



Public Document Pack

Uttlesford District Council

Interim Chief Executive: Rob Tinlin

Scrutiny Committee

Date: Thursday, 16th September, 2021

Time: 7.00 pm

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

Broadcast:

Chair: Councillor N Gregory

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

Substitutes: Councillors S Barker, M Caton, P Fairhurst, B Light, 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, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [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 - 7
To consider the minutes of the previous meeting.
- 3 Local Plan Quarter 2 Project Management** 8 - 23
To consider the Local Plan Quarter 2 Project Management.
- 4 Regulation 18 Local Plan Governance** 24 - 26
To consider Regulation 18 Local Plan Governance.
- 5 New Communities Collaboration Partnership** 27 - 35
To consider the New Communities Collaboration Partnership.

MEETINGS AND THE PUBLIC

In light of the recent High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings will now be returning to in-person and will be held on-site from Thursday 6th May 2021. However, due to social distancing measures and capacity considerations in line with the Council's risk assessment, public access and participation will continue to be encouraged virtually until further notice.

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Agenda Item 2

SCRUTINY COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on WEDNESDAY, 23 JUNE 2021 at 7.00 pm

Present: Councillor N Gregory (Chair)
Councillors G Driscoll, V Isham, G LeCount (Vice-Chair) and G Sell

Officers in attendance: C Gibson (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 G Bagnall (Chair of Local Plan Leadership Group).

SC15 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Councillors Coote, Criscione, Jones, Lavelle and De Vries.

SC16 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the Scrutiny Committee (Local Plan) meeting held on 16 February 2021 were approved.

The Chair provided an update to the Committee following the Scrutiny Committee held on 17 June 2021, on the latest position in respect of accessing information on the Stansted Airport enquiry. He said that detailed responses were still outstanding. Councillor Evans said that he would be speaking to the Director of Public Services on this matter the following day.

SC17 **LOCAL PLAN QUARTER 1 PROJECT MANAGEMENT**

Councillor Evans introduced the report. He said that he was pleased to report that matters were on track, good progress had been made since the last report and there were no work tasks currently being shown as 'Red'. He said that the Local Plan Leadership Group was meeting on 24 June 2021 and that Housing Numbers requirements were to be discussed at the meeting.

The Local Plan Project Manager outlined the report and the appendices. He highlighted risks 2 and 17 in that a senior planner within the Policy Team was leaving and he said that an advert had been placed to recruit a replacement. He said that new risks 35 – 38 covered the management of the work of consultants. He referred to the Local Plan- Preferred Options Timetable that had been

supported by the Leadership Group. He said that the Call for Sites period had now ended, that around 300 sites were being verified and logged and that 17 consultant studies were in various stages of procurement as shown on the Local Plan Workstream document that reported the overall RAG status as 'Amber'. He also referred to the Project Plan Live Tasks document that showed all the tasks which had been or were due to be progressed within the current quarter.

Councillor LeCount said that he had recently had meetings with planning officers and was pleased that the plan was on-track. He referred to the Call for Sites that had identified around 300 sites and the fact that the evaluation would take six months. He suggested that some of the good sites could be identified and visited during those six months.

The Local Plan Project Manager explained that the 17 consultant technical studies were needed to provide the evidence base to inform the process. The Cabinet had recently agreed the draft vision and objectives for the new Local Plan. The next stage was to get a steer from members at the Local Plan Leadership Group and Cabinet on housing numbers, a settlement hierarchy and a Preliminary Outline Strategy. This would then allow officers to undertake an assessment of individual sites. He said that the timetable was ambitious and achievable.

In response to a question from the Chair, the Local Plan Project Manager said that evidence from the technical studies would be brought back to both the Local Plan Leadership Group (LPLG) and the Strategic Infrastructure Delivery Group (SIDG) in "bite-size chunks", and this would be an opportunity for them to examine the evidence. He also reported that work was also taking place with Parish Councils.

The Chair asked Councillor Bagnall as Chair of the LPLG if he was comfortable with the proposed timetable. Councillor Bagnall said that he met regularly with the three lead officers and was comfortable with the timetable and the consultation at this stage.

In response to a further question from Councillor LeCount relating to "bite-size chunks", the Local Plan Project Manager said that the difficulty was that none of the 300 sites identified could be ruled out until all the evidence had been examined. He said that the objectives had been set, and now numbers need to be agreed and an outline strategy produced.

Councillor Sell said that he was pleased with the progress of the Local Plan and agreed that the timetable was ambitious but that the Council needed to get it right. He said that he recognised that 300 sites had been identified but considered that 20% of the sites might deliver 80% of the development. He asked for reassurance that a replacement would be in place for the senior planner who was leaving the Council and he also asked as to how the current Planning Bill might affect the process.

Councillor Evans said that previous vacancies within the team had been filled and that the possibility existed of utilising County Council officers who were

familiar with the district. He said that the implications of the Planning Bill could not be answered until the finer details of the Bill had been published.

The Local Plan and New Communities Manager confirmed that two previous vacancies in the team had been filled promptly. He outlined the recruitment timetable to replace the senior planner and said that, if necessary, consideration would be given to making an interim appointment. He also said that the implications from the Planning Bill remained uncertain.

Councillor Isham raised several issues. He said that he could not see an overview visionary plan in place and that there needed to be clarity particularly in respect of the design process, where the skills base of urban designers was very important.

The Local Plan Project Manager said that the draft objectives and vision had been agreed by the Cabinet. He referred to master planning and said that further decisions were to agree the Preliminary Outline Strategy and to confirm housing numbers. He said that discussions during the period June to December 2021 were pivotal in that the Council needed to negotiate with landowners and developers of alternative sites. He also said that a Principal Urban Designer was an integral part of the team of 10 officers and was used to looking at sites. He said that all work must be evidence based.

Councillor Evans said that leadership was being provided through the LPLG. He said that a document would be produced in respect of relationships with landowners and promoters through a "level playing field" in a legally enforceable way.

Councillor Bagnall clarified the role of the LPLG and confirmed that up-front discussions with landowners were important.

The Local Plan and New Communities Manager said that the Preliminary Outline Strategy would help move things forward and that consideration had been given to thinking spatially.

Councillor LeCount said that large businesses usually worked on such projects using an algorithm but that this was not happening in this instance. He said that it was now being said that there would be on-going discussions with developers, and he asked for clarity in respect of what the vision was.

The Local Plan Project Manager said that criteria would assess sites against the draft objectives and that the Preliminary Outline Strategy would also be used. He said it was particularly important with large sites to talk to landowners. He stressed the importance of negotiating without prejudice and said that the methodology would help secure a sound plan.

In response to questions from the Chair, the Local Plan and New Communities Manager said that there had been some problems with the mapping software but that the mapping should be completed by early to mid-July. He also said that he would confirm with the Chair which specific issues the Water Cycle Study would be looking at.

Councillor Sell asked about the relationship between the Council and MHCLG.

Both Councillor Evans and the Local Plan and New Communities Manager confirmed that the relationship was good and proper and that the MHCLG were satisfied that progress was being made.

The Chair summarised that this had been an extremely impressive rigorous report; he noted that considerable progress had been made, the decrease in the risk scores and the future plans for risk management. He commended officers and those Members of the Executive involved.

The recommendations were taken with unanimous support.

RESOLVED that the Committee:

1. note the conclusions of the report on risk and project management and endorse the proposed actions.
2. notes the attached draft letter update to the Ministry of Housing, Communities and Local Government for Quarter 1 of the current financial year.

The Chair thanked all attendees and closed the meeting.

The meeting ended at 8.15pm.

Agenda Item 3

Committee: Scrutiny

Date: 16/09/2021

Title: Local Plan Project Management – Quarter 2

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

Report Author: Simon Payne, Local Plan Project Manager
01799 510465

Key decision: No

Summary

1. This report provides an update report on risks and project management for the local plan during Quarter 2 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 notes the attached draft letter update to the Ministry of Housing, Communities and Local Government for Quarter 2 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 2 in accordance with the agreed arrangements and seeks any comments to the proposed MHCLG update.

Risk Register Update

- The latest version of the Risk Register is attached as Appendix 1.
- There are eight changes since the last report to committee. Two significant risks relate to staffing (ID refs 2 and 17 move to a lower risk), a senior planner has been appointed in the local plans section bringing the team up to full strength. The risk relating to political consensus (ID ref 21) has been elevated following a recent Local Plan Leadership Group meeting to reflect the fact that plan preparation is moving into a stage when it will be more challenging to maintain consensus.
- A risk associated with evidence base work not being completed on time (ID ref 34) is assessed as a higher risk and officers are working closely with consultants to ensure effective co-ordination of work takes place between consultants as well as with officers and a monthly co-ordination meeting has been set up. A further risk around decision making (ID ref 36) has an elevated risk and a separate report on this agenda seeks to address the issue. There is also an increased risk related to the transport modelling (ID ref 38) which officers are currently reviewing.
- Two new risks have been added in (ID refs 39 – 40). Both of these relate to the use of internal officer resources. The higher risk of the two is the likelihood that officer work on site assessments will take longer than anticipated given the relatively high number of identified sites and changes to the work programme are being considered to ensure that the publication of factual information in October can still take place on time.

Project Plan Update

11. The format of the update follows the approach agreed at the October Scrutiny Committee which is in three parts, the overview 'Dashboard', the 'Workstream Status' and an extract from the live Project Plan.

Workplan Dashboard

12. This document is shown in Appendix 2, and provides a high level summary of what is happening. The arrow changes refer to the previous dashboard as it was reported to Committee in June. In comparison with last quarter the total number of live tasks has increased from 389 to 559. 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 twenty-seven 'Amber' rated tasks that require prompt action. Details of all the tasks are summarised in the following sections.

Workstream Status

13. This document is shown in Appendix 3 and is intended to provide a single assessment of the overall status of the project (with a Red/Amber/Green RAG rating) and then a commentary. Significant progress has been made since the last report. Leadership Group and the Cabinet have discussed the housing requirement, and agreed a Preliminary Outline Strategy. The Cabinet has discussed and supported a New Communities Collaboration Partnership for the larger sites. Around 300 sites identified through the 'The Call for Sites' process are currently subject to a technical assessment following a methodology agreed by the Leadership Group.
14. The main areas of risk that are being attended to are the co-ordination and management of the evidence base work which comprises seventeen studies, with a range of different consultants. On the governance side the main issue is the need to adjust the programme to provide more time for members to examine and consider the draft Regulation 18 Local Plan and a separate report is included in the agenda of this meeting to address that issue. This change could lead to up to eight weeks more needed to prepare the draft Regulation 18 Local Plan however the overall timetable may be adjusted to contain these changes within the overall programme which seeks to submit the draft plan for examination in September 2023.

Project Plan Live Tasks

15. This document is shown in Appendix 4, and is an extract from the live database in Microsoft Project for Quarter 2. 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 all ratings to green ones.

Draft Progress Letter to MHCLG

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

Conclusions

17. 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

18.

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.

ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	UPDATES & COMMENTS	COMPLETE
			LIKELIHOOD	IMPACT	TOTAL SCORE		LIKELIHOOD	IMPACT	TOTAL SCORE				
1	24.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan, approved budget and successful bids for external funding.	2	5	10	Roger Harborough	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	Roger Harborough	open	Changed Risk - Jane Wormald appointed as Senior Planner	
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	Roger Harborough	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	Roger Harborough	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.	1	5	5	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	2	5	10	Stephen Miles	open		
16	07.09.20	Devolution White Paper leads to administrative changes that indermine the LP making process	5	5	25	Engage in informal discussions with Stakeholders and respond to White Paper when published	2	5	10	Rob Tinlin	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	Roger Harborough	Open	Changed Risk - Jane Wormald appointed as Senior Planner	
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	Roger Harborough	Open	New Comment - A permanent appointment for the Chief Executive is is expected in Autumn '21. Director of Public Services to continue to lead on overall process.	
21	07.09.20	Lack of political consensus	4	5	20	Establish LPLG with regular briefings and engagement with members	3	5	15	Roger Harborough	Open	Changed Risk - Recent discussions at Local Plan Leadership Group highlight the need for officers to continue to effectively advise Members on key matters.	
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	Roger Harborough	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 techincal 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 with proactive support from all elected members.	2	5	10	Stephen Miles	Closed		19.05.21
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	Closed		14.04.21
34	10.03.21	Extent and timing of evidence base work is not coordinated and delays the preparation of the plan or compromises its content	3	4	12	Effective Project Planning to coordinate evidence base work	3	4	12	Simon Payne	Open	Changed Risk - Now that the consultancy work is underway, there is a heightened risk. Monthly coordination meetings are being held and a live document library has been established between officers and all consultants.	
35	07.04.21	Failure to procure consultancy work to achieve evidence base work on time	4	5	20	Effective procurement processes and programmes	3	5	15	Simon Payne	Open	New Comment - Out of 17 studies, all but 1 has been commissioned and remaining procurement is being actioned.	
36	07.04.21	Delays in making decisions during governance process results in failure to achieve agreed LP timetable.	4	5	20	Realistic programme and effective member management of governance decision making	3	5	15	Roger Harborough	Open	Changed Risk - Governance programme for Reg 18 plan being revised to allow more time for consideration of the draft plan. This may lead to a re-timing of the consultation of Reg 18, however overall programme should not be impacted.	
37	17.05.21	Failure to prepare the plan on the agreed timetable due to evidence base work not being completed or available on time.	4	4	16	Effective project management of key work streams	2	4	8	Simon Payne	Open	New Comment - Call for Sites information has now been published. This was 21 days later than projected. This has not impacted on the overall timeline.	
38	19.05.21	Transport Evidence will not be available in time for the LP programme	5	5	25	Identification and introduction of mitigation measures to ensure that the evidence is available when needed.	3	5	15	Ben Kennedy	Open	Changed Risk - Officers currently reviewing timing and nature of transport modelling in light of the agreed Preliminary Outline Strategy and the 299 sites identified.	
39	18.08.21	Delays in uploading data onto GIS due to one person dependency	3	2	6	Availability of alternative resources to update GIS in a timely way.	2	2	4	Simon Payne	Open	New Risk - follows experience in dealing with delays on call for sites publication.	
40	06.09.21	Delay to the preparation of the Reg 18 Local Plan due to site assessment work taking longer than expected	4	5	20	Project Manager to review options including re-timing without impact on programme	3	5	15	Simon Payne	Open	New Risk	

Local Plan Workplan Dashboard - (06.09.21)

Period Q2 01.07.21 - 30.09.21

TOTAL TASKS TO DATE	
559	TOTAL TASKS

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

RAG STATUS OF ALL WORK TASKS*completed tasks do not show in RAG rating		
	0	
	27	
	41	

DATE OF UPDATE: 06/09/21
LOCAL PLAN WORKSTREAM STATUS
PERIOD: QUARTER 2
01.07.21 - 30.09.21

RAG Status		AMBER
Reasons	Actions	Date
Procurement arrangements underway with ECC. Competative market given plenty of consultancy work.	Lead officers working with ECC procurement and actively working on consultants appointments.	07.04.21 - 30.09.21
There is a risk consultants do not deliver evidence base on time and/or within specification.	Project manager has established a monthly coordination meeting with consultants.	06.09.21 - 31.12.21
Detailed Reg 18 governance timetable being reviewed to allow more time for consideration of draft plan.	Project Manager to update timetable following Scrutiny Committee 16.09.21. Potential upto 8 week extension to Reg 18 preparation period.	06.09.21 – 30.09.21
Transport modelling requirements being reviewed in light of Preliminary Outline Strategy and 299 sites identified.	Officers completing review	06.09.21 – 31.10.21
Required Decisions		
Description	Expected by	Due Date
Agree revised governance arrangements for Reg 18 plan	Scrutiny	16.09.21
Receive consultants studies to support the Local Plan evidence base	LPLG	31.12.21

Executive Summary
 LP Officers are in active engagement with up to 17 consultants on the Evidence Base work. A paper on methodology and programme was agreed by LPLG in April and the Group and Cabinet agreed the Local Plan objectives during May. LPLG and Cabinet considered housing numbers in June. The Preliminary Outline Strategy for the Local Plan was supported by Cabinet on 02.09.21.

The Call for Sites period has now ended and officers have published the data. 299 sites have been put forward and Officers and Consultants have started to review the sites. Officers have identified 17 larger sites (or clusters of sites) and work has commenced on assessing these proposals. Cabinet on 2 September '21 considered a paper on partnership arrangements and a draft MOU for these larger sites.

A successful recruitment process has resulted in the appointment of an experienced senior planner and the Local Plans team is now at full strength.

There are two issues which may lead to a revision to the Local Plan timetable, the first relates to more time to allow members to review the Reg 18 material which could add up to 8 weeks to the Reg 18 plan preparation. The second issue is the need for additional transport modelling and further advice is being sought on the timing of this work. Wherever possible officers will seek to contain these changes within the overall programme which seeks to submit the draft plan for examination in September 2023.

Work has been undertaken to coordinate the activities of all the consultants who are working on the evidence base and monthly meetings with officers are taking place with a shared issues log to identify cross cutting topics. A SharePoint document library has been set up to enable all consultants and officers to collaborate fully.

Unique ID	Task Name	Start	Finish	Resource Names	% Complete	RAG Rating	Progress Notes
	LP Project Plan Q2 Live Tasks						
882	Background Research Work	Wed 05/08/20	Tue 31/12/24				
885	2 Land Value Capture	Mon 02/08/21	Thu 03/03/22	Stephen Miles	5%		Model MOU highlights requirements on larger sites. Viability consultants appointed.
886	4 Delivery Mechanisms	Mon 02/08/21	Fri 30/12/22	Simon Payne	5%		Model MOU identifies collaboration partnership approach. Researching options elsewhere for LLNTDC as potential fall back
888	5 Best Practice in Local Plan Policies and Proposals	Wed 05/08/20	Fri 29/12/23	Combined Team	12%		For all to research best practice.
887	6 Long Term Stewardship	Mon 02/08/21	Tue 31/12/24	Stephen Miles	5%		Model MOU identifies requirement for Stewardship
1334	Duty to Cooperate (generic)	Mon 26/04/21	Wed 31/07/24				define key dates and stages
1267	4 Arrange Draft Local Plan discussion with all DtC partners	Thu 02/09/21	Thu 30/12/21	Jane Wormald	0%		Meeting to be arranged for October?
1265	2 Arrange meeting with Transport Stakeholders	Thu 02/09/21	Fri 29/10/21	Ben Kennedy	25%		Meetings held with neighbouring local authorities on transport matters. Technical meeting with public transport operators and other transport agencies planned for later July.
1618	3 Informal DtC Meeting with GCP	Tue 01/06/21	Fri 29/10/21	Stephen Miles	0%		
1376	EVIDENCE BASE	Tue 04/08/20	Tue 06/08/24	Stephen Miles			
1349	Air Quality Technical Planning Guidance	Wed 01/09/21	Tue 30/11/21	Demetria Macdonald			Use existing work. Review after POS
1350	Air Quality impacts on the AQMA	Wed 01/09/21	Tue 30/11/21	Demetria Macdonald, Stephen Miles	0%		are we using data from previous years or new data and reports from environmental health?
1665	Airport Study	Wed 07/10/20	Fri 31/12/21				
1377	Latest Airport Position	Wed 07/10/20	Fri 31/12/21	Jeremy Pine	26%		
1762	Arts and Culture Study (ACS)	Thu 01/07/21	Thu 11/11/21	Lois Bowser, Joanna Hill			
1631	3 ACS - Stage 1	Mon 06/09/21	Mon 18/10/21	Lois Bowser, Joanna Hill	0%		
1670	Biodiversity Strategy	Mon 03/05/21	Wed 31/07/24				
2246	7 LWS - Site Surveys Grassland and Woodland	Thu 01/07/21	Thu 30/09/21	Jane Wormald	0%		
1662	Education Capacity Study	Wed 07/10/20	Thu 30/09/21				
1339	Education Capacity	Wed 07/10/20	Thu 30/09/21	Lois Bowser	32%		Need to coordinate with IDP. Possible item to October SIDG
1317	Employment Needs & Economic Development Assessment (ENEDA)	Wed 10/03/21	Mon 01/04/24	Joanna Hill			
1734	7 ENEDA - Stage 2 Work to inform Reg 18 Plan	Wed 25/08/21	Thu 30/09/21	Joanna Hill	0%		Report to LPLG October '21

1735	8 ENEDA - Stage 2 Initial report to inform preferred options	Wed 07/07/21	Tue 21/12/21	Joanna Hill	10%		Main Report to LPLG Oct '21 awaiting member feedback and scheduling next meeting with Icenl
1328	Environment	Tue 04/08/20	Tue 06/08/24	Stephen Miles			
1664	Green Infrastructure	Wed 07/04/21	Tue 30/11/21				
1332	1 Green belt Review	Fri 30/07/21	Thu 30/09/21	Stephen Miles	36%		Use existing work. Review after POS
1399	2 Green Infrastructure Study - Internal	Thu 01/07/21	Thu 30/09/21	Jane Wormald	0%		Report to LPLG Oct. '21 is this piece of work still in house and who will do it and when
1398	3 Sport, Recreation, Green Spaces Study - internal	Wed 07/04/21	Thu 30/09/21	Joanna Hill,Jane Wormald	25%		Report of LPLG Oct. 28 '21 - work on open childrens play spaces to do. Ask Jane to assist
1385	Habitats & Regulations Assessment (HRA)	Tue 04/08/20	Thu 02/05/24	Joanna Hill			
1432	HRA – Stage 1 Draft Scoping Report	Tue 08/06/21	Thu 30/09/21	Joanna Hill	59%		incorporated into Stage 4 (ID - 1695)
1475	Hatfield Forest Recreation Avoidance and Mitigation Strategy Brief	Mon 02/08/21	Fri 29/10/21	Joanna Hill			ECC to procure TBC
1477	Hatfield Forest Recreation Avoidance and Mitigation Strategy Discussion with Natural England	Mon 02/08/21	Mon 20/09/21	Joanna Hill	0%		JH - 09.08 Natural England proposing to work with Place Services and neighbouring authorities to find a way forward in commissioning interim guidance and tariff
1691	Heritage Sensitivity Assessment (HAS)	Wed 07/04/21	Tue 15/03/22				
2242	6 HSA Stage 1 Draft Report	Thu 10/06/21	Thu 30/09/21	Stephen Miles	19%		Consultants commenced stage 1 of study
1378	Housing	Tue 04/08/20	Tue 06/08/24	Stephen Miles,Joanna Hill			
870	5 Local Housing Needs Study - Internal	Wed 07/10/20	Mon 18/10/21	Stephen Miles	2%		SM to complete study by end of September to be presented at LPLG in October
1320	6 Housing Requirement - Local Housing Need Study	Tue 04/08/20	Mon 07/03/22	Stephen Miles	20%		
1323	Gypsy and Traveller Accomodation Assessment	Wed 07/04/21	Thu 30/09/21	Stephen Miles	7%		SM to contact County to follow up in Summer '21 on transit sites and need to investigate further ECC work. Transit work paused as unable to undertake site visits. U/k timescales. Laura Chase @ Colchester is the lead. (on hold) update on progress
1708	Infrastructure and Design	Wed 07/10/20	Mon 01/04/24				
1336	Infrastructure and Design	Wed 07/10/20	Mon 01/04/24	Lois Bowser	40%		
1649	Infrastructure Delivery Plan (IDP)	Mon 01/03/21	Mon 01/04/24	Lois Bowser			
1345	IDP - Stage 1 Consultants present their findings to SIDG	Wed 14/07/21	Wed 08/09/21	Lois Bowser	50%		Baseline report went to SIDG 27.07. Follow up report on strategic baseline issues to SIDG on 8.09 confirm this arrangement
1174	IDP - Stage 2 Scoping Baseline Report	Mon 17/05/21	Mon 01/11/21	Lois Bowser	15%		deadline for reised report 26.08.21 and presentation 02.09.21 for SIDG
1663	Landscape Sensitivity Assessment - (LSA)	Wed 07/04/21	Fri 07/01/22				
2236	7 LSA - study of existing settlements and larger sites	Tue 27/07/21	Thu 30/09/21	Jane Wormald	0%		

1685	Local Wildlife Sites Review (LoWS)	Mon 03/05/21	Wed 01/06/22				
2154	6 LoWS - Stage 1 Draft Report	Mon 05/07/21	Tue 01/03/22	Jane Wormald	0%		
1660	MasterPlanning (MP)	Tue 01/06/21	Mon 01/07/24	Jack Bennett			
1712	6 MP to review larger sites/clusters	Wed 11/08/21	Thu 30/09/21	Jack Bennett	0%		Findings to assessment officers
1410	7 MP of Medium Sized Sites - Internal/external	Wed 11/08/21	Wed 30/11/22	Jack Bennett	0%		
1717	9 MP Stage 1 - Preferred Option Prep work	Mon 09/08/21	Thu 02/12/21	Jack Bennett	0%		
1658	Net Zero Carbon Verification Study (NZCVS)	Mon 02/08/21	Wed 20/04/22				
1610	7 NZCVS - Verification of draft plan	Wed 25/08/21	Fri 31/12/21	Lois Bowser	0%		
2240	NZCVS - Prepare Brief	Mon 02/08/21	Fri 17/09/21	Lois Bowser	14%		dates to be confirmed on appointment and key programme dates
1656	Renewable Energy & Decarbonised Energy Study (DES)	Tue 01/06/21	Tue 27/09/22	Lois Bowser			Report to LPLG Nov '21
2159	5 DES - Stage 1 Initial high-level overview, issues, risks in a Preliminary Outline Strategy alongside the Preferred Options preparation	Fri 06/08/21	Thu 30/09/21	Lois Bowser	30%		
1550	Retail Capacity Study (RCS)	Tue 09/02/21	Fri 01/03/24				
1703	RCS – Stage 1 - Initial Draft Report to inform Preferred Options	Thu 22/07/21	Thu 30/09/21	Demetria Macdonald	0%		Report to LPLG Oct '21 confirm progress and update accordingly
1661	Strategic Flood Risk Assessment - (SFRA)	Tue 01/09/20	Fri 22/10/21				
2139	SFRA - Stage 1 - Draft Report	Mon 05/07/21	Fri 01/10/21	Luke Mills	20%		to go to LPLG 28.10.21 appointed JBA consultants
1386	Strategy - Internal	Tue 04/08/20	Thu 30/11/23	Stephen Miles			
1416	8 Roundtable DtC meeting to be organised	Wed 07/04/21	Thu 30/11/23	Jane Wormald	20%		DtC Programme to be monitored and managed. Meeting to be arranged in October.
1305	Sustainability Appraisal (Preferred Options) - (SA)	Tue 04/08/20	Fri 28/01/22				
2213	6 Scoping Consultation & GIS Analysis of Site Options	Thu 01/07/21	Thu 30/09/21	Luke Mills	13%		Scoping consultation to commence 11.08.21. GIS analysis method finalised and about to commence.
2214	7 Identify Settlement Growth Options	Mon 02/08/21	Thu 30/09/21	Luke Mills	1%		
2231	8 Assess Settlement Growth Options	Mon 02/08/21	Thu 30/09/21	Luke Mills	2%		Workshop by AECOM with Officers and Key Consultants. 13th or 17th Sept. Date tbc
2216	9 Assess of Strategic Sites	Wed 01/09/21	Thu 30/09/21	Luke Mills	0%		
2215	9.1 Technical Assessment of all sites	Mon 02/08/21	Thu 30/09/21	Luke Mills	2%		AECOM part of checklist to supplement officer input

2217	10 Identify Spatial Strategy Options	Wed 01/09/21	Fri 29/10/21	Luke Mills	0%		
1338	Transport Study (TS)	Tue 01/09/20	Fri 31/12/21				
1488	6 TS - input into site assessments on existing settlements	Mon 21/06/21	Mon 04/10/21	Ben Kennedy	30%		Large sites and clusters been shared with ECC transport colleagues for discussion.
2209	7-9 Transport Study - Strategic Model	Wed 01/09/21	Fri 31/12/21	Ben Kennedy	5%		Testing Scenarios and Options (up to 5 options)
2250	Stage 2 - Baseline Review	Tue 01/06/21	Wed 03/11/21	Ben Kennedy	75%		
1641	Viability Study (VS)	Mon 03/05/21	Wed 31/07/24	Lois Bowser			
1635	1 VS - Stage 1 Initial high-level overview, issues, risks in a Preliminary Outline Strategy alongside the Preferred Options preparation	Wed 23/06/21	Thu 30/09/21	Lois Bowser	10%		Initial high-level overview, issues, risks in a Preliminary Outline Strategy alongside the Preferred Options preparation - confirm with LB that consultants will report by end of August on the viability model for larger settlements. Invite to SIDG in Sept
1634	7 VS - Stage 2 Assessment based on emerging spatial strategy with policy assessment	Mon 02/08/21	Tue 01/02/22	Lois Bowser	0%		Assessment based on emerging spatial strategy with policy assessment
1507	Water Cycle Study (WCS)	Tue 01/06/21	Fri 30/06/23				
2144	6 WCS - Stage 3 Initial informal report/workshop on early findings and overview	Wed 01/09/21	Thu 30/09/21	Lois Bowser	0%		
2143	WCS - Stage 2 Iterative assessment based on emerging spatial strategy with policy assessment	Mon 02/08/21	Tue 01/02/22	Lois Bowser	10%		
2201	Larger Sites	Wed 30/09/20	Tue 10/12/24	Luke Mills			
992	2 Arrange first formal meetings with landowners/promoters/developers	Mon 23/08/21	Thu 30/09/21	Hayley Coles	50%		
2239	4 Secure signed MOU	Wed 25/08/21	Tue 30/11/21	Simon Payne	0%		
2204	5 Review Emerging strategy in light of provisions in NP's	Thu 01/07/21	Wed 01/12/21	Stephen Miles	0%		
639	7 Review Strategic Sites at risk Planning Policy and DM liaise closely on significant speculative planning applications	Wed 30/09/20	Tue 10/12/24	Roger Harborough	0%		
2206	Larger Site - Saffron Walden East	Mon 02/08/21	Fri 09/06/23	Luke Mills, Jack Bennett			
2205	1 Establish Strategy Stakeholder Board	Mon 09/08/21	Wed 15/09/21	Luke Mills	0%		Luke to hold meeting with JB to finalise actions for next 6 months w/c 06.09
2207	2 Masterplanners to review capacity of SW East	Mon 02/08/21	Thu 30/09/21	Jack Bennett	0%		
635	Management	Wed 01/07/20	Wed 01/05/24				
1630	9 Engage in discussions on devolution and respond to White Paper when published	Wed 30/09/20	Wed 01/05/24	Chief Exec.	20%		on going

636	Review proposed changes to national planning system and make representations as required	Wed 30/09/20	Wed 01/05/24	Stephen Miles	75%		
620	Preferred Options Prep Work	Thu 24/08/17	Fri 27/09/24	Stephen Miles			
617	Issues and Options Prep Work	Thu 01/07/21	31.12.21	Stephen Miles	20%		
1616	Schedule and manage monthly evidence base and strategic site coordination meeting	Thu 01/07/21	Thu 30/12/21	Hayley Richardson,Simon Payne			coordinate with LM and canvass dates.
2190	3 - Local Plan Evidence Base Coordination meeting	Thu 26/08/21	Thu 30/09/21	Hayley Richardson,Simon Payne	80%		
1003	Strategic Infrastructure Delivery Group	Thu 15/10/20	Wed 28/09/22				
2199	11 SIDG presentation on Energy	Mon 23/08/21	Thu 30/10/21	Lois Bowser	30%		for SIDG in October
2227	12 SIDG presentation report on IDP + POST and Water Cycle Strategy	Mon 23/08/21	Wed 08/09/21	Lois Bowser	0%		
1245	Strategic Land Availability Assessment SLAA	Mon 03/08/20	Mon 19/10/26				
1300	10 First review of 299 sites against POST	Mon 09/08/21	Fri 17/09/21	Luke Mills	15%		All sites been allocated to officers, spreadsheet in SharePoint.
2232	11 First Sieve - Reasonable Alternative Workshop Officers + IDP Energy and SA Consultants	Mon 23/08/21	Fri 17/09/21	Luke Mills	50%		Workshop by AECOM with Officers and Key Consultants. 13th or 17th Sept. Date tbc
2223	12 Final Sieve - Reasonable Alternatives	Mon 23/08/21	Thu 30/09/21	Luke Mills	0%		To identify upto 5 spatial strategy options AECOM and Tetra Tech and other key consultants to test
1559	Finalise Site Assessments - Site Topic Paper to Inform LP	Mon 09/08/21	Tue 30/11/21	Luke Mills	10%		suggest this is a technical doc to go with Reg 18 plan to LPLG in Jan '22
2187	Analysis of housing requirement	Tue 04/08/20	Mon 30/12/24	Stephen Miles	12%		
985	Training	Wed 30/09/20	Fri 11/10/24				
948	Ensure Team Members have appropriate and timely training following skills audit	Wed 30/09/20	Fri 11/10/24	Stephen Miles	30%		Officers receiving training on Objective and Zoom Webinar

XXXXX LETTERHEAD TO BE ADDED XXXX

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

XX September 2021

Our ref: Please ask for Simon Payne on 07789 816405

email: spayne@uttlesford.gov.uk

Dear Ms Lewis,

Uttlesford Local Plan Update

I refer to my previous letters when I provided updates on progress by the Council to prepare a new local plan. This letter deals with the position up to the end of Quarter 2 of the current financial year.

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

The 'Call for Sites' exercise was completed earlier in the summer and we are now assessing nearly 300 development sites along with other possible locations for growth. Next month we intend to publish the factual aspects of the assessment so that developers, promoters, landowners, parish and town councils can all comment on our conclusions. In addition, the following progress has been made:

- Sixteen consultant studies are now under way to prepare the evidence base that will support the local plan. Work includes the Sustainability Appraisal, Infrastructure Delivery Plan and Water Cycle Studies with interim findings being reported to members;
- Officers and key consultants have initiated work on preparing Reasonable Alternatives and these options are due to be reported to members this autumn;
- The Cabinet of the Council has agreed a draft vision and objectives for the new local plan; guidance has also been given on housing numbers, and a Preliminary Outline Strategy;
- A Strategic Infrastructure Delivery Group, comprising senior councillors from the district and the county council, has met six times and received presentations from leading practitioners on climate change, rural issues, strategic transport, infrastructure and water cycle issues;
- Workshops were held in July with all the town and parish councils invited to discuss the local plan process and also to encourage the identification of sites to meet local housing need;
- Duty to Co-operate meetings continue with a range of stakeholders including Greater Cambridge and East Hertfordshire.
- The Cabinet of the Council has agreed an approach to a Collaboration Partnership between the Council, developers, promoters, builders and landowners of the larger development

sites and 'without prejudice' discussions have started with sixteen of the largest sites, or clusters of sites, to seek to formalise those arrangements for proposals that are included in the new local plan.

The Council is actively managing the Local Plan timetable. There are two issues that may affect the timetable going forward. The first relates to more time to allow members to review the evidence base for the Regulation 18 Draft of the Plan. The second issue is the need for additional transport modelling and further consideration is currently being given to the timing of this work. Wherever possible the Council will seek to contain these changes within the overall programme that seeks to submit the draft plan for examination by September 2023.

In my last letter to you, I reported on the work of our Community Stakeholder Forum during the Issues and Options Stage and I delighted to tell you that the project is a Finalist in 2021 Regional Royal Town Planning Institute Awards as one of the best examples of planning in the East of England Region.

The Scrutiny Committee of the District Council continues to monitor progress on the local plan through regular updates on the Risk Register and Project Plan. I expect to send you the next update before the end December 2021.

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

Yours sincerely,

Stephen Miles.....

Agenda Item 4

Committee: Local Plan Scrutiny

Date: 16/09/21

Title: Regulation 18 Local Plan Governance

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

Report Author: Simon Payne, Local Plan Project Manager
01799 510465

Key decision: No

Summary

1. This report sets out proposed arrangements for reporting the draft Regulation 18 Local Plan to members for formal consideration.

Recommendations

2. To support the proposed member governance arrangements for formal consideration of the draft Regulation 18 Local Plan in accordance with the details in the foregoing report.

Financial Implications

3. The preparation of the local plan described in this report is provided for in the approved local plan budget of the Council.

Background Papers

4. Local Development Scheme approved by the Cabinet on 20 October 2020
https://www.uttlesford.gov.uk/media/10546/Local-Development-Scheme-2020/pdf/Local_Development_Scheme_2020_final.pdf?m=637400862103970000.

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	Linked directly to the local plan.
Ward-specific impacts	Indirect link to all wards in conjunction with the emerging local plan,
Workforce/Workplace	No impact

Situation

6. The approved Uttlesford Local Development Scheme provides for member consideration of the Regulation 18 draft local plan in early 2022 with formal public consultation of this version of the draft local plan during March and April 2022.
7. There are three procedural steps prior to formal public consultation. Firstly consideration of the draft local plan and evidence base by the Local Plan Leadership Group (LPLG), then Cabinet and finally a decision by Full Council.
8. The extent of the content and supporting evidence base is considerable and there is a programme of reports scheduled to go to LPLG between September and December 2021 relating to eleven separate commissioned studies. Reports are also being provided on certain topics to the Strategic Infrastructure Delivery Group during that period.
9. This report considers the material that will comprise the Regulation 18 draft local plan and the final batch of commissioned studies that will need to be considered alongside the draft plan. The report will set out an approach to ensure members have sufficient time to absorb, examine and evaluate the information.

Reasonable Alternatives for the Spatial Strategy

10. A key stage in the preparation of the draft local plan will be the generation of several reasonable alternative spatial strategies that can then be evaluated against the draft vision and objectives for the emerging plan. It is proposed that an additional meeting of LPLG is arranged in the Autumn 2021 to review the alternatives generated by officers and consultants before the evaluation takes place.

Proposed Series of Member Briefings

11. The material that will need to be considered in conjunction with the draft plan comprises:
 - a. Full version of the Draft Local Plan with all proposed policies and explanatory text
 - b. Full set of Proposals Maps showing all proposed allocations
 - c. Set of Topic Papers summarising the key elements of the draft plan
 - d. Sustainability Appraisal: Final Regulation 18 Report

- e. Equalities Impact Assessment: Regulation 18 Plan
 - f. Infrastructure Delivery Plan: Final Regulation 18 Report
 - g. Transport Study: Final Regulation 18 Report
 - h. Collaboration Partnership Statement on larger Proposed Sites
12. It is proposed that a series of specific member briefings are arranged early in 2022 and prior to the formal meetings of LPLG, Cabinet and also Full Council when the draft local plan is to be considered. The purpose of these briefings will be to allow members to receive a presentation about the findings and proposals and to ask questions in preparation for the debate and discussion which will take place in the formal meetings. In order to manage the work effectively it is suggested that there are four briefings, each of one and a half hours' duration, based on the content set out in paragraph 9 above which will be organised into subject matters/topics.
13. In addition to these briefings it is recommended that a LPLG Member Site Visit day is arranged and this will be an opportunity for members to visit the larger sites that are proposed for inclusion in the local plan. These visits will also be arranged for early in 2022.

Conclusions

14. It is considered that these additional member briefings and meetings are an important improvement to the process. There will be an implication for the local plan timetable with the preparation time for the draft Regulation Local Plan being extended by up to eight weeks however it is not anticipated that the projected Summer 2023 submission date for the local plan would be delayed as a result of these changes.

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
Members are not sufficiently briefed on the content of the Regulation 18 Draft Local Plan and that effective decision making does not take place.	2 - Medium risk given that LPLG have a programme of study reports to be received prior to the draft plan report.	3 - The impact would be high given that the Council is committed create a sound local plan	A programme of member briefings and a Site Visit Day.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Committee: Scrutiny

Date: 16/09/21

Title: New Communities Collaboration Partnership

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

Report Author: Roger Harborough, Director of Public Services
01799 510457

Key decision: No

Summary

1. This report describes the proposed Partnership Approach to creating new communities as part of preparing the new local plan for the district.

Recommendations

2. To note the proposed New Communities Collaboration Partnership approach set out in Appendix 1 for any larger development sites in the forthcoming new local plan.

Financial Implications

3. The preparation of the Partnership approach described in this report is provided for in the approved local plan budget of the Council.

Background Papers

4. The report refers to a proposed Memorandum of Understanding and a copy of a Model document is included in appendices reported to Cabinet on 2 September 2021 that can be viewed at
<https://uttlesford.moderngov.co.uk/documents/s24867/Appendix%20%20Model%20NCCP%20MOU.pdf>
<https://uttlesford.moderngov.co.uk/documents/s24953/Item%2015%20-%20Additional%20clause%20to%20the%20MoU%20Appendix%202.pdf>

Impact

Communication/Consultation	No impact to date. The Partnership approach will be subject to discussion with landowners, developers and promoters of development sites
Community Safety	No impact
Equalities	No impact

Health and Safety	No impact
Human Rights/Legal Implications	No impact
Sustainability	Linked directly to the local plan.
Ward-specific impacts	Indirect link to all wards in conjunction with the emerging local plan,
Workforce/Workplace	No impact

Situation

5. Work is progressing on the preparation of the new local plan with the intention of reporting a first draft (Regulation 18) version of the document to Cabinet and Council early in 2022. The first draft will then be subject to formal consultation in Spring 2022.
6. As part of work to prepare the local plan, officers are carrying out technical assessments of 299 sites that have been proposed for development. A number of these sites, or clusters of these sites, involve larger scale development that would be delivered over 30 or more years. A partnership approach between the Council and those delivering the development is intended to ensure that the Council's objectives on matters such as net zero carbon, community involvement and long term stewardship are fully met over this longer time span.
7. On 2 September the Cabinet supported the partnership approach described in Appendix 1 to apply to any larger scale development proposals that come forward as part of the local plan process. The first stage in the process will be a Memorandum of Understanding (MOU) to be signed between the Council and the landowner, promoter or developer in advance of the preparation of the first draft of the local plan and is consequently without prejudice to the decision by the Council on any particular site. If a site is not chosen by the Council then the signed MOU will have no further effect.

Risk Analysis

8.

Risk	Likelihood	Impact	Mitigating actions
The proposed new communities are not delivered in line with the Council's objectives	3 - Medium risk given that the principles represent best practice.	3 - The impact would be high given that the Council is committed to create new Communities	Establishment of an effective partnership strategy. In default, consideration might be given to the use of Locally Led Development

		that are net zero carbon neutral, accord with the TCPA Garden City principles and are co-designed with local communities	Corporations.
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Uttlesford District Council

Overview Paper

Proposed New Communities Collaboration Partnership

Summary

1. This paper outlines the justification for a New Communities Collaboration Partnership (NCCP) on each of the larger developments¹ proposed in the new Local Plan.
2. The paper demonstrates that a NCCP is required in order to ensure, over the longer term, that new communities within Uttlesford are co-designed with communities and brought forward in a timely way in line with Town and Country Planning Association (TCPA) garden city principles.

The Purpose of NCCP

3. The Council recognises that larger scale developments require a proactive aspirational approach by public agencies, close collaboration between all three tiers of local council, the community and the landowners, promoters, developers and builders. In some cases the development will take place over more than one plan period. There needs to be a sound and inclusive approach to involve, not only existing residents, but also future residents in all the aspects of placemaking for the benefit of the whole community in perpetuity.
4. The Partnership approach will benefit all participants. The local Councils will be better able to secure their objectives. For the landowners, promoters, developers and builders then the approach will provide more certainty, speed up procedural steps, facilitate community and stakeholder engagement, ensure that resources are applied to delivery, improve co-ordination and potentially secure additional funding and investment. In the latter stages of the process the Partnership will be able to act as a significant advocate and voice for the new development.
5. A draft vision for the Uttlesford Local Plan is set out in Appendix A. In particular the Council is seeking the following commitments:
 - **Community Participation:** Ensuring that both the existing, and future, communities affected by the new development are engaged through the principle of co-design and shared governance models. The local community will play a major role in helping to masterplan the new places.
 - **Quality Placemaking & Climate Change:** Net zero carbon development, protection and enhancement of rich natural and historic heritage, support for a diverse, resilient and thriving sustainable economy, homes linked to jobs, high quality of design and a focus on sustainable construction, materials and travel.

- **Stewardship:** Ensuring that the long term custodianship of community assets is planned from the outset and that adequate resourcing arrangements for maintaining and managing the assets are established in advance.
- **Programme and Specification:** The establishment of an agreed programme for all development and that appropriate infrastructure of a required standard is planned and funded for the right time, and of the right quality.
- **Delivery:** Being confident and realistic about the timing of delivery of the new development and the funding of all necessary infrastructure.
- **Evolving Best Practice:** Delivering new communities that are not simply "best in class" at the date permitted, but throughout their development and lifetime.

The Main Components of NCCP

6. A New Communities Collaboration Partnership is an approach that comprises several elements that, over time, bind the parties increasingly closely to ensure that shared objectives are met in creating a successful new community. The shared objectives are based on the Town and Country Association Garden City Principles (Appendix B) and the Local Plan as finally adopted. Different parties may sign different Agreements (as detailed below) according to the purpose of the specific Agreement but all will, together, form the portfolio of documents that comprise the Partnership.
7. The parties may vary accordingly to the purpose of the Agreement but will invariably include one or more Council and one or more landowner, promoter, developer and/or builder. Other public agencies or organisations could also be signatories. The whole process will be predicated on all parties acting in good faith, with transparency and whose key elements are as follows:
 - Memorandum of Understanding. There may be a need for the Model Agreement to be tailored to the specific delivery requirements of each site. This Agreement is normally signed by the District Council and the landowner, promoter, developer and/or builder but if appropriate the Council may liaise with neighbouring local authorities to be party to the Memorandum of Understanding where it will assist in reinforcing expectations as to delivery and/or collaboration on infrastructure delivery requirements. The Council will take a view on a site by site basis, whether both landowners and any appointed developer will need to be a party to the MOU. The MOU may also need to be tailored depending on the size of the Site promoted.
 - Statement of Common Ground (To be available at the Examination of the Local Plan) This Agreement is normally signed by the County and District Councils together with the landowner, promoter, developer and/or builder.

- Planning Performance Agreement. This Agreement is normally signed by the County and District Councils together with the applicant.
 - Pre Section 106/Planning Obligation Agreement/Framework. This Agreement is normally signed by the County and District Councils together with the landowner, promoter, developer and/or builder. This agreement may be appropriate where sites promoted for development are held in multiple ownerships.
 - Section 106/Planning Obligation Agreement. This Agreement is normally signed by the County and District Councils together with the landowner, promoter, developer and/or builder.
 - Other Legal Agreements. These Agreements may be between the landowner, promoter, developer and/or builder and any of the three tiers of Councils.
8. Each of these elements will vary according to the needs of the new community, it will support, the complexity of the issues involved and the extent of the collaboration required. The approach may be adapted to accommodate the establishment of a Locally Led New Town Development Corporation if this is deemed to be the most appropriate mechanism to deliver the shared objectives.

Simon Payne
Uttlesford Local Plan Project Manager
23 August 2021

NOTES

1. For the purposes of this paper 'larger development' is defined as proposed development on one site, of a cluster of sites within a locality, that will typically include over 1,500 new homes.

APPENDIX A

LOCAL PLAN DRAFT VISION FOR UTTLESFORD

1. Our vision reflects the ambition required to achieve net-zero carbon status by 2030 and to protect and enhance Uttlesford's rich natural environment and built heritage.
2. Residents will know their views have been listened to and will have the opportunity to influence decision making. Town and Parish councils will play an increasing role in this. Local people will be involved in making Uttlesford 'the best place to live, work and play'.

Uttlesford will embrace the changes required to be net zero carbon, enabling us to live, work and play within the limits of the environment whilst protecting our natural environment

3. The essential landscape value of Uttlesford's countryside will be enhanced promoting biodiversity and increased woodland, contributing to the region's prosperous rural and agricultural economy. The rivers and watercourses of Uttlesford will be protected and enhanced, and together with green infrastructure, contribute to a network of blue and green corridors for the benefit of wildlife and people. Hatfield Forest will be part of this network, however it will also be protected from overuse. Access to the countryside for recreation and tourism will be promoted in a managed way, supporting agricultural diversification, the creation of jobs and the healthy lifestyles of residents and visitors alike. The network of footpaths, safe cycle routes and bridleways will be expanded and improved resulting in Uttlesford residents having the highest levels of active travel and health in Essex.

Uttlesford's rich natural and historical heritage will be protected and enhanced, for the health and enjoyment of people now and in the future

4. Uttlesford will be known for its beautiful rolling countryside, its market towns and villages with a rich heritage, and a strong cultural offer and economy that operates at a local, national and international scale. The needs of local people, as well as generations after will be met and the people of the district will be healthier, happier and able to meet most of their day-to-day needs locally within a community that is good for their health and wellbeing.

Uttlesford will have a diverse, resilient and thriving sustainable economy

5. Uttlesford will have a diverse range of businesses and a tourism offer which supports the attractive towns and villages acting as employment and service centres for the surrounding rural hinterland. The district will work with its partners to ensure business growth will be ambitious, innovative, future focussed and benefit the whole district. Small businesses, creative start-ups and a growing number of people working from home will be positively supported. The

local benefits of Stansted Airport will be maximised, while its environmental impacts are managed and minimised. Links to other sources of prosperity will also benefit the district. The north of the district will benefit from appropriate improved links into the high-skilled 'Cambridge phenomenon', supporting high-value job growth at Chesterford Research Park and elsewhere. The south of the district will benefit from appropriate improved links to Harlow, Chelmsford, Bishop's Stortford and Braintree.

6. The market towns of the district will have sustainable, viable and vibrant town centres with a diverse range of stores and other facilities to attract people to shop and visit. Villages with smaller centres will meet the day-to-day needs of their local catchments.

New development will link homes with jobs, be of high quality design and focus on sustainable construction, materials and travel

7. New development will be focussed on providing the right homes and employment in the right place, in line with policies, to address the challenge of climate change, to strengthen communities and provide greater opportunities to live and work locally.
8. How people travel through and around the district will have changed, and the use of public transport and active travel as an alternative to the car will be far greater than it is today. The necessary infrastructure to support this change will be delivered in a timely manner. The district will support car use shifting to zero tailpipe emission vehicles by providing appropriate infrastructure. Furthermore, the level of commuting will be addressed to reduce the need to travel and address congestion and climate change.
9. High quality design will protect and enhance the intrinsic character and built heritage of Uttlesford's towns, villages, and the wider environment will be balanced with the benefits of proportionate development to provide affordable housing, local jobs or additional community facilities. The quality of new development will be high, and supported by appropriate design guidance, agreed with local communities.
10. New buildings will be designed to low energy standards and renewable energy generation will meet the district's needs.

APPENDIX B

GARDEN CITY PRINCIPLES

On 30 April 2020, when Full Council resolved to prepare a new Local Plan, the Council 'committed to holistically planned new developments which enhance the natural environment, provide timely and necessary physical and social infrastructure, and offer high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. This will involve implementing the Town and Country Planning Association's Garden City Principles on all applicable developments, regardless of scale.' (Reference: 2(f) in the adopted recommendation to Full Council 30.4.20)

The Garden City Principles are an indivisible and interlocking framework for their delivery, and include:

- Land value capture for the benefit of the community.
- Strong vision, leadership and community engagement.
- Community ownership of land and long-term stewardship of assets.
- Mixed-tenure homes and housing types that are genuinely affordable.
- A wide range of local jobs in the Garden Community within easy commuting distance of homes.
- Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy communities, and including opportunities to grow food.
- Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, and that uses zero-carbon and energy-positive technology to ensure climate resilience.
- Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods.
- Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport.