

**Committee:** Planning Committee  
**Date:** 5 April 2023  
**Title:** Community Involvement Protocol.  
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## **Summary**

- 1 A Draft Community Involvement Protocol, has been produced, the aim of this Protocol is to provide a template and guidance for developers and Town and Parish Councils for a consistent approach, to encourage effective community involvement in all locally significant emerging proposals at the earliest stages, especially at the pre-application stage.
2. The protocol is designed to compliment the Council's Adopted Statement of Community Involvement.
3. The Protocol has been the subject of a full consultation with Town and Parish Councils and will be relaunched at the Parish Forum on 28 March 2023 in preparation for this report to Planning Committee.

## **Recommendation**

**That the Community Involvement Protocol be Approved for Development Management Purposes.**

## **Financial Implication**

None

## **Background Papers**

Draft Community Involvement Protocol (Appendix 1)  
Consultation Reponses (Appendix 2)  
Uttlesford's Adopted Statement of Community Involvement

## Impact

Communication/Consultation	This group is a working group and will make recommendations to Planning Committee
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

## Situation

4. The protocol is not just for strategic planning applications. Some smaller villages may have smaller proposals but these could have a significant impact and therefore it is essential that we also reflect the smaller villages and what is significant to them.
5. Community involvement is more than just a consultation. The process of community involvement, in this context, is one which communities and other stakeholders are actively encouraged, from an early stage, to contribute their views in shaping development proposals that may affect their area. Developers will be encouraged to make sure that the involvement is also meaningful and this will be agreed by the Local Planning Authority and the Parish / Town Council early on in the process.
6. There is no legal requirement for developers to sign up to the protocol however, officers will be encouraging developers, Ward Members and Parish/Town Councils to sign the document along with Uttlesford planning team.
7. The protocol does not replace the Statement of Community Involvement but it is there to compliment it.

**Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
1	1	1	N/A

- 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