



## Public Document Pack

# Uttlesford District Council

Chief Executive: Dawn French

## Scrutiny Committee Remote Meeting

**Date:** Tuesday, 16th February, 2021

**Time:** 7.00 pm

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

**Chair:** Councillor N Gregory

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

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

### **Public Speaking**

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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 readout their questions or statement themselves.

Members of the public who would like to watch 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 for absence and declarations of interest.
- 2 Minutes of the Previous Meeting** 4 - 8

To consider the minutes of the previous meeting.
- 3 Statement of Community Involvement and Community Engagement Strategy** 9 - 95

To consider the Statement of Community Involvement and Community Engagement Strategy.
- 4 Local Plan Project Management - Quarter 4** 96 - 117

To consider the Local Plan Project Management – Quarter 4.

## **REMOTE MEETINGS AND THE PUBLIC**

Due to the Government's social distancing measures imposed in the wake of Covid-19, the way in which the public can participate in Uttlesford District Council meetings has changed. Meetings are no longer being held on site or in person and 'remote meetings' will be held on the virtual meeting platform Zoom until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

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

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

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Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

# Agenda Item 2

## **SCRUTINY COMMITTEE (LOCAL PLAN) held at ZOOM, on THURSDAY, 10 DECEMBER 2020 at 7.00 pm**

Present: Councillor N Gregory (Chair)  
Councillors C Criscione, G Driscoll, R Jones, G LeCount and G Sell

Officers in Attendance: R Auty (Assistant Director - Corporate Services), C Edwards (Democratic Services Officer), G Glenday (Assistant Director - Planning), S Miles (Local Plans and New Communities Manager), S Payne (Local Plan Project Manager) and C Shanley-Grozavu (Democratic Services Officer)

Also in attendance: Councillor J Evans (Portfolio Holder for Planning and the Local Plan) and Councillor R Pavitt

### **SC41 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Councillors Coote, Dean and Lavelle. Councillor Khan also sent apologies as he could not attend as a substitute.

### **SC42 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7 October 2020 were approved and would be signed by the Chair as a correct record at the next opportunity.

### **SC43 GOVERNANCE UPDATE**

Councillor Evans summarised his report regarding governance and the Local Plan process. He said that as well as the organised meetings described in the report, there was continuous contact and in-depth co-operation between himself and Officers.

Councillor Evans said it had been agreed at the beginning of the Local Plan process that the governance structure and progress of the Plan would be reviewed at the end of the year and therefore would be presented at the next meeting. He acknowledged the significant contribution of the late Councillor Storah in setting up these structures and procedures in order to govern the Local Plan process.

Councillor Criscione asked for a definition and scope of the Project Sponsor's role. He also asked that any review of the Project Initiation document be extended to include all bodies. The functions and role of the Portfolio Holder and Chair of the Local Plan Leadership Group (LPLG) are not included and he suggested that they were in the future.

Councillor Evans said it was a helpful suggestion and agreed to extend the categories of bodies. He said that Councillor Bagnall the Chair of LPLG would attend future meetings.

In response to a question from the Chair, Councillor Evans agreed that the workload was substantial but stated he was committed to the process and had no doubt he would be able to cope. He recognised that the evidence produced would be the most important part of the Local Plan, and the explanation to residents and conversion of this into policies compliant with the NPPF and following legislation and regulations would be vital.

Councillor Sell welcomed the report and said it was essential to get the project right. He said communication was crucial and the committee had to add value without duplication and asked how best this could be done.

The importance of attendance at these meetings by the Chair of LPLG, Councillor Bagnall, to answer questions was discussed. In his absence the Vice-Chair, Councillor Pavitt should be available to take his place. Councillor Evans reiterated that it was Councillor Bagnall's intention to come to future meetings.

The Chair stated the importance of a seamless flow of responsibility to enable business to proceed in a quick and efficient manner.

Councillor Sell made a suggestion that Cabinet resources be allocated to pressure points in the process.

The Assistant Director, Corporate Services said he had received a report from the Centre for Governance and Scrutiny which emphasised the Committee's questioning should be directed at the Cabinet Member, not the Chair of the LPLG. This document would be circulated to all Committee Members. In response to a question from Councillor Driscoll, he said the report was purely for advice, but would be a good guide. There would be workshops arranged for further discussion.

The Local Plan Project Manager explained the report. The Risk Register document had highlighted changes of risk (shown on page 18). These were as follows:

- Two members of staff had handed in their notice, a Transport Planner and Urban Designer.
- The National Planning White Paper had reduced in risk; the Government received 44,000 representations nationally and were committed to review and consider responses.
- The risk of inconsistencies between the Local Plan and Neighbourhood Plans was reduced due to Officers examining and reviewing the emerging Neighbourhood Plans.

Four new risks were identified by the Local Plan Project Manager, he drew particular attention to:-

- The effectiveness of the Community Stakeholder Forum
- The risk of Government intervention was not a high risk if the timetable was adhered to.

The Local Plan Project Manager said the dashboard was showing 126 live tasks, none of these were identified as red (currently no significant risk of the project timetable being compromised).

The overall status of the Local Plan in the report was shown as amber, however the Local Plan Project Manager stated that progress in the last few days had led to his assessment changing to green. This was due to two changes:

- Budget approved by Full Council.
- Recruitment process started and interim cover by skilled staff arranged.

The Councillors were in agreement that the report was well written and a good working document.

Further to questions from Councillors, the two vacancies were discussed and the following points made by Officers:-

- The posts represented 2 out of approximately 10 full time equivalent members of staff.
- Both members of staff would be leaving in December
- Temporary replacements of the same calibre had been found.
- Officers were confident that excellent replacements would be found.
- There was a bigger pool of potential recruits, as working from home was now standard.
- A Job share would be considered.

In response to a question from Councillor Driscoll, the Local Plan Project Manager explained that the documents from page 24 to page 39 were taken from Microsoft Project; the percentages shown were the overall progress through each topic. For example, theme 1 was 39% but, once the other tasks set out below had been progressed, the percentage total would be increased.

Councillor Criscione commented that the project management system was clearly working. He asked if the Community Stakeholder Forum had been successful, and if it had remained focused on the named topic. He thought for the discussion to be effective it would need to be clearly steered and the Forum well briefed to avoid moving away from the theme. The Local Plan and New Communities Manager said the meetings had been focused and the discussion afterwards had stuck to the topic.

There was a discussion about notice periods, Councillor LeCount said it was a risk to the project and thought one month's notice was not acceptable. He was concerned that if senior staff left in the future this posed a high risk. He asked for grades and notice periods to be circulated.

## SC45 **ISSUES & OPTIONS**

The Local Plan and New Communities Manager explained the process and invited comments.

In response to a question from Councillor Criscione, the Local Plan and New Communities Manager explained the Community Stakeholders Forum and said the public were invited to attend and make comments after each meeting. He stressed the importance of public engagement at this point as no decisions had been made and so comments would directly influence the Local Plan first draft.

Following a concern from Councillor LeCount regarding the timescale of potential sites for development to be submitted by Uttlesford District Council, (UDC), the Local Plan and New Communities Manager agreed to bring the Council's input forward. He said sites allocated would have to be deliverable.

After receiving statistics from Councillor Evans on participation and responses, members undertook to encourage resident's participation through their monthly meetings; newsletters; Parish magazines; churches and social media.

In answer to a question from Councillor Criscione, the Local Plan Project Manager said the current report on Issues and Options was complete. However, he said as debate developed and the program continued there would be other lines of enquiry that would be picked up.

In response to a question from the Chair, Councillor Evans stated that the Local Plan must be evidence led. He said the process would not be the same as before, and he stressed the importance of residents contributing to the process and their views being listened to.

In response to a further question from the Chair about information sharing specifically related to a call to sites from Cambridge and South Cambridge there was a meeting set up with Greater Cambridge and UDC next week.

#### SC46 **COMMUNITY ENGAGEMENT**

In response to a question from Councillor Criscione, the Local Plan Project Manager said that new consultees could be added to the list. It was agreed that an e-mail to all members for suggestions would be sent.

The Chair thanked everyone for their work and said he had confidence that the plan was progressing.

*The meeting ended at 8.40pm.*

**Committee:** Scrutiny (Local Plan) **Date:** Tuesday, 16 February 2021

**Title:** Statement of Community Involvement and Community Engagement Strategy

**Portfolio Holder:** Councillor J Evans, Portfolio Holder for Planning and the Local Plan

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

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## Summary

1. The Statement of Community Involvement and the Community Engagement Strategy were published for consultation from the 28<sup>th</sup> October until the 9 December. The attached documents set out the comments received, officer comment and recommended changes.

## Recommendations

2. That the Scrutiny Committee consider the comments and proposed changes to the amended Statement of Community Involvement and the Community Engagement Strategy and recommends to Cabinet for approval.

## 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. 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.

None

## Impact

- 5.

Communication/Consultation	The documents have been subject to a period of consultation
Community Safety	n/a

Equalities	The documents support 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	n/a
Workforce/Workplace	n/a

## Situation

6. On 20th October 2020, Cabinet approved the publication for consultation of the Statement of Community Involvement and the Community Engagement Strategy.
7. The consultation ran from 28th October to 9 December 2020. 270 emails were sent to all statutory consultees which comprises specific, general and other bodies and includes all Town and Parish Council informing them of the consultation. Ten representations were received. Although this is a low response it is comparable to previous consultations when there were 13 in 2017 and 6 in 2019.
8. Appendix 1 is the report of consultation. It sets out the comments received and officer comment and recommendation for each document.
9. The proposed changes to the Statement of Community Involvement improve the clarity of the document.
10. The proposed changes to the Community Engagement Strategy include improving the clarity, inserting a new paragraph 6.11 on other engagement taking place during the First Consultation (Issues and Options stage); reference to Neighbourhood Plan Steering Groups within working with Key Groups; two new appendices on the governance structure for preparing the Local Plan and ground rules for meeting with developers.
11. Appendix 2 is the Statement of Community Involvement incorporating the proposed changes.
12. Appendix 3 is the Community Engagement Strategy incorporating the proposed changes.

## Risk Analysis

- 13.

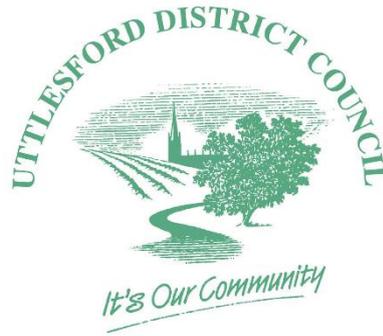
Risk	Likelihood	Impact	Mitigating actions
If the Council does not have an up to date SCI and has not carried out consultation in accordance with the Regulations and the Statement of Community Involvement the Local Plan could be found to have failed the legal compliance test at examination.	2	4 – The Council could be required to undertake additional periods of consultation and resubmit the Plan	Ensure an up-to-date SCI is adopted and implemented, supported by a Community Engagement Strategy.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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



# **Uttlesford District Council**

## **Local plan**

Report of Consultation on Statement of Community  
Engagement and Community Engagement Strategy

Cabinet 9 March 2021

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## 1. Introduction

The Statement of Community Involvement (SCI) sets out the Council's approach to public consultation and involvement in the preparation of the Local Plan, other development plan documents and in the determination of planning applications. In respect of the Local Plan, it is supported by a Community Engagement Strategy

The Statement of Community Involvement and Community Engagement Strategy were published for public consultation from the 28<sup>th</sup> October until 9<sup>th</sup> December 2020. This report sets out the representations received, officer comment and recommended changes.

## 2. Consultation Responses

In total representations were received from ten organisations / individuals:

- Natural England
- Chelmsford City Council
- Hertfordshire County Council (Property Planning Team)
- Transport for London
- West Essex Clinical Commissioning Group
- Felsted Parish Council
- Saffron Walden Town Council
- Great Chesterford Neighbouring Plan Group
- Great Abington Parish Council
- Dr Graham Mott

## 3. General Comments

**Transport for London** have no comments to make on the documents

**The Property Planning Team on behalf of Hertfordshire County Council** as a landowner have no comments to make on this consultation.

**Chelmsford City Council** note the changes and welcome continued dialogue on strategic priorities and cross boundary issues as the Uttlesford Local Plan progresses.

**West Essex Clinical Commissioning Group** note the changes and the commitment to engage with the CCG.

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

Officer comment

These organisations are thanked for their support.

**Felsted Parish Council** would like to see a detailed consideration of introducing Community Infrastructure Levies (CIL) into the planning process.

In response to the Community Engagement Strategy, Felsted Parish Council

- Fundamentally support the position of an improved engagement strategy
- Consider it important that the District Council is seen to address concerns and opinions by people raised in response to the consultation
- Consider that having separate consultations on the nine themes could lead to consultation fatigue.

Officer comment

The comment on CIL is not related to the SCI or consultation.

For information, in 2019 the Council had commissioned consultants to undertake the work so the Council could prepare and consult on a charging schedule for the Community Infrastructure Levy. However as this work is reliant on knowing the quantum and location of development to be planned for and the associated infrastructure to support it, the work was paused on the withdrawal of the Local Plan. The Council will re-examine the appropriateness of preparing a CIL as the Local Plan progresses and in the light of legislation.

In relation to the Community Engagement Strategy, the Parish Council's comments are noted. The issue of consultation fatigue is appreciated but, as explained in a report to Local Plan Leadership Group on 28 September, it is hoped that it will be minimised by enabling people to engage with themes which interest them and for the factsheets to be easily understood and engaging.

**Great Abington Parish Council** are concerned about development in the north of Uttlesford and request that the Council not only engages with South Cambridgeshire DC but also Cambridgeshire County Council as the transport authority and all those parish councils in South Cambridgeshire bordering or close to the border with Uttlesford.

Officer comment

Appendix 1 of the SCI and Appendices A and B in the Community Engagement Strategy list the stakeholders with whom the Council will work with including Cambridgeshire County Council and Parish and Town Council that adjoin the District.

#### 4. Specific comments on Statement of Community Involvement

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
1.2	SWTC	Reference should be made to the key principles of community engagement: <ul style="list-style-type: none"> <li>• Communication</li> <li>• Diversity and Cohesion</li> <li>• Social Justice and Equality</li> <li>• Participation</li> <li>• Ownership and ability to influence</li> <li>• Power to act</li> <li>• Partnership working</li> <li>• Sharing of resources</li> </ul>	These principles underpin the consultation process and every proposed action should take reference back to these principles	The Council's principles of engagement are set out in section 4. No change
1.3	SWTC	This para presumes that the SCI is written primarily for the local plan, whilst that may be true, the SCI is appropriate for use in all planning applications	Ensure the SCI is not so prescriptive as to restrict its use	The Engagement Strategy supports the SCI as it relates to the Local Plan. The SCI's role in relation to development management is clear. Amend text to read - An Engagement Strategy <u>has been</u> prepared setting out in detail the engagement programme <u>in relation to</u> the whole Local Plan preparation.
2.2	SWTC	Add footnote to explain what NPPF is or refer reader to any glossary	Include details of NPPF	Already included in Glossary.
2.3	SWTC	How will the SCI adapt to account for any potential future changes to the planning process or legislation?	Note about future flexibility of the SCI or that it is annually reviewed?	The Council's response to the Planning for the Future White Paper is explained in paragraphs 2.4 – 2.7. Propose new paragraph 2.8 - <u>The SCI will be reviewed and updated as required following changes to the planning legislation</u>

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
2.4	SWTC	UDC's response to the White Paper has now been agreed	Reference here to a copy of UDC's response to the White Paper	It is considered important to tell the reader how the Local Plan is being prepared in the light of the White Paper.  Amend paragraph 2.4 to state that representations have been made.  Add footnote referencing Local Plan Leadership Group 26 October 2020 Item 3 when content of representation was agreed.
2.4	Dr Mott	UDC has already made representations on 'Planning for the Future' There is a good case for deleting 2.4 to 2.7 inclusive, on the grounds that these paragraphs are speculative and dependent on Government legislation as yet unknown, and thus have no place in a statement of current policy. Reliance on the last sentence of 2.3 should be sufficient.		
3.1 Table 1 blue box the business sector	SWTC	States that UDC will continue to improve engagement with the business community but how will it do this?	Clarify how engagement with business community will be improved	The Economic Development team and other teams in the Council support the business sector in many ways and as appropriate to the circumstances at the time. It is not appropriate to specify here.
3.1 Table 1 – green box re statutory stakeholders	SWTC	You have included town and parish councils here as a statutory stakeholder but contrary advice is given in the community engagement strategy	Please clarify position of town and parish councils and be consistent in this	Statutory stakeholders is an overarching term for Specific and General Consultees as listed in Appendix B of the Engagement Strategy.
3.1 Table 1	Dr Mott	Delete the work 'have'		amended
4.2	Dr Mott	list Add semi-colons after second and third items		amended
4.3	SWTC	Poorly written, please rewrite  Also take out "they will feel" as this suggests the process is just lip service rather than an anticipated reality	Suggested something like "with reference to the first objective "putting residents first", it is hoped that through a consultative and inclusive process (as identified within the SCI),	The wording is taken from the Corporate Strategy. Amend to include part which was inadvertently omitted. <u>In relation to 'putting residents first', residents will know their views have been listened to; they will feel they have the</u>

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
			resents will know their views have been listened to, they will have the opportunity to influence the decision-making etc etc.	opportunity to influence the decision making; <u>they will understand why decisions have been made even if they disagree with them.</u> They will report increased levels of trust and confidence in the way the council conducts its business and manages its resources.
4.4	SWTC	Reference given to the corporate consultation strategy and charter – weblinks to these documents should be inserted here	Insert weblinks to documents	The Corporate Consultation Strategy is already hyperlinked.
4.4	Dr Mott	4 Insert a comma after Charter		Amended
4.5	Dr Mott	<p>A lot of this is wishy-washy pie-in-the-sky, and I don't suppose you'll do things much differently from before. In particular, re bullet point 5:</p> <ul style="list-style-type: none"> <li>in return residents should disclose the full range of local opinion.</li> </ul> <p>How do you propose to achieve this? How will you know if you've achieved it? How will you receive the opinion of those who think it is a total waste of time telling the Council what their opinions are about anything (a large number, probably a majority)?</p>		<p>The principles are based on the Consultation Institute's best practice.</p> <p>The Council can only encourage people to respond to the best of their knowledge</p> <p>It is recognised that this is a difficult principle to measure success against. However, even if it is difficult to measure it does not mean that this principle should not be considered when drafting documents and planning consultations. This can be done by trying to make documents accessible and informative and consultations sent out by a wide range of methods in a format that is easy to understand.</p>
4.5 6 <sup>th</sup> bullet point	Dr Mott	Re bullet point 6. The Council will . . . make decisions . . .representative of the spread of local opinion.		The Council makes people aware of what planning issues are set by national policy.

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
		And if local opinion is near-unanimous in believing that there should be no more housing?		See the key messages in the Community Engagement Strategy
4.5 Bullet points 10 & 11	Dr Mott	bullet points 10 and 11 say the same thing re discussion or consultation with the local community. What will you do if the developer shows no inclination for any such discussions or consultations? There's no bite in these provisions.		Bullet point 10 concerns the Council offering pre-application advice and bullet point 11 concerns the applicant undertaking consultation with the community. Remove last sentence from point 10 to avoid duplication.  The Council has no authority to require pre-application consultation but it can encourage it as best practice.
4.5 Bullet point 12	Dr Mott	bullet point 12 (and last). How do you propose to ensure this happens?		The Council is consulting on a protocol which will look at s106 process earlier in the application stage and including Town and Parish Councils.
5.2	SWTC	How will the Council meet its moral requirements? ie , the paragraph concludes noting that the next section sets out how UDC will meet the legal requirements but what about non-legal requirements?	Clarify re other requirements	This is set out in the Community Engagement Strategy which supports the SCI.
5.4	SWTC	Query re the validity of an emerging neighbourhood plan. Certainly, info held by SWTC suggests an emerging NP is a material consideration	UDC please clarify status of emerging NP	Add new text to paragraph 5.9 'The weight of an emerging neighbourhood plans is dependent upon stage of preparation, extent of unresolved objections and degree of consistency with NPPF'.

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
				Include a footnote referencing Planning Practice Guidance note on Neighbourhood Plans.
5.5	SWTC	Does UDC have a process for consulting on SPDs? If not, should there be one?  Later reading found this in para 5.15. Suggest reference is given in 5.5 to 5.15 so that readers will know there is a process	Please clarify	Paragraph 5.15 explains that the methods of engagement also apply to SPDs. Insert new sentence Further information on SPDs is given in paragraph 5.15.
5.5	Dr Mott	first line. Amend documents to document		The 's' is shown as struck through. Underlined and struck through text amended to show change clearer.
5.9	Dr Mott	first paragraph. Regularise to commas after each item, instead of some semi-colons line 4. Insert a comma after Radwinter Neighbourhood Plan		Amended
5.10	Dr Mott	first line. Give the web address for the adopted SPDs, instead of making a lazy gesture toward the website.		The word website is a hyperlink
5.13	SWTC	What is this paragraph trying to say?	Reword para as it lacks clarity or definition	Amend paragraph to read  <u>To generate broader and richer conversations to inform more effective and legitimate decision making, the Council is keen to <b>work with others such as Essex County Council</b> enlist partner agencies with a view to pooling resources, ideas, communication channels, contacts and</u>

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
				<del>making</del> make innovative uses of new digital engagement and visualisation tools.
5.15	SWTC	This should be rewritten, difficult to read or understand	Rewrite	<p>Amend text</p> <p>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 <u>5.21-5.25</u> below (<del>page 19</del>) also apply to SPDs. <del>The consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. There will be a minimum of 4 weeks consultation.</del> Following consideration of responses and amendments to the SPD as appropriate, <del>the SPD would then be adopted by the Council.</del> In accordance with the Town and Country Planning (Local Planning) Regulations (2012) (as amended), <del>prior to adoption</del> 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. <u>As soon as reasonably practicable following adoption of the SPD,</u></p>

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
				<u>the Council will publish the Adoption Statement setting out the date adopted and that aggrieved persons have 3 months to apply to the High Court for judicial review of the decision to adopt the SPD.</u> <del>An adoption statement will also be prepared and made available to view, together with the SPD as soon as reasonably practicable following adoption.</del>
5.17 Table 4 page 19	Great Chesterford Neighbouring Plan Group	the web address listed for the Great and Little Chesterford Neighbourhood Plan is out of date.		Update web address to <a href="https://www.lovegreatchesterford.com/the-plan-itself">https://www.lovegreatchesterford.com/the-plan-itself</a>
5.22	Dr Mott	bullet point, line 1 councils' should be Council's		Amended
5.27	SWTC	Anonymous comments will not be accepted	Please reconsider this, there may be valid reasons why a respondent wishes to remain anonymous and a more sympathetic and discretionary approach should be taken	It is important to have a name and contact details (either email or postal) to keep people informed of the local plan and further consultations. It is also important for the Inspector to see who has made comments.  No change
5.33	Dr Mott	line 4. fully should be full		Amended
6.1	Dr Mott	first line. Insert the to read: Involving people in the planning application process		Amended
6.3	SWTC	No reference to the role or involvement of town or parish councils is given. There should be a specific inclusion here noting that town and parish councils (and District	Amend document to include a specific reference to town/parish councils and District	Amend text to say ' <u>including the Town or Parish Council or Meeting</u> '

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
		Councillors) should be included in pre-app discussions	Councillors. This in line with the recommendation made by Ms Sue Chadwick	
6.4 Table 5	SWTC	Should an application for a Deed of Variation be included here? UDC has agreed that DoV should follow a formal planning process	Add in the process for consideration of DoV applications	Include new row in Table 5 stating that relevant Town and Parish Councils and Ward Members will be consulted on Deed of Variation of s106 (excluding de-minimis variations)
6.5	Dr Mott	last sentence, says: If the planning officer considers the development is likely to have a wider impact, neighbouring parish councils may also be notified. There is no mechanism for achieving this. Several applications have been made which are outside Elsenham parish and close to the boundary, but Elsenham Parish Council has not been advised. The most recent example is UTT/20/2908, 50 dwellings south of Bedwell Road, Elsenham, which is in Ugley parish, on the boundary, and not notified to Elsenham Parish Council.		The boundary on the constraints map used to identify consultees has been extended. However, it is also advisable that parishes review weekly list for neighbouring parishes to see if any are likely to have an impact.
6.7	Dr Mott	I almost know this provision by heart. It's been in the SCI since 2018. In that time, S106 agreements have been drawn up for four major applications in Elsenham (UTT/19/0462/FUL; UTT/19/0437; UTT/17/3573; UTT/19/2470). There has not been the slightest attempt to involve Elsenham PC in any of them. The PC has drawn it to UDC's attention at least six times, probably more. The Leader of the		The Council is consulting on a protocol which will look at the s106 process earlier in the application stage and including Town and Parish Councils

Paragraph Reference	Consultee	Consultee comment	Consultee Recommended amendment	Officer comment and recommendation
		Council, the Deputy Leader, the Portfolio Holder for Planning, the senior members of the Planning Department, the officers responsible for the applications, have all been copied in. No action has been taken. The only answer the PC has been given is the wholly spurious one that the applications have gone to appeal - the point is that the PC should be involved long before then. What is the point of this policy when you don't have the slightest intention of implementing it?		
6.11	Dr Mott	What is the GDPO, and where can its relevant provisions be found?		Amend to read - (as defined by the Town and Country Planning (Development Management Procedures) (England) Order 2015)
6.12	SWTC	Town and Parish Councils should be involved in the discussions and negotiations on the Heads of Terms for the S106 and this should be included here	Add in the consultation and role of Town/Parish councils in pre-app meetings which will lead to any HoT for draft S106 agreements	This is covered in paragraph 6.7
Appendix 1	Dr Mott	Adjoining district councils. Omit such as since all the adjoining districts are specified.		Amended
Glossary, p. 35.	Dr Mott	Local Strategic Partnership is tacked on at the end, instead of being in its correct alphabetical place.		Re-ordered

## 5. Specific Comments on Community Engagement Strategy

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
1	Various	SWTC	Some quoted text from other documents is shown in italics and speech marks but some is not	Be consistent when using quoted text	noted
1	Various	SWTC	Already in reading paras 1.1 to 1.5 the reader is potentially confused. There is lots of reference to other documents (SCI, corporate plan, corporate consultation strategy). This is not engaging	Perhaps the core components of the other documents could be included in a table format, so that visually their relationship to the community engagement strategy is more obvious and easier to understand at this early stage of the document	Each paragraph refers to a document which sets the context for the strategy.  No change.
Various	Various	SWTC	Local Plan or local plan?	Be consistent. The local plan is not a proper noun so should be lower case throughout.	Amended as appropriate.
1	1.1	SWTC	Poorly worded - "legitimacy" of what? Generally, the document is difficult to read, the text does not flow but stumbles	Amend grammar and syntax so that text reads more fluently	To avoid jargon, remove 'with improved legitimacy'.
1	2.1	SWTC	"There are 6 key messages....." why 6? Where does this phrase come from? Who determined there are 6 key messages?	Reword to clarify how and why there are 6 key messages (why not 5 or 10 for example?). This could be included as an appendix	This is the number of key messages we wanted to ensure that people are aware of. They are important points and need to be in the body of the document. No Change

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
1	2.1 (i)	SWTC	Good context to explain how planning is important and potentially affects everyone but this is poorly written. The use of examples is good	Reword – for example: For many, planning is not seen as relevant to them until a house, a change of use for a property or an extension is proposed next door. Planning does, however, affect everyone living, working or visiting the district and the community. Planning relates to everyday matters in our lives such as where we live, whether we can extend our property, where children play, housing affordability, quality of public open spaces, housing location in relation to work places. All of these are planning matters and it is important the engagement explains why the local plan matters and how it can impact on everyday lives and communities. The engagement needs to be attractive with clear messages to encourage all residents to take part and help shape the plan.	Wording amended as suggested.
	2.1	Dr Mott	The Local Plan will not give the answer to: Can I extend my house?; Is the new housing within my budget?; Can I get a job I can		

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
			walk or cycle to?		
2	2.1 (ii)	SWTC	Reword	This is confusing and does not clearly explain what the 2 stages are	The purpose of this paragraph is to explain why this is a 4 year process. Detail of the consultation stages is provided later and is also in the SCI.  Amend text Preparing the local plan involves two formal stages of consultation, <del>an independent</del> and a public examination of the plan <u>and</u> concludes with the Council adopting the local plan.
2	2.1 (iii)	SWTC	Need further details of the climate and ecological emergency	Include a link or details here of the emergency declaration	Add footnote to Council Meeting 30 July 2019.
2	2.1 (v)	SWTC	Change “to make it a better plan” as this suggests it is rubbish without the engagement process	“To make this the best and representative plan that it can be”	The text suggests that testing the plan through consultation will make it a better plan. It doesn’t imply it would be rubbish without consultation, but that it can be improved through the engagement process.  No change
3	3.2 (B)	SWTC	“The council will make a real effort to make all of those who have a right to participate” .....	This suggests there are some which do not have a right to participate? Clarify or reword	Amend text to ‘those that have in interest in Uttlesford’
	3.2 c	Dr Mott	line 3. Amend to read: will use a variety of engagement methods to ensure as wide a range of people..		Amended

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
3	3.2 (c)	SWTC	Any provision for those without internet access? This may come later in the document but worth including info here	Include other means of accessing information  What about provision in another language or braille?	New text – Documents will be available digitally and hardcopy.  Documents will explain how to access it in another language or format
3	3.2 (d)	SWTC	“unless there is a specific reason to make them exempt”	Might be worth citing some of those confidential documents to avoid later challenges and to ensure inclusivity	Add footnote In accordance with Local Government Transparency Code 2015
4	3.2 (g)	SWTC	Needs to further note how the decision- making process will be followed	Annotate here or include as an appendix, details of the decision-making process. Use a flow chart as an appendix to show how each part of the local plan will be considered, where responsibility will sit etc and ideally, with time frames	New text Appendix E is a summary of the functions of the Council, Cabinet, Local Plan Scrutiny and Local Plan Leadership Group.
4	3.2 (j)	SWTC	Not just assessing the numbers but also the demographics of those reached and evidence of working with those hard to reach groups	Reword to show more inclusive engagement	The Council has found in previous consultation exercises that the gathering of demographic data has a very low return rate, making the data statistically unreliable. The reason for the low rate of return is that the majority of respondents make their comments in a format (by email or through the consultation portal) which does not lend itself to providing such data. Furthermore many respondents are planning agents and

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
					developers representing their company on behalf of clients.  No change
5	4.5	SWTC	"in light of their inspector's letter"	This needs to be put in context, as a standalone comment it is meaningless	Amend text to read – The Council will work with Braintree District Council, especially as they consider their way forward in the light of <u>the deletion of the proposed West of Braintree Garden Community from the North Essex Authorities Shared Strategic Section 1 Plan</u>
	4.3	Dr Mott	Say which letter. Give it a date.		
5	4 generally	SWTC	Might be useful to include websites for groups referenced, either as a footnote or appendix	Include details so that those interested in further info can easily and readily access info about these groups/organisations	These are well known organisations who can be easily searched for on the internet. No change
5	5.2	SWTC	This has been subsequently superseded? UDC is to establish a Community Forum (which may or not be called a Town and Parish Council forum)	Further details of specific engagement with Town and Parish Councils is awaited  Should advise the frequency of any such meeting	The Town and Parish Council Forum and the Community Stakeholder Forum are different groups. No change
6	5.13	SWTC	Should this also include consultation with residents in areas which are prone to flooding	Note that those living in a flood risk area, or who have experienced flooding, will be most familiar with their	The Water Cycle Study will be undertaken in accordance best practice and in consultation with Environment Agency and water companies

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
				local, specific needs	
6	5.14	SWTC	3 <sup>rd</sup> sentence too long	Reword / rephrase	Amended to list / bullet points
7	5.18	SWTC	Insufficient info or details of how UDC will engage with businesses outside of a BID area	Consider how UDC will engage with rural businesses or those outside of any prescribed BID area. In SW for example, the BID area includes the town centre so what is the provision for those outside of this area?	It is obviously easier to engage with business who come together as a group. Engagement with individual businesses will be by similar means to individual residents. As an example, all businesses in the district have been contacted to inform them of the first consultation on the local plan.  No change
7	5.19	SWTC	Don't start a sentence with But	Reword, as this standalone sentence starting with "But" does not make sense	Delete But
7	5.21	SWTC	Should be more transparent about what those ground rules will be and how the minutes will be published.	More clarity needed	Include Ground Rules in Appendix and amend text  <u>Appendix F sets out the ground rules for such meetings.</u> <del>All such meetings will be subject to a set of ground rules setting out</del> <u>It explains</u> 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

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
					<p>stakeholders and updating Councillors on the meetings through the established member governance arrangements.</p> <p>Appendix F Ground rules for meetings with developers and other bodies</p> <ol style="list-style-type: none"> <li>1. All discussions with developers will be conducted without prejudice to the Council's future decisions on the local plan;</li> <li>2. UDC will take formal minutes of all discussions with a view to publication on submission of a planning application or inclusion of a site in local plan proposals. UDC will seek to agree the minutes with the other parties to the discussions. The parties will be invited to identify any information which they consider should not be published or otherwise released by reason of commercial sensitivity or other reasons.</li> <li>3. UDC will treat all developers equitably so that no unfair advantage is gained, and to ensure that Council time and resources are dedicated proportionately.</li> </ol>

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
					<p>4. UDC agrees to consult the other parties on disclosure if a request is made in respect of any information relating to pre regulation 18 negotiations with site promoters and developers. under the Freedom of Information Act or the Environmental Information Regulations;</p> <p>5. The Council will involve other local authorities, or stakeholders, in the negotiations as required and all participants will be required to follow these ground rules;</p> <p>6. The Local Plan Project Plan will include provision for a programme of negotiations with site promoters with the outcome of achieving the objectives of the Local Plan; and</p> <p>7. Regular updates will be given by the Assistant Director of Planning to senior members through the established member governance arrangements in accordance with the programme in the Project Plan.</p>

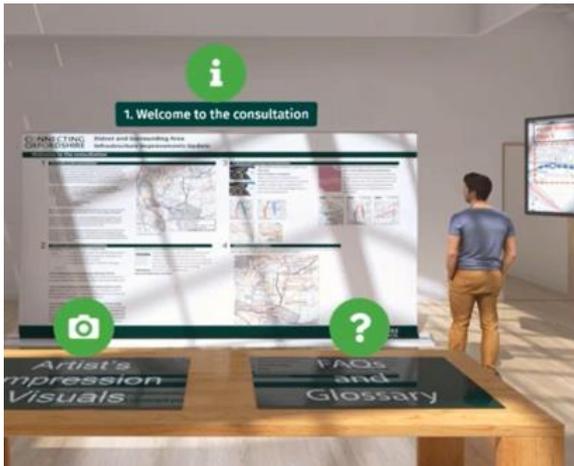
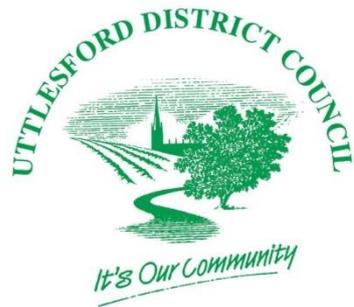
Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
7	5.22	SWTC	Will UDC Councillors and town/parish councils be invited to these meetings? If not, why not?	To clarify attendance at these meetings	Just as the Town and Parish Council Forum is for Town and Parish Councils, this meeting is for Planning Agents. No change
8	6.2	SWTC	Publicity process could also include attendance at community events such as markets, using existing communication channels with groups and clubs, town and parish councils	Consider additional ways of promoting each engagement stage	This is covered in paragraph 6.3.  The Council welcome groups forwarding and linking to our communications.  No change
	6.5 6.7				Amend Let's Talk About to First Consultation to reflect wording used.
	6.8				Update list of Themes
9	6.9	SWTC	Reference should also be made here about consultation with town and parish councils	Include town and parish councils	Insert new paragraph 6.11 <u>The Community Stakeholder Forum only represents one, albeit very important, part of the conversations that will be taking place during this period of consultation. Inputs will also be made through meetings with the following groups: -</u>  <ul style="list-style-type: none"> <li>• <u>Town and Parish Council Forum;</u></li> <li>• <u>Call for sites;</u></li> </ul>

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
					<ul style="list-style-type: none"> <li>• <u>Planning Agents Forum;</u></li> <li>• <u>Infrastructure Providers;</u></li> <li>• <u>Duty to Cooperate Partners;</u></li> <li>• <u>Strategic Infrastructure Delivery Group and</u></li> <li>• <u>Other Engagement Forums, especially cross boundary groups such as Essex Planning Officers Association, Strategic Housing Market Area partners, Transport East.</u></li> </ul>
9	6.9	SWTC	Are the representatives at the community forum, representative of the community? If so, how will they be informed of how the community wants to be represented at the community forum meeting? There needs to be a stage in front of this which allows members of the stakeholder community forum to seek views and opinions PRIOR to the actual meeting so that they are truly representative of the community; otherwise they may simply express a personal view and may not be representative of their wider community	Need to consider an additional step prior to any stakeholder community forum which allows members to consult with the community so that they may be fully represented	Amend text The Stakeholder Community Forum <del>will</del> <u>is</u> the <del>local</del> <u>starting point</u> for the engagement. <u>The membership of the Forum is comprised of representatives of special interest areas.</u> 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. <u>The Forum is not intended to be representative of the local community and the purpose of the Forum is to inform, start a discussion</u>

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
					and generate comments. Information on the Forum is kept up to date on the <a href="#">website</a>
	6.14	Dr Mott	line 2. rational should be rationale		Amended
11	8.2	SWTC	Anonymous comments will not be considered	There may be very good reason why a person does not want their name published and I would suggest a more sympathetic and discretionary view is taken regarding anonymous comments.	It is important to have a name and contact details (either email or postal) to keep people informed of the local plan and further consultations. It is also important for the Inspector to see who has made comments.  No change
11	8.3	SWTC	The name of the Committee is not given	For the purposes of openness and transparency, it would be useful to name here those Committees which will have responsibility for the local plan. Once available, an indicative calendar of meetings should be attached to this strategy	Insert new text at end of paragraph <u>The role of these meetings is set out in Appendix E.</u>
	General comment	SWTC	There is no mention or reference given to the weight of a neighbourhood plan and how policies in that may affect the community engagement strategy or emerging policies	How will the policies and evidence already found in neighbourhood plans feed into the local plan process?	The weight attached to emerging NPs as well as Local Plans depends on a number of factors and is set out in PPG on Neighbourhood Planning (paragraph 007) and Paragraph 48 of the NPPF.

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
			in the local plan.		The Council will need to take into account made and emerging local plans when preparing the local plan.  Include reference to Neighbourhood Plan Steering Group in paragraph 5.6 on Working with other Key Groups.
	Appendix B	Council Members	Additional consultees to be added to database	Flitch Way Action Group Hundred Parishes Society Neighbourhood Plan Groups BT UK Power Networks Saffron Walden Business Improvement District Stansted Business Forum Stansted Airport Chamber of Commerce Federation of Small Business Dunmow Chamber of Trade Saffron Walden Town Team Great Dunmow Town Team BAA Aerodrome Safeguarding National Air Traffic Service Imperial War Museum	Added Already on database but added to appendix Amended appendix to refer to Neighbourhood Plan Steering Groups. Updated database with contacts for active groups Investigating contact details Investigating contact details Already on database but added to appendix Already on database but added to appendix Already on database but added to appendix Removed duplication Removed as no longer active Superseded by Saffron Walden BID Already on database but added to appendix Remove as Safeguarding carried out by MAG Added Contact details updated

Page No	Paragraph Reference	Consultee	Comment	Consultee Recommended amendment	Officer comment and recommendation
				Duxford	
				Andrewsfield Aviation Ltd	Added
				National Farmers Union	Investigating contact details
				The Georgian Group	Added
				Essex Developers Group	Individual members invited to register themselves.
				Fritch Green Charitable Trust	Added



# Statement of Community Involvement

## Draft for Consultation

March 2019 October 2020 March 2021

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# 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 has been prepared setting out in detail the engagement programme for in relation to 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 ~~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) (2019~~2~~) 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 455~~16~~6c)

~~(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 made representations on the consultation White Paper proposals to government in the interests of the District as a whole<sup>1</sup>.
- 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.
- 2.8 The SCI will be reviewed and updated as required following changes to the planning legislation.

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<sup>1</sup> Content of representation agreed at [Local Plan Leadership Group 26 October 2020](#)

# 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

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 and those who find it harder to be involved, to respond in their own right; ~~however particular sections of local communities can find it harder to get involved.~~

## OTHER AGENCIES

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

## STATUTORY STAKEHOLDERS

There are certain groups that we ~~have~~ are required to involve. These include Historic England, Environment Agency, Highways England, Natural England, Essex County Council and parish/town councils.

## DEVELOPERS AND LANDOWNERS

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

## SERVICE PROVIDERS

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

## BUSINESS SECTOR

Local businesses range in size from the self-employed and small businesses to larger organisations. Their capacity to be involved also varies. Larger organisations may have the capacity to get more actively involved, whilst smaller organisations may need support in understanding the planning system, how it relates to them and how they can get involved. The Council will continue to improve its engagement with the business community.

## 4 Principles of engagement

4.1 This section sets out the general principles of community engagement. Undertaking consultation is a fundamental part of the planning process.

4.2 Uttlesford's Corporate Plan 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 'putting residents first, 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.

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 the applicant with the 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 a statutory document ~~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. Further information on SPDs is given in paragraph ~~h~~ 5.15 .
- 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 ~~2014-2033~~.
- 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, and Stebbing Neighbourhood Plan. The weight an

emerging neighbourhood plan has is dependent upon the stage of preparation, extent of unresolved objections and the degree of consistency with NPPF<sup>2</sup>, 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 website<sup>3</sup>. 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, servng 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 work with others such as Essex County Council to pool resources, ideas, communication channels, contacts and make innovative uses of new digital engagement and visualisation tools.

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<sup>2</sup> See [Planning Practice Guidance Note: Neighbourhood Plans](#) paragraph: 007 Reference ID: 41-007-20190509

<sup>3</sup> <http://www.uttlesford.gov.uk/localplan>

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.

**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
<b>Development of the evidence base</b> <u><b>Examination of issues and options , needs and aspirations</b></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>	
<b>Preparation of the Local Plan (Regulation 18)</b>	<del>Inform stakeholders and the public that the plan is being produced and</del> <u>Formally consults on the preferred option draft plan published for a six week period to allow representations to be made.</u>	
<b>Publication (Regulation 19)</b>	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>  Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made.	

<b>The Local Plan</b>		
<b>Preparation stage</b>	<b>What happens</b>	<b>Key time to get involved</b>
<b>Submission (Regulation 22)</b>	The <u>local plan</u> document will be submitted to the Secretary of State for examination along with other key supporting documents.	
<b>Examination (Regulation 24)</b>	<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>	
<b>Publication of Inspector's Recommendations (Regulation 25)</b>	The Local Authority publish the Inspector's recommendations and give notice to all persons who requested to be notified that the recommendations are available.	
<b>Adoption (Regulation 26)</b>	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**

<b>Neighbourhood Plans</b>		
<b>Preparation stage</b>	<b>What happens</b>	<b>Key time to get involved</b>
<b>Neighbourhood Area Designation</b>	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).	
<b>Preparing a Draft Neighbourhood Plan</b>	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	
<b>Pre-Submission (Regulation 14.21)</b>	<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>	
<b>Publicising the Submission Neighbourhood Plan (Regulation 16.22)</b>	The qualifying body submits the neighbourhood plan to the local planning authority (LPA). The LPA publicises the neighbourhood plan for a <u>minimum</u> period of six weeks. The LPA notifies consultation bodies and <u>everyone who made representation as referred to in the consultation statement.</u>	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
<p><b><u>Submission of Plan proposals to Examination (Regulation 17 24)</u></b></p>	<p><u>The local planning authority submits plan proposal and representations to the Examiner. Publicises the name of the appointed Examiner and submits a copy of any representations received at Regulations 14 and 16.consultations.</u></p> <p>An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions</p>	
<p><b><u>Publication of Examiner's Report and Plan Proposal Decisions (Regulation 18)</u></b></p>	<p><u>The local planning authority publicises the Examiners report on the website as soon as practicable after it is received.</u></p> <p>The <del>examiner</del> Examiner's <u>report</u> will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will notify relevant parties including those who were previously consulted and invite representations for a period of six weeks</p>	
<p><b><u>Decision on a Plan Proposal (Regulation 19)</u></b></p>	<p><u>The local planning authority will publicise on their website their decision to make the neighbourhood development plan. The publication should include the decision and reasons for making that decision and details of where the decision can be inspected. .A copy of the decision will be sent to the Qualifying Body and any person who asked to be notified.</u></p>	
<p><b><u>Publicising of Neighbourhood Development Plan "Made Plan" (Regulation 20)</u></b></p>	<p><u>The local planning authority publicises the decision that a plan has been made, publishes the Neighbourhood Development Plan, details where the plan can be inspected and notify all persons who asked to be notified. .</u></p>	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Referendum	<p>The Council is responsible for <u>organising the Referendum. The Council must publish an information statement and notice of the referendum and declare the results.</u></p> <p>Subject to the neighbourhood plan meeting the basic conditions, the Council will issue a decision on if the neighbourhood plan can proceed to referendum</p>	
Adoption (Regulation 25)	<p>If the <u>majority of those who vote in a referendum are in favour then the plan must be made/adopted by the local planning authority within 8 weeks of the Referendum</u> neighbourhood plan receives the majority of the vote the neighbourhood plan will be brought into force</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. There will be a minimum of 4 weeks consultation. 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. As soon as reasonably practicable following adoption of the SPD, the Council will publish the Adoption Statement setting out the date adopted and that aggrieved persons have 3 months to apply to the High Court for judicial review of the decision to adopt the SPD. ~~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 Scheme<sup>4</sup>
- The planning policy page of the Council’s website<sup>5</sup>
- Reports to Cabinet and Council<sup>6</sup>

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](mailto:planningpolicy@uttlesford.gov.uk) Information on GDPR/UDC Privacy Notice can be found at the following [website](https://www.uttlesford.gov.uk/article/5156/Privacy-notice-and-cookies) <https://www.uttlesford.gov.uk/article/5156/Privacy-notice-and-cookies>

5.17 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	<a href="http://www.uttlesford.gov.uk/felstednp">http://www.uttlesford.gov.uk/felstednp</a> <a href="http://www.felstednp.org.uk/">http://www.felstednp.org.uk/</a>
<a href="#">Ashdon Neighbourhood Plan</a>	<a href="https://www.uttlesford.gov.uk/ashdonnp">https://www.uttlesford.gov.uk/ashdonnp</a> <a href="https://www.ashdonplan.co.uk">https://www.ashdonplan.co.uk</a>
Great and Little Chesterford Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/chesterfordsnp">http://www.uttlesford.gov.uk/chesterfordsnp</a> <a href="https://www.lovegreatchesterford.com/the-plan-itself">https://www.lovegreatchesterford.com/the-plan-itself</a>
<a href="#">Little Easton Neighbourhood Plan</a>	<a href="https://www.uttlesford.gov.uk/lteastonnp">https://www.uttlesford.gov.uk/lteastonnp</a>

<sup>4</sup> <https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>

<sup>5</sup> <http://www.uttlesford.gov.uk/planningpolicy>

<sup>6</sup> <https://www.uttlesford.gov.uk/article/5019/Decision-records-and-notice>

Newport and Quendon & Rickling Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/nqrnp">http://www.uttlesford.gov.uk/nqrnp</a> <a href="https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/">https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/</a>
Radwinter Neighbourhood Plan	<a href="https://www.uttlesford.gov.uk/radwinternp">https://www.uttlesford.gov.uk/radwinternp</a>
Saffron Walden Neighbourhood Plan	<a href="https://www.uttlesford.gov.uk/article/4963/Saffron-Walden-Neighbourhood-Plan">https://www.uttlesford.gov.uk/article/4963/Saffron-Walden-Neighbourhood-Plan</a> <a href="http://www.waldenplan.org/">http://www.waldenplan.org/</a>
Stansted Mountfitchet Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/stanstednp">http://www.uttlesford.gov.uk/stanstednp</a> <a href="https://www.stanstedneighbourhoodplan.com/what-is-the-plan">https://www.stanstedneighbourhoodplan.com/what-is-the-plan</a>
Stebbing Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/stebbingnp">http://www.uttlesford.gov.uk/stebbingnp</a> <a href="https://www.stebbingneighbourhoodplan.co.uk/">https://www.stebbingneighbourhoodplan.co.uk/</a>

## 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 council's 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**

	Method	Purpose	Resources
<b>INFORMATION</b>	<b>Media</b> e.g. Publicity in local newspapers; articles in parish magazines; <i>Uttlesford Life</i> magazine <sup>7</sup>	<ul style="list-style-type: none"> <li>• <del>Raising awareness</del> Reaching wide audience</li> <li>• <del>Publicising how to get involved</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>High cost efficiency</del></li> <li>• <del>Staff time to prepare material</del></li> </ul>
	<b>Internet</b> Uttlesford website, emails, <i>Keep me posted</i> e-newsletter; Facebook and Twitter	<ul style="list-style-type: none"> <li>• <del>Up to date information about progress and how to get involved</del></li> <li>• <del>Access to documents to meet minimum requirement.</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>High cost efficiency</del></li> <li>• <del>Posting information online is low cost once established</del></li> </ul>

<sup>7</sup> <http://www.uttlesford.gov.uk/uttlesfordlife>

	<p><b>Leaflets and posters</b></p> <p>Promoting the consultation</p>	<ul style="list-style-type: none"> <li>• Raising awareness</li> <li>• Reaching wide audience</li> <li>• Publicising how to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost efficiency</li> <li>• Production of material can involve significant costs</li> <li>• Staff time to prepare and distribute material</li> </ul>
	<p><b>Letters</b></p> <p>to statutory bodies</p>	<ul style="list-style-type: none"> <li>• To meet minimum requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost efficiency</li> <li>• Staff time to write and administrate posting</li> </ul>
	<p><b>Mailing</b></p> <p>List of persons and companies wishing to be notified</p>	<ul style="list-style-type: none"> <li>• Keeping people up to date on key stages and how to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency electronically</li> <li>• Low cost efficiency through the post. Staff time to write and administrate posting</li> </ul>
<p><b>CONSULTATION</b></p>	<p><b>Documents</b></p> <p>Available to view and comment on via the Council's on-line consultation portal objective</p>	<ul style="list-style-type: none"> <li>• Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time updating the on-line consultation period</li> </ul>
	<p><b>Documents</b></p> <p>Available for inspection at principal and other offices and libraries</p>	<ul style="list-style-type: none"> <li>• Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time may be needed to answer questions</li> </ul>
	<p><b>Questionnaires</b></p> <p>Paper and electronic format</p>	<ul style="list-style-type: none"> <li>• Focus consultation on key questions</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency in electronic format</li> <li>• Low cost efficiency in paper format</li> <li>• Staff time to collate responses</li> </ul>

	<b>Parish/town council meetings</b>	<ul style="list-style-type: none"> <li>• Reaching community groups through existing meetings</li> <li>• Gain understanding of views regarding a specific area</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time to attend meetings and prepare any material</li> </ul>
	<b>Town and Parish Council Forum</b>	<ul style="list-style-type: none"> <li>• Active involvement of local councils</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<b>Pre-existing Forums such as Uttlesford's Tenant Forum<sup>8</sup> and Business Exchange Forum</b>	<ul style="list-style-type: none"> <li>• Disseminate information and canvass opinion from selected groups</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<b>Local Strategic Partnership meetings<sup>9</sup></b>	<ul style="list-style-type: none"> <li>• Active involvement of the Local Strategic Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<b>Citizens Panel<sup>10</sup></b>	<ul style="list-style-type: none"> <li>• Help gain more understanding of public concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
<b>PARTICIPATION</b>	<b>Focus groups</b> (selected groups of participants with particular characteristics)	<ul style="list-style-type: none"> <li>• Useful for area based or topic specific discussions and presentation of options</li> <li>• Help gain more understanding of public concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>

<sup>8</sup> <http://www.uttlesford.gov.uk/tenantforum>

<sup>9</sup> [https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures\(LSP\)](https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures(LSP))

<sup>10</sup> <https://www.uttlesford.gov.uk/article/5497/Citizens-Panel>

	<b>Workshops</b>	<ul style="list-style-type: none"> <li>• Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Medium/high: Time is needed for preparation</li> <li>• Specialist skills may be required</li> </ul>
	<b>Local exhibitions</b>	<ul style="list-style-type: none"> <li>• Communicating the key messages about the planning document being consulted upon and encouraging people to put forward their views</li> </ul>	<ul style="list-style-type: none"> <li>• Low cost efficiency</li> <li>• Preparation of materials and staff time</li> </ul>

## 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:~~ **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 full 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 the 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 website<sup>11</sup>.
- 6.3 Applicants are encouraged to involve the community, including the Town or Parish Council or Meeting 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 Search<sup>12</sup>. 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

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<sup>11</sup> <http://www.uttlesford.gov.uk/planningapplicationforms>

<sup>12</sup> <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**

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

<ul style="list-style-type: none"> <li>– Certificate of Lawfulness of existing use or development</li> <li>– Approval of details/Discharge of Conditions</li> <li>– Non-material amendments</li> </ul>	
<ul style="list-style-type: none"> <li>– <u>Deed of Variation of s106 (excluding de-minimis variations)</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Consult relevant Town / Parish Council and Ward Member</u></li> <li>• <u>Council website</u></li> </ul>
<ul style="list-style-type: none"> <li>–</li> </ul>	<p><u>* At times of Government restrictions due to Covid-19 the agent/applicant may be asked to display these on site.</u></p>

**Table 7. Consultation periods on planning applications**

Method of publicity	Consultation period
<b>Notice in a local newspaper</b>	21 days from the date of publication
<b>Site notice</b>	21 days from the date that the notice was first displayed
<b>Neighbour notification letter</b>	21 days from the day on which the notification letter was delivered
<b>Website</b>	21 days from the date of publication
<b>Revised plans</b>	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](mailto: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 Town and Country Planning (Development Management Procedures) (England) Order 2015) 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](mailto: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.

**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.

**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.

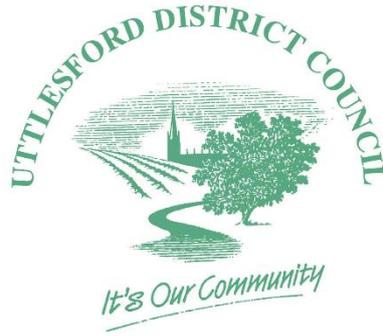
**Supplementary Planning Document (SPD)** SPDs are not subject to an independent examination and do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

**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.

# 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



# Uttlesford District Council

## Local plan

## Community Engagement Strategy 2021



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## 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 people's 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?~~ Planning does, however, affect everyone living, working or visiting the district and the community. Planning relates to everyday matters in our lives such as where we live, whether we can extend our property, where children play, housing affordability, quality of public open spaces, housing location in relation to work places. 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 a public examination of the plan and 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<sup>1</sup>. 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

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<sup>1</sup> Meeting of the Council 30 July 2019

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 an interest in Uttlesford ~~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 as wide a range of people and groups are reached as possible. The website will be easily navigated. Documents, available digitally and hardcopy, 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. Documents will explain how to access it in another language or format.

*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<sup>2</sup>. 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

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<sup>2</sup> In accordance with Local Government Transparency Code 2015

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 with an understanding of the range of local opinion received.

*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. Councillors will make the final decisions. Appendix E is a summary of the functions of the Council, Cabinet, Local Plan Scrutiny and Local Plan Leadership Group.

*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 made with these policy constraints.

*i. All engagement will use a consistent branding ‘Uttlesford Local Plan: Towards Net Zero 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 boundaries<sup>3</sup>.

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<sup>3</sup> See Appendix A

- 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 responsibilities<sup>4</sup>.
- 4.3. The Council will work with the other authorities in the Housing Market Area and the Functional Economic Market Area (Epping Forest DC, Harlow Council and East Herts DC and Essex County Council) through the Cooperation for Sustainable Development group.
- 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 the deletion of the proposed West of Braintree Garden Community from the North Essex Authorities Shared Strategic Section 1 Plan.
- 4.6. The Council will work with organisations working at a regional scale, namely M11 Innovation Corridor, Oxford Cambridge Arc Spatial Strategy, South West Herts Strategic Plan, Hertfordshire Infrastructure and Planning Partnership, and North Essex Combined Authorities.
- 4.7. The Council will work with Historic England and Natural England to agree best practice, especially in identifying and assessing areas of search and potential sites.
- 4.8. Uttlesford lies within 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 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.

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<sup>4</sup> Education, Transport and Highways, Sustainable Drainage and Local Lead Flood Authority, Minerals and Waste, Public Health, Adult Social Care, Libraries, Recycling, Heritage.

- 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 Community Stakeholder 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, Neighbourhood Plan Steering Groups, 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 Authority<sup>5</sup> and Highways England is responsible for the motorway network and A120. 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.

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<sup>5</sup> Note that Manchester Airports Group is the highway authority of the airport road network and a section of Bury Lodge Lane.

- 5.13. The Council will update its Water Cycle Study<sup>6</sup> 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 which will:-
- oversee and coordinate bids for capacity and infrastructure funding;
  - actively investigate delivery models for strategic growth including long term stewardship;
  - promote cross boundary collaboration on all policies related to growth, and
  - co-ordinate the achievement of best practice in the delivery and implementation of the strategic elements of the local plan proposals including engagement with external partners where this is necessary.

### Residents

- 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

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<sup>6</sup> 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.

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. Appendix F sets out the ground rules for such meetings. ~~All such meetings will be subject to a set of ground rules setting out~~ It explains 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 residents and organisations 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 for the first consultation 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” First Consultation

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

- Where you live
- Character and heritage
- ~~Taking action on~~ Climate change
- ~~Transport and movement~~
- Leisure, Culture and Health Lifestyles ~~Open spaces, recreation, sport, culture and arts~~
- Biodiversity Healthy Lifestyles
- Local Economy ~~Jobs, employment and retail~~
- Homes
- Creating new places and communities

6.9. The Stakeholder Community Forum ~~will be~~ is the focal starting point for the engagement. The membership of the Forum is comprised of representatives of special interest areas. 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. The Forum is not intended to be representative of the local community and the purpose of the Forum is to inform, start a discussion and generate comments. Information on the Forum is kept up to date on the [website](#)

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. The Community Stakeholder Forum only represents one, albeit very important, part of the conversations that will be taking place during this period of consultation. Inputs will also be made through meetings with the following groups: -

- Town and Parish Council Forum;
- Call for sites;
- Planning Agents Forum;
- Infrastructure Providers;
- Duty to Cooperate Partners;
- Strategic Infrastructure Delivery Group and
- Other Engagement Forums, especially cross boundary groups such as Essex Planning Officers Association, Strategic Housing Market Area partners, Transport East.

6.12. 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)

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

6.14. 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.

6.15. 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

6.16. 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

6.17. 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.

6.18. 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.

6.19. 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. The role of these meeting is set out in Appendix E.
- 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 Framework<sup>7</sup>, 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.

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<sup>7</sup> 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  
East Herts District Council  
Epping Forest District Council  
Harlow 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**

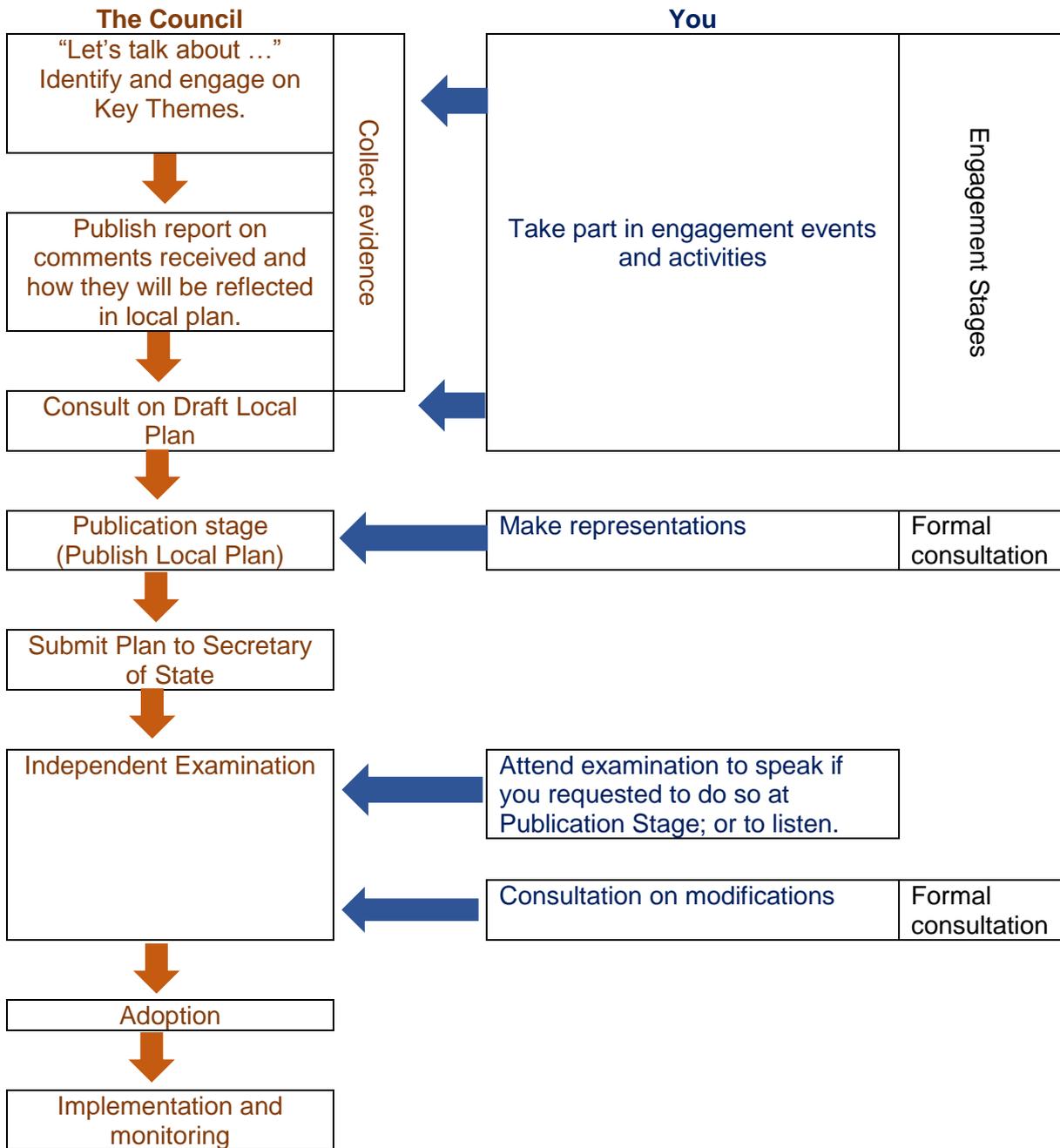
<b>Specific Consultees</b>	<b>General Consultees</b>
Affinity Water	Cambridgeshire Race Equality & Diversity Service
Anglian Water Services Ltd	Chelmsford Diocese Board of Finance
Braintree District Council	London Gypsies and Travellers Unit
Cadent Gas	National Federation of Gypsy Liaison Groups
Cambridgeshire County Council	<del>National Federation of Gypsy Liaison Groups</del>
Chelmsford City Council	South East Local Enterprise Partnership
Colchester Borough Council	Uttlesford Area Access Group
County Broadband Ltd	<del>Dunmow and District Chamber of Trade and Commerce</del>
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	<u>Great Dunmow Town Team</u>
Natural England	<u>Stansted Airport Chamber of Commerce</u>
North Hertfordshire District Council	<u>Saffron Walden Business Improvement District</u>
Oil Pipeline Agency Ltd	<u>Stansted Business Forum</u>
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	<b>Government Departments</b>  Department for Transport Ministry of Defence Public Health England (East of England)

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

GeoEssex
The Georgian Group
Greenfields Community Housing
Hadstock Society
Hastoe Housing Association
Hatfield Broad Oak Conservation Group
Health and Safety Executive
Home Builders Federation
Homes England
Hundred Parishes Society
Imperial War Museum Duxford
Logistics UK
London Stansted Cambridge Consortium
Manchester Airports Groups (MAG)
Member of Parliament
Mid Essex Hospital Services NHS Trust
National Air Traffic Services (NATS)
National Grid plc
National Trust
<u>Neighbourhood Plan Steering Groups</u>
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
<del>Saffron Walden and Little Walden Neighbourhood Plan</del>
Sport England
Stage Coach
<del>Stansted Neighbourhood Plan Steering Group</del>
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.



## **Appendix E**

### Role of Council, Committees and Working Groups

**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

## Appendix F

Ground rules for meetings with developers and other bodies

1. All discussions with developers will be conducted without prejudice to the Council's future decisions on the local plan;
2. UDC will take formal minutes of all discussions with a view to publication on submission of a planning application or inclusion of a site in local plan proposals. UDC will seek to agree the minutes with the other parties to the discussions. The parties will be invited to identify any information which they consider should not be published or otherwise released by reason of commercial sensitivity or other reasons.
3. UDC will treat all developers equitably so that no unfair advantage is gained, and to ensure that Council time and resources are dedicated proportionately.
4. UDC agrees to consult the other parties on disclosure if a request is made in respect of any information relating to pre regulation 18 negotiations with site promoters and developers. under the Freedom of Information Act or the Environmental Information Regulations;
5. The Council will involve other local authorities, or stakeholders, in the negotiations as required and all participants will be required to follow these ground rules;
6. The Local Plan Project Plan will include provision for a programme of negotiations with site promoters with the outcome of achieving the objectives of the Local Plan; and
7. Regular updates will be given by the Assistant Director of Planning to senior members through the established member governance arrangements in accordance with the programme in the Project Plan.

# Agenda Item 4

**Committee:** Scrutiny

**Date:** 16 February 2021

**Title:** Local Plan Project Management – Quarter 4

**Portfolio Holder:** Councillor John Evans Portfolio Holder for Planning and the Local Plan

**Report Author:** Simon Payne, Local Plan Project Manager  
spayne@uttlesford/gov.uk

**Key decision:** No

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## Summary

1. This report provides an update report on risks and project management for the local plan during Quarter 4 of the current financial year.

## Recommendations

- 2.1 That the Committee note the conclusions of the report on risk and project management and endorses the proposed actions.
- 2.2 That the Committee agrees the attached letter update to the Ministry of Housing, Communities and Local Government for Quarter 4 of the current financial year.

## Financial Implications

3. The project management arrangements are funded from the approved local plan budget.

## Background Papers

4. No additional papers were referred to by the author in the preparation of this report.

## Impact

- 5.

Communication/Consultation	No impact
Community Safety	No impact
Equalities	No impact
Health and Safety	No impact

Human Rights/Legal Implications	No impact
Sustainability	No impact
Ward-specific impacts	No impact
Workforce/Workplace	No impact

## Situation

- At the meeting on 7 October 2020 the Committee endorsed the arrangements for regular project and risk management reports on the local plan, including formal quarterly updates for the Ministry of Housing, Communities and Local Government (MHCLG) in accordance with a Full Council resolution. This report provides an update for Quarter 4 in accordance with the agreed arrangements and seeks agreement to the proposed MHCLG update.

## Risk Register Update

- The latest version of the Risk Register is attached as Appendix 1, changes since the last report are shown together with reasons.
- There are two changes since the December report to committee. The most significant relates to procurement capacity (ID ref 33). The next stage in the evidence base work will be to commission several consultants covering a range of work on strategic transport studies, Habitats Regulation scoping work, landscape sensitivity studies, employment needs assessments and heritage assessments. The District Council has one full time procurement officer who has in recent weeks played a central role in commissioning local plan work on transport accessibility, an Infrastructure Delivery Plan and also a Sustainability Appraisal. There is, however, a limit to the capacity of this officer especially as the local plan is only one part of her work. To address this risk it is proposed to commission procurement capacity from the County Council and neighbouring authorities.
- One change in risk scoring is in relation to the revised national housing standard methodology (ID ref 15). Members will recall that in the autumn the Government published a revised methodology that would take our housing supply requirement from around 700 dwellings per annum to over 1,200 per annum and consequently this risk was identified as high at a score of 20. The Council, along with our authorities, made strong representations to Government objecting to the change. More recently the Government has published alterations to the revisions which place the requirement at the original level. In the light of this alteration it is recommended that the risk is reduced to 15.

## **Project Plan Update**

10. The format of the update is in three parts, the overview 'Dashboard', the 'Workstream Status' and an extract from the live Project Plan.

### Workplan Dashboard

11. This document is shown in Appendix 2 and provides a high level summary of what is happening. The arrows show changes in comparison to the Quarter 3 dashboard as it was reported to Committee in December. In comparison with last quarter the total number of live tasks has increased. It is important to note that there are currently no 'Red' rated tasks (ie critical tasks that require to be urgently resolved) but there are 21 'Amber' rated tasks that require prompt action and which are being actioned.

### Workstream Status

12. This document is shown in Appendix 3, and provides a single assessment of the overall status of the project (with a Red/Amber/Green RAG rating) and then a commentary. Steady progress has been made since the last report with the appointment of the Sustainability Appraisal consultant, and the Community Stakeholder Forum has now dealt with five themes (at the time of report writing), a member workshop and a separate Town and Parish Council workshop have taken place, the Call for Sites has been issued and the Strategic Infrastructure Delivery Group has been established with an agreed programme of work.
13. The main areas of risk that are being attended to are ensuring that officer capacity and skills are available and being applied effectively. Interim appointments are in place whilst the Principal Urban Designer and Principal Transport Planner are recruited to the established posts. The need to bring in additional specialist procurement resources has been identified and is being addressed. A further area of potential risk is more associated with the development management process and the cumulative impact of proposals that may be promoted in advance of adoption of the local plan and close liaison is taking place between Development Management and planning policy officers to ensure that potential cumulative impacts are properly identified and addressed.

### Project Plan Live Tasks

14. This document is shown in Appendix 4 and is an extract from the live database in Microsoft Project for Quarter 4. It shows all the tasks which have been, or are due to be, progressed within the current quarter with a description of the task, assigned officer, key dates, a RAG rating and comments which set out what needs to be done to change amber or red ratings to green ones.

### **Draft Progress Letter to MHCLG**

15. A draft update letter is shown in Appendix 5 based on the information above and the Committee is requested to agree the contents.

### **Conclusions**

16. The current progress on the local plan is in accordance with the timetable set out in the approved Local Development Scheme and the actions identified in the Risk Register and Project Plan are being actively undertaken.

### **Risk Analysis**

17.

Risk	Likelihood	Impact	Mitigating actions
Failure to successfully Project Manage the Local Plan will result in an unsound Plan	1 – Provided robust and effective project management system established	4 - Lack of Spatial Strategy and planning policies leading to potentially unacceptable development	Establish a robust and effective project management system with appropriate oversight by the Scrutiny Committee

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 - LOCAL PLAN RISK REGISTER													
OFFICER NAME - SIMON PAYNE JOB TITLE - PROJECT MANAGER													
DATE OF LATEST REVISION - 08.02.21													
ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	CHANGE & REASON	COMPLETE
			LIKELIHOOD	IMPACT	TOTAL SCORE		LIKELIHOOD	IMPACT	TOTAL SCORE				
1	2 4.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan, approved budget and successful bids for external funding.	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	3	5	15	Gordon Glenday	open		
3	24.08.20	Evidence base flawed, incomplete or not up to date	3	5	15	Effective project management and governance	1	5	5	Stephen Miles	open		
4	24.08.20	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	24.08.20	Failure of DTC with stakeholders and statutory consultees	3	5	15	Effective project management and governance	1	5	5	Stephen Miles	open		
6	24.08.20	Failure to address corporate vision and objectives	2	5	10	Effective governance and project management	1	5	5	Gordon Glenday	open		
7	24.08.20	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	24.08.20	Preparation of the plan is delayed or slow and overtaken by events	4	5	20	Effective project management and governance	2	5	10	Simon Payne	open		

9	24.08.20	The plan will not address the full impact of economic and social change arising from Covid 19	4	5	20	Develop evidence base and ensure effective community engagement	3	5	15	Stephen Miles	open		
10	24.08.20	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	24.08.20	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	24.08.20	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	3	5	15	Gordon Glenday	open		
13	24.08.20	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	24.08.20	National changes to the plan making system through Planning for Change undermine the local plan making process	5	5	25	Continuing to review proposals arising from White Paper, formal representations as required and ongoing project plan review	3	5	15	Roger Harborough	open		
15	24.08.20	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	3	5	15	Stephen Miles	open	Mitigated score moved from 20. government published revised formula	
16	07.09.20	Devolution White Paper leads to administrative changes that undermine the LP making process	5	5	25	Engage in informal discussions with Stakeholders and respond to White Paper when published	3	5	15	Dawn French	Open		

17	07.09.20	Loss of staff and or difficulty in recruiting people with the appropriate skills and experience	4	5	20	Training programme, effective HR procedures and recruiting measures	3	5	15	Gordon Glenday	Open		
18	07.09.20	Volume and nature of consultation responses unmanagable	4	5	20	Approved project plan and effective project management	1	5	5	Stephen Miles	Open		
19	07.09.20	Lack of capacity of Stakeholders to respond in an effective and timely manner	3	5	15	Approved project plan and effective project management	1	5	5	Stephen Miles	Open		
20	07.09.20	Unexpected events making call on corporate resources	5	5	25	Ability to modify project plan and resourcing to respond to unexpected events	3	5	15	Gordon Glenday	Open		
21	07.09.20	Lack of political consensus	4	5	20	Establish LPLG with regular briefings and engagement with members	2	5	10	Gordon Glenday	Open		
22	07.09.20	Inconsistencies arising between LP and NP's	3	4	12	Review emerging strategy in the light of provisions in NP's	2	4	8	Stephen Miles	Open		
23	07.09.20	Problems with deliverability/viability of sufficient sites to needs/requirements	4	5	20	Effective site selection assessment and negotiation methodologies	2	5	10	Stephen Miles	Open		
24	07.09.20	Legal challenge on proposed adoption	3	5	15	Effections project management and sound legal advice	1	5	5	Gordon Glenday	Open		
25	07.09.20	Impact of use classes order on Town Centres undermine spatial strategy	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		
26	07.09.20	Permitted development changes undermine spatial strategy	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		
27	07.09.20	Climate emergency and international agreements are not taken into account	3	5	15	Review implications in preparing LP strategy	1	5	5	Stephen Miles	Open		
28	07.09.20	Implications of Brexit adversely affect economic and growth proposals in the LP	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		

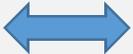
29	08.10.20	Government Intervene to take over Local Plan Process	4	5	20	Approve LDS and deliver to approved timetable. Effective project management.	1	5	5	Stephen Miles	Open		
30	08.10.20	Project Plan Document becomes corrupted	3	4	12	Agree protocol for backing up updated Risk Register and Project Plan	1	4	4	Simon Payne	Open		
31	05.11.20	Community Engagement is not effective due to technical platform issues	3	4	12	Pre- Event practice sessions. Host officer to be trained in technical support and deliver solutions during event	1	4	4	Hayley Coles	Open		
32	25.11.20	Community Stakeholder Forum fails to make an effective contribution to the Issues and Options stage	4	5	20	Balanced membership of panel, clear operating rules and effective communications to encourage public participation	3	5	15	Stephen Miles	Open		
33	13.01.21	Capacity constraints in the inhouse procurement team lead to delays in procurement	2	5	10	Consider additional procurement capacity to support multiple projects	1	5	5	Gordon Glenday	Open	New Risk	

# Local Plan Workplan Dashboard - 08.02.21

Period Q4 01.01.21 - 31.03.21

TOTAL TASKS TO DATE	
323	TOTAL TASKS

BREAKDOWN IN STATUS		
199	TOTAL COMPLETED (from commencement of project to date of report)	
27	TOTAL STARTED (in period)	
97	TOTAL NOT STARTED (in period)	

RAG STATUS OF ALL WORK TASKS *completed tasks do not show in RAG rating		
	0	
	21	
	103	

**APPENDIX 2**      **DATE OF UPDATE: 08/02/21**  
**LOCAL PLAN WORKSTREAM STATUS**  
**PERIOD: QUARTER FOUR**  
**01/01/21 - 31/03/21**

<b>RAG Status</b>		<b>AMBER</b>
<b>Reasons</b>	<b>Actions</b>	<b>Date</b>
There is currently 1FTE in house procurement officer and the local plan timetable requires a significant 'burst' in procurement activity within the next three months	Supplement current resources by using support from Essex County Council procurement staff as well as officers from other adjacent authorities	08-Feb-21
<b>Required Decisions</b>		
<b>Description</b>	<b>Expected by</b>	<b>Due Date</b>
Appointment of consultants for Infrastructure Delivery Plan	Lois Bowser and Cristine Oakey	31-Mar-21
Appointment of consultants for Landscape Sensitivities	Sarah Nicholas	31-Mar-21
Appointment of consultants for Habitats Regulation Scoping Report	Joanna Hill	31-Mar-21

### Executive Summary

Steady progress continues to be made in accordance with the agreed local plan timetable.

The Council is currently part way through the Issues and Options stage of the local plan and within the last three months the following progress has been made:

The online Community Stakeholder Forum has completed six local plan topics for discussion.

The Local Plan Leadership Group has now considered feedback from the Forum and the public on two of the local plan topics.

Five of the local plan topics have been discussed with Parish Councils who were all invited to an online workshop.

A call for development sites across the district has been issued to landowners and developers.

Work on a TRACC accessibility model continues.

Consultants are about to be appointed to commence work on the Sustainability Appraisal.

A Strategic Infrastructure Delivery Group of district and county members has been established with an agreed programme of work. The next meeting is scheduled for 1 March 2021 when Hugh Ellis, Policy Director of the Town and Country Planning Association, will be one of the speaker to assist as discussion on Climate Change provision.

This month the tender for consultants work on the infrastructure Delivery Plan is to be issued.

Interim cover has been provided on Transport Planning and Urban Design whilst the established Principal posts are subject to recruitment

### Risk Issues with actual or potential overall project impact

Ref #	RAG #	Description	Priority	Owner	Actions and Progress	Due Date
12	AMBER	Unacceptable planning application granted through appeal process	H	GG	A number of larger sites recently approved at appeal including 2 sites totalling 450 homes in Elsenham	Ongoing
15	AMBER	Standard housing methodology undermines sustainable spatial strategy	H	SM	Workshop arranged with LPLG 18.02.21	18-Feb-21
16	AMBER	Devolution White Paper leads to administrative changes that undermine the LP making process	H	DF	Engage in informal discussions with Stakeholders and respond to White Paper when published. Government paused devolution (no time scale given). Devolution may not require changes across all two-tier areas in England.	To be confirmed
20	AMBER	Unexpected events making call on corporate resources	H	GG	Ability to modify project plan and resourcing to respond to unexpected events	Ongoing
21	YELLOW	Lack of political consensus	H	GG	Establish governance with regular briefings and engagement with members	Ongoing
17	AMBER	Loss of staff and or difficulty in recruiting people with the appropriate skills and	H	GG	Appointment of new Principal Urban Designer and Principal Transport Planner	31-Mar-21
32	AMBER	Community Stakeholder Forum fails to make an effective contribution to the Issue and Options stage	H	SM	Balanced membership of panel, clear operational rules and effective communications to encourage public participation. Further guidance issued following forum discussion on Character and Design.	30-Jun-21



## Q4 Local Plan Current Live Tasks up to 08.02.21

Unique ID	Task Name	Resource Names	Start	Finish	% Complete	RAG Rating	Progress Notes
0	LP Project Plan 08.02.21		Fri 01/05/20	Tue 10/12/24	39%		
1272	arrange SIDG meeting 2 Climate Change	Simon Payne	Wed 13/01/21	Mon 01/03/21	14%		to be held March 1st speakers to be confirmed.
1274	arrange SIDG meeting 3 Sustainable Transport	Simon Payne	Wed 13/01/21	Fri 30/04/21	0%		speakers to be confirmed, date to be agreed and papers and agenda to be provided
1275	arrange SIDG meeting 4 Rural Issues	Simon Payne	Wed 13/01/21	Wed 30/06/21	0%		speakers to be confirmed, date to be agreed and papers and agenda to be provided
653	Community Stakeholder Forum Programme		Tue 01/09/20	Wed 31/07/24	28%		
676	Theme 2 - Character and Heritage 25.11.20	Paul Sallin	Wed 21/10/20	Wed 30/06/21	51%		coordinator briefed Theme leads
1097	Monitor late consultation responses and summarise in final document	Paul Sallin	Mon 08/02/21	Mon 31/05/21	0%		
1218	Report LPLG feedback to CSF	Elizabeth Moon	Mon 22/02/21	Wed 24/02/21	0%		
1096	Report summary consultation to LPLG	Paul Sallin	Mon 01/02/21	Mon 22/02/21	0%		
710	Theme 3 - Climate Change 09.12.20	Lois Bowser,Luke Mills,Nathan Drover	Mon 26/10/20	Wed 30/06/21	40%		coordinator briefed Theme leads
1101	Analyse and summarise consultation received	Alishba Emanuel	Wed 06/01/21	Thu 25/02/21	3%		
1105	Monitor late consultation responses and summarise in final document	Nathan Drover	Mon 08/02/21	Mon 31/05/21	0%		
1102	Produce Summary of Comments from consultation for CSF	Nathan Drover	Wed 06/01/21	Fri 26/02/21	3%		Based on objective responses
1219	Report LPLG feedback to CSF	Nathan Drover	Wed 10/03/21	Wed 10/03/21	0%		
1104	Report summary consultation to LPLG	Nathan Drover	Mon 08/02/21	Wed 03/03/21	0%		

1103	Take Consultation comments to CSF	Nathan Drover	Fri 29/01/21	Wed 10/02/21	0%		
<b>727</b>	<b>Theme 4 - Transport 13.01.21</b>	<b>Nathan Drover,S Nicholas</b>	<b>Tue 01/12/20</b>	<b>Wed 30/06/21</b>	<b>25%</b>		<b>coordinator briefed Theme leads</b>
1107	4 Week Consultation ends	Nathan Drover,S Nicholas	Wed 13/01/21	Wed 10/02/21	1%		Panel discussion posted online, comments coming in
1109	Analyse and summarise consultations received in 4 week period	Nathan Drover,S Nicholas	Wed 10/02/21	Wed 17/02/21	0%		
1108	Consultation responses received	Nathan Drover,S Nicholas	Wed 13/01/21	Wed 10/02/21	25%		
1113	Monitor late consultation responses and summarise in final document	Nathan Drover,S Nicholas	Tue 23/03/21	Mon 31/05/21	0%		
1112	present 4 week summary consultation to LPLG	Nathan Drover,S Nicholas	Wed 10/03/21	Tue 23/03/21	0%		
1110	Present Summary of Comments from 4 week consultation to CSF	Nathan Drover,S Nicholas	Wed 10/02/21	Wed 17/02/21	17%		Based on objective responses
1220	Report LPLG feedback to CSF	Nathan Drover,S Nicholas	Tue 23/03/21	Wed 24/03/21	0%		
1111	Take Consultation comments to CSF	Nathan Drover,S Nicholas	Mon 22/02/21	Wed 24/02/21	0%		
<b>744</b>	<b>Theme 5 - Leisure, Culture and Healthy Lifestyles 27.01.21</b>	<b>Joanna Hill,Sarah Nicholas,Lois Bowser</b>	<b>Mon 07/12/20</b>	<b>Wed 30/06/21</b>	<b>29%</b>		<b>coordinator briefed Theme leads</b>
1115	4 Week Consultation ends	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 24/02/21	1%		Panel discussion posted online, comments coming in
1117	Analyse and summarise consultations received in 4 week period	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 24/02/21	Wed 03/03/21	0%		
1116	Consultation responses received	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 24/02/21	25%		
1268	present 4 week summary consultation to LPLG	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 10/03/21	0%		
1269	Present Summary of Comments from 4 week consultation to CSF	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 10/03/21	0%		
1120	Report summary consultation to LPLG	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 10/03/21	Tue 06/04/21	0%		

1119	Take Consultation comments to CSF	Joanna Hill,Sarah Nicholas,Lois Bowser	Mon 08/03/21	Wed 10/03/21	0%		
<b>761</b>	<b>Theme 6 - Biodiversity 10.02.21 Lead Officer to be confirmed</b>	<b>Lois Bowser</b>	<b>Mon 04/01/21</b>	<b>Wed 30/06/21</b>	<b>41%</b>		<b>coordinator briefed Theme leads</b>
1131	present 4 week summary consultation to LPLG	Lois Bowser	Wed 24/03/21	Mon 19/04/21	0%		
1129	Present Summary of Comments from 4 week consultation to CSF	Lois Bowser	Wed 10/03/21	Wed 17/03/21	17%		Based on objective responses
1126	4 Week Consultation ends	Lois Bowser	Wed 10/02/21	Wed 10/03/21	1%		Panel discussion posted online, comments coming in
1128	Analyse and summarise consultations received in 4 week period	Lois Bowser	Wed 10/03/21	Wed 17/03/21	0%		
1127	Consultation responses received	Lois Bowser	Wed 10/02/21	Wed 10/03/21	25%		
959	CSF Introduction to Theme	Lois Bowser	Wed 10/02/21	Wed 10/02/21	0%		
1132	Monitor late consultation responses and summarise in final document	Lois Bowser	Wed 24/03/21	Mon 31/05/21	0%		
1050	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 08/02/21	0%		
1048	send agenda and papers to AM	Luke Mills	Mon 08/02/21	Mon 08/02/21	0%		12 pm deadline
771	Social Media 2 (followup)	Anna Mawson	Mon 08/02/21	Mon 08/02/21	0%		
1130	Take Consultation comments to CSF	Lois Bowser	Mon 22/03/21	Wed 24/03/21	0%		
<b>778</b>	<b>Theme 7 - Local Economy 24.02.21</b>	<b>Lois Bowser,Demetria Macdonald,Joanna Hill</b>	<b>Mon 04/01/21</b>	<b>Wed 30/06/21</b>	<b>19%</b>		<b>coordinator briefed Theme leads</b>
780	Circulate Consultation document to Portfolio Holder and LPLG Chair	Lois Bowser,Demetria Macdonald,Joanna Hill	Wed 17/02/21	Wed 17/02/21	50%		
1203	Send Guest panelist details to HR cc LM for invite	Lois Bowser,Demetria Macdonald,Joanna Hill	Fri 19/02/21	Fri 19/02/21	0%		
1134	4 Week Consultation ends	Lois Bowser,Demetria Macdonald,Joanna Hill	Wed 24/02/21	Wed 24/03/21	1%		Panel discussion posted online, comments coming in

1055	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Mon 01/02/21	Mon 22/02/21	0%		
1136	Analyse and summarise consultation received	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 31/03/21	0%		
1053	Circulate consultation document, Speakers presentations and Live polls to SM for sign off	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 10/02/21	0%		
1135	Consultation responses received	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 24/03/21	0%		
960	CSF Introduction to Theme	Demetria Macdonald, Joanna Hill, Lois Bowser	Wed 24/02/21	Wed 24/02/21	0%		
784	Enewsletter (District – LP Category)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
785	Members' Bulletin/LP Update	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
786	Parish Update	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
782	Press Release (Tues submission for Thursday publication)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
1137	Produce Summary of Comments from consultation for CSF	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 31/03/21	0%		Based on objective responses
1051	Recruit speaker	Lois Bowser, Demetria Macdonald, Joanna Hill	Mon 04/01/21	Wed 10/02/21	50%		awaiting confirmation
779	Rehearsal	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 17/02/21	0%		
1056	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 22/02/21	0%		
1054	send agenda and papers to AM	Luke Mills	Mon 22/02/21	Mon 22/02/21	0%		12 pm deadline
1202	Send final consultation document to LM for agenda	Lois Bowser, Demetria Macdonald, Joanna Hill	Fri 19/02/21	Fri 19/02/21	0%		
1201	Send Guest panelist details to HR cc LM for invite	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 10/02/21	0%		
787	Social Media 1	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		

788	Social Media 2 (followup)	Anna Mawson	Mon 22/02/21	Mon 22/02/21	0%		
1212	Upload consultation document to Keystone Objective and comments for website	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/02/21	Wed 24/02/21	0%		
783	Website (To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
<b>795</b>	<b>Theme 8 - Homes 10.03.21</b>	<b>Sarah Nicholas</b>	<b>Fri 08/01/21</b>	<b>Wed 30/06/21</b>	<b>2%</b>		<b>coordinator briefed Theme leads</b>
1217	Circulate Consultation document to Portfolio Holder and LPLG Chair	Sarah Nicholas	Wed 03/03/21	Wed 03/03/21	0%		
1206	Send Guest panelist details to HR cc LM for invite	Sarah Nicholas	Fri 05/03/21	Fri 05/03/21	0%		
1142	4 Week Consultation ends	Sarah Nicholas	Wed 10/03/21	Wed 07/04/21	0%		Panel discussion posted online, comments coming in
1061	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Fri 08/01/21	Mon 08/03/21	0%		
1059	Circulate consultation document to SM (cc GG) for sign off	Sarah Nicholas	Wed 24/02/21	Wed 24/02/21	0%		
1058	Circulate Draft Consultation Document to Team for Comment	Sarah Nicholas	Mon 01/02/21	Wed 24/02/21	0%		
1143	Consultation responses received	Sarah Nicholas	Wed 10/03/21	Wed 07/04/21	25%		
961	CSF Introduction to Theme	Sarah Nicholas	Wed 10/03/21	Wed 10/03/21	0%		
801	Enewsletter (District – LP Category)	Anna Mawson	Thu 18/02/21	Thu 18/02/21	0%		
802	Members' Bulletin/LP Update	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
803	Parish Update	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
799	Press Release (Tues submission for Thursday publication)	Anna Mawson	Mon 22/02/21	Wed 24/02/21	0%		
1057	Recruit speaker	Sarah Nicholas	Mon 01/02/21	Wed 24/02/21	0%		

796	Rehearsal	Sarah Nicholas	Wed 24/02/21	Wed 03/03/21	0%		
1062	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 08/03/21	0%		
1060	send agenda and papers to AM	Luke Mills	Mon 08/03/21	Mon 08/03/21	0%		12 pm deadline
1205	Send final consultation document to LM for agenda	Sarah Nicholas	Fri 05/03/21	Fri 05/03/21	0%		
804	Social Media 1	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
805	Social Media 2 (followup)	Anna Mawson	Mon 08/03/21	Mon 08/03/21	0%		
1211	Upload consultation document to Keystone Objective and comments for website	Sarah Nicholas	Wed 10/03/21	Wed 10/03/21	0%		
800	Website(To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
812	<b>Theme 9 - Creating New Places and Communities 24.03.21</b>	<b>Luke Mills</b>	<b>Fri 08/01/21</b>	<b>Wed 30/06/21</b>	<b>0%</b>		<b>coordinator briefed Theme leads</b>
1150	4 Week Consultation ends	Luke Mills	Wed 24/03/21	Wed 21/04/21	1%		Panel discussion posted online, comments coming in
1067	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Fri 08/01/21	Mon 22/03/21	0%		
814	Circulate Consultation document to Portfolio Holder and LPLG Chair	Luke Mills	Wed 17/03/21	Wed 17/03/21	0%		
1065	Circulate consultation document, Speakers presentations and Live polls to SM for sign off	Luke Mills	Wed 10/03/21	Wed 10/03/21	0%		
1064	Circulate Draft Consultation Document to Team for Comment	Luke Mills	Mon 25/01/21	Wed 10/03/21	0%		
962	CSF Introduction to Theme	Luke Mills	Wed 24/03/21	Wed 24/03/21	0%		
818	Enewsletter (District – LP Category)	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
819	Members' Bulletin/LP Update	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		

820	Parish Update	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
816	Press Release (Tues submission for Thursday publication)	Anna Mawson	Mon 08/03/21	Wed 10/03/21	0%		
1063	Recruit speaker	Luke Mills	Mon 25/01/21	Wed 10/03/21	0%		
813	Rehearsal	Luke Mills	Wed 10/03/21	Wed 17/03/21	0%		
1068	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 22/03/21	0%		
1066	send agenda and papers to AM	Luke Mills	Mon 22/03/21	Mon 22/03/21	0%		12 pm deadline
1208	Send final consultation document to LM for agenda	Luke Mills	Wed 17/03/21	Fri 19/03/21	0%		
1209	Send Guest panelist details to HR cc LM for invite	Luke Mills	Fri 19/03/21	Fri 19/03/21	0%		
1207	Send speaker details to HR to add invite on Zoom Webinar	Luke Mills	Wed 10/03/21	Wed 10/03/21	0%		
821	Social Media 1	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
822	Social Media 2 (followup)	Anna Mawson	Mon 22/03/21	Mon 22/03/21	0%		
1210	Upload consultation document to Keystone Objective and comments for website	Luke Mills	Wed 24/03/21	Wed 24/03/21	0%		
817	Website(To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
889	<b>Duty to Co-operate and Strategic Co-ordination</b>		<b>Fri 01/05/20</b>	<b>Thu 28/09/23</b>	<b>13%</b>		
1261	Arrange 1st Issues and Options round table with all DTC partners	Sarah Nicholas	Mon 01/03/21	Fri 30/04/21	0%		hold a round table video conference with all DTC Partners together. After CSF 24 march when broad spatial options are identified HC to assist in prep
1265	Arrange meeting with Transport Stakeholders	Ben Kennedy	Tue 02/02/21	Wed 31/03/21	0%		Technical meeting with public transport operators and other transport agencies in advance of SIDG session In April HC to assist in organisation
1266	Arrange meeting with Water and Energy Stakeholders	Lois Bowser	Tue 02/02/21	Wed 31/03/21	0%		Technical meeting with water and energy companies and other agencies in advance of SIDG session In April HC to assist in organisation

859	Evidence base		Mon 03/08/20	Fri 30/06/23	16%		
1285	Analysis of housing requirement	Stephen Miles	Thu 28/01/21	Wed 30/06/21	0%		Lead officer to be identified SN? Need to prepare timetable and methodology. In-house and consultants split.
1284	Assessment of Employment needs	Joanna Hill	Thu 28/01/21	Fri 26/02/21	0%		Need to prepare timetable and methodology. In-house and consultants split.
862	Habitats Regulations Assessment – Commissioning work	Joanna Hill	Fri 01/01/21	Fri 30/04/21	0%		Brief needed and tender documents to be prepared. Need to identify Procurement resource given that this should ideally go out to tender in Feb '21
876	Heritage Study – Settlements	Stephen Miles	Thu 28/01/21	Thu 31/03/22	33%		Need to prepare timetable and methodology. In-house and consultants split and Historic England involvement.
1164	Housing Requirement – Issues & Options	Luke Mills	Mon 11/01/21	Fri 12/03/21	68%		first draft of housing topic paper engaging with standard methodology consultation
873	Landscape Character Assessment	Sarah Nicholas	Thu 28/01/21	Fri 26/02/21	16%		Decision to be made if additional studies required
875	Landscape Character Specific Settlement Assessment	Sarah Nicholas	Fri 01/01/21	Fri 30/04/21	0%		Brief needed and tender documents to be prepared. Need to identify Procurement resource given that ideally it would go out to tender in Mar. '21
953	Review impact of Brexit on economic and growth proposals	Stephen Miles	Mon 01/02/21	Mon 31/05/21	0%		not started
952	Review impact of PD changes on spatial strategy	Stephen Miles	Tue 02/02/21	Fri 30/04/21	0%		not started
951	Review Impact of use classes order on town centers	Stephen Miles	Tue 09/02/21	Tue 08/06/21	0%		not started
632	Governance		Wed 01/07/20	Thu 29/04/21	92%		
1264	2nd Issues and Options All Member Briefing	Sarah Nicholas	Mon 01/03/21	Thu 29/04/21	40%		canvassed second briefing dates to cover CSF topics 6-9 GG to chair. 30.03 or 12.04 tbc
989	Infrastructure Delivery	Roger Harborough	Fri 30/10/20	Fri 01/10/21	27%		
1175	Issue Tender on IDP baseline study	Lois Bowser	Wed 20/01/21	Fri 12/02/21	80%		Final draft being worked on, revised issue date currently targeted for 12th Feb.
1168	Planning agents forum	Stephen Miles	Thu 07/01/21	Wed 31/03/21	10%		
1248	Issues and Options Stage PA Forum	Luke Mills	Thu 07/01/21	Wed 31/03/21	10%		GG to chair. One meeting to be held in Feb '21 date and agenda to be fixed, HR to assist in prep

<b>1003</b>	<b>Strategic Infrastructure Group</b>		<b>Thu 15/10/20</b>	<b>Thu 17/06/21</b>	<b>32%</b>		
1277	Climate Change Meeting	Simon Payne	Wed 13/01/21	Fri 19/03/21	5%		HC to canvas date with CSG end February, beginning March SP to invite guest speaker
1279	Rural Issues Meeting	Simon Payne	Wed 13/01/21	Thu 17/06/21	5%		HC to canvas date with CSG beginning June SP to invite guest speaker
1278	Sustainable Transport Meeting	Simon Payne	Wed 13/01/21	Thu 15/04/21	5%		HC to canvas date with CSG beginning April SP to invite guest speaker
<b>1161</b>	<b>Town and Parish Forums</b>	<b>Stephen Miles</b>	<b>Mon 04/01/21</b>	<b>Mon 05/04/21</b>	<b>54%</b>		<b>Set up and programme to be prepared</b>
1244	Arrange Second TP Forum	Demetria Macdonald	Thu 04/02/21	Mon 05/04/21	30%		arranged 30th March CSF to cover topics 6-9 GG to chair. DM and SN to liaise on content HC to finalise arrangements

**XXXXX LETTERHEAD TO BE ADDED XXXX**

Jonathan Blathwayt  
Senior Planning Officer  
Planning Development Plans  
The Ministry of Housing Communities & Local Government  
Fry Building,  
2 Marsham Street,  
London SW1P 4DF

XX February 2021

Our ref: Please ask for Simon Payne on 07789 816405

email: spayne@uttlesford.gov.uk

Dear Mr Blathwayt,

#### **Uttlesford Local Plan Update**

I refer to my previous letters when I provided you with an update on progress by the Council to prepare a new local plan. This letter deals with the position up to the end of quarter 4 of the current financial year.

I am pleased to advise you that steady progress continues to be made in accordance with the revised Local Development Scheme which was adopted by the Cabinet of the Council on 20 October 2020.

The Council is currently part way through the Issues and Options stage of the local plan and within the last three months the following progress has been made:

- The online Community Stakeholder Forum has completed six local plan topics for discussion by the independent chair and representatives of special interest groups and then the wider public is invited to comment online. In each case a recognised expert makes a presentation to encourage the debate. Each presentation may be viewed at <insert link>
- The Local Plan Leadership Group has now considered feedback from the Forum and the public on two of the local plan topics.
- Five of the local plan topics have been discussed with Parish Councils who were all invited to an online workshop.
- A call for development sites across the district has been issued to landowners and developers.
- Work on a TRACC accessibility model continues.
- Consultants are about to be appointed to commence work on the Sustainability Appraisal.
- A Strategic Infrastructure Delivery Group of district and county members has been established with an agreed programme of work and this Group is supported both by officers and the East of England Local Government Association Peer Review Group.
- This month the tender for consultants work on the infrastructure Delivery Plan is issued.

The Scrutiny Committee of the District Council continues to carefully monitor progress on the local plan through regular updates on the Risk Register and Project Plan. It is expected that you will receive the next update before the end of June 2021.

Please do not hesitate to contact me if you require any further information.

Yours sincerely,

Stephen Miles.....

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