

Cheshire East Local Plan

Local Plan Strategy

Report of Consultation: Submission Version Representation Period

May 2014



Report of Consultation: Local Plan Strategy - Submission Version Representation Period

The formal six week representation period for the Local Plan Strategy - Submission Version took place between 14 March and 5pm on 25 April 2014.

This represents the formal representation period as required under Regulations 18, 19, 20 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The representation period was carried out in accordance with the requirements included within Cheshire East Council's 'Statement of Community Involvement' (adopted by Cheshire East Council on 14 October 2010).

In advance of this formal representation period, a report was considered by Cheshire East Council's Strategic Planning Board on 26 February 2014. This report included the Local Plan Strategy – Submission Version document and appendices including a Report of Consultation for the Pre-Submission Core Strategy consultation and summaries of the consultation responses that had been received along with the recommended responses. A number of amendments were proposed by the Strategic Planning Board. The proposed amendments and all of the above documents were then considered at the Full Council meeting on 28 February 2014, where the Local Plan Strategy – Submission Version document was approved for publication and submission to the Secretary of State.

The agenda and Committee Papers for Strategic Planning Board on 26 February 2014 can be viewed on Cheshire East Council's website at:

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=279&MId=5188&Ver=4>

The agenda and Committee Papers for Full Council on 28 February 2014 can be viewed on Cheshire East Council's website at:

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=239&MId=4695&Ver=4>

Documents upon which representations could be made and supporting documents

The documents upon which representations could be made comprised the Local Plan Strategy – Submission Version document; the Policies Map; the Sustainability Appraisal and the Habitats Regulations Assessment.

In addition, the following supporting documents were also available:

- Infrastructure Delivery Plan
- Submission Sites Justification Paper
- Submission Non-Preferred Sites Justification Paper
- Statement of Consultation
- Duty to Co-operate Statement of Compliance
- Housing Background Paper
- Employment Background Paper
- Population Projections and Forecasts Background Paper
- Statement of Community Involvement
- Local Development Scheme
- Statement of Representations Procedure

A number of evidence base documents were also available to view on the Council's website.

An Overview document was produced that explained the process that has been followed to produce the Local Plan Strategy – Submission Version document; copies were made available for people to take away.

Representation forms (including guidance notes) were produced, which could be completed for any of the documents upon which representations could be made and were provided as stand alone documents. The representation forms and guidance notes were based on the Planning Inspectorate's model forms and guidance contained in their document 'Examining Local Plans Procedural Practice' (December 2013). Hundreds of the representation forms and guidance notes were distributed.

A 'Guide to Making Representations Online' was also produced, with copies available wherever the representation forms were available, including Cheshire East's website.

All of the documents upon which representations could be made and the supporting documents were accessible through Cheshire East Council's Consultation Portal and can still be viewed on Cheshire East's website at: www.cheshireeast.gov.uk/localplan

Copies of the documents upon which representations could be made and the supporting documents were available for inspection at all of the libraries in the Borough. They were also made available at the Council's Customer Service Centres, in Crewe and Macclesfield; Cheshire East Council's offices in Sandbach; and the Planning Help Desk, Municipal Buildings, Crewe. All of the libraries and Customer Service Centres were also given an explanatory letter, a laminated copy of the Statement of Representations Procedure and a poster to display. The representation forms and guidance notes were also made available to take away at the above venues and could be returned to the Spatial Planning Team, at Cheshire East Council's offices in Sandbach.

Emails and letters, a copy of the Statement of Representations Procedure, along with copies of the Local Plan Strategy – Submission Version document, an Overview document and representation forms, were provided to all Cheshire East Council Members and all of the Parish and Town Councils in the Borough, to inform them that the formal representation period was about to commence. They were also informed that copies of the documents were available at the locations listed in the paragraph above. Those Parish Councils situated in adjoining Local Authority areas were also sent an email, along with other Consultees, as set out in the next section.

Copies of the Local Plan Strategy – Submission Version document, an Overview document, representation forms, a covering letter and a copy of the Statement of Representations Procedure were sent out to all Cheshire East MPs, all adjoining Local Authorities, Natural England, English Heritage, the Environment Agency and Natural Resources Wales. Copies of the letters are included at **Appendix 1**.

Statement of Representations Procedure

A Statement of Representations Procedure was produced; the wording of which was as required by Regulation 17 of the Town and Country Planning (Local Planning) (England) Regulations 2012. This was displayed in all of the venues where the Local Plan Strategy – Submission Version documents were available for inspection. It was also displayed on Cheshire East's Consultation Portal and the Statutory Public Notices section of the Cheshire East website.

The Statement of Representations Procedure was also sent to all consultees that were informed of the formal six week representation period.

The wording of the Statement of Representations Procedure and a screen shot of it on the Cheshire East Council website are included at **Appendix 2**.

Statutory Notice

As required by Cheshire East Council's Statement of Community Involvement, a statutory notice was published in the following local newspapers: Crewe Chronicle on 12 March 2014, the Macclesfield Express on 12 March 2014 and the Congleton Chronicle on 13 March 2014. The wording of the statutory notice was the same as the Statement of Representations Procedure.

Copies of the statutory notice in each of the aforementioned publications are included at **Appendix 3**.

Notification Through Cheshire East's Consultation Portal, Email or Letter

On 12 March 2014 an email was sent to Councillors, to alert them that the six week representation period on the Local Plan Strategy – Submission Version document was about to start.

On 13 March 2014 an email and a copy of the Statement of Representations Procedure was sent to all Councillors announcing that the formal six week representation period on the Local Plan Strategy – Submission Version document and associated documents would take place between 14 March and 5pm on 25 April 2014.

On 13 March 2014 an email and a copy of the Statement of Representations Procedure was sent to all Town and Parish Councils announcing that the formal six week representation period on the Local Plan Strategy – Submission Version document and associated documents would take place between 14 March and 5pm on 25 April 2014.

On 13 March 2014 an email and a copy of the Statement of Representations Procedure was sent to all Consultees, who had registered on Cheshire East's Consultation Portal, with an email address, announcing that the formal six week representation period on the Local Plan Strategy – Submission Version and associated documents would take place between 14 March and 5pm on 25 April 2014. This was sent to 11,429 consultees, with 10,068 separate email addresses.

On 13 March 2014, a letter and a copy of the Statement of Representations Procedure was sent out to all consultees, who had registered on Cheshire East's Consultation Portal, without an email address, announcing that the formal six week representation period on the Local Plan Strategy – Submission Version and associated documents would take place between 14 March and 5pm on 25 April 2014. This letter was sent to 2,370 consultees.

The consultees included local residents, landowners and developers, along with the 'specific consultation bodies', 'general consultation bodies' and 'residents and other persons carrying out a business in the Local Planning Authority's area', as required by Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Copies of the emails and letters are included at **Appendices 4 and 5**.

Following the end of the representation period, all of the representations were logged. At this stage 14,001 active consultees had registered on the consultation database, of which 2,497 did not have an email address.

Website and Cheshire East's Consultation Portal

The Cheshire East Council's website home page featured the formal six week representation period in the 'In focus', 'Have Your Say' and 'Consultations' sections. The Local Plan Strategy Submission Version and associated documents could be accessed through the Local Plan pages and the Cheshire East Consultation Portal, all of which are linked. Screen shots are included at **Appendix 6**.

The Cheshire East Consultation Portal can be accessed through the Cheshire East website; it enabled stakeholders to inspect and download the documents upon which representations could be made and the supporting documents. The representation forms could also be downloaded. The Consultation Portal also enabled representations to be made electronically and for stakeholders to register their details, so that they can be informed of future Local Plan stages. The representation forms could also be submitted by email or post.

The Local Plan web page also included a number of evidence base documents that have been used to inform the production of the Local Plan Strategy – Submission Version. These documents could be downloaded or viewed on the Local Plan web page.

Between 14 March and 25 April 2014 the Local Plan web page, on the Cheshire East website, received 1,560 unique views and a total of 2,195 page views.

Links were also provided to the Cheshire East Council Spatial Planning twitter pages.

Following the closure of the representation period the number of twitter followers had increased from 467 followers in January 2014 to 487 followers by the end of April 2014.

A screen shot of the twitter web page is included at **Appendix 7**.

Publicity and Media Coverage

A press release was issued on 20 February 2014 in advance of the Strategic Planning Board meeting on 26 February 2014 and Full Council on 28 February 2014. The press release explained that the Local Plan Strategy – Submission Version was due to be considered at the aforementioned Council meetings, before its formal submission to the Secretary of State.

As required by Cheshire East Council's Statement of Community Involvement, a press release was made on 18 March 2014, which stated that the Local Plan Strategy – Submission Version was undergoing a six week representation period.

Copies of the press releases are included at **Appendix 8**.

The press releases resulted in a number of associated articles being published in the press.

There was also local radio coverage relating to the Local Plan Strategy – Submission Version, with Councillor Michael Jones (Leader of the Council) interviewed on BBC Radio Stoke.

Councillor Michael Jones was also interviewed on the television programme BBC North West Tonight, on 19/02/14, in relation to the Local Plan Strategy – Submission Version.

Articles were placed on various websites including Audlem Online, Alderley Edge.com and Wilmslow.co.uk.

Three articles were included in the internal Cheshire East Council weekly staff newsletter 'Team Talk'.

Two articles were included in the Cheshire East Council Schools Bulletin, which is produced each week, during term time and is sent to all schools in the Borough; it is also published on the Cheshire East website.

An article on the formal six week representation period was included on the Mid Cheshire Hospitals Foundation Trust staff intranet.

An article was included in the March/April 2014 edition of the Partnerships Newsletter. The newsletter is sent as an attachment to around 1,500 email addresses and is then sent on to a variety of mailing lists such as the Council for Voluntary Services and Business Chambers. It is also added to websites of organisations such as Groundwork.

A list of the media coverage and press releases relating to Cheshire East Council's Strategic Planning Board on 26 February 2014, the Full Council meeting on 28 February 2014 and the six week representation period on the Local Plan Strategy – Submission Version are included at **Appendix 9**.

Details of the six week formal representation period were also included on the customer information screens at Cheshire East Council's Customer Service Centres, throughout the period. A copy of the information displayed is included at **Appendix 10**.

Young People

'**Schools Bulletin**' – two articles about the formal six week representation period were included in the Cheshire East Council 'Schools Bulletin', which is sent to schools electronically once a week. The articles are also published on Cheshire East Council's website. The articles aimed to raise awareness of the formal six week representation period within schools and for pupils, teachers, governors and parents. The articles also

included the availability of a lesson plan for schools that could be used either during or after the representation period.

Meetings

A number of meetings took place during the representation period. They included presentations given at the 'Make it Macclesfield' Business Breakfast on 4 April 2014 and Bollington Town Council on 8 April 2014.

Representations Received

The number of representations received on each document, by the number of parties, are set out in Table 1:

Document	Reps	People
Local Plan Strategy	3,402	655
Proposals Map	19	14
SA	29	13
HRA	8	4
Total	3,458	657

Table 1

The method of submission of representations is set out in Table 2:

Method	Reps
Online	931
Email	2,270
Paper	257
Total	3,458

Table 2

The responses to question 5 on the form, that asked if the documents were sound, are set out in Table 3:

Question	Yes	No	Blank
Legally Compliant	424	576	2,458
Sound	245	1,827	1,386
Compliant with DtC	319	594	2,545

Table 3

The total number of representations received, was 3,458. This is in contrast to the 11,489 comments that were received to the Development Strategy; Policy Principles; Sustainability Appraisal and Habitats Regulations Assessment documents in January and February 2013. This represents a 70% reduction in the number of representations made.

This is also reflected in the number of different parties that made those comments, which has reduced from 4,127 in January and February 2013 to 657 representations made during the formal representation period. This represents an 84% reduction in the number of different parties that made representations.

Petitions Received

There weren't any petitions received during the six week representation period.

Main Issues Raised in Representations

The main issues that have been raised within the six week representation period have been summarised and included as **Appendix 11**.

All of the representations received can be viewed on Cheshire East Council's Consultation Portal, by following the web link below:

<http://cheshireeast-consult.limehouse.co.uk/portal/planning/cs/sub?pointId=2792765>

Inadmissible Representations

A number of representations are considered to be inadmissible however they will be submitted to the Secretary of State for consideration. The number of such representations and the reasons why they are considered to be inadmissible are set out in Table 4:

Reason	Number
Duplicate portal submissions	2
Late email submissions	16
Late postal submissions	5
Anonymous submissions	1

Table 4

A list of the inadmissible representations is included as **Appendix 12**.

Duty to Co-operate

Consultation and discussion has taken place throughout the Local Plan consultation process with the relevant bodies, with regard to the Duty to Co-operate requirement. Section 12 of the Committee Report that was considered by Members at Strategic Planning Board on 26 February 2014 and at Full Council on 28 February 2014, deals with Duty to Co-Operate matters.

The agenda and Committee Papers for Strategic Planning Board on 26 February 2014 can be viewed on Cheshire East Council's website at:

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=279&MId=5188&Ver=4>

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A Duty to Co-operate 'Statement of Compliance' was prepared and was available for inspection at all of the venues where the Local Plan Strategy Submission Version document was available to view; it could also be viewed on the Cheshire East Council's website. An updated version of this document has been produced following the closure of the six week representation period and is dated May 2014.

An Annex to the Duty to Co-operate 'Statement of Compliance' document has also been produced following the closure of the six week representation period. This document sets out the record of engagement between November 2011 and February 2014.

Both of the aforementioned Duty to Co-operate documents will be submitted to the Secretary of State, with the other Submission documents.

Future Stages

The next stage of the production of the Local Plan is formal submission of the Local Plan Strategy to the Secretary of State, for formal Examination. If the Inspector concludes that the Local Plan Strategy complies with the legal requirements and is considered to be sound, with or without modifications, the Council will then adopt the Local Plan Strategy.

Work has commenced on the Local Plan Site Allocations and Development Policies Document, which is the next part of the Local Plan. This document will allocate remaining sites for future development and provide detailed policies to be used when

considering planning applications for new development across the Borough. Work on this was launched at the Town and Parish Councils conference on 1 May 2014.

A Local Plan Waste Development Plan Document will also be produced which will set out policies for dealing with waste and identify specific sites for waste management facilities.

19/05/14