UTTLESFORD DISTRICT COUNCIL

STATEMENT OF COMMUNITY INVOLVEMENT

May 2016

CONTENTS

Amendment to the Statement of Community Involvement 2016

I.   Uttlesford District Council's first Statement of Community Involvement was adopted in July 2006 following a six week public consultation period and review by an independent Inspector. An annex was produced in 2009 to take account of new regulations. A new SCI was adopted in June 2015 following a full review.

II.   Many areas of the SCI have remained largely unchanged and up-to-date and have not needed significant revision. Changes have related to updating legislation where these have changed and consultation on planning applications. Hyperlinks to the Council's website have been added where appropriate.

Consultation on draft revised Statement of Community Involvement

III.   This draft Statement of Community Involvement will be subject to a six week public consultation period.

UTTLESFORD STATEMENT OF COMMUNITY INVOLVEMENT

1. Introduction

1.1. Uttlesford District Council works to improve the quality of lives of people who live in, work in, or visit the district. One of the ways we do this is by talking to and hearing from individuals and organisations in Uttlesford about their concerns, ideas and ambitions.

1.2. The Council encourages community participation through effective consultation and engagement and improving community forums to reflect closer working with all sectors of the community. (Corporate Plan 2014-2019)

2. What's it all about?

2.1. In January 2005 the Uttlesford Local Plan was adopted. The Council is preparing a new Local Plan for the District covering the period 2011-2033.

2.2. The legal requirements for consultation and community involvement in plan making are set out in Town and Country Planning (Local Planning) (England) Regulations 2012.

2.3. Uttlesford District Council has produced this Statement of Community Involvement (SCI) to make sure we involve individuals and organisations in Uttlesford in the planning system.

2.4. The benefits of the development plan system include:

- documents which are more appropriate and responsive to changing local needs

- involving the local community and stakeholders from the beginning and throughout the preparation of the planning documents,

- seeking agreement early in the preparation of documents, and

- delivering plans that contribute to achieving sustainable development.

3. National Planning Policy Framework 2012 and Planning Policy for Traveller Sites 2015

3.1. The National Planning Policy Framework (NPPF) March 2012 and Planning Policy for Traveller Sites August 2015 replaced previous planning policy statements and guidance. These set out the government's vision for the planning system and how policies should be applied. It stresses the importance of early and meaningful engagement with neighbourhoods, local organisations, businesses and neighbouring authorities, under the duty to co-operate, to produce a Local Plan.

3.2. The National Planning Policy states that the purpose of the UK planning system is to contribute to the achievement of sustainable development. To achieve this, the

planning process must be guided by an up-to-date, forward looking plan (plus other relevant policy documents).

3.3. Each local authority must prepare a local plan which may be supported by other planning documents that together guide development in the area. All decisions on proposed new development will be judged against the policies in the local plan (plus other relevant policy documents).

4. The Local Plan and supporting documents

4.1. The Local Plan and its supporting documents are set out below:

- **Local Plan Development Plan Documents** (DPDs) when adopted, constitutes the statutory development Plan for the District (see also role of Neighbourhood Plans below).

- **Neighbourhood Development Plans** - The Localism Act (2011) introduced reforms to the planning system and enables communities, through the establishment of neighbourhood plan areas to create Neighbourhood Plans with the support of the Council. The Neighbourhood Planning (General) Regulations 2012 provide further detail to the process of Neighbourhood Planning, including the consultation and publication of neighbourhood areas and plans. Once adopted a Neighbourhood Plan will become part of the Development Plan.

- **Supplementary Planning Documents** (SPDs) -. SPDs do not have development plan status but they can provide further detail and guidance on policies set out in the DPDs.

- **Local Development Scheme** (LDS) - the project plan for preparation of the Local Plan

- **Statement of Community Involvement** (this document) - setting out the Council's arrangements for involvement of the public and other stakeholders in the preparation of Local Plans and in consultation on planning applications for development proposals.

- **Monitoring** - The progress of the Local Plan is monitored to record and assess the preparation of the plan, including any requirement to amend the LDS. Annual monitoring reports can be found on the Council's website. Once the Local Plan is adopted, the Annual monitoring Report will be called the Authorities Monitoring Report in line with the Planning Regulations 2012.

- **Community Infrastructure Levy** - The Community Infrastructure Levy (CIL) is a mechanism to collect money from developers. Money collected this way would be used to support development by funding infrastructure that is needed due to development in the District. The Council has decided that it will not have a CIL at present; this decision will be reviewed in 2016.gh

- **Infrastructure Delivery Plan** (IDP) – Sets out the infrastructure requirement to support new development as set out in the local plan.

5. Duty to Cooperate

5.1. Section 10 of the Localism Act (2011) introduces a Duty to Co-operate which requires planning authorities and other public bodies to actively engage and work jointly on strategic matters. There are a number of issues such as transport that have impacts that cross local authority boundaries. The Council will explore constructive approaches to work jointly with neighbouring authorities, and wider if necessary and public bodies to make sure that strategic priorities are reflected and, where appropriate, addressed in the Local Plan. As part of the consultation process, at the early stages of document preparation, we will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide the opportunity for joint working and establishing a shared evidence base.

5.2. The Council takes part in regular discussions with neighbouring authorities through both individual meetings and officer forums.

6. Neighbourhood, Community and Parish Planning

6.1. The localism Bill makes provision for communities to prepare their own Neighbourhood Development Plans. They can be prepared by Town and Parish Councils. These plans can set planning policies to guide future development in the parish. These plans must be in conformity with national policies as well as the Council's local plan and development plans which are adopted, or going through the adoption process. The process for preparing a neighbourhood plan is set out in the Neighbourhood Planning (General) Regulations 2012. Once a neighbourhood development plan has been successfully been through referendum it becomes part of the local plan for the District.

6.2. A community can also produce a Neighbourhood Development Order or a Community Right to Build Order. These can be instead of, or in conjunction with, a neighbourhood development plan and would result in effectively granting planning permission for certain types of development in specified areas. Such orders, however, cannot remove the need for other permissions such as Listed Building or Conservation Area consent.

6.3. The Council is working with the Rural Community Council of Essex to develop tools to enable local communities to prepare Neighbourhood Development Plans or other forms of community and Parish plans.

7. Timeframe

7.1. The Council aims to have its new Local Plan adopted in 2017. The Council has published a Local Development Scheme (LDS) which sets out which documents will be produced and when. The latest version of the LDS is available on the Council's website.

8. What is the SCI for?

8.1. The NPPF and regulations place significant emphasis on early community involvement. This SCI sets out how the community will be involved in the development of the Local Plan it also outlines how the Council will consult the community on planning applications.

8.2. The Council has to make sure that all development plan documents and planning applications processes are consistent with the commitments made in this statement.

9. The benefits of getting involved

9.1. The Local Plan must take account of the environmental constraints as well as setting out the sorts of development needed to help people live and work in the district. That is why it is important that you get involved when plans are prepared.

9.2. The Council sees the following benefits to early community and stakeholder involvement:

- Community groups and the wider public have the opportunity to take an active part in developing proposals and options;

- can draw on local knowledge; and

- resolves issues and minimises conflict.

10. How was this statement developed?

10.1. This Statement of Community Involvement has been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 and in accordance with the changes in The Town and Country Planning (Local Planning) (England) Regulations 2012.

11. Our Community

11.1. Our 'community' includes all of the individuals, groups and organisations that live, work or operate within the District. We recognise that the different groups that make up our community have different needs and expectations. They also have different desires, capabilities and capacity to get involved, as set out on the following pages.

11.2. To make sure it is effective in improving community involvement in planning, this Statement of Community Involvement recognises these differences.

Local Communities

The interests of local communities are represented by County, District, Parish and Town Councils, all have the capability to be involved. Specific interests can be represented by amenity or interest groups. The community is made up of individuals who have the ability to respond in their own right; however particular sections of local communities can find it harder to get involved.

Other Agencies

Other organisations can provide valuable views regarding specific Development Plans. These organisations are easy to identify and generally have the capacity to be involved. Some may need support in understanding the Local Plan process and how it relates to their operations so they are able to contribute effectively

Statutory Stakeholders

There are certain groups that we have to involve. These include Historic England, Environment Agency, Highway England, Natural England, Essex County Council, Parish/Town Councils and neighbouring authorities.

Developers and Landowners

Developers are already involved in the planning system and, will seek to be involved. Most can be easily identified via previous involvement and have the capability to be involved. Landowners will be keen to understand and consider the implications of any policies/decision in order to protect their rights they have to develop or protect their land and its value. Both groups will be supported in being more actively involved in the Local Plan.

Service Providers

Service providers include local health trusts/Clinical Commissioning Groups, schools, utility and transport providers, emergency services, community development organisations and others. All of these can be easily identified and have the capacity to be involved in the Local Plan process. However we will seek to involve them only when it is relevant for them.

Business Sector

Local businesses range in size from the self-employed and small businesses to larger organisations. As such so does their capacity to be involved. Whilst larger organisations may have the capacity to get involved more actively, smaller organisations may need support in understanding the system, how it relates to them and how they can get involved. The interests of the business sector can also be represented by organisations such as Chambers of Commerce. The Council will continue to improve its engagement with the business community.

12. Improving participation

12.1. It is usually the case that the same people get involved in planning issues on an on-going basis, with other individuals getting involved when things affect them, such as a planning application local to them.

12.2. In developing the SCI we recognise that the planning system can be complex and confusing and that this can stop some people getting involved. The Council therefore intends to improve the way we communicate general information about local planning and development to the wider community.

12.3. By recognising the needs of different groups, and making involvement relevant and accessible, we aim to improve the number of people who can and want to get involved.

13. Improving Representation

13.1. The Council aims to pay particular regard to the needs of different disability groups. For example we aim to work with Talking Newspapers and Support for Sight to distribute information, to produce documents in different formats and provide a signing communicator at meetings when needed. We will continue to work with Uttlesford Area Access Group.

13.2. We will pay particular attention to make sure those living in the more isolated and rural parishes are informed and have the opportunity to be involved. We will work with parish councils and other village organisations to engage with them.

13.3. The Council recognises that there are a growing number of households who are financially constrained from entering the private housing market. The Council wishes to make sure such people, and organisations that work for those in housing need, have the opportunity to influence and direct planning policy on housing matters.

13.4. We will work with the Uttlesford Youth Initiatives Working Group, through youth groups and schools to inform young people about planning and encourage them to express their aspirations for their local area.

13.5. The Council will work with organisations and charities that support the elderly and ethnic minority communities within the district to make sure that the elderly and ethnic communities know what is going on and how they can get involved if they want to.

13.6. We aim to involve Gypsies and Travellers and Travelling Showpeople by working with their relevant representatives to make sure that they know what is going on and how they can get involved.

14. Our principles on Community Involvement

14.1. Even with significant effort we cannot persuade everyone to get involved, we have to recognise that there are limits to our resources and we have to be realistic in our aspirations for community involvement. Our principle is to provide everyone with the

opportunity to know what's going on and how they can get involved if they want to. We aim to do this by:

- involving people where the issue is relevant to them;

- at a time in the process where their views can influence outcomes;

- by a method appropriate for the purpose and issues being discussed and the people involved; and

- at a suitable and accessible venue.

15.   What we will be consulting on

15.1.   The Council will be consulting on the following documents:

15.2.   **Statement of Community Involvement** – (this document) sets out the Council's programme for consultation in producing Development Plan Documents, Supplementary Planning Documents and community involvement in planning applications. The Council will carry out further revisions of this document in accordance with the guidelines in it/reflect government priorities.

15.3.   **Local Plan** - This will set out and justify the Council's vision and core policies for the future development of the district. It will identify locations for housing, employment and other development. The Local Plan will also include development management policies which will guide the Councils decisions for planning applications.

15.4.   **Policies Map and Inset Maps** - The policies map will show all the policies and proposals and identify areas of protection. Inset Maps will be used to show parts of the policies map at a more detailed scale.

15.5.   **Supplementary Planning Documents** (SPD) - The Council will prepare Supplementary Planning Documents to expand policy or to provide further details to policies in Development Plan Documents, as appropriate. Government guidance is that SPD should be used to help applicants make successful applications or aid infrastructure delivery.

15.6.   **Strategic Environmental Assessment (SEA)/Sustainability Appraisal (SA)** - SEA/SA is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each development plan document and Supplementary Planning Document.

16.   Involvement in the Local Plan

16.1.   There are 5 stages to the production of the Local Plan. These stages are illustrated in the table below. The Council wishes to see the community and stakeholders involved in each stage of the document's production.

16.2.   The stages are the same for the Supplementary Planning Documents except that there is no submission or examination.

16.3. There is a minimum requirement for consultation which the Council must undertake as set out in the regulations. However the Council aims to go further than the minimum requirement to make sure there is effective and broad community involvement.

16.4. There are several stages involved in preparing a Local Plan or Development Plan Document which are outlined in the table below:

Plan Preparation Stage	Information
Research, Evidence, Issues and Options (Regulation 18)	During the early stages of plan preparation the Council will gather information and evidence about the area in order to assess and identify issues and options for addressing the areas need. Consultation on the issues and options may include detailed stakeholder consultation or wider more extensive consultation. The Council will also assess the requirements of government guidance, corporate strategies and technical information.
Publications (Local Plan Pre-Submission Regulation 19)	Each document will be published for a formal consultation period. Written representations will be invited on matters of soundness and legal compliance of the document. At this stage the consultation document will be advertised and the document made available to all statutory consultees. The Council will prepare a summary of the representations which will be presented to the Inspector at the examination.
Submission (Regulation 22)	The document will be submitted to the Secretary of State for independent examination along with the background evidence, SEA/SA and a statement of public involvement in the process.

Plan Preparation Stage	Information
Examination (Regulation 24)	An examination will be held by an Inspector, appointed by the Planning Inspectorate. The Inspector will examine the documents submitted and may ask the Council for additional information before opening the formal examination. In most cases an Inspector will hold a Pre-Hearing Meeting to explore the main issues. The hearing sessions will be arranged with six weeks' notice given in advance of the beginning of the hearings. Only those people who submitted representations at the publication Regulation 19 stage are entitled to be heard at the examination. The Inspector will assess the soundness of the plan and will prepare a report for the Council. That report will set out the Inspectors recommendations to the Council. The Council must then consider the report and the recommendations.
Adoption (Regulation 25)	The Council will adopt the Local Plan as soon as practical following consideration of the Inspector's report.

17.   How will we involve people?

17.1. Information – providing information, for example through local media, leaflets and the website. We will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how people can get involved.

17.2. Consultation - consulting people on their views through questionnaires, meetings and exhibitions. Consultation will take place informally during the research stages of documents and formally during the publication stages where people can comment on the Council's proposed policy direction.

17.3. Participation – such as in workshops and forums where people would be more actively involved in identifying needs and priorities. By participating people will have the opportunity to have a real say in the issues and options the document should cover.

17.4. The table below identifies the benefits of different methods of involvement and their resource implications. All of the methods will not be used for every document; the most appropriate method will be chosen each time.

17.5. The following tables show how people could be involved and at which stages in the process.

	Method	This is useful for….	Resource Implications
INFORMATION	**Media** e.g. Publicity in local newspapers; Articles in Parish Magazines; Housing newsletter; Talking Newspaper; Uttlesford Life	Raising awareness. Reaching wide audience. Publicising how to get involved.	Low. Staff time to prepare material.
	Internet Uttlesford Website, and email shot; Facebook and Twitter	Up to date information about progress and how to get involved. Access to documents to meet minimum requirement.	Low. Posting information online is low cost once established.
	Leaflets and posters	Raising awareness. Reaching wide audience. Publicising how to get involved.	Medium. Production of material can involve significant costs. Staff time to prepare and distribute material.
	Letters to statutory bodies	To meet minimum requirement.	Low. Staff time to write and administrate posting.
	Mailing list of persons and companies wishing to be notified	Keeping people up to date on key stages and how to get involved.	Low. Staff time to write and administrate posting.

CONSULTATION	**Documents** available for to view and comment on via the Council's on-line consultation portal Objective.	Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods.	Low/Medium: staff time to prepare the documents for the on-line consultation period.
	Documents available for inspection at principal and other offices and Libraries.	Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents.	Low. Staff time may be needed to answer questions.
	Questionnaires Paper and electronic format.	Focus consultation on key questions. Can target specific groups.	High: Specialist skills required for questionnaire design. Staff time to collate responses.
	Parish/Town Council meetings	Reaching community groups through existing meetings. Gain understanding of views regarding a specific area.	Low: Staff time to attend meetings and prepare any material.
	Town and Parish Council Forum	Active involvement of local councils.	Low/Medium: Staff time to attend and prepare material.
	Pre-existing **Forum**	Disseminate information and canvass opinion from selected groups.	Low/Medium: Staff time to attend and prepare material.
	Uttlesford Futures meetings	Active involvement of the Local Strategic Partnership.	Low/Medium: Staff time to attend and prepare material.
	Citizens Panel	Help gain more understanding of public concerns.	Low/Medium: Staff time to attend and prepare material.

PARTICIPATION	**Focus groups** (selected groups of participants with particular characteristics).	Useful for area based or topic specific discussions and presentation of options. Help gain more understanding of public concerns.	Low/Medium: Staff time to attend and prepare material.
	Workshops	Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities.	Medium/High: Time is needed for preparation. Specialist skills may be required.

Methods of Consultation in Italics are over and above the requirements of the regulations.

Development Plan Documents			
Stage	**To check -**	**With who**	**How**
Research of Draft Plan	Develop framework Identify all issues and options.	Town and Parish Councils and Parish Meetings	• *Town and Parish Council Forum meetings* • *Letter* • *Questionnaire* • *Workshops where bringing together representatives from different sectors will help understanding and development of issues and options*
		Local groups Amenity bodies	• *Letter* • *Questionnaires* • *Workshops where bringing together representatives from different sectors will help understanding and development of issues and options*
		Local Strategic Partnership	• *Uttlesford Futures Meetings*
		Developers/Agents / Youth	• *Forums* • *Workshops where bringing together representatives from different sectors will help understanding and development of issues and options*
		Specific consultation bodies	• *Meetings* • *Workshops where bringing together representatives from different sectors will help understanding and development of issues and options*

		General Public	*Citizens Panel* *Article in Uttlesford Life* *Consultation leaflets/posters* *Publicity in local newspaper* *Articles in Village Magazines* *Focus Groups where area based or topic discussions will help develop issues and options* *Public Exhibition where visual presentation will help present and clarify issues and options* *Workshops where bringing together representatives from different sectors will help understanding and development of issues and options*

Development Plan Documents			
Stage	**To check -**	**With who**	**How**
	Scope and context of baseline information of Sustainability Scoping Report	Natural England Historic England Highways England Environment Agency Essex County Council	• *Request necessary baseline information* • *Meetings to discuss specific issues as necessary* • Send copies
Publication	Assess suitability of Council's preferred policy	Specific and general consultation bodies	• Notify specific and general consultation bodies
		Local Strategic Partnership	• *Uttlesford Future Meetings*
		General Public	• Available at principal and other offices • Publish on website • *Consultation leaflets/posters* • *Publicity in local newspaper* • *Articles in Village Magazines* • *Available at libraries* • Anyone who asked to be notified from previous stages.
Consultation on Pre Submission document and Sustainability Appraisal Report		Specific and general consultation bodies	• Notify to specific and general consultation bodies
		General Public	• Available at principal and other offices • Publish on website • Notify anyone asked to be notified from previous stages
Examination	Soundness	All	• Publish details on website • Write to representors •
Publication of Inspectors recommendations		All	• Available at principal and other offices • Publish on website • Send to anyone asked to be notified
Adoption		All	• Available at principal and other offices • Send to Town and Parish Councils/meetings • Publish on website • Send to anyone asked to be notified
Annual Monitoring Report	Effectiveness of policies	All	• Publish on website • *Available at principal office*

Supplementary Planning Documents			
Stage	**To check -**	**With who**	**How**
Community involvement during preparation	Scope and form	Town and Parish Councils and Parish Meetings	• *Parish Council Forums* • *Letter* • *Meetings with relevant Councils on Development Briefs or Master Plans for large sites*
		Specific consultation bodies. General Consultation bodies as appropriate. Other agencies and community groups affected by SPD	• Letter • *Meetings with relevant bodies/groups on Development Briefs or Master Plans for large sites*
	Scope and context of baseline information of Sustainability Scoping Report	Natural England Historic England Environment Agency Essex County Council	• *Request necessary baseline information* • *Meetings to discuss specific issues as necessary* • Send copies
Public Participation on Draft SPD and Sustainability Appraisal	Well reasoned, easy to understand and comprehensive Soundness of Sustainability Appraisal Report	General Public	• Available at principal and other offices • Publish on website • *Available at libraries*
		Town and Parish Councils and Parish Meetings	• Letter
		Specific consultation bodies General Consultation bodies as appropriate Other agencies and community groups affected by SPD	• Letter • Send to anyone asked to be notified from previous stages
Adoption		All	• Available at principal office • Publish on website • Send to anyone asked to be notified
Annual Monitoring Report.	To assess effectiveness of SPD	All	• *Available at principal office* • Publish on website

Methods of Consultation in Italics are over and above the requirements of the regulations.

18. Feeding information into decisions

18.1. The information and comments we obtain through participation and consultation with the community and stakeholders will be used to inform the Council's decisions and shape any documents produced.

18.2. The Planning Policy Working Group meets regularly to steer and monitor the programme preparation of the local plan and associated documents.

18.3. It is the responsibility of Planning Officers to prepare documents, undertake consultation, consider the comments and recommend action to the Member Working Group and Cabinet and then implement the decisions of Members. The recommendations should clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.

18.4. Cabinet is responsible for approving plans and related documents for consultation and submission. Full Council is responsible for approving the submission and adoption of the Local Plan. Any future changes to the delegation of decisions will be set out in the Council procedures and Standing Orders.

18.5. At the end of statutory consultation periods the Officers will produce documents summarising the representations received, officer comments and recommended changes, with a justification for those changes. These reports will be considered by the Member Working Group who will give advice and guidance to Cabinet Members'. All documents and comments will be reported in minutes of the Working Group.

18.6. As a result of all the consultation undertaken in the production of a document the Council will produce a document entitled the Statement of Compliance, which will summarise the main issues raised in those consultations and how these have been addressed in the submission document.

18.7. All documents produced will be available at the Council's principal office and on the Uttlesford website.

18.8. Local Plans and Development Plan Documents on consultation will also be sent to the Council's other offices, local libraries and Town and Parish Councils.

19. Making effective use of resources

19.1. Community Involvement will require resources and time, particularly for more active involvement activities. We will optimise resource efficiency by:

- Giving greater emphasis to the community role of district councillors – listening to local concerns and acting as community advocates with the Council
- Giving greater emphasis to the community role of Town and Parish Councils - listening to local concerns and acting as community advocates, with the Council.
- Learning from and using the skills of other organisations e.g. Local Strategic Partnership and the Rural Community Council for Essex

- Choosing the most appropriate and efficient method taking into account the resources available and the effectiveness of that method in achieving the commitments set out in this Statement.
- Sharing involvement activities e.g. links with the Community Strategy to optimise their value and so that we do not over consult the community.
- Making sure that financial resources are available through the Council's annual budget and prioritisation process.

20. Monitoring and evaluation

20.1. The Council wishes to make sure that this SCI is successful and so we will monitor its value both in informing and shaping the local plan and providing the people in Uttlesford the opportunity to be more effectively involved. The Submission documents will be accompanied by a Statement of Compliance, which will highlight how the SCI has been followed, the main issues raised by the consultation and how these have been addressed in the Document. The consultation database will be kept up-to-date.

20.2. The SCI will be kept under review and updated as and when necessary.

21. Linking the Local Plan with the Community Strategy

21.1. The Community Strategy is a statement of overall objectives, priorities and actions for the District. Within Uttlesford the community strategy is known as Uttlesford Futures. The strategy is managed by a Local Strategic Partnership (LSP) which is made up of key stakeholders including the Uttlesford Council for Voluntary Services, Essex County Council, Essex Police, Uttlesford Association of Local Councils, Federation of Small Businesses, Learning and Skills Council, Essex Fire and Rescue as well as the District Council. The emphasis is on coordinating the activity of many different authorities, agencies, voluntary bodies and private sector organisations to address the concerns and aspirations of local people.

21.2. The Council recognise that creating effective links between the Local Plan and Uttlesford Futures makes sense, as it will provide an integrated approach to the future development of Uttlesford. The Local Plan is one way of delivering the aims of Uttlesford Futures, particularly those relating to land use and development.

21.3. The Council will consider how the Local Plan and Uttlesford Futures can be linked in terms of policy content and processes. The Council will try to make sure that the two documents complement each other where appropriate, linking the visions and objectives of each document and identifying aspects in Uttlesford futures that relate to the use or the development of land e.g. conserving the countryside; providing affordable housing.

21.4. The process involved in producing the Local Plan and Uttlesford Futures will be combined or linked wherever possible through combined community involvement activities and sharing information gathering and monitoring processes.

22. Linking the Local Plan with the Housing Strategy

22.1. One of the Council's key objectives for housing, as set out in the Housing Strategy is to make sure the housing requirement for Uttlesford is met creating balanced and sustainable communities that are safe, attractive and healthy places to live while meeting local needs in terms of housing types and tenure including affordable and

special needs housing. The policies of the Local Plan are one way of delivering this objective. As with the Community Strategy above the Council will consider how the local plan and Housing Strategy Statement can be linked in terms of objectives, combining consultation and sharing information gathering and monitoring.

23. Linking the Local Plan with the Economic Development Strategy

23.1. The Council will support and encourage the growth and development of local businesses. Uttlesford Economic Development Strategy sets out the aims and actions the Council will take in supporting the development of the local economy. The Local Plan ties in with this Strategy as it sets out the spatial planning framework for economic development and the amount of housing development needed to support the Districts economic growth.

24. Linking the Local Plan with community-led plans

24.1. The Council will support and encourage communities to develop their own community-led plans. Any plans that are produced may be used by the Council to help put together its own plans for the District or a specific area. Community-led plans may include:

- Village/Town Design Statements
- Parish Plans
- Neighbourhood Development Plans

24.2. The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.

25. Stakeholders and Community Groups

25.1. The Council is required by legislation to consult 'specific consultation bodies' and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as 'general consultation bodies'. The list below refers to types of groups rather than listing every individual group and organisation. The lists are not exhaustive, the Council maintains a comprehensive list of consultees which is updated regularly.

25.2. The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 18) defines the following bodies as '**specific consultation bodies**':

- The Coal Authority (who have confirmed that they do not wish to be consulted by Uttlesford)
- Environment Agency
- Historic England
- Marine Management Organisation (Not applicable to Uttlesford)
- Natural England
- Network Rail Infrastructure Limited
- Any person to whom the electronic communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- Any person to whom a licence has been granted under section 6 (1) (b) or (c) of the electricity Act 1989

- Any person to whom a licence has been granted under section 7 (2) of the Gas Act 1986
- Sewage Undertakers
- Water undertakers
- Homes and Communities Agency
- Clinical Commissioning Groups
- Highways England
- County Council (Essex County Council)
- Parish and Town Council, including those within the District and those that adjoin the District.
- Adjoining District Councils - Braintree, East Hertfordshire, Epping Forest, Harlow and South Cambridgeshire
- Greater London Authority
- General Consultation Groups

25.3.   When preparing Development Plan Documents, Supplementary Planning Documents and the SCI the Council will seek to engage and consult, where appropriate, with the general public, the wider community, neighbourhood forums and hard to reach groups.

25.4.   The Regulations 2012 define the following as 'general consultation bodies':

- Voluntary bodies some or all of whose activities benefit any part of the planning authority's area; e.g. Campaign to Protect Rural Essex, Citizens Advice Bureau, Sports Organisations, Registered Social Landlords.
- bodies which represent the interests of different racial, ethnic, national and disabled groups; e.g. Older peoples groups, Youth groups, Ethnic minorities organisations, Faith groups and churches, Gypsies and Travelling Showmans Guild.
- Business Groups including Bodies which represent the interests of the Business Community in the District e.g. Chambers of Trade and Commerce, Business Groups, Local Enterprise Partnerships, Landowner and Farming Organisations.
- Other Bodies, this can include Schools, colleges, other education and training providers, developers and planning consultants/agents, health organisations, environmental groups, rail and bus companies, house builders, Essex Police, Essex Fire and Rescue, East of England Ambulance Service, Town/village societies, Uttlesford Futures and any group or individual expressing an interest in the Local Plan at any stage in the process.

26.   Involvement in planning applications

26.1.   The Council is already required to undertake consultation on planning applications. The following table outlines the minimum action the Council will take to provide you with an opportunity to put forward your views on a planning application.

Pre-applications

26.2.   Involving people before an application is made allows them to influence development as it is being designed, and helps to identify issues that can become major barriers if left until later in the process.

26.3.   Applicants will be encouraged to involve the community at this stage, particularly in more significant or contentious developments. The Council could not refuse to

consider a valid planning application because it disagrees with the way the applicant has consulted the community. However, a failure by the applicant to consult could give rise to objections being made, which could lead to delays in determining the application.

26.4.   The aim of the process should be to encourage discussion before a formal application is made and therefore to try to overcome objections and avoid unnecessary objections being made at a later stage.

26.5.   The Council has prepared Guidance Notes and a Planning Application Checklist which can be found on the website under Planning Application Forms and Checklists[1]

26.5.1. The guidance notes provide advice on completing an application form, and the checklist is to ensure the correct plans and documents are submitted.

Applications

26.6.   Once the application is made, the Council must publicise it, consult the relevant parish or town council, and allow people the opportunity to contribute their views in writing or online.

26.7.   All applications are publicised via the Council's website under Application and Decision Search[2]

26.8.   The council aims to determine all applications within the statutory time limits set by government. On some occasions, generally larger and more complex applications, this will not be possible and the applicant will be kept informed and an extension of time requested.

Revisions and amendments

26.9.   If the application is unacceptable as submitted but changes could overcome the concerns, one of two courses of action is possible.

26.10.   If the changes needed are significant and material and would require re-notification, officers will determine the application as submitted.

26.11.   If the changes are considered to be minor and would not require any re-notification officers will ask for revised plans to be submitted within a reasonable period of time. If no revised plans are received, the council will decide the proposals as originally submitted.

Decisions

26.12.   We will use the information received at the application stage to inform the determination of the application. Officer Reports to Planning Committee set out the planning considerations and make a recommendation of approval or refusal. Any conditions and Heads of Terms for the Section 106 Obligation are also included for approvals. If the recommendation is for refusal the reasons for refusal are listed.

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[1] http://www.uttlesford.gov.uk/planningapplicationforms

[2] http://www.uttlesford.gov.uk/applicationsearch

Committee reports are available 5 working days before Committee. On applications reported to committee the Council operates a policy of public speaking. Details on how to get involved in meetings can be found on the website under Meetings and the Public[3] or by contacting a Democratic Services Officer on 01799 510369. Once the decision has been made, we will inform everyone who made comments on the application. Decision notices are available for inspection on the website or at the Council offices.

Permitted Development and Prior Approval

26.13. Permitted development rights are a national grant of planning permission which allow certain building works and changes of use to be carried out without having to make a planning application. In some cases it may be necessary to obtain prior approval from the Council before carrying out permitted development. These proposals include telecommunications equipment, agricultural buildings, some changes of use and extensions to residential properties. Prior approval means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when determining a prior approval application.

26.14. Where the permitted development rights are time-limited (which means that the General Permitted Development Order specifies a date when the permitted development rights will expire), there is a requirement to notify the local planning authority when work has been completed.

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[3] http://www.uttlesford.gov.uk/article/3085/Meetings-and-the-Public#Planning%20Policy%20Working%20Group

Application Type	Suggested Action by Applicant	Action by Uttlesford Council	Resource Implications
Major Development For residential development: of 10 or more dwellings or site area of 0.5 ha if number of units not specified. For all other uses: floorspace of 1000sq.m. or more (floorspace is defined as the sum of floor area within the building) or site of 1ha or more (where the area of the site is that directly involved in some aspect of the development). Where a major application is subject to a change of use application it should be considered as a major development, not as a change of use.	Applicants/developers will need to consider appropriate methods of community involvement e.g. Parish/Town Council meetings, public meetings/exhibitions, workshops, consultation website/media, development briefs. A statement outlining consultation/involvement undertaken will need to accompany any planning application. This must clearly outline the methods used and reasons why, in addition to any outcomes. Enter into pre-application discussions with Council. Enter into pre-application discussions with service providers to discuss contributions towards provision of infrastructure.	Site Notice Press Notice Applications available to view on the website Consult appropriate Town or Parish Council.	Council will need to make sure that it has enough staff resources to get involved in pre-application discussions with applicants.

Application Type	Suggested Action by Applicant	Action by Uttlesford Council	Resource Implications
Other - This includes the following categories **Change of Use**: Applications that do not concern major development or where no building or engineering work is involved. **Householder Development**: Defined as those within the curtilage of residential property which require an application for planning permission and not a change of use	It is good practice for the applicant to consult with neighbours prior to submitting a planning application. Depending upon the scale of the proposal it may be of value to consider consulting with a broader number of stakeholders and/or arranging a pre-application meeting with the Council. A statement outlining consultation undertaken may also be required.	Site notice or neighbour notification Applications available to view on the website Consult appropriate Town or Parish Council.	Council will need to make sure that it has enough staff resources to get involved in pre-application discussions. There may be resource requirements for the applicant associated with greater consultation.
Listed Building Consent Any works or alterations which are likely to affect the character of a listed building.	It is good practice for an applicant to consult their neighbours before submitting an application. Depending upon the scale of the proposal it may be of value to consider consulting with a broader number of stakeholders. Enter into pre-applications discussions with the Council's specialist advisor on Listed Buildings.	Site Notice Press Notice Applications available to view on the website Consult appropriate Town or Parish Council.	Council will need to make sure that it has enough staff resources to get involved in pre-applications discussions.

| Application to works to trees subject to a Tree Preservation Order | It is good practice for an applicant to consult their neighbours before submitting an application.

Enter into pre-application discussions with Landscape Officer | Site notice or neighbour notification if tree on boundary or overhanging neighbouring land. Register of applications available via website and at principal office. | Council will need to make sure that it has enough staff resources to process these applications. |
| Prior Approval | | Application available to view on website. Consideration of matters as set out in the General Permitted Development Order. | Council will need to make sure that it has enough staff resources to process these applications for prior approval. |

27.   Contacting us

Copies of the latest Local Development Scheme and other documents, including requests for documents in large print, Braille or an alternative format, can be obtained from the Council Offices. For up to date information on progress and opportunities to get involved please see our web site www.uttlesford.gov.uk/planning.

Information can also be obtained from: Planning Policy Section, Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER

Tel – 01799 510346 or 01799 510454 or 01799 510637

Email - planningpolicy@uttlesford.gov.uk