

Appendix E: Examples of Communication

[name]

[address details]

Date	31 October 2018
Please ask for	Planning Policy Team
Tel. No	01268 533333 (Option 5)
E-Mail	planningpolicy@basildon.gov.uk

Letter Ref	2018/BBC/RPLP/01
Consultee ID	[Person ID]

Dear Consultee,

RE: REGULATION 19 CONSULTATION ON BASILDON BOROUGH REVISED PUBLICATION LOCAL PLAN

I am writing to advise you that Basildon Borough Council is publishing its Revised Publication Local Plan and Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule on the 1 November 2018 for a six-week public consultation closing at 5pm on the 17 December 2018.

This letter provides further information on the Revised Publication Local Plan and CIL Preliminary Draft Charging Schedule, the consultation, where you can find out more information and advice and how you can have your say.

Why are we contacting you?

You have received this letter as you have either previously commented on earlier versions of the Local Plan, or you have asked us to notify you of future stages of the Local Plan. If you no longer wish to receive information about the Local Plan, please contact the Council's Planning Policy Team using the contact details above.

To read the Council's Privacy Notice, which explains how and for what purposes we process your personal data please visit www.basildon.gov.uk/privacy-strategic-planning. If you are unable to access the Privacy Notice online, please contact the Planning Policy Team using the contact details above and we will be happy to send you a copy in the post.

What is the Local Plan?

The Local Plan is a legal planning document which every Council must prepare setting out their vision and policy framework for guiding future development in their area. Basildon Council's Local Plan covers all of the towns, villages and settlements in the Basildon Borough. It identifies how many new homes, jobs and businesses are being planned for up to 2034, where they should be located and what infrastructure is needed to support them. This includes new and improved roads, schools, healthcare facilities, open spaces and leisure facilities. It also includes special planning policies that cover various topics such as design, landscaping, housing types, flooding and historic buildings which will also be used to determine all future planning applications.

Other documents being published alongside the Revised Publication Local Plan include: Its evidence base – this is the research, assessments and technical studies that have been used to inform the Local Plan

- Its Sustainability Appraisal incorporating the Strategic Environmental Assessment (2018)
- Its Habitats Regulations Assessment (2018)
- Its Service Impact Assessment (2018)

Why is this consultation different?

This is the final consultation before the Local Plan is submitted to the Government, which will appoint a Planning Inspector to review its appropriateness. It is more technical than previous consultations, as your comments need to focus on whether you agree the plan is 'legally compliant' and whether it meets the 'Tests of Soundness'

Legal Compliance

For a Local Plan to be legally compliant it must have been prepared following the correct procedures and processes as required by European Directives and national legislation. The relevant core national legislation is the Planning and Compulsory Purchase Act 2004 (as amended), the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012, and the Equality Act 2010 and the Human Rights Act 1998.

The Test of Soundness

The test of 'Soundness' are set out in Government policy called the National Planning Policy Framework. For a Local Plan to be sound it must be **positively prepared, justified, effective and consistent with national policy**.

Where can you find out more information on the Revised Publication Local Plan?

Read it Online

To find out more information about the Revised Publication Local Plan, what it is proposing and the Tests of Soundness please visit www.basildonlocalplan.co.uk. The Revised Publication Local Plan and all of its supporting documents can be accessed via this website.

Read it at a Borough Library or at The Basildon Centre

The following documents will be available to view at Basildon, Billericay, Wickford, Laindon and Pitsea libraries from 1 November 2018 until the close of the consultation:

1. Revised Publication Local Plan (including Policies Map)
2. Sustainability Appraisal incorporating the Strategic Environmental Assessment (2018)
3. Habitats Regulations Assessment (2018)
4. Service Impact Assessment (2018)
5. Core documents which make up the Plan's evidence base

All other libraries in the Borough, will have reference copies of (1) to (4) above available.

Reference copies of (1) to (5) will also be available to view on request, at Customer Services in The Basildon Centre, St Martin's Square, Basildon, during its normal opening hours throughout the consultation period.

How do you respond to the consultation?

We realise that the format of this consultation and the way it is asking you to comment are not as straightforward as previous consultations. To help you relate what you want to say to legal compliance and the test of 'Soundness', and to ensure that comments are submitted in a format required by the Planning Inspector, we strongly encourage you to provide your comments either securely online, or using the Council's specially designed Consultation Response Booklets.

Whether you choose to submit your comments online, or using the Consultation Booklet returned by post/email, responses **MUST** be received by the Council no later than **5pm on Monday 17 December 2018**. Late responses will not be accepted and you must ensure you leave enough time for postage

How to Comment Online

To provide your comments online please visit: www.basildonlocalplan.co.uk where you will be directed to the Council's secure consultation portal.

This letter confirms you already have a consultation account with us. We ask that you use this account to avoid duplication and to ensure that all comments you have submitted throughout the preparation of the Local Plan are stored together.

To log in you will need your unique username which is **[Username]** and your password. If you cannot remember your password you can reset it online. If you need further assistance please contact the Planning Policy Team.

Comment by filling out the Consultation Response Booklet

The Council has produced a Consultation Response Booklet which sets out all the information you should include in your response in a structured way. These are available to pick up from one of the Borough's libraries, or the reception area of The Basildon Centre. You can also download a copy by visiting www.basildonlocalplan.co.uk.

The booklet is divided into five Parts – Part A to E. There are five separate representation forms (Part B) per booklet. Each representation must only cover one issue/topic or concern one part of the Local Plan. If you wish to make more than five separate representations please use additional booklets and submit them all together.

If you are unable to provide your response in a Consultation Response Booklet (or online) you will need to be very clear in your response whether your comments relate to the Test of Soundness or Legal Compliance. The Planning Inspector will also need to know whether you would like to speak at the Examination in Public. You must include your name and contact details in order for your response to be deemed admissible.

Responses must be received by the Council no later than **5pm on Monday 17 December 2018** by one of the following ways:

Email: planningpolicy@basildon.gov.uk

Post: Local Plan Consultation, Basildon Borough Council, The Basildon Centre,
St Martin's Square, Basildon, Essex, SS14 1DL

Can you get assistance with providing responses to this consultation?

Yes. The Council will be running **Local Plan Advice Sessions** at The Basildon Centre on specific dates and times between Tuesday 13th November and Thursday 6th December 2018. These are One to One sessions with Council officers and are designed to assist people who want to respond to the consultation, but are unsure of how to do so. Sessions must be booked in advance by visiting www.basildonlocalplan.co.uk or contacting the Planning Policy Team.

What happens next?

After the consultation has finished on 17 December 2018, your comments, along with the Revised Publication Local Plan and all supporting documents, will be processed and submitted to the Government and sent to the Planning Inspector for consideration as part of the Examination in Public. This is the stage where the Inspector will review the Local Plan, including during public hearings and determine whether it is acceptable for the Council to adopt it and bring into effect. It is currently anticipated that the Examination will commence from April 2019.

What else is the Council consulting on?

The Council has also published for consultation its Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule. This is the first stage in preparing a CIL which the Council wants to charge on development in the future to help invest in the costs of new and upgraded roads, schools, healthcare facilities, green spaces etc. that are needed to support the new homes and businesses set out in the Local Plan.

The CIL Preliminary Draft Charging Schedule and information about the consultation will be available online at www.basildon.gov.uk/CIL. Reference copies of the CIL Preliminary Draft Charging Schedule will also be available in the Borough libraries and The Basildon Centre.

To provide your comments online please visit www.basildon.gov.uk/CIL. Alternatively you can fill in one of the Council's CIL Preliminary Draft Charging Schedule Consultation Response Booklets which can be picked up from one of the Borough's libraries or the Basildon Centre. To avoid confusion with the Local Plan Consultation Response Booklets, the CIL Consultation Response Booklets have been printed on blue paper. You can also download a copy by visiting www.basildon.gov.uk/CIL.

Should you wish to respond to the CIL consultation, responses must also be received by the Council no later than **5pm on Monday 17 December 2018** by one of the following ways:

Email: planningpolicy@basildon.gov.uk

Post: CIL Consultation, Basildon Borough Council, The Basildon Centre, St Martin's Square, Basildon, Essex, SS14 1DL

I thank you for your continued interest in the Basildon Borough Local Plan and Community Infrastructure Levy.

Yours Sincerely



Matthew Winslow BSc. (Hons.) MSc. MRTPI
Service Manager – Strategic Planning and Housing Strategy

Still time to have your say - Local Plan



A reminder that the Revised Publication Local Plan public consultation closes on **Wednesday 17 December 2018, 5pm.**

The Local Plan sets out the vision and framework for guiding the future development of all parts of the borough up to 2034, identifying how many new homes, jobs and businesses are being planned for, where they should be located and what infrastructure is needed to support them. This includes new and improved roads, schools, healthcare facilities, open spaces and leisure facilities. To find out more about the plan and how to comment, please visit www.basildonlocalplan.co.uk

To help bring forward the roads, schools, healthcare facilities and green spaces needed to support the new homes and businesses, the council intends to introduce a Community Infrastructure Levy (CIL). The first stage is to produce a Preliminary Draft Charging Schedule, which the council is consulting on alongside the Revised Publication Local Plan.

[Find out more](#)

Press Release

In the news:- Local Plan (Regulation 19) Public Consultation starts

05 November 2018 - Basildon Council has published its Revised Publication Local Plan for a six week public consultation finishing at 5pm on 17 December 2018.

The Local Plan sets out the vision and framework for guiding the future development of all parts of the borough up to 2034, identifying how many new homes, jobs and businesses are being planned for, where they should be located and what infrastructure is needed to support them. This includes new and improved roads, schools, healthcare facilities, open spaces and leisure facilities.

It also includes special planning policies that cover various topics such as design, landscaping, housing types, flooding and historic buildings, which will also be used to determine all future planning applications.

The Revised Publication Local Plan and all of its supporting documents can be accessed via [Documentation - Local Plan \(Regulation 19\) Public Consultation](#).

You can also view the following documents at Customer Services in the Basildon Centre and Basildon, Billericay, Wickford, Laindon and Pitsea libraries until the close of the consultation, during their [normal opening hours](#):

1. Revised Publication Local Plan (including Policies Map)
2. Sustainability Appraisal incorporating the Strategic Environmental Assessment (2018)
3. Habitats Regulations Assessment (2018)
4. Service Impact Assessment (2018)
5. Core documents which make up the Plan's evidence base

Vange and Fryerns Libraries will have reference copies of (1) to (4) above available.

The council are also running Local Plan Advice Sessions at the Basildon Centre on specific dates and times (weekdays, evenings and Saturdays) between Tuesday 13 November and Thursday 6 December 2018. These are one-to-one sessions with council officers and are designed to assist people who want to respond to the consultation, but are unsure of how to do so. Sessions must be booked in advance by visiting www.basildonlocalplan.co.uk or contact the Planning Policy Team on 01268 533333 and choosing option 5.

To help bring forward the roads, schools, healthcare facilities, green spaces needed to support the new homes and businesses, the council intends to introduce a Community Infrastructure Levy (CIL). The first stage is to produce a Preliminary Draft Charging Schedule, which the council is consulting on alongside the Revised Publication Local Plan. To find out more information on the CIL and to provide comments on this consultation please visit [Documentation - CIL Preliminary Draft Charging Schedule Public Consultation](#)

Infrastructure/Service Provider CIL Workshop Invite

From: Planning Policy

Sent: 13 November 2018 14:21

Subject: Basildon Borough Council CIL Preliminary Draft Charging Schedule Consultation

Dear Infrastructure/Service Provider

As you may be aware, Basildon Borough Council is consulting on a new Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule (PDCS) from 1 November until 5pm on 17 December 2018.

The CIL's Preliminary Draft Charging Schedule document represents the first stage of public consultation on the proposed charges, which would apply borough wide once the emerging local plan for the Borough is adopted. Following the close of the consultation on 17 December, all the representations received will be processed in order to inform a final CIL charging schedule, which will be subject to further consultation prior to examination and adoption.

As part of this consultation, the Council would like to invite you to a workshop held on Monday 26 November in the Carstairs Room, Green Centre, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, SS16 4UH from 10am – 12pm.

The session will include an opportunity for you to hear a short presentation by Council officers on the proposed CIL PDCS, for example how it has been produced, what evidence has been used to determine the Levy, and this will be followed by a lengthy Q&A session where you will be able to help yourself to a cup of tea or coffee ask any questions you may have to Officers prior to sending the Council a formal response as part of the consultation.

I look forward to seeing as many of you at the event as possible and to receiving your representations as part of the consultation. Could you please confirm your attendance by return e-mail.

Kind Regards,

Planning Policy Team

Planning Policy | Regeneration and Economic Development | Basildon Borough Council

Tel: 01268 533333 | www.basildon.gov.uk

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You can view Basildon Council's privacy policy at www.basildon.gov.uk/privacy

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Planning Agent / Developer CIL Workshop Invite

From: Planning Policy

Sent: 13 November 2018 12:36

Subject: Basildon Borough Council CIL Preliminary Draft Charging Schedule Consultation

Dear Planning Agent / Developer,

As you may be aware, Basildon Borough Council is consulting on a new Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule (PDCS) from 1 November until 5pm on 17 December 2018.

The CIL's Preliminary Draft Charging Schedule document represents the first stage of public consultation on the proposed charges, which would apply borough wide once the emerging local plan for the Borough is adopted. Following the close of the consultation on 17 December, all the representations received will be processed in order to inform a final CIL charging schedule, which will be subject to further consultation prior to examination and adoption.

As part of this consultation, the Council would like to invite you to a workshop held on Monday 26 November in the Carstairs Room, Green Centre, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, SS16 4UH from 1pm – 3pm.

The session will include an opportunity for you to hear a short presentation by Council officers on the proposed CIL PDCS, for example how it has been produced, what evidence has been used to determine the Levy, and this will be followed by a lengthy Q&A session where you will be able to help yourself to a cup of tea or coffee ask any questions you may have to Officers prior to sending the Council a formal response as part of the consultation.

I look forward to seeing as many of you at the event as possible and to receiving your representations as part of the consultation. Could you please confirm your attendance by return e-mail.

Kind Regards,

Planning Policy Team

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