

# Uttlesford District Council

## Local Plan

## Community Engagement Strategy 2021



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## 1. Context for Community Engagement

- 1.1. When preparing a local plan, the aim of good engagement is to have better decision making, where the community is fully involved and development is aligned to the needs of today's and future communities. The Council recognises these aims as the means to help it understand people's views and develop a locally relevant and sound local plan.
- 1.2. The [Statement of Community Involvement](#) (SCI) outlines the standard required consultation and identifies the range of engagement methods available to help prepare the Plan. This strategy builds on the SCI to set out in more detail the methods of engagement and how they can be tailored to each consultation stage, the needs of the community and other consultees.
- 1.3. The importance of community engagement is stated at national level with Paragraph 61 of the Planning Practice Guidance (PPG) on Plan-making requiring 'effective engagement and consultation with local communities, businesses and other interested parties'.
- 1.4. At the local level the Council's [Corporate Plan](#) emphasises 'putting residents first', with the result being that 'residents will know their views have been listened to; they will feel they have the opportunity to influence the decision making; they will understand why decisions have been made even if they disagree with them. They will report increased levels of trust and confidence in the way the Council conducts its business and manages its resources'.
- 1.5. The [Corporate Consultation Strategy](#) contains the Council's Consultation Charter the principles of which can be summarised that all consultations undertaken by the Council should be:
  - Clear – Clear and concise questions are asked and consultees are clear why we are consulting and how we are using their feedback.
  - Effective – The appropriate methods and resources are used in consultation so that the information produced is both useful and used
  - Inclusive – The diverse range of groups from all corners of Uttlesford are included in consultation
  - Consistent – High standards of consultation are used throughout the Council whenever consultation is carried out
  - Co-ordinated – Consultation is planned, avoids duplication and maximises, where possible, opportunities for joint consultation.

## 2. Six Key Messages

- 2.1. There are six key messages to be borne in mind when considering engagement on the local plan.
  - i. *The local plan is an important document which many people might not know very much about or even have heard of.*

For many, planning is not seen as relevant to them until a house or a change of use 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 workplaces. It is important that the engagement explains why the local plan is important. It needs to be attractive with clear messages to encourage as many people and groups as possible to take part and shape the plan.

*ii. This is the start of a 4-year process.*

Preparing the local plan involves two formal stages of consultation, a public examination of the plan and concludes with the Council adopting the local plan. It is important that the Council clearly explains that preparing a local plan is a lengthy process. Each engagement stage needs to explain where in the process it is, what has happened, how comments have been taken into account and what will happen next.

*iii. Uttlesford has declared a Climate and Ecological emergency*

Like many of its neighbouring councils, Uttlesford has declared a Climate and Ecological Emergency<sup>1</sup>. The purpose being to act now to prevent a climate and ecological catastrophe that will greatly impact future generations. The Council is committed to achieving net-zero carbon status by 2030 and protecting and enhancing biodiversity by working collaboratively across the Council and the community and producing an action plan which will have been significantly delivered by April 2023. It is important that the engagement asks for views on how the local plan can respond to this declaration and put the environment at its centre.

*iv. Uttlesford is an area where people want to live.*

The engagement needs to explain that the Council will have to use a national standard to identify the number of houses needed to address the growth in households and historic undersupply. We need to make sure that the plan allows existing residents to remain living and working in the area as their family circumstances change and that new residents are properly planned for. The engagement needs to ask for views on how the local plan can deliver the right types of homes, jobs and environment for future generations.

*v. There will not be complete consensus on the local plan across the community.*

Whilst recognising this, the Council will use the engagement process to test each stage of the plan with residents, businesses and organisations to make it a better plan. The engagement will allow people to see and hopefully understand the views of others and explore the implications of their own views.

*vi. A huge amount of data and evidence is an important part of the local plan.*

The strategy and policies of the local plan will be led by the evidence. Some of the evidence produced for the recently withdrawn local plan can be rolled forward, other topics will need new evidence. It is not considered best practice to consult on the technical studies as they are factual assessments. The Council will engage with the relevant infrastructure providers and use the Local Plan Leadership Group to scrutinise the technical work. By its very nature the evidence can be lengthy and technical. It is important that the engagement explains the evidence and the implications clearly and succinctly.

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<sup>1</sup> Meeting of the Council 30 July 2019

### 3. The Principles of Community Engagement on the Local Plan

3.1. This strategy sets a number of principles to guide the community engagement throughout the local plan process. These principles are based on the Consultation Institute's best practice.

#### 3.2. Principles

*a. All engagement will be conducted with integrity*

The Council will be honest in its engagement, engaging in the early stages of plan making and will have a genuine willingness to listen and be influenced.

*b. All engagement will be visible*

The Council will make a real effort to make all of those who have an interest in Uttlesford aware of what is going on to facilitate recognising and enhancing a sense of identity with the local area, creating a local sense of pride and greater sense of community.

*c. All engagement will be accessible and use methods to reach as many local people and businesses as possible*

The Council will reach out to those whose voices are seldom heard, being inclusive, fair and representative in the plan making process. The Council will use a variety of engagement method to ensure as wide a range of people and groups are reached as possible. The website will be easily navigated. Documents, available digitally and hardcopy, will be written in plain English avoiding jargon and explaining technical terms. Documents will be prepared in a format which can be easily read digitally. Documents will explain how to access it in another language or format.

*d. All engagement will be transparent*

The Council will make clear the purpose of the engagement, the timescale of the engagement, its legal status, how to make comments and how they will be dealt with and what happens next. Documents will be disclosed by the Council and made public unless there is a specific reason to make them exempt<sup>2</sup>. Residents and other stakeholders should disclose the full range of local opinion.

*e. Engagement will use methods which allows parties to engage in the process at a level commensurate with their interest.*

The Council will take great care not to confuse stakeholders with messages which assume familiarity with national policy requirements and the local plan process. At the same time it is important that those who want to, are able to follow and take part in the process in detail.

*f. Engagement will be fair*

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<sup>2</sup> In accordance with Local Government Transparency Code 2015

The Council will consider responses to the engagement fairly and objectively and decisions will be taken with an understanding of the range of local opinion received.

- g. The Council will publish meaningful feedback on comments made in the engagement process.*

Following each engagement stage the Council will prepare a “You Said, We Did” type report summarising the issues raised and explaining the Council’s direction following the engagement and why changes have or have not been made. Officers will make recommendations which will be considered by Councillors at the relevant Committee and Council meetings. Councillors will make the final decisions. Appendix E is a summary of the functions of the Council, Cabinet, Local Plan Scrutiny and Local Plan Leadership Group.

- h. At each engagement stage the Council will make clear what can and cannot be influenced.*

The local plan needs to comply with national policy and guidance and therefore there will be certain aspects of the local plan where any possible changes must be made with these policy constraints.

- i. All engagement will use a consistent branding ‘Uttlesford Local Plan: Towards Net Zero Carbon’*

The branding will help deliver the message that the Council is putting its declaration of Climate and Ecological Emergency into action and is putting the Environment at the heart of the local plan.

- j. The success of the engagement will be measured*

The Council will identify ways to measure the success of the engagement strategy. This cannot be measured by the level of support expressed for the final Plan as it is never possible to put forward a plan that has full consensus but by assessing the number of individuals and groups who engaged and responded.

#### **4. Duty to Cooperate and joint working arrangements**

- 4.1. The Council is under a duty to cooperate with other local planning authorities and county councils and with other prescribed bodies, on strategic matters that cross administrative boundaries<sup>3</sup>.
- 4.2. The Council will work with Essex County Council, drawing on its strategic knowledge of the County and its expertise in relation to its many functions and statutory responsibilities<sup>4</sup>.

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<sup>3</sup> See Appendix A

<sup>4</sup> Education, Transport and Highways, Sustainable Drainage and Local Lead Flood Authority, Minerals and Waste, Public Health, Adult Social Care, Libraries, Recycling, Heritage.

- 4.3. The Council will work with the other authorities in the Housing Market Area and the Functional Economic Market Area (Epping Forest DC, Harlow Council and East Herts DC and Essex County Council) through the Cooperation for Sustainable Development group.
- 4.4. The Council will build on existing relationships with South Cambridgeshire District Council, the Greater Cambridge Partnership and the Cambridgeshire and Peterborough Combined Authority.
- 4.5. The Council will work with Braintree District Council, especially as they consider their way forward in the light of the deletion of the proposed West of Braintree Garden Community from the North Essex Authorities Shared Strategic Section 1 Plan.
- 4.6. The Council will work with organisations working at a regional scale, namely M11 Innovation Corridor, Oxford Cambridge Arc Spatial Strategy, South West Herts Strategic Plan, Hertfordshire Infrastructure and Planning Partnership, and North Essex Combined Authorities.
- 4.7. The Council will work with Historic England and Natural England to agree best practice, especially in identifying and assessing areas of search and potential sites.
- 4.8. Uttlesford lies within the South East Local Enterprise Partnership (LEP) and the Council will work with the partnership so that Uttlesford's development strategy is aligned with their Local Industrial Strategy and that the LEP can assist in employment growth and the delivery of infrastructure proposed in the local plan.
- 4.9. Uttlesford will work with Highways England and the highways authorities in Essex and adjoining counties to ensure that the development strategy is deliverable in transport terms.
- 4.10. The Council will record all Duty to Cooperate meetings and make them available on the Council's website and as a single report demonstrating effective and on-going joint working to submit to the Planning Inspector.

## **5. How we will engage with particular groups**

- 5.1. The following identifies some key groups of people and organisations and outlines how we will engage with them. The Council is legally required to consult with a range of bodies which in relation to Uttlesford are listed in Appendix B.

### Town and Parish Councils and Parish Meetings

- 5.2. The Council will use the existing Town and Parish Council Forum for direct liaison between officers and Parish Councillors and provide an opportunity for structured discussion around a range of issues on the local plan and neighbourhood planning.
- 5.3. District and County Councillors have the opportunity to engage with Town and Parish Councils when attending town and parish council meetings.

### Local Plan Community Stakeholder Forum

- 5.4. This is an informal forum chaired by an independent person appointed by UDC comprising about 15-20 people representing existing Forums and interest groups.

- 5.5. The purpose of the forum is to act as a consultative group to support the work on the local plan, and formal and informal planning guidance in accordance with the Uttlesford Statement of Community Involvement and this Engagement Strategy, and to provide advice in full compliance with the objectives and policies set out in the new emerging local plan.

Working with other Key Groups

- 5.6. The Council will use groups such as the Energy and Climate Change working group, Neighbourhood Plan Steering Groups, Youth Council and the working groups forming Uttlesford's Local Strategic Partnership (LSP) known as [Uttlesford Futures](#) for structured discussion and testing of emerging strategies and policies.

Infrastructure Providers

- 5.7. One of the main challenges around engagement with infrastructure providers is that as specialists in different fields they all use different terminology and have different concepts and priorities in their daily workload. It is important to translate the key evidence into plain English which is capable of being drawn into the planning process.
- 5.8. In the case of the NHS, we will engage with NHS England and the Clinical Commissioning Groups (CCGs).
- 5.9. The Council will work with Essex County Council in relation to the many aspects of infrastructure which it provides.
- 5.10. The Council will work with the Minerals and Waste section of Essex County Council in developing appropriate minerals and waste policies in the local plan.
- 5.11. School planning has become more complex with the proliferation of Free Schools and Academies outside Local Authority control. Essex County Council is responsible for ensuring that development provides adequate education provision. On occasions it may be necessary to communicate directly with individual schools, through their Heads or Chairs of Governors to discuss any specific needs. The team's Community Infrastructure Planner employed by the County with specific responsibilities for Uttlesford will support communication between County departments and the District to ensure that the requirements of the local plan can be communicated.
- 5.12. Essex County Council is the Highways and Transportation Authority<sup>5</sup> and Highways England is responsible for the motorway network and A120. The team's Principal Transportation and Infrastructure Planner at the County with specific responsibilities for Uttlesford will support communication between the agencies and to ensure that the requirements of the local plan can be communicated.
- 5.13. The Council will update its Water Cycle Study<sup>6</sup> which will involve engaging with the Environment Agency and the water utility companies.
- 5.14. The delivery of infrastructure will be overseen by the Strategic Infrastructure Delivery Group. This is a Member reference group for Cabinet which will: -

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<sup>5</sup> Note that Manchester Airports Group is the highway authority of the airport road network and a section of Bury Lodge Lane.

<sup>6</sup> The study considers whether the development proposed can be accommodated by the existing or new water and wastewater infrastructure, without causing a detriment to the wider receiving water environment and any necessary mitigation required to achieve this.

- oversee and coordinate bids for capacity and infrastructure funding,
- actively investigate delivery models for strategic growth including long term stewardship,
- promote cross boundary collaboration on all policies related to growth, and
- co-ordinate the achievement of best practice in the delivery and implementation of the strategic elements of the local plan proposals including engagement with external partners where this is necessary.

### Residents

- 5.15. The Council will use various means, such as the website, social media, press releases, leaflets and posters to contact residents and make it easy for them to find out about the local plan process, what stage it is at, how they can get involved and what is happening next.
- 5.16. The Council has in the order of 6000 people registered on the consultation database who have engaged in the local plan process previously or have expressed an interest to be kept informed. There are also about 7000 subscriptions to our e-newsletter via our GovDelivery system, as well as connecting with people via the Council's Facebook, Twitter and Instagram accounts. The Council will use these systems to keep people informed of engagement events.
- 5.17. District and County Members also have the opportunity to raise awareness of engagement and consultations events when they meet their constituents at events, through writing articles in parish/village magazines, parish websites etc.

### Businesses

- 5.18. There are several organisations representing businesses which the Council will engage with. At the local level the Council will work with Town Teams of Saffron Walden and Great Dunmow and Chambers of Trade and Commerce. It can reach companies through the Uttlesford for Business website. At a County level there is the Essex Chambers of Commerce and at the regional level there are the Local Enterprise Partnerships.

### Internal

- 5.19. Preparation of the local plan will involve cross directorate working within the Council. Traditionally the Council works with the housing department on issues such as the provision of affordable housing, with Environmental Health on pollution and air quality matters, waste collection. There are also the departments with responsibilities for parking, health and wellbeing, community safety, voluntary sector and engagement.

### Landowners and developers (site promoters)

- 5.20. Deliverability of the local plan is an important consideration in preparing an effective plan and it is important for Local Planning Authorities to involve landowners and developers ('site promoters').
- 5.21. For large, complex sites it may be necessary for the Council to seek further information beyond that commonly sought through the Call for Sites. This may necessitate direct face-to-face meetings and requests for additional information. Appendix F sets out the

ground rules for such meetings. It explains 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 stakeholders and updating Councillors on the meetings through the established member governance arrangements.

5.22. The Council also holds an Agents' Forum meeting which is an opportunity for planning agents representing site promoters to discuss issues with Council Officers.

## **6. Outline of Engagement Strategy**

6.1. Appendix C is a simple diagram of the stages in preparing the local plan and when residents and organisations can get involved.

### Publicity for each stage

6.2. Each engagement stage will be publicised by a variety of means such as

- Consultation portal (automated email or letter to those without email)
- Website
- Use of Council's social media platforms
  - Facebook
  - YouTube
  - Twitter
  - Instagram
- E-newsletter
- Local newspapers (press release / advert)
- Posters/Leaflets
- Piggybacking on other UDC events

6.3. After each stage of this engagement strategy, it should be reviewed to learn from the experience of the previous engagement and modify forthcoming engagements to ensure that the key messages are still being made and the principles are being met.

### Inception Period

6.4. This is not an active engagement stage but a period of time for the Council to ensure the right material and resources are in place for the Issues and Options stage.

6.5. The Inception period will concentrate on

- Setting up the communications and starting to put this strategy into place
- Ensuring appropriate resource and structures are in place
- Working internally through member workshops to ensure a consistent level of knowledge, understanding and approach to preparing the local plan across Council officers and members
- Ensuring the material for the first consultation is accessible and engaging.

6.6. The Inception Period will be overseen by the Corporate Overview Board and the Local Plan Leadership Group. Workshops will be held with Members.

### First Consultation

- 6.7. In preparation to the formal consultation on a draft Local Plan (regulation 18) the Council will undertake a programme of interrelated discussions on themes that matter to residents and to the future wellbeing of the District. These themes and questions will be developed with key partners such as Essex County Council. The purpose of this stage is to have a period of continual and evolving engagement, educating, listening and responding, to allow the Council to understand people's views on these themes in order to prepare the local plan.
- 6.8. Nine themes will be talked about
- Where you live
  - Character and heritage
  - Climate change
  - Transport
  - Leisure, Culture and Health Lifestyles
  - Biodiversity
  - Local Economy
  - Homes
  - Creating new places and communities
- 6.9. The Stakeholder Community Forum is the starting point for the engagement. The membership of the Forum is comprised of representatives of special interest areas. 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. The Forum is not intended to be representative of the local community and the purpose of the Forum is to inform, start a discussion and generate comments. Information on the Forum is kept up to date on the [website](#)
- 6.10. Following each meeting there will be a four week consultation on that theme. People will be asked to respond to a series of questions on that theme guided by a fact sheet, a recording of the speaker's presentation, and a recording of the meeting available online. Hard copies of the factsheet and questions will also be made available. Comments received during that 4 week period will be presented back to the Forum and to Local Plan Leadership Group. Any comments received after the four week period will be collated into the final report of consultation to be produced after every theme has been discussed.
- 6.11. 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: -
- Town and Parish Council Forum,
  - Call for sites,
  - Planning Agents Forum,
  - Infrastructure Providers,
  - Duty to Cooperate Partners,
  - Strategic Infrastructure Delivery Group, and

- Other Engagement Forums, especially cross boundary groups such as Essex Planning Officers Association, Strategic Housing Market Area partners, Transport East.

6.12. Following this engagement the Council will produce a report setting out the process and activities undertaken, 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).

#### Draft Local Plan (Regulation 18)

6.13. The purpose of this stage is to test the initial draft strategies and policies.

6.14. The draft Local Plan will have assimilated the comments made during the Let's Talk About discussions, the evidence base, input from infrastructure providers and cross boundary strategic issues.

6.15. Engagement will need to communicate the Plan's vision, the big picture as well as how it affects daily lives, and the rationale for the decisions made.

#### Methods of Engagement

- Publication on the consultation portal
- Exhibitions / Virtual Exhibitions / pop-up exhibitions
- Attractive and engaging Website storyboard.
- Workshops / Zoom meetings with key groups
- Topic based focus groups comprising representatives from different groups
- Area focused engagement activities

6.16. Following the consultation, a report summarising and commenting on the comments made and explaining why changes to the plan have or have not been recommended to Council for approval.

#### Publication

6.17. The purpose of this stage is to publish the Plan which the Council wishes to submit to the Secretary of State for examination and enable people to make comments for the Inspector to consider.

6.18. The Pre-submission Local Plan will have considered the comments made on the Draft Local Plan and made appropriate amendments.

#### Method of engagement

- Publication on the Consultation portal.

6.19. Following the period for comment a report summarising the representations and whether modifications to the plan would be supported by the Council will be prepared and sent to the Inspector. A copy of all representations received during this stage is also sent to the Inspector.

## **7. Roles and responsibilities**

### Role of District and County Councillors

- 7.1. At times of consultation the role of all Councillors becomes particularly critical because of their links with Town and Parish Councils, with local residents and businesses. It is hoped that Members will proactively identify opportunities for local awareness raising at consultation times. Local plan-making must by its nature address challenging and contentious issues. It is hoped that District and County Councillors will ensure that any public communications reflect awareness of the national policy, evidence and process constraints which provide the framework for plan-making. This should apply even in cases where Members personally disagree with the decisions taken.

#### Officers

- 7.2. Officers will represent the Council with honesty and integrity. They will advise and answer questions from Councillors, members of the public, groups and organisations with impartial professional judgement to the best of their skill and understanding. They will listen to and report on the comments of others with respect and without discrimination or prejudice. Throughout the process officers will support members with workshops.

#### Town and Parish Councils and Meetings

- 7.3. Town and Parish Council know their community and those who may have difficulty engaging in the process. It is hoped that they will assist the District Council by disseminating and gathering information and if necessary acting as an advocate for those unable to participate directly.

#### Individuals and organisations

- 7.4. Members of the public are asked to treat councillors and officers with courtesy and respect. They are asked to listen to the information they are being given and to understand that the local plan is being prepared in the context of National policy over which the Council has no influence.

### **8. How responses will be dealt with**

- 8.1. In the interests of transparency all comments and documents received during formal consultations will be published to the relevant section of the consultation documents on the Council's online consultation portal. The name of the person or organisation making the comment will be made public. Where comments are particularly long, this will involve a summary of the comments made and a copy of the full representation will be attached. The Council encourages consultees to register on the Consultation portal and submit comments online themselves. Comments submitted by email will receive an automated acknowledgement. Submissions made by post will not receive an acknowledgement. The process of administrating the comments and entering them onto the portal is very resource hungry and it can be a number of weeks after the close of consultation that all the comments are available to view.
- 8.2. The Council is committed to transparency in the plan-making process and therefore anonymous comments will not be considered. Personal or defamatory comments about individuals or groups of people will not be published.
- 8.3. Officers will prepare a report summarising the representations received on each section or policy in the local plan, commenting on those issues and explaining any recommended changes or why no change is recommended. The reports and

recommendations will be considered by Councillors at the relevant Committee and Council meetings who will make the final decision. The role of these meeting is set out in Appendix E.

- 8.4. Weight is not given to the source of the comments made, except in the case of bodies which have statutory weight, including duty to co-operate bodies and organisations such as the Environment Agency, Natural England, Historic England and Highways England.
- 8.5. It should be noted that in addressing comments made, the Council will consider the wider definition of sustainability as set out in the National Planning Policy Framework<sup>7</sup>, and that the presence of adverse impacts does not mean that a development option should automatically be rejected.
- 8.6. Comments received during less formal, non-statutory engagement events will be summarised in a report and presented to Local Plan Leadership Group.

## **9. How to contact us**

Contact details will be clearly visible on all engagement material.

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<sup>7</sup> Paragraphs 7-11 of National Planning Policy Framework (February 2019)

## **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  
East Herts District Council  
Epping Forest District Council  
Harlow 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**

<b>Specific Consultees</b>	<b>General Consultees</b>
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	South East Local Enterprise Partnership
Chelmsford City Council	Uttlesford Area Access Group
Colchester Borough Council	Greater Cambridge Greater Peterborough Partnership
County Broadband Ltd	Essex Chambers of Commerce
East Hertfordshire District Council	LARA (Land Access & Recreation Association)
Environment Agency	Gypsy Council
Epping Forest District Council	Gypsy and Traveller Law Reform Coalition
Essex County Council	Council for Voluntary Service Uttlesford
Gigaclear plc	Greater Cambridge and Greater Peterborough Local Enterprise Partnership
Greater London Authority	Federation of Small Businesses
Harlow Council	East Anglian Gypsy Council
Hertfordshire County Council	Cambridgeshire Traveller Initiative, Ormiston Children and Family Trust
Highways England	Great Dunmow Town Team
Mobile Operators Association	Stansted Airport Chamber of Commerce
National Grid	Saffron Walden Business Improvement District
Natural England	Stansted Business Forum
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	<b>Government Departments</b>  Department for Transport Ministry of Defence Public Health England (East of England)

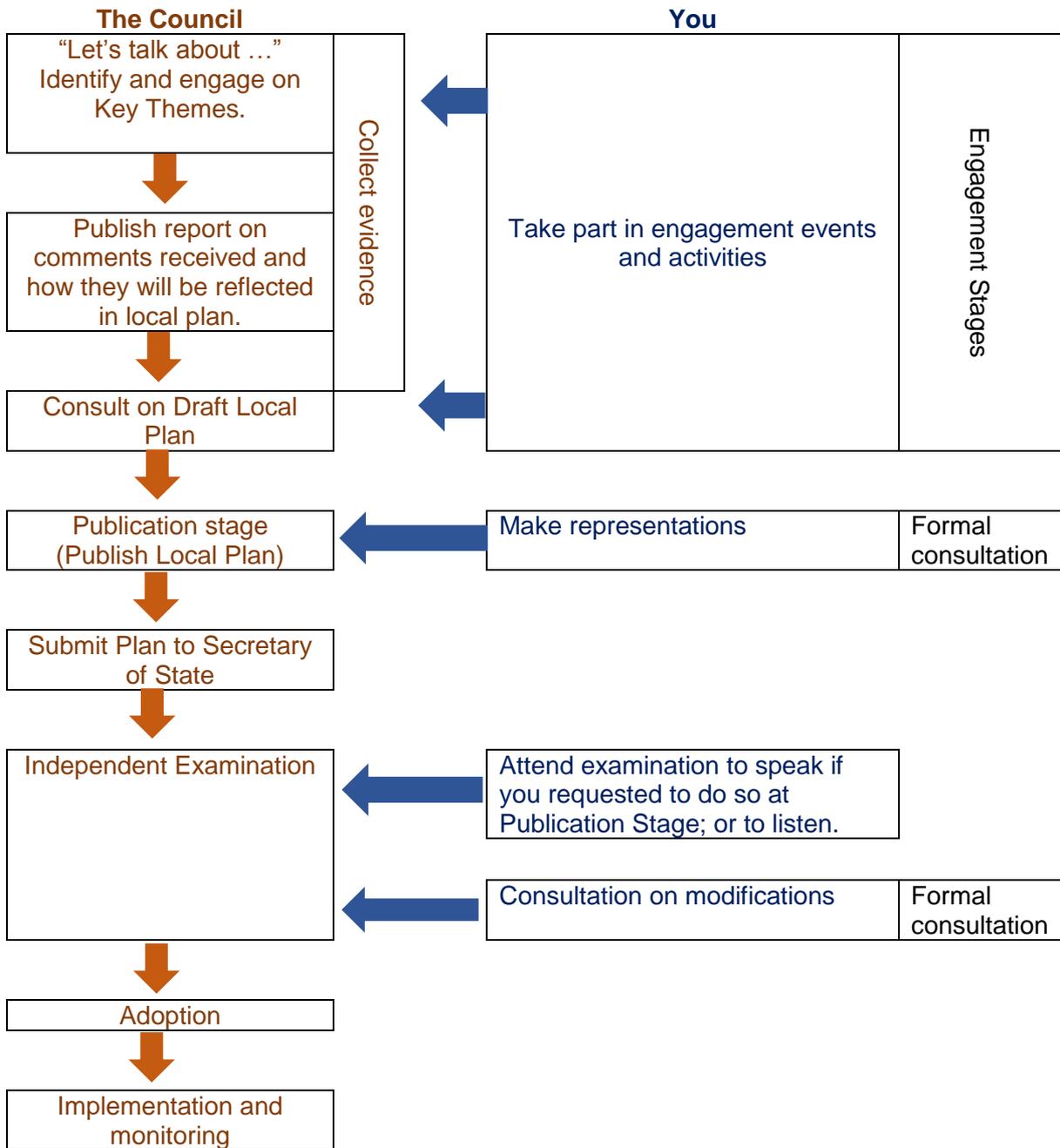
Uttlesford Local Plan  
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<b>Other Consultees</b>
Active Essex / Active Uttlesford
Age UK Essex
Andrewsfield Aviation Ltd
Arriva (Essex and North Kent)
Basildon Borough Council
British Horse Society
Broxted & District Community Association
Buzzcom
Cambridge 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)
Fibre WiFi Ltd t/a FibreWiFi
Fields in Trust
First Essex Buses Ltd
Fritch Green Charitable Trust
Fritch Way Action Group
Friends of the Earth
Friends of the Earth – Saffron Walden & District
Garden History Society
GeoEssex
The Georgian Group

Greenfields Community Housing
Hadstock Society
Hastoe Housing Association
Hatfield Broad Oak Conservation Group
Health and Safety Executive
Home Builders Federation
Homes England
Hundred Parishes Society
Imperial War Museum Duxford
Logistics UK
London Stansted Cambridge Consortium
Manchester Airports Groups (MAG)
Member of Parliament
Mid Essex Hospital Services NHS Trust
National Air Traffic Services (NATS)
National Grid plc
National Trust
Neighbourhood Plan Steering Groups
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
Sport England
Stage Coach
Stansted Surgery
Stepping Society
Stop Easton Park Community Group
Stop Stansted Expansion
Sustainable Uttlesford
Tenant Forum
Thaxted Society
Theatres Trust
Transport for London
Uttlesford Badger Group
Uttlesford Futures (Employment, Economy, Skills, Environment and Transport)
West Essex Clinical Commissioning Group

Youth Council

**Appendix C: Local Plan stages and when to get involved**



Appendix D

Example of what a Virtual Exhibition might look like.



## **Appendix E**

### Role of Council, Committees and Working Groups

**UDC Council:** Full Council meetings to approve the submission of the local plan to PINS 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.

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

## Appendix F

Ground rules for meetings with developers and other bodies

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.
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;
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;
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
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.