



Uttlesford District Council

Local plan

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

Cabinet 9 March 2021

Contents

| | |
|---|----|
| 1. Introduction..... | 1 |
| 2. Consultation Responses | 1 |
| 3. General Comments..... | 1 |
| 4. Specific comments on Statement of Community Involvement..... | 3 |
| 5. Specific Comments on Community Engagement Strategy..... | 12 |

1. Introduction

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

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

2. Consultation Responses

In total representations were received from ten organisations / individuals:

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

3. General Comments

Transport for London have no comments to make on the documents

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

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

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

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

Officer comment

These organisations are thanked for their support.

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

In response to the Community Engagement Strategy, Felsted Parish Council

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

Officer comment

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

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

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

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

Officer comment

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

4. Specific comments on Statement of Community Involvement

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

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

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

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

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

| Paragraph Reference | Consultee | Consultee comment | Consultee Recommended amendment | Officer comment and recommendation |
|---------------------|-----------|---|---------------------------------|--|
| | | | | <u>making make innovative uses of new digital engagement and visualisation tools.</u> |
| 5.15 | SWTC | This should be rewritten, difficult to read or understand | Rewrite | <p>Amend text</p> <p>As SPDs do not have development plan status, they are not subject to the same process of submission and independent examination as the local plan or neighbourhood plans. However, consultation plays an important role in the production of SPDs. The methods of engagement considered for planning documents as set out in paragraphs <u>5.21-5.25 below (page 19)</u> also apply to SPDs. The consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. There will be a minimum of 4 weeks consultation. Following consideration of responses and amendments to the SPD as appropriate, the SPD would then be adopted by the Council. In accordance with the Town and Country Planning (Local Planning) Regulations (2012) (as amended), prior to adoption a consultation statement will be prepared outlining the persons consulted during SPD preparation, a summary of the main issues raised during the consultation and how those comments have been addressed. <u>As soon as reasonably practicable following adoption of the SPD,</u></p> |

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

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

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

5. Specific Comments on Community Engagement Strategy

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

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

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

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

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

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

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

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

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

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

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

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

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