SAFFRON WALDEN
TOWN COUNCIL

SWTC Planning Engagement Policy

Version	Date Adopted	Minute Reference	Date of Review
1	October 2018	FC 504-18	October 2019
2	April 2022	P&T 100-22	July 2023
3	October 2023	P&T 425-23	October 2026
4	September 2026	FC 142-26	November 2028

Introduction

This document sets out how the Town Council will engage with all stakeholders for planning applications. This policy applies for all planning applications but particularly concerns itself with larger applications. In the case of residential use this is defined as 10+ homes, and in the case of commercial land this is defined as site of 1/3 ha+. It is acknowledged that SWTC is a planning consultee and the Local Planning Authority (Uttlesford District Council) is the determining body.

1. **Engagement with applicant**
   1.1. Applicants are encouraged and welcomed to attend and present their application to Full Council and/or the Planning & Transport Committee where appropriate.

   1.2. SWTC will facilitate engagement between applicants and local stakeholders by providing time for presentations during public meetings, scheduling extra-ordinary meetings where appropriate, and by making venues available for presentations. SWTC will publicise meetings and presentations via social media and its web page.

2. **Engagement with stakeholders**
   2.1. Stakeholders may include but are not limited to: Uttlesford District Council officers and councillors, residents, the highways authority, health care, neighbouring parish councils, local businesses and/or education providers.

3. **Engagement with the Planning Authority**
   3.1. SWTC requests that the Local Planning Authority keeps SWTC regularly informed regarding:
      3.1.1. Changes to an outstanding application
      3.1.2. Updates as an approved development progresses (i.e., providing occupation figures) and how/when developer contributions are due/paid/spent

   3.2 These updates may be provided as follows:
      3.2.1 Officer meetings on a regular basis
      3.2.2 Telephone or email updates (i.e., forwarding email communications)

   3.2. SWTC requests it is party to all Saffron Walden Developer Contribution negotiations and its response will align the SWTC Developer Contributions Policy (a copy of which will be provided to the applicant and Planning Authority). Acknowledging SWTC is often offered newly developed infrastructure and/or public open space, it is important that SWTC is involved in the early stages of negotiations to seek appropriate contributions for future maintenance.