

UTTLESFORD LOCAL PLAN

PROJECT INITIATION DOCUMENT

1. Purpose of the Document

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

2. Background

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

3. Project Definition

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

Project Objectives

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

Project Scope

- 3.3 The local plan will include:

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

- 3.4 Securing formal agreements and successful funding bids to:

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

Out of Scope

- 3.5 The project will not include:

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

Project Deliverables

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

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

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

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

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

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

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

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

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

Constraints

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

Related Projects

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

Assumptions

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

Project Costs

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

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

Project Organisation Structure

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

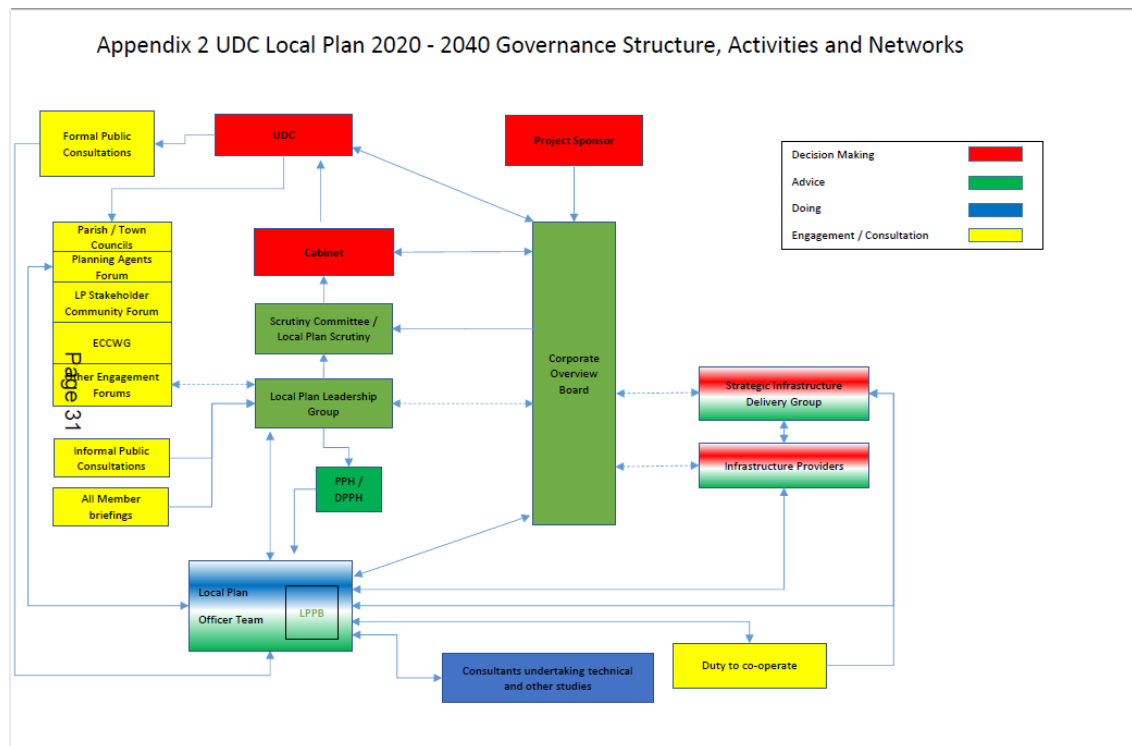


3.12 The Team comprises the following posts and main roles:

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

Project Governance

3.13 The project governance is as follows:



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

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

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

Corporate Overview Board: Officer Board to ensure plan is sound, produced in timely manner and delivers the corporate priorities.

Project Sponsor: Chief Executive and Leader

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

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

3.15 In addition to this provision there will be a range of other forums to ensure full and comprehensive engagement with local communities and key stakeholders. Full lists of Duty to Co-operate and Statutory Consultees are set out in Appendices A and B to this document.

Summary Timetable for Key Stages

3.16 The proposed timetable overall is:





1. New Local Plan - matching Selby - work starts July	2020	Jan		2021	Jan		2022	Jan		2023	Jan		2024	Jan	
			Feb			Feb			Feb			Feb			Feb
		Mar			Mar			Mar			Mar			Mar	
		Apr			Apr			Apr			Apr			Apr	
		May			May			May			May			May	
		Jun			Jun			Jun			Jun			Jun	
		Jul			Jul			Jul			Jul			Jul	
		Aug			Aug			Aug			Aug			Aug	
		Sept			Sept			Sept			Sept			Sept	
		Oct			Oct			Oct			Oct			Oct	
		Nov			Nov			Nov			Nov			Nov	
		Dec			Dec			Dec			Dec			Dec	
Key Stages															
Issues & Options preparatory work															
Preferred Options preparatory work															
Pre-submission preparatory work															
Submission preparatory work															
Submission															
Examination															
Adoption															
Consultation & Publication															
Governance															

Communication and Community Engagement

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

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

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

The Local Plan		
Preparation stage	What happens	Key time to get involved
Development of the evidence base	Background research and evidence gathering to inform the emerging plan Conversation with stakeholders and the public about the purpose of the plan and objectives. Extensive issues and options discussion	
Preparation of the Local Plan (Regulation 18)	Inform stakeholders and the public about the plan and consulting on the plan	
Publication (Regulation 19)	After taking into account the representations received on the (Regulation 18) plan, the plan is published for a six-week period to allow representations to be made Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made	
Submission (Regulation 22)	The document will be submitted to the Secretary of State for examination along with other key supporting documents	
Examination (Regulation 24)	An examination is held by an independent Inspector. The Inspector will assess the soundness of the Local Plan. Those people who submitted representations at the (Regulation 19) stage are entitled to be heard at the examination Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation	

Publication of Inspector's Recommendations (Regulation 25)	The Local Authority publish the Inspector's recommendations and give notice to all persons who requested to be notified that the recommendations are available.	
Adoption (Regulation 26)	If the Inspector finds the Local Plan sound, the Council will proceed to adopt the Local Plan. This may include modifications recommended by the Inspector	

4. Risk Register

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

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

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

SP 6.8.20

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

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

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

Local Planning Authorities relevant to Uttlesford

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

County Councils relevant to Uttlesford

Essex
Hertfordshire
Cambridgeshire
Suffolk

Appendix B: Specific, General and Other Consultees

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

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

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

