

Instruction Note Main Modifications Representations, ED137

Introduction

The Council received 228 individual submissions to the Main Modifications to the Epping Forest District Local Plan Submission Version. Alongside the publication of the original representations, three documents have been created to help facilitate the review of representations by Main Modification, Supporting Document, Other, Representor and tests of legal compliance and soundness.

Original representations

Original representations and attachments can be viewed online via the Local Plan Examination webpage. For the avoidance of doubt, the Council will provide complete and full copies of all duly made representations on the Main Modifications to the Inspectors. This will include all supporting documents provided by representors.

Other documents

- A document with responses ordered by Main Modification, by supporting document (in cases where no Main Modification is specified) and finally by 'other' (where responses do not state a Main Modification or supporting document). For the purposes of this document, the Council has agreed with the Inspectors that the Council will summarise responses to questions 6 and 7 where the response exceeds 300 words. Question 6 asks why do you consider the Main Modification and/or supporting document is not legally compliant or is unsound and Question 7 asks the representor to set out what change(s) are considered necessary to make the Main Modification and/or supporting document legally compliant or sound. As agreed with the Inspectors, within any representations to a Main Modification/ supporting document/ 'other' where a response to question 6 or 7 exceeds 300 words it will be summarised to no more than 300 words. In cases where Council Officers have summarised longer representations this is indicated by the statement - 'Council Officer has summarised' and is clearly stated at the beginning of the summary. Full representations including any attachments can be viewed on the Local Plan website.
- An Excel document ordered by Representor to see what Main Modification, Supporting document (in cases where no Main Modification is specified) and finally by 'other' (where responses do not state a Main Modification or supporting document) each representor has commented upon.
- An Excel document ordered by Main Modification, by supporting document (in cases where no Main Modification is specified) and finally by 'other' (where responses do not state a Main Modification or supporting document) to see the totality of responses for example, to a particular Main Modification.

Overview of the Process

This note provides a brief overview of the Council's process in creating the spreadsheets, and provides a guide on how to read the information provided.

The Council undertook the following process to sort the responses as accurately as possible:

1. On receipt of any response, the respondent was given a unique Stakeholder ID, and details recorded in the spreadsheet such as the respondents name and address (please note that this has not been shown on the published version for data protection reasons) and the format of their response. Therefore, if a second response was sent in, the respondent would already have a Stakeholder ID and the response would be logged using this ID.
2. The Planning Policy team then reviewed each response recording where possible what Main Modification, Supporting Document or 'Other' the response was commenting on and what tests of legal compliance or soundness the respondent had judged the Main Modification or Supporting Document to meet or otherwise. For online form responses, this data was taken from the online form system and entered into the spreadsheet. It should be noted that where a representation comprised a single body of text this has been reported against Question 6 alone. In cases where a representation has not clearly specified the Main Modification and/or supporting document that it is referring to then it has been categorised as 'other'.

Please see the diagram overleaf for an explanation of the column headings used in the Excel documents and the document with responses ordered by Main Modification, by supporting document and 'other'.

4. Representations have been redacted to remove any sensitive information (e.g. personal information, offensive and discriminative comments towards groups or individuals).

A unique Identification reference given to each individual or body that submitted a representation to the Main Modification Consultation. The prefix determines the category of respondent making the representation i.e. 'Resident/Member of the General Public' denoted by 'RES' and 'Statutory Consultee' denoted by 'STAT'.

A further reference based on the Stakeholder ID to show where the individual or body had made multiple representations through the online form or throughout their response.

Details of the respondent.

Details of the agent, if applicable.

Stakeholder ID	Representation ID	First Name	Last Name	Organisation	Agent First Name	Agent Last Name	Agent Organisation
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Main Modification Number	Supporting Document Y/N	Attachments Y/N	Legally Compliant?	Sound?	Soundness Test failed	Why/ why not legally compliant or sound?	Changes necessary to make legally compliant/sound
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A record of which Main Modifications or supporting documents on which the respondent has specifically identified and commented on.

A record of the respondent's assessment whether the Main Modification and/or supporting document is legally compliant and sound. 'Not specified' is included where respondent has not indicated a response.

A record of the respondent submission on why the Main Modifications are not legally compliant or unsound and the changes necessary to make it legally compliant or sound. The Council has summarised representations made on each Main Modifications, Supporting Document or Other which are in excess of 300 words to no more than 300 words.