



Uttlesford District Council

Chief Executive: Dawn French

Scrutiny Committee Remote Meeting

Date: Tuesday, 1st September, 2020

Time: 7.00 pm

Venue: Zoom - <https://zoom.us/>

Chair: Councillor N Gregory

Members: Councillors A Coote, C Criscione, A Dean, G Driscoll, R Jones, P Lavelle, G LeCount (Vice-Chair) and G Sell

Substitutes: Councillors S Barker, M Caton, M Foley, A Khan, M Lemon, R Pavitt, A Storah and M Sutton

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<https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=139&MId=5605&Ver=4>

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AGENDA

PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting 4 - 18

To consider the minutes of the previous meetings held on 16 June 2020 and 6 July 2020.

3 The Local Plan 19 - 30

To consider the report on the Local Plan.

4 Reports presented to the Local Plan Leadership Group 31 - 113

To note the reports presented to the Local Plan Leadership Group.

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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Agenda Item 2

SCRUTINY COMMITTEE held at ZOOM - [HTTPS://ZOOM.US/](https://zoom.us/) on TUESDAY, 16 JUNE 2020 at 7.00 pm

Present: Councillor N Gregory (Chair)
Councillors A Coote, C Criscione, A Dean, G Driscoll, R Jones, P Lavelle, G LeCount and G Sell and A Storah

Officers in attendance: D French (Chief Executive), R Auty (Assistant Director - Corporate Services), B Ferguson (Democratic Services Manager) and A Webb (Director - Finance and Corporate Services)

Also present: Councillors J Lodge (Leader), C Day (Portfolio Holder for Communities, Youth, Public Safety and the Police and Fire Service Liaison), J Evans (Portfolio Holder for Planning and the Local Plan), Councillor N Hargreaves (Portfolio Holder for Finance) and P Lees (Deputy Leader of the Council).

SC8 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair noted that Councillor Reeve was no longer a member of the Committee since his promotion to the Cabinet. He thanked Councillor Reeve for his service to the Committee and welcomed Councillor Storah as the nominated substitute for this meeting.

SC9 CALL-IN: CORPORATE PLAN DELIVERY PLAN FOR 2020/21

The Chair introduced the item and said Councillors Dean, Sell and Criscione had called in the Corporate Plan Delivery Plan (CPDP), approved by Cabinet on 27 May, for the following reasons:

"The reason for calling in this decision is because the Corporate Delivery Plan is insufficient insofar that it is, inter alia, not measurable, lacking in both quantified and timed outcomes. It therefore requires further development to meet these good governance standards. The plan should also demonstrate aspirational outcomes achievable in normal times and should not solely be downplayed by current uncertainties caused by the Covid-19 pandemic. The Scrutiny committee needs the opportunity to scrutinise the Corporate Plan Delivery Plan, having been given qualified assurances from the executive that this would be the detailed follow on from the Corporate Plan."

The Chair said a late supplementary pack had been published earlier in the day containing Member submissions. He said an explanation should be given as to why the evidence was submitted on the day of the meeting.

In response to a Member question, the Democratic Services Manager said the Corporate Plan Delivery Plans of neighbouring local authorities could be tabled for consideration but it would be for the Members who had called in the decision to justify the documents' inclusion.

Councillor Dean said the current CPDP lacked clarity and accountability and whilst he appreciated the unprecedented nature of the public health emergency, the Council needed direction that was lacking in the Plan.

He proposed the following,

“That the Scrutiny Committee refers the Corporate Plan Delivery Plan back to Cabinet with a request that it is amended to identify:

- (i) delivery outcomes,
- (ii) when the outcomes will be delivered,
- (iii) who will be responsible for delivery of outcomes.

The revised plan may show:

- (a) clearly what the Cabinet wishes to deliver, but
- (b) may include uncertainties that could affect timely delivery resulting from the present Covid-19 pandemic.”

Councillor Criscione said assurances in regard to the CPDP had been given by the Administration at this juncture last year; the Administration had not lived up to those promises. Furthermore, the ruling group had a strong mandate and this was their chance to prove they could deliver on promises made in the pre-election period. In his view, they had failed to do so.

There were a number of serious flaws in the Plan, such as no costings, a lack of consistency in target setting and a general lack of detail. He said the lack of detail in the CPDP was intrinsically linked to the lack of progress made by the Administration in delivering its mandate. He said the Council required vision and ambition and praised the Corporate Plan which demonstrated that scrutiny could add value to the process. He said SMART objectives were required to spell out in detail the council’s direction of travel, although he appreciated such objectives would be subject to change due to the public health emergency.

Councillor Sell said he shared the sentiments of Councillor Criscione; the Plan lacked detail and provided no clarity for residents. He said there were four principles that should be enshrined in the Plan; accountability, transparency, vision and challenge. He said looking at other Local Authorities’ Delivery Plans was entirely appropriate as it was right to look at other councils to achieve best practice. He said the CPDP needed clear objectives, clear completion dates, clear accountability and an ambitious vision and asked for the Plan to be referred back to Cabinet for amendment.

The Chair invited Councillors Lodge, Lees and Hargreaves to respond.

Councillor Lodge said he rejected a number of reasons given for calling in the CPDP. He said an officer or Cabinet Member was listed by each item and therefore accountability had been enshrined in the Plan. He added that the CPDP had been subject to wide consultation and the ambition contained in the document was clear to see. Finally, he criticised the three members for underestimating the scale of the Covid-19 recovery. Economically, the nation’s

finances were in a poor state and the Council was looking at a £4 million shortfall due to the impact of the crisis. He emphasised that the Council was on essential spend only. Many councils had cancelled their delivery plans due to a lack of funds and whilst additional Government support may be forthcoming, there was little certainty in terms of the level of assistance that would be offered, or when it would be received. He asked Members to “wake up” to the reality of the situation.

In response to a question from Councillor Criscione asking whether the Leader would have been happy to present such a Plan to his Board of Directors during his professional career, Councillor Lodge said leading a Council was very different to leading a company due to the collective nature of the organisation, as opposed to one where he could “pull all the levers”. In response to another question, he said he absolutely agreed with SMART targets but due to the impact of Covid-19 on the Council’s finances their value would be questionable. He said they could be incorporated into the Plan when the financial picture was clearer.

Councillor Lees agreed with Councillor Lodge and said the public’s primary concern related to the continuation of basic services, which were under threat due to Covid-19, not, for example, the building of new council houses. She said the Administration would continue to be ambitious but they could not make promises with so much uncertainty surrounding public finances. She asked Members to work proactively with the Administration in the best interests of residents.

Councillor Hargreaves said he had read the supplementary papers and the assumption that a Delivery Plan would be updated as circumstances changed was incorrect. He also dismissed comments relating to recycling performance as lacking evidence and another regarding Neighbourhood Plans as misguided. He asked Members to reject the request for call-in and to press on with the Plan.

Councillor Criscione said he fully appreciated the scale of the pandemic but the CPDP could still be much improved. The health emergency did not negate the need for a detailed Plan outlining specifically how the Administration’s vision would be achieved.

Members discussed the CPDP and the reasons given by Councillors Dean, Criscione and Sell to call the Delivery Plan in. Councillors Coote, Driscoll, LeCount and Jones expressed disappointment and shared the view that the call-in was politically motivated and had not added value to the process, particularly as the CPDP was due to be reviewed again at the Scrutiny Committee meeting in September.

Councillor Storah said he did not agree with the reasons given for calling in the CPDP, particularly the issues raised in regard to the Local Plan process. He said the CPDPs of neighbouring authorities included in the supplementary papers had aspirational targets but did not say “how or by when” they would be delivered.

In response to a question, the Leader said the CPDP had been written by senior officers and Cabinet Members in consultation with the wider public.

The meeting was adjourned for a comfort break at 8.08pm and reconvened at 8.13pm.

Councillor Dean said this was not about party politics but rather good management practice. He said he fully appreciated the context of the public health emergency and questioned the wisdom of publishing the CPDP in the current circumstances. He said he was concerned by the conduct of the meeting and the term “protagonist” had created an “us versus them” setup, which was not the way to carry out effective scrutiny.

In response, the Chair clarified the meaning of protagonist as “an advocate or champion for a particular cause or idea” as defined in the Oxford English Dictionary. He said it was not a judgement but rather a statement of a position taken in discussion or debate.

Councillor Criscione said there was no political motivation behind the call-in and that he was sincerely trying to assist in a constructive manner. He said it was up to Cabinet, not Scrutiny, to clarify ideas behind the CPDP.

Councillor Sell said it was about accountability and challenge; he had a democratic right to call this item in for further debate and additional scrutiny. He said he welcomed Councillor Lodge’s comment in regard to the implementation of SMART targets later in the process.

Councillor LeCount said it was important in a democracy that all could be questioned and thanked the three Members for instigating the debate.

The Chair summarised before moving to a vote. He said the CPDP was an unimpressive document that lacked specifics and the Committee had voiced its disapproval following the meeting in May. However, as mentioned during the debate, he said there was little value in bringing the document back at this point in time, due to unprecedented public health emergency and the looming economic crisis that was expected to follow, as the Administration had already promised a review. He expected more specific targets and prioritisation to be incorporated in the CPDP for further scrutiny in September. He added that it was the Scrutiny Committee’s role to provide robust challenge but an alternative approach to call-in could have been taken on this occasion and still led to the same outcome.

The motion to refer the CPDP to Cabinet for amendment was defeated.

The meeting was closed at 8.30pm.

SCRUTINY COMMITTEE held at ZOOM - [HTTPS://ZOOM.US/](https://zoom.us/), on MONDAY, 6 JULY 2020 at 7.00 pm

Present: Councillor N Gregory (Chair)
Councillors A Coote, C Criscione, A Dean, G Driscoll, R Jones,
P Lavelle, G LeCount and G Sell

Officers in attendance: D French (Chief Executive); R Auty (Assistant Director - Corporate Services) and B Ferguson (Democratic Services Manager)

Also in attendance: P Davies and Councillor R Pavitt (public speakers); Councillors Evans (Portfolio Holder for Planning and the Local Plan) and Storah (Cabinet Deputy for Planning).

SC8 PUBLIC SPEAKING

Mr Davies and Councillor Pavitt spoke on the Local Plan Governance Arrangements item. Their statements have been appended to these minutes.

SC9 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Councillor Sutton was substituting for Councillor Reeve who was unable to sit on the Scrutiny Committee following his appointment to Cabinet.

SC10 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 May were approved as a correct record. The minutes of the Call-In meeting held on 16 June were not available and would be considered for approval at the next meeting.

SC11 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL IN OF A DECISION

The Chair referred to the Scrutiny Call-In meeting held on 16 June 2020. The Committee had rejected the proposal to refer the Corporate Plan Delivery Plan back to Cabinet.

In response to a question from Councillor Sell, the Chair said he would welcome sight of the scrutiny call-in protocols of neighboring authorities. If appropriate, such a protocol could be referred to the Governance, Audit and Performance Committee for consideration.

SC12 CABINET FORWARD PLAN

In response to a question relating to the Corporate Plan Delivery Plan (CPDP), the Leader said he expected the CPDP to be complete and ready for further review by the Scrutiny Committee in September.

Councillor Sell said he expected the Portfolio Holder for Finance to attend Scrutiny when the Budget Strategy and Funding Update report was brought before the Committee at its meeting in October.

SC13 **TASK & FINISH GROUP: FLY-PARKING**

The Assistant Director – Planning summarised the Task and Finish Group’s report on Fly-Parking. He said the emergence of Covid-19 had prevented the Group from progressing their work, primarily due to the fact that the problem of fly-parking had disappeared in the face of the global pandemic and the subsequent impact this has had on air travel.

Councillor Driscoll said he had researched the experience of fly-parking at other airports, such as London Southend Airport, where the problem was solved through Traffic Regulation Orders.

The Chair said the issue would re-emerge as the economy recovered and asked for a brief report to be submitted on Fly-Parking for the Committee meeting in September.

SC14 **EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION PHASE 2 LOCAL PLAN SUPPORT**

The Chair asked the Portfolio Holder for Planning and the Local Plan, Councillor Evans, to present the report on East of England Local Government Association’s (EELGA) recommendations on the new emerging Local Plan arrangements.

Councillor Evans said the report had been drafted in collaboration with Councillor Storah and the EELGA consultants, who had provided expert advice and helped develop the bespoke structure of governance that had been outlined in the report. He said both he and Councillor Storah disagreed with a number of EELGA’s recommendations in regard to the Local Plan Leadership Group (LPLG), namely a restricted membership and the proposal for meetings to take place in private, which they felt were in direct contradiction to the Administration’s mandate. In contrast, they proposed a larger membership, somewhere between eleven and fifteen members, and meetings open to the public. Councillor Storah would likely Chair the LPLG but Councillor Evans would not sit on the Group as a voting member. He said the timetable was very tight with a proposed completion date of December 2023.

Councillor Dean said he had concerns around timings as the process of engaging members had yet to begin, although the papers stipulated that the phase of member engagement on governance arrangements concerning the Local Plan, such as workshop sessions, would end on 31 July 2020. He said he

also had concerns regarding the arrangements of the LPLG, particularly the idea of an extensive membership.

The Chair asked Members to bear in mind that the Local Plan Governance Arrangements would be discussed specifically on the next item.

In response to a question from Councillor Criscione, Councillor Evans said the Planning Policy team were working on the project initiation document which should be available later this week. Furthermore, he hoped that a member workshop could be scheduled before the end of July.

In response to a question from the Chair, Councillor Evans said slippage had already occurred but a project plan was coming forward and it would be vital that those dates referred to in the plan were adhered to.

Councillor Criscione expressed his concerns regarding the timetable and the prospect of government intervention. He said the initiation document was pivotal if Members were to keep the project on track for completion in 2023.

In response to a question from Councillor Jones, Councillor Evans said slippage had been caused by the delay in receiving the documentation from EELGA.

Councillor Storah clarified that the target date, as specified by the Government, for adoption of the Local Plan was December 2023. Most Local Plans took four years to make but he was confident that this could be completed in less time. He said this stage of preparation would be vital as it would set the direction of travel for the entire Local Plan process.

The Assistant Director – Planning said the work programme was still being finalised but it was unlikely that a Plan could be adopted by the end of 2023. He said the Council would remain in dialogue with central government to show that progress was being made and intervention was not required. He hoped that public hearings could take place by the end of 2023.

In response to a question from Councillor Sell, Councillor Evans said the issue of capacity and resources would be kept under review and he would provide an update at the Committee meeting in September.

Councillor Coote congratulated the Administration for applying the principle of pre-scrutiny to these proposals. He said he wanted the Council to adopt the best Plan possible and therefore the governance arrangements needed to encapsulate the principles of accountability, transparency, inclusivity and shared executive leadership. He said he was absolutely opposed to the concept of private meetings.

Councillor Storah said he agreed with Councillor Coote although there would be a role for Part 2/private meetings on those occasions when releasing information into the public domain would disadvantage the Council in its negotiations with developers and landowners.

The Chief Executive said that the Council would continue to have conversations with central government and as long as it could be demonstrated that progress was being made, and another body could not progress the Plan any quicker, government intervention would be unlikely.

Members discussed the concept of public and closed meetings. There was agreement that whilst meetings should predominantly take place in public, there would be times in which confidential information should be discussed in Part 2 so as not to put the Council at a disadvantage in negotiations.

Councillor Dean said he was uncomfortable with the proposed size of the LPLG.

Members discussed the failures of the previous Local Plan and the lack of reference made to the previous Plan in the report.

Councillor LeCount said the Council needed to learn from the mistakes of the past and evaluate the previous experience to show the way ahead.

Councillor Coote agreed and said the consultants should have shown how they came to their conclusions as there was little by way of explanation in the report.

Councillor Sell said the previous Administration had paid the political price for failing to produce a sound Local Plan. He said it was vital that the Council looked forward as there was little value in looking back if the “goalposts” had now moved.

Councillor Dean concurred and said the Council could not afford to waste time by looking back.

The meeting was adjourned at 8.35pm for a comfort break.

The meeting was reconvened at 8.45pm

SC15 **THE NEW LOCAL PLAN GOVERNANCE ARRANGEMENTS**

Councillor Storah presented the report on the proposed governance arrangements concerning the new Local Plan. He said he had concerns regarding the consultants’ proposals for a small and private Local Plan Leadership Group, which were shared by party colleagues, parish councils and residents. He said there was a political aspect to this process and perception was important. He was confident that the proposal for a larger, cross-party LPLG, with a wider geographical spread of Members, was the right thing for the district. In regards to scrutiny of the Plan, he said he had a preference for pre-scrutiny of planning policies but was ambivalent in terms of which body would be responsible for the scrutiny function.

Councillor Evans said accountability was at the core of the governance structure. He said there was no template to follow and the proposed arrangements outlined in the report were bespoke and designed with UDC in mind.

Councillor Criscione asked whether there were any similar tried and tested governance models in existence or whether UDC was acting as a “guinea pig” for this bespoke proposal. He said the Council could not afford to experiment and required a governance structure with a proven track record in producing sound and deliverable Local Plans. He asked what was the difference between the existing Local Plan governance bodies, such as the Planning Policy Working Group and Garden Communities’ Boards, and the new proposals. He said that private meetings could not be discounted as sensitive information could not be made public as it would disadvantage the Council during negotiations. He also said it was important that consultation took place “on the ground” and “out on the road” to ensure as many residents as possible contributed to the Local Plan process. Finally, he said he would welcome a distinct Local Plan Scrutiny Committee to ensure that the existing work streams of the current Committee would not be over shadowed by the Local Plan.

In response to questions from Councillor Criscione, Councillor Evans said that the proposals put forward by the consultants were bespoke to Uttlesford and therefore he could not say the proposed structure had a “proven track record” in producing deliverable Local Plans. However, the consultants had a great deal of experience on which the proposals were based and the intention was for the process to be reviewed in six months’ time.

In response to a question from Councillor Criscione, Councillor Evans said there was a desire to move away from the Planning Policy Working Group and create a new group with fresh terms of reference.

In response to a question from Councillor Criscione, Councillor Evans said it was his intention to take consultation “out on the road” and to ensure that “Joe public” took an interest and had an opportunity to contribute to the discussion.

Councillor Coote said he would not be happy with meetings of the LPLG being held in private. He added that formal consultation was required and that third tier councils should be given a leadership role in the making of the Plan.

At 9.20 the Chair asked the Committee whether they were content to continue as the meeting had passed the two hour mark. The Committee consented.

Councillor Sutton said the Council needed to work together to produce a sound Plan as quickly as possible. She said the public could not be ignored and their representations must be taken into account.

Councillor Dean said a distinct Local Plan Scrutiny Committee needed to be established to distribute the workload; if the current Scrutiny Committee were to keep the Local Plan processes within its remit, it would be over burdened by a heavy work programme. He said it would not be possible for all meetings of the LPLG to be held in public and a large group would lead to it becoming unmanageable. He asked the Administration to give serious thought to the governance arrangements as he had concerns regarding duplication and efficiency of such a structure.

Councillor LeCount said public engagement was important and that this Administration would do it differently from the last. He said that councillors would not work in the interest of only their own wards but in the wider interests of the district. He praised the idea of a “Local Plan bus” that would tour Uttlesford, with members from all parties, to engage with residents on the Local Plan.

Councillor Sell highlighted the importance of communication and said clear and consistent engagement was required throughout the entire process. He said he thought there should be a dedicated Local Plan Scrutiny Committee but highlighted the resource issue in Democratic Services, which he hoped would be resolved soon.

Councillor Jones said he would prefer a sub-committee of the Scrutiny Committee to be established for the purpose of scrutinising the Local Plan. He said there simply was not enough members to establish a larger, distinct Local Plan Scrutiny Committee.

The Chief Executive said the proposals before Members were the culmination of work between EELGA, the Executive and officers. She said lessons had been learnt from the previous process, such as moving away from the Planning Policy Working Group which was chaired by the previous Leader and appeared far too similar to the Executive, even though it was not a decision making body. The options open to the Committee were to establish a distinct Local Plan Scrutiny Committee as appointed by Full Council, or to establish a sub-Committee as appointed by the current Scrutiny Committee, or to keep the Local Plan scrutiny function within the remit of the existing Scrutiny Committee. She said she had concerns regarding the workload of the existing Scrutiny Committee, particularly in light of the public health emergency and the subsequent recovery. The years ahead would be challenging and effective scrutiny of all aspects of council work would be vital going forward.

The Chair asked whether the arrangements had not been thought through, considering there was still no concrete proposal on the scrutiny function.

The Chief Executive said it was not that the proposals had not been thought through but rather that the Administration had come to a different view from officers and the EELGA consultants as set out in the report.

Members discussed the EELGA proposals. There was general agreement that it would be helpful if the EELGA consultants had included their rationale behind the arrangements.

Councillor Dean said it was clear from the papers that there had been disagreements between EELGA and the Administration and that’s why there was no concrete proposal in regard to scrutiny’s role in the process.

As summarised by the Chair, the following recommendations to Cabinet were endorsed by the Scrutiny Committee:

- We would welcome an explanation from the EELGA consultants as to their reasoning in coming to their conclusions and how they were illuminated in their thinking by the lessons learnt from the past.
- We wish to see the maximum amount of transparency in the workings of all of the bodies in relation to the Local Plan process, but we appreciate that by whatever mechanism there must be some degree of confidentiality in certain fora.
- We would encourage the highest possible degree of consultation with residents by the Local Plan Leadership Group. However, it is a matter for that Group as to how they discharge that duty.
- The Committee would welcome a greater role for the Leader of the Council alongside the Chief Executive on the Corporate Overview Board.

The point of contention related to which body would be responsible for oversight and scrutiny of the Local Plan process. In summary, the views were as follows:

- Oversight and scrutiny of the Local Plan to be carried out by the existing Scrutiny Committee
- A sub-committee of Scrutiny to be established, answerable to and comprised of existing Scrutiny members, to provide oversight and scrutiny of the Local Plan or
- A Local Plan Scrutiny Committee to be established by Full Council, with distinct Terms of Reference and a different membership to the existing Scrutiny Committee.

Cllr Driscoll proposed to recommend to Cabinet the establishment of a distinct LP Scrutiny Committee, duly seconded by Cllr Sell. The proposal was rejected with 4 for, 6 against.

The Chair said that there was no overwhelming mandate on the issue.

Members agreed to defer the discussion of the Local Plan scrutiny function until Cabinet had met.

SC16

LOCAL AUTHORITY INVESTMENT IN COMMERCIAL PROPERTY - NATIONAL AUDIT OFFICE REPORT

The Chair welcomed Councillor Caton, who had sat on the Scrutiny Committee in the previous municipal year and had worked on the matter of Local Authority investments, to present the report.

Councillor Caton said he had asked the Committee to look into the National Audit Office report that had been published in February for three reasons: to ensure that Members were aware of any forthcoming changes on national policy in regard to Local Authority investments; to consider the need to audit the Council's processes to ensure they were robust enough, and; to ensure that all Members were aware that Uttlesford was an outlier in terms of investments. He said 66% of UDC investments were outside of the district, with 34% in the area.

The national split was 49% within a Local Authority and 51% outside. He said the Council could not be complacent and said such a significant divergence to the national average warranted an investigation.

As the Director – Finance and Corporate Services was not present to answer questions, Councillor Caton asked for the item to be deferred for further discussion until the next meeting.

The Committee agreed.

The meeting ended at 10.30pm.

Public Speaking – 6 July 2020

Councillor Richard Pavitt

I have really struggled to understand this document. Something I learnt long ago is that if people don't understand what you're saying, then it is either too complex or you're a bad communicator.

One of the criticisms of the last plan process was that it did not consult the community early enough or sufficiently. Did they even understand when they could or ought to contribute?

Last time, the term "community" was skewed towards landowners and developers. They were consulted from the outset and in continuing detail, but Parish and town councils were a grudging also ran.

In effect, our communities – the people who live here - were told where the housing was to go and asked what colour curtains they would like.

Last time the plan was reactive. It reacted to a housing target, it reacted to a call for sites, it reacted to Govt's desire for garden communities. There was little done to harness creative and pro-active thinking from our communities.

I don't see anything in these papers that reassures me this will not happen again.

The LGA consultants report at 2.4 says:

Public value can be created, for example, by engaging communities in making a plan that is evidence led, puts infrastructure before new homes, provides homes that are affordable for local people and built in locations evidence shows are most sustainable.

I would argue that engaging communities is more and lot earlier than reg 18 consultation.

This administration has said it will do things differently. I am concerned that it may get dragged back into the conventional thinking that applied last time, that the public are a bunch of nuisance nimbies best avoided unless contact is absolutely necessary.

I appreciate that this document is intended to layout a governance structure rather than an operational timeline of project management - nor necessarily, is it intended to be an explanation to the public.

However people need to understand what comes first and what it leads to.

I would like to suggest that officers and the cabinet portfolio holder produce a simple timeline schematic – something that runs from left to right - to show the work flow, the points at which the community is engaged, the points at which decisions are made, when they are reviewed, and so on.

In short, it should be something that is logical, that our communities can comprehend and that allows them to understand how and when they can contribute.

I think council may be surprised to find that there are many people willing and interested to engage positively and constructively if they are allowed to understand what is going on.

Paul Davies

I wish to make a short statement which does include some questions around the approach set out in this meeting's papers and the governance around the District's compilation and delivery of the Local Plan.

It has now been well over a year since the political party Residents for Uttlesford were elected as the Administration in our District. During this 12 month period, little has been achieved in the way of plan progress. In fact, it has been a year filled with happy talk, limited detail, policy-making on the hoof and very little in the way evidence-based and data-based decision-making.

The Local Plan, having finally been withdrawn at the Council meeting on 30 April has changed by one sole metric; that an increased housing need will have to be baked into the new Local Plan when it finally comes forward. I'm sure many would be interested to know the intended completion date for this new Local Plan, the common understanding is that 2023 is the Government's intended date. I would welcome your view of this.

Around timescales, a detailed project plan is mentioned. Having had 12 months lead-in, are we to assume that the opportunity to undertake large amounts of the detailed review necessary has already taken place? If not, residents can quite reasonably draw the conclusion that this time has been wasted. With these new Governance arrangements featuring timelines which will QUOTE 'need to be challenging' why does it appear that it won't be for a further 6 months in December 2020 before the structure and governance arrangements proposed will be placed under review.

Having spent a numbers of years battling away constant Resident for Uttlesford accusations of the previous administration holding 'private meetings' on Local Plan matters (which never happened) I was surprised to see mention of private meetings appear within the recommendation of this new Governance Arrangement structure.

While some adjustment in the recommended structure of the Local Plan Leadership Group has been made after the initial guidance of the outside expertise of the EELGA Peer Review Team, it still appears that it is the intention for the Local Plan Leadership Group to hold private sessions, with no terms of reference as what constitutes 'confidential information'. Some clarity on this specific item is welcomed.

To many, this is not the openness and transparency promised and championed by the Residents for Uttlesford party. Outside of commercial negotiations both in-District and within the cross-boundary Strategic Infrastructure Delivery Group it is the right for all to have a clear view of the process and any content, not to come away asking questions about murkiness. Otherwise it's a case of promises made, promises broken.

The formation of a new 'Local Plan Scrutiny Committee' is an interesting precedent and has a role to play, as long as it has a clear purpose and scope and doesn't present an unnecessary and additional layer of bureaucracy and delay. It seems appropriate that the formation of this Local Plan Scrutiny Committee follows the accepted principles of scrutiny and is chaired by a member of the opposition. Please can this be confirmed.

As we have seen in other key delivery areas, this Administration shows that it's lacking in the competencies needed to deliver upon the promises made to residents for them to get into power. It is my over-riding fear that it will be us residents and our local areas paying the highest price for this latest attempt by Residents for Uttlesford to kick the can down the road once more.

A lot is at stake and we all know that delivering a Local Plan is not easy. Recent positive comments made by the Government around planning and their declared interest in infrastructure gives us all cause for real optimism. I hope the opportunity to do your very best for the District and our residents is grasped.

Committee: Scrutiny Committee

Date:

Title: The Local Plan

Tuesday, 1
September 2020

Report Author: Roger Harborough, Director - Public Services

Author: rharborough@uttlesford.gov.uk

Tel: 01799 510457

Summary

1. The Scrutiny Committee has an important role in overseeing the process to prepare a new local plan. This report updates the Committee on progress and also sets out the support that is being provided by East of England Local Government Association External Review Team to assist the Council in this process. The report also updates members on the impact on this work of the Government's recently published White Paper 'Planning for the Future'.
2. 'Planning for the Future' sets out proposals for radical reforms to the plan making process, the content of plans, the implementation of plans including permission in principle created by the adoption of a plan, a nationally based flat charge levy to provide the infrastructure to support development, and a statutory period of 30 months for preparing the plan. The process is proposed to be streamlined in the reforms and the role of local plans is intended to be simplified.
3. The White Paper is subject to consultation, as is technical guidance on assessing the housing requirement for a plan area. The work plan for the local plan needs to be adapted to include engagement with the Ministry on the implications. There is a degree of uncertainty about how many of its proposals will be taken forward to implementation, with or without changes, and when they would come into effect. They would involve changes to primary legislation, not just new statutory instruments, as well as national planning policies. In the interim, the council has a statutory duty to prepare a plan under the existing legal and policy framework, but with the potential for some plan preparation work to become redundant. The approach being discussed with the Local Plan Leadership Group, as advised by our external review team, is to focus on aspects that would remain relevant under both the current framework and the reforms. The external review team urges that it is recognised that further agility by officers, Members and stakeholders will be needed as Government proposals are amended and exemplified through further announcements, policy statements and guidance.
4. This report concludes that a good start has been made in laying the foundations for an effective Local Plan making programme and the External Review Team support that judgement

Recommendations

5. That the report be noted

Financial Implications

- 6. The approved budget provision in the current financial year will resource the plan making programme over Q3 and Q4 including the cost of the support package from EELGA. Adequate provision will need to be included the MTFS support the ongoing plan making work.
- 7. The recommended approach by the external review team seeks to minimise the use of resources on work that may become redundant.

Background Papers

- 8. The following papers were referred to by the author in the preparation of this report: The Planning for the Future White Paper which can be inspected by using this link www.gov.uk/government/publications/planning-for-the-future
- 9. The main government proposals are summarised in the appendix to this report prepared by the external review team.

Impact

10.

Communication/Consultation	Community engagement forms part of the Local Plan process
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	Development of a new Local plan is subject to a legal framework and the Government’s White Paper will have implications
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Adequate resources are in place

Situation

- 11. The Council has approved a Governance Structure for the preparation of the new local plan and the first two meetings of the Local Plan Leadership Group have been held along with three member workshops facilitated by the External Review Group. Other new forums, namely the Strategic Infrastructure Delivery Group and the Community Stakeholder Forum are in the process of being established.

12. The External Review Group brief to support the Council has been set out as three work packages as follows:
WP1: Local Plan Project Initiation Document
WP2 Local Plan Making
WP3: Local Planning Authority Strategy and Operational Development Plan

Project Initiation Document (PID)

13. The first package of support from the external review team was designed to assist the council make the best possible operational start and lay the foundations for the drafting of the new Local Plan. It included: an audit of and action plan for those elements of the withdrawn Local Plan that could be carried forward and updated for the new Local Plan; and reflections on and lessons to be learned from the previous approach taken to plan making, including the Local Development Scheme and Statement of Community Involvement.
14. This has been delivered by the external review team working with council officers.
15. A draft PID for the new plan was presented to the meeting of the Local Plan Leadership Group on 18 August. For the reasons summarised in paragraphs 1 and 2 of this report, officers and the external review team advise that the PID now needs further work to respond to the potential change to the national statutory and policy framework proposed by the government.

Local Plan Making

16. This package is divided into two stages. The objective of the first stage was to develop the understanding of the:
- Local Plan contexts: national, sub regional and local including reflections on and lessons to be learned from the withdrawn Local Plan
 - Local Plan purposes: what it is, who it is for and the scope and extent of the value it can protect and create
 - Local Plan vision and strategic objectives: what success could look like and hence the value to be protected and created
 - Local Plan making process: the procedural stages and route map.
17. This has been delivered through two workshops to date for Members and engagement with officers. The external review team will provide advice on changes to draft PID, and on the draft Local Development Scheme (LDS) also published for the Local Plan Leadership Group meeting on 18 August. These changes are necessary because the current drafts have essentially been rendered redundant by the impact of the White Paper.

18. The objective of the second phase was to engage with Local Plan senior officers and relevant Members in identifying:
- Local Plan lessons: Reflections on the withdrawn Local Plan and lessons to be learned in respect of co-producers, procedures, and governance arrangements
 - Local Plan co-producers: Who needs to contribute towards the preparation of the Local Plan and how?
 - Local Plan making steps and procedures: What are the plan making procedural options for the Local Development Scheme and Statement of Community Involvement?
 - Local Plan making engagement models: What are most appropriate and effective models, practices, and reporting arrangements?
 - Local Plan making governance arrangements: How can these arrangements work best in practice?
19. This has also been delivered through the two Member workshops that have been held. The external review team also offered advice on the establishment of the LPLG.
20. Further advice will be provided on necessary changes to the drafts of the LDS, Statement of Community Involvement (SCI) and Community Engagement Strategy as presented to the Local Plan Leadership Group. Their guidance on what should be in the SCI, which is the statutory document, and the more detailed strategy is an example of how they will support the preparation of sound proposals. This will also afford the opportunity to research additional expert advice to respond to the White Paper's proposed policy on community engagement in local plan (see point iv) in the Appendix.) The LPLG members in the interim will be feeding back thoughts on the Community Engagement Strategy as presented so far.
21. The timescales for delivery of the support packages on the PID, LDS, SCI and Community Engagement Strategy as originally specified will need to be revised because of the impact of the White Paper proposals.

Strategy and Operational Development Plan for the Local Planning Authority

22. The third work package: the local planning authority strategy and operational development plan has been delayed because of the impact of the White Paper.

Lessons learnt from the Withdrawn Local Plan

23. The Committee will note that the approach to learning lessons from the Withdrawn Local Plan is embedded in the three work packages and delivered through the constructive advice from the external review team on preparing the new Local Plan.

Indicative revised short term work programme

24. A provisional high level indicative revised work programme for the local plan to the end of December is appended (Appendix 2). This will be considered through the local plan governance arrangements once it has been refined. It features a proposed meeting with civil servants in the Ministry, and the outcomes of that meeting could potentially influence the plan making programme. It reflects the advice of the external review team.

Conclusions

25. The implementation of the Local Plan Governance Structure, including the commencement of regular Member briefings and also the meetings of the Local Plan Leadership Group, demonstrate the establishment of the local plan programme. Effective working with the External Review Team and the preparation of first drafts for the PID, SCI, Community Engagement Strategy and LDS all show that a good start has been made in laying down the foundations for a new local plan. The next key stage will be engage with Government on the White Paper proposals and to incorporate the implications of changes to the plan making system to ensure that the Council's objectives continue to shape plan making for the district.

Risk	Likelihood	Impact	Mitigating actions
None identified in relation to this update report			

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

The Government's main proposals

The Government's proposals are extensive and detailed consideration of these proposals is required. The main provisions concern:

i) Standard methodology for calculating housing numbers: The proposed methodology will be weighted to improve affordability in areas with expensive housing (such as Uttlesford) and adjusted against development constraints with a yet unspecified methodology). The Government will apply the methodology and set a binding housing target on each LPA as part of the Government's national target for England of 300,000 completions pa. It needs to be widely understood the target for Uttlesford of approximately 1,200 pa is, according to the consultation documents, a starting point and before development constraints have been taken into account. The evidence for and proposals for calculating such constraints is a matter of central concern for discussions with MHCLG, Members, LGA, professional bodies and other interested stakeholders

ii) Zoning: a new requirement to allocate all land to one of three zones, growth, renewal, and protection (noting development in each zone will be the subject of different development management requirements including automatic outline permission for allocated uses in growth zones)

iii) Area specific requirements: Local Plans (and neighbourhood plans) will be more focused on giving clear area-specific requirements for land that is allocated for growth and renewal including design codes and generic development management policies (linked to a new National Planning Policy Framework)

iv) Community engagement: The White Paper proposes greater emphasis on inclusive and digital based community engagement. The matters for engagement to be concerned with the allocation of all land to one of three zones (growth, renewal, and protection) and design codes and pattern books as informed by the Government's 'Building Better, Building Beautiful Commission'

v) Digitalisation: Local Plans should become digital, visual, and map-based, interactive and data rich, using a standardised approach to support open access

vi) Appraisals and tests:

- The Government proposes to abolish the Sustainability Appraisal system and develop a simplified process for assessing the environmental impact of plans, which would continue to satisfy the requirements of UK and international law and treaties.

- Local Plans should be subject to a single statutory 'sustainable development test' (including a slimmed down assessment of deliverability for the plan) to replace tests of soundness and duty to co-operate. However further consideration will be given to the way in which strategic cross-boundary issues, such as major infrastructure or strategic sites, can be adequately planned for, including the scale at which plans are best prepared in areas with significant strategic challenges

- Local Plans should be informed by appropriate infrastructure planning, and sites should not be included in the plan where there is no reasonable prospect of any infrastructure that may be needed coming forward within the plan period. Plan making policies in the National Planning Policy Framework will make this clear.

vii) Land value capture: Introduction of a National Infrastructure Levy in place of the CIL and Section 106 based contribution

16th August 2020

Dear Dawn

UTTLESFORD LOCAL PLAN: EELGA PEER REVIEW

We refer to our discussion with you and Gordon on Tuesday 11th August concerning preparation of the Local Plan and the Government's recently announced proposals. These are set out in the White Paper 'Planning for the future' and 'Changes to the current planning system: Consultation on changes to planning policy and regulations.' The main proposals are summarised in the appendix.

Our advice

We confirmed our view your officers are making good progress in laying the foundations for an effective Local Plan making programme.

However, the Government's proposals for the plan making system and housing targets informed our strong advice, communicated to you last Tuesday, it would be in the Councils' best interests to act as follows:

i) Local Plan Governance: Withdraw the current emerging documents and defer the relevant up-coming meetings to allow time for the Council to make enquiries and give considered advice to Members on the implications of the announcements and their impact on the local plan work programme.

ii) Responses to Consultations: Provide robust responses to the Government's consultations once the complex matters have been thoroughly understood and considered by Members.

iii) New Local Plan: Continue with the plan on the grounds:

- until legislation changes, it remains the LPA's statutory duty to prepare a local plan in accordance with existing legislation and regulations, and
- the LPA needs to plan positively to address the lack of a five-year supply and hence mitigate its vulnerability to speculative planning applications.

iv) New Local Plan work programmes: Review the work programmes to pivot from activities that may be rendered redundant by new legislation to activities that will be required under the existing and proposed systems.

v) Officer and Member working: Recognise a need for further agility by officers, Members and stakeholders as Government proposals are amended and exemplified through further announcements, policy statements and guidance.

We now understand the scheduled meetings are still going ahead. As this is a moment for prudent governance, we request our advice is communicated to Members to defer discussion and consideration of the documents as drafted until next month.

The next steps

To reassure Members, substantive progress in being made. We have summarised below the outputs we are working on in conjunction with the Local Plan Team:

i) Context setting: A summary of the main changes arising from the new planning system and evolving wider strategic placemaking developments with reference to the work of the England's Economic Heartlands Strategic Alliance and Transport East and Government's emerging Devolution White Paper.

ii) New housing: An explainer as to why new housing is needed with reference to meeting local needs

iii) Standard method for assessing housing numbers in strategic plans: A report to Members on:

- Government's policy proposal to centralise the assessment of needs and allocate 'binding' targets to LPAs

- Government's technical proposals to give weight to addressing affordability (in high value areas such as Uttlesford) and adjust targets to account for constraints on delivery (noting that the recently quoted figure of 1,200 p.a. is according to the Government a base line in advance of taking constraints into account).

- Draft responses to the consultation by 1st October 2020 including lobby channels

iv) White Paper: To report to Members on the main provisions and implications of the White Paper together with responses to the consultation for submission by 29th October 2020

v) MHCLG: To arrange a meeting with officials to:

- Explore the Government's programmes for publishing and responding to the results of the consultations and issuing further advice, guidance, and the new National Planning Policy Framework

- Explore opportunities to collaborate on issues arising for example, methods to account for and quantify constraints on housing delivery, evidence base for protected areas and densification, site specific initiatives, for example Carver Barracks, and innovative, digital based engagement methods

vi) SCI, LDS and PID: To update the documents for reporting to the Local Plan Leadership Group and Scrutiny in line with a programme to report to Cabinet in October

vii) All Member Workshop 3: To prepare a presentation and Q&A session on the White Paper, Government's policy and technical proposals for binding housing numbers, devolution, national, regional, and local issues arising and options for the ways forward.

The timing of the Government's announcements was not ideal but we trust Members will have confidence in our advice and the next steps you have asked us to progress with the Local Plan team.

Yours sincerely

Malcolm Sharp and Simon Smith

The Government's main proposals

The Government's proposals are extensive and detailed consideration of these proposals is required. The main provisions concern:

- i) Standard methodology for calculating housing numbers: The proposed methodology will be weighted to improve affordability in areas with expensive housing (such as Uttlesford) and adjusted against development constraints with a yet unspecified methodology). The Government will apply the methodology and set a binding housing target on each LPA as part of the Government's national target for England of 300,000 completions pa. It needs to be widely understood the target for Uttlesford of approximately 1,200 pa is, according to the consultation documents, a starting point and before development constraints have been taken into account. The evidence for and proposals for calculating such constraints is a matter of central concern for discussions with MHCLG, Members, LGA, professional bodies and other interested stakeholders
- ii) Zoning: a new requirement to allocate all land to one of three zones, growth, renewal, and protection (noting development in each zone will be the subject of different development management requirements including automatic outline permission for allocated uses in growth zones)
- iii) Area specific requirements: Local Plans (and neighbourhood plans) will be more focused on giving clear area-specific requirements for land that is allocated for growth and renewal including design codes and generic development management policies (linked to a new National Planning Policy Framework)
- iv) Community engagement: The White Paper proposes greater emphasis on inclusive and digital based community engagement. The matters for engagement to be concerned with the allocation of all land to one of three zones (growth, renewal, and protection) and design codes and pattern books as informed by the Government's 'Building Better, Building Beautiful Commission'
- v) Digitalisation: Local Plans should become digital, visual, and map-based, interactive and data rich, using a standardised approach to support open access
- vi) Appraisals and tests:
 - The Government proposes to abolish the Sustainability Appraisal system and develop a simplified process for assessing the environmental impact of plans, which would continue to satisfy the requirements of UK and international law and treaties.
 - Local Plans should be subject to a single statutory 'sustainable development test' (including a slimmed down assessment of deliverability for the plan) to replace tests of soundness and duty to co-operate. However further consideration will be given to the way in which strategic cross-boundary issues, such as major infrastructure or strategic sites, can be adequately planned for, including the scale at which plans are best prepared in areas with significant strategic challenges
 - Local Plans should be informed by appropriate infrastructure planning, and sites should not be included in the plan where there is no reasonable prospect of any

infrastructure that may be needed coming forward within the plan period. Plan making policies in the National Planning Policy Framework will make this clear.

vii) Land value capture: Introduction of a National Infrastructure Levy in place of the CIL and Section 106 based contribution

Committee: Scrutiny Committee

Date:

Title: Reports presented to the Local Plan Leadership Group

Tuesday, 1
September 2020

Report Author: Richard Auty, Assistant Director - Corporate Services
rauty@uttlesford.gov.uk

Summary

1. Four reports were presented to the Local Plan Leadership Group on 18 August 2020. They are attached to this report for Scrutiny Committee members' information.
2. Given the uncertainty caused by the publication of the Government White Paper, the recommendations in these reports, which were written prior to that publication, have now changed.

Recommendations

3. None

Financial Implications

4. None

Background Papers

5. None

Impact

- 6.

Communication/Consultation	Community engagement is the subject of one of the appended reports
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal	Development of a new Local Plan is subject to a legal framework and the

Implications	Government's White Paper will have implications
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Situation

7. Four reports were considered at the Local Plan Leadership Group (LPLG) meeting on 18 August 2020 and all are appended to this report:
 - Project Initiation Document
 - Draft Local Development Scheme
 - Statement of Community Involvement
 - Community Engagement Strategy
8. As explained in The Director of Public Services' report on this committee's agenda, the publication of the Government's White Paper means that further work is required. Scrutiny Committee members will be updated at the meeting on the discussion that took place at LPLG about the above four reports, and on an item about housing numbers, for which there is no written report.
9. As a general point, Scrutiny Committee should primarily concern itself with ensuring the process for the new Local Plan is robust and proceeding at an appropriate pace. It should avoid the risk of duplicating the policy development role of LPLG.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
There are no risks associated with this report	[Click here]	[Click here]	[Click here]

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Committee: Local Plan Leadership Group
Title: Project Initiation Document
Report Author: Stephen Miles, Local Plans and New Communities Manager
smiles@uttlesford.gov.uk

Date:
Tuesday, 18
August 2020

Summary

1. The Council is starting work on a new Local Plan, these Project Initiation Document (PID) set out the aims of the project.

Recommendations

2. The group is invited to note and comment upon the draft PID.

Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budget for 2021-22 in the revised Medium Term Financial Strategy.

Background Papers

- 4.

Impact

- 5.

Communication/Consultation	N/a
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a
Human Rights/Legal Implications	N/a
Sustainability	N/a
Ward-specific impacts	N/a
Workforce/Workplace	The workforce implications are set out in

	the draft PID
--	---------------

Situation

- The draft PID defines the project of working on a new Local Plan and includes a risk register.

Risk Analysis

-

Risk	Likelihood	Impact	Mitigating actions
[Click here - see below]	[Click here]	[Click here]	[Click here]

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

UTTLESFORD LOCAL PLAN

PROJECT INITIATION DOCUMENT

1. Purpose of the Document

- 1.1 This Project Initiation Document (PID) defines the Local Plan project. It sets out the aims of the project, why it should go ahead, who is involved and their responsibilities. This PID provides the baseline for the management of the project and, ultimately, its success.

2. Background

- 2.1 The Local Plan is the statutory land use planning document that sets out the Council's policies for use and development of land. The Local Plan will help deliver the priorities set out in the Council's Corporate Plan and will be the basis of determining future planning applications and appeals.

3. Project Definition

- 3.1 The Local Plan relates to the whole of the district and is intended to cover the period up to 2040 and beyond.

Project Objectives

- 3.2 The single objective of the project is to deliver an up to date sound local plan that can be adopted to achieve the Council's corporate vision and objectives.

Project Scope

- 3.3 The local plan will include:

- A strategy to ensure that new development secures net zero carbon, addresses climate resilience, promotes healthy places and live well principles and the environmental objectives of the Council;
- The amount and location of new housing, employment and commercial development together with associated infrastructure; and
- A comprehensive and up to date evidence base to support the local plan provisions.

- 3.4 Securing formal agreements and successful funding bids to:

- Ensure that developers and site promoters provide the required infrastructure and community provision in a timely way and to the necessary specification to meet the Council's objectives; and
- Support the provisions of the local plan.

Out of Scope

- 3.5 The project will not include:

- Detailed explanation of how policies will be implemented. If further guidance is necessary then this will be provided in supplementary planning guidance;
- Good practice guides. If necessary these will be prepared separately.

Project Deliverables

- 3.6 The Team Manager will be responsible for each deliverable with the Assistant Director for Planning. The Project comprises the following deliverables:

Deliverable 1	
Community and Stakeholder Engagement Programme	
Design and plan engagement activity	
Procure any additional systems and train staff	
Implement plan	
Validate work before finalising each deliverable	

Deliverable 2	
Effective Issues and Options Stage	
Design and plan engagement activity over the whole period	
Procure any additional evidence and commission any additional staff	
Engage, and continuously review inputs	
Finalise findings at conclusion of stage and take through Governance Process	

Deliverable 3	
Formal Discussions with Promoters prior to any commitments in the Plan	
Design and plan discussions and negotiations in line with 'Rules of Engagement'	
Procure any additional evidence and commence engagement	
Complete engagement, review evidence and undertake assessment	
Finalise Conditional Document and take through Governance Process	

Deliverable 4	
Formal Discussions with Duty to Co-operate Partners	
Design and plan discussions to include all neighbouring local authorities plus statutory consultees	
Procure any additional evidence and commence engagement	
Complete engagement, review evidence and undertake assessment	
Finalise Discussions and take through Governance Process	

Deliverable 5	
Publication of Draft Regulation 18 Local Plan	
Design and plan engagement activity and preparation of document	
Procure any additional evidence including potential call for sites	
Complete engagement, review evidence and undertake assessment	
Finalise Document and take through Governance Process	

Deliverable 6	
Publication of Submission Draft Regulation 19 Local Plan	
Design and plan engagement activity and preparation of document	
Procure any additional evidence and commission any additional staff	
Complete engagement, review evidence and undertake assessment	
Finalise Document and take through Governance Process	

Deliverable 7	
Completion of Public Examination of Submission Local Plan	
Design and plan activity and preparation of examination documents	
Procure any additional evidence and commission any additional staff	
Complete preparation	
Attend Examination and present the Local Plan Case	

Deliverable 8	
Publication of Final Version of Local Plan for Adoption	
Design and plan activity and preparation of document	
Procure any additional evidence and complete statutory modification processes	
Review evidence and any further submissions then undertake assessment	
Finalise Document and take through Governance Process	

Constraints

- 3.7 The project must be undertaken within the constraints of town and country planning legislation and national Government policy (especially the National Planning Policy Framework). Sustainability appraisals will inform the process at key stages. Time allocation and the availability of the project team members will be important. Also any national rules on social distancing may influence the methodology of community and stakeholder engagement.

Related Projects

- 3.8 The project has a close association with the following projects and workstreams of the Council:
- Climate Change Strategy
 - 2021 Housing Strategy Review
 - Future Economic Development Strategy Review

Assumptions

- 3.9 At the time of Project Initiation the following assumptions have been made (but it is recognised that Government may subsequently alter some of these assumptions):
- Full Community Engagement throughout the lifetime of the project;
 - All new communities aspire to be Zero Carbon Development; and
 - Minimum housing numbers to be identified by the Local Housing Needs Assessment conducted using the Standard methodology.

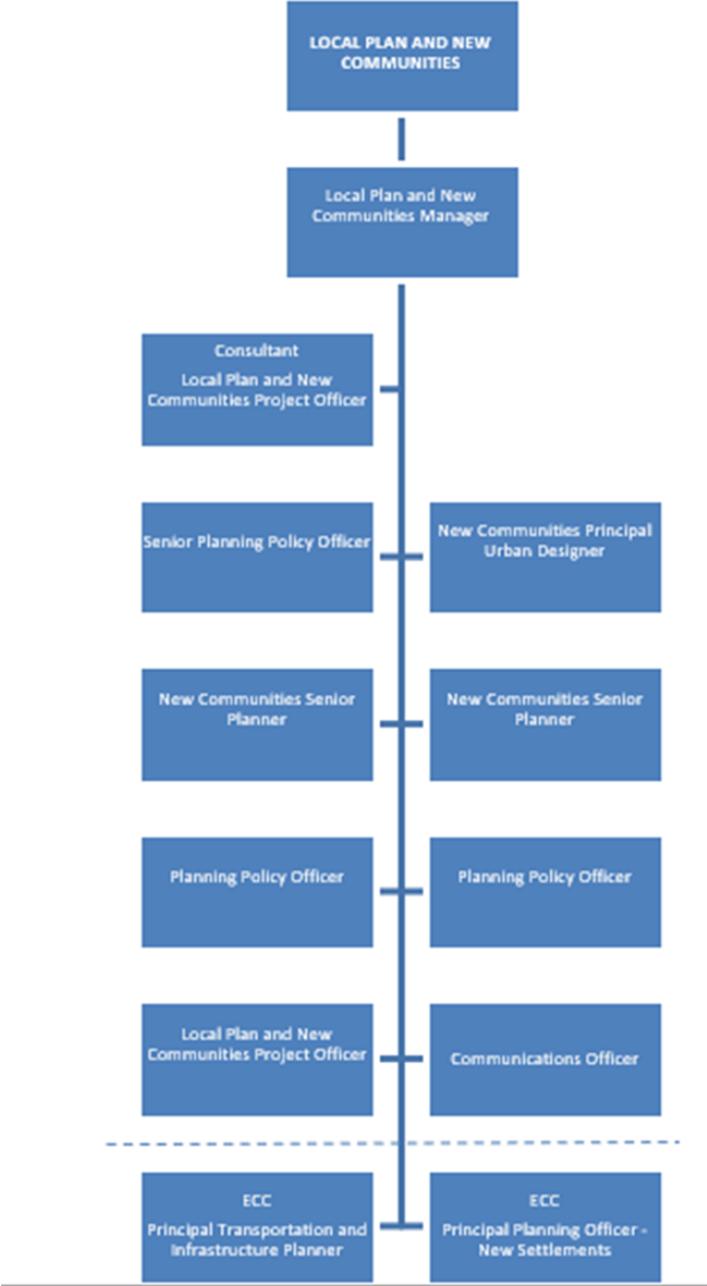
Project Costs

- 3.10 The Project comprises three main categories of cost: Staffing; Consultancy/Evidence; and Legal/Examination. The profile of the latter two categories vary over the lifetime of the project

with the main Legal and Examination costs occurring in Year 4. The staffing costs also include other planning policy work such as Neighbourhood Planning, and aviation related matters given that the local plan team also have those responsibilities. It should be noted that a MHCLG Garden Communities grant of £750k, received in 2019, will also be used to support the work on the local plan. Work is progressing on estimating the project costs.

Project Organisation Structure

3.11 The local plan will be prepared by the Local Plan and New Communities Team. The Team reports to the Assistant Director Planning and comprises the following posts (it should be noted that not all of these posts are full time working on the local plan and two of these posts are employed by Essex County Council):

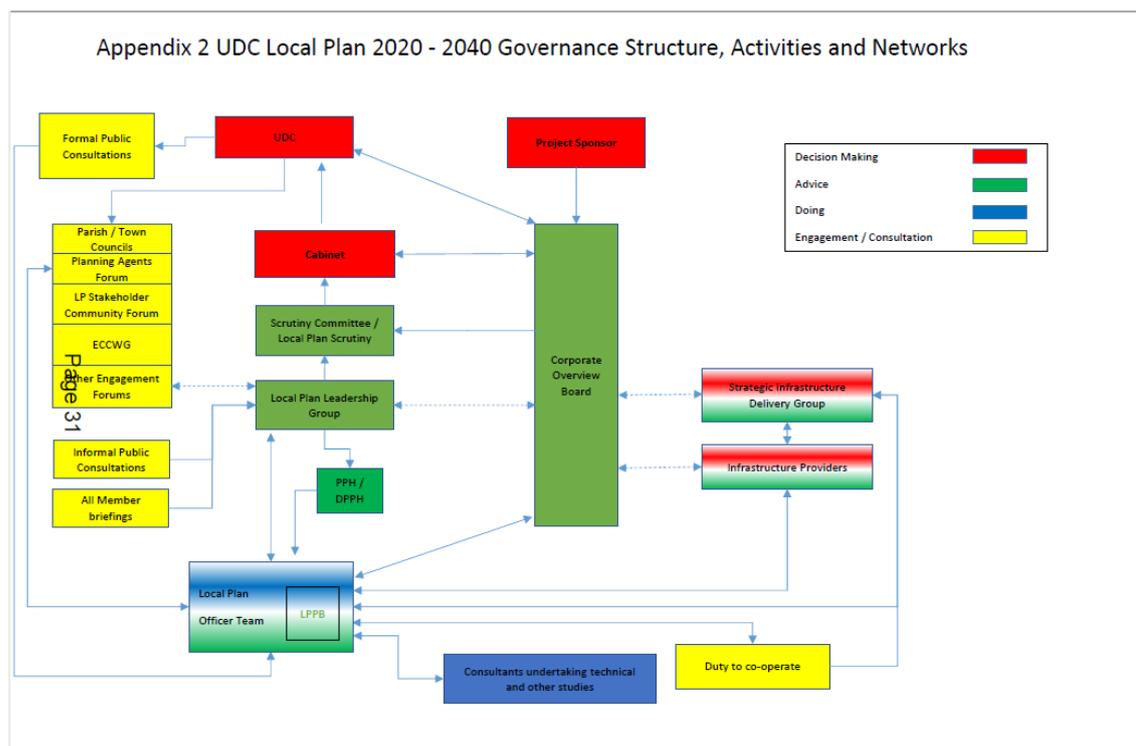


3.12 The Team comprises the following posts and main roles:

- Team Leader: Leading and managing the team and liaising with elected members
- Project Manager: Project Management and Funding Bids
- Senior Planning Policy Officer: Policy preparation and Aviation related matters
- Principal Urban Designer: Design analysis and visioning and policy preparation
- Two Senior Planning Officers: Evidence and policy preparation.
- Two Planning Policy Officers: Evidence and policy preparation.
- Project Officer: Administration and business management of team
- Communications Officer: External and internal communications including social media
- Principal Transport and Infrastructure Planner: Transport Evidence and Policy preparation
- Principal Planner Community Infrastructure: Evidence and policy preparation including liaison with key County departments

Project Governance

3.13 The project governance is as follows:



3.14 In summary the main decision making, advice giving and ‘action’ forums are as follows:

- UDC Council:** Full Council meetings to approve the submission of the local plan to Planning Inspectorate and to adopt the subsequent local plan following Examination and an Inspector’s findings.
- UDC Cabinet:** Preparation of the local plan is an executive function and key decisions are made by Cabinet.
- Scrutiny Committee:** Scrutiny of the plan making process and its delivery (including the project plan).

3.18 The engagement will seek to ensure that all voices from the community are heard using channels, content and methods suited to this objective. Key stages for engagement are shown in the following table (denoted by the symbol shown in the 'Key time to be involved' column):

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 Conversation with stakeholders and the public about the purpose of the plan and objectives. Extensive issues and options discussion	
Preparation of the Local Plan (Regulation 18)	Inform stakeholders and the public about the plan and consulting on the plan	
Publication (Regulation 19)	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 Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made	
Submission (Regulation 22)	The document will be submitted to the Secretary of State for examination along with other key supporting documents	
Examination (Regulation 24)	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 Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation	

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	

4. Risk Register

- 4.1 A comprehensive risk register will be developed and maintained in real time to support Project Management and the Project Plan. It is expected that scores will fluctuate during the course of the project as issues arise and as mitigation measures are applied. The score for likelihood and impact are each marked out of 5 and then multiplied together for the total score (25 being the maximum score) and then colour coded (above 10 red; 5-10 amber; less than 5 green). A summary of the strategic risks is as follows (it should be noted that the starting score is shown as the same however this will change as the risks are evaluated on project commencement):

UTTLESFORD LOCAL PLAN RISK REGISTER				
SUMMARY OF STRATEGIC RISKS				
RISK DESCRIPTION	LIKELIHOOD	IMPACT	TOTAL SCORE	MITIGATION
Insufficient resources to complete the Plan	2	5	10	Resourcing plan and project plan
Insufficient capacity and lack of skills to complete the Plan	2	5	10	Skills audit and training programme
Government Intervention if Project Plan not adhered too	2	5	10	Effective Project Planning and Management
Changes in national planning legislation lead to abortive or unnecessary work	2	5	10	Discussions with MHCLG and clear advice
Evidence Base flawed, incomplete or not up to date	2	5	10	Project plan and effective project management
Failure of Community Engagement to inform decision making	2	5	10	Project plan and effective project management

Failure of Duty to Cooperate with Stakeholders and Statutory Consultees	2	5	10	Project management and effective Governance
Failure to Address Corporate Vision and Objectives	2	5	10	Effective Governance and Project Management
Plan is unsound due to failure to comply with statutory requirements	2	5	10	Project plan and effective project leadership
Preparation of the Plan is delayed or slow and overtaken by events	2	5	10	Project plan and effective project management
The Plan will not address the full impact of Economic and Social Change arising from Covid-19	2	5	10	Develop evidence base and ensure effective community engagement
The Plan will fail to secure community benefit through lack of land value capture or public investment.	2	5	10	Develop methodology including effective negotiations and funding bids.

SP 6.8.20

Appendix A: Local Planning Authorities, County Councils and other Prescribed Bodies

Prescribed bodies for the purposes of section 33A(1)(c) and 33A(9) of the Planning and Compulsory Purchase Act 2004.

- a. The Environment Agency
- b. Historic England
- c. Natural England
- d. Mayor of London
- e. Civil Aviation Authority
- f. Homes England
- g. Clinical Commissioning Group
- h. Office of Rail Regulation
- i. Transport for London
- j. Each Integrated Transport Authority (not relevant to Uttlesford)
- k. Each highway authority (for Uttlesford namely Highways England, Essex, Cambridgeshire, Hertfordshire and Suffolk County Councils, Manchester Airport Group and Transport for London)
- l. The Marine Management Organisation (not relevant to Uttlesford)
- m. Each local enterprise partnership

Local Planning Authorities relevant to Uttlesford

Braintree District Council
Chelmsford City Council
Epping Forest District Council
Harlow Council
East Herts District Council
North Herts District Council
South Cambridgeshire District Council
West Suffolk Council

County Councils relevant to Uttlesford

Essex
Hertfordshire
Cambridgeshire
Suffolk

Appendix B: Specific, General and Other Consultees

Specific Consultees	General Consultees
Affinity Water	Cambridgeshire Race Equality & Diversity Service
Anglian Water Services Ltd	Chelmsford Diocese Board of Finance
Braintree District Council	London Gypsies and Travellers Unit
Cadent Gas	National Federation of Gypsy Liaison Groups
Cambridgeshire County Council	National Federation of Gypsy Liaison Groups
Chelmsford City Council	South East Local Enterprise Partnership
Colchester Borough Council	Uttlesford Area Access Group
County Broadband Ltd	Dunmow and District Chamber of Trade and Commerce
East Hertfordshire District Council	Greater Cambridge Greater Peterborough Partnership
Environment Agency	Essex Chambers of Commerce
Epping Forest District Council	LARA (Land Access & Recreation Association)
Essex County Council	Gypsy Council
Gigaclear plc	Gypsy and Traveller Law Reform Coalition
Greater London Authority	Council for Voluntary Service Uttlesford
Harlow Council	Greater Cambridge and Greater Peterborough Local Enterprise Partnership
Hertfordshire County Council	Federation of Small Businesses
Highways England	East Anglian Gypsy Council
Mobile Operators Association	Cambridgeshire Traveller Initiative, Ormiston Children and Family Trust
National Grid	
Natural England	
North Hertfordshire District Council	
Oil Pipeline Agency Ltd	
South Cambridgeshire District Council	
Suffolk County Council	
Thames Water	
West Suffolk Council	
Town and Parish Council in Uttlesford Adjoining Town and Parish Councils in Braintree District Chelmsford City Epping Forest District East Hertfordshire North Hertfordshire South Cambridgeshire	Government Departments Department for Transport Ministry of Defence Public Health England (East of England)

Other Consultees
Active Essex / Active Uttlesford
Age UK Essex
Arriva (Essex and North Kent)
BAA Aerodrome Safeguarding
Basildon Borough Council
British Horse Society
Broxted & District Community Association
Buzzcom
Cambridge Airport International Airport
CAMRA
Chelmer Housing Partnership
Church Commissioners
Circle Anglia
Civil Aviation Authority
Clarion Housing
Clavering Countryside Group
Clavering Landscape History Group
Corona Energy
County Broadband
CPREssex
Dunmow Historical Society
English Rural Housing Association
Equality and Human Rights Commission
Essex Ambulance Service
Essex Bridleways Association
Essex County Councillor Dunmow Division
Essex County Councillor Stansted Division
Essex County Councillor Saffron Walden Division
Essex County Councillor Thaxted Division
Essex County Fire & Rescue Services
Essex Fire and Rescue Service
Essex Gardens Trust
Essex Police
Essex Police Architectural Liaison
Essex Wildlife Trust
Essex Wildlife Trust (Uttlesford Branch)
Federation of Small Businesses
Fibre WiFi Ltd t/a FibreWiFi
Fields in Trust
First Essex Buses Ltd
Freight Transport Association
Friends of the Earth
Friends of the Earth - Saffron Walden & District
Garden History Society
GeoEssex
Greenfields Community Housing

Hadstock Society
Hastoe Housing Association
Hatfield Broad Oak Conservation Group
Health and Safety Executive
Home Builders Federation
Homes England
London Stansted Cambridge Consortium
Manchester Airports Groups (MAG)
Member of Parliament
Mid Essex Hospital Services NHS Trust
National Grid plc
National Trust
Network Rail
NHS England Midlands and East
NHS North Essex
NHS Property Services Ltd
NHS Strategic Planning Team
North West Essex and East Herts Preservation Assoc
Office of Rail regulation
Open Space Society
Police and Crime Commissioner for Essex
Ramblers Association
Renewable UK
Road Haulage Association
Royal Mail Group Ltd
RSPB
Rural Community Council of Essex
Saffron Walden and Little Walden Neighbourhood Plan
Sport England
Stage Coach
Stansted Neighbourhood Plan Steering Group
Stansted Surgery
Stebbing Society
Stop Stansted Expansion
Sustainable Uttlesford
Tenant Forum
Thaxted Traders Guild
Theatres Trust
Transport for London
Uttlesford Badger Group
Uttlesford Futures (Employment, Economy, Skills, Environment and Transport)
West Essex Clinical Commissioning Group
Youth Council

Committee: Local Plan Leadership Group
Title: Draft LDS
Report Author: Stephen Miles, Local Plans and New Communities Manager
smiles@uttlesford.gov.uk

Date:
Tuesday, 18
August 2020

Summary

1. The Council is starting work on a new Local Plan, the Local Development Scheme (LDS) sets out the draft timetable for producing the Local Plan.

Recommendations

2. The group is invited to note and comment upon the draft LDS.

Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budget for 2021-22 in the revised Medium Term Financial Strategy.

Background Papers

4. Draft Local Development Scheme.

Impact

- 5.

Communication/Consultation	The draft timetable builds in three stages for people to make representations on the draft Local Plan.
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a
Human Rights/Legal Implications	Preparation of a local plan is a statutory duty. It needs to meet legal tests and comply with regulations
Sustainability	N/a

Ward-specific impacts	N/a
Workforce/Workplace	N/a

Situation

6. The Council is required to set out the timetable for producing a Local Plan in a Local Development Scheme (LDS).
7. The timetable within this LDS builds in two stages of consultation and then a third opportunity for representations to be made.
8. The first stage of consultation (Issues & Options) allows for an extensive series of conversations with the community and other stakeholders to allow them to inform the development of the plan.
9. Following this stage of consultation the Council will consider what has been said and will then draft a 'preferred options' style plan. To support this stage of the plan, substantial evidence base will be required to support the proposed strategy, policies and allocations.
10. Following the preferred options consultation the Council will consider what changes are appropriate taking into account the representations made. The Council will then publish a final 'submission draft' plan, inviting representations on it. These representations along with the draft plan will then be sent to the Planning Inspectorate for examination.
11. A project plan has been prepared to support this timetable. This project plan will evolve over time and as necessary, the LDS will be updated. The Local Plan Project Board will monitor adherence to the Project Plan and any necessary interventions to maintain planned progress. The Leadership Group will be advised by the Board of any significant issues.
12. The group is directed towards the Local Development Schemes of other authorities so as to see that the timetable proposed in the draft LDS is not unusual. The time period indicated next to the authority is the time period from start of producing the plan to adoption:
 - a. [Selby District Council](#) – 4 years
 - b. [Great Cambridge](#) – over 4 years
 - c. [West Suffolk](#) – 4 and a half years
13. On 6 August the government published [Planning for the Future](#) for consultation. The proposals in this document around the timetable for Local Plans impose a strict 30 month time period for producing Local Plans (where there is no recently adopted Local Plan). They achieve this by reducing the

number of consultations, the scope and form of evidence and content of Local Plans¹.

14. If these proposals are adopted, the Council will have to reconsider the timetable in the LDS. The first stage of consultation in the proposals is very similar to that proposed by the East of England Local Government Association Peer Review Team and incorporated into the draft LDS. Officers consider it is appropriate to continue to prepare for this first consultation.

Risk Analysis

15.

Risk	Likelihood	Impact	Mitigating actions
That timetable proposed in the LDS slips	3 – there are unknown factors in the production of a Local Plan that require consideration and may result in slippage	4 – government intervention would significantly damage the reputation of the Council	The project plan supporting the LDS includes contingency periods to allow for unknown events to be dealt with. This is good practice.
That the government introduces a new system for producing Local Plans	4 – a document with changes is currently out to consultation	4 – the changes currently proposed would result in a radically different timetable	The Council should respond to the government consultation and monitor the outcomes.

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.

■ _____

■ ¹ See page 40 of the consultation for more detail

Logo

Uttlesford Draft LDS 2020 for LPLG August 2020

This Uttlesford draft Local Development Scheme (LDS) was approved by Uttlesford District Council on **XX September 2020**. It is the fifteenth LDS produced by the council, replacing the previous LDS, dated 16 October 2018.

Preface

This Uttlesford draft Local Development Scheme (LDS) was approved by Uttlesford District Council on **XX September 2020**. It is the fifteenth LDS produced by the council, replacing the previous LDS, dated 16 October 2018.

If you require any further information regarding the Scheme, please contact a planning policy officer by email planningpolicy@uttlesford.gov.uk

The LDS will be kept up to date on a regular basis.

This LDS is produced under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

Uttlesford Draft Local Development Scheme 2020

1. Introduction

- 1.1 The Local Development Scheme (LDS) is a timetable which sets out the Development Plan Documents (DPDs) that a local planning authority intends to produce over the next few years. Such DPDs are also known as Local Plans.
- 1.2 This Uttlesford LDS sets out the timetable for Uttlesford for the period 2020 to 2024. It explains when the council intends to reach key stages in the preparation of Local Plans. This LDS replaces the Uttlesford LDS which was adopted on 16 October 2018.

The Local Plan and Supporting Documents

- 1.3 National planning policy is headlined by the 'National Planning Policy Framework' (NPPF). Locally, we are starting work on a new Local Plan.
- 1.4 In summary, the local planning policy comprises the following:
 - **Development Plan Documents (DPDs):** These are documents (often referred to as 'Local Plans') that form part of the statutory development plan for the area. They are prepared by the relevant plan-making authority and are subject to independent examination by a planning inspector appointed by the Secretary of State. For Uttlesford, as at July 2020, they are the saved policies of the Local Plan 2005, the Essex Minerals Plan 2014 and the Essex and Southend-on-Sea Waste Local Plan 2017. Essex County Council is currently reviewing the Minerals and Waste Local Plans. We intend to start work on a new Local Plan for the district.
 - **CIL Charging Schedule:** The proposals for development in the new Local Plan will need to be supported by investment in the necessary infrastructure. The Infrastructure Delivery Plan will identify each piece of infrastructure that is needed and set out the mechanism for delivering these items. One source of funding could be the Community Infrastructure Levy (CIL) and this document would include the 'charging schedule' setting out how much money developers will be expected to contribute toward infrastructure provision from developments in certain parts of the district using a formula based on £ per sqm of floorspace. The Council had appointed consultants to undertake this task for the now withdrawn Local Plan, this work has been put on hold for now, and the Council will keep it under review as the new Local Plan develops.
 - **Policies Map:** This is a map on an Ordnance Survey base for the whole of a local planning authority's area which shows where policies in DPDs apply. The Policies Map may include inset maps for particular areas to show information at a larger scale. The Policies Map is updated each time that a DPD is adopted.
 - **Supplementary Planning Documents (SPDs):** These can cover a wide range of issues on which the planning authority wishes to provide guidance to supplement the policies and proposals in its DPDs. They do not form part of the statutory development plan and are not subject to independent examination. The district council can decide to produce an SPD on any appropriate subject whenever the need arises. There is no requirement for this LDS to set out a timetable for the production of any SPDs.

- **Neighbourhood Plans:** Local communities, including Parish and Town Councils, can prepare Neighbourhood Plans (NPs) putting in place policies to guide the future development of the area. Any NP must be in general conformity with the 'strategic policies' in DPDs and with national policy. NPs are not able to propose lower levels of development than those set out in up to date DPDs but could propose higher levels, or offer other detailed policy proposals. It is up to local communities to decide if it wants to produce a Neighbourhood Plan and so it is not appropriate for this LDS to specify when, or for where, they will be produced. Any NP, if adopted, has the same status as a DPD.
- **Statement of Community Involvement (SCI):** This is a document that explains how the local planning authority will engage the community in the preparation, alteration and review of planning documents, and in development management decisions. It is required to specify how and at what stages people will have the opportunity to be involved in planning for their area. The SCI is being review to inform work on the new Local Plan.
- **Authority's Monitoring Report:** This is a report which must be produced by the local planning authority (on an annual basis) to explain how the local development scheme is being implemented and the extent to which policies in the DPDs are being achieved.
- **Local level guidance:** These is local guidance produced to assist the understanding of policies or provide further guidance on particular areas. They do not form part of the statutory development plan and are not subject to independent examination. There is no requirement for this LDS to set out a timetable for the production of any local level guidance.

1.5 Further details on the adopted Uttlesford documents can be found in Tables 2 and 3.

2. Local Plan Timetable

2.1 There are a number of stages involved in producing a DPDs. This process allows for opportunities for the public to be involved, early resolution of conflicts and objections, and an Independent Examination. The stages in producing a Local Plan, and the intended timing of those stages for the new Local Plan are set out in Table 1.

3. Subject Matter and Geographical area of new DPDs (Local Plans)

3.1 To meet the requirements of section 15 (2)(b) of the Planning and Compulsory Purchase Act 2004, it is confirmed that the subject matter of the new DPD (Local Plan) for Uttlesford will include:

- A vision for the future of Uttlesford
- Housing policies and allocations for housing
- Employment allocations and policies
- Retail policies
- Transport policies
- Culture, Leisure and Tourism policies
- If required, policies and land allocations on other subject matters

3.2 The Uttlesford Local Plan will cover the whole administrative area of Uttlesford District Council. The Local Plan will replace the saved policies of the Local Plan 2005 currently in force in Uttlesford.

Table 2: Adopted Planning Policy Documents (as at July 2020)

Document Title	Status	Geographical area	Role and content	Adoption date
Uttlesford Local Plan 2005	Policies saved by the secretary of state in 2007 remain part of the development plan for the district.	Administrative area for Uttlesford	Sets out the vision, objectives and overall strategy for the spatial development of Uttlesford up to 2011	2005
Essex Minerals Plan 2014	DPD	Administrative area for Essex	Sets out the vision, strategies, policies and sites for considering minerals developments in Essex up to 2029.	2014
Essex and Southend-on-Sea Waste Local Plan 2017	DPD	Administrative area for Uttlesford and Southend-on-Sea	Sets out the vision, strategies, policies and sites for considering waste in Essex and Southend-on-Sea up to 2032.	2017
Felsted Neighbourhood Plan	Neighbourhood Plan	Felsted Parish	The plan sets out a vision for the future of the parish and planning policies which will be used to determine planning applications locally in Felsted.	2020
Great Dunmow Neighbourhood Plan	Neighbourhood Plan	Great Dunmow Parish	The plan sets out a vision for the future of the parish and planning policies which will be used to determine planning applications locally in Great Dunmow.	2016

Thaxted Neighbourhood Plan	Neighbourhood Plan	Thaxted Parish	The plan sets out a vision for the future of the parish and planning policies which will be used to determine planning applications locally in Thaxted.	2019
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Table 3: Other Adopted Documents (as at July 2020)

Document Title	Status	Geographical area	Role and content	Adoption date
Accessible Homes and Playspace	SPD	Administrative area for Uttlesford	Sets out the Council's advice for Lifetime Homes, Wheelchair and Accessible Housing, and Accessible Playspace.	November 2005
Energy Efficiency and Renewable Energy	SPD	Administrative area for Uttlesford	Sets out the Council's advice on the measures that they can include in new development to reduce energy use.	October 2007
Home Extensions	SPD	Administrative area for Uttlesford	Sets out the Council's advice on extensions to homes.	November 2005
Replacement Dwellings	SPD	Administrative area for Uttlesford	Sets out the Council's advice on replacement dwellings.	September 2006
Takeley/Little Canfield Local Policy 3 Priors Green (Island Sites)	SPD	Takeley/Little Canfield	Sets out the Council's advice on the development of a number of sites at Takeley/Little Canfield	July 2003
Urban Design Supplement to the Essex Design Guide	SPD	Administrative area for Uttlesford	Sets out the Council's advice on	March 2007

Statement of Community Involvement	LDD	Administrative area for Uttlesford	Statement setting out the Council's commitments on consulting the public. Includes Neighbourhood planning guidance and commitments.	October 2018
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Committee:	Local Plan Leadership Group	Date:
Title:	Statement of Community Involvement	Tuesday, 18 August 2020
Portfolio Holder:		
Report Author:	Sarah Nicholas, Senior Planning Officer snicholas@uttlesford.gov.uk	Key decision: N

Summary

1. The Statement of Community Involvement (SCI) has been updated in preparation for commencement of preparing the Local Plan. The current SCI is dated March 2019 and reflects the preparation of the previous withdrawn Local Plan.

Recommendations

2. That the Local Plan Leadership Group considers the updated SCI and recommends to Cabinet that the document is published for consultation.

Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budget for 2021-22 in the revised Medium Term Financial Strategy

Background Papers

None

Impact

- 4.

Communication/Consultation	The SCI will be subject to a period of consultation
Community Safety	n/a
Equalities	The SCI supports methods of consultation 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

5. Attached is an updated SCI. The changes are shown as track changes. The main changes are as follows:-
- a) Identifying those parts of the SCI temporarily suspended in response to government restrictions due to COVID-19 pandemic .
 - b) Making reference to the preparation of an Engagement Strategy.
 - c) Update references to NPPF and remove reference to transitional arrangements.
 - d) Updating of dates and time periods of the Local Plan.
 - e) Update references to Corporate Plan.
 - f) Include reference to Council's Consultation Charter.
 - g) Amend key principles of engagement to reflect Consultation Institutes' seven elements of best practice.
 - h) Remove reference to Garden Communities and Development Plan Documents.
 - i) Update list of County Plans and Neighbourhood Plans.
 - j) Improve explanation of what happens at each stage of the Neighbourhood Plan .
 - k) Amend reference of Planning Policy Working Group to Local Plan Leadership Group.

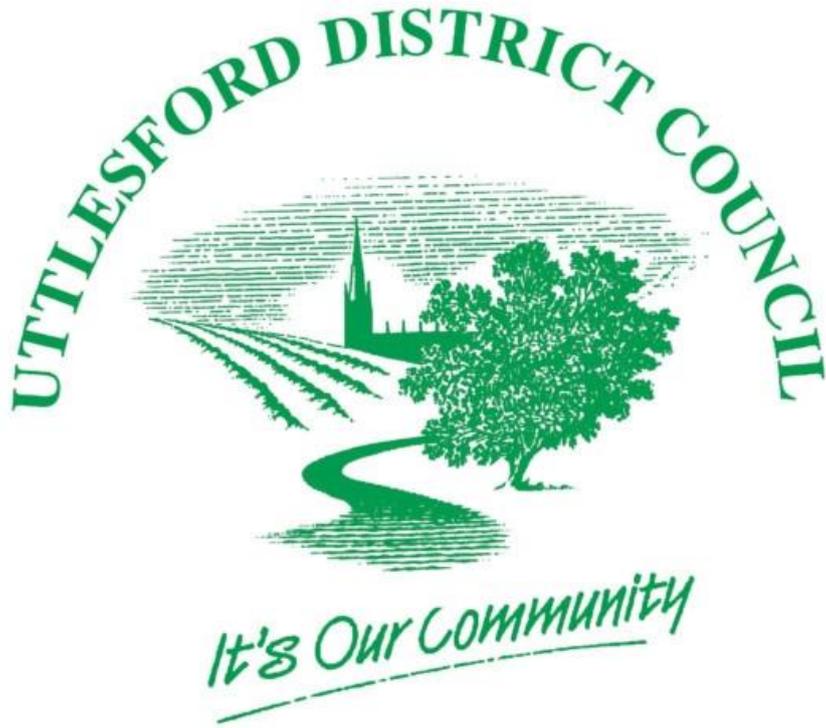
Risk Analysis

6.

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	2	4 – The Council could be required to undertake additional periods of consultation and resubmit the Plan	Ensure an up-to-date SCI is adopted.

Community Involvement the Local Plan could be found to have failed the legal compliance test at examination.			
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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.



**UTTLESFORD DISTRICT COUNCIL
STATEMENT OF COMMUNITY
INVOLVEMENT**

Draft for Consultation

~~March 2019~~ September 2020

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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

Consultation Bodies The consultation bodies are set out in Schedule 1 to the Neighbourhood Planning (General) Regulations 2012 (as amended)

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 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.

Prescribed Bodies The bodies subject to the Duty to Cooperate are prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

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.

Local Strategic Partnership (LSP) 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.

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

1.3 An Engagement Strategy will be prepared setting out in detail the engagement programme for the whole Local Plan preparation. It will explain the methods of engagement, how they will be tailored to each consultation stage, the needs of the community and other consultees.

COVID-19 Pandemic response

1.4 In July 2020, the Council published an Addendum to the 2019 SCI temporarily suspending parts of the SCI to take account of Government requirements in response to the COVID-19 Pandemic. This SCI identifies where those suspensions apply.

The planning system

1.5 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~~ Steering Groups) 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 involvement 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~~ February 2019 a new NPPF was published that replaced the NPPF 2012 and includes minor clarifications to the revised version published July 2018. ~~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)~~ July 2019. 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 over the next 15-20 years. 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 sets a vision of 'Making Uttlesford the best place to live, work and play', and four strategic objectives namely: 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.

Putting residents first;

Active place maker for our towns and villages

Progressive custodian for our rural environment

Championing our district

4.3 In relation to the first objective listed above, the result being that residents will know their views have been listened to; they will feel they have the opportunity to influence the decision making; they will report increased levels of trust and confidence in the way the Council conducts its business and manages its resources.

4.4 The [Corporate Consultation Strategy](#) contains the Council's Consultation Charter the principles of which can be summarised that all consultations undertaken by the Council should be:

- Clear – Clear and concise questions are asked and consultees are clear why we are consulting and how we are using their feedback.
- Effective – The appropriate methods and resources are used in consultation so that the information produced is both useful and used
- Inclusive – The diverse range of groups from all corners of Uttlesford are included in consultation
- Consistent – High standards of consultation are used throughout the council whenever consultation is carried out
- Co-ordinated – Consultation is planned, avoids duplication and maximises, where possible, opportunities for joint consultation.

4.5 Our key principles of engagement are:

- Integrity: Engaging the community and stakeholders in the early stages of plan-making with a genuine willingness to listen and be influenced.

- Accessibility: Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.
- Transparency: Making all submissions public and disclosing all data unless there is a specific reason for not doing so.
- Disclosure: The Council will disclose all relevant material and content and in return residents should disclose the full range of local opinion.
- Fairness: The Council will objectively consider all comments received through consultations on policies and make appropriate changes that are representative of the spread of local opinion.
- Publication: Providing the opportunity for feedback on the final output and on eventual outcome of the process. ~~the Council will consider all comments received through consultations on policies and made appropriate changes accordingly.~~
- Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities.
- Ensuring consultation is worthwhile and achieves value for money by balancing cost, time constraints and available Council resources.
- 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~~ Encouraging meaningful consultation by applicant with community, before applications for major development are submitted.
- 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 is a 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 2014), the ECC Essex and Southend on Sea Waste Local Plan (2014 2017), and the Great Dunmow Neighbourhood Plan (2016) and the Thaxted Neighbourhood Plan (2019) and Felsted Neighbourhood Plan (2020). The Council is presently preparing a new Local Plan covering the period up to 2024 2014-2033.
- 5.10 There are also a number of emerging neighbourhood plans in Uttlesford, including: Felsted Ashdon Neighbourhood Plan; Great and Little Chesterford Neighbourhood Plan; Little Easton Neighbourhood Plan, Newport and Quendon & Rickling Neighbourhood Plan; Radwinter Neighbourhood Plan Saffron Walden Neighbourhood Plan; Stansted Mountfitchet Neighbourhood Plan, Stebbing Neighbourhood Plan and

~~Radwinter Neighbourhood Plan. 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 these documents that make up the Development Plan for Uttlesford.~~

5.12 The Council has a number of adopted SPDs which are available on the Council website. ~~More information on these can be found on the planning policy page of the Council's website⁴.~~ 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) and is available on the Council website. ~~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~~ has undertaken ~~undertaking~~ a project of ~~updating the~~ , Conservation Area Appraisals, serving Article 4 Directions and compiling a Local Heritage List. ~~These~~ Any new appraisals, Directions or Local Listings 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

⁴ <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	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
<p>Pre-Submission (Regulation 14 21)</p>	<p>The qualifying body publicises the draft plan for <u>a minimum of six weeks to bring it to the attention of people who live and work or carry on business in the neighbourhood area.</u></p> <p><u>The qualifying body consults “Consultation Bodies”, adjoining parish councils, voluntary bodies, racial, ethnic or national groups, religious groups, persons carrying on business in the area and interests of disabled persons.</u></p> <p><u>A draft report is sent to the local planning authority (LPA).</u></p>	
<p>Publicising the Submission Neighbourhood Plan (Regulation 16 22)</p>	<p>The qualifying body submits the neighbourhood plan to the local planning authority (LPA). The LPA publicises the neighbourhood plan for a <u>minimum period of six weeks.</u> The LPA notifies consultation bodies <u>and everyone who made representation as referred to in the consultation statement</u></p>	
<p>Submission of Plan proposals to Examination (Regulation 17 24)</p>	<p><u>The local planning authority submits plan proposal and representations to the Examiner. publicises the name of the appointed Examiner and submits a copy of any representations received at Regulations 14 and 16.consultations.</u></p> <p>An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions</p>	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
<p>Publication of Examiner’s Report and <u>Plan</u> Proposal Decisions (Regulation 18)</p>	<p><u>The local planning authority publicises the Examiners report on the website as soon as practicable after it is received.</u></p> <p>The examiner Examiner’s <u>report</u> 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</p>	
<p><u>Decision on a Plan Proposal (Regulation 19)</u></p>	<p><u>The local planning authority will publicise on their website their decision to make the neighbourhood development plan. The publication should include the Decision and reasons for making that decision and details of where the decision can be inspected. .A copy of the Decision will be sent to the Qualifying Body and any person who asked to be notified.</u></p>	
<p><u>Publicising of Neighbourhood Development Plan “Made Plan” (Regulation 20)</u></p>	<p><u>The local planning authority publicises the decision that a plan has been made, publishes the Neighbourhood Development Plan, details where the plan can be inspected and notify all persons who asked to be notified. .</u></p>	
<p>Referendum</p>	<p><u>The Council is responsible for organising the Referendum. The Council must publish an information statement and notice of the referendum and declare the results.</u></p> <p>Subject to the neighbourhood plan meeting the basic conditions, the Council will issue a decision on if the neighbourhood plan can proceed to referendum</p>	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Adoption (Regulation 25)	If the <u>majority of those who vote in a referendum are in favour then the plan must be made/adopted by the local planning authority within 8 weeks of the Referendum</u> 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 19) 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 Scheme²
- The planning policy page of the Council’s website³
- Reports to Cabinet and Council⁴

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)
<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/
<u>Ashdon Neighbourhood Plan</u>	https://www.uttlesford.gov.uk/ashdonnp https://www.ashdonplan.co.uk
Great and Little Chesterford Neighbourhood Plan	http://www.uttlesford.gov.uk/chesterfordsnp http://greatchesterford-pc.gov.uk/neighbourhood-plan/
<u>Little Easton Neighbourhood</u>	https://www.uttlesford.gov.uk/lteastonnp

² <https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>

³ <http://www.uttlesford.gov.uk/planningpolicy>

⁴ <https://www.uttlesford.gov.uk/article/5019/Decision-records-and-notice>

Plan	
Newport and Quendon & Rickling Neighbourhood Plan	http://www.uttlesford.gov.uk/nqrnp https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/
Radwinter Neighbourhood Plan	https://www.uttlesford.gov.uk/radwinternp
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/

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 England 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. At times of Government restrictions due to Covid-19 the Council will look to other methods such as virtual meetings using platforms such as Zoom.
- 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. At times of Government restrictions due to Covid-19 the Council will look to other methods such as virtual exhibitions.
- 5.28 ~~A communications and engagement plan~~ An Engagement Strategy will also be prepared setting out in detail the engagement programme for the whole Local Plan preparation. It will explain the methods of engagement, how they will be tailored to each consultation stage, the needs of the community and other consultees. ~~where it is appropriate to the scope of a planning document. For each stage of the planning documents preparation this plan~~ It will contain the following:
- The principles of community engagement on the Local Plan
 - How the Council will engage with partners, town and parish councils, key groups, infrastructure providers, residents, businesses and landowners and developers.
 - ~~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.~~
- Roles and responsibilities
- 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</p> <p>e.g. Publicity in local newspapers; articles in parish magazines; Uttlesford Life magazine⁵</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</p> <p>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</p> <p>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 / <u>emails</u></p> <p>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

⁵ <http://www.uttlesford.gov.uk/uttlesfordlife>

CONSULTATION	<p>Mailing by email/letter</p> <p>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
	<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> <p><u>At times of Government restrictions due to Covid-19 resulting in either the fully or partial closure of principal office, community information centres and libraries, documents will be available on the website</u></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 <u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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 <u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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 or new Forums such as Uttlesford's Tenant Forum⁶ and Business Exchange Forum <u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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
	<p>Local Strategic Partnership meetings⁷ <u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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 Panel⁸</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

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

⁷ [https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures\(LSP\)](https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures(LSP))

⁸ <https://www.uttlesford.gov.uk/article/5497/Citizens-Panel>

PARTICIPATION	<p>Focus groups</p> <p>(selected groups of participants with particular characteristics)</p> <p><u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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> <p><u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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> <p><u>At times of Government restrictions due to Covid-19 these will be carried out virtually.</u></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

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 ~~Planning Policy Working Group (PPWG)~~ Local Plan Leadership Group (LPLG) and Cabinet, and then implement the decisions of Members. The recommendations ~~should~~ will 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. At times of Government restrictions due to Covid-19 resulting in either the fully or partial closure of principal office, community information centres and libraries, documents will be available on the website.

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 website⁹.
- 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. At times of Government restrictions relating to Covid-19, applicants are encouraged to discuss the approach with the case officer.

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 Search¹⁰. In addition all applications are publicised through a neighbour notification letter or if that is not appropriate by a site notice. At times of Government restrictions due to Covid-19 the agent/applicant may be asked to display these on site. Table 6 sets out those circumstances when a site

⁹ <http://www.uttlesford.gov.uk/planningapplicationforms>

¹⁰ <https://www.uttlesford.gov.uk/article/4863/Comment-or-search-for-a-planning-application>

notice or notice in a newspaper is required in addition to the neighbour notification letter.

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
– Certificate of Lawfulness of proposed use or development	<ul style="list-style-type: none"> • No statutory requirement to consult

<ul style="list-style-type: none"> – Certificate of Lawfulness of existing use or development – Approval of details/Discharge of Conditions – Non-material amendments 	
<ul style="list-style-type: none"> – 	<p><u>* At times of Government restrictions due to Covid-19 the agent/applicant may be asked to display these on site.</u></p>

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. Town and 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 committee@uttlesford.gov.uk 01799 510369. At times of Government restrictions due to Covid-19 meetings take place virtually using Zoom and public speaking is still facilitated with the same rights and rules applying. If a speaker is unable to use Zoom, it is possible to dial into a virtual meeting by telephone or a statement can be read out on their behalf.

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 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. At times of Government restrictions due to Covid-19 hearings and inquiries will take place virtually and participants will be informed on how they can participate.

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](#).
- 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 Local Plan and New Communities Team

Uttlesford District Council
London Road
Saffron Walden
Essex CB11 4ER

Tel: 01799 510541 ~~510346~~ or 01799 510454 or 01799 510637

Email: planningpolicy@uttlesford.gov.uk

Committee:	Local Plan Leadership Group	Date:
Title:	Community Engagement Strategy	Tuesday, 18 August 2020
Portfolio Holder:		
Report Author:	Sarah Nicholas, Senior Planning Officer snicholas@uttlesford.gov.uk	Key decision: N

Summary

1. A Community Engagement Strategy has been prepared to support the Statement of Community Involvement and explain in more detail the methods of engagement and how they can be tailored to each consultation stage.

Recommendations

2. That the Local Plan Leadership Group consider the Community Engagement Strategy and recommends to Cabinet that the document is published alongside the Statement of Community Involvement to enable people to comment on it.

Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budget for 2021-22 in the revised Medium Term Financial Strategy.

Background Papers

None

Impact

Communication/Consultation	The Strategy will be published for comment and the purpose of the community Engagement Strategy is to ensure full engagement with the community, groups and organisations.
Community Safety	All engagement and consultation will take place with community safety in mind
Equalities	All engagement and consultation will be

	accessible to all
Health and Safety	All engagement and consultation will be risk assessed.
Human Rights/Legal Implications	The Strategy will be published for comment and the purpose of the community Engagement Strategy is to ensure full engagement with the community, groups and organisations.
Sustainability	All engagement and consultation will take place with community safety in mind
Ward-specific impacts	All
Workforce/Workplace	n/a

Situation

4. Better community engagement is a key aspiration of the Council.
5. The attached strategy has been prepared so that the public, interested groups and organisations, Members and Officers know what is expected in relation to community engagement as the Local Plan is prepared.
6. The Strategy sets out
 - i. 6 key messages in relation to engagement on the Local Plan;
 - ii. Principles of engagement based on the Consultation Institute's best practice;
 - iii. How we will work with meeting our duty to cooperate and how we will engage with particular groups;
 - iv. A summary of the Engagement Strategy
 - v. How each stage will be publicised (web, social and printed media)
 - vi. Inception period – a time of internal workshops and preparation
 - vii. "Let's Talk About ..." An extended period of discussion on themes using a wide range of online methods as well as the potential for displays and exhibitions in 'safe spaces'. On conclusion the Council will produce a report setting out the process and activities undertaken, the views expressed, its conclusions on the issues in the light of these views and how they will be reflected in the Draft Local Plan (Regulation 18).
 - viii. Draft Local Plan (Regulation 18) where the purpose of the engagement is to test the initial draft strategies and policies. Engagement will need to communicate the Plan's vision, the big picture as well as how it effects daily

lives and the rationale for the strategy and policies. Engagement will be through the Local Plan portal, workshops/focus groups and the website.

- ix. Published Local Plan (Regulation 19) which is the plan the Council wish to submit to the Secretary of State and engagement will be through the consultation portal.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Insufficient or the wrong form of engagement takes place	1	4 - Poor engagement could lead to public protest; an unsound plan or judicial review.	Approve and implement an Engagement Strategy which sets out best practice in consultation.

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.

1. Context for Community Engagement

- 1.1. When preparing a Local Plan, the aim of good engagement is to have better decision making with improved legitimacy, where the community is fully involved and development is aligned to the needs of today's and future communities. The Council recognises these aims as the means to help it understand peoples' views and develop a locally relevant and sound Local Plan.
- 1.2. The [Statement of Community Involvement](#) (SCI) outlines the standard required consultation and identifies the range of engagement methods available to help prepare the Plan. This strategy builds on the SCI to set out in more detail the methods of engagement and how they can be tailored to each consultation stage, the needs of the community and other consultees.
- 1.3. The importance of community engagement is stated at national level with Paragraph 61 of the Planning Practice Guidance (PPG) on Plan-making requiring *effective engagement and consultation with local communities, businesses and other interested parties*.
- 1.4. At the local level the Council's [Corporate Plan](#) emphasises 'putting residents first', with the result being that *"residents will know their views have been listened to; they will feel they have the opportunity to influence the decision making; they will understand why decisions have been made even if they disagree with them. They will report increased levels of trust and confidence in the way the council conducts its business and manages its resources"*.
- 1.5. The [Corporate Consultation Strategy](#) contains the Council's Consultation Charter the principles of which can be summarised that all consultations undertaken by the Council should be:
 - Clear – Clear and concise questions are asked and consultees are clear why we are consulting and how we are using their feedback.
 - Effective – The appropriate methods and resources are used in consultation so that the information produced is both useful and used
 - Inclusive – The diverse range of groups from all corners of Uttlesford are included in consultation
 - Consistent – High standards of consultation are used throughout the council whenever consultation is carried out
 - Co-ordinated – Consultation is planned, avoids duplication and maximises, where possible, opportunities for joint consultation.

2. Six Key Messages

- 2.1. There are six key messages to be borne in mind when considering engagement on the Local Plan.
 - i. *The Local Plan is an important document which many people might not know very much about or even have heard of.*

For many, planning is not seen as relevant to them until a house or a change of use or an extension is proposed next door. However, it does affect everyone living, working or visiting the district. Can I extend my house? If I can't buy a house are there alternatives? Is the new housing within my budget? Is there somewhere for children to play or for sport? Can I walk somewhere to enjoy nature? Can I get a job I can walk or cycle to? It is important that the engagement explains why the local plan is important to them. It needs to be attractive with clear messages to encourage as many people and groups as possible to take part and shape the plan.

ii. This is the start of a 4-year process.

Preparing the Local Plan involves two formal stages of consultation, an independent and public examination of the plan concludes with the Council adopting the Local Plan. It is important that the Council clearly explains that preparing a local plan is a lengthy process. Each engagement stage needs to explain where in the process it is, what has happened, how comments have been taken into account and what will happen next.

iii. Uttlesford has declared a Climate and Ecological emergency

Like many of its neighbouring Councils, Uttlesford has declared a Climate and Ecological Emergency. The purpose being to act now to prevent a climate and ecological catastrophe that will greatly impact future generations. The Council is committed to achieving net-zero carbon status by 2030 and protecting and enhancing biodiversity by working collaboratively across the Council and the community and producing an action plan which will have been significantly delivered by April 2023. It is important that the engagement asks for views on how the Local Plan can respond to this declaration and put the environment at its centre.

iv. Uttlesford is an area where people want to live.

The engagement needs to explain that the Council will have to use a national standard to identify the number of houses needed to address the growth in households and historic undersupply. We need to make sure that the plan allows existing residents to remain living and working in the area as their family circumstances change and that new residents are properly planned for. The engagement needs to ask for views on how the Local Plan can deliver the right types of homes, jobs and environment for future generations.

v. There will not be complete consensus on the Local Plan across the community.

Whilst recognising this, the Council will use the engagement process to test each stage of the plan with residents, businesses and organisations to make it a better plan. The engagement will allow people to see and hopefully understand the views of others and explore the implications of their own views.

vi. A huge amount of data and evidence is an important part of the Local Plan.

The strategy and policies of the Local Plan will be led by the evidence. Some of the evidence produced for the recently withdrawn local plan can be rolled forward, other topics will need new evidence. It is not considered best practice to consult on the technical studies as they are factual assessments. The Council will engage with the relevant infrastructure providers and use the Local Plan Leadership Group to scrutinise the technical work. By its very nature the evidence can be lengthy and

technical. It is important that the engagement explains the evidence and the implications clearly and succinctly.

3. The Principles of Community Engagement on the Local Plan

3.1. This strategy sets a number of principles to guide the community engagement throughout the Local Plan process. These principles are based on the Consultation Institute's best practice.

3.2. Principles

a. All engagement will be conducted with integrity

The Council will be honest in its engagement, engaging in the early stages of plan making and will have a genuine willingness to listen and be influenced.

b. All engagement will be visible

The Council will make a real effort to make all of those who have a right to participate aware of what is going on to facilitate recognising and enhancing a sense of identity with the local area, creating a local sense of pride and greater sense of community.

c. All engagement will be accessible and use methods to reach as many local people and businesses as possible

The Council will reach out to those whose voices are seldom heard, being inclusive, fair and representative in the plan making process. The Council will use a variety of engagement method to ensure a wide a range of people and groups are reached as possible. The website will be easily navigated. Documents will be written in plain English avoiding jargon and explaining technical terms. Documents will be prepared in a format which can be easily read digitally.

d. All engagement will be transparent

The Council will make clear the purpose of the engagement, the timescale of the engagement, its legal status, how to make comments and how they will be dealt with and what happens next. Documents will be disclosed by the Council and made public unless there is a specific reason to make them exempt. Residents and other stakeholders should disclose the full range of local opinion.

e. Engagement will use methods which allows parties to engage in the process at a level commensurate with their interest.

The Council will take great care not to confuse stakeholders with messages which assume familiarity with national policy requirements and the Local Plan process. At the same time it is important that those who want to, are able to follow and take part in the process in detail.

f. Engagement will be fair

The Council will consider responses to the engagement fairly and objectively and decisions will be taken on an understanding of the spread of local opinion.

- g. The Council will publish meaningful feedback on comments made in the engagement process.*

Following each engagement stage the Council will prepare a “You Said, We Did” type report summarising the issues raised and explaining the Council’s direction following the engagement and why changes have or have not been made. Officers will make recommendations which will be considered by Councillors at the relevant Committee and Council meetings who will make the final decision.

- h. At each engagement stage the Council will make clear what can and cannot be influenced.*

The Local Plan needs to comply with national policy and guidance and therefore there will be certain aspects of the Local Plan where any possible changes must be with these policy constraints.

- i. All engagement will use a consistent branding ‘Uttlesford Local Plan: Towards Zero Net Carbon’*

The branding will help deliver the message that the Council is putting its declaration of Climate and Ecological Emergency into action and is putting the Environment at the heart of the Local Plan.

- j. The success of the engagement will be measured*

The Council will identify ways to measure the success of the engagement strategy. This cannot be measured by the level of support expressed for the final Plan as it is never possible to put forward a plan that has full consensus but by assessing the number of individuals and groups who engaged and responded.

4. Duty to Cooperate and Joint Working Arrangements

- 4.1. The Council is under a duty to cooperate with other local planning authorities and county councils and with other prescribed bodies, on strategic matters that cross administrative boundaries¹.
- 4.2. The Council will work with Essex County Council, drawing on its strategic knowledge of the County and its expertise in relation to its many functions and statutory responsibilities².
- 4.3. The Council will work with the other authorities in the Housing Market Area and the Functional Economic Market Area (Epping Forest DC, Harlow Council and East Herts DC and Essex County Council) through the Cooperation for Sustainable Development group.

¹ See Appendix A

² Education, Transport and Highways, Sustainable Drainage and Local Lead Flood Authority, Minerals and Waste, Public Health, Adult Social Care, Libraries, Recycling, Heritage.

- 4.4. The Council will build on existing relationships with South Cambridgeshire District Council, the Greater Cambridge Partnership and the Cambridgeshire and Peterborough Combined Authority.
- 4.5. The Council will work with Braintree District Council, especially as they consider their way forward in the light of their Inspector's letter.
- 4.6. The Council will work with organisations working at a regional scale, namely M11 Innovation Corridor, Oxford Cambridge Arc Spatial Strategy, South West Herts Strategic Plan, Hertfordshire Infrastructure and Planning Partnership, and North Essex Combined Authorities.
- 4.7. The Council will work with Historic England and Natural England to agree best practice, especially in identifying and assessing areas of search and potential sites.
- 4.8. Uttlesford lies with the South East Local Enterprise Partnership (LEP) and the Council will work with the partnership so that Uttlesford's development strategy is aligned with their Local Industrial Strategy and that the LEP can assist in employment growth and the delivery of infrastructure proposed in the Local Plan.
- 4.9. Uttlesford will work with the Highways England and the highways authorities in Essex and adjoining counties to ensure that the development strategy is deliverable in transport terms.
- 4.10. The Council will record all Duty to Cooperate meetings and make them available on the Council's website and as a single report demonstrating effective and on-going joint working to submit to the Planning Inspector.

5. How We Will Engage with Particular Groups

- 5.1. The following identifies some key groups of people and organisations and outlines how we will engage with them. The Council is legally required to consult with a range of bodies which in relation to Uttlesford are listed in Appendix B.

Town and Parish Councils and Parish Meetings

- 5.2. The Council will use the existing Town and Parish Council Forum for direct liaison between officers and Parish Councillors and provide an opportunity for structured discussion around a range of issues on the Local Plan and Neighbourhood Planning.
- 5.3. District and County Councillors have the opportunity to engage with Town and Parish Councils when attending town and parish council meetings.

Local Plan Stakeholder Community Forum

- 5.4. This is an informal forum chaired by an independent person appointed by UDC comprising about 15 people including representatives from the health, voluntary sectors, Youth Council and key groups such as cycling and walking.
- 5.5. The purpose of the forum is to act as a consultative group to support the work on the local plan, and formal and informal planning guidance in accordance with the Uttlesford Statement of Community Involvement and this Engagement Strategy, and to provide advice in full compliance with the objectives and policies set out in the new emerging Local Plan.

Working with other Key Groups

- 5.6. The Council will use groups such as the Energy and Climate Change working group, Youth Council and the working groups forming Uttlesford's Local Strategic Partnership (LSP) known as [Uttlesford Futures](#) for structured discussion and testing of emerging strategies and policies.

Infrastructure Providers

- 5.7. One of the main challenges around engagement with infrastructure providers is that as specialists in different fields they all use different terminology and have different concepts and priorities in their daily workload. It is important to translate the key evidence into plain English which is capable of being drawn into the planning process.
- 5.8. In the case of the NHS, we will engage with NHS England and the Clinical Commissioning Groups (CCGs).
- 5.9. The Council will work with Essex County Council in relation to the many aspects of infrastructure which it provides.
- 5.10. The Council will work with the Minerals and Waste section of Essex County Council in developing appropriate minerals and waste policies in the Local Plan.
- 5.11. School planning has become more complex with the proliferation of Free Schools and Academies outside Local Authority control. Essex County Council is responsible for ensuring that development provides adequate education provision. On occasions it may be necessary to communicate directly with individual schools, through their Heads or Chairs of Governors to discuss any specific needs. The team's Community Infrastructure Planner employed by the County with specific responsibilities for Uttlesford will support communication between County departments and the District to ensure that the requirements of the Local Plan can be communicated.
- 5.12. Essex County Council is the Highways and Transportation Authority³ and Highways England is responsible for the motorway network. The team's Principal Transportation and Infrastructure Planner at the County with specific responsibilities for Uttlesford will support communication between the agencies and to ensure that the requirements of the Local Plan can be communicated.
- 5.13. The Council will update its Water Cycle Study⁴ which will involve engaging with the Environment Agency and the water utility companies.
- 5.14. The delivery of infrastructure will be overseen by the Strategic Infrastructure Delivery Group. This is a Member reference group for Cabinet. It will oversee and coordinate bids for capacity and infrastructure funding, to actively investigate delivery models for strategic growth including long term stewardship, to promote cross boundary collaboration on all policies related to growth and co-ordinate the achievement of best practice in the delivery and implementation of the strategic elements of the Local Plan proposals including engagement with external partners where this is necessary.

Residents

³ Note that Manchester Airports Group is the highway authority of the airport road network and a section of Bury Lodge Lane.

⁴ The study considers whether the development proposed can be accommodated by the existing or new water and wastewater infrastructure, without causing a detriment to the wider receiving water environment and any necessary mitigation required to achieve this.

- 5.15. The council will use various means, such as the website, social media, press releases, leaflets and posters to contact residents and make it easy for them to find out about the local plan process, what stage it is at, how they can get involved and what is happening next.
- 5.16. The Council has in the order of 6000 people registered on the consultation database who have engaged in the Local Plan process previously or have expressed an interest to be kept informed. There are also about 7000 subscriptions to our e-newsletter via our GovDelivery system, as well as connecting with people via the Council's Facebook, Twitter and Instagram accounts. The Council will use these systems to keep people informed of engagement events.
- 5.17. District and County Members also have the opportunity to raise awareness of engagement and consultations events when they meet their constituents at events, through writing articles in parish/village magazines, parish websites etc.

Businesses

- 5.18. There are several organisations representing businesses which the Council will engage with. At the local level the Council will work with Town Teams of Saffron Walden and Great Dunmow and Chambers of Trade and Commerce. It can reach companies through the Uttlesford for Business website. At a County level there is the Essex Chambers of Commerce and at the regional level there are the Local Enterprise Partnerships.

Internal

- 5.19. Preparation of the Local Plan will involve cross directorate working within the Council. Traditionally the Council works with the housing department on issues such as the provision of affordable housing, with Environmental Health on pollution and air quality matters, waste collection. But there are also the departments with responsibilities for parking, health and wellbeing, community safety, voluntary sector and engagement.

Landowners and developers (site promoters)

- 5.20. Deliverability of the Local Plan is an important consideration in preparing an effective plan and it is important for Local Planning Authorities to involve landowners and developers ('site promoters').
- 5.21. For large, complex sites it may be necessary for the Council to seek further information beyond that commonly sought through the Call for Sites. This may necessitate direct face-to-face meetings and requests for additional information. All such meetings will be subject to a set of ground rules setting out the requirement to publish minutes of the meetings, how requests made under the Freedom of Information Act or the Environmental Information Regulations will be dealt with, the involvement of other stakeholders and updating Councillors on the meetings through the established member governance arrangements.
- 5.22. The Council also holds an Agents' Forum meeting which is an opportunity for planning agents representing site promoters to discuss issues with Council Officers.

6. Outline of Engagement Strategy

6.1. Appendix C is a simple diagram of the stages in preparing the local plan and when you can get involved.

Publicity for each stage

6.2. Each engagement stage will be publicised by a variety of means such as

- Consultation portal (automated email or letter to those without email)
- Website
- Use of Council's social media platforms
 - Facebook
 - YouTube
 - Twitter
 - Instagram
- E-newsletter
- Local newspapers (press release / advert)
- Posters/Leaflets
- Piggybacking on other UDC events

6.3. After each stage of this engagement strategy, it should be reviewed to learn from the experience of the previous engagement and modify forthcoming engagements to ensure that the key messages are still being made and the principles are being met.

Inception Period

6.4. This is not an active engagement stage but a period of time for the Council to ensure the right material and resources are in place for the Issues and Options stage.

6.5. The Inception period will concentrate on

- Setting up the communications and starting to put this strategy into place
- Ensuring appropriate resource and structures are in place
- Working internally through member workshops to ensure a consistent level of knowledge, understanding and approach to preparing the Local Plan across Council officers and members
- Ensuring the "Let's Talk About ..." material is accessible and engaging.

6.6. The Inception Period will be overseen by the Corporate Overview Board and the Local Plan Leadership Group. Workshops will be held with Members.

"Let's Talk About"

6.7. In preparation to the formal consultation on a draft Local Plan (regulation 18) the Council will undertake a programme of interrelated discussions on themes that matter to residents and to the future wellbeing of the District. These themes and questions will be developed with key partners such as Essex County Council. The purpose of this stage is to engage with the community to allow the Council to understand people's views on these themes in order to prepare the Local Plan.

6.8. The themes will cover issues such as tackling climate change, design, infrastructure, healthy lifestyles, housing, employment, heritage and conservation.

6.9. The strategy aims to ensure that all voices are heard, of all ages and backgrounds, from all places and representing all interests. This stage is very likely to take place when we will still be subject to strict social distancing rules and restrictions on social gathering. The following suggested forms of engagement include web-based activities alongside more traditional means. Methods should be highly accessible and visual. It is proposed that this is a period of continual and evolving engagement process of educating, listening and responding. Methods will have the benefit of capturing people's views in a creative manner and will allow people to see other peoples' views.

Methods of Engagement

- Displays at libraries, leisure centres and parish spaces (use of You can book me⁵)
- Pop up exhibitions in vacant shop / window display in vacant shop
- Use of Communities Team's 'Drinks with Community Links' horsebox
- Written/email responses
- Workshops / Zoom meetings with key groups
- Supply resources to Town and Parish Councils to undertake their own engagement
- Virtual Exhibitions⁶
- Online/paper surveys and questionnaires
- Ratings and voting
- Virtual post-it boards
- Photography competition

6.10. Following this engagement the Council will produce a report setting out the process and activities undertaken, the views expressed, the Council's conclusions on the issues in the light of these views and how they will be reflected in the Draft Local Plan (Regulation 18).

Draft Local Plan (Regulation 18)

6.11. The purpose of this stage is to test the initial draft strategies and policies.

6.12. The draft Local Plan will have assimilated the comments made during the Let's Talk About discussions, the evidence base, input from infrastructure providers and cross boundary strategic issues.

6.13. Engagement will need to communicate the Plan's vision, the big picture as well as how it affects daily lives, and the rationale for the decisions made.

Methods of Engagement

- Publication on the consultation portal
- Exhibitions / Virtual Exhibitions / pop-up exhibitions
- Attractive and engaging Website storyboard.
- Workshops / Zoom meetings with key groups
- Topic based focus groups comprising representatives from different groups

⁵ <https://youcanbook.me/> enables ability to control numbers by people booking a visiting time.

⁶ See appendix D as an example of what this might look like.

- Area focused engagement activities

6.14. Following the consultation a report summarising and commenting on the comments made and explaining why changes to the plan have or have not been recommended to Council for approval.

Publication

6.15. The purpose of this stage is to publish the Plan which the Council wishes to submit to the Secretary of State for examination and enable people to make comments for the Inspector to consider.

6.16. The Pre-submission Local Plan will have considered the comments made on the Draft Local Plan and made appropriate amendments.

Method of engagement

- Publication on the Consultation portal.

6.17. Following the period for comment a report summarising the representations and whether modifications to the plan would be supported by the Council will be prepared and sent to the Inspector. A copy of all representations received during this stage is also sent to the Inspector.

7. Roles and responsibilities

Role of District and County Councillors

7.1. At times of consultation the role of all Councillors becomes particularly critical because of their links with Town and Parish Councils, with local residents and businesses. It is hoped that Members will proactively identify opportunities for local awareness raising at consultation times. Local Plan-making must by its nature address challenging and contentious issues. It is hoped that District and County Councillors will ensure that any public communications reflect awareness of the national policy, evidence and process constraints which provide the framework for plan-making. This should apply even in cases where Members personally disagree with the decisions taken.

Officers

7.2. Officers will represent the Council with honesty and integrity. They will advise and answer questions from Councillors, members of the public, groups and organisations with impartial professional judgement to the best of their skill and understanding. They will listen to and report on the comments of others with respect and without discrimination or prejudice. Throughout the process officers will support members with workshops.

Town and Parish Councils and Meetings

7.3. Town and Parish Council know their community and those who may have difficulty engaging in the process. It is hoped that they will assist the District Council by disseminating and gathering information and if necessary acting as an advocate for those unable to participate directly.

Individuals and organisations

- 7.4. Members of the public are asked to treat councillors and officers with courtesy and respect. They are asked to listen to the information they are being given and to understand that the Local Plan is being prepared in the context of National policy over which the Council has no influence.

8. How responses will be dealt with

- 8.1. In the interests of transparency all comments and documents received during formal consultations will be published to the relevant section of the consultation documents on the Council's online consultation portal. The name of the person or organisation making the comment will be made public. Where comments are particularly long, this will involve a summary of the comments made and a copy of the full representation will be attached. The Council encourages consultees to register on the Consultation portal and submit comments online themselves. Comments submitted by email will receive an automated acknowledgement. Submissions made by post will not receive an acknowledgement. The process of administering the comments and entering them onto the portal is very resource hungry and it can be a number of weeks after the close of consultation that all the comments are available to view.
- 8.2. The Council is committed to transparency in the plan-making process and therefore anonymous comments will not be considered. Personal or defamatory comments about individuals or groups of people will not be published.
- 8.3. Officers will prepare a report summarising the representations received on each section or policy in the Local Plan, commenting on those issues and explaining any recommended changes or why no change is recommended. The reports and recommendations will be considered by Councillors at the relevant Committee and Council meetings who will make the final decision.
- 8.4. Weight is not given to the source of the comments made, except in the case of bodies which have statutory weight, including duty to co-operate bodies and organisations such as the Environment Agency, Natural England, Historic England and Highways England.
- 8.5. It should be noted that in addressing comments made, the Council will consider the wider definition of sustainability as set out in the National Planning Policy Framework⁷, and that the presence of adverse impacts does not mean that a development option should automatically be rejected.
- 8.6. Comments received during less formal, non-statutory engagement events will be summarised in a report and presented to Local Plan Leadership Group.

9. How to contact us

Contact details will be clearly visible on all engagement material.

⁷ Paragraphs 7-11 of National Planning Policy Framework (February 2019)

Appendix A: Local Planning Authorities, County Councils and other Prescribed Bodies

Prescribed bodies for the purposes of section 33A(1)(c) and 33A(9) of the Planning and Compulsory Purchase Act 2004.

- a) The Environment Agency
- b) Historic England
- c) Natural England
- d) Mayor of London
- e) Civil Aviation Authority
- f) Homes England
- g) Clinical Commissioning Group
- h) Office of Rail Regulation
- i) Transport for London
- j) Each Integrated Transport Authority (not relevant to Uttlesford)
- k) Each highway authority (for Uttlesford namely Highways England, Essex, Cambridgeshire, Hertfordshire and Suffolk County Councils, Manchester Airport Group and Transport for London)
- l) The Marine Management Organisation (not relevant to Uttlesford)
- m) Each local enterprise partnership

Local Planning Authorities relevant to Uttlesford

Braintree District Council
Chelmsford City Council
Epping Forest District Council
Harlow Council
East Herts District Council
North Herts District Council
South Cambridgeshire District Council
West Suffolk Council

County Councils relevant to Uttlesford

Essex
Hertfordshire
Cambridgeshire
Suffolk

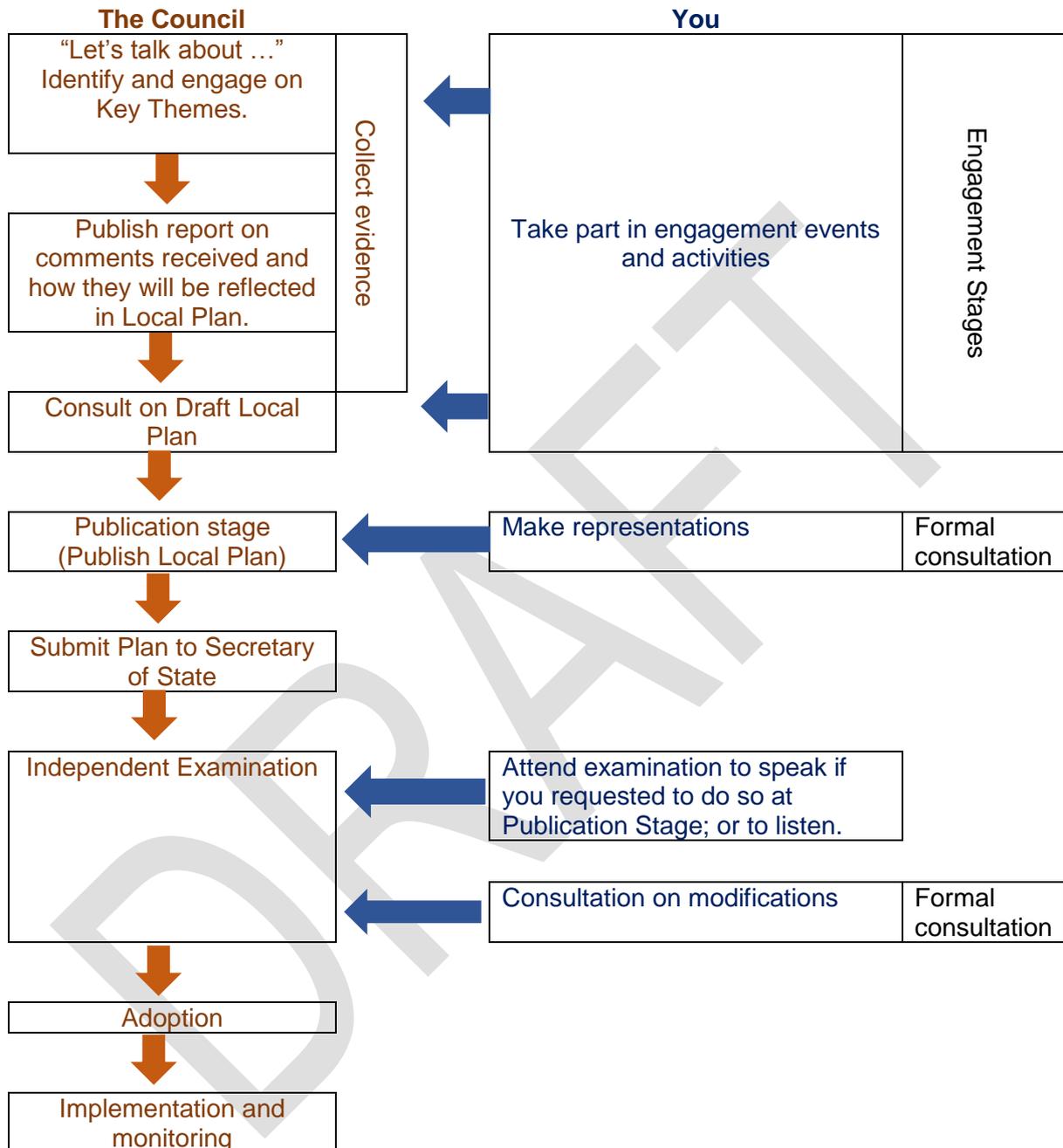
Appendix B: Specific, General and Other Consultees

Specific Consultees	General Consultees
Affinity Water	Cambridgeshire Race Equality & Diversity Service
Anglian Water Services Ltd	Chelmsford Diocese Board of Finance
Braintree District Council	London Gypsies and Travellers Unit
Cadent Gas	National Federation of Gypsy Liaison Groups
Cambridgeshire County Council	National Federation of Gypsy Liaison Groups
Chelmsford City Council	South East Local Enterprise Partnership
Colchester Borough Council	Uttlesford Area Access Group
County Broadband Ltd	Dunmow and District Chamber of Trade and Commerce
East Hertfordshire District Council	Greater Cambridge Greater Peterborough Partnership
Environment Agency	Essex Chambers of Commerce
Epping Forest District Council	LARA (Land Access & Recreation Association)
Essex County Council	Gypsy Council
Gigaclear plc	Gypsy and Traveller Law Reform Coalition
Greater London Authority	Council for Voluntary Service Uttlesford
Harlow Council	Greater Cambridge and Greater Peterborough Local Enterprise Partnership
Hertfordshire County Council	Federation of Small Businesses
Highways England	East Anglian Gypsy Council
Mobile Operators Association	Cambridgeshire Traveller Initiative, Ormiston Children and Family Trust
National Grid	
Natural England	
North Hertfordshire District Council	
Oil Pipeline Agency Ltd	
South Cambridgeshire District Council	
Suffolk County Council	
Thames Water	
West Suffolk Council	
Town and Parish Council in Uttlesford Adjoining Town and Parish Councils in Braintree District Chelmsford City Epping Forest District East Hertfordshire North Hertfordshire South Cambridgeshire	Government Departments Department for Transport Ministry of Defence Public Health England (East of England)

Other Consultees
Active Essex / Active Uttlesford
Age UK Essex
Arriva (Essex and North Kent)
BAA Aerodrome Safeguarding
Basildon Borough Council
British Horse Society
Broxted & District Community Association
Buzzcom
Cambridge Airport International Airport
CAMRA
Chelmer Housing Partnership
Church Commissioners
Circle Anglia
Civil Aviation Authority
Clarion Housing
Clavering Countryside Group
Clavering Landscape History Group
Corona Energy
County Broadband
CPREssex
Dunmow Historical Society
English Rural Housing Association
Equality and Human Rights Commission
Essex Ambulance Service
Essex Bridleways Association
Essex County Councillor Dunmow Division
Essex County Councillor Stansted Division
Essex County Councillor Saffron Walden Division
Essex County Councillor Thaxted Division
Essex County Fire & Rescue Services
Essex Fire and Rescue Service
Essex Gardens Trust
Essex Police
Essex Police Architectural Liaison
Essex Wildlife Trust
Essex Wildlife Trust (Uttlesford Branch)
Federation of Small Businesses
Fibre WiFi Ltd t/a FibreWiFi
Fields in Trust
First Essex Buses Ltd
Freight Transport Association
Friends of the Earth
Friends of the Earth - Saffron Walden & District
Garden History Society
GeoEssex

Greenfields Community Housing
Hadstock Society
Hastoe Housing Association
Hatfield Broad Oak Conservation Group
Health and Safety Executive
Home Builders Federation
Homes England
London Stansted Cambridge Consortium
Manchester Airports Groups (MAG)
Member of Parliament
Mid Essex Hospital Services NHS Trust
National Grid plc
National Trust
Network Rail
NHS England Midlands and East
NHS North Essex
NHS Property Services Ltd
NHS Strategic Planning Team
North West Essex and East Herts Preservation Assoc
Office of Rail regulation
Open Space Society
Police and Crime Commissioner for Essex
Ramblers Association
Renewable UK
Road Haulage Association
Royal Mail Group Ltd
RSPB
Rural Community Council of Essex
Saffron Walden and Little Walden Neighbourhood Plan
Sport England
Stage Coach
Stansted Neighbourhood Plan Steering Group
Stansted Surgery
Stebbing Society
Stop Stansted Expansion
Sustainable Uttlesford
Tenant Forum
Thaxted Traders Guild
Theatres Trust
Transport for London
Uttlesford Badger Group
Uttlesford Futures (Employment, Economy, Skills, Environment and Transport)
West Essex Clinical Commissioning Group
Youth Council

Appendix C: Local Plan Stages and when to get involved



Appendix D

Example of what a Virtual Exhibition might look like.

