



**UTTLESFORD DISTRICT COUNCIL  
STATEMENT OF COMMUNITY  
INVOLVEMENT**

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# Glossary

**Authority's Monitoring Report (AMR)** A report monitoring the effectiveness of the development plan. Monitoring information will be published on the website as soon as practicable

**Development Plan** The development plan consist of the Development Plan Documents produced by Uttlesford District Council, (or jointly with neighbouring authorities), Essex County Council and any Neighbourhood Plan. Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

**Development Plan Document (DPD)** A document setting out Uttlesford District Council's planning policies and proposals. DPDs are subject to community involvement, consultation and independent examination.

**Independent Examination** Development Plan Documents are subject to an examination by a planning inspector to rigorously test legal compliance and overall 'soundness'.

**Local Development Scheme (LDS)** The LDS sets out the timetable for preparing the Local Plan.

**Local Plan** The term used to describe various Development Plan Documents

**Material Consideration** A material consideration is any planning matter which is relevant to a particular case.

**Minerals and waste development plan documents** DPDs prepared by Essex County Council with regards to mineral extraction and waste management

**Neighbourhood Planning** A new tier of the planning system, introduced under the Localism Act 2011, to give communities more control over the future of their area.

**Neighbourhood Plan** A type of Neighbourhood Planning, which can establish general planning policies for the development and use of land in a defined neighbourhood area. A Neighbourhood Plan must be in general conformity with the Local Plan, undergo Examination and a Referendum. After adoption, they are part of the statutory development plan and are used (alongside other policy documents) to determine planning applications.

**National Planning Policy Framework (NPPF)** Sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions. Additional detail is given to the NPPF through **Planning Practice Guidance** which is the governments on-line, web based guidance on national planning policies.

**Planning Inspectorate (PINS)** The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

**Section 106 Agreements** A binding legal agreement requiring a developer or landowner to provide or contribute towards facilities, infrastructure or other measures, in order for planning permission to be granted. Planning obligations are normally secured under Section 106 of the Town and Country Planning Act 1990.

**Sound/soundness** This describes where a DPD is considered to 'show good judgement' and also to fulfil the expectations of legislation, as well as conforming to national policy. A sound plan is

- Positively prepared;
- Justified;
- Effective; and
- Consistent with national policy.

**Statement of Community Involvement (SCI)** The SCI is a document explaining to the community how and when they can be involved in the preparation of the planning policy documents and the determination of planning applications, and the steps that will be taken to encourage this involvement.

**Strategic Environmental Assessment (SEA)** An SEA is an iterative assessment of the environmental effects of policies and proposals contained in Local Plans.

**Supplementary Planning Document (SPD)** SPDs do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

**Sustainability Appraisal (SA)** An SA is an assessment of the social, economic and environmental effects of policies and proposals within Local Development Documents.

**Sustainable Development** Development that is in accord with economic, social and environmental objectives. Development that meets today's needs without compromising the ability of future generations to meet their own needs.

**Uttlesford Futures** Uttlesford's Local Strategic Partnership which is a collaboration of organisations including the district council, the county council, the local health service and the emergency services. LSPs allow public bodies to work together on projects they wouldn't be able to do on their own. Uttlesford Futures' work is guided by the priorities that are set out in the district's Sustainable Community Strategy 2008-2018. [www.uttlesford.gov.uk/uttlesfordfutures](http://www.uttlesford.gov.uk/uttlesfordfutures)

# 1 Introduction

- 1.1 The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities are able to take an active part in the process. Uttlesford District Council works to improve the quality of lives of people who live, work, or visit the District. One of the ways we do this is by talking to and hearing from individuals and organisations in Uttlesford about their concerns, ideas and ambitions.
- 1.2 This Statement of Community Involvement (SCI) has been prepared to explain how the Council will engage communities, businesses and organisations in the planning process.

The benefits of community engagement include:

- Resolving potential conflicts between parties at an early stage
- Generating local ownership and fostering community pride
- Creating a better understanding of local community priorities
- Introducing greater clarity and transparency in decision making

## The planning system

- 1.3 The current planning policy system consists of:
- National policy in the form of the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG). At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development which encourages a culture in which development plays a key role in meeting the needs and aspirations of the area. The NPPF still promotes a plan-led system whereby decisions must be made in accordance with the development plan unless material considerations indicate otherwise.
  - Local policy in the form of the Local Plan, and other appropriate documents (produced by District Councils), Neighbourhood Plans (produced by Parish Councils and Neighbourhood Forums) and Minerals and Waste Plans (produced by County Councils).

## 2 What's it all about?

### What is a statement of community involvement?

- 2.1 The main purpose of a SCI is to set out how the local community, businesses and other organisations with an interest in development in Uttlesford can engage with the planning system. It sets out how the Council will involve the community when preparing planning documents and deciding planning applications. When involving the community in the planning process, account will also be taken of any corporate guidance and strategies adopted by the Council.

### Why is a statement of community required?

- 2.2 Local planning authorities are required to produce a SCI under Section 18 (Part 1) of the Planning and Compulsory Purchase Act (2004). The National Planning Policy Framework (NPPF) (2012) stated that:

*“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”* (Paragraph 155)

- 2.3 In July 2018 a new NPPF was published that replaced the NPPF 2012. However, the transitional arrangements identified in the NPPF 2018 allow for Local Plans that are submitted on or before 24 January 2019 to continue to be examined under the NPPF 2012.
- 2.4 The previous SCI was adopted in January (2018). The Council is preparing a new Local Plan for the district covering the period 2011-2033 which will contain the planning policies and proposals that will help shape the future of the District. This new SCI will help to ensure that the new Local Plan takes into account recent legislative changes as part of its preparation.

# 3 Uttlesford's community

3.1 Our 'community' includes all of the individuals, groups and organisations that live, work or operate within the District. We recognise that the different groups that make up our community have different needs and expectations. They also have their own desires, capabilities and capacity to get involved. This SCI Involvement sets out to maximize the opportunities for everyone in the community to get involved.

**Table 1. Uttlesford's Community**

## LOCAL COMMUNITIES

The interests of local communities are represented by county, district, parish and town councils, all have the capability to be involved. Specific interests can be represented by amenity or interest groups. The community is made up of individuals who have the ability to respond in their own right; however particular sections of local communities can find it harder to get involved.

## OTHER AGENCIES

Other organisations can provide valuable views regarding specific development plans. These organisations are easy to identify and generally have the capacity to be involved. Some may need support in understanding the Local Plan process and how it relates to their operations so they are able to contribute effectively.

## STATUTORY STAKEHOLDERS

There are certain groups that we have to involve. These include Historic England, Environment Agency, Highways England, Natural England, Essex County Council and parish/town councils.

## DEVELOPERS AND LANDOWNERS

Developers are already involved in the planning system and will seek to be involved. Most can be easily identified from previous involvement and have the capability to be involved. Landowners will be keen to understand and consider the implications of any policies/decisions in order to protect their rights to develop or protect their land and its value. Both groups will be supported in being more actively involved in the Local Plan.

## SERVICE PROVIDERS

Service providers include local health trusts/clinical commissioning groups, schools, utility and transport providers, emergency services, community development organisations and others. All of these can be easily identified and have the capacity to be involved in the Local Plan process. However we will seek to involve them only when it is relevant for them.

## BUSINESS SECTOR

Local businesses range in size from the self-employed and small businesses to larger organisations. Their capacity to be involved also varies. Larger organisations may have the capacity to get more actively involved, whilst smaller organisations may need support in understanding the planning system, how it relates to them and how they can get involved. The Council will continue to improve its engagement with the business community.

## 4 Principles of engagement

- 4.1 This section sets out the general principles of community engagement. Undertaking consultation is a fundamental part of the planning process.
- 4.2 Uttlesford's Corporate Plan 2017 – 2021 (2017) sets out the headline objective to promote thriving, safe and healthy communities. Improving community engagement is outlined in the Corporate Plan as a core action to achieve this goal.
- 4.3 Our key principles of engagement are:
- Engaging the community and stakeholders in the early stages of plan-making.
  - Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application.
  - Undertaking meaningful consultation, before applications for major development are submitted.
  - Recognising and enhancing a sense of identity with the local area, creating a local sense of pride and greater sense of 'community'.
  - Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process.
  - Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities.
  - Providing the opportunity for feedback; the Council will consider all comments received through consultations on policies and make appropriate changes accordingly.
  - Ensuring consultation is worthwhile and achieves value for money by balancing cost, time constraints and available Council resources.
  - Continued engagement with community and stakeholders after a decision has been made on a planning application including S106 issues.

# 5 Plan making

- 5.1 The Council is responsible for plan making. Plan making sets out how an area will develop over time and provides a guide for future development. This part of the SCI sets out the Council's standards and approach for consulting Uttlesford's community in the preparation of, and revisions to, plans and explains who, how and when the Council will consult when preparing planning policy documents.
- 5.2 The legal requirements for consultation and community involvement in plan making are set by the Government in legislation including The Planning and Compulsory Purchase Act (2004) (as amended), the Neighbourhood Planning Act (2017) and The Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended). This legislation sets out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. However, the legislative requirements do not specify how communities or stakeholders should be involved and accordingly there is flexibility as to how and to what detail the Council undertakes its own process of engagement. Furthermore, the scale and extent of consultation may vary depending on the subject of the planning document. This section of the SCI sets out how the Council will meet these legal requirements.

## Planning policy documents

- 5.3 The Planning and Compulsory Purchase Act (2004) (as amended) requires local planning authorities to prepare a statutory development plan that will guide future development within their area. It identifies the locations for housing, employment and other development.
- 5.4 The development plan includes adopted local plans and made neighbourhood plans. The local plan sets out the vision and core policies for the future development of a district. Neighbourhood plans set out a vision and policies to shape the development and growth of a local area for a 10, 15 or 20 year period. Once a neighbourhood plan is made, brought into force, it becomes part of the development plan. A local planning authority may also produce supplementary planning documents (SPDs).
- 5.5 In addition to producing a new Local Plan covering the whole of the district, the council is also planning on producing Strategic Growth Development Plan Documents for each

of the Garden Communities in the Local Plan. These documents will set out the detail of how the Garden Communities will develop.

- 5.6 The local plan and Garden Community DPDs are statutory documents subject to independent examination. Supplementary planning documents (SPD) are prepared to expand policy or provide further detail to the policies in the development plan. They are not subject to independent examination. SPDs are a material consideration in planning decisions.
- 5.7 Strategic Environmental Assessment (SEA)/Sustainability Appraisal (SA) is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each development plan document and Supplementary Planning Document. When a local plan is published to allow representations to be submitted the SEA/SA will be published for comments at the same time.
- 5.8 Where an SEA/SA is produced outside of an update to the Local Plan, the SEA/SA will be published for comments to be submitted. Unless the SEA/SA points towards conclusions which suggest the Local Plan is not pursuing the most appropriate strategy to deliver its objectives, the Local Plan would not be republished for another period for representations to be submitted.
- 5.9 The development plan for Uttlesford is currently made up of the Uttlesford Local Plan (2005), the Essex County Council (ECC) Minerals Local Plan (2016), the ECC Waste Local Plan (2014) and the Great Dunmow Neighbourhood Plan (2016). The Council is presently preparing a new Local Plan covering the period 2011-2033.
- 5.10 There are also a number of emerging neighbourhood plans in Uttlesford, including: Felsted Neighbourhood Plan; Great and Little Chesterford Neighbourhood Plan; Newport and Quendon & Rickling Neighbourhood Plan; Saffron Walden Neighbourhood Plan; Stansted Mountfitchet Neighbourhood Plan; Stebbing Neighbourhood Plan; and Thaxted Neighbourhood Plan<sup>1</sup>. At the time of writing this SCI, examination of the Thaxted Neighbourhood Plan has been completed and a referendum on the plan is intended to be arranged in early 2019. If the referendum votes in favour of the plan, it will join those documents that make up the Development Plan for Uttlesford.

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<sup>1</sup> <http://www.uttlesford.gov.uk/neighbourhoodplans>

5.11 The Council has a number of adopted SPDs. More information on these can be found on the planning policy page of the Council’s website<sup>2</sup>. The Planning and Compulsory Purchase Act (2004) (as amended) also requires the Council to maintain a timetable for the preparation and review of the development plan. This is referred to as a Local Development Scheme (LDS). Uttlesford’s current LDS can be found at:

<https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>

5.12 The Council will support and encourage communities to develop their own community led plans - Parish Plans and/or Village/Town Design Statements. The Council will continue to work with the Rural Community Council of Essex to encourage this type of participation.

5.13 The Council is undertaking a project of updating the Conservation Area Appraisals, serving Article 4 Directions and compiling a Local Heritage List. These will be subject to consultation and consideration will be given to the use of a range of engagement methods listed in Table 5.

## When can you get involved?

5.14 The key formal opportunities to get involved in the preparation of planning policy documents are set out in Table 2 and Table 3 below.

**Table 2. The Local Plan and other Development Plan Documents**

The Local Plan		
Preparation stage	What happens	Key time to get involved
<b>Development of the evidence base</b>	Background research and evidence gathering to inform the emerging plan	
<b>Preparation of the Local Plan (Regulation 18)</b>	Inform stakeholders and the public that the plan is being produced and consults on the plan	

<sup>2</sup> <http://www.uttlesford.gov.uk/localplan>

The Local Plan		
Preparation stage	What happens	Key time to get involved
<b>Publication (Regulation 19)</b>	<p>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</p> <p>Any Addendum to the Regulation 19 plan shall be published for a six week period to allow representations to be made</p>	
<b>Submission (Regulation 22)</b>	The document will be submitted to the Secretary of State for examination along with other key supporting documents	
<b>Examination (Regulation 24)</b>	<p>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</p> <p>Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation</p>	
<b>Adoption (Regulation 26)</b>	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	

**Table 3. Neighbourhood Plans**

<b>Neighbourhood Plans</b>		
<b>Preparation stage</b>	<b>What happens</b>	<b>Key time to get involved</b>
<b>Neighbourhood Area Designation</b>	An application for neighbourhood area designation will be publicised for six weeks (unless the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority, in which case the Council does not have a choice other than to approve the area)	
<b>Preparing a Draft Neighbourhood Plan</b>	The qualifying body gathers baseline information. Engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan	
<b>Pre-Submission (Regulation 21)</b>	The qualifying body publicises the draft plan for six weeks	
<b>Publicising the Submission Neighbourhood Plan (Regulation 22)</b>	The qualifying body submits the neighbourhood plan to the local planning authority (LPA). The LPA publicises the neighbourhood plan for a period of six weeks. The LPA notifies consultation bodies referred to in the consultation statement	
<b>Examination (Regulation 24)</b>	An examination is held by an independent examiner. The examiner will assess if the neighbourhood plan meets the basic conditions	
Examiners Modifications	The examiner will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will notify relevant parties including those who were previously consulted and invite representations for a period of six weeks	

Neighbourhood Plans		
Preparation stage	What happens	Key time to get involved
Referendum	Subject to the neighbourhood plan meeting the basic conditions, the Council will issue a decision on if the neighbourhood plan can proceed to referendum	
Adoption (Regulation 25)	If the neighbourhood plan receives the majority of the vote the neighbourhood plan will be brought into force	

**KEY**



**Informal engagement**



**Formal consultation**



**Referendum**

5.15 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 Table 5 below (page 17) also apply to SPDs. The consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. 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. An adoption statement will also be prepared

and made available to view, together with the SPD as soon as reasonably practicable following adoption.

## How will you be kept informed of the development of planning policy documents?

5.16 Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The Local Development Scheme<sup>3</sup>
- The planning policy page of the Council’s website<sup>4</sup>
- Reports to Cabinet and Council<sup>5</sup>
- A database of all interested parties wishing to receive information on key consultation stages is maintained by the Council. If you wish to be added please contact the Planning Policy Team at the Council by email:

[planningpolicy@uttlesford.gov.uk](mailto:planningpolicy@uttlesford.gov.uk)

5.17 Information about neighbourhood plans in Uttlesford is retained on the Planning Policy page of the Council website. Details of current emerging neighbourhood plans and where more information can be obtained is set out in Table 4 below.

**Table 4. Examples of emerging neighbourhood plans in Uttlesford**

Neighbourhood Plan	More information
Felsted Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/felstednp">http://www.uttlesford.gov.uk/felstednp</a> <a href="http://www.felstednp.org.uk/">http://www.felstednp.org.uk/</a>
Great and Little Chesterford Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/chesterfordsnp">http://www.uttlesford.gov.uk/chesterfordsnp</a> <a href="http://greatechesterford-pc.gov.uk/neighbourhood-plan/">http://greatechesterford-pc.gov.uk/neighbourhood-plan/</a>
Newport and Quendon & Rickling Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/nqrnp">http://www.uttlesford.gov.uk/nqrnp</a> <a href="https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/">https://www.facebook.com/Newport-Quendon-Rickling-Neighbourhood-Plan-2001363280090063/</a>

<sup>3</sup> <https://www.uttlesford.gov.uk/article/4969/Local-Development-Scheme>

<sup>4</sup> <http://www.uttlesford.gov.uk/planningpolicy>

<sup>5</sup> <https://www.uttlesford.gov.uk/article/5019/Decision-records-and-notice>

Saffron Walden Neighbourhood Plan	<a href="https://www.uttlesford.gov.uk/article/4963/Saffron-Walden-Neighbourhood-Plan">https://www.uttlesford.gov.uk/article/4963/Saffron-Walden-Neighbourhood-Plan</a> <a href="http://www.waldenplan.org/">http://www.waldenplan.org/</a>
Stansted Mountfitchet Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/stanstednp">http://www.uttlesford.gov.uk/stanstednp</a> <a href="https://www.stanstedneighbourhoodplan.com/what-is-the-plan">https://www.stanstedneighbourhoodplan.com/what-is-the-plan</a>
Stebbing Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/stebbingnp">http://www.uttlesford.gov.uk/stebbingnp</a> <a href="https://www.stebbingneighbourhoodplan.co.uk/">https://www.stebbingneighbourhoodplan.co.uk/</a>
Thaxted Neighbourhood Plan	<a href="http://www.uttlesford.gov.uk/thaxtednp">http://www.uttlesford.gov.uk/thaxtednp</a> <a href="https://www.thaxtednp.com/about-the-plan">https://www.thaxtednp.com/about-the-plan</a>

## Key stakeholders and community groups

- 5.18 The Council is required under the Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended) to consult ‘specific consultation bodies’ and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as ‘general consultation bodies’.
- 5.19 The list below refers to key types of groups rather than listing every individual group and organisation. The lists are not exhaustive; the Council maintains a comprehensive list of consultees which is updated regularly.

### Key Stakeholders:

- Environment Agency
- Historic England
- Natural England
- Network Rail
- Electronic Communications Operators
- National Grid
- UK Power Networks
- Water and wastewater undertakers
- Homes and Communities Agency
- Hertfordshire and West Essex Clinical Commissioning Groups
- Highways England
- Essex County Council
- East of England Ambulance Service

- Essex and Kent Police
- Essex County Fire & Rescue Service
- Parish and town councils, including those within the District and those that adjoin the District
- Adjoining district councils, such as Braintree District, Chelmsford City, East Hertfordshire District, North Hertfordshire District, Epping Forest District and South Cambridgeshire District councils
- Adjoining county councils – Cambridgeshire County Council and Hertfordshire County Council
- Greater London Authority

5.20 The duty to co-operate was introduced in the Localism Act (2011) and amends the Planning and Compulsory Purchase Act (2004). It places a legal duty on local planning authorities and public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters. This means that the Council must seek to actively engage neighbouring councils and a range of other agencies when preparing and reviewing its planning policies, particularly in relation to strategic priorities and cross-boundary issues. The Council will produce a Duty to Cooperate Statement of Compliance which will be made available for inspection as part of the Local Plan Examination process.

## Engagement methods on planning policy documents

- 5.21 The consultation and community involvement methods applied will be proportionate to the nature of the planning policy document being prepared.
- 5.22 **INFORMATION:** The Council will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how people can get involved.
- 5.23 **CONSULTATION:** Consultation will take place informally during the research stages of documents and formally during the publication stages where people can comment on the Council's proposed policy direction.
- 5.24 **PARTICIPATION:** The Council will carry out participation events such as workshops and forums where people can be more actively involved where appropriate.
- 5.25 Every effort will be made to undertake the consultation outside August and the end of year holiday period. However, where this is unavoidable, due to the need to make progress on development plan preparation we will seek to ensure that a reasonable part of the consultation period extends beyond these holiday periods.
- 5.26 Local exhibitions will be considered in locations relevant to the subject of consultation, in accessible buildings. The Council will work with the premises provider in identifying suitable rooms.
- 5.27 A communications and engagement plan will also be prepared where it is appropriate to the scope of a planning document. For each stage of the planning documents preparation this plan will contain the following:
- The key milestones for plan making along with key dates for consultation, indicating when people will be involved.
  - Outline the specific consultation and engagement methods of how people are to be involved and how they can respond.
  - Provide details of document availability.
  - Explain how feedback will be provided and how comments will be taken into account.

**Table 5. Engagement methods considered for planning documents**

	Method	Purpose	Resources
INFORMATION	<p><b>Media</b></p> <p>e.g. Publicity in local newspapers; articles in parish magazines; <i>Uttlesford Life</i> magazine<sup>6</sup></p>	<ul style="list-style-type: none"> <li>• Raising awareness Reaching wide audience</li> <li>• Publicising how to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time to prepare material</li> </ul>
	<p><b>Internet</b></p> <p>Uttlesford website, emails, <i>Keep me posted</i> e-newsletter; Facebook and Twitter</p>	<ul style="list-style-type: none"> <li>• Up-to-date information about progress and how to get involved</li> <li>• Access to documents to meet minimum requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Posting information online is low cost once established</li> </ul>
	<p><b>Leaflets and posters</b></p> <p>Promoting the consultation</p>	<ul style="list-style-type: none"> <li>• Raising awareness</li> <li>• Reaching wide audience</li> <li>• Publicising how to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost efficiency</li> <li>• Production of material can involve significant costs</li> <li>• Staff time to prepare and distribute material</li> </ul>
	<p><b>Letters</b></p> <p>to statutory bodies</p>	<ul style="list-style-type: none"> <li>• To meet minimum requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost efficiency</li> <li>• Staff time to write and administrate posting</li> </ul>
	<p><b>Mailing</b></p> <p>List of persons and companies wishing to be notified</p>	<ul style="list-style-type: none"> <li>• Keeping people up to date on key stages and how to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency electronically</li> <li>• Low cost efficiency through the post. Staff time to write and administrate posting</li> </ul>

<sup>6</sup> <http://www.uttlesford.gov.uk/uttlesfordlife>

CONSULTATION	<p><b>Documents</b></p> <p>Available to view and comment on via the Council's on-line consultation portal objective</p>	<ul style="list-style-type: none"> <li>• Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents via a range of methods</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time updating the on-line consultation period</li> </ul>
	<p><b>Documents</b></p> <p>Available for inspection at principal and other offices and libraries</p>	<ul style="list-style-type: none"> <li>• Meeting minimum requirement in allowing everyone the opportunity to comment on draft documents</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time may be needed to answer questions</li> </ul>
	<p><b>Questionnaires</b></p> <p>Paper and electronic format</p>	<ul style="list-style-type: none"> <li>• Focus consultation on key questions</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency in electronic format</li> <li>• Low cost efficiency in paper format</li> <li>• Staff time to collate responses</li> </ul>
	<p><b>Parish/town council meetings</b></p>	<ul style="list-style-type: none"> <li>• Reaching community groups through existing meetings</li> <li>• Gain understanding of views regarding a specific area</li> </ul>	<ul style="list-style-type: none"> <li>• High cost efficiency</li> <li>• Staff time to attend meetings and prepare any material</li> </ul>
	<p><b>Town and Parish Council Forum</b></p>	<ul style="list-style-type: none"> <li>• Active involvement of local councils</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<p>Pre-existing <b>Forums</b> such as Uttlesford's Tenant Forum<sup>7</sup> and Business Exchange Forum</p>	<ul style="list-style-type: none"> <li>• Disseminate information and canvass opinion from selected groups</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>

<sup>7</sup> <http://www.uttlesford.gov.uk/tenantforum>

	<b>Uttlesford Futures meetings<sup>8</sup></b>	<ul style="list-style-type: none"> <li>• Active involvement of the Local Strategic Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<b>Citizens Panel<sup>9</sup></b>	<ul style="list-style-type: none"> <li>• Help gain more understanding of public concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
<b>PARTICIPATION</b>	<b>Focus groups</b> (selected groups of participants with particular characteristics)	<ul style="list-style-type: none"> <li>• Useful for area based or topic specific discussions and presentation of options</li> <li>• Help gain more understanding of public concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Low/medium cost efficiency</li> <li>• Staff time to attend and prepare material</li> </ul>
	<b>Workshops</b>	<ul style="list-style-type: none"> <li>• Bringing together representatives from different sectors to be actively involved in identifying issues/options and priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Medium/high: Time is needed for preparation</li> <li>• Specialist skills may be required</li> </ul>
	<b>Local exhibitions</b>	<ul style="list-style-type: none"> <li>• Communicating the key messages about the planning document being consulted upon and encouraging people to put forward their views</li> </ul>	<ul style="list-style-type: none"> <li>• Low cost efficiency</li> <li>• Preparation of materials and staff time</li> </ul>

## Feeding information into decisions

<sup>8</sup> <https://www.uttlesford.gov.uk/article/5138/Uttlesford-Futures>

<sup>9</sup> <https://www.uttlesford.gov.uk/article/5497/Citizens-Panel>

- 5.28 The information and comments the Council obtains through participation and consultation with the community and stakeholders will be used to inform the Council's decisions and shape any documents produced.
- 5.29 Formally made comments need to be made either through the consultation portal (if the document is published on the portal), by email or by letter. Respondents are required to provide their name and contact details, preferably email. They will be added to a database which will be used to keep people informed of the next stages in the plan making process. Anonymous comments will not be accepted.
- 5.30 All comments are registered on the consultation portal and are available to view at <http://uttlesford-consult.limehouse.co.uk/portal> Representor's name and organisation, if appropriate, are shown against the comment. Contact details remain confidential.
- 5.31 **Consultation Statement:** The Council will produce a Consultation Statement which will summarise the main issues raised as a result of consultation on planning policy document consultations and how these have been addressed.
- 5.32 It is the responsibility of the planning policy team to prepare planning policy documents, undertake consultation, consider the comments and recommend actions to the Member Working Group and Cabinet, and then implement the decisions of Members. The recommendations should clearly explain the reasoning for the recommendation taking into account the views of stakeholders and consultees.
- 5.33 Cabinet is responsible for approving plans and related documents for consultation and submission. Full Council is responsible for approving the submission and adoption of the Local Plan. Any future changes to the delegation of decisions will be set out in the Council procedures and standing orders.
- 5.34 All documents produced will be available at the Council's principal office and on the Uttlesford website. Planning documents which are being consulted upon will also be sent to the Council's other offices, and local libraries.

## 6 Planning applications

- 6.1 Involving people in planning application process allows them to influence development as it is being designed and helps to resolve issues more meaningfully.

### The pre-application stage

- 6.2 All applicants are encouraged to discuss future development proposals with the Council prior to submitting a planning application. Our development management team can advise on the general acceptability of proposals before they are submitted and explain what information is likely to be required to enable the determination of an application. Further information is contained in the Council's Planning Application Guidance Notes and a Planning Application Checklist. These are available on the Council's website<sup>10</sup>.
- 6.3 Applicants are encouraged to involve the community early on their planning applications. Early engagement with local people before a formal application will help to address issues early on may help to avoid unnecessary objections being made at a later stage.

### Application stage

- 6.4 Once the application is submitted, the Council must publicise it, consult the relevant parish or town council, and allow people the opportunity to contribute their views in writing or online. The legal requirements for consultation on submitted planning applications is set by the Government in legislation including The Town and County Planning (Development Management Procedure) (England) Order (2015) as amended. These are set out in more detail below. All applications are publicised via the Council's website under Application and Decision Search<sup>11</sup>. In addition all applications are publicised through a neighbour notification letter or if that is not appropriate by a site notice. Table 6 sets out those circumstances when a site notice or notice in a newspaper is required in addition to the neighbour notification letter.

#### Table 6. Engagement on planning applications

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<sup>10</sup> <http://www.uttlesford.gov.uk/planningapplicationforms>

<sup>11</sup> <https://www.uttlesford.gov.uk/article/4863/Comment-or-search-for-a-planning-application>

Type of development	Publicity required
<b>Development where the application is accompanied by an environmental statement</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice</li> <li>• Council website</li> </ul>
<b>Departure from the development plan</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice</li> <li>• Council website</li> </ul>
<b>Development affecting a public right of way</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice</li> <li>• Council website</li> </ul>
<b>Major development</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice or neighbour notification</li> <li>• Council website</li> </ul>
<b>Development affecting a listed building or its setting</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice or neighbour notification</li> <li>• Council website</li> </ul>
<b>Development affecting a conservation area or its setting</b>	<ul style="list-style-type: none"> <li>• Notice in the local newspaper</li> <li>• Site notice or neighbour notification</li> <li>• Council website</li> </ul>
<b>Other development</b>	<ul style="list-style-type: none"> <li>• Site notice or neighbour notification</li> </ul>

**Table 7. Consultation periods on planning applications**

Method of publicity	Consultation period
<b>Notice in a local newspaper</b>	21 days from the date of publication
<b>Site notice</b>	21 days from the date that the notice was first displayed
<b>Neighbour notification letter</b>	21 days from the day on which the notification letter was delivered
<b>Website</b>	21 days from the date of publication
<b>Revised plans</b>	Where revised plans are submitted as part of a planning application these will be given a reduced consultation time period, if consultation is required. An application already on an agenda may be withdrawn from the agenda to allow further consultation

6.5 In cases where neighbours are to be notified this will be undertaken in writing, either electronically or by letter. The Council will put up site notices when required and also publish planning applications online. Parish councils (and, where appropriate on significant applications, known residents’ associations and local community groups) are notified of individual planning applications in their area. If the planning officer considers the development is likely to have a wider impact, neighbouring parish councils may also be notified.

6.6 Applicants are required to publicise applications where:

- An environmental statement is submitted, after the application has been made to the Council
- Certain types of development for agriculture, forestry and for the demolition of buildings

6.7 Prior to submission or during determination of an application, discussions will be held between planning officers, and applicants and representative of the parish council to discuss issues such as infrastructure, amenities and matters subject to any S106.

## Determining planning applications

- 6.8 Planning applications are determined against the Development Plan and other material considerations. Often, planning permission may be granted subject to conditions to ensure that the development is acceptable, or to prevent certain impacts or activities arising from the proposal. There are two ways decisions are made on planning applications determined by the Council: Planning Committee and delegated decisions.
- 6.9 **Planning Committee:** The Planning Committee comprises elected councillors and is responsible for making decisions on applications received by the Council, excluding those which fall within delegated powers unless the application is called in by a councillor for determination by Planning Committee.
- 6.10 Committee reports are available five working days before Committee. On applications reported to Committee the Council operates a policy of public speaking. Details on how to get involved in meetings can be found on the website under Meetings and the Public or by contacting a democratic services officer on 01799 510369.
- 6.11 **Delegated decisions:** The Council receives a large volume of applications each year, and it is impractical for all applications to be determined by the Planning Committee. Planning legislation permits the Council to delegate the determination of certain planning applications to officers rather than the Planning Committee. The scheme of delegation is set out in Part 3 the Council's Constitution available on the website site (<https://www.uttlesford.gov.uk/article/5028/Constitution> )
- 6.12 Committee and delegated reports set out the relevant local and national policies; town/parish council comments, comments of consultees, comments of representations; and an appraisal of the issues to be considered in determining the application. If an application is recommended for approval the report will set out any conditions and Heads of Terms for the S106 obligation.
- 6.13 A decision notice will be sent to the applicant, explaining the reasons why a planning application has or has not been granted planning permission. Notification of the decision will also be sent to the Parish Council and to those members of the public who have made representations. Planning decisions are published on the Council's website under the relevant planning application number. The accompanying officer reports, which set out the planning considerations and make a recommendation of approval or refusal, may also be obtained online.

- 6.14 **Appeals:** If an application is refused or not determined within statutory timeframes, the applicant may exercise their right to appeal. When the Council is notified of an appeal by the Planning Inspectorate, the Council will notify interested parties of the appeal and provide a copy of comments made on the application to the Planning Inspectorate. Interested parties will be advised on how they can participate in the appeal process, including venue and time of any informal hearing or public inquiry.

## Outside the planning application process

- 6.15 **Prior approvals:** The Town and Country Planning (General Permitted Development) (England) Order (2015) (GPDO) allows for specific changes of use subject to a prior approval process. The Council will consult adjoining neighbours as required by regulations for all prior approvals. Up-to-date guidance on prior approvals, including neighbour notifications can be found on the planning portal website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).
- 6.16 **Permissions in principle:** The Town and Country Planning (Brownfield Land Register) Regulations (2017) and the Town and Country Planning (Permission in Principle) Order (2017) require local planning authorities to prepare and maintain registers of brownfield land. The Order provides that sites entered on Part 2 of the new brownfield registers will be granted permission in principle. Permission in principle will settle the fundamental principles of development (use, location, amount of development) for the brownfield site giving developers/applicants more certainty. A developer cannot proceed with any development, however, until they have also obtained technical details consent. The technical details consent will assess the detailed design, ensure appropriate mitigation of impacts and that any contributions to essential infrastructure are secured. Both the permission in principle and the technical details consent stages must be determined in accordance with the local development plan, the National Planning Policy Framework and other material considerations. The Council will meet the statutory requirements for consultation including contacting parish and town councils under the Neighbourhood Planning Act (2017) in relation to permissions in principle.

## 7 Monitoring and Review

- 7.1 This SCI will be subject to review to ensure the community involvement techniques used are successful. As the success of community involvement techniques are monitored and reviewed, the results will be fed into the preparation of future stages of the Local Plan and other planning policy documents and the consideration of significant planning applications.

## 8 Contact us

- 8.1 For more information on this Statement of Community Involvement please contact us at:

**Planning Policy**

Uttlesford District Council  
London Road  
Saffron Walden  
Essex CB11 4ER

**Tel:** 01799 510346 or 01799 510454 or 01799 510637

**Email:** [planningpolicy@uttlesford.gov.uk](mailto:planningpolicy@uttlesford.gov.uk)