



Uttlesford District Council

Chief Executive: Dawn French

Planning Policy Working Group

Date: Tuesday, 19th March, 2019

Time: 6.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chairman: Councillor H Rolfe

Members: Councillors S Barker, P Davies, A Dean, S Harris, P Lees, J Lodge,
J Loughlin, E Oliver and V Ranger

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 2pm on the day before the meeting.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 14

To consider the minutes of the previous meeting.

3 Draft Statement of Community Involvement

15 - 64

To consider the report on the draft Statement of Community Involvement.

4 Evidence Base Update

65 - 68

To consider the Evidence Base Update.

5 Any Other Item Which the Chairman Considers to be Urgent

To consider any items which the Chairman considers to be urgent.

MEETINGS AND THE PUBLIC

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**PLANNING POLICY WORKING GROUP held at COUNCIL CHAMBER -
COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on
THURSDAY, 10 JANUARY 2019 at 5.30 pm**

Present: Councillor S Barker (Chairman)
Councillors A Dean, P Lees, J Lodge, E Oliver and H Rolfe

Officers in attendance: A Bochel (Democratic Services Officer), P Bylo (Planning Policy Manager), G Glenday (Assistant Director - Planning) and S Miles (Planning Policy Team Leader)

Public Speakers: Cllr J Redfern, D Hall and K McDonald

PP31 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Councillor Barker said Councillor Rolfe had asked her to chair the meeting as he was running late.

Apologies for absence were received from Councillors Loughlin and Ranger.

Councillor Barker declared a non-pecuniary interest as a member of Essex County Council, and because she had made representations regarding the Local Plan.

Councillor Rolfe entered the meeting.

PP32 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting on 20 November 2018 were agreed as a correct record and signed by the Chairman subject to the following amendment to PP29:

Original paragraph:

The Chairman said that officers had asked for a more fundamental, rather than light-touch, update of the sustainability appraisal. This was identified as a modification of option 3 in the report.

Updated paragraph:

The Chairman said that he had been informed of the update to the sustainability appraisal about a week before other members. Officers had asked for a more fundamental, rather than light-touch, update of the sustainability appraisal. This was identified as option 3 in the report.

PP33

LOCAL PLAN – UPDATED SUSTAINABILITY APPRAISAL

The Planning Policy Team Leader gave a summary of the report and the Sustainability Appraisal. The Sustainability Appraisal had been updated and was to be published for a representation period. It would then be submitted, as well as comments made during the representation period, to the Inspector for consideration alongside the Local Plan. The updated Sustainability Appraisal indicated that the strategy in the Local Plan was the most appropriate to deliver its objectives.

In response to a Member question, officers said previous legal advice shared with members of the Planning Policy Working Group had given guidance on the Council running the submission of the Local Plan and the consultation on the Sustainability Appraisal in parallel. This advice was subject to legal privilege. Officers would check whether it could be circulated more widely.

In response to a Member question, the Chairman said that the Sustainability Appraisal included references to alternative sites not included in the Local Plan. These could be brought into the Local Plan if other sites were found to be problematic to develop.

In response to Member questions, the Planning Policy Team Leader said the Local Plan would inevitably have some negative impacts, only some of which could be mitigated. Mitigation measures would not be addressed in the Sustainability Appraisal

The Chairman asked that officers try to correct many of the spelling errors in the Sustainability Appraisal.

Cllr Redfern and D Hall spoke on this item.

PP34

LOCAL PLAN – REPRESENTATIONS UPDATE

The Planning Policy Team Leader gave a summary of the report. Officers had summarised the representations from the Regulation 19 representation period in the summer and the Addendum of Focussed Changes representation period in the autumn. The summary of the representations and the full representations themselves would be submitted to the Secretary of State alongside the Local Plan in January.

The Planning Policy Team Leader noted the Regulation 19 representation period differed from the Regulation 18 consultation period, in that the former only gathered representations to pass onto the Inspector at the Local Plan examination, as opposed to gathering representations to which the Council would respond by seeking to amend the Local Plan.

The Planning Policy Team Leader noted it was expected the Water Cycle Study would be complete in February and the Sport and Recreation Study would be complete in April. The Heritage Impact Assessment would be updated and may

also be submitted later than the Local Plan. The Stansted to Braintree Rapid Transit System Progress Update and the North Uttlesford Mass Transit Opportunities Study were also still ongoing and might be submitted a week later than the Local Plan.

In response to a member question, the Planning Policy Team Leader said the two transit studies were very much focusing on specific areas, rather than links between the north and south of Uttlesford. Councillor Rolfe said the Council was taking account of links between north and south Uttlesford. Highways England was looking into turning north Junction 8 on the M11 into a smart motorway and there was discussion with the rail network about links between the airport and the north of the district. There was nothing regarding rapid transit systems, but this was something that officers should keep in mind.

The Planning Policy Team Leader said officers were aiming to submit the Local Plan and supporting documents on 18 January. The examination was likely to start following the district elections on 2 May.

Councillor Rolfe said there would be another meeting of the group in order to review supporting documents which had not yet been received.

K McDonald spoke on this item.

The meeting closed at 6.35.

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I am here again as Member representing The Chesterfords. Having been a member of this council for nearly 12 years, I am fully aware of the amount of work that has been put in to produce a Local Plan. As you all know, I have not supported the inclusion of North Uttlesford Garden Community at Gt Chesterford and my position on this has not changed.

Whilst I am in no doubt that UDC can do a great job of new garden communities and what is inside them, I am totally frustrated that there is no consideration given for what is happening 500yds over our border in South Cambs. The planning application for huge expansion at Wellcome's Genome Campus is now in, which increases their research space dramatically and brings with it 1500 new homes. The proposed Agritech site next door to that known as Smithson Hill for a huge employment area for 1000's of new jobs is now with the Secretary of State for a decision.

You have the Acoms new SA and this takes no account of this cross-border problem and it will be an issue because we know Wellcome will have government support, just as they did before.

How can this new SA not even consider this when it really is more than just a possibility? It could have permission for development before the inspector even looks at our LP, what then?

Without acknowledging what is going on, Udc are not doing the best for the community that I represent. Can we please have agreement that this cross border problem will be given the serious consideration that it ~~should be getting~~ and that is not in the report you are discussing this evening? deserves

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PPWG Meeting - 10th January, 2019
Comments on behalf of Great Chesterford Parish Council

Since early 2016 Great Chesterford Parish Council has engaged extensively with UDC regarding possible selection of the NUGC site: apart from numerous appearances at PPWG and elsewhere:

- in April 2016 the Parish Council provided detailed written criticisms of UDC's preliminary assessment of the site put forward in response to the Call for Sites - to which no response of any kind was received, despite reminders;

- in August 2017 a detailed response to the Regulation 18 Local Plan was submitted, including external Consultants' reports relating to transport, heritage and location - again to which no substantive response was received;

- in September 2018 a very detailed response to the Regulation 19 Plan was submitted, which included updated Consultants' reports on the issues previously provided: once more, no substantive response of any kind has been received - save disclosure, in late November 2018, of AECOM's heavy criticism of the SA report that accompanied the proposals. This has now been followed by publication, just before Christmas, of AECOM's rewrite of the SA previously written-off as "non-compliant" and defective.

My Council will in due course be submitting a detailed response to AECOM's doomed attempt to save UDC's SA by seeking to "cure" the numerous failings of its flawed predecessor. Suffice it to say that you can rearrange the order of words as much as you like, but you cannot alter the facts - including the chaotic manner in which NUGC came forward for serious consideration only in January 2017, and the reverse engineering employed to justify that selection.

In the event that UDC submits its Local Plan to the Planning Inspector as proposed, it will be for UDC, and UDC alone, to satisfy the Inspector at the Inquiry that the Plan is sound; my Council intends to play a full part in objecting to the proposal as regards NUGC for the many reasons previously detailed.

Regarding preparation of UDC's Development Plan Document - Great Chesterford set out as long ago as January 2018 its detailed Red Lines regarding NUGC in the event that it is permitted to proceed, and UDC, Officers and Grosvenor are well aware of its concerns. Going forward, pending and subject to the outcome of the Inquiry, the Parish Council remains ready to review proposals submitted to meet these objections.

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**Uttlesford Planning Policy Working Group meeting 10 January 2019
Statement and Question by Ken McDonald, 2 Greenfields, Stansted
Mountfitchet, CM24 8AH.**

Good evening. My name is Ken McDonald.

In good faith, I have responded to Uttlesford's various Local Plan consultations, hoping to help shape the future of our District.

I have continued to perform this, what I regard as my public duty, despite having less and less faith that my - or anyone else's - comments would ever be considered by you, the councillors.

Despite the persistent disregard by UDC of my contributions, I have continued to engage in the process in the hope that, one day, an independent inspector would actually consider my comments.

I note that the summary of Representations presented to this Working Group includes what appear to be only limited and random elements from my Regulation 19 comments, some re-written so as to obscure the point I was making, others omitted entirely.

In particular, I failed to find any reference to my submissions as to why the draft Plan is not legally compliant and why it is unsound.

In fact, the report before you doesn't seem to address those points at all. Yet anyone who responded online was required first to give an opinion on those key questions - legal compliance and soundness - before being allowed to comment in any detail on the Regulation 19 draft. What seemed to be the main purpose of the consultation has simply been ignored in the report before you.

Now, it has been my understanding that all responses to the Regulation 19 consultation would be passed to the Inspector. However, if the Inspector is to receive only the summary which you have before you, he or she will not get any feel for respondents' views on legal compliance or soundness.

From a personal perspective, my efforts to make what I regard as important points, clearly and with evidence, will have been in vain.

My question, therefore, is:

Will all responses to the Regulation 19 consultation be given, in full and without censorship, to the Inspector?

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Committee:	Planning Policy Working Group	Date:	19 March 2019
Title:	Local Plan Statement of Community Involvement		
Report Author:	Demetria Macdonald, Planning Policy Officer, 518	Item for decision:	Yes

Summary

1. The appended report sets out the representations received, officer comments and recommendations following the consultation on the Statement of Community Involvement.

Recommendations

2. To recommend to Cabinet that the Statement of Community Involvement be adopted subject to the changes as set out in the Report of Representations.

Financial Implications

3. None.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Representations made on the Statement of Community Involvement

Impact

- 5.

Communication/Consultation	The SCI was subject to a six week consultation period.
Community Safety	N/A
Equalities	The SCI makes sure that methods of consultation/engagement 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

Situation

6. The Statement of Community Involvement 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. The Consultation took place between 14 January 2019 and 25 February 2019.
8. Appendix 1 sets out the representations received, officer comments and recommendations. Appendix 2 is the amended SCI Statement showing new text underlined and text to be deleted is shown as struck through.

Risk Analysis

9.

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 to have failed the legal compliance test at examination.	2 – Some	3/4 – The Council could be required to undertake additional periods of consultation and resubmit the 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.

APPENDIX 1: REPRESENTATIONS, OFFICER COMMENTS & RECOMMENDATIONS

Introduction

The Statement of Community Involvement (SCI) 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.

The Statement of Community Involvement went out on public consultation from the 14th January 2019 until 25th February 2019. This report sets out the representations received, Officer Comment and recommendations.

Consultation Responses

In total six representations were received from the following organisations:

- Historic England
- Natural England
- Elsenham Parish Council
- TfL Planning (Transport for London)
- CLH Pipeline Systems Ltd
- Pegasus Group

And three representations received from individuals:

- Dr Graham Mott
- Cllr Chris Hindley
- Joanna Francis

General Comments

Historic England

- Thank Uttlesford for consulting them
- Unable to comment specifically at this time due to consultations workload

- Recommend seeking advice of local authority conservation and archaeological staff as best placed to advise on local historic environment issues and priorities

Natural England

- Thank Uttlesford for consulting them.
- They are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining applications. They are unable to comment, in detail, on individual Statement of Community Involvement.

TfL Planning (Transport for London)

- Thank Uttlesford for consulting them.
- No comments to make on the revised Statement of Community Involvement

CLH Pipeline Systems Ltd

- Attached a plan of their clients' apparatus and asked to be contacted if any works are in the vicinity of the CLH-PS pipeline or to use the online enquiry service.

Officer comment and recommendation

These organisations are thanked for their support.

General Comments (continued)

Councillor Chris Hindley

1. Little Easton has been subject to poor provision of information and consequently poor consultation e.g. February 2018, Easton Park publicity leaflets delivered to 27 properties in Park Road and none to the rest of the village;

2. The document lacks genuine details on how the process of engaging communities, businesses and organisations in terms of providing information, consultation and participation will be conducted;
3. Robust procedures to communicate with the community and allow consultation and participation need to be put in place if the SCI is to succeed
4. Need to see a more detailed document setting out the procedures and timescales

Officer comment and recommendations

1. Noted. Consultation undertaken by UDC includes use of the UDC website, mailing, publicity in local newspapers; articles in parish magazines, Uttlesford life etc. and are never limited to leaflet delivery only.
2. This document clearly sets out how and when communities, businesses and organisations will be provided with opportunities to both meaningfully participate and engage in the planning process.
3. Robust procedures are currently in place and statutory requirements ensure that these procedures are adhered to.
4. This SCI sets out the principles and methods of engagement to be undertaken on consultation. Timescales cannot be provided as each consultation will have a different period of consultation.

Joanna Francis

1. The website Consultation page and the SCI document do not mention data protection or where to find more information on the Council's Privacy Notice.
2. No point in having a SCI if instructions provided in guidelines for responding to consultations are unclear and inconsistent;
3. Concerns on clarity of information provided on methods to respond and documents they are allowed to comment on for example:

4. UDC does not make it obvious on the web page for the specific consultation that people can respond by letter;
5. Complicated and unfamiliar nature of the portal is a barrier to providing responses;
6. Cutting out chunks from letters to fit on the portal disrupts the flow of the entirety of the letter;
7. Query on why full responses from organisations/ land agents/developers etc. are attached in full and not those of residents. Why are residents not considered to have “equal” standing/treated the same way?
8. Whilst UDC was not dishonest with residents when they were consulted on the Addendum of Focussed Changes, you were not truthful. The AECOM report had been commissioned in June and a draft issued by the end of September 2018. The SCI document merely states how the Council will engage with their communities, what measures will be taken to ensure we are engaged with in a truthful manner?
9. Social Media – Why were the SCI and recent Sustainability Appraisal consultations not posted on Twitter or Facebook?
10. Reg 18 & Reg 19 Sustainability Appraisals were not presented at PPWG, Cabinet or Council Meetings. Councillors were not consulted and the public did not have an opportunity to ask questions at a Council meeting. No information provided about SA at Reg 18 stage and no place to comment on portal except on the hardcopy Representation form.

Officer comment and recommendation

1. Noted. A website link will be provided in the SCI document and on future Consultation web pages. Information on GDPR/ Privacy Notice will be included in Section 5.16 by directing the public to the website below: <https://www.uttlesford.gov.uk/article/5156/Privacy-notices-and-cookies>

2. The instructions and guidelines provided in the current SCI document are both clear and consistent.
3. Noted. Every effort is made to ensure clarity on methods of responding and documents to be commented on.
4. Consultation instructions include an invitation to representation by portal, letter or email and provide UDC physical and email addresses respectively. We also receive a significant number of representations by letter.
5. Noted. UDC is aware that the portal and any form of technology poses a barrier for some respondents. In acknowledgement of this fact, other forms options for responding are provided and available should respondents feel uncomfortable using the portal. A physical address is always provided on the consultation web page. However, a large proportion of respondents do use the portal, and officers are able to assist those who need help.
6. Noted. Attempts are made to summarise long letters and include all the key and salient points. The Inspector focusses on key issues, but is provided the full representations as well.
7. Responses from organisations/land agents/developers are usually summarised and full representations appended depending on their length. This treatment is applied to representations from residents where long letters are appended. Everyone is treated equally and the same way. Furthermore, the Inspector is provided the representations in full.
8. The statement is not clear on the untruthfulness aspect. The Consultation on the Addendum of Focussed Changes was duly accompanied by a Sustainability Appraisal and so was the Consultation undertaken on the updated Sustainability Appraisal. Consultation in these cases was undertaken as and when the relevant documents were available and relevant decisions had been

undertaken. UDC will continue in being transparent when undertaking consultations in line with the SCI.

9. Noted. UDC is not required to promote all consultations on Facebook or Twitter but will review the way it coordinates its use of social media to publicise future consultations.
10. The Reg 18 SA was published alongside the Local Plan at that time and representations were received on the SA. The UDC Regulation 18 Local Plan Consultation web page invited respondents to, "Please visit www.uttlesford.gov.uk/draftplan2017 to find links to key evidence and supporting documents including the Sustainability Appraisal. You may comment on any aspect of the Sustainability Appraisal in your consultation response. You will also find details of other ways to make your comments." Representations on the relevant Sustainability Appraisal were submitted via letter, email and the portal based on the above web page notification.

The updated Reg 19 Sustainability Appraisal was presented at a PPWG meeting held on 10 January 2019. The Reg 19 form, Q4 provided a space to comment on the Sustainability Appraisal. Comments on the Sustainability Appraisal were entered on the portal.

SPECIFIC COMMENTS

Glossary

Joanna Francis

1. ***Local Development Scheme (LDS)*** *The LDS sets out the timetable for preparing the Local Plan.*

Suggest something more like 'A public statement identifying which local plan documents and supplementary planning documents will be produced by the Council and when.'

2. ***Local Plan*** *The term used to describe various Development Plan Documents*

Suggest 'the plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community'.

3. **Supplementary Planning Document (SPD)** *SPDs do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs.*

Suggest mentioning that it is a local plan document that has not been subject to independent testing.

4. **Sustainability Appraisal (SA)** *An SA is an assessment of the social, economic and environmental effects of policies and proposals within Local Development Documents.*

Suggest 'An SA is a systematic and iterative appraisal of the social, economic and environmental effects of policies and proposals within Local Development Documents from the outset of the preparation process.

5. **Uttlesford Futures** – states 'Uttlesford Futures' work is guided by the priorities that are set out in the district's Sustainable Community Strategy 2008-2018. This is out of date, what are they/UDC using now?

Officer comment and recommendation

1. Noted. The current definition is appropriate. No amendment to text.
2. Agreed. Replace the current definition with, "The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community".
3. Noted. Amend text as follows: ***SPDs are not subject to an independent examination and do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs.***
4. Noted. The current definition is easy to understand. No change to text required.
5. Uttlesford Futures is now referred to as the Local Strategic Partnership and the work is currently being updated. Also the Council is developing a number of strategies that overlap with areas covered in the SCS. These include the Uttlesford Health and Wellbeing Strategy

2017-2022, Uttlesford Economic Development Strategy and Action Plan 2018 – 21 and the Uttlesford Corporate Plan 2018-2022.

Replace Uttlesford Futures with Local Strategic Partnership

Section 1: Introduction (No Representations)

Section 2: Overview of the area (No Representations)

Section 3: Uttlesford’s Community (No Representations)

Section 4: Principles of Engagement

Elsenham Parish Council

Principles of Engagement, paragraph 4.3 second bullet point – As written this is intended to mean discussion of proposals with UDC but both Parish and Town Councils should be involved on both large and small projects. In a recent initiative Elsenham Parish Council was approached to discuss a major proposal whilst in another case the Parish Council had no early involvement and fundamental errors could not be avoided.

Officer comment and recommendation

Noted. Add the following text to paragraph 4.3, second bullet point:
“This should include discussion with the local community on significant proposals.”

Dr Graham Mott

Paragraph 4.3 – 4th Bullet Point:

1. How exactly is it proposed to meet this objective? This objective will not be met by promoting housing on an epic scale without explanation or justification in a settlement lacking adequate road transport links, other facilities and infrastructure. In addition more development is being promoted in Elsenham under the emerging Local Plan expanding the

village by about 60% already exceeding that of many other “Key Villages.”

2. Have you any idea on the impact of UDC plans on the local community?
3. The recent revised Sustainability Appraisal attached to the Local Plan included, as Options 2a and 3, proposals for further vastly expanded housing at Elsenham, with nothing done to make known these options among the local community, much less to justify them.
4. If no particular action is proposed to achieve this objective then it is meaningless and should be deleted.

Paragraph 4.3 – 5th Bullet Point:

5. Query on how this objective is to be achieved? Considerable impact on residents of Stansted Road from recent promoted and agreed proposals for approximately 380 dwellings. Despite consultations at both outline and detailed application stages there have been only two respondents.

The lack of response to sending letters, putting up notices etc. should be queried because some people would not consider a written response or are reluctant to attend a public exhibition. UDC has never “reached out” to any of “those whose voices are seldom heard”.

Unless there is a strategy for achieving implementing this objective then this bullet point should be deleted.

Paragraph 4.3 – 7th Bullet Point:

6. Bullet point is misleading as it would be interesting to know how many times UDC has made a change following a representation from a member of the public.
7. Officer reports quote at length from agencies and Parish Councils and summarises representations from members of the public. Sometimes impossible or difficult to find one’s points in the summaries. Officer’s report says that points will be dealt with in the appraisal later but this not the case. Often searched in vain for evidence that my points, or others’, have been considered or answered.
8. Generation of confidence in the consultation process can be achieved through setting up a register of representations from Parish Councils and members of the public, to include particular instances where representations have made a difference - starting with this consultation.
9. If UDC is serious about community involvement a completely different set of culture and assumptions is required. Consultation with members of the public should not be about paying lip service but an opportunity for genuine involvement and improvements.

Officer comment and recommendations

1. Local Plan Consultations, planning application notifications, neighbourhood plans together with Planning Policies provide opportunities for the public to participate and shape proposals.
2. The impacts of plans on local communities are a serious consideration in all planning matters undertaken by UDC. The planning policies proposed in the emerging Local Plan have been developed with a view to minimising adverse impacts on local communities.
3. The Sustainability Appraisal was taken to consultation thus providing an opportunity for residents to make their views known. These Options are explained in all the SA documents which are on the following website:
<https://www.uttlesford.gov.uk/article/4946/Sustainability-appraisal>
4. Noted
5. As shown in Table 5: Engagement Methods, UDC employs different means and ways to reach out to all residents. Officers offer assistance to those who are reluctant to, or find it difficult to, provide written responses. The Council is engaging with the Youth Council, recognising that young people are a group that find it difficult to respond to planning consultations.
6. Representations received at the Regulation 18 resulted in changes being made to some policies and supporting text in response to representations. The updated Sustainability Appraisal (December 2018) was a result of inter alia in response to public representations.
7. The Council receives thousands of representations and in some cases the same point is raised by several people and this point will be included in the summary. Also only key and relevant issues are shown in the responses. The Statement of Consultation on the following link shows how representations have been handled:
<https://www.uttlesford.gov.uk/article/6014/SOC-Regulation-22->

Statement-of-Consultation - Nevertheless, the Local Plan Inspectors have received the full representations of all respondents.

8. The Statement of Consultation provided on above website shows the responses made to representations.
9. UDC is serious about meaningful consultation/engagement and every effort is made to ensure that representations are processed to provide meaningful input into the planning process.

Joanna Francis

1. Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.
 - I can understand why this statement is vague but there should be an Appendix listing so that residents have the confidence that UDC know who these ‘voices’ are. Looking at Table 5 it is unclear how, for example, members of the Gypsy & Traveller community (not their councils) are/have been consulted/engaged.
2. Continued engagement with community and stakeholders after a decision has been made on a planning application including S106 issues.
 - The final version of the Sec106 (not the version when an application is approved ‘subject to an agreed Sec 106’!) can be a surprise to residents when it finally appears on the website many months later!! UDC needs to improve engagement in this area.

Officer comment and recommendations

1. The Council recognises that a strategy, policy, project, contract or decision may affect a specific client group and depending on what is being proposed it is difficult to provide an exhaustive list of “voices seldom heard”. Table 2 provides overall approaches that are adopted in attempts to reach everybody.

2. It is not the case that matters change between a resolution to approve and the final S106. However, it is accepted that Heads of Terms agreed at Committee must be clear.

5. Plan Making

Pegasus Group

1. Paragraph 5.7 is welcome but significant concern still remains that the current Local Plan was submitted before consultation on the SA had closed. It is important that future Development Plan production avoids this situation.
2. Paragraph 5.8 explains that where an SEA/SA is published to an update Local Plan it will be open for comments. It should be made clear that any such consultation will be to the same standard as a formal Local Plan consultation in terms of publicity, timescales and procedure and that comments will be provided to the Examining Inspector in due course. Concern raised on that the SCI does not require that the Local Plan is re-opened for comments even if an SEA/SA may not point towards differing conclusions because judgements made within the SA should be open to comment as will inevitably influence the direction of the Local Plan.
3. Amendments to Table 2 indicate that the LPA has no requirement to take account of representations received at Regulation 19 stage prior to the submission of the Plan. Disagree to this approach as it is prudent to approach plan preparation to consider substantive points made in respect of the soundness of the Plan prior to its submission. Failure to do so may result in issues of soundness and legal compliance emerging during the Plan's examination.
4. Considered that Table 2 should include a requirement that Council takes into account representations received to SEA/SA documents and that these will be taken into account by the LPA before passing onto the Inspector.

Officer comment and recommendation

1. Paragraph 5.7 - The Regulation 19 Local Plan was supported by a Sustainability Appraisal June 2018. Following issues raised by the Inspector into the North Essex Authorities Strategic (Section 1) Plan, a fundamental update of the Sustainability Appraisal was commissioned to address the issues raised by the Inspector into the North Essex Authorities Strategic (Section 1) Plan. Since the Sustainability Appraisal January 2019 was an update and any representations at this stage were to be passed on to the Inspector it was not considered necessary to await the end of consultation prior to Local Plan submission.
2. As mentioned above the update Sustainability Appraisal January 2019 was open to consultation to address issues raised by the Inspector into the North Essex Authorities Strategic (Section 1) Plan and there was no indication in the SEA/SA to suggest that the Local Plan was not pursuing the most appropriate strategy.
3. Noted. The only requirement of representations made in pursuant to Regulation 20 is to provide the number of representations made, and a summary of the main issues raised in those representations and forward these to the independent Inspector. The Inspector will then consider the representations made pursuant to Regulation 20.
4. As noted above the SEA/SA representations will be submitted to the appointed Inspector who will consider the representations.

Joanna Francis

Planning Policy Documents

1. Sections 5.9, 5.10 and Table 4 will need to be amended now that the Thaxted NP has been 'made'.

Officer comment and recommendations

Agreed. Sections 5.9, 5.10 and Table 4 will be amended to reflect the up to date made status of the Thaxted Neighbourhood Plan.

When Can You get Involved?

Section 5.14

2. Table 2 does not mention Reg 25 Publication of the Inspector's Report – will UDC be making that report available on the Website?
3. Table 5 – Facebook and Twitter were not used to notify/engage residents with the current consultations on this SCI or the Sustainability Appraisal.
4. Section 5.16 – there is no mention of GDPR/Privacy Notice or where to find out more information about what contact information is stored and for how long.
 - A database of all interested parties wishing to receive information on key consultation stages is maintained by the Council. If you wish to be added please contact the Planning Policy Team at the Council by email: planningpolicy@uttlesford.gov.uk

Officer comment and recommendations

2. Agreed. While the Inspectors report will not be open to consultation it will assist the reader to include publication of the Inspector's Report as per Regulation 25 should be included in Table 2.
3. Noted. UDC is not required to promote all consultations on Facebook or Twitter but will review the way it coordinates its use of social media to publicise future consultations.
4. Agreed. Information on GDPR/ Privacy Notice should be included in Section ~~5.16~~ 5.17 by directing the public the website below:
<https://www.uttlesford.gov.uk/article/5156/Privacy-notices-and-cookies>

Feeding Information into Decisions

5. Section 5.32 is 'the Member Working Group' meant to be 'the Planning Policy Working Group'?

Officer comment and recommendations

5. Noted. (Section 5.33) Planning Policy Working Group has had a variety of names over the years and its successor was the Member

Working Group. The text will be amended to read Planning Policy Working Group to reflect the name in current usage. .

6. Planning Applications

Elsenham Parish Council

Application Stage

Paragraph 6.5 last sentence: “.....If the planning officer considers the development is likely to have a wider impact, neighbouring parish councils may also be notified.”

1. Notification of neighbouring Parish Councils is not undertaken as evidenced in two recent instances of applications UTT/18/235/OP and UTT/18/3370/OP whose sites were approximately 270metres and 200 metres from the Elsenham/Stansted and Elsenham/Henham boundaries respectively.
- .2. A more robust mechanism is needs to be in place and there should be a Duty to Notify as there is a Duty to Co-operate.

Officer comment and recommendations

1. Noted. Every effort will be made to ensure that notification of neighbouring Parish councils is undertaken by the officer concerned.
2. The requirement to notify neighbouring Parish Councils is taken seriously and in future officers will ensure that the requisite notification is duly undertaken.

Determining Planning Applications

3. Delegated Decisions Paragraph 6.11 states that, “Planning legislation permits the Council to delegate the determination of certain planning applications to officers rather than the Planning Committee. The scheme of delegation is set out in Part 3 [of] the Council’s Constitution available on the website site

(<https://www.uttlesford.gov.uk/article/5028/Constitution>)

Part 3 of the Council's Constitution amounts to 49 pages, and the relevant provision is not easily found.

Amendment is suggested as follows:

Planning legislation permits the Council to delegate the determination of certain planning applications to officers rather than the Planning Committee. The scheme of delegation is set out in the Council's Constitution available on the website (<https://www.uttlesford.gov.uk/article/5028/Constitution>), Part 3 - Page 31, whereby officers are not empowered to deal with:

Approval of Major Applications (as defined by the GDPO) in Great Dunmow, Saffron Walden and Stansted and approval of applications of more than 5 dwellings elsewhere

4. 'GDPO' needs defining in both the Constitution and the SCI.

Officer comment and recommendations

3. Agreed. the proposed amendment will make for easier and quicker reference to the relevant text in the Constitution.as well as add clarity to paragraph 6.11. Amend the text as follows: " The scheme of delegation is set out in Part 3 the Council's Constitution available on the website (<https://.uttlesford.gov.uk/article/5028/Constitution>), Part3- Page 31, whereby officers are not empowered to deal with:

Approval of Major Applications (as defined by the GDPO) in Great Dunmow, Saffron Walden and Stansted and approval of applications of more than 5 dwellings elsewhere."

4. Paragraph 6.15 provides a definition of GDPO and it is not necessary to provide an additional definition in the SCI. Amendment to the Constitution will take time and will be undertaken in due course.

Joanna Francis

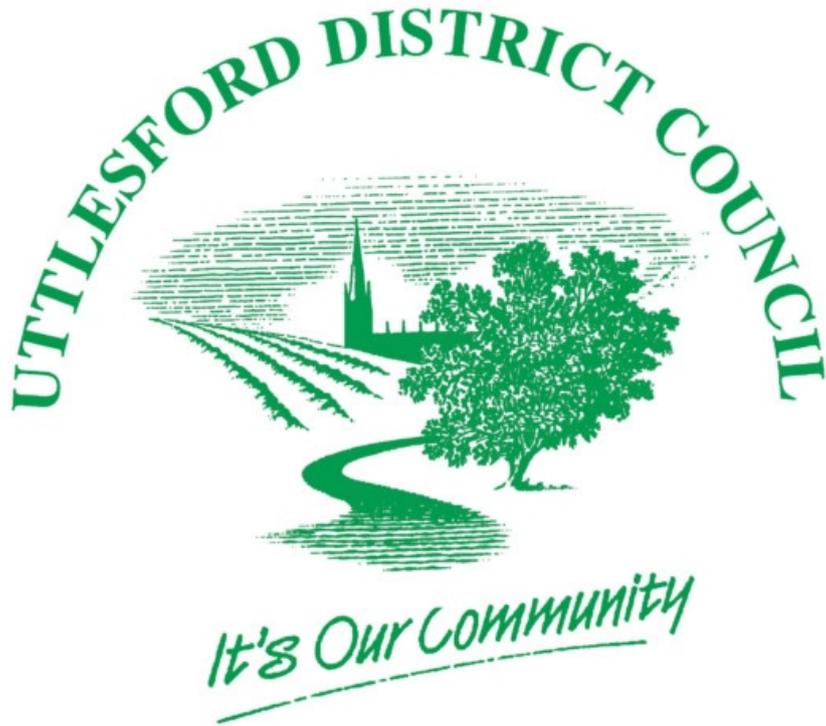
1. Table 6 – it might be useful to have a list afterwards of the types of applications that there is no statutory requirement to consult on (so residents know why they are not being consulted), e.g.
 - Certificate of Lawfulness of proposed use or development
 - Certificate of Lawfulness of existing use or development
 - Approval of details/Discharge of Conditions
 - Non-material amendments

2. Section 6.5 – following the revised Neighbourhood Planning Regulations Jan 18, do you not also have to notify ‘Neighbourhood qualifying bodies’ of individual planning applications?
3. It would be useful to have a section added on Enforcement.

Officer comment and recommendations

1. Agreed. Table 6 to include the suggested list of applications that do not require statutory consultation so as to promote transparency by letting the public know why they have not been consulted on that particular type of application.
2. The Parish Councils are the qualifying bodies and the current practice is to notify them of individual planning applications. The Parish Councils should notify their respective Neighbourhood Plan Steering Groups.
3. Planning enforcement is a discretionary function. Enforcement is best handled through the Enforcement Strategy. No addition of an Enforcement Section.

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UTTLESFORD DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

March 2019

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Glossary

Authority's Monitoring Report (AMR) A report monitoring the effectiveness of the development plan. Monitoring information will be published on the website as soon as practicable

Development Plan The development plan consist of the Development Plan Documents produced by Uttlesford District Council, (or jointly with neighbouring authorities), Essex County Council and any Neighbourhood Plan. Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

Development Plan Document (DPD) A document setting out Uttlesford District Council's planning policies and proposals. DPDs are subject to community involvement, consultation and independent examination.

Independent Examination Development Plan Documents are subject to an examination by a planning inspector to rigorously test legal compliance and overall 'soundness'.

Local Development Scheme (LDS) The LDS sets out the timetable for preparing the.

Local Plan ~~The term used to describe various Development Plan Documents~~ The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community.

Material Consideration A material consideration is any planning matter which is relevant to a particular case.

Minerals and waste development plan documents DPDs prepared by Essex County Council with regards to mineral extraction and waste management

Neighbourhood Planning A new tier of the planning system, introduced under the Localism Act 2011, to give communities more control over the future of their area.

Neighbourhood Plan A type of Neighbourhood Planning, which can establish general planning policies for the development and use of land in a defined neighbourhood area. A Neighbourhood Plan must be in general conformity with the Local Plan, undergo Examination and a Referendum. After adoption, they are part of the statutory development plan and are used (alongside other policy documents) to determine planning applications.

National Planning Policy Framework (NPPF) Sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions. Additional detail is given to the NPPF through **Planning Practice Guidance** which is the governments on-line, web based guidance on national planning policies.

Planning Inspectorate (PINS) The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Section 106 Agreements A binding legal agreement requiring a developer or landowner to provide or contribute towards facilities, infrastructure or other measures, in order for planning permission to be granted. Planning obligations are normally secured under Section 106 of the Town and Country Planning Act 1990.

Sound/soundness This describes where a DPD is considered to 'show good judgement' and also to fulfil the expectations of legislation, as well as conforming to national policy. A sound plan is

- Positively prepared;
- Justified;
- Effective; and
- Consistent with national policy.

Statement of Community Involvement (SCI) The SCI is a document explaining to the community how and when they can be involved in the preparation of the planning policy documents and the determination of planning applications, and the steps that will be taken to encourage this involvement.

Strategic Environmental Assessment (SEA) An SEA is an iterative assessment of the environmental effects of policies and proposals contained in Local Plans.

Supplementary Planning Document (SPD) SPDs are not subject to an independent examination and do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

Sustainability Appraisal (SA) An SA is an assessment of the social, economic and environmental effects of policies and proposals within Local Development Documents.

Sustainable Development Development that is in accord with economic, social and environmental objectives. Development that meets today's needs without compromising the ability of future generations to meet their own needs.

~~**Uttlesford Futures** Uttlesford's Local Strategic Partnership (LSP) which is a collaboration of organisations including the district council, the county council, the local health service and the emergency services. LSPs allow public bodies to work together on projects they wouldn't be able to do on their own. Uttlesford Futures' work is guided by the priorities that are set out in the district's Sustainable Community Strategy 2008-2018. www.uttlesford.gov.uk/uttlesfordfutures~~

1 Introduction

- 1.1 The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities are able to take an active part in the process. Uttlesford District Council works to improve the quality of lives of people who live, work, 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 This Statement of Community Involvement (SCI) has been prepared to explain how the Council will engage communities, businesses and organisations in the planning process.

The benefits of community engagement include:

- Resolving potential conflicts between parties at an early stage
- Generating local ownership and fostering community pride
- Creating a better understanding of local community priorities
- Introducing greater clarity and transparency in decision making

The planning system

- 1.3 The current planning policy system consists of:
- National policy in the form of the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG). At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development which encourages a culture in which development plays a key role in meeting the needs and aspirations of the area. The NPPF still promotes a plan-led system whereby decisions must be made in accordance with the development plan unless material considerations indicate otherwise.
 - Local policy in the form of the Local Plan, and other appropriate documents (produced by District Councils), Neighbourhood Plans (produced by Parish Councils and Neighbourhood Forums) and Minerals and Waste Plans (produced by County Councils).

2 What's it all about?

What is a statement of community involvement?

- 2.1 The main purpose of a SCI is to set out how the local community, businesses and other organisations with an interest in development in Uttlesford can engage with the planning system. It sets out how the Council will involve the community when preparing planning documents and deciding planning applications. When involving the community in the planning process, account will also be taken of any corporate guidance and strategies adopted by the Council.

Why is a statement of community required?

- 2.2 Local planning authorities are required to produce a SCI under Section 18 (Part 1) of the Planning and Compulsory Purchase Act (2004). The National Planning Policy Framework (NPPF) (2012) stated that:

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.” (Paragraph 155)

- 2.3 In July 2018 a new NPPF was published that replaced the NPPF 2012. However, the transitional arrangements identified in the NPPF 2018 allow for Local Plans that are submitted on or before 24 January 2019 to continue to be examined under the NPPF 2012.
- 2.4 The previous SCI was adopted in January (2018). The Council is preparing a new Local Plan for the district covering the period 2011-2033 which will contain the planning policies and proposals that will help shape the future of the District. This new SCI will help to ensure that the new Local Plan takes into account recent legislative changes as part of its preparation.

3 Uttlesford's community

3.1 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 their own desires, capabilities and capacity to get involved. This SCI Involvement sets out to maximize the opportunities for everyone in the community to get involved.

Table 1. Uttlesford's Community

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, Highways 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 from previous involvement and have the capability to be involved. Landowners will be keen to understand and consider the implications of any policies/decisions in order to protect their rights 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. Their capacity to be involved also varies. Larger organisations may have the capacity to get more actively involved, whilst smaller organisations may need support in understanding the planning system, how it relates to them and how they can get involved. The Council will continue to improve its engagement with the business community.

4 Principles of engagement

- 4.1 This section sets out the general principles of community engagement. Undertaking consultation is a fundamental part of the planning process.
- 4.2 Uttlesford's Corporate Plan 2017 – 2021 (2017) sets out the headline objective to promote thriving, safe and healthy communities. Improving community engagement is outlined in the Corporate Plan as a core action to achieve this goal.
- 4.3 Our key principles of engagement are:
- Engaging the community and stakeholders in the early stages of plan-making.
 - Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application. This should include discussion with the local community on significant proposals.
 - Undertaking meaningful consultation, before applications for major development are submitted.
 - Recognising and enhancing a sense of identity with the local area, creating a local sense of pride and greater sense of 'community'.
 - Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.
 - Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities.
 - Providing the opportunity for feedback; the Council will consider all comments received through consultations on policies and make appropriate changes accordingly.
 - Ensuring consultation is worthwhile and achieves value for money by balancing cost, time constraints and available Council resources.
 - Continued engagement with community and stakeholders after a decision has been made on a planning application including S106 issues.

5 Plan making

- 5.1 The Council is responsible for plan making. Plan making sets out how an area will develop over time and provides a guide for future development. This part of the SCI sets out the Council's standards and approach for consulting Uttlesford's community in the preparation of, and revisions to, plans and explains who, how and when the Council will consult when preparing planning policy documents.
- 5.2 The legal requirements for consultation and community involvement in plan making are set by the Government in legislation including The Planning and Compulsory Purchase Act (2004) (as amended), the Neighbourhood Planning Act (2017) and The Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended). This legislation sets out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. However, the legislative requirements do not specify how communities or stakeholders should be involved and accordingly there is flexibility as to how and to what detail the Council undertakes its own process of engagement. Furthermore, the scale and extent of consultation may vary depending on the subject of the planning document. This section of the SCI sets out how the Council will meet these legal requirements.

Planning policy documents

- 5.3 The Planning and Compulsory Purchase Act (2004) (as amended) requires local planning authorities to prepare a statutory development plan that will guide future development within their area. It identifies the locations for housing, employment and other development.
- 5.4 The development plan includes adopted local plans and made neighbourhood plans. The local plan sets out the vision and core policies for the future development of a district. Neighbourhood plans set out a vision and policies to shape the development and growth of a local area for a 10, 15 or 20 year period. Once a neighbourhood plan is made, brought into force, it becomes part of the development plan. A local planning authority may also produce supplementary planning documents (SPDs).
- 5.5 In addition to producing a new Local Plan covering the whole of the district, the council is also planning on producing Strategic Growth Development Plan Documents for each

of the Garden Communities in the Local Plan. These documents will set out the detail of how the Garden Communities will develop. The DPDs supporting the Garden Communities will be key documents that will set out how these large strategic sites will be developed, as well as how they will interact with surrounding communities. There will be meaningful engagement with local communities in the production of the DPDs to ensure they can be involved in the planning of these sites, particularly how they will interact with these surrounding communities.

- 5.6 The local plan and Garden Community DPDs are statutory documents subject to independent examination. Supplementary planning documents (SPD) are prepared to expand policy or provide further detail to the policies in the development plan. They are not subject to independent examination. SPDs are a material consideration in planning decisions.
- 5.7 Strategic Environmental Assessment (SEA)/Sustainability Appraisal (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. When a local plan is published to allow representations to be submitted the SEA/SA will be published for comments at the same time.
- 5.8 Where an SEA/SA is produced outside of an update to the Local Plan, the SEA/SA will be published for comments to be submitted. Unless the SEA/SA points towards conclusions which suggest the Local Plan is not pursuing the most appropriate strategy to deliver its objectives, the Local Plan would not be republished for another period for representations to be submitted.
- 5.9 The development plan for Uttlesford is currently made up of the Uttlesford Local Plan (2005), the Essex County Council (ECC) Minerals Local Plan (2016), the ECC Waste Local Plan (2014), ~~and~~ the Great Dunmow Neighbourhood Plan (2016) and the Thaxted Neighbourhood Plan (2019). The Council is presently preparing a new Local Plan covering the period 2011-2033.
- 5.10 There are also a number of emerging neighbourhood plans in Uttlesford, including: Felsted Neighbourhood Plan; Great and Little Chesterford Neighbourhood Plan; Newport and Quendon & Rickling Neighbourhood Plan; Saffron Walden Neighbourhood Plan; Stansted Mountfitchet Neighbourhood Plan, Stebbing Neighbourhood Plan and Radwinter Neighbourhood Plan ~~and Thaxted Neighbourhood~~

Plan¹. At the time of writing this SCI, examination of the Thaxted Neighbourhood Plan has been completed and a referendum on the plan is intended to be arranged in early 2019. Thaxted Neighbourhood Plan was made in February 2019 after a successful Referendum on 25 January 2019.

- 5.11 If the referendum votes in favour of the plan, it will join those documents that make up the Development Plan for Uttlesford.
- 5.12 The Council has a number of adopted SPDs. More information on these can be found on the planning policy page of the Council’s website². The Planning and Compulsory Purchase Act (2004) (as amended) also requires the Council to maintain a timetable for the preparation and review of the development plan. This is referred to as a Local Development Scheme (LDS). Uttlesford’s current LDS can be found at:

<https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>
- 5.13 The Council will support and encourage communities to develop their own community led plans - Parish Plans and/or Village/Town Design Statements. The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.
- 5.14 The Council is undertaking a project of updating the Conservation Area Appraisals, serving Article 4 Directions and compiling a Local Heritage List. These will be subject to consultation and consideration will be given to the use of a range of engagement methods listed in Table 5.

When can you get involved?

- 5.15 The key formal opportunities to get involved in the preparation of planning policy documents are set out in Table 2 and Table 3 below.

Table 2. The Local Plan and other Development Plan Documents

The Local Plan		
Preparation stage	What happens	Key time to get involved

¹ <http://www.uttlesford.gov.uk/neighbourhoodplans>

² <http://www.uttlesford.gov.uk/localplan>

The Local Plan		
Preparation stage	What happens	Key time to get involved
Development of the evidence base	Background research and evidence gathering to inform the emerging plan	
Preparation of the Local Plan (Regulation 18)	Inform stakeholders and the public that the plan is being produced and consults on the plan	
Publication (Regulation 19)	<p>After taking into account the representations received on the (Regulation 18) plan, the plan is published for a six-week period to allow representations to be made</p> <p>Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made</p>	
Submission (Regulation 22)	The document will be submitted to the Secretary of State for examination along with other key supporting documents	
Examination (Regulation 24)	<p>An examination is held by an independent Inspector. The Inspector will assess the soundness of the Local Plan. Those people who submitted representations at the (Regulation 19) stage are entitled to be heard at the examination</p> <p>Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation</p>	

The Local Plan		
Preparation stage	What happens	Key time to get involved
Publication of Inspector’s Recommendations (Regulation 25)	The Local Authority publish the Inspector’s recommendations and give notice to all persons who requested to be notified that the recommendations are available.	
Adoption (Regulation 26)	If the Inspector finds the Local Plan sound, the Council will proceed to adopt the Local Plan. This may include modifications recommended by the Inspector	

Table 3. Neighbourhood Plans

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Neighbourhood Area Designation	An application for neighbourhood area designation will be publicised for six weeks (unless the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority, in which case the Council does not have a choice other than to approve the area)	
Preparing a Draft Neighbourhood Plan	The qualifying body gathers baseline information. Engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan	
Pre-Submission (Regulation 21)	The qualifying body publicises the draft plan for six weeks	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Publicising the Submission Neighbourhood Plan (Regulation 22)	The qualifying body submits the neighbourhood plan to the local planning authority (LPA). The LPA publicises the neighbourhood plan for a period of six weeks. The LPA notifies consultation bodies referred to in the consultation statement	
Examination (Regulation 24)	An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions	
Examiners Modifications	The examiner will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will notify relevant parties including those who were previously consulted and invite representations for a period of six weeks	
Referendum	Subject to the neighbourhood plan meeting the basic conditions, the Council will issue a decision on if the neighbourhood plan can proceed to referendum	
Adoption (Regulation 25)	If the neighbourhood plan receives the majority of the vote the neighbourhood plan will be brought into force	

KEY**Informal engagement****Formal consultation****Referendum**

5.16 As SPDs do not have development plan status, they are not subject to the same process of submission and independent examination as the local plan or neighbourhood plans. However, consultation plays an important role in the production of SPDs. The methods of engagement considered for planning documents as set out in Table 5 below (page 4719) also apply to SPDs. The consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. Following consideration of responses and amendments to the SPD as appropriate, the SPD would then be adopted by the Council. In accordance with the Town and Country Planning (Local Planning) Regulations (2012) (as amended), prior to adoption a consultation statement will be prepared outlining the persons consulted during SPD preparation, a summary of the main issues raised during the consultation and how those comments have been addressed. An adoption statement will also be prepared and made available to view, together with the SPD as soon as reasonably practicable following adoption.

How will you be kept informed of the development of planning policy documents?

5.17 Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The Local Development Scheme³

³ <https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>

- The planning policy page of the Council’s website⁴
- Reports to Cabinet and Council⁵

A database of all interested parties wishing to receive information on key consultation stages is maintained by the Council. If you wish to be added please contact the Planning Policy Team at the Council by email: planningpolicy@uttlesford.gov.uk
 Information on GDPR/UDC Privacy Notice can be found at the following website <https://www.uttlesford.gov.uk/article/5156/Privacy-notice-and-cookies>

5.18 Information about neighbourhood plans in Uttlesford is retained on the Planning Policy page of the Council website. Details of current emerging neighbourhood plans and where more information can be obtained is set out in Table 4 below.

Table 4. Examples of emerging neighbourhood plans in Uttlesford

Neighbourhood Plan	More information
Felsted Neighbourhood Plan	http://www.uttlesford.gov.uk/felstednp http://www.felstednp.org.uk/
Great and Little Chesterford Neighbourhood Plan	http://www.uttlesford.gov.uk/chesterfordsnp http://greatchesterford-pc.gov.uk/neighbourhood-plan/
Newport and Quendon & Rickling Neighbourhood Plan	http://www.uttlesford.gov.uk/nqrnp https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/
Saffron Walden Neighbourhood Plan	https://www.uttlesford.gov.uk/article/4963/Saffron-Walden-Neighbourhood-Plan http://www.waldenplan.org/
Stansted Mountfitchet Neighbourhood Plan	http://www.uttlesford.gov.uk/stanstednp https://www.stanstedneighbourhoodplan.com/what-is-the-plan
Stebbing Neighbourhood Plan	http://www.uttlesford.gov.uk/stebbingnp https://www.stebbingneighbourhoodplan.co.uk/
Thaxted-Radwinter	https://www.uttlesford.gov.uk/radwinternp

⁴ <http://www.uttlesford.gov.uk/planningpolicy>

⁵ <https://www.uttlesford.gov.uk/article/5019/Decision-records-and-notice>

Neighbourhood Plan	https://www.radwinterparishcouncil@gmail.com
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Key stakeholders and community groups

- 5.19 The Council is required under the Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended) 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'.
- 5.20 The list below refers to key 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.

Key Stakeholders:

- Environment Agency
- Historic England
- Natural England
- Network Rail
- Electronic Communications Operators
- National Grid
- UK Power Networks
- Water and wastewater undertakers
- Homes and Communities Agency
- Hertfordshire and West Essex Clinical Commissioning Groups
- Highways England
- Essex County Council
- East of England Ambulance Service
- Essex and Kent Police
- Essex County Fire & Rescue Service
- Parish and town councils, including those within the District and those that adjoin the District
- Adjoining district councils, such as Braintree District, Chelmsford City, East Hertfordshire District, North Hertfordshire District, Epping Forest District and South Cambridgeshire District councils

- Adjoining county councils – Cambridgeshire County Council and Hertfordshire County Council
- Greater London Authority

5.21 The duty to co-operate was introduced in the Localism Act (2011) and amends the Planning and Compulsory Purchase Act (2004). It places a legal duty on local planning authorities and public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters. This means that the Council must seek to actively engage neighbouring councils and a range of other agencies when preparing and reviewing its planning policies, particularly in relation to strategic priorities and cross-boundary issues. The Council will produce a Duty to Cooperate Statement of Compliance which will be made available for inspection as part of the Local Plan Examination process.

Engagement methods on planning policy documents

- 5.22 The consultation and community involvement methods applied will be proportionate to the nature of the planning policy document being prepared.
- 5.23 **INFORMATION:** The Council 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.
- 5.24 **CONSULTATION:** Consultation will take place informally during the research stages of documents and formally during the publication stages where people can comment on the Council's proposed policy direction.
- 5.25 **PARTICIPATION:** The Council will carry out participation events such as workshops and forums where people can be more actively involved where appropriate.
- 5.26 Every effort will be made to undertake the consultation outside August and the end of year holiday period. However, where this is unavoidable, due to the need to make progress on development plan preparation we will seek to ensure that a reasonable part of the consultation period extends beyond these holiday periods.
- 5.27 Local exhibitions will be considered in locations relevant to the subject of consultation, in accessible buildings. The Council will work with the premises provider in identifying suitable rooms.
- 5.28 A communications and engagement plan will also be prepared where it is appropriate to the scope of a planning document. For each stage of the planning documents preparation this plan will contain the following:
- The key milestones for plan making along with key dates for consultation, indicating when people will be involved.
 - Outline the specific consultation and engagement methods of how people are to be involved and how they can respond.
 - Provide details of document availability.
 - Explain how feedback will be provided and how comments will be taken into account.

Table 5. Engagement methods considered for planning documents

	Method	Purpose	Resources
INFORMATION	<p>Media e.g. Publicity in local newspapers; articles in parish magazines; <i>Uttlesford Life</i> magazine⁶</p>	<ul style="list-style-type: none"> • Raising awareness Reaching wide audience • Publicising how to get involved 	<ul style="list-style-type: none"> • High cost efficiency • Staff time to prepare material
	<p>Internet Uttlesford website, emails, <i>Keep me posted</i> e-newsletter; Facebook and Twitter</p>	<ul style="list-style-type: none"> • Up-to-date information about progress and how to get involved • Access to documents to meet minimum requirement. 	<ul style="list-style-type: none"> • High cost efficiency • Posting information online is low cost once established
	<p>Leaflets and posters Promoting the consultation</p>	<ul style="list-style-type: none"> • Raising awareness • Reaching wide audience • Publicising how to get involved 	<ul style="list-style-type: none"> • Medium cost efficiency • Production of material can involve significant costs • Staff time to prepare and distribute material
	<p>Letters to statutory bodies</p>	<ul style="list-style-type: none"> • To meet minimum requirement 	<ul style="list-style-type: none"> • Medium cost efficiency • Staff time to write and administrate posting
	<p>Mailing List of persons and companies wishing to be notified</p>	<ul style="list-style-type: none"> • Keeping people up to date on key stages and how to get involved 	<ul style="list-style-type: none"> • High cost efficiency electronically • Low cost efficiency through the post. Staff time to write and administrate posting

⁶ <http://www.uttlesford.gov.uk/uttlesfordlife>

CONSULTATION	<p>Documents</p> <p>Available to view and comment on via the Council's on-line consultation portal objective</p>	<ul style="list-style-type: none"> • Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods 	<ul style="list-style-type: none"> • High cost efficiency • Staff time updating the on-line consultation period
	<p>Documents</p> <p>Available for inspection at principal and other offices and libraries</p>	<ul style="list-style-type: none"> • Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents 	<ul style="list-style-type: none"> • High cost efficiency • Staff time may be needed to answer questions
	<p>Questionnaires</p> <p>Paper and electronic format</p>	<ul style="list-style-type: none"> • Focus consultation on key questions 	<ul style="list-style-type: none"> • High cost efficiency in electronic format • Low cost efficiency in paper format • Staff time to collate responses
	<p>Parish/town council meetings</p>	<ul style="list-style-type: none"> • Reaching community groups through existing meetings • Gain understanding of views regarding a specific area 	<ul style="list-style-type: none"> • High cost efficiency • Staff time to attend meetings and prepare any material
	<p>Town and Parish Council Forum</p>	<ul style="list-style-type: none"> • Active involvement of local councils 	<ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material
	<p>Pre-existing Forums such as Uttlesford's Tenant Forum⁷ and Business Exchange Forum</p>	<ul style="list-style-type: none"> • Disseminate information and canvass opinion from selected groups 	<ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material

⁷ <http://www.uttlesford.gov.uk/tenantforum>

	<p>Uttlesford Futures Local Strategic Partnership meetings⁸</p>	<ul style="list-style-type: none"> • Active involvement of the Local Strategic Partnership 	<ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material
	<p>Citizens Panel⁹</p>	<ul style="list-style-type: none"> • Help gain more understanding of public concerns 	<ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material
PARTICIPATION	<p>Focus groups (selected groups of participants with particular characteristics)</p>	<ul style="list-style-type: none"> • Useful for area based or topic specific discussions and presentation of options • Help gain more understanding of public concerns 	<ul style="list-style-type: none"> • Low/medium cost efficiency • Staff time to attend and prepare material
	<p>Workshops</p>	<ul style="list-style-type: none"> • Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities 	<ul style="list-style-type: none"> • Medium/high: Time is needed for preparation • Specialist skills may be required
	<p>Local exhibitions</p>	<ul style="list-style-type: none"> • Communicating the key messages about the planning document being consulted upon and encouraging people to put forward their views 	<ul style="list-style-type: none"> • Low cost efficiency • Preparation of materials and staff time

⁸ [https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures\(LSP\)](https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures(LSP))

⁹ <https://www.uttlesford.gov.uk/article/5497/Citizens-Panel>

Feeding information into decisions

- 5.29 The information and comments the Council obtains through participation and consultation with the community and stakeholders will be used to inform the Council's decisions and shape any documents produced.
- 5.30 Formally made comments need to be made either through the consultation portal (if the document is published on the portal), by email or by letter. Respondents are required to provide their name and contact details, preferably email. They will be added to a database which will be used to keep people informed of the next stages in the plan making process. Anonymous comments will not be accepted.
- 5.31 All comments are registered on the consultation portal and are available to view at <http://uttlesford-consult.limehouse.co.uk/portal> Representor's name and organisation, if appropriate, are shown against the comment. Contact details remain confidential.
- 5.32 **Consultation Statement:** The Council will produce a Consultation Statement which will summarise the main issues raised as a result of consultation on planning policy document consultations and how these have been addressed.
- 5.33 It is the responsibility of the planning policy team to prepare planning policy documents, undertake consultation, consider the comments and recommend actions to the ~~Member Working Group~~ Planning Policy Working Group (PPWG) 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.
- 5.34 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.
- 5.35 All documents produced will be available at the Council's principal office and on the Uttlesford website. Planning documents which are being consulted upon will also be sent to the Council's other offices, and local libraries.

6 Planning applications

- 6.1 Involving people in planning application process allows them to influence development as it is being designed and helps to resolve issues more meaningfully.

The pre-application stage

- 6.2 All applicants are encouraged to discuss future development proposals with the Council prior to submitting a planning application. Our development management team can advise on the general acceptability of proposals before they are submitted and explain what information is likely to be required to enable the determination of an application. Further information is contained in the Council's Planning Application Guidance Notes and a Planning Application Checklist. These are available on the Council's website¹⁰.
- 6.3 Applicants are encouraged to involve the community early on their planning applications. Early engagement with local people before a formal application will help to address issues early on may help to avoid unnecessary objections being made at a later stage.

Application stage

- 6.4 Once the application is submitted, 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. The legal requirements for consultation on submitted planning applications is set by the Government in legislation including The Town and County Planning (Development Management Procedure) (England) Order (2015) as amended. These are set out in more detail below. All applications are publicised via the Council's website under Application and Decision Search¹¹. In addition all applications are publicised through a neighbour notification letter or if that is not appropriate by a site notice. Table 6 sets out those circumstances when a site notice or notice in a newspaper is required in addition to the neighbour notification letter.

¹⁰ <http://www.uttlesford.gov.uk/planningapplicationforms>

¹¹ <https://www.uttlesford.gov.uk/article/4863/Comment-or-search-for-a-planning-application>

Table 6. Engagement on planning applications

Type of development	Publicity required
Development where the application is accompanied by an environmental statement	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website
Departure from the development plan	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website
Development affecting a public right of way	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice • Council website
Major development	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website
Development affecting a listed building or its setting	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website
Development affecting a conservation area or its setting	<ul style="list-style-type: none"> • Notice in the local newspaper • Site notice or neighbour notification • Council website
Other development	<ul style="list-style-type: none"> • Site notice or neighbour notification
<ul style="list-style-type: none"> – <u>Certificate of Lawfulness of proposed use or development</u> – <u>Certificate of Lawfulness of existing use or development</u> – <u>Approval of details/Discharge of Conditions</u> – <u>Non-material amendments</u> 	<ul style="list-style-type: none"> • <u>No statutory requirement to consult</u>

Table 7. Consultation periods on planning applications

Method of publicity	Consultation period
Notice in a local newspaper	21 days from the date of publication
Site notice	21 days from the date that the notice was first displayed
Neighbour notification letter	21 days from the day on which the notification letter was delivered
Website	21 days from the date of publication
Revised plans	Where revised plans are submitted as part of a planning application these will be given a reduced consultation time period, if consultation is required. An application already on an agenda may be withdrawn from the agenda to allow further consultation

6.5 In cases where neighbours are to be notified this will be undertaken in writing, either electronically or by letter. The Council will put up site notices when required and also publish planning applications online. Parish councils,(and, where appropriate on significant applications, known residents’ associations and local community groups) are notified of individual planning applications in their area. If the planning officer considers the development is likely to have a wider impact, neighbouring parish councils may also be notified.

6.6 Applicants are required to publicise applications where:

- An environmental statement is submitted, after the application has been made to the Council
- Certain types of development for agriculture, forestry and for the demolition of buildings

6.7 Prior to submission or during determination of an application, discussions will be held between planning officers, and applicants and representative of the parish council to discuss issues such as infrastructure, amenities and matters subject to any S106.

Determining planning applications

- 6.8 Planning applications are determined against the Development Plan and other material considerations. Often, planning permission may be granted subject to conditions to ensure that the development is acceptable, or to prevent certain impacts or activities arising from the proposal. There are two ways decisions are made on planning applications determined by the Council: Planning Committee and delegated decisions.
- 6.9 **Planning Committee:** The Planning Committee comprises elected councillors and is responsible for making decisions on applications received by the Council, excluding those which fall within delegated powers unless the application is called in by a councillor for determination by Planning Committee.
- 6.10 Committee reports are available five 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 or by contacting a democratic services officer on 01799 510369.
- 6.11 **Delegated decisions:** The Council receives a large volume of applications each year, and it is impractical for all applications to be determined by the Planning Committee. Planning legislation permits the Council to delegate the determination of certain planning applications to officers rather than the Planning Committee. The scheme of delegation is set out in ~~Part 3~~ the Council's Constitution available on the website site (<https://www.uttlesford.gov.uk/article/5028/Constitution>), ~~Part3~~ – Page 31,whereby officers are not empowered to deal with:
- Approval of Major Applications (as defined by the GDPO) in Great Dunmow, Saffron Walden and Stansted and approval of applications of more than 5 dwellings elsewhere..
- 6.12 Committee and delegated reports set out the relevant local and national policies; town/parish council comments, comments of consultees, comments of representations; and an appraisal of the issues to be considered in determining the application. If an application is recommended for approval the report will set out any conditions and Heads of Terms for the S106 obligation.
- 6.13 A decision notice will be sent to the applicant, explaining the reasons why a planning application has or has not been granted planning permission. Notification of the decision will also be sent to the Parish Council and to those members of the public who have made representations. Planning decisions are published on the Council's

website under the relevant planning application number. The accompanying officer reports, which set out the planning considerations and make a recommendation of approval or refusal, may also be obtained online.

- 6.14 **Appeals:** If an application is refused or not determined within statutory timeframes, the applicant may exercise their right to appeal. When the Council is notified of an appeal by the Planning Inspectorate, the Council will notify interested parties of the appeal and provide a copy of comments made on the application to the Planning Inspectorate. Interested parties will be advised on how they can participate in the appeal process, including venue and time of any informal hearing or public inquiry.

Outside the planning application process

- 6.15 **Prior approvals:** The Town and Country Planning (General Permitted Development) (England) Order (2015) (GPDO) allows for specific changes of use subject to a prior approval process. The Council will consult adjoining neighbours as required by regulations for all prior approvals. Up-to-date guidance on prior approvals, including neighbour notifications can be found on the planning portal website: www.planningportal.gov.uk.
- 6.16 **Permissions in principle:** The Town and Country Planning (Brownfield Land Register) Regulations (2017) and the Town and Country Planning (Permission in Principle) Order (2017) require local planning authorities to prepare and maintain registers of brownfield land. The Order provides that sites entered on Part 2 of the new brownfield registers will be granted permission in principle. Permission in principle will settle the fundamental principles of development (use, location, amount of development) for the brownfield site giving developers/applicants more certainty. A developer cannot proceed with any development, however, until they have also obtained technical details consent. The technical details consent will assess the detailed design, ensure appropriate mitigation of impacts and that any contributions to essential infrastructure are secured. Both the permission in principle and the technical details consent stages must be determined in accordance with the local development plan, the National Planning Policy Framework and other material considerations. The Council will meet the statutory requirements for consultation including contacting parish and town councils under the Neighbourhood Planning Act (2017) in relation to permissions in principle.

7 Monitoring and Review

- 7.1 This SCI will be subject to review to ensure the community involvement techniques used are successful. As the success of community involvement techniques are monitored and reviewed, the results will be fed into the preparation of future stages of the Local Plan and other planning policy documents and the consideration of significant planning applications.

8 Contact us

- 8.1 For more information on this Statement of Community Involvement please contact us at:

Planning Policy

Uttlesford District Council
London Road
Saffron Walden
Essex CB11 4ER

Tel: 01799 510346 or 01799 510454 or 01799 510637

Email: planningpolicy@uttlesford.gov.uk

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Committee:	Planning Policy Working Group	Date:	
Title:	Local Plan – Evidence Base Update		19 March 2019
Report Author:	Stephen Miles, Planning Policy Team Leader, 346	Item for decision:	No

Summary

1. The Council submitted the Local Plan to the Secretary of State in 18 January 2018. The Secretary of State has appointed two Planning Inspectors to examine the Local Plan. Since submission a number of pieces of evidence base have been finished and submitted to the Planning Inspectors. This report provides an update on these pieces of evidence.

Recommendations

2. That Planning Policy Working Group considers the submitted evidence base.

Financial Implications

3. The costs associated with the evidence base can be met from the Local Plan forecasted spend for 2018/19.

Background Papers

4. The evidence base that has been completed and submitted are:
 - a. [The Uttlesford Water Cycle Study – Detailed Update, Stage 2](#)
 - b. [The Updated Heritage Impact Assessment](#)
 - c. [The Stansted to Braintree Rapid Transit System – Preliminary Concept and Feasibility Study](#)
 - d. [The Opportunities for Enhanced Sustainable Transit Systems in the North of Uttlesford Study](#)

Impact

- 5.

Communication/Consultation	Evidence base is not normally consulted upon. The evidence base has been submitted to the Inspectors appointed to examine the Local Plan.
Community Safety	N/a
Equalities	N/a

Health and Safety	N/a
Human Rights/Legal Implications	The Local Plan is required to be supported by an appropriate evidence base; this will be tested at examination.
Sustainability	The evidence base covers a number of topics that are important to sustainability.
Ward-specific impacts	All
Workforce/Workplace	N/a

Situation

6. The Council submitted the Local Plan to the Secretary of State on 18 January 2018. The [letter](#) that accompanied the submission material set out a number of items that would follow on after submission.
7. Since submission a number of pieces of evidence base listed as to follow have been finished and submitted to the Planning Inspectors.
8. The evidence base that has been completed and submitted are:
 - a. [The Uttlesford Water Cycle Study – Detailed Update, Stage 2](#)
 - b. [The Updated Heritage Impact Assessment](#)
 - c. [The Stansted to Braintree Rapid Transit System – Preliminary Concept and Feasibility Study](#)
 - d. [The Opportunities for Enhanced Sustainable Transit Systems in the North of Uttlesford Study](#)
9. The Water Cycle Study follows on from the [position statement](#) agreed with the Environment Agency (EA) in June 2018. It develops the Council's and EA's thinking around Wastewater Treatment and Sewerage in the Thames Water area within Uttlesford. Following the report Thames Water have concluded that the public sewer system and Water Recycling Centres will require upgrades to accommodate the proposed development but these upgrades are technically feasible and upgrades will be available on time.
10. The Heritage Impact Assessment (HIA) updates the [Draft HIA](#) that was published in May 2018. The updated version includes an Executive Summary; is clear that the basis for the assessment is a 'red line' assessment that does not take account of any masterplanning work that has been undertaken; and refines the assessment of assets, mitigation measures and associated maps.
11. The 'Stansted to Braintree Rapid Transit System – Preliminary Concept and Feasibility Study' explores the feasibility around the provision of a Rapid Transit System linking Braintree to Stansted Airport. There would be the future

potential to extend the system eastwards towards Colchester and westwards towards Bishops Stortford (and beyond). The study comes to a number of initial conclusions around the Rapid Transit System, notably:

- a. A bus-based rapid transit system, incorporating elements of new links, would be most suitable;
- b. It identifies centres that such a system could connect to;
- c. It identifies appropriate phasing to delivery of the system; and
- d. Further work should look at the feasibility of the system by drawing on parallel modelling and planning work being carried out by the North Essex Authorities.

12. Similarly, the ‘Opportunities for Enhanced Sustainable Transit Systems in the North of Uttlesford Study’ explores the opportunities for enhanced sustainable transit systems in the north of Uttlesford. The study identifies three board options, set out below, and suggests further technical evidence is prepared to support the feasibility of sustainable transport systems to inform a Strategic Business Case.

- a. Option 1: Improving connectivity to the proposed Cambridge South East Mass Transit System
- b. Option 2: Extension of the Mass Transit System to Chesterford Research Park via NUGC
- c. Option 3: Extension of the Mass Transit System to Chesterford Research Park via the Wellcome Campus and NUGC

13. There is one further piece of evidence that will be submitted to the Planning Inspectors, which is the Sports Facilities and Recreation Strategy. We anticipate the completion of this study in April.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
The Local Plan is not supported by appropriate evidence base	2 – the examination of the Local Plan will determine the appropriateness of the evidence base	3/4 – if the Local Plan is not supported by appropriate evidence, the Inspectors can pause the examination and ask for any gaps to	These additional pieces of evidence base are to support the Local Plan.

		be filled or the Inspectors can find the plan unsound	
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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.