



Public Document Pack

Uttlesford District Council

Chief Executive: Peter Holt

Scrutiny Committee

Date: Thursday, 16th December, 2021

Time: 7.00 pm

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

Chairman: 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 and R Pavitt

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to committee@uttlesford.gov.uk

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 - 8

To consider the minutes of the previous meeting.

3 Local Plan Quarter 3 Project Management Report 9 - 32

To consider the Local Plan Quarter 3 Project Management Report.

4 Climate Change Action Plan (referred from the Scrutiny Committee meeting held on 23 November 2021) 33 - 73

To consider the revised Climate Change Action Plan.

MEETINGS AND THE PUBLIC

In light of the High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings returned to in-person and have been held on-site since 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.

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.

Members of the public are permitted to speak at this meeting and will be encouraged to do so via the video conferencing platform Zoom. 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.

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Agenda Item 2

SCRUTINY COMMITTEE (LOCAL PLAN) held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on THURSDAY, 16 SEPTEMBER 2021 at 7.00 pm

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

Officers in attendance: C Edwards (Democratic Services Officer), R Harborough (Director - Public Services), S Miles (Local Plan and New Communities Manager) and S Payne (Local Plan Project Manager)

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

SC18 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

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

SC19 MINUTES OF THE PREVIOUS MEETING

The minutes of the Scrutiny Committee (Local Plan) meeting held on 23 June 2021 were approved.

SC20 PUBLIC SPEAKERS

Councillor Pavitt said that he had undertaken a Water Survey in response to an urgent need to better understand the water supply and related issues in the district. This had initially been suggested by Councillor Criscione as a Task and Finish Group for the Committee. Councillor Pavitt said that new houses were being built but the sewage infrastructure had not been upgraded for 30 to 40 years and problems were arising, for example sewage flooding into the rivers. He said there was a need to review the processes and mitigate these impacts by ensuring that future planning applications were properly and appropriately conditioned. He recommended that the Committee asked Officers to take the draft from the Task and Finish Group and submit a reworked document to the Committee next month.

The Committee thanked Councillor Pavitt for his work and supported the Water Survey and his recommendation. Councillor Evans agreed and said that the last Strategic Infrastructure Delivery Group (SIDG) meeting had covered water related matters but unfortunately Councillor Pavitt had not been free to attend.

The Chair read out a statement from Mr Ketteridge, who asked that the 16 larger sites that were being considered through the call to sites, within the Local Plan, were named. He said it was important for transparency to have the involvement of the Town and Parish Council's at an early stage.

Councillor Evans said that these would be identified shortly but it was not possible to make them known at this stage.

The Local Plan and New Communities Manager said that a report would be taken to the Local Plan Leadership Group (LPLG) meeting in the next couple of weeks.

The Chair said that the sites needed to be named and that it was undemocratic to be having discussions without the knowledge of residents and Town and Parish Councils.

Councillor Sell agreed and said that Parishes were required to sign a confidentiality agreement and therefore there could be no issue. He said there was a lot of concern within the community and residents had a right to know which sites were potentially being considered.

The Local Plan and New Communities Manager understood the concerns expressed but said that no decisions had been taken on sites they were working with developers on a without prejudice basis to the assessment of sites, and he said that not all sites would make it to the next stage.

In response to a question from Councillor Sell about when sites would be finalised, the Local Plan and New Communities Manager said that there was a defined process and a potential site selection would be produced for the November LPLG meeting. The final sites would not be known until the draft Local Plan was decided upon early in the New Year.

The Chair said he was disappointed with the lack of transparency he said the disclosure of the sites should include early discussions with developers but needed to also involve local residents.

Councillor Evans said that democratic input would be provided at the LPLG meeting and would be apparent after the technical consultation in October. He said this was an early opportunity to speak to developers and landowners and for them to understand what the Council expected from them. This would then be brought together in a coordinated way to the LPLG.

Councillor Isham said that the local community needed to be part of the discussion and included in the technical consultation.

The Chair said there was no doubt of the view of the Committee, he looked forward to the paper going to LPLG later this month.

The Local Plan Project Manager gave an overview of the report and highlighted the following: -

- There were 8 changes to the risk register on pages 12 to 14, he said that a new Senior Planner was now in post.
- There was pressure to evaluate all the 299 sites, but this would not affect the overall timetable.
- Page 15 showed the workplan which had no red related tasks although the number of tasks had increased to 559.
- The workstream status on page 16 showed significant progress and a draft vision and overall methodology.
- The live tasks on pages 17 to 21 were there for Members information.
- The draft letter to MHCLG on pages 22 to 23 set out the progress to date.

Councillor Le Count asked if there was enough resource available to evaluate each of the 299 sites within the timeframe. The Local Plan Project Manager said that the consultants were looking at the factual evaluation in parallel with the Officer's own assessments. These would then published in October to be shared with the Town and Parish Councils and Developers, he said that they would be able to keep to the timetable.

In response to questions from Councillor LeCount, Councillor Evans said that although the net zero carbon status was ambitious, it would be achieved through the policies within the Local Plan and advice from Consultants on best practice. This would then be reiterated continuously throughout the Local Plan process. The developers in the process would also need to pay attention to green issues and it would adversely affect their application if they did not. There would also be discussions with the Planning Development team, who would ultimately use these policies to direct developers to achieve net zero carbon status. The timescales were included in the Local Plan.

Further to a question from Councillor Sell the Director of Public Services said that the review of Planning Development and the resignation of the Assistant Director – Planning would not impact on the Local Plan timetable.

In response to a question from Councillor Sell, the Director of Public Services said there should be a very clear policy on affordable housing however there must always be discretion and scope for other material considerations that might justify a change to the policy. He agreed with Councillor Isham that any departure from the policy must clearly document what other considerations were made.

The Chair summarised the discussion, he said it was a superb and clear document, which showed that the process was under rigorous control. He asked that all the stakeholders be listed under bullet point 6 of the letter.

The Committee unanimously approved the report and the letter.

SC22 REGULATION 18 LOCAL PLAN GOVERNANCE

The Local Plan Project Manager said that the supplementary 'Preferred Options Timetable' aimed to make the report clearer. There were two proposed changes which would take more time but this would be made up later in the process. The first was to have an additional LPLG meeting in November to receive the report and set out the reasonable alternatives in order to meet the Council's objectives. In February there would be four extra briefing sessions and a site visit day for the larger sites for the LPLG members to make sure that they were properly informed.

The Committee agreed unanimously with the report.

SC23 NEW COMMUNITIES COLLABORATION PARTNERSHIP

The Local Plan Project Manager explained the report's objectives and described the proposed partnership approach for larger developments in the Local Plan. He asked for Member's feedback.

Councillor Sell said that this was the third attempt by the Council to deliver a Local Plan, he said it would inevitably upset some people. He said it was crucial that the Council could demonstrate that it was evidence led. He was encouraged by the report and had no issues.

Councillor Isham said that good progress had been made. He asked if there could be a reference document, providing examples and a guide for best practice, quality and great design which would also act as a checklist for the future. He said this was an opportunity for the Council to be a beacon of good quality and lasting affordable housing.

Councillor LeCount said he was still concerned about the target for net zero carbon and would like some more detail.

The Local Plan Project Manager said there was a parallel workstream which was considering examples of high quality design. He said it was the intention that this process was aspirational and encouraged good development in the district.

The Chair said he supported the approach he said it was a good document that brought together all aspects in a coherent whole. He asked if the role of the Town and Parish Councils could be made clearer as there was a great deal of knowledge and experience of the local area available.

The Local Plan Project Manager said that the Community Stakeholder Forums gave residents a proactive role in the process.

Councillor Evans said this flowed from the previous Local Plan and discussions with developers through the statement of common grounds.

The Committee accepted the report unanimously.

The meeting ended at 8.33pm.

Committee: Local Plan Scrutiny

Date:

Title: Local Plan Project Management – Quarter 3

Thursday, 16
December 2021

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

Report Author: Simon Payne, Local Plan Project Manager
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Summary

1. This report provides an update report on risks and project management for the local plan during Quarter 3 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 Department of Levelling Up, Housing and Communities for Quarter 3 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 Government in accordance with a Full Council resolution. This report provides an update for Quarter 3 in accordance with the agreed arrangements and seeks any comments to the proposed Department for Levelling Up, Housing and Communities (DLUHC) update.

Risk Register Update

- The latest version of the Risk Register is attached as Appendix 1.
- There are nine changes since the last report to committee. One significant risk relates to the funding of the local plan (ID ref 1) in future years given Council budget pressures. Two significant risks relate to staffing (ID refs 2 and 17), a senior planner has been appointed in the local plans section and this has created a vacancy which is being covered by an interim appointment whilst recruitment takes place.
- A risk associated with the plan not being completed on time (ID ref 8) has been amended to take account of the retiming of the Regulation 18 Local Plan to allow time for a LPLG workshop. This retiming was reported to the committee in September and it is not proposed to impact on the overall timescale for the plan. One risk related to corporate matters (ID ref 20) has been reduced following the appointment of the Chief Executive and Interim Director of Planning. Local plan officers have extensively briefed these senior officers on the emerging plan. A key deadline is also the need to brief consultants on the development options (ID ref 37 and 38) that will need to be evaluated and these risks have been elevated given the need to complete the briefing before Christmas.
- Two new risks have been added in (ID refs 42 – 43). The first relates to the process of negotiations with the owners and promoters of larger development sites becoming too complex and consideration is being given to streamline this process. The second is more related to the governance stages of the plan and the primacy of making decisions on the basis of the evidence base.

11. Two additional risks have now been closed, one related to procurement processes (ID ref 35) and one related to the completion of the site assessment work (ID ref 40).

Project Plan Update

12. The format of the update follows the approach agreed at the October 2020 Scrutiny Committee which is in three parts, the overview 'Dashboard', the 'Workstream Status' and an extract from the live Project Plan.

Workplan Dashboard

13. 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 September. In comparison with last quarter the total number of live tasks has increased from 559 to 831. 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 34 'Amber' rated tasks that require prompt action. Details of all the tasks are summarised in the following sections.

Workstream Status

14. 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 continues to be made. Leadership Group are receiving a steady stream of reports on the evidence base. Officers have completed all the site assessment work and the technical part of this work has been subject to consultation with Parish and Town Councils, ward members and the landowners and promoters of the sites.
15. There are two main areas of risk at this point. The first is the preparation of development options for the consultants to evaluate and a workshop with the Leadership Group on 9 December will help inform the officer work to brief the consultants. The second main risk is the completion and co-ordination of the consultants work between now and March 2022 to inform the preparation of the preferred strategy which will be considered by Leadership Group, Cabinet and Full Council as part of the Regulation 18 Local Plan.

Project Plan Live Tasks

16. This document is shown in Appendix 4, and is an extract from the live database in Microsoft Project for Quarter 3. 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

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

Conclusions

18. The current progress on the local plan is in accordance with the revised timetable agreed with the Scrutiny Committee on 16 September 2021 with the local plan being ready for submission to the Planning Inspectorate in August 2023 as set out in the approved Local Development Scheme. The actions identified in the Risk Register and Project Plan are being actively undertaken.

Risk Analysis

19.

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.

LOCAL PLAN RISK REGISTER OFFICER NAME - SIMON PAYNE JOB TITLE - PROJECT MANAGER DATE OF LATEST REVISION - 06.12.21													
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	OFFICER			DATE
1	24.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan, approved budget and successful bids for external funding.	3	5	15	Tracey Coleman	open	Changed Risk - The risk has increased in the light of Council budget pressures.	
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	Tracey Coleman	open	New Comment - Senior Planner post has now been filled. This has created another vacancy within the team which is subject to recruitment. In the meantime interim cover has been put in place.	
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	Tracey Coleman	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	5	5	15	Simon Payne	open	Changed Risk - The timing of the Regulation 18 consultation has been revised to allow workshop on Development Options although the overall timetable remains as set out in the Local Development Scheme.	
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	Tracey Coleman	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	Tracey Coleman	open	Need to keep under careful review, revised proposals from new SoS of DLUHC	



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	Peter Holt	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	Tracey Coleman	Open	New Comment - Senior Planner post has now been filled. This has created another vacancy within the team which is subject to recruitment. In the meantime interim cover has been put in place.	
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	2	5	10	Tracey Coleman	Open	Changed Risk - Appointment of Interim Director of Planning and new Chief Executive means that this risk has reduced.	
21	07.09.20	Lack of political consensus	4	5	20	Establish LPLG with regular briefings and engagement with members	3	5	15	Tracey Coleman	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	Tracey Coleman	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	Follow 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		


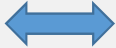




32	25.11.20	Community Stakeholder Forum fails to make an effective contribution to the Issues and Options stage	4	5	20	Balanced membership of panel, clear operating rules and effective communications to encourage public participation with proactive support from all elected members.	2	5	10	Stephen Miles	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		
35	07.04.21	Failure to procure consultancy work to achieve evidence base work on time	4	5	20	Effective procurement process es and programmes	1	5	5	Simon Payne	Closed		06.12.21
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	Tracey Coleman	Open		
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	5	4	20	Simon Payne	Open	Changed Risk - The preparation of the Regulation 18 plan is dependant upon the development options being made available to consultants before Christmas.	
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.	4	5	20	Ben Kennedy	Open	Changed Risk - The preparation of the Regulation 18 plan is dependant upon the development options being made available to consultants before Christmas.	
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		
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	Closed		06.12.21
41	13.09.21	Delays to Local Plan due to Officer time directed to new initiatives.	2	4	8	Management of expectations and work project around pressure for new policy initiatives	1	4	4	Simon Payne	open		
42	16.11.21	Negotiations with Promotors of larger development sites becomes complex and time consuming.	3	3	9	Management of process to minimise complexity and need for negotiations.	2	3	6	Simon Payne	open	New Risk	
43	19.11.21	Plan is found to be unsound because choice of proposed site not supported by the evidence base	4	5	20	Robust evidence base driving the selection of proposed sites.	2	5	10	Stephen Miles	open	New Risk	

Local Plan Workplan Dashboard - (06.12.21)

Period Q3 01.10.21 – 31.12.21

TOTAL TASKS TO DATE	
831	TOTAL TASKS

BREAKDOWN IN STATUS		
636	TOTAL COMPLETED (from commencement of project to date of report)	
55	TOTAL STARTED (in period)	
140	TOTAL NOT STARTED (in period)	

RAG STATUS OF ALL WORK TASKS*completed tasks do not show in RAG rating		
	0	
	34	
	161	

DATE OF UPDATE: 06/12/21
LOCAL PLAN WORKSTREAM STATUS PERIOD:
QUARTER 3
01.10.21 - 31.12.21

RAG Status		AMBER
Reasons	Actions	Date
A vacant senior planning post needs to be filled following the appointment of Joanna Hill.	Follow through recruitment processes.	19.11.21 - 30.03.22
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. Lead officers in close contact with consultants.	06.09.21 - 31.03.22
Transport Modelling adjusted to include VISUM work for the regulation 19 version of the Local Plan. Tight timescale for transport study input into Reg 18 plan	Reviewing work required through to end of March 2022.	13.10.21 - 30.08.22
Reasonable Alternatives to develop options.	Work underway by officers.	01.10.21 - 30.12.21
Required Decisions		
Description	Expected by	Due Date
Support for Emerging Development Options	LPLG	09.12.21
Receive consultants studies to support the Local Plan evidence	LPLG	28.02.22

Executive Summary

All 17 Consultants have now been appointed and LP Officers are in active engagement 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.

299 sites identified through the call for sites process have now been assessed by officers. The assessments were published for comment by the Parish and Town Councils, Ward members and Promoters with a deadline of 29.11.21 and this information is currently being reviewed.

Officers have met the Landowners and Promoters of all 16 larger sites/clusters of sites and consideration is now being given to the next steps in the process.

The next major stage in the Reg 18 work is the identification of the development options. Four Officer workshops have taken place with the SA consultants (AECOM) and a further one is planned. A workshop is taking place with LPLG on 09.12.21 to discuss the emerging development options, which will need to be evaluated further.

Staff changes continue to be a significant factor. Briefings have taken place for the new Chief Executive and Interim Director of Planning. A Senior Planner role is currently subject to recruitment and an interim senior planner has commenced work to provide cover in the meantime. It is vital that all staff changes are related to the LP preparation are managed promptly and effectively given the demanding timescales and the current crucial stages of the process.

The next three months are crucial to the identification of the preferred strategy and the drafting of the Regulation 18 Local Plan. Work is commencing on drafting the policies and explanation of the plan as well as evaluating the alternative sites. The achievement of the timetable is dependant on the prompt completion of all this work.

Current Live Local Plan Tasks Q3 06.12.21							
Unique ID	Task Name	Start	Finish	Resource Names	% Complete	RAG Rating	Progress Notes
Unique ID	Task Name	Start	Finish	Resource Names	% Complete	RAG Rating	Progress Notes
	LP Project Plan	Thu 28/11/19	Tue 31/12/24		44%		
882	Background Research Work						
885	2 Land Value Capture	Mon 02/08/21	Thu 03/03/22	Stephen Miles	5%		Draft MOU highlights headings on larger sites. Viability consultants appointed.
1374	3 Programme of evidence base work	Fri 01/01/21	Fri 29/07/22	Stephen Miles	70%		2nd phase of procurement commencing
886	4 Delivery Mechanisms	Mon 02/08/21	Fri 30/12/22	Simon Payne	5%		Draft MOU identifies potential for LDVs
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%		Draft MOU identifies potential for Stewardship
2187	7 Analysis of housing requirement	Tue 04/08/20	Mon 30/12/24	Stephen Miles	12%		
2439	Board and Meeting Governance						
1537	1 Corporate Overview Board						
2195	11 - Corporate Overview Board	Thu 23/12/21	Fri 31/12/21	Simon Payne,Hayley Coles	0%		Papers being presented by TBC
2194	12 - Corporate Overview Board	Wed 24/11/21	Wed 22/12/21	Simon Payne,Hayley Coles	0%		
2196	12 - Corporate Overview Board	Mon 03/01/22	Tue 11/01/22	Simon Payne,Hayley Coles	0%		Papers being presented by TBC
2197	13 - Corporate Overview Board	Mon 17/01/22	Mon 24/01/22	Simon Payne,Hayley Coles	0%		Papers being presented by TBC
2198	14 - Corporate Overview Board	Mon 14/02/22	Wed 23/02/22	Simon Payne,Hayley Coles	0%		Papers being presented by TBC
1531	15 - Corporate Overview Board	Mon 14/03/22	Wed 23/03/22	Simon Payne,Hayley Coles	0%		Papers being presented by TBC
2386	2 Local Plan Leadership Group Governance						

2451	14 LPLG	Thu 23/12/21	Wed 19/01/22	Simon Payne,Stephen Miles	0%		
1263	14 LPLG	Mon 03/01/22	Mon 03/01/22	Simon Payne,Stephen Miles	0%		
2399	15 LPLG	Thu 23/12/21	Tue 28/12/21	Simon Payne,Stephen Miles	0%		Date TBC
1547	4 LP Scrutiny Committee						
2383	9 Scrutiny Committee	Mon 15/11/21	Thu 16/12/21	Simon Payne,Hayley Coles	0%		
1546	10 Scrutiny Committee	Mon 03/01/22	Mon 21/03/22	Simon Payne,Hayley Coles	0%		
1590	5 Cabinet Meetings						
2372	9 Cabinet	Wed 15/12/21	Tue 11/01/22	Stephen Miles	0%		
2373	10 Cabinet	Mon 17/01/22	Thu 10/02/22	Stephen Miles	0%		
1583	11 Cabinet	Tue 15/02/22	Tue 29/03/22	Stephen Miles	0%		
1616	7 Evidence Base and Strategic Site Coordination Meetings						
2191	6 - Local Plan Evidence Base Coordination meeting	Mon 29/11/21	Mon 03/01/22	Simon Payne,Hayley Coles	0%		
1334	8 Duty to Cooperate (generic)						
1267	4 Arrange Draft Local Plan discussion with all DtC partners	Mon 01/11/21	Thu 31/03/22	Jane Wormald,Stephen Miles	0%		Round Table Meeting to be arranged for Feb/Mar - Confirm with SM
1265	2 Arrange meeting with Transport Stakeholders	Thu 02/12/21	Mon 02/05/22	Ben Kennedy	10%		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	Mon 31/01/22	Hayley Coles	7%		
1619	5 Negotiate with Site Promoters on Infrastructure Contributions Stage 1	Tue 31/08/21	Fri 29/12/23	Stephen Miles	9%		Subject to confirmation of approach of areas of search
868	6 Negotiate with Site Promoters on Infrastructure Contributions Stage 2	Wed 01/12/21	Wed 31/07/24	Stephen Miles	0%		(Team) Subject to confirmation of allocation
1376	Evidence Base						
1349	Air Quality Technical Planning Guidance						

1350	Air Quality impacts on the AQMA	Mon 03/01/22	Fri 01/04/22	Demetria Macdonald,Stephen Miles	0%		following report to be published in 2022 see notes
1670	Biodiversity Strategy						
2246	7 LWS - Site Surveys Grassland and Woodland	Thu 01/07/21	Thu 30/06/22	Jane Wormald	0%		
2247	8 LWS - Site Surveys	Fri 01/07/22	Mon 01/08/22	Jane Wormald	0%		meeting with LB and CF to discuss study
2248	9 LWS - Review of Assessment Against Criteria	Tue 02/08/22	Tue 01/11/22	Jane Wormald	0%		
2249	10 LWS - Site Descriptions and Mapping	Wed 02/11/22	Thu 02/03/23	Jane Wormald	0%		
2127	11LWS - Draft Report	Fri 03/03/23	Fri 31/03/23	Jane Wormald	0%		
2135	12 LWS - Final Report	Mon 03/04/23	Fri 30/06/23	Jane Wormald	0%		
2134	13 LWS - Examination Support	Tue 30/04/24	Wed 31/07/24	Jane Wormald	0%		TBC
1762	Culture and Creative Arts Strategy (ACS)						
1631	3 ACS - Stage 1	Thu 02/09/21	Mon 28/02/22	Lois Bowser,Joanna Hill	20%		Consultants commenced study, 2 culture surveys live. Setting up workshops in the community and engaging with key stakeholders.
1602	4 ACS - Stage 2	Tue 01/03/22	Mon 07/03/22	Lois Bowser	0%		
1603	5 ACS - Stage 3	Tue 08/03/22	Thu 24/03/22	Lois Bowser	0%		To be reported to LPLG in November
1662	Education Capacity Study						
1339	Education Capacity	Tue 01/12/20	Mon 10/01/22	Lois Bowser	30%		Further discussion needed to finalise work needed and contribution form County LB to update County with the way forward
1317	Employment Needs & Economic Development Assessment (ENEDA)						
1735	8 ENEDA - Stage 2 Initial report to inform preferred options	Wed 07/07/21	Wed 12/01/22	Joanna Hill	90%		Main Report to LPLG Nov '21 awaiting member feedback and scheduling next meeting with Iceni
1736	9 ENEDA - Stage 3 Detailed work to inform Reg 19 Submission Plan	Wed 12/01/22	Wed 14/12/22	Joanna Hill	0%		
1473	10 ENEDA - Stage 4 Contribution to Local Plan examination of Reg 19 Submission Plan and modifications, as required	Fri 01/09/23	Mon 01/04/24	Joanna Hill	0%		
1664	Green Infrastructure						

1399	2 Green Infrastructure Study - Internal	Mon 01/11/21	Tue 31/05/22	Jane Wormald,Stephen Miles	0%		meeting with County reps as an intial scoping exercise for the study. Further meeting to divide project into further actions.
1398	3 Sport, Recreation, Green Spaces Study - internal	Wed 07/04/21	Thu 30/12/21	Joanna Hill,Jane Wormald	17%		linking in to green infrastructure - further discussion needed with JH, Team and County
1385	Habitats & Regulations Assessment (HRA)						
1695	8 HRA - Stage 4 HRA of draft Preferred Options Local Plan	Mon 01/11/21	Mon 28/02/22	Joanna Hill	13%		no further progress expected until the SA's have been completed 10.11.21
2412	9 HRA - HRA of Uttlesford emerging Local Plan Reg 18	Tue 01/03/22	Wed 30/03/22	Joanna Hill	0%		
1696	10 HRA - Stage 5 HRA of draft Reg 19 Submission Local Plan	Thu 31/03/22	Tue 29/08/23	Joanna Hill	0%		
1452	11 HRA - Stage 6 HRA of updated plan following submission stage and main modifications	Wed 30/08/23	Fri 30/08/24	Joanna Hill	0%		
1475	Hatfield Forest Recreation Avoidance and Mitigation Strategy Brief						
1477	Hatfield Forest Recreation Avoidance and Mitigation Strategy Discussion with Natural England	Fri 10/09/21	Thu 30/12/21	Joanna Hill	25%		meeting with Nat England and other authorities to look to progress work 09.11.21
1691	Heritage Sensitivity Assessment (HAS)						
2243	3 HAS – Draft 2 Heritage report (12 Sites)	Mon 13/09/21	Mon 31/01/22	Stephen Miles	9%		received 2 reports through from Takeley and Chesterford
1433	4 HAS – Final Stage 2 Heritage report	Tue 30/11/21	Fri 11/02/22	Stephen Miles	18%		Report to LPLG in October
1454	8 HSA Stage 3 Commencement	Mon 14/02/22	Thu 14/04/22	Stephen Miles	0%		
1434	9 HAS Stage 3 – Completion of Study	Fri 15/04/22	Fri 13/05/22	Stephen Miles	0%		
1378	Housing						
870	5 Local Housing Needs Study - Internal	Wed 07/10/20	Thu 30/12/21	Stephen Miles	27%		to go to LPLG 29.11.21
1320	6 Housing Requirement - Local Housing Need Study	Tue 04/08/20	Mon 07/03/22	Stephen Miles	20%		
2193	7 Review Policy Response to First Homes Report by Pathfinder	Wed 28/07/21	Thu 01/09/22	Stephen Miles	3%		monitor how DM monitor First Homes
1323	Gypsy and Traveller Accomodation Assessment	Wed 07/04/21	Mon 31/01/22	Stephen Miles	4%		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
1708	Infrastructure and Design						

1336	Infrastructure and Design	Wed 07/10/20	Mon 01/04/24	Lois Bowser	40%		
1649	Infrastructure Delivery Plan (IDP)						
1655	7 IDP - Draft Submission Report	Tue 02/11/21	Fri 02/09/22	Lois Bowser	95%		received document from consultant, officer reviewing for approval
1653	8 IDP - Anticipated EIP representation, and update IDP following submission stage and main modifications if required; dates TBC, not the subject of this commission	Mon 03/04/23	Mon 01/04/24	Lois Bowser	0%		
1663	Landscape Sensitivity Assessment - (LSA)						
1472	8 LSA - Part 2 Completion Final Report	Mon 25/10/21	Mon 31/01/22	Jane Wormald	34%		
2153	9 LSA - Part 3 Commencement	Tue 01/02/22	Thu 17/03/22	Jane Wormald	0%		to inform REG 18 Plan go to LPLG Nov '21
1291	10 LSA - Part 3 Completion	Fri 18/03/22	Fri 01/04/22	Jane Wormald	0%		to inform REG 18 Plan go to LPLG Nov '21
1685	Local Wildlife Sites Review (LoWS)						
2154	6 LoWS - Stage 1 Draft Report	Mon 05/07/21	Tue 01/03/22	Jane Wormald	0%		JW to meet with Neil Harvey at County following leave.
2155	7 LoWS - Stage 2 Project Completion	Wed 02/03/22	Wed 01/06/22	Jane Wormald	0%		
1660	MasterPlanning (MP)						
1712	6 MP Area Strategy	Mon 02/08/21	Mon 31/01/22	Jack Bennett	10%		Findings to assessment officers
2258	7 MP Critique Strategic Land Promotions	Thu 18/11/21	Mon 31/01/22	Jack Bennett	0%		waiting for site allocations process to progress to indicate sites to look at - background work to prepare nearly complete
1716	8 MP Package 2 - Community Engagement Strategy	Tue 01/02/22	Fri 18/02/22	Jack Bennett	0%		
1715	11 MP Stage 3 - Consultation and Publication	Tue 01/03/22	Fri 29/04/22	Jack Bennett	0%		
1721	12 MP Stage 4 - Pre-submission prep work	Mon 02/05/22	Thu 01/12/22	Jack Bennett	0%		
1724	13 MP Stage 5 - Governance	Mon 02/01/23	Tue 28/02/23	Jack Bennett	0%		
1723	14 MP Stage 6 - Consultation and Publication	Wed 01/03/23	Fri 31/03/23	Jack Bennett	0%		
1722	15 MP Stage 7 - Examination	Fri 01/09/23	Fri 31/05/24	Jack Bennett	0%		

1714	16 MP Stage 8 - Adoption	Mon 03/06/24	Mon 01/07/24	Jack Bennett	0%		
1717	Design SPD	Thu 30/12/21	Fri 30/12/22	Jack Bennett	0%		
2260	High Level Masterplanning to inform site allocations	Thu 18/11/21	Mon 31/01/22	Jack Bennett	0%		waiting for site allocations process to progress to indicate sites to look at - background work to prepare nearly complete
2259	Local Plan Design Policies	Fri 06/08/21	Thu 30/12/21	Jack Bennett	10%		
1658	Net Zero Carbon Verification Study (NZCVS)						
1612	6 NZCVS - Steps of study....TBA	Tue 25/01/22	Wed 20/04/22	Lois Bowser	0%		
1610	7 NZCVS - Verification of draft plan	Wed 25/08/21	Fri 31/12/21	Lois Bowser	10%		Draft Complete and with ECC Procurement
1656	Renewable Energy & Decarbonised Energy Study (DES)						
2157	7 DES - Stage 3 Final Draft Completion	Fri 26/11/21	Wed 08/12/21	Lois Bowser	70%		
2156	8 DES - Stage 4 Detailed Work to inform Reg 18 Submission Plan - Assessment based on emerging spatial strategy with policy assessment	Thu 09/12/21	Thu 09/06/22	Lois Bowser	0%		
2164	9 DES - Stage 5 Consultation and Publication on Preferred Options (Regulation 18)	Fri 10/06/22	Wed 10/08/22	Lois Bowser	0%		
2171	10 DES - Stage 6 Ongoing assessments of policies/ requirements including enhancements arising from carbon and climate change considerations to underpin the objectives and deliverability of the plan	Thu 11/08/22	Mon 13/02/23	Lois Bowser	0%		
2170	11 DES - Stage 7 Pre-Submission preparation Reg 19	Tue 14/02/23	Fri 13/10/23	Lois Bowser	0%		
2169	12 DES - Stage 8 Publication and Consultation on Pre-Submission draft (Regulation 19)	Wed 01/03/23	Fri 28/04/23	Lois Bowser	0%		
2168	13 DES - Stage 9 Submission Preparation	Mon 01/05/23	Fri 30/06/23	Lois Bowser	0%		
2167	14 DES - Stage 10 Governance on submission to the Planning Inspectorate (PINS)	Mon 03/07/23	Fri 28/07/23	Lois Bowser	0%		
2166	15 DES - Stage 11 Submission to PINS	Tue 01/08/23	Thu 31/08/23	Lois Bowser	0%		
2165	16 DES - Stage 12 Examination in Public (Consultants may be required to present additional evidence at EIP)	Fri 01/09/23	Fri 28/06/24	Lois Bowser	0%		
1606	17 DES - Stage 12 Local Plan Examination & Modifications support	Mon 01/07/24	Mon 30/12/24	Lois Bowser	0%		
1550	Retail Capacity Study (RCS)						

1707	RCS – Stage 4 - Detailed Work to inform Reg 19 Submission Plan	Mon 02/05/22	Thu 01/09/22	Demetria Macdonald	0%		Report to LPLG Oct '21
1310	RCS – Stage 5 - Local Plan Examination & Modifications support	Fri 04/08/23	Fri 01/03/24	Demetria Macdonald	0%		Report to LPLG Oct '21
1386	Strategy - Internal						
1697	6 Other Site Specific Studies	Mon 28/02/22	Mon 28/02/22	Stephen Miles	0%		As require to support stage 2 Site assessment work
1416	8 DtC meeting with ... 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)						
2414	7 Preferred Options work	Mon 02/08/21	Mon 31/01/22	Luke Mills,Jane Wormald	33%		
2217	10 Identify Spatial Strategy Options	Wed 01/09/21	Thu 30/12/21	Luke Mills	60%		
2218	11 Assess Spatial Strategy Options	Wed 01/12/21	Thu 30/12/21	Luke Mills	20%		
2219	12 Assess the Draft Plan	Thu 27/01/22	Mon 28/02/22	Luke Mills	0%		
2220	13 Draft SA Report	Mon 03/01/22	Fri 28/01/22	Luke Mills	0%		
1457	14 Final SA Report - For Consultation Date	Mon 03/01/22	Fri 28/01/22	Luke Mills	0%		TBC
1338	Transport Study (TS)						
1488	6 TS - input into site assessments on existing settlements	Mon 21/06/21	Mon 28/02/22	Ben Kennedy	13%		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)
1364	10 - Saffron Walden Visum model & analysis	Fri 01/10/21	Thu 25/08/22	Ben Kennedy	1%		Procurement being progressed with County
2253	11 - A120 Corridor Visum model & analysis	Mon 03/01/22	Fri 25/11/22	Ben Kennedy	5%		Tetrattech carrying out modelling work
1495	12 - Net Zero Carbon Transport Strategy	Thu 30/12/21	Thu 03/03/22	Ben Kennedy	0%		
1342	13 - Transport infrastructure delivery plans – District-wide / Saffron Walden / A120 Corridor	Thu 03/02/22	Mon 03/10/22	Ben Kennedy	0%		Report to LPLG Nov '21 review % and RAG
2358	ANPR Traffic Study & Parking/Loading Study	Mon 27/09/21	Mon 20/12/21	Ben Kennedy	23%		ATR appointed, surveys proceeding w/c 18th October SW complete, A120 Survey Still underway

2250	Stage 2 - Baseline Review	Tue 01/06/21	Fri 31/12/21	Ben Kennedy	55%		
2263	Verification study						
1584	6 Verification Next stages	Fri 26/11/21	Mon 28/02/22	Lois Bowser	0%		
1641	Viability Study (VS)						
1634	7 VS - Stage 2 Assessment based on emerging spatial strategy with policy assessment	Mon 02/08/21	Tue 01/02/22	Lois Bowser	5%		Assessment based on emerging spatial strategy with policy assessment. Consultation origramme and questionnaire prepared.
1633	8 VS - Stage 3 Consultation and Publication on Preferred Options (Regulation 18)	Tue 01/03/22	Fri 29/04/22	Lois Bowser	0%		Consultation and Publication on Pre-Submission draft (Regulation 19)
1643	9 VS - Stage 4 Ongoing Viability Assessments of policies and requirements (including enhancements arising from climate change polices) in order to underpin the deliverability of the plan as a whole	Tue 01/02/22	Tue 01/11/22	Lois Bowser	0%		Ongoing viability Assessments of policies and requirements (including enhancements arising from climate change polices) in order to underpin the deliverability of the plan as a whole
1642	10 VS - Stage 5 Pre-Submission preparation	Mon 02/05/22	Fri 30/12/22	Lois Bowser	0%		Pre-Submission preparation
1644	11 VS - Stage 6 Consultation and Publication on Pre-Submission draft (Regulation 19)	Wed 01/03/23	Fri 28/04/23	Lois Bowser	0%		Consultation and Publication on Pre-Submission draft (Regulation 19)
1645	12 VS - Stage 7 Submission preparation	Mon 01/05/23	Fri 30/06/23	Lois Bowser	0%		Submission preparation
1646	13 VS - Stage 8 Governance on submission to the Planning Inspectorate (PINS)	Mon 03/07/23	Fri 28/07/23	Lois Bowser	0%		Governance on submission to the Planning Inspectorate (PINS)
1647	14 VS - Stage 9 Submission to PINS	Tue 01/08/23	Thu 31/08/23	Lois Bowser	0%		Submission to PINS
1648	15 VS - Stage 10 Examination in Public(Consultants may be required to present additional evidence at this EIP stage, anticipated from September 2023)	Fri 01/09/23	Fri 28/06/24	Lois Bowser	0%		Examination in Public(Consultants may be required to present additional evidence at this EIP stage, anticipated from September 2023)
2262	16 VS - Stage 11 Adoptionof Local Plan	Mon 01/07/24	Wed 31/07/24	Lois Bowser	0%		Adoption of Local Plan
1507	Water Cycle Study (WCS)						
2145	7 WCS - Stage 4 Presentation to SIDG	Mon 01/11/21	Mon 03/01/22	Lois Bowser	20%		Paper not presented until Jan '22
2146	8 WCS - Stage 5 Consultation and Publication on Preferred Options (Regulation 18)	Tue 01/03/22	Fri 29/04/22	Lois Bowser	0%		
2147	9 WCS - Stage 6 Final Draft Detailed WCS for proposed submission Plan-Pre-Submission preparation	Mon 02/05/22	Fri 30/12/22	Lois Bowser	0%		
2148	10 WCS - Stage 7 Consultation and Publication on Pre-Submission draft (Regulation 19)	Wed 01/03/23	Fri 28/04/23	Lois Bowser	0%		
1756	11 WCS - Stage 8 Submission Preparation	Mon 01/05/23	Fri 30/06/23	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%		
1665	Working with MAG on their Sustainable Development Plan						
1377	Airport	Wed 07/10/20	Mon 28/02/22	Jeremy Pine	1%		see note
2201	Larger Sites						
2357	AA Larger Sites Overall Tasks						
2238	3 MP input into concept plans	Fri 01/10/21	Mon 28/02/22	Jack Bennett	0%		should this merge with ID 2260
2425	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Luke Mills	0%		
2204	5 Review Emerging strategy in light of provisions in NP's	Fri 01/10/21	Thu 16/12/21	Stephen Miles	0%		not commenced but coming through in reasonable alternative work
639	6 Review Strategic Sites at risk Planning Policy and DM liaise closely on significant speculative planning applications	Fri 01/10/21	Tue 10/12/24	Roger Harborough	0%		
2415	7 Simon to finalize model MOU and accompanying FAQs	Thu 22/10/20	Mon 28/02/22	Simon Payne	73%		SP finalising documents
2275	Larger Site - Birchanger						
2416	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Wed 13/04/22	Luke Mills,Jeremy Pine	0%		
2276	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 05/11/21	Mon 28/02/22	Luke Mills,Jeremy Pine	0%		
2206	Larger Site - Carver Barracks						
2205	1 monitor any changes to initial response from MOD	Thu 09/09/21	Wed 03/01/24	Luke Mills	1%		
2277	Larger Site - East of Gt. Chesterford						
2319	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 15/03/22	Luke Mills	0%		
2418	4 Developers/promoters to sign site specific MOUs and return to case officer	Mon 08/11/21	Mon 28/02/22	Luke Mills	0%		
2303	Larger Site - East of Stansted Airport						
2327	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Mon 09/08/21	Fri 03/06/22	Jane Wormald	3%		

2420	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald	0%		
2273	Larger Site - East of Stebbing Green						
2274	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 15/03/22	Jane Wormald,Ben Kennedy	0%		
2421	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 05/11/21	Mon 28/02/22	Jane Wormald,Ben Kennedy	0%		
2281	Larger Site - Gransmore Green Felsted						
2321	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 15/03/22	Jane Wormald,Ben Kennedy	0%		
2424	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald,Ben Kennedy	0%		
2283	Larger Site - Great Dunmow East						
2345	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Wed 13/04/22	Jane Wormald,Ben Kennedy	0%		
2436	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald,Ben Kennedy	0%		
2285	Larger Site - Leaden Roding						
2286	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Wed 13/04/22	Luke Mills	0%		
2426	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Luke Mills	0%		
2269	Larger Site - Saffron Walden East						
2324	3 deadline for landowner/promotor to sign draft MOU	Mon 09/08/21	Mon 28/02/22	Luke Mills,Jack Bennett	0%		Only ROSCONN have refused to sign MOU
2325	3 officers to model site specific MOU	Mon 09/08/21	Mon 28/02/22	Luke Mills,Jack Bennett	0%		confirm % with LM/JW
2287	Larger Site - South of Gt. Dunmow						
2313	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Wed 13/04/22	Jane Wormald	0%		
2437	4 Developers/promoters to sign site specific MOUs and return to case officer	Mon 08/11/21	Mon 28/02/22	Jane Wormald	0%		
2289	Larger Site - Stansted Mountfitchet						

2329	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 15/03/22	Jane Wormald, Demetria Macdonald	0%		
2429	4 Developers/promoters to sign site specific MOUs and return to case officer	Mon 08/11/21	Mon 28/02/22	Jane Wormald, Demetria Macdonald	0%		
2291	Larger Site - Stebbing						
2333	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Mon 06/06/22	Jane Wormald	0%		
2431	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald, Lois Bowser	0%		
2293	Larger Site - Takeley						
2315	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 29/03/22	Jane Wormald, Lois Bowser	0%		
2445	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald, Lois Bowser	0%		
2295	Larger Site - Tye Green Elsenham						
2341	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Wed 13/04/22	Luke Mills	0%		
2438	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Luke Mills	0%		
2297	Larger Site - West of Gt. Dunmow						
2331	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Tue 01/03/22	Tue 15/03/22	Jane Wormald, Lois Bowser	0%		
2430	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Jane Wormald	0%		
2299	Larger Site - West of Hatfield Broad Oak						
2335	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Mon 09/08/21	Fri 03/06/22	Luke Mills, Ben Kennedy	3%		
2432	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 29/10/21	Mon 28/02/22	Luke Mills	0%		
2306	Larger Site - West of Stebbing						
2337	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Mon 09/08/21	Fri 03/06/22	Stephen Miles, Jane Wormold	3%		
2433	4 Developers/promoters to sign site specific MOUs and return to case officer	Fri 05/11/21	Mon 28/02/22	Stephen Miles, Jane Wormold	0%		

2301	Larger Site - West of Ugley						
2339	3 Officers prepare site specific MOUs (based on the final version in 3) and send out with FAQs to developers/promoters who have agreed in principle.	Mon 09/08/21	Fri 03/06/22	Luke Mills,Lois Bowser	3%		
2434	4 Developers/promoters to sign site specific MOUs and return to case officer	Thu 04/11/21	Mon 28/02/22	Lois Bowser,Luke Mills	0%		
635	Management						
645	7 - Approve Revised Budget 22/23 onwards	Fri 01/07/22	Fri 01/07/22	Chief Exec.	0%		
646	8 - Approve Revised Budget 23/24 onwards	Mon 03/07/23	Mon 03/07/23	Chief Exec.	0%		
1630	9 Engage in discussions on devolution and repond 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	25%		
851	MHCLG Quarterly Progress Report						
1228	2021/2022 Q3	Fri 28/01/22	Fri 28/01/22	Stephen Miles	0%		
1229	2021/2022 Q4	Fri 29/04/22	Fri 29/04/22	Stephen Miles	0%		
1230	2022/2023 Q1	Fri 05/08/22	Fri 05/08/22	Stephen Miles	0%		
1231	2022/2023 Q2	Wed 30/11/22	Wed 30/11/22	Stephen Miles	0%		
1232	2022/2023 Q3	Fri 27/01/23	Fri 27/01/23	Stephen Miles	0%		
1233	2022/2023 Q4	Fri 28/04/23	Fri 28/04/23	Stephen Miles	0%		
1235	2022/2024 Q2	Thu 30/11/23	Thu 30/11/23	Stephen Miles	0%		
1236	2022/2024 Q3	Mon 29/01/24	Mon 29/01/24	Stephen Miles	0%		
1237	2022/2024 Q4	Tue 30/04/24	Tue 30/04/24	Stephen Miles	0%		
1234	2023/2024 Q1	Mon 07/08/23	Mon 07/08/23	Stephen Miles	0%		
620	Preferred Options Prep Work						

629	5 Governance on preferred options (Reg 18)	Fri 31/12/21	Mon 28/02/22	Stephen Miles	0%		Not Started.
627	6 Consultation and Publication on preferred option (Reg 18)	Tue 01/03/22	Fri 29/04/22	Stephen Miles	0%		
621	7 Pre-Submission Prep Work	Mon 02/05/22	Fri 30/12/22	Stephen Miles	0%		
630	8 Governance on submission draft (Reg 19)	Mon 02/01/23	Tue 28/02/23	Stephen Miles	0%		
628	9 Consultation and Publication on pre-submission draft (Reg 19)	Wed 01/03/23	Fri 28/04/23	Stephen Miles	0%		
622	10 Submission Prep Work	Mon 01/05/23	Fri 30/06/23	Stephen Miles	0%		
631	11 Governance submission to PINS	Mon 03/07/23	Fri 28/07/23	Stephen Miles	0%		
623	12 Submission to PINS (Reg 19)	Tue 01/08/23	Thu 31/08/23	Stephen Miles	0%		
625	13 Examination (Public)	Fri 01/09/23	Fri 28/06/24	Stephen Miles	0%		
624	14 Adoption	Wed 28/08/24	Fri 27/09/24	Stephen Miles	0%		
617	Issues and Options Prep Work	Thu 01/07/21	Tue 27/08/24	Stephen Miles	7%		
1245	Strategic Land Availability Assessment SLAA						
2237	15 Finalise site assessments, taking into account representations	Tue 01/09/20	Mon 13/12/21	Luke Mills, Demetria Macdonald, Jane Wormald, Lois Bowser	75%		JM, JH, JP, DM, LB involvement and Liaise with SA Consultants
2448	15 Complete Officer Site Assessments and Catagorisation (Call for Sites + Committed + Refused) omplete Officer Site Assessments and Catagorisation (Call for Sites + Committed + Refused)	Mon 05/04/21	Mon 13/12/21	Luke Mills, Demetria Macdonald, Jane Wormald, Jeremy Pine, Lois Bowser	70%		Critical Path. Reasonable Alternative dependant on this.
1301	16 Publish final SLAA report alongside Preferred Options consultation	Mon 11/04/22	Tue 09/08/22	Luke Mills	0%		
2447	16 Complete QA of Officer Site Assessments and Catagorisation	Fri 19/11/21	Thu 30/12/21	Luke Mills	15%		Critical Path. Reasonable Alternative dependant on this.
2202	17 Review feedback from technical consultation	Thu 28/11/19	Fri 08/04/22	Luke Mills	0%		JM, JH, JP, DM, LB involvement and Liaise with SA Consultants
1559	Finalise Site Assessments - Site Topic Paper to Inform LP	Mon 09/08/21	Mon 28/02/22	Luke Mills	6%		suggest this is a technical doc to go with Reg 18 plan to LPLG in Jan '22
985	Training						
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 Department for Levelling Up, Housing and Communities
Fry Building,
2 Marsham Street,
London SW1P 4DF

XX December 2021

Our ref: Please ask for Stephen Miles on 01799 510346

email: smiles@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 3 of the current financial year.

I am pleased to advise you that work continues to progress well with the intention of the Council submitting the local plan for Examination in 2023 in accordance with the Local Development Scheme (LDS) which was adopted by the Council last year. I anticipate the Council will update the LDS in the New Year to reflect progress and also a minor change to the publication date of the Regulation 18 Local Plan which I advised you about in my last letter. The consultation is now due to take place in May and June 2023.

I would also like to draw your attention to the fact the work on the local plan has secured a prestigious award. The Issues and Options stage of the local plan comprised an innovative online Community Stakeholder Forum. I am delighted to report the approach won the Royal Town Planning Institute East of England Regional Award for Excellence in Planning.

In addition, the following progress has been made since my last letter to you:

- Seventeen consultant studies are progressing and this work will form the evidence base that will support the local plan. Recent reports to members have included the Sustainability Appraisal, Infrastructure Delivery Plan, Water Cycle, Employment, Renewable Energy, Employment, Landscape Sensitivity, Strategic Flood Risk, Heritage Sensitivity, Transport and Retail Studies;
- Officers and key consultants have progressed work on preparing Reasonable Alternatives and evaluation of these options is due to take place over the next two months;
- Further Duty to Co-operate meetings are being planned in the New Year with a range of stakeholders.
- An officer working group has been established with key stakeholders, including representatives from Transport East and three County Councils to consider strategic transport infrastructure requirements in the A120 and M11 corridors within the district.

- Discussions have taken place with the promoters and landowners of all sixteen of the largest potential development sites, or clusters of sites, to seek to agree an approach to collaborative working.

The Council is actively managing the Local Plan timetable.

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 March 2022.

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

Yours sincerely,

Stephen Miles.....

DRAFT

Committee:	Scrutiny Committee	Date: Thursday,
Title:	Climate Change Action Plan	16 December 2021
Portfolio Holder:	Councillor Louise Pepper, Portfolio Holder for Environment and Green Issues; Equalities	
Report Author:	Chloë Fiddy, Climate Change Officer cfiddy@uttlesford.gov.uk	

Summary

1. Uttlesford District Council declared a climate emergency in 2019 and we have pledged to take local action to prevent a climate and ecological catastrophe through the development of practices and policies which aim to achieve net-zero carbon status by 2030 and to protect and enhance biodiversity in the district.
2. This Climate Change Action Plan (CCAP) APPENDIX 2 is the vital next step in moving on from a statement of intent and overall approach, and into specific actions.
3. This document has been reviewed and updated following feedback from the last meeting of the Scrutiny Committee.

Recommendations

4. To consider and comment on the draft Climate Change Action Plan and note progress on the actions therein.

Financial Implications

5. The Council has agreed a specific climate change budget of £1,000,000 budget over 3 years.
6. To date £60,500 of the climate Change budget has been committed or spent.
7. External funding totalling £260,000 has also been secured and additional project-specific grants have been applied for.

Background Papers

8. 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:
Climate Change Action Plan, Climate Change Strategy. The scientific data is drawn from the Government's and the Climate Change Committee's websites.

Impact

9.

Communication/Consultation	The Climate Change Action Plan has been reviewed by the Climate Change Working Group
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	A clear plan setting out Uttlesford district councils approach to addressing climate change will have a positive impact on sustainability issues.
Ward-specific impacts	None
Workforce/Workplace	None

Situation

10. The Council declared a climate and ecological emergency in 2019 and immediately established a cross party Climate Change Working Group and was tasked with developing the Climate Change Strategy and Climate Change Action Plan (CCAP). The working group was attended by a range of community stakeholders in order to capture a diverse range of views and expertise.
11. The Climate Change Strategy defined the Council's ambition to achieve net-zero carbon status by 2030 and to improve biodiversity and was published in September 2020.
12. The working Group then set about the development of the CCAP which provides detail on the delivery of projects designed to mitigate and adapt to the impacts of climate change in Uttlesford. The draft CCAP is attached as APPENDIX 2.
13. The CCAP has been developed to be an ambitious document that contains a mixture of projects. Where the Council has direct control over the project and outcomes, these tasks are described as in-house. If the project relies on partnership working, persuasion or influencing / campaigning, these are described as partnership tasks.
14. Some of projects suggested in the CCAP are of a scale, particularly financially, that they require a business plan and must go through the Council's governance process for prioritisation and approval. Wherever the CCAP

action point is to make a business case, it should be inferred that this refers to a triple bottom line business case, in which the financial, environmental and social impacts of the potential project are set out for consideration.

15. The Action Plan has 38 components, and the scale of the task to turn each one into a worked-up plan, actually delivering, is considerable.


- There are 11 actions for delivery in March 2022 (Phase 2 of the Action Plan) These are shown in APPENDIX 1
- There are 13 actions for delivery by December 2022 (Phase 3 of the Action Plan)
- There are 10 action points that fall in 2023, 2025 or are ongoing.
- 3 action points are complete.

16. Following feedback from Scrutiny Committee the action plan has been updated. It now includes an Executive Summary, the introduction sets out more clearly how the plan has developed and how it is presented, and the individual actions have all been reviewed again.


Risk Analysis

17. See individual lines in the CCAP for risk assessment and mitigating actions.


Action 01 | March 2022 | Transport emissions | Uttlesford's own vehicles

<p>Project owner UDC</p> 	<p>Initiative By March 2022, Create a Fleet Decarbonisation Plan that maps the transition of our own fleet to low or zero emission by 2030 including detailing carbon savings.</p>	<p>Cost Capital budget: The estimated cost of replacing 10 HGVs and 5 light vehicles has already been included within the MTFS. These are vehicles that would be replaced by 2030. The estimated cost of replacing them with electric vehicles would be in the region of £3.1-3.5M in addition to the £2.6M already budgeted. The remaining fleet is for replacement by 2032 and therefore the cost of accelerating replacement and upgrading to electric would be £3.5M. (A zero emission refuse/recycling lorry costs around £550,000-600,000 – more than double that of a standard diesel lorry.) <i>Our highest CO2 emissions arise from our 16 front line recycling and waste collection lorries. In addition to these we operate a fleet of vans, sweepers and mowers.</i></p>
<p>The indicator of success is UDC fleet is reduced and ultimately zero emission.</p>	<p>First milestone Fleet review booked with Energy Saving Trust (EST) for f/y 22/23, subject to EST receiving ongoing Government funding.</p>	<p>Follow-on work Following the fleet review (EST or otherwise if EST not available), the recommendations will be assessed, and the fleet renewal will be scheduled according to recommendations and capital budget capacity.</p>
<p>Risk The cost of upgrading the fleet to zero emission by 2030 surpasses available budget, impacting on the ability to meet the net zero objective is very high Mitigation: Carefully assess the carbon emissions and costs of replacement and ensure that the replacement programme delivers value for both. Offsetting to be used as a last resort. Risk with mitigation is very low.</p>		


Action 03 | March 2022 | Governance | Climate change project management

<p>Project owner UDC</p> 	<p>Initiative Governance processes established for future decision making on climate change project spending.</p>	<p>Cost From existing resources</p>
<p>The indicator of success is An effective governance process for sifting and prioritising projects</p>	<p>First milestone March 22 Cabinet meeting: Process submitted for approval.</p>	<p>Follow-on work Manage projects following process</p>
<p>Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.</p>		


Action 04 | March 2022 | Industry and commerce | District-wide decarbonisation

Project owner UDC/ECC/others including Dept for Business Energy & Industrial Strategy (BEIS) & organisations affiliated to BEIS (e.g. Innovate UK) 	Initiative Scoping and delivery of district-wide decarbonisation projects (for instance mapping where EV charging points need to go, how to take whole villages off oil and onto renewable energy) and local energy generation projects identified.	Cost LEAR was grant funded (£12,000) Note: reserve climate budget as seed money for future feasibility studies / projects, to be defined.
The indicator of success is Local Energy Asset Representation (LEAR) map is generated	First milestone LEAR map created by end 2021 Projects to be put forward for feasibility studies in f/y 22/23. Projects to be moved forward as appropriate f/y 22/23 onwards New models of 'green finance' to be explored.	Follow-on work
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 05 | March 2022 | Transport emissions | Active travel

Project owner UDC 	Initiative Travel survey Map to understand where and how people travel (building on the Local Plan consultation feedback that travel is an important issue)	Cost Initial survey is approx. £4,000 from climate budget.
The indicator of success is A comprehensive survey map of active travel and barriers to active travel take up. The map will provide the basis for feasibility studies and project planning.	First milestone A travel survey for Uttlesford is completed and assessed by spring 2022.	Follow-on work Other projects come from this mapping process. Examples might be new or improved cycle routes on and off roads, changes to speed limits.
Risk: Residents not completing the survey: medium. Mitigation: good publicising of survey (as with biodiversity survey)		


Action 06 | March 2022 | Transport emissions | EV charging

Project owner UDC 	Initiative Installing EV charging points at housing owned by UDC	Cost Cost not yet known
The indicator of success is UDC housing to have adequate charging points so that lack of charging facilities is not a barrier to EV take-up by residents	First milestone Assess sites for requirements (driveways/car parks etc)	Follow-on work Programme of works for installation to fill gaps
Risk: Project delays Mitigation: Continuous review of project		


Action 07 | March 2022 | Transport emissions | Pollution awareness

Project owner UDC 	Initiative Information campaign to highlight dangers to health from the pollution generated by idling engines.	Cost From existing resources.
The indicator of success is Residents are aware of the dangers to health from the pollution generated by idling engines.	First milestone Public information and awareness campaign – March 2022	Follow-on work Repeat campaign October 2022 and ongoing March and October
Risk: Could be counterproductive to efforts to increase active travel as people perceive that they are better protected from pollution by being in a car Mitigation: Information about risks of pollution in cars and health benefits of active travel		


Action 08 | March 2022 | Governance | Procurement

Project owner UDC 	Initiative Review the procurement process including Scope 3 (which are essentially indirectly created emissions) and social value	Cost From existing resources.
The indicator of success is A supply chain with low carbon impact and high social value.	First milestone Current procurement process to be assessed against highest benchmark standards.	Follow-on work Procurement process to be reviewed/amended if/where necessary
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 09 | March 2022 | Governance | UDC energy use

Project owner UDC 	Initiative Review energy use footprint of our fuel.	Cost From internal resources
The indicator of success is Council reduces own energy use year on year to net zero position	First milestone Partly already achieved: UDC is on a green energy tariff. Continual review of energy use and opportunities for energy use reduction, within the context of future working practices. Decarbonisation plan in procurement.	Follow-on work Depending on results of UMF – consider what future energy use can be minimised. Note that this project to be moved to Service Plans - to be reviewed by climate change officer.
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 10 | March 2022 | Governance | District and parish resilience plans

Project owner UDC and parishes 	Initiative Review resilience plans in the light of potential for heatwaves and flooding.	Cost From existing resources / potentially requires some investment in infrastructure
The indicator of success is Up to date local (district/parish) resilience plans in place with an emphasis on resilience to extreme heatwaves (lessons learned from Canada) and flooding, and lessons learned from pandemic	First milestone Working with Public Health England and Met Office which are both in early stages of working out what guidelines to publish. Uttlesford is one of the first districts (or the first) to contact these national bodies about this. Clearer picture to be in place by end 2021	Follow-on work As per recommendations from the Government agencies
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		

Action 11 | March 2022 | LULUCF | Biodiversity mapping

<i>Project owner</i> UDC and parishes / residents 	<i>Initiative</i> Map opportunities for biodiversity	<i>Cost</i> Mapping survey: £4,000 climate change budget Funding requirements and opportunities to follow from the map.
<i>The indicator of success is</i> A citizen science and community led map of projects to build a Nature Recovery Network for Uttlesford	<i>First milestone</i> Mapping survey carried out 2021	<i>Follow-on work</i> Map survey results to be analysed and translated into action plan / fed into Local Plan - as appropriate per suggested project.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		

Action 12 | March 2022 | Waste and recycling

<p>Project owner UDC</p> 	<p>Initiative Working with ECC develop a greater understanding the carbon impact of UDC recycling services to enable future service changes to fully understood in terms of both carbon reduction and recycling performance</p>	<p>Cost Initial consultancy costs to establish service impacts. Work has been included with the review of the Joint Municipal Waste Management Strategy and funded by ECC.</p>
<p>The indicator of success is In depth understanding of the carbon impact of current services and how improvements could be made</p>	<p>First milestone Established benchmark and appoint consultants – linked with JMWMS (Joint Municipal Waste Management Strategy for Essex). March 22</p>	<p>Follow-on work Build results into future service delivery strategy with the aim of balancing recycling performance and carbon savings and initiating future projects.</p>
<p>Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.</p>		

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Actions are tabled from page 11 onwards as:

In house projects:



Partnership projects:



Executive Summary

The Climate Change Action Plan is a critical document providing the first level of detail on how the Council will deliver the commitments we made in declaring a climate and ecological emergency and through the Climate Change Strategy.

It is intended to be a live and evolving document that will be used to track and measure progress against the actions contained within. In many cases projects will require further development and assessment to ensure that they will deliver meaningful and measurable contributions to our overall aim of achieving net-zero carbon status by 2030. We are focussing on a strategy of actively exploring ways to reduce carbon emissions rather than exploring creative ways to offset without making any significant changes to the way we operate our own services. We aim to set an example of best practice to help positively influence our community.

As a local authority we have at least three climate challenges :-

- To take control of and reduce our own emissions;
- To provide leadership partnering, persuading and influencing our communities, partners and Government to do things differently;
- To improve and protect biodiversity.

To that end we monitor two sets of Government published data at local authority level. One set shows all carbon emissions and the other shows only those within the scope of local authorities' ability to make a difference.

The two highest emitting sectors (in both data sets) are transport and domestic energy. This document focuses on mitigating UDC's own emissions, as measured in house and on mitigation of the latter of the government's data set's emissions.

Biodiversity is included as a critical element of adaptation to climate change.

The actions in this action plan aim to:

- achieve net-zero carbon status in Council operations by 2030;
- influence and aide reduction to net zero of the district's entire CO2 output;
- protecting and enhance biodiversity in the district.

The actions with in the plan are almost all large scale projects. Some are yet to be fully explored and defined.

They are set out in the order of the first milestones for each and recognising the two roles of the Council are defined as In-House or Partnership projects.

Part 1 - Introduction

Objectives

Mitigating and adapting to climate change is a relatively new discipline for local Government and both national and local government have a lot of catching up to do to 'get ahead of the curve'. As long ago as 1896 scientists were talking about the greenhouse effect of carbon dioxide, but the regulatory systems to deal with the issues are taking generations to put into place.

As a nation we have an overriding requirement to reduce CO2 output. At the same time we need to improve our ability to withstand and adapt to those aspects of climate change that will inevitably occur.

The headline topic is carbon reduction but climate change is inextricably linked to our natural environment. We therefore have a parallel task to protect and enhance biodiversity and to allow ecosystems to work as they should.

The Government's Committee on Climate Change reported in 2020 that just 2% of UK CO2 emissions are directly attributable to local authorities; but that 30% of the nation's emissions are under the influence of local authorities. **Roughly a third of the nation's emissions load therefore can be tackled at a local level.**

While Uttlesford District Council (UDC) may not be required to take responsibility for emissions beyond the council's own control, this action plan reflects how we are embracing our wider leadership, partnership and enabling role. We have identified those areas within our direct control and responsibility, and those where we can play our part through persuasion, enablement and community leadership, with the aims of:

- **achieving net-zero carbon status in council operations by 2030;**
- **influencing and aiding reduction to net zero of the district's entire CO2 output;**
- **protecting and enhancing biodiversity in the district.**

Our Action Plan has 37 components. These are laid out in Part 2. Turning each action point (or 'project') into a worked-up plan and actually delivering is a considerable task. This therefore is **PHASE 1** of the Action Plan. Some of the action points require a business plan and must go through the council's governance process for prioritisation and approval. Where this is indicated, the business plan will be a triple bottom line business case, in which the financial, environmental and social impacts of the action will be set out for consideration in phase 2, scheduled for March 2022.

14 actions to reduce CO2 in our own operations

•

21 to enable wider community CO2 reductions

•

District-wide biodiversity initiatives & partnerships

About Offsetting: *The CCAP aims first and foremost to reduce emissions, by avoidance of use of emitting technologies, and where possible replacing them with lower emitting technologies. It is also possible to remove emissions (usually via sequestration) through offsetting. Offsetting is acceptable as a measure of last resort as part of a phased plan for reaching net zero and finally to counterbalance the final unavoidable emissions. Offsetting via an accredited provider will be used on our journey to net zero.*

Summary of deliverables

This document is Phase 1 of the action plan and identifies priority areas of activity for detailed evaluation and, where appropriate, the creation of a business plan for each action. These priority areas are:

Reduction of emissions via direct action

UDC transport fleet; EV charging points; energy use of UDC properties; carbon impact of waste and recycling; business travel

Reduction of emissions via enablement and partnership

Domestic energy; District-wide decarbonisation opportunities; planning for active travel; actions within the local plan

Climate change resilience

District and parish resilience plans (heatwaves, floods, drought)

Biodiversity

Mapping for nature recovery

Delivery

- There are 11 actions keyed for delivery in **March 2022 = Phase 2** of the Action Plan;
- a further 13 action points are keyed for delivery by **December 2022 = Phase 3**.
- and 10 action points that fall in **2023, 2025 or are ongoing**.
- Three action points (2, 36 & 37) are keyed as completed.

Measurement

Each action brought forward will be supported by a measurable objective and as each action is implemented so it will become a separately reported project against Key Performance Indicators. **The list of action points provides expectations for each action in outline only at the stage.**

ABOUT TIMELINES: Medium and long term objectives may have their timescale changed i.e. a long term objective becomes more immediately realisable as a result of accelerated technology or new sources of funding; or something keyed for medium term delivery is no longer cost efficient or overtaken by

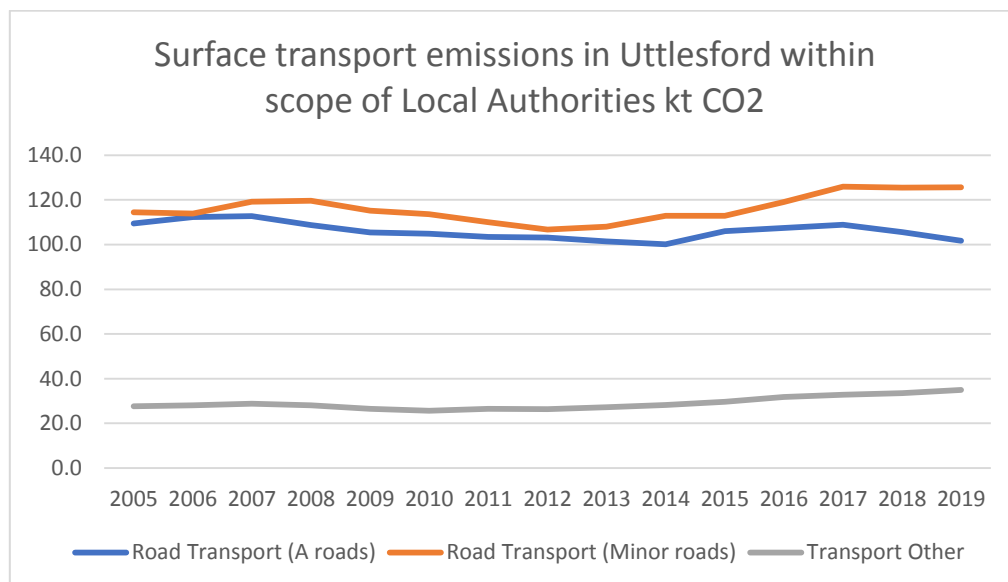
APPENDIX 2

improvements in other areas. The list of medium and long term tasks should therefore be considered 'dynamic' and subject to change.

Transport overview

Transport is the single highest category of CO₂e emissions (carbon dioxide equivalent, a term for describing different greenhouse gases in a common unit).

This graph shows the carbon emissions within Uttlesford since 2005 which are within scope of local authorities. This excludes the M11.



Transport on A roads and minor roads has been similar for emissions in the past, but emissions from transport on minor roads are now increasing.

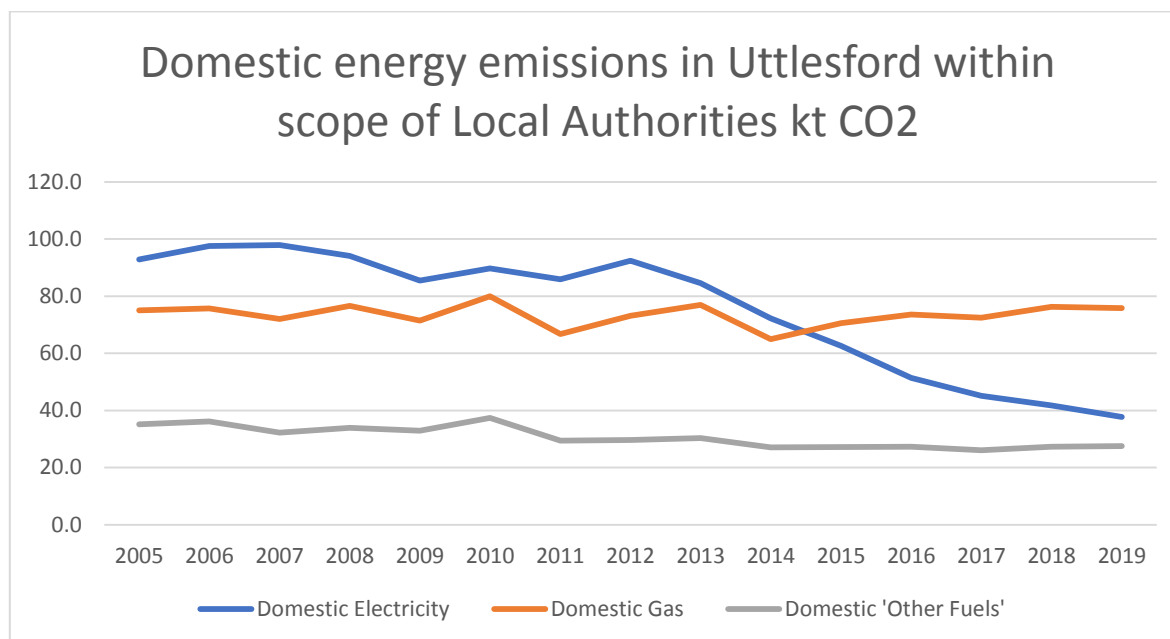
Although combustion engines have generally become more efficient since 2005, this has not translated into reduced emissions overall for 2 reasons: there are more vehicles on the road and the increasing consumer preference for larger, heavier vehicles.

UDC has both direct and indirect scope for reducing surface transport emissions in Uttlesford. We can control emissions from our own transport activities. These emissions can be measured, and corporate strategies can be put in place for their reduction.

While we are not responsible for district-wide surface transport emissions we have a part to play in helping local businesses and residents to reduce their emissions. We will work in partnership with other organisations to reduce existing emissions, for instance by working with ECC – the highways authority - on active travel measures to encourage reduced use of private cars.

We will also play our part in installing EV charging points to help remove barriers to the widespread take-up of electric vehicles. We must work with the highways authority to ensure new development does not worsen existing emissions levels; and we can work to influence consumer behaviour by providing data on emissions and providing incentives to try active travel measures to ensure that new development does not worsen existing emissions levels. We can work to influence consumer behaviour by providing data on emissions at hot spots and providing incentives to try active travel measures.

Domestic energy overview



CO2e emissions from domestic electricity have decreased due to the rapid decarbonisation of the national grid, however use of gas remains high. Although gas boilers have become more efficient since 2005, this has not translated into reduced emissions overall in Uttlesford because of the increased number of households. Use of 'other fuels' remains fairly static, reflecting the challenges faced by households switching from oil / other fuels.

UDC is limited in its scope for reducing domestic energy emissions in Uttlesford. It can control emissions from its own housing by working towards retrofit programmes. Other housing is owned by owner occupiers, housing associations, and the private rental sector. UDC can work with low-income households to help facilitate retrofit grant funding. In encouraging retrofit programmes in Uttlesford it helps support the 'green economy' and in so doing, will play a part in expanding the local supply chain which may in turn encourage the private able-to-pay market to decarbonise their homes.

There is considerable potential for emissions reduction and wider societal benefits in Uttlesford. The estimated cost (and therefore market potential) of upgrading all properties which are below an EPC C is £271,726,059. This represents an employment potential of 1,369 full time equivalent (FTE) years¹. Over the lifespan of the measures installed, 569,998,153 kg of CO₂e will be saved, alleviating fuel poverty at some 2,870 homes. (Source: <https://c-path.com>²)

¹ An FTE is considered to be 2,080 hours per annum.

² The C-Path database was funded by the South East Local Enterprise Partnership to support local authorities' decarbonisation and retrofit projects.

Mapping for nature recovery

Already delivered:


UDC is the first local authority to use this ground-breaking mapping tool to engage local communities in identifying opportunities for biodiversity enhancement and the protection of nature-rich spaces. In fact this UDC-inspired web tool is being offered by our partners, Commonplace, to other LAs to aid in their nature recovery.

Nature needs your help, urgently!

Add your ideas on how we can improve biodiversity in Uttlesford - tell us about the existing and potential habitats in your neighbourhood. Share your local knowledge to help us build a Nature Recovery Network plan for the district.

Click on 'View map and comment' then look for the 'Have Your Say' button to get started.

[View map and comment](#)
[Learn more about the project](#)



Get your neighbours involved

The more people involved, the better our chances of improving biodiversity in the district and creating the nature recovery networks we need.

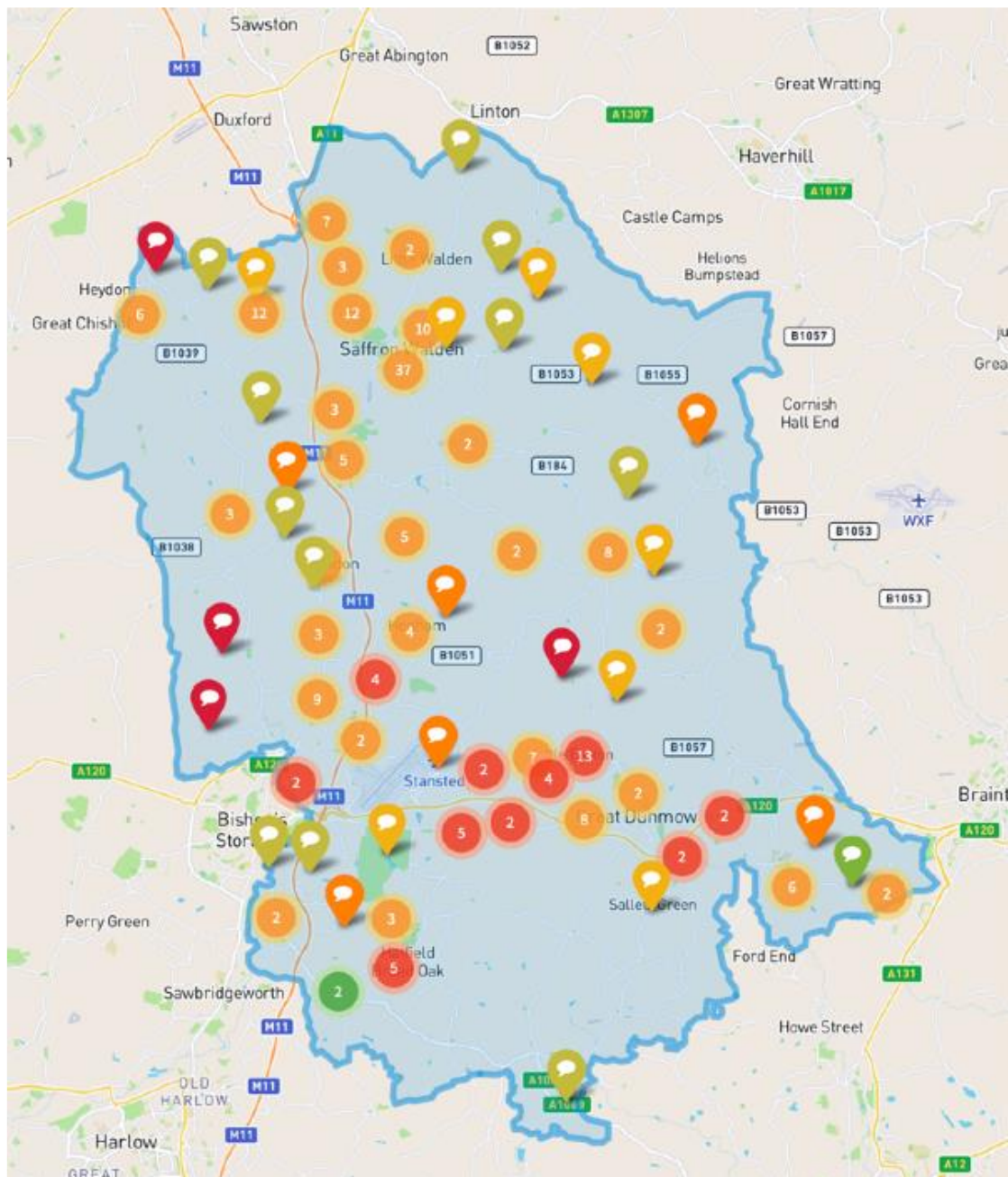
Share the project with the local people you know who are passionate about nature.

[Share on WhatsApp](#)
[Share on Facebook](#)
[Share on Twitter](#)
[Share via email](#)

ESTABLISHING NATURE RECOVERY NETWORKS


The Wildlife Trusts describe Nature Recovery Network as ***"a joined-up system of places needed to allow nature to recover and thrive. It is a combination of places where wildlife is still abundant, and the places where habitats need to be restored or created so as to expand and connect the remaining fragments. It will also help the natural world to adapt to a changing climate and other pressures on the environment."***

APPENDIX 2
Mapping output from public engagement exercise.




Part 2 - Climate change actions


Action 01 | March 2022 | Transport emissions | Uttlesford's own vehicles

Project owner UDC 	Initiative By March 2022, Create a Fleet Decarbonisation Plan that maps the transition of our own fleet to low or zero emission by 2030 including detailing carbon savings.	Cost Capital budget: The estimated cost of replacing 10 HGVs and 5 light vehicles has already been included within the MTFs. These are vehicles that would be replaced by 2030. The estimated cost of replacing them with electric vehicles would be in the region of £3.1-3.5M in addition to the £2.6M already budgeted. The remaining fleet is for replacement by 2032 and therefore the cost of accelerating replacement and upgrading to electric would be £3.5M. (A zero emission refuse/recycling lorry costs around £550,000-600,000 – more than double that of a standard diesel lorry.) <i>Our highest CO2 emissions arise from our 16 front line recycling and waste collection lorries. In addition to these we operate a fleet of vans, sweepers and mowers.</i>
The indicator of success is UDC fleet is reduced and ultimately zero emission.	First milestone Fleet review booked with Energy Saving Trust (EST) for f/y 22/23, subject to EST receiving ongoing Government funding.	Follow-on work Following the fleet review (EST or otherwise if EST not available), the recommendations will be assessed, and the fleet renewal will be scheduled according to recommendations and capital budget capacity.
Risk The cost of upgrading the fleet to zero emission by 2030 surpasses available budget, impacting on the ability to meet the net zero objective is very high Mitigation: Carefully assess the carbon emissions and costs of replacement and ensure that the replacement programme delivers value for both. Offsetting to be used as a last resort. Risk with mitigation is very low.		


Action 03 | March 2022 | Governance | Climate change project management

Project owner UDC 	Initiative Governance processes established for future decision making on climate change project spending.	Cost From existing resources
The indicator of success is An effective governance process for sifting and prioritising projects	First milestone March 22 Cabinet meeting: Process submitted for approval.	Follow-on work Manage projects following process
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 04 | March 2022 | Industry and commerce | District-wide decarbonisation

Project owner UDC/ECC/others including Dept for Business Energy & Industrial Strategy (BEIS) & organisations affiliated to BEIS (e.g. Innovate UK) 	Initiative Scoping and delivery of district-wide decarbonisation projects (for instance mapping where EV charging points need to go, how to take whole villages off oil and onto renewable energy) and local energy generation projects identified.	Cost LEAR was grant funded (£12,000) Note: reserve climate budget as seed money for future feasibility studies / projects, to be defined.
The indicator of success is Local Energy Asset Representation (LEAR) map is generated	First milestone LEAR map created by end 2021 Projects to be put forward for feasibility studies in f/y 22/23. Projects to be moved forward as appropriate f/y 22/23 onwards New models of 'green finance' to be explored.	Follow-on work
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 05 | March 2022 | Transport emissions | Active travel

Project owner UDC 	Initiative Travel survey Map to understand where and how people travel (building on the Local Plan consultation feedback that travel is an important issue)	Cost Initial survey is approx. £4,000 from climate budget.
The indicator of success is A comprehensive survey map of active travel and barriers to active travel take up. The map will provide the basis for feasibility studies and project planning.	First milestone A travel survey for Uttlesford is completed and assessed by spring 2022.	Follow-on work Other projects come from this mapping process. Examples might be new or improved cycle routes on and off roads, changes to speed limits.
Risk: Residents not completing the survey: medium. Mitigation: good publicising of survey (as with biodiversity survey)		


Action 06 | March 2022 | Transport emissions | EV charging

Project owner UDC 	Initiative Installing EV charging points at housing owned by UDC	Cost Cost not yet known
The indicator of success is UDC housing to have adequate charging points so that lack of charging facilities is not a barrier to EV take-up by residents	First milestone Assess sites for requirements (driveways/car parks etc)	Follow-on work Programme of works for installation to fill gaps
Risk: Project delays Mitigation: Continuous review of project		


Action 07 | March 2022 | Transport emissions | Pollution awareness

Project owner UDC 	Initiative Information campaign to highlight dangers to health from the pollution generated by idling engines.	Cost From existing resources.
The indicator of success is Residents are aware of the dangers to health from the pollution generated by idling engines.	First milestone Public information and awareness campaign – March 2022	Follow-on work Repeat campaign October 2022 and ongoing March and October
Risk: Could be counterproductive to efforts to increase active travel as people perceive that they are better protected from pollution by being in a car Mitigation: Information about risks of pollution in cars and health benefits of active travel		


Action 08 | March 2022 | Governance | Procurement

Project owner UDC 	Initiative Review the procurement process including Scope 3 (which are essentially indirectly created emissions) and social value	Cost From existing resources.
The indicator of success is A supply chain with low carbon impact and high social value.	First milestone Current procurement process to be assessed against highest benchmark standards.	Follow-on work Procurement process to be reviewed/amended if/where necessary
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 09 | March 2022 | Governance | UDC energy use

Project owner UDC 	Initiative Review energy use footprint of our fuel.	Cost From internal resources
The indicator of success is Council reduces own energy use year on year to net zero position	First milestone Partly already achieved: UDC is on a green energy tariff. Continual review of energy use and opportunities for energy use reduction, within the context of future working practices. Decarbonisation plan in procurement.	Follow-on work Depending on results of UMF – consider what future energy use can be minimised. Note that this project to be moved to Service Plans - to be reviewed by climate change officer.
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 10 | March 2022 | Governance | District and parish resilience plans

Project owner UDC and parishes 	Initiative Review resilience plans in the light of potential for heatwaves and flooding.	Cost From existing resources / potentially requires some investment in infrastructure
The indicator of success is Up to date local (district/parish) resilience plans in place with an emphasis on resilience to extreme heatwaves (lessons learned from Canada) and flooding, and lessons learned from pandemic	First milestone Working with Public Health England and Met Office which are both in early stages of working out what guidelines to publish. Uttlesford is one of the first districts (or the first) to contact these national bodies about this. Clearer picture to be in place by end 2021	Follow-on work As per recommendations from the Government agencies
Risk: Risk of not meeting milestones: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 11 | March 2022 | LULUCF | Biodiversity mapping

Project owner UDC and parishes / residents 	Initiative Map opportunities for biodiversity	Cost Mapping survey: £4,000 climate change budget Funding requirements and opportunities to follow from the map.
The indicator of success is A citizen science and community led map of projects to build a Nature Recovery Network for Uttlesford	First milestone Mapping survey carried out 2021	Follow-on work Map survey results to be analysed and translated into action plan / fed into Local Plan - as appropriate per suggested project.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 12 | March 2022 | Waste and recycling

Project owner UDC 	Initiative Working with ECC develop a greater understanding the carbon impact of UDC recycling services to enable future service changes to fully understood in terms of both carbon reduction and recycling performance	Cost Initial consultancy costs to establish service impacts. Work has been included with the review of the Joint Municipal Waste Management Strategy and funded by ECC.
The indicator of success is In depth understanding of the carbon impact of current services and how improvements could be made	First milestone Established benchmark and appoint consultants – linked with JMWMS (Joint Municipal Waste Management Strategy for Essex). March 22	Follow-on work Build results into future service delivery strategy with the aim of balancing recycling performance and carbon savings and initiating future projects.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 13 | December 2022 | Transport emissions | Uttlesford's business travel

Project owner UDC 	Initiative Reduce carbon footprint of UDC business travel and travel to work through use of zero emission vehicles and or changes in ways of working, seeking to be carbon neutral by 2030.	Cost Not yet defined. Part of the cost of this project will later be recouped as savings on business mileage.
The indicator of success is Phased reduction of staff business travel and travel to work to zero emission.	First milestone Establish how to efficiently integrate use of zero emission cars into future working practices future working practices. Develop and consider the business case for Electric Vehicle car clubs	Follow-on work Set up a project team, explore both best practice and the art of the possible, and develop a local model, likely including piloting to establish proof of concept and lead greater take up.
Risk: Affordability, take up, logistics. Risk medium. Mitigation: Offsetting to close the gap		


Action 14 | December 2022 | Transport emissions | Active travel

Project owner UDC/ECC 	Initiative Local Cycling and Walking Infrastructure plan (LCWIP)	Cost ECC has quoted £7,500 on one occasion and £40,000 on another. To be researched further.
The indicator of success is A deliverable LCWIP for Uttlesford to include the following: 1) better infrastructure within settlements to encourage active travel for short journeys 2) segregated cycle routes to connect settlements.	First milestone Basic structure of document written in-house 2021. Travel map survey to feed in specific project ambitions by spring 2022. ECC to add technical notes by Summer 2022 (subject to ECC capacity)	Follow-on work Local Plan incorporates this document into the plan. Developer contributions and grant funding are sought to deliver the schemes.
Risk: ECC is ultimately responsible for the delivery of an LCWIP that contains physical measures that can technically be installed. Mitigation: UDC will ensure that all measures put forward for consideration are realistic (for instance where a similar example is available elsewhere) finalisation of a deliverable LCWIP for Uttlesford.		


Action 15 | December 2022 | Transport emissions | Active travel

Project owner UDC/ECC 	Initiative Encouraging active travel: Micro-mobility schemes.	Cost Case study project in SW, to be rolled out elsewhere, approx. £30,000 per market town, quotes still being sought. Climate change action plan.
The indicator of success is More people trying and sticking to cycling (and e-scooters, subject to legislation) as a viable means of travel for short local journeys. Impact to be measured by take-up of schemes (where schemes are delivered by UDC)	First milestone Across Uttlesford: A travel survey map for Uttlesford is completed and assessed by spring 2022. Initial case study Saffron Walden – a joined-up project using existing developer contributions for active travel infrastructure as the project catalyst combined with synchronous micro mobility schemes, cycling proficiency lessons and refreshing school and business travel plans. UDC can control delivery of the micro-mobility schemes (subject to supplier availability), delivery of the physical infrastructure is in the hands of the LHP/ECC. Aiming for delivery in 2022 subject to ECC capacity.	Follow-on work Case study: lessons learned in SW to be consolidated as best practice and rolled out in GD and other larger settlements
Risk: ECC is unable to deliver the physical schemes which delay or reduce the impact of the package of behaviour change measures. Mitigation: Align ambitions closely with ECC's active travel ambitions.		


Action 16 | December 2022 | Transport emissions | EVs

Project owner UDC and delivery partner 	Initiative Car club (EVs). This could be tied in with pool cars for business use by UDC staff, for instance if available to hire as a part of a car club.	Cost To be costed as part of first milestone.
The indicator of success is Fewer residents own and use fossil fuel cars, and have access to a car club where required, reducing overhead of purchasing where cost or parking or charging is otherwise a barrier to their use. The performance metric would be take-up and use of such a scheme.	First milestone Potential for EV car sharing schemes to be investigated. Business case for car sharing clubs to be evaluated by spring 2022.	Follow-on work Evaluate the project's potential according to the outcome of the business case.
Risk: Scheme cost is beyond the climate change budget. Mitigation: Keep the project under review as delivery costs may come down as the market evolves.		


Action 17 | December 2022 | Transport emissions | EV charging

Project owner UDC / ECC / private sector 	Initiative Bundle on-street parking spaces so that profitable and unprofitable spaces are combined in packages, to prevent cherry picking of the profitable spaces and future public subsidy of unprofitable spaces.	Cost Cost not yet known
The indicator of success is Sufficient on-street EV charging points are available across the district.	First milestone Current provision to be reviewed by Local Energy Asset Representation mapping, due for completion autumn 2021.	Follow-on work Review requirements in partnership with ECC
Risk: Highly complex project involving multiple partners Mitigation: Sound business case		


Action 18 | December 2022 | Domestic energy | Private housing

Project owner UDC and delivery partners inc. private rental sector (PRS) (landlords) 	Initiative Enforce Minimum Energy Efficiency Standards (MEES)	Cost From existing resources.
The indicator of success is All PRS landlords are aware of and meet the current MEES and are forewarned of upcoming changes. There is no national performance metric for this as the data is not held in any one location. Note that to monitor this market would require manual / individual checking of around 7,000-8,000 addresses, although there are potential ways of automating this.	First milestone Sample 10% of addresses and assess scope for enforcement of whole.	Follow-on work 1) data gathered on PRS sector (2) publicity campaigns to landlords/tenants/3rd sector on MEES requirements and grant funding where available (3) enforcement action taken (where necessary).
Risk: Automation of data gathering is unsuccessful, making the sampling project too onerous to meet within current resources. Mitigation: Keep project under review as legislation evolves.		


Action 19 | December 2022 | Domestic energy | New build

Project owner UDC and developers 	Initiative A published checklist for developers to consider as part of their proposals	Cost From existing resources
The indicator of success is A checklist that is used as part of the officer report that goes to the planning committee which identifies any gaps between the proposed development and a net zero development.	First milestone Green checklist is written and approved for use 2022.	Follow-on work Green checklist is promoted and used by development management.
Risk: Developers chose not to complete the checklist as part of planning applications Mitigation:		


Action 20 | December 2022 | Industry and commerce | District-wide decarbonisation

Project owner UDC/Parishes/others including the Department for Business, Energy and Industrial Strategy (BEIS) & organisations affiliated to BEIS (e.g. Innovate UK) 	Initiative Retrofit community buildings in Uttlesford - partnership between UDC and parishes where advantages of scale can be identified.	Cost To be assessed on a case-by-case basis, there may be some grant funding available depending on the ownership structure of the buildings.
The indicator of success is All community buildings are net zero, or as close to net zero as heritage / architecture allows. Offsetting identified to close the gaps.	First milestone Survey parishes for appetite for working together on this project 2022.	Follow-on work <i>in collaboration with parishes</i> (1) identification and assessment of community buildings (2) projects to be defined following assessment
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 21 | December 2022 | LULUCF | Biodiversity Net Gain (BNG)

Project owner UDC, DEFRA 	Initiative Improve biodiversity net gain (BNG) as per Environment Act.	Cost From existing resources
The indicator of success is BNG on new developments is made into policy and implemented	First milestone A new BNG policy is written as per the Environment Act.	Follow-on work Review current process and opportunities for improvement in line with the Environment Act. New policy in place, implemented and enforced
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 22 | December 2022 | Waste and recycling

Project owner UDC 	Initiative Reviewing our domestic and commercial waste collection offers	Cost Budget relating to service changes will need to be established but any significant service change may require significant capital investment and may impact on revenue budgets. New burden funding may offset changes linked directly to Gov Resources and Waste Strategy.
The indicator of success is Quantified levels of reduction, reuse, repair, reimagining and recycling	First milestone Re-Establish Waste Strategy Panel December 2021 agreeing Terms of Reference and links to Climate Change Working Group sub-groups to be organised December 21.	Follow-on work Investigate recycling residual waste schemes that can be responsive to impacts of Extended producer Responsibility (EPR), Deposit Return Scheme (DRS) and Climate Change agenda, refresh UDC Resource and Waste Management strategy and model service options for future decisions
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 23 | December 2022 | Waste and recycling

Project owner UDC and residents 	Initiative Promote ways to reduce food waste and promote food waste recycling	Cost Within existing budgets
The indicator of success is Food waste is reduced.	First milestone Action plan produced to establish campaign December 22	Follow-on work Series of initiatives designed to highlight food waste as an issue and the environmental impact of food production and waste.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 24 | December 2022 | Waste and recycling

Project owner UDC and residents 	Initiative Shift residents thinking from 'avoiding landfill' towards minimising resource usage and a circular economy (including reducing single-use plastic).	Cost Within existing budgets (explore collaboration opportunities with ECC (or National) for maximum coordination and impact).
The indicator of success is Residents and businesses are aware of opportunities for reuse, repair and reimagining of items.	First milestone Investigate the potential of linking up with and promoting Essex community or council-led reuse project and Repair Cafes. September 22	Follow-on work The first milestone sets up ongoing projects.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 25 | December 2022 | Waste and recycling

Project owner UDC and residents 	Initiative Improve the capture of material for recycling (within current and then emerging waste disposal/treatment frameworks) to reduce contamination.	Cost Within existing budgets
The indicator of success is Recycling rates are improved and contamination rates reduced.	First milestone Make more of facts and statistics which are available to increase confidence that recycling is actually happening and not going to landfill or being dumped abroad (link to circular economy and single use plastics) March 22 Devise a publicity campaign to explain why we are asking people to recycle and why contamination matters. Dates as above Hangers on bins campaign to highlight contamination of refuse. Ongoing activity.	Follow-on work The first milestone sets up ongoing projects.
Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.		


Action 26 | 2023 | Domestic energy | Uttlesford's own housing

Project owner UDC/ Norse 	Initiative Decarbonise Uttlesford's housing stock.	Cost From existing resources.
The indicator of success is The housing stock is as close to net zero as feasible. (The feasibility metric may change over time as technologies change)	First milestone All housing stock to be assessed for a works programme to be planned. Ongoing but to be complete 22/23 Achievements to date: 90 council owned properties have had heat pumps installed, 80 properties have had oil boilers replaced, 280 council owned properties have had external wall insulation, solar panels installed on 300 council owned properties	Follow-on work Retrofit programme in place. Ongoing. Grant funding accessed where available (subject to Government funding rounds).
Risk: of not meeting first milestone: Low. Mitigation: Continue to monitor assessment of housing stock to ensure that the project remains on track.		


Action 27 | 2025 | Transport emissions | Norse's vehicles

Project owner UDC/ and contractors /partners e.g. Norse 	Initiative Decarbonisation of partners' fleets	Cost Likely to be borne by partners, but with some cost inflationary pressure on our payments to them.
The indicator of success is All of their vehicles are zero emission. (3 of Norse's 28 are currently EVs)	First milestone Next Norse fleet operating lease due for review 2025.	Follow-on work Discussions with partners, and consideration of additional requirements in contracts /partnership arrangements as appropriate.
Risk: Partners do not decarbonise fleet by 2030. Medium.		


Action 28 | Ongoing | Transport emissions | Public transport

Project owner UDC 	Initiative Lobby ECC for improvements to public transport in Uttlesford.	Cost From internal resources
The indicator of success is ECC puts the UDC proposals for improvements in place	First milestone Ongoing and/or as consultations arise.	Follow-on work The local plan will identify gaps in service and opportunities for improvements, which UDC will put to ECC.
Risk Risk: ECC / development does not bring changes forward. Mitigation: UDC will work collaboratively with other organisations to achieve the markers of success.		


Action 29 | Ongoing | Transport emissions | Active travel

Project owner UDC/ECC 	Initiative Encouraging active travel: Highways infrastructure to support active travel.	Cost As per LHP budget / ECC budget.
The indicator of success is Local Highways Panel (LHP) delivers joined-up initiatives, schemes are tied to climate change objectives. S106 projects (where delivered via LHP) are delivered at the same time as development to embed active travel habits when residents first move into developments.	First milestone The LHP is an ongoing workstream. Post-project assessments to be reviewed for future improvements (subject to ECC).	Follow-on work Ongoing
Risk: ECC prefers different outcomes for LHP – Medium. Mitigation: Partnership working with ECC.		


Action 30 | Ongoing | Transport emissions | Active travel

Project owner UDC/ECC 	Initiative Support ECC with their school travel plans by providing local contacts where possible.	Cost None
The indicator of success is School children get to school via active travel modes as often as possible.	First milestone Indicators of success to be defined and measured by ECC.	Follow-on work Ongoing
Risk: ECC ceases funding for this work – low. Mitigation:		


Action 31 | Ongoing | Transport emissions | UDC / EV Charging

<i>Project owner</i> UDC 	<i>Initiative</i> Installing EV charging points in UDC building spaces	<i>Cost</i> From existing resources.
<i>The indicator of success is</i> UDC has adequate charging points for facilities not to be a barrier to EV take-up by staff and other building users	<i>First milestone</i> Already scheduled for 2021: London Road Council Offices, Saffron Walden - 4 x 22kW dual outlet Floor standing Fast Chargers – 8 outlets total.	<i>Follow-on work</i> Programme of works for installation to fill gaps at other sites.
Risk: External partners are unable to deliver components to schedule. Mitigation:		


Action 32 | Ongoing | Transport emissions | EV charging in public car parks

Project owner UDC 	Initiative Installing EV charging points in public car park spaces	Cost From existing resources (budgeted Capital Costs)
The indicator of success is UDC has adequate charging points for facilities not to be a barrier to EV take-up by residents of and visitors to Uttlesford.	First milestone Already installed: White St Car park, Dunmow – 4 x 7kW floor/post mounted - dual outlet Fast Charger – 8 charging outlets total. Chequers Lane Car Park, Dunmow – 4 x 7kW wall mounted - dual outlet Fast Charger – 8 charging outlets total. Crafton Green Car Park, Stansted Mountfitchet – 4 x 7kW floor/post mounted - dual outlet Fast Charger – 8 charging outlets total. The Common Car Park, Saffron Walden - dual outlet – 22kW Fast EV charging post Lord Butler Leisure Centre, Saffron Walden – dual outlet – Rapid charging outlet – 50kW rapid charger.	Follow-on work Programme of works for installation to fill gaps
Risk: Mitigation:		


Action 33 | Ongoing | Domestic energy | Private housing

Project owner UDC and delivery partners 	Initiative Energy Company Obligation and Government grants for low-income households (LAD1/2/3/HUG)	Cost Capital costs grant funded. Officer input from existing resources.
The indicator of success is Government grants are obtained for Uttlesford residents on low incomes. UDC and partner organisations facilitate the distribution of grant money	First milestone Grants are applied for / obtained Grants are spent according to their timelines and objectives Reviews/ reports are sent to BEIS	Follow-on work These grants are on-going and subject to HM Treasury funding and BEIS' strategic objectives
Risk: on all these projects is very high; UDC does not have overall control of the outcome of these projects and cannot guarantee receipt of grant funding. Mitigation: UDC will engage with grant funding organisations and delivery agents to achieve the markers of success.		


Action 34 | Ongoing | LULUCF | Tree planting

<p>Project owner UDC, parishes and other local organisations</p> 	<p>Initiative Plant trees around Uttlesford</p>	<p>Cost Trees purchased from climate budget as land becomes available for planting. Note: acquiring agricultural land at scale to plant new woodland: £12-13 per tree (including land).</p> <p>Trees for babies scheme – capital budget £2,500. Revenue costs tbc.</p> <p>Cost of planting a woodland with one tree (including land) for every resident £1-1.5 million.</p> <p>2020/21 £15k for the tree scheme. £7k match fund from ECC. Total expenditure was £18,906.57. £3,093.43, 'underspend' carried over into the financial year for 2021-22.</p> <p>A further £15K has been set aside for 2021/22</p>
<p>The indicator of success is Tree planting is monitored and recorded.</p>	<p>First milestone Achievements to date: 490 trees have been planted, and 450 hedging plants. Roadside verges under our control are left for rewilding during spring and summer months. We are supporting 'green champions' across the district.</p> <p>Potential for 'trees for babies' scheme.</p>	<p>Follow-on work This is a rolling project – the tree officer is in constant contact with parishes to find space to plant trees. The limitation for this project is neither lack funding for trees nor volunteers to plant them but rather lack of land upon which to plant them.</p>
<p>Risk: Risk of not meeting first milestone: very low Mitigation: projects to be regularly monitored to ensure that they are progressing in a timely manner.</p>		


Action 35 | Ongoing | Governance | Consultations

Project owner UDC 	Initiative Respond to consultations as they arise and lobby in the interests of the district.	Cost From existing resources.
The indicator of success is UDC lobbies other bodies on behalf of residents	First milestone Reactive	Follow-on work
Risk: Mitigation:		

Action 02 | Complete | Domestic energy | Consumer advice

Project owner UDC 	Initiative Review consumer advice provided via our communications channels	Cost From existing resources
The indicator of success is Residents have access to up-to date and impartial advice on energy efficiency.	First milestone The website provides impartial and up to date consumer energy advice	Follow-on work
Risk: UDC provides outdated advice Mitigation: Provide links to independent and up-to-date advice (government, charities)		


Action 36 | Complete | Transport emissions | EV charging at new properties

Project owner UDC 	Initiative Policy on EV charging points at new developments.	Cost From existing resources.
The indicator of success is Best possible policy on the installation of EV charging infrastructure on new developments.	First milestone Complete	Follow-on work Monitor delivery
Risk: Challenge by developers Mitigation: Our policy is supported by the NPPF		

Action 37 | Complete | Transport emissions | Pollution awareness

Project owner UDC	Initiative Improve air quality monitoring and reporting.	Cost From existing resources.
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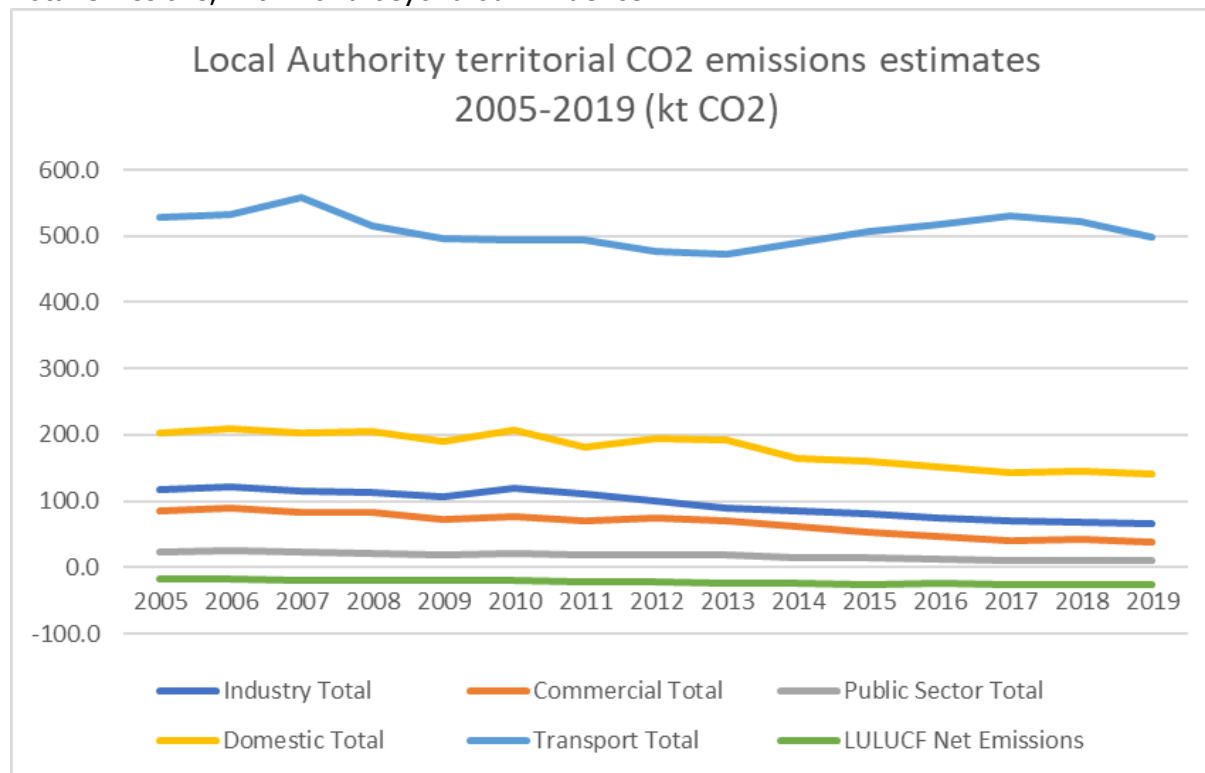
APPENDIX 2

		
<p><i>The indicator of success is</i> Air Quality is monitored and reported in real time using existing equipment</p>	<p><i>First milestone</i> Complete: Air Quality is monitored and reported in real time. We have NO2 tubes outside the following schools: Great Easton Primary School, High Stile Primary School Gt Dunmow, Thaxted Primary School, St Marys Primary School, Hampton Rd, Stansted, Elsenham Primary School. These were put up in Jan 2020. UDC has a network of diffusion tubes (37 in total). https://www.uttlesford.gov.uk/airquality#Live</p>	<p><i>Follow-on work</i> Complete</p>
<p>Risk: Mitigation:</p>		

Supporting data – District wide emissions data 2005-2019

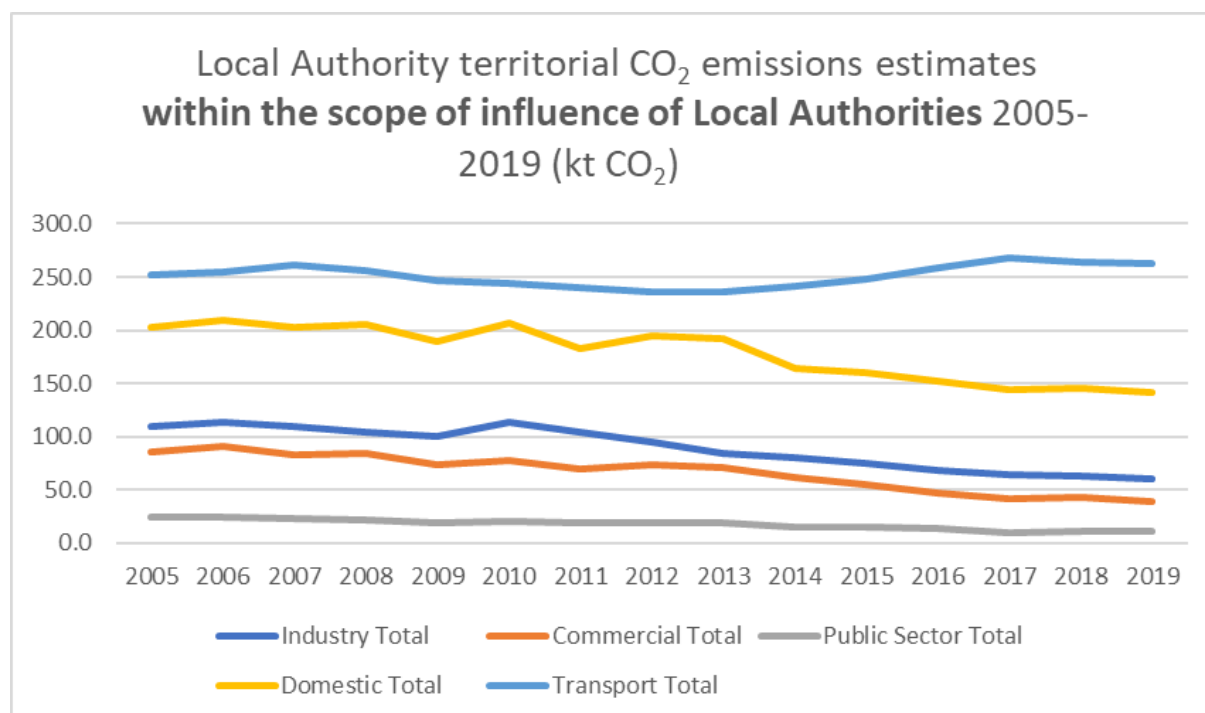
All data provided by DEFRA

Total emissions, within and beyond our influence:



This chart shows all terrestrial emissions in Uttlesford including the M11 and LULUCF (land use, land use change and forestry).

Total emissions, only those within our influence



Appendix A– Climate Change Strategy

[Link to the Uttlesford District Council Climate Change Strategy here](#)