



Uttlesford District Council

Planning Policy Working Group

Date: Wednesday, 27 January 2016
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors Susan Barker, Paul Davies, Alan Dean, Stephanie Harris, John Lodge, Janice Loughlin, Alan Mills, Edward Oliver, Joanna Parry, H Rolfe.

AGENDA

Open to Public and Press

- 1 Apologies for absence and declarations of interest.**
To receive any apologies for absence and declarations of interest.
- 2 Minutes of previous meeting** 5 - 10
To consider the minutes of the meeting held on 16 December 2015.
- 3 Matters Arising**
To consider matters arising from the minutes.
- 4 Strategic Land Availability Assessment** 11 - 14
To consider a report on the Strategic Land Availability Assessment.
- 5 Local Development Scheme** 15 - 44
To consider a report on the Local Development Scheme.
- 6 Statement of Community Involvement** 45 - 72
To consider the Statement of Community Involvement.
- 7 Risk Assessment Report** 73 - 82
To consider a risk assessment report.

8	Consultation on proposed changes to national planning policy	83 - 90
	To consider a report on a consultation to proposed changes to national planning policy.	
9	Duty to cooperate - South Cambridgeshire and Cambridge City Council Local Plans - proposed modifications	91 - 94
	To consider a report on modifications to local plans of South Cambridgeshire and Cambridge City Council.	
10	Uttlesford Strategic Flood Risk Assessment	95 - 98
	To consider a report on the Strategic Floor Risk Assessment.	
11	Duty to cooperate	99 - 108
	To consider a report on the duty to cooperate.	

MEETINGS AND THE PUBLIC

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**PLANNING POLICY WORKING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 16 DECEMBER 2015 at
7.00pm**

Present: Councillor H Rolfe – Chairman
Councillor S Barker, A Dean, J Lodge, J Loughlin, A Mills, E
Oliver and J Parry.

Officers in attendance: M Cox (Democratic Services Officer), R Fox
(Planning Policy Team Leader), S Nicholas (Senior Planning
Policy Officer) and A Taylor (Assistant Director Planning and
Building Control).

PP34 APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

An apology for absence was received from Councillor Oliver.

PP35 MINUTES

The minutes of the meeting held on 26 November 2015 were signed by the
Chairman as a correct record.

PP36 BUSINESS ARISING

- i) Minute PP37 – Council response to the PAS review of the Local
Plan submission

Officers were looking for an appropriate date to hold the all member
workshop on the criteria for the evaluation of sites, and this date
would be confirmed in due course.

- ii) Minute PP40 – Economic Evidence – Stansted Scenarios

It was confirmed that ORS Consultants would be invited to a
workshop to explain the methodology and assumptions behind the
SHMA. They would also explain the projected growth figures for
Stansted Airport that had been used in the employment projections.
These figures had been subject to public questions at the last
meeting and Members would consider whether the information gave
cause to challenge these assumptions.

- iii) Minute PP42 – Housing Trajectory and Five Year Land Supply
Statement

Councillor Lodge asked whether the council had consulted properly
and on the correct figures in the recent Issues and Options
Consultation. He was concerned that several housing delivery
figures had been quoted and the Inspector might question the

discrepancy. It was explained that the consultation had not been on the housing number but was looking at a range of scenarios based on a higher and lower range of growth. However, the Planning Policy Team Leader said he would revisit the document and check that the figures quoted in the consultation document had been accurate.

Members discussed the council's strategic approach and the timetable for completing the various studies and how this related to decisions yet to be taken on the distribution strategy and the single settlement option. The working group was advised that this was an extremely complex situation and officers would need to make sense of the various studies and their relationship in order to establish an overall direction of travel.

The Local Development Scheme (LDS) would be presented to the next meeting, which would provide a high-level timetable. However, Members said it would be useful to have details of the studies to be completed and to understand how all the different elements would fit together in the Local Plan preparation timetable.

Action: Officers to prepare a flowchart to explain the various stages in the Local Plan preparation.

PP37

GREEN BELT REVIEW

The Chairman welcomed Chris Tunnell and Andy Barron from ARUP, the consultants appointed to carry out the Green Belt Review.

Chris Tunnell said that the study was part of the evidence base for the Local Plan and would show how the various areas performed against the green belt purposes set out in national policy. The revision could consider expansion or retraction of parts of the green belt or conclude that no changes were appropriate.

Andy Barron said that stage 1 of the review was to update the relevant evidence in order to make informed decisions going forward. He explained the methodology used for this part of the study. Any areas identified as being able to accommodate change would be considered in more detail during part 2 of the review. The District Council would take the final decision on any changes.

Members asked a number of questions. It was confirmed that sites visits would be made to all the identified parcels of land and the scope would extend to all settlements in the vicinity. The study could consider new green belt designations but these would be on the edges of the existing green belt area.

The report was noted.

CALL FOR SITES AND STRATEGIC LAND AVAILABILITY ASSESSMENT

The working group was informed that details of the sites submitted through the call for sites in April/May 2015 had recently been published on the council's website. Officers would now conduct an interim assessment of each site based on the criteria set out in the Strategic Land Availability Assessment (SLAA) Methodology. The results would be published early in 2016. All sites would be subject to the same methodology although additional supporting information would be required for the larger sites.

In answer to a question, officers said that although new sites were no longer being accepted through the call for sites process they could still come forward through other channels. It was also confirmed that the landowner's information was required to be included on the submission form.

There was concern that Members had not been aware of the publishing date for the call for site information, although the Leader said this date had been mentioned in previous papers to the group. Members asked why the call for sites had been published before the Issues and Options consultation responses had been considered as this added to the public perception that the process was developer led.

Members highlighted the importance of community engagement throughout this process and were concerned that there was no replacement for the area forums. It was noted that there had been a positive response to the recent consultation on the Local Council Tax Scheme (LCTS) and officers were asked to look at the methodology that had been used in this case.

Action: to present a revised Statement of Community Involvement to the next meeting of the group.

The next stage in the assessment was to evaluate the sites on objective criteria and dismiss those that were unsuitable. However, the final evidence could point to a number of different options, and at that stage, a political decision would be required. Members said it would be helpful to understand the sequence of events, how the various pieces of evidence came together and when the important decisions would need to be taken.

Action: A timetable for the key decisions to be included in the flowchart.

ISSUES AND OPTIONS CONSULTATION

The working group was informed that the Issues and Options consultation had closed on Friday 4 December 2015. The comments were being posted on the consultation portal. The replies would be summarised and analysed and the report of representations would be presented to the working group early in the New Year.

Mr Goldman spoke to the meeting regarding a suggestion for a new housing site.

Two written question was submitted by Mr Buhaenko-Smith.

Copies of these statements and the council's response are attached as an appendix to these minutes.

PP40

EVIDENCE BASE REVIEW AND WORK PLAN

The working group received a report on the status of the various evidence base studies for the Local Plan.

In relation to the transport study, it was reported that there would be an inception meeting with the appointed consultants early in the New Year. Members asked to receive details of the parameters of this review.

Agreed: to provide a progress report on the Transport Assessment to the next meeting of the working group.

The report outlined the results of the commercial workspace review. This had made a number of recommendations, which the council would need to take account of later, when considering employment land allocation in the new Local Plan.

Members asked whether the review of the Countryside Protection Zone (CPZ) would take into account the new flight path technology, which had recently been introduced at Stansted Airport. Officers replied that this did not affect the CPZ which was concerned with protecting the countryside from the spread of the airport.

PP41

DUTY TO COOPERATE UPDATE

The working group received an update on recent Duty to Cooperate work.

Members said that the minutes of the various DTC meetings included a lot of information and it would be helpful if they could be guided to the decisions that had a positive or negative impact on Uttlesford. Officers replied that the minutes were included as an audit trail for the Inspector and provided a narrative around the discussions and evidence that all parties had agreed to the decisions taken.

The working group was reminded of the tight timescale for producing the new plan and the limited resources of the Planning Policy team. However, it was agreed that members would be made aware of important decisions arising from Duty to Cooperate meetings.

The meeting ended at 9.00 pm

Public Statements and Questions

Mr Goldman

I would like to propose not only a new bypass /relief road to the M11 but also a new community development to be built on the existing site of the vast area of abandoned airfield at Debden.

When you cast your eye over the area map of the 'sickle' as I call it – owing to its curvature towards the M11. This would link both the new development and south Saffron Walden.

Added to the myriad planning problems, Government's ruling will only approve new roads if 1000 homes are built to every 1 mile of new road construction. In this proposal approx. 4 miles of the Sickle would equate to 4,000 new homes.

To relieve frequent congestion in Saffron Walden, I believe a compromise with the Government has to be negotiated. I feel if you the Planning Committee agree to the new development and the bypass the Government may well agree to the sale of the airport. However, this would be subject to a survey of the area of up to 4000 possible dwellings?

Benefits of a new community

- 1 If the Government/MOD agrees to the sale of Debden airfield. The monies would help towards the construction of the sickle.
- 2 I suggest that the new development would comprise of mostly compact dwellings for first time buyers/ buy to let. In honour of the combatants of the second world war the estate could be called remembrance.
- 3 The new housing development would be far enough away from Saffron Walden as to not affect the towns over construction but would benefit from extra commerce from the new residents' visits.
- 4 Another improvement would be a more direct link with Carver Barracks to and from the Sickle avoiding narrow country roads.

If approval is eventually given by Government/MOD for the sale of Debden airfield, then a vote by Uttlesford residents at the next local election may be debated.

Nicholas Buhaenko-Smith

"First of all, I would like to apologise for not being able to be here in person. As a resident of Uttlesford, along with many people in the district, I work in London. Living in the south-east section of the district means that unless the meeting is held in Dunmow, I am unable to get to Saffron Walden in time.

My questions are relating to section 4.1: Scenarios A to D (580 dwellings per year) in the latest Local Plan consultation.

Question 1 Why wasn't an option put forward for distribution across all hierarchies and no new settlement?

Response :- The preamble to paragraph 4.1 makes it clear that the scenarios are not the only possible combination of options from amongst the areas of search. The second set of scenarios with a higher growth rate does include an option (F) of distributing development across all hierarchies with no new settlement.

Question 2 In Scenario D, many residents commenting would have thought that a new settlement of 500 units is too small to provide a contribution of critical resources to the district, apart from supporting housing numbers. As such, could I ask the council to re-assure Uttlesford residents that if Scenario D was selected, the purpose of the new small settlement is NOT to be the site of a much larger development to be developed at a later stage. Were this to be the case, there is a significant risk that the small site would be developed without any the appropriate planning for a much larger settlement. Something I believe has happened in the past. However more importantly, Uttlesford residents may perceive this as a significant breach in UDC's ethos regarding "transparency".

Response :- Option D is explicit in that 500 dwellings are proposed in the plan period then more after 2033. (See also Item 5 paragraph 4.14 of 27 July PPWG report)

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

4

Title: Strategic Land Availability Assessment

Author: Sarah Nicholas, Senior Planning Officer

:

Summary

1. This report updates members on the preparation of the Strategic Land Availability Assessment and informs members that the draft assessment of the first phase of the SLAA will be published on the website in February. Town and parish councils and the site promoters will be notified of the publication of the draft assessment of the first phase and ask to comment within a 6 week period on matters of fact.

Recommendations

2. For Information

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	The SLAA will be published on the website and town and parish council and site promoters will be asked to comment
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	Sites will be subject to a sustainability appraisal
Ward-specific impacts	All

Workforce/Workplace	N/A
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Situation

6. At the meeting of the 16 December, members noted a report on the Call for Sites and the Strategic Land Availability Assessment which included the Report of Representations on the consultation on the methodology and the final methodology.
7. The SLAA is an assessment of sites for residential or employment use to determine whether they are deliverable. In making this assessment the Council will consider the “suitability”, “achievability” and “availability” of a site.
8. In considering the suitability of the site, the site’s location will be considered against the following issues - policy constraint, flood risk, noise, pollution, natural environment, historic environment, accessibility, and land uses on the site.
9. A site is considered to be achievable if there is a reasonable prospect that the particular type of development will be developed on the site at a particular point in time. This is essentially a judgement about the economic viability of a site and whether there are any costs or constraints which may affect the viability of the site.
10. A site is considered available if, on the best information available, there is confidence that there are no legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners.
11. If the Strategic Land Availability Assessment identifies land as being deliverable or having potential to be delivered, it will not imply that the land will automatically be allocated for development. In deciding which sites should be developed and allocated in the Local plan the Council will need to consider its overall development strategy.
12. It is important to remember that the SLAA is part of the evidence base to support the preparation of the Local Plan. Sites assessed in the SLAA may also be submitted as planning applications and this decision will be based on the adopted local plan policies and government guidance.
13. The SLAA will consider all sites capable of delivery 5 or more dwellings or economic development on sites of 0.25 ha (or 500m² floorspace) or above, or Gypsy and Traveller sites which could accommodate 1 or more pitches. The type of sites to be assessed is set out in section 1.3 of the methodology and includes sites in the planning process, land in local authority’s ownership, surplus public sector land, redevelopment sites and sites in rural locations, sites adjoining settlements and new freestanding settlements. The identification of sites is from planning applications, records of public sector land, national land use database as well as from the Call for Sites process.

14. As a first phase of preparing the SLAA the Council has been assessing each of the sites submitted through the Call for Sites process. The draft assessments of this first phase will be published on the website in February at www.uttlesford.gov.uk/SLAA. The assessment and publication of the assessment of other sites will follow.
15. Town and parish councils and the site promoters will be notified of the publication of the draft assessment of the first phase and ask to comment within a 6 week period on matters of fact. Any factual errors will be amended and any comments noted on the site assessment form. All District Council Members will also be notified when the assessment is published.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
That the Council does not have an adequate supply of deliverable and developable sites	1. Little or no risk or impact	The Council would be unable to allocate sufficient land to meet its housing target in the Local Plan and be subject to speculative planning applications	Work with the landowners or their agents, consultees and any other relevant partners to overcome constraints on sites identified as not currently developable

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

5

Title: Local Development Scheme

Author: Andrew Taylor, Assistant Director Planning and Building Control

Summary

1. The Local Development Scheme (LDS) is the project plan for the Uttlesford Local Plan. The last revision to the LDS was approved by Cabinet in February 2015 to set out a new timetable for the production of a plan following the withdrawal from Examination of the last one.
2. It has become necessary to update the timetable.
3. The LDS will be posted on the Council's website and forwarded to the Planning Inspectorate for information.

Recommendations

4. That the Working Group notes the revised LDS and recommend its approval to Cabinet.

Financial Implications

5. None.

Background Papers

6. None

Impact

- 7.

Communication/Consultation	The revised LDS will be posted on the website for inspection.
Community Safety	N/A
Equalities	The policy documents which will be prepared are subject to separate equalities impact assessments.
Health and Safety	N/A
Human Rights/Legal Implications	N/A

Sustainability	The policy documents which will be prepared are subject to separate Sustainability Appraisal.
Ward-specific impacts	All
Workforce/Workplace	Existing staff resources.

Situation

8. The LDS has been updated to reflect the revised timetable for the production of Uttlesford Local Plan. The key dates are as follows:

- **February 2015 – September 2016**
Regulation 18 – Research, evidence base development, Consultation on Issues and options - assessment of sites, evidence base finalisation and selecting options
- **November 2016 – December 2016**
Regulation 19 Local Plan Pre-submission consultation
- **February 2017**
Regulation 22 Local Plan Submission
- **July 2017**
Regulation 24 Start of hearing sessions for the public examination
- **December 2017**
Regulation 25 Adoption

9. The revised LDS is attached.

Risk Analysis

10.

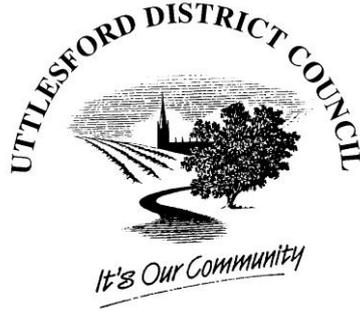
Risk	Likelihood	Impact	Mitigating actions
The plan maybe found unsound because the plan has not been prepared in accordance with the LDS	1. The LDS will be monitored and updated as necessary.	3.If the plan is found unsound this will cause delay and uncertainty	Amend the LDS to make sure the programme for delivering the Local Plan is up to date and deliverable.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



UTTLESFORD DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

FEBRUARY 2016

Revision 11 – Presented to Planning Policy Working Group on 27 January 2016 *and Cabinet on 16 February 2016*

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 8. Other Documents
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 10. Staff Resources and Management
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- Appendix 1 Proposed Programme of Replacement for the Policies in the Uttlesford Local Plan, Adopted January 2005
- Appendix 2 Table showing the production milestones for the Local Plan
- Appendix 3 Chart showing programme of Local Plan
- Appendix 4 Sources of Information for the Evidence Base

1. Introduction

The Uttlesford Local Plan was adopted in 2005. It still forms the basis for making planning decisions within the district alongside the National Planning Policy Framework published in March 2012 and the Planning Practice Guidance but it is becoming increasingly out of date and a replacement plan is being prepared.

This local development scheme is the project plan for producing the new Local Plan. It has three main functions:

- To provide information on the documents the Council intends to prepare together with timescales for preparation.
- To establish the Council's priorities and to allow the Council to programme the work needed to prepare the new plans.
- To set out the timetable for the review of documents.

The original LDS came into effect from 26 April 2005. At this time the Council was intending to produce a Local Development Framework made up of various documents including a Core Strategy and two separate development plan documents for site allocations and development management policies. There have been a series of LDSs produced since then. The last LDS was approved in February 2015.

The new timetable is shown in Appendix 2 and 3. Normally the Council will review the local development scheme every year and update it when necessary.

The LDS is available on the Council's website at www.uttlesford.gov.uk. If you have any queries please contact the planning policy team on 01799 510637 or 01799 510454. E-mail planningpolicy@uttlesford.gov.uk

If you would like a copy of this document in large print, Braille or any alternative format please contact Uttlesford District Council, London Road, Saffron Walden, Essex CB11 4ER Tel: 01799 510510

2. Terminology

The terms and abbreviations, which are used in this document, are explained below.

AMR	Annual Monitoring Report	Authorities are required to monitor the progress of the local development scheme and the extent to which policies in the development plan documents are being achieved.
DPD	Development Plan Document	These documents are the statutory documents with development plan status. For Uttlesford this will include the Local Plan and the Gypsy and Traveller Site Allocations. The community will be involved in preparing them and they will be tested at an Examination by the Planning Inspectorate.
LDS	Local Development Scheme	The LDS sets out the programme for preparing the Local Plan
NP	Neighbourhood Plans	Neighbourhood plans will be prepared by local communities. They must be in conformity with the Local Plan.
NPPF	National Planning Policy Framework	Government statement of national planning policy.
SCI	Statement of Community Involvement	This document explains how and when stakeholders and the community can become involved in the preparation of the Local Plan and the ways that this will be achieved.
SA	Sustainability Appraisal	Assessment of the potential impacts of the policies and proposals in the LDF on economic, social and environmental issues.
SEA	Strategic Environment Assessment	Assessment of the potential impacts of the policies and proposals contained within the LDF on the environment
EIA	Equalities Impact Assessment	Assessment of the Plan to make sure that the policies within it are free from discrimination in terms of a direct or indirect impact on any particular group.
SPD	Supplementary Planning Document	SPDs are intended to support the policies and proposals in DPDs but they do not have the same status as DPDs and they are not subject to examination.

3. About the District

Uttlesford is a rural area in northwest Essex and is geographically the second largest district in the County. It has a population of 79,443 (Source: 2011 Census). Approx 40% of the residents live in one of the three main centres of population, Great Dunmow (8,830), Saffron Walden (15,500), and Stansted Mountfitchet (6,460). The remainder live in the numerous villages and hamlets within the District. There are a large number of listed buildings and significant areas of attractive rural landscape and ancient woodland including Hatfield Forest. In the south of the district is Britain's third largest airport, Stansted..

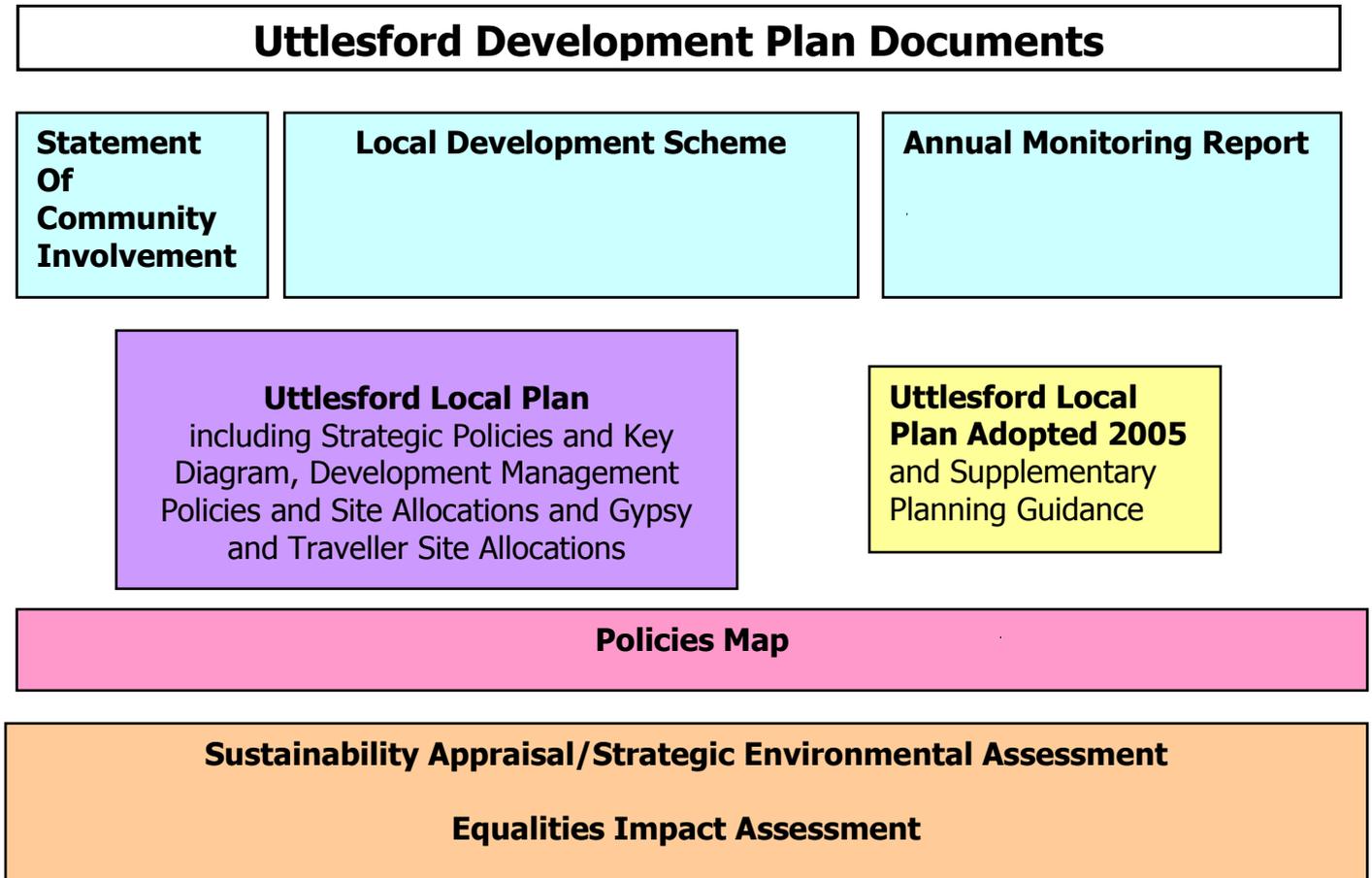
4. Saved Policies

Planning policy for Uttlesford is currently made up of the National Planning Policy Framework (NPPF), the 2005 Uttlesford Local Plan prepared by the District Council and the Minerals Plan and Waste Plan prepared by Essex County Council.

The Uttlesford Local Plan was adopted on 20 January 2005 and the policies in it were originally "saved" for 3 years. In July 2007 the Council applied to the Secretary of State to extend the time period for the saved policies. All the policies in the Uttlesford Local Plan, except Takeley Local policies 1 and 2 – Land west of Hawthorn Close and Land off St Valery have been saved. Appendix 1 lists all the policies in the Uttlesford Local Plan and shows what will happen to each policy when the new Local Plan is adopted. The policies in the Local Plan have been independently reviewed to check their consistency with the National Planning Policy Framework. The assessment is available on the Council's website.

5. Uttlesford Development Plan Documents

As well as the Local Plan other documents are being produced which together will provide the framework for planning decisions in Uttlesford to be made. The diagram below shows the links between the documents.



- **The Uttlesford Local Plan 2005**

The Uttlesford Local Plan sets out the planning policies for the District until the policies are replaced by policies in the new Local Plan. Supplementary advice which has been adopted by the Council in support of some of the policies in the local plan will also remain relevant, until the policies are replaced.

- **Statement of Community Involvement**

The SCI lets people who may be interested in the plan know when and how they can get involved in the preparation of the Local Plan. Minimum requirements for public consultation are set out in regulations. The SCI shows how these requirements are met and adds other measures, which the Council feels would be suitable. It identifies the groups to be involved and the techniques and resources required for effective involvement. The

SCI was one of the first documents to be prepared and was first adopted in July 2006 following a written representations examination by an independent Inspector. The SCI was revised and adopted in June 2015 and is currently undergoing a further revision. It is available on the Council's website.

- **Annual Monitoring Reports**

The District Council needs to monitor how effective its policies are. This is done through a series of monitoring reports which are published each year. The purpose of the monitoring reports is to:

- Check how the Council is performing against the timescales set out in the LDS
- Check how the Council is performing in relation to the targets in the Uttlesford Local Plan.
- Give information on the extent to which the policies in the Local Plan are being achieved.
- Examine whether the Local Plan needs reviewing before the scheduled main review date.

In the light of the monitoring the Council will consider what changes, if any, need to be made to the policies. This will be reflected in an updated LDS. An AMR will be produced each year looking at the period from 1 April to 31 March. The reports are posted on the Council website.

- **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 produced. All plans and policy documents need to undergo SEA/SA. The Council has commissioned consultants to develop a sustainability framework in consultation with relevant bodies. For each document various options developed through consultation will then be tested against the framework to identify options..

- **Equality Impact Assessment**

As well as the SA/SEA the Council has to carry out an Equalities Impact Assessment (EIA) for all plans and policies it produces. An EIA will be done as part of the production of each development plan document to make sure that plan and the policies it contains are free from discrimination and promote equality of opportunity. The EIA is one of the documents which the Council has to send to the Inspectorate for the examination.

- **Local Plan**

This will be subject to independent examination by a Planning Inspector. The Inspector needs to be satisfied that the document meets the various procedural requirements and is sound. The Inspector will recommend

changes that are required to overcome any aspects relating to the soundness of the plan that they have identified and which can be corrected within the scope of the regulations – if major changes are required the Inspector is likely to find the plan unsound. The Council cannot adopt a plan which is found unsound. The Local Plan should address issues set out in the Uttlesford Sustainable Community Strategy.

The local plan will contain:

- The Council's vision, objectives and the spatial strategy for the future development of the district.
- Strategic Policies – policies which provide the overarching framework for planning decisions within the district
- Site Allocations Policies – covering detailed aspects of site delivery
- Development Management Policies – detailed policies against which planning applications will be considered.
- Gypsy and Traveller site allocations policies – specific policies covering the sites needed to deliver the required pitches and include e.g. access, design principles, landscaping.
- Policies Map and Key Diagram - The policies map will show all the policies and proposals and identify areas of protection on an Ordnance Survey base. The key diagram will illustrate the proposals.

The Council will also consider any further Development Plan Documents (DPDs) as necessary such as specific allocation/area action plans necessary to deliver the Local Plan.

- **Non-Development Plan Documents**

- **Supplementary Planning Guidance (SPG) and Supplementary Planning Documents (SPD)**

- This currently only applies to SPGs and SPDs which have been prepared to support the saved policies in the Uttlesford Local Plan but as the Local Plan and other DPDs are adopted more SPDs may be produced to support the policies in them. These documents are a material consideration for development management purposes but they are not subject to independent examination. The Council will make them available for public consultation before they are adopted in accordance with the regulations and the SCI.

▪ **Council Approved Guidance**

- The Council will approve Parish Plans and Village Design Statements where they have been prepared in accordance with the protocol and guidance prepared by the Essex Rural Community Council, Village Design Statement Group and the Essex Planning Officers Association. These will then be used for development management purposes.
- The Council’s Conservation Area Appraisals and associated management plans will be approved as Council approved guidance.

6. Profiles of Proposed Local Plan

The following profiles set out the details of the Local Plan. The overall programme is also shown in the table at Appendix 2 and the chart at Appendix 3. The Council is required to consult with organisations, residents and businesses as part of the preparation of the plan.

Uttlesford Local Plan
Expected Adoption Date: 2017
<ul style="list-style-type: none"> • <i>It will set out the Council’s vision, objectives and spatial strategy for the district.</i> • <i>It will contain the primary policies needed to achieve the above.</i> • <i>It will identify the key strategic sites and infrastructure.</i> • <i>It will set out the broad strategy for meeting the locally generated housing targets and the role of rural settlements.</i> • <i>It will be accompanied by a key diagram showing locations for growth.</i> • <i>Development Management policies will make sure that all development within the District meets certain criteria and helps to achieve the vision.</i> • <i>Site Allocations/Broad locations showing the locations/sites/related policies where development is proposed.</i> • <i>It will set out specific policies relating to a number of Gypsy and Traveller sites where development is proposed.</i> • <i>The sites will be shown on the policies map.</i>
Coverage: District-Wide
Conformity: Must be in conformity with the National Planning Policy Framework and Planning Policy for Travellers sites.
Key Stages: <ul style="list-style-type: none"> • February 2015 – September 2016 Regulation 18 – Research/Consultation - assessment of sites, options/evidence base development consultation on issues and options October – December 2015 • November 2016 – December 2016 Regulation 19 Local Plan Pre-submission consultation

<ul style="list-style-type: none"> • February 2017 Regulation 22 Local Plan Submission • July 2017 Regulation 24 Start of hearing sessions for the public examination • December 2017 Regulation 25 Adoption
<p>Production and Management: The Planning Policy Team will prepare the Local Plan. The process will be guided by the Planning Policy Working Group. Approval of key stages will be by the Full Council who will also adopt the Local Plan.</p>
<p>Review: The Local Plan will be subject to annual monitoring and review.</p>

7. Supplementary Planning Guidance and Supplementary Planning Documents

The Council has adopted supplementary planning guidance (SPG) and master plans to support the saved policies in the Uttlesford Local Plan 2005 as listed in the table below. The SPG will remain in force until the development is complete or the saved policies are replaced. The Council will then review the SPG and replace with updated supplementary planning documents (SPDs) as necessary.

Policy No	Title of Supplementary Planning Guidance
GEN2	Essex Design Guide
GEN8	Essex County Council, Parking Standards – Design and Good Practice
Takeley /Little Canfield Local Policy 3 – Priors Green	The Island Sites
Chesterford Park Local Policy 1	Master Plan for Chesterford Park – Employment Scheme
GD5	Master Plan for Woodlands Park – Residential Development
GD6	Master Plan for Great Dunmow Business Park – Employment Scheme
Oakwood Park Local Policy 1	Master Plan for Oakwood Park – Residential Development
SM4/BIR1	Master Plan for Rochford Nurseries – Residential Development
Takeley/Little Canfield Local Policy 3 – Priors Green	Master Plan for Priors Green – Residential Development

The Council has produced four SPD's to support policies in the Uttlesford Local Plan 2005. These are:

- Accessible Homes and Playspace (including lifetime homes)
- Home extensions
- Replacement dwellings,
- Energy efficiency.

Supplementary Documents on Home Extensions and Accessible Homes and Playspace were adopted in November 2005 and the SPD on Replacement Dwellings was adopted in September 2006. The Energy Efficiency SPD was adopted in October 2007. The Council has also adopted the Urban Place Supplement to the Essex Design Guide. This was prepared by the County Council and adopted by the District Council in March 2007. In January 2010 the Council approved the Essex County Council’s “Parking Standards, Design and Good Practice” September 2009 document for use as District Council planning guidance, superseding Appendix 1 of the 2005 Adopted Uttlesford Local Plan (ULP). Further changes were approved in February 2013.

The Council has carried out appraisals and developed management plans for all its Conservation Areas. Following consultation with the local community the Council has approved these appraisals and the associated management plans as non-statutory guidance.

The Council has also approved the following Parish Plans and Village Design Statements as non-statutory guidance to use when considering planning applications and to help inform preparation of the LDF.

Arkesden	Parish Plan	2009
Ashdon	Parish Plan	2007
Birchanger	Parish Plan	2006
Chrishall	Parish Plan	2007
Clavering	Parish Plan	2014
Farnham	Parish Plan	2014
Felsted	Parish Plan	2014
Great Canfield	Village Design Statement	2010
Great Chesterford	Parish Plan	2015
Great Dunmow	Town Design Statement	2009
Hadstock	Parish Plan	2007
Little Bardfield	Village Design Statement	2009
Littlebury	Parish Plan	2009
Newport	Village Plan	2010
Quendon and Rickling	Village Plan	2015
Radwinter	Parish Plan	2007-2012
Stansted	Parish Plan	2011
Thaxted	Village Design Statement	2010
Wendens Ambo	Parish Plan	2012
White Roding	Parish Plan	2009
Widdington	Village Design Statement	2009

All the council approved guidance is available on the Council’s website.

The Civil Parishes of Felsted, Great and Little Chesterford, Great Dunmow and Saffron Walden, Stansted Mountfitchet (excluding the area of Stansted Airport) and Thaxted have been designated as Neighbourhood Development Plan Areas.

8. Other Documents

The local authority has produced a sustainable community strategy (SCS) following consultation with the local community and key local partners through the Local Strategic Partnership. The SCS sets out the strategic vision for a place and provides the vehicle for considering and deciding how to address difficult cross cutting issues such as the economic future of an area, social exclusion and climate change. The key spatial planning objectives for the area should reflect the SCS priorities.

The Local Plan for Uttlesford will also reflect the aims set out in the following documents. The wider policy aims will be included in the strategic policies and the more detailed policies will be reflected in the development management policies and the site allocations as appropriate.

- The Sustainable Community Strategy 2008
- Housing Strategy (2016-2018)
- Natural Resources Management – Policy Statement and Improvement Strategy 2010
- Economic Development Strategy 2014-2016
- Community Safety Partnership Strategic Assessment Report 2013
- Comprehensive Equality Policy 2009 and the Single Equality Duty 2015-2018
- Joint Municipal Waste Management Strategy for Essex 2007-2032

9. The Evidence Base

The Council will prepare and keep up to date information on all aspects of the social, economic and environmental characteristics of the District as set out in the table at Appendix 4. Much of the information that will be needed is available within the Council as part of annual monitoring e.g. housing supply, or is available from other organisations and/or websites e.g. population data. The studies are reviewed as necessary to make sure they remain relevant and up to date.

The evidence base is being compiled using in house resources as well as consultants. There has been joint working with Essex County Council and adjoining local authorities.

10. Staff Resources and Management

A member working group has been set up to steer and monitor the programme for the Local Plan work – this is known as the Planning Policy Working Group. The group is open for all members to attend. The meetings are open to the public and the papers and the minutes are available on the Council's website.

The policy team is working to prepare the Local Plan, drawing in other staff from within the Council where appropriate. The Council is also working together with other Local Authorities, statutory consultees, the Planning Inspectorate and other organisations like the Planning Advice Service (PAS) where necessary.

The policy team using other internal or external resources as appropriate will undertake monitoring and produce annual monitoring reports.

11. Risks

- **Funding**

Budget constraints will continue to limit funding available for commissioning additional study work or securing additional staff resources although sufficient resources are available to deliver the work programme.

- **Programme**

The programme for the Local Plan preparation is challenging. In the past it has been difficult to predict with certainty the length of time it will take to produce the plan.

Through Duty to Co-operate engagement the Council will keep up to date with the progress of other Essex and Hertfordshire Districts, sharing experiences and adjusting the timetable where necessary.

- **Evidence Base**

Staff time and resources are required to assemble the evidence base. The relatively long lead in time for the preparation of the Local Plan should allow enough time for the work to be completed. Budgetary provision has been made for the appointment of outside consultants for specialised tasks e.g. the water cycle study, other studies have and will be carried out internally e.g. the strategic housing land availability assessment. Some joint commissioning of work has been done to help reduce costs and other opportunities for this will be investigated.

- **Staff Resources**

The team which will be working on the production of the Local Plan is relatively small with 4 permanent staff. There is the opportunity to use other staff within the planning service and/or within the Council to help with some aspects of the work and there is also an option to employ agency staff to cover peaks in workload as necessary.

PROPOSED PROGRAMME OF REPLACEMENT FOR THE POLICIES IN THE UTTLESFORD LOCAL PLAN - ADOPTED
FEBRUARY 2005

(NOTE: This is a list of saved policies in the existing local plan it is not a full list of the policies that will be included in the new Local Plan, new policies will be added as necessary)

Existing Policy		Replaced/Deleted/ Merged	Which document will the new/merged Policy be in?	Date of Adoption of DPD
Policy Ref	Description			
S1	Development limits for the main urban areas	General development locations and strategic sites will be identified in the Strategic Policies. Site specific policies will be included in the Site Allocations section. Development Limits will be defined on the Policies Map	Local Plan	2017
			Local Plan	2017
			Local Plan	2017
S2	Development limits/policy areas for Oakwood Park, Little Dunmow and Priors Green, Takeley/Little Canfield		Local Plan	2017
S3	Other development limits			
S4	Stansted Airport Boundary	Replaced	Local Plan	2017
S5	Chesterford Park Boundary	Merged Chesterford Park Local Policy 1	Local Plan	2017
S6	Metropolitan Green Belt	Replaced	Local Plan	2017
S7	The Countryside	Replaced	Local Plan	2017
S8	The Countryside Protection Zone	Replaced	Local Plan	2017
GEN1	Access	Replaced	Local Plan	2017

GEN2	Design	Replaced	Local Plan	2017
GEN3	Flood Protection	Replaced	Local Plan	2017
GEN4	Good Neighbourliness	Replaced	Local Plan	2017
GEN5	Light Pollution	Replaced	Local Plan	2017
GEN6	Infrastructure provision to support development	Replaced	Local Plan	2017
GEN7	Nature Conservation	Replaced	Local Plan	2017
GEN8	Vehicle Parking Standards	Replaced	Local Plan	2017
E1	Distribution of Employment Land	Merged Gt Chesterford Local Policy 2, SW4, SW5. Strategic Policies will identify general development locations Site specific policies will be included in the Site Allocations section	Local Plan	2017
E2	Safeguarding employment land	Merged Elsenham Local Policy 1, Great Chesterford Local Policy 1, GD7, Takeley Local Policy 5, SW6, Thaxted Local Policy 3	Local Plan	2017
E3	Access to Workplaces	Replaced	Local Plan	2017
E4	Farm Diversification: Alternative uses of Farmland	Replaced	Local Plan	2017
E5	Re-use of rural buildings	Replaced	Local Plan	2017
ENV1	Design of Development within Conservation Areas	Replaced	Local Plan	2017
ENV2	Development Affecting Listed Buildings	Replaced	Local Plan	2017

ENV3	Open Space and Trees	Replaced	Local Plan	2017
ENV4	Ancient Monuments and Sites of Archaeological Importance	Replaced	Local Plan	2017
ENV5	Protection of Agricultural Land	Replaced	Local Plan	2017
ENV6	Change of Use of Agricultural Land to Domestic Garden	Replaced	Local Plan	2017
ENV7	The Protection of the Natural Environment – Designated Sites	Replaced	Local Plan	2017
ENV8	Other Landscape elements of importance for nature conservation	Replaced	Local Plan	2017
ENV9	Historic Landscapes	Replaced	Local Plan	2017
ENV10	Noise sensitive development and disturbance from Aircraft	Replaced	Local Plan	2017
ENV11	Noise Generators	Replaced	Local Plan	2017
ENV12	Protection of Water Resources	Replaced	Local Plan	2017
ENV13	Exposure to poor air quality	Replaced	Local Plan	2017
ENV14	Contaminated Land	Replaced	Local Plan	2017
ENV15	Renewable Energy	Replaced	Local Plan	2017
H1	Housing Development	Merged with GD4, SW2 and SM2	Local Plan	2017
H2	Reserve Housing Provision	Merged with SW3	Local Plan	2017
H3	New Houses within development limits	Replaced	Local Plan	2017
H4	Backland Development	Replaced	Local Plan	2017
H5	Subdivision of dwellings	Replaced	Local Plan	2017
H6	Conversion of rural buildings to residential use	Replaced	Local Plan	2017
H7	Replacement Dwellings	Replaced	Local Plan	2017
H8	Home Extensions	Replaced	Local Plan	2017
H9	Affordable Housing	Replaced	Local Plan	2017

H10	Housing Mix	Replaced	Local Plan	2017
H11	Affordable Housing on Exception Sites	Replaced	Local Plan	2017
H12	Agricultural workers' dwellings	Replaced	Local Plan	2017
H13	Removal of Agricultural Occupancy Conditions	Replaced	Local Plan	2017
LC1	Loss of sports fields and recreational facilities	Replaced	Local Plan	2017
LC2	Access to Leisure and Cultural Facilities	Replaced	Local Plan	2017
LC3	Community Facilities	Replaced	Local Plan	2017
LC4	Provision of Outdoor Sport and Recreational Facilities beyond development limits	Replaced	Local Plan	2017
LC5	Hotel and Bed and Breakfast Accommodation	Replaced	Local Plan	2017
LC6	Land west of Little Walden Road Saffron Walden	Merge SW 7	Local Plan	2017
RS1	Access to retailing and services	Replaced	Local Plan	2017
RS2	Town and Local Centres	Replaced	Local Plan	2017
RS3	Retention of Retail and other services in Rural Areas	Replaced	Local Plan	2017
T1	Transport Improvements	Deleted		2017
T2	Roadside services and the new A120	Replaced	Local Plan	2017
T3	Car Parking associated with development at Stansted Airport	Replaced	Local Plan	2017
T4	Telecommunications Equipment	Replaced	Local Plan	2017
	Chesterford Park Local Policy 1	Merged S5 and E2	Local Plan	2017
	Elsenham Local Policy 1	Merged E2	Local Plan	2017
	Great Chesterford Local Policy 1	Merged E2	Local Plan	2017
	Great Chesterford Local Policy 2	Merged E1	Local Plan	2017

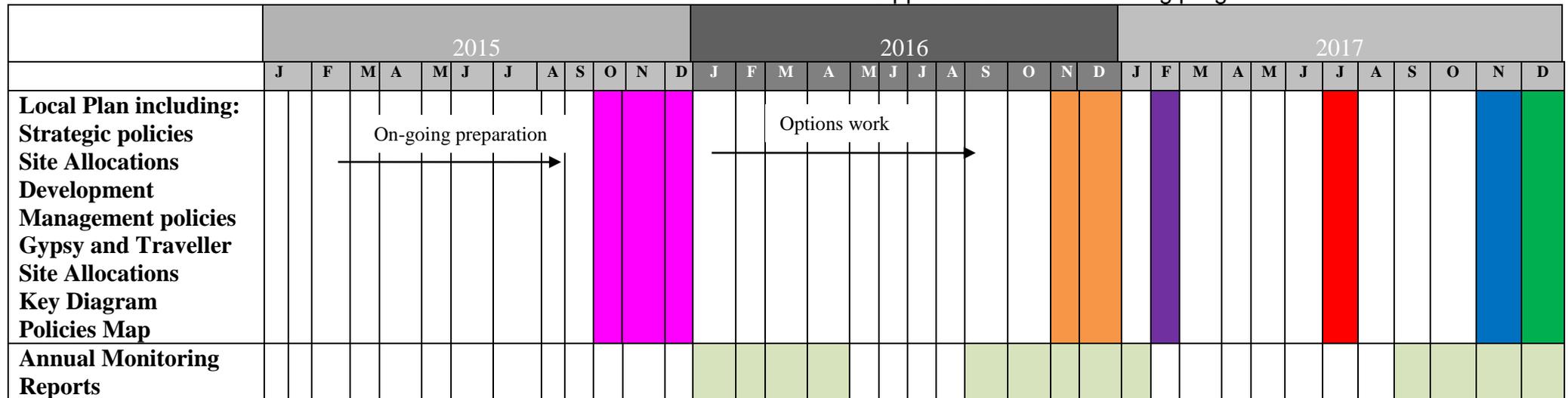
GD1	Town Centre	Replaced	Local Plan	2017
GD2	Land Rear of 37 to 95 High Street	Development Complete - Deleted		
GD3	White Street Car Park Extension	Development Complete -Deleted		
GD4	Residential Development within Great Dunmow's Built up Area	Merged H1	Local Plan	2017
GD5	Woodlands Park	Replaced	Local Plan	2017
GD6	Great Dunmow Business Park	Replaced	Local Plan	2017
GD7	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2017
GD8	Civic Amenity Site and Depot	Replaced	Local Plan	2017
	Oakwood Park Local Policy 1	Replaced	Local Plan	2017
SW1	Town Centre	Replaced	Local Plan	2017
SW2	Residential Development within Saffron Walden's Built up Area	Merged H1	Local Plan	2017
SW3	Land south of Ashdon Road	Merged H2	Local Plan	2017
SW4	Land adjoining the Saffron Business Centre	Merged E1	Local Plan	2017
SW5	Thaxted Road Employment Site	Merged E1	Local Plan	2017
SW6	Safeguarding of Existing Employment Areas	Merged E2	Local Plan	2017
SW7	Land at Little Walden Road	Merged LC6	Local Plan	2017
AIR1	Development in the terminal support area	Replaced	Local Plan	2017
AIR2	Cargo Handling/Aircraft Maintenance Area	Replaced	Local Plan	2017
AIR3	Development in the Southern Ancillary Area	Replaced	Local Plan	2017
AIR4	Development in the Northern Ancillary Area	Replaced	Local Plan	2017
AIR5	The Long Term Car Park	Replaced	Local Plan	2017
AIR6	Strategic Landscape Areas	Replaced	Local Plan	2017
AIR7	Public Safety Zones	Replaced	Local Plan	2017
SM1	Local Centres	Replaced	Local Plan	2017

SM2	Residential Development within Stansted's Built up Area	Merged H1	Local Plan	2017
SM3	Site on Corner of Lower Street and Church Road	Deleted		
SM4/B IR1	Rochford Nurseries	Replaced	Local Plan	2017
SM5	Parsonage Farm	Replaced	Local Plan	2017
	Start Hill Local Policy 1	Replaced	Local Plan	2017
	Takeley Local Policy 1 – Land west of Hawthorn Close	Deleted		
	Takeley Local Policy 2 – Land off St Valery	Deleted		
	Takeley/Little Canfield Local Policy 3 – Priors Green	Replaced	Local Plan	2017
	Takeley Local Policy 4 – The Mobile Home Park	Replaced	Local Plan	2017
	Takeley Local Policy 5 – Safeguarding of Existing Employment Area in Parsonage Road	Merged E2	Local Plan	2017
	Thaxted Local Policy 1 – Local Centre	Replaced	Local Plan	2017
	Thaxted Local Policy 2 – Land adjacent to Sampford Road	Currently under construction – likely to be completed - delete		
	Thaxted Local Policy 3 – Safeguarding of Employment Areas	Merged E2	Local Plan	2017

APPENDIX 2 – Production Milestones for the Local Plan

Doc Name	Subject	Doc Type	Conformity	Production Milestones					Review
				Regulation 18 Public Participation in Plan Preparation	Regulation 19 Consultation – Local Plan Pre-submission	Submission of document to Sec of State	Hearing Sessions	Adoption	
				Evidence Gathering, stake holder Involvement and consultation					
Uttlesford Local Plan	Sets out the Vision for development of Uttlesford District together with the key policies to achieve that vision. Includes a key diagram to illustrate the spatial strategy. Development Management Policies – criteria based policies against which planning applications will be considered Site Allocations – policies relating to specific sites where development is proposed. Gypsy and Traveller site allocations – policies relating to specific sites where development is proposed.	Local Plan	General conformity with the National Planning Policy Framework and National Planning Policy for Traveller Sites.	Instigated February 2015 including LDS and research programme Issues and Options Consultation 22 nd October to December 4 th December 2015 Jan – September 2016 (Assessment of sites, options, and finalise evidence base for pre-submission consultation stage	November – December 2016	February 2017	July 2017	December 2017	AMR

Appendix 3 - Chart showing programme of Local Plan



Key

	Commencement – early stages of plan preparation	Public Participation in the Preparation of a Local Plan (Reg 18) Notify consultation bodies of intention to prepare Local Plan and ask what such a Local Plan should contain. Also consider whether it is appropriate to invite representations from people who are resident or carrying on business in the area. Issues and Options consultation using responses to inform next stages.
	Publication of Plan and Pre-Submission Consultation (Reg 19) – Consultation on plan to be submitted for public examination	
	Submission to Secretary of State (Reg 22)	Examination Stages Guideline timetable from submission to final report Up to 23 weeks for hearing sessions up to 8 days with no Pre-Hearing Meeting (PHM). Up to 29 weeks for hearing sessions up to 8 days with a PHM and 37 weeks for hearing sessions up to 12 days with a PHM.
	Hearing Sessions	
	Inspectors Report	
	Adoption at Full Council	
	Production of Annual Monitoring Report (AMR)	

Sources of Information for the Evidence Base

Social	Sources of Available Data	Updating
Housing Needs	Strategic Housing Market Assessment (SHMA) working in partnership with East Herts, Epping Forest and Harlow. Final report 2015 – Opinion Research Services	
	Affordable Housing, Viability Assessment, 2010 – Level Updated March 2012	
	Strategic Land Availability Assessment (SLAA). 2016 – UDC	Updated Annually
	Essex Gypsy and Traveller and Travelling Showpeople Accommodation Assessment July 2014	
	Demographic Study Edge Analytics – Essex Planning Officers Association Phases 1 - 6	Quarter 1 2015
Housing Supply	Housing Land Supply, April 2015 - UDC	Updated Annually
	Housing Trajectory and 5 Year Land Supply, 2015 – UDC	Updated Annually
Population Age Structure Ethnicity	2011 Census	
	Neighbourhood Statistics	
	Baseline Information Profile Nov 2010 - Essex County Council	
Leisure Facilities/playing fields	Green Space Strategy Audit 2006 - UDC	
	Open Space, Sport and Recreation Study The Landscape Partnership 2012	
School Capacity	Commissioning School Places 2012- 2017 - Essex County Council	Updated Annually
Health Facilities	West Essex Clinical Commissioning Group	

Crime (Rates and Fear of Crime)	Home Office http://www.homeoffice.gov.uk/crime/	
	Essex Police	
	Baseline Information Profile Nov 2010 - Essex County Council	
	Essex County Council Tracker Survey 2009	
Economy	Sources of Available Data	Action/Updating
Economic Activity Industry or Employment Occupation Groups Commuting	2011 Census	
	Employment Land Study Final Report March 2006 PACEC	
	Strategic Land Availability Assessment 2016, UDC	
	Non- residential land monitoring data Essex County Council. Employment Land Monitoring Report - UDC	Updated annually
	Employer and Business Survey – CN Research 2009	
Retail	Uttlesford Retail Capacity Study Update April 2014 Savills	
	Non- residential land monitoring data, Essex County Council	Updated Annually
Office/Industrial Accommodation Survey	Non-residential land monitoring data, Essex County Council	Updated Annually
Development Opportunity Sites	Economic Assessment – Carter Jonas 2012	
	Urban Design Assessment – Places Services, Essex County Council)	
Environment	Sources of Available Data	Action/Updating
Conservation Areas Tree Preservation Orders Listed Buildings Ancient Monuments and Archaeological Sites Sites of Special Scientific Interest and National Nature Reserves County Wildlife Sites Ancient Woodlands Special Verges Historic Landscapes and Parklands	UDC GIS	Ongoing updates (UDC).
	Conservation Area Appraisals and Management Plans for Arkesden Ashdon Audley End Bentfield Green Clavering Elmdon Felsted	

<p>Open spaces Noise Contours Groundwater Protection Zones Poor Air Quality Zones Flood Zones</p>	<p>Great Canfield Great Chesterford Great Dunmow Great Easton Great Hallingbury Great Sampford Hadstock Hatfield Broad Oak Hazel End Hempstead Henham High Easter High Roding Littlebury Little Dunmow Little Easton Manuden Newport Quendon & Rickling Radwinter Saffron Walden Stansted Mountfitchet Stebbing Thaxted Wendens Ambo Widdington</p>	
	<p>Historic Settlement Character Assessment for selected settlements: Saffron Walden Great Dunmow Great Chesterford Henham Newport Stansted Mountfitchet UDC 2007 Thaxted –UDC 2009</p>	
	<p>Village Templates (Market Towns and Key Villages) UDC 2011</p>	
	<p>Uttlesford District Historic Environment Characterisation Project – Essex County Council 2009</p>	
<p>Landscape Character Assessment</p>	<p>Essex County Council – county level information Landscape Character Assessment. Final Report September 2006 Chris Blandford Associates</p>	
<p>Biodiversity</p>	<p>Phase 1 Habitat Survey 1990 Local Wildlife Sites Review October 2007 Essex Ecology Services Ltd</p>	

	Appropriate Assessment UDC 2007 and updated in 2013	
Flood Risk	Strategic Flood Risk Assessment, Final Report March 2008 JBA Consulting	
Rural Lanes	Uttlesford Protected Lanes Assessment March 2012 Essex County Council	
Agricultural Land Classification	Department for Environment, Food and Rural Affairs (DEFRA)	Input data to GIS (UDC)
Water Quality Water Use	Environment Agency	
	Water Companies	
	Water Cycle Study, Scoping and Outline Strategy 2010 – Hyder Consulting.	
	Water Cycle Study, Stage 2 November 2012 – Hyder Consulting.	
Air Quality	Assessment of Uttlesford District's Local Plan on Air Quality in Saffron Walden 2013 - Jacobs	
Green Belt	Green Belt Review – ARUP 2016	
Renewable Energy	Renewable Energy Study of the District 2008 - Altechnica	
Communication and Transport	Sources of Available Data	Action/Updating
Public Transport - Bus	http://www.essex.gov.uk/Travel-Highways/Public-Transport/Pages/Public-transport.aspx	
	ECC Local Transport Plan 2011 (LTP 3)	Transport strategy published. Implementation plans to follow.
Public Transport –Rail	Network Rail London and South East Route Utilisation Strategy (RUS) 2011. Informs the development of High Level Output Specifications from	

	2019, and sets out the strategy for the London and SE rail network to 2031.	
	Network Rail Anglia Route Business Plan for Control Period 5 2014-2019. Sets out the relevant outputs, activity and expenditure at route level to achieve the specified national outputs.	Annual Updates
Capacity of Road Network	Essex Traffic Monitoring Report	Produced Annually
	Essex County Council Local Transport Plan (LTP 3) 2011-2026	LTP 3 to 2026 currently in preparation
	Comparative Transport Analysis 2010 - ECC	
	Transport Analysis of Draft Local Plan - Local Plan Highway Impact Assessment, Essex Highways October 2013	

Committee: Planning Policy Working group

Agenda Item

Date: 27 January 2016

6

Title: Statement of Community Involvement

Author: Andrew Taylor, Assistant Director Planning
and Building Control

Summary

1. The Council adopted a Statement of Community Involvement in June 2015. Officers have carried out a review and refresh of the document and seek comments from the Working Group before carrying out a formal public consultation.

Recommendations

2. To comment on the updated Statement of Community Involvement and suggest any necessary updates prior to public consultation.

Financial Implications

3. None – consultation expenses can be met from existing budgets.

Background Papers

4. There are no background papers.

Impact

- 5.

Communication/Consultation	The SCI will be subject to a six week period of consultation.
Community Safety	N/A
Equalities	The SCI makes sure that the methods of consultation used are such that all groups can be involved in consultation processes
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	All

Workforce/Workplace	N/A
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Situation

6. The Council adopted its Statement of Community Involvement (SCI) in June 2015 following the statutory process. The document sets out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications.
7. Officers have carried out a review and refresh of the document and seek the views of the Working Group before carrying out a formal public consultation.
8. A review of the SCI is necessary in order to take account of;
 - Up to date legislation and approach to plan preparation it necessitates
 - Government drive for a Local Plan in place by 2017 with necessary evidence
 - Need for more efficient/focused engagement with key stakeholders
9. Subject to any comments of the Working Group the consultation with statutory consultees will run for a 6 week period. The responses to the consultation will be reported to a future Working group meeting.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
If the Council does not have an up to date SCI and has not carried out consultation in accordance with the regulations and the Statement of Community Involvement the Local Plan could be found 'un sound' at examination.	Low	Delays in adopting the Local Plan.	Making sure that the SCI is up to date and in accordance with the relevant regulations.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



UTTLESFORD DISTRICT COUNCIL

STATEMENT OF COMMUNITY INVOLVEMENT

Draft January 2016



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Amendment to the Statement of Community Involvement 2016

- I. Uttlesford District Council 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. It sets 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 and businesses to produce a Local Plan.
- 3.2. National Planning Policy state 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 Plan's below).
- **Neighbourhood Development Plans** - The Localism Act (2011) introduced reforms to the planning system and enables communities, through the establishment of neighbourhood forums to create Neighbourhood Plans for their area 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, forums 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 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.

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 and Parish/Town Councils.

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 Council's 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 6 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)	<p>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.</p> <p>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.</p>
Publications (Local Plan Pre-Submission Regulation 19)	<p>Each document will be published for a formal consultation period. Written representations will be invited on the content 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.</p>
Submission (Regulation 22)	<p>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.</p>

Plan Preparation Stage	Information
Examination (Regulation 24)	<p>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.</p> <p>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.</p>
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 Councils 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.

INFORMATION	Method	This is useful for....	Resource Implications
	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.
	Area Panels (groups with geographical remit).	Tailor made forums to discuss issues relevant to the area.	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	<ul style="list-style-type: none"> • <i>Town and Parish Council Forum meetings</i> • <i>Letter</i> • <i>Questionnaire</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		Local groups Amenity bodies	<ul style="list-style-type: none"> • <i>Letter</i> • <i>Questionnaires</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		Local Strategic Partnership	<ul style="list-style-type: none"> • <i>Uttlesford Futures Meetings</i>
		Developers/Agents / Youth	<ul style="list-style-type: none"> • <i>Forums</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>
		General Public	<ul style="list-style-type: none"> • <i>Citizens Panel</i> • <i>Article in Uttlesford Life</i> • <i>Consultation leaflets/posters</i> • <i>Publicity in local newspaper</i> • <i>Articles in Village Magazines</i> • <i>Focus Groups where area based or topic discussions will help develop issues and options</i> • <i>Public Exhibition where visual presentation will help present and clarify issues and options</i> • <i>Workshops where bringing together representatives from different sectors will help understanding and development of issues and options</i>

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	<ul style="list-style-type: none"> • <i>Request necessary baseline information</i> • <i>Meetings to discuss specific issues as necessary</i> • <i>Send copies</i>
Publication	Assess suitability of Council's preferred policy	Specific and general consultation bodies	<ul style="list-style-type: none"> • <i>Notify specific and general consultation bodies</i>
		Local Strategic Partnership	<ul style="list-style-type: none"> • <i>Uttlesford Future Meetings</i>
		General Public	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Consultation leaflets/posters</i> • <i>Publicity in local newspaper</i> • <i>Articles in Village Magazines</i> • <i>Available at libraries</i> • <i>Anyone who asked to be notified from previous stages.</i>
Consultation on Pre Submission document and Sustainability Appraisal Report		Specific and general consultation bodies	<ul style="list-style-type: none"> • <i>Notify to specific and general consultation bodies</i>
		General Public	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Notify anyone asked to be notified from previous stages</i>
Examination	Soundness	All	<ul style="list-style-type: none"> • <i>Publish details on website</i> • <i>Write to representors</i> •
Publication of Inspectors recommendations		All	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Publish on website</i> • <i>Send to anyone asked to be notified</i>
Adoption		All	<ul style="list-style-type: none"> • <i>Available at principal and other offices</i> • <i>Send to Town and Parish Councils/meetings</i> • <i>Publish on website</i> • <i>Send to anyone asked to be notified</i>
Annual Monitoring Report	Effectiveness of policies	All	<ul style="list-style-type: none"> • <i>Publish on website</i> • <i>Available at principal office</i>

Supplementary Planning Documents			
Stage	To check -	With who	How
Community involvement during preparation	Scope and form	Town and Parish Councils and Parish Meetings	<ul style="list-style-type: none"> • <i>Parish Council Forums</i> • <i>Letter</i> • <i>Meetings with relevant Councils on Development Briefs or Master Plans for large sites</i>
		Specific consultation bodies affected by SPD General Consultation bodies as appropriate. Other agencies and community groups affected by SPD	<ul style="list-style-type: none"> • Letter • <i>Meetings with relevant bodies/groups on Development Briefs or Master Plans for large sites</i>
	Scope and context of baseline information of Sustainability Scoping Report	Natural England Historic England Environment Agency Essex County Council	<ul style="list-style-type: none"> • <i>Request necessary baseline information</i> • <i>Meetings to discuss specific issues as necessary</i> • Send copies
Public Participation on Draft SPD and Sustainability Appraisal	Well reasoned, easy to understand and comprehensive	General Public	<ul style="list-style-type: none"> • Available at principal and other offices • Publish on website • <i>Available at libraries</i>
		Town and Parish Councils and Parish Meetings	<ul style="list-style-type: none"> • Letter
	Soundness of Sustainability Appraisal Report	Specific consultation bodies affected by SPD General Consultation bodies as appropriate Other agencies and community groups affected by SPD	<ul style="list-style-type: none"> • Letter • Send to anyone asked to be notified from previous stages
Adoption		All	<ul style="list-style-type: none"> • Available at principal office • Publish on website • Send to anyone asked to be notified
Annual Monitoring Report.	To assess effectiveness of SPD	All	<ul style="list-style-type: none"> • <i>Available at principal office</i> • 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, such as, 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 party 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 are 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.

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.

³ <http://www Uttlesford.gov.uk/article/3085/Meetings-and-the-Public#Planning%20Policy%20Working%20Group>

<u>Application Type</u>	<u>Suggested Action by Applicant</u>	<u>Action by Uttlesford Council</u>	<u>Resource Implications</u>
<p>Major Development</p> <p>For residential development: of 10 or more dwellings or site area of 0.5 ha if number of units not specified.</p> <p>For all other uses: floorspace of 1000sq.m. or more (floorspace is defined as the sum of floor area within the building)</p> <p>or site of 1ha or more (where the area of the site is that directly involved in some aspect of the development).</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>Enter into pre-application discussions with Council.</p> <p>Enter into pre-application discussions with service providers to discuss contributions towards provision of infrastructure.</p>	<p>Site Notice</p> <p>Press Notice</p> <p>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions with applicants.</p>

<u>Application Type</u>	<u>Suggested Action by Applicant</u>	<u>Action by Uttlesford Council</u>	<u>Resource Implications</u>
<p>Other - This includes the following categories</p> <p>Change of Use: Applications that do not concern major development or where no building or engineering work is involved.</p> <p>Householder Development: Defined as those within the curtilage of residential property which require an application for planning permission and not a change of use</p>	<p>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.</p> <p>A statement outlining consultation undertaken may also be required.</p>	<p>Site notice or neighbour notification</p> <p>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-application discussions.</p> <p>There may be resource requirements for the applicant associated with greater consultation.</p>
<p>Listed Building Consent</p> <p>Any works or alterations which are likely to affect the character of a listed building.</p>	<p>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.</p> <p>Enter into pre-applications discussions with the Council's specialist advisor on Listed Buildings.</p>	<p>Site Notice</p> <p>Press Notice</p> <p>Applications available to view on the website</p> <p>Consult appropriate Town or Parish Council.</p>	<p>Council will need to make sure that it has enough staff resources to get involved in pre-applications discussions.</p>
<p>Application to works to trees subject to a Tree Preservation Order</p>	<p>It is good practice for an applicant to consult their neighbours before submitting an application.</p> <p>Enter into pre-application discussions with Landscape Officer</p>	<p>Site notice or neighbour notification if tree on boundary or overhanging neighbouring land.</p> <p>Register of applications available via website and at principal office.</p>	<p>Council will need to make sure that it has enough staff resources to process these applications.</p>

<u>Application Type</u>	<u>Suggested Action by Applicant</u>	<u>Action by Uttlesford Council</u>	<u>Resource Implications</u>
		Details available on Web Site	
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

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

7

Title: Local Plan Risk Assessment

Author: Andrew Taylor, Assistant Director Planning
and Building Control

Summary

1. Production of a sound Local Plan is complex and requires the sustained commitment and understanding of Members as decision-makers. The process does contain a number of risks and it is considered appropriate to keep these under review.

Recommendations

That the Risk Assessment be noted, subject to future modification as circumstances change.

Financial Implications

2. None.

Background Papers

3. None

Impact

Communication/Consultation	Formal consultation as the Local Plan develops will be carried out in accordance with the Statement of Community Involvement.
Community Safety	None
Equalities	The Local Plan impacts on all sectors of the community.
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	Appraisal of alternatives to the emerging plan will be undertaken.
Ward-specific impacts	All.

Workforce/Workplace	Planning Policy Team and other officers as appropriate.
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Situation

4. Risk assessment is a key part of any Local Plan work programme. There are numerous risks to the work programme and delays have been almost universal across the country. Whilst good project management can help to minimise risks, the experience of most LPAs in preparing Local Plans has been one of frustration and delay.
5. In many cases a risk assessment can help LPAs to manage the risks and reduce the impact on the work programme. However there are likely to be some cases where risk management opportunities are limited or prove ineffective. Examples of this might include changes in government policy, or failure of key stakeholders to provide clarity in relation to their own areas of responsibility.
6. In broad terms there are three main types of risk: *resource risks, operational risks, and political risks.*

Resource risks

7. Preparing a Local Plan is very expensive and can be a significant call on the resources of Local Planning Authorities (LPAs). The technical nature of much of the evidence requires the commissioning of specialists (for example in sustainability appraisal, ecology, transport, flood risk, and financial viability) who can be called upon to produce reports and if necessary to provide support at Examination in Public.
8. Uttlesford District Council has a small Planning Policy team with responsibility for preparing the Local Plan, comprising four officers (three full-time). An additional member of staff has now been recruited on a temporary basis to increase this resource. The priorities of this limited staff resource need to be carefully managed in order to ensure that progress with the Local Plan is not impeded.
9. Resource risks can affect not only LPAs but also the key stakeholders upon which they depend in order to progress their Local Plans. Many public sector stakeholders such as County Councils and the NHS are suffering their own resourcing challenges and this can make it difficult to obtain timely information for input to Local Plan formulation, which is often seen by such bodies as non-core activity and therefore low priority.
10. Private sector stakeholders such as utility companies are often reluctant to provide any financial or cost data for commercial reasons. Water supply companies usually only provide input once a planning application is received, and regard the Local Plan stage in the planning process as too uncertain to invest resources in undertaking expensive investigative modelling work.

11. These challenges are often complicated by the need for considerable up-front effort to understand the particular needs and challenges of each body, particularly in light of the different terminology and approaches in different specialist fields.
12. An additional thread of this risk is Councillors asking for additional information, justification or evidence over and above that which officers consider is required. This could include reviewing the evidence base which has already been adopted, asking for additional papers on topics already covered or seeking papers on the management of the officers workload and time plans. Councillors and the Working Group need to carefully balance their desire for information with the need for a proportionate evidence base the need to move the plan forward.
13. A further risk to the timeline is the resourcing of the Planning Inspectorate (PINS) itself. There has been much publicity given to delays in issuing appeal decisions and this can have knock-on implications for Local Plan examinations.

Operational risks

14. The formulation of a Local Plan is a complex process, and there is no 'one size fits all' methodology: some limited guidance is available, but it is up to each LPA to devise an approach which addresses the unique set of circumstances in its own area. At the same time, national policy contains many requirements with which Local Planning Authorities must comply. Some requirements, which may seem straightforward as articulated in national policy, often become highly complex and challenging in practice.
15. Plan-making is an iterative process, involving the gradual accumulation and testing of evidence. Sound judgement is required in terms of what constitutes 'proportionate' evidence in many cases. Sometimes critical new evidence may come to light at a late stage in the plan-making process, which can necessitate early options to be reviewed. At other times the anticipated evidence is not available and a judgement is needed as to how to proceed.
16. Finally, plan preparation requires the Local Planning Authority to act as a co-ordinator in drawing together the different strands of the plan. However this co-ordination role is very much dependent on timely input from a wide range of key stakeholders, including site promoters (landowners and developers) and infrastructure providers. Notwithstanding the Duty to Co-Operate, LPAs have no power to compel stakeholders to provide input, and therefore communication and persuasion are an important part of the task of plan-making. Nevertheless this presents a considerable risk to progress with the plan.

Political risks

17. Local Plans are required to address many contentious issues, for example the location of strategic-scale development sites, as well as provision for Gypsy and Traveller sites, and consideration of the role and function of Green Belt. Politically these are very challenging matters for District Councillors.
18. As the decision-makers on the Local Plan, the political risks for Councillors are considerable, as are the risks to the plan-making process if Councillors do not fully grasp the challenges. It is therefore important that all Members make an effort to understand national requirements set out in the NPPF and the wider context and implications of their decisions and their public statements.
19. Councillors have a crucial role as community leaders representing not just the interests of their Ward, but the interests of the District as a whole. The Planning Advisory Service/Local Government Association provides some salient guidance in relation to this, as set out in the box below:

The Leadership Role of District Councillors

District Councillors have a vital **leadership** role to play to produce a **robust** Local Plan for your area that has **buy in** from all parties. The key challenge is to listen to the views and aspirations of your constituents and **balance** this with the professional advice of your planning staff in order to **plan** for, and **meet**, the **development needs of your area**.

Source: PAS: Local Plans and Plan-Making – Presentation to Local Plans Steering Groups (April 2015)

20. Perhaps the most challenging aspect of this comes when the evidence is finely balanced, and then the role of informed judgement becomes all the more crucial, as set out in the section on operational risks above.
21. Table 2 below sets out the main risks, as currently appraised in June 2015. The risk assessment may need to be revised and updated as work progresses.

Table 2: Risk Assessment

No.	Risk to Local Plan timeline	Implications	Type	Likelihood	Impact	Mitigation/management options
1	Insufficient evidence on which to base a decision. For example, risk that available traffic models for parts of the district are inadequate, or that M11 Junction 8 solutions are not demonstrated.	Potential indefinite delay since confidence in the deliverability of any plan is low.	O	High	High	Ask MP to seek DCLG assistance in provision of advice from a Planning Inspector, and to seek views from relevant government department (e.g. Department for Transport). Work with Local Enterprise Partnerships and key stakeholders e.g. Stansted Airport to build business case for investment. Councils to collectively evidence and lobby wider need for investment in strategic road junctions.
2	Significant new evidence or material planning concerns received as a result of consultation at Regulation 18 or Regulation 19, resulting in significant changes to the emerging strategy and a need for further consultation.	Depending on scale and significance of changes, could add 6 months to a year to the timeline.	O	Medium	High	Agree main planning issues and anticipated challenges with key stakeholders in writing early on.
3	Concerns about the public consultation process, e.g. people not aware of consultation.	Impacts on confidence in the Local Plan formulation process.	R, P	Low	Low	Council has agreed engagement strategy. All Members to take an active role in explaining and publicising forthcoming consultation within their Wards and to work with Parish and Town Councils to promote consultations.

No.	Risk to Local Plan timeline	Implications	Type	Likelihood	Impact	Mitigation/management options
4	Significant number of public responses to consultation resulting in delays whilst responses are collated, planning issues recorded, issues investigated, and planning issues addressed.	Allowance made in work programme for four weeks' Officer time. Larger response likely to result in delay.	R	Medium	Medium	Group consultation responses making the same or very similar points whilst ensuring that material planning issues are properly addressed. Retain additional staff resource as necessary.
5	Council fails to agree a draft plan, or fails to agree critical aspects of a draft plan, for example relating to provision for Gypsy and Traveller sites.	Potential indefinite delay and reduced control over planning appeals.	P	Low	High	Member suggestions and concerns can be raised directly with Planning Policy Team at any time and if appropriate given further consideration through a subsequent Working Group meeting.
6	Council need more time to consider the implications of the emerging plan or require more information before they feel comfortable reaching a decision.	May need to allow additional time in work programme.	O	Medium	Medium	Provide Members with an opportunity to comment and provide feedback to the Planning Policy Team at all stages during plan formulation, so that views may be addressed as work progresses.
7	Key stakeholders fail to provide a clear view on the implications or acceptability of the emerging development options, or provide a view not supported by adequate evidence.	Case-by-case judgement call as to whether planning issue is critical to soundness. If so, lack of a view could delay plan indefinitely or pose high risk of being found unsound at	O, R	Medium	High	Develop and maintain close communications with key stakeholders. Establish framework for joint working and set out key milestones including expectations in terms of timelines and nature of consultation responses.

No.	Risk to Local Plan timeline	Implications	Type	Likelihood	Impact	Mitigation/management options
		examination.				
8	Other demands on the resources of the Planning Policy Team, for example meeting requests (e.g. landowners/developers, Parish Councils)	Allowance has been made in the work programme for key stakeholder meetings (for example with infrastructure providers), but little allowance has been made for other meetings.	R	Medium	Medium	Council to take a view on appropriate resourcing and implications for the timeline. Set up guidance in terms of expectations around of meetings at each stage in the plan-making process to ensure that any meetings add value. Consider alternative to meetings, such as email and phone contact. Consider potential for group meetings rather than single meetings.
9	Neighbourhood Plans prepared which conflict with emerging Local Plan.	Could impact on the credibility of both Local Plan and Neighbourhood Plans.	O, P	Low	Medium	Set up regular email update on District Plan progress to all Parish Clerks. Encourage email updates and input from Parish Councils which can be considered as part of Local Plan process.
10	Failure to agree on cross-boundary strategic planning matters, for example in relation to location for any unmet housing needs across the Strategic Housing Market Area.	Judgement call as to how much delay is reasonable in order to resolve differences before an LPA submits plan for examination.	O, P	Medium	Medium	Ensure that the Council has made all reasonable efforts to comply with the Duty to Co-Operate and the NPPF and that this is clearly set out in a Duty to Co-Operate statement. Council should actively participate in mechanisms and groupings to advance cross-boundary strategic planning in a positive fashion.
11	Inconsistency with national or European requirements	Impact depends on whether an	O	Low	High	Use Planning Advisory Service Soundness Checklist to ensure that

No.	Risk to Local Plan timeline	Implications	Type	Likelihood	Impact	Mitigation/management options
	resulting in failure at examination. For example, failure to comply with SEA Directive, the Development Plans Regulations, or the NPPF/Planning Practice Guidance.	Inspector can address deficiencies through a Main Modification, or whether further work and re-consultation is necessary.				requirements are covered.

Risk Analysis

22. A Risk Assessment is contained within the report.

23.

Risk	Likelihood	Impact	Mitigating actions
Resource risks, operational risks, and political risks are identified in the report.	2. Risks are identified some within and some outside the Council’s control.	3. There are some significant risk to the production of the Local Plan.	A list of mitigating actions are contained in the Risk Assessment Table

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

8

Title: Consultation on Proposed Changes to National Planning Policy

Author: Richard Fox, Planning Policy Team Leader

Summary

1. This report explains the proposed changes to the National Planning Policy Framework (NPPF) and sets out initial observations on the proposals.

Recommendations

2. The views of the Working Group are sought on the changes.

Financial Implications

3. None.

Background Papers

4. None

Impact

- 5.

Communication/Consultation	The Government is consulting widely on the proposals
Community Safety	N/A
Equalities	An accompanying Equalities Statement was published with the consultation
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	All
Workforce/Workplace	N/A

Situation

6. This report summarises the consultation on the proposed changes to the NPPF and suggests initial responses to the proposals.

Background

7. The National Planning Policy Framework, published in March 2012, sets out the Government's planning policies for England. This consultation is seeking views on some specific changes to national planning policy. The Government is proposing changes in the following areas:
 - Broadening the definition of affordable housing to include market housing starter homes;
 - Increasing the density of development around commuter hubs, to make more efficient use of land in suitable locations;
 - Supporting sustainable new settlements, development on brownfield land and small sites, and delivery of housing allocated in plans; and
 - Supporting delivery of starter homes.

The following sections of the report set out the principal changes proposed and the suggested response.

Affordable Housing

8. National planning policy requires local planning authorities to plan proactively to meet all housing needs in the area, including market and affordable housing. The current definition of affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. The current affordable housing definition includes some low cost home ownership models, such as shared ownership and shared equity, provided that they are subject to 'in perpetuity' restrictions or the subsidy is recycled for alternative affordable housing provision.
9. The Government is proposing to change the definition to include products that are analogous to low cost market housing or intermediate rent, such as discount market sales or rent to buy housing. Some of these products may not be subject to 'in perpetuity' restrictions or have recycled subsidy. The Housing and Planning Bill defines starter homes as new dwellings for first time buyers under 40, sold at a discount of at least 20% of market value and at less than the price cap of £250,000.

Comment

10. It is difficult to comment on a new definition of affordable housing until full guidance is available. Discretion should be allowed by the Local Authority as to how they implement the policy to meet local needs. However, even a discount of 20% on a house costing £250,000 will not be affordable for many people.

11. A price cap of £250,000 in Uttlesford will provide at most a 2 bedroom flat and an influx of flatted developments to meet the starter home policy would alter the characteristics of the District. The current affordable housing policy requires far more 2 bed houses than flats as they are more sustainable long term as families are much happier to stay in a 2 bed house with children than a 2 bedroom flat. Current schemes progressing through planning may not have units that can be converted to starter homes and the policy would need to catch up.
12. There are concerns about the implications of decreasing numbers of affordable rented properties as these house some of our most vulnerable residents. There are currently 954 applicants on the housing register, 271 of these require some form of adapted property/supported housing. This could be someone with a physical disability, mental health problems, learning disability etc. With decreasing numbers of affordable rented housing and a growing older population, the Council will struggle to meet their specific needs. It is not clear how these vulnerable people will be able to access starter homes.

Increasing Residential Density around Commuter Hubs

13. The Government is proposing a change to national planning policy that would expect local planning authorities, in both plan-making and in taking planning decisions, to require higher density development around commuter hubs wherever feasible. The Government is proposing that a commuter hub is defined as:
 - a) a public transport interchange (rail, tube or tram) where people can board or alight to continue their journey by other public transport (including buses), walking or cycling; and
 - b) a place that has, or could have in the future, a frequent service to that stop. We envisage defining a frequent service as running at least every 15 minutes during normal commuting hours.

Comment

14. It would seem that Stansted airport would meet the first definition. Clearly, the airport itself is unsuitable for housing but the second part of the definition would open the way for existing settlements with good access to the airport to cater for increased density. Equally, new settlements proposed in the A120 corridor have the potential for frequent bus services to the airport. Increased density at these locations could reduce land take or alternatively facilitate the delivery of more dwellings.

Supporting New Settlements

15. Paragraph 52 of the National Planning Policy Framework recognises that local planning authorities may plan for the supply of new homes through larger scale developments such as new settlements. The Government is proposing to strengthen national planning policy to provide a more supportive approach for new settlements, within locally led plans. They consider that local planning authorities should take a proactive approach to planning for new settlements with developers.

Comment

16. The Council has received various proposals for new settlements through the call for sites process and the withdrawn Local Plan. Some have been promoted through garden city principles.
17. Planning Inspectors at Examination Hearings have traditionally examined new settlements critically from a delivery and viability perspective, particularly given high Infrastructure costs. The Council will need to take a decision on the principle of a new settlement in the current plan and it is helpful to receive clarity on the Governments' position at this time.

Brownfield Land

18. It is proposed to make clearer in national policy that substantial weight should be given to the benefits of using brownfield land for housing (in effect, a form of 'presumption' in favour of brownfield land). The Government intends to make it clear that development proposals for housing on brownfield sites should be supported, unless overriding conflicts with the Local Plan or the National Planning Policy Framework can be demonstrated and cannot be mitigated.

Comment

19. This is essentially a return to the "brownfield first" policy of previous Governments. Whilst compared with other authorities there is relatively little brownfield land in the District the principle is supported.

Small Sites

20. It is proposed to apply the approach described above for brownfield land to other small sites, provided they are within existing settlement boundaries and well-designed to promote or reinforce local distinctiveness. The Government is also recommending that proposals for small sites immediately adjacent to settlement envelopes should be supported if they are sustainable. Views are sought on what impact these changes may have on windfall allowance and the calculation of the 5 year housing land supply.

Comment

21. It is not clear what this proposal will achieve. The Council is generally supportive of applications on small sites within and adjacent to settlement

envelopes and will only refuse planning permission if there are sound reasons for so doing. Uttlesford has a long standing policy of operating a windfall allowance of 50 dwellings per annum. It would take several year's monitoring to establish if the change in policy would make any difference to our windfall allowance.

Housing Delivery

22. One approach the Government is looking to take forward is to amend national planning policy to ensure action is taken where there is a significant shortfall between the homes provided for in Local Plans and the houses being built. The proposal is to introduce a housing delivery test comparing the number of homes that local planning authorities set out to deliver in their Local Plan against the net additions in housing supply in a local planning authority area.
23. To strengthen the incentive for delivery on consented sites, the Government proposes to amend planning policy to make clear that where significant under-delivery is identified over a sustained period, action needs to be taken to address this. DCLG suggest an approach could be to identify additional sustainable sites through plan reviews, new settlements or area action plans.

Comment

24. Whilst there may be merit in a housing delivery test, the suggested solution for under delivery is not supported. The consultation paper fails to recognise that one of the causes of slow housing delivery is land banking by developers and landowners who can deliberately restrict supply to retain profit margins. Allocating more land for development is no guarantee of faster delivery and could be a profligate waste of greenfield sites. A better approach would be "use it or lose it" whereby a consent will lapse if development is not commenced within a specific time frame.

Supporting Delivery of Starter Homes

25. National planning policy contains an exception site planning policy to release land specifically for starter homes. This allows applicants to bring forward proposals on unviable or underused commercial or industrial brownfield land not currently identified in the Local Plan for housing. The Government propose to amend the Framework to make clear that unviable or underused employment land should be released unless there is significant and compelling evidence to justify why such land should be retained for employment use. At a minimum, this would include an up-to-date needs assessment and significant additional evidence of market demand.
17. Alongside these proposals, it is proposed to widen the scope of the current exception site policy for starter homes to incorporate other forms of unviable or underused brownfield land, such as land which was previously in use for retail, leisure and non-residential institutional uses. Furthermore, the Government propose to amend the exception site policy to make it clearer that planning

applications can only be rejected if there are overriding design, infrastructure and local environmental (such as flood risk) considerations that cannot be mitigated.

18. In cases where existing mixed use commercial developments contain unlet commercial units, the Government consider that where appropriate they could usefully be converted to housing, including as starter homes.
19. Starter homes can provide a valuable source of housing for rural areas and, if classified as affordable housing, then DCLG consider it should be possible to deliver starter homes through the existing rural exception site policy. They propose that starter homes on rural exception sites should be subject to the same minimum time limits on resale (5 years) as other starter homes to ensure local people are able to maximise the value of the home and secure a long term place in the local housing market.
20. National planning policy currently considers limited affordable housing for local community needs as “not inappropriate” in the Green Belt but only where this is consistent with policies in the Local Plan. The Government consider that the current policy can hinder locally-led housing development and propose to amend national planning policy so that neighbourhood plans can allocate appropriate small-scale sites in the Green Belt specifically for starter homes, with neighbourhood areas having the discretion to determine the scope of a small-scale site.

Comment

21. Many of these proposals are based on the premise that starter homes constitute affordable housing – see comments above. However, the Council already delivers some market housing to make rural exception sites viable so this particular proposal is welcomed. These are only approved once a viability study has been carried out by the provider and submitted with the planning application.
22. Local connection is important and the Council would welcome the proposal of a local connection test on starter homes. Starter homes should be at the discretion of the Council and only if there is a proven need. To apply for planning permission for a rural exception scheme, a housing needs survey is required to be carried out to ensure that the need is proven. This would be the same for starter homes on an exception site.
23. Property values are an issue, in most of our villages a 2 bedroom house will be worth more than £250,000. New build properties are valued at a premium and sell very easily in our villages. This would affect the size and type of starter home provided in our villages.

Brownfield Land in the Green Belt

24. Limited infilling or the partial or complete redevelopment of brownfield land – where this would not have a greater impact on the openness of the Green Belt - is already deemed not inappropriate. The Government proposes to change policy to support the regeneration of previously developed brownfield sites in

the Green Belt by allowing them to be developed in the same way as other brownfield land, providing this contributes to the delivery of starter homes, and subject to local consultation.

25. It is proposed to amend the current policy test in the National Planning Policy Framework that prevents development of brownfield land where there is any additional impact on the openness of the Green Belt to give more flexibility and enable suitable, sensitively designed redevelopment to come forward. It would be made clear that development on such land may be considered not inappropriate development where any harm to openness is not substantial.

Comment

26. There are parcels of previously developed land in Uttlesford’s Green Belt and this represents a more pragmatic approach to their potential redevelopment.

Risk	Likelihood	Impact	Mitigating actions
That the Council does not respond to the consultation	1 – Unlikely, the Council is preparing a response	1 – The Council’s views would not be taken into account by the Government	Ensure that a response is received within the consultation deadline

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

9

Title: Duty to Co-Operate – South
Cambridgeshire and Cambridge City
Council Local Plans – Proposed
Modifications

Author: Richard Fox, Planning Policy Team Leader Item for information

Summary

1. South Cambridgeshire and Cambridge City Councils have published proposed modifications to their Local Plans for consultation. The (former) Local Plan Working Group previously considered the South Cambridgeshire Local Plan on 8 February and 9 August 2013 at Issues and Options and Submission stages.

Recommendations

2. For information – Members views are sought

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	The plan is subject to consultation in accordance with the Councils' Statements of Community Involvement
Community Safety	N/A
Equalities	The plan will be subject to Equalities Impact Assessment in accordance with the Councils' normal practice.
Health and Safety	N/A

Human Rights/Legal Implications	N/A
Sustainability	The Modifications will be subject to a Sustainability Appraisal
Ward-specific impacts	N/A
Workforce/Workplace	N/A

Situation

6. The Councils submitted the Cambridge and South Cambridgeshire Local Plans for examination on 28 March 2014. Joint examination hearings on strategic issues were held between November 2014 and April 2015, including housing and employment needs, development strategy, Green Belt, transport, infrastructure and housing supply. The Inspectors wrote to the Councils on 20 May 2015 in relation to three main issues and invited the Councils to undertake additional work to address those issues before the examinations progress further. The issues are in relation to:
 - Objectively Assessed Need for new housing
 - Overall Development Strategy
 - Conformity with revisions to National Planning Policy since the Local Plans were submitted for examination

7. The Councils agreed to undertake additional work and the examinations were formally suspended on 28 July 2015 until March 2016. Modifications to the Plans have now been published and are being consulted upon. The modifications can be viewed at <https://www.scams.gov.uk/localplanmods-dec2015>. Comments must relate solely to the modifications proposed and are not an opportunity to re-iterate previous representations.

8. While there are no changes to the Objectively Assessed Need for Housing in Cambridge a main modification is proposed to increase the housing requirement for South Cambridgeshire from 19,000 to 19,500 homes, in response to the findings of the Councils' further evidence work on Objectively Assessed Need for new homes. However there is no proposal that Uttlesford meet any of this additional requirement.

9. Main modifications are proposed to provide flexibility in the start date of delivery at new settlements in South Cambridgeshire so that development can come forward on strategic allocations more swiftly, specifically at Waterbeach and Bourn Airfield. Other modifications relate to site specific policies around the City of Cambridge and changes to reflect current Government Guidance.

10. The deadline for responses to the Consultation is 25 January and South Cambridgeshire have been informed that Uttlesford DC are unlikely to make representations.

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
That this Council's views are not taken into account in relation to some issue which has cross border implications	Low – providing comments are made in relation to material planning issues	Failure in Duty to Co-operate	Respond to consultations in a timely manner and in the format etc requested.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

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Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

10

Title: Uttlesford Strategic Flood Risk Assessment

Author: Sarah Nicholas, Senior Planning Officer

Summary

1. The Council commissioned JBA Consulting to undertake a Level 1 Strategic Flood Risk Assessment. This will replace the 2008 SFRA which had also been prepared by JBA Consulting.
2. The Final Report January 2016 can be viewed on the website at <http://www.uttlesford.gov.uk/backgroundstudies#Uttlesford%20Strategic%20Flood%20Risk%20Assessment>

Recommendations

3. That the Working Group notes the published report and its inclusion as part of the Local Plan evidence base.

Financial Implications

4. Cost of the Assessment was met from existing budgets.

Background Papers

5. None

Impact

- 6.

Communication/Consultation	The SFRA will be published on the website as part of the Local Plan evidence base
Community Safety	The SFRA will provide evidence to ensure that development avoids area vulnerable to flooding.
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	The SFRA will provide evidence to ensure that development is located in sustainable

	locations.
Ward-specific impacts	All
Workforce/Workplace	N/A

Situation

7. The Council first commissioned a Strategic Flood Risk Assessment (SFRA) in March 2008. Since that time there have been significant changes to legislation relating to both flood risk and planning policy. There have also been a number of additions to the available flood risk data. Hence the need to prepare a new Assessment.
8. The SFRA is a planning tool that will assist the Council in its selection and development of sustainable development sites away from vulnerable flood risk areas in accordance with the National Planning Policy Framework and its associated Planning Practice Guidance on Flood Risk and Coastal Change.
9. The purpose of this Level 1 SFRA is to provide an updated high level assessment and mapping of flood risk from all sources across the district, to provide an individual flood risk analysis of the Areas of Search identified within the district as part of the Local Plan preparation, to provide guidance to planners and developers on flood risk and to provide an evidence base for the application of the Sequential Test. This test is designed to ensure that areas at little or no risk of flooding from any source are developed in preference to areas at higher risk. Areas in flood zone 1 have a low probability of flooding at less than 1 in 1000 annual probability of flooding; land in zone 2 has a medium probability of between 1 in 100 and 1 in 1000 annual probability of river flooding; land in zone 3a has a high probability of between 1 in 100 or greater annual probability of river flooding; and land in zone 3b is functional floodplain where water has to flow or be stored in times of flood.
10. Chapter 3 of the Assessment considers existing flood risk. Uttlesford is located in the headwaters of three major catchments (Great Ouse, North Essex and Thames). The floodplains tend to be well defined and limited in their extent by the topography of the district. Many of the district's settlements have experienced flooding in the past. Saffron Walden has been identified as a Tier 2 area of local flood risk (500-1000 people at risk) by the Lead Local Flood Authority (LLFA) due to its surface water risk and flood history, and Clavering, Great Dunmow, Manuden, Radwinter, Takeley, Thaxted and Stansted Mountfitchet have been identified as Tier 3 areas (more than 1000 people at risk). Other areas within Uttlesford that have been identified as having a surface water flooding problem through the flood history review include Little Hallingbury and Little Dunmow. Groundwater and sewer flooding are limited and localised.
11. The effect of climate change has been assessed. In most catchments, the extent of Flood Zone 3 is not likely to increase significantly with climate change due to the confined topography. However climate change is predicted to result in more frequent and extreme rainfall events, increasing the

frequency and severity (depth/hazard) of flooding from fluvial and surface water sources.

12. Chapter 4 explains how we assess flood risk for planning, the Flood Zones and explains the sequential approach. It outlines the sources of national and local flood risk mapping data, information and evidence available for use in the SFRA.
13. Chapter 5 and Appendix B assess the flood risk of the Areas of Search identified in the Issues and Options consultation of October – December 2015. The assessment concludes that, other planning considerations aside, it should be possible to keep the majority of major developments within Flood Zone 1 and away from other sources of flood risk. The Areas of Search are very large, and so none of them can be ruled out on flood risk grounds, however all of them have some local flood risk identified. Some of the settlements have already been identified as Tier 2 or 3 flood risk areas, and there should be close consultation with the LLFA if these are to be taken forward. There are also several Areas of Search where development could have a significant impact on flood risk downstream if sustainable drainage system (SuDS) principles and strict controls on runoff are not enforced.
14. As the preparation of the Local Plan progresses and the sequential approach is applied, it may be found that land in Flood Zone 1 cannot appropriately accommodate all the necessary development (creating the need to apply the NPPF's Exception Test). In these circumstances a Level 2 SFRA should be undertaken to consider the detailed nature of the flood characteristics within the Flood Zones for such sites in more detail (depths, velocities, hazard etc).
15. There are also likely to be very large sites where a small percentage of the site is within Flood Zone 2 or 3. Here, the expectation must be that all built development is within Flood Zone 1 and Flood Zone areas are preserved as green space. In these cases, detailed site-specific Flood Risk Assessments should be enough to ensure that the Flood Zones are defined by hydraulic modelling, the effect of climate change is considered and that development is compliant with the NPPF.
16. Chapters 6 and 7 provide guidance for both planners and developers. The guidance should be read in conjunction with the NPPF and flood risk guidance from the Environment Agency. The guidance addresses requirements for development in each of the Flood Zones, making development safe, river restoration and enhancement as part of development, dealing with existing watercourses and assets, developer contributions to flood risk improvements, dealing with surface water runoff and drainage, wastewater, water quality and biodiversity.

Risk Analysis

17.

Risk	Likelihood	Impact	Mitigating actions
That the Local	1. Little or no	Land would be	The Level 1 SFRA

Plan identifies sites for development in area vulnerable to flooding.	risk	developed which may in the future flood with subsequent costs to the occupiers and the council	provides a high level mapping of areas of flood risk. A level 2 SFRA will be undertaken if it is found that there is insufficient land within Flood Zone 1 to accommodate all the necessary development. As the Council move forward with the Local Plan, it will use the most up to date information in applying the Sequential Test.
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- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Planning Policy Working Group

Agenda Item

Date: 27 January 2016

11

Title: Duty to Cooperate

Author: Andrew Taylor, Assistant Director Planning and Building Control

Summary

1. This report updates members on the Duty to Cooperate work.

Recommendations

2. To note the report.

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	Communication and consultation form the bedrock of cooperating. This paper is published on the website.
Community Safety	The Duty to Cooperate will include all factors.
Equalities	The Duty to Cooperate will include all factors.
Health and Safety	The Duty to Cooperate will include all factors.
Human Rights/Legal Implications	The Duty to Cooperate will include all factors. Failure to comply would result in the Local Plan being found unsound.
Sustainability	The Duty to Cooperate will include all factors.
Ward-specific impacts	Affects all wards equally.
Workforce/Workplace	This will involve Councillors, officers from the Planning Policy Team and others as necessary.

Situation

1. This report seeks to update members on the Duty to Cooperate which forms part of Section 110 of the Localism Act 2011. The Duty requires local planning authorities, public bodies and others to engage constructively, actively and on an ongoing basis in relation to the planning of sustainable development. An assessment of compliance with the Duty will form part of the Examination of the Local Development Framework (LDF) in due course.
2. The National Planning Policy Framework (NPPF) states in paragraph 178 that 'public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to strategic priorities...(and) the government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities'.

Background

3. Strategic priorities are defined in the draft NPPF as:
 - a. The homes and jobs needed in the area;
 - b. The provision of retail, leisure and other commercial development;
 - c. the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - d. the provision of health, security, community and cultural infrastructure and other local facilities; and
 - e. climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

The consultation on Local Plan Regulations sets out a draft list of bodies which UDC would need to cooperate with (and vice versa). These are:

- a. Environment Agency
- b. Historic Buildings and Monuments Commission for England (Historic England)
- c. Natural England
- d. Mayor of London
- e. Civil Aviation Authority
- a. Homes and Communities Agency

- b. Primary Care Trusts
- c. Office of Rail Regulation
- d. Highways Agency (now Highways England)
- e. Transport for London
- f. Integrated Transport Authorities; and
- g. Marine Management Organisation.

It may be that not all these bodies are relevant to UDC although most will be.

4. In addition to the above list we need to ensure cooperation with the following bodies:

Other Councils

- Essex County Council
- Cambridgeshire County Council
- Hertfordshire County Council
- East Hertfordshire District Council
- Epping Forest District Council
- Harlow Council
- Braintree District Council
- Chelmsford District Council
- North Hertfordshire District Council
- South Cambridgeshire District Council/Cambridge City Council
- St Edmundsbury District Council
- **Other organisations**
- Anglia Water
- Thames Water
- Veolia
- Transco
- National Grid
- Network Rail

- Train Operating Companies
 - Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership
 - South East Local Enterprise Partnership
 - Hertfordshire Local Enterprise Partnership
 - London Stansted Airport (M.A.G.)
5. The Council needs to consider which planning issues cross our administrative boundaries, particularly those which relate to strategic priorities. The main issues are considered to be:
- a. London Stansted airport
 - b. M11 and A120
 - c. West Anglian rail main line
 - d. Scale and location of new housing
 - e. Scale and location of new employment sites including West Essex Enterprise Zone
 - f. Retail developments with cross border significance
6. We currently work with partners in the following ways:
- Essex Planning Officers Association: Regular meetings to monitor progress and exchange good practice. Also acts as commissioning body for key evidence base e.g. Demographic Study, Gypsy and Traveller Accommodation Assessment)
 - Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership
 - South East Local Enterprise Partnership
 - Cooperation for Sustainable Development Board (Epping Forest, Harlow and Uttlesford districts, Brentwood Borough, Chelmsford City and Essex County Council, East Herts and Broxbourne districts and Hertfordshire County Council, and the London Boroughs of Waltham Forest, Redbridge and Enfield and City of London the Conservators of Epping Forest).
 - West Essex Partnership (Epping Forest, Harlow and Uttlesford)
 - West Essex Local Investment Plan (housing investment priorities)
 - Integrated County Strategy Steering Group (regeneration and growth points)
 - A120 Economic Corridor Group (Essex County Council, Tending, Colchester, Braintree and Uttlesford)

- London Stansted 4 Authorities steering group
 - Strategic Aviation Special Interest Group (SASIG)
 - London Stansted Local Authority Quarterly meetings (Uttlesford, East Hertfordshire District Council, Essex and Hertfordshire County Councils)
 - West Anglia Rail Routes Group
 - Consult statutory bodies on planning applications and draft planning policy documents
7. It is important that this existing cooperation is maintained and enhanced and in some cases it will be necessary to enter into formal cooperation agreements to deliver the outcomes necessary. This has worked well in the past (e.g. West Essex Partnership and Essex Planning Officers Association) and can ensure clarity for both partners.

Update

8. The Coop Officers Group met on 12 January 2016. The notes are awaited.
9. The Assistant Director attended the recent meeting of the **West Anglia Taskforce – Working Group** on 7 January 2016 where the discussion focused around the economic case for four tracking and the physical challenges which would be required to be overcome. The meeting agreed a way forward to be presented to the Taskforce.
10. The Leader of the Council and Assistant Director attended the A120 group on 14 January 2016. This is a grouping of Councils and public bodies led by Essex County Council and including Tendring, Colchester, Braintree and Uttlesford Councils and the Haven Gateway Partnership. The aim of the group is to improve the economic prosperity of the corridor and to campaign for and support improvements to the strategic road network. The main focus of the meeting was on the current preparatory work to confirm a preferred route for the dualled A120 from Braintree to Marks Tey. This work is being led by ECC but will be subject to public consultation. The aim is to decide on a preferred route by mid 2017 and present this to the Secretary of State.
11. Officers have continued joint meetings with **South Cambridgeshire Council** most recently on 20 November 2015. A Councillor meeting was held on 24 November 2015 and the minutes are attached as Appendix 1.
12. A recent Councillor and Officer meeting was held with **Braintree District Council** on 7 December 2015. The minutes are attached as Appendix 2.

Conclusion

13. Work with other Councils and organisations continues as part of the integrated work of the Planning Policy Team. As part of the development of the revised plan there are some important Duty to Cooperate meetings to be held and decision to be made. Councillors will be aware that some of these

decisions will be difficult and involve a significant amount of discussion and negotiation before an outcome can be secured.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Failure to comply with and demonstrate the Duty to Cooperate	2 – Some Council's have been found lacking in this Duty by Inspectors. Therefore need to ensure that we capture as many groups, issues and outcomes as possible to present a full picture of our work.	3 – Will result in the Local Plan being found unsound. Significant impact on planning policy and planning applications.	Cooperate closely with current organisations and continue to do this through the plan making process. Identify any gaps in cooperation and work closely with those bodies to rectify situation.

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Appendix 1

Uttlesford/South Cambs DtC

Attendees:

Cllr Tim Wotherspoon, Strategic Planning and Transportation Portfolio Holder

Cllr Robert Turner, Planning Portfolio Holder

Jo Mills, Director of Planning and New Communities

Caroline Hunt, Planning Policy Manager

Cllr Susan Barker, Deputy Leader and Portfolio Holder for the Environment

Andrew Taylor, Assistant Director Planning and Building Control

Uttlesford

- Issues and Options consultation open till 4 December 2015. Three public meetings held recently. Local pressure groups against various housing schemes.
- Meeting a number of local councils surrounding us to explore issues and cross border concerns.
- Uttlesford planning to deliver its own needs within the District and not asking other Councils to consider taking housing or employment needs. Uttlesford has not been asked to provide for anyone else's needs as yet.
- Currently have a five year land supply but need to ensure through put of new housing to maintain this.
- Will sieve out areas of search early next year using various evidence base and consultation. This will lead to a staging/sieving document in April/May time.
- Call for Sites published on 7 December 2015.

South Cambs

- Finalising the additional evidence for the Local Plan work jointly with Cambridge City Council. This will be subject to public consultation shortly.
- Both South Cambs and Cambs City are planning to jointly deliver their full housing and employment needs within the districts. Therefore not asking Uttlesford to take any need.
- Cambourne has delivered on average 220 per year. They are expecting to deliver 250 per year from new settlements as part of their new plan.

- South Cambs and Camb City have joint committee (this also includes Cambridgeshire CC) to deal with applications which cross the border. The application is submitted to the authority with the largest site area.
- In this instance where there are two promoters they have encouraged a joint master plan and framework document to ensure consistency.
- Transport assessments for areas of search are key to assessment. Need to explore the impact of the proposed development on the local road network. This needs to cover roads across borders as appropriate. A1301, A1307 and A505 are key roads.
- Welcome Trust - Are proposing some housing development as part of a wider 20 year master plan for the development and growth of this important national and international science base. This is likely to affect primary school provision in the local area but not secondary school. Not sufficient to delivery its own primary school. This is an existing site with local, national and international support and something the Council are keen to support and protect.
- Smithsonhill - looking to submit application next year for employment land to north of Hinxton. Need to understand the highway issues surrounding this and other sites in the local area.
- No allocations/expected development which would be likely to have an impact on Uttlesford.
- Will respond to UDC Issues and Options consultation.
- Agree to meet again in early 2016 to understand outcome of UDC and future joint working.

Appendix 2

Braintree and Uttlesford Councillor DTC meeting

Cllr Lady Newton, Cabinet member Planning and Housing, BDC

Cllr Bowers-Flint, Deputy to Cabinet Holder Planning and Housing, BDC

Jon Hayden, Corporate Director, BDC

Cllr Barker, Portfolio Holder for the Environment, UDC

Andrew Taylor, Assistant Director, UDC

UDC

- Issues and Options consultation open till 4 December 2015. Three public meetings held recently. Local pressure groups against various housing schemes.
- Meeting a number of local councils surrounding us to explore issues and cross border concerns.
- Uttlesford planning to deliver its own needs within the District and not asking other Councils to consider taking housing or employment needs. Uttlesford has not been asked to provide for anyone else's needs as yet.
- Currently have a five year land supply but need to ensure through put of new housing to maintain this.
- Will sieve out areas of search early next year using various evidence base and consultation. This will lead to a staging/sieving document in April/May time.
- Call for Sites published on 7 December 2015.
- Need to find and allocate about approximately 5000 housing units taking into account those built and those approved.
- Currently speaking to large scale promoters through Garden City Developments CIC. Interesting to see whether Councils can secure more control of development through this model.

Braintree

- Had expected to announce preferred options in January - but need more time to focus on key issues such as highways with HE and ECC. Will present Development Management policies in January. Then Feb - May will present

various options to Local Plan meeting. Expect to announce preferred options at the beginning of June.

- Looking for certainty and deliverability for their sites. Will take pragmatic approach to delivery of numbers. Also wanting to make a decision now for the future and provide certainty for residents and the district.
- Looking at new settlements as a key option with 7 - 8000 units as a minimum to ensure a secondary school is delivered as well as other facilities. They expect such sites to deliver 1,500 units during the plan period.
- Braintree are looking to deliver their own housing and employment needs within their District and are not asking other Councils for assistance in this regard.
- Transport is a key issue for both authorities. Need to try and hold a wider meeting with other authorities on the strategic network (A120/M11).
- Need to understand and plan for the growth of Stansted and jobs growth.
- Looking to develop a Chapter 1 on infrastructure, green infrastructure, schools, ED and housing numbers and then use this as a joint introduction to a range of Local Plans (Tendring, Colchester, Malden, Chelmsford and Braintree). Working with John Williamson to deliver this. Developing a simple MoU. UDC happy to support this in principle.
- Successful bid to Treasury/CLG to be announced for £650,000 for North Essex (Tendring, Colchester and Braintree) to further pursue Garden Settlements. This money will be used on studies and further information and justification.
- Garden City Principles - ultimately Braintree is after high quality development. Only get one chance to do that in the lifetime of the development. Proud of Great Notley and wish to deliver further high quality schemes for their community.