

A stylized tree with a grey trunk and branches, adorned with leaves in various colors including purple, blue, green, and orange. The tree is positioned on the left side of the page.

SD 011

Chelmsford Draft Local Plan Legal Compliance Checklist

June 2018

Our Planning Strategy to 2036

Chelmsford City Council Local Plan Legal Compliance Checklist, June 2018

As recommended by the Planning Advisory Service, Chelmsford City Council has conducted a legal compliance checklist to ensure that it has fully complied with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 and the National Planning Policy Framework. The checklist is an assessment of all stages of Local Plan preparation and the requirements necessary to ensure the Local Plan has been robustly prepared.

Prior to formal consultation Chelmsford City Council undertook a variety of consultation activities during 2014-2015 to help inform the new Local Plan. These are further detailed in the checklist.

Three formal stages of Local Plan consultation prior to Submission to the Planning Inspectorate were undertaken and the details are further outlined in the checklist:

- Local Plan Issues and Options (Regulation 18): 19 November 2015 to 21 January 2016
- Local Plan Preferred Options (Regulation 18): 30 March to 11 May 2017
- Local Plan Pre-Submission (Regulation 19): 31 January to 14 March 2018

Stage one: The early stages

Where the 'evidence available' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the early stage are in relation to:

- planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- identifying significant cross boundary and inter-authority issues
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

Regulation 17 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 18 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Section 33A of the Act (introduced by the Localism Act 2011) introduces a duty to cooperate as a mechanism to ensure that local planning authorities and other bodies engage with each other on issues which are likely to have a significant effect on more than one planning area. This pervades every stage of the plan preparation. A plan may be found unsound if a council cannot show that it has taken reasonable steps to comply with the duty.

Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		<p>Yes, the Local Plan is identified in the latest Local Development Scheme (LDS) which was adopted 17 April 2018 (SD 014). This LDS is the Seventh Review (since the first adopted in 2006) and sets out a timetable for producing the Local Plan. Previous LDSs since work first commenced on Local Plan preparation also included a timetable of production. The sixth (EB 014) and seventh (SD 014) LDS Reviews are available to view on the Council's website.</p> <p>Local Development Scheme</p>
2. How will community engagement be programmed into the preparation of the DPD?	<p>The Act section 19(3)</p> <p>Regulation 18</p>	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	<p>The Statement of Community Involvement (SCI) sets out how community engagement will be programmed into the preparation of the Local Plan. Local Plan consultation was undertaken in accordance with both the March 2016 SCI and its update in March 2017 (SD 013). They are available to view on the Council's website.</p> <p>Developing the new Local Plan</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 - 4.26	<p>Regulation 2 defines the general and specific consultation bodies.</p> <p>The possible evidence may duplicate each other. Only use what you need to.</p>	<p>Yes, the SCI March 2017 set outs the consultation process (SD 013).</p> <p>Developing the new Local Plan</p> <p>The Council holds and maintains a Local Plan Consultee Database. Consultees have been notified at each stage of the consultation. This database includes the specific consultees and general consultees as defined by the Regulations, including key stakeholders as well as individuals, and others who have asked to be kept involved in the process.</p> <p>The Regulation 22 Consultation Statement (SD 009) outlines which bodies were consulted and responded to each formal stage of consultation (Regulation 18 and 19).</p> <p>Developing the new Local Plan</p>

<p>4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4)</p> <p>The Act Section 20(5)(c)</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</p> <p>Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	<p>The Duty to Co-operate Strategy was adopted in March 2015 (EB 042) and outlines the Council's commitment to implementing the Duty to Co-operate on its Local Plan. The relevant Duty to Co-operate bodies are listed at Appendix 1.</p> <p>Duty to Co-operate Strategy</p> <p>Consultation on a Duty to Cooperate Scoping Report (EB 043) was undertaken between 9 July to 21 August 2015 which sought to identify strategic cross boundary issues. The responses of the consultation have helped inform plan preparation (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>There have been no proposals by other adjoining authorities to establish joint Local Plans at this stage (or have there been subsequently).</p> <p>Consideration was given to a joint plan with North Essex authorities however timings did not allow for this. Further details of this and the Memorandum of Co-operation agreed between the authorities can be found in the Duty to Co-operate Compliance Statement (SD 010).</p>
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				Developing the new Local Plan Instead shared key strategic objectives have been established and this are set out at paragraph 2.14-2.16 of the Pre-Submission Local Plan (SD 001). Developing the new Local Plan
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>	NPPF paras 178 to 181	<p>Section 33A(4) defines a "strategic matter". Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<p>The Council has engaged with the South East Local Enterprise Partnership (LEP) throughout the Local Plan process. The LEP responded to the Duty to Co-operate Scoping Report published for consultation from 9 July to 21 August 2015 (EB 043). Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>The commitment to engage with the LEP is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan.</p>

				<p>Duty to Co-operate Strategy</p> <p>Developing the new Local Plan</p> <p>There is no formal Local Nature Partnership within Essex however a partnership is being led by the Essex Wildlife Trust (EWT) who the Council have and are continuing to engage with.</p> <p>The EWT responded to the Duty to Co-operate Scoping Report (EB 043) published for consultation from 9 July to 21 August 2015. Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>The commitment to engage with the EWT is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan.</p>
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				Developing the new Local Plan
6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act section13	NPPF paras 158 - 177		<p>Yes. A wide-ranging and robust set of baseline documents and technical studies on different policy issues such as housing, employment and open space have been gathered to inform the Issues and Options Consultation Document and subsequently throughout the plan making process and updated as appropriate. Findings of which have informed and shaped the Local Plan. The Issues and Options evidence base list is given in Appendix 2 of the consultation document (EB 115). This list has been expanded during the Local Plan preparation - a full current list of evidence base is available to view on the Council's website.</p> <p>Evidence base - Chelmsford City Council</p> <p>Annual Monitoring Reports (AMR) assess the Council's performance against key indicators. The latest was published in September 2017 (EB 060) and is available to view on the Council's website.</p> <p>Annual Monitoring Report</p>

7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5		<p>Yes, a Scoping Report (EB 001) was prepared by independent consultants in July 2015. It set out the proposed Sustainability Appraisal (SA) Framework, which includes a Strategic Environmental Assessment (SEA), to be used to appraise the effects of the Local Plan (and any reasonable alternatives).</p> <p>Appendix A of the Issues and Options SA/SEA (EB 003) contains a schedule of the consultation responses received to the Scoping Report, a response and the subsequent action taken which is reflected in the Issues and Options SA/SEA Report.</p> <p>Evidence base - Chelmsford City Council</p>
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Yes. In line with SA/SEA Regulations, the Council consulted the statutory consultees for seven weeks from 24 July to 11 September 2015 on the scope and level of detail contained in the SA/SEA (EB 001). The Council held a Sustainability Appraisal Scoping Workshop for the statutory environmental bodies in September 2015 to discuss the SA/SEA Scoping Report, its context, baseline, SA/SEA Framework and methodology.

				<p>The Council also invited comments from other consultees registered on its Local Plan Consultation Database.</p> <p>Appendix A of the Issues and Options SA/SEA (EB 003) contains a schedule of the consultation responses received to the Scoping Report, a response and the subsequent action taken which is reflected in the Issues and Options SA/SEA Report.</p> <p>Evidence base - Chelmsford City Council</p>
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Stage two: Plan preparation - Frontloading phase (Issues and Options)

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- demonstrating cooperation with statutory cooperation bodies
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.

Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
<p>1. Have you notified:</p> <ul style="list-style-type: none"> the specific consultation bodies? the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	<p>Yes, general and specific bodies were consulted during the first formal Regulation 18 consultation on the Issues and Options Local Plan Consultation Document (EB 115) which ran for nine weeks from 19 November 2015 to January 2016.</p> <p>A list of these consultees is set out in the Regulation 22 Consultation Statement (SD 009) which sets out all the consultations undertaken under Regulations 18 and 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.</p> <p>Developing the new Local Plan</p> <p>A summary of key comments from the Issues and Options consultation, including from specific and general bodies, and how the Council have taken them into account was reported in an Issues and Options</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Feedback Report published in June 2016 and 'You Said, We Did' published in February 2017. This information is now contained in the Regulation 22 Consultation Statement (SD 009) required for Submission of the Local Plan.</p> <p>Developing the new Local Plan</p> <p>It should be noted that Stow Maries Parish Council, an adjoining Parish Council to Maldon District Council (therefore a specific body), are challenging the Local Plan consultation process. Details of this and the Council's response are set out in the Stow Maries Parish Council Position Statement attached at Appendix 1 of this checklist.</p>
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		Yes, representations were invited from residents and businesses in the Council's administrative area. The Council holds and maintains a Local Plan Consultee Database which includes details of all those who have expressed an interest in

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>the Chelmsford Local Plan. At each stage of consultation, all those on this database were notified and invited to make representations on the Plan.</p> <p>A summary of key comments from the Issues and Options consultation and how the Council have taken them into account was reported in an Issues and Options Feedback Report published in June 2016 and 'You Said, We Did' published in February 2017. This information is now contained in the Regulation 22 Consultation Statement (SD 009) required for Submission of the Local Plan.</p> <p>Developing the new Local Plan</p>
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	Yes, the Council has engaged with all relevant stakeholders responsible for delivery of the Local Plan including Essex County Council and utility providers including Anglian Water. Further details were published in the Issues and

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Options Feedback Report published June 2016 and You Said We Did Report published in February 2017. This information is now contained in the Regulation 22 Consultation Statement (SD 009) required for Submission of the Local Plan.</p> <p>Developing the new Local Plan</p> <p>The Council has also engaged with housebuilders/developers especially in relation to potential strategic allocations/ infrastructure requirements to understand their effective delivery and in turn the delivery of the strategy.</p> <p>The Duty to Co-operate Position Statement March 2017 also provides an update on the activities undertaken by the Council in respect to the Duty to Co-operate on the Local Plan at this stage in its preparation. This and more information is contained in the Duty to Co-operate Compliance Statement</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>(SD 010) prepared for submission of the Plan.</p> <p>Developing the new Local Plan</p> <p>Evidence base - Chelmsford City Council</p>
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	<p>Yes, representations from each stage of consultation have been carefully considered and have been used to help inform the next iteration of the Plan. A summary of main issues from the Issues and Options consultation and how the Council have taken them into account was published in the Issues and Options Feedback Report June 2016 and - 'You Said, We Did' February 2017. This information is now contained in the Regulation 22 Consultation Statement (SD 009) required for Submission of the Local Plan.</p> <p>Developing the new Local Plan</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide, chapter 3</p>		<p>Yes. The Issues and Options consultation specifically invited representations on the key issues for the future growth and development of the City and potential spatial options for addressing the projected growth requirements up to 2036. These informed the sustainability appraisal of reasonable alternatives as set out in the subsequent Preferred Options SA/SEA report (EB 006).</p> <p>Evidence base - Chelmsford City Council</p>
<p>6. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? • proportionate to the scale of issues involved in the DPD? 	The Act section19(3)	NPPF para 155		<p>Yes. Each stage of consultation has been carried out in line with the Council's adopted Statement of Community Involvement (last updated in March 2017, (SD 013) and the Duty to Co-operate Strategy March 2015 (EB 042). The consultation has been extensive, exceeded statutory requirements and proportionate to the scale of the issues involved i.e. City-wide engagement has been undertaken to reflect that the</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Plan with cover the whole of the Council's administrative area.</p> <p>The Local Plan has also had regard to the latest Community Plan – Chelmsford Tomorrow 2021 (EB 126) and its Corporate Plan (EB 127).</p> <p>The Local Plan includes a vision and set of objectives that address the local challenges facing the Council's administrative area. These include meeting housing need and delivering all forms of housing including affordable housing, facilitating economic growth, providing the necessary supporting social and community infrastructure, protecting open space, preserving the countryside, promoting sustainable transport and creating healthy communities.</p> <p>Examples of key evidence base prepared at plan preparation stage and helped inform the formal consultation are:</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<ul style="list-style-type: none"> - Issues and Options Sustainability Appraisal Report November 2015 (EB 003) - Braintree District Council, Chelmsford City Council, Colchester Borough Council, Tendring District Council Objectively Assessed Housing Need Study November 2016 update (EB 048) - Chelmsford Retail Capacity Study September 2015 (EB 077) - Employment Land Review January 2015 (EB 073) <p>Evidence base - Chelmsford City Council</p>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> • the individuals or bodies invited to make representations? • how this was done? • the main issues raised? 	<p>The Act section20(3)</p> <p>Regulation 17</p>	<p>NPPF paras 158 - 171</p>	<p>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below. Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>The Council maintains a consultation database of individuals, councils, agencies, developers, and other interested parties who are contacted directly (typically by email) when a formal Local Plan consultation is launched. A full list of consultees invited to comment on the plan and main issues</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>raised was published in the Issues and Options Feedback Report June 2016 and Issues and Options Consultation report 'You Said, We Did' February 2017.</p> <p>This information is now contained in the Regulation 22 Consultation Statement (SD 009) required for Submission of the Local Plan.</p> <p>Developing the new Local Plan</p> <p>Appendix A of the Regulation 22 Consultation Statement (SD 009) sets out the consultation guidance notes on the documents available for consultation (i.e. Chelmsford Local Plan Issues and Options Local Plan; Sustainability Appraisal (and Non-Technical Summary) and Draft Statement of Community Involvement), where the documents can be viewed and commented upon.</p> <p>Other appendices of the feedback document identify the</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Council's consultation activities, e.g. public advertisements, leaflets, newsletters etc.</p> <p>The Chelmsford Development Policy Committee (DPC) oversees the Local Plan progress. Key dates for DPC related to the Issues and Options stage of consultation and then subsequent stages are:</p> <ul style="list-style-type: none"> • 3rd March 2016 – To consider the Issues and Options Initial Consultation Feedback Report • 9th June 2016 – To consider the Issues and Options Consultation Feedback Report • 14th July 2016 - Preparation of the Chelmsford Local Plan Preferred Options Document to request to process with a new spatial option

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<ul style="list-style-type: none"> • 9th March 2017 – Approve to publish the Regulation 18 Local Plan Preferred Options document for consultation • 13th July 2017 - Preferred Options Consultation Initial Consultation Feedback Report • 18th January 2018 - Regulation 19 Pre-Submission Local Plan for consideration to publish for consultation and Preferred Options Consultation Document Feedback Report. <p>It should be noted that Stow Maries Parish Council, an adjoining Parish Council to Maldon District Council (therefore a specific body), are challenging the Local Plan consultation process. Details of this and the Council's response are set out in the Stow Maries Parish Council Position Statement attached at Appendix 1 of this checklist.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9)</p> <p>The Act section 20 (5)(c)</p>	NPPF paras 178 to 181	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>The Council has undertaken a variety of Duty to Co-operate activities to inform the new Local Plan prior to any formal consultation. This includes the preparation of joint evidence base studies with other Essex authorities, consultation on and adoption of a Duty to Co-operate Strategy in 2015 (EB 042), consultation on a Duty to Cooperate Scoping Statement in 2015 (9 July to 21 August) (EB 043) and, meetings with duty to cooperate bodies including adjoining LPAs and ECC. These activities have helped the Council to identify potential strategic matters and opportunities to consider/address them during the evolution of the Local Plan.</p> <p>The Chelmsford Development Policy Committee Report 5 November 2015 sets out the Duty to Co-Operate activities undertaken in preparing for the new Local Plan.</p> <p>More details are also available in the Duty to Co-operate</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Compliance Statement (SD 010).</p> <p>Duty to Co-operate DPC November 2015</p> <p>Developing the new Local Plan</p>
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	NPPF paras 178 to 181	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>The Council has engaged with the South East Local Enterprise Partnership (LEP) throughout the Local Plan process. The LEP responded to the Duty to Co-operate Scoping Report published for consultation from 9 July to 21 August 2015 (EB 043). Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>The commitment to engage with the LEP is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan.</p> <p>Duty to Co-operate Strategy</p> <p>Developing the new Local Plan</p> <p>There is no formal Local Nature Partnership within Essex however a partnership is being led by the Essex Wildlife Trust (EWT) who the Council have and are continuing to engage with.</p> <p>The EWT responded to the Duty to Co-operate Scoping Report (EB 043) published for consultation from 9 July to 21 August 2015. Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				Evidence base - Chelmsford City Council The commitment to engage with the EWT is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan. Developing the new Local Plan
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35 Regulation 34 Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	NPPF paras 165 - 1687 SEA Guide, Chapter 5	It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	Yes, Chapter 10 Monitoring and Implementation of the Chelmsford Local Plan sets out the delivery and monitoring of the Local Plan. This was first subject to consultation at Regulation 18 Preferred Options stage. A principal tool in the monitoring process will be the Chelmsford Authority Monitoring Report (EB 060).

Stage three: Plan preparation - Formulation phase (Preferred Options)

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the local plan or supplementary planning document with which the council chooses to address Regulation 18 requirements, using the information gathered and previous collaborative work with stakeholders.

Para 182 of the NPPF makes it clear that explicit consideration of alternatives is a key part of the plan making process.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation
- findings from engagement with statutory cooperation bodies.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished DPD.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

These matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

The council should tell all parties that this is the main participation opportunity on the emerging plan.. The publication stage is a formal opportunity for anyone to comment on an aspect of the DPD's soundness, and to propose a change to the plan accordingly. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Stage three: Plan preparation – Writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	NPPF paras 152 - 182 SEA Guide, Chapter 5	The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	<p>Yes, at each stage of the Local Plan process a Sustainability Appraisal Report was prepared which includes an appraisal of reasonable alternatives considered. The Issues and Options Sustainability Appraisal Report November 2015 (EB 003) appraises three spatial options against sustainability objectives.</p> <p>The Preferred Options Consultation Document Sustainability Appraisal Report March 2017 (EB 006) appraises the preferred strategy and an alternative strategy which was identified following the Issues and Options consultation.</p> <p>The Preferred Options SA/SEA (EB 006) also includes an assessment of the preferred development requirements and site allocations as well as reasonable alternatives.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Both the Issues and Options and Preferred Options SA/SEAs are available to view on the Council's website.</p> <p>Evidence base - Chelmsford City Council</p>
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> consistency with national policy? general conformity with the regional spatial strategy where still in force? 	The Act section 19 (2), section 24	NPPF para 151	For London boroughs and local authorities where regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.	<p>Yes. These matters are addressed in the Sustainability Appraisal March 2017 (EB 006). The SA objectives in which the alternative strategy, development requirements and allocations are considered against are derived from requirements under international and national policy to consider the likely social, economic and environmental effects of the Local Plan.</p> <p>The Local Plan is considered to be consistent with national policy in the National Planning Policy Framework (NPPF).</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				Evidence Base - Chelmsford City Council The Soundness Self Assessment Checklist (SD 012) accompanying the Local Plan demonstrates that the Council is satisfied the Plan is sound for submission. Developing the new Local Plan
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial development strategy for London? • Planning Policy for Wales? • the National Planning Framework for Scotland? 	The Act sections 19 (2) and 24 (1) and (4) Regulation 10 and 21		Where the regional strategy has been revoked you should record that fact.	The East of England Plan was revoked in January 2013. The remaining documents are not relevant to The Chelmsford Local Plan. Chelmsford City Council is not a London Borough. However, given Chelmsford's proximity to London, the GLA/the Mayor of London has been consulted throughout the Local Plan process. They have commented at this and subsequent stages in the Local Plan process. Further details are set out in the Regulation

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>22 Consultation Statement (SD 009).</p> <p>Developing the new Local Plan</p> <p>The Council has also responded to consultations on the emerging London Plan.</p>
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues?</p> <p>Have you discussed doing joint local development documents?</p>	<p>The Act section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5)(c)</p>	NPPF paras 181 and 185	.	<p>Yes. Chelmsford City Council has consulted and co-operated with neighbouring local planning authorities at all stages of the Local Plan's preparation. The Duty to Co-operate Strategy March 2015 (EB 042) sets out the Council's commitment to implementing the Duty to Co-operate.</p> <p>Consideration was given to a joint plan with North Essex authorities however timings did not allow for this. Further details of this and the Memorandum of Co-operation agreed between the authorities can be found in the Duty to Co-operate Compliance Statement (SD 010)</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Developing the new Local Plan</p> <p>The Duty to Co-operate Position Statement March 2017 sets out co-operating activities undertaken in anticipation of the Preferred Options consultation (30 March 2017 to 11 May 2017).</p> <p>A Duty to Co-operate officer/member event took place on 3 May 2017 during the Preferred Options consultation.</p> <p>The Duty to Co-operate Position Statement January 2018 sets out co-operating activities undertaken following the Preferred Options consultation.</p> <p>Further can be found on all Duty to Co-operate activities can be found in the Duty to Co-operate Compliance Statement (SD 010).</p> <p>Developing the new Local Plan</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>In addition, an Objectively Assessed Housing Needs Study for Braintree, Chelmsford, Colchester and Tendring was prepared identifying the Housing Market Area (HMA) and calculating the Objectively Assessed Housing Need across the HMA. An Essex, Southend-on-Sea and Thurrock Gypsy, Traveller and Travelling Showpeople Accommodation Assessment was also prepared.</p> <p>All the above documents are available to view on the Council's website.</p> <p>Evidence Base - Chelmsford City Council</p> <p>The Council has also engaged with Essex County Council regarding matters on transport, education, minerals etc. This has been in the form of joint-work and/or responding to consultations on relevant Plans.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</p> <p>Regulation 4</p>	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).	<p>Yes. See Duty to Co-operate Compliance Statement (SD 010) which includes DTC Position Statement published alongside and after the PO consultation. It also includes details of the 'Memorandum of Co-operation: Collaboration on Strategic Priorities in North and Central Essex' (MOU), signed by North Essex Districts (Braintree, Colchester and Tendring), Essex County Council and Chelmsford City Council on exploring the potential for new garden communities across the area and other strategic cross-boundary matters.</p> <p>Developing the new Local Plan</p>
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		The Council has engaged with the South East Local Enterprise Partnership (LEP) throughout the Local Plan process. The LEP responded to the Duty to Co-operate Scoping Report (EB 043) published for consultation from

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>9 July to 21 August 2015. Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>The commitment to engage with the LEP is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan.</p> <p>Duty to Co-operate Strategy</p> <p>Developing the new Local Plan</p> <p>There is no formal Local Nature Partnership within Essex however a partnership</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>is being led by the Essex Wildlife Trust (EWT) who the Council have and are continuing to engage with.</p> <p>The EWT responded to the Duty to Co-operate Scoping Report (EB 043) published for consultation from 9 July to 21 August 2015. Further details of these how the Council took their comments forward is set out in the Duty to Co-operate Scoping Report Consultation Statement November 2015 (EB 044).</p> <p>Evidence base - Chelmsford City Council</p> <p>The commitment to engage with the EWT is set out in the Duty to Co-operate Strategy March 2015 (EB 042). Further details are now contained in the Duty to Co-operate Compliance Statement (SD 010) and Regulation 22 Consultation Statement (SD 009) finalised for submission of the Local Plan.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Developing the new Local Plan</p> <p>The Council has also been working with Essex County Council to secure the Chelmsford City Growth Package to be invested in sustainable transport methods designed to help alleviate pressure on Chelmsford's road network.</p> <p>In addition, the Council forward a bid for the Housing Infrastructure Fund to support the delivery of new homes in Chelmer Waterside. On 1 February 2018, the Government awarded funding to the Council.</p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> • your sustainable community strategy or of other authorities whose area comprises part of the area of the council? • any other local development 	The Act section19(2)			<p>Yes, the Council has had regard to the Corporate Plan (EB 127) and the Chelmsford Community Plan (EB 126) throughout the preparation of the Local Plan.</p> <p>The Council also has had regard to the Local Development Framework by</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
documents adopted by the council?				<p>carrying forward existing commitments not yet implemented but deliverable in the new Local Plan. Further details of this are set out in the new Local Plan.</p> <p>Regard has also been given to the Local Development Scheme Seventh Review (SD 014) and the Statement of Community Involvement March 2017 (SD 013).</p> <p>Evidence Base - Chelmsford City Council</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> resources the local/regional economy the local transport plan and transport facilities and services waste strategies hazardous substances 	<p>The Act section19(2)</p> <p>Regulation 10</p>		<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the DPD.</p>	<p>The Council has consulted all the relevant bodies at each stage of the preparation of the Local Plan including Essex County Council, Highways England and Mid Essex NHS Trust. As part of this, the Council has had regard to the relevant plans prepared by these bodies e.g. Waste and Minerals Local Plans and Local Transport Local Plans.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Further details can be found in the Local Plan Regulation 22 Consultation Statement (SD 009) and Duty to Co-operate positions statements within the DTC Compliance Statement (SD 010).</p> <p>Developing the new Local Plan</p> <p>These matters are addressed in evidence base which has helped inform the spatial strategy and relevant policies in the Local Plan.</p>
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section19(1A)	NPPF paras 93 -108		<p>Various climate change evidence base has helped inform the Local Plan including the UK Climate Change Risk Assessment 2017 (EB 091).</p> <p>Local Plan Preferred Options Consultation Document (EB 116) identifies Strategic Priority 7 and sets out the need to address climate change and is recognised in the relevant strategic and development management policies such as Strategic Policy S3, Strategic Policy S6, Policy NE1, Policy NE3, Policy NE4.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF para 182</p> <p>SEA Guide, Chapter 5</p>	<p>Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.</p>	<p>Yes, the Preferred Options SA/SEA (EB 006) appraises preferred development requirements, preferred Spatial Strategy and an alternative Strategy, preferred site allocations and reasonable alternatives and preferred plan policies.</p> <p>The SA/SEA was updated following a review of consultations responses from the Issues and Options SA/SEA (EB 003) including the identification of an alternative Spatial Strategy Option.</p> <p>Further details can be found in the report, which was subject to consultation alongside the Preferred Options Local Plan from 30 March 2017 to 11 May 2017, is available on the Council's website.</p> <p>Evidence Base - Chelmsford City Council</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	<p>Yes. The Local Plan Preferred Options Consultation Document (EB 116) puts forward alternatives considered throughout the document (including the circumstance of no alternatives).</p> <p>In addition, Appendix F of the Preferred Options SA/SEA (EB 006) sets out an appraisal of Preferred Development Requirements, Spatial Strategy and Alternative Spatial Strategy. Appendix G appraises proposed site allocations and reasonable alternatives. Section 6 (p120) presents the findings of the appraisal, summarising the performance of the preferred development requirements and Spatial Strategy, the alternative Spatial Strategy, proposed site allocations and alternative sites and local plan policies.</p> <p>Further details can be found in the report, which was subject to consultation alongside the</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Preferred Options Local Plan from 30 March 2017 to 11 May 2017, is available on the Council's website.</p> <p>Evidence Base - Chelmsford City Council</p>
<p>12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?</p> <p>Are you keeping a record?</p>	<p>Regulations 17, 18(3) and 22 (1) (c) (iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 150, 155, 157 and 159-171</p>	<p>Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.</p>	<p>Yes, representations received throughout the consultation of the Local Plan preparation have been retained and considered. Representations on the SA/SEA have been assessed by Amec, Foster and Wheeler and have been used by the Council to shape and inform the Local Plan.</p> <p>Summary of the main issues and any changes made in light of those issues is set out in the Regulations 22 Consultation Statement (SD 009).</p> <p>Developing the new Local Plan</p> <p>The Preferred Options SA/SEA Feedback Report January 2018 (EB 008) was published</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>following the Preferred Options consultation and sets out a summary of the responses received to the SA Report and HRA Report.</p> <p>A Pre-Submission SA/SEA (SD 004) has been prepared which supersedes the Preferred Options SA/SAE. This includes a summary of the representations at Preferred Options stage together with an updated action/response. It also includes details on how the Council used the SA/SEA findings to amend/enhance policies and proposals. This is set out in Appendix J of the report.</p> <p>Developing the new Local Plan</p>
13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:	Regulations 5 (1)(b) and 9	NPPF para 157	<p>Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed</p>	A completely new Policies Map has been prepared to accompany the Local Plan both at Preferred Options and Pre-Submission Stage. Both were subject to public consultation:

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
<ul style="list-style-type: none"> enable you to amend the currently adopted policies map? inform the community about the location of proposals? 			submission documents defined in Regulation 17.	<ul style="list-style-type: none"> Preferred Options consultation - 30 March 2017 to 11 May 2017 Pre-Submission consultation 31 January 2018 to 14 March 2018 Developing the new Local Plan
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3) Regulation 18	NPPF paras 150 and 155		Yes, consultation has been carried out in accordance with the SCI March 2017 (SD 013). Developing the new Local Plan

Stage four: Publication (Pre-Submission)

Under Regulation 20, the period for formal representations takes place **before** the DPD is submitted for examination in accordance with a timetable set out in the statement of the representations procedure which is made available at the council's office and published on its website.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the DPD bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:

- comply with the requirements of the SCI
- update the sustainability appraisal report.

The council should then produce the DPD in the form in which it will be published. This includes removing material dealing with the evaluation of alternatives and the finalisation of the text. The council should be happy to adopt the DPD in this form, and satisfied that it is sound and fit for examination.

The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the DPD to make formal representations to the inspector about its soundness. Only people proposing a change to the plan can expect to be heard at examination.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: submission'.

Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
1. Have you prepared the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 - 168</p> <p>SEA Guide Chapter 5</p>		<p>Yes, the Sustainability Appraisal/SEA Report January 2018 (SD 004) has been prepared and consulted alongside the Pre-Submission Local Plan (SD 001). This includes a summary of the representations at Preferred Options stage together with an updated action/response. It also includes details on how the Council used the SA/SEA findings to amend/enhance policies and proposals. This is set out in Appendix J of the SA/SEA report.</p> <p>Developing the new Local Plan</p>
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	Yes, full details are contained within the Statement of Representations which has been published on the Council's website and available in deposit

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>locations including local libraries. These have been made clear on the Council's website, consultation notifications to all consultees, the Local Plan Newsletter and summary consultation leaflets (both widely distributed) and public exhibition panels.</p> <p>Copies of notifications emails/letters and supporting consultation materials including the Statement of Representations are given in the Regulation Consultation 22 Statement (SD 009).</p> <p>Developing the new Local Plan</p> <p>It should be noted that Stow Maries Parish Council, an adjoining Parish Council to Maldon District Council (therefore a specific body), are challenging the Local Plan consultation process.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				Details of this and the Council's response are set out in the Stow Maries Parish Council Position Statement attached at Appendix 1 of this checklist.
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? 	Regulation 19(a)		Regulation 17 gives definitions.	<p>The Submission documents including the Pre-Submission Local Plan and Policies Map, accompanying Sustainability Appraisal/SEA Report, and Habitats Regulations Assessment, Feedback Reports and Statement of Representations have been available for inspection at deposit locations including the Council's main Office in Chelmsford, on its website and from local libraries. This is accordance with Regulation 17 and the Council's adopted SCI.</p> <p>The Council has met and exceeded obligations in respect to consultation and engagement. Further details can be found in the</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				<p>Regulation 22 Consultation Statement (SD 009).</p> <p>Developing the new Local Plan</p>
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	<p>The Submission documents including the Pre-Submission Local Plan and Policies Map, accompanying Sustainability Appraisal/SEA Report, and Habitats Regulations Assessment, Feedback Reports and Statement of Representations (which details where the documents can be inspected) has been published on the Council's website.</p> <p>The Council has met and exceeded obligations in respect to consultation and engagement. Further details can be found in the Regulation 22 Consultation Statement (SD 009).</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				Developing the new Local Plan
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • A copy of each of the proposed submission documents • The statement of the representations procedure? 	Regulation 19(b)		<p>Regulations 2 and 17 give definitions.</p>	<p>Notification letters/emails included details of what is available for consultation, where to view documents, how to make comments and the timescale have been sent. This includes website links to submission documents.</p> <p>In addition, paper copies of the submission documents and the Statement of Representations have been sent to each Parish/Town Council and adjoining Parish/Town Council.</p> <p>It should be noted that Stow Maries Parish Council, an adjoining Parish Council to Maldon District Council (therefore a specific body), are challenging the Local Plan consultation process. Details of this and the Council's response are set out in the Stow Maries</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence available
				Parish Council Position Statement attached at Appendix 1 of this checklist.
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 19(b)		<p>Regulations 2 and 17 give definitions.</p>	<p>Notification letters/emails included details of what is available for consultation, where to view documents, how to make comments and the timescale have been sent. This includes website links to submission documents.</p> <p>In addition, paper copies of the submission documents and the Statement of Representation was sent to each Parish/Town Council and adjoining Parish/Town Councils.</p>
7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?	<p>The Act section 24</p> <p>Regulation 21</p>		The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).	Chelmsford City Council is not a London Borough. However, given Chelmsford's proximity to London, the GLA/the Mayor of London has been consulted throughout the Local Plan process.

Stage five: Submission

At the submission stage, the council should receive and collate any representations made at publication stage. You don't have to report these representations to councillors but there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered. Or you might just think it is a good idea to report on it anyway.

If they are reported it should be on the facts of the representations made, not the results of a consultation process by the council. They should not be treated as a consultation or an opportunity to make changes or answer representations. NB: under the 2012 Regulations there is no longer any requirement to give notice by local advertisement.

You should ensure you are in legal compliance with the SCI, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are different approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements if any changes are made (and any consequential effects on the DPD as a whole).

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission.

Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	The Local Plan has been prepared in accordance with the LDS. The LDS was updated in April 2018 (SD 014), to reflect minor changes to the timetable and preparation of evidence base. A list of changes between the latest LDS and the sixth LDS (October 2017) is available to view on the Council's website. The Local Plan is also compliant with the sixth LDS (EB 014). Local Development Scheme
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		The Local Plan has had regard to the latest Community Plan – Chelmsford Tomorrow 2021 (EB 126) and its Corporate Plan (EB 127). The Local Plan includes a vision and set of objectives that address the local challenges facing the Council's administrative area. These include meeting housing need

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>and delivering all forms of housing including affordable housing, facilitating economic growth, providing the necessary supporting social and community infrastructure, protecting open space, preserving the countryside, promoting sustainable transport and creating healthy communities. These reflect the Priorities of Action set out in the Community Plan which were derived from surveys and consultations undertaken by the Council.</p> <p>Evidence Base - Chelmsford City Council</p>
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	<p>The Act section 19(3)</p> <p>Regulation 22(1)(c)</p>		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	<p>Yes, the Local Plan is in compliance with the published Statement of Community Involvement updated March 2017 (SD 013).</p> <p>The Regulation 22 Consultation Statement (SD 009) summarises the stages of public consultation undertaken in line with the Regulations and</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>how the Local Plan evolved in light of representations received.</p> <p>Developing the new Local Plan</p>
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	The Act section 33A(1) and section 20(5)	NPPF paras 181 and 182	<p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>The Council has consulted all the relevant bodies at each stage of the preparation of the Local Plan including Essex County Council, Highways England and Mid Essex NHS Trust. Further details can be found in the Local Plan Regulation 22 Consultation Statement (SD 009) and Duty to Co-operate positions statements within the DTC Compliance Statement (SD 010).</p> <p>Developing the new Local Plan</p> <p>In addition, an Objectively Assessed Housing Needs Study for Braintree, Chelmsford, Colchester and Tendring was prepared identifying the Housing Market Area (HMA) and calculating the Objectively Assessed</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>Housing Need across the HMA. An Essex, Southend-on-Sea and Thurrock Gypsy, Traveller and Travelling Showpeople Accommodation Assessment was also prepared.</p> <p>Memorandum of Understanding was agreed with all Essex Authorities through the Essex Planning Officer's Association (EOPA) Forum on the Mechanism for the Consideration of Unmet Need September 2017 (EB 049).</p> <p>Evidence Base - Chelmsford City Council</p> <p>11 districts/boroughs Councils across Greater Essex are jointly preparing an Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) which has been agreed through a Memorandum of Understanding. It is anticipated</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence available
				<p>the RAMS will be adopted in September 2018.</p> <p>In addition, the Council will be preparing Statements of Common Ground with the relevant local authorities and Essex County Council ahead of the Local Plan Examination.</p>

<p>5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5) Regulation 22(1)(a)</p>	<p>NPPF para 165 SEA Practical Guide, chapter 5</p>		<p>Yes, the Local Plan was subject to SA as reported in the Pre-Submission SA/SEA (SD 004) published alongside the Pre-Submission Local Plan (SD 001) for consultation between 31 January 2018 to 14 March 2018.</p> <p>Developing the new Local Plan</p> <p>A SA/SEA addendum (SD 005) has been published to appraise the schedule of 'additional changes' which have been suggested by the Council following consideration of the Pre-Submission consultation responses and updated Local Plan evidence base.</p>
<p>6. Is the DPD to be submitted consistent with national policy?</p>	<p>The Act section 19(2) and Schedule 8</p>	<p>NPPF para 151</p>		<p>An advisory visit was undertaken by the Planning Inspectorate on 26 October 2017.</p> <p>The Soundness Self Assessment Checklist (SD 012) accompanying the Local Plan demonstrates that the Council is satisfied the Plan is sound for submission.</p>

<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>If yes, is there local justification?</p> <p>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	<p>NPPF para 218 footnote 41</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>The East of England Plan was revoked in January 2013.</p> <p>Chelmsford City Council is not a London Borough. However, given Chelmsford's proximity to London, the GLA/the Mayor of London has been consulted throughout the Local Plan process.</p> <p>The Council has also responded to consultations on the emerging London Plan.</p>
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</p>	<p>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF para 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>The Submission documents including the Pre-Submission Local Plan and Policies Map, accompanying Sustainability Appraisal/SEA Report, and Habitats Regulations Assessment, Feedback Reports and Statement of Representations have been available for inspection at deposit locations including the Council's main Office in Chelmsford, on its website and from local libraries. The consultation ran from 31</p>

<p>Does the DPD contain a list of superseded saved policies?</p>				<p>January 2018 to 14 March 2018.</p> <p>Notification letters/emails to all statutory and non-statutory bodies have been sent including details of what is available for consultation, where to view documents, how to make comments and the timescale. This includes website links to submission documents. Further details are set out in the Regulation 22 Consultation Statement (SD 009).</p> <p>Developing the new Local Plan</p> <p>The new Local Plan contains no saved policies from the Local Development Framework but does carry forward some existing development commitments. For example, Appendix D of the Plan carries forward provisions of the existing North Chelmsford Area Action Plan (NCAAP) adopted in 2011. It makes clear that the provisions only relate to the implementation of the NCAAP masterplan area. Some of the provisions in</p>
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				Appendix D cover areas outside of the NCAAP masterplan area including part of Strategic Growth Site 4 North East Chelmsford. Where this is the case, the new Growth Site 4 North East allocation and its subsequent masterplan supersedes the provisions in Appendix D.
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>	<p>Regulations 5(1) (b), 9 (1), 17 & 22(1)</p>			<p>Yes, the Pre-Submission Local Plan allocates sites for development across three Growth Areas in the City Council's administrative area. There are written policies on each of these sites. The Plan is accompanied by the Policies Map which annotates the sites and other designations relative to the Local Plan policies.</p> <p>Developing the new Local Plan</p>
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		<p>Development Plan is defined in Section 38 of the Act.</p>	<p>Once adopted, the Chelmsford Local Plan and Policies Map will be the new development plan for Chelmsford City Council's administrative area up to 2036. It will supersede all existing Development Plan Documents.</p>

				<p>The new Local Plan contains no saved policies from the Local Development Framework but does carry forward some existing development commitments. For example, Appendix D of the Local Plan carries forward provisions of the existing North Chelmsford Area Action Plan (NCAAP) adopted in 2011. It makes clear that the provisions only relate to the implementation of the NCAAP masterplan area. Some of the provisions in Appendix D cover areas outside of the NCAAP masterplan area including part of Strategic Growth Site 4 North East Chelmsford. Where this is the case, the new Growth Site 4 North East allocation and its subsequent masterplan supersedes the provisions in Appendix D.</p>
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<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues raised? • How the representations have been taken into account? 	<p>The Act section 20 (3)</p> <p>Regulation 22(1)(c)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>Feedback reports were published for each stage of the consultation process. Details are contained in the Regulation 22 Consultation Statement (SD 009) which summarises the stages of public consultation undertaken in line with the Regulations how the Local Plan evolved in light of representations received.</p> <p>Developing the new Local Plan</p> <p>It should be noted that Stow Maries Parish Council, an adjoining Parish Council to Maldon District Council (therefore a specific body), are challenging the Local Plan consultation process. Details of this and the Council's response are set out in the Stow Maries Parish Council Position Statement attached at Appendix 1 of this checklist.</p>
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 22? 	<p>The Act section 20(3)</p> <p>Regulation 22(1)(c)</p>			<p>Yes, the Regulation 22 Consultation Statement (SD 009) sets out the number of representations made and the main issues raised at the Pre-Submission consultation.</p>

<ul style="list-style-type: none"> • a summary of the main issues raised? OR <ul style="list-style-type: none"> • that no representations were made? 				Developing the new Local Plan
13. Have you collected together all the representations made under Regulation 20?	The Act section 20(3) Regulation 22(1)(e)			Yes the Regulation 22 Consultation Statement (SD 009) sets out the number of representations made and the main issues raised at the Pre-Submission consultation. Developing the new Local Plan
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			There is a robust and comprehensive suite of published evidence base to support the Local Plan. Evidence base - Chelmsford City Council Chelmsford Development Policy Committee (DPC) oversees the Local Plan progress, assess evidence base materials and comments made to other authorities Local Plans. The key date for DPC in relation to Pre-Submission is: <ul style="list-style-type: none"> • 18th January 2018 - Regulation 19 Pre-

				Submission Local Plan for consideration to publish for consultation and Preferred Options Consultation Document Feedback Report.
15. Has your council approved the DPD for submission?			Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	The Submission Local Plan and key documents to be submitted to the Planning Inspectorate have been approved by Development Policy Committee on 7 June 2018, Executive Cabinet 13 June and Full Council 19 June 2018.
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> the DPD? the submission policies map (unless there are no site allocation policies)? the documents prescribed in Regulation 22(1)? 	<p>The Act section 20(1) and 20(3)</p> <p>Regulations 22(1) and 22(2)</p>		<p>Regulation 35 deals with the availability of documents and the time of their removal.</p> <p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	Submission of the Local Plan is proposed on 29 June 2018 – all relevant documentation will be sent to the Planning Inspectorate at this stage in line with the Regulations and Service Level Agreement with The Planning Inspectorate.

17. Have you made the following available at the same places where the proposed submission documents were to be seen: <ul style="list-style-type: none"> • The DPD? • The documents prescribed in Regulation 22(1)? 	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	To follow
18. On your website, have you published the: <ul style="list-style-type: none"> • DPD? • submission policies map? • sustainability appraisal report? • Regulation 22(1)(c) statement? • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and when the DPD and the documents are available? 	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	To follow however representations from the Pre-Submission consultation are available to view online. Other documents will be follow after/alongside the Submission of the Local Plan.
19. For each general consultation body invited to make representations	Regulation 22(3)(b)		You should do this as soon as reasonably practicable	To follow

<p>under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be inspected? 			after submitting to the Secretary of State.	
20. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	To follow
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			To follow

Appendix 1 – Stow Maries Parish Council Position Statement

Stow Maries Parish Council Position Statement

June 2018

Purpose

- 1.1 This statement provides Chelmsford City Council's position in respect of the assertions made by Stow Maries Parish Council that the City Council has not fulfilled its legal obligation to formally notify them, as an adjoining Parish Council, as part of the Local Plan process.
- 1.2 This statement seeks only to cover the consultation process in so far as it relates to the issue raised by Stow Maries Parish Council, namely the claim that:
- Stow Maries Parish Council has been completely excluded from all stages of the Local Plan consultation process (as set out in its letter dated 13th March 2018 at Appendix 1)

Local Plan Consultations

- 2.1 In accordance with Regulations 18 and 19 of The Town and Country Planning (Local Planning (England) Regulations 2012 Chelmsford City Council has a statutory requirement to consult a variety of statutory bodies, including any Parish Council in a neighbouring District/Borough which adjoins Chelmsford City Council's administrative boundary.
- 2.2 As part of the Local Plan process Stow Maries have been formally consulted by the City Council at the following stages:

Notification of Issues and Options Consultation

Date	Method of Contact	Address used
17/11/2015	Email	stowmariespc@hotmail.co.uk
	Post – Full paper copies of Local Plan Consultation pack sent	To Miss Laurie Wiebe home address as Stow Maries Parish Council Clerk (Address not published in accordance with GDPR)

Notification of Preferred Options Consultation

Date	Method of Contact	Address used
30/03/2017	Email	stowmariespc@hotmail.co.uk
	Post – Full paper copies of Local Plan Consultation pack sent	To Miss Laurie Wiebe home address as Stow Maries Parish Council Clerk (Address not published in accordance with GDPR)

Notification of Pre-Submission (Regulation 19) Consultation

Date	Method of Contact	Address used
31/01/2017	Email	stowmariespc@hotmail.co.uk
	Post – Full paper copies of Local Plan Consultation pack sent	To Mr Henry Harris, Stow Maries Parish Council, Glebelands, Church Lane, Stow Maries, Chelmsford CM3 6SJ

- 2.3 In addition, further correspondence was sent to the Parish Council Email of stowmariespc@hotmail.co.uk on the following dates, for the reasons stated below:

Other Communication

Date	Reason for contact	Response
30/01/14	Email to clarify contact details for the Parish Council and providing details on how contact details can be kept up-to-date	Response received 30/01/14 confirming contact details - attached at Appendix 2
17/11/15	Email pre-notification of Issues and Options consultation giving notice of dates for consultation and attaching text for inclusion in Parish Newsletters/Magazines – attached at Appendix 3	
18/11/15	Email notification that paper copies had been sent out to Parish Councils – attached at Appendix 4	
11/08/16	Email notifying of the publication of Local Plan Newsletter	
08/09/17	Email notifying of the publication of Local Plan Newsletter	
16/11/17	Email notifying of Development Policy Committee for January 2018	

- 2.4 As set out above the City Council emailed the Parish Council before commencing its new Local Plan consultations to ascertain if the contact details it held for the Parish Council were correct. The City Council received confirmation of the Parish Council's contact details which it has used for its consultations. The initial communication set out how the Parish Council could update its contact details. This was not done by the Parish Council itself nor were the City Council notified of any subsequent changes to these.

Issues raised by Stow Maries Parish Council

- 3.1 Chelmsford City Council received no response from Stow Maries Parish Council to the Issues and Options, or the Preferred Options Local Plan consultations. This is not unusual, as many of the Parish and Town Councils consulted within and adjoining Chelmsford City Council's boundary did not respond to either of these consultations. This is not to say that they did not consider the consultations.
- 3.2 Following the email notifications and paper consultation packs which were sent out as part of the Pre-Submission Local Plan consultation the current Parish Clerk, Mr Henry Harris phoned the City Council on 6 March 2018 to advise that they had a different email address of clerk@stowmaries-pc.gov.org and that he would create a new account with this email address on the City Councils online consultation portal. Council records show this new account was created on 7 March 2018. He also confirmed that he had received the Pre-Submission paper consultation pack sent out.

- 3.3 During the next few days there were several calls from Mr Harris and emails (attached at Appendix 5) concerning the assertion that Stow Maries Parish Council had not previously been notified about the Local Plan Issues and Options and Preferred Options consultations.
- 3.4 The City Council advised that at no point had it received any form of ‘bounce back’ email or notification from the email address of stowmariespc@hotmail.co.uk to say that it was no longer in use or to re-direct emails to a new email address for the Parish Council. The City Council asked for confirmation on the status of this email address and if any such ‘bounce backs’ or notifications had been set up since the new email address of clerk@stowmaries-pc.gov.org had been in place. The City Council also requested if the email account of stowmariespc@hotmail.co.uk was still ‘live’. The City Council also requested that the Clerk check if the emails claimed not to have been received about previous Local Plan consultations had indeed been received by that email address for the Parish Council.
- 3.5 According to the current Clerk, Mr Henry Harris, who was not in place as Parish Clerk until November 2017 the email addresses and Clerks for the Parish Council were changed accordingly:

Date	Notes
July 2014	<ul style="list-style-type: none"> Email of clerk@stowmaries-pc.gov.uk created Miss Laurie Wiebe was Clerk Old email of stowmariespc@hotmail.co.uk was still live but was not set to send ‘bounce backs’ to anyone sending emails to the previous email address (confirmed in email dated 15/03/18 from Henry Harris at Appendix 9)
July 2015	<ul style="list-style-type: none"> Clerk changed to Mrs Kate Smiles
November 2017	<ul style="list-style-type: none"> Clerk changed to Mr Henry Harris

- 3.6 Mr Harris also confirmed in his email of 15 March 2018 (see Appendix 6) that emails from the City Council relating to the subject of Chelmsford City Council Local Plan Consultations had been received by the Parish Council’s email address of stowmariespc@hotmail.co.uk on the following dates:
- 30/03/2017
 - 08/09/2017
 - 16/11/2017
 - 31/01/2018
- 3.7 Mr Harris further confirms in this email that only since this issue has been raised by the City Council (March 2018) has this email account of stowmariespc@hotmail.co.uk been set to send an automatic reply to say it is no longer being monitored as an email account and giving details of the new email address of clerk@stowmaries-pc.gov.uk for the Parish Council. His email indicates that there were over 300 emails in the hotmail account which he needed to review as many others were still also using this email to contact the Parish Council up until the week before. Only at this point in time (March 2018) has the Parish Council formally

sought to state that the old email account that it is no longer active and that a new email account now exists.

- 3.8 A further email from one of the Parish Councillors, which appears to have been intended for the Clerk but also sent to the City Council, clearly states that the Parish Council can ‘obviously’ confirm that they received the relevant Local Plan consultation emails (see Appendix 7).
- 3.9 This confirms that the email account of stowmariespc@hotmail.co.uk has continued to be active while a further email account of clerk@stowmaries-pc.gov.uk had also been created by the Parish Council.
- 3.10 It is then unfortunate that, given the Parish Council’s previous problems with having multiple email accounts, a third email account of clerk.stowmariesparishcouncil@gmail.com was created on 19 March 2018 during on-going discussions with the City Council without advising the City Council of yet a further change. On 28 March 2018 the City Council received further representations from the Parish Council from this new email account. Before which it had no knowledge of it being in existence. On testing the previous email of clerk@stowmaries-pc.gov.uk the City Council discovered it too had no bounce back or notification set to advise those sending emails to it that it was no longer to be used and that there was another new email for the Parish Council.
- 3.11 In the minutes of the Parish Council meeting on 19 March 2018 (Appendix 8 item 18/67) it is noted that the Clerk is to create a new email address and inform all appropriate authorities of the change by 1 April 2018. Whilst it is unclear what ‘appropriate authorities’ the Parish Council were intending to notify it is surprising that, given the on-going issue they take with the City Council, they have never sought to update the account their Clerk created on the City Council’s Local Plan Consultation Portal with this new email address.
- 3.12 Whilst it does not impact the Local Plan consultation process it perhaps suggests a pattern of events which has led to the position the Parish Council now find itself.
- 3.14 It is only in the minutes of the Parish Council meeting on 16th April 2018 (Appendix 9) that it is noted that the emails of stowmariespc@hotmail.co.uk and clerk@stowmaries-pc.gov.uk are to be shut down, and later on 21 May 2018 (Appendix 10) that they are no longer operational and anything sent to these accounts will now receive an ‘undeliverable’ bounce back message.
- 3.15 Further items in the Parish Council’s published minutes suggest that there have been on-going issues with the email accounts. In the minutes for 19 June 2017 (Appendix 11) it is noted in item 17/88 that there had been some downtime with their email system for about a week. The minutes for 11 December 2017 (Appendix 12) note in item 17/166 that the Council’s computer was not in a fit state when it was handed over the new Clerk and that there were outstanding issues surrounding this to be resolved, although it is unknown from the minutes what these may have been. Item 17/174 raised the use of the Council’s email addresses es and domain name for future discussions.

Chelmsford City Council's Response

- 4.1 The City Council maintains that it has met the relevant obligations in consulting Stow Maries Parish Council. However, as a gesture of good will, despite the Parish Council having confirmed they had received the Pre-Submission consultation details which were originally considered at their meeting of 19 February 2018, the City Council agreed to accept a representation from Stow Maries Parish Council, initially to be received by 4.45pm on Wednesday 14 March 2018, that indicated if they wished, they could submit further information following their Parish Council Meeting on Monday 19 March 2018. It was advised that complete and final representations needed to be submitted to the City Council by 4.45pm on Wednesday 28 March 2018 (See email correspondence at Appendix 13).
- 4.2 The City Council accepted these late representations from the Parish Council and have fully considered them as part of its feedback report.
- 4.3 The City Council has also further updated the new Local Plan consultation account created by the Parish Council to ensure it has the latest email address of clerk.stowmariesparishcouncil@gmail.com attributed to it.

Conclusion

- 5.1 It is clear that the City Council have met the necessary statutory requirements to notify the adjoining Parish of Stow Maries on the preparation of its new Local Plan. Although the Parish Council have objections to the proposed allocation at South Woodham Ferrers it has, as a matter of fact, acknowledged receipt of the necessary Local Plan notifications sent to them by the City Council. The fact that a live and active email account of the Parish Council's, used by the City Council to send notifications, was not necessarily being correctly monitored by the Parish Council does not mean that the City Council has failed to consult the Parish Council.
- 5.2 Whilst it seems unfortunate that the Parish Council had not sought to take appropriate action regarding their various email accounts. It is a matter of fact that the City Council sent the necessary notifications and that they were received by the Parish Council. This is a fact which has been confirmed in writing by the Parish Council (see Appendix 6 and 7).
- 5.3 The City Council can clearly demonstrate that Stow Maries Parish Council was notified by e-mail and sent paper copies of the consultation material at each of the three stages of preparation of the Chelmsford Local Plan. On this basis the City Council can only be found to have fulfilled its statutory requirements in notifying this adjoining Parish Council.

List of Appendices

- Appendix 1 – Letter from Stow Maries Parish Council (13 March 2018)
- Appendix 2 – Response from Stow Maries Parish Council (30 January 2014)
- Appendix 3 – Email correspondence from Chelmsford City Council (17 November 2015)
- Appendix 4 – Email correspondence from Chelmsford City Council (18 November 2015)
- Appendix 5 – Email correspondence (12 March 2018, 13 March 2018, 14 March 2018)
- Appendix 6 – Email correspondence (15 March 2018)
- Appendix 7 – Email correspondence (3 April 2018)
- Appendix 8 – Stow Maries Parish Council Minutes (19 March 2018)
- Appendix 9 – Stow Maries Parish Council Minutes (16 April 2018)
- Appendix 10 – Stow Maries Parish Council Minutes (21 May 2018)
- Appendix 11 – Stow Maries Parish Council Minutes (19 June 2017)
- Appendix 12 – Stow Maries Parish Council Minutes (11 December 2017)
- Appendix 13 – Email correspondence from Chelmsford City Council (8 March 2018)

Stow Maries Parish Council

Parish Councillors

S. Hollington (Chairman)
J. Pilgrim (Vice Chairman)
Mrs. R. Chappell
N. Gilmore
M. Nunney



<http://www.essexinfo.net/stow-maries-parish-council/>

Parish Clerk

Henry Harris
Glebelands, Church Lane
Stow Maries
Chelmsford
ESSEX
CM3 6SJ
07780 737283
clerk@stowmaries-pc.gov.uk

Directorate for Sustainable Communities,

Planning and Housing Policy,
Chelmsford City Council,
Civic Centre,
Duke Street,
Chelmsford,
Essex
CM1 1JE

13 March 2018

Dear Sir/Madam,

Re. Chelmsford Draft Local Plan Pre-Submission Document January 2018

At its meeting on 19th February 2018 Stow Maries Parish Council considered a documentation pack received from Chelmsford City Council on 3rd February 2018, seeking comment on the above document, which included very advanced and extensive proposals for the expansion of South Woodham Ferrers north of the present settlement and the outer B1012 Burnham Road.

Members of the Parish Council were greatly surprised to see that these proposals, including zonal development up to the boundary with this Parish, had reached a stage of *pre-submission* and were purportedly the result of lengthy and detailed consultation with parties directly affected by the Plan.

It was clear from the documents that the present stage of consultation had passed well beyond that of establishing *Preferred Options* for future development in South Woodham Ferrers and that consultation stages had been taking place for some considerable time.

Significantly, it was noted that Stow Maries Parish Council has been completely excluded from all stages of that consultation process.

The Parish Council understands that consultation with bodies having an interest or affected by Local Plans is a statutory obligation, as recognised in Chelmsford City Council's own

Cont'd

Stow Maries Parish Council



Statement of Community Involvement (SCI) March 2016, Paragraph 2.5, which acknowledges that this must include *neighbouring and local parish councils*.

The consultation process, in so far as Stow Maries Parish Council is concerned, is clearly in breach of that requirement and has been seriously flawed.

Stow Maries Parish Council has always been consulted and had submitted detailed comment in respect of similar proposals contained in previous draft local plans for the Chelmsford administrative area where these introduced strategic, environmental or other cross-boundary issues between this village and neighbouring South Woodham Ferrers.

From cursory examination of the pack it was obvious to Members that of all *neighbouring and local parish councils* Stow Maries is likely the most seriously impacted by the present Plan. It was noted a date of 14th March 2018 had been given for Stow Maries to respond to the Plan, which Members agreed was wholly unreasonable and impracticable.

Members were satisfied that they had been deprived the statutory opportunity to respond to or influence in any way the shaping of the present Plan and any opportunity now available to comment would be limited to observation on a *fait accompli*. The crucial stages of determining *Preferred Options* for further development at South Woodham Ferrers had been missed and the opportunity to respond denied by the failure to consult.

At an extraordinary Parish Meeting convened on 5th March 2018 to draw local public attention to the proposals in the Draft Plan great disquiet was expressed that there had been no consultation with Stow Maries regarding proposals for South Woodham Ferrers.

At a further extraordinary meeting (also on 5th March 2018) the Parish Council considered the present unacceptable situation. It was agreed to write to Chelmsford City Council to record the view of this Parish Council that the statutory requirement to consult has not been met and the process is fundamentally flawed. As well as the absence of consultation, Members are concerned with aspects including landscaping, road access, and the height of development.

Following contact with Chelmsford City Council it has been acknowledged there have been shortcomings in the consultation process and an opportunity would be afforded to Stow Maries Parish Council to comment on the present stage of consultation by extending the consultation period until 4.45pm on Wednesday 28th March 2018.

The Parish Council will review the situation at its forthcoming meeting on 19th March 2018 to decide whether there is sufficient time to examine and comment on the proposals.

Notwithstanding this, any response given by Stow Maries Parish Council to the present consultation documents will be without prejudice to the view here recorded that the statutory requirement to have consulted with this Parish Council through all stages of the development of the Local Plan has not been met.

Cont'd

Stow Maries Parish Council



Yours sincerely,

Henry Harris
Parish Clerk and Responsible Financial Officer
Stow Maries Parish Council

.cc District Councillor John P F Archer, Ward Member
.cc District Councillor Miss Sue White, Ward Member
.cc District Councillor Mrs Penny A Channer CC, Chairman Planning and Licensing Committee
.cc Jeremy Potter, Planning and Strategic Housing Policy Manager, Directorate for Sustainable Communities, Chelmsford City Council
.cc Ian Butt, Planning Policy Manager, Planning and Regulatory Services Directorate, Maldon District Council

PERCY, Laura

From: Stow Maries Parish Council <stowmariespc@hotmail.co.uk>
Sent: 30 January 2014 20:32
To: Planning Policy Email
Subject: RE: Local Development Framework - Consultation Database

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

Many thanks for your email.

The contact details for Stow Maries Parish Council are:-

Clerk - Laurie Wiebe
Address: - (Removed to comply with GDPR)
Email:- stowmariespc@hotmail.co.uk

Regards,

Laurie Wiebe

Clerk to Stow Maries Parish Council

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From: Policy.Planning@chelmsford.gov.uk
To: stowmariespc@hotmail.co.uk
Subject: Local Development Framework - Consultation Database
Date: Thu, 30 Jan 2014 14:24:47 +0000

DIRECTORATE FOR SUSTAINABLE COMMUNITIES

Planning Policy

PID Reference: 307846

Dear Miss Banyard,

CHELMSFORD CITY COUNCIL'S LOCAL DEVELOPMENT FRAMEWORK CONSULTATION DATABASE

I am writing to you as a statutory consultee for planning policy documents prepared by Chelmsford City Council.

The Council is checking that the contact details we hold on our consultation database are up-to-date. I would be grateful if you check the details below and advise us of any changes by emailing planning.policy@chelmsford.gov.uk or by phoning (01245) 606330.

Alternatively, you can update details yourself at <http://consult.chelmsford.gov.uk/portal> Please click on the 'Login/ Register' tab followed by the 'My Account' tab. Select 'My Details' from the list to view and correct any information.

Name of organisation	Stow Maries Parish Council
Contact at Organisation	Miss V Banyard
Position	Clerk
Address	(removed to comply with GDPR)
Email	stowmariespc@hotmail.co.uk
Telephone	

There may be more than one contact that we have for your organisation. If this is the case, it would be useful if you could also advise us of a single point of contact.

Thank you in advance for your help.

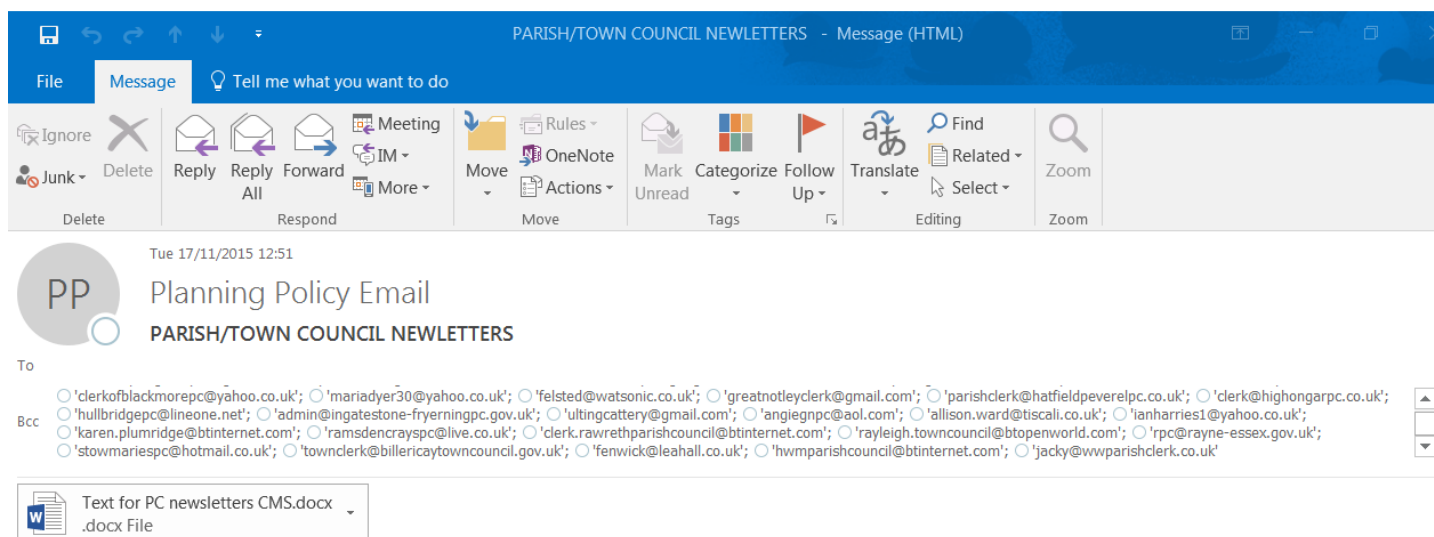
Yours sincerely,

Derek Stebbing

Derek Stebbing
Planning Policy Manager

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APPENDIX 3



Planning Policy
P.O. Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP
Telephone: 01245 606330
Facsimile: 01245 606642
Date: 17 November 2015

Dear Sir/Madam,

Re: PARISH/TOWN COUNCIL NEWSLETTERS

I am writing to you as a Parish/Town Council on Chelmsford City Council's (CCC) Local Plan consultation database. Please be advised that CCC are publishing New Local Plan Documents for consultation on the 19th November 2015 and you will receive notification about these separately.

The attached has been produced for use by Parish/Town Councils, should you wish to use it in any forthcoming newsletters or publications. Part A provides a summary of the consultation documents and how people can get involved. Part B describes what new development is identified in the Local Plan Issues and Options consultation document by Parish/Town area.

If you have any queries please call the number at the top of this email.

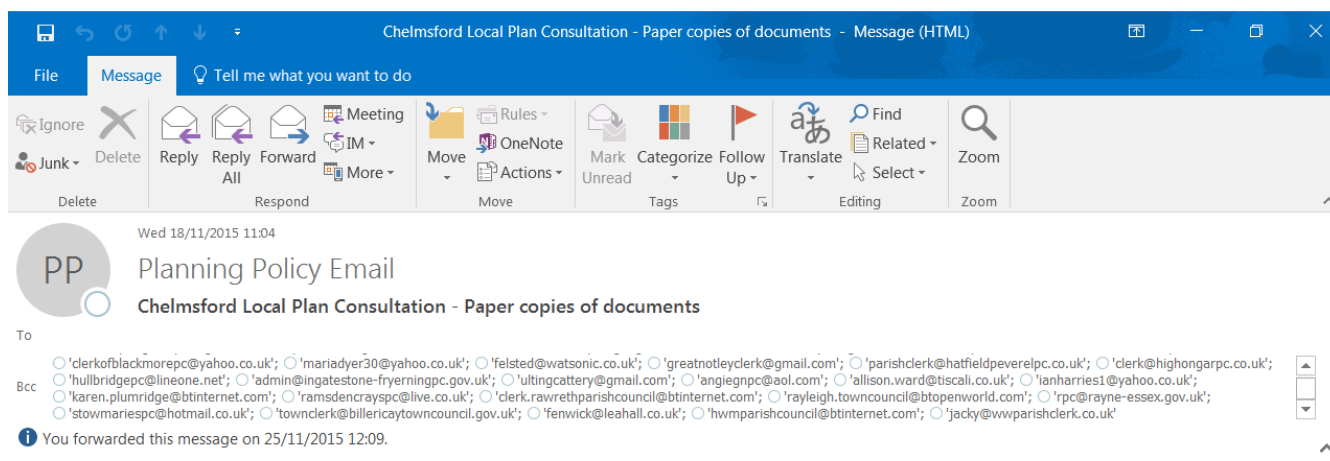
If you are able to receive further notifications via email or you wish to discuss any issue relating to the consultation, please telephone (01245) 606330. If you no longer wish to remain on our consultation database or if your contact details have changed please contact us or update your record at <http://consult.chelmsford.gov.uk/portal>.

Yours faithfully

Derek Stebbing

Planning Policy Manager

APPENDIX 4



Planning Policy
P.O. Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP

Telephone: 01245 606330
Facsimile: 01245 606642

Date: 18 November 2015

Dear Sir/Madam,

Re: NOTIFICATION OF PUBLICATION OF LOCAL PLAN DOCUMENTS

Further to the emails sent to you yesterday regarding the Chelmsford City Council new Local Plan consultation I thought I should advise you that as a Parish/Town Council you will be receiving paper copies of all the documents. These have been posted out today so should be with you shortly.

Yours faithfully

Derek Stebbing

Planning Policy Manager

PERCY, Laura

From: POTTER, Jeremy
Sent: 12 March 2018 14:23
To: clerk@stowmaries-pc.gov.uk
Cc: STUCKEY, Claire; PERCY, Laura; ROBINSON, Jenny
Subject: RE: Chelmsford Local Plan

Dear Henry

Adjoining Parish Councils do keep the City Council informed of changes either through notifying us directly or logging into their City Council Consultation Portal account and changing the details on-line themselves.

Also from time to time we review adjoining Parish Councils websites to ensure that we have the correct contact details. As I have outlined we always follow-up 'bounce back' emails to make sure that these are investigated further and correct details put in place.

In other Local Plan communications made by the City Council we also ask recipients to inform us if circumstances or contact details have changed.

I look forward to hearing from you regarding the e-mail address changes.

Regards

Jeremy

Jeremy Potter
Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk



[Chelmsford's new Local Plan – click to find out more](#)

From: clerk@stowmaries-pc.gov.uk [mailto:clerk@stowmaries-pc.gov.uk]
Sent: 12 March 2018 13:31
To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Cc: Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <cllr.neil.gilmore@stowmaries-pc.gov.uk>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>
Subject: RE: Chelmsford Local Plan

Good morning Jeremy,

Thank you for your email.

I am still researching, but getting there very shortly.

Please, one additional piece information. How should a Parish Council have informed Chelmsford City Council any change of contact details. Also, if it was not informed directly, where would it have gleaned these details.

Regards,

Henry Harris
Clerk to Stow Maries Parish Council
clerk@stowmaries-pc.gov.uk
07780 737283
www.essexinfo.net/stow-maries-parish-council

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From: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Sent: 12 March 2018 13:23
To: clerk@stowmaries-pc.gov.uk
Cc: PERCY, Laura <Laura.Percy@chelmsford.gov.uk>; ROBINSON, Jenny <Jenny.Robinson@chelmsford.gov.uk>
Subject: RE: Chelmsford Local Plan

Dear Henry

The previous two paper packs were sent addressed to Stow Maries Parish Council at the postal address of Clerk Laurie Wiebe.

As previously discussed the e-mail notifications, which I believe you said you had now found a record of a March 2017 e-mail relating to the Preferred Options stage of consultation, were sent to the following e-mail address.

stowmariespc@hotmail.co.uk

As set out in my e-mail dated 8 March 2018, I await information on when the e-mail addresses were changed and details of the re-direct/forward that were placed on the e-mail accounts.

Regards

Jeremy

Jeremy Potter
Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk



[Chelmsford's new Local Plan – click to find out more](#)

From: clerk@stowmaries-pc.gov.uk [<mailto:clerk@stowmaries-pc.gov.uk>]

Sent: 09 March 2018 13:05

To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>

Subject: RE: Chelmsford Local Plan

Good morning Jeremy,

Whilst still researching, it would help if you could let me know the postal address which you used last year, i.e. before the pack that I received.

Regards,

Henry Harris

Clerk to Stow Maries Parish Council

clerk@stowmaries-pc.gov.uk

07780 737283

www.essexinfo.net/stow-maries-parish-council

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From: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>

Sent: 08 March 2018 16:34

To: clerk@stowmaries-pc.gov.uk

Cc: STUCKEY, Claire <Claire.Stuckey@chelmsford.gov.uk>; PERCY, Laura <Laura.Percy@chelmsford.gov.uk>;

ROBINSON, Jenny <Jenny.Robinson@chelmsford.gov.uk>

Subject: Chelmsford Local Plan

Dear Henry

Further to our telephone conversation this afternoon with regard to the consultation on the Chelmsford Local Plan, please see my response below:

I would be happy to accept a representation from Stow Maries Parish Council, initially to be received by 4.45pm on Wednesday 14 March 2018, that indicates that you may supplement with further information following your Parish Council Meeting on Monday 19 March 2018. We will need your complete and final representations to be submitted to the City Council by 4.45pm on Wednesday 28 March 2018.

You can submit these either:

- using your existing account on the Council's Consultation Portal;
- completing an electronic representation form and e-mail the form; or
- complete a paper form and send to the City Council offices.

Information on each of the above options is available on the Council's website at the link below:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/developing-the-new-local-plan/#an-Makingyourcomments>

For our records, could you please confirm when the Parish Council's e-mail address changed from stowmariespc@hotmail.co.uk to clerk@stowmaries-pc.gov.uk and when the e-mail re-direct/forward you referred to was put in place.

I can confirm that the City Council's records show that Stow Maries Parish Council was notified by e-mail and sent paper copies of consultation documents by post at each of the three stages of consultation of the Chelmsford Local Plan.

Kind regards

Jeremy

Jeremy Potter

Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821

www.chelmsford.gov.uk



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PERCY, Laura

From: POTTER, Jeremy
Sent: 13 March 2018 13:03
To: clerk@stowmaries-pc.gov.uk
Cc: Councillor John Pilgrim; Councillor Mick Nunney; Councillor Neil Gilmore; Councillor Rita Chappell; Councillor Simon Hollington; STUCKEY, Claire; ROBINSON, Jenny; PERCY, Laura
Subject: RE: Chelmsford Local Plan

Dear Henry

Thank you for your e-mail. The timetable we have jointly agreed for initial and fuller responses from the Parish Council to made to the City Council is fine.

You will need to submit the fuller response by e-mail as the Council's Consultation Portal will not accept further comments after the closing date.

Kind regards

Jeremy

Jeremy Potter
Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk



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From: clerk@stowmaries-pc.gov.uk [mailto:clerk@stowmaries-pc.gov.uk]
Sent: 13 March 2018 12:31
To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Cc: Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <cllr.neil.gilmore@stowmaries-pc.gov.uk>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>
Subject: RE: Chelmsford Local Plan

Good morning Jeremy,

Thank you for our telephone conversation this morning and previous discussions on consultation of the Chelmsford Local Plan by Chelmsford City Council with Stow Maries Parish Council.

The Chairman of the Parish Council has decided to accept the situation as it is. The Council should provide an initial response if not today then later this week, due to unavailability of Members. At the next Council meeting on Monday 19th March it is on the agenda to discuss a fuller response. That response should be with you as indicated by 4.45pm on Wednesday 28 March 2018.

I hope this timetable is satisfactory and fits with your plans.

Please let me know if you require any further information.

Regards,

Henry Harris
Clerk to Stow Maries Parish Council
clerk@stowmaries-pc.gov.uk
07780 737283
www.essexinfo.net/stow-maries-parish-council

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From: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Sent: 08 March 2018 16:34
To: clerk@stowmaries-pc.gov.uk
Cc: STUCKEY, Claire <Claire.Stuckey@chelmsford.gov.uk>; PERCY, Laura <Laura.Percy@chelmsford.gov.uk>;
ROBINSON, Jenny <Jenny.Robinson@chelmsford.gov.uk>
Subject: Chelmsford Local Plan

Dear Henry

Further to our telephone conversation this afternoon with regard to the consultation on the Chelmsford Local Plan, please see my response below:

I would be happy to accept a representation from Stow Maries Parish Council, initially to be received by 4.45pm on Wednesday 14 March 2018, that indicates that you may supplement with further information following your Parish Council Meeting on Monday 19 March 2018. We will need your complete and final representations to be submitted to the City Council by 4.45pm on Wednesday 28 March 2018.

You can submit these either:

- using your existing account on the Council's Consultation Portal;
- completing an electronic representation form and e-mail the form; or
- complete a paper form and send to the City Council offices.

Information on each of the above options is available on the Council's website at the link below:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/developing-the-new-local-plan/#an-Makingyourcomments>

For our records, could you please confirm when the Parish Council's e-mail address changed from stowmariespc@hotmail.co.uk to clerk@stowmaries-pc.gov.uk and when the e-mail re-direct/forward you referred to was put in place.

I can confirm that the City Council's records show that Stow Maries Parish Council was notified by e-mail and sent paper copies of consultation documents by post at each of the three stages of consultation of the Chelmsford Local Plan.

Kind regards

Jeremy

Jeremy Potter

Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821

www.chelmsford.gov.uk



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PERCY, Laura

From: POTTER, Jeremy
Sent: 14 March 2018 10:32
To: clerk@stowmaries-pc.gov.uk; Planning Policy Email
Cc: Councillor Penny Channer CC; Councillor John P F Archer; Councillor Miss Sue White; ian.butt@maldon.gov.uk; Councillor John Pilgrim; Councillor Mick Nunney; Councillor Neil Gilmore; Councillor Rita Chappell; Councillor Simon Hollington; GREEN, David; STUCKEY, Claire; PERCY, Laura
Subject: RE: Chelmsford Local Plan Pre-Submission

Dear Mr Harris

Thank you for your e-mail with the attached initial representations and I acknowledge receipt.

We await the submission of the Parish Council's full representation by 4.45pm on Wednesday 28 March. This extension of time has been agreed as you have indicated that the Parish Council meeting is taking place after the Local Plan consultation closing date and on the basis that an initial Parish Council response is submitted on time. This is consistent with the City Council's approach for all other authorities that find that the timeline for their decision-making body to finalise their representations does not align with the Local Plan consultation closing date and the extension of time is agreed in advance.

The Parish Council's initial response has focused solely on the consultation process. As set out in my e-mail dated 8 March 2018, the City Council's records show that Stow Maries Parish Council has been notified at all consultation stages of Chelmsford's new Local Plan.

I await your response to the information requests I set out in my e-mails dated 12 March 2018 and 8 March 2018. This relates to the use of the two active Parish Council e-mail accounts and confirmation and dates of what City Council Local Plan notification e-mails have been received by the Parish Council.

Kind regards

Jeremy

Jeremy Potter

Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk



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From: clerk@stowmaries-pc.gov.uk [mailto:clerk@stowmaries-pc.gov.uk]
Sent: 13 March 2018 17:48
To: Planning Policy Email <Policy.Planning@chelmsford.gov.uk>
Cc: Councillor Penny Channer CC <cllr.penny.channer@essex.gov.uk>; Councillor John P F Archer

<cllr.john.archer@maldon.gov.uk>; Councillor Miss Sue White <cllr.sue.white@maldon.gov.uk>; POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>; ian.butt@maldon.gov.uk; Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <cllr.neil.gilmore@stowmaries-pc.gov.uk>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>

Subject: Chelmsford Local Plan Pre-Submission

Good afternoon,

Further to conversations with Jeremy Potter, Planning and Strategic Housing Policy Manager of the Directorate for Sustainable Communities at Chelmsford City Council, please accept and acknowledge the attached letter as the initial response and comments from Stow Maries Parish Council on the Chelmsford Draft Local Plan Pre-Submission Consultation January 2018.

Regards,

Henry Harris

Clerk to Stow Maries Parish Council

clerk@stowmaries-pc.gov.uk

07780 737283

www.essexinfo.net/stow-maries-parish-council

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PERCY, Laura

From: POTTER, Jeremy
Sent: 15 March 2018 16:24
To: STUCKEY, Claire; ROBINSON, Jenny; PERCY, Laura
Subject: FW: Change of Parish Council's email address

FYI

Jeremy Potter
 Planning and Strategic Housing Policy Manager
 Directorate for Sustainable Communities
 Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk



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From: clerk@stowmaries-pc.gov.uk [mailto:clerk@stowmaries-pc.gov.uk]
Sent: 15 March 2018 16:21
To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Cc: Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <cllr.neil.gilmore@stowmaries-pc.gov.uk>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>
Subject: RE: Change of Parish Council's email address

Good afternoon Jeremy,

Thank you for your mail.

From my research, to the best of my knowledge, there would not have been any emails sent out from stowmariespc@hotmail.co.uk since July 2014.

Nether, to the best of my knowledge, was the old account being monitored manually since the new account was made active.

Emails received by this account from consult@objective.co.uk, with Subject of **Chelmsford City Council Local Plan Consultations** were on:

- 30/03/2017
- 08/09/2017
- 16/11/2017
- 31/01/2018

Since this issue has been raised, I have ensured that the automatic replies were set, which they were with the following text:

Please do not use this email address, it is no longer in use and is not monitored.

Please use:

clerk@stowmaries-pc.gov.uk

For information, I have initiated removal of this account. Please be aware this is not instantaneous. The Microsoft security process alone will take several months. Also, I have to review over 300 mails. Meanwhile I am monitoring the account – there have not been any new emails in the last week.

Again, please contact me if you require any further information.

Regards,

Henry Harris

Clerk to Stow Maries Parish Council

clerk@stowmaries-pc.gov.uk

07780 737283

www.essexinfo.net/stow-maries-parish-council

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From: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>

Sent: 15 March 2018 12:51

To: clerk@stowmaries-pc.gov.uk

Cc: PERCY, Laura <Laura.Percy@chelmsford.gov.uk>; STUCKEY, Claire <Claire.Stuckey@chelmsford.gov.uk>

Subject: RE: Change of Parish Council's email address

Dear Henry

Thank you for the information.

I await details of the use of Parish Council's other live e-mail account stowmariespc@hotmail.co.uk and confirmation of the City Council Local Plan Notification e-mails you referred to in our telephone conversation that have been received by the Parish Council through this account.

Regards

Jeremy

Jeremy Potter

Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821

www.chelmsford.gov.uk



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From: clerk@stowmaries-pc.gov.uk [<mailto:clerk@stowmaries-pc.gov.uk>]

Sent: 15 March 2018 09:49

To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>

Cc: Councillor John Pilgrim <cldr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cldr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <cldr.neil.gilmore@stowmaries-pc.gov.uk>; Councillor Rita Chappell <cldr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cldr.simon.hollington@stowmaries-pc.gov.uk>

Subject: Change of Parish Council's email address

Good morning Jeremy,

Please accept my apologies for the time it has taken to respond to your query about the change to the email address for Stow Maries Parish Council.

So far:

- The current email address of clerk@stowmaries-pc.gov.uk, came in effect in July 2014
- At the time of change, the Clerk was Miss Laurie Wiebe; Mrs Kate Smiles took up post July 2015; I took up post November 2017.

Please contact me if you require any further information.

Regards,

Henry Harris

Clerk to Stow Maries Parish Council

clerk@stowmaries-pc.gov.uk

07780 737283

www.essexinfo.net/stow-maries-parish-council

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PERCY, Laura

From: POTTER, Jeremy
Sent: 06 June 2018 14:03
To: PERCY, Laura
Subject: FW: Chelmsford Local Plan Pre-Submission

Jeremy Potter
Planning and Strategic Housing Policy Manager Directorate for Sustainable Communities Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk

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-----Original Message-----

From: POTTER, Jeremy
Sent: 03 April 2018 09:40
To: 'Rita Chappell' <chappellchurch@aol.com>
Cc: 'clerk.stowmariesparishcouncil@gmail.com' <clerk.stowmariesparishcouncil@gmail.com>
Subject: RE: Chelmsford Local Plan Pre-Submission

Dear Cllr Chappell

Thank you for your e-mail dated 30 March.

I am not sure whether you meant to send your e-mail to myself at the City Council. Although addressed to Mr Harris, your Parish Clerk, it appears that he was not a recipient. I have copied in Mr Harris in this response.

Regards

Jeremy Potter
Planning and Strategic Housing Policy Manager Directorate for Sustainable Communities Chelmsford City Council

Tel: 01245 606821
www.chelmsford.gov.uk

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-----Original Message-----

From: Rita Chappell [<mailto:chappellchurch@aol.com>]
Sent: 30 March 2018 13:13
To: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
Subject: Re: Chelmsford Local Plan Pre-Submission

Hi Henry

Thanks for this - I think Chelmsford are just wriggling - they might be able to prove they sent out what they say but it doesn't explain why they had no reply from Stow Maries Parish Council until it actually sent it to the right email address! Did they think we were just going to roll over and let it happen? This also does not address the fact that their proposals are fatally flawed!! No way can this area sustain such a development with the inherent problems with traffic, public transport overcrowding, strain on infant/junior/senior schools, doctors, dentists, etc. for which they have made no provision. Obviously, none of those involved live anywhere near the area!!

Whilst acknowledgement of receipt of their letter can obviously be confirmed, we cannot confirm acceptance of the situation!!

Regards - Rita

-----Original Message-----

From: POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>
To: clerk.stowmariesparishcouncil <clerk.stowmariesparishcouncil@gmail.com>
CC: john.whittingdale.mp <john.whittingdale.mp@parliament.uk>; 'Charlotte Church' <Charlotte.church@maldon.gov.uk>; Councillor Penny Channer CC <cllr.penny.channer@essex.gov.uk>; Councillor John P F Archer <cllr.john.archer@maldon.gov.uk>; Councillor Miss Sue White <cllr.sue.white@maldon.gov.uk>; ian.butt <ian.butt@maldon.gov.uk>; Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <gilmore.stowmariespc@gmail.com>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>; WHITEHEAD, Cllr. R. <Roy.WHITEHEAD@chelmsford.gov.uk>; EVELEIGH, Nick <Nick.Eveleigh@chelmsford.gov.uk>; GREEN, David <David.Green@chelmsford.gov.uk>
Sent: Thu, 29 Mar 2018 17:43
Subject: RE: Chelmsford Local Plan Pre-Submission

Dear Mr Harris

Please find attached Chelmsford City Council's response to the letter from Stow Maries Parish Council dated 28 March 2018.

Can you please acknowledge receipt of the attached letter.

Yours sincerely

Jeremy Potter

Planning and Strategic Housing Policy Manager Directorate for Sustainable Communities Chelmsford City Council

Tel: 01245 606821 www.chelmsford.gov.uk

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From: clerk.stowmariesparishcouncil@gmail.com [mailto:clerk.stowmariesparishcouncil@gmail.com]
Sent: 28 March 2018 12:02
To: Planning Policy Email <Policy.Planning@chelmsford.gov.uk>
Cc: john.whittingdale.mp@parliament.uk; 'Charlotte Church' <Charlotte.church@maldon.gov.uk>; Councillor Penny Channer CC <cllr.penny.channer@essex.gov.uk>; Councillor John P F Archer <cllr.john.archer@maldon.gov.uk>; Councillor Miss Sue White <cllr.sue.white@maldon.gov.uk>; POTTER, Jeremy <Jeremy.Potter@chelmsford.gov.uk>;

ian.butt@maldon.gov.uk; Councillor John Pilgrim <cllr.john.pilgrim@stowmaries-pc.gov.uk>; Councillor Mick Nunney <cllr.mick.nunney@stowmaries-pc.gov.uk>; Councillor Neil Gilmore <gilmore.stowmariespc@gmail.com>; Councillor Rita Chappell <cllr.rita.chappell@stowmaries-pc.gov.uk>; Councillor Simon Hollington <cllr.simon.hollington@stowmaries-pc.gov.uk>
Subject: Chelmsford Local Plan Pre-Submission

Good afternoon,

Further to the previous letter of 13th March 2018 providing the initial response of Stow Maries Parish Council to consultation over the Chelmsford Local Plan and based on the extension to the deadline until 4.45pm on Wednesday 28th March 2018 for supplementary representation by the Parish Council, provided by Jeremy Potter, Planning and Strategic Housing Policy Manager of the Directorate for Sustainable Communities at Chelmsford City Council in his email of 8th March 2018, please accept and acknowledge the attached letter as the considered response and comments from Stow Maries Parish Council on the Chelmsford Draft Local Plan Pre-Submission Consultation January 2018.

Regards,

Henry Harris
Clerk to Stow Maries Parish Council

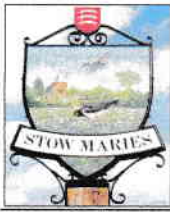
Change of email address:

Please be aware of the change to the email address for all correspondence to the Clerk at Stow Maries Parish Council.
clerk.stowmariesparishcouncil@gmail.com

07780 737283
www.essexinfo.net/stow-maries-parish-council

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Stow Maries Parish Council

APPENDIX 8

Minutes: Council Meeting

The Smythe Hall

7:30pm, 19th March 2018

18/54 Members attending, apologies for absence and other attendees

Chairman: Councillor Pilgrim.

Members: Councillors Chappell, Gilmore and Nunney.

Apologies: Councillor Hollington, County Councillor Channer, District Councillors Archer and White.

Attendees: The Clerk and 3 members of the public.

18/55 Declaration of Interests

There were no declarations of interest.

18/56 To review and confirm minutes from Council meeting on 5th March 2018

Resolved: The minutes of the Council Meeting held 5th March 2018 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

18/57 Clerk's Report

The Clerk summarised his recent activity, highlighting issues of Chelmsford City Council using the Clerk's previous email address and the lack of response from the Chief Executive of Maldon District Council.

18/58 Questions and points of interest from press and public

A member asked about verges on the bridge in Church Lane.

18/59 Essex County Council

A monthly report dated 11th March 2018 submitted by Councillor Channer has been published on the Parish Council's website.

There was no representative present.

18/60 Maldon District Council

There was no representative present.

18/61 Highways and Public rights of way

A member of the public requested who was responsible for the verges on the bridge in Church Lane.

Resolved: Members allowed this question to be considered under this item and requested the Clerk to determine an answer.

Action: The Clerk to write to the appropriate authority and report back to the Council.

Members then considered the following items for traffic calming measures.

1. Weight limit request for Church Lane, Crows Lane and Honeypot Lane.

Noted: Members noted that the Clerk had brought to the attention of the Chairman comments made by the Highways Officer. The relevant paragraph is "*... there would not appear to be large volume of commercial vehicles over 7.5 tonnes using the three roads....*". The Council will decide on the next steps when the Chairman has considered the situation.

2. Speed limit issues in Woodham Road and The Street.

Resolved: Members considered how to proceed following the results of the traffic survey.

Action: The Clerk to write to Essex Highways requesting that under the speed management strategy and now having proof that the average speed of traffic has not slowed because of the introduction and bedding in of the 30mph speed limit, the Parish Council requests engineering measures. These measures should address the issue of excessive speed above the limit and dangerous driving on the wrong side of the traffic islands.

18/62 Planning

1. Chelmsford Pre-Submission Local Plan

Members discussed the lack of consultation and the extension granted by Chelmsford City Council for the Parish Council to respond.

Noted: Members noted that a holding reply had been sent to Chelmsford City Council and had been acknowledged within the original deadline.

Members recognised that Chelmsford City Council had granted the Parish Council a revised deadline following the lack of verified communication.

Resolved: Members considered that Chelmsford City Council had not complied with its legal obligation to consult and had the Parish Council been given the opportunity Members would have objected to the preferred options put forward.

Members considered that they were not able to formulate a reply and comment in an appropriate time. Members decided to accept that Mr Roy Martin should continue to work with the Clerk and write to Chelmsford City Council accordingly.

Action: The Clerk to write to Chelmsford City Council circulating Members beforehand.

2. Stow Maries Great War Aerodrome

Resolved: Members discussed and were shocked at the lack of response from the Chief Executive of Maldon District Council, particularly to the request for a meeting.

Action: The Clerk to determine the expected time to reply for a request to Maldon District Council.

The Clerk to write to the Chief Executive of Maldon District Council for an update to its previous correspondence to determine any outcome of its request for a meeting over lapses of conditions applied to planning applications.

3. Replacement water main: HRN/MAL/18/00222 PP-06751652

Noted: From minute 18/47. Item 2, Councillor Hollington requested that the Council's response should be no objection and requested the Clerk to submit the Council's response accordingly.

Ratified: Members ratified the decision and subsequent action.

18/63 Financial matters

Noted: Members mentioned the increase in Council Tax Charge apportioned to Stow Maries as it appears on the Demand Notice for 2018/2019. The precept had risen from £6,455 to £6,500; an increase of 0.7%, whereas the charge had risen by 1.7%. Members requested the Clerk to determine an explanation.

Action: The Clerk to write to Maldon District Council to determine the rationale behind the 1.7% increase.

1. Consider payments to be made.

Noted: The following invoices were presented for payment:

- The Clerk for monthly salary and expenses - £166.24
- HMRC for Clerk's monthly Income Tax - £35.60

Resolved: The above invoices were approved for payment and the cheques were signed and completed.

2. Consider planning for end of year payroll tax returns

Noted: Members recognised the amount of work that the Clerk was and is still undertaking and that over the next month or two this will increase due to preparation of End of Year reports.

18/64 Grass cutting and maintenance

Members considered the references and supporting documentation from D. W. MAINTENANCE.

Resolved: Members ratified their previous view that D. W. MAINTENANCE should be engaged as the firm to carry out grass cutting and maintenance in the Parish for the next three years.
It was resolved that the tender for the sum of £1425.00 for each of the seasons 2018 to 2020 inclusive be accepted and approved.
It was noted that the approved tender quotation is within the budget of the Parish Council

Action: The Clerk to write to D. W. MAINTENANCE communicating Council's decision and ensure that work commences according to the Specification and Terms.

18/65 Notice Boards

Members discussed progress to date.

Noted: The noticeboard next to the bus stop will be replaced by a new one and positioned on land under control of the management committee of The Smythe Hall. Councillor Pilgrim is working with Councillors Gilmore and Nunney and liaising with a member of the management committee to decide on final position and work required.

Both noticeboards are due for delivery next week to Councillor Nunney.

Final costs are still to be determined.

The initial amount of £2,695.71 from the Community Initiative Fund has been deposited into the Council's bank account.

18/66 Defibrillator for the Village

Members discussed progress to date.

Noted: Members accepted that Councillor Pilgrim had researched the appropriate products and services as previously agreed. Councillor Pilgrim had forwarded the quote information to the Clerk.

Action: The Clerk to place the appropriate order.

18/67 Internet Domain

Members discussed progress to date.

Resolved: Members decided the following:

- Retain the existing website - <http://www.essexinfo.net/stow-maries-parish-council/>
- Drop the use of the current Parish Council domain "stowmaris-pc.gov.uk", in its entirety including the email services.
- All Member's private email addresses will be published, except for Councillor Gilmore who will create an email address solely for Council business. Redirection of emails from their current domain will be removed.
- The Clerk will create a new email address and inform all appropriate authorities of the change.
- All changes to be in place by 1st April 2018 to allow for a sufficient overlap by the deadline of 7th May 2018

- Sufficient notice will be given to the hosting organisation

18/68 Annual Parish Meeting for Electors

Members discussed organising a refreshed Meeting for 2018. Members confirmed that Councillors Chappell and Nunney should organise it.

Action: Councillors Chappell and Nunney to bring to the next meeting their plans, including an appropriate date, for ratification.

Also, during this discussion Members recognised again that the amount of work required to run this Parish Council was out of proportion to its size and Precept.

Action: The Clerk to investigate the procedure for enlisting assistance and to research whether the Council could increase its Membership.

18/69 Correspondence

Relevant correspondence was distributed.

18/70 Items for next agenda: meeting 16th April 2018

The following items were requested for this meeting:

- Grass cutting and maintenance
- Chelmsford Local Plan
- Traffic calming measures
 - Weight Limit restrictions
 - 30 mph speed issue

Meeting closed at 9:49pm

Signed:

Date: 16/4/2018



Stow Maries Parish Council

APPENDIX 9

Minutes: Council Meeting

The Smythe Hall

7:30pm, 16 April 2018

18/71 Members attending, apologies for absence and other attendees

Chairman: Councillor Hollington.

Members: Councillors Pilgrim, Chappell and Gilmore.

Apologies: County Councillor Channer, District Councillors Archer and White.

Attendees: The Clerk and eight members of the public, including two representatives from South Woodham Ferrers: Councillor Peter Wyatt, Town Mayor and Councillor Donna Eley.

18/72 Declaration of Interests

There were no declarations of interest.

18/73 Minutes from Council meeting on 19th March 2018

Resolved: The minutes of the Council Meeting held 19th March 2018 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

18/74 Questions and points of interest from press and public

A member of the public queried whether issues with the bridge in Church Lane are being addressed. The Clerk replied on behalf of the Council that he had received assurances from Historical Railways Estate would liaise with Essex Highways to resolve.

18/75 Essex County Council

1. A representative was not present, and neither was the monthly report received.
2. Consider reaction by Essex Highways to incidents on the Nature Reserve path and the parapet and verges of the bridge in Church Lane.

Noted: Ownership of the Nature Reserve path between Church Lane and Honey Pot Lane is being investigated to resolve the issues of fallen trees.

Noted: The state of the verges and parapet of the old railway bridge in Church Lane is under investigation by Historical Railways Estate liaising with Essex Highways.

18/76 Maldon District Council

1. A representative was not present.
2. Consider status of recent letters to the Chief Executive.
Members discussed the tardiness of replies from Maldon District Council.

Resolved: Members resolved for the Clerk to work with Mr. Roy Martin to send an enquiry under the Freedom of Information Act requesting the identity and qualification of the external professional mentioned in the letter of 10 April 2018 from Paul Dodson, Director of Planning & Regulatory Services.

Action: The Clerk to write to Maldon District Council, circulating Members beforehand.

18/77 Planning

Members considered the following planning applications

1. HOUSE/MAL/18/00301 PP-06797311: Honeywood Farm. Honey Pot Lane, Purleigh

Resolved: Members resolved that they had no objections to this application.

Action: The Clerk to submit the response to Maldon District Council.

2. Chelmsford Local Plan

Consider replying to letter of 6th April from Jeremy Potter, Planning and Strategic Housing Policy Manager, Directorate for Sustainable Communities at Chelmsford City Council.

Resolved: Members resolved that they stood by Council's assertion that the consultation process was not lawful and had not followed the correct

procedure. Members resolved for the Clerk to work with Mr. Roy Martin to draft a suitable reply and request that its consider response to the consultation of 28th March 2018 be published on the Chelmsford City Council's Consultation Portal for Planning Policy and meanwhile it will be published on the Parish Council's website.

Action: The Clerk to write to Jeremy Potter, circulating Members beforehand, and in addition copying the Dengie Hundred Group
Also, to copy its considered response to Councillor Donna Eley and Kevin Green of the South Woodham Ferrers Action Group.

3. 18/00413/LBC PP-06871853

Structural stabilisation works to buildings 29, 31, 32, 33 & 33A and replacement and repair of existing timber windows and doors. Officers Mess Stow Maries Aerodrome Hackmans Lane Cold Norton

Resolved: Members resolved that they had no reasonable objection to the refurbishment of buildings but wished to comment on the repeated lapsing of conditions with each new application.

Action: The Clerk to work with Mr. Roy Martin responding to Maldon District Council planning department accordingly with a supporting document expressing Members concerns and circulating them beforehand.

18/78 Highways and Public rights of way

Consider progress and next steps for traffic calming measures:

1. Traffic management improvements on Woodham Road/The Street

Noted: Members noted that these improvements had been submitted as Local Highways Panel Scheme Request under reference LMAL172026.

2. Weight limit request for Church Lane, Crows Lane and Honeypot Lane.

Action: The Clerk to write to Essex Highways requesting further information on its criteria for roads not being suitable for HGV.

18/79 General Data Protection Regulations (GDPR)

Deferred: This item and the following points were deferred to the next Council meeting:

- Appointment of a Data Protection Officer (DPO)
- Making provision in Budget 2018 to 2019

18/80 Financial matters

Noted: The following invoices were presented for payment:

- The Clerk for monthly salary and expenses - £165.14
- HMRC for Clerk's monthly Income Tax - £35.40
- Annual donation to the Parochial Church Council of Saint Mary and Saint Margaret for churchyard maintenance - £150.00
- Affiliation fees to EALC and NALC - £66.07

Resolved: The above invoices were approved for payment and the cheques were signed and completed.

Noted: The following reports were presented for review:

- Bank Reconciliation for as of 29 March 2018.
- Year-End Budget Report 2017 to 2018.
- Year-End Financial Analysis 2017 to 2018.

Resolved: The above reports were approved for the Clerk to produce the Annual Return.

Deferred: The following items were deferred to the next Council meeting:

- Consider permission for the Clerk to transfer funds between Council's bank accounts.
- Consider plans to use online banking for making payments.

18/81 Dengie Hundred Bus Users' Group (DHBUG)

Resolved: Members agreed that as Councillor Chappell and her husband are personal members, that it did not its own membership.

18/82 Notice Boards

Noted: Members noted that the Noticeboards had arrived and that placement plans are in hand.

Resolved: Members were satisfied that the Noticeboards had been delivered in acceptable condition and agreed to raise the cheque of value £3,234.87 for payment.

Action: The Clerk to send the signed cheque.

18/83 Defibrillator for the Village

Noted: Members were satisfied that plans to acquire and install the equipment and organise training were in hand.

Resolved: Members agreed to raise the cheque of value £3,012.00 for payment up-front.

Action: The Clerk to send the signed cheque.

18/84 Grass cutting and maintenance

Deferred: This item and the following points were deferred to the next Council meeting:

- Consider quality of work carried out so far.
- Consider suitability of the record sheet.

18/85 Internet Domain

Resolved: Email addresses for Parish Councillors were established. The mailboxes for the domain stowmaries.go.uk are to be removed and the domain closed.

Action: The Clerk to update the Council's website and inform Maldon District Council and County and District Councillors.

Action: The Clerk to inform 123connect of Council's decision.

Resolved: The email address stowmariespc@hotmail.co.uk is to be closed.

Noted: The email address will not be deleted for several weeks due Microsoft's security process. Meanwhile the information message for it not to be used remains.

Action: The Clerk to monitor.

18/86 Annual Parish Meeting for Electors

There was little progress.

Resolved: The date was set for 21st May, starting at 6:45pm and the meeting is scheduled to last longer this year – up to an hour.

Resolved: The Annual Parish Council meeting is scheduled for 21st May starting at 7:45pm to allow for the longer schedule for the Parish Meeting.

Action: The Clerk to prepare for the meeting.

18/87 Correspondence

Relevant correspondence was distributed, including:

1. Rural Community Council of Essex, 2018 Essex Village of the Year.
2. Elancity, Radar speed sign.
3. Campaign to Protect Rural England (CPRE) magazines.
4. EALC information
5. Maldon District Council's Arts

18/88 Items for agenda at Annual Council meeting on 21st May 2018.

1. Banking procedures
2. General Data Protection Regulations
3. Weight Limit in Church Lane, Crows Lane and Honeypot Lane

18/89 Exclusion of Press and Public.

Under Section 100A (4) of the Local Government Act 1972 the public was excluded from the meeting for the specific purpose of the consideration the next item.

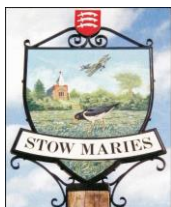
18/90 Council's resources strategy and role of the Clerk.

Members discussed the workload of the Clerk and acknowledged that to address the many aspects of the role required assistance in spite of the Council's small size. These discussions will be ongoing.

Meeting closed at 9:50pm

Signed:

Date: 21/5/18



Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 21 May 2018

APPENDIX 10

18/91 Election of Chairman

Members considered appointing a Chairman of the Parish Council. Councillor Nunney nominated Councillor Hollington. This was seconded by Councillor Pilgrim. There were no other nominations. Councillor Hollington accepted the nomination and stated that this would be the last time he would be nominated to be elected as Chairman.

Resolved: Councillor S. A. Hollington was appointed as Chairman of the Parish Council for the year 2018/2019.

18/92 Declaration of acceptance of office of Chairman

The declaration was signed by Councillor S. A. Hollington and countersigned by the Clerk.

18/93 Election of Vice-Chairman

Members considered appointing a Vice-Chairman of the Parish Council. Councillor Hollington nominated Councillor Pilgrim. This was seconded by Councillor Nunney. There were no other nominations. Councillor Pilgrim accepted the nomination.

Resolved: Councillor J. Pilgrim was appointed as Vice-Chairman of the Parish Council for the year 2018/2019.

The declaration was signed by Councillor J. Pilgrim and countersigned by the Clerk.

18/94 Members attending, apologies for absence and other attendees

Chairman: Councillor Hollington.

Members: Councillors Pilgrim, Nunney, Chappell and Gilmore.

Attendees: The Clerk, District Councillor Archer and ten members of the public.

Councillor Hollington decided to start the Council meeting earlier than advertised following the Annual Parish Meeting finishing at 7:30pm.

18/95 Declaration of Interests

Councillor Hollington declared an interest in Agenda Item 18/100 Planning - 1. Application No: 17/01219/FUL PP-06435538

18/96 Minutes from Council meeting on 16th April 2018

Councillor Hollington pointed out a typographical mistake in Item 18/85. The domain name should have read stowmaries.gov.uk. The printed copy for signing was corrected and initialled by the Clerk.

Resolved: The minutes of the Council Meeting held on 16th April 2018 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

18/97 Questions and points of interest from press and public

There were no questions from the press or public.

18/98 Essex County Council

1. There was no representative present

18/99 Maldon District Council

1. Present and discuss report to date.

Councillor Archer reported that:

- a. The proposed development for 70 houses in North Fambridge has been turned down by Maldon District Council.
 - b. There was no update on the current planning applications for Stow Maries Great War Aerodrome.
 - c. There was no further development under Maldon District Council.
 - d. There are plans for more front-line police officers; more officers on the beat.
2. Consider recent correspondence to the Chief Executive and Director of Planning.

Members considered replying to the letter of 9th May 2018 from Paul Dodson Director of Planning & Regulatory Services and to the response of 11th May 2018 to a recent Freedom of Information Request.

Resolved: Members agreed that a marker from the Council should be sent to Paul Dodson based on the response to the Freedom of Information Request. Also, a further letter should be sent addressing Paul Dodson's reply to previous correspondence to him and the Chief Executive. This is especially important as the hearing for the planning application is likely to be included in the North Western Area Planning Committee on 11th June 2018.

Action: The Chairman to draft a marker, working with Mr. Roy Martin and pass the text to the Clerk to turn into a letter for sending to Paul Dodson. The further letter for Paul Dodson will be composed in a similar fashion

18/100 Planning

Consider the following:

1. Application No: 17/01219/FUL PP-06435538, Building at Great Hayes Business Park Lower Burnham Road Stow Maries Essex.
During the discussion of this item, Councillor Pilgrim took the chair. As Members did not have paper copies of the planning application and had not reviewed them online, Councillor Hollington provided a factual description of the purpose of the application to change of use of an agricultural building to a B1 light industrial workshop use

Resolved: Members discussed this application and raised no objection.

Action: The Clerk to submit the response to Maldon District Council.

2. Request of 26th April for meeting from Jeremy Potter, Planning and Strategic Housing Policy Manager, whether representatives of the Parish Council wish to meet with Officers of Chelmsford City Council about the Local Plan, and
3. Response of 16th May to letter of 25th April from the Council to Jeremy Potter.

Resolved: Members discussed the repeated request for a meeting and the letter of 16th May. Members resolved that Mr Roy Martin should draft a response and working with the Clerk, circulate it to Members for final approval.

Action: The Clerk to write to Jeremy Potter, circulating Members beforehand.

4. Attendance at the meeting to discuss the Parish Trigger and paperless planning organised by Chairman of Maldon Town Council's Planning Committee to be held at Town Hall, 4 Market Hill Maldon CM9 4RL on Wednesday 30th May at 7.30pm.

Resolved: Members discussed attendance at this meeting.

Action: Councillor Pilgrim intends to attend and Councillor Nunney hopes to attend.

18/101 Highways and Public rights of way

Consider reply from Jon Simmons, Highway Liaison Officer – Local Highway Panels, for weight limit request

Resolved: Members discussed the reply and resolved to press ahead with a request for a 7.5 tonne weight limit request, based on the criteria of:

- Prevention of damage to the highway
- Protection of the character/environment of rural areas
- Reducing risks to all vulnerable road users

Action: The Clerk to write to Jon Simmons accordingly.

From the Annual Parish meeting, Members discussed the situation on the old railway bridge in Church Lane.

Action: The Clerk to write to Historical Railways Estate accordingly.

18/102 General Data Protection Regulations (GDPR)

Members considered the effect of GDPR on the Council.

Resolved: Members agreed that following recent intentions to amend the legislation, the Council did not need to appoint a Data Protection Officer (DPO), neither did it need to increase its Budget as the amount of work is minimal required.

Action: The Clerk to write to those for which the Council retains an email address with the following text:

Stow Maries Parish Council has and will retain a record of your email address as it has been in communication with you previously. The Council does not market any service. It uses this email address only to conduct its normal business. Other contact details maybe retained, again only due to previous communication, for example by telephone or by post.

If you wish to the Council to remove your contact details, then please reply to this email.

18/103 Financial matters

1. Members considered the results of the Annual Audit and agreed with the results.

Noted: Members were reminded of a discrepancy in the external audit for 2016-2017 in not reporting the then purchased laptop as an asset. For the financial year 2017-2018 the internal auditor Mr David Green, has accepted that for the purposes of the Annual Accounting Statements, a value of zero be entered for Box 9 - Total fixed assets plus long term investments and assets. The Clerk and the Internal Auditor will make the necessary adjustments during the current financial year including publishing an asset register.

Resolved: Members agree to certify the Council as exempt, complete and publish the Annual Governance and Accountability Return, and resolved that there is no requirement for a limited assurance review

Resolved: The Chairman and the Clerk signed the relevant documents

2. Pay increase for the Clerk

Noted: Members noted the change in pay rate for the Clerk for SCP15 from £8.873 PH to £9.341 PH, 5.27%. Budget allows for 10% contingency.

3. Consider payment to the Clerk

Noted: The following invoices were presented for payment:

- The Clerk for monthly salary and expenses - £184.25
- HMRC for Clerk's monthly Income Tax - £37.20

Resolved: The above invoices were approved for payment and the cheques were signed and completed.

4. Consider changes to procedures:

- a. Members discussed possible options to facilitate speedier payments.

Resolved: Members resolved to retain two signatures for payments.

Resolved: Members resolved that all should have mandate to sign cheques or make electronic payments, whilst retaining the two signatures mandate

Action: The Clerk to circulate Members with account details, a new mandate form and details on how to obtain on-line banking for electronic payments.

- b. Permit the Clerk to transfer funds between the Council's Business Current Account and its Business Savings Account.

Resolved: Members resolved to permit the Clerk to transfer funds between the Council's accounts to maximise any interest earned and exclude any possibility of overdraft charges.

18/104 Insurance

Noted: Members noted a £50 administrative fee introduced by the insurance brokers and that the Clerk negotiated to defer the fee for the next year starting 1st June 2018.

Resolved: Members discussed options for a Local Council Scheme insurance policy and savings by committing to a three-year agreement with the existing broker. For expediency, Members resolved to stay with the existing broker and commit to a three-year agreement. Payment was approved and cheque signed for the first year premium of £280.00

18/105 Notice Boards

Noted: Councillor Gilmore is discussing with Councillor Nunney a quote for all works necessary to install both new noticeboards.

18/106 Defibrillator for the Village

Noted: Councillor Pilgrim reported that the defibrillator had arrived, had been unpacked and was in satisfactory condition. He was contacting the electrician to obtain an estimate for connection. He will estimate monies remaining from the grant for the purchase of extra training, pads, etc.

18/107 Grass cutting and maintenance

Resolved: Members discussed grass cutting by D W Maintenance. They are satisfied with the quality of work and the submitted reports.

18/108 Internet Domain

Noted: The previous email addresses of the Council, viz: stowmariespc@hotmail.co.uk and all email addresses associated with the domain stowmaries.gov.uk, are now not operational and any attempt to send an email to one of these addresses will 'bounce' as undeliverable.

18/109 Correspondence

There was no correspondence to distribute

18/110 Items for next agenda: meeting 18th June 2018

General Data Protection Regulations (GDPR)
Bridge in Church Lane

Meeting closed at 9:30pm

Signed: _____ Date: _____

Unapproved



STOW MARIES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held at The Smythe Hall, Church Lane

7.30 p.m. on Monday 19 June 2017

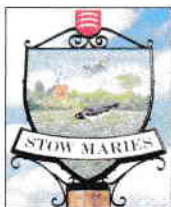
ITEM	SUBJECT
17/84	Apologies for absence and members attending Chairman: Cllr Hollington Members: Cllrs Pilgrim, Chappell & Gilmore Also present: The Clerk, and 3 members of the public Apologises: County Councillor Channer & Cllr Nunney
17/85	Declaration of Interests. Cllr Hollington expressed an interest should the Ridley Cottage bridleway bridge be discussed.
17/86	To Confirm the Minutes of the last Council meeting RESOLVED. The minutes of the Full Council Meeting held 8 May 2017 were accepted and signed as a true record. Action: The Clerk
17/87	Maldon District Council County Councillor Channer sent in her report and The Clerk circulated it prior to the meeting.
17/88	Clerk's report At the beginning of June, The Clerk sent an email to members asking if they were interested in taking part in the Where Does Water Go? Project for 2017-18. ECC said the information gathered from the Where Does Water Go? Surveys is invaluable. They only involve 12 – 15 parishes per year so they need to know if SMPC are not interested. After looking at the details, members decided they did not want to take part. SMPC emails were down for about a week a few weeks ago. They had been suspended as 123Connect informed the Clerk that with the .gov email address you can not run the current website on EssexInfo any more. The Clerk advised members they had three choices to rectify the problem if they still wanted to keep the website. Members asked The Clerk to have the re-direct taken off and use from now on: www.essexinfo.net/stow-maries-parish-council Action: The Clerk
17/89	Highways Residents had previously reported to the ECC Highways website, various issues. Action: Noted
17/90	Public rights of way - To consider any rights of way issues. A member of the public requested an update on the Ridley Cottage bridleway bridge. Members asked The clerk to email ECC Highways and copy in County Councillor Channer & the Dist Cllrs. Action: The Clerk
17/91	Planning. The following planning application was received 16/6/17, the decision of the members will be sent to MDC by The Clerks delegated powers. HOUSE/MAL/17/00589 Proposed rear and side extension plus elevation alterations. Lawndale Church Lane Stow Maries. Object. Members expressed concern that the extension was too close to the boundary.

	<p>The Stow Maries Aerodrome meeting, taken place last month was discussed by the residents and members.</p> <p>Action: Members to send a letter to all of the Maldon Dist Cllrs expressing their concern and disagreement with the application.</p>																									
17/92	<p>Training and Parish Transport.</p> <p>Nothing to report.</p>																									
17/93	<p>Litter, Dog Bins, and Grass Cutting.</p> <p>Nothing to report.</p>																									
17/94	<p>Broadband</p> <p>Members asked the Clerk to write to Superfast Essex for an update on the timetable for installation to Stow Maries.</p>																									
17/95	<p>Neighbourhood watch</p> <p>Nothing to report.</p>																									
17/96	<p>To consider a defibrillator for the Village.</p> <p>The Clerk advised members that the Smythe Hall Management Committee is happy to have the defibrillator installed on the kitchen wall of the hall porch.</p> <p>Members asked the Clerk to proceed.</p> <p>Action: The Clerk.</p>																									
17/97	<p>Financial matters, including approval of payments</p> <p>Bank Reconciliation.</p> <p>Members received the bank reconciliation.</p> <p>Payments.</p> <p>The following invoices were presented for payment:</p> <table><tr><th>Date</th><th>Payable to</th><th>Total Amount</th><th>Amount less VAT</th><th>In respect of</th></tr><tr><td>19/6/17</td><td>K. Smiles</td><td>£331.47</td><td>£331.47</td><td>SALARY & expenses for May</td></tr><tr><td></td><td>PCC Church</td><td>£300</td><td>£300</td><td>Grant for 2016 & 2017</td></tr><tr><td></td><td>Came & Company Ins</td><td>£280</td><td>£280</td><td>SMPC ins</td></tr><tr><td></td><td>David Green</td><td>£55</td><td>£55</td><td>End of yr a/cs</td></tr></table> <p>RESOLVED: The above accounts were approved for payment and the cheques were signed and completed.</p> <p>Action: The clerk</p>	Date	Payable to	Total Amount	Amount less VAT	In respect of	19/6/17	K. Smiles	£331.47	£331.47	SALARY & expenses for May		PCC Church	£300	£300	Grant for 2016 & 2017		Came & Company Ins	£280	£280	SMPC ins		David Green	£55	£55	End of yr a/cs
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	Came & Company Ins	£280	£280	SMPC ins																						
	David Green	£55	£55	End of yr a/cs																						
17/98	<p>To consider correspondence received</p> <p>The correspondence was passed out among councillors.</p> <p>Action: Noted</p>																									
17/99	<p>Items for next agenda.</p> <p>Stow Maries Aerodrome.</p> <p>HGV traffic on Church Lane</p> <p>Date of next meeting Monday 17 July 2017</p>																									

Meeting closed at 8.53 p.m.

Signed.....

Dated.....



Stow Maries Parish Council

APPENDIX 12

Minutes: Council Meeting

The Smythe Hall

7:30pm, 11 December 2017

17/141 Members attending, apologies for absence and other attendees

Chairman: Cllr. Hollington.

Members: Cllrs. Pilgrim, Chappell, Nunney and Gilmore.

Apologies: County Councillor Channer and District Councillors Archer and White.

Attendees: The Clerk and six members of the public.

17/142 Declaration of Interests

Cllr. Hollington expressed an interest in the Ridley Cottage bridleway bridge should it be mentioned.

17/143 To review and confirm minutes from Council meeting on 30th October 2017

Resolved: The minutes of the Council Meeting held 30th October 2017 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

17/144 To review and confirm minutes from Council meeting on 19th June 2017

Resolved: The minutes of the Council Meeting held 19th June 2017 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

17/145 To review and confirm minutes from Annual Parish meeting on 8th May 2017

Resolved: The minutes of the Council Meeting held 8th May 2017 were accepted and signed as a true record.

Action: The Clerk to file and update the Council's website.

17/146 Clerk's Report

The Clerk presented his report to Members on actions undertaken resulting from last Council meeting.

Resolved: Members agreed to have the report published on the Council's website.

Action: The Clerk to file and update the Council's website.

17/147 Questions and points of interest from press and public

Questions raised:

1. Who is responsible for Public Rights of Way?
2. What is valid when performing speed checks?
 - a. Hiding behind a hedge
 - b. Involving the local community
 - c. Role of the community officer
3. What is the status of the request for build outs in Woodham Road and The Street
4. Should the Council express its concern over removal of The Parish Trigger

17/148 Essex County Council

A representative did not attend.

17/149 Maldon District Council

A representative did not attend.

Members discussed the letter from the Chief Executive regarding removal of The Parish Trigger.

- Resolved:** Members expressed their concern and disappointment with this outcome. In particular:
- how important consideration of planning applications are to Stow Maries Village residents
 - the reduction in the ability of residents and hence the Council to influence planning decisions
 - a lack of adherence to a "localism" policy
 - a lack of clarity of the replacement "extended call in process".
- Action:** The Clerk to draft a letter to Chief Executive of Maldon District Council for circulation to Members.

17/150 Planning

1. Application FUL/MAL/16/01142 (Appeal Ref: APP/X1545/W/17/3182321) Stow Maries Aerodrome.

Noted: This appeal had been withdrawn by the applicant

2. Application FUL/MAL/17/01071 – Stow Maries Aerodrome.

- a. Status of recent actions.

Noted: The Council's representation had been submitted and subsequently published on Maldon District Council's website.

- b. Any next steps

Further to previous letters from a member of the public, which were copied to the Council, a reply has not been forthcoming from Maldon District Council. Members discussed the situation and agreed that the Council should write to Maldon District Council querying the status of the issues raised.

Action: The Clerk to write to Maldon District Council enquiring of the status.

Cllr. Hollington read out a couple of emails from District Councillor Sue White, one of which contains the following from the Principal Planning Officer Yee Cheung:

"... The current planning application is to vary conditions 13 and 14 of planning application 09/00250/FUL in relation to the number of flights and special event days. It is likely that the application will be going to committee in the New Year, but I will let you know if anything changes..."

Noted: The status according to Maldon District Council.

3. Application FUL/MAL/17/01358 – Lawndale Church Lane Stow Maries Essex.

Members discussed this application and agreed they had no objection.

Action: The Clerk under delegated powers will advise Maldon District Council of Council's decision.

4. Hogwell Chase – Network Rail extinguishment of public rights at the level crossing

Members discussed this application. As Hogwell is not a public way, the Council concluded that as Hogwell Chase is not a public right of way, then this matter is not relevant.

Action: The Clerk under delegated powers will advise Steve Day, Liability Negotiations Manager, Anglia Route, Network Rail of the Council's decision.

17/151 Financial matters

1. Banking mandate.

Members discussed the suggested, revised banking mandate.

Resolved: Members agreed to the changes:

- Removal of Mrs C Walker, a previous Clerk.
- Addition of Mr Henry Harris, the recently appointed Clerk.

Action: The Clerk to submit the revised mandate.

2. The following invoices were presented for payment:

- a. MSJ Garwood – Grass cutting: £1,674.00, including VAT.
- b. Campaign to Protect Rural England – Membership: £36.00.
- c. Printing, postage and stationary – Council's submission for FUL/MAL/16/01142 (Appeal Ref: APP/X1545/W/17/3182321) Stow Maries Aerodrome: £65.19.

Resolved: The above invoices were approved for payment and the cheques were signed and completed.

3. Payments to previous Clerk.

Noted: The previous Clerk had been paid up to 18th November 2017 to cover the handover period.

4. VAT rebate

Noted: A VAT rebate for £278.63 had been submitted to ensure all invoices were addressed up to the end of the previous financial year, 31st March 2017.

17/152 Budget 2018-2019

Members discussed the draft budget.

Noted: Provision of £500 for an election, whilst not anticipating the need. It was anticipated that Grass Cutting should be in the order of £1,800.00, whilst leaving the budget £2,000.00 as in the draft.

Resolved: The budget with total of £7,200.00 was agreed.

17/153 Precept 2018-2019

Members discussed the Parish Precept.

Resolved: Whilst anticipating the agreed budget may demand a drain on bank reserves, a Parish Precept of £6,500.00 was agreed.

Action: The Clerk to submit Parish Precept form.

17/154 Neighbourhood Watch

Nothing to report

17/155 Highways and Public rights of way

Members discussed the proliferation of information that was available and that which was distributed by the County Councillor to the Clerk.

Resolved: Members requested that all issues are reported using the appropriate Essex Highways website – <http://www.essexhighways.org/Transport-and-roads.aspx>. Any issue should be reported with the resultant reference number to the Clerk, who would update information on the Council's website.

Action: The Clerk to make suitable changes to the website.

Further to the request for 7½ tonne limits on Church Lane, Crows Lane and Honeypot Lane, Members discussed the reply from Essex Highways. Cllr. Nunney sought clarity that this request would still make allowance for deliveries in these roads by vehicle more than 7½ tonne.

Resolved: Due to absence of the Ward's County Councillor, members decided to press on with the application.

Action: The Clerk to submit the application.

17/156 Publication of Public Notices, Minutes, Agendas and other communications

Members were asked to consider what and how information should be circulated and published.

Resolved: Deliberations should be discussed as an item in the next meeting.

17/157 Notice Boards

Noted: Grant is from Community Initiatives Fund at Essex County Council. Reference is CIF0420162017. Conditions include that it should be spent by 31st March 2018.

Resolved: To bring more focus to this project Members agreed that Cllr. Gilmore would lead the project. Documents accumulated by the previous Clerk were handed over.

17/158 Defibrillator for the Village

Noted: The application form is now complete. The grant is from the Lottery Fund, with provisos that the decision is anticipated by the middle of January 2018 and the project should not commence until the end of February 2018.

Resolved: To bring more focus to this project Members agreed that Cllr. Pilgrim would lead the project.

17/159 Grass Cutting

The current contract is complete. All nine grass cut tickets up to 9th November have been submitted. Members discussed the process for engaging a new contractor start in 2018, using the existing specification. Cllrs. Hollington and Nunney will pass contact details of suitable potential firms to the Clerk.

Resolved: The Council will go to tender in the New Year for a suitable contractor

17/160 Grants

Essex Heritage Trust provides grants to public organisations in the County of Essex for projects restoring and promoting the heritage of the County.

Noted: Information has been passed to the secretary of the Parochial Church Council

17/161 Training

Nothing to report

17/162 Parish Transport

Nothing to report

17/163 Litter

Nothing to report

17/164 Dog Bins

The dog bin at the entrance to the Nature Reserve requires resetting.

Action: Cllr. Hollington will attend to it

17/165 Broadband

Noted: The latest date from Superfast is for December 2019 to install fibre upgrade

17/166 Computer

The Council's computer was not in a fit state when received from the hand over. Some issues still require addressing and Members will be kept informed.

Noted: Expenditure maybe required to ensure adequate back-up and security

17/167 Website

Noted: The Clerk has made only necessary changes since taking up the role. A brief document was circulated describing what the Council should publish. In summary:

- a. all items of expenditure above £100
- b. end of year accounts
- c. annual governance statement
- d. internal audit report
- e. list of councillor or member responsibilities
- f. the details of public land and building assets
- g. minutes, agendas and meeting papers of formal meetings

Resolved: Further discussion is required to bring the website to a standard that satisfies needs of Members

17/168 Assets

Noted: Members will need to discuss and decide on plans to the manage Council's assets. A list of assets was compiled during the meeting:

- a. Village Sign
- b. Council Noticeboards
- c. Bus shelter
- d. Village seat
- e. Computer
- f. Files stored in The Smythe Hall

17/169 General Data Protection Regulation (GDPR)

Members recognised the need to discuss and decide on plans to fulfil the Council's obligations.

Action: The Clerk to circulate a briefing paper

17/170 Correspondence

There was no correspondence to distribute.

17/171 Items for next agenda: meeting 15th January 2018

1. Notice Boards
2. Defibrillator
3. Publication of Public Notices, Minutes, Agendas and other communications
4. Content and structure of the website
5. Planning for Annual Parish Meeting
6. Plans to rework the Council's procedures

17/172 Exclusion of Press and Public

It was RESOLVED to: Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

17/173 Clerk's contract

Members reviewed the new Clerk's contract.

Resolved: Members accepted the corrections to the pay rate and insertion of an amount for Office Allowance. Cllr. Hollington signed the contract on behalf of the Council.

17/174 Council processes and priorities

Members discussed various matters and recognised that these topics should be included at the appropriate time in the future. These topics include:

1. use of personal and Council email addresses
2. need for the "stomaries-pc.gov.uk" domain name
3. tighter control over spend against budget head
4. process for payment of invoices with the possibility of avoiding cheque signing
5. Council's processes
6. Clerk's education over the next financial year

Meeting closed at 10:30pm

Signed: _____

Date: 15/1/2018

PERCY, Laura

From: POTTER, Jeremy
Sent: 08 March 2018 16:34
To: clerk@stowmaries-pc.gov.uk
Cc: STUCKEY, Claire; PERCY, Laura; ROBINSON, Jenny
Subject: Chelmsford Local Plan

Dear Henry

Further to our telephone conversation this afternoon with regard to the consultation on the Chelmsford Local Plan, please see my response below:

I would be happy to accept a representation from Stow Maries Parish Council, initially to be received by 4.45pm on Wednesday 14 March 2018, that indicates that you may supplement with further information following your Parish Council Meeting on Monday 19 March 2018. We will need your complete and final representations to be submitted to the City Council by 4.45pm on Wednesday 28 March 2018.

You can submit these either:

- using your existing account on the Council's Consultation Portal;
- completing an electronic representation form and e-mail the form; or
- complete a paper form and send to the City Council offices.

Information on each of the above options is available on the Council's website at the link below:

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/developing-the-new-local-plan/#an-Makingyourcomments>

For our records, could you please confirm when the Parish Council's e-mail address changed from stowmariespc@hotmail.co.uk to clerk@stowmaries-pc.gov.uk and when the e-mail re-direct/forward you referred to was put in place.

I can confirm that the City Council's records show that Stow Maries Parish Council was notified by e-mail and sent paper copies of consultation documents by post at each of the three stages of consultation of the Chelmsford Local Plan.

Kind regards

Jeremy

Jeremy Potter

Planning and Strategic Housing Policy Manager
Directorate for Sustainable Communities
Chelmsford City Council

Tel: 01245 606821

www.chelmsford.gov.uk

[Chelmsford's new Local Plan – click to find out more](#)



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