



SAFFRON WALDEN TOWN COUNCIL

Policy on Planning Engagement

Version	Date Adopted	Minute Reference	Date of Review
1	October 2018	FC 504-18	October 2019
2	April 2022	P&T 100-22	July 2023

Introduction

The Saffron Walden Town Council Planning Engagement Policy sets out how the Town Council wishes to engage with all stakeholders for planning applications. This policy applies for all planning applications but particularly concerns itself with larger applications. In the case of residential use this is defined as 10+ homes, and in the case of commercial land this is defined as site of 1/3 ha+.

The Planning Engagement Policy works within the parameters of Uttlesford District Council’s Statement of Community Involvement published in March 2021.

The UDC SCI states that *“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”*

The Saffron Walden Planning Engagement Policy formally endorses Uttlesford District Council’s Statement of Community Involvement (March 2021) and sets policies of its own relating to the relevant paragraphs of the UDC SCI.

Chapter 6 of the SCI concerns Planning Applications.

UDC Statement of Community Involvement Paragraph:	SWTC Policy
<p>6.3 Applicants are encouraged to involve the community, including the Town or Parish Council or Meeting before a formal application has been submitted as this will help to address issues and may help to avoid unnecessary objections being made at a later stage. At times of Government restrictions relating to Covid-19, applicants are encouraged to discuss the approach with the case officer.</p>	<p>Applicants will be encouraged to engage with local residents and businesses at the pre-application stage via the Town Council.</p> <p>In accordance with Paragraph 6.3 of its Statement of Community Involvement, the District Council will keep the Town Council informed when it encourages the applicant to engage with local people. It can do this without incurring additional staffing or administrative costs, for example by copying the Town Clerk on emails to the applicant.</p> <p>The Town Council will facilitate engagement between applicants and local people by providing time for presentations during public meetings, scheduling extra-ordinary meetings where appropriate, and by making public open space available for presentations. It will also publicise meetings and presentations via social media and its web page.</p>

UDC Statement of Community Involvement Paragraph:	SWTC Policy
<p>6.8 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.</p>	<p>In accordance with Paragraph 6.8 of its Statement of Community Involvement, the District Council undertakes to inform the Town Council of all discussions and meetings between planning officers and applicants and will invite the Town Council to send a representative to these meetings.</p> <p>Prior to submission or during determination of an application, The Town council will send a representative to all discussions to be held between planning officers and applicants, and will provide evidence-based requests on matters such as infrastructure, amenities and matters subject to any S.106.</p>