



# **Management & Operational Planning Statement**

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in connection to Hadleigh Farm Proposed Glamping Development

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- **BACKGROUND**

The Glamping project is a partnership between The Salvation Army and RW Leisure & Glamping Limited. The proposed project is to provide a small glamping provision based at Hadleigh Farm, Essex.

Within the context of Green Belt policy the Planning Authority considers the proposed tents, by reason of their substantial structure; to represent new buildings in the Green Belt. However the NPPF identifies exceptions to this general principle, one of which is:

- *Provision of appropriate facilities for outdoor sport, outdoor recreation and for cemeteries, as long as it preserves the openness of the Green Belt and does not conflict with the purposes of including land within it.*

The provision of a permanent, high quality camp site established to facilitate use of the adjoining Mountain Bike facility and Country Park would appear to be consistent with the objective of facilitating outdoor recreation and the provisions of para 81 of the NPPF. It is considered that the provision of short term accommodation such as is proposed within the glamping units will complement the built facilities present on the wider site, associated with the Mountain Bike trails and would be consistent with the Government's encouragement of planning authorities to plan positively to enhance the beneficial use of the Green Belt and provide access to high quality open spaces and opportunities for sport and recreation and can make an important contribution to the health and well-being of communities.

Furthermore, it is considered that the limited harm to the openness of the Green Belt that would be caused by the provision of four glamping units of the type and in the form specified is considered to be outweighed by the need for short term accommodation to facilitate positive and expanded use of a nationally important recreational facility.

- **PURPOSE**

The purpose of the proposal is to seek growth to the existing glamping initiative within the park, but also to provide opportunities for collaboration across the partnership and aligning key attributes of each partner to ultimately support the park in achieving the Olympic legacy and its overarching key performance indicators with a specific focus on the following;

- *Support the park in delivering a tourism destination achieving further financial growth and increasing the external contribution to the local economy through tourism.*
- *Creating increased footfall and making the park accessible for all.*

- *Creation of jobs and supporting education, skills and employability both internally and externally.*
- *Support other partners on-site to align business models through collaboration, creating further financial resilience across the park and partners.*
- *Encourage the use of outdoor spaces for use of outdoor sport and outdoor recreation.*
- *Support the local tourism strategy for Castle Point.*

- **STAFFING & GOVERNANCE**

The proposed glamping operation will be staffed by RW leisure & Glamping Limited, it is anticipated that particular months throughout the year will be busier than other months and therefore sessional staff will be provided for during peak times.

The project is a partnership with The Salvation Army, and RW Leisure and Glamping Limited will work very closely with the existing park staff and other partners to ensure the overarching aims of the project are measured and monitored accordingly.

All day to day management of the glamping provision will be overseen by RW Leisure & glamping limited.

- **MANAGEMENT AND BOOKINGS**

Bookings will be completed on-line, telephone, or in person. Each Booking is managed closely to avoid large groups and each booking is scrutinised for accuracy by using anytime booking infrastructure. Anytime booking infrastructure are one of the market leaders in glamping and camping booking software, it provides a basis for vital information and has certain user fields that need completion and will not allow bookings to go ahead if all mandatory fields are not completed. The rationale for mandatory fields is to act as a safeguard against traveling communities and gaining access.

- **CAR PARKING & CHECK IN/OUT & LUGGAGE**

Glamping clients will park in the existing car park facility at the park and will be accessed via Castle Lane. The car park is able to cope with cars at any one time and has ample facilities to accommodate a maximum of four cars at any one time for glamping clients. No cars will be permitted to the proposed glamping site itself. This is common across the sector, centre parcs do this across their entire estate as do other glamping sites across the UK so that it avoids parked cars outside of tents playing loud music and reduces the impact on the landscape.

RW Leisure & Glamping will have a check in area at the park and all guests will need to check in at the arrival desk before being given access to the accommodation. Guests will have access to the accommodation from 15.00 hrs on the arrival day and will vacate by 10.00

am on departure day. All luggage will be transported to the glamping site by site staff using adequate trollies; luggage will also be collected on the departure day by site staff. Luggage trollies provide are adequate for the task. We also encourage bike hire from the park for ease of getting around the park and to local amenities.

It is inevitable that guests will use local services, restaurants and shops within the local community, we will encourage where possible that guests use public transport and our guide to getting around will be displayed prominently within arrival packs. We will promote that the barrier accessing the park is withdrawn at 11pm to discourage any noise locally after this time. Please see noise section for further details.

- **WELFARE FACILITIES & CLEANING**

- **Toilet Facilities**

Composting or chemical toilets will be used for the glamping area and the park itself has both male and female toilets. Glamping users will have access to these toilets during park opening hours. After hours, i.e. when the park is closed, guests will have access to the alternate composting or chemical toilets and waste will be collected on a weekly basis by a professional waste toilet company. We are promoting off grid camping, this is generally the "norm" at most camping and glamping sites across the UK.

- **Shower Facilities**

Both male and female showers are available for use on the park itself. Location of the shower block is adjacent to the bike wash facility. Showers will be available for guest to use outside of the normal park hours by use of combination code.

- **Kitchen Services & Water Supply**

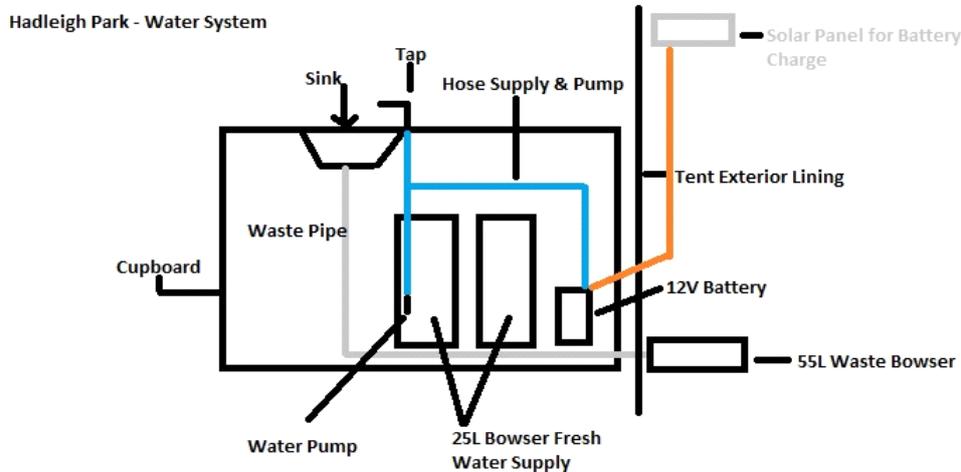
Each Safari tent is fitted with small kitchen work surface, sink and gas hob. Water supply to the kitchen sink will come from 2 x 25 litre water bowser located in the cupboard under the sink; the water bowser will be fitted with a small water pump and connected to a 12v non acidic battery that draws water from the bowser to the sink when the tap is turned on. The battery is charged through solar.

Waste water from the sink, is collected via a waste hose connected to the sink waste pipe and relies on gravity disseminating the water to a 55 litre waste bowser outside of the tent. The waste bowser is mainly water from washing of hands and washing up water.

Each 25 Litre water bowser is filled as and when required from a fresh drinking water source located on the park. The waste bowser is emptied as and when required and will be emptied onsite to the main drain adjacent to the bike wash facility.

The battery will also be connected to a solar panel externally to charge the battery. When one 25 litre bowser is empty, this will be swapped over to the other bowser. We have chosen this route rather than typical soak away to avoid any adverse impact on underlying archaeological

features where applicable (See diagram below) although this source of water is drinking, we will label as non-drinking water.



RW Leisure & Glamping Limited

- **General Cleaning, Maintenance**

General cleaning and maintenance of the safari tents will be the responsibility of RW Leisure & Glamping Limited, Cleaning will be undertaken on vacation of guests and fully cleaned before new guests arrive. Cleaning will be carried out in accordance with the specification of tent supplier and any chemicals used will be limited. Any chemicals used will be used in line with manufacturer's instructions and in line with Control of Substances Hazardous to Health Regulations (COSHH)

A planned preventative maintenance schedule will also be implemented in respect to tent and floor maintenance. Routine inspections will take place after every letting to determine whether the safari tent is safe.

Daily site inspections will also be undertaken to remove any litter on the site itself and within a 600 metre radius of the site so that site presentation is maintained and that there is limited impact upon the enjoyment of other users of the countryside. Cleaning of the showers and toilets will also be cleaned at regular intervals throughout the day.

We will encourage guests to take rubbish home with them and recycle appropriately. We will also recycle and support Hadleigh Park to achieve its recycling objectives and support the wider partnership to reduce carbon footprint.

- **NOISE**

The site has been carefully selected and due to its location is less intrusive to local residents. Equally we have restricted vehicular access to the site so that car noise is kept to a minimum. Equally by limiting vehicular access, this has a lesser impact on the environment.

We will implement a noise policy and there will be rules regarding noise on the site, particularly early in the morning and late at night. - this applies to talking, playing music, playing games, using equipment that makes a noise such as radios or TVs and so on.

There will also be specific times between 11pm and 6am when quiet must be adhered to. Most camping and glamping sites operate in this context and is supported and encouraged across the sector.

This is also within our terms and conditions of booking which must be read and agreed at the time of booking and forms part of the contractual arrangement with us. This will also be reiterated in the welcome pack.

To further reduce noise levels, the business model and marketing plan is intended to target predominately young families; we will not book large groups where noise may be an issue. Our policy will also state that you will not be allowed to play games, amplified music, musical instruments or noisy equipment at certain times of day, if at all.

As part of our security measure, and governance plans, staff will also be on site on a shift rota. There will also be a regular security patrol who will routinely attend the site to enforce noise policy and etiquette.

Access to the park via the barrier approaching from Chapel Lane has ANPR system and guest arriving will be asked for the car vehicle registration number which will be entered into the ANPR system therefore only allowing those vehicles access after 5pm daily. We will also encourage that guests return by 11pm. This will be promoted at the time of booking and will encourage guests return at a reasonable time discouraging noise pollution from cars for the local residents.

Our terms and conditions will also state that persistent guests who are continually disrespectful will be asked to leave.

- **GAS STORAGE**

Calor gas will be generally used for the hob within the kitchen for basic cooking; Gas containers will be external to the tent and locked in lockable compartments. The gas hob will be fitted by a registered corgi fitter. Limited bottles will be stored and will be ordered on a supply and demand basis only.

- **CONSTRUCTION PLAN**

Dimensions of the proposed safari tents are: 9.8 metres in length x 5.4 metres in width with overall height to ridge level of 3.55 metres. The safari tents are intended to be permanent feature on the site although are moveable if required, with the safari tents erected with a timber base and veranda and will be classified as off grid.

Each tent is built on wooden timber deck. The timer deck is 9.8m (L) x 5.4m (W). Recommended Joists to be C16 Grade dried sawn treated timber 100x47mm. The joist frame work is covered by floor sheets to be OSB3 2400mm x 1220mm x 18mm. The veranda area to the floor is covered with kiln dried sawn treated timber 100mm x 19mm. Joists are screwed using external grade screws No10 3' for all joist fittings and no8 2' for sheets and veranda. Tent legs where applicable to be fitted with M10 X 75mm coarse thread coach bolts.

The safari tents will not require any foundations nor will require any mains drainage for water or sewerage. See section 7. Electricity, will be provided in the form of solar panel serviced by a 12 volt battery non acidic and will provide sufficient battery use for up to 8 hours energy and recharged through solar panel. No mains electricity is required.

Each safari tent will be fitted with gas cooker, utilising external calor gas stored in lockable compartments.

- **Solid Wood Frame**

The wooden frame is made from 8cm thick wooden poles; these poles are connected by galvanised steel fittings which are fixed to the floor deck. The poles are pressure treated to make them impervious to the weather and FSC certified ensuring the wood comes from responsibly managed forests

## **9.2 Outer Canvas**

The outer tent is fitted with an outer premium canvas and is the best out there in the market place due to its longevity and resistance to tear, spillage and fire. This canvas is manufactured in Holland using the very highest quality CampShield canvas from TenCate.

This innovative fabric, which as well as being waterproof and weather-resistant is also inherently flame retardant and so meets the stringent European flame retardancy regulations :- BS 7837: 1996, DIN 4102 part 1 - 1998 - Class B2, M1 Classification NF P 92-503 (1995), CSE RF 1/75/A (1984) ,Comfort CPAI 84

The outer canvas is connected to the solid wood frame.

### **9.3 Heavy Duty PVC Roof**

The 650gsm thick heavy duty PVC coated olive green fabric material roof is fully fire, water and tear retardant to both European and British standards. By integrating with the frame the roof is both secure and stable in all weather conditions and is fitted by industrial strength ratchets.

### **9.4 Industrial Strength Ratchets**

The roof section is secured using industrial strength ratchets to ensure full protection from the British weather. By attaching them to the base this creates a very strong structure that has the added advantage of being low maintenance; no daily tensioning or problems with low quality ground fixings. It extends at least 2.0 m from the front of the tent to create an area for sitting out of the rain and sun

### **9.5 Tear Resistant Canvas Door**

The tent comes with a fully secured weather proof tear resistant canvas door with traditional cord fixings, tough Velcro fastening or optional locking zip for added security. Once the door is closed the tent is fully weather proof and due to the nature of the canvas the interior will warm up very quickly with no heating requirements needed.

### **9.6 Windows**

Every window is three layers with an outer super clear PVC weather proof flap, a middle mesh to allow the breeze flowing, and an inner canvas flap for roll down privacy. The windows are secured using industrial straps and toggles and further benefit from broad Velcro strips that go well below the level of the window to ensure full weather proof and keeping the heat in during more inclement times

### **9.7 Inner Tent Canvas**

The inner tent is made from high quality fire retardant canvas that is water resistant and colour fast and hangs from the frame using 30mm wide strapping and slip fixings with extra teeth for security and is low maintenance. The straps allow the tent to be mounted on any base and adjusted for height accordingly

Image 1 illustrates a typical layout of the safari tent. Although in this case the shower area and sink will be omitted and toilet replaced with composting toilet provision. Image 2 illustrates kitchen layout although fridge is omitted from the scheme but replaced with the water bowser solution as described in section 7 and Image 3 Illustrate the tents fabric set up in location.



- **SECURITY**

Security measures have been considered as part of the wider business planning. Currently the whole site is exposed and anybody can roam freely around the park at varied times throughout the day. By way of having people glamping at the park does in our opinion creates lesser risk as people will be present on site and will act as a deterrent.

We have also considered staffing at peak times and less peak times and by using a shift rota will enable to operation to be secure up to a point. We have also considered regular security patrols throughout the night by SIA trained guards and considered lockable compartments to the tents so that the front door can be locked at the bottom of the zip.

There are many ways we can safeguard the proposed glamping site by providing deterrents and reassure our guests. The level of security needed and desired at each site is going to vary and we intend to have a security app that triggers a small motion sensor when access is not permitted within the tents where an alert is sent to iPhone or android phone. These are basic tools but act as a deterrent and a way to respond to a breach in security. Equally there are many companies offering varying levels of security products specifically for this industry and we will be revisiting those to ensure both safety and security is paramount.

As already stated under noise section, controlling vehicular access is an effective way to secure a site, and this means gate security of some and we would propose that the barrier is shut down after a certain time limiting access to the park.

Guests will also be informed at the time of booking about the potential risks of personal belongings and not to bring anything of significant value and this re-iterated within the welcome arrival pack. This is often the case at most glamping or camping parks across the UK.

- **THE IMPACT UPON THE ENJOYMENT OF OTHER USERS OF THE COUNTRYSIDE**

The provision of tents on the site will inevitably restrict access to this area of the site, however in the context of the wider site, the loss of the proposal site from general access is not considered likely to have a significant adverse impact on the enjoyment of the park by other users. The reasoning for the site location is mainly because the area is under used and therefore doesn't impact other user's enjoyment of the wider country park. Furthermore by adding value and diversification of the site, everybody is able to book a glamping experience at the park and provided added enjoyment for all.

- **FLOOD RISK**

We believe the site is located within Flood Zone 1 and is not therefore at risk from flooding from either tidal or pluvial sources. This is also confirmed in the Strategic flood risk assessment completed for Castle Point Borough Council which was carried out by Scott Wilson Flood Zone 1 - Low Probability - Flood Zone comprising land assessed as having a less than 1 in 1000 annual probability of river or sea flooding in any one year.

The development of the site is limited and given there is no intentions as part of the submission to develop the site which would cause potential flood risk and not putting mains water or any drainage to the site, there is limited potential for surface water to run off.

We have also contacted the environment agency in the form of telephone conversation in respect to floor risk and due to the proposed development being in flood zone 1 and not within 20 metres of a running stream, river or flood defence zone, they have confirmed low probability.

- **THE IMPACT UPON RESIDENTIAL AMENITY & LIGHTING**

It is intended solar lighting will be used within the tents which is powered by 12 v non acidic battery. One light is sufficient for each tent and one external lower lumens light is intended for the veranda providing low light levels during the evening. Solar LED lighting will be the preferred choice as a typical single LED light will give off the equivalent of a 2 watt bulb. As a comparison, an average 100 watt incandescent bulb produces about 1,700 lumens, or about 17 lumens per watt, whereas LED lights produce anywhere from 65 – 90 lumens per watt, therefore not impacting significantly to wildlife or residential properties. The location of the site is some distance also from residential dwellings and the direction of the light will face predominantly in the opposite direction to residential.

Internal and external lighting will be linked and when internal lights are switched off means external light are also off and therefore will inevitable be turned off once guests are asleep. Further more, during the summer months where we see the benefit of extended day light, this will further reduce the amount of light needed at any one time.

- **HISTORIC ENVIRONMENT**

In respect to the risk of potential adverse effects on the Scheduled Monument/Locally Listed Building, the glamping site will be an activity that can be enjoyed by many people and is a diversification of the activities on offer at the park. The location of the tents and the land is not considered significant in respect to Archaeology and a detailed strategy has already been implemented and included within the Operational Environmental Management Strategy that was delivered for the Hadleigh Farm & Country Park Olympic Legacy Project

The strategy also outlines the strategy for enhancing the management, presentation, accessibility and interpretation of the Historic Environment at Hadleigh Farm and Country Park, including monitoring proposals.

There is an appropriate management framework in place, which is a framework that aims to sustain, reveal and reinforce the significance of key heritage assets and the wider historic landscape of the Strategy Area.

A Conservation Management Plan for the Strategy Area has also been undertaken that ensures appropriate understanding of the nature of the archaeological, ecological, landscape and amenity resources that exists within the country park.

Further work has also been undertaken to establish a local management agreement for Hadleigh Castle, between the operators of the Olympic Legacy venue, the Salvation Army and English Heritage, and it is proposed that the glamping operation will play a key role in this management framework as it is intended to diversify the offer, Increase public awareness of, access to, and enjoyment of the historic landscape, where this can be achieved without harm to the significance of key heritage assets, including their setting.

The strategy also sets out clear strategies for the impact upon sites of archaeological importance or ancient monuments.

- **ECOLOGICAL IMPACTS**

An ecology assessment has already been undertaken and included within the Operational Environmental Management Strategy that was delivered for the Hadleigh Farm & Country Park Olympic Legacy Project. The Ecological Management Plan sets out high level proposals for enhancing the area's biodiversity value, including monitoring proposals. The plan also sets out and is committed to preparing a more detailed Ecological Management Delivery Plan that will build on the high level proposals for land under the direct control of the Council, and will provide detailed habitat management prescriptions, timings, costs, and monitoring. There are a number of objectives contained within the existing plan which include:

- Improve habitat quality for the benefit of high value plant and invertebrate assemblages and species, and other wildlife
- To increase habitat extent and enhance habitat connectivity across the Strategy
- To develop and fund a programme of ecological monitoring, including to monitor the effects of recreational use within the SSSI Downs, the Venue Area and the Northern Marsh;

- **IMPACT ON AGRICULTURE**

The location of the proposed development has been selected as it's believed that this area is less sensitive than any other area within the country park. It is believed that this area is underused and not used for agricultural purposes and therefore there is no significant adverse impact on agriculture.

- **IMPACT UPON THE APPEARANCE OF LANDSCAPE**

The development of a small glamping site represents a small incursion into the landscape, however due to the limited scale of development and the screening currently available to the

site the impact of the development currently proposed would not have a significant adverse impact on the character and appearance of the landscape.

Equally the safari tent is designed to blend in with the natural woodland surrounding and the safari tent design has been chosen as they have minimal impact on the environment. The building materials are predominantly wood and natural canvas. The safari tents are sat on decking reducing the impact on the land.

To reduce impact upon the landscape, further measures have been taken with the design and scale of the safari tents and have no instances of water, drainage or electricity connection to tents and given their location it is unlikely that facilities could be installed. Therefore for the avoidance for doubt, to ensure that the safari tents continue only to provide simple holiday accommodation broadening the range of affordable tourism accommodation this prevents connections being made that could result in a permanent building being established resulting in the safeguarding of the area. Furthermore the safari tents will be occupied for holiday purposes only and shall not be occupied as a person's sole or main place of residence. The site shall maintain an up-to date register of the names of all occupiers of the safari tents on the site, and of their main home addresses and shall make this information available at all reasonable time to the Local Planning Authority if required.

One of the aims of the proposal is to provide opportunities for collaboration and RW leisure & Glamping Limited will be working in partnership with the wider team at Hadleigh Farm in respect to its biodiversity plans for the wider Park and we have a policy to encourage donations from guests which provides vital funds towards future biodiversity on the wider country park.

- **ECONOMIC**

Through the partnership we will seek to measure the projects economic and social impact upon its immediate community. The proposed development will enable partners to create a distinctive and robust mix of income streams to support its operation and further support the Olympic Legacy.

The proposed development would help create additional employment and would contribute towards the local economy on the tourist trade – and would help to support other local attractions, public houses, restaurants and convenience stores in the locality.

- **HEALTH & SAFETY & FIREFIGHTING**

RW leisure & Glamping will apply to castle point council in respect to increasing our camping licence. RW leisure & Glamping will follow the model conditions in respect to camping and caravan parks issued by the local authority.

RW leisure & Glamping will complete annual gas safety, fire risk assessments and have a relevant and up to date fire evacuation strategy. Prior to each occupancy and after each occupancy a routine check of all firefighting equipment will be checked and documented and in the event that items need remedial action, this will be carried out prior to any occupancy.

**Ends:**