**Appendix 1**

**Shoebury Garrison Heritage Centre**

**DEVELOPMENT BRIEF**

**CONTENTS**

<table>
<thead>
<tr>
<th>Objective</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site History &amp; Description</td>
<td>3</td>
</tr>
<tr>
<td>Site Location Plan</td>
<td>5</td>
</tr>
<tr>
<td>Shoebury Garrison Heritage Centre</td>
<td></td>
</tr>
<tr>
<td>Potential occupants and their requirements</td>
<td>6</td>
</tr>
<tr>
<td>Access arrangements and parking</td>
<td>9</td>
</tr>
<tr>
<td>Heritage Centre requirements</td>
<td>10</td>
</tr>
<tr>
<td>Consultation</td>
<td>12</td>
</tr>
<tr>
<td>Next Steps</td>
<td>13</td>
</tr>
<tr>
<td>Points of Contact</td>
<td>14</td>
</tr>
<tr>
<td>Appendices</td>
<td>16</td>
</tr>
</tbody>
</table>

*Appendix 1 – extract from S.106 agreement
Appendix 2 - plan showing proposed parking arrangements*
**Objective**

This brief is a working document and is part of an evolving consultation process. It is intended that the document will guide the fulfilment of the outline planning permission granted on 6 February 2004 (ref. 00/00777/OUT) so that the Shoebury Garrison site is developed in accordance with that permission, specifically in relation to establishing the Shoebury Garrison Heritage Centre.

There are 3 key objectives that will be met through the Shoebury Garrison Heritage Centre project:

- To develop a centre that embraces the natural and built heritage of the Shoebury Garrison site;
- To offer opportunity for an accessible centre for the local community;
- To provide educational opportunities relating to the natural heritage and military history of the site.

Good consultation will ensure the requirements of all stakeholders and the local communities are taken into account in establishing the Heritage Centre.
Site History & Description

Following the completion of a Section 106 (S.106) agreement, outline planning permission was granted for a mixed use redevelopment of the Garrison site on 6 February 2004. This included residential, leisure and other commercial floor space plus open space, a new school and restoration of the former battery gun store as a Heritage Centre.

Pursuant to the outline permission, a reserved matters application, together with an application for listed building consent, will need to be submitted by Gladedale (Commercial) Ltd/Country and Metropolitan Homes to deal with detailed planning matters relating to the Heritage Centre.

The S.106 Agreement required the restoration of the former battery gun store and conversion to a Heritage Centre prior to the occupation of more than 335 open-market residential units on the Garrison site. On completion of the restoration works and prior to the occupation of more than 335 open-market residential units, the owner of the site is also required to pay the council £25,000 towards future maintenance of the building. Included in Appendix 1 is a list of the specification included in the S.106 agreement.

The building is Grade II listed but is in a poor state of repair at present as it has remained unused for many years. The main building measures 12.5m (41ft) x 45.7m (149.9ft) = 571sqm (6145.9sqft); and the extension to west of building measures 11.1m (36.4ft) x 4.4m (14.5ft) = 49.1sqm (527.8sqft).

It is undivided internally, with no internal columns. The roof is considerably low. The extension on the west side is modern, of no historic importance, but could be considered useful to keep. In historic building terms, the most interesting parts of the structure are the columns, which should remain visible externally, and the roof, which is a cat’s cradle of tie bars and rods. The spaces on the west and north sides are about 6-9 metres wide (approx 19–29ft), and has potential as a small garden.

The following photographs show the current condition of the former battery gun store:
Site Location Plan

Former Battery Gun Store
Shoebury Garrison Heritage Centre

Potential occupants and their requirements

The Shoebury Society
The Shoebury Society holds information about the history of the wider Shoebury area and has been intimately involved with the Garrison and the preservation of its archives and artefacts since 1986. The society is currently becoming registered as a Charity which will mean that the ownership of the Garrison archives will pass into their safekeeping. It will also enable a Heritage Lottery Fund application to be made once the issue of the Heritage Centre has been resolved.

The society is eager to make the history of Shoeburyness and the Gunners Park heritage area readily accessible, particularly to local school children.

The society suggests that the centre could be run on a similar basis to the Leigh Heritage Centre (N.B. it may not be open 7 days a week). They have the expertise, including a variety of volunteers, to establish it, but currently do not have funds to support the development. Once matters are clearer moves will be made to rectify this.

The Shoebury Society archives consist mainly of photographs although some local residents have additional historic records, which may be entrusted to the society once a secure location is found to store them.

Their requirements for the Heritage Centre include:

- A display area.
- A study/lecture area for making the archive material available to schools, in particular as part of their National Curriculum Local Studies. This space could also be used by local community groups for evening/weekend meetings.
- A heritage trail (including the wider Garrison area).
- To be a major member of any Management Committee.

The Shoeburyness Archives
The Shoeburyness Archives hold information and artefacts about the military history of Gunners Park including approximately 5000 photographs and other military artefacts. The material held is of interest to local historians and schools that would use the centre for research.
Tony Hill (retired Army Officer) commenced building up the Shoeburyness military archive in late 1979 and is considered as its ‘keeper’ with Judith Williams as his assistant. He agrees that the most practical solution for the future of the archive is probably best served with The Shoebury Society. A proportion of the archived material belongs to the Royal Regiment of Artillery at Woolwich and it is hoped that this can be kept on permanent loan once a secure and appropriate location is found to store the archives.

It is estimated that the area required for the archives within the Heritage Centre is approximately 279sqm (3000sqft) including:

- Display room for artefacts and photographs (display to be changed periodically to ensure continual local interest).
- Research room where the bulk of the archived information will be kept for reference including the archive notes.
- Store room for hardware and a work room for restoration.
- Secure and atmospherically controlled environment to protect the archives/artefacts.

**Southend Education Trust (SET)**

Southend Education Trust are currently seeking premises to carry out their charitable activities which include providing and enhancing training and education for children, young people, school staff, parents and the community. The trust is eager to have a presence at the chapel on the Garrison as well as at the Heritage Centre. On this basis it may be that some of the proposed uses for Heritage Centre would be more appropriately located at the chapel (e.g. storage). SET are eager to work with other local interest groups for a co-ordinated and coherent approach so, for example, groups are not competing for visitors.

SET have been in discussions with other local groups about acquiring the Heritage Centre to use for various purposes including providing schools with an outdoor learning centre. If this was to proceed it could only be through finding external funding sources.

Giles Tofield, formerly of Renaissance Southend, has produced a list in liaison with SET detailing the requirements for the Battery Gun Store:

- A multi-functional space, with sufficient storage, flexible for a range of educational and community uses.
- Sufficient infrastructure to support the use of IT equipment and to support the potential running of a cafe or kitchen.
- The building should be fully accessible for all.
• A living example of good environmental design and management.
• Office space and welfare facilities for building management and occupants including kitchenette and separate toilet facilities for staff and visiting groups.
• Sliding walls to be located to the centre of the space to enable flexibility of space.
• Large opening windows (and large doors) throughout the building to enable as much natural light in as possible, and to improve the engagement with the outside space.
• A strong roof – possibly a green roof.
• Economical heating and use of alternative technologies in an attempt to become carbon neutral.
• Security shutter s and locking system that can come down over all vulnerable areas in sections to protect the structure from damage, vandalism or crime.
• Security lights and substantial outside lighting through to the car park to ensure the safe passage of users and staff.
• Water facilities available at both ends of the building and outside to support outdoor learning activity.
• Outdoor storage facilities for large items and to support environmental management of the wider area.
• Outdoor planting area for community garden / kitchen garden
• Wi-Fi capability inside and outside of the building.
• Iron frame fully restored as an important heritage and architectural feature.

Essex Wildlife Trust (EWT)
There is important wildlife on this site so the centre will be well located. The trust has a number of Living Landscapes, which are important for natural, social and historical heritage. Also, the Trust Living Seas project fits well with the area and education on the site. EWT is involved in ensuring that land and sea are managed correctly and visits are in a good context.

Gunners Park is important for its natural heritage. There is a Site of Special Scientific Interest (SSSI) currently managed by EWT, a fragile area of grassland protected by law. Additionally, the buffer zone is important and tours of this area are arranged. EWT is also interested in wider areas of the park and providing opportunities for people of all ages.

EWT are interested in the heritage centre as a base for a ranger service responsible for land management. The ranger will be
important to enable the local community to respect the site and see that the area is appropriately managed. The ranger would also work in partnership with SET to complement the education activities and would have the following responsibilities:

- Work with volunteers
- Provide practical management of the site, ensuring it is correctly managed
- Will provide core staff for the area
- Will be based at the centre providing cohesion between activities and a link with all the organisations.

EWT requirements include:
- An office or use of shared office space.
- A tool/equipment store.
- Use the centre for recruiting volunteers for the management of the SSSI.

It is noted that the gunning placements on site are interesting listed buildings and are good for bird hides, shelter and interpretation. The larger on site buildings, also listed, may also have opportunities.

EWT can provide assistance with fundraising and have heritage project experience.

EWT was originally involved in plans for a new centre on the site. These plans have been put aside due to the interest in the Battery Gun Store and the desire to work as a part of the group and be involved in the site.

It is noted that establishing respect for the site is integral to the development to reduce vandalism and ensure that the community is proud of and respect the facility and the surrounding land.

Other Groups
There is potential for other local groups to become interested in participating in the Management Committee. This option is currently being investigated by the Southend Environmental Projects Manager.

Access arrangements and parking

The Council’s Highway Engineer is confident that the open space area to the east of the building could accommodate space for one coach/bus to park and turn, and 25 visitor parking spaces including 4 disabled parking spaces (see Appendix 2 for suggested layout)
The estimated cost for providing the car park and associated signage etc is £60,000, which should be provided at the developer's expense.

Access to the site is from Magazine Road and a Traffic Regulation Order would need to be introduced on this road in the form of single yellow line waiting restrictions to ensure that there is sufficient space for vehicles to access the site. The TRO cost would be £3000.

In the interests of protecting residential amenity it is likely that conditions would need to be imposed on any reserved matters planning application and in the lease agreement restricting coach numbers, hours of opening and servicing vehicles.

**Heritage Centre Requirements**

- **Reception & Information Point**
  Visitors to be welcomed as they arrive through an entrance to be provided on the east-side of the building. Information will be provided as required and is should be clear that this is the focal point for all site enquiries.

- **Main Display Area**
  This will be a flexible space that can be continually adjusted to suit the number and interest of visitors. The display area should incorporate as much natural light as possible.

- **Education Room**
  To accommodate school parties and other groups with tables and chairs, this area can be sectioned off by sliding partition walls from the main display area when in use, with options to partition larger or smaller area according to the size of the group. It will need an adjacent storeroom.

- **Interactive displays and IT equipment**
  This is to include an interactive display board in the education room, interactive displays in the main display area and other IT equipment. There should be WiFi capability throughout the building.

- **Shop and café**
  A multifunctional space independently accessible from the education room selling wildlife and heritage related items. The café will serve light refreshments only requiring minimal food preparation facilities. This area will need an adjacent storeroom.
The cafe must provide a community feel and should be located to the south end of the building with views towards the sea and open space.

- **Toilets**
  To accommodate a minimum 3 unisex toilets and 1 disabled toilet with baby changing facilities.

- **Staff & Volunteer Office with meeting room**
  This space will ideally be a shared space for all groups, however a small meeting room will be required for private meetings. Sufficient space will accommodate a minimum of 3 centre staff, with at least one work station having good views of the building entrance. There will be direct link to reception area so that at quiet times one member of staff can run the whole building, with the exception of the shop and café. CCTV links to key building points.

- **Staff & Volunteer Kitchen**
  There will be adequate space for staff and volunteers to make their drinks throughout the day plus a fridge, sink and microwave.

- **Tool store (if feasible)**
  This should be an additional secure storage facility for the EWT ranger with a secure chemical container.

- **Plant Room**
  This will house the heating system for the Centre and equipment associated with any renewable technologies.

- **Janitors Cupboard**
  Sink(s) and storage of equipment and chemicals for cleaning.

- **Kitchen Garden**
  Outdoor planting area for a community garden or kitchen garden. An outdoor tap and washing facilities should be provided.

  *Note: The current footprint of the battery gun store is unlikely to allow for this element - further consideration is required.*

- **Security system and shutters**
  To include security lights and CCTV. Shutters will be designed to fit with the overall theme of the centre so they form an attractive feature when the building is closed.
• Existing features
  The iron frame and corrugated roof should be restored as a visible important historic feature of the building. The frame must be visible externally.

• Atmospheric controls
  This will be required to ensure the archives/artefacts are protected.

• Sustainability
  Energy/resource efficiency features to be incorporated as feasible. This should include grey water recycling, solar PV, good insulation, recycling facilities etc.

• DDA Compliance
  To ensure that the building is accessible to all, the existing floor should be levelled with level access into the building.

Consultation

Prior to submission of a detailed application to planning, it is recommended that a consultation exercise including local ward councillors, community groups, schools and residents be undertaken in September.

It is intended that an information and consultation leaflet be produced on the basis of this brief. The content of the leaflet will firstly be circulated to councillors seeking their views on the proposals, then on agreement the published leaflet will be distributed to local community groups and schools who may be interested in using the Heritage Centre, and residents within the catchment of the centre. The consultation leaflet will include a questionnaire (The Shoebury Society to coordinate responses) and a date for two drop-in sessions at the end of September including an evening (6-9pm) and a weekend (Sat/Sun afternoon).

Aside from this consultation exercise, the planning submission will involve a statutory consultation process including neighbour notification letters being sent to those properties abutting the site. It is hoped that the centre will be at planning application stage by October.

The comments received in this process will be taken into consideration in the determination of the planning submission.
Next Steps

1. Brief and proposed leasing arrangements to be presented to September Cabinet to be agreed.

2. Management Committee to be set up by The Shoebury Society including the groups who will occupy the heritage centre. Committee to meet to discuss constitution, future management arrangements and a business plan (including an examination of how income will be generated, costs covered etc).

3. Prepare public consultation leaflets and carry out the consultation exercise outlined above then analyse the results. Should the results present a scenario whereby there is a significant opposition to the centre, the working party will need to present a report to the appropriate heads of service to agree a way forward.

4. Approach developer about the submission of applications to planning and fulfilment of the S106 requirements (including the necessary Structural Survey that will need to be carried out by an accredited conservation engineer).

5. Assuming a favourable response to the pre-planning consultation exercise, applications will be submitted to planning, and these will subsequently be presented to the Development Control Committee.

6. Restoration of the former battery gun store to the agreed specification.
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Appendices
Appendix 1 – extract from S.106 agreement

ANNEXURE 7
(Works to the Battery Gun Store)

The specification set out in the PMP Report

The Heritage Centre

1. The existing Battery Gun Store is to be refurbished before its transfer to the Council to allow its fitting out as a Heritage Centre to be managed by a public body

2. The specification for the proposed work to the Battery Gun Store as set out in Appendix D of the Outline Report is as follows:-

2.1 The existing roof and boundary walls are to be removed leaving the existing cast iron frame and trusses. The existing floor is to remain pending a new floor finish

2.2 New drainage installations and service connections are to be installed in the existing concrete floor incorporating any necessary repair works

2.3 A new corrugated roof with the necessary roofing panels is to be formed on the existing trusses pending confirmation from engineer that the existing structure will withstand the new loadings. New perimeter walls incorporating maximum glazing panels and panels suitable for kitchen toilets and meeting room are to be formed

2.4 New electrical and plumbing requirements are to be incorporated to the kitchen toilet and café

2.5 New kitchen and sanitaryware equipment is to be installed in the new kitchen and toilet areas

2.6 Second fix requirements i.e. doors café counters architrave skirting etc. are to be incorporated as necessary

2.7 Security shutters are to be fitted over doors and windows

2.8 All areas are to be decorated to a suitable standard with anti-graffiti coating paint

2.9 Loose furnishings are to be supplied and fitted in each relevant area

2.10 A loggia and covered bay incorporating suitable floor and ceiling finishings is to be created

2.11 New perimeter boundaries to each external section (i.e. garden terrace car park planting etc. and new road surface and/or suitable ground finishings) are to be created

2.12 A security alarm is to be fitted to the heritage centre on completion
Appendix 2 – plan showing proposed parking arrangements