

Attendance Management Plan

FEBRUARY 2023

REV C - UPDATED 9TH MARCH 2023



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Introduction

This report has been prepared on behalf of Mr S Parker of Glebe Farm Equestrian, to support the variation of condition 2 on application P/2018/0657. Condition 2 states the menage must be used in conjunction with the current property, (which was established as a commercial property in 2006), but it also restricts the menage to personal use. The applicant has an existing business which uses the other facilities and had intended to use this outdoor menage for the same purpose.

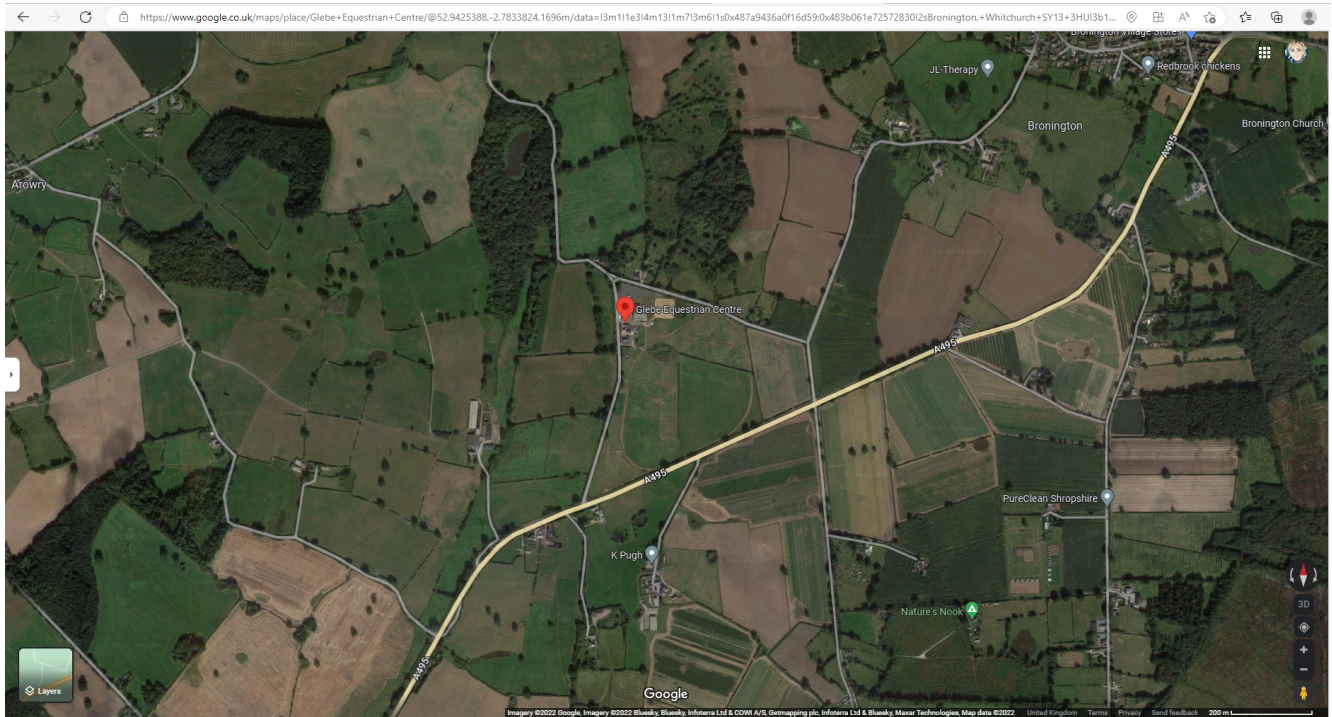
This Attendance Management Plan (AMP) has been produced to satisfy the planning application, to vary the personal use condition and demonstrate to the Local Planning and Highway Authority that the development is historic, with existing permission and satisfactory from a highway safety, traffic and access perspective.

The AMP has been prepared in accordance with the Planning Policy Wales Technical Advice Note 18: Transport and in conjunction with Planning Policies Wales (2022). This report is to support application P/2021/1002, which has the red edge of the outdoor ménage and therefore this AMP refers to the outdoor ménage.

In addition, the scope of the final AMP has been discussed and agreed with Wrexham Council and the highways department.

Site Location

The site is located off an unnamed adopted road, to the north of the A495. The road improvements were part of a highways agreement by that applicant in 2006, down this unnamed road.



The site does not have any restriction of route, however the applicant has offered to put a notice on the website and by the northern gate requesting customers to only use the unclassified road to the A495.

It has been discussed with Highways that it is only possible to put signs on the private land and that this is not likely to be enforceable by individuals as long as the sign remains.

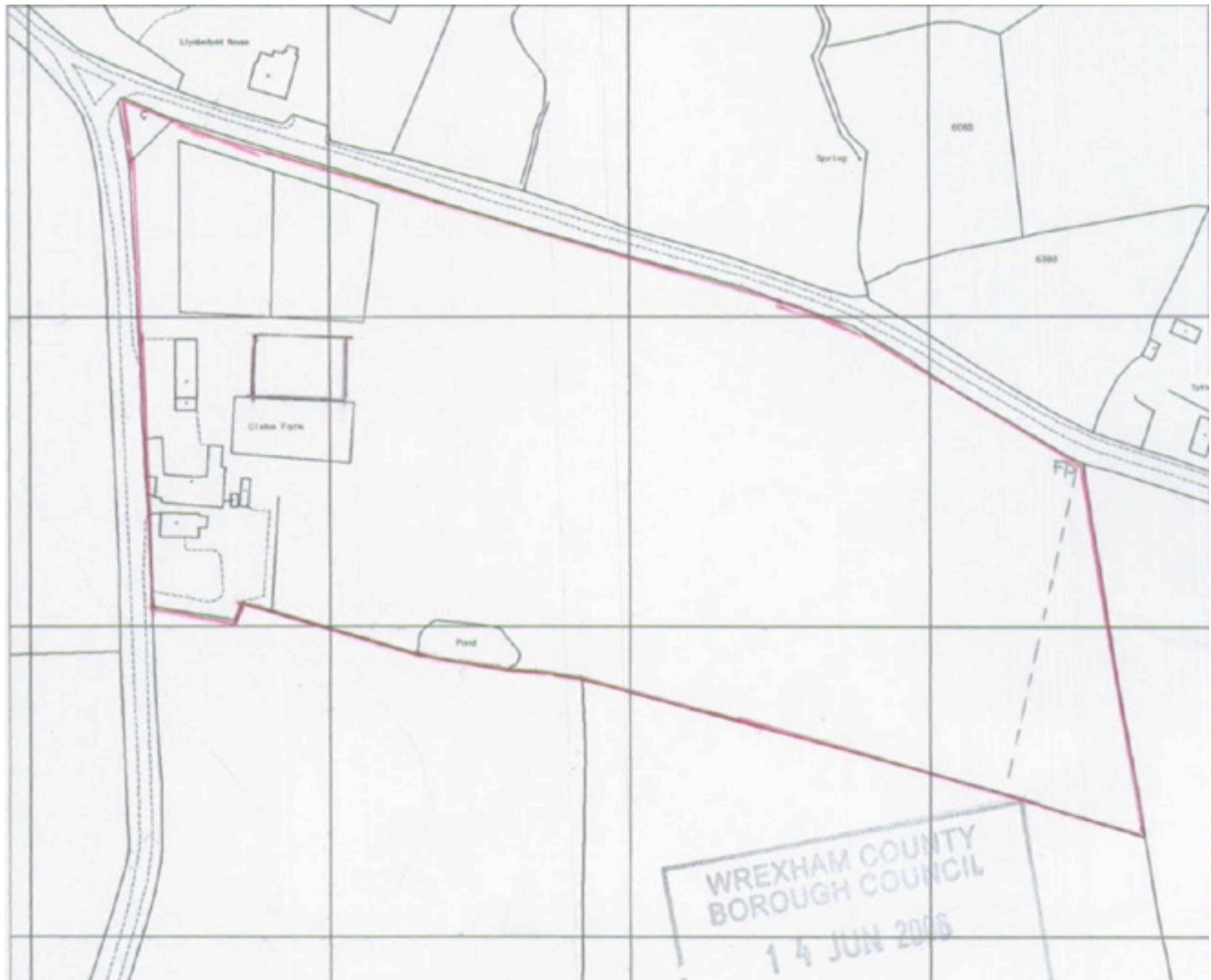
The access was also noted in the Highways comments on application P/2018/0657 as shown in the extract below:

I understand that any horseboxes / trailers access via both the northerly access directly in front of the menage and also via the existing farmhouse access. I understand that an improved turning facility for such vehicles is to be provided under planning consent ref: P/2016/0762 via an improved access to serve the proposed new dwelling.

I would therefore have no objections to the proposed development on highway grounds.

2006 – P/2006/0686

In 2006 the land known a Glebe Equestrian Centre was given permission to, 'Change of use of land and buildings from Private use to Livery Yard'. The extent of the land allowed is shown in the image below.



(P/2006/0686)

The terms Livery Yard, means to 'house and care for horses in return for payment, but do not belong to the owner of the yard/property.' (government website) The code of practice ensures that there are minimum standards for livery yard facilities to provide basic welfare standards for horses. Livery providers and all staff should be familiar with the Equine Industry Welfare Guidelines Compendium for Horses, Ponies and Donkeys. It further states 'To avoid suffering, horses kept in a livery should be inspected at regular intervals.'

The existing use of the yard and the travel of owners to their horses cannot be limited or restricted. To restrict access to the existing business would go against the wellbeing of the horses on site and this is protected by law under the Animal Welfare Act 2006.

The parking to the North West of the overall site, which is not within the red edge of the planning application is used for the existing business. This business has unrestricted use of the land and the indoor arena, which also use the car park. This access cannot be restricted in terms of vehicles as this would be a welfare issue on the animals residing at Glebe Equestrian Centre.

As part of application P/2006/0686, there were two passing places created down the unnamed road that has the openings of the accesses to Glebe Farm. This was to aid the traffic which the commercial use of the property would generate, of which the traffic has not increased from that proposed in 2006.



2018 – P/2018/0657

In 2018, following the planning authorities advice, a planning application was submitted. The description of the proposal was 'Ménage in retrospect. The ménage has been constructed to replace the existing ménage. The hours of use will be from 8am till 6pm and no lighting will be required. It will be used for personal use and in conjunction with the current business and will not impact on any increase of traffic.'

3. Description of the Proposal
Please describe the proposed development, including any change of use:

MENAGE IN RETROSPECT.
The menage has been constructed to replace the existing worn out menage. The hours of use will be from 8am till 6pm and no lighting will be required. It will be used for personal use and in conjunction with the current business and will not impact on any increase of traffic.

Has the building, work or change of use already started? ☒ Yes ☐ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY): **01/05/2018** (date must be pre-application submission)

The permission was granted on the 11th September 2018 but with the condition '2. The manege shall be used only for purposes ancillary to the use of the dwelling and shall not be used as a riding school or for any other business purposes.'

2. The manege shall be used only for purposes ancillary to the use of the dwelling and shall not be used as a riding school or for any other business purposes.

Considering the dwelling and property as a whole is a business, with the main purpose of the facilities being for the use of the Livery Yard business, the applicant used the ménage for Livery purposes. This business use was established from the red edge (P/2006/0686) shown above in 2006 and has been used for this purpose for the 16 years since this permission.

It is only reasonable to determine this condition is worded in such a way in error as the applicant has only been honest that the property is an established equine enterprise. Ultimately resulting in this application to vary the condition to ensure the Livery yard can use the facilities.

Other facilities

The property has an indoor school which is used for the Parker Family, the Livery customers, production customers and for external customers who hire out the school.

There are the stables which are rented on different livery basis' and have customers who can come several times a day to those who visit on a weekly basis.

There are visitors such as vets and farriers who will come to attend the horses, this could be every 4 – 8 weeks depending on the ponies' requirements. A vet would visit to give vaccinations and wormer treatments and attend animals that might need more attention. These visits are booked in advance but there are also emergency visits which would not be able to be booked in.

These facilities have been restricted to the indoor school whilst this application has been assessed by Wrexham Council. The site is 11 acres in total and has hard boundaries with hedging to the south and roads to the north and west. This site does not have any potential of expansion outside of the existing boundary.

It may be that the indoor school is being used later than 6pm and this might also be the case for the outdoor school to be used later in the daylight in summer but would also be finished earlier in winter to follow the daylight hours.

The facilities here at Glebe Farm should be seen as amenity spaces for the equine community and will be highly valued by those who currently and will want to use them in the future.

Times of Use

The existing facilities do not have any time restrictions on usage. The arenas approved in 2006 can be used at any point by anyone under the planning application P/2006/0686. The new outdoor arena was not subject to any time restrictions but did limit the use to personal use. However, the expansion of the arena was for the purposes of Glebe Farm Equestrian Centre as a business and required to be used for business purposes at peak times.

Peak times will change throughout the year as the application was not subject to any external lighting appliances. This means that the arena can only be used in daylight hours, which are approximately 7am – 4pm in the winter months and 6am to 9pm in the summer months.

The weekends and evenings will be the busiest periods as there will be events held such as training clinics and shows. These will follow the formats indicated below and will not have more than 10 vehicles before 10am on Saturdays, Sundays and bank holiday weekends.

At the committee meeting on the 5th December the wording decided was:

‘Equestrian events that take place on Saturdays, Sundays or Bank Holidays and would result in the number of vehicles using the adjoining car park exceeding 10 shall not commence before 10am. ‘

This Attendance management plan agrees to adhere to this statement for the public use of the outdoor arena approved under application P/2018/0657.

Health and Safety

A health and safety statement was created by Eyton Solutions for application P/2022/0496 which was approved 20th December 2022. The report stated that the entrance to the car park was the safest place in terms of visibility onto the unadopted road. There is an entrance directly into the yard, but this would not accommodate the weekend and event traffic.

The report states that fatal accidents at work are the second largest cause of accidents in the UK. The approved car park gives the yard area the safety of no machinery or vehicles within the imminent yard. This gives people extra safety and reduces the risk of serious injury or fatality by reducing the vehicles movement and animal correlation.

It has been requested that the outdoor arena is restricted to 10 vehicles prior to 10am at weekends. The applicant at Glebe Farm agree to the 10 vehicles before 10am to events in the outdoor arena. The AMP must state that dressage or other equestrian events that take place on Saturdays, Sundays or Bank Holidays and would result in the number of vehicles using the adjoining car park exceeding 10 shall not commence before 10am.

All events that have over 10 horseboxes/trailers will have a car park marshal on site to ensure that there was a phased release of vehicles to minimise the numbers of vehicles travelling along Glebe Lane at the same time. This is in line with the Highways department proposal. This traffic management plan is in line with the HSE's hierarchy of control messages.

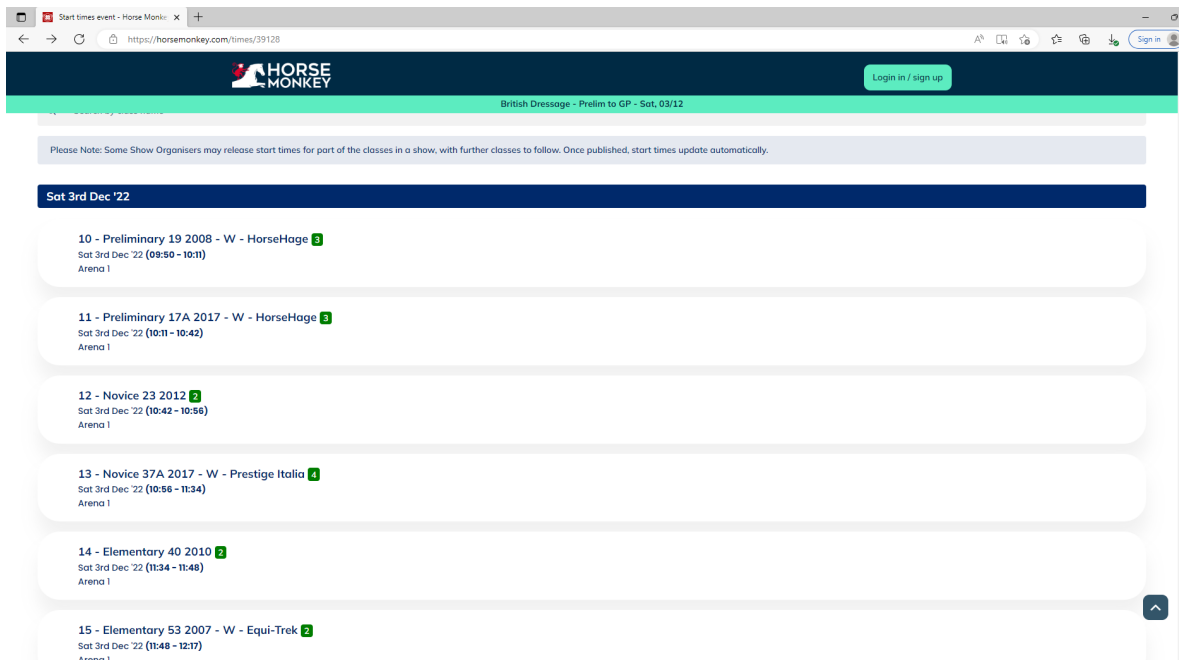
Booking via Horse Monkey

Horse Monkey is a booking system specifically for equine events. They have recently updated the website which makes it very accessible for customers to use. This feature is used for any events such as dressage, showing and working hunter events.

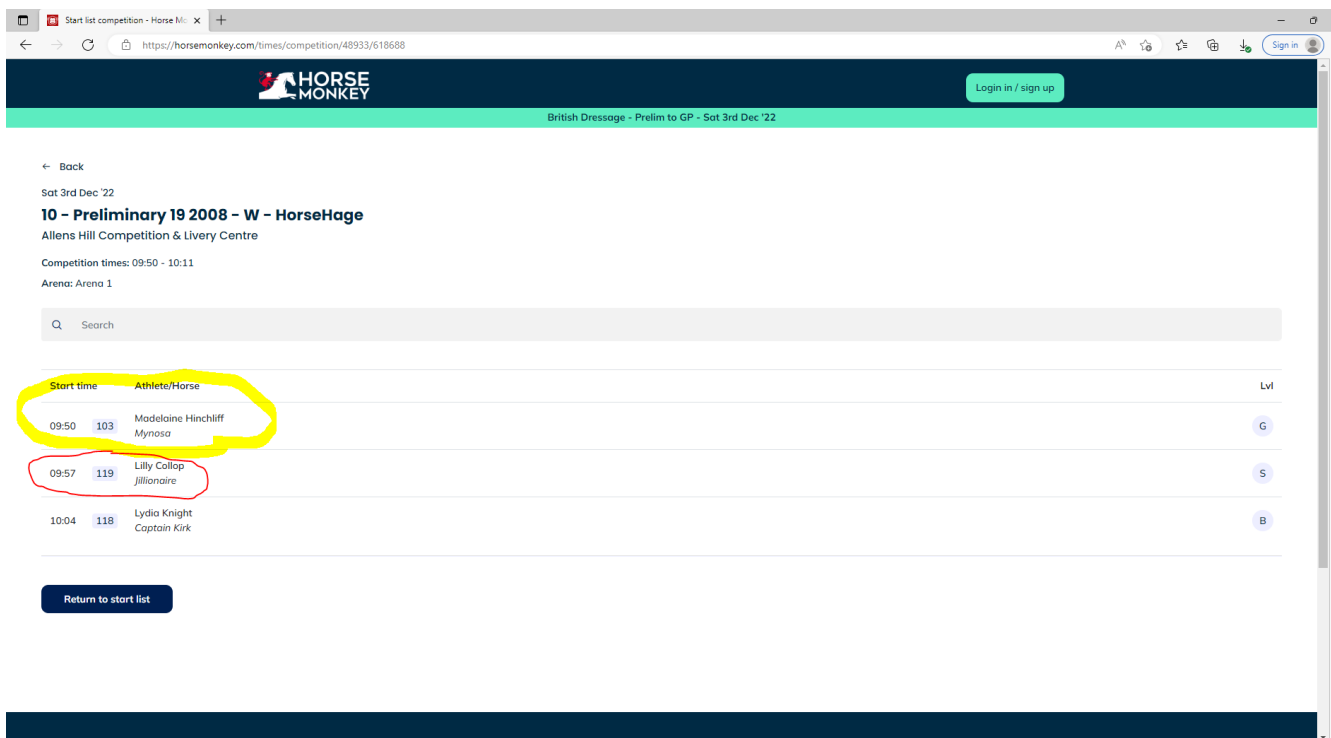
Below is an example of how the dressage presents:

The screenshot shows the Horse Monkey website's search interface. At the top, there's a navigation bar with the Horse Monkey logo and a 'Login in / sign up' button. Below this, the 'Search events' section includes a search bar, a sort dropdown set to 'Event date - Earliest first', and an 'Advanced filters' button. The 'Advanced filters' modal is open, showing various filter options: 'From' and 'To' date pickers, 'Event types: All', 'Disciplines: All', 'Venues: All', and 'Organisations: All'. A specific filter 'Wrexham (Wrexham GB-WRIC)' is selected under 'Organisations'. At the bottom of the modal are 'Remove filters' and 'Search' buttons. Below the modal, a message states 'There are no records to show'. The footer contains links for 'About us', 'Social' (Facebook, Twitter), 'Legal' (User terms and conditions), and logos for 'stripe', 'GeoTrust', and 'GeoTrust'.

Above is the advanced search. There were no events on in Wrexham specifically at the time of search, so the example is of an event on the 3rd December.



The screen grab above shows an example of the classes that the competitors are entered in.



As shown in the pictures, two of the competitors have entered two separate classes on the day.

Start list competition - Horse M... x +
 https://horsemoney.com/times/competition/48934/618687

HORSE MONKEY Login in / sign up

British Dressage - Prelim to GP - Sat 3rd Dec '22

← Back
 Sat 3rd Dec '22
11 - Preliminary 17A 2017 - W - HorseHage
 Allens Hill Competition & Livery Centre
 Competition times: 10:11 - 10:42
 Arena: Arena 1

Q Search

Start time	Athlete/Horse	Lvl
10:11 114	Francesca Swallow Cooley Corpello	G
10:18 103	Madeleine Hinchliff Mynoso	G
10:25 119	Lilly Collop Jillonaire	S
10:32 10		

Return to start list

Start list competition - Horse M... x +
 https://horsemoney.com/times/competition/48935/618685

HORSE MONKEY Login in / sign up

British Dressage - Prelim to GP - Sat 3rd Dec '22

← Back
 Sat 3rd Dec '22
12 - Novice 23 2012
 Allens Hill Competition & Livery Centre
 Competition times: 10:42 - 10:56
 Arena: Arena 1

Q Search

Start time	Athlete/Horse	Lvl
10:42 114	Francesca Swallow Cooley Corpello	G
10:49 101	Rebecca Parsonage Minnie Manoeuvrez	S

Return to start list

The next two photos also shows a cross over in entries, but the picture below shows that Francesca Swallow has also brought another horse to compete in two different classes.

Start list competition - Horse Monkey

https://horsemoney.com/times/competition/48936/618675

British Dressage - Prelim to GP - Sat 3rd Dec '22

← Back

Sat 3rd Dec '22

13 - Novice 37A 2017 - W - Prestige Italia

Allens Hill Competition & Livery Centre

Competition times: 10:56 - 11:34

Arena: Arena 1

Search

Start time	Athlete/Horse	Lvl
10:56	112 Natalie Chatley Dountae	S
11:03	104 Isabel Georgetti Josse	S
11:10	101 Rebecca Parsonage Minnie Manoeuvrez	S
11:17	115 Francesca Swallow Ensor Van Het Hallehoff	G
11:24	10	

Return to start list

This type of event has timed tests which can last up to 10 minutes. The competitor would arrive around 1.5 hours prior to their time slot, but they usually leave quickly after they have finished their competition/performance.

Example at Glebe Farm

Dressage events do not usually finish past 4:30pm, and usually start around 9am. Using numbers of 35 entries, which is the average that Glebe Farm previously had entered over the 6 events prior to being asked to stop using the outdoor arena.

Following on from the committee meeting which took place on the 16th December 2022 at 4pm, it was resulted that to control the volume of use, events taking place at weekends and bank holidays will only start in the new outdoor arena at 10am if the event was to create more than 10 horse transports vehicles through that day.

Therefore, as the event in the new outdoor arena approved under application P/2018/0657 will result in more than 10 of the vehicles in the car park, the event must start at 10am or later on a Saturday, Sunday or bank holiday. A weekday would usually start at 9am but is not restricted, along with the use of the existing arenas approved in 2006.

Time	Class	Candidate
10:00	Intro	1
10:10	Intro	2
10:20	Intro	3

10:30	Intro	4
10:40	Intro	5
10:50	Prelim 1	1
11:00	Prelim 1	2
11:10	Prelim 1	3
11:20	Prelim 1	6
11:30	Prelim 1	7
11:40	Prelim 1	8
11:50	Prelim 1	9
12:00	Prelim 1	10
12:10	Prelim 1	11
12:20	Lunch	
12:50	Prelim 14	2
13:00	Prelim 14	3
13:10	Prelim 14	6
13:20	Prelim 14	7
13:30	Prelim 14	8
13:40	Prelim 14	9
13:50	Prelim 14	10
14:00	Prelim 14	12
14:10	Prelim 14	13
14:20	Prelim 14	14
14:30	Prelim 14	15
14:40	Prelim 14	16
14:50	Prelim 14	17
15:00	Prelim 14	18
15:10	Break	
15:20	Novice 28	16
15:30	Novice 28	17
15:40	Novice 28	18
15:50	Novice 28	19
16:00	Novice 28	20
16:10	Novice 28	21
16:20	Novice 28	22
16:30	Novice 28	23
16:40	Novice 28	24
16:50	Elementary	18
17:00	Elementary	19
17:10	Elementary	25
17:20	Elementary	26

The colours above show that different competitor have entered more than one class on the day. It also shows that competitors 4 and 5 will have left the site by about 11:30 and competitors 12 to 15 will have left by 3:30pm. This is not guaranteed, but is logical as people do not want to leave their

horses on the transport if they can help it. (Rebecca Hodkinson- CHAPS and NPS judge) Therefore it is reasonable to say that the visiting competitors will have left by 6:30pm.

The 35 entries above have equaled in this example of 26 competing horses/ vehicles throughout the day, which is the number outline by the applicant and by Highways in their response dated 9th November 2021.

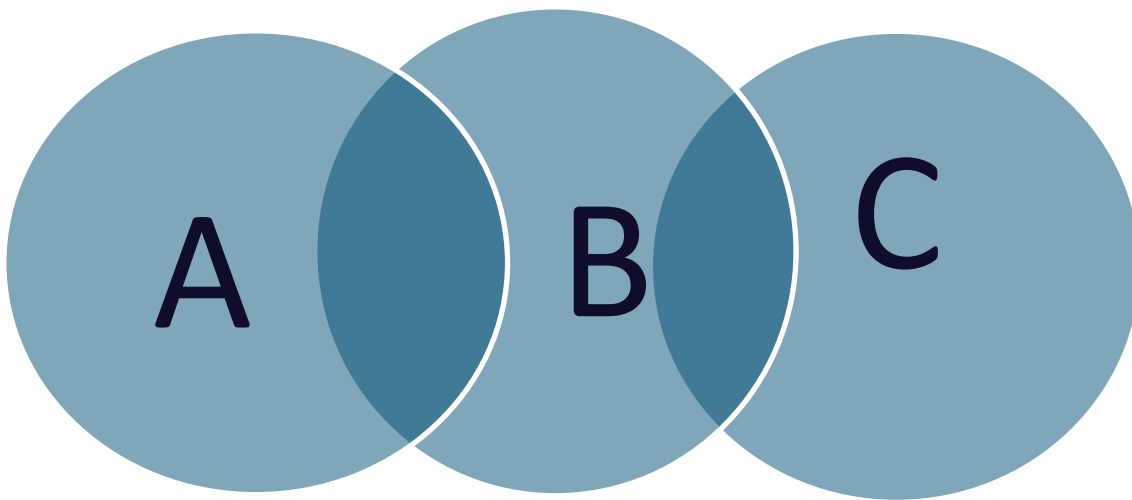
*'I understand from the applicant that typical events / competitions could typically attract up to 25 horse trailers and around 10 cars. There would appear to be ample space within the new hard standing / car park area to accommodate such vehicles clear of the adjoining highway. **Based on the potential traffic movements the business could generate and the narrow nature of Glebe Lane, it would seem reasonable to request a suitably worded condition that requires the applicant to utilize an appointment only system that staggers vehicle movements to the site in respect of both stables / ménage use and equestrian events. Such a condition could also limit the number of vehicles present on site at any one time.'***

Although this example is for dressage, show jumping would run exactly the same way. A show would run more like the clinics and could be booked via horse monkey or online/via the phone.

Clinics – booking via phone

A typical clinic would have up to 8 ponies on it, which would be up to 8 vehicles. They are run for 45 minutes to an hour usually and there will either be a full day or a few hours over the evening.

It usually occurs that the first clinic will arrive and then whilst they are on the clinic, the next group will arrive. This would equal approximately 16 horseboxes on the cars park. The first class will pack away and leave and then the next hour would arrive. Below is a chart which should show the overlapping of the different clinics.



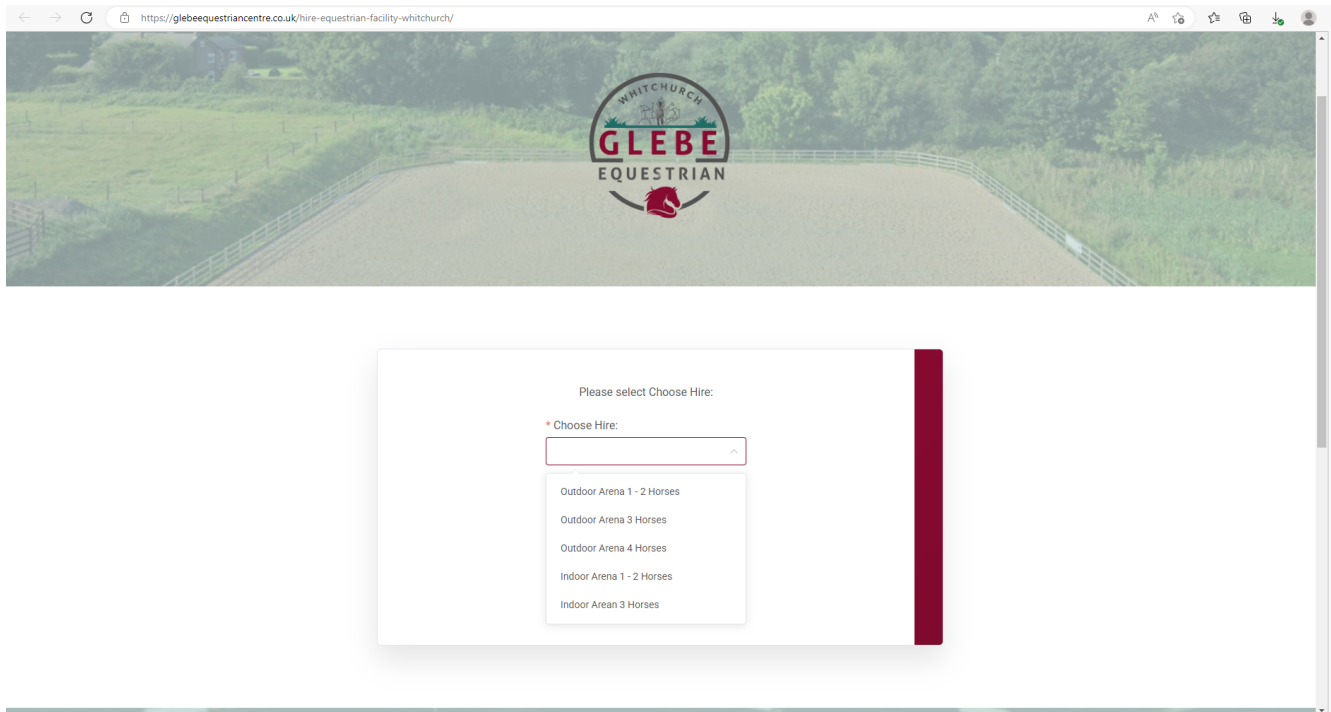
If the clinics did overlap and all the people from A were still there when C were arriving, then if each clinic was full it would equal 24 horseboxes on site at the time, which on 9th November 2022 response from Highways was an acceptable amount.

Each clinic is restricted to 8 people to give the time and attention to the people on the clinic. Therefore it is extremely unlikely that there will be any more than 24 horseboxes on the site during this training session.

Following the highways comments, *'that typical events / competitions could typically attract up to 25 horse trailers and around 10 cars. There would appear to be ample space within the new hard standing / car park area to accommodate such vehicles clear of the adjoining highway.'*

Hiring the school

The website has the facility to hire the school, this is the booking system that the applicant still proposes to use. Below is a picture from the website showing how many horses would be attending the arena hire.



The screenshot shows a web browser window with the URL <https://glebeequestriancentre.co.uk/hire-equestrian-facility-whitchurch/>. The background image is a wide-angle shot of an outdoor equestrian arena with a light-colored sand surface, surrounded by a white fence and green grass. In the center of the image is the Glebe Equestrian logo, which is a circular emblem with 'WHITCHURCH' at the top, 'GLEBE' in large red letters in the middle, and 'EQUESTRIAN' at the bottom, with a small horse head icon below the text.

Below the image is a white rectangular box containing a form. The text 'Please select Choose Hire:' is at the top. Below it is a red asterisk followed by 'Choose Hire:' and a dropdown menu. The dropdown menu is open, showing a list of options:

- Outdoor Arena 1 - 2 Horses
- Outdoor Arena 3 Horses
- Outdoor Arena 4 Horses
- Indoor Arena 1 - 2 Horses
- Indoor Aren 3 Horses

This would allow the applicant to consider the amount of potential people on the site and aid the transport patterns. As the arena hire will not be available when other events are on this is the event type that will be most frequent but also with the least amount of vehicles attending the site.

Potential Expansion

The site is being designed with the future in mind. However, this is not to hold really large events, as this is not what the business targets. The business at Glebe Farm is the production of show horses to the highest standard, with many clients leaving their horses to be set up and ridden by Mrs. Parker. The other client base is people who want to be coached by Mrs. Parker, they would attend clinics and competitions to gain feedback and knowledge for them to take away with them.

Events of all kind are booked in advanced and they generally have designated start times, which will stagger the arrival and departure of the competitors. Events of this type are held all over the UK and have a general format of booking time slot, as it works.

It has been agreed with Highways that when events are taking place, such as clinics or shows, a marshal shall be on the gated entrance to Glebe Farm. They will be required to request that the competitor turns left on leaving the site towards the A495. They will also be able to control the vehicles leaving the site so that the road towards the A495 is not overly congested at one time, therefore staggering the movement of vehicles.

The applicants aim is initially to get back to the stage they were at in 2021, where they held 6 events prior to the notification of needing to change the condition. Following this the applicants might want to expand their business via holding more events throughout the year, most venues usually hold 1 to 2 events a month and a few clinics a month.

The expansion of the business if it is successful, is not likely to increase the number of vehicles per day. It would be an increase of events per year.

Conclusion

The attendance management report has been written to satisfy condition 3 which states *'The manege shall not be used for any purpose other than one ancillary to the residential use of Glebe Farm as a single dwelling house until an Attendance Management Plan (AMP) has been submitted to and approved in writing by the Local Planning Authority. The ménage shall thereafter only be used in strict accordance with the approved AMP.'*

In this report it specifies that although there maybe more than 25 entries throughout a day of equine events, it does not mean there will be more the 25 – 35 vehicles Highways justify to be existing and acceptable.

It is agreed that the main condition of this report is to ensure a marshal manages the entrance gate of Glebe Farm throughout an event when scheduled at the application site. This is to control the movement of vehicles down the unnamed road leading to the A495.

The report also agrees to adhere to the request that the new outdoor arena will only start at 10am when more than 10 vehicles are to arrive at Glebe Farm to use the outdoor arena at a show, dressage or show jumping event held on Saturdays, Sundays, and bank holiday weekends.

The attendance management report is written to support the commercial use of the new outdoor arena at Glebe Farm and justifies that events can be held to the satisfaction of Wrexham Council if held in accordance to the details provided in this report.