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Uttlesford District Council

Chief Executive: Dawn French

Local Plan Leadership Group Remote Meeting

Date: Monday, 28th September, 2020

Time: 7.00 pm

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

Chair: Councillor A Storah

Members: Councillors G Bagnall, M Caton, R Freeman, P Lees, M Lemon, B Light, S Merifield, R Pavitt, N Reeve, M Sutton and M Tayler

Public Participation

At the start of the meeting there will be an opportunity for up to 10 members of the public to ask questions and make statements subject to having given notice by 2pm the day before the meeting. Each speaker will have 4 minutes to make their statement.

Please write to committee@uttlesford.gov.uk to register your intention to speak with Democratic Services.

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, or to attend the meeting over Zoom to read out their questions or statement themselves.

Members of the public who would like to listen to the meeting live can do so [here](#). The broadcast will be made available as soon as the meeting begins.

AGENDA PART 1

Open to Public and Press

1 Apologies for absence and declarations of interest

	To receive any apologies and declarations of interest.	
2	Minutes of previous meeting	4 - 10
	To consider the minutes of the previous meeting.	
3	Local Plan Project Initiation Document	11 - 33
	To consider the Local Plan Project Initiation Document.	
4	Local Development Scheme	34 - 47
	To consider the Local Development Scheme (LDS).	
5	Statement of Community Involvement - Draft for Consultation	48 - 86
	To consider the Statement of Community Involvement.	
6	Community Engagement Strategy	87 - 105
	To consider the Community Engagement Strategy.	
7	Lets talk about	106 - 119
	To consider Let's talk about.	
8	Areas of Search and the Local Plan Development Strategy	120 - 125
	To consider Areas of Search and the Local Plan Development Strategy.	
9	Changes to the Planning System Consultation	126 - 145
	To consider Changes to the Planning System Consultation.	

REMOTE MEETINGS AND THE PUBLIC

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Agenda Item 2

LOCAL PLAN LEADERSHIP GROUP held at ZOOM on TUESDAY, 18 AUGUST 2020 at 7.00 pm

Present: Councillor A Storah (Chair)
Councillors G Bagnall, M Caton, P Lees, M Lemon, B Light,
S Merifield, R Pavitt, N Reeve, M Sutton and M Tayler

Guest (non-Voting): Councillor J Evans

Officers in attendance: G Glenday (Assistant Director - Planning), R Harborough (Director of Public Services), S Miles (Local Plans and New Communities Manager), S Nicholas (Garden Communities Senior Planner) and H Richardson (Garden Communities Project Officer)

Visitors: Councillors C Day, A Dean, M Foley, J Lodge and A Maciuca (Saffron Walden Reporter)

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllrs. Freeman, Bagnall, Tayler.

The following Councillors made declarations of interest;

Cllr. Light, a Saffron Walden Town Councillor

Cllr. Merifield, a member of Stebbing Parish Council

Cllr. Lemon, a Parish Councillor for Hatfield Heath and White Roding.

Cllr. Reeve, a Parish Councillor for High Easter in addition to his Ward responsibilities.

Cllr. Evans, Chair of the Stebbing Neighbourhood Plan.

Noted in previous meeting 29.07.20;

Cllr. Freeman noted himself as a Parish Councillor for Saffron Walden Town Council.

Cllr. Bagnall, a member of Takeley Parish Council.

It was suggested that these declarations be noted in writing and only be addressed if there were a change in circumstance to avoid repetition in future meetings.

The Group agreed this proposal.

2 MINUTES OF THE PREVIOUS MEETING

The following requests of amendment were identified from the minutes dated 29.07.20;

Page 4 - Cllr. Evans asked that he be added to the list of attendees of the meeting.

Page 6 - Cllr Storah said the working arrangements should be set out more clearly and appended to the minutes with the terms of reference for members and public to access easily.

Page 7, third bullet point - Cllr. Storah asked for the wording to be amended from "The Portfolio-holder for Planning and the Local Plan will be invited to all meetings to answer any questions that may arise; " to The Portfolio-holder for Planning and the Local Plan meetings will be invited to ask and/or answer any questions that may arise.

Cllr Evans - re. Terms of Reference in connection to the bullet point that referred to meetings being held in private. The Cabinet agreed that the expression, "to meet in private when otherwise matters could be considered prejudicial to the Council" was inappropriate and it should be amended to, "matters be held in private when they might be considered prejudicial to the interests of the making of the plan if discussed in public".

Roger Harborough stated decisions on the terms of reference were not for the working group to decide. Cabinet could undertake any consultation they felt necessary before making a decision.

It was proposed that Cllr. Evans took the proposal for the wording to Cabinet for consideration.

Page 8 para. 4 - Cllr. Storah asked for this to be removed as it wasn't clear that he had supported Cllr. Bagnall's Proposal.

Page 9, line 3 - Cllr. Storah asked that "The roles, function and objectives needed to be clarified" be amended to "The roles, function and objectives needed to be adhered to".

Page 10, para. 5, line 3 - Cllr Merifield asked that the word "supported" in the line below be changed to "supportive"

Every councillor should be supported of the Local Plan, if they are not they would be working against the people of the district.

Gordon Glenday responded to an earlier comment raised regarding public speaking. He noted at the last meeting it had been discussed having up to 10 speakers and a maximum of 45 minutes total speaking time. The group agreed to leave it to the chairs discretion based on the numbers at each meeting.

Page 14, para. 3 - Cllr. Storah asked that "The Chair made some suggestions for the group to agree" be amended to "The Chair made some suggestions for the group to consider".

PROJECT INITIATION DOCUMENT

Stephen Miles introduced the document highlighting the following;

The document defined the Local Plan project setting out the aims of the project and why it should go ahead, who is involved and their responsibilities. It provides a baseline for management of the Local Plan. He noted it was good practice to have such a document when starting a project of this size.

Officers were advised by the Peer Review Group not to bring any of these papers to the group for consideration, in order to allow further time to consider the start of the Local Plan project in the light of the government's proposals to amend the planning system. Officers are not recommending that these papers follow on to the next Cabinet meeting for review.

The documents had been presented today for the group to comment.

The Chair said the group would be assisting with the Council's response to the White Paper.

Roger Harborough said it is the statutory duty of the Council to prepare a Local Plan under the current framework. As the timeline was unclear on the implementation of the new legislation, the Peer Review Group have advised the Council to focus on activities relevant to both the current and new statutory arrangements. This issue would be addressed in the 3rd All Member Workshop on September 8th. Progressing work at this stage under the current arrangements would run the risk of incurring substantial expenditure on work that might become redundant.

In response to members asking for officers' direction as to the focus of topics that would cross both frameworks, he said Peer Review Group had highlighted some potential areas of focus. However it would be premature to make suggestions. It would be sensible to wait until the Council had met with the Ministry.

It was highlighted by members that community engagement was a topic that would cross both frameworks. Engaging at an early stage with cross generational collaboration to encourage wider consultation. The Youth Council should be consulted on engagement, as a useful early focus to inform the Council's response to the consultation on the White Paper, by October 29th. The Government supported social media and digital means of engagement and less emphasis on traditional forms of communication. It was noted that site identification would be another valuable topic to focus on.

The portfolio holder asked officers to refresh the Council's data on brownfield sites to circulate to the Members, Parish and Town Councils with a view of identifying further sites. In addition members highlighted the need to include green and biodiversity sites to maintain the rural aspect of the district.

It was requested officers create a set of standard questions to be circulated by parish and town councils as a focus for community consultation.

Members asked for background reading that would assist the group ahead of making any formal contribution to the Local Plan.

The group agreed to progress the Local Plan within the current framework in the current situation, to prepare the ground for the next stages.

Members then went onto to discuss the Project Initiation Document in more detail and suggested the following amendments;

Para. 3.1 - The Chair suggested an amendment from "The Local Plan relates to the whole of the district and is intended to cover the period up to 2040 and beyond" to "The Local Plan relates to the whole of the district and will cover the period up to 2040 and beyond"

Officers responded to a question raised about plan period. Currently the time period the Local Plan had to cover at least 15 years from adoption (ref to 2040), and the start date of the period is at the discretion of the council. Under the government proposals, the plan period could be reduced to a 10 year period.

Para. 3.2 - The Chair suggested an amendment to " The objectives of the project are to deliver an up to date Local Plan which;

1. Meets the Councils corporate plan and objectives for the plan
2. Meets the districts identified development needs in terms of new housing employment and commerce
3. Delivers the associated infrastructure as and when required
4. Is evidence based
5. Is Sound

He suggested that this would replace the 2nd and 3rd bullet points in paragraph 3.3.

In response to the suggested amendments, officers said the bullet points in para. 3.3 covered the 3 categories proposed by the government into which on the district would be allocated;

1. Growth areas
2. Areas for renewal (brownfield land evidence)
3. Protection

These were not referenced in the proposed amendments and it would be important to capture these issues, and consider the evidence base required to support them.

This proposal was supported by the group.

In response to the Chairs question ref. page 24 on the Project Manager position, officers confirmed the position was not vacant.

It was agreed the Chair of the Leadership Group would attend the Portfolio Holder meetings to keep engagement open between officers and members on the Local Plan Leadership Group.

The Chair referenced page 25 in connection with the adoption date of the Local Plan and asked whether the group wanted to wait until officers had met with the ministry for guidance before an adoption date be decided. The group generally agreed to remain with the original submission date of Dec. 2023.

Members asked for a direct link between the regulations stages to make it clearer to follow, using start and end dates.

Officers advised getting feedback from the ministry before committing to an adoption date. Removing contingency from the project plan in order to meet the submission date would not demonstrate good project management.

The Group supported this approach.

4

DRAFT LOCAL DEVELOPMENT SCHEME

Stephen Miles noted that many points from this document had been covered in the previous item. He introduced the document set out the draft timetable for the Local Plan.

Page 38 - The Chair - referred to the final paragraph that noted "there was no requirement for the LDS to set out a timetable for the production of any SPDs". He would have expected to have seen a schedule of SPDs that the Council intended to produce.

Officers clarified that SPDs need to supplement policies. At this stage there were no up to date policies. The Climate Change guidance would be brought to the group in the future for review. The current wording in the paragraph is still relevant. An interim document could be produced to support the work. There could be consideration given to design codes that would apply to both existing and new systems.

In response to the chairs question of updating the five year land supply more frequently before the Plan is adopted, Officers stated it would be an unrealistic task for the Council to deliver due to the time and resources it would involve. The work is carried out annually.

Officers confirmed that the Government was proposing to replace Section 106 Agreements and Community Infrastructure Levies for each district with a nationally prescribed approach which calculated levy contributions based on the value of completed developments. The Council would need to see the detail before it could respond and assess the impact

It was noted by the group it would be a useful addition to the papers to have a statement demonstrating they were produced ahead of the White Paper.

5 STATEMENT OF COMMUNITY INVOLVEMENT

Item deferred to the next meeting.

6 COMMUNITY ENGAGEMENT STRATEGY

Item deferred to the next meeting.

7 HOUSING NUMBERS

Stephen Miles gave the group a short update on the proposals in the Government's white paper and the separate consultation on the standardised methodology.

The calculation proposed in the government's standardised methodology resulted in a need for 1,230 dwellings per annum across the district in order to meet a national target of over 300,000 homes per annum. The methodology is intended to address affordability issues for young people and provide homes where people want to live. This figure was much higher than the current calculation of approx. 700 homes per annum. The figures were based on median earnings and median house prices to adjust the need calculation to address affordability. The new calculation also included an add-on factor for worsening affordability over a ten year period. The current housing need figure was capped. The uncapped figure would be 800 homes per annum. The new calculation proposes to remove the cap. The only areas of the country with higher housing requirement numbers as a proportion of existing dwellings are in the London Boroughs. The new figure of 1,230 reflected the assessment of housing need, not the housing requirement.

The white paper proposes to amend the standardised methodology taking into account other factors such as constraints, size of existing settlements and opportunities for brownfield development. It is proposing to make the final requirement figure binding to local authorities. It also mentioned that plans should include consideration of a buffer, but did not specify a number and no further details had been set out.

The Council should respond positively to the consultation and should set out any concerns over the future housing numbers. Additional points for consideration;

- The current proposals for setting housing requirements do not have any mechanism to take into account the government's ambition for growth areas such as the O2C Arc
- Confirmation of how constraints were factored into the process of reducing the need to give a requirement figure

- Deliverability based on the size of existing urban settlements
- Comparison of neighbouring local authority areas will be included in the consultation response.

A draft response would be presented to the group at a later meeting.

The housing numbers came from the household forecast which was influenced by the population forecast. Both are published every 2 years. The most recent are the 2018-based forecasts which were published in July 2020. The figures project forward past trends.

The status of requirements needed to be explored. Government may not make them statutory as that might lead to challenges in the courts through applications for a judicial review. The white paper suggested a local authority could borrow against the expected future receipts from the proposed infrastructure levy to fund infrastructure upfront. This process in practice could prove more challenging and would need further review.

The group expressed their willingness to assist with formulating the council's response to the technical consultation and. Share a draft with the Portfolio Holder and Chair at a later date.

The proposed date for the next meeting would be towards the end of September, or the beginning of October, to be confirmed following on from the All Member Workshop and the meeting with the Ministry.

As it was agreed to postpone any recommendation to Cabinet as to how to proceed, it was agreed the Community Engagement Strategy paper would be reviewed by members outside the meeting and comments sent to the Chair by August 31st. The Chair would collate comments from the group and forward responses to Stephen Miles.

Meeting ended 22:15.

Agenda Item 3

Committee:	Local Plan Leadership Group	Date:
Title:	Local Plan Project Initiation Document	28 September 2020
Report Author:	Stephen Miles, Local Plan & New Communities Manager	

Summary

1. A revised version of the Project Initiation Document (PID) has been prepared and the Group are invited to make comments

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 budgets for 2021-22 until 2024/25 in the revised Medium Term Financial Strategy.

Background Papers

4. Draft PID.

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	All
Workforce/Workplace	N/a

Situation

6. An earlier draft version of the PID was reported to the last meeting of the Group. This latest version of the PID has been amended to take account of advice from the EELGA Peer Review Group. In particular the Governance chart has been modified to clarify the reporting lines of both the Corporate Overview Board and also the Local Plan Project Board. This is considered especially important to avoid any risk of confusion, and to improve transparency and efficiency. Fuller explanations have been included in the roles of the forums, and of officer responsibilities. The Risk Register has been updated to include scores and also to show the scores after mitigation (the version in the earlier PID was illustrative and had not been given evaluation scores). The PID also includes the full project costs.

Risk Analysis

7.

Risk	Likelihood	Impact	Mitigating actions
That the 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 is drafting a response to the government consultation and should also 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.

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 basis for the management of the project and, ultimately, a basis to assess its success.

2. Background

- 2.1 The Planning and Compulsory Purchase Act 2004 requires that local planning authorities produce a local development plan for their area. The National Planning Policy Framework states:

“The planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings”
(paragraph 15)

- 2.2 The Uttlesford Local Plan is the statutory means to fulfil these requirements. The Local Plan will also help deliver the priorities set out in the Council's Corporate Plan and will, as part of the 'Development Plan' be the basis of determining future planning applications and appeals.
- 2.3 The current local plan dates from 2005. A replacement plan was submitted for examination but subsequently withdrawn in May 2020 in the light of the examining Inspectors' comments on the soundness of the plan. At the same time the Council resolved to commence a new local plan the subject of this PID (Appendix A attached).

Business Case

- 2.4 The Council is required to produce a Local Plan by statute. Failure to do so would result in the Council not meeting its statutory obligations. Such failure would expose the District to risks of speculative planning applications and costs through defending planning appeals. This is already a potential risk. Further, in the absence of a Local Plan, the Council will perform poorly against national performance indicators and be at risk from Government intervention.

Government Proposals

- 2.5 In August 2020 the Government published a White Paper 'Planning for the Future' for consultation, which would, if enacted next year, as the Government intends, have a very significant effect on the process, content and timetable of local plans. The Council will also make representations on the consultation White Paper proposals to Government in the interests of the District as a whole. As far as possible the Council will approach this project in a manner which is

flexible to allow for potential changes to legislation and guidance and avoid wasted resources. Changes to the PID will be brought forward as appropriate.

3. Project Definition

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

Project Objectives

3.2 The objectives of the project are to deliver an up to date Local Plan which:

- Meets the Council's corporate vision and objectives for the Plan;
- Meets the district's identified needs in terms of new housing, employment and commerce;
- Delivers the associated infrastructure as and when required;
- Is evidence based; and
- Is sound.

Project Scope

3.3 The local plan will include:

- Strategic policies setting out an overall strategy for the pattern, scale and quality of development, with a view to securing a net zero carbon future, addressing climate resilience, promoting healthy places and lives principles, and the wider environmental objectives of the Council;
- make sufficient provision for a number of key land uses housing (including affordable housing), employment, retail, leisure, community facilities and other commercial development,
- infrastructure for transport and other key utilities,
- policies for the conservation and enhancement of the natural, built and historic environment including landscapes and green 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 manner and to specifications required to meet the Council's objectives; and
- Support the provisions of the local plan.

3.5 A comprehensive strategy and programme of engagement with residents and stakeholders in line with an updated Statement of Community Involvement.

Out of Scope

3.6 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

3.7 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 advice 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
Engage, and continuously review inputs
Finalise findings at conclusion of stage and take through Governance Process and publish report

Deliverable 3
Evidence based for positive planning and place making and spatial strategy
Design and plan requirements to update and add to evidence
Undertake and procure update and add evidence
Review evidence and undertake assessment
Finalise document and take through Governance process

Deliverable 4
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 5
Formal Discussions with Duty to Co-operate Partners and other strategic stakeholders

Design and plan discussions to include all neighbouring LAs 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 6	
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 7	
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 staffing	
Complete engagement, review evidence and undertake assessment	
Finalise Document and take through Governance Process	

Deliverable 8	
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 staffing	
Complete preparation	
Attend Examination and present the Local Plan Case	

Deliverable 9	
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

3.8 The project must be undertaken within the constraints of

- Town and Country Planning legislation and National Government policy (especially the National Planning Policy Framework), subject to changes in planning legislation raised in paragraph 2.4 above;
- Sustainability appraisals will inform the process at key stages;

- Resources - time allocation and the availability of the project term members with the appropriate range of skills supplemented by specialist consultants and appropriate budget will be critical;
- any restrictions as a result of the Covid-19 pandemic may influence the methodology of community and stakeholder engagement.

Related Projects

3.9 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

3.10 At the time of Project Initiation the following assumptions have been made (but it is recognised the Government may subsequently alter some of these assumptions):

- Full Community Engagement throughout the lifetime of the project;
- Government commitment to a net zero carbon future requires all new development to meet high energy standards and existing development to be retrofitted to achieve higher energy standards; and
- Minimum housing numbers to be identified by the Local Housing Needs Assessment conducted using the Standard methodology (subject to recent Government proposals referred to in paragraph 2.4 above).

Project Costs

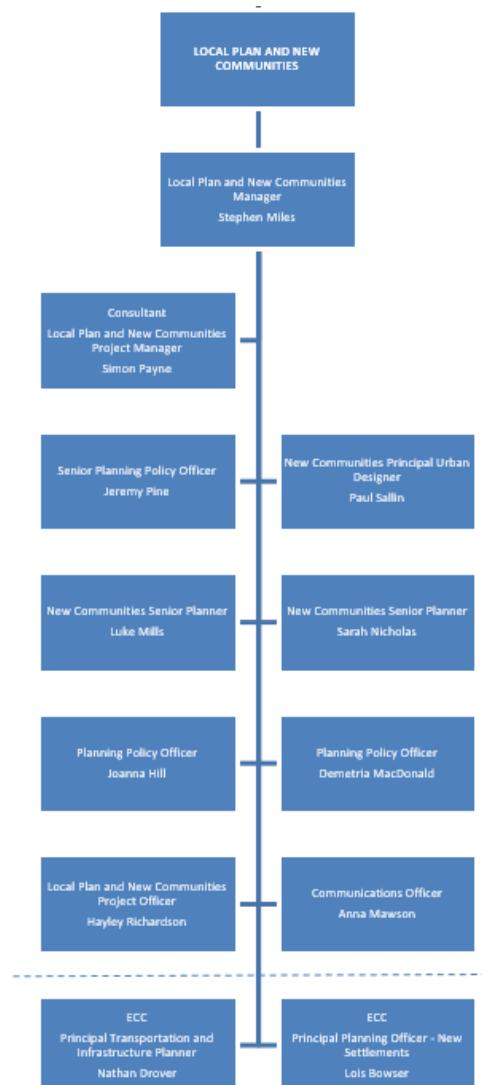
3.11 The Project costs straddle five financial years (2020/21 - 2024/25) and total:

All Planning Policy Staff	£2.76m
Evidence & Consultation	£3.83m
Legal and Examination	£ 0.35m
Total	£6.94m

3.12 These costs are incorporated into the latest version of the Medium Term Financial Strategy of the Council (this includes the receipt of a grant for £750k in 2019/20 from MHCLG for capacity funding). The Project costs above do not make provision for any explicit changes that may arise from changes in the national planning system as it is not possible to anticipate what the specific consequences of those changes may be at this time. It is also important to note that there is the potential to make further bids for external funding to support the work (for instance a bid has recently been made to Homes England for £240k capacity funding during the current financial year).

Project Organisation Structure

3.13 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):



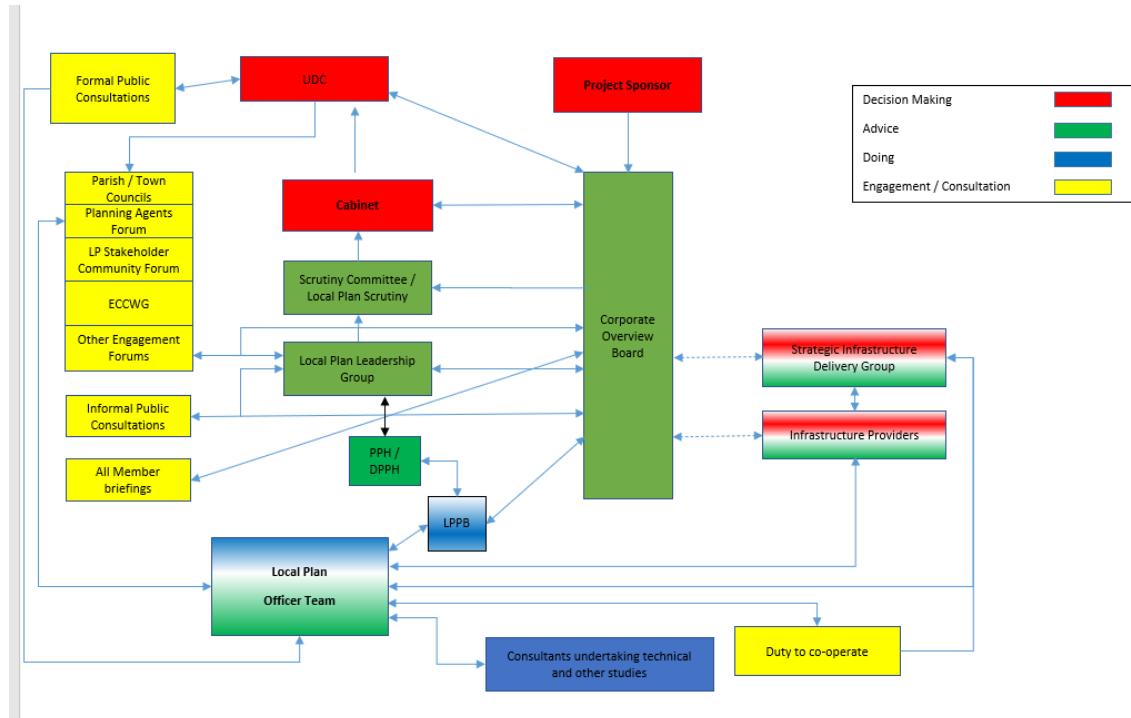
3.14 The Team comprises the following posts and main roles:

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

3.15 A definition of the key individual roles are set out in Appendix D

Project Governance

3.16 The project governance is as follows:



3.17 In summary the roles of these forums and individuals are as follows:

UDC Council: Full Council meetings to approve the submission of the local plan to PINS 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.

Local Plan Leadership Group: Cabinet working group to advise on the shape and preparation of the local plan

Corporate Overview Board: Officer Board chaired by the Chief Executive to ensure plan is sound, produced in timely manner and delivers the corporate priorities In line with good practice reports will normally be considered by the Board prior to consideration by the Local Plan Leadership Group. The Board will support the Project Sponsors; take major officer decisions; keep the project on track; manage risks, ensure accountability; deliver corporate priorities; embed corporate stakeholders and seek external assurance.

Officer Project Sponsor: Chief Executive

Strategic Infrastructure Delivery Group: Member Reference group for Cabinet including members from adjacent authorities to consider infrastructure and funding bids.

Community Stakeholder Forum: Independently chaired group to advise on themes and topics including the voluntary and health sectors as well as Youth Council.

PPH and DPPH: This is a forum for informal discussions between officers and the Planning Portfolio Holder and Deputy Portfolio Holder. The purpose of this discussion is ensure co-ordination in the organisation of member and officer meetings and the subject matter of those meetings.

Local Plan Project Board: Officer group, chaired by the Assistant Director, will routinely preparing reports and advise the Corporate Overview Board and may include officers that are not in the Local Plan Officer Team as necessary. The Board will support the Corporate Overview Board; deliver required outputs; advise on all aspects of project processes and deliverables; allocate resources and tasks and monitor the project plan and risk register.

- 3.18 In addition to this provision there will be a range of other forums to ensure full and comprehensive engagement with local communities and key stakeholders. Full lists of Duty to Co-operate and Statutory Consultees are set out in Appendices B and C to this document. It is important to note that Essex County Council are a primary stakeholder and partner organisation in preparing the local plan. County Council officers will be part of the Local Plan Officer Team, will routinely attend the Corporate Overview Board, and will take part in all forum meetings as required. In addition a senior county councillor will be a member on the Strategic Infrastructure Delivery Group.

Summary Timetable for Key Stages

3.19 The proposed timetable overall is:

1. New Local Plan - matching Selby - work starts July														
	2020	Jan	2021	Jan	Feb	2022	Jan	Feb	2023	Jan	Feb	2024	Jan	Feb
Issues & Options preparatory work														
Preferred Options preparatory work														
Pre-submission preparatory work														
Submission preparatory work														
Submission														
Examination														
Adoption														
Consultation & Publication														
Governance														

Key Stages

Issues & Options preparatory work	Blue
Preferred Options preparatory work	Green
Pre-submission preparatory work	Orange
Submission preparatory work	Pink
Submission	Dark Blue
Examination	Yellow
Adoption	Black
Consultation & Publication	Red
Governance	Grey

Communication and Community Engagement

3.20 A comprehensive Community Engagement Strategy will be prepared for the local plan based on the following principles of best practice:

- Integrity;
- Accessibility;
- Transparency;
- Disclosure;
- Fairness; and
- Publication

3.21 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. Examination of issues and options , needs and aspirations	Background research and evidence gathering to inform the emerging plan. Inform stakeholders and the public that the plan is being produced.	

	Extensive and inclusive engagement with residents and other stakeholders.	
Preparation of the Local Plan (Regulation 18)	Formally consults on the preferred option draft plan published for a six week period to allow representations to be made.	
Publication (Regulation 19)	<p>After taking into account the representations received on the (Regulation 18) preferred options draft plan, the plan is formally published for a six-week period to allow representations to be made (to be considered during the Independent Examination).</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 local plan 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>	
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.	
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4. Risk Register

- 4.1 A comprehensive risk register has been developed and will be maintained in real time to support Project Management and the Project Plan. It is expected that scores will fluctuate during the project as issues arise and as mitigation measures are applied. The scores 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 and the mitigation proposed at project initiation is included in Appendix E.

SP 21.9.20

APPENDIX A

UTTLESFORD DISTRICT COUNCIL LOCAL PLAN RESOLUTION

On 30 April 2020 the Full Council made the following resolution that:

- a) Having due regard to the terms of and recommendations contained in the Inspectors' letter dated 10 January 2020, subsequent to the draft Local Plan Post Stage 1 Hearings letter, and having taken and considered independent professional advice thereon, Council confirms its intention to withdraw the draft Local Plan (being that submitted to PINS on 18 January 2019).
- b) Council confirms its commitment positively to prepare and submit a Local Plan that will, for the benefit of the District and its residents and businesses:
 - i. Deliver the corporate plan vision and themes for the District;
 - ii. Provide for sustainable growth to meet its objectively assessed housing and employment needs, utilising and promoting sustainable transport wherever possible, which will combine to contribute towards achieving the Government's net zero carbon emissions 2050 target;
 - iii. Protect and enhance the District's heritage, character and natural capital (including air quality, water resource management and biodiversity); and
 - iv. Ensure the timely delivery of all necessary infrastructure.
- c) Council commits to review, develop and update the evidence base for the Plan to inform its proposals and policies.
- d) The Statement of Community Involvement be reviewed and approved to facilitate and ensure effective public engagement of residents, businesses and town and parish councils.
- e) Council seeks to develop robust and effective strategic partnerships to support plan making through the duty to cooperate and access funding to manage the infrastructure provision required for a viable, deliverable and sound plan
- f) Council is committed to holistically planned new developments which enhance the natural environment, provide timely and necessary physical and social infrastructure, and offer high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. This will involve implementing the TCPA's Garden City Principles on all applicable developments, regardless of scale.
- g) The Cabinet Member for Planning and the Local Plan shall propose a new governance structure for plan making, to be approved by Full Council.
- h) The Local Development Scheme shall be reviewed and approved, which will demonstrate a commitment to produce a sound Local Plan in a timely manner, having regard also to the Government's 'Planning for the Future' ministerial statement which proposes a deadline of December 2023 for all local authorities to have in place an up-to-date Local Plan.

i) Council commits to updating, on a quarterly basis, the Ministry of Housing Communities and Local Government on the progress being made regarding the Local Plan, including slippage in the programme that may be encountered accompanied by full explanations. Before being sent, these updates will be referred to a member group.

Appendix B: 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 C: 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	England's Economic Heartland Strategic Alliance
Natural England	
North Hertfordshire District Council	
Oil Pipeline Agency Ltd	
South Cambridgeshire District Council	
Suffolk County Council	
Thames Water	
Transport East	
West Suffolk Council	
Town and Parish Council in Uttlesford Adjoining Town and Parish Councils in Braintree District Chelmsford City Epping Forest District East Hertfordshire	Government Departments Department for Transport Ministry of Defence Public Health England (East of England)

North Hertfordshire
South Cambridgeshire

Other Consultees	
Active Essex / Active Uttlesford	Freight Transport Association
Age UK Essex	Friends of the Earth
Arriva (Essex and North Kent)	Friends of the Earth - Saffron Walden & District
BAA Aerodrome Safeguarding	Garden History Society
Basildon Borough Council	GeoEssex
British Horse Society	Greenfields Community Housing
Broxted & District Community Association	Hadstock Society
Buzzcom	Hastoe Housing Association
Cambridge Airport International Airport	Hatfield Broad Oak Conservation Group
CAMRA	Health and Safety Executive
Chelmer Housing Partnership	Home Builders Federation
Church Commissioners	Homes England
Circle Anglia	London Stansted Cambridge Consortium
Civil Aviation Authority	Manchester Airports Groups (MAG)
Clarion Housing	Member of Parliament
Clavering Countryside Group	Mid Essex Hospital Services NHS Trust
Clavering Landscape History Group	National Grid plc
Corona Energy	National Trust
County Broadband	Network Rail
CPREssex	NHS England Midlands and East
Dunmow Historical Society	NHS North Essex
English Rural Housing Association	NHS Property Services Ltd
Equality and Human Rights Commission	NHS Strategic Planning Team
Essex Ambulance Service	North West Essex and East Herts Preservation Assoc
Essex Bridleways Association	Office of Rail regulation
Essex County Councillor Dunmow Division	Open Space Society
Essex County Councillor Stansted Division	Police and Crime Commissioner for Essex
Essex County Councillor Saffron Walden Division	Ramblers Association
Essex County Councillor Thaxted Division	Renewable UK
Essex County Fire & Rescue Services	Road Haulage Association
Essex Fire and Rescue Service	Royal Mail Group Ltd
Essex Gardens Trust	RSPB
Essex Police	Rural Community Council of Essex
Essex Police Architectural Liaison	Saffron Walden and Little Walden Neighbourhood Plan
Essex Wildlife Trust	Sport England
Essex Wildlife Trust (Uttlesford Branch)	Stage Coach
Federation of Small Businesses	Stansted Neighbourhood Plan Steering Group
Fibre WiFi Ltd t/a FibreWiFi	Stansted Surgery
Fields in Trust	Stebbing Society
First Essex Buses Ltd	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 D

DEFINITION OF KEY INDIVIDUAL ROLES

1. Project Sponsor (Chief Executive)

- Ultimately accountable for the delivery of the project to Council.
- Key liaison with Leader, Portfolio Holder and Chair Scrutiny
- Agrees budget and resources including corporate input
- Champions project
- Chairs Corporate Overview Board (meeting as required probably monthly)

2 Assistant Director of Planning (Senior Officer on Corporate Management Team)

- Responsible for the delivery of the project objectives and outcomes to CMT
- Provides direction to the Project and develops priority areas and oversees project plan and risk register.
- Co-ordinates corporate and partnership inputs
- Leads engagement with key stakeholders and partners
- Motivates project team to provide timely outputs to quality expectations.

2. Planning Policy Manager

- Day to day management of project team and resources
- Briefs and liaises with key suppliers
- Ensures project plan and risk register are complied with

4. Project Plan Manager

- Maintains project plan and risk register
- Prepares bids for external funding

5. Project assurance via external legal, organisational and planning advice

LOCAL PLAN RISK REGISTER

OFFICER NAME - SIMON PAYNE

JOB TITLE - PROJECT MANAGER

DATE OF LATEST REVISION - 24.08.20

ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	COMPLETE
			LIKELIHOOD	IMPACT	TOTAL SCORE		LIKELIHOOD	IMPACT	TOTAL SCORE	OFFICER		DATE
1	24.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan bid for MHCLG funding and approved budget	2	5	10	Gordon Glenday	open	
2	24.08.20	Insufficient capacity and lack of skills to complete the plan	4	5	20	Skills audit, training programme and recruitment of any additional staff	2	5	10	Gordon Glenday	open	
3	24.08.21	Evidence base flawed, incomplete or not up to date	3	5	15	Approved project plan and effective project management	1	5	5	Stephen Miles	open	
4	24.08.22	Failure of community engagement to inform decision making	4	5	20	Approved project plan and effective project management	1	5	5	Stephen Miles	open	
5	24.08.23	Failure of DtC with stakeholders and statutory consultees	3	5	15	Effective project management and governance	1	5	5	Stephen Miles	open	
6	24.08.24	Failure to address corporate vision and objectives	2	5	10	Effective governance and project management	1	5	5	Gordon Glenday	open	
7	24.08.25	Plan is unsound due to failure to comply with statutory requirements	4	5	20	Effective project management and project leadership	2	5	10	Stephen Miles	open	
8	24.08.26	Preparation of the plan is delayed or slow and overtaken by events	4	5	20	Effective Project Management	2	5	10	Simon Payne	open	
9	24.08.27	The plan will not address the full impact of economic and social change arising Covid 19	4	5	20	Develop evidence base and ensure effective community engagement	3	5	15	Stephen Miles	open	

10	24.08.28	The Plan will fail to secure community benefit through lack of land value capture or public investment	4	5	20	Develop methodology including effective negotiations and funding bids	3	5	15	Simon Payne	open	
11	24.08.29	Failure to convince inspector that housing land supply is sufficient	4	5	20	Prepare sound housing land policies based on evidence	2	5	10	Stephen Miles	open	
12	24.08.30	Applications being granted on appeal undermine emerging strategy	5	5	25	Planning policy and development management to liaise closely in the determination of application and dealing with any subsequent appeals	4	5	20	Gordon Glenday	open	
13	24.08.31	Social distancing and the impact of Covid 19 will undermine the effectiveness of community engagement	4	5	20	prepare a community engagement programme that takes social distancing into account.	3	5	15	Stephen Miles	open	
14	24.08.32	National changes to the plan making system through Planning for Change undermine the local plan making process	5	5	25	Discussion and meeting with officials at MHCLG, formal representations and project plan review	4	5	20	Roger Harborough	open	
15	24.08.33	Revised standard housing methodology leads to unacceptable and undeliverable housing numbers	5	5	25	Discussion and meeting with officials at MHCLG, formal representations and project plan review	4	5	20	Stephen Miles	open	

Agenda Item 4

Committee: Local Plan Leadership Group
Title: Local Development Scheme
Report Author: Stephen Miles, Local Plan & New Communities Manager

Date:
28 September 2020

Summary

1. The Council has already started 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	All

Workforce/Workplace	N/a
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Situation

6. The Council has already started work on a new Local Plan, the Local Development Scheme (LDS) sets out the draft timetable for producing the Local Plan.
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 Plans.
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.

15. Since a draft LDS was brought before the group August, limited updates have been made to the document to reflect the government's consultation.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
That the 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 is drafting a response to the government consultation and should also 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.

Logo

Uttlesford Draft LDS 2020

This Uttlesford draft Local Development Scheme (LDS) was approved by Uttlesford District Council on **20 October 2020**. It is the fifteenth LDS produced by the Council. It replaces the previous LDS, dated 16 October 2018.

Preface

This Uttlesford draft Local Development Scheme (LDS) was approved by Uttlesford District Council on **20 October 2020**. It is the fifteenth LDS produced by the Council. It replaces the previous LDS, dated 16 October 2018.

If you require any further information regarding the LDS, 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 Council is required to prepare and maintain a Local Development Scheme (LDS). The LDS provides information on the Development Plan Documents (DPD) that the Council intend to produce to form its planning policy framework for the District. It also sets out the timetable for their production. At this time the Council is proposing one DPD – the Local Plan.
- 1.2 This Uttlesford LDS sets out the timetable for the Council's DPD work for the period 2020 to 2024. It explains when the Council intends to reach key stages in the preparation of its Local Plan. This LDS replaces the Uttlesford LDS which was adopted on 16 October 2018. It is intended to help the local community and all our partners interested in development and the use of land and buildings in Uttlesford to understand what plans the Council has and intend to produce. Current planning documents are set out in Appendix 1.
- 1.3 The new Local Plan 2020 – 2040 is to be produced in accordance with the Planning and Compulsory Purchase Act 2004 and associated guidance. The detail and timetable outlined in section 2 below accord with current legislation and guidance. However, in August 2020 the Government published a White Paper 'Planning for the Future' for consultation, which would, if enacted next year, as the Government intends, would have a very significant effect on the process, content and timetable of local plans. The Council will also make representations on the consultation White Paper proposals to Government in the interests of the District as a whole.
- 1.4 In the context of the White Paper and the need for the Council to carry out its current statutory duties as efficiently and effectively as possible, the detailed work programme will be drawn up in such a way as to be appropriate under the present or proposed plan making regimes. The Council will keep abreast of legislative developments and keep residents and other stakeholders informed of the details and implications of changes as they arise.
- 1.5 Government Planning policy is set out in The National Planning Policy Framework February 2019 (NPPF) and associated Planning Policy Guidance (PPG). NPPF states that: "*The planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings*" (para 15). While this objective may well remain the form and content of local plans as expressed in the NPPF and PPG is also subject to change in line with legislation as referred to above.
- 1.6 The range of planning policy documents is set out in Appendix 2.

2. New Local Plan 2020 -2040

- 2.1 Following withdrawal of the emerging Local Plan the Council recognises it is important to make good progress on a new Local Plan for adoption at the earliest opportunity. There are a number of stages involved in producing a Local Plan as a DPD. This process allows for opportunities for the public to be involved, early resolution of conflicts and objections, gathering robust evidence, consultation on the

scope of the plan and then on a draft plan prior to submission and an Independent Examination. The stages in producing the Local Plan, and the intended timing of these stages are set out in Table 1 below.

Timetable

- 2.2 The Council is determined that throughout the production of the Plan there is an inclusive engagement of residents and all key stakeholders. This LDS includes an extended ‘issues and options stage’ over Autumn 2020 and Spring 2021. The views that emerge during this period are to be considered before detailed policies are drafted and to inform the formal consultation on preferred options in early 2022. The Preferred Option consultation will make clear the other options considered and why the preferred option was chosen, together with the evidence underpinning the Plan to ensure a transparent and inclusive process. This will take place before the proposed Submission Plan is consulted on in early 2023.
- 2.3 The timetable for the production of the Council’s new Local Plan as outlined above would, of course, be subject to change should the Government’s proposals set out in the White Paper be translated in to law, new national policy and practice guidance. Under the current and proposed plan making process, the early and more extensive issues and options stage set out in this LDS aligns closely with the proposals outlined in the White Paper. Accordingly the Council can make early and effective progress with this initial stage without wasting resources or time.
- 2.4 The Council is working on a project plan and more detailed work programme, designed to achieve the LDS timetable above.

Subject Matter and Geographical area of the new Local Plan

- 2.5 The Council is required to set out the subject matter and geographic extent of DPDs, in this case the Local Plan, (by virtue of section 15 (2)(b) of the Planning and Compulsory Purchase Act 2004). The Council intends that the Uttlesford Local Plan will cover the whole administrative area of Uttlesford District Council and will replace the saved policies of the Local Plan 2005 currently in force in Uttlesford.
- 2.6 The National Planning Policy Framework (NPPF) updated in February 2019, continues to include a strong expectation that Local Planning Authorities will prepare plans which positively seek opportunities to meet the development needs of their area, and that are sufficiently flexible to adapt to rapid change. In line with NPPF it is intended that the Uttlesford Local Plan will include:
- strategic policies setting out an overall strategy for the pattern, scale and quality of development,
 - make sufficient provision for a number of key land uses including housing (including affordable housing), employment, retail, leisure, community facilities and other commercial development,
 - infrastructure for transport and other key utilities,
 - policies for the conservation and enhancement of the natural, built and historic environment including landscapes and green infrastructure,
 - planning measures to address climate change mitigation and adaptation.
- 2.7 Whilst not forming part of the Local Plan, the Council will produce other documents to support the preparation and implementation of Local Plan policies, these include:
- A detailed evidence base,

- Statement of Community Involvement,
- Sustainability Appraisal & Strategic Environmental Assessment,
- Local Plan Policies Map,
- Supplementary Planning Documents and Guidance,
- Authority Monitoring Reports.

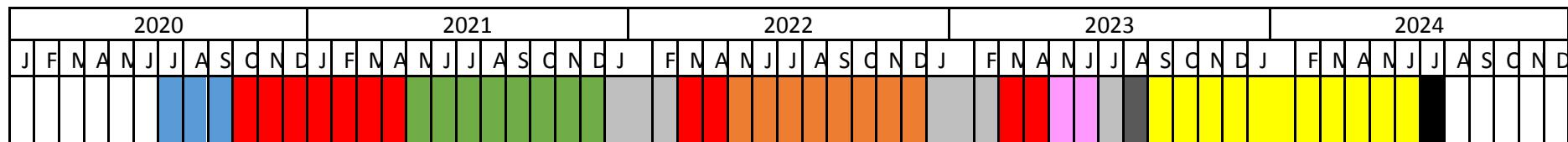
3 Community Infrastructure Levy (CIL)

- 3.1 The Community Infrastructure Levy (CIL) is a tax on new development, which helps fund a wide range of strategic infrastructure needed to support growth, such as public transport, parks and community facilities. The Council has previously explored introducing a CIL. In 2014, external advice was that the government was reviewing CIL and it would be prudent to await the outcome before committing resources to preparing a CIL. In 2019, work commenced on a CIL to support the then emerging Local Plan. The Council wishes to maximise the contribution of development towards growth and was intending to bring forward a CIL charging schedule to be Examined following the conclusion of the Examinations into the Local Plan itself. The Government's White Paper sets out the intention to abolish both CIL and Section 106 contributions in favour of a national infrastructure levy. In these circumstances it is judged prudent to wait until the outcome of the Government's proposals are known before embarking on this course of action and it is therefore not included in this LDS.
- 3.2 If CIL remains then active consideration will be given to amend the LDS accordingly. In any event the Council will be updating its evidence base in respect of infrastructure deficits and requirements to support the Local Plan and this would also form the basis of the evidence to support a CIL charging schedule.

4 Neighbourhood Plans

- 4.1 Neighbourhood plans are led and prepared by the community, not the Council, (although the Council has a statutory role to provide advice and support to those producing a plan and at prescribed stages in the plan making process). Through these plans local communities have the power to influence the future of the places they live and work.
- 4.2 Neighbourhood Plans do not need to be included in this LDS as they are not prepared by the Council. However, they do form part of the Development Plan once adopted and are therefore relevant to future decision making. Furthermore, it is understood the Government intends to maintain the legislation and guidance regarding the preparation and adoption neighbourhood plans, irrespective of the proposed changes to local plans and the status of current neighbourhood plans is included in Appendix 1.

Table 1: Draft timetable for production of Uttlesford Local Plan



Issues & Options preparatory work	
Preferred Options preparatory work	
Pre-submission preparatory work	
Submission preparatory work	
Submission	
Examination	
Adoption	
Consultation & Publication	
Governance	

APPENDIX 1**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	2016

			locally in Great Dunmow.	
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

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 Design	March 2007
Statement of Community Involvement	LDI	Administrative area for Uttlesford	Statement setting out the Council's commitments on consulting the public. Includes Neighbourhood planning guidance and commitments.	October 2018
Essex Coast RAMS SPD	SPD	Felsted and Stebbing; Great Dunmow South & Barnston; High Easter & the Rodings	Protect internationally important and legally protected bird habitat sites from the direct and indirect impacts of recreational disturbance arising from housing development and population growth	September 2020

APPENDIX 2

A2.1 In summary, the local planning policy may comprise 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. The Council intends 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 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 local 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 reviewed 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 LDS is being implemented and the extent to which policies in the DPDs are being achieved.
- **Local level guidance:** This 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.

Agenda Item 5

Committee:	Local Plan Leadership Group	Date:
Title:	Statement of Community Involvement – Draft for Consultation	Monday, 28 September 2020
Report Author:	Sarah Nicholas, New Communities Senior Planning Officer snicholas@uttlesford.gov.uk	

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.
2. This draft SCI was first published for the meeting on 18th August 2020. The SCI has subsequently been amended to make reference to the White Paper on the Future of Planning and to take on board advice from the EELGA Peer Review Team.

Recommendations

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

Financial Implications

4. 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

5. None.

Impact

- 6.

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

7. 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) Making reference to the Government White Paper 'Planning for the Future'.
 - e) Updating of dates and time periods of the Local Plan.
 - f) Update references to Corporate Plan.
 - g) Include reference to Council's Consultation Charter.
 - h) Amend key principles of engagement to reflect Consultation Institutes' seven elements of best practice.
 - i) Remove reference to Garden Communities and Development Plan Documents.
 - j) Update list of County Plans and Neighbourhood Plans.
 - k) Improve explanation of what happens at each stage of the Neighbourhood Plan.
 - l) Amend reference of Planning Policy Working Group to Local Plan Leadership Group.
8. To be more general on engagement methods on planning policy documents.

Risk Analysis

9.

Risk	Likelihood	Impact	Mitigating actions
If the Council does not have an up to date SCI and has not carried out consultation in accordance with	2	4 – The Council could be required to undertake additional periods of consultation	Ensure an up-to-date SCI is adopted.

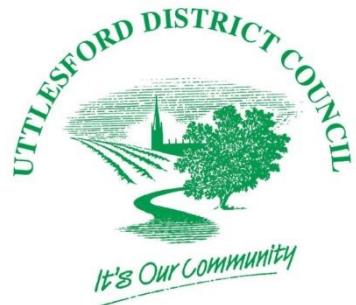
<p>the Regulations and the Statement of Community Involvement the Local Plan could be found to have failed the legal compliance test at examination.</p>		<p>and resubmit the Plan</p>	
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1 = Little or no risk or impact

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.



STATEMENT OF COMMUNITY INVOLVEMENT

Draft for Consultation

March 2019–September 2020

Contents

1 INTRODUCTION	4
COVID-19 Pandemic response.....	4
The planning system	4
2 WHAT'S IT ALL ABOUT?	6
What is a statement of community involvement?	6
Why is a statement of community involvement required?	6
3 UTTLESFORD'S COMMUNITY	8
4 PRINCIPLES OF ENGAGEMENT.....	9
5 PLAN MAKING.....	11
Planning policy documents	11
When can you get involved?.....	13
How will you be kept informed of the development of planning policy documents?.....	19
Key stakeholders and community groups	20
Engagement methods on planning policy documents	21
Feeding information into decisions	25
6 PLANNING APPLICATIONS.....	27
The pre-application stage.....	27
Application stage	27
Determining planning applications	30
Outside the planning application process	31
7 MONITORING AND REVIEW.....	32

8 CONTACT US	32
GLOSSARY	34
APPENDIX 1: KEY STAKEHOLDERS.....	36

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 incorporates these requirements.

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 (in line with the Planning and Compulsory Purchase Act 2004) 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) (2019²) stated that Plans should:

be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, business, infrastructure providers and operators and statutory consultees. ~~*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^{16c})

~~(2.3) In July 2018 a new NPPF was published that replaced the NPPF 2012. However, the transitional arrangements identified in the NPPF 2018 allow for Local Plans that are submitted on or before 24 January 2019 to continue to be examined under the NPPF 2012.~~

- 2.3 The previous SCI was adopted in ~~January (2018)~~ July 2019 and was updated in ~~July 2020~~ to include the changes required during COVID-19 crisis. 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.

- 2.4 In August 2020 the Government published a White Paper 'Planning for the Future' for consultation which would, if enacted into legislation next year as the Government intends, have a very significant effect on the process, content and timetable for making local plans. The Council will also make representations on the consultation White Paper proposals to government in the interests of the District as a whole.
- 2.5 In the context of the White Paper and need for the Council to carry out its current statutory duties as efficiently and effectively as possible the detailed work programme will be drawn up in such a way as to be appropriate under the present or proposed plan making regimes. The Council will keep abreast of legislative developments and keep residents and other stakeholders informed of the details and implications of changes as they arise.
- 2.6 The White Paper particularly advances the case to:
"move the democracy forward in the planning process and give neighbourhoods and communities an earlier and more meaningful voice in the future of their area as plans are made, harnessing digital technology to make it much easier to access and understand information about specific planning proposals. More engagement should take place at the Local Plan phase" (paragraph 1.12).
- 2.7 The timetable for the production of the Council's new Local Plan as set out in the Local Development Scheme being published concurrently with this SCI would, of course, be subject to change should the Government's proposals, set out in the White Paper, be translated in to law, new national policy and practice guidance next year. The early and more extensive issues and options stage proposed in the LDS aligns closely with the proposed plan-making process while being appropriate under existing arrangements. Accordingly, the Council can make early and effective progress with this initial stage without wasting resources or time.

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 be involved and their voices heard.

Table 1. Uttlesford's Community

LOCAL COMMUNITIES	STATUTORY STAKEHOLDERS	SERVICE PROVIDERS
<p>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 <u>and those who find it harder to be involved</u>, to respond in their own right; however particular sections of local communities can find it harder to get involved.</p>	<p>There are certain groups that we have <u>are required</u> to involve. These include Historic England, Environment Agency, Highways England, Natural England, Essex County Council and parish/town councils.</p>	<p>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.</p>
<p>OTHER AGENCIES</p> <p>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.</p>	<p>DEVELOPERS AND LANDOWNERS</p> <p>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.</p>	<p>BUSINESS SECTOR</p> <p>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.</p>

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 2020-2024 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 formative stages of plan-making, providing sufficient context and information to enable consultees to give 'intelligent consideration' of the consultation along with adequate time for

response, as well as giving and demonstrating conscientious consideration of responses before decision are made. with a genuine willingness to listen and be influenced.

- Visibility: making a real effort to make those who have a right to participate aware of what is going on to facilitate recognition and enhancement of a sense of identity with the local area, creating a local sense of pride and greater sense of 'community'.
- Accessibility: Using appropriate methods and channels to reach Reaching out to and cater for 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 to make them exempt. 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 make objectively assessments and interpretations of consultation responses and make decisions consider all comments received through consultations on policies and make appropriate changes that are representative of the spread of local opinion.
- Publication: Providing the right for participants to receive 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 plan-making 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 the Council has there is flexibility as to how it 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 and 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.~~

- 5.5 The local plan and Garden Community DPDs are is 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.
- 5.6 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~~considered 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.
- 5.7 Where a 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.
- 5.8 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 2040 2011-2033.
- 5.9 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.

~~If the referendum votes in favour of the plan, it will join those documents that make up the Development Plan for Uttlesford.~~

- 5.10 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 website¹. 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>

- 5.11 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.

- 5.12 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 paragraphs 5.21-5.25 below.

When can you get involved?

- 5.13 To generate broader and richer conversations to inform more effective and legitimate decision making, the Council is keen to enlist partner agencies with a view to pooling resources, ideas, communication channels and contacts and, making innovative uses of new digital engagement and visualisation tools.
- 5.14 The key informal and formal opportunities for communities to be to get involved in the preparation of planning policy documents are set out in Table 2 and Table 3 below.

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

Table 2. The Local Plan and other Development Plan Documents

KEY



Informal engagement



Formal consultation



Referendum

The Local Plan		
Preparation stage	What happens	Key time to get involved
Development of the evidence base <u>Examination of issues and options , needs and aspirations</u>	Background research and evidence gathering to inform the emerging plan. <u>Inform stakeholders and the public that the plan is being produced.</u> <u>Extensive and inclusive engagement with residents and other stakeholders.</u>	
Preparation of the Local Plan (Regulation 18)	Inform stakeholders and the public that the plan is being produced and <u>Formally consults on the preferred option draft plan published for a six week period to allow representations to be made.</u>	
Publication (Regulation 19)	<p>After taking into account the representations received on the (Regulation 18) <u>preferred options draft plan</u>, the plan is <u>formally published for a six-week period to allow representations to be made (to be considered during the Independent Examination).</u></p> <p>Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made.</p>	

The Local Plan

Preparation stage	What happens	Key time to get involved
Submission (Regulation 22)	The <u>local plan</u> 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.	

Table 3. Neighbourhood Plans

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Neighbourhood Area Designation	An application for neighbourhood area designation will be publicised for six weeks (unless the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority, in which case the Council does not have a choice other than to approve the area).	
Preparing a Draft Neighbourhood Plan	The qualifying body gathers baseline information, engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan	
Pre-Submission (Regulation 14-21)	<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>	
Publicising the Submission Neighbourhood Plan (Regulation 16-22)	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>	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
<u>Submission of Plan proposals to Examination (Regulation 17-24)</u>	<p>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.</p> <p>An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions</p>	
<u>Publication of Examiner's Report and Plan Proposal Decisions (Regulation 18)</u>	<p>The local planning authority publicises the Examiners report on the website as soon as practicable after it is received.</p> <p>The examiner-Examiner's report 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>	
<u>Decision on a Plan Proposal (Regulation 19)</u>	<p>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.</p>	
<u>Publicising of Neighbourhood Development Plan "Made Plan" (Regulation 20)</u>	<p>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..</p>	

Neighbourhood Plans

Preparation stage	What happens	Key time to get involved
Referendum	<p>The Council is responsible for organising the Referendum. The Council must publish an information statement and notice of the referendum and declare the results.</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>	
Adoption (Regulation 25)	<p>If the 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 neighbourhood plan receives the majority of the vote the neighbourhood plan will be brought into force</p>	

- 5.15 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 paragraphs 5.21-5.25 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?

5.16 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-notices-and-cookies>

5.17 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/
Ashdon Neighbourhood Plan	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/

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-notices>

<u>Little Easton Neighbourhood Plan</u>	https://www.uttlesford.gov.uk/lteastonnp
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

- 5.18 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'.
- 5.19 The list below in Appendix 1 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.
- 5.20 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

- 5.21 The consultation and community involvement methods applied will be proportionate to the nature of the planning policy document being prepared.
- 5.22 **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.
- Notices on the councils' website, and advertising through other methods such as social media, news releases, Council publications or press adverts.
- 5.23 **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.
- Written / email consultations with 'specific consultation bodies' and appropriate 'general consultation bodies' and other relevant stakeholders (see appendix 1) and people who have requested to be kept informed.
 - Consultation documents will be available to view on the Council's websites, and at Council offices. 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.
- 5.24 **PARTICIPATION:** Inviting representations through:
- Public consultation events if appropriate to the nature of the consultation either in person or virtual via appropriate IT platforms.
- 5.25 ~~The Council will carry out participation events such as workshops and forums where people can be more actively involved where appropriate.~~ 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.
- (5.26) ~~Local exhibitions will be considered in locations relevant to the subject of consultation, in accessible buildings. The Council will work with the premises provider in identifying suitable rooms.~~
- 5.26 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

INFORMATION	Method	Purpose	Resources
	Media e.g. Publicity in local newspapers; articles in parish magazines; <i>Uttlesford Life</i> magazine ⁵	<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
	Internet Uttlesford website, emails, <i>Keep me posted</i> e-newsletter; Facebook and Twitter	<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

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

CONSULTATION	Leaflets and posters Promoting the consultation	<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
	Letters to statutory bodies	<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
	Mailing List of persons and companies wishing to be notified	<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
	Documents Available to view and comment on via the Council's on-line consultation portal objective	<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
CONSULTATION	Documents Available for inspection at principal and other offices and libraries	<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
	Questionnaires Paper and electronic format	<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

	Parish/town council meetings	<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
	Town and Parish Council Forum	<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
	Pre-existing Forums such as Uttlesford's Tenant Forum⁶ and Business Exchange Forum	<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
	Local Strategic Partnership meetings⁷	<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
	Citizens Panel⁸	<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
	Focus groups (selected groups of participants with particular characteristics)	<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

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>

	Workshops	<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
	Local exhibitions	<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

- 5.27 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.
- 5.28 ~~Formally made~~ Formal comments will 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.
- 5.29 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.
- 5.30 **Consultation Statement:** The Council will produce a Consultation Statement which will summarise the main issues raised through as a result of consultation on planning policy document consultations and how these have been addressed.
- 5.31 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 Members' decisions ~~the decisions of Members~~. The recommendations ~~should~~ will clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.

- 5.32 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.
- 5.33 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 has been submitted as this will help to address issues and 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

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

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

asked to display these on site. Table 5 sets out those circumstances when a site notice or notice in a newspaper is required in addition to the neighbour notification letter.

Table 5. 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 	
–	<p style="margin: 0;"><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: these are by the Planning Committee and through 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 as the~~ community involvement techniques are monitored and reviewed, and the findings are used to inform community involvement practices and procedures in 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

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.

Appendix 1: 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

Agenda Item 6

Committee: Local Plan Leadership Group **Date:** Monday, 28 September 2020

Title: Community Engagement Strategy

Report Author: Sarah Nicholas, New Communities Senior Planning Officer
snicholas@uttlesford.gov.uk

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.
 2. This Strategy was first published for the meeting of 18 August 2020. The Strategy has been amended since that meeting to provide more detail on engagement for the Issues and Options stage.

Recommendations

3. 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

4. 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

5. None.

Impact

6.

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.
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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

7. Better community engagement is a key aspiration of the Council.
8. 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.
9. 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 rational 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

10.

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 within 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

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.

DC and Essex County Council) through the Cooperation for Sustainable Development group.

- 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 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 15-20 people representing existing Forums and interest groups.
- 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

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.

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

- 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 have a period of continual and evolving engagement, educating, listening and responding, to allow the Council to understand people's views on these themes in order to prepare the Local Plan.

6.8. Nine themes will be talked about

- Character and heritage
- Where you live
- Tackling action climate change
- Transport and movement
- Open spaces, recreation, sport, culture and arts
- Healthy Lifestyles
- Jobs, employment and retail
- Homes
- Creating new places and communities

6.9. The Stakeholder Community Forum will be the focal point for the engagement. The Forum will meet virtually and initially hold a series of meetings discussing a different theme at each meeting. The theme will be introduced by an invited speaker followed by a group discussion. The meeting will be live streamed to allow anyone to watch and have the option to submit questions and comments during the meeting.

6.10. Following each meeting there will be a four week consultation on that theme. People will be asked to respond to a series of questions on that theme guided by a fact sheet, a recording of the speaker's presentation, and a recording of the meeting available online. Hard copies of the factsheet and questions will also be made available. Comments received during that 4 week period will be presented back to the Forum and to Local Plan Leadership Group. Any comments received after the four week period will be collated into the final report of consultation to be produced after every theme has been discussed.

6.11. 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)

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

6.13. 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.

6.14. 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
- Area focused engagement activities

6.15. 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

6.16. 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.

6.17. 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.

6.18. 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 administrating 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 Framework⁵, 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.

⁵ 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

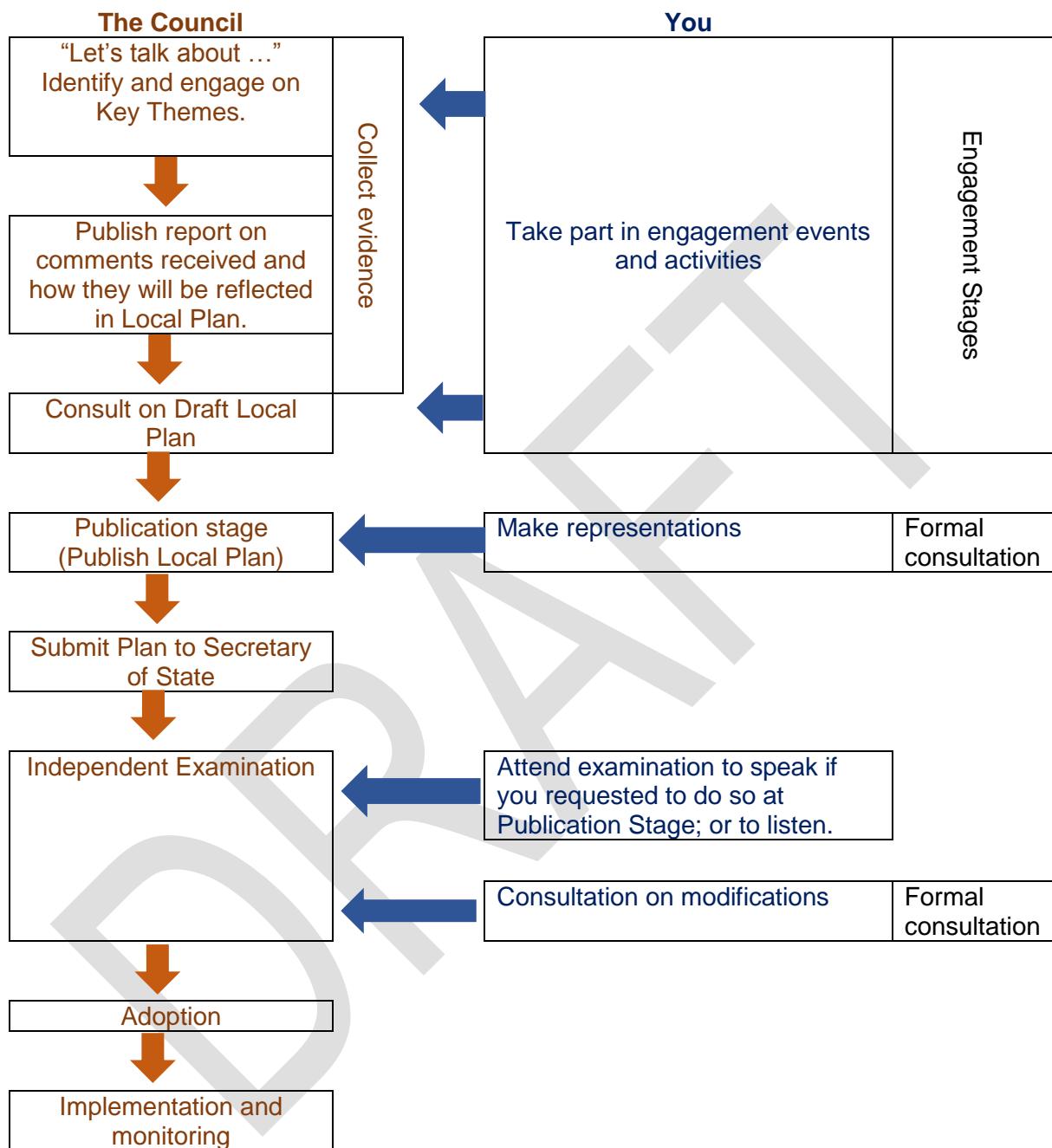
Essex
Hertfordshire
Cambridgeshire
Suffolk

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	
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	
Friends of the Earth	
Friends of the Earth - Saffron Walden & District	
Garden History Society	
GeoEssex	
Greenfields Community Housing	
Hadstock Society	
Hatfield Broad Oak Conservation Group	
Health and Safety Executive	
Home Builders Federation	
Homes England	
Housing Associations with an interest in Uttlesford	
Logistics UK	
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 Easton Park Community Group	
Stop Stansted Expansion	
Sustainable Uttlesford	
Tenant Forum	
Thaxted Society	
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.



Agenda Item 7

Committee:	Local Plan Leadership Group	Date:
Title:	Issues and Options engagement “Let’s Talk About ...”	Monday, 28 September 2020
Report Author	Sarah Nicholas, New Communities Senior Planning Officer snicholas@uttlesford.gov.uk	

Summary

1. This report seeks feedback from Group on the proposed Issues and Options conversation stage called “Let’s Talk About ...”

Recommendations

2. That members feedback their comments on the proposed engagement.

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. None

Impact

- 5.

Communication/Consultation	The engagement will be published through a range of mediums in accordance with the SCI
Community Safety	n/a
Equalities	The engagement will be accessible to all
Health and Safety	n/a
Human Rights/Legal Implications	The engagement is in accordance with the SCI
Sustainability	n/a
Ward-specific impacts	All

Workforce/Workplace	n/a
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Situation

The Purpose of the Issues and Options Consultation stage

6. The purpose of this stage is to actively engage and listen to all parts of the community over an extended period of time on different themes that will inform the new Local Plan.
7. Following the engagement, to report back on what residents and organisations have said and use these comments to inform the preparation of the Local Plan.

The Themes

8. The following 9 themes are proposed for discussion:-

Let's Talk About

- Character and heritage
- Where you live
- Taking action on climate change
- Transport and movement
- Open spaces, recreation, sport, culture and arts
- Healthy lifestyles
- Jobs, employment and retail
- Homes
- Creating new places and communities

The Engagement

9. The Community Stakeholder Forum will be the focal point for this engagement. **Appendix 1** sets out the proposed terms of reference and membership of the Forum with representatives from existing forums and interest groups. As the Forum will meet virtually, attendance should not exceed 20 people at any one meeting and can vary depending on the theme.
10. Each meeting will be held using a virtual meeting software and live-streamed for anyone to watch, with the option of submitting questions/points for the Forum to discuss.
11. Each meeting will discuss one of the themes. There will be an invited speaker on the theme followed by a discussion guided by some key questions.
12. Following the meeting, the speaker's presentation (5-10 minutes) and a brief, visually-engaging infographic/factsheet and a set of open ended questions will be uploaded together with the meeting recording. The factsheet and questions can also be made available in paper format.

13. There will then be a four-week public consultation on the theme. People will be able to respond to the questions either online, by email or by letter. It should be noted that the four week deadline relates only to the Forum schedule and does not preclude comments being made later but they need to be made before the end of the engagement as a whole.
14. When the consultation on that theme comes to an end, officers will provide the Forum with a summary of the comments so it can highlight what it considers to be the key points. Officers will consider how the plan-making process could address the key points highlighted by the Forum and present recommendations to the Local Plan Leadership Group (LPLG). A representative from the Forum could attend to help address points of clarification. The LPLG will suggest how the Local Plan work should proceed and officers will be able to update the Forum at its next meeting.
15. This engagement process will be repeated for each theme on a two week cycle as set out in the timetable in **Appendix 2**.
16. After all 9 themes have been discussed, a report will be prepared setting out the process undertaken and 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).
17. It is intended to avoid 'consultation fatigue' by enabling people to engage with themes which interest them and for the factsheets and questions to be easily understood and engaging.

The engagement content

18. **Appendix 3** sets out officers' first thoughts on the purpose of the discussion for each theme, what the infographic/factsheet could cover and the questions to be posed. Please note that this is work in progress and is being brought to members for their views and comments.

Risk Analysis

19.

Risk	Likelihood	Impact	Mitigating actions
The engagement programme fails to capture the views of the wider community in a way that helps shape the Local Plan	3 – Conventional planning consultation processes often fail to reach large parts of the community or promote	4 – An inappropriate programme could undermine efforts to prepare a Local Plan with effective and inclusive	A comprehensive communications programme and a predominantly digital consultation platform will maximise reach. Establishment of a Community Stakeholder Forum provides the

	positive engagement	community engagement	opportunity for two-way discussion.
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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.

Local Plan Leadership Group Meeting 28 September 2020

Issues and Options Engagement “Let’s Talk About ...”

Appendix 1: Community Stakeholder Forum

Terms of Reference

Structure

1. The Forum is not a decision-making body in relation to the local plan but is a formal advisory vehicle within the context of the local plan governance structure.
2. The Forum will co-ordinate and relay views relating to the local plan preparation to Council officers and Members
3. Membership of the Forum will be by invitation but will be reviewed every three months and will relate to the topic under discussion.
4. The independent chair will be appointed by the Council
5. There will be a maximum of 20 members in the Forum including the chair.

Objectives

1. To provide the overall coordination and presentation of the views of Uttlesford communities on the requirement to accommodate new growth in employment, housing and infrastructure over the next fifteen years as part of the preparation of the new local plan.
2. To represent the views of different sections of the community interest and to maintain this representative view by liaising with constituent members and associates outside the formal meetings of the Forum to ensure that all views and concerns are encompassed and documented.
3. To ensure that views are properly reflected as collated from the various methods of digital and non-digital engagement.
4. To ensure that there is a formal and real feedback on views expressed regularly through the Council's engagement including the proposed response in the conversation on the issue and option themes to which the Stakeholder Community forum has been set up to influence.
5. To inform the communities of factual matters and topics of known concern or importance concerning, for example, population growth, development constraints, transport infrastructure, digital connectivity etc to assist them in engaging in the local plan preparation process, the information to be provided through various channels.

This approach takes its inspiration from several sources:

- The inspectors' comments on the previous local plan that the community engagement needed to more embedded process;
- The Government White Paper stressing the need for intensive, inclusive and early community engaging;

- Members' desire to ensure that the community engagement methods are inclusive and fully embracing and that all views must be considered in a balanced way to ensure that the spatial strategy is derived with as much support as possible and will work towards achieving net zero carbon;
- In addition, the Town and Country Planning Association stresses the need for clarity around a *strong vision, leadership and community engagement* at an early stage in the creation of a new or extended settlement and these characteristics will be inherent in the operations of the proposed Forum.

Membership

Independent Facilitator (Chair)

UDC Communities Officer

UDC Local Plan and New Communities Officer

Town Council x 1

Parish Council x 2

ECC Wellbeing and Public Health

Youth Services representative

Active Essex Representative

Local Representatives from:-

Arts and Culture

Cycling / walking

Diversity

Ecology and Climate Change Working Group

Education Sector

Faith Group

Heritage sector

Local Strategic Partnership

Nature conservation

Planning agent/developer

Small Business / Retailer

Sports sector

Tenant Forum

Transport sector

Voluntary Sector

Youth Council

Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Overview + 1. Character and heritage	Community Stakeholder Forum	Presentation and Discussion	Consultation with wider community					Consider comments and highlight key points				Feedback from LPLG						
	Local Plan and New Communities Team		Summarise comments received					Prepare recommendations based on key points										
	Local Plan Leadership Group									Consider key points and suggest actions								
2. Where you live	Community Stakeholder Forum			Presentation and Discussion	Consultation with wider community				Consider comments and highlight key points				Feedback from LPLG					
	Local Plan and New Communities Team				Summarise comments received				Prepare recommendations based on key points									
	Local Plan Leadership Group										Consider key points and suggest actions							
3. Taking action on climate change	Community Stakeholder Forum					Presentation and Discussion	Consultation with wider community				Consider comments and highlight key points				Feedback from LPLG			
	Local Plan and New Communities Team						Summarise comments received				Prepare recommendations based on key points							
	Local Plan Leadership Group											Consider key points and suggest actions						
4. Transport and movement	Community Stakeholder Forum							Presentation and Discussion	Consultation with wider community			Consider comments and highlight key points					Feedback from LPLG	
	Local Plan and New Communities Team								Summarise comments received			Prepare recommendations based on key points						
	Local Plan Leadership Group												Consider key points and suggest actions					
5. Open spaces, recreation and sport	Community Stakeholder Forum								Presentation and Discussion	Consultation with wider community			Consider comments and highlight key points					
	Local Plan and New Communities Team									Summarise comments received			Prepare recommendations based on key points					
	Local Plan Leadership Group													Consider key points and suggest actions				
6. Healthy lifestyles	Community Stakeholder Forum										Presentation and Discussion	Consultation with wider community					Consider comments and highlight key points	
	Local Plan and New Communities Team											Summarise comments received				Prepare recommendations based on key points		
	Local Plan Leadership Group																	
7. Jobs, employment and retail	Community Stakeholder Forum												Presentation and Discussion	Consultation with wider community				
	Local Plan and New Communities Team													Summarise comments received			Prepare recommendations based on key points	
	Local Plan Leadership Group																	
8. Homes	Community Stakeholder Forum													Presentation and Discussion	Consultation with wider community			
	Local Plan and New Communities Team														Summarise comments received			
	Local Plan Leadership Group																	
9. Creating new places and communities (including spatial options) + 10. Anything else?	Community Stakeholder Forum														Presentation and Discussion	Consultation with wider community		
	Local Plan and New Communities Team															Summarise comments received		
	Local Plan Leadership Group																	Presentation and Discussion

Local Plan Leadership Group Meeting 28 September 2020

Issues and Options Engagement “Let’s Talk About ...”

Appendix 3: Engagement Content

Overall objectives of Issues and Options “Let’s Talk About ...” engagement:-

1. To actively engage and listen to all parts of the community over an extended period of time on different themes that will inform the new Local Plan.
2. Following the engagement to report back on what residents and organisations have said and use these comments to inform the preparation of the Local Plan.

Theme and purpose of discussion and engagement	Infographic / factsheet to cover such things as	Questions The questions could have structured responses e.g. fields to complete, or multiple choice or open-ended comments boxes.
1. Character and heritage: <ul style="list-style-type: none">• To obtain community feedback on their perceptions of the current and future character and heritage of Uttlesford• To listen to what the community value and how they like to see Uttlesford in the future	<p>Spatial map- market towns, bigger and smaller villages.</p> <p>Description of contemporary and historic character.</p> <p>Council's suggested settlement hierarchy.</p> <p>Explanation to help understanding that Uttlesford will grow – businesses/homes/leisure etc.</p>	<ol style="list-style-type: none">I. List 3 words or phrases to describe the positive character of Uttlesford and 3 words to describe the negative attributes of UttlesfordII. Name a new development which is distinctive and reflects the nature of the area. (Name one which doesn't). Explain why you chose these examples.III. What do you think are the roles and functions of the towns, larger villages and smaller villages in the future?IV. What are your views on our settlement hierarchy?

		V. How would you like to see Uttlesford develop?
<p>2. Where you live:</p> <ul style="list-style-type: none"> To gather local feedback on what people like and think works well in their area (protect); what could be improved (renew); what they would like to see developed (grow) 	Examples of characteristics which people might or might not find of value.	<p>I. Where do you live?(town/village/hamlet/rural)</p> <p>II. What are the different elements or features that make the place where you live distinctive?</p> <p>III. What is it that you value about where you live? And what characteristics or places would you like to see protected, in the place where you live?</p> <p>IV. What services and amenities work well in the area in which you live?</p> <p>V. What existing services and amenities could be improved in your area?</p> <p>VI. Ideally, what new services or facilities would you like to see developed in your area, in the future?</p> <p>VII. Has Covid-19 changed how you view where you live?</p> <p>VIII. How easy is it for you to access services and facilities from where you live?</p>
<p>3. Taking action on climate change:</p> <ul style="list-style-type: none"> To gather local feedback on achieving the key aspects on the zero carbon action plan To understand how individual behaviours can contribute positively to creating a sustainable future 	<p>Explanation of Council's declaration of Climate and biodiversity emergency.</p> <p>Recognised advice (within the remit of this document) on how individuals and communities can made a difference – how we travel, save energy at home, use of renewable energies.</p>	<p>I. How do you get around now and how would you like to in the future?</p> <p>II. Climate change will require less reliance on the car, what alternatives would you consider?</p> <p>III. What would make it easier for you to use a car less?</p> <p>IV. What do you think are the best ways we can use less energy?</p> <p>V. How can we use more renewable energy?</p>

		VI. How can homes be adapted to tackle climate change?
4. Transport and movement <ul style="list-style-type: none"> To understand how residents of Uttlesford travel now and what their transport or travel needs might be in the future To obtain community feedback on existing transport infrastructure and potential future proposals 	<p>Explanation of what Sustainable transport is.</p> <p>Concept map indicating potential sustainable routes and options</p>	<p>I. What are the most frequent types of journeys you make on an everyday basis?</p> <p>II. What is your main form of transport on an everyday basis?</p> <p>III. Are sustainable transport options available to you for everyday journeys?</p> <p>IV. How is the COVID-19 impacting your travel and movement now and in the longer term?</p> <p>V. To combat climate change and create sustainable communities, which of these transport options would you consider using in the future?</p> <p>VI. A vision of possible sustainable transport networks which could be developed in the future are shown on the map:</p> <ul style="list-style-type: none"> Which of these would be relevant to the types of journeys you make Which of these would you be willing to try Which of these would you be likely to use
5. Open spaces, recreation, sport, Culture and Arts: <ul style="list-style-type: none"> To obtain community feedback on the quality of open spaces and recreation opportunities in Uttlesford 	Information on existing facilities	<p>I. What kinds of open spaces do you currently use in your local area?</p> <p>II. How easy is it for you or your family to access open spaces and places for sport and recreation?</p>

<ul style="list-style-type: none"> To understand how easy it is for the community to access open spaces for recreation and for sport To obtain community feedback on opportunities to access art and culture in the District and how this could be improved in the future. 		<p>III. What open spaces and facilities for recreation and sport in your area do you think work well and are of good or reasonable quality?</p> <p>IV. How could open spaces and facilities for recreation and sport in your area be improved?</p> <p>V. How has the COVID-19 influenced your use of open spaces and facilities for recreation and sport?</p> <p>VI. A question on access to the countryside v access to open space i.e picking up on need for functions of space.</p> <p>VII. How easy is it for you to go to cinema / theatre / concert/performing arts?</p>
<p>6. Healthy lifestyles:</p> <ul style="list-style-type: none"> To obtain community feedback on current and future amenities that enable people to choose healthy options To understand the facilities or amenities where people live that help them live a healthy active lifestyle, and the barriers that make it difficult 	<p>Objectives of the Council to safeguard the health and welfare of all our residents and promote healthy lifestyles</p> <p>Recognised advice on what constitutes a healthy lifestyle.</p> <p>How your environment / job / housing can affect your health and wellbeing.</p>	<p>I. Do you feel that where you live is a healthy place to live? Why do you say that?</p> <p>II. What characteristics or features of where you live (either the place or your home) contribute to health and wellbeing?</p> <p>III. How easy is it to walk in your area? What would make it easier/safer?</p> <p>IV. How often do you cycle for leisure or for work? What would make it easier/safer to cycle in your area?</p> <p>V. How healthy would you rate your lifestyle? What would help you to live a healthier lifestyle?</p>

		<p>VI. Question about availability of space in garden/allotment etc to grow fruit and vegetables.</p> <p>VII. How has COVID-19 impacted your lifestyle?</p>
<p>7. Jobs, employment and retail:</p> <ul style="list-style-type: none"> • To obtain feedback from residents and the business community on employment and retail opportunities in Uttlesford and surrounding areas • To identify what would improve business and employment opportunities in the area 	<p>Information on different employment sectors in district.</p> <p>Rates of in and out commuting.</p> <p>Explanation of convenience and comparison shops.</p>	<p>Jobs & employment:</p> <ol style="list-style-type: none"> I. What sector of employment do you work in? II. Are you able to work in your area or do you need to travel/commute out of Uttlesford? Where are do you commute to? III. Do you feel there are sufficient employment opportunities in your area? Or accessible to you? IV. How has COVID-19 impacted your work situation <p>Retail:</p> <ol style="list-style-type: none"> V. Where and how do you do most of your shopping? (food / non-food shopping) VI. Do you have a convenience shop within walking distance of where you live? VII. What effect has the COVID-19 situation had on your shopping behaviour? How do you think you will shop in the future VIII. How could retail or shopping facilities be improved in your area? IX. What do you think the role of shopping high streets should be in the future?
<p>8. Homes:</p> <ul style="list-style-type: none"> • To understand different housing needs, what people like about their home and what could be improved 	<p>Recommendations from the Housing Study on different tenures.</p> <p>Information on different tenures.</p>	<ol style="list-style-type: none"> I. What do you like and dislike about your home / the property you live in? II. How adaptable is your home to your (family's) needs in the future?

<ul style="list-style-type: none"> To identify different housing needs in terms of size, housing typology and tenure To obtain community feedback on the council's vision for new quality homes in Uttlesford 	<p>Statistics on current house types and tenures in district.</p>	<p>III. What would you look for in your ideal house? IV. How has the Covid-19 situation made you think about the design and spaces in your home? V. How do we help young people be able to afford to live in the District? VI. What kind of new homes are needed in your area (first time buyers; 1-2 bed; family; retirement)? VII. What are your views on new housing including a wide range of tenures (affordable rent / market rent / build to rent / shared ownership / equity share)</p>
<p>9. Creating new places and communities:</p> <ul style="list-style-type: none"> To understand community views on the benefits of creating new places, and what a new community needs or wants from a new place In the masterplanning and design of new places, to understand what communities want to see delivered, and what should be avoided To understand community views of how Modern Methods of Construction(MMC) and climate change technologies can create distinctive, good quality homes for the future 	<p>Benefits of creating new places eg - Creating new places will enable new homes to be built to good environmental and quality standards, help deliver sustainable infrastructure and employment and protect existing places from over development</p> <p>Explanation of Modern Methods of Construction (MMC)</p> <p>Information on community energy generation networks.</p>	<p>I. What do you think are the most important considerations in designing and delivering new quality places to live and work? II. What do you think are the most important things to include when designing a new place of 50 / 250 / 500 / 1000+ homes? List top 3?? III. How can new places and communities be designed to tackle climate change? IV. What are your views on using MMC to speed up the delivery of houses?</p>

Agenda Item 8

Committee:	Local Plan Leadership Group	Date:
Title:	Areas of Search and the Local Plan Development Strategy	Monday, 28 September 2020
Report Author	Luke Mills, New Communities Senior Planning Officer lmills@uttlesford.gov.uk	

Summary

1. The purpose of this paper is to seek views on the use of Areas of Search and their role in relation to the development strategy for the new Local Plan.

Recommendations

2. Should the Group support the use of Areas of Search, it is recommended that officers prepare an Areas of Search map. The map and any supporting material will be brought to a subsequent meeting of the Group for approval, enabling it to be finalised in time for publication alongside the Call for Sites.

Financial Implications

3. None.

Background Papers

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

Appendix A – Indicative Areas of Search map

Impact

- 5.

Communication/Consultation	An Areas of Search map would be an important form of communication with site promoters and the community.
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A

Sustainability	The map would encourage the submission of sites in areas with greater potential for sustainable transport.
Ward-specific impacts	N/A. Location-specific impacts will only arise after sites have been assessed, alternative spatial strategies compared and preferred options selected.
Workforce/Workplace	N/A

Situation

Background

6. A Local Plan's development strategy must make every effort to address the area's objectively assessed needs¹. It is therefore important that the options are not narrowed down too early, so that all are properly considered and the strategy may evolve gradually with the benefit of consultation and evidence-gathering exercises.
7. There are set to be two main consultation stages, as follows:
 - i) **Issues and Options:** The purpose of this initial consultation is to seek a wide range of views on the issues facing the area, and the options for the new Local Plan. This is not a compulsory stage and there is considerable variation among planning authorities as to the format. It is currently proposed that the Issues and Options consultation will comprise a series of bite-sized thematic consultations over an extended period.
 - ii) **Preferred Options:** The purpose of this statutory consultation is to seek a wide range of views on the Council's preferred options (or draft Local Plan) before it prepares a final version for submission to the Planning Inspectorate.
8. Areas of Search were used to inform the development strategy of the 2019 Submission Local Plan. However, it is worth noting that they are neither compulsory nor universally adopted among planning authorities.
9. The advantage of using Areas of Search is that they allow the Council to be more proactive in identifying potential sites for development. While it is important to keep an open mind regarding sites elsewhere, Areas of Search based on a clear rationale give confidence to landowners within them and make those outside think carefully about how locational issues could be addressed.

¹ In accordance with the soundness tests at paragraph 35 of the National Planning Policy Framework, and taking into account the approach demonstrated by Planning Inspectors applying those tests.

10. The disadvantage of using Areas of Search is that their appearance on a map can be seen as a predetermined decision on where development will be located. Clear communication is therefore important to build the understanding that no such decision has been made.
11. Examination of the 2019 Submission Local Plan did not raise any issues with the principle of Areas of Search. However, the Inspectors did raise concerns regarding the way reasonable alternatives to the chosen spatial strategy were considered. In particular, the assessment of reasonable alternatives in the Sustainability Appraisal did not consider a smaller number of garden communities, in combination with more housing in existing sustainable settlements.

Proposed use of Areas of Search

12. It is recommended that Areas of Search (applicable to larger scale developments) are mapped according to their proximity to existing and committed attractors. This approach supports a rationale that utilises known facts to encourage site promoters to put land forward in better-connected areas, and to think carefully about whether and how locational issues could be overcome in more remote areas.
13. Their role as a tool for generating sites for further consideration means the Areas of Search would accompany the Call for Sites. Clear communication would confirm that no decisions have yet been made on development locations, and that detailed consideration of a site's opportunities and constraints would be reserved for the subsequent site assessment process.
14. This specific role would be reinforced by omitting the Areas of Search from the Issues and Options consultation, thus ensuring unconstrained engagement on the full range of spatial options – the first step in evolving a development strategy.
15. The initial separation of site-generation and development strategy activities, and their subsequent convergence, is illustrated in the below diagram.



16. **Appendix A** includes an indicative example of how the areas could be visually represented. In accordance with the Duty to Cooperate, the administrative boundary of the District does not act as a barrier to consideration of attractors.

Risk Analysis

17.

Risk	Likelihood	Impact	Mitigating actions
An Areas of Search map is not agreed in time to influence the Call for Sites	1 – A map can be prepared relatively quickly using internal resources	2 – A map is not essential for plan preparation, although could play a useful role in generating appropriate sites for consideration	Map preparation work can be prioritised and completed relatively quickly, to fit in with the project plan
The Areas of Search map harms community engagement on the development strategy	3 – The map could be seen as a predetermined decision on development locations	4 – A loss of trust could undermine efforts to prepare a Local Plan with effective	Defining a clear role for the Areas of Search as a site-generating tool. Communicating this role clearly when issuing the Call for

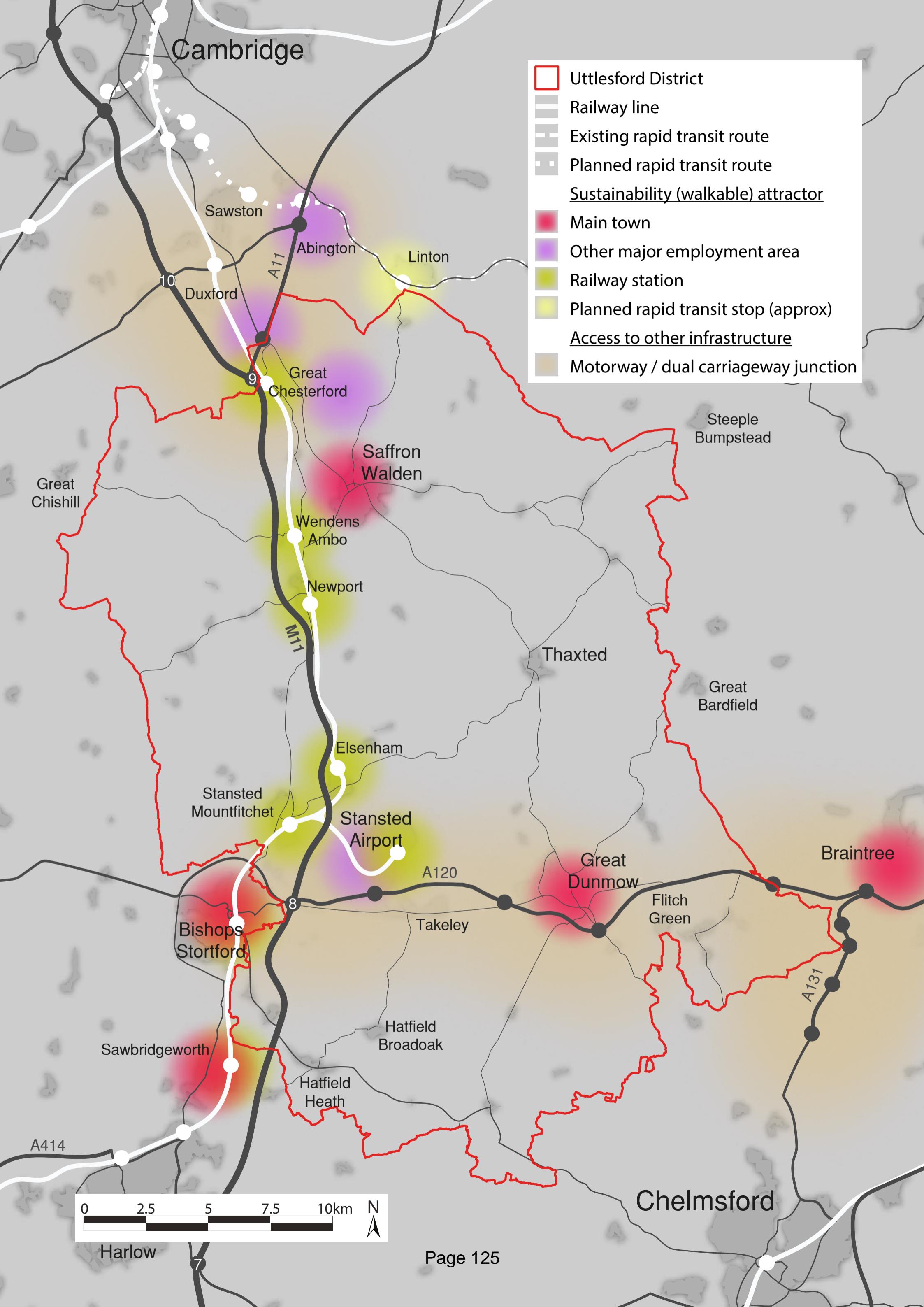
		and inclusive community engagement	Sites and in conversations with the community throughout the Issues and Options consultation.
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1 = Little or no risk or impact

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.



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Harlow

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Page 125

Agenda Item 9

Committee:	Local Plan Leadership Group	Date:
Title:	Changes to the current planning system	28 September 2020
Report Author:	Stephen Miles, Local Plan & New Communities Manager	

Summary

1. The government is consulting a Changes to the current planning system, this report proposes a response to this consultation.

Recommendations

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

Financial Implications

3. None.

Background Papers

4. Draft response to the Changes to the current planning system consultation.

Impact

- 5.

Communication/Consultation	This is a government consultation. Uttlesford District Council has informed Town & Parish Councils of the consultation.
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a
Human Rights/Legal Implications	Consequent changes to national policy & guidance could impact on how the new Local Plan for the district is developed.
Sustainability	Consequent changes to national policy & guidance could impact on how the new Local Plan for the district is developed.
Ward-specific impacts	All
Workforce/Workplace	N/a

Situation

6. The Government is currently consulting on a number of changes to the planning system. This covers four areas:
 - a. The standard method for assessing housing numbers in strategic plans
 - b. Delivering First Homes
 - c. Supporting small and medium-sized developers
 - d. Extension of the Permission in Principle consent regime
7. The consultation advises that it should be read in the context of wider reforms set out in the White Paper: Planning for the Future.
8. The government sets out a number of goals / issues that the changes to the standard method are intended to address. These are summarised below:
 - a. The housing market should be capable of delivering 300,000 homes per annum, adopted local plans, when they are in place, provide for 187,000 homes per annum. This is lower than the number of homes delivered last year (241,000). Plans should be identifying enough land to accommodate the homes our communities need (i.e. 300,000).
 - b. The standard method is a simpler, quicker and more transparent method for assessing housing needs than methods used in the past.
 - c. The current standard method can result in volatile projections that result in artificially low projections in some areas, where overcrowding and concealed households suppress the numbers. The proposed method addresses this.
 - d. The proposed method uses more up to date data.
 - e. The proposed method achieves a better distribution of homes, increasing the numbers in areas of high demand.
9. The current calculation using the standard methodology results in a housing need figure for Uttlesford of 706 dwellings per annum, see appendix 1 for the calculation. The proposed standard methodology results in a housing need figure for Uttlesford of 1,231 dwellings per annum, see appendix 2 for the calculation.
10. The proposed response seeks to positively suggest ways the calculation can be improved to better take account of other government policy and local circumstances.

Risk Analysis

- 11.

Risk	Likelihood	Impact	Mitigating actions
That the 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 is drafting a response to the government consultation and should also 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.

Appendix 1 – Current Standard Methodology calculation

- A.1 The methodology is set in the Planning Practice Guidance on [Housing and economic development needs assessments](#).

Step 1 – Setting the baseline

- A.2 Set the baseline using national [household growth projections](#) (2014-based household projections in England, table 406 unitary authorities and districts in England) for the area of the local authority. Using these projections, calculate the projected average annual household growth over a 10 year period (this should be 10 consecutive years, with the current year being used as the starting point from which to calculate growth over that period). Note that the figures displayed are rounded and individual cells need to be viewed in order to see the full number.

Number of households 2020	36,550
Number of households 2030	41,593
Household growth 2019-2029	5,043
Average annual household growth	504.3 per year

Source: 2014-based Live Tables on household projections: Table 406: Household projections by District, England, 1991 - 2039

Step 2 – An adjustment to take account of affordability

- A.3 Then adjust the average annual projected household growth figure (as calculated in step 1) based on the affordability of the area.
- A.4 The most recent [median workplace-based affordability ratios](#), published by the Office for National Statistics at a local authority level, should be used.
- A.5 For each 1% increase in the ratio of house prices to earnings, where the ratio is above 4, the average household growth should be increased by a quarter of a percent. No adjustment is applied where the ratio is 4 or below. Where an adjustment is to be made, the precise formula is as follows:

$$\text{Adjustment factor} = \left(\frac{\text{Local affordability ratio} - 4}{4} \right) \times 0.25$$

Uttlesford's most recent median workplace based affordability ratio		13.54
Adjustment factor	$((13.54 - 4) / 4) \times 0.25 =$	0.59625
Minimum annual local housing need figure	$(1 + 0.59625) \times 504.3 =$	804.99..

Source: House price to workplace-based earnings ratio, Table 5c Ratio of median house price to median gross annual (where available) workplace-based earnings by local authority district, England and Wales, 1997 to 2018

Step 3 – Capping the level of any increase

- A.6 A cap is then applied which limits the increases an individual local authority can face. How this is calculated depends on the current status of relevant strategic policies for housing.
- A.7 Where these policies were adopted within the last 5 years (at the point of making the calculation), the local housing need figure is capped at 40% above the average annual housing requirement figure set out in the existing policies.
- A.8 This also applies where the relevant strategic policies have been reviewed by the authority within the 5 year period and found to not require updating.
- A.9 For areas covered by spatial development strategies, the relevant strategic policies are those contained within the spatial development strategy. For example, where a requirement figure for an authority in a spatial development strategy differs from that in a local plan, the figure in the spatial development strategy should be used.
- A.10 Where the relevant strategic policies for housing were adopted more than 5 years ago (at the point of making the calculation), the local housing need figure is capped at 40% above whichever is the higher of:
 - a. the projected household growth for the area over the 10 year period identified in step 1; or
 - b. the average annual housing requirement figure set out in the most recently adopted strategic policies (if a figure exists).

Average annual housing requirement in existing relevant policies		N/a
Average annual household growth over ten years	As per step 1	504.3
The minimum annual local housing need figure	As per step 2	804.99..
The cap is set at 40% above the projected household growth for the area over the 10 year period identified in step 1	$504.3 + (40\% \times 504.3) = 504.3 + 201.72$	714.84
Average annual household requirement		706.02

Appendix 2 – Proposed Standard Methodology calculation

- A.1 The methodology is set in the Planning Practice Guidance on [Housing and economic development needs assessments](#).

Step 1 – Setting the baseline

- A.2 Take the higher of

- Using the latest household projections calculate the projected average annual household growth over a 10 year period (this should be 10 consecutive years, with the current year being used as the starting point from which to calculate growth over that period).
- 0.5% of the current dwelling stock

Number of households 2020	36,297
Number of households 2030	41,084
Household growth 2019-2029	4,787
Average annual household growth	478.7 per year
Current dwelling stock	38,008
0.5% of the current dwelling stock	190.04

Step 2 – An adjustment to take account of affordability

- A.3 Then adjust the average annual projected household growth figure (as calculated in step 1) based on the affordability of the area.
- A.4 The most recent [median workplace-based affordability ratios](#), published by the Office for National Statistics at a local authority level, should be used.
- A.5 For each 1% increase in the ratio of house prices to earnings, where the ratio is above 4, the average household growth should be increased by a quarter of a percent. No adjustment is applied where the ratio is 4 or below. Where an adjustment is to be made, the precise formula is as follows:

Adjustment Factor

$$\begin{aligned} &= \left[\left(\left(\frac{\text{Local affordability ratio}_{t=0} - 4}{4} \right) \times 0.25 \right) \right. \\ &\quad \left. + \left((\text{Local affordability ratio}_{t=0} - \text{Local affordability ratio}_{t=-10}) \times 0.25 \right) \right] \\ &\quad + 1 \end{aligned}$$

Where t = 0 is current year and t = -10 is 10 years back.

Uttlesford's most recent median workplace based affordability ratio		13.54
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Uttlesford's median workplace based affordability ratio 10 years ago		9.64
First Adjustment factor	$((13.54 - 4) / 4) \times 0.25 =$	0.59625
Second Adjustment factor	$(13.54 - 9.64) \times 0.25$	0.975
Third Adjustment factor	1	1
Minimum annual local housing need figure	$(0.59625 + 0.975 + 1) \times 478.7 =$	1,230.86..

Changes to the current planning system – the standard method

1. Background

- 1.1 The Government is currently consulting on a number of changes to the planning system. This covers four areas:
 - a. The standard method for assessing housing numbers in strategic plans
 - b. Delivering First Homes
 - c. Supporting small and medium-sized developers
 - d. Extension of the Permission in Principle consent regime

- 1.2 This paper seeks to summarise the government's proposals, and suggest responses to the questions the government poses.

2. The standard method for assessing housing numbers in strategic plans – summary

- 2.1 This consultation should be read in the context of the wider reforms set out in the White Paper: Planning for the Future.

- 2.2 The government sets out a number of goals / issues that the changes to the standard method are intended to address. These are summarised below:

- a. The housing market should be capable of delivering 300,000 homes per annum, adopted local plans, when they are in place, provide for 187,000 homes per annum. This is lower than the number of homes delivered last year (241,000). Plans should be identifying enough land to accommodate the homes our communities need (i.e. 300,000).
- b. The standard method is a simpler, quicker and more transparent method for assessing housing needs than methods used in the past.
- c. The current standard method can result in volatile projections that result in artificially low projections in some areas, where overcrowding and concealed households suppress the numbers. The proposed method addresses this.
- d. The proposed method uses more up to date data.
- e. The proposed method achieves a better distribution of homes, increasing the numbers in areas of high demand.

- 2.3 The current calculation using the standard methodology results in a housing need figure for Uttlesford of 706 dwellings per annum. The proposed standard methodology results in a housing need figure for Uttlesford of 1,231 dwellings per annum.

- 2.4 The increase in the identified need is due to three factors:

- a. The current methodology is capped so that any new figure cannot be more than 40% higher than previous targets, the proposed methodology is not.
- b. Both the current and proposed methodology include an adjustment to take account of affordability. The proposed methodology incorporates a further adjustment to account for changing affordability over time. In Uttlesford affordability of homes has worsened in the last ten years.

- c. The proposed methodology includes a further adjustment that in effect adds back in the starting point for the calculation.
- 2.5 There is one further change that does not result in an increase for Uttlesford:
- a. The current method uses the 2014-based household projections as a starting point. The proposed method uses the higher of the 2018-based household projections or 0.5% of the existing dwelling stock.

Q1: Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?

Yes. It seems sensible to take account of the existing housing stock when planning for future housing needs. This recognises the limitations of housing projections and ensures an alternative ‘starting point’ is linked to the existing homes in the district. The approach of taking the higher of these starting points is also supported as this better allows the government to reach its objective of 300,000 new homes per annum across the country.

Q2: In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why.

Yes. 0.5% growth seems like a reasonable potential starting point to calculate housing needs, as it is half the current delivery of homes and so will not unduly influence housing requirements across the country.

Q3: Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.

No. This ratio is simplistic and for example does not take into account wages of the self-employed, nor does it take into account households with multiple people earning a wage. These can both be significant factors, for example in Uttlesford in 2019/20 20.3% of economically active residents were self-employed (compared to 10.8% across Great Britain). Furthermore, it does not take into account people using accumulated wealth, including capital from existing properties (e.g. down-sizing).

It could be too complicated to incorporate accumulated wealth, however including the wages of the self-employed and taking into account multiple income households is an achievable modification.

Q4: Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.

No. Incorporating an adjustment for the change of affordability over 10 years as well as the existing affordability of homes is effectively ‘double dipping’ on affordability as an issue when identifying housing need. Affordability has been an important factor at a national level for determining housing need for a number of years and it is right that affordability is taken into account.

However, ‘double dipping’ on affordability as an issue raises its importance over and above other issues. The White Paper proposes to take into account other issues, such as constraints in order to determine a housing requirement (as opposed to a local housing need). If the changes in the White Paper are not brought in, then the changes to the standard methodology in the ‘Changes to the planning system’ consultation will mean that affordability is given too much weight in determining housing need.

This has other implications, including:

- More housing need being distributed in the south east of the Country, contrary to other government policy ambitions (see question 5 for more detail and possible solutions); and
- More housing need being distributed to rural areas, where house prices are higher (see question 5 for more detail and possible solutions).

Q5: Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.

No. See also the response to question 4. Unaffordable housing can be an indicator that supply of housing is not meeting demand, affordability is therefore an appropriate weighting to adjust the starting point for identifying districts’ housing needs.

However, it is considered that the standard method as currently proposed is too simplistic and focusses on affordability and excludes a number of factors that should also feed into the calculation, some of these factors are suggested in the Planning for the Future paper, others are not. The factors that it is suggested should be taken into account and the justification for them, are set out below:

1. Government aspirations for growth areas. The government currently identifies a number of policy areas for growth. For example, the Oxford to Cambridge Arc is identified as a knowledge intensive cluster that competes on a global stage. Significant housing and job growth has been identified within this area as a government policy objective to ensure this area is capable of meeting its potential. The standard method as currently proposed does not take account of this policy objective. The standard method as currently proposed indicates a housing need for Uttlesford of 1,231 dwellings per annum which equates to 32.38% housing growth over 10 years. When comparing Uttlesford with the 22 districts within the Oxford to Cambridge Arc, only three authorities have a higher absolute housing need identified (Aylesbury Vale, Cherwell & Vale of White Horse) and all 22 districts have a lower relative growth rate, the highest being Aylesbury Vale with a relative growth of 26.79%.

This does not seem like it is fulfilling the government objective to focus growth in areas such as the Oxford to Cambridge Arc. An amendment to the standard

method should be considered that redistributes housing from other areas close to growth areas to help meet this government objective. Travel to Work Areas could inform this amendment so that it also addresses the fact that people commute to Cambridge and Oxford from ever increasing distances. This would introduce further complexity to the calculation, however government aspirations for growth areas are considered an important objective that is worth factoring in.

2. Forecast job growth. One important missing factor in where new homes should be planned is where new jobs are expected. Without factoring the location of new jobs there is the potential for a mismatch between new homes and jobs and a consequent increase in commuting or unemployment. This should be factored in after government aspirations for growth, so that 'policy on' considerations can be taken into account first, so that the government aim to 'level up' areas in the north of the country can still be taken into account.
3. The size of existing urban settlements. This is identified in Planning for the Future as a potential future change to the standard methodology, to target development at areas that can absorb the level of housing proposed. This is considered an important factor to ensure levels of development are deliverable. Districts with relatively small settlements tend to have more limited infrastructure, in terms of roads, schools, health provision etc. The limits of existing infrastructure make it more challenging for such districts to incorporate significant housing growth at pace. For example, Uttlesford has two small towns (Saffron Walden & Great Dunmow), and large number of villages of varying sizes. The local road network and access to the strategic road network are key limiting factors as to whether settlements can accommodate significant growth. Settlements of limited size are also less able to sustain public transport options, schools, healthcare provision etc, this limits the options for sustainable growth at these locations.

A housing need of 1,231 homes for Uttlesford, would imply planning for growth of 32.38% over ten years, if many settlements in the district cannot reasonably accept significant levels of growth, this implies planning for higher percentages of growth at more sustainable locations. Growth of 50% (or more) in ten years in settlements of between a few hundred homes and approx. 15,000 homes is likely to be incredibly challenging to deliver at scale across the district. An adjustment to reflect the deliverability of housing having regard to the size of existing settlements (as a proxy for likely existing infrastructure capacity) is essential to ensure the deliverability of the housing.

This is separate from the fact that the number of dwellings is already incorporated into the calculation (as per question 1), as it currently only takes account of the number of dwellings and not their distribution. It is suggested that either (1) the largest settlement in a district is incorporated as a further factor, or alternatively (2) the average (median) size of a settlement in a district. The largest settlement is suggested as the easiest to incorporate so as to avoid arguments over what constitutes a settlement.

4. The extent of land constraints. This is identified in Planning for the Future as a potential future change to the standard methodology, to take into account practical limitations that an area might face. Designated areas of environmental

and heritage value, the Green Belt and flood risk are mentioned as examples. Other constraints that should be taken into account are:

- (a) The extent of Conservation Areas and the number of listed buildings as a proportion of total buildings. These are examples of heritage constraints that can limit the acceptability of some forms of development.
 - (b) Undesignated landscape constraints. The impact of development on undesignated landscapes is also an appropriate limiting factor on development. Uttlesford does not have any designated landscape constraints, however numerous appeals have been dismissed on the basis of unacceptable impact on locally important landscapes, this is despite Uttlesford not being able to demonstrate a five year housing land supply for a number of years.
5. A factor taking into account the opportunities for sustainable development and / or the urban / rural nature of a district. Concentrating on affordability without looking at other factors appears to focus need on rural districts. This is likely because rural districts tend to have larger houses than urban districts and less flats. Larger houses tend to be more expensive than smaller houses and flats. This difference in the size of homes affecting affordability is not due to need or demand and leads to higher need being identified in rural districts in a way that is not necessarily fair.

Furthermore, urban districts, by their very nature, tend to be a focus of shops, infrastructure and sustainable transport options. These inherent features make urban areas more sustainable options for focussing development, as people have easier access to services and facilitates that meet their day-to-day needs and are able to access them without using the car. The methodology should identify cities and larger towns with a good range of services and facilities as nodes where sustainable growth can be located to meet the country's development needs while also addressing the challenge of climate change.

It is noted that many of these further adjustments do not easily lend themselves to a formulaic approach to identifying housing requirements. This does not mean that they are not necessary considerations, and without them being taken into account the new approach is destined to set targets which are too challenging in some areas, and not challenging enough in others. A careful approach to the formula, or a different approach that involves exercising planning judgement will need to account for these considerations so that the proposed standard methodology can succeed.

When the revised standard method guidance is published it would also be helpful to give an indication of potential further changes to the calculation of the housing requirement through Planning for the Future so that local planning authorities who are developing Local Plans can understand the impacts. This will reduce uncertainty and potential delay.

<i>Q5: Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why</i>
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No. See the response to question 4.

Do you agree that authorities should be planning having regard to their revised standard method need figure, from the publication date of the revised guidance, with the exception of:

Q6: Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?

Q7: Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate?

If not, please explain why. Are there particular circumstances which need to be catered for?

Uttlesford District Council is at the start of preparing a new Local Plan and these proposed transitional arrangements are unlikely to impact on Uttlesford. Nevertheless, they seem like a reasonable way of ensuring those authorities who are well progressed on their Local Plan can continue to progress quickly without potentially significant changes to the development needs, which could otherwise lead to delay.

3. Delivering first homes – summary

- 3.1 The government intends to set out in policy that a minimum of 25 per cent of all affordable housing units secured through developer contributions should be First Homes. This is intended to support first time buyers accessing home ownership.

Q8: The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible):

- i) Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy.*
- ii) Negotiation between a local authority and developer.*
- iii) Other (please specify)*

The suggested 25% First Homes (25% of the affordable housing provision on site) would need to replace other home ownership products such as shared ownership though otherwise it will be to the detriment of affordable rented housing provision on sites.

With regards to current exemptions from delivery of affordable home ownership products:

Q9: Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to apply to this First Homes requirement?

Q10: Are any existing exemptions not required? If not, please set out which exemptions and why.

Q11: Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.

A major concern exists as to how first homes will be administered, who gets them and who is monitoring the covenants that will apply.

Q12: Do you agree with the proposed approach to transitional arrangements set out above?

No comment.

Q13: Do you agree with the proposed approach to different levels of discount?

No comment.

Q14: Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?

Q15: Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?

Q16: Do you agree that the First Homes exception sites policy should not apply in designated rural areas?

Q14 – Agree, this seem sensible.

Q15 – No comment.

Q16 – Agree. Affordability of housing in rural areas means home ownership is not a realistic option for many, and a 30% discount will still mean many people cannot afford a home. This logic would apply in Uttlesford and it should be such a designated rural area. Shared ownership available with the suggested 10% initial share and 1% subsequent shares as proposed separately to this consultation could well be more affordable than the First Homes especially if maintenance costs are not the responsibility of the purchaser as is being suggested currently.

4. Changes to the current planning system – supporting small and medium sized developers

- 4.1 The government wants to support small and medium sized developers, they have faced challenging times and tend to be concentrate on smaller sites which can be delivered more quickly. They want to reduce the burden on small and medium sized developers, and the consultation includes a proposal to increase the threshold for contributing to affordable housing to 40 or 50 homes for a limited time period to help such developers during the current public health emergency and support delivery of homes.

<i>Q17: Do you agree with the proposed approach to raise the small sites threshold for a time-limited period?</i>

No. Viability of development in Uttlesford is rarely raised as an issue, and the Council consistently achieved its policy aim of 40% affordable homes on sites of under 40 dwellings. Indeed, the prices of houses in the district appears to have held up during the public health emergency. [ONS data](#) for the country supports this view. Therefore, raising the threshold is unlikely to speed up the delivery of homes.

The proposals would result in much reduced affordable housing in districts like Uttlesford, where sites of under 50 homes make up a significant proportion of new affordable housing. For Uttlesford 49% of S106 sites between 2016/17 and 2020/21 were sites of 50 or less properties and 40% sites of 40 or less properties. To put this into context, the suggested proposals would have resulted in 166 fewer affordable rented homes and 87 fewer shared ownership homes being delivered since April 2016. This equates to 31% of the affordable housing provision on S106 sites since April 2016 within Uttlesford.

This will also lead to land value inflation if no affordable housing has to be provided which will have a knock on effect to land values generally within the district.

There will also be the risk that applications already passed will be resubmitted to avoid affordable housing requirement and therefore actually delay delivery.

<i>Q18: What is the appropriate level of small sites threshold?</i>
<i>i) Up to 40 homes</i>
<i>ii) Up to 50 homes</i>
<i>iii) Other (please specify)</i>

None. See the response to question 17.

<i>Q19: Do you agree with the proposed approach to the site size threshold?</i>

No. See the response to question 17.

<i>Q20: Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?</i>

No, the Council does not agree with the proposal to raise the small site threshold for affordable housing. However, if the government is minded to proceed it should be on a time-limited basis specifically linked to the economic downturn.

Q21: Do you agree with the proposed approach to minimising threshold effects?

No, the Council does not agree with the proposal to raise the small site threshold for affordable housing. However, if the government is minded to proceed guidance should address potential sub-division of sites to get around the affordable housing threshold.

Q22: Do you agree with the Government's proposed approach to setting thresholds in rural areas?

Yes, providing that it is the rural areas listed within The Housing (Right to Enfranchise) DPA England 2009 rather than S157 Housing Act 1985 which applies.

Q23: Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?

It is considered that SME builders are best placed to respond to this question.

5. Changes to the current planning system – extension of permission in principle

- 5.1 Permission in principle (PIP) was brought in in 2017 to give up-front certainty to the principle of development and ensure this principle only needs to be established once.
- 5.2 The White Paper proposes PIP will apply to substantial allocations in new Local Plans.
- 5.3 This consultation paper seeks views on the following proposals:
 - a. extending the scope of the current Permission in Principle by application route to major development (not subject to EIA or habitats assessments);
 - b. enhancing the information requirements and publicity arrangements for these applications;
 - c. introducing a revised fee structure, at lower cost, to incentivise their use;
 - d. including automatically any Permission in Principle granted onto Part 2 of the local brownfield land register; and
 - e. strengthening guidance to support implementation.

Q24: Do you agree that the new Permission in Principle should remove the restriction on major development?

No. The PIP process on sites for <10 appears to be evolving. It would be considered more appropriate to review the housing delivery and the success of the current limited scheme before steaming ahead for major schemes. Although it does support the potential for an automatic PIP for allocated sites.

Q25: Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.

Notwithstanding our response to Q24, should the decision be taken to increase PIPs to include majors developments , then certainly there should be a limit on commercial development, in fact the whole thinking behind the PIP process was to boost housing delivery, so not sure why commercial development included at all.

Q26: Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?

Notwithstanding our response to Q24, should PIPs be extended to major developments, then certainly the anomaly of not including habitat regulations should be addressed. Also must read alongside the White Paper considerations for S106s and the proposed approaches to infrastructure/mitigation provision.

Q27: Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.

No. Height parameters can still be considered within the TDC process.

Q28: Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be:

- i) required to publish a notice in a local newspaper?**
- ii) subject to a general requirement to publicise the application or**
- iii) both?**
- iv) disagree**

If you disagree, please state your reasons.

Notwithstanding our answer to Q24, should the PIP be extended to large developments, then it should be subject to a general requirement to publicise the application, but there should be **not** be a requirement to publish a notice in a local newspaper.

Q29: Do you agree with our proposal for a banded fee structure based on a flat fee per hectare, with a maximum fee cap?

Yes, agree.

Q30: What level of flat fee do you consider appropriate, and why?

No comment.

Q31: Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why

Yes. It makes sense to have one source of information for all PIP sites.

Q32: What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.

In order to be more comfortable with the paucity of information required for PIP applications, possibly need to boost guidance over the information required for TDC, which are certainly more detailed than reserved matters applications. Need to provide more guidance over the PIP/TDC process as a total process and how it differs substantially from the outline/reserved matters process.

Q33: What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?

An effective PIP process, based upon a plan led process, could shift the focus upon the quality of development through TDCs. Just need a further analysis/monitoring of the current PIP process before jumping to PIPs for major development.

Q34: To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible.

It is considered that landowners and developers are best placed to respond to this question.

Q35: In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty?

If so, please specify the proposal and explain the impact. If there is an impact – are there any actions which the department could take to mitigate that impact?

The government needs to be careful not to reduce the availability of affordable rented homes on sites secured via S106 agreements/infrastructure levy. Affordable rented housing is essential for those people who most need it i.e. often the most vulnerable people within our society.

A measure to mitigate against this would be to protect the amount/proportion of affordable rented homes delivered on sites nationally in the same way as it is being proposed to set a minimum proportion of First Homes on sites nationally.