

**Committee:** Local Plan Leadership Group

**Date:**

**Title:** Issues and Options engagement “Let’s Talk About ...”

Monday, 28  
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## Summary

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

## Recommendations

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

## Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budget for 2021-22 in the revised Medium Term Financial Strategy.

## Background Papers

4. None

## Impact

- 5.

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

Workforce/Workplace	n/a
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## Situation

### The Purpose of the Issues and Options Consultation stage

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

### The Themes

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

Let's Talk About ....

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

### The Engagement

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

13. There will then be a four-week public consultation on the theme. People will be able to respond to the questions either online, by email or by letter. It should be noted that the four week deadline relates only to the Forum schedule and does not preclude comments being made later but they need to be made before the end of the engagement as a whole.
14. When the consultation on that theme comes to an end, officers will provide the Forum with a summary of the comments so it can highlight what it considers to be the key points. Officers will consider how the plan-making process could address the key points highlighted by the Forum and present recommendations to the Local Plan Leadership Group (LPLG). A representative from the Forum could attend to help address points of clarification. The LPLG will suggest how the Local Plan work should proceed and officers will be able to update the Forum at its next meeting.
15. This engagement process will be repeated for each theme on a two week cycle as set out in the timetable in **Appendix 2**.
16. After all 9 themes have been discussed, a report will be prepared setting out the process undertaken and the views expressed, the Council's conclusions on the issues in the light of these views and how they will be reflected in the Draft Local Plan (Regulation 18).
17. It is intended to avoid 'consultation fatigue' by enabling people to engage with themes which interest them and for the factsheets and questions to be easily understood and engaging.

### **The engagement content**

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

### **Risk Analysis**

19.

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

	positive engagement	community engagement	opportunity for two- way discussion.
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1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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