

CHELMSFORD DRAFT LOCAL PLAN

MAIN MODIFICATIONS CONSULTATION GUIDANCE NOTES

Chelmsford City Council is inviting your comments on the Main Modifications to the Chelmsford Draft Local Plan and its accompanying schedule of consequential changes to the Local Plan Policies Map, the Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA).

This consultation will run from **8.45am on Thursday 1 August 2019 to 4.45pm on Thursday 19 September 2019.**

The Chelmsford Local Plan will guide growth and development across Chelmsford City Council's area to 2036. It will identify land for new development for the provision of housing, jobs and schools as well as areas for protection. The new Local Plan will also include new policies to help determine planning applications.

A Sustainability Appraisal (SA) has been undertaken to test the modifications to the Local Plan document against a range of social, environmental and economic indicators and helps to identify any significant effects. Furthermore, the Habitats Regulation Assessment (HRA) has screened the modifications for any adverse effects on European habitat sites. The SA and HRA are published for consultation at the same time.

This note has four parts:

- PART 1 – What is a Modifications Consultation?
- PART 2 – Where can I view the consultation documents?
- PART 3 – How can I comment?
- PART 4 – What will happen with my representation?

The consultation period runs from **8.45am on Thursday 1 August 2019 until 4.45pm on Thursday 19 September 2019.**

Comments received before or after this time cannot be accepted.

PART 1 – What is a Modifications Consultation?

Chelmsford City Council Local Plan, as a Local Planning Authority, submitted the Local Plan on 29 June 2018 to the Planning Inspectorate for Examination.

The Planning Inspector undertaking the Examination is assessing whether the Local Plan has been prepared in line with the relevant legal requirements (including the duty to co-operate) and whether it is 'sound'.

The Examination hearing sessions were held in November and December 2018. Although there are further opportunities to make changes during the Examination process known as 'modifications', before the Local Plan is adopted. Under Section 20(7) of the Planning and Compulsory Purchase Act (2004), as revised by Section 112 of the Localism Act (2011) modifications are either classified as "main" or "additional" modifications.

The Council has produced three schedules:

- Schedule of Proposed Main Modifications
- Schedule of Proposed Additional Modifications
- Schedule of Proposed Policies Map Changes

The "Main Modifications" are required to resolve issues in order to make the Local Plan sound or to ensure its legal compliance. They involve changes or insertions to policies and text that are essential to enable the Plan to be adopted. Main Modifications are, therefore, changes that have an impact on the implementation of a policy. Some main modifications result in consequential changes to the Policies Map. These are shown on the Schedule of Policies Map Changes.

Representations made by you at this stage should focus on the modifications set out in the Schedule of Proposed Main Modifications and Schedule of Proposed Policies Map Changes. This is because it is these modifications that the Inspector will focus on in order to determine whether the Local Plan can be made sound.

The "Additional Modifications" are of a more minor nature and do not materially affect the policies set out in the Local Plan. Additional modifications mainly relate to points where a need has been identified to clarify the text, update facts, or make typographical or grammatical revisions which improve the readability of the Local Plan.

The City Council is consulting on the following documents:

- Schedule of Proposed Main Modifications
- Schedule of Proposed Policies Map Changes
- Sustainability Appraisal (SA) Addendum (2019)
- Habitats Regulations Assessment (HRA) (2019)

Soundness

Regulations state that a local planning authority should submit a plan for examination which it considers to be “sound” – namely that it is:

- **Positively prepared** – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the NPPF.

Updates to Evidence Base Documents

During the Examination process, some evidence base documents have been updated since the Pre-Submission Local Plan was published to reflect the most up-to-date information and to address matters raised through the Examination process. This includes:

- Infrastructure Delivery Plan (IDP)
- Chelmsford Local Plan Urban Area and Defined Settlement Boundary Review Updated Technical Note January 2018 Addendum August 2019 (EB 083D)
- Chelmsford Local Plan Urban Area and Defined Settlement Boundary Review Updated Technical Note June 2018 Update Addendum August 2019 (EB 083E)

These documents are published as part of the evidence base and can be viewed on the following link:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/evidence-base/>

PART 2 - Where can I view the consultation documents?

You can read the consultation documents in the following ways:

- On the Council’s Consultation Portal at www.chelmsford.gov.uk/planningpolicyconsult. This system also allows you to submit comments

- At the Chelmsford City Council Customer Service Centre, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford (Monday to Friday 8.45am-4.45pm) (Please note that on the last Wednesday of each month, we open at 10am to allow for training. We are closed on bank holidays).
- At the following libraries:

Broomfield Library, 180 Main Road	13.00-17.00 Mon & Thurs; 09:00-13:00 Wed & Sat
Chelmsford Library, County Hall, Market Road	09.00-18.30 Mon to Fri; 09.00-17.30 Sat; 13.00-16.00 Sun
Danbury Library, Main Road	13.00-17.00 Wed & Fri; 09.00-13.00 Thurs & Sat
Galleywood Library, Watchouse Road	13.00-17.00 Tues & Fri; 09.00-13.00 Thurs & Sat
Great Baddow Library, 27 High Street	09.00-17.30 Mon, Weds, Thurs & Sat
North Melbourne Library, Dickens Place, Copperfield Road	09.00-17.00 Tues, Fri & Sat
South Woodham Ferrers Library, Trinity Square	09.00-19.00 Tues; 09.00-13.00 Weds; 09.00-18.00 Thurs & Fri; 09.00-17.00 Sat
Springfield Library, St Augustine's Way	10:00-16:00 Mon, Tues, Thurs, Fri and Sat
Stock Library, Swan Lane	14.00-18.00 Tues; 09.00-12.00 and 14.00-18.00 Thurs; 09.00-12.00 Sat
Writtle Library, 45 The Green	09.00-17.00 Mon & Tues; 09.00-13.00 Weds & Sat; 13.00-17.00 Thurs; 09.00-17.00 Fri
Billericay Library, 143 High Street	09:00-17:00 Mon to Sat
Braintree Library, Fairfield Road	09:00-17:00 Mon to Sat
Hatfield Peverel Library, The Street	13:00-17:00 Tues & Thurs; 09:00-13:00 Weds & Sat
Ingatestone Library, High Street	13:00-17:00 Mon & Thurs; 09:00-13:00 Weds & Sat
Wickford Library, Market Road	09:00-17:00 Mon to Sat
A copy will also be available in the mobile library vehicle that covers Chelmsford City Area	

Note: Opening hours at Springfield and Writtle Library are dependent on availability of volunteers.

If you are unable to access the documents on a computer, you can request paper copies by emailing planning.policy@chelmsford.gov.uk, telephoning (01245) 606330 or by writing to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE. A charge will be made to cover printing and postage costs.

PART 3 - How can I comment?

You can comment on the consultation documents in the following ways:

Online Consultation Portal:

Go to: www.chelmsford.gov.uk/planningpolicyconsult where you can:

- Read the consultation documents
- Make your comments
- Sign up for alerts to feedback reports and future consultations

This is our preferred means of receiving comments as it ensures that your comments are recorded accurately and are processed quickly.

It also allows you to edit comments before submitting them, save a draft and return to your form later, and to upload any supporting material. Please **save** your comments as you complete the form using the 'Save as Draft' button at the bottom of the form as the system will timeout after an hour.

You can view, download, and comment on all current consultations on the online Consultation Portal. If you have not already registered, registration is simple using the easy to follow steps. Find the Consultation Portal at:

www.chelmsford.gov.uk/planningpolicyconsult

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Chelmsford City Council Consultation Portal

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Consultation Home

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Welcome to Chelmsford City Council's Consultation Portal for Planning Policy

Latest News

Chelmsford City Council published its Draft Local Plan Preferred Options, containing a long term vision for development in the City Council's area up to 2036 for consultation between 30 March and 11 May.

We have now published Feedback Reports for the following:

- Preferred Options Consultation
- Sustainability Appraisal and Habitats Regulations Assessment

You can view these on Chelmsford City Council's website.

How to view comments

You can view comments made to all the consultations listed below.

[Download our Guide on how to view comments.](#) This is a PDF file, the link should appear in the bottom left of your screen.

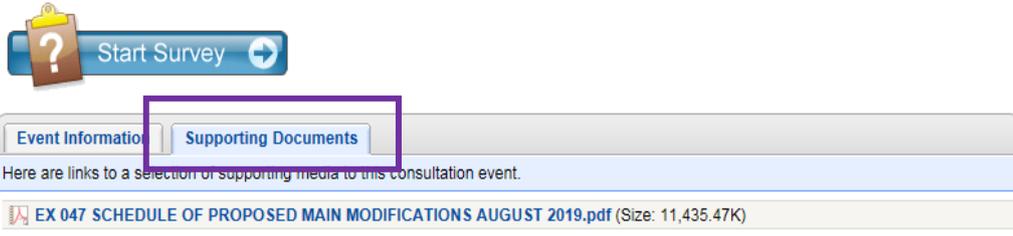
1. Login or Register online to make your comments

For more information on the Consultation Portal, including what to do if you have forgotten your user name or password, please see our User Guide:

www.chelmsford.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=54663

2. Select the document from the consultation list
3. To view the document, select 'supporting documents' tab

1. Main Modifications Consultation



4. To make comments, select 'Start Survey'



5. Use the specifically designed questions to respond.
Please note you will need to use a separate response form for each modification you wish to comment on, so will need to click on 'start survey' again to generate a further comment. Please make sure you save and/or submit each one.

In writing:

If you prefer to send comments in writing, please fill in the specially designed response form.

We will then record your comments on the Consultation Portal, to make sure they are dealt with alongside the online comments.

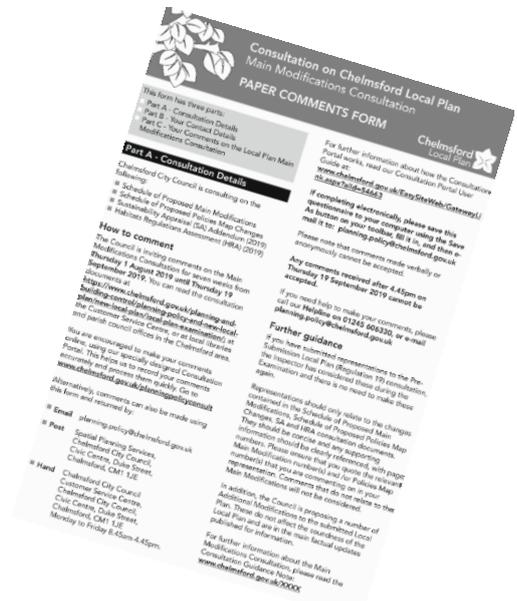
Comment forms can be downloaded at <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/local-plan-examination/>

or made available on request by telephoning (01245) 606330 or

emailing planning.policy@chelmsford.gov.uk

Forms can be returned:

- By e-mail to planning.policy@chelmsford.gov.uk
- By post to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- By hand to Chelmsford City Council Customer Service Centre (details above)



If you wish to submit a representation on more than one modification to the Local Plan, please complete a response form continuation sheet as provided for each one.

If you have difficulties making representations by e-mail or post due to a disability, please call 01245 606330. Documents can be made available in alternative format including large print, audio and other languages. Please call (01245) 606330 or email planning.policy@chelmsford.gov.uk.

The image shows a 'CONTINUATION SHEET' form for the 'Consultation on Chelmsford Local Plan Main Modifications Consultation'. The form includes fields for 'Name' and 'Postcode'. Below these fields, there is a section for 'Please complete a separate box for each modification / point in the document you wish to make a comment on and add the relevant reference number to each of your comments.' This section contains four rows for different types of modifications: 'Schedule of Proposed Main Modifications', 'Schedule of Policies Map Changes', 'Sustainability Appraisal (SA) Addendum', and 'Habitat Regulations Assessment (HRA)'. Each row has a 'Modification Reference Number' field and a 'Paragraph / Table / Figure / Appendix Number' field. At the bottom of the form, there is a large text area labeled 'Your Comment:' and a small 'PTO' logo in the bottom right corner.

Important notes:

When uploading supporting documents, please ensure they contain no signatures, e-mail addresses or personal postal addresses.

Please note we are unable to accept anonymous representations. It is a requirement of the Local Plan process that comments can only be deemed legitimate (“duly made”) if they are received in a written format with a name and address supplied. Comments made verbally or anonymously cannot be accepted.

All duly-made comments will be published on the Council’s Consultation Portal in accordance with the General Data Protection Regulations.

Section 149 of the Equality Act 2010 requires that the Council should avoid any form of discrimination and foster good relations between different ethnic groups. Comments which are deemed to be discriminatory will be inadmissible and will not be accepted. We would ask that you avoid the use of such comments when making your representations.

Petitions:

If you are organising a petition or intend to, or have signed one, it must be submitted by 4.45pm on 19 September 2019 and be accompanied by the name and contact details for the petition organiser. The Council will register the petition organiser on the Consultation Portal. Acknowledgement of the petition and any future Local Plan notifications will only be sent to the petition organiser. The number of signatories will be recorded separately.

PART 4 - What will happen with my representation?

The Council will acknowledge receipt of your representation but will not enter into individual correspondence. All representations will be recorded on the Consultation Portal. Comments will be published with your name and organisation (where applicable) and will be available for public viewing. No other personal details will be made public.

Data will be held in accordance General Data Protection Regulations. Chelmsford City Council is a Data Controller for the purpose of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/privacy>.

All comments will be submitted to the Planning Inspector holding the Examination. It is recommended that comments are clear, concise and targeted.

The Inspector will take into account the responses to the consultation before making any conclusion to the soundness of the Plan and producing the final Inspector's Report.

Spatial Planning Services
Chelmsford City Council
August 2019