable Communities).
Provision of public transport	<ol style="list-style-type: none"> 3. Development has engaged with public transport providers to encourage use of public transport. 4. Development has effectively integrated with existing transport infrastructure and services and there is provision of new or enhanced public transport services to site. 5. Development supports sustainable modes of transport. 	<ol style="list-style-type: none"> 2. There are Incentives to use public transport (combining active travel and public transport).
Travel Planning	<ol style="list-style-type: none"> 6. Development has demonstrated use of personalised travel plans for homes, schools, healthcare facilities and other places. 	<ol style="list-style-type: none"> 3. Digital Infrastructure – real time information for transport services. 4. Travel planning information has been provided to all new residents via welcome packs. 5. Measures reducing car use (e.g. introducing Car Clubs).
Active Street Design	<ol style="list-style-type: none"> 7. Development has provided streets and spaces that are overlooked. 8. Development has demonstrated high quality active street design which promotes inclusive access for all users across all ages. (For example, durable materials, street furniture and signage). (Supporting Active Design principle 6; High Quality Streets and Spaces). 9. Development has provided appropriate segregation or shared surfaces between cyclists, pedestrians and vehicle traffic. 10. Development has enhanced the safety of local roads by implementing traffic calming measures, including areas around play spaces and schools. 	

Core Category 3: Environmental sustainability

Aim: This standard aims to encourage, acknowledge and enable the identification of developers promoting environmental sustainability in their developments through implementing and embedding sustainable measures.

Health Related Evidence: Environments that are safe, environmentally sustainable and have good environmental infrastructure to protect against extreme weather events, have good air quality and are not overly exposed to noise nuisance, are those which can be regarded as healthy. An increase in growth can lead to increased traffic and subsequently have an impact on air quality. Air pollution can give rise to significant adverse human health effects and long-term exposure could have an even greater impact.

According to WHO, transport-related air pollution is linked to numerous ill-health conditions such as cancer, cardiovascular disease, and adverse pregnancy and birth outcomes. On the other hand, living in an energy-efficient property can improve general health outcomes and improve mental health. In addition, dwellings that incorporate high levels of natural light and ventilation can help limit confusion and anxiety for people with dementia and help the partially sighted or blind to navigate around the home.



Detailed criteria:

Core Standard 3: Environmental sustainability		
Points available: 20 (10 essentials scoring 1 point. 5 desirables scoring 2 points)		
Sub-category	Credit summary - Essential	Desirable
Air quality	<ol style="list-style-type: none"> 1. Development has provided electric charging points to support adoption of zero emission vehicles. 2. Development has produced a sustainable travel plan to reduce car use and encourage less polluting modes of transport. 3. Development has undertaken an Air Quality Impact Assessment (or equivalent). 4. There are measures to mitigate indoor air pollution (ventilation). 	<ol style="list-style-type: none"> 1. Development supports activity promotion to the local community, for example cycle training and public bicycle hiring schemes. (Supporting Active Design principle 10; Activity Promotion and Local Champions). 2. Development uses alternative materials to help alleviate poor air quality (e.g. Green Roofs/Green Walls – Urban Greening).
Sustainable and energy efficient development	<ol style="list-style-type: none"> 5. Development has implemented measures to enhance exposure to natural daylight for homes. 6. High energy efficiency rating for homes (including energy efficient lighting and smart metres) (tackling fuel poverty). 7. Water conservation measures are implemented. 8. Provision for refuse and recycling storage and collection (waste infrastructure). 9. Development has demonstrated how they are adapting to climate change (e.g. flood prevention measures, resilient planting, shading in external areas). 	<ol style="list-style-type: none"> 3. Development demonstrates a range of renewable energy and clean energy options (e.g. Solar Panels).
Responsible sourced materials	<ol style="list-style-type: none"> 10. Developer demonstrates use of sustainable construction techniques whenever possible in the building construction process (e.g. low emission construction vehicles). 	<ol style="list-style-type: none"> 4. Development uses locally sourced materials for building and construction. 5. Development has demonstrated use of the BRE Green Guide to look at environmental impacts of construction material.

Category 4: Supporting Communities

Aim: This standard aims to encourage, acknowledge and enable the identification of developers supporting communities in their developments.

Health Related Evidence: Social and community networks are essential for health and wellbeing. Evidence shows that neighbourhood characteristics can have an impact on health, with worse general health and poorer mental wellbeing relatively associated with disadvantaged and deprived neighbourhoods.

The built environment can have a significant impact on whether a person becomes socially isolated. For example, neighbourhoods with antisocial behaviour can increase isolation and community fear. Perceptions of an unsafe neighbourhood can have negative health outcomes and prevent people from using the built and natural environment to undertake exercise.

It is recognised that health assets exist at the community level and they help build resilient communities and reduce social isolation and loneliness. The provision of local amenities can also help improve social engagement and mobility. Mixed developments with access to schools, recreational centres and social amenities can increase physical activity among children, adolescents and older adults. Environmental improvements also have the potential to contribute to the reduction of fear of crime such as implementing natural surveillance measures. It is essential to ensure that new developments can support and build environments that promote social and community participation.



Detailed criteria:

Standard 4: Supporting Communities		
Points available: 15 (7 Essential scoring 1 point. 4 Desirable scoring 2 points)		
Sub-category	Credit summary - Essential	Desirable
Provision of community facilities	<ol style="list-style-type: none"> 1. Community facilities are provided timely as a part of new development to help people feel connected and to provide a local destination. 2. Development provides for the co-location of community facilities such as healthcare facilities, early years nurseries and childcare facilities, key retail, community and open-space. This helps to create multiple reasons to visit a destination, helps to promote physical activity and reduce social isolation. (Supporting Active Design principle 4; Co-location of community facilities). 	<ol style="list-style-type: none"> 1. Development has provided access to facilities that support self-care. 2. Development has designated non-smoking areas in local retail centres/neighbourhood centres and public areas, open spaces.
Reducing social isolation through design	<ol style="list-style-type: none"> 3. The mixed tenure housing is distributed across the development to facilitate community integration and development has demonstrated how existing communities are connected and not isolated from new developments. 	<ol style="list-style-type: none"> 3. Development has identified type of community facilities that would be most beneficial and inclusive for vulnerable members of the community and supports activity promotion and local champions. (Supporting Active Design principle 10; Activity promotion and local champions).
Personal safety and crime/fear of crime	<ol style="list-style-type: none"> 4. There is creation of safe public spaces through good landscaping and development has incorporated good, consistent and well-designed lighting throughout the development along with natural surveillance measures. 5. Development has enhanced the safety of local roads by implementing traffic calming measures, including areas around play space and schools. 	<ol style="list-style-type: none"> 4. Secured by design or evidence of personal safety measures included.
Engagement and consultation with local community	<ol style="list-style-type: none"> 6. Development has engaged with local communities about the new development and provision for community facilities. (Supporting Active Design principle 10; Activity Promotion and Local Champions). 7. Development has provided 'welcome pack' or similar material to ensure residents are aware of and signposted to community facilities. 	

Category 5: Access to healthier food environments

Aim: This standard aims to encourage, acknowledge and enable the identification of developers who are increasing access to healthier food environments.

Health Related Evidence: Deprivation, excess weight and levels of obesity are significantly associated with living within close proximity of fast food takeaway outlets. The food environment plays an important role in promoting a healthy diet; this, however, is influenced and determined by several factors. Access to healthier food choices can have a direct and indirect impact on the determinants of health. Evidence shows that vulnerable groups including those on a low income, children and those of certain ethnicities, are less likely to achieve a healthy and balanced diet. Evidence also shows that increasing the provision of, and access to, low-cost healthier food, could be an effective intervention. Promoting access to healthy and locally sourced food and increasing opportunities for food growing not only helps tackle food poverty but also contributes to increasing active lifestyles and wider environmental and social benefits.



Detailed criteria:

Standard 5: Access to sustainable and healthier food environments		
Points available: 15 (5 Essential credits scoring 1 points: 5 Desirable credits scoring 2 points)		
Sub-category	Credit summary - Essential	Desirable
Provision of and access to allotments and adequate garden space	<ol style="list-style-type: none"> 1. Development maintains or enhances existing opportunities for food growing (e.g. urban farming) and prevents the loss of food-growing spaces. 2. Opportunities are provided for households to own or have safe and convenient access to space to grow food. 	<ol style="list-style-type: none"> 1. Development provides space for green space projects such as community gardening (e.g. orchards). 2. Grow your own food space within schools (or equivalent). 3. Public realm includes edible foods (e.g. edible cities) for community consumption, including signage and information.
Decreased exposure to unhealthy food environments	<ol style="list-style-type: none"> 3. Development avoids unhealthy hot-food takeaways (A5 uses) by taking account of existing food environment. 4. Development takes account of existing hot food takeaways in proximity to schools and other facilities for children, young people and families and provides mitigation. 5. Development has demonstrated how it supports a healthier community food environment by providing access to food outlets with affordable healthy food choices (e.g. grocery stores). 	<ol style="list-style-type: none"> 4. Development supports local healthy eating initiatives in the provision of food retail offers (such as TuckIN) 5. Development supports healthier food environments by providing access to/ supporting local food distribution networks and (e.g. providing community retail space for local food producers)

Category 6: Improving access to education, skills and employment

Aim: This standard aims to encourage, acknowledge and enable the identification of developers who are supporting communities with regards to education, skills and employment.

Health Related Evidence: Access to education and employment are part of the wider determinants of health and wellbeing. A lack of access to these services can have a negative impact on health and wellbeing, with unemployment significantly linked to deprivation, health inequalities and poorer health outcomes. It is essential to create environments that can support and promote education and employment for people at different life stages and with different needs, supporting good health and wellbeing, producing a productive workforce and attracting and retaining businesses. It is also essential to ensure access to these services is increased to support social mobility, ensuring that there are good opportunities for all.



Detailed criteria:

Standard 6: Improving access to Education, skills and employment		
Points available: 10 (6 Essential credits scoring 1 point each: 2 Desirable credits scoring 2 points each)		
Sub-category	Credit summary - Essential	Desirable
Access to educational and employment areas	<ol style="list-style-type: none"> 1. Development supports sustainable transport access to educational and employment sites. 2. The local and neighbourhood centre is easy to get to by public transport and is on walking and cycling networks. 3. Development provides capacity, location and accessibility of other social infrastructure (schools). 4. Development provide access to outdoor space for breaks/rest periods for on-site employment areas. 	<ol style="list-style-type: none"> 1. Development allows for flexible working/home working options/live-work unit opportunities (e.g. Home spaces or in local neighbourhood centres). 2. Development provides affordable business space and childcare provision facilities to make employment opportunities easier to access.
Training during construction	<ol style="list-style-type: none"> 5. Apprenticeship and skills development programmes are in place (expand). 6. On-site training for construction workers to support skills development and future proofing workforce skills. 	

4. Scoring and rating process

There are three levels of achievement that can be attained through the Livewell Development (Stage 2) accreditation process; Gold, Silver and Bronze. The schemes that show innovation or outstanding best practice have the opportunity to be awarded a highly commended award at the discretion of the panel members. Evidence would need to be demonstrated as part of the case study submission.

Scoring Matrix			
Standards	Total Points Available	Essential Criteria (each worth 1 point)	Desirable Criteria (each worth 2 points each)
Core Category 1: Design of homes and spaces	20	10	5 credits (worth 10 points)
Core Category 2: Active environment and connectivity	20	10	5 credits (worth 10 points)
Core Category 3: Environmental Sustainability	20	10	5 credits (worth 10 points)
Category 4: Supporting Communities	15	7	4 credits (worth 8 points)
Category 5: Access to healthier food environments	15	5	5 credits (worth 10 points)
Category 6: Improving access to education, skills and employment	10	6	2 credits (worth 4 points)
Totals	100	48	52
Small Scale Schemes		Large Scale	
Small Scale Livewell Development Award: Scoring 30 to 60 points for core categories only		No Accreditation: 47 and below	
Small Scale+ Livewell Development Award: Highly commended schemes that have shown innovation above and beyond the core categories.		Bronze: (all essential criteria met) scoring 48 points	
		Silver: (all essential criteria met) scoring 48 point plus up to 10 desirable criteria – 49-69 points	
		Gold: (all essential criteria met) scoring 48 points plus 11 or more of the desirable criteria – 70 – 100 points	

Unclassified rating is for developments that have failed to meet the Livewell Development accreditation standards demonstrated in their case study/studies and Health Impact Assessment.

5. Making an application and submitting evidence

To make an application for the accreditation scheme, developers can express their interest to the Development Management team at pre-application or planning applications stage.

As part of the sign up to the developer charter, developers will be able to access advice and guidance on the completion of the HIA with Public Health. Further guidance on the preparation of an HIA can also be found on the Essex Design Guide website.

The stage 1 design award is awarded on completion of a Health Impact Assessment that has achieved a positive status through an assurance review and receiving appropriate planning permission.

For stage 2 accreditation the developer will need to submit detailed documentary evidence of built schemes to the Essex Quality Review Panel which serve to confirm that the development is in accordance with evidence provided at stage 1.

5.1. Essex Quality Review Panel

The Essex Quality Review Panel will be used to assess applications for accreditation as part of the stage 2 process. This panel will include representatives from Planning and Design teams, together with representatives from Public Health. It is anticipated that this panel would meet twice a year. For detailed information regarding the type of information required for submission for stage 2 and the timings of the panel please see the Essex Quality Review Panel website: <https://www.essexdesignguide.co.uk/qualitypanel>



6. Glossary of references and evidence

The table below sets out further information and links to useful policy or good practice documents.

Standard	Evidence Base and further information
Design of homes and spaces	<ul style="list-style-type: none"> • Kondo, M., Hohl, B., Han, S. and Branas, C. (2016). Effects of greening and community reuse of vacant lots on crime. [online] NCBI. Available at: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5436723/ [Accessed 3 Dec. 2018]. • Retting, R., Ferguson, S. and McCartt, A. (2003). A review of evidence-based traffic engineering measures designed to reduce pedestrian-motor vehicle crashes. - PubMed - NCBI. [online] Pub Med. Available at: https://www.ncbi.nlm.nih.gov/pubmed/12948963 [Accessed 7 Nov. 2018]. • Researchbriefings.files.parliament.uk. (2016). Green Space and Health: Postnote. [online] Available at: https://researchbriefings.files.parliament.uk/documents/POST-PN-0538/POST-PN-0538.pdf [Accessed 7 Nov. 2018]. • Public Health England. (2017). Spatial Planning for Health An evidence resource for planning and designing healthier places. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729727/spatial_planning_for_health.pdf [Accessed 20 Nov. 2018]. • Public Health England (2014). Local action on health inequalities: Improving access to green spaces. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/355792/Briefing8_Green_spaces_health_inequalities.pdf [Accessed 3 Nov. 2018]. • Institute of Healthy Equity. (2018). Healthy High Streets: Good place-making in an urban setting. [online] Available at: http://www.instituteoftheequity.org/resources-reports/healthy-high-streets-good-place-making-in-an-urban-setting/healthy-high-streets-phe.pdf [Accessed 3 Dec. 2018]. • WHO (2007). Global Age-friendly Cities: A Guide. [online] Who.int. Available at: https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf [Accessed 7 Nov. 2018]. • WHO Europe (2017). Urban green spaces: a brief for action • Public Health England (2014). Local action on health inequalities: improving access to green spaces. • NHS (2019) The Long-Term Plan www.longtermplan.nhs.uk

Standard	Evidence Base and further information
Active environment and connectivity	<ul style="list-style-type: none"> • Ward, J., Duncan, J., Jarden, A. and Stewart, T. (2016). The impact of children's exposure to greenspace on physical activity, cognitive development, emotional wellbeing, and ability to appraise risk. [online] Science direct. Available at: https://www.sciencedirect.com/science/article/abs/pii/S135382921630048X [Accessed 14 Nov. 2018]. • Lakerveld, J., den Braver, N., Rutters, F., Schoonmade, L., Brug, J. and Beulens, J. (2017). Built environmental characteristics and diabetes: a systematic review and meta-analysis: Joreintje Mackenbach. [online] Oxford Academic. Available at: https://academic.oup.com/eurpub/article/27/suppl_3/ckx187.701/4556662 [Accessed 12 Nov. 2018]. • Nice.org.uk. (2018). Physical activity and the environment. [online] Available at: https://www.nice.org.uk/guidance/ng90 [Accessed 7 Jun. 2019]. • Ostergaard, L., Borrestad, L., Tarp, J. and Bo Andersen, L. (2012). Bicycling to school improves the cardiometabolic risk factor profile: a randomised controlled trial. [online] BMJ Open. Available at: https://bmjopen.bmj.com/content/2/6/e001307 [Accessed 7 Nov. 2018]. • Frank LD, Andresen MA, Schmid TL. Obesity relationships with community design, physical activity, and time spent in cars. <i>Am J Prev Med</i> 27, 87-96 • Public Health England. (2017). Spatial Planning for Health An evidence resource for planning and designing healthier places. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729727/spatial_planning_for_health.pdf [Accessed 20 Nov. 2018]. • PHE. (2013). Obesity and the environment: increasing physical activity and active travel. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/256796/Briefing_Obesity_and_active_travel_final.pdf [Accessed 7 Dec. 2018]. • Sport England (2015). Active Design Planning for health and wellbeing through sport and physical activity. [online] Sport England. Available at: https://www.sportengland.org/media/3426/spe003-active-design-published-october-2015-email-2.pdf [Accessed 7 Nov. 2018]. • Sport England (2018). Active Design Case Study Essex Design Guide: building activity into new development (online) Available at https://www.sportengland.org/media/13816/active-design-essex-design-guide-case-study.pdf (Accessed 3 Jun. 2019) • WHO (2007). Global Age-friendly Cities: A Guide. [online] Who.int. Available at: https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf [Accessed 7 Nov. 2018].

Standard	Evidence Base and further information
Environmental sustainability	<ul style="list-style-type: none"> • Colan, B., Fraser, A., Vedrenne, M., Tate, J. and Whittles, A. (2016). Evidence review on effectiveness of transport measures in reducing nitrogen dioxide. [online] Uk-air.defra.gov.uk. Available at: https://uk-air.defra.gov.uk/assets/documents/reports/cat05/1605120947_AQ0959_appendix_1-evidence_review_on_air_quality_effects_of_transport_measures.pdf [Accessed 17 Nov. 2018]. • World Health Organisation: COP24 special report: health and climate change • Public Health England. (2017). Spatial Planning for Health An evidence resource for planning and designing healthier places. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729727/spatial_planning_for_health.pdf [Accessed 20 Nov. 2018]. • Institute of Healthy Equity. (2018). Healthy High Streets: Good place-making in an urban setting. [online] Available at: http://www.instituteoftheequity.org/resources-reports/healthy-high-streets-good-place-making-in-an-urban-setting/healthy-high-streets-phe.pdf [Accessed 3 Dec. 2018]. • Ferranti, E. J. S. and MacKenzie, A. R. and Ashworth, K and Hewitt, C.N. (2018) First Steps in Air Quality for Built Environment Practitioners. Technical Report. University of Birmingham & TDAG. (Unpublished) http://epapers.bham.ac.uk/3069/10/TDAG_FSAQ_2017_v2.pdf
Supporting communities	<ul style="list-style-type: none"> • Sport England (2015). Active Design Planning for health and wellbeing through sport and physical activity. [online] Sport England. Available at: https://www.sportengland.org/media/3426/spe003-active-design-published-october-2015-email-2.pdf [Accessed 7 Nov. 2018]. • WHO (2007). Global Age-friendly Cities: A Guide. [online] Who.int. Available at: https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf [Accessed 7 Nov. 2018]. • Royal Town Planning Institute. (2016). Poverty, place and inequality. [online] Available at: https://www.rtpi.org.uk/media/1811222/poverty_place_and_inequality.pdf [Accessed 3 Jun. 2019].

Standard	Evidence Base and further information
Access to healthier food environments	<ul style="list-style-type: none"> • Public Health England. (2017). Spatial Planning for Health An evidence resource for planning and designing healthier places. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729727/spatial_planning_for_health.pdf [Accessed 20 Nov. 2018]. • Public Health England (2019). Healthy people, healthy places briefing Obesity and the environment: regulating the growth of fast food outlets. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/296248/Obesity_and_environment_March2014.pdf [Accessed 3 Jun. 2019].
Improving access to education, skills and employment	<ul style="list-style-type: none"> • WHO (2007). Global Age-friendly Cities: A Guide. [online] Who.int. Available at: https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf [Accessed 7 Nov. 2018]. • Royal Town Planning Institute. (2016). Poverty, place and inequality. [online] Available at: https://www.rtpi.org.uk/media/1811222/poverty_place_and_inequality.pdf [Accessed 3 Jun. 2019]. • Social Mobility Commission. (2017). State of the Nation 2017: Social Mobility in Great Britain. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/662744/State_of_the_Nation_2017_-_Social_Mobility_in_Great_Britain.pdf [Accessed 3 Jun. 2019]. • Local.gov.uk. (2016). Health, work and health-related worklessness: A guide for local authorities. [online] Available at: https://www.local.gov.uk/sites/default/files/documents/health-work-and-health-re-904.pdf [Accessed 3 Jun. 2019].

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- 2 <https://www.england.nhs.uk/ourwork/innovation/healthy-new-towns/>
- 3 Essex Healthy Places Guidance 2019
- 4 <https://www.essexdesignguide.co.uk/qualitypanel>
- 5 Sport England: Active Design Case Study- Building Activity into new development <https://www.sportengland.org/media/13481/spe-case-studies-essex-design-guide-final.pdf>
- 6 <https://www.livingwellessex.org/media/621973/jhws-2018-cabinet-aug-2018.pdf>
- 7 <http://www.nhbc.co.uk/media-centre/articles/pressreleases/priorities-of-new-home-buyers/>
- 8 Who pays and who benefits? Understanding the value of investing in 'health places'
- 9 Redrow: Valuing Communities, Communities Report 2018
- 10 Redrow: Valuing Communities, Communities Report 2018
- 11 Healthy Housebuilding: Making 300,000 new homes a year better places to live
- 12 TCPA: Securing constructive collaboration and consensus for planning healthy developments
- 13 <https://www.essexdesignguide.co.uk/overarching-themes/health-and-wellbeing/>



Get in touch

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Livewell Developer Charter



1. Livewell

We recognise that there is a real need to collectively find solutions that contribute towards wellbeing and prevent ill-health in order to reduce cost to the NHS on social care and health. The livewell vision is to be an instantly recognisable and trusted identity working to improve the health and wellbeing of Essex residents.

2. Health and Planning

The built and natural environments are major determinants of health and wellbeing. We can help improve health and wellbeing and reduce health inequalities by building strong, vibrant and healthy communities; creating healthy living environments that are supportive of active travel, community engagement, have access to healthier food environments and provide well designed homes and open spaces.

3. Developers Commitment

This Livewell Developer Charter includes 6 commitments that developers agree to support to promote health and wellbeing within their business and corporate responsibilities.

See Livewell Development Accreditation document for more information

We commit to supporting the following principles in the delivery of residential schemes:

- **Good design of homes and open spaces:**
Ensuring homes can be adapted for use over the lifetime and use of the Lifetime Neighbourhoods guidance
- **Increasing access to active environments using active design principles:**
Use Sport England Active Design Principles jointly prepared with Public Health England advising how to increase activity through the design process.
- **Environmental sustainability:**
Ensuring homes and communities can respond to climate and weather extremes. Ensuring there are considerations of the environmental impact of the construction phase.
- **Encouraging neighbourhoods and community cohesion:**
Provision of infrastructure for communities and engagement with communities. Ensure communities are accessible and inclusive with opportunities to socialise.
- **Increasing access to healthier food environments:**
Support the promotion of healthier food options and ensure that communities can access healthy food environments through active travel modes or public transport.
- **Promoting active travel and improving access to education, skills and employment:**
Ensuring new residential schemes have facilities that support active travel such as cycle storage facilities. Ensure connectivity between existing active routes and new routes and to key destinations.

4. Local Authority Commitment

As part of the Local Authority's commitment to this Livewell Charter, we commit that:

- An annual training event will be provided for Health Impact Assessments and other relevant health related topics
- Access to advice and guidance from Public Health at ECC and public health practitioners
- Support for Livewell design applications

This charter is to be reviewed annually in partnership with the Local Authority, Public Health and the Livewell Panel. Any use of the livewell branding must adhere to the livewell Branding Guidelines.

Approved by (LPA Representative):

Date

Signed on behalf of (Developer Representative):

Date

CHELMSFORD POLICY BOARD

3 October 2019

AGENDA ITEM 6

Subject	CHELMSFORD MASTERPLAN PROCEDURE UPDATE
Report by	DIRECTOR OF SUSTAINABLE COMMUNITIES

Enquiries contact:

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Purpose

The purpose of this report is to seek approval from the Board to the proposed amendments to the masterplan procedure and to provide an update on the progression of Masterplans for sites allocated within the emerging Chelmsford Local Plan.

Recommendation

That the Board notes the masterplan process as set out Appendix 1 of this report and recommends it be referred to the Council's Cabinet for approval.

Corporate Implications

Legal:	The preparation of masterplans is an important element of national planning policy requirements to achieve high quality and sustainable development to ensure objectives of statutory Development Plan documents are met.
Financial:	The preparation of a Local Plan is a major area of work, which started in 2014/15. It involves significant financial resources for Evidence Base preparation, Public Consultation, Sustainability Appraisal work, legal fees and Examination by the Planning Inspectorate. Current work is being met from the approved Budget for 2019/20.
Personnel:	None
Risk Management:	Potential risk of Government intervention if the City Council does not progress a new Local Plan.
Equalities and Diversity:	An Equality and Diversity Impact Assessment has been undertaken for the Council's emerging new Local Plan.

Health and Safety:	None
IT:	None
Other:	None

Consultees	None
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

Local Development Framework (LDF) Documents

Adopted Development Plan Documents:

Core Strategy and Development Control Policies 2008
 Focused Review of Core Strategy and Development Control Policies 2013
 Chelmsford Town Centre Area Action Plan 2008
 North Chelmsford Area Action Plan 2011
 Site Allocations Development Plan Document 2012

Planning Obligations SPD – Adopted and Draft SPD
 Duty to Co-operate Strategy – Adopted Strategy
 Statement of Community Involvement – Adopted Document
 Local Development Scheme – Adopted Document

The Chelmsford Local Development Framework takes into account all published strategies of the City Council, together with the Sustainable Community Strategy published by The Chelmsford Partnership.

1. Introduction

- 1.1 This report seeks agreement to revise the masterplan procedure for approving masterplans for development allocations in the emerging Local Plan. It also updates the Board on the progress of Local Plan site masterplans to date.
- 1.2 The procedure was previously agreed by the Development Policy Committee on 8 March 2018 with the resolution that the Director of Sustainable Communities, in consultation with Members appointed by the Committee, be authorised to finalise and make any further changes as part of an on-going monitoring process to the masterplan procedure. Following a change in committee structure the masterplan procedure is now being brought before the Board to agree the proposed amendments.

2. Background

- 2.1 The Spatial Strategy of the emerging Local Plan is set out in Strategic Policy S9. Strategic Policy S9 identifies development allocations up to 2036 in three Growth Areas. The sites allocated vary in scale and type.
- 2.2 Strategic Policy S9 and paragraph 7.5 of the Pre-Submission Local Plan state that for larger Strategic Growth Sites the Council will expect a masterplan for each site to be submitted for approval. This is to ensure the site is developed in the manner in which it is intended to help deliver the Spatial Strategy. The proposed modifications to the Local Plan further clarify the sites which this masterplan process should be applied to. The list of sites is also set out in the procedure document attached at Appendix 1.
- 2.3 The masterplan for a site is required to be approved by the Council ahead of consideration of any planning applications. The master planning procedure sets out the obligations on the part of both the developer/promoter and the Council, the extent of engagement with stakeholders and the public and, once finalised, the status of masterplans.
- 2.4 The procedure was previously agreed by the Development Policy Committee on 8 March 2018. Full details of this and the rationale for the masterplan procedure are set out in the covering report for this committee which can be found at <https://www.chelmsford.gov.uk/your-council/committees-and-meetings/list-of-past-and-future-meetings/?page=1&month=&year=2018&category=8156ead0-fa5c-4864-9aa3-dcf156f0a306&id=75443bd4-2568-4b57-92e5-eb78aba77a5f>

3. Progress to date

- 3.1 The majority of sites have all commenced the initial stages of the procedure and have also signed up to Planning Performance Agreements (PPAs) with the Council which agree milestones and expectations from those bringing forward the site and the Council. Progress to date with Local Plan master planning is given in Appendix 2.

4. Changes to the process

- 4.1 The procedure is something which is a relatively new process for this Council and as sites have been progressing it is necessary to evolve and amend the procedure guide. A tracked changed version of the proposed update procedure note is attached at Appendix 1 of this report.
- 4.2 Overall, the stages are largely the same but within the process it is necessary to clarify some matters and amend the order of others. It also reflects some updates to the Local Plan itself by way of the proposed modifications to the Local Plan.
- 4.3 As the sites have progressed, it has become evident that a couple of sites do not fit as neatly into the procedure as others. This is in relation to Strategic Growth Sites 1a (Chelmer Waterside sites) and Strategic Growth Site 4 (North East Chelmsford). It is therefore proposed that, whilst these sites will still follow a masterplan procedure which will need to be formally consulted and approved by the Council ahead of the submission of any planning applications, the circumstances of these sites require a slightly more bespoke process. The reasons for this are set out in Appendix 1.
- 4.4 The other proposed changes to the process are minor in nature but are considered to be important to ensure the process continues to provide the best outcomes in respect of the new Local Plan allocations. The updated process note at Appendix 1 clarifies which sites the procedure applies to, when developers will lead on matters and when Council Members will be involved.
- 4.5 The process for carrying out a Design Review has also been moved from Stage 1 to the end of Stage 2. As the process has evolved it seems that this is a more logical and appropriate stage to have a design review as earlier in the process the information may not all be available or may change as the masterplan has progressed.
- 4.6 An additional stage for the masterplans to be considered by the Chelmsford Policy Board ahead of Cabinet approval has also been added at the end of the process.

5. Conclusion

- 5.1 Since the masterplan procedure was first agreed it has become evident that some changes need to be made to reflect best practice and ensure expectations of the process are clear to all parties. As a result, some minor changes and clarifications to the process are set out in the updated procedure note at Appendix 1.

List of Appendices

Appendix 1 – Masterplans Procedure for Local Plan Development Allocations to 2036 – October 2019 Update

Appendix 2 – Masterplans progress to date

Background Papers

Chelmsford Pre-Submission Local Plan and Policies Maps

Chelmsford Draft Local Plan Schedule of Proposed Main Modifications

Masterplan Procedure for Local Plan Development Allocations to 2036 – October 2019 Update

1. Background

1.1 The Spatial Strategy of the Local Plan is set out in Strategic Policy S9. Strategic Policy S9 identifies development allocations up to 2036 in three Growth Areas. The sites allocated vary in scale and type and are categorised as shown below:

Site Type	Threshold
Strategic Growth Sites	Housing and/or mixed used sites for 100 or more new homes
Growth Sites	Residential sites of less than 100 new homes
Opportunity Sites	No threshold
Existing Commitments	10 new homes or above
Employment Sites	No threshold

1.2 Both Strategic Policy S9 and paragraphs [6.36 and 7.5](#) of the Local Plan ([as proposed for amendment by the Local Plan Modifications](#)) state that for larger Strategic Growth Sites the Council will expect a masterplan for each site to be submitted for approval. This is to ensure the site is developed in the manner in which it is intended to help deliver the Spatial Strategy.

1.3 Where there is a requirement for a site to be masterplanned, this is specified in the policy for the site allocation (a list of all the sites is set out below). [It should be noted that the site numbering and paragraph number within the Local Plan refer to those within the Pre-Submission document. These will be subject to change upon adoption of the Local Plan.](#)

1.4 It is necessary to establish masterplanning procedures to guide masterplan preparation and approval. The procedure will set out the obligations on the part of both the developer/promoter and the Council, the extent of engagement with stakeholders and the public and, once finalised, the status of masterplans.

[1.5](#) Masterplans are separate from the planning application process. An approved masterplan must be in place for the relevant site prior to the [consideration submission](#) of any planning application [by the Council](#). [Following approval of a Masterplan further detailed design work to cover aspects such as architecture, materials are expected to be undertaken through the normal pre-application planning process.](#)

[1.6](#) [Two of the Strategic Growth Sites in the Local Plan will follow a different Masterplanning approach than set out in this paper. These sites will however be required to produce masterplans which will contain the same level of information and will require the same level and stages of consultation and approval from the City Council, but they will have unique processes to](#)

go through to get to there. The two sites this relates to and the reasons why they are different are set out below:

1.7 Strategic Growth Site 1a (Chelmer Waterside Allocations) – This site is different from all other Strategic Growth Sites as it is the only wholly Brownfield Site. There are also land assembly issues with operational and utility complexities over the site which other sites do not have, and no developer on board at present. This site will still require the same end product to be produced and the same level of consultation and approval. However, the initial stages will be started by the City Council as landowner and the purpose of the initial stages are likely to be carried out to assist in the marketing of the site.

1.51.8 Strategic Growth Site 4 (North East Chelmsford) – This site is significantly larger than any other site in the Local Plan and is expected to continue to be delivered beyond the Plan period. In June, the Government announced that the site would form part of the national Graden Communities programme. The site already has a significantly different delivery structure than other sites, with a Delivery Board, Steering Group and various working groups already in place, including a dedicated community engagement group. Other factors to be considered include the successful Homes and Infrastructure Fund (HIF) Bid for the new Rail Station and Chelmsford North East Bypass which both also have separate delivery governance. This site will still require the same end product to be produced and the same overall approval, but due to the scale and complexity of the site, it will have a greater level of consultation and have a wider scope than that set out within this paper.

1.61.9 Set out below is the process of approving masterplans for all other sites as listed below under Stage 0.

Stage	Developer	Council
<p>Stage 0 – <u>Start up</u></p>	<ul style="list-style-type: none"> Developer/promoter notifies the Council that they would like enter in to the masterplan process 	<ul style="list-style-type: none"> The Council produces a Masterplan Framework. This sets out what information and analysis should be included in the masterplan for the site. This is required to be used as a basis for Stage 1, the submission of a masterplan pre-enquiry.
	<ul style="list-style-type: none"> This stage triggers the process of the developer/promoter and the Council entering into a <u>Masterplan</u> Planning Performance Agreement (<u>PPA</u>). It will be tailored to the scale of the site, i.e. larger sites are likely to have a longer project programme, additional consultees etc. Where a site includes multiple parcels of land (Strategic Growth Site 1a as an example), it is required that the developer/promoter of each parcel is signed up to the agreement. However, the obligations of the individual developer/promoter will be subject to the availability of the individual sites. In line with the Strategic Growth Site 1a policy, this allows sites to come forward 	

	<p>independently as they become available but masterplanning principles can still be established.</p> <ul style="list-style-type: none"> • The PPA will cover all the stages of the masterplanning, from the initial notification to the final stage of the document being adopted by the Council as an approved masterplanning guidance. It will not include any subsequent pre-application discussions/ planning application following approval of a masterplan as this will be covered by a separate pre-application PPA. • The extent of masterplanning and level of detail will vary from site to site with the Council giving due consideration to the scale of the site and development. This will be reflected in the PPA. 	
	<p>Sites requiring masterplans as identified in the Local Plan</p> <ul style="list-style-type: none"> ➤ Strategic Growth Site 1a – Chelmer Waterside Allocations (CW1a, CW1b, CW1c, CW1d, CW1e, and CW1f) ➤ Strategic Growth Site 1d – St Peters College ➤ Strategic Growth Site 1c – North Gloucester Avenue (John Shennan, Chelmsford) ➤ Strategic Growth Site 2 – West Chelmsford (Warren Farm) ➤ Strategic Growth Site 3a – East Chelmsford (Manor Farm) ➤ Strategic Growth Site 3b – East Chelmsford – Land North of Maldon Road (Employment) (Joint 3a-3d) ➤ Strategic Growth Site 3c – East Chelmsford – Land North of Maldon Road (Joint 3a-3d) ➤ Growth Site 3d – East Chelmsford – Land North of Maldon Road (Residential) (Joint 3a-3d) ➤ Strategic Growth Site 4 – North East Chelmsford ➤ Strategy Growth Site 5a – Great Leighs – land at Moulsham Hall (Joint 5a-5c) ➤ Strategy Growth Site 5b – Land East of London Road (Joint 5a-5c) ➤ Strategy Growth Site 5c – Land North and South of Banter's Land (Joint 5a-5c) ➤ Strategy Growth Site 6 – North of Broomfield ➤ Strategy Growth Site 7 – North of South Woodham Ferrers <p>Some of the above sites have existing masterplans/design briefs. The Council will review and consider whether they are relevant and/or still up-to-date to determine whether further masterplanning is required and whether the masterplan process can be adapted to take account of them.</p>	
<p>Stage 1 – Technical Assessment</p>	<p>Developer</p> <ul style="list-style-type: none"> • Developer/promoter submits masterplan pre- 	<p>Council</p> <ul style="list-style-type: none"> • Enquiry is registered by the Council (suffix reference MAS/PE). At this stage the

	<p>application enquiry to the Council</p>	<p>documents are subject to a focused consultation (see below)</p>
	<p>The developer/promoter and Council engage in pre-application negotiations. These should include but are not limited to;</p> <ul style="list-style-type: none"> - Requiring the masterplan area to reflect the Policies Map - Requiring the masterplan to reflect the development principles set out in the Strategy Growth Site Policy for the area - Engagement with relevant stakeholders <u>to be led by the site developer/promotor</u>. This is likely to include statutory bodies, service providers, local transport authority and local organisations such as Parish/Town Councils, neighbourhood plan groups etc, <u>Local Ward Members and Cabinet Member for Greener Chelmsford</u>. Initial consultation will be more focused than a general public consultation. However, local representatives should be involved at this stage. - Supporting evidence required <u>to be supplied by the site promotor/developer</u>. This may include transport modelling, Flood Risk Assessment, Habitats Regulations Assessment, Landscape Assessment, Sustainability Appraisal <p>— Design Review process which is likely to occur prior to the submission of a planning application. The following sites will be subject to a Design Review:</p> <ul style="list-style-type: none"> ➤ GS1a — Chelmer Waterside ➤ SGS2 — West Chelmsford ➤ SGS3a — East Chelmsford (Manor Farm), 3b — East Chelmsford — Land North of Maldon Road (Employment), 3c — East Chelmsford — Land South of Maldon Road & 3d — East Chelmsford — Land North of Maldon Road (Residential) ➤ SGS4 — North East Chelmsford ➤ SGS5a — Great Leighs — Land at Moulsham Hall, 5b — Great Leighs — Land East of London Road, 5c — Great Leighs — Land North and South of BanTERS Lane ➤ SGS6 — Land North of Broomfield ➤ SGS7 — North of South Woodham Ferrers ➤ 	
	<p>Why is the masterplan <u>only being subject to consultation with stakeholders</u> not available to the wider public at stage 1?</p> <p>The purpose of pre-application negotiations is to ensure the masterplan responds to the vision and principles for the site to ensure the delivery of the Spatial Strategy. Site promoters may submit an initial masterplan that is not consistent with the Spatial Strategy and needs substantial reworking.</p>	

	<p style="text-align: center;">Purpose of masterplans</p> <p>Master plans are high level documents setting out the Council’s strategic approach to development. They will be used to create excellent places to live, work and enjoy that respond to the unique site circumstances. The masterplan should deliver a framework in enough detail to define predictable outcomes but with sufficient flexibility to allow creative responses from developers/promoters.</p> <p>As a minimum masterplans should include:</p> <ul style="list-style-type: none"> - A vision for the new place - Site and context analysis e.g. surrounding landscape, heritage, contamination, flood risk, important views, etc - Movement structure e.g. walking, cycling, public transport, vehicle circulation - Infrastructure strategy —energy, water, waste water, — Sustainable Urban Drainage (SUDS) Strategy, broadband - A framework for landscape, spaces and public realm - Land use and developable areas - Building heights - Layout Principles Design code - Delivery and phasing - Site specific issues — eg heritage, contamination, flood risk, important views, etc <p>In addition, developers/applicants are strongly encouraged to demonstrate how they will incorporate new initiatives that help to meet policy objectives in respect of promoting sustainable living by:</p> <ul style="list-style-type: none"> - Supporting LiveWell initiatives across the development - Incorporating sustainable construction methods, energy efficiency and other sustainable development initiatives set out in the Council’s Making Places Supplementary Planning Document <p>The level of detail will reflect the scale of the site and development.</p>	
<p>Stage 2 - Consultation</p>	<p>Developer</p> <ul style="list-style-type: none"> • Developer/promoter submits a masterplan application 	<p>Council</p> <ul style="list-style-type: none"> • Masterplan is registered by the Council (suffix reference MAS). Documents are publicly available in accordance with consultation procedures (see below)

	<p style="text-align: center;">Consultation procedure</p> <ul style="list-style-type: none"> - Prior to the masterplan being publicly available, the developer/promoter and the Council will agree the number, dates and location of public exhibitions. — For development allocations of less than <u>250 homes</u> an exhibition will not be required unless otherwise advised by the Council. - The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council’s website. - The Council to produce site notices and neighbour notifications (the extent of notification area to be agreed) advising of public exhibition dates and locations and how to submit comments on the masterplan. - The Council will consult <u>Local Ward Members, the Cabinet Member for Greener Chelmsford</u>, local neighbourhood groups, Parish/Town Councils etc. 	
	<ul style="list-style-type: none"> - <u>Design Review process to occur prior to the submission of a planning application. The following sites will be subject to a Design Review to be reported to the Chelmsford Policy Board:</u> <ul style="list-style-type: none"> ➤ <u>SGS3a – East Chelmsford (Manor Farm), 3b – East Chelmsford – Land North of Maldon Road (Employment), 3c – East Chelmsford – Land South of Maldon Road & 3d – East Chelmsford – Land North of Maldon Road (Residential)</u> ➤ <u>SGS5a – Great Leighs – Land at Moulsham Hall, 5b – Great Leighs – Land East of London Road, 5c – Great Leighs – Land North and South of BanTERS Lane</u> ➤ <u>SGS6 – Land North of Broomfield</u> ➤ <u>SGS7 – North of South Woodham Ferrers</u> 	
	<p style="text-align: center;">Developer</p> <ul style="list-style-type: none"> • Amendments made to masterplan following consultation, <u>design review</u>, and discussions with the Council and relevant stakeholders 	<p style="text-align: center;">Council</p> <ul style="list-style-type: none"> • Representations are summarised and main issues identified
<p>Stage 3* - <u>Formal Approval</u></p>		<ul style="list-style-type: none"> • Consultation report published detailing; <ul style="list-style-type: none"> - Level of responses - Type of comments received - Amendments made to the masterplan to reflect community involvement

		<ul style="list-style-type: none"> • Masterplan and consultation report to be considered by Chelmsford Policy Board before Cabinet approval
		<ul style="list-style-type: none"> • Masterplan to be approved at Executive Cabinet as Council approved guidance
	<p>*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation, it is likely that a second consultation is needed to ensure the public have the opportunity to comment. The Council will make an assessment on a site by site basis.</p>	

2. Status of Masterplans

2.1 Masterplans will be significant material considerations to the Local Plan to ensure Strategic Growth Sites deliver the Spatial Strategy.

2.2 Approved masterplans will sit alongside the Local Plan once adopted and will form part of the planning framework for Strategic Growth Sites but will not form part of the statutory development plan. They will not be subject to Independent Examination.

2.3 Approved masterplans will form part of planning applications [submissions](#) and be a key reference document. However, masterplans and the masterplan process do not override statutory requirements of the planning application process, specifically consultation to statutory consultees and members of the public.

**Masterplans progress to date
Chelmsford Local Plan Strategic Growth Sites**

Growth Areas	Stage 0	Stage 1	Stage 2	Stage 3	Comments
1 Central and Urban Chelmsford					
Chelmsford Urban Area 1 Chelmsford City Council (CCC) sites					1. ECC and CCC to re-engage once criteria for sports provision has been established.
Waterside	<p>February 2018 – September 2019</p> <ul style="list-style-type: none"> February 2018 - Successful Homes and Infrastructure Fund (HIF) bid for Waterside Access Road and bridge May 2019 - Concept designs including The Cut September 2019 - Masterplan layouts, including capacity studies 				
Chelmsford Urban Area 1 Non CCC sites					
St Peters College	<p>April 2018 – September 2019</p> <ul style="list-style-type: none"> April 2019 - Pre-inception meeting No formal engagement 				
ECC					
West Chelmsford 2	<p>April 2018 – July 2018</p> <ul style="list-style-type: none"> April 2018 – Inception meeting. CCC provides masterplan principles document and plans May 2018 – Project meeting June 2018 – Project meeting July 2018 - Project meeting 	<p>July 2018 – November 2018</p> <ul style="list-style-type: none"> July 2018 – Project meeting July 2018 – Public exhibitions (1) August 2018 – Transport meeting Sept 2018 – Stakeholder technical and community workshops Autumn 2018 – Local Plan representation 	<p>November 2018</p> <ul style="list-style-type: none"> Nov 2018 - Masterplan formal submission (18/00001/MAS) Nov 2018 – Public exhibition 	<p>2019</p> <p>Nov - Cabinet sign off Masterplan approved</p>	<p>1. Additional public exhibition at request of Writtle Parish Council</p> <p>2. Further meetings with Chignal Estate Resident’s Group</p>
Warren Farm					
Crest Nicholson					
East Chelmsford – 3a	<p>July 2018 - March 2019</p> <ul style="list-style-type: none"> July 2018 – First engagement with Hopkins / Redrow Autumn 2018 - Hopkins masterplan submission for Local Plan October 2018 – Hopkins transport meeting with ECC March 2019 - Joint Hopkins, Redrow, ECC, CCC transport meeting March 2019 – Internal CCC meeting to review Hopkins draft masterplan August 2019 – Awaiting Hopkins technical report into archaeology 				
Manor Farm					
Hopkins Homes					
East – Chelmsford 3b 3c & 3d	<p>July 2018 - June 2019</p> <ul style="list-style-type: none"> July 2018 – First engagement with Redrow / Hopkins July 2018 - Transport meeting with Redrow, ECC & CCC Autumn 2018 – Redrow masterplan reps to Local Plan Jan 2019 – Inception meeting with Redrow. CCC provides masterplan principles document and plans March 2019 - Joint Hopkins, Redrow, ECC & CCC transport meeting 				
Redrow Homes					

Growth Areas	Stage 0	Stage 1	Stage 2	Stage 3	Comments
	<ul style="list-style-type: none"> June 2019 – Factual exercise, scope of studies and high-level masterplanning principles Summer 2019 – Redrow & ECC in negotiation over highway requirements October 2019 – Masterplan meeting 				
2 North Chelmsford					
North of Broomfield - 6 Bloor Homes	Aug 2018 – Mar 2019 <ul style="list-style-type: none"> July 2018 - Inception meeting with Bloor Autumn 2018 – Local Plan representation (1) March – First meeting with Bloor & consultant team to begin negotiations on Stage 0. 	2019 <ul style="list-style-type: none"> September 2019 - Technical and stakeholder workshops 			1. As part of the Local Plan Statement of Common Ground (SoCG), CCC shared masterplan principles document and plans with Bloor
Great Leighs - 5 Bellway Homes Moulsham Hall Estates	2018 - July 2019 <ul style="list-style-type: none"> Aug 2018 - First joint engagement with site promoters Autumn 2018 – Local Plan representation March 2019 - Inception meeting with consortium July 2019 – First draft Principles Document circulated 				
NE Chelmsford - 4 Chelmsford Garden Village Developer Consortium: Countryside Channels Cliffords Hanson Threadneedle	July 2018 - April 2019 <ul style="list-style-type: none"> July 2018 - First joint engagement meeting with consortium (1) August 2018 - Inception meeting with consortium July 2018 - Framework document structuring elements workshop Autumn 2018 – Local Plan representation Oct 2018 – Project meeting Feb 2019 – Project meeting March 2019 – Heritage workshop April 2019 – Strategic landscape / movement workshops Monthly Steering Group and themed workshops programmed for 2019 July 2019 - Garden Communities bid successful Aug 2019 – HIF bid for Chelmsford North East Bypass (CNEB) and railway station successful Sept 2019 - Masterplanning workshop - Scoping workstreams 				1. This is the most significant and complex Local Plan representation allocation. Agreed with Consortium that CCC would not provide masterplan principles document and plans. CCC and ECC would comment on, and contribute to, emerging framework drafts
3 South and East Chelmsford					
North of South Woodham Ferrers - 7 Countryside ECC Property Speakman Family	July 2018 - June 2019 <ul style="list-style-type: none"> July 2018 – First engagement and inception meeting. First draft masterplan (1) (2) Oct 2018 – Revised masterplan Jan 2019 – Revised masterplan March 2019 – Series of workshops on strategic topics of landscape, movement & land use June 2019 – Awaiting developer response to CCC / ECC comments on draft Stage 0 documents Sept 2019 – CCC response to latest draft 				1. Agreed with consortium that CCC would not provide masterplan principles document and plans. CCC and ECC would comment on Consortium drafts 2. Stages 0 and 1 to be combined

CHELMSFORD POLICY BOARD – 3 OCTOBER 2019

AGENDA ITEM 7

TERMS OF REFERENCE OF WORKING GROUPS

WORKING GROUP ON AFFORDABLE AND SOCIAL HOUSING

TERMS OF REFERENCE

<p>Purpose</p>	<p>To make recommendations to the Chelmsford Policy Board on how best to improve the supply of social housing and appropriate private sector housing that is affordable by evaluating current assessments of housing need and other relevant evidence to provide options for different policy mechanisms and other interventions to maximise different types of affordable homes needed to meet those in the community with priority housing needs.</p>
<p>Areas of Focus</p>	<p>Scope and Understanding</p> <p>Assess and evaluate the current national and local policy and supporting evidence base related to the need and supply of affordable/social housing</p> <p>Matching Supply with Demand</p> <p>Understanding the difference between the need and demand to ensure there is right type and sufficient supply of new affordable housing.</p> <p>Understand more fully the specific needs of those in temporary accommodation and those at threat of homelessness</p> <p>Analyse trends to ensure that affordable/social housing supply in the pipeline more readily meet these needs in relation to size and type.</p> <p>Boost overall affordable/social housing supply through Council-led initiatives</p> <p>To meet as much of the range of affordable/social housing need through the planning system, whilst investigating how this can be boosted and supplemented by council-led initiatives such as building/partnering, land disposal/acquisition, formation of housing company etc to ensure the widest range of need is met.</p> <p>Understand more fully the specific needs for specialist affordable/social housing</p> <p>Analyse more fully the need for affordable/social housing for older people, and other supported housing and independent living.</p>

<p>Work Streams and Outcomes</p>	<ol style="list-style-type: none"> 1) To determine the level and type of affordable/social rented housing needed in light of further analysis of households in temporary accommodation and those at threat of homelessness 2) Increase the supply of affordable housing that meets priority need for first-time buyers and renters using the new national 'Entry-level Exception Site' process; 3) Use existing Council land, and/or acquire further land, to either build ourselves or partner with a RP to increase the supply of affordable housing that meets priority housing need; 4) Improve the supply of specialist affordable/social housing which meets priority housing need; 5) Improve the supply of two and three bed market housing.
<p>Membership of Working Group</p>	<p>Councillors:</p> <p>Cllr Daden Cllr Fennecy Cllr S Goldman Cllr Poulter Cllr Sosin</p> <p>Director Lead:</p> <p>David Green – Director of Sustainable Communities</p> <p>Co-ordinating Officer:</p> <p>Jeremy Potter – Spatial Planning Services Manager</p> <p>Key Contributing Officers:</p> <p>Paul Gayler – Strategic Housing Services Manager Paul Brookes – Public Health and Protection Services Manager Liz Harris-Best – Principal Housing Implementation and Strategy Officer Alison Hawkins – Housing Solutions Manager</p>

WORKING GROUP ON CHELMSFORD'S WATERWAYS

TERMS OF REFERENCE

<p>Purpose</p>	<p>To look at how to improve and encourage the varied use of the City's waterways and their adjacent paths and open spaces.</p> <p>To identify ways of involving the wider river and waterway user community to implement any agreed ideas with appropriate monitoring and measuring progress over time.</p>
<p>Areas of Focus</p>	<p>Scope and Understanding</p> <p>Scope out current access and river use. Identify good and poor riverscape and investigate connectivity along the river paths/margins and destinations. Identify any current barriers, limitations and key issues.</p> <p>Improve Participation in River Use</p> <p>Possible measures to increase active and regular use and participation by the local community and visitors alike, whilst raising the profile of the rivers as an important aspect of Chelmsford and South Woodham Ferrers.</p> <p>Improve River Environment and Presentation of the River frontage</p> <p>Possible measures to enhance the river environment and better present the river frontage and adjoining public realm.</p> <p>Improve Connectivity and Access</p> <p>Possible measures to protect, improve and extend the riverside footpath and cycle network. How to ensure improved accessibility and connectivity with other parts of Chelmsford and South Woodham Ferrers.</p>
<p>Work Streams</p>	<p>Scope and Understanding</p> <ol style="list-style-type: none"> 1. Explore the current riverscape and scope the extend of the areas for inclusion in this working group's focus. 2. Consider the application of relevant Local Plan and other Council policies that relate to rivers and waterways to ensure consistency and synergy of approach (in particular the synergy between policies relating to green wedges,

	<p>green infrastructure plan and development proposals for the Wharf Road and Town Centre).</p> <ol style="list-style-type: none"> 3. Consider how best to engage with current active river users and other relevant interested parties. Set up effective ways to liaise with these users and parties. 4. Develop effective ways to liaise with the Environment Agency regarding the use, management and maintenance of the rivers in Chelmsford. 5. Explore the flood prevention provisions and impact and any future proposals. <p>Improve Participation in River Use</p> <ol style="list-style-type: none"> 1. Develop ways to encourage increased use and appreciation of the rivers by engaging with river user groups including the Inland Waterways Association. 2. Consider how to promote and showcase the rivers and their use. 3. Develop an effective forum and mechanisms to measure and encourage continued involvement and river use by the local community and visitors. <p>Improve/preserve the river environment and presentation of the river frontage/public realm</p> <ol style="list-style-type: none"> 1. Develop ways to encourage projects to improve the river frontage and adjoining public realm (for example lighting and/or projection onto river walls or adjoining public realm spaces). 2. Consider greening of the river canalised sections to improve its appearance and attractiveness. 3. Develop ways of working that ensures the habit, ecological and biodiversity value/contribution of the river corridors is recognised, enhanced and balanced against development future development proposals. <p>Improve Connectivity and Access</p> <ol style="list-style-type: none"> 1. Opportunities to extend and improve the riverside network of footpaths/cycleways and adjoining open/green space. 2. Consider alternative opportunities to extend and protect the riverside network of footpaths/cycleways and adjoining open/green space for example through extending strategic land ownership in public control.
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	<ol style="list-style-type: none"> 3. Engage with other agencies, developers, land owners, etc. including beyond the immediate river corridors to achieve appropriate links and connectivity. 4. Consider appropriate legacy arrangements to ensure long term sustainability of any proposals. 5. Balance any proposals against the requirements of the Essex coast recreational disturbance avoidance and mitigation strategy (RAMS).
Composition	<p>Councillors:</p> <ul style="list-style-type: none"> • Cllr R Lee • Cllr I Fuller (Chair) • Cllr R Moore • Cllr N Gulliver • Cllr K Bentley <p>Director Lead:</p> <ul style="list-style-type: none"> • Keith Nicholson (Director of Public Places) <p>Co-ordinating Officer:</p> <ul style="list-style-type: none"> • Paul Van Damme (Parks and Green Spaces Manager) <p>Key Contributing Officers:</p> <ul style="list-style-type: none"> • Jeremy Potter (Spatial Planning Services Manager) • Stuart Graham (Economic Development and Implementation Services Manager) • Joe Reidy (Corporate Property Manager)
First Meeting	28 th August 2019, 10.00am at the Civic Centre; Crompton Room

WORKING GROUP ON CONNECTIVITY AND LOCAL DEMOCRACY

TERMS OF REFERENCE

<p>Purpose</p>	<p>To look at how the Council can improve the participation of local communities in decisions that affect their interests and wellbeing</p> <p>To identify how the effect of any agreed ideas can be monitored and measured</p>
<p>Areas of Focus</p>	<p>Representation</p> <p>How people can be better represented at a local level and more closely involved in deciding how best their community's interests can be met</p> <p>Participation</p> <p>How to increase active participation by local people, raise awareness of the benefits of their involvement in the democratic process and put in place ways in which they can more easily voice their opinions</p> <p>Connection</p> <p>How to create mutually beneficial connections between the community, the voluntary and charitable sectors and local government and help them work together towards a common aim</p>
<p>Work Streams</p>	<p>Representation</p> <p>Creation of parish councils for unparished areas of the city centre. Look at legal and procedural requirements, including Community Governance Review process and the establishment of parishes. Consider in the context of ward boundary review. Consider financial implications for Council and local residents. Electoral arrangements for the parish</p> <p>Participation</p> <ol style="list-style-type: none"> 1. Develop ways to encourage increased turnout in all elections and specifically review mechanisms for engaging with under-represented groups. 2. Create an exciting and engaging programme of activities to expand community understanding of the role of local democracy and the part they can play

	<p>3. Develop mechanisms for opening up a wide range of community discussion and involvement with effective measurement of outcomes.</p> <p>Connection</p> <ol style="list-style-type: none"> 1. Develop a forum which allows all sectors (volunteers, business, charities, residents groups etc) of the community to come together to create solutions for our residents 2. Consider the contribution that our staff and Councillors can make in connecting our communities and supporting their goals.
<p>Composition</p>	<p>Councillors:</p> <p>Cllr M Goldman Cllr Fuller Cllr Springett Cllr Whitehead Cllr Hyland</p> <p>Lead Officer: Louise Goodwin</p> <p>Any representatives of the local community and organisations who can positively contribute to the Working Group's work</p>

WORKING GROUP ON HEALTH AND WELLBEING																			
TERMS OF REFERENCE																			
Purpose	To review the draft Health & Wellbeing Plan before consideration by Cabinet																		
Aim	To present to Cabinet on 19 th November 2019 a draft Health & Wellbeing Plan for adoption and implementation																		
Objectives	<ul style="list-style-type: none"> • Agree the purpose of the Council’s Health & Wellbeing Plan and review that the draft plan achieves the purpose • Understand how the Council’s Health & Wellbeing Plan fits into the wider health system including how other plans and strategies influence the Council’s Health & Wellbeing Plan • Understand current public health issues within the population of Chelmsford and consider whether the draft plan contributes to tackling the current and likely future issues 																		
Composition	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Director lead:</td> <td>Keith Nicholson</td> </tr> <tr> <td>Co-ordinating officer</td> <td>Paul Brookes</td> </tr> <tr> <td>Key contributing officers</td> <td>Amber Nyoni</td> </tr> <tr> <td></td> <td>Jon Lyons</td> </tr> <tr> <td>Members</td> <td>Cllr Finnecy</td> </tr> <tr> <td></td> <td>Cllr Willis</td> </tr> <tr> <td></td> <td>Cllr D Clark</td> </tr> <tr> <td></td> <td>Cllr Dobson</td> </tr> <tr> <td></td> <td>Cllr Daden</td> </tr> </table>	Director lead:	Keith Nicholson	Co-ordinating officer	Paul Brookes	Key contributing officers	Amber Nyoni		Jon Lyons	Members	Cllr Finnecy		Cllr Willis		Cllr D Clark		Cllr Dobson		Cllr Daden
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Members	Cllr Finnecy																		
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	Cllr D Clark																		
	Cllr Dobson																		
	Cllr Daden																		