



Cabinet

11 November 2025

Review of the Council's Statement of Community Involvement

Report by:

Cabinet Member for a Greener Chelmsford

Officer Contact:

Jenny Robinson, Senior Planning Officer

jenny.robinson@chelmsford.gov.uk, 01245 606265

Purpose

The purpose of this report is to consider feedback received to consultation on the revised draft Statement of Community Involvement (SCI) and approve the SCI for publication.

Please note that this report is due to be considered by the Chelmsford Policy Board on 6th November 2025 and any comments or suggested changes by the Board will be reported to the Cabinet meeting.

Options

Approve or not approve the revised Statement of Community Involvement for publication.

Preferred option and reasons

To approve the revised Statement of Community Involvement for publication, as it updates key information on how the Council will consult on planning matters, and meets Government guidance on the timing of revision of SCI documents.

Recommendations

That the Cabinet approves the Statement of Community Involvement for publication as revised in line with the proposed changes set out in Appendix 1.

1. Introduction

- 1.1. This report outlines feedback received during consultation on the review of the Council's Statement of Community Involvement (SCI). The Statement of Community Involvement Consultation Draft - Feedback Report (October 2025) is attached at **Appendix 1**.

2. Background

- 2.1. The Statement of Community Involvement (SCI) sets out our strategy for effectively involving the community, interested organisations and statutory stakeholders in planning and development matters which affect them. It covers both planning policy and development management functions, and complements Council-wide engagement commitments set out in the *Consultation and Engagement Strategy* and *Our Chelmsford, Our Plan*.
- 2.2. The requirement for Planning Authorities to publish an SCI is set out in Section 18 of the Planning and Compulsory Purchase Act 2004.
- 2.3. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) require Local Planning Authorities to review their SCI every five years. The current SCI was adopted in 2020 and, therefore, needs to be updated to accompany future Local Plan consultations.
- 2.4. The content of the SCI has not changed significantly from the current adopted version, as the legislation prescribes what should be included such as how we will consult on Local Plan and other planning policy documents including Neighbourhood Plans, and how we will involve people in consideration of planning applications.
- 2.5. However, the opportunity was taken before consultation on the draft revised version to update information including a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan, updated Masterplanning/Development Framework approaches, updated web links, and to remove specific reference to the coronavirus pandemic whilst retaining the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events) where normal consultation activity cannot be carried out. Other changes relate to providing further clarity.

- 2.6. Chelmsford Policy Board was presented with a draft revised version of the SCI at its meeting on 25 September 2025 and approved its public consultation.

3. Consultation on the draft SCI

- 3.1. Unlike other local development documents, there is no formal requirement to consult on the review of an SCI. However, it has always been the Council's practice to consult on versions of the SCI (2005, 2010, 2013, 2016, 2020) and it is considered as best practice to do so.
- 3.2. Consultation took place for a four-week period from 11 September to 9 October 2025.
- 3.3. Consultation included the following:
- E-mails or letters were sent to around 7,400 contacts on the Council's planning policy consultation database including:
 - statutory bodies
 - Town/Parish Councils within and adjoining Chelmsford's administrative area
 - interested bodies including developers, planning agents and community groups; and
 - members of the public
 - A dedicated City Council web page containing the document and supporting documents
 - A dedicated page on the planning policy consultation portal
 - City Life and social media notifications
 - Copy of the documents available at the Customer Service Centre
 - Opportunities to respond via the policy consultation portal, a printable response form, by e-mail, or by post.
- 3.4. Copies of these documents are included within the Feedback Report presented at **Appendix 1** to this report.

4. Consultation feedback

- 4.1 At the close of consultation, 20 responses had been received from 13 respondents. The following summarises the comments.
- 4.2 Comments from statutory bodies:
- Natural England – supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.

- Historic England – supports the general aims and approach of the draft SCI; and welcomes the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans.
- Essex County Council (ECC) – suggests adding references to ECC's own SCI and other guidance on minerals, waste, neighbourhood planning and other pre-application services offered.
- Essex & Suffolk Water – wishes to be involved in planning matters at the earliest opportunity to be able to respond in a timely manner.
- Little Baddow Parish Council – concerned about digital exclusion due to a lack of confidence, skills, or interest; query the ability to register for postal notifications; comments about specific aspects of using the Planning Policy Consultation Portal.
- Chelmsford Garden Community Council – would like to have earlier and more structured engagement; Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints to assist in forming an evidence base for decisions.
- Galleywood Parish Council – concerns about the process to notify neighbouring properties of planning applications.
- Danbury Parish Council, and Black Notley Parish Council – noted the updated SCI.

4.3 Comments from other interested bodies:

- Little Baddow Society – reservations about a reliance on internet communication which discriminates against those without internet access; would prefer to be notified directly of planning matters.
- The Showmen's Guild of Great Britain – confirms that many of its members are Chelmsford residents and invites further discussion.
- The North East Chelmsford Garden Village Consortium – notes revisions to the Masterplans process, and asks for clarification of these changes.

4.4 Comments from members of the public:

- Question about how providing a greener and safer community will be achieved in practice, with comments on electric transport modes and their green credentials.
- Danbury Parish Council is not representative of the community due to members being co-opted and re-elected unopposed over a number of years, rather than through an election.

4.5 A full schedule of all comments received and CCC's response to them is contained within the Feedback Report attached at **Appendix 1** to this report.

4.6 As a result of this feedback some minor changes are proposed to the SCI. These are listed within the Feedback Report attached at **Appendix 1** to this report. In summary, these are:

- Additional text relating to Essex County Council functions including minerals and waste, and Neighbourhood Planning guidance
- Reference to consultation on Nationally Significant Infrastructure Projects
- Links to new consultation bodies
- How to sign up for postal notifications for Planning Policy consultations.

5. Conclusion

- 5.1 The revised draft SCI updates key information on how we will consult on planning matters, and meets Government guidance on the timing of revision of SCI documents.
- 5.2 It is proposed that the feedback is noted, and that the Cabinet approves the publication of the revised SCI.

List of appendices:

Appendix 1 Statement of Community Involvement Consultation Draft - Feedback Report (October 2025)

Background papers:

[Statement of Community Involvement – Consultation Draft September 2025](#)

[Statement of Community Involvement, September 2020](#)

Corporate Implications

Legal/Constitutional: The SCI has been subject to consultation in accordance with the Planning and Compulsory Purchase Act 2004. The legal considerations and requirements are set out in the report. This is an executive decision for Cabinet to determine.

Financial: There are no cost implications arising directly from this report. The SCI has been prepared using the existing Local Plan budget.

Potential impact on climate change and the environment: None.

Contribution toward achieving a net zero carbon position by 2030: None.

Personnel: There are no personnel issues arising directly from this report.

Risk Management: None.

Equality and Diversity: The SCI will provide a framework for effectively involving the whole community, interested organisations and statutory stakeholders in planning and development matters which affect them. An Equalities and Diversity Impact Assessment has been undertaken, and concludes that it will not have a disproportionate adverse impact on any people with a particular characteristic and in

general will have positive or neutral impacts across a wide range of people and will be compatible with the duties of the Equality Act 2010.

Health and Safety: There are no Health and Safety issues arising directly from this report.

Digital: There are no Digital Services/IT issues arising directly from this report.

Other: The document will contribute to priorities in the Council's Our Chelmsford, Our Plan 2024: A Fairer and More Inclusive Place, A Greener and Safer Place, and A More Connected Place.

Consultees:

CCC – Development Management

CCC – Legal and Democratic Services

CCC – Marketing and Communications Team

Relevant Policies and Strategies:

This report takes into account the following policies and strategies of the City Council:

Local Plan 2013-2036

Our Chelmsford, Our Plan, 2024

Consultation and Engagement Strategy, 2014

Our Chelmsford, Our Plan

The above report relates to the following priorities in the Corporate Plan:

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, ensuring that people and communities are safe.

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.



Chelmsford Local Plan

**Statement of Community
Involvement
Consultation Draft
Feedback Report**

October 2025

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Appendix 3	Copies of consultation materials
Appendix 4	List of key stakeholders and organisations consulted

1. Introduction

1.1 Consultation on the draft revised Statement of Community Involvement (SCI) ran from 11 September to 9 October 2025. This document presents a summary of the consultation process and the comments received. It also sets out how the City Council has taken the comments into consideration and the changes made to the SCI as a result.

2. Purpose of the SCI consultation

2.1 The Statement of Community Involvement (SCI) sets out our strategy for effectively involving the community, interested organisations and statutory stakeholders in planning and development matters which affect them. It covers both planning policy and development management functions, and complements Council-wide engagement commitments set out in the *Consultation and Engagement Strategy* and *Our Chelmsford, Our Plan*.

2.2 Unlike other local development documents, there is no formal requirement to consult on the review of an SCI. However, it has always been the Council's practice to consult on versions of the SCI (2005, 2010, 2013, 2016, 2020) and is considered as best practice to do so.

2.3 The content of the SCI has not changed significantly from the current adopted version (2020), as the legislation prescribes what should be included such as how we will consult on Local Plan and other planning policy documents including Neighbourhood Plans, and how we will involve people in consideration of planning applications.

2.4 However, the opportunity has been taken to update information including a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan, updated Masterplanning/Development Framework approaches, updated web links, and to remove specific reference to the coronavirus pandemic whilst retaining the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events) where normal consultation activity cannot be carried out. Other changes relate to providing further clarity.

3. Summary of the consultation

3.1 The SCI was reviewed and the draft published for consultation for four weeks from 11 September to 9 October 2025.

3.2 The consultation documents published were at www.chelmsford.gov.uk/sci. They comprised:

- Draft Statement of Community Involvement
- Statement of Representations (explaining how to make comments)
- Equality Impact Assessment for SCI

3.3 Consultation included the following:

- E-mails or letters were sent to around 7,400 contacts on the Council's planning policy consultation database including:
 - statutory bodies
 - Town/Parish Councils within and adjoining Chelmsford's administrative area
 - interested bodies including developers, planning agents and community groups; and
 - members of the public
- A dedicated City Council web page containing the document and supporting documents
- A dedicated page on the planning policy consultation portal
- City Life and social media notifications
- Copy of the documents available at the Customer Service Centre
- Opportunities to respond via the policy consultation portal, a printable response form, by e-mail, or by post.

3.4 The consultation materials listed at 3.3 are attached at Appendix 3.

4. Consultation feedback

4.1 At the close of consultation, 20 responses had been received from 13 respondents.

4.2 Comments from statutory bodies:

- Natural England – supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.
- Historic England – supports the general aims and approach of the draft SCI; and welcome the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans.
- Essex County Council (ECC) – suggests adding references to ECC's own SCI and other guidance on minerals, waste, neighbourhood planning and other pre-application services offered.
- Essex & Suffolk Water – wishes to be involved in planning matters at the earliest opportunity to be able to respond in a timely manner.
- Little Baddow Parish Council – concerned about digital exclusion due to a lack of confidence, skills, or interest; query the ability to register for postal notifications; comments about specific aspects of using the Planning Policy Consultation Portal.
- Chelmsford Garden Community Council – would like to have earlier and more structured engagement; Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints to assist in forming an evidence base for decisions.

- Galleywood Parish Council – concerns about the process to notify neighbouring properties of planning applications.
- Danbury Parish Council, and Black Notley Parish Council – noted the updated SCI.

4.3 Comments from other interested bodies:

- Little Baddow Society – reservations about a reliance on internet communication which discriminates against those without internet access; would prefer to be notified directly of planning matters.
- The Showmen's Guild of Great Britain – confirms that many of its members are Chelmsford residents and invites further discussion.
- The North East Chelmsford Garden Village Consortium – notes revisions to the Masterplans process, and ask for clarification of these changes.

4.4 Comments from members of the public:

- Question about how providing a greener and safer community will be achieved in practice, with comments on electric transport modes and their green credentials.
- Danbury Parish Council is not representative of the community due to members being co-opted and re-elected unopposed over a number of years, rather than through an election.

4.5 A full schedule of all comments received and how they have been dealt with is attached at Appendix 1. All the responses can also be read in full on the planning policy consultation portal at <https://consult.chelmsford.gov.uk/portal/>. As a result of the feedback, some minor changes are proposed to the SCI, set out in Appendix 2.

4.6 A list of the key statutory bodies and organisations consulted is attached at Appendix 4.

5 Next steps

5.1 All the responses have been considered in detail and have been used to finalise the Statement of Community Involvement. This will then be published on the Council's website, and people who made a comment will be notified.

For more information please visit www.chelmsford.gov.uk/sci

Appendices:

Appendix 1

Schedule of representations received and CCC response

Appendix 2

Schedule of proposed changes

Appendix 3

Consultation Materials

- 3 a E-mail/letter text
- 3 b SCI Page on CCC website
- 3 c SCI Page on Planning Policy Consultation
- 3 d City Life and social media notifications
- 3 e Paper comments form

Appendix 4

List of key organisations consulted

Appendix 1 - Schedule of representations received and CCC response

Company / Organisation	Section	Comment	CCC Response / Action
Danbury Parish Council SCI/25-3	Section 1	Danbury Parish Council notes the content of the updated Statement of Community Involvement and highlights the importance of Neighbourhood Plans mentioned within.	CCC notes this comment.
Mr Arthur Allen SCI/25-12	Section 1	The section refers to providing a greener and safer community. There is nothing to indicate how this might be achieved. There is a mythology abounding that electric transport is green which it is patently not when one considers the battery manufacture and production, obtaining of the raw materials which leaves wildlife dead in countries far from Great Britain and then there is the continual need for electricity generation to recharge those batteries until they are eventually disposed of causing even more pollution. In use those e.g. cycles and scooters are a menace to pedestrians as they ride at high speed weaving in and out of vehicular traffic as well as pedestrians. Hence if there is a claim that these transports are green (which they are not) how on earth does the reckless behaviour with which they are used make our environments safer? These points have been raised with Essex Police who have said they are aware of the problems, but are unable to identify the riders unless they can actually manage to stop them.	Details of the priorities listed on Page 2 are contained within Our Chelmsford, Our Plan, available via the link in Appendix 2 of the draft SCI. Electric transport strategy is a matter for Essex County Council as Highway Authority.
The Showmen's Guild of Great Britain SCI/25-13	Section 1	As a consultee, the Guild (Showmen's Guild of Great Britain) has been involved and has made representation in this consultation as many of its members are residents in the immediate local area. Given this situation, the Guild would like to meet with representatives from the Council to discuss this in more detail.	CCC notes this comment and will review consultation arrangements with the Guild.
Black Notley Parish Council SCI/25-15	Section 1	Black Notley Parish Council acknowledge the Draft Update of the Chelmsford City Council Statement of Community Involvement.	CCC notes this comment.

Company / Organisation	Section	Comment	CCC Response / Action
Natural England SCI/25-16	Section 1	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/guidance/local-planning-authorities-get-environmental-advice We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk . This system enables us to deliver the most efficient and effective service to our customers.	CCC notes this comment. Planning consultations are sent to Natural England via the e-mail address included in the comment.
Historic England SCI/25-17	Section 1	As the Government's adviser on the historic environment, Historic England is keen to ensure that the protection of the historic environment is fully considered at all stages and levels of the local planning process. While we do not have any specific comments to make at this time, we support the general aims and approach of the draft SCI. We welcome the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans. We would also welcome informal consultation, in addition to statutory requirements, where early engagement may be beneficial. For ease of reference, please find our consultation email addresses below: <ul style="list-style-type: none"> • Planning Policy: eastplanningpolicy@HistoricEngland.org.uk • Planning Applications (Development Management): e-east@HistoricEngland.org.uk 	CCC notes this comment. Planning consultations are sent to Historic England via the e-mail addresses included in the comment.

Company / Organisation	Section	Comment	CCC Response / Action
Little Baddow Society SC/25-5	Section 2	<p>Writing on behalf of Little Baddow Society which incorporates Little Baddow Conservation Society and Little Baddow Historical Society, the plans for community involvement are not adequate in conveying information and enabling those whose communities are affected by the Local Plan to respond. Information should be disseminated more widely by means of presentations and paper information available in the individual communities. There is too much reliance on internet communication which discriminates against those without internet access. As a Society we communicate with our individual members but this has limited distribution. The Neighbourhood Plan for Little Baddow was adopted in August 2023, this included public meetings and referendum but despite this wide communication with every household within the community, no consideration has been given to local responses particularly those regarding Conservation Areas and protection given to green areas and woodland. We request classification as an interested party so that we can be informed of planning applications and comment accordingly.</p>	<p>In relation to Local Plan matters, this organisation is registered as a consultee on the Council's Planning Policy Portal. Paper copies of Planning Policy consultation documents are available on request. Consideration has been given to writing directly to every household in the City's administrative area, but the cost is prohibitive. For wider communities, posters and newsletters are available to Town/Parish Councils to disseminate more widely, and text is provided for inclusion in Parish newsletters. Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.</p> <p>Add to Page 21: View documents and sign up to be notified about planning applications on the self-service system on Public Access (see our User Guide), where you can also:</p>

Company / Organisation	Section	Comment	CCC Response / Action
Essex County Council SC/25-6	Section 2	<p>ECC, as the Minerals and Waste Planning Authority (MWPA), requires reference is made to the Development Plan comprising the adopted Chelmsford Local Plan (May 2020) and the adopted Essex Minerals Local Plan (2014) (MLP) and the Essex and Southend-on-Sea Waste Local Plan (2017) (WLP). Early engagement with ECC in its capacity as the MWPA is encouraged to ensure that the policy implications of allocating and developing land within minerals and safeguarding areas is appropriately accommodated throughout the local plan, planning application and design processes. ECC seek further clarification with regards the function of Mineral Safeguarding Areas and Mineral and Waste Consultation Areas including the potential requirement for a Mineral or Waste Infrastructure Impact Assessment (MIIA or WIIA) as set out below: Essex County Council is the Minerals Planning Authority for Chelmsford City Council and is responsible for preparing planning policies and assessing applications for mineral development. The Essex Minerals Local Plan (MLP) (2014) forms part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. The role of the MLP is to ensure a steady and adequate supply of mineral resources to facilitate development over the Local Plan period and beyond and is currently being reviewed. Essex County Council must be consulted on all non-mineral related development proposed within a Minerals Safeguarding Area (MSA) that meet thresholds defined in the MLP. A Mineral Resource Assessment may need to be undertaken in advance of development. The MLP designates Mineral Consultation Areas (MCAs) at a distance of 250m around active quarries, other mineral infrastructure and mineral deposits permitted for or allocated for extraction. A Mineral Infrastructure Impact Assessment may need to be undertaken. Essex County Council is also the Waste Planning Authority for Chelmsford City Council and is responsible for preparing planning policies, and also for assessing applications for waste management development. The Essex and Southend-on-Sea Waste Local Plan (WLP) was adopted in July 2017 forming part of the statutory Development Plan and should be read alongside the Plan. The WLP covers the period from 2017 to 2032. It sets out where and how waste management developments can occur, and contains the policies against which waste management planning applications are assessed. The Waste Local Plan (WLP) designates Waste Consultation Areas (WCAs) at a distance of 250m</p>	<p>Add the following to the end of sub-section What is the planning system? (currently on Page 3):</p> <p><u>The Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017) form part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Essex County Council should be consulted at an early stage regarding the potential requirement for a Mineral Resource Assessment, or Mineral or Waste Infrastructure Impact Assessment. ECC has its own SCI regarding the Minerals Local Plan, Waste Local Plan, and County Council planning applications. The South East (Inshore) Marine Plan must also be considered alongside the Local Plan to provide a consistent approach for planning on land, and within the inter-tidal and marine environment.</u></p> <p>Add to Appendix 2: <u>ECC Statement of Community Involvement</u></p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>around permitted and allocated waste management facilities or within 400m of a Water Recycling Centres. ECC must be consulted on all non-waste related development within these areas to ensure that the proposed development would not adversely impact on their existing or future operation. A Waste Infrastructure Impact Assessment may need to be undertaken.</p> <p>The Policies Map identifies Mineral Safeguarding Areas within the Plan area. The MWPA is required to prepare its own SCI regarding the MLP, WLP and county council planning applications and can be viewed here.</p> <p>www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p>	<p>www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p> <p><u>South East (Inshore) Marine Plan</u> assets.publishing.service.gov.uk/media/60f6f6dde90e0764ccfbd836/FINAL_South_East_Marine_Plan_1_.pdf</p>
Little Baddow Parish Council SCI/25-14	Section 2	<p>The first principle that you have listed in your Statement of Community Involvement (SCI) is that you will 'Ensure our consultation is accessible to all regardless of age, gender, faith, race, disability as well as knowledge and experience'. Across the UK as a whole some 5% to 7% of households lack internet access in 2023-2024. However, a much larger proportion of the population (almost a quarter in one study) experiences a form of digital exclusion due to a lack of confidence, skills, or interest. It is therefore still appropriate for you to have effective means of two-way communication in all your dealings with residents. Indeed, another of your principles accepts the need for 'traditional ways of consultation so that those without internet access or skills are fully included'. However, you then state that you will 'Publicise consultation information such as how to comment and when by on our website with links to important information'.</p> <p>Within the awareness section there are some indications on what you 'will' do, where bound by legislation, and what you 'may also' do such as advertise in local print media but there doesn't appear to be any real commitment to do so. It would be interesting to understand if you have tested this awareness policy with the demographic who do not have internet access or who lack confidence / skills etc.</p> <p>For those with internet access you offer a means to 'register on your planning policy consultation portal so that they are kept informed when you consult and</p>	<p>All consultation events include information about how to make comments and contact the Council via electronic means and post, along with contact telephone numbers.</p> <p>Section 3 sets out that although there are certain things we will do for each type of consultation to make sure we comply with legislation, there are other things we may do depending on the subject, timing and who we are consulting to raise awareness and give more people a chance to get involved. Awareness raising activity over and above that required by legislation is devised on an individual event</p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>take decisions'. You offer within the SCI no other form of such registration or means to be kept informed. We consider your SCI as having no value unless you offer more commitment within it to take proper account of the circumstances of those who are digitally excluded.</p> <p>Turning to the actual systems by which you seek responses in regard to consultations, the SCI offers no standards, or assurances, as to what it is reasonable to expect when respondents use such systems. Given that you have a principle that you will use such systems to 'make consultation easier' for respondents, we consider that in practice you fail to live up to your SCI, at least in regard to the mechanisms on offer in regard to consultations about proposed Local Plan revisions. Specifically your online system</p> <ul style="list-style-type: none"> • Limits the amount of text that will be captured in any response. When respondents are commenting on a document that may be of 200 pages or more, then long responses are only to be reasonably expected. • Operates a 'time-out' limit so that whole responses are lost if respondents should take too long to complete their submission. We acknowledge that this 30 minutes limit is highlighted on the introduction but it would be beneficial if a 5 minute 'save' alert was added. • Has a direction that submissions should identify the specific section of any document on which they are commenting. In many instances the comment which a resident may wish to make may address multiple sections of your document, making cross-referencing of this kind inappropriate, difficult or even impossible. In other words, your system gives the clear impression that you are putting barriers in the way to any effective consultation, and rightly or wrongly many residents accordingly form the opinion that this is intentional in order to restrict or minimise comment. We consider your system requires significant changes in order to meet the principles of your SCI. Your SCI is otherwise meaningless. • Finally, your SCI makes reference to the fact that you 'follow legislation which tells us what we should do'. We assume that there is nothing in the legislation that prohibits you from doing more to ensure your consultations are effective if that is what you believe to be right in order to obtain the best possible feedback in every consultation. 	<p>basis to ensure the activity is relevant to the event.</p> <p>Other forms of registration on the planning policy consultation portal are available. Add the following text to the SCI on Page 7 as follows: <u>You can also sign up to the consultation portal for postal notifications by calling 01245 606330.</u></p> <p>The planning policy consultation portal does not limit the amount of text that can be added into the main answer fields, and there is also an opportunity to upload supporting information such as letters, plans etc.</p> <p>A save alert is currently generated ten minutes before the timeout for completing online representations.</p> <p>There is a requirement to make a separate representation if a comment relates to more than one area of a consultation document, to ensure it is correctly recorded. Certain events, such as Local Plan consultation stages, require</p>

Company / Organisation	Section	Comment	CCC Response / Action
			reports to be provided which clearly set out the comments against a specific point in a document.
Essex County Council SC/25-7	Section 3	Reference is made to the Policies Map to show all the plan policies and the areas they cover. ECC require that once adopted the new Plan Policies Map should include the mapping layers for Minerals Safeguarding Areas (MSAs) only, as supplied by ECC. It should not include the specific MLP or WLP site allocations nor the Mineral Consultation Areas (MCAs) and Waste Consultation Areas (WCAs) as these are subject to change throughout the lifetime of the MLP review.	It is the intention to show this as required on the adopted Policies Map, as already shown at Map 43 of the Pre-Submission (Regulation 19) Local Plan (2025)
Essex County Council SC/25-8	Section 3	<p>As a key provider of services and infrastructure, ECC has produced a wide range of guidance documents that can help when preparing a Neighbourhood Plan. These are used by local authorities and have been adopted as policy by some. ECC recommend reference is made to the ECC Neighbourhood Planning Guide (July 2025), which covers our service areas. This contains:</p> <ul style="list-style-type: none"> • details of which of ECC services may need to be considered when carrying out neighbourhood planning • links to policy guidance • advice on how to engage with ECC 	<p>Add the following to the list of resources under C) Community-Led Planning Consultation: <u>Essex County Council's Neighbourhood Planning Guide covers guidance relating to ECC's service areas and how to engage with ECC.</u> www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</p> <p>Add to Appendix 2: <u>Essex County Council's Neighbourhood Planning Guide</u> www.essex.gov.uk/sites/default/files/2025-</p>

Company / Organisation	Section	Comment	CCC Response / Action
			08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf
Essex & Suffolk Water SCI/25-19	Section 3	<ul style="list-style-type: none"> • Master planning – is there a separate more detailed Infrastructure Plan from the local plan IDP? - how can we get more involved in this at the earliest stages? • Can water supply be added to the sentence 'Commission supporting evidence where relevant on key topics such as transport modelling, flood risk, landscape and habitats, or sustainability' 	<p>Required infrastructure for allocated sites should be in compliance with Local Plan Policy S9 and S10, in addition to individual site policy requirements. These site requirements are included within the Local Plan IDP in addition to overall contributions to mitigate wider impacts such as water supply. Essex & Suffolk Water are a consultee for the development of the IDP.</p> <p>Add 'flood risk' to Page 19 under Process: They may also commission supporting evidence where relevant on key topics such as transport modelling, flood risk, <u>water supply</u>, landscape and habitats, or sustainability.</p>

Company / Organisation	Section	Comment	CCC Response / Action
The North East Chelmsford Garden Village Consortium SCI/25-21	Section 3	While we do not have any significant comments on the Consultation Draft SCI, we do note the changes to Section D Masterplans and in particular the removal of the 3 Stage Formal Approval process. This has been replaced with a paragraph on page 19 which refers to the Masterplan/Development Framework being given a unique reference number and published on the website. It would be useful if more information could be provided on the reason for this change and if there is any intention to amend the status of Masterplans within the local plan?	A revised Masterplan procedure is under preparation, with the level of detail to reflect the complexity and scale of the proposed site, whilst retaining the status of Masterplans as an important part of site planning.
Mr Arthur Allen SCI/25-12	Section 3	In Danbury there has not been a realistic election for the Parish Council in something like 30 years. Members are co-opted and sitting members simply get automatically re-elected unopposed every time there is an election. This Parish Council is not representative of the community and it is undemocratic in that friends and relatives of similar views can be invited to join the council and the members vote to accept the co-opted invitee. If this document is meant to stimulate community involvement then it is failing in its basic ambition because the undemocratic and unelected Parish Council are not representative of the community. It is become a talking shop for vested self interest and personal objectives rather than community involvement.	Parish Councils have a power to co-opt to fill a casual vacancy on their council when the requirements to hold an election have not been met. A democratic process is in place, as set out in the Danbury Parish Council Co-option Policy available here: https://www.danbury-essex.gov.uk/wp-content/uploads/sites/116/2023/12/Co_Option_Policy.pdf
Chelmsford Garden Community Council SCI/25-22	Section 3 and 4	It is noted on page 6 of the SCI that reference is made to consulting with Parish Councils who are of course statutory consultees. As Parish Councils are the most immediate and democratically accountable bodies at community level CGCC considers that Parish Councils should be given a stronger and earlier voice at key stages of planning both in policy formation and application determination to ensure that decisions reflect genuine local need and sustainability priorities. The SCI commits to 'consulting at appropriate stages' but Parish Councils are often informed rather than engaged early in the process. By engaging earlier, this would align with the SCI's stated aim to 'go beyond minimum legal requirements' (p3). In relation to protecting Local Character and Sustainability, Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints thus earlier engagement would assist in forming an evidence base for decisions	A range of contact is maintained with Town/Parish Councils including through Local Plan consultations, the Masterplanning process, and pre-application consultation. All these offer engagement opportunities where detailed local insight can be offered. In addition, a programme of Forum meetings is held for Town/Parish Councils to provide updates on new planning initiatives, where

Company / Organisation	Section	Comment	CCC Response / Action
		<p>on biodiversity, climate resilience, flood risk, and landscape character aligning with the SCI's stated goals of 'promoting sustainable and environmentally responsible growth' and 'creating a distinctive sense of place' (p.2). Regarding Habitat, Biodiversity and Climate Change, the SCI references the Integrated Impact Assessment (IIA) process (p.10-12) covering habitats, sustainability, and health. Parish Councils can provide on-the-ground insight into protected species, local flood patterns, and carbon reduction opportunities. Thus integrating their observations early reduces the risk of conflict and strengthens compliance with the Environment Act 2021 and Biodiversity Net Gain obligations.</p> <p>Regarding Private Drainage and Privately Managed Open Spaces, increasingly, new developments rely on privately maintained open space and drainage systems (SuDS). Engagement with Parish Councils at an early stage ensures sustainable maintenance arrangements, accountability, and prevents long-term community costs or environmental failures.</p> <p>In relation to larger developments, Parish input particularly regarding masterplanning, is critical for cumulative infrastructure impacts (drainage, traffic, schooling, open space) where decisions effect parish boundaries. CGCC would therefore wish to see stronger Parish Council involvement in all planning consultations, particularly at master planning stages or in relation to pre-application discussions for substantial developments. Also CGCC considers that structured engagement with Parish Councils on biodiversity, drainage and open-space management, given their long-term community impact would be beneficial.</p>	<p>topics such as those listed can be raised by CCC or the attendees.</p> <p>Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.</p> <p>Add to Page 21: View documents and sign up to be notified about planning applications on the self-service system on Public Access (see our User Guide), where you can also:</p>

Company / Organisation	Section	Comment	CCC Response / Action
Little Baddow Society SCI/25-4	Section 4	<p>As a long term resident of Little Baddow and a former parish councillor, involved in both the VDS and Neighbourhood Plan, I am well aware of the impact of inappropriate development on the whole community. However, most people do not have this advantage. Objections to planning applications will only be considered if they are based on planning law, this excludes most of the population who do not have the necessary qualifications or access to full planning legislation. Of course, if you have any knowledge of the locality your comments will be disregarded because you have an interest. Rural communities have difficulty in accessing information online because of the inadequacy of the wi-fi signal and there is nothing in the SCI to address this problem. I have only been able to make these comments because I am on Facebook.</p>	<p>All comments to planning applications are considered, but decisions can only be made on planning matters, as set out in Section 4 of the draft SCI. Site notices are posted close to planning application sites, and include a postal address where comments can be sent to. Comments to this consultation were invited via a number of channels, as set out in the Statement of Representations accompanying the consultation.</p>
Essex County Council SCI/25-9	Section 4	<p>ECC operates its own pre-application advice for the following, which could be referenced in this section.</p> <ul style="list-style-type: none"> • Minerals and Waste applications • Highways • Community Infrastructure • Sustainable Urban Drainage (SuDS) <p>ECC recommend reference is made in the pre-application section to the potential for Planning Performance Agreements (PPAs) to be undertaken with regards large planning applications. The ECC requirements are set out below: ECC uses the model Planning Performance Agreement which outline the offer and details fees for this service, which has a different charging structure to ECC pre-application advice services.</p> <p>Nationally Significant Infrastructure Projects (NSIPs) The SCI may wish to make reference to how proposals for NSIPs are dealt with by BDC through the development consent process (DCO). The DCO process starts when an application is formally accepted by the National Infrastructure Planning Unit and lasts approximately 12-15 months, however, consultation with stakeholders occurs before this process officially commences. ECC has adopted a policy</p>	<p>Pre-application consultation on site proposals is usually undertaken confidentially for commercial or personal reasons, so it is not addressed in the SCI.</p> <p>Developers are advised to engage in pre-application consultation with stakeholders including Essex County Council on subjects relevant to proposals for a site, which may involve a PPA. However, it is not considered that this a matter for the SCI to address.</p> <p>CCC is a consultee on DCO applications, but is not responsible for deciding them.</p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>setting out our position on NSIPs in order to create consistent engagement in the process to ensure that all possible benefits to Essex are explored and maximised. The policy can be viewed here. https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/6d65b/NSIP_Policy.pdf</p> <p>ECC, as the highway and transportation authority, has also published a guidance document setting out what we consider is necessary to support any submitted NSIP scheme and can be viewed here. https://www.essex.gov.uk/sites/default/files/2024-08/NSIP%20Aims%20and%20Guidance%20Document.pdf</p>	<p>As such, CCC will respond to DCO consultations and not directly engage others, but it will signpost to important information via its website.</p> <p>Add the following under A) Pre-application consultation: <u>Nationally Significant Infrastructure Projects such as for major transport schemes and powerlines are dealt with through the Government's development consent process. Engagement on these is carried out by the scheme promoter, rather than the Council, in line with a Statement of Community Consultation.</u></p>
Essex County Council SC/25-10	Section 4	ECC recommend reference is made to ECC being the determining authority for planning applications regarding minerals, waste or county council development planning applications given that the Minerals and Waste Plan forms part of the Development Plan for Chelmsford.	<p>Add the following to the last sentence of the introduction to Section 4: <u>It should be noted that ECC decides planning applications regarding minerals, waste and County Council development.</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning</p> <p>Add to Appendix 2: <u>Essex County Council Planning and Development</u></p>

Company / Organisation	Section	Comment	CCC Response / Action
			www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning
Galleywood Parish Council SC/25-18	Section 4	Galleywood Parish Council are concerned of the lack of a process to notify neighbouring properties of planning applications.	Site notices are placed close to application sites giving further information of the proposal and closing date for comments. Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.
Essex & Suffolk Water SC/25-20	Section 4	<p>In the clause 'Encourage developers to carry out pre-application consultation' - Please can this include pre planning enquiries to Essex & Suffolk Water companies are statutory consultees on local plans but not for planning applications. We aim to enable development in a timely manner and it would greatly benefit us to have early sight of any 'large developments'. In this section it states that organisations can choose which applications you want to be notified about. Please can Essex & Suffolk Water be notified of any major planning applications for major developments as defined as:</p> <ul style="list-style-type: none"> • 10 or more dwellings • a site area of 0.5 hectares or more for housing • 1,000 square metres of floor space for non-residential uses • sites of 1 hectare or more. <p>In summary, we welcome as much early consultation as possible and are happy to help with any queries you may have about water supply.</p>	CCC is happy to consider this and will liaise with Essex & Suffolk Water.

Company / Organisation	Section	Comment	CCC Response / Action
Essex County Council SC/25-11	Appendix 1	<p>Appendix 1 identifies the specific consultation bodies (statutory consultees) to be consulted. ECC recommend the following amendment:</p> <ul style="list-style-type: none"> • Include UK Health Security Agency and the Office for Health Improvement and Disparities who have replaced Public Health England 	<p>Add to Appendix 1 under general Consultation Bodies, as follows: <u>UK Health Security Agency; and the Office for Health Improvement and Disparities</u></p> <p>Add to Appendix 2: <u>UK Health Security Agency</u> www.gov.uk/government/organizations/uk-health-security-agency</p> <p><u>Office for Health Improvement and Disparities</u> www.gov.uk/government/organizations/office-for-health-improvement-and-disparities</p>

Appendix 2 - Schedule of proposed changes

Underlined text – is additional text

Page	Section	Proposed change
Page 3 at end of sub-section What is the planning system?	Section 2	<p>Add the following text: <u>The Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017) form part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Essex County Council should be consulted at an early stage regarding the potential requirement for a Mineral Resource Assessment, or Mineral or Waste Infrastructure Impact Assessment.</u> <u>ECC has its own SCI regarding the Minerals Local Plan, Waste Local Plan, and County Council planning applications.</u> <u>The South East (Inshore) Marine Plan must also be considered alongside the Local Plan to provide a consistent approach for planning on land, and within the inter-tidal and marine environment.</u></p> <p>Add to Appendix 2: <u>ECC Statement of Community Involvement</u> www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p> <p><u>South East (Inshore) Marine Plan</u> assets.publishing.service.gov.uk/media/60f6f6dde90e0764ccfbd836/FINAL_South_East_Marine_Plan_1_.pdf</p>
Page 7 at the end of sub-section I'm a local resident – how do I get involved?	Section 2	<p>Add the following text: <u>You can also sign up to the consultation portal for postal notifications by calling 01245 606330.</u></p>
Page 14 C) Community-Led Planning Consultation	Section 3	<p>Add the following to the list of resources: <u>Essex County Council's Neighbourhood Planning Guide covers guidance relating to ECC's service areas and how to engage with ECC. www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</u></p> <p>Add to Appendix 2: <u>Essex County Council's Neighbourhood Planning Guide</u> www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</p>

Page	Section	Proposed change
Page 19 under Process	Section 3	Amend the following text: They may also commission supporting evidence where relevant on key topics such as transport modelling, flood risk, <u>water supply</u> , landscape and habitats, or sustainability.
Page 20, under the introduction to Section 4	Section 4	Add the following text: <u>It should be noted that ECC decides planning applications regarding minerals, waste and County Council development.</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning Add to Appendix 2: <u>Essex County Council Planning and Development</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning
Page 20 under A) Pre-application consultation	Section 4	Add the following text: <u>Nationally Significant Infrastructure Projects such as for major transport schemes and powerlines are dealt with through the Government's development consent process. Engagement on these is carried out by the scheme promoter, rather than the Council, in line with a Statement of Community Consultation.</u>
Page 21, under heading You can	Section 2	Amend the following text: View documents and sign up to be notified about planning applications on the self-service system on Public Access (<u>see our User Guide</u>), where you can also:
Appendix 1	Appendix 1	Add to Appendix 1 under general Consultation Bodies, as follows: <u>UK Health Security Agency</u> <u>Office for Health Improvement and Disparities</u> Add to Appendix 2: <u>UK Health Security Agency</u> www.gov.uk/government/organisations/uk-health-security-agency <u>Office for Health Improvement and Disparities</u> www.gov.uk/government/organisations/office-for-health-improvement-and-disparities

Appendix 3 a Notification e-mail/letter text

Username:

Consultation PID number:

Dear Consultee,

Consultation on Updated Statement of Community Involvement

I am writing to you as a registered consultee on Chelmsford City Council's Local Plan database.

Chelmsford City Council has published its updated Statement of Community Involvement for consultation. The consultation runs for four weeks until **4.00pm on Thursday 9 October 2025**.

What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out our strategy for involving people and organisations in planning matters. It covers different types of consultation and engagement, how we will involve you in making planning policy and when considering planning applications, who we will consult and the ways we will consult them.

The existing SCI was adopted in March 2020. This update:

- includes a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan
- includes updated Masterplanning/Development Framework approaches
- retains the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events)
- provides additional clarity and updated website links.

Where can I read and comment on the document?

You can [read and comment on the draft SCI](#) on the Planning Policy Consultation Portal.

Alternatively, visit the [SCI page on our website](#).

If you are unfamiliar with the Planning Policy Consultation Portal or need assistance using it, please see our [User Guide](#).

You can also send your comments (please include your name and address) by:

E-mail: planning.policy@chelmsford.gov.uk

Post: Planning Policy Team, Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE

Hand: Monday to Friday 10.00am to 4.00pm - Customer Service Centre, Civic Centre, Duke Street, Chelmsford, CM1 1JE

Paper copies will be made available for viewing at the [Customer Service Centre](#), Civic Centre, Duke Street, Chelmsford, CM1 1JE.

If you have difficulties making representations by e-mail or post due to a disability, please call us on 01245 606330.

Please note:

- We are unable to accept anonymous representations
- Any late comments received after 4pm on Thursday 9 October 2025 cannot be accepted.

Next Steps

Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. For more information please visit the Council's Privacy Policy web page: www.chelmsford.gov.uk/your-council/about-our-website/privacy-policy-and-notices/privacy-policy/

A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.

Updating your details

If you no longer wish to remain on our consultation database or if your contact details have changed please contact us on 01245 606330 or update your record at www.chelmsford.gov.uk/planningpolicyconsult

Your username is at the top of this email. If you have forgotten your login details or for other information about the Consultation Portal, please see our [User Guide](#) .

Yours faithfully

Jeremy Potter

Spatial Planning Services Manager

[Home](#) > [Planning and building control](#) > [Planning policy and Local Plan](#) > [Involving communities and organisations](#)

Involving communities and organisations

Statement of Community Involvement



We are updating our Statement of Community Involvement (SCI).
We adopted our ↓ [current Statement of Community Involvement](#) in 2020.

In the draft SCI, we are updating our strategy for involving you in planning matters. It covers:

Also in this section

- > [Adopted Local Plan](#)
- > [Local Plan Review](#)
- > [Request housing and planning policy advice](#)

- the different types of consultation and engagement
- who we will consult
- how we will involve you in making planning policy and when considering planning applications

We are consulting on the draft SCI for four weeks from 10am on Thursday 11 September until 4pm on Thursday 9 October 2025.

How to read and comment on the document

You can read and comment on the draft SCI on our [Planning Policy Consultation Portal](#).

This is a simple way of making your comments, and you can sign up to be notified about future planning policy consultations. You can also update your contact details. You can see our [user guide](#) to find out how to register, or for what to do if you have forgotten your registration details.

You can read the:

- [Brownfield register](#)
- [Self-build, custom build and community-led housing](#)
- [Call for sites, SHELAA and parish maps](#)
- [Consultations on planning policy](#)
- [Essex Coast RAMS](#)
- [Livewell Development Accreditation Scheme](#)
- [Monitoring development](#)
- [Neighbourhood Plans and Village Design Statements](#)

- ↓ [Draft Statement of Community Involvement](#)
- ↓ [Statement of Representations](#), which explains how to make your comments
- ↓ [Equality Impact Assessment for the SCI](#)

As well as responding via the portal, you can also respond by submitting your comments, along with your name and address, by:

- emailing planning.policy@chelmsford.gov.uk
- writing to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- handing them in to us at our [Customer Service Centre](#) during our [opening hours](#)

Alternatively, you can print a ↓ [comments form](#) and return it as above.

If you do not have access to a computer, you can request paper copies of the draft SCI and the comments form. We can send you the comments form free of charge. However, for the draft SCI, we will charge to cover printing and postage costs. If you have

➤ [Supplementary Planning Documents and planning advice notes](#)

Contact Planning Policy

✉ [Contact the team online](#)

difficulties making comments by email or post due to a disability, you need to [contact us](#).

Next steps

We will publish comments with the respondent's name, organisation and agent (where applicable). We will not make any other personal details public. We will hold all data in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. You can find out about our [Privacy Policy](#).

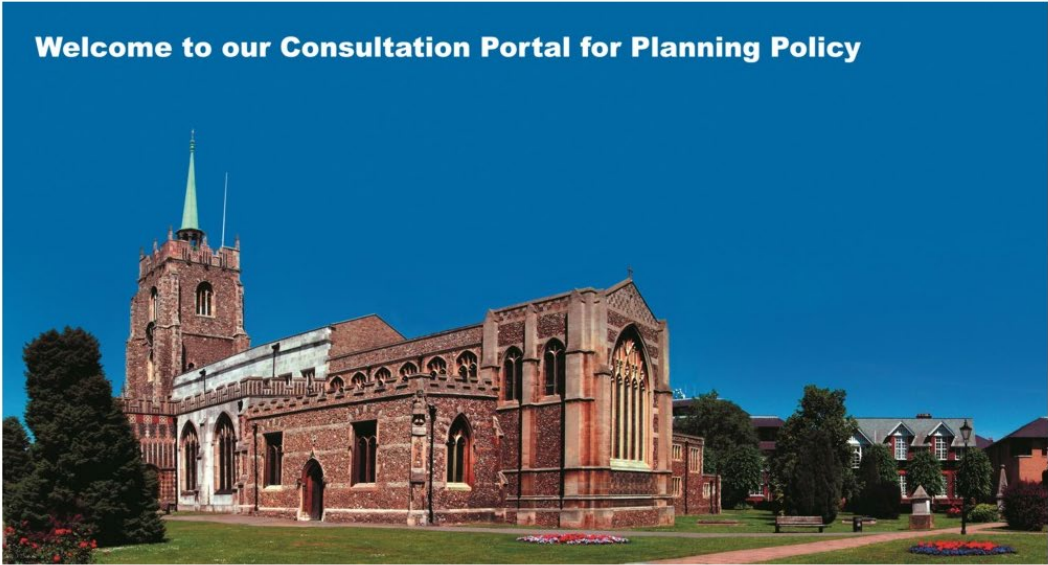
After the consultation has closed, we will submit a report to [Chelmsford Policy Board](#). This will include a summary of the consultation feedback, and how we will address that feedback.

Duty to Co-operate



Equality analysis for the Local Plan






Latest News

Statement of Community Involvement (SCI)

We are updating our SCI. This sets out the Council's strategy for involving the public, organisations and stakeholders in planning matters. It covers different types of consultation and engagement, how we will involve you in making planning policy and when considering planning applications, who we will consult and the ways we will consult them.

We are inviting comments on the updated SCI until **4pm on Thursday 9 October 2025**.

Please open and read the SCI from the events list lower down the page.



Chelmsford Council
Statement of Community
Involvement
Consultation Draft
September 2025

Chelmsford

SURVEY

7 days left

Statement of Community Involvement
2025

0
open

7 days left




11/09/2025 10:00AM 09/10/2025 04:00PM

LEARN MORE MAKE YOUR COMMENTS

This event requires you to first Login or Register before providing a response.

Statement of Community Involvement 2025

FORMAL SUBMISSION - [OPEN](#)

SURVEY DETAILS	SURVEY	WHAT PEOPLE SAY
<p>More Information ▲</p> <p>Planning Policy</p> <p>Chelmsford City Council</p> <p>☎ 01245606330</p> <p>✉ planning.policy@chelmsford.gov.uk</p> <p>📍 Civic Centre Duke Street Chelmsford Essex CM1 1JE</p>	<p>PRIVACY POLICY</p> <p>If you take part: your name may be displayed, your answers may be displayed, your town/city will not be shown</p> <p>MAKE YOUR COMMENTS</p> <p>This event requires you to first Login or Register before providing a response.</p>	<p>We are updating our Statement of Community Involvement (SCI). We adopted the current SCI in 2020.</p> <p>In the draft SCI we are updating our strategy for involving you in planning matters. It covers:</p> <ul style="list-style-type: none"> the different types of consultation and engagement who we will consult how we will involve you in making planning policy and when considering planning applications. <p>We are consulting on the draft SCI for four weeks from 10.00 am on Thursday 11 September until 4.00pm on Thursday 9 October 2025.</p> <p>To read the document please open the PDF from the list to the left of this page.</p> <p>To comment, click on 'Make your comments' above to open the response form.</p> <p>Please save your comments as you go using the 'Save as Draft' button as the system may timeout after 30 minutes.</p> <p>Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. Find out about the Council's Privacy Policy.</p> <p>A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.</p>
<p>Supporting Files ▲</p> <p>  Statement of Community Involvement 2025.pdf </p> <p>  Statement of Representations - SCI 2025.pdf </p> <p>  SCI Equality Impact Assessment 2025.pdf </p>		
<p>Recent Comments ▲</p> <p>Be the first to comment on this event</p>		

Top topics culture outdoors green spaces

News

Give your views on the public consultation process for planning matters in Chelmsford

By **Claire Snewin**

11 September 2025

planning development

A consultation opens today to review Chelmsford City Council's Statement of Community Involvement, a strategy that sets out how the community can have their voices heard in local planning matters



The consultation is a chance to comment on the council's engagement strategy.

What is a Statement of Community Involvement?

The [Statement of Community Involvement](#) (SCI) is an important document which details how members of the public, interested organisations and statutory stakeholders can participate in planning and development matters which affect them. The document explains:

- the different types of consultation and engagement,
- who the council will consult,
- how the council will involve members of the public in making planning policy and when considering planning applications.

The SCI should be reviewed every five years to ensure it meets government requirements as well as the needs of the local community. The last review took

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place in 2020, so it's time for the document to be looked at again.



The public can comment on planning and development matters that are important to them.

Why is it important?

Engaging with the public, and listening to their opinions, is a key step in the planning process.

Planning affects most people in some way – the homes we live in, the open spaces we enjoy, and how we travel around – so it's helpful to hear the views of as many people as possible when making planning and development decisions. As the SCI guides the council on how to do this, it is important that the public is involved in this latest review. While the planning process is highly regulated by Government policy, which often limits the council's ability to act, this is a chance to read more about our strategy and comment.

Encouraging people to take part, Councillor Rose Moore, Cabinet Member for a Greener Chelmsford, said:



“Residents’ voices are vital in shaping Chelmsford’s future. And a strong Local Plan ensures we can guide development sustainably and protect what matters most. Without it, we risk losing control to national policies that don’t reflect local needs. Your input helps us plan a greener, fairer future for all. We are committed to ensuring that we involve the community, interested organisations and statutory stakeholders in planning and development matters that affect them. The SCI explains how we will do that.”

Cllr Rose Moore, Cabinet Member for a Greener Chelmsford

How do I take part in the consultation?

The consultation is open for four weeks from 10am on Thursday 11 September until 4pm on Thursday 9 October 2025.

To read the draft SCI, go straight to the [consultation page](#).or [visit the planning section of the Chelmsford City Council website](#).

The easiest way to comment on the draft is through Chelmsford City Council’s [Planning Policy Consultation Portal](#). By registering, you will also be able to read and save consultation documents and receive alerts on future consultations.

Other options for submitting comments include emailing the planning team at

planning.policy@chelmsford.gov.uk or writing to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE. Please include your name and address on any correspondence.

For full details of the consultation, please [visit the planning section of the council's website](#).



Claire Snewin

Claire writes about the environment, parks, recycling, business, planning, public realm and democratic services.



Consultation on: Draft Statement of Community Involvement

PAPER COMMENTS FORM

This form has three Parts:

- Part A - Consultation Details
- Part B - Contact Details
- Part C - Your Comments on the Draft Statement of Community Involvement

Part A - Consultation Details

Chelmsford City Council has published the draft Statement of Community Involvement for consultation. It has been prepared to meet the requirements of Section 18 of the Planning and Compulsory Purchase Act 2004.

How to comment

This form is for your comments on the draft Statement of Community Involvement.

The Council strongly encourages comments to be made via its online Consultation Portal www.chelmsford.gov.uk/planningpolicyconsult as this enables the quick and efficient handling of comments. This system allows you to edit comments before submitting them and to upload any supporting material.

For further information about how the Consultation Portal works, read our User Guide at:

www.chelmsford.gov.uk/lp-portal-guide

Alternatively, comments can be made using this representation form and returned

- By email - planning.policy@chelmsford.gov.uk
- By post - Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- By hand - Chelmsford City Council Customer Service Centre, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Monday to Friday 10am-4pm.

Please provide your name and address with your comment. Anonymous comments will not be accepted.

Section 149 of the Equality Act 2010 requires the Council to avoid any form of discrimination and also foster good relations between different ethnic groups. We will not display, share or consider any comments that are inappropriate, including those that are racist, inflammatory or derogatory.

Comments which contain personal or sensitive information e.g. health information, details about a criminal record, or religious beliefs, will not be accepted.

Closing date for comments

Please return this form by 4.00pm on Thursday 9 October 2025.

How your comments will be used

A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.

Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. This includes publication on the Council's Consultation Portal. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. For more information please visit the Council's Privacy Policy web page: www.chelmsford.gov.uk/your-council/about-our-website/privacy-policy-and-notices/privacy-policy/

Part B - Contact Details

Personal Details

Title:

First Name:

Last Name:

Organisation (if the comments you are making are
on behalf of an organisation)

.....

Address:

.....

.....

.....

Postcode:

Telephone Number:

Email Address:

.....

Consultation ID (if known):

Signature:

Date:

Agent Details (if applicable)

Title:

First Name:

Last Name:

Organisation (if the comments you are making are
on behalf of an organisation)

.....

Address:

.....

.....

.....

Postcode:

Telephone Number:

Email Address:

.....

Consultation ID (if known):

Signature:

Date:

Part C - Your Comments on the draft Statement of Community Involvement

ESSENTIAL INFORMATION

Which part of the draft Statement of Community Involvement does your comment relate to:

Section Number:	
Appendix:	

Question 1:
Do you agree with this Section/Appendix?

Yes ☐ No ☐

Question 2:
Please provide your comment below. Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

Question 3:

Have we missed anything? Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

Additional information:

If you wish to submit additional information in support of your comments, please attach it to this form. When attaching supporting documents, please ensure they contain no signatures, e-mail addresses or personal postal addresses.

This paper comments form can be made available in alternative formats including large print, audio and other languages.

If you require assistance please call 01245 606330 during normal office hours (08.45am to 4.45pm Monday to Thursday; 08.45am to 4.00pm Friday) or email planning.policy@chelmsford.gov.uk

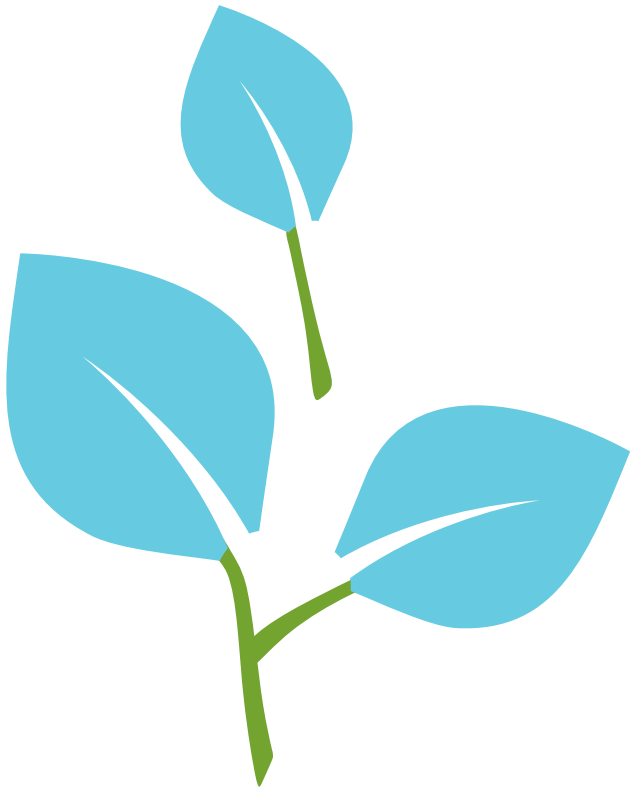
Thank you for being part of the consultation.

Comments must be received by 4.00pm on 9 October 2025

Appendix 4
List of Key Organisations
Consulted

Abbess, Beauchamp & Berners Roding Parish Council	Data Energy Management Services Ltd	Hertfordshire and West Essex ICB
Active Travel England	East Anglia GREEN	Hertfordshire County Council
Anglian Water Services Ltd	East Hanningfield Parish Council	High Easter Parish Council
Arriva The Shires and Essex	East Herts District Council	High Ongar Parish Council
Atkins Telecom	East of England Ambulance Service NHS Trust	Highways England
Barking & Dagenham CCG	Ecotricity	Highwood Parish Council
Barnston Parish Council	EE	Historic England
Basildon & Brentwood CCG	Environment Agency	Hullbridge Parish Council
Basildon Borough Council	Epping Forest District Council	Ingatestone & Fryerning Parish Council
Black Notley Parish Council	esperance energies	Jacobs UK Limited
Blackmore, Hook End & Wyatts Green Parish Council	Essex County Council	Langford & Ulting Parish Council
Boreham Parish Council	Essex County Fire and Rescue Service	Little Baddow Parish Council
Braintree District Council	Essex Local Nature Partnership	Little Waltham Parish Council
Brentwood Borough Council	Essex Police	Lonon Borough of Barking and Dagenham
Broomfield Parish Council	Essex Wildlife Trust	London Borough of Enfield
Broxbourne Borough Council	Exolum Pipeline System Ltd	London Borough of Redbridge
BT National Notice handling Centre	Felsted Parish Council	London Borough of Waltham Forest
BT Openreach	Flitch Green Parish Council	Longfield Solar Farm
Cadent Gas	Forestry Commission England	Lower Thames Crossing
Castle Point & Rochford CCG	Galleywood Parish Council	Maldon District Council
Castle Point Council	Good Easter Parish Council	Margaret Roding Parish Council
Chelmer Village Parish Council	Great & Little Leighs Parish Council	Margaretting Parish Council
Chelmsford Garden Community Council	Great Baddow Parish Council	Marine Management Organisation
Chignal Parish Council	Great Notley Parish Council	Mashbury Parish Council
Colchester Borough Council	Great Waltham Parish Council	Mid and South Essex Integrated Care Board (ICB)
Cold Norton Parish Council	Greater London Authority	Mid Essex Hospital Services NHS Trust
Colt Technology Services	Harlow District Council	Mid Essex Primary Care Trust
Confederation of Passenger Transport UK	Hatfield Peverel Parish Council	Mobile Broadband Network Limited
Corona Energy Retail 4 Ltd	Havering CCG	Mobile UK
Crown Energy Ltd	Havering London Borough	Mountnessing Parish Council
Danbury Parish Council	Health and Safety Executive	National Energy System Operator NESO

National Grid	Tendring District Council
National Highways	The Woodland Trust
National Trust	Three
Natural England	Thurrock Borough Council
Network Rail	Transport East
NHS Improvement Team	Transport for London
NHS North East London	Uttlesford District Council
NHS Property Services Ltd	Vitol Gas Ltd
NHS Suffolk and North East Essex ICB	Vodafone and O2
NIBS Buses	West Hanningfield Parish Council
North Central London CCG	Wickford Town Council
North Fambridge Parish Council	Willingale Parish Council
Office of Rail Regulation	Woodham Ferrers & Bicknacre Parish Council
Pleshey Parish Council	Woodham Mortimer with Hazeleigh Parish Council
Police, Fire & Crime Commissioner for Essex	Woodham Walter Parish Council
Purleigh Parish Council	Writtle Parish Council
Ramsden Bellhouse Parish Council	
Ramsden Crays Parish Council	
Rawreth Parish Council	
Redbridge CCG	
Rettendon Parish Council	
Rochford District Council	
Roxwell Parish Council	
Runwell Parish Council	
Sandon Parish Council	
Scottish & Southern Energy Pipelines	
Shotgate Parish Council	
SKY Telecommunications Services Ltd	
South East LEP	
South Hanningfield Parish Council	
South Woodham Ferrers Town Council	
Southend City Council	
SP Power Systems	
Stock Parish Council	
Stow Maries Parish Council	
Suffolk County Council	



This publication is available in alternative formats including large print, audio and other languages

Please call 01245 606330

Spatial Planning Services
Directorate for Sustainable Communities
Chelmsford City Council
Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE

Telephone 01245 606330
planning.policy@chelmsford.gov.uk
www.chelmsford.gov.uk

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