

DEVELOPMENT PLAN PANEL

6th SEPTEMBER 2005

PRESENT Councillor D Blackburn in the Chair
Councillors Cleasby, Congreve, Harker, Leadley
J Procter and Taggart

17 Apologies for absence

Apologies for absence were received from Councillors Carter and Blake

18 Declarations of interest

The following Members declared personal interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 13 of the Members Code of Conduct: -

Councillor Harker – minute 20 declared a personal interest as a Trustee of the Thackray Medical Museum which was situated in the EASEL area

Councillor Cleasby – minute 20 declared a personal interest as a member of the Leeds Credit Union which had commented on the Aire Valley Leeds AAP

19 Minutes

RESOLVED -

That the minutes of the Development Plan Panel meeting held on 5th July 2005 be agreed as a correct record

20 Leeds Local Development Framework: Progress Report

Members considered a report by the Director of Development providing an update on the preparation of the LDF Development Plan Documents, the Statement of Community Involvement and a summary of the comments received so far in relation to the City Centre Area Action Plan (CCAAP), the Aire Valley Leeds AAP and the East and South East Leeds (EASEL) AAP. Updated information regarding the SCI, CCAAP and EASEL was tabled at the meeting

Regarding the CCAAP, officers stated that the events which had been held in the Town Hall had been positive with much useful feedback being generated. A consultation pack was to be prepared and circulated as widely as possible which would set out the issues which needed to be addressed and would be divided into 4 themes, Growth; Use of Function; Environment and Movement

Members were informed of the engagement of the Yorkshire branch of Planning Aid to facilitate contact with hard to reach groups, and provided details of the presentations planned for Area Committees

Members expressed concern that only Inner Area Committees had been selected for the presentations and queried the effectiveness of listing these presentations on agendas which were often full of other items for consideration. Members suggested that special joint meetings of area committees be arranged to discuss the CCAAP. It was considered that these meetings, which would be time limited, could possibly be chaired by a member of the Development Plan Panel and for ease of travelling it was suggested that the meetings be held in a city centre location. By using the databases held by each area committee, along with other interested parties, - for example the local Chambers of Trade -, the public should be

invited to attend and put forward their views on the CCAAP. The importance of sending out documentation on the CCAAP before the meeting rather than tabling it on the day was stressed

In relation to the Aire Valley Leeds AAP, Members were informed that whilst the feedback so far had been limited, businesses and communities had been contacted. This would be supplemented by officer presentations to the Inner and Outer South and East Communities through the Area Committees and it was hoped that additional comments and interest would be generated

In respect of the EASEL AAP, issues relating to the environment, crime and anti-social behaviour had already been raised. Officers acknowledged that environmental aspects and sustainability issues had not been sufficiently addressed as this stage, although until the position in respect of Bellways had been considered in November by Executive Board these issues could not be fully explored

In response to comments from Members in relation to the mapping of footpaths, officers informed the Panel this would be looked at together with the need to link the green space and improve community links

RESOLVED –

- (i) That Members note the progress report in relation to the preparation of LDF documents
- (ii) That Members comments regarding the consultation in respect of the CCAAP be noted
- (iii) That officers be asked to make arrangements for the CCAAP to be considered at special joint meetings of Area Committees to be held in October
- (iv) That Councillor D Blackburn and Councillor A Carter be informed of the progress of the arrangements for these meetings

21 WEST LEEDS GATEWAY AREA ACTION PLAN (WLGAAAP)

Further to minute 16 of the meeting held on 5th July 2005, Members received a report setting out the progress in the preparation of the WLGAAAP and the responses to the consultation on the Scoping Report for the Sustainability Appraisal

Officers stated that since the report was produced a further response had been received from the Environment Agency and had raised the following:

- The flood risk should be assessed
- Changes to the objectives, sub-objectives and targets
- Additional information to be included in the baseline data
- Additions to the strategic plans, policies and programmes

Regarding the approach taken by the consultants to combine 2 separate stages of public participation, officers set out the latest position regarding this for Members' consideration

RESOLVED –

- (i) That the Panel accept the report as work in progress on the West Leeds Gateway AAP
- (ii) That the Panel supports the West Leeds Gateway Regeneration Board regarding the need to have two separate stages of the public participation and consultation under the Issues and Alternative Options stage (Reg 25) and the Preferred Options stage (Reg 26) of the WLGAAAP

Draft minutes to be approved at
The meeting to be held on 4th October 2005



AGENDA
ITEM NO.:

Originator: Peter Shilson

Tel: 0113 247 8122

REPORT OF DIRECTOR OF DEVELOPMENT

REPORT TO DEVELOPMENT PLAN PANEL

DATE : 4 October 2005

SUBJECT : LEEDS DEVELOPMENT SCHEME : ANNUAL MONITORING REPORT

Electoral Wards Affected :	Specific Implications For :						
All	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Ethnic Minorities</td><td style="text-align: right;">X</td></tr> <tr><td>Women</td><td style="text-align: right;">X</td></tr> <tr><td>Disabled People</td><td style="text-align: right;">X</td></tr> </table>	Ethnic Minorities	X	Women	X	Disabled People	X
Ethnic Minorities	X						
Women	X						
Disabled People	X						
Executive Board Decision <input type="checkbox"/>	Eligible for Call In <input type="checkbox"/>						
Not eligible for Call In (details contained in the report) <input type="checkbox"/>							

1 PURPOSE OF REPORT

- 1.1 Panel Members received a report on 21 December 2004 which outlined the statutory need to publish an Annual Monitoring Report (AMR) on the Local Development Framework. It also detailed key considerations that would underpin the development of systems for monitoring LDF policies as they emerge.
- 1.2 Attached to the current report is a draft of the AMR to be published in December (Appendix 1). This is very much work in progress. The purpose of showing Members this draft is to give the Panel an early view of its content and structure. The AMR will be reported again to the Panel prior to Executive Board in December and will need to be approved by Executive Board prior to submission to the Secretary of State.

2 APPROACH

- 2.1 ODPM fully expect the first round of AMRs from local authorities to be transitional documents. The LDF process is very new and most authorities will not be able to meet its stringent monitoring requirements and will not have policies to monitor that have been prepared under the new development plan régime. The policy context in Leeds consists of the saved UDP policies and revisions that were tested at Public Inquiry during the monitoring period of April 2004 – March 2005.

- 2.2 The Secretary of State does expect authorities to identify monitoring problems that they encounter and to describe how they will be overcome before their second submission in December 2006.

3 AMR CONTENT

- 3.1 This year's AMR concentrates on producing, wherever possible, data for ODPM's Core Output Indicators and requests from the Regional Assembly for information which will be incorporated in their Annual Monitoring Report, due to be published in February. It also sets out some key monitoring issues and identifies key elements of work that will be needed to build up the City Council's monitoring capability. Because of the size of the task and the fact that half of the next monitoring year has already passed, ODPM will have to be informed that the development of comprehensive LDF monitoring systems will take a number of years to build up but that the City Council is committed to making significant progress as early as possible.
- 3.2 Section 3 of the AMR covers the ODPM requirement to include a review of the LDF process against targets and milestones identified as part of the Local Development Scheme. Within this context, any revisions to the overall LDS document production programme will need to be considered and reviewed. Consequently, production timetables will need to be revised to take account of any necessary adjustments and programme deletions or injections made within the context of agreed priorities and available resources. It should be noted that, subject to Executive Board's approval of the AMR, the Secretary of State will need to agree any revised target dates for Examination in Public (of Development Plan Documents) to ensure the availability of Planning Inspectors in meeting timetable obligations.

4 RECOMMENDATION

- 4.1 The Development Plan Panel is asked to note the contents of this report as work in progress and to receive a further report on monitoring (including an LDS update) in November.

APPENDIX 1

LEEDS LOCAL DEVELOPMENT FRAMEWORK ANNUAL MONITORING REPORT (DRAFT) DECEMBER 2005

DRAFT

CONTENTS

	Page
1 Introduction	3
2 The Leeds Policy Context	6
3 The Local Development Scheme	7
4 Monitoring Information	8
5 Developing the Monitoring System	13
Appendix – Key Indicators	19

1 Introduction

1.0.1 This report is the first of an annual series of reports monitoring the Leeds Local Development Framework (LDF). It describes progress in starting work on the new LDF, presents monitoring data for the year from 1 April 2004 to 31 March 2005 and details ways in which the City Council's monitoring work will be developed and expanded. Annual Monitoring Reports (AMRs) will always report on events during the preceding Local Government Year and will be published at the end of December each year.

1.1 *Monitoring Context*

1.1.1 The Planning & Compulsory Purchase Act 2004 sets the framework for the modernisation of planning in the UK as part of a "plan led" system. The Act and other supporting legislation place expectations on local authorities to plan for sustainable communities. As part of the new system, Local Development Frameworks and Regional Spatial Strategies (RSS) will replace the existing system of Unitary Development Plans and Regional Planning Guidance. At a local (Leeds MD) level the Local Development Framework will provide the spatial planning framework for the use of land within the city and a key mechanism to deliver the spatial objectives of the Community Strategy (Vision for Leeds).

1.1.2 A key task for the City Council under the new planning system is the preparation of a Local Development Scheme (LDS)¹. This sets out a three - year programme with milestones for the preparation of Local Development Documents - documents which together will comprise the Local Development Framework. The LDS and its work programme will be reviewed each year and the three - year programme will be rolled forward. Thus at any given time the LDF will consist of an integrated 'portfolio' of policy documents of different ages.

1.1.3 There is also a requirement to publish an annual report monitoring both progress on the Scheme and the performance of policies. The Regional Assembly for Yorkshire and the Humber is also required to produce an AMR and this will take a coordinated set of information from the region's planning authorities.

¹ Leeds Local Development Scheme, June 2005

The Annual Monitoring Report

The Government have produced a guide on LDF monitoring². This covers monitoring in its widest context - monitoring implementation of the local development scheme, the resulting local development documents and any local development orders and simplified planning zone schemes which will also form part of that framework. Monitoring is becoming an increasingly important aspect of evidence based policy making. In the past, monitoring has been regarded as an error-correcting mechanism to bring land use plans back on track by addressing negative feedback.

"Monitoring is essential to establish what is happening now, what may happen in the future and then compare these trends against existing policies and targets to determine what needs to be done. Monitoring helps to address questions like:

- are policies achieving their objectives and in particular are they delivering sustainable development?
- have policies had unintended consequences?
- are the assumptions and objectives behind policies still relevant?
- are the targets being achieved?

"It represents a crucial feedback loop within the cyclical process of policy-making. ... In the context of the new planning system, with its focus on delivery of sustainable development and sustainable communities, monitoring takes on an added importance in providing a check on whether those aims are being achieved. ... The ability to produce various local development documents, as opposed to one local plan document, allows authorities to respond quickly to changing priorities for development in their areas. Monitoring will play a critical part in identifying these. That is why part of the test of soundness of a development plan document is whether there are clear mechanisms for implementation and monitoring.

"In view of the importance of monitoring, Section 35 of the Planning and Compulsory Purchase Act 2004 ("the Act") requires every local planning authority to make an annual report to the Secretary of State containing information on the implementation of the local development scheme and the extent to which the policies set out in local development documents

² Local Development Framework Monitoring: A Good Practice Guide, ODPM, March 2005

are being achieved. Further details of this requirement are set out in [Regulations]³. " Good Practice Guide paras. 1.1-1.3

The Office of the Deputy Prime Minister (ODPM) acknowledge that the first AMRs will not be able to cover everything set out in the Guide. "If authorities experience difficulties meeting the requirements of the Act and Regulations in terms of their first annual monitoring reports, they will need to present as full as an analysis as possible whilst setting out clearly what the problems are and how they will be overcome in the next report in December 2006." Guide para.3.16

The current document is the first AMR. It covers a transitional period between the UDP and LDF systems. It is limited in scope for two reasons:

- There are currently no LDF policies and the policy context monitored consists of the saved UDP policies. These were listed in the Local Development Scheme and the list is reproduced as Appendix /x/
- While some monitoring has been undertaken over the last few years this has concentrated on certain key areas, principally relating to the major land demands for housing and employment. With available resources it has not been practical to put into place comprehensive monitoring of the wide range of UDP policies.

However, the Council's computing environment is undergoing considerable change. This will produce a new system for processing planning and Building Regulation applications (key sources of monitoring information) and enhanced Geographic Information System capabilities that should bear fruit in future years. It is intended to develop the Council's monitoring capability to take advantage of these improvements in parallel with development of the first LDF policies. These developments are described in more detail in *(x - ref)*

The remainder of this report covers:

2. **the Leeds policy context** - a summary of the broader planning framework within which policy monitoring will be done
3. **the Local Development Scheme** - a review of progress against the milestones in the Scheme *and suggested amendments*
4. **monitoring information** relating to 2004 / 5 concentrating on, wherever possible, the ODPM and Regional Assembly key indicators

³ Town and Country Planning (Local Development) (England) Regulations 2004, Regulation 48, SI *nnnn*:2004

5. **future directions for monitoring** - a description of how it is proposed to develop the LDF monitoring capability within Leeds to best serve the new development plan system. Reference is also made to ongoing technical work that will underpin policy development and monitoring.
6. **key indicator data** - an appendix containing, for convenience, the indicator data required by ODPM and the Regional Assembly.
7. **UDP "saved policies"**

2 The Leeds Policy Context

The Wider Region

There is growing recognition that Yorkshire and Humberside's longer term economic prosperity and sustainable development is best achieved in working with a range of partners at a regional level. The concept of the "Leeds city-region" is therefore being developed, consisting of Leeds, Bradford, Calderdale, Kirklees, Wakefield, Barnsley, Craven, Harrogate, Selby and York. This idea is also emerging as part of the preparation of the new Regional Spatial Strategy, which identifies a series of 'sub' areas across the region, including the Leeds city-region.

The Leeds city-region has the potential to develop relatively quickly into a competitive city region, competing successfully with other European cities and contributing to improved economic performance. Stakeholders in the city region are now starting to recognise the advantages of closer co-operation in promoting transport improvements, higher education collaboration and in financial and professional services. Leeds needs to work collaboratively with other city regions, particularly Manchester, to ensure that the north of England realises its full potential.

The Vision for Leeds

In providing a framework to address the above issues and opportunities, the Vision for Leeds (Community Strategy)⁴, provides a vision for improving the social, economic and environmental well-being across the city. Following a period of extensive public involvement and engagement the Vision for Leeds 2004 - 2020 has been adopted, prepared by the Leeds Initiative - the Local Strategic Partnership for Leeds. The purpose of the Vision for Leeds is to guide the work of all the Leeds Initiative partners to make sure that the longer term aims for the city can be achieved.

The Vision has the following aims:

⁴ <http://www.leeds.gov.uk/planning> (see Corporate & Regional Strategies folder)

- Going up a league as a city
- Narrowing the gap between the most disadvantaged people and communities and the rest of the city
- Developing Leeds' role as the regional capital

The Leeds Unitary Development Plan

The City Council's Unitary Development Plan (UDP) was Adopted 1 August 2001. In anticipating the need to prepare Local Development Frameworks and within the context of changes to national planning policy, the City Council embarked upon an early and selective review of the Adopted UDP. Following public consultation and consideration of representations received, a UDP Review Public Inquiry has been held (July 2004 – June 2005). The Inspectors Report into the Inquiry was subsequently received in November and the City Council is currently considering the Recommendations made, with a view to undertaking a UDP Review Modifications process (as appropriate) prior to final Adoption in 2006.

3 The Local Development Scheme

Following preparation of the City Council's Local Development Scheme (LDS), a revised draft of the LDS was agreed with the Secretary of State and formally operational from 1 June 2005.

As highlighted in the LDS (page 12.), the priorities for action are intended to complement, support and take forward, the city's identified strategic priorities. These include providing expression to the spatial planning aspects of the Community Strategy (Vision for Leeds) and key objectives in relation to regeneration and renaissance issues. Within this context also, the LDS emphasises the need for the Development Plan system in Leeds to provide a continuity of planning policy whilst developing new policy approaches to deal with current and emerging issues. This is reflected in the schedule of UDP saved policies. (nb. Need to say more about specific policies being saved for more than 3 years and insert a revised schedule to update Appendix 1 of the LDS).

Against the above framework, the LDS incorporates a series of Development Plan and Supplementary Planning Documents, which are intended to take forward a number of spatial and thematic planning issues. Central to these are a number of Area Action Plans for the City Centre, Aire Valley Leeds, East & South East Leeds (EASEL) and the West Leeds Gateway. In addition, the LDS also includes the preparation of a Core Strategy and Waste DPDs. In providing a basis to amplify existing 'saved policies' and to tackle specific policy issues, a programme of Supplementary Planning Documents was also identified for production.

The above Local Development Documents are summarised in the following schedule and the timelines for their production set out in the Gantt chart. It should be noted that whilst substantial progress has been made against identified milestones (and the preparation and delivery of documents consistent with specific milestones) there has been programme slippage in some areas. This in part has been due to the establishment of a new Development Planning system within a complex strategic and policy context, together with the need to combine processes for Statutory spatial and land use planning and regeneration activity to ensure compliance with the LDF regulations whilst maintaining overall project momentum. For example, in progressing the EASEL initiative, the City Council has taken forward a major procurement exercise, with a view to identifying a preferred partner to help deliver the project. As a consequence, whilst it has been possible to facilitate early engagement activity as part of the Pre-Production stage, the development of Preferred Options will need to be informed by further debate with stakeholders and the preferred project partner once identified. In other instances (the West Leeds Gateway AAP), programme slippage is a consequence of wishing to undertake more specific public participation and community engagement consistent with Regulation 25 of the LDF regulations, prior to taking emerging issues forward to the Preferred Options stage.

As a consequence of this LDS review and AMR, it is necessary to formally reschedule the production process for certain Local Development Documents where identified. Where this is necessary, this is reflected on the updated Gantt chart and also in amended 'profiles' for the respective LDDs (included as Appendix xx to the AMR). It should be emphasised that these adjustments do not alter the overall direction and strategic priorities of the LDS but reflect practical considerations and project management issues in taking the LDF forward in Leeds.

n.b. It will also be necessary to consider potential LDD insertions into the LDS, subject to further debate within the context of agreed priorities and resourcing issues.

Revised Schedule of LDD to be inserted.

Revised Gantt chart to be inserted.

Revised LDD profiles to be inserted in Appendix xx

4 Monitoring Information

This section sets out information available from what is being monitored currently. This year's AMR concentrates on material required by ODPM and the Regional Assembly, thus achieving maximum benefit from the effort expended on collecting the information. However, for some of

these topics / indicators either no information or incomplete counts exist. The monitoring work programme over the next year or so will have to address this.

This part of the AMR will be expanded each year as LDF policies and their related monitoring sources are developed. It is intended that the monitoring range will be expanded to include matters of local interest reflected in LDF policies. There are, however, two concerns that affect the way in which this monitor will develop.

Firstly, the usability of data on any particular topic sent to the Regional Assembly and ODPM depends a lot on whether or not all authorities make returns or whether returns are made using consistent definitions. This is proving difficult at present and it may take some years for practices to converge.

Secondly, the Good Practice Guide points out that there can be adverse effects from supporting too many indicators, often leading to information overload and confusion. The Guide recommends that initial monitoring frameworks should have a maximum of 50 indicators. The combined requirement of the Regional Assembly and ODPM this year is 39. During development of the LDF the number and range of indicators will have to be closely watched although an arbitrary limit of 50 will not be used.

Topics covered in this AMR include:

- housebuilding performance
- the supply of employment land
- significant changes in retail, office and leisure developments in Leeds and in the City Centre and town centres together with vacancy rates
- transport - levels of compliance with car parking standards in non-residential developments and the accessibility of new residential developments to a range of facilities
- various aspects of open space provision
- various matters relating to mineral aggregate production, waste management and other environmental concerns

There are other documents that include information which helps monitor the development of Leeds, chiefly the City Centre Audit⁵, the Leeds

⁵ <http://www.leeds.gov.uk/planning> (see Economic Information folder)

Economy Handbook⁴ and the Local Transport Plan⁶. The relationship of these to the LDF monitoring effort will evolve and be tightened as work on the LDF develops. Different production objectives mean that it is not practical to incorporate them entirely into the AMR. To do so would also make the AMR unwieldy and less focused.

Housing Trajectory

The core housing indicators are summarised in the Appendix. Sources are given in section X of the Appendix.

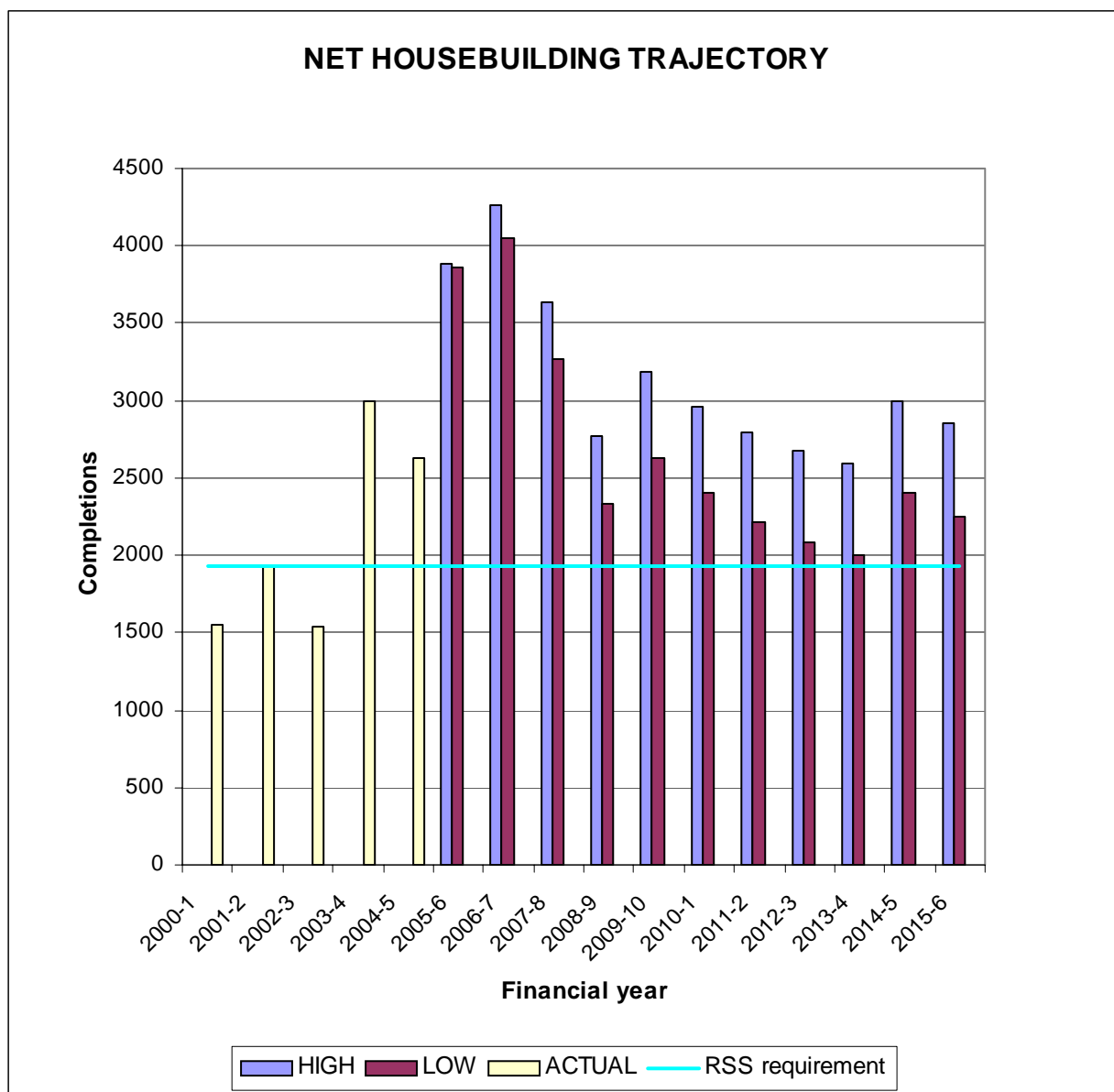
In the absence of relevant LDF policies, Regional Spatial Strategy (RSS) targets are used to assess housebuilding performance. Five year historical averages are also quoted where appropriate. The RSS requires the completion of 1930 dwellings a year and sets a provisional brownfield target of 66% for Leeds. The RSS provision target is gross (that is, it includes an allowance for replacement housing), so is not strictly comparable to the net housing figures which are the focus of AMR reporting.

Over the last 5 years, output has exceeded the RSS target by 36% gross and 10% net, and in 2004-5 these surpluses rose to 52% and 36% respectively. The prime reason for these trends is the brownfield priority introduced by PPG3⁷ in March 2000, which has created a presumption in favour of residential development on many brownfield sites. In a large city like Leeds, the effect has been to liberalise the land release process. Socio-economic trends, such as the vogue for city centre living and the strong market for flats, have reinforced the impact of this policy change.

The net housing trajectory suggests that these surpluses could continue over 2005-16.

⁶ West Yorkshire Local Transport Plan 1: Annual Progress Report 2004/5, July 2005 (<http://www.wyltp.com/>)

⁷ PPG3 http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/downloadable/odpm_plan_606934



The trajectory indicates what would happen if housing allocations were released as planned, windfall continued broadly in line with recent trends and clearance continued at the average rate of the last 5 years. Over the period 2005-16, net additions could exceed the annual RSS requirement of 1930 dwellings by 30-54%. Gross construction could be 56-80% above target. Measured in relation to the residual RSS requirement of 1589 dwellings (indicator 2A[v]), these excesses would be significantly greater.

While these outcomes are contingent on numerous assumptions subject to varying degrees of uncertainty, there is clearly a significant risk of over provision. This risk is being addressed in two ways. Firstly, a mechanism to regulate land release has been proposed in the UDP Review, on which the UDP Inspector is due to report in November. Secondly, a review of RSS is underway and present indications are that

this is likely to increase the housing requirement in Leeds. A revised target would put the trajectory in a different light.

The proportion of development on brownfield land has risen from 82% over the last 5 years to 92% in 2004-5. This increase is again a consequence of the PPG3 reforms. Although well in excess of the provisional RSS target, this overshoot is to be welcomed on sustainability grounds.

Housing density is also on a rising trend. Last year, only 10% of dwellings were on sites completed at densities below 30 dwellings per hectare, compared to 68% on sites developed at over 50 per hectare – above the indicative range advocated in PPG3. This is a further side-effect of the emphasis on brownfield sites, associated particularly with a preponderance of flat developments on small sites, especially in the city centre. Although the scale of the increase is perhaps unexpected, it is compatible with national policy.

By contrast, the number of affordable housing completions has drifted down from a 5 year average of 240 dwellings to 216 in 2004-5. When account is taken of Right to Buy sales and demolitions of existing social housing (not covered by this indicator) it is clear that the stock of affordable or social housing continues to decline steeply at current building rates.

The Supply of Employment Land

To follow

Retail, Office & Leisure Developments

To follow

Transport

Two key indicators relate to transport issues - accessibility of new homes to various facilities and the level of compliance with non-residential car parking standards.

The accessibility measure, "percentage of new residential development within 30 minutes public transport time of a GP, hospital, primary and secondary school, employment and a major health centre" is not currently monitored. Some work on accessibility is done within the ambit of the West Yorkshire Local Transport Plan (LTP) /await figures from John McKimm - KI includes walking and cycling/ The bulk of Leeds is heavily urbanised and it has a dense public transport network. Consequently, at current service levels a very high proportion of the population falls within the 30 minute accessibility standard in the Key Indicator. As LDF policies are developed it is likely that different local accessibility standards will be considered more appropriate to support local aspirations such as those contained in the Vision for Leeds.

Considerable work will be needed to develop ways of measuring accessibility and this is covered further in [/section x/](#)

The parking standard indicator "percentage of completed non-residential development complying with car-parking standards set out in the local development framework (in the Regional Transport Strategy for the Regional Assembly)" is not measured. It is considered that the majority of developments comply with the standards and only in special circumstances are the guidelines exceeded. Due to the large number of applications and the very infrequent proposed over-provision it is felt inappropriate to devote further resources to this issue.

Green Space

Issues around green space expenditure, improvements to green space and community facilities

Environmental Issues

To follow

5 Developing the Monitoring System

Overall Approach

The approach to monitoring in the new LDF system is considerably more prescriptive and complex than that used for previous development plan systems. It will involve a period in which its implications are absorbed and new monitoring arrangements are developed. In succeeding years the AMR will become more comprehensive and will grow in line with the production of new LDF documents and policies developed with the new arrangements in mind.

In Leeds the outlines of an enhanced monitoring practice are taking shape. This section of the AMR describes briefly some of its features.

Policy Testing Mechanism

Any LDF monitoring system has to take account of the fact that the Framework will consist of an integrated collection of related policy documents, each with their own life cycle of development and revision. This is in contrast to previous development plan systems where the whole plan or a revision has been produced at the same time and where, therefore, issues of integrating policies can be dealt with at one time and can be tested at public inquiry as a package.

There is therefore a need to ensure that all these pieces of work can be systematically checked during the drafting stage against existing policies.

Monitoring of policies will not only be done in terms of themselves but also by checking their performance against other City Council policies, (ie. are there clashes?) and external factors such as changes in the economy and environment. Analysis of planning appeal results will provide an important steer on the effectiveness of policies.

It is proposed to develop a 'tool kit' of advice for policy developers which will help them to make these checks.

Policy Conformity Model diagram

This diagram has to be revised and reformatted to appear in portrait page mode. A copy is attached at the end of this report.

Data Pool

Monitoring information can be an expensive resource. There will be a premium on making the best use of any information collected. It will often be possible to use the same information in different contexts and to avoid cases where essentially the same information is collected for different purpose using slightly different definitions.

To ensure that people can easily find out what data is being collected the concept of a data pool is being proposed. Because of the likely differing nature of the material collected the pool will consist essentially of a web-based metadata system. Ways of providing links to the information via this system will be investigated. The data pool will not be confined to information collated by the City Council. There are many agencies generating information relevant to Leeds and its LDF such as the Environment Agency⁸⁹, the Audit Commission¹⁰ and the Office for National Statistics (ONS). In particular, ONS is developing a statistical facility called Neighbourhood Statistics¹¹ which contains an increasing volume of data on small areas such as electoral wards.

⁸ <http://www.environment-agency.gov.uk/yourenv/eff/>

⁹ <http://www.magic.gov.uk/>

¹⁰ <http://www.audit-commission.gov.uk/performance/dataprovision.asp>

¹¹ <http://www.neighbourhood.statistics.gov.uk/dissemination/home>

Part of the advice in the policy testing tool-kit will be on the steps to take to research and / or develop new information sources if nothing suitable exists in the pool. This advice will cover resourcing issues. There is a risk that commitment to monitoring any particular policy can be hampered when the likely cost of gathering relevant monitoring information is excessive or not budgeted for.

Sustainability Appraisals

All Local Development Documents will be subject to sustainability appraisals. This will help identify the significant effects that policies in LDDs are likely to have on the social, environmental and economic objectives by which sustainability is defined.

The LDF monitoring framework must help identify whether the implementation of policies affects an area as intended. Sustainability appraisal targets will be developed linked to sustainability objectives and related indicators to provide a benchmark for measuring policy effects. A sufficient number of indicators will need to be developed to ensure a robust assessment of policy implementation. Where possible, indicators will draw upon the data pool to make the best use of available resources.

The AMR will report upon significant effects that any policy may be having to identify at an early stage any unforeseen adverse consequences of policy implementation and to enable remedial action to be taken.

Accessing the Evidence

To develop an evidence-based, 'robust' LDF easy access should be provided to the LDF's evidence base and a wide variety of working documents. There is a need to develop an accessible system in depth.

The model currently envisaged will be to present a fairly slim AMR, acting as an 'executive summary' of the monitored position. Links would be provided to working documents and, at the most detailed level, access to the data pool. This will most easily be done in a web access environment but it needs to be backed up by a well referenced set of documentary evidence.

The proposed work programme for developing LDF monitoring will include investigations into how this can best be done. One possibility may be to link the LDF information to one of the other public map access projects being developed by the City Council.

Stakeholder Involvement

Public access to LDF documents and the evidence base will also form part of the evolution of the Statement of Community Involvement (SCI). The

issue of monitoring will need to form part of stakeholder involvement in policy development and ideas will be solicited on the most effective way of monitoring particular policies or sets of policies. These ideas would need to be related to existing proposals for monitoring and would also have to be considered in terms of relevance, reliability and cost. As a matter of course each AMR will be publicly available and views will be solicited on methodology as well as content.

Monitoring Issues

There are many issues that relate to data collection. Some of these were identified many years ago but have so far proved resistant to solution. Certain key ones are discussed next as they significantly influence any work programme designed to improve the range and depth of future Annual Monitoring Reports.

Data Definition

Definitional issues become particularly problematic when transferring information between authorities, in particular between a local authority and regional or national bodies who have a wider monitoring remit. As has already been noted the AMR has sought to provide information to satisfy the needs of ODPM and the Regional Assembly, not always successfully.

Data definition issues are being investigated as part of the Government supported Planning & Regulatory Services Online (PARSOL) project¹². PARSOL seeks to develop a common way of transferring data online but the scope of the project is being widened to include issues of data definition. There is little point in agreeing a common computer standard for data transfer if there is no agreement on what information should be collected and how it should be defined. The City Council will attempt to adapt its monitoring work to any consensus that emerges from the PARSOL project.

Spatial Differentiation

There is a need to use monitoring information in various contexts. It is recognised that monitoring will need to be done for a variety of areas of Leeds as well as for the city as a whole. For example:

- LDF policies will often relate to specific Local Development Documents (LDDs) or Supplementary Planning Documents (SPDs). These sometimes relate to sub-areas of Leeds such as Area Action Plans and town centres.

¹² <http://www.parsol.gov.uk/index.html>

- Individual wards and groups of wards such as those covered by an Area Committee.
- Zones with particular levels of accessibility to specified facilities. Accessibility will be an important measure of spatial strategies and measuring it will be an important area of monitoring development.

Existing monitoring systems are not capable of providing data with sufficiently flexible ways of grouping the information spatially. The City Council is committed to improving the quality of its Local Land & Property Gazetteer (LLPG), which will form the central point of reference for the City Council's address-based information. Work is underway to link such Council information to specific addresses including, most importantly for LDF monitoring, the new business system that processes planning and Building Regulation applications. This is the principal source of information on new development. It is used to provide data on housing stock and commercial land-use commitments, employment land development and provision of leisure facilities.

By referencing individual planning commitments at land parcel / property level the ability to monitor development over a range of spatial areas of interest will be significantly enhanced. In addition to this improvement an investigation has been started into how the use of GIS can be harnessed to handle these improvements in data referencing.

Accessibility Within Leeds

One of the key tests for any developing spatial strategy will be the level of accessibility that it offers to those most affected. There is only one explicit accessibility indicator in the current ODPM Core Indicator list. There is currently no effective way of measuring it in Leeds.

The need for such indicators locally is high. Within the LDF it is anticipated that accessibility issues will be important and will include various modes of transport. Currently some work is done in West Yorkshire on accessibility by public transport as part of preparing and monitoring the Local Transport Plan. Examples of measures include:

- **access to school** - 83% and 95% of primary school pupils respectively within 15 minutes and 30 minutes access by bus to a primary school
- **access to hospital** - 70% of households are within 30 minutes by bus

/These are calculated by West Yorkshire PTE (Metro) in conjunction with the Met Districts using a relatively simple model to measure public transport accessibility. The residential end of trip calculations uses Census Output Areas. Any development work will need to include other modes of travel,

including walking and cycling. This will be a major item in the work programme discussed below./

Resources

A major issue in the development of LDF monitoring will be the cost and availability of resources to do the work. In a city as large and dynamic as Leeds there is a large volume of material to be collected, collated and analysed. The City process 8000 planning applications and 5000 Building Regulation applications each year. Some monitoring uses attributes of these applications, not always collected during the processing of the applications to produce decisions.

An example is floorspace. This is expensive in staff time to measure. Because proposals can change between being submitted and being approved it is not best practice to measure the plans in detail when they are submitted. This inevitably leads to a degree of double handling of plans.

ODPM recognises the resource issue in its Good Practice Guide. One element of the work programme described below will be to assess the resources needed to monitor policies and, where these are considered excessive, to agree a way costing the work and of determining priorities. Additionally, the development of a data pool should encourage the use of material for a variety of purposes thus lowering its effective cost.

Appendix - Key Indicators

Indicators

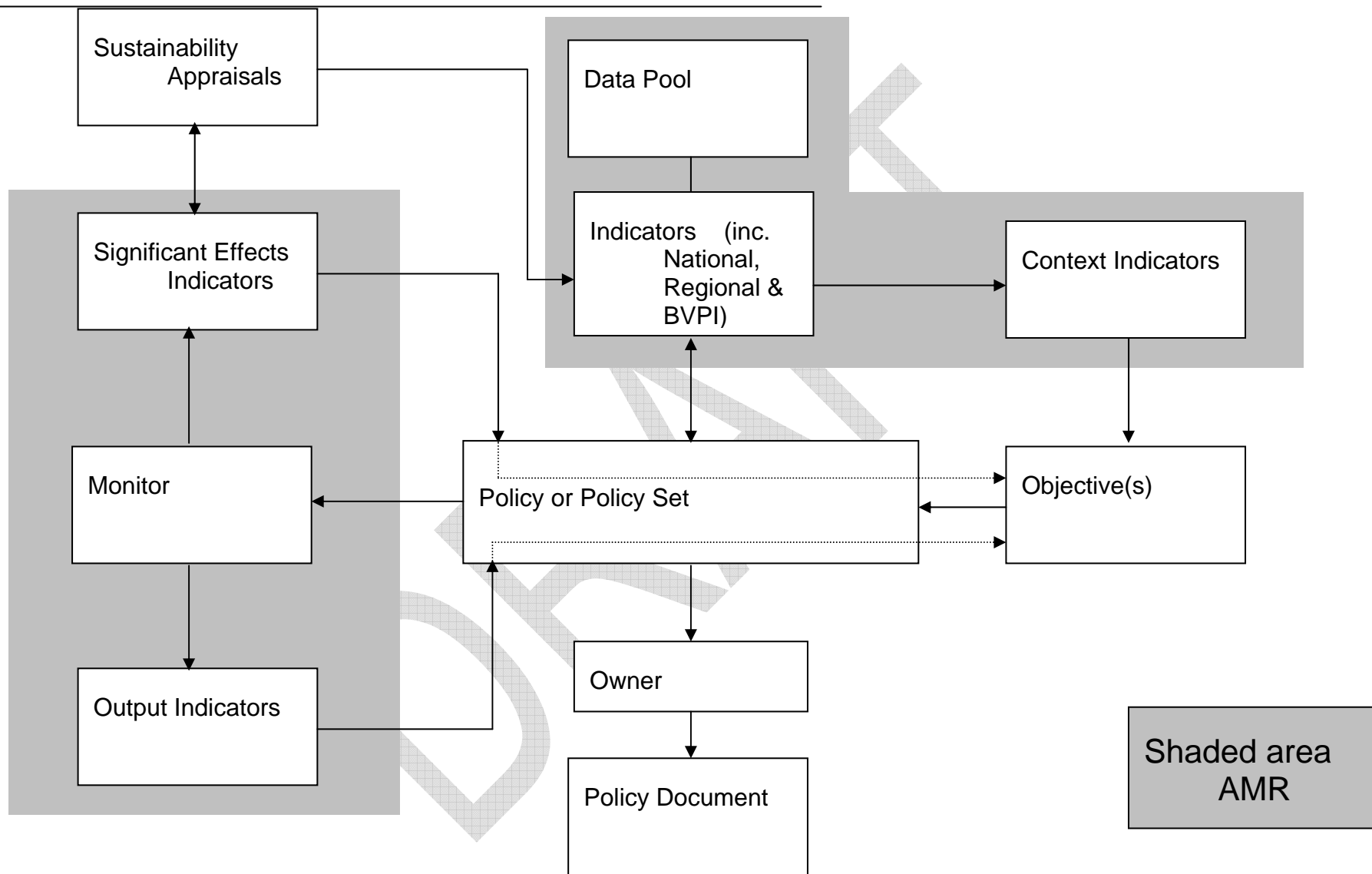
For ease of reference this appendix sets out each of the key indicators required by ODPM and the Regional Assembly, together with the appropriate values for Leeds.

Indicators 2A (i & ii) Output 2000-2005			
	2000-2005		2004-5
	Total	Annual average	Total
New build	11286	2257	2610
Conversion	1823	365	314
Demolition	2480	496	291
Net change	10629	2126	2633
Indicator 2A (iii) Output 2005-16			
	Total		Annual Average
New build & conversion	33051-38169		3005-3470
Demolition	5456		496
Net change	27595-32713		2509-2974
Indicator 2A (iv) Annual average development plan requirement			
1930 dwellings per annum 1998-2016			
Indicator 2A (v) Residual annual development plan requirement			
1589 dwellings per annum 2005-2016			
Indicator 2B Housebuilding on previously developed land (percentage)			
	2000-2005	2004-5	
Brownfield	84	92	
Indicator 2C Density of completed development (percentages)			
	2000-2005	2004-5	

Less than 30 dwellings per hectare	22	10
30-50 dwellings per hectare	29	22
Over 50 dwellings per hectare	49	68
Indicator 2D Affordable housing (annual averages)		
	2000-5	2004-5
New build & conversion	240	216

Sources

/to follow/



DRAFT



REPORT OF THE DIRECTOR OF DEVELOPMENT

MEETING: DEVELOPMENT PLANS PANEL

DATE: 4th October 2005

**SUBJECT: Local Development Framework – Statement of Community Involvement (SCI)
pre-submission formal consultation (Regulation 26)**

Electoral Wards Affected:	Specific Implications For:						
All	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Ethnic Minorities</td> <td style="text-align: right; padding: 2px;">X</td> </tr> <tr> <td style="padding: 2px;">Women</td> <td style="text-align: right; padding: 2px;">X</td> </tr> <tr> <td style="padding: 2px;">Disabled People</td> <td style="text-align: right; padding: 2px;">X</td> </tr> </table>	Ethnic Minorities	X	Women	X	Disabled People	X
Ethnic Minorities	X						
Women	X						
Disabled People	X						

Executive Board Decision	X	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1. PURPOSE OF THIS REPORT

- 1.1 Members have previously approved the City Councils Local Development Scheme, which has subsequently been agreed by the Secretary of State, as a basis to take forward the preparation of the Local Development Framework(LDF) for Leeds. Integral to the LDF, and an early priority in the LDS, the City Council is required to prepare a Statement of Community Involvement (SCI). Within this context the preparation of the SCI must go through the stages of informal and formal consultation as required by the Planning & Compulsory Purchase Act 2004.
- 1.2 An early draft SCI has been prepared and informal consultation has taken place during June/July 2005 (Regulation 25, Local Development Regulations, 2004).
- 1.3 Following the completion of this informal period of consultation, Development Plan Panel members are asked consider the comments received (Appendix 1: pre-submission consultation statement) and the revised draft SCI (Appendix 2). This report proposes that the Development Plan Panel recommends to the Executive Board that it approves the revised draft SCI for the next formal, six week consultation period (Regulation 26, Local Development Regulations, 2004).

2. BACKGROUND

- 2.1 From previous reports, members will recall that the Local Development Framework (Planning and Compulsory Purchase Act, 2004) requires Leeds City Council to prepare a Statement of Community Involvement (SCI).

2.2 The informal pre-submission stage, as identified by Regulation 25 of the Planning and Compulsory Purchase Act 2004 took place during June/July 2005. Consistent with the Regulations for the informal consultation stage we consulted with the statutory bodies. In addition, those consultation bodies/groups, including some “hard to reach groups” who we felt would have a particular interest in the SCI were also targeted. A total of 33 additional community groups (including, for example, Age Concern, Leeds Initiative, VOICE and Youth Service) were targeted along with sending the consultation material to the five Area Committee Mangers to disseminate further. Further detail on who we consulted is included within Appendix 1.

2.3 The informal pre-submission consultation included the following activity:

- The draft SCI consultation material and posters were sent to all the libraries in Leeds district.
- Two SCI ‘events’ took place at Leeds Town Hall on 7th July and 21st July. These were informal events and were attended by a variety of community groups and stakeholders, including officers from other departments as well as Councillors. They were based on round table discussions and one-to-one sessions.
- A draft summary leaflet was produced, primarily for the two SCI events. The summary leaflet advertised the consultation material as well as simplifying what the SCI was about.
- The draft SCI was available on Leeds City Council’s website with the opportunity to fill in the comments form online.
- As noted above, in addition to the statutory consultees, we consulted with those bodies/groups, via letter and email, who we felt would have a particular interest in the SCI.
- We have also consulted widely within the City Council to increase the level of awareness of the SCI and the LDF.

2.3 The comments received, by written comments and verbally at the Town Hall events, reflect a wide range of views regarding the SCI process and its longer-term application, as well as a number of points of detail. The following summarises the comments received as part of the informal pre-submission consultation. Where we are proposing key changes to the SCI these are shown in italics:

- The draft SCI has been generally well received and the spirit of consultation and engagement put forward in the document was applauded by many, however there was scepticism as to how this may work in practice.
- The draft SCI was generally felt to be clear and accessible. A number of participants complimented the “Plain English” used in the draft SCI.
- The SCI summary leaflet was popular – it was suggested that more copies need to be printed for the formal consultation stages and disseminated by some community groups themselves. (*Agree that wider distribution of the summary leaflet is needed and that subject to availability additional copies can be made available to community groups*)
- Concerns were raised about the length of the consultation process, which may stretch the resources of community groups in terms of endurance. (*The SCI is bound by the statutory process outlined in the Local Development Regulations, 2004*)
- A great deal of interest in how the SCI will affect planning applications in the future – many comments reflected a general concern regarding community involvement in the planning process.

- Some respondents expressed concern about how the SCI will be enforced and what the sanctions should be for not conforming with the SCI – whether developers or the Council itself. (*The SCI will be subject to independent examination and the tests of “soundness”*).
- The SCI needs to have “local” ownership - it should have photographs to illustrate different communities and towns - a number of comments were made by groups from outlying villages who tend to feel missed off the agenda when they see documents centred on the urban part of the city.
- Many comments referred to the cost of consultation and concerns that the Council would not be able to afford to undertake proper consultation indefinitely. (*Costs will vary annually and specific resourcing will reflect the priorities set out in the LDS*).
- The steps to include those who are often excluded from the planning process were applauded but numerous respondents asked for more detail (and a guarantee) on how the Council will do this.

2.4 Appendix A provides a copy of the pre-submission consultation statement, which sets out in more detail the comments we have received and the City Council’s response, indicating, where relevant, where changes are proposed. In response to the comments received a revised draft SCI has been prepared and included as Appendix B to this report. For ease of reference officers will table a colour version of Appendix B which will help to illustrate where changes have been made.

3. Next Steps

- 3.1 Following the above informal pre-submission consultation stage and consideration of comments received, the Formal Participation Stage (November 2005) will be completed. This is the formal pre-submission consultation as identified under regulation 26 of the Planning and Compulsory Purchase Act, 2004. At this stage we will consult with all the community groups and stakeholders identified in revised draft SCI for formal consultation. Leeds City Council will arrange consultation events and attend ward forums. Special efforts will be made to consult with those who are often excluded from the planning system, for example, officers will follow up on meetings they have had with the Access Advisory Group.
- 3.2 This formal consultation period lasts for six weeks, starting in early November 2005. Following this the document will be submitted to the Secretary of State (anticipated, March 2006), followed by the commencement of a second statutory six week representation period.
- 3.3 In addition to these stages of production, there will be a formal examination to consider representations (anticipated April-May 2006) and adoption, monitoring and review (anticipated November/December 2006).

4. Formal Pre-submission Consultation

- 4.1 This is the six week formal consultation period. This will be the first Development Plan Document that the Council will formally engage and consult on.
- 4.2 The Formal Pre-Submission stage consultation arrangements will be the same for the informal pre-submission stage, but with two important differences:
- i. We will consult with **all** stakeholders and community groups as outlined in the revised draft SCI for formal consultation
 - ii. We will take pro-active steps to engage those Leeds citizens who are often excluded from the planning process.

5. CONCLUSIONS

- 5.1 The purpose of this report is for members of Development Plan Panel to consider the comments received on the early draft SCI (Appendix 1) with a view to recommending that Executive Board approves the revised draft SCI (Appendix 2) for formal consultation in November/December 2005.

6. RECOMMENDATIONS

- 6.1 The Development Plan Panel is recommended to:
- i) note the outcome of the informal consultation already undertaken
 - ii) recommend to the Executive Board that it approves the publication of the draft Statement of Community Involvement for the purposes of public participation and formally invites representations between 7th November 2005 and 16th December 2005.

APPENDIX A

PRE-SUBMISSION CONSULTATION STATEMENT ON INFORMAL SCI (Reg25)

APPENDIX B

REVISED DRAFT SCI FOR FORMAL CONSULTATION (REG26)

**Leeds City Council
Local Development Framework**

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

**PRE-SUBMISSION CONSULTATION STATEMENT
(REGULATION 25 STATEMENT)
June /July 2005**

1.0 Introduction

- 1.1 This statement sets out the details of the consultation process undertaken by Leeds City Council in preparing the Statement of Community Involvement (SCI), in accordance with Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations, 2004. It outlines who was consulted, how they were consulted and the Council's response to consultations.
- 1.2 This statement and the early and revised SCI are available for inspection at the main Council offices and libraries and on the councils website www.leeds.gov.uk .

2.0 Consultation on the Early Draft (SCI)

- 2.1 Development Plan Panel members approved the early draft SCI at the 25th May 2005 Panel meeting and agreed to informal consultation (Reg. 25) during June/July 2005.
- 2.2 Consistent with the Regulations for the informal consultation stage we consulted with the statutory bodies. In this context, the regulations advise that broader consultation can take place at this early stage, therefore we additionally targeted those consultation bodies/groups who we felt would have a particular interest in the SCI. Leeds City Councils Heads of Service, Councilors and the five Area Committees were also consulted. Further detail on who we consulted is included within Appendix A1 to this statement.
- 2.3 The early consultation included the following activity:
 - The draft SCI consultation material and posters were sent to all the libraries in Leeds district.
 - Two SCI 'events' took place at Leeds Town Hall on 7th July and 21st July. These were informal events and were attended by a variety of community groups and stakeholders, including officers from other departments as well as Councillors. They were based on round table discussions and one-to-one sessions.
 - A draft summary leaflet was produced, primarily for the two SCI events. The summary leaflet advertised the consultation material as well as simplifying what the SCI was about.
 - The draft SCI was available on Leeds City Council's website with the opportunity to fill in the comments form online. As stated earlier, in addition to the statutory consultees, we consulted with those bodies/groups, via letter and email, who we felt would have a particular interest in the SCI.
 - We have also consulted widely within the City Council to increase the level of awareness of the SCI and the LDF.

3.0 Summary of the main issues raised

3.1 25 consultees responded via letter/email and a total of 55 participants attended the two Town Hall events. A detailed schedule of the comments received has been included in Appendix A2 of this statement.

3.2 The following comments summarises the main issues raised, through written and email comments and verbal and flip chart notes at the Town Hall events:

- The draft SCI has been generally well received and the spirit of consultation and engagement put forward in the document was applauded by many, however there was scepticism as to how this may work in practice.
- The draft SCI was generally felt to be clear and accessible. A number of participants complimented the “Plain English” used in the draft SCI.
- The SCI summary leaflet was popular – it was suggested that more copies need to be printed for the formal consultation stages and disseminated by some community groups themselves.
- Concerns were raised about the length of the consultation process, which may stretch the resources of community groups in terms of endurance.
- A great deal of interest in how the SCI will affect planning applications in the future – many comments reflected a general concern regarding community involvement in the planning process.
- Some respondents expressed concern about how the SCI will be enforced and what the sanctions should be for not conforming with the SCI – whether developers or the Council itself.
- The SCI needs to have “local” ownership - it should have photographs to illustrate different communities and towns (a number of comments were made by groups from outlying villages who tend to feel missed off the agenda when they see documents centred on the urban part of the city).
- Many comments referred to the cost of consultation and concerns that the Council would not be able to afford to undertake proper consultation indefinitely.
- The steps to include those who are often excluded from the planning process were applauded but numerous respondents asked for more detail (and a guarantee) on how the Council will do this.

3.3 More detailed notes of the two Town Hall events held on 7th and 21st July 2005 is included in Appendix A3 to this statement.

4.0 Council's Response

- 4.1 Appendix A2 to this statement sets out the comments received and the Council's response and any changes proposed.
- 4.2 A revised draft SCI has been prepared in response to the early consultation and will be subject to six weeks formal consultation in November-December 2005.

5.0 Next Steps/ Formal Consultation (Pre-submission, Reg. 26)

- 5.1 Following the early consultation stage (Reg.25) and consideration of comments received, the Formal Participation (Pre-Submission) Stage (November-December 2005) will be completed. This is the formal pre-submission participation stage as identified under Regulation 26 of the Planning and Compulsory Purchase Act 2004 and will last for six weeks (7th November - 16th December 2005)
- 5.2 The Formal Pre-Submission stage consultation arrangements will be the same for the informal pre-submission stage, but with two important differences:
 - i. We will consult with **all** stakeholders and community groups as outlined in the revised draft SCI for formal consultation
 - ii. We will take pro-active steps to engage those Leeds citizens who are often excluded from the planning process.

APPENDIX A1

CONSULTATION LIST FOR THE EARLY DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (REG.25)

All of the following received a copy of the early draft SCI via a letter sent on the 14th June 2005.

GOVERNMENT AND OTHER AGENCIES

Countryside Agency,
Yorkshire & the Humber Assembly
English Heritage
English Nature
Environment Agency
Leeds Initiative
Transco
Lattice Property (British Gas)
Yorkshire Electricity
British Telecom
Bradford Metropolitan District Council
Harrogate Borough Council
North Yorkshire County Council
Wakefield Metropolitan Council
Government Office for Yorkshire & Humber
Highways Agency
Yorkshire Forward
Yorkshire & Humber Assembly
Yorkshire Water Services Limited
Transport 2000

PARISH & TOWN COUNCILS

Aberford Parish Council
Allerton Bywater Parish Council
Arthington Parish Council
Bardsey-cum-Rigton Parish Council
Barwick-In-Elmet & Scholes Parish Council
Boston Spa Parish Council
Bramham cum Ogelthorpe Parish Council
Bramhope/Carlton Parish Council
Clifford Parish Council
Collingham-with-Linton Parish Council
Drighlington Parish Council
East Keswick Parish Council
Gildersome Parish Council
Great & Little Preston Parish Council
Harewood Parish Council
Horsforth Town Council
Kippax Parish Council

Ledsham Parish Council
Ledston Parish Council
Micklefield Parish Council
Morley Town Council
Otley Town Council
Pool-in-Wharfedale Parish Council
Scarcroft Parish Council
Shadwell Parish Council
Swillington Parish Council
Thorner Parish Council
Thorp Arch Parish Council
Walton Parish Council
Wetherby Town Council
Wothersome Parish Council

TOWN AND PARISH COUNCILS ADJOINING THE LEEDS BOUNDARY

A letter enclosing the early draft SCI was sent out on the 3rd August 2005 to the following:

Bifton-In-Ainsty with Bickerton Parish Council
Fairbum Parish Council
Harrogate Borough Council
Huddleston with Newthorpe Parish Council
Ilkley Town Council Clerk
Kearby with Netherby Parish Council
Kirk Deighton Parish Council
Kirkby Overblow Parish Council
Newall with Clifton Parish Council
Newton Kyme-cum-Toulston Parish Council
Normanton Town Council
Saxton-cum-Scarthingwell and Lead Parish Council
Sherburn-In-Elmet Parish Council
Sicklinghall Parish Council
South Milford Parish Council
Spofforth with Stockeld Parish Council
Stutton with Hazlewood Parish Council
Tadcaster Parish Council
Weeton Parish Council
Wighill Parish Council

COMMUNITY/CONSERVATION AND AMENITY /OTHER GROUPS CONSULTED

A letter enclosing the early draft SCI was sent out on the 21st June 2005 to the following:

Age Concern
Aireborough Civic Society
Allerton Bywater Community Partnership
Armley Forum
Armley Initiative
Beeston & Holbeck Neighbourhood Renewal Board
Boston Spa Village Society
Chapel Allerton Residents' Association

Crossgates Traders Association
Far Headingley Village Society
Garforth Community Association
Gipton Neighbourhood Renewal Board
Groundwork Leeds
Harehills Neighbourhood Renewal Board
Horsforth Civic Society
Kippax Community Association
Leeds Independent Living Team
Leeds Initiative
Leeds Older People's Community Care Forum
Leeds Voice
Little Woodhouse Community Centre
Morley Civic Society
Morley Town Centre Partnership
Morley Town Council
Otley Town Centre Partnership
Planning Aid
Pudsey Town Centre Partnership
re'new
Rothwell Town Partnership
Transport 2000
VOICE
Wetherby Historical Trust
Wetherby Town Centre Forum
Youth Service

The following received email notification on the early draft SCI on 5th July 2005. The email provided a direct link to the SCI consultation material online at www.leeds.gov.uk

Leeds City Council Councillors

Leeds City Council Heads of Service

Leeds City Council Neighbourhoods & Housing - 5 Area Managers:

- East Area Manager
- North East Area Manager
- North West Area Manager
- South Area Manager
- West Area Manager

In addition a summary leaflet was made available on the website and at the two Town Hall events.

APPENDIX A3

'STATEMENT OF COMMUNITY INVOLVEMENT' EVENT – LEEDS TOWN HALL **7TH JULY 2005**

Officer attendance:

Ian Mackay (Strategy and Policy); Kathryn Skinner (Strategy and Policy); Janet Howrie (Strategy and Policy); Robin Coghlan (Strategy and Policy); Michael Ashworth (Planning Services)

Stakeholder attendance:

MS Fox (Roundhay VDS Group); Mrs A Spice (The Laurels Action Group); Penny Picken; Carole Clarke (LCC Area Management – West); Richard Tyler (Leeds HMO Lobby); Maggie Gjessing (Area Manager East); Janet Thornton (East Keswick Parish Council); Rebecca Breer; Brian J Picken (The Laurels Action Group); Councillor Claire Nash; Norman Taylor (Leeds Sports Federation); Anne Travers; John Davis (METRO); Paul Roberts (METRO), Heather Suggate (LCC – Major Developments)

** it is estimated that a dozen or so did not sign the register.*

1.0 Background

The purpose of the consultation was to engage with stakeholders and selected community groups on the early draft Statement of Community Involvement, as well as on other emerging Development and Supplementary Planning Documents, if requested (City Centre Area Action Plan, Aire Valley Area Action Plan, Public Realm Improvements).

2.0 Material used for the consultation

- Local Development Framework Exhibition (expanded display and 4 LDF image screens)
- Enlarged Summary of the SCI (A1)
- Voting chart on 'best' methods for engagement
- Flip charts for comments/thoughts
- Emerging LDF documents
- Examples of good practice (Beeston Hill and Holbeck Land Use Framework, various town centre action plans, Otley Riverside Study, Otley Town Enhancement Study)

3.0 Consultation and Engagement

The venue

The following comments were made by both officers and participants and will be used to inform and improve future LDF events :

- Good meeting rooms – lighting, space and the furniture well suited to an informal event
- The rooms were quite far from the entrance and difficult to locate – this would have presented difficulties for any disabled people if they attended
- There is no notice board at the entrance to the venue and it was not possible to put up posters near the entrance – this was unacceptable as reception staff were often too busy to properly give directions to the room

Arrival and welcome

On arrival people were given a summary version of the SCI and asked to sign the attendance record. Members of community groups were asked to vote on the best engagement methods for them, this was done by placing a red dot on a chart on preferred engagement methods.

All participants were invited to fill in the comments form in the SCI summary leaflet or in the draft SCI itself.

Round table discussions

Participants were then invited to take part in round table discussions or mini workshops. Four tables were available for discussions and participants tended to sit at those tables that were facilitated by the officer they were speaking to on arrival. The main focus of these discussions was the SCI and the LDF but participants also raised other issues which were relevant to their community, organisation or community group. All the issues raised related to planning matters.

Voting chart on best methods for engagement

This generally appealed to the members of community groups. It was understood that the chart was not intended to be scientific but to get people to think about engagement as it affected them or their organisation. Public meetings and the availability of documents being available at Council offices and libraries came out as the most popular method of engagement, closely followed by the Council's website and focus and discussion groups. Interestingly, the use of press releases and the local media received no votes.

Flip charts for comments/thoughts

The flip charts were well used, mostly by the participants who welcomed the opportunity to record their views for others to read and consider (Appendix 1 details these comments in full).

'One-to-one'

The majority of the participants welcomed the opportunity to chat to an officer on a one-to-one and informal basis.

4.0 Feedback on the Process

The exhibition material was well received and the majority of participants spent some time looking at the material.

The main attraction of the event seemed to be the opportunity for an informal chat with a planning officer about planning issues and engagement in general or taking part in round table discussions. However, a small number of people turned up with the expectation of a presentation.

Discussions around the tables were lively and everyone who attended the event had their say on the things that mattered to them. Comments were generally constructive and helpful.

There was a general feeling that this was a good event but that consultation should be more continuous rather than just occasional meetings or events like these.

Participants generally felt that round table discussions were more appropriate than a formal presentation.

A number of participants exchanged details at the end of the sessions as they had common interests and concerns.

There was a general feeling that the consultation process for the SCI itself was too long.

People appreciated the opportunity to get involved 'from the start'.

5.0 Key Findings

These cover the following broad categories:

General issues

- Many of the participants felt that Leeds City Council has a poor history of consultation and that a lot of work needs to be done to build up trust.
- The front cover of the draft SPD's look far too final and far too official – it is not clear that they are draft documents.
- A number of people made the point that a lot of what the Council produces is a turn-off – too much jargon, too technical and often boring. There was a general agreement that events like these were essential to outline and explain what the Council is doing in order to bring the issues to life.
- There are promises made on engagement and consultation and some doubted whether the Development Department can deliver on this – for example, residents in Roundhay spent a year working on 'The Laurels' VDS only to be told that there was no officer time for 9 months to consider it.

- Many people felt that there seems to be “a presumption in favour of the developer” – a feeling that in Leeds we accept any development at all at the moment and very few applications are refused.
- How will the Council finance all this consultation which is promised?
- The planning system in Leeds has been ‘closed’ for too many years and this event gives hope for the future

LDF general issues

- Many people made the comment that the knowledge of the LDF in general was extremely low and questions were asked why it was not promoted more?
- The Council’s website was referred to as “poor” or “dreadful” by many participants – those people who made these comments considered the site to be very difficult to navigate. The point was also made that it is not obvious there is a new planning system from looking at the website..
- The LDF should be promoted far more on the website – despite the perceived limitations of the current site many people felt that the site could be a great opportunity for engagement in general.

SCI general issues

- Participants generally felt the document was clear and accessible but welcomed the availability of a summary version
- Appendix 4 should also list area based groups as they are more inclusive in terms of membership (eg faiths, ethnicity etc.)
- The length of the consultative process will stretch the resources of community groups in terms of endurance/stamina – can the process be shortened?
- Could Area Committees employ planning officers as advocates for local community groups? (as with NW Area Committee) * this comment was made by a number of people
- Many participants were interested in how the SCI will affect planning applications in the future –
- Can local people initiate SPD’s? If so, this should be pointed out in the SCI
- Some participants were unclear whether the SCI would be enforceable and, if so, by whom?
- There was confusion generally about when the new planning system starts

Planning Applications

- Need to move away from a planning presumption which is stacked in favour of the developer
- Plans Panels should be empowered to look at the ‘big picture’ and not just the merits of an individual application. The character of an area can be changed by the incremental effect of individual applications
- There is a democratic deficit in that residents cannot appeal against a plans panel decision or that of a Planning Inspector. This should be available for controversial applications.

- Make information on planning applications more clear as to where they actually refer to - why not include a plan?
- Developers should not just be made to engage with local residents but they should also have to advertise to the wider community any major or controversial applications
- Need far better advertising of planning applications – the small and difficult to read notices pinned on lamposts are totally inadequate
- There is a need to build up trust between officers and community groups
- The high turnover of officers means that those planning an area don't really know it
- Planning applications seem to be overly process driven
- Will the new system mean that community groups will be able to appear at Plans Panel?
- If a developer does not consult as set out in the SCI will officers recommend refusal of planning permission?

City Centre Action Plan

- Suggestion made that student housing developments be encouraged around the 'rim' of the city centre

Aire Valley Action Plan

- No specific issues were raised

Public Realm Improvements

- No specific issues were raised

Conclusion

The informality of the event seemed to have been pitched right for this early stage of engagement. The wide variety of people who attended made for interesting and constructive round table discussions. Most of the participants asked for more frequent dialogue and better information and most of the community groups present said they would appreciate a presentation to their group on the LDF.

Next Steps

There is one other 'event' at the Town Hall (21st July) and once this takes place we will consider all the comments received and action that needs to be – or can be – taken.

Copy of flip chart comments (Town Hall event 7th July 2005)

1. Need to move away from a planning presumption in favour of the developer.
2. Plans Panels should be empowered to look at the 'big picture' and not just the merits of the individual application. The character of an area can be radically changed as a result of individual applications alone.
3. There is a democratic deficit in that residents cannot appeal against a plans panel decision or that of a Planning Inspector. Should be available for controversial plans.
4. Future review of VDS as SPDs.
5. Make information of planning applications more clear as to where they actually refer to. I.e. rather than just a street number, provide the shop name (for example). This will provide easier understanding.
6. Communicate through GP surgeries, adverts in buses and bus stations, local radio, one stop shops 'Job Centre Plus', day centres, places of worship...
7. Methods of consultation. Area Committee North East as appointed a Planning Officer which greatly assists public consultation. Could this be rolled out to other areas?

'STATEMENT OF COMMUNITY INVOLVEMENT' EVENT – LEEDS TOWN HALL
21 JULY 2005

Officer attendance:

Jacqui Baines (Yorkshire Planning Aid); Ian Mackay (Strategy and Policy); Kathryn Skinner (Strategy and Policy); Janet Howrie (Strategy and Policy); Robin Coghlan (Strategy and Policy); David Feeney (Strategy and Policy); Christopher Bolam (Strategy and Policy); Lois Pickering (Strategy and Policy); Alan Taylor (Strategy and Policy); Susan Wraithe (Planning Services); Peter Barnet (Planning Services)

Stakeholder attendance:

Anne Hurworth (resident); Neville Hurworth (resident); Peter Heald (Otley Town Partnership); Les Cross (Otley Town Partnership); Andrew Crates (LCC– Planning Services); Edwina Thomas (Chapelton Residents Association); Peter Middleton (Aireborough Civic Society) Mike Cheung (LCC – Neighbourhoods & Housing); Kevin Grady (Leeds Civic Trust) Pauline Hills (Bardsey Parish Council); Geoffrey Tatman (Bardsey Parish Council) Mark Rutherford (Environmental Health – LCC) Councillor Lisa Mulherin; Ian Oldroyd (Highbury Residents); Councillor John Illingworth; Jan McCartney (Learning & Leisure – LCC); Councillor Valerie Kendall; Mike Piet (Leeds Civic Trust); Peter Barker (Leeds Civic Trust); Ernie Gray (Neighbourhoods & Housing – LCC); Megan Godsel (Neighbourhoods & Housing – LCC); Liam Murphy (Neighbourhoods & Housing – LCC); Linda Massarella (Otley in Bloom); Sylvia Reid (Otley in Bloom); Councillor Jane Dowson; Mrs Crampton (Collingham & Linton Parish Council)

1.0 Background

The purpose of the consultation was to engage with a range of stakeholders and selected community groups on the early draft Statement of Community Involvement, as well as on other emerging Development and Supplementary Planning Documents, if requested (City Centre Area Action Plan, Aire Valley Area Action Plan, Public Realm Contributions).

- 1.2 A representative from Yorkshire Planning Aid was on hand to assist, particularly to advise those who represent 'hard to reach' groups.

2.0 Material used for the consultation

- Local Development Framework Exhibition (expanded display and 4 LDF image screens)
- Enlarged Summary of the SCI (A1)
- Voting chart on 'best' methods for engagement
- Flip charts for comments/thoughts
- Emerging LDF documents

- Examples of good practice (Beeston Hill and Holbeck Land Use Framework, various town centre action plans, Otley Riverside Study, Otley Town Enhancement Study)
- An exhibition by 'Yorkshire Planning Aid' on their service and consultation/engagement issues in general

3.0 Consultation and Engagement

The venue

3.1 The following comments were made by both officers and participants and will be used to inform and improve future LDF events :

- The rooms were good for such an event
- The rooms were too "tucked away" in the Town Hall
- The presentation material was clear and well presented

Arrival and welcome

3.2 On arrival people were given a summary version of the SCI and asked to sign the attendance record. Members of community groups were asked to vote on the best engagement methods for them, this was done by placing a red dot on a chart on preferred engagement methods.

3.3 All participants were invited to fill in the comments form in the SCI summary leaflet or in the draft SCI itself.

Round table discussions

3.4 Four tables were available for discussions and they were split into SCI general issues; Planning Applications, Aire Valley Area Action Plan and City Centre Area Action Plan/Public Realm Contributions. There was also a table available for any other issues. Unlike the 7 July event, participants generally preferred to have a one-to-one chat with officers rather than a group discussion. Issues discussed at the tables were not restricted to any particular topic.

3.5 All the issues raised related to planning matters. There was significant interest on planning applications and consultation and engagement issues in general.

Voting chart on best methods for engagement

3.6 This feature was popular with members of community groups but not seen as a useful exercise by Leeds Civic Trust.

3.7 Those who voted understood that the chart was not intended to be scientific but to get people to think about engagement as it affected them or their organisation.

- 3.8 Exhibitions/open days and roadshows came out as the most popular method of engagement, closely followed by public meetings/workshops and the availability of documents at Council offices and libraries. Interestingly, the use of press releases and the local media received no votes.

Flip charts for comments/thoughts

- 3.9 The flip charts were well used, mostly by the participants who welcomed the opportunity to record their views for others to read and consider (Appendix 1 details these comments in full).

‘One-to-one’

- 3.10 Most participants preferred to chat to an officer on a one-to-one basis, rather than take part in round table discussions.

4.0 Feedback on the Process

- 4.1 The exhibition material was well received and the majority of participants spent some time looking at the material.
- 4.2 The main attraction of the event seemed to be the opportunity for an informal chat with a planning officer about planning issues and engagement in general.
- 4.3 There was a general feeling that this was a good event but that consultation should be more continuous rather than just occasional meetings or events like these.
- 4.4 The opportunity to get involved at an early stage was appreciated by all participants.

5.0 Key Findings

- 5.1 These cover the following broad categories:

General issues

- Leeds Libraries and Information Service are keen to offer support to future consultations
- There should be more consultation and engagement in local communities
- How will the Council finance all this consultation which is promised?
- A number of organisations at the event were keen to learn more on how Yorkshire Planning Aid could help them. However, most participants at the event were not eligible for assistance as they did not represent ‘hard to reach groups’.

LDF general issues

- The majority of people said that the knowledge of the LDF in general was low and felt it should be promoted more

- The Council's website was referred to by a number of participants as "adequate" but "unimaginative"
- Leeds Civic Trust considered that the Council had failed to engage people in this early stage

SCI general issues

- A number of participants complimented the plain english used in the draft SCI – it was generally felt as easy to understand
- The SCI summary was particularly popular and it was felt that more copies need to be printed for the formal consultation and disseminated by some community groups themselves
- There was some confusion with a few participants over the status of the SCI
- A number of people felt strongly that the SCI needs to have "local" ownership and should have photographs to illustrate different communities and towns
- Outlying villages tend to feel missed off the agenda when they see documents centred on the urban part of the city
- Confusion was expressed over what is meant by the West Leeds Area Action Plan – suggestion was made that we could be clearer about where the area-based action plans cover

Planning Applications

- Make information on planning applications more clear as to where they actually refer to - why not include a plan?
- Site notices are a poor way of advertising – the type-face is far too small, they are often rain damaged, out of date and just don't contain much information
- If a developer does not consult as set out in the SCI will officers recommend refusal of planning permission?

City Centre Action Plan

- What is the difference between the Public Realm Contributions Plan and the City Centre Area Action Plan?
- Of the groups who attended only the Civic Trust had a particular interest in the City Centre.
- A number of individuals raised a varied range of issues and had a general discussion about the City Centre.
- Scale and type of housing was a recurring theme. Whether the City Centre offered scope for underpinning a sustainable community of residential development and whether planning should encourage a better mix of housing types to include family housing/flats and facilities to support them.
- The oft quoted lack of convenience shops and *the need to buy a pint of milk at 11 o'clock at night* not being catered for, was mentioned several times.

- Although there appeared to be a reluctance to get too involved or express too much interest in the City Centre-seemed to be an area of the city where it was considered to be outside the experience of those groups representing interests in other parts of Leeds.
- Public realm was of particular interest to the Civic Trust but they doubted whether they would have the time to respond in writing at this stage.
- General support for the aim but some questions about if it was feasible to collect contributions on a city centre wide basis and spend on particular tight zones within the city centre. Queried how the approach squared with the public realm approach in Holbeck Urban Village.

Aire Valley Action Plan

- Discussion took place on the need to connect the development and regeneration benefits to the local communities, including Robin Hood/Rothwell.
- The importance of getting local people into jobs was stressed.
- New housing options need to be considered carefully.
- One participant suggested that the area may be a suitable site/location for some "off-road" motor bikes.

6.0 CONCLUSION

- 6.1 The informality of the event seemed to have been pitched right for this early stage of engagement. Most people who attended were interested in a specific issue although some were interested in consultation and engagement issues in general.
- 6.2 As with the event on the 7th July participants asked for more frequent dialogue and better information. This event was welcomed and the spirit of the SCI was applauded but there was a degree of scepticism about how things would work in practice.
- 6.3 All stakeholders and community groups present said they would appreciate either a presentation to their group during the formal consultation period in November or attending another event.

7.0 NEXT STEPS

- 7.1 The findings from the events on 7th and 21st July will be considered as part of the 'Pre-Submission Consultation Statement' for the Statement of Community Involvement.
- 7.2 All participants will be sent a copy of the notes of each event.

Copy of flip chart comments (Town Hall event 21st July 2005)

1. How exactly does a community group inject a new topic into the Development Plan documents?
2. What about community groups representing themselves at Plans Panel?
2. There should be an onus on Developers to prove that they consulted with the local community on their plans BEFORE application and views of community have been taken into consideration in their plans.
3. The planning process is stocked overwhelmingly in favour of the Developer e.g. their right of appeal but, this does not apply to objectors and, targets set by Government encourage the proliferation of flats in established residential areas. The balance needs to be redressed.
4. Can local communities do “blue prints” i.e. aspiration statements of what they want/don't want and, can these be taken into account in planning decisions?
5. Making provision for unsociable uses e.g. trial bikes for which there is a demand but, nobody wants in their “back yard”.
6. Concerns re: loss of green space. How can communities make sure it is protected?
7. “Wearing down communities” i.e. repeat applications – how can we stop them?
8. Better information to Ward councillors/everybody on planning applications i.e. what, where etc.
9. Draft document good. Make sure Town Parish Councils are involved and informed.
10. Stop hiding from people - More public meetings.
11. North East Leeds low cost housing and greenbelt anomalies.
12. Nice to be involved at such an early stage.
13. Public ownership of documents is key to interest and consultation.
The SCI could do with images of the various areas in Leeds to achieve some sense of ‘Owners.

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

Rep. No.	Rep No	Comment made by	Comment made	Council's response	Change proposed to SCI	Page Ref.
0001	00001	Leeds Youth Council	There is concern over the volume of consultation the LYC are receiving. They need to be assured of the value of any contribution they may make	Consultation fatigue' is a concern and the Council attempts to target consultation as far as practicable. There is a good deal of consultation taking place at the moment as a new planning system is being introduced. All comments are highly valued and we will make it clear what we will do as a result of comments received. We particularly want to involve young people - not just in commenting on what we do but in developing and influencing plans at an early stage and in making decisions.	The SCI will be altered to make it clearer what will be done with any comments made.	p.11
0002	00002	Cllr Claire Nash	Not impressed by the effort at community engagement and capacity building within the LDF process to date	The consultation undertaken to date has been early, informal consultation. For the formal stage, commencing in November for 6 weeks, there will be more community engagement on the SCI.	Comments noted	
0003	00003	Cllr John Illingworth	Consultation involves a dialogue between equals. "it is a game only rich white men can play".	The SCI will be subject to independent assessment. It has been produced in accordance with ODPM guidance and Council best practice.	No change proposed.	
0003	00004	Cllr John Illingworth	The Freedom of Information Act needs to be embraced.	Leeds City Council recognises its obligations to the Freedom of Information Act.	Comments noted.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0003	00005	Cllr John Illingworth	Current notification is not effective, copies of plans are not made available, the process is abbreviated so that community groups don't have the time to respond. Advertise better - send more letters to neighbours, publish master plans showing location of current planning applications. Getting more details out to more places and by publishing on the internet. Reduce the cost of public participation. Give the public more time to respond - avoid consulting in the holidays.	The inclusion of a location plan on site notices is a good idea. The Council is actively investigating how to do this through our new computer system. The Council will be publishing a separate document (which will be consulted on separately) which will set out in greater detail how we intend to publicise planning applications, including details for site notices. There is scope for improvement on consultation and SCI and the Council's website are key components in this.	Comments noted. Update the draft SCI on plans for better consultation on planning applications.	p.17
0003	00006	Cllr John Illingworth	The LDF has already fixed the areas for consultation and the topics to be considered.	The LDF reflects national planning priorities and local priorities (and these have been subject to consultation). However, the LDS will be subject to monitoring and and review and we will be sympathetic to requests to produce plans on any land use topic if this is supported by a local community or a case can be made.	No change proposed.	
0004	00007	WM Morrison Supermarkets PLC	Reproduce the "Leeds Guide to Community Involvement" as an appendix to the SCI to guide developers on best practice in community consultation	The value of this guide is recognised.	The guide will be placed on the LDF pages of the Council's website. To save paper, copies will only be provided on request.	
0004	00008	WM Morrison Supermarkets PLC	Would like to be involved with the Eastgate redevelopment and any retail study/survey.	This is not related to the SCI but Morrison's has been added to the consultation list for Eastgate.	No change required.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

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0005	00009	The Laurels Action Group	The structure of the SCI is easy to understand but it needs to be more concise - "too long for a statement!".	As a statutory document, it must include a wide range of topics as advised by the ODPM. A summary version is available. If the length of the document can be reduced then the Council will endeavour to do this. The Council is required by the ODPM to include reference to many factors and this necessitates fairly lengthy statement.	No change proposed.	
0005	00010	The Laurels Action Group	There are some excellent ideas but how many of these are viable.	The Council is required to produce an SCI which is realistic and viable. It will be monitored on a yearly basis to check that this is the case.	Comment noted.	
0005	00011	The Laurels Action Group	It is essential to involve more people in the planning process and developers should be made to consult the community before submitting plans. It should be mandatory for developers to pay for consultation events	Developers will need to fulfil their obligations under the SCI. If they do not, they will run the risk of either not having a valid planning application or having permission refused because legitimate planning concerns of the community have not been adequately addressed.	Comment noted.	
0005	00012	The Laurels Action Group	All officers should know the area of the city for which they are responsible so that there can be effective consultation.	It is agreed that local knowledge of an area and the people who live there is helpful for effective consultation.	Comment noted.	
0005	00013	The Laurels Action Group	Find out what groups operate in the area e.g. church groups etc and publish the information. Liaison should take place with the MP and ward councillors as well as the community	A list of the groups that the Council are aware of and may consult with is available from 0113 247 8075.	This is referred to specifically in the SCI.	p.33
0006	00014	Ramblers Association	The document is easy to understand and the ramblers association welcomes the councils proposals to involve more people.	Comment noted.	No change required.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0006	00015	Ramblers Association	It is unfortunate that the Draft SCI is out for consultation at the same time as other SPDs.	There is a requirement that documents for the LDF are produced in parallel.	Comment noted.	
0006	00016	Ramblers Association	The SCI will define the list of stakeholder groups and as such it is suggested that the SPDs are subject to early review. It is suggested that SPDs are subject to longer periods of public consultation as they are not subject to independent examination	The consultation arrangements for SPD's is laid down in the Planning & Compulsory Purchase Act 2004. The Council is following SCI guidance already.	Comments noted.	
0006	00017	Ramblers Association	The SCI makes no reference to how LDD will be made available once adopted. We would wish to see paper copies made widely available in libraries and similar places and that these are free of charge to voluntary organisations.	This is a weakness of the draft SCI.	Details of where paper copies of documents can be found will be referred to in the revised draft SCI.	p.11 and p.16
0007	00018	Leeds Local Access Forum	The document is easy to understand. The Leeds Local Access Forum would welcome the opportunity to be consulted on large planning applications which have a strategic impact. Of key interest to the Forum is the Core Strategy, Public Transport Improvements, Greenspace and Sport and Recreation. On behalf of the Leeds Local Access Forum it is requested that the Forum is added to the Existing Consultation and Improvement Structure in Leeds as set out in Appendix 3	Add the Leeds Local Access Forum to consultation list.	No change required to SCI	
0008	00019	English Nature	English Nature supports the engagement and consultation with groups which represent the environmental lobby and ramblers, walkers and cyclists. We would expect some of the other groups to also have concerns about the environment for example easy access to greenspace for healthy walking by the health care groups.	Comment noted. Reference made to health care groups is made in SCI.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

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0009	00020	English Heritage	In view of English Heritage's remit they suggest that the following general principles are reflected in the SCI: Environmental quality in spatial planning - incorporating the natural, built and historic environment and rural issues in plans and strategies. It is recommended that EH, EN EA and CA are all contacted at as early as possible in the making of plans. Guidance produced by EH "Planning and development in the historic environment - a charter for EH Advisory services, April 2005 details the circumstances where EH must be consulted i.e. planning applications etc. it also underlines the importance of pre-application discussions. English Heritage recommends consulting the following non-governmental organisations: CABE; Ancient Monuments; Council for British Archaeology; Society for the Protection of Ancient Buildings; the Georgian Group; the Victorian Society; the Twentieth Century Society; Garden History Society; the National Trust; Local Civic/Amenity Society; Local Building Preservation Trust; Local Archaeological and Antiquarian Societies and Local History Societies.	The issues raised give an early indication of relevant topics for DPD's and SPD's rather than the SCI.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0010	00021	The Ridings Housing Association	More transparency with regard to the decision process is required. A lot of residents can put forward views at forums that have no decision making powers. Consultation forums do not provide sufficient transparency for participants in terms of what happens with their views. Similarly there needs to be a clearer process for challenging the authority.	The thrust of these comments are understood. The SCI will increase transparency in decision making and plan making and it will provide a guarantee for residents that their views will be listened to. The SCI will be subject to independent scrutiny and review and DPD's and SPD's will be monitored on a regular basis to ensure continuous improvement. Comments made at consultation events, in writing, by email etc will be published along with the Council's response.	No change proposed.	
0010	00022	The Ridings Housing Association	There are not enough measurable service standards in the SCI that could be challenged for e.g. through a complaints process.	The SCI will be subject to public examination and the test of "soundness" and there will be a right of a High Court Challenge.	No change proposed.	
0010	00023	The Ridings Housing Association	In terms of planning applications there should be protection for residents against repeat applications.	There are now powers under the Planning and Compulsory Purchase Act 2004 to turn away repeat applications. The Council will exercise those powers in appropriate circumstances. It is not necessary to explicitly set this out in the SCI.	It is not considered necessary to set this out in the draft SCI.	
0010	00024	The Ridings Housing Association	The SCI is very good on information and consultation structures however there should be more public participation in decision making and policy implementation. E.g. better VOICE representation rights on all decision making panels. Community participation is very good in some district partnerships but poor in others - the SCI should set the minimum requirement.	Council decisions are informed by consultations, there are no current plans to increase representation on decision making panels.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0011	00025	Yorkshire Forward	YF welcomes the general approach to the SCI document but suggest a few minor amendments to improve it: The identification of different sectors, groups and individuals that make up the Leeds community is welcomed as is the acknowledgement of their differing needs in terms of consultation and involvement. It may be helpful for the SCI to indicate which consultation methods may be used for which sectors/ groups of the community. Whilst comprehensive details of timescales for the production of different LDF documents are contained in the LDS it may be helpful to highlight key dates for involvement in and consultation on the DPDs identified in the SCI.	Comments noted. Key dates are highlighted on the Council's website and the LDS will be subject to annual review. Appendix 2 of the revised draft SCI highlights the value of early consultation on issues and options.	Comments noted.	
0011	00026	Yorkshire Forward	It is vital that a range of methods are utilised during the LDF process and planning applications. Different consultation mechanisms are needed to be targeted at different audiences to maximise community involvement. Appendix 2 clearly outlines the proposed consultation and participation methods however there seems to be limited opportunity in this table for community and stakeholder involvement in the consideration of 'Issues and Options' . YF feel that the consultation and engagement process could be significantly enhanced through improved engagement in the earlier stages of DPD preparation and as such would suggest greater consideration to the methods used to engage the community and stakeholders prior to preferred options consultation.	Agree - provide more clarity on methods.	Revise Appendix 2 to provide more clarity on methods.	p.24-p.28

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

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0011	00027	Yorkshire Forward	YF welcome the recognition of the broad groups who are often excluded from the planning process and the intention to pay particular attention to addressing this issue. Further detail could usefully be included in the SCI on how Leeds plan to address the issue of 'excluded groups' - and more specifically how these groups might be engaged in the process.	Agreed.	Section 3 of the revised draft SCI to provide more detail on how the Council will be more proactive in seeking to engage with groups who are 'not yet reached'.	p.11
0011	00028	Yorkshire Forward	YF would like to see LCC consider options available to provide capacity building and skills training for communities to allow them to participate more effectively in the planning process - this could perhaps be delivered in conjunction with other organisations that offer expertise and support in this area.	This is an important factor and it is considered that officers would benefit from consultation skills training as much as community groups. The Council has discussed this with 'Leeds Voice' and will investigate this further.	Comments noted.	
0012	00029	Leeds Community Foundation	If 'community significance' requires a definition.	Agreed.	Definition provided in the revised draft SCI glossary.	p.37
0012	00030	Leeds Community Foundation	It is recognised that resources are limited and efficient and effective use of them is to be encouraged but the wording in chapter 6 is worrying that it could lead to tokenistic consultations.	Comments noted. It is not the intention in Chapter 6 to be "tokenistic".	No change proposed.	
0012	00031	Leeds Community Foundation	Planning for real exercises are a good way of getting positive input from the community but these aren't mentioned in the SCI. Add in reference to 'planning for real exercises.	Planning for Real may be appropriate in some circumstances.	Reference to be made to 'Planning for real'	
0013	00032	Community Work Training Company	Comments on the draft summary leaflet: Concern that those involved in groups or partnerships may respond to this but those that are not - how could they respond. A key message missing from the summary leaflet is: "what is a plan for your community"	The purpose of the leaflet is to raise awareness of the SCI. A revised leaflet will be provided for the formal consultation.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

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0013	00033	Community Work Training Company	The SCI needs to relate to what will be contained in DPDs e.g. "what the land next to your street is going to be used as" will be clearer as to why people should get involved.	The SCI is about methods and frameworks rather than specific content.	No change required.	
0013	00034	Community Work Training Company	The SCI needs to provide the simple message "we will come and meet your group".	Appendix 1 outlines the importance of meeting community groups.	No change proposed.	
0014	00035	The Trustees for Hanover Property Unit Trust	It is essential that the council recognises the importance of adequate "developer interest" within the SCI as the Inspectors report will become binding and the SCI will be referred to for "soundness". As the LDF is progressed the council will be under no obligation to consult anyone who is not identified within the SCI. it is therefore paramount that developer interests are specifically identified so that developer interests and technical knowledge (particularly in regard to market conditions, viability and deliverability) are fully represented from the formative stages of the LDF and throughout.	The database will be updated when required - new groups or stakeholders appear they will be added to our consultation database. It is not possible to represent all developer interests as they range from individuals through to multinational companies.	No change required.	
0014	00036	The Trustees for Hanover Property Unit Trust	The reference to local developers and builders in Appendix 4 is too restrictive. Reword Appendix 4 to refer to: "groups which represent landowners, developers and house builders with local interests".	Agreed - delete reference to "local."	Revise as suggested.	p. 32

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0014	00037	The Trustees for Hanover Property Unit Trust	It is recognised that the LDF will relate only to the Leeds District but the SCI should take into consideration that there are groups and stakeholders with an interest in the LDF process that are not based in the Leeds area. In addition the reference to "engaging and consulting with any groups or stakeholders in the Leeds area" at page 30 is restrictive. Reference to the "Leeds" area should be deleted. At the very least the council should include as stakeholders all organisations that previously made representations in respect of the UDP.	20,000+ representations were made on the UDP and it would not be practical to consult with them all on the LDF. Reference is made to the Leeds boundary as the Council is guided by regulations.	No change proposed.	
0015	00038	Peter Hirschmann	A major flaw in the SCI is resources (pg. 17). Unless it is properly resourced LDFs will be a paper exercise. Planners should be given a manageable caseload as the first priority.	Comments noted.	No change proposed.	
0015	00039	Peter Hirschmann	The definition of "Community Significance" (pg. 14) is too narrow.	Agreed.	Revise the definition of "community significance."	p. 37
0015	00040	Peter Hirschmann	Whilst I support the concept of developers submitting details of their community involvement this needs to be a cyclic process as the latest plans that go to committee may not be the version that the community were consulted upon. It is therefore vital that the process of pre-application discussions is rigorous and thorough.	this is an important point, in particular in cases where material changes are made. We will set out in our "publicising planning applications" document the circumstances in which we will re-consult objectors on amended plans.	No change proposed.	
0015	00041	Peter Hirschmann	Although a member of local community organisations I was unaware of Area Cttee meetings, ward forums and citizens panels - this suggests they are less than effective.	Comment noted.	No specific change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0015	00042	Peter Hirschmann	Leeds Voice sees its function as networking and education and has no remit to comment on planning matters.	Leeds Voice are keen to get involved in the LDF and in SPD's in particular. They may not be a statutory consultee but they have a particularly valuable role to play.	No change proposed.	
0015	00043	Peter Hirschmann	Is SPD the new name for SPG? the list appears to be incomplete - there is no reference to VDS/NDS or to CA appraisals - an area where Leeds is woefully failing communities.	SPD's and SPG's are broadly similar. Now that there is a new planning system no new SPG's will be adopted by the Council, but the guidance that we already have in the form of adopted SPG's and will remain as guidance. VDS and NDS are taken account of in the Local Development Scheme.	No change required.	
0015	00044	Peter Hirschmann	I hope to be consulted on the Householder Design Guide.	Noted.	No change required.	
0015	00045	Peter Hirschmann	Whilst notification is provided to objectors of the outcome of planning applications it would be helpful if the letter could include details of any planning conditions.	It is agreed that it is desirable to provide a better level of information on planning decisions, reasons and conditions. The Council's new computer system and web site development should enable this. The Council is developing customer service standards which will set out the level of information which we will supply in informing customers of decisions.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

WRITTEN COMMENTS RECEIVED AT REGULATION 25 INFORMAL CONSULTATION (JUNE/JULY 2005)

Rep. No.	Rep No	Comment made by	Comment made	Council's response	Change proposed to SCI	Page Ref.
0016	00046	W.Yorkshire Group of Victorian Society	We note the references to Statutory consultees on pg. 7 and amenity societies on page 30 and are surprised that we were not approached directly.	Consultation during June/July 2005 was selective 'early' consultation and only a sample of amenity groups were consulted. The West Yorkshire Group of the Victorian Society is on the Council's database and will be fully consulted during the formal consultation stage from November 2005.	No change required.	
0016	00047	W.Yorkshire Group of Victorian Society	At present we receive paper copies of planning applications over and above those required as statutory consultees. we have been concerned for some time that there are inconsistencies in what we receive and would be grateful for a meeting to resolve this as part of the LDF consultation process. this is also inconsistent in regard to pre-application discussions - we would expect to be invited to all major developments involving listed buildings.	The Council agrees that clear procedures need to be in place to avoid any inconsistencies. These will be set out in detail in the forthcoming "publicising planning applications " document. We will meet with the Victorian Society to discuss this further, as part of the process towards formulating those procedures.	No change proposed.	
0016	00048	W.Yorkshire Group of Victorian Society	We note the absence from the list of SPDs of Conservation Area appraisals and Village Design Statements.	Conservation Area Appraisals and Village Design Statements may be part of an SPD. They will be carried forward as an SPG if they have been formally adopted as such. If they have not been adopted then they will be used by the Council as informal planning guidance.	No change required.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0016	00049	W.Yorkshire Group of Victorian Society	We note on Page 17 the issue of resources and share the concern that this exercise should not detract from the fundamental activities of the Development Department. We are pleased that the ODPM has allocated earmarked funds for developing LDFs and trust that this will be used in Leeds.	Noted.	No change required.	
0017	00050	Groundwork Leeds	The SCI is easy to understand. The online comments form should be made a word document.	Noted. Future comments forms to be available in word format.	No change required.	
0017	00051	Groundwork Leeds	Wider consultation is applauded and further consultation through Leeds Voice Environmental forum would be welcomed.	Noted. Consultation has already taken place with Leeds Voice and more is planned.	No change required.	
0017	00052	Groundwork Leeds	Local consultation is key to successful planning. Where appropriate specialist groups with a wider perspective should be brought in to comment. The community and stakeholder groups identified appears comprehensive. If not already on the list of consultees can Leeds Voice Environment Forum be added.	Noted.	No change required.	
0017	00053	Groundwork Leeds	Please contact Groundwork Leeds on the issues relating to urban landscape design, community consultation and greenspace.	Groundwork Leeds will be contacted during the formal consultation stage.	No change required.	
0018	00054	Government Office of Yorkshire and the Humber	Pg. 3 - Future consultations should be clear and unambiguous about acceptable methods of making comments. The SCI should include a short section on "how to get involved". This might be included in Appendix 2 (by reference of the stages in Appendix 5 and 6) stating what the community can do at each stage - this could also be inserted into the consultation stage column of appendices 5 and 6. It would be helpful to include an example of an LDD at this stage.	Agreed.	Change the SCI as suggested.	p. 22-28

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0018	00055	Government Office of Yorkshire and the Humber	Pg. 4 - further info on how the SCI will be linked to the Vision of Leeds and other strategies is recommended	The LDS sets out the priorities which reflect the Vision for Leeds and other strategies and these are reflected in the SCI.	No change proposed.	
0018	00056	Government Office of Yorkshire and the Humber	Pg. 10 - it would be more accurate to say an LDF includes two 'principal' types of documents. Also it could usefully be explained here (not withstanding Appendix 5) that a DPD (with RSS) forms part of the statutory development plan for Leeds and is subject to independent examination by an Inspector whose report is binding.	Agreed.	Change the SCI as suggested.	p. 13
0018	00057	Government Office of Yorkshire and the Humber	Pg. 11 - explain here that SPDs are not part of the plan and not subject to independent examination. More positive drafting should be considered for the sentence "...but only seeks out your contribution... in the subject matter".	Agreed.	Change the SCI as suggested.	p. 14
0018	00058	Government Office of Yorkshire and the Humber	Pg. 13 - consideration should be given to referring explicitly to 'local advertisement' in a local newspaper (Regs 2, 17, 26 & 28).	Agreed.	Change the SCI as suggested.	p. 11
0018	00059	Government Office of Yorkshire and the Humber	Pg. 17 & 18 - more needs to be included on resource implications of the consultation methods and availability (finance, staff, consultants and accommodation).	Comments noted. Costs of consultation vary widely. There are specific SCI resources available and this will be monitored and evaluated for	Change the SCI as suggested.	p. 20
0018	00060	Government Office of Yorkshire and the Humber	Annual monitoring needs to indicate that the results of monitoring will review the SCI and techniques which will be modified to improve effectiveness.	Agreed.	Change the SCI as suggested.	p. 12

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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Rep. No.	Rep No	Comment made by	Comment made	Council's response	Change proposed to SCI	Page Ref.
0018	00061	Government Office of Yorkshire and the Humber	Section 5 on Planning applications does not state what the minimum, statutory requirements are on consultation, neither does it say how neighbours will be consulted on minor/householder applications. The focus is on pre-application consultation by the applicant. There is no detail on how the council itself will consult - there is no evidence of a tiered approach as recommended in ODPM guidance.	Section 5 does outline how the Council currently consults on applications. The Council is to publish a separate, more detailed document (which we will consult on) which will set out how we intend to publicise planning applications, and which will cover how neighbours will be notified on minor and householder applications.	A clear statement to be made on future consultation on planning applications.	
0018	00062	Government Office of Yorkshire and the Humber	Appendix 5 - no formal requirement for an initial SA/SEA report at stage 2a, Reg 25 (see interim advice on FAQs ODPM April 05). The likely notice periods for consultation could usefully be included in the table.	Noted.	Change the SCI as suggested.	p. 35-36
0018	00063	Government Office of Yorkshire and the Humber	Appendix 4 should make sure that groups or stakeholders listed under 'other consultees' (PPS12 App E3) are included.	Noted. The database includes these groups. The SCI has 'simplified' the list.	No change proposed	
0018	00064	Government Office of Yorkshire and	The glossary should provide the full title of the regulations.	Agreed.	Change the SCI as suggested.	p.37
0018	00065	Government Office of Yorkshire and	There needs to be a statement that says that the Council will comply with the SCI.	Agreed.	Change the SCI as suggested.	p. 4
0019	00066	Leeds Civic Trust	The trust is very keen on consultation and welcomes any commitment by the council to improving contacts with the community.	Noted.	No changed required.	
0019	00067	Leeds Civic Trust	The SCI will be valuable but only if its ethos is embraced fully by all officers in all dealings with projects that impact on the public who might be affected.	Noted.	No change required.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0019	00068	Leeds Civic Trust	A much more open attitude to the way development proposals are processed in Leeds is required.	Noted. This is one of the key aims of the SCI and it is one of the factors that will be considered during monitoring and review.	No change required.	
0019	00069	Leeds Civic Trust	The Trusts current involvement in schemes is inconsistent.	The SCI seeks to ensure a consistent approach. This will be monitored and reviewed on a regular basis and feedback from the Civic Trust on this will be welcome in the future.	No change required.	
0019	00070	Leeds Civic Trust	Reasonable timescales for responses must be allowed.	The timescales for consultation have been set by the ODPM. Generally, 6 weeks is considered adequate for consultation purposes. The adequacy of consultation undertaken will be subject to monitoring and review.	No change proposed.	
0020	00071	Far Headingley Village Society	The word "sustainability" is used in several places but not defined in the planning context. Define Sustainability in the glossary.	Agreed.	Define "sustainability" in the SCI glossary.	p. 37
0020	00072	Far Headingley Village Society	Proof reading comments noted	Comment noted.	No change required.	
0020	00073	Far Headingley Village Society	All developments are of "community significance".	No change required.	No change required.	
0020	00074	Far Headingley Village Society	Developers should be issued with SPG in the form of Neighbourhood Design Statements where published.	Comment noted. Developers are guided to the Council's website where all supplementary planning guidance can be found, as well as links to specialist sites on urban design.	No change required.	
0020	00075	Far Headingley Village Society	The Far Headingley Society have taken a lead role on the NDS, involving wide consultations - this pattern could be adopted in the preparation of other documents.	This practice will still continue in the preparation of informal planning guidance.	No change required.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0020	00076	Far Headingley Village Society	Door to door publicity, more use of site notices (clearer and more informative) should be considered - initial awareness is key. Leeds civic newspaper is very useful but its delivery must be monitored. Appendix 2 should list "notices" as a means of community engagement.	The Council agrees that improvements could be made to site notices and will investigate the possibilities for this through our new computer system. Details for site notices will be set out in our "publicising planning applications" document. It is also agreed that there is more scope for direct notification to neighbours. Again, we will set out details for this in our "publicising planning applications" document.	Add "notices" to Appendix 2. Clarify position on "publicising planning applications document."	p. 17
0020	00077	Far Headingley Village Society	Pdf documents online are not always easy to access - perhaps word versions can be provided as well.	Agreed - wherever possible the Council will provide documents in both formats.	To provide documents in both pdf and word format wherever possible.	
0020	00078	Far Headingley Village Society	Neither of the universities (as institutes or students as individuals) appear as stakeholders - at a minimum student unions should be consulted.	Both universities - as well as colleges in the Leeds area - are important stakeholders and are on the consultation database.	No change required but include all colleges and the two universities to the consultation database	
0021	00079	Leeds Church Institute	The SCI does not appear to have been drafted with any awareness of the guidance in the Local Interfaith Guide ODPM and IFN. As drafted the SCI will not engage faith and BME communities very well.	The Council is aware of the guide but it is agreed that this aspect can be strengthened in the SCI. The Council will meet with the Leeds Church Institute during formal consultation to discuss ways to improve engagement with faith communities.	Reference to BME and faith communities to be strengthened in the SCI	p. 32
0022	00080	NPFA	The NPFA has adopted a paper entitled "Development Plans and Statements of Community Involvement" which provides guidance to LPA in response to Draft SCI.	Comment noted.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0023	00081	Leeds HMO Lobby	Appendix 4 comprises a list of Interest Groups but makes no mention of local community associations (groups that represent concerns of a community in a specific geographical locality. The SCI aims to be inclusive - in this respect interest groups are exclusive (they are only concerned with the interests of a specific group. Recommends that Local Community Associations should feature prominently on any list of candidates for community involvement.	All community groups that the Council is aware of are included in the consultation database and this is regularly updated.	This is referred to in the SCI	p.33
0023	00082	Leeds HMO Lobby	Concern is voiced about the timescales involved in the preparation process of DPDs and SPD and attenuated stages of consultation can be a deterrent to public consultation. Recommends that the procedures for community involvement are as focused as possible.	Comment noted. Timescales for consultation are set in the Regulations for the LDF .	No change proposed.	
0023	00083	Leeds HMO Lobby	Lack of expertise puts community groups at a disadvantage. the community needs expert advocates - the inner NW area has addressed this through appointing a Community Planning Officer. Recommends that community involvement should be facilitated by support from expert advocates (like community planning officers).	It is agreed that this can be positive and needs to be investigated further. Area Management for each sector of the city are currently looking at this.	No change proposed.	
0023	00084	Leeds HMO Lobby	There is no reference in the SCI that SPDs might be initiated by the community. Recommends that the SCI draws attention to the possibility of community involvement in the very initiation of planning documents.	This needs to be done with Leeds City Council agreement and as part of the Local Development Scheme.	Acknowledge in the SCI that SPD's can be initiated by the community.	p. 16

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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0024	00085	Richard Tyler	Appendix 4 comprises a long list of interest groups - area based groups are just as important because they are inclusive to all faiths ethnicity etc. Can Communities initiate SPDs - if so this needs to be highlighted in the SCI. Recommends that Local Community Associations should feature prominently on any list of candidates for community involvement.	This needs to be done with Leeds City Council agreement and as part of the Local Development Scheme.	SCI to be revised to state that SPD's can be initiated by the community.	p. 16
0024	00086	Richard Tyler	The consultation period will stretch the resources of community groups - can the process be shortened. Recommends that the procedures for community involvement are as focused as possible.	Comment noted. Timescales for consultation are set in the LDF Regulations.	No change proposed.	
0024	00087	Richard Tyler	Could the use of advocates to represent community groups be rolled out across the district (e.g. the Community Planning officer for NW).Recommends that community involvement should be facilitated by support from expert advocates (like community planning officers).	It is agreed that this can be positive and needs to be investigated further. Area Management for each sector of the city are currently looking at this.	No change proposed.	
0024	00088	Richard Tyler	Can Communities initiate SPDs - if so this needs to be highlighted in the SCI. Recommends that the SCI draws attention to the possibility of community involvement in the very initiation of planning documents.	This needs to be done with Leeds City Council agreement and as part of the Local Development Scheme.	Acknowledge in the SCI that SPD's can be initiated by the community.	p.16
0025	00089	Otley In Bloom	The SCI is difficult to get into at the beginning but generally is easy to understand. The SCI could be improved by providing a simple introduction in lay-mans terms to explain the differences between the existing system and the new system - what are the reasons for the change.	Agreed.	A clearer introduction to be provided to the SCI	p. 1-3
0025	00090	Otley In Bloom	More ownership of plans should be given to local people to reduce objections - and therefore hopefully a reduction in delays.	Agreed.	No change proposed.	

APPENDIX 2

LEEDS STATEMENT OF COMMUNITY INVOLVEMENT

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Rep. No.	Rep No	Comment made by	Comment made	Council's response	Change proposed to SCI	Page Ref.
0025	00091	Otley In Bloom	Is there a risk that the finite pot of funding for planning may result in a switch of resources from business and private applications to consultations?	There will be no switch of resources to cover consultation costs. Consultation will, wherever practicable, make use of existing structures and meetings to reduce costs.	No change proposed.	

Leeds City Council
Local Development Framework

**DRAFT STATEMENT OF COMMUNITY INVOLVEMENT
FORMAL CONSULTATION
(November –December 2005)**

Contact Details

Full details of the Local Development Framework including the Statement of Community Involvement are available on the City Council's website (www.leeds.gov.uk. Go to the speed link for Local Development Framework)

Alternatively you can contact:-

Planning & Economic Policy
Development Department
Leeds City Council
2 Rossington Street
Leeds LS2 8HD

Telephone: 0113 2478075

Email: ldf@leeds.gov.uk

Seeking Independent Advice and Support

Planning Aid provides free, independent and professional advice on planning issues to community groups and individuals who cannot afford to pay a planning consultant.

Yorkshire Planning Aid also provides a programme of community planning, training and education activities.

To contact Planning Aid's national office:-

National Planning Aid Unit,
Unit 419, The Custard Factory,
Gibb Street, Birmingham, B9 4AA
Telephone/Fax: 0121 693 1201
Email: info@planningaid.rtpi.org.uk
Website: www.rtpi.org.uk

To contact the Yorkshire and Humber office:-

Case Worker :Alyson Linnegar (available Tuesday, Wednesday & Friday)
Telephone: 0870 8509808
Email: ykcw@planningaid.rtpi.org.uk

If you do not speak English and need help in understanding this document, please phone: 0113 247 8092 and state the name of your language.

We will then put you on hold while we contact an interpreter

This is a free service and we can assist with 100+ languages.

We can also provide this document in audio or braille on request.

(Bengali):-

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 247 8092 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 247 8092 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 247 8092 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 247 8092 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ. ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂ ਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂ ਗੇ.

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 247 8092 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹرپریٹر) سے رابطہ کریں گے۔

Finding your way around the DRAFT Statement of Community Involvement (SCI)

SECTION	HEADING	PAGE
1.	Introduction	<i>Page 4</i>
2.	Leeds District – the implications and opportunities for consultation and engagement	<i>Page 5</i>
3.	Statement of Community Involvement – Outline & Principles What a Statement of Community Involvement is and the principles and service standards on which we have based this draft.	<i>Page 8</i>
4.	The Local Development Framework What a Local Development Framework is and how we will involve you in preparing and revising local Development Documents and Supplementary Planning Documents.	<i>Page 13</i>
5.	Determining Planning Applications How we will consult you and what we expect of developers.	<i>Page 17</i>
6.	Resources How we will resource what we do and assess the effectiveness of consultation and strive for continuous improvement.	<i>Page 20</i>
	Appendices	<i>Pages 22 - 39</i>
	Appendix 1 – Consultation and Participation Methods	<i>Page 22</i>
	Appendix 2 – Key Consultation Structures and Organisations in Leeds	<i>Page 28</i>
	Appendix 3 – Community and Stakeholder Groups in Leeds	<i>Page 30</i>
	Appendix 4 – The Engagement and Consultation process for Development Plan Documents	<i>Page 33</i>
	Appendix 5 - The Engagement and Consultation process for Supplementary Planning Documents	<i>Page 35</i>
	Appendix 6- Glossary	<i>Page 36</i>

1. Introduction

This Statement of Community Involvement has been prepared in response to the key changes proposed by the Government's Planning & Compulsory Purchase Act (2004). This new planning system replaces development plans with Regional Spatial Strategies (RSSs) and Local Development Frameworks (LDFs). The Leeds LDF will replace the current Leeds Unitary Development Plan (UDP).

A central component of the new planning system is community involvement. Councils are required to set out how and by what means the 'community' will be involved in planning applications and the preparation of planning policies. The Statement of Community Involvement (SCI) is therefore, the Council's guarantee to consult and engage with the community in the planning process. This document will be subject to scrutiny and tested for soundness by an independently appointed inspector.

An LDF is similar to the UDP in that it will set out policies and proposals to guide development in Leeds. However, instead of a single document, the LDF is the collective name for a series of documents which can be revised and updated individually, where necessary. This enables the LDF to be flexible and responsive to changes in Leeds. More details of the LDF process are provided in Section 4. A glossary of terms used within this document is provided in Appendix 6.

2. Leeds District – the Implications and Opportunities for Consultation and Engagement

The “Vision for Leeds”¹ is the City's community strategy. It will guide the development of the city over the next 15 years. It was produced after research and consultation with thousands of people from across the city.

There are three main challenges and opportunities which lie ahead for Leeds:-

- To **go up a league as a city** – making Leeds an internationally competitive city, one of the best places in the country to live, work and learn, with a high quality of life for everyone.
- To **narrow the gap** between the most disadvantaged people and communities and the rest of the city.
- To Develop Leeds' role as the **regional capital**, contributing to the national economy as a competitive European city, supporting and supported by a region that is becoming increasingly prosperous.

Within this context, the City Council is preparing its Local Development Framework. The engagement of communities and stakeholders is fundamental to achieving these three key aims. The SCI reflects priorities identified in the “Vision for Leeds”.

What currently makes up the communities of the Leeds District?

- Leeds is recognised as the regional capital of Yorkshire and the Humber, an area with a population of around five million – similar to that of Scotland or Denmark.
- The population of the Leeds District is 715,402 people. The age structure is broadly similar to that of England and Wales, however there are more people in the 20-29 age band. Children under the age of 15 account for 20% of the population of Leeds, while people over the age of 65 account for 15%.
- The majority of the population of Leeds is from “white” ethnic groups. The “non-white population” is made up of 58,300 people (8% of Leeds population). The Pakistani community represents the largest ethnic population in Leeds (15,064 persons), living mainly in the Harehills, Chapel Allerton and University Wards. Other ethnic groups include, the Indian community (12,303), the Bangladeshi community (2, 537), various Black groups (10,318) and the Chinese community (4,914).
- The Leeds Metropolitan District covers 217 square miles of land. Over two-thirds of the Leeds district is covered with green belt land and the city centre is less than 20 miles from the Yorkshire Dales National Park.
- There are 33 wards in the City represented by 99 City Councillors. There are 4 Town Councils (Horsforth, Morley, Otley and Wetherby) and 28 Parish Councils.

¹ The “Vision for Leeds - II” can be viewed online at www.leedsinitiative.org or alternatively call the Leeds Initiative office for a hard copy on (0113) 247 8989

- Leeds is the major employment centre in the region. Around 448,000 people work in the city and Leeds is expected to provide 45% of employment growth in the region over the next 10 years. Leeds is the centre for jobs in our region as well as the biggest shopping centre and home to world class artistic, cultural and educational institutions. It is estimated that 80,000 commuters travel into to Leeds.
- Unemployment is estimated to be around 17,000 (approximately 3% of the population).
- There are 294 schools in Leeds accommodating over 114,000 pupils - making the city the second largest provider of education in England.
- Leeds has eight colleges of further education and two higher education colleges. There are two universities of international renown and these alone have a combined total of over 120,000 full and part-time students.

However, despite the remarkable success of the City in recent years far too many people still remain excluded from the opportunities and quality of life that this success has brought: - 7 wards are among the top 10% most deprived wards in England, made up of 150,000 people

What does this mean for Community Involvement?

- **Language barriers for written and oral communication.** The council needs to provide clear and appropriate translation and interpretation of consultation documents. Also, the arrival of asylum seekers in the area is presenting the challenge of meeting the needs of people with many language needs.
- **Relatively low uptake of online services due to low incomes.** - access to the internet is not available to everyone. The methods of consultation used will have to incorporate elements of both online and offline consultation.
- **High levels of young people in the city** - may present greater opportunities for consultation but this will require a different approach to traditional methods as these have not provided an adequate level of involvement in the past.
- **Poor literacy may reduce the effectiveness of traditional written consultation.**- More face-to-face consultation opportunities could be used. Some online delivery may provide non-written information. Promotion of visual displays in consultation exercises will also contribute to dealing with this issue.
- **Higher levels of unemployment and retired persons** - may present greater opportunities for consultation during working hours. However, many residents in employment will find it difficult to attend meetings/workshops during working hours. Meetings will need to be undertaken in a way that addresses the needs of both groups and consider those people who work in the city but live outside.

- **Some areas are dominated by businesses and some by residents** - Need to ensure that an appropriate mix of consultation is undertaken meeting the needs of all groups. Consultation methods will be assessed for their effectiveness in reaching the communities of Leeds through ongoing monitoring and feedback, and groups that are not engaging in consultation will be identified through that process.

3. Statement of Community Involvement – Outline and Principles

What is a Statement of Community Involvement?

A Statement of Community Involvement shows how a local authority will involve local people in decision making on planning matters, plan making and in determining planning applications. It also outlines how consultation will take place with other stakeholders and statutory consultees.

What does it include?

This Draft Statement outlines the levels of involvement and methods we will use to encourage you to have your say in plans that we produce and in planning applications that we determine.

Practical matters are also included in this statement: including how the activities will be resourced, how we will report back to people who have been involved and how the Statement will be monitored.

Why is it needed?

The Government has produced guidance for local authorities on how to prepare new plans for their area as well as guidance on their content and format. The aim is for plans to be more ‘tailor-made’ to the needs of communities.

It is important to involve local people in the development of plans, proposals and planning matters. This will help ensure that we will continue to develop Leeds as a great place to live and work.

Parts of the City need to be improved and it is vital that the City Council works with and listens to local communities if we are to be successful.

What does this mean for you?

The activities and programmes undertaken through the Statement of Community Involvement will be informed by:

- Listening to other people
- Looking at what Leeds City Council already does to involve communities
- Finding out what other councils do well
- Learning from what we have done in the past

The following principles will ensure that you have an opportunity to be heard, have your concerns responded to and to receive feedback:

Principle	What this means for communities
Early contact	<ul style="list-style-type: none"> • In all cases we will involve stakeholders ² at the earliest practical possible point, this is sometimes known as ‘front loading’
Access to information	<ul style="list-style-type: none"> • We will set out all documents clearly and write them using straight forward language without jargon or abbreviations • We will make it clear what you can comment on or change and when comments should be made • We will make information available in a range of accessible formats • We will publish summaries of all longer documents ³ • We will make all documents available in electronic form
Appropriate methods	<ul style="list-style-type: none"> • We will plan our involvement activities in a consistent way to ensure that the processes we use are the right ones to use in each case
Reduce barriers	<ul style="list-style-type: none"> • We will seek to carry out involvement activities that fit your time, knowledge and experience • We will work hard to provide opportunities to consult those parts of our community which do not normally get involved in planning issues • We will make sure that involvement processes are at a suitable level ⁴ in relation to the planning issue under consideration • We will, as far as resources permit, make available documents for free • We will make available documents on our web site(s) and, where possible, in local community venues like libraries • We may actively seek out your involvement
Collaboration	<ul style="list-style-type: none"> • We will work with other Leeds’ organisations and other parts of the City Council to ensure that we avoid duplication, make best use of resources and deliver joined up consultation
Feedback	<ul style="list-style-type: none"> • We will make feedback available to you on comments received in a summary format and within a specified time period ⁵

² For a definition of our stakeholders, which includes local people, business and others, see Appendix 3

³ By longer documents we mean documents that are longer than 25 pages of A4

⁴ There are different levels of engaging people. The methods used are set out in Appendix 1

⁵ We may choose to exclude some comments from feedback documents if they are deemed to be racist, sexist, homophobic, slanderous or in some other way inflammatory.

Learn and improve	<ul style="list-style-type: none"> • We will continue to improve our involvement practice through evaluating what we do • We will seek out ways through which we can assess and improve our own involvement skills • We will invite community comment on our involvement activities to help us improve
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Who will we involve?

For a copy of the full list of who we will involve please contact 0113 247 8075 or email ldf@leeds.gov.uk. The contact information for this list will be reviewed on a regular basis.

When we involve communities and other stakeholders the existing community involvement strategies and structures within Leeds will be the starting point. These are outlined in Appendix 3. This will enable us to be more efficient and to contact a wide range of local people and others.

What measures will we take to involve people who are often excluded from the planning process?

We will work to involve people who are often excluded from the planning process, referred to as 'groups not yet reached'. We will do this at the earliest possible opportunity. We will use established forums, attend meetings held by and for members of the identified groups and we shall work with other experienced practitioners within the City, such as the Equalities Team.

We will consider:-

- the accessibility of venues and location of meetings
- the timing of events
- child and other care needs
- appropriate languages for publicity and information
- Provision of interpreters
- 'One-to-one' sessions
- The use of facilitators
- What other support people need to become involved

We will ensure that, where appropriate:-

- Pro-active efforts are made to include all groups ‘not yet reached’ during all stages of SPD and DPD preparation.
- We will monitor and evaluate our efforts to involve groups which are ‘not yet reached’ for each SPD and DPP that is produced

What guarantee does the Council make on the level of community involvement?

For all documents we will engage with stakeholders early in the process and establish what their key issues are. We will provide summary documents for all planning documents that we produce (over 25 pages). All documents will be made available electronically and on paper to the following:

Electronic Copies	Paper Copies
City Councillors	Statutory Consultees
Key Consultative organisations and structures ⁶	At the Development Enquiry Centre (2 Rossington Street) and other places within the Leeds area as the Council considers appropriate
LCC Website	Local and Mobile Libraries

We will also give notice of key details of each draft document at www.leeds.gov.uk/ldf and, where appropriate, in ‘About Leeds’ the civic newspaper and other local media, along with details of the places and times at which the document can be inspected. We will also use community newsletters and others to publicise consultation and to seek views.

What will the Council do with comments received?

In all cases we will report on the results of consultation and involvement processes. These reports will summarise comments and show how the comments have influenced the process and if not why not.

After the involvement process a summary report ⁷ will be made available to participants as requested as well as through libraries and our offices. We will also make these reports available on our web site. All summary reports will

⁶ For the key Consultation Structures and Organisations in Leeds see Appendix 2

⁷ Such summary reports will be in either electronic or paper formats.

We may choose to exclude some comments from feedback documents if they are deemed to be racists, sexist, slanderous or in some other way inflammatory.

clearly show what has changed as a result of community involvement and how the involvement has influenced the preparation of documents.

How will the Council evaluate the success of consultation?

Using ongoing monitoring we will evaluate our involvement activities annually. We will seek the views of participants and other stakeholders in this process and ensure that our monitoring processes reflect best practice.

To ensure effectiveness we will focus on the following key questions:

- How have the views of the community and other stakeholders influenced documents and the planning of developments?
- How well have we involved those who are often excluded from the planning process?
- How satisfied have participants been with the consultation and the processes used?

We will use a range of methods to evaluate our work, these may include:

- Questionnaires
- Interviews
- Review of written records, including minutes of meetings and consultation reports

We will publish the results of this evaluation on our web site and make it available through local libraries and our offices. The Annual Monitoring Report, which is explained in Section 4 will also review the effectiveness of the policies set out in the LDF, including the SCI.

4. The Local Development Framework

What is a Local Development Framework?

Leeds Local Development Framework (LDF) will replace the Unitary Development Plan. It sets out policies for meeting economic, environmental and social aims and objectives where this affects the development of land. The LDF is a collective name for a series of documents which can be revised and updated individually.

What is it made up of?

- **The Local Development Scheme** – this sets the timetable over the next 3 years for the documents that will be produced. (It is updated every year).
- **The Statement of Community Involvement** (which is this document)
- **Development Plan Documents (DPD's)** – these set out core policies and strategies.
- **Supplementary Planning Documents (SPD'S)** – these expand on policies set out in a development plan document, or provide more detail.
- **The Annual Monitoring Report** – this will monitor the Local Development Scheme and assess the extent to which policies are successful.

The Development Plan is the starting point for planning decisions. The Development Plan consists of:

- **The Regional Spatial Strategy** being prepared by Yorkshire and Humber Regional Assembly
- **LDFs** prepared by local authorities.

What will we involve you in?

We will seek to involve you in the two main types of documents:-

- preparing **Development Plan Documents**
 - preparing **Supplementary Planning Documents**
- and in
- annually reviewing the effectiveness of **The Statement of Community Involvement (SCI)**

What is the difference between a Development Plan Document (DPD) and a Supplementary Planning Document (SPD) ?

Development Plan Documents (DPD's):

- set out core policies and strategies, and are statutory documents, subject to independent examination.
- Development Plan Documents must be adopted once the Inspector's report is received.
- The LDF has to include the following DPD's:
 - o Core Strategy
 - o Site Specific allocations of land
 - o Area Action Plans (where needed).

(See Glossary, Appendix 6 for further explanation of terms).

Supplementary Planning Documents (SPD's):

- explain and help implement the policies contained within Development Plan Documents. They tend to deal with specific issues that affect the whole city, such as trees, or they are specific to particular areas of the city.
- are not subject to independent examination and do not form part of the statutory development plan.
- The consultation process for SPD's is a shorter one than that for DPD's (see Appendix 5).

How will the Council engage and consult on Development Plan Documents and Supplementary Planning Documents?

Appendix 4 shows in detail how the Council will engage and consult on DPD's. Appendix 5 shows how the Council will engage and consult on SPD's. In short, we will:

- Provide access to information for all
- Allow the people of Leeds to contribute their ideas
- Allow the people of Leeds and stakeholders to influence the development of proposals and options
- Give reasonable time and information on all proposals, subject to the time limits set by the Regulations
- Continuously work to increase the interest and participation in the future planning of Leeds

When will these documents be prepared ?

As mentioned on page ? these documents are prepared in accordance with a specified timetable known as the Local Development Scheme (LDS). This outlines which documents the Council will produce (see below). This is subject to review yearly. To see the LDS, for key dates view: www.leeds.gov.uk. Go to the speed link for Local Development Framework. Alternatively, ring 0113 247 8075 for a copy.

What Development Plan Documents are currently being produced ?

- Core Strategy, setting out overall principles for the development of Leeds
- Area Action Plan for the City Centre, including site allocations
- Area Action Plan for Aire Valley, including site allocations
- Area Action Plan for East And South East Leeds (EASEL) including site allocations
- Area Action Plan for West Leeds, including site allocations
- Minerals and waste

What Supplementary Planning Documents are currently being produced ?

- Waterfront Biodiversity Guidance – for the River Aire and the Leeds and Liverpool Canal
- City Centre Public Realm Contributions – for developers to improve the public realm
- Sustainable Design and Construction – to advise on sustainable design and construction techniques and methods in relation to development proposals
- Sustainability assessments – to provide specific guidance on completing Sustainability Assessments in support of development proposals
- Public Transport Improvements – Developer contributions – to provide guidance to developers on contributions arising from development proposals
- Designing for Community Safety – a residential guide – to provide guidance on community safety best practice
- Householder Design Guide – to provide straightforward advice to home owners on house extensions etc
- Highways Design Guide – to provide guidance to developers on detailed aspects of highway design
- Tall Buildings Policy – promoting tall buildings in specific parts of the City

- Advertising Design Guide –to set out design requirements and standards for advertising material on land and premises
- Trees – offering advice on works to trees to help maintain their health and community value
- Eastgate Redevelopment – to co-ordinate the redevelopment and regeneration of a key Leeds City Centre site.

Progress on all these LDF documents can be viewed on the Council’s web site: www.leeds.gov.uk. Go to the speed link for Local Development Framework.

Alternatively, ring 0113 2478075 to request copies of documents.

Remember, the list above is the current work programme. Other Development Plan Documents and Supplementary Planning Documents will be produced in future. (These will be listed in the Local Development Scheme).

What steps will the Council take to engage and consult on all new documents ?

Appendices 4 and 5 show how the Council will consult you on Development Plan Documents and on Supplementary Planning Documents.

Suggestions for topic areas for SPD’s can be made by writing to:

Planning and Economic Policy
 Development Department
 Leeds City Council
 2 Rossington Street
 Leeds
 LS2 8HD

Or e-mailing us at ldf@leeds.gov.uk

5. Determining Planning Applications

Planning Services (what we do)

Officers within Planning Services deal with a wide range of planning applications submitted to the Council, making recommendations and decisions on all kinds of potential development in the Leeds area. National and local planning policy and guidance is continually evolving, as are the procedures and systems which the Council employs to deliver this service to the people of Leeds. Current developments are under way to review and improve the service delivery of planning along with the introduction of a new and vastly improved computer system which will have wide ranging implications on the quality of service to the customer and how the issue of community involvement is tackled in the case of individual planning application submissions.

How does Leeds City Council currently consult on planning applications?

When planning permission is sought the Council uses a range of measures to inform and consult:-

- Information in the Civic Newspaper, 'Leeds'
- Letters to neighbours⁸
- Lists of planning applications on our web site and in local libraries
- Notifications to Parish and Town Councils
- Press advertisements
- Site notices
- Specific consultations with statutory and non statutory consultees, including community organisations and other local organisations
- Planning applications in main libraries and in the Development Enquiry Centre
- Public meetings (in some cases)
- Member liaison

Dependent on the scale and nature of the development in question some or all of the above methods may be employed and it is accepted that some work better than others in certain situations. New technology will enable more efficient targeting and distribution of notification letters to neighbouring residents and interested parties whilst also improving the level and detail of information within such letters. Site notices could also potentially be improved to include location plans and greater information regarding the description of the proposed development.

⁸ By 'neighbours' we mean those who occupy land or property immediately adjacent to or directly opposite the application site

We will continue to use these methods and to receive comments through email, letter and fax. In addition we will publish and put into practice a procedure for how we will publish and carry out notification on the full range of planning applications. We will keep these procedures under review.

How will the Council change current methods of consultation on applications?

In the case of major⁹ developments and other developments of community significance¹⁰ we will seek greater community involvement for:

- i *Pre-submission Involvement in Major Development and Other Developments of Community Significance;*
- ii *Post-application Involvement Measures for Major Applications and Other Applications of Community Significance.*

In addition we are committed to developing the ways in which we consult on applications through our review of service and the introduction of the new computer system. We will consult with the community on further proposals to expand and improve on current consultation methods along with any further new procedures which are developed to increase the levels of consultation on planning applications in the future.

What will this mean in practice (Before a planning application is submitted)?

Developers who are planning major new developments and other developments of community significance will be encouraged to find out what communities think

⁹ By 'Major' we mean:

- Housing developments (including flats) of more than 10 houses or on a site of 0.5 ha or more.
- Any development with a gross floor area of 1,000sq.m or more or a site area of more than 1 ha.

¹⁰ By 'Community Significance' we mean applications that are usually seen as controversial, such as:-

- Developments that require an environmental statement
- Developments that involve the closure or alteration of public right of way
- Developments that affect playing fields or public open spaces
- Developments that conflict with any significant plans or policies of the City Council
- Telecommunications masts

as early as possible, before the developer submits the plans to the City Council, through publicity and consultation.

Through contacting local communities, developers will be able to understand local concerns at an early point so they can adjust their planning application before submitting it.

As part of their application submission we will require developers of “major developments” and “other developments of community significance” to submit a statement setting out details of the community involvement they have undertaken and how they have taken into account the views of the community in the development of the scheme. Failure to submit this information or to respond sufficiently to concerns raised by the community towards the proposal could mean that the application would either not be formally accepted or permission would be refused.

Recommendations to Developers

We encourage developers to use the best methods possible, as outlined above, and to refer to current best practice guides such as the *Leeds Guide to Community Involvement* produced by the Leeds Initiative or any appropriate future best practice guidance. By way of pre-application discussion Leeds City Council can provide guidance on methods that can be used. We would expect a planned approach to involvement and an appropriate combination of all or some of the following:

- Advert in local paper giving people a contact to find out more
- Writing to people who live near by ¹¹ and telling them where they can find out more
- Holding at least one public event near to the development site (e.g. an open day, public meetings, roadshows, focus and discussion groups and workshops). Events like these should outline the development in detail and provide an opportunity for local people to say what they think and/or ask questions. Officers from Planning Services would be present at such meetings but the onus would be on the developer to establish such meetings as part of their responsibility.
- Attend one area committee meeting to provide information and receive comments, if the timing of area committee meetings will allow
- Contact local community organisations to find out what they think about the proposed development.
- Liaison with the local ward members
- Presentation to the relevant Plans Panel
- Publicise on the Council's web site

¹¹ By “people who live nearby” we mean neighbours and others, who are located in close proximity of the proposed application and could therefore be directly effected by the proposal.

We would also expect that this activity would be fed back to the community showing where their comments had influenced the design and if they had not been utilised why not.

These recommendations will apply to major developments as described in footnote 8.

In addition we will engage in third party mediation processes where appropriate, through facilitating discussions between, developers and local communities where necessary in relation to development proposals.

What will this mean in practice (After a planning application is submitted)?

Post the application process we would encourage developers to keep up the 'conversation' with the community about the development. In particular; providing regular opportunities for feed back and comment, informing the communities of significant delays, changes or other issues that will affect the progress of the development or its eventual outcome.

6. Resources

How can we make effective use of consultation?

The Council is engaged with the community in many different ways and we will make best use of existing structures and resources, rather than reinventing the wheel. Existing consultation and involvement structure in Leeds are identified in Appendix 2. Consultation on the documentation within the LDF will seek to “piggy back” onto existing forums and events across the city.

Effective community involvement will require officers to adopt different roles and develop new skills: facilitating, listening, consensus building and problem solving. We will continually monitor these skills to achieve best practice.

Appendix 2 to this report also sets out the different types of consultation methods and indicates the resource implications attached to each. For example, sending letters and emails have low resource implications, whereas organising exhibitions/open days/road shows will have a much higher cost implication.

How can you access consultation material?

Consultation will be at a level appropriate to the document being consulted upon and the resources available within the timescales set for public participation. The Regulations (6 weeks formal consultation) and the Government’s targets for achieving decisions on major planning applications (13 weeks) set the context for the timescales in which public consultation will take place.

We will ensure that information is made available in an accessible format for community groups and individuals, including groups that are often excluded, such as those that are less mobile, people whose first language is not English, and those that do not have ready access to a computer.

We will make documents available at the main Council offices, including one-stop shops and local libraries. The use of the internet offers a major improvement to accessing information on the planning system and we will provide updated documentation at www.leeds.gov.uk.

We will provide paper copies of consultation documents free of charge to community organisations/groups and individuals on request.

Will we be able to fund the consultation exercises?

The level of consultation will be at a level appropriate to the document being consulted and the resources available. Two of the main budget considerations for providing consultation are:

- i) staff resources
- ii) the ability to “piggy-back” other events in order to share costs

The SCI is based on the continuation of resources allocated to the Development Department and specific resourcing will reflect the priorities of the Council’s Local Development Scheme. The Council’s resources and priorities will be annually reviewed and monitored.

Applicants for ‘Major’ developments will be asked to carry out their own pre-application consultation with the wider community. In these circumstances the costs will be borne by the developer and not Leeds City Council.

Can we ensure Value for Money?

The level of consultation will be at a level appropriate to the document being consulted and the resources available.

The allocation of resources will reflect the need to achieve value for money and will focus on ensuring that the costs of undertaking consultation and carrying out involvement exercises represent efficient and effective use of funds.

APPENDIX 1

Consultation and Participation Methods

METHODS WE WILL USE TO INCREASE AND SUSTAIN COMMUNITY INVOLVEMENT

Community involvement can fall within three broad categories:-

Involvement – Providing clear, relevant and well presented information to gain community interest

Examples include: Stakeholder meetings
Website
Public exhibitions
Local media
Newsletters

Engagement – Providing opportunities for dialogue

Examples include: Workshops/Planning for Real
Focus and group discussions
Community group meetings
Accessible and transparent internal officer meetings
Advertising
Making consultation documents widely accessible

Feedback – Re-assure that views will be fully considered and acted on

Examples include: Website
Local media
Newsletters

The above methods outline a selection of consultation methods, which can be used and shaped to the specific planning document and stage in the consultation process.

HOW THE COMMUNITY CAN GET INVOLVED IN THE PLANNING PROCESS

Consultation should be a two-way process. Whilst the Council/developers are responsible for ensuring that consultation is carried out for all planning documents and planning applications, the community should be given every opportunity to contribute to and initiate consultation/suggest new planning documents/proposals.

The following table shows the wide range of consultation methods which may be used and highlights at which stage these methods will be applied and where the

community can get involved. This table should be read together with Appendix 4 & 5 which set out the engagement and consultation processes for Development Plan Documents and Supplementary Planning Documents.

CONSULTATION METHODS AND WHEN THEY MAY BE USED

Consultation Method	Benefits	Relevant Planning Documents	When this method will be used	Resource Implications
Letters	Direct contact to statutory bodies identified in Appendix 4, elected members and other groups/individuals (community/interest groups) identified on the LDF database.	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. All planning applications	1. Issues & Alternative Options; Preferred Options; Submission; Examination; Adoption 2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption 3. Draft SPD; Adoption of SPD 4. Registration; Revised plans; Appeal	Low
Email	Correspondence can be targeted to consultee groups/individuals. Faster and more cost effective than post.	1. Development Plan Documents 2. Supplementary Planning Documents 3. SCI 4. Planning applications	1. Issues & Alternative Options; Preferred Options; Submission; Examination; Adoption 2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption 3. Draft SPD; Adoption of SPD 4. Targeted to specific applications at consultation	Low

			stage	
Website	Providing information and opportunities for people to feed in their comments via the internet. Documents can be downloaded and questionnaires completed on-line. Information can be updated on a regular basis. Faster and more cost effective than post.	<p>1. Development Plan Documents</p> <p>2. SCI</p> <p>3. Supplementary Planning Documents</p> <p>4. All planning applications</p>	<p>1. Issues & Alternative Options; Preferred Options; Submission; Examination; Adoption</p> <p>2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption</p> <p>3. Draft SPD; Adoption of SPD</p> <p>4. Weekly list of planning applications</p>	Low
Newsletter / Leaflets	Provides regular information and opportunities for individuals to feed back comments	<p>1. Development Plan Documents</p> <p>2. SCI</p> <p>3. Major planning applications</p>	<p>1. Issues & Alternative Options; Preferred Options</p> <p>2. Formal Pre-Submission</p> <p>3. Advertising consultation process/events</p>	Medium
'About Leeds' Civic newspaper	Provides information and articles in free newspaper circulated to all Leeds households	<p>1. Development Plan Documents</p> <p>2. SCI</p> <p>3. Supplementary Planning Documents</p>	<p>1. Issues & Alternative Options; Preferred Options</p> <p>2. Formal Pre-submission</p> <p>3. Draft SPD</p>	Medium

Surveys / Questionnaires	Research exercise used to gather quantifiable information on uncomplicated issues. Used to gather views and opinions and to measure attitudes, satisfaction and performance	1. Development Plan Documents 2. Supplementary Planning Documents	1. Issues & Alternative Options; Preferred Options 2. Early consultation	High
Local media / press releases	Providing interviews, media releases or placing Notices of forthcoming consultation documents. The primary aim is to disseminate information to a wide audience	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission 3. Draft SPD 4. Consultation process and events	Medium
Site Notices	Notice placed near or on site to advertise planning application. Raises awareness of those living, using or visiting near proposal site	1. Planning applications	1. Consultation	Low
Documents available for inspection at Council offices, libraries and public venues	Documents under consideration should be provided for inspection throughout the consultation period. Provides free and easy access for all stakeholders during normal office hours	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents	1. Issues & Alternative Options; Preferred Options; Submission; Examination; Adoption 2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption 3. Draft SPD; Adoption of SPD	Low

		4. Planning applications	4. Registration; Revised plans; Appeal	
Exhibitions / open days / road shows	Providing information to members of the public. Obtaining views through contact with attending officer and completion of comments form. Staff may be present to respond to questions	1. Development Plan Documents 2. Supplementary Planning Documents 3. SCI 4. Major planning applications	1. Issues & Alternative Options; Preferred Options 2. Draft SPD 3. Formal Pre-Submission 4. Consultation	High
Public meetings	Informing a large group of people and receiving feedback	1. Development Plan Documents 2. Supplementary Planning Documents 3. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Draft SPD 3. Consultation	High
Workshops / Planning for Real	Involving local people, key stakeholders and community groups to establish key issues and solutions. The format can be modified to suit the project, including formalised presentation, small group discussions and feedback	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission 3. Early consultation; Draft SPD 4. Pre-application	High
Focus & discussion groups	Structured group process where people's views on complex issues can be sought. Can be directed to a particular group within the community. Sometimes used to	1. Development Plan Documents 2. SCI	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission	High

	generate ideas	3. Supplementary Planning Documents 4. Planning applications	3. Draft SPD 4. Consultation	
Stakeholder meetings	Individual meeting with stakeholders most affected by document under consultation. Opportunity to obtain in-depth comments regarding document and resolution of potential issues	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission 3. Early consultation; Draft SPD 4. Pre-application; Consultation	High
'Piggy backing' other events	Attending existing meetings of groups and organisations, particularly groups often excluded from the planning process. Provides opportunity to pass on information and receive feedback	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission 3. Early consultation; Draft SPD 4. Pre-application; Consultation	Medium
Working with other Council departments	Working with other Council departments in decision making and seeking their views. Some departments also have specific consultation experience and contacts with specific sections of the community.	1. Development Plan Documents 2. SCI 3. Supplementary Planning Documents 4. Planning applications	1. Issues & Alternative Options; Preferred Options 2. Informal Pre-Submission; Formal Pre-Submission 3. Early consultation; Draft SPD 4. Consultation	Medium

APPENDIX 2

Key Consultation Structures and Organisations in Leeds

When we involve communities and other stakeholders we will make good use of what already works well:

* The full list of who we may involve is available on request. This list will be reviewed annually.

Existing Consultation and Involvement Structures in Leeds ¹²

Leeds Initiative

The Leeds Initiative is the Local Strategic Partnership for Leeds. It is managed by a Board and two executive groups, the 'Going up a League' Executive and the 'Narrowing the Gap' Executive. Through its Community Network the Leeds Initiative has developed commitment, expertise and routes to community involvement.

Area Committees

The Council has also devolved responsibility for delivering many of its functions to Area Committees. There are two Area Committees in each wedge, one for the inner part of the wedge and one for the outer part. Committee meetings are open to the public.

Forums

Ward Forums

These are linked to the area committees. They provide opportunities for local people to comment on service delivery in the city.

Citizens Panel

The Citizens panel has been in place in Leeds since 1999. It is made up of a demographically representative sample of 1960 local people, 60 people per ward. The members of the panel are regularly consulted by the Council and others on issues related to services and governance.

Housing Forums

These give tenants opportunities to meet with housing management officers, as a regular consultative structure they may be used to consult on Local Development Documents.

Leeds Access Advisory Group

¹² We have listed these networks and bodies here as they are established routes for consultation / involvement.

This group is made up of people who represent disabled people's organisations in Leeds. The group has been used as a consultative body for a range of issues.

Leeds Community Safety Partnership

The Leeds Community Safety partnership brings agencies together to develop ways to reduce crime in the City.

Leeds Older People's Forum

This forum has over 90 members who represent older people's organisations and networks. It currently monitors plans and strategies that affect older people as well as giving feedback to organisations about proposed policies and developments.

Leeds Race Equality Advisory Forum

This is a forum of over 100 representatives of minority ethnic groups, which is used to inform and consult with minority ethnic groups around issues that affect their lives and the development of Leeds.

Leeds Voice

Leeds Voice is a well established and effective structure which works to represent communities and the voluntary sector at a strategic level while maintaining contact with communities at a grassroots level and supporting local people to feed in their voices into existing structures.

Leeds Voluntary Sector Learning Disability Forum

This forum is made up of over 40 Leeds based organisations working with people with learning disabilities. It aims to help services and people with learning disabilities to consult together.

Leeds Voluntary Sector Mental Health Forum

This is an alliance of 40 organisations which provide services for people experiencing mental health problems and living in the community. It seeks to improve representation and input into policy making from people experiencing mental health problems.

Leeds Women's Advisory Group

A body made up of women representing over 30 women's organisations which works to inform and consult with women on a range of issues.

Leeds Youth Council

The Youth Council meets regularly to discuss youth services and issues that affect young people in Leeds.

Parish and Town Councils

A number of areas in Leeds have Parish or Town Councils. These councils maintain close relationships with their communities, and form a useful structure for consulting on Local Development Documents.

Registered Tenants Groups –

We will work with registered tenants groups through the ***Tenant Involvement Committee***, which is an umbrella body for all registered tenants groups across the city.

APPENDIX 3

Community and Stakeholder Groups in Leeds

Appendices 4 and 5 outline the processes or stages for producing Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's). They refer to 'specific consultation bodies' and 'general consultation bodies'.

Specific Consultation Bodies are: –

- The Regional Planning Body, which is the Yorkshire and Humber Assembly
- The Regional Development Agency, which is Yorkshire Forward
- Adjoining Local Planning Authorities (which are: Wakefield, Bradford, Kirklees, Harrogate, Selby and North Yorkshire County Council. York City and Calderdale council may also be consulted, as appropriate, although they do not directly adjoin Leeds' boundary)).
- The Highways Agency
- Town and Parish Councils
- The Environment Agency
- The Countryside Agency
- English Nature¹³
- Historic Buildings and Monuments Commission for England (English Heritage)
- Strategic Rail Authority
- Relevant telecommunications companies
- Relevant gas and electricity companies
- Relevant sewerage and water undertakers
- Strategic Health Authority

'Specific' bodies must be consulted if the local planning authority considers that body will be affected by proposals (as required by Regulation 17 and 25 of the Town and Country Planning (Local Development) (England) Regulations 2004).

¹³ English Nature, together with the landscape, access & recreation elements of the Countryside Agency and the environmental land management functions of the Rural Development Service are to form a new agency, 'Natural England'. Natural England will be formally established by January 2007.

General Consultation Bodies are:-

- Voluntary bodies
- Bodies which represent the interests of different racial, ethnic or national groups in the Leeds District.
- Bodies which represent the interests of different religious groups in the Leeds District
- Groups which represent the interests of disabled persons in the Leeds District
- Groups which represent the interests of persons carrying on business in the Leeds District

The 'general' bodies must be consulted as the local planning authority considers appropriate, depending on the DPD or SPD concerned, (as required by Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004).

In addition, we will engage and consult with any other groups or stakeholders in the Leeds area who we think may be interested in a particular issue or if they have expressed a desire to be involved.

Other Groups include:

- Amenity groups – local, regional, national
- Groups which represent the interests of the disadvantaged and low paid
- Groups which represent health and health care interests
- Groups which represent developers and house builders
- Groups which represent residents and tenants – and housing interests in general
- Groups which represent women
- Groups which represent the environmental lobby
- Groups which represent sporting and cultural interests
- Groups which represent ramblers, walkers and cyclists
- Groups which represent transport interests and transport lobby groups
- Groups which represent retailers, the leisure industry and hotel industry
- Groups which represent the police

We will also consult and engage with people who are too often excluded from the planning process. This is something that we will pay particular attention to.

We consider the following broad groups to fall into this category:

- Young people
- Rural residents/the farming community
- Black and minority ethnic groups
- The elderly
- People with learning difficulties
- People with disabilities
- Inner city residents
- The economically disadvantaged
- Carers
- Gay, Lesbian and Transgendered
- Single parents

All of the above (whatever the grouping), together with the Government Office for Yorkshire and Humber, form the **community and stakeholder groups in Leeds.**

Our database of community and stakeholder groups is regularly updated.

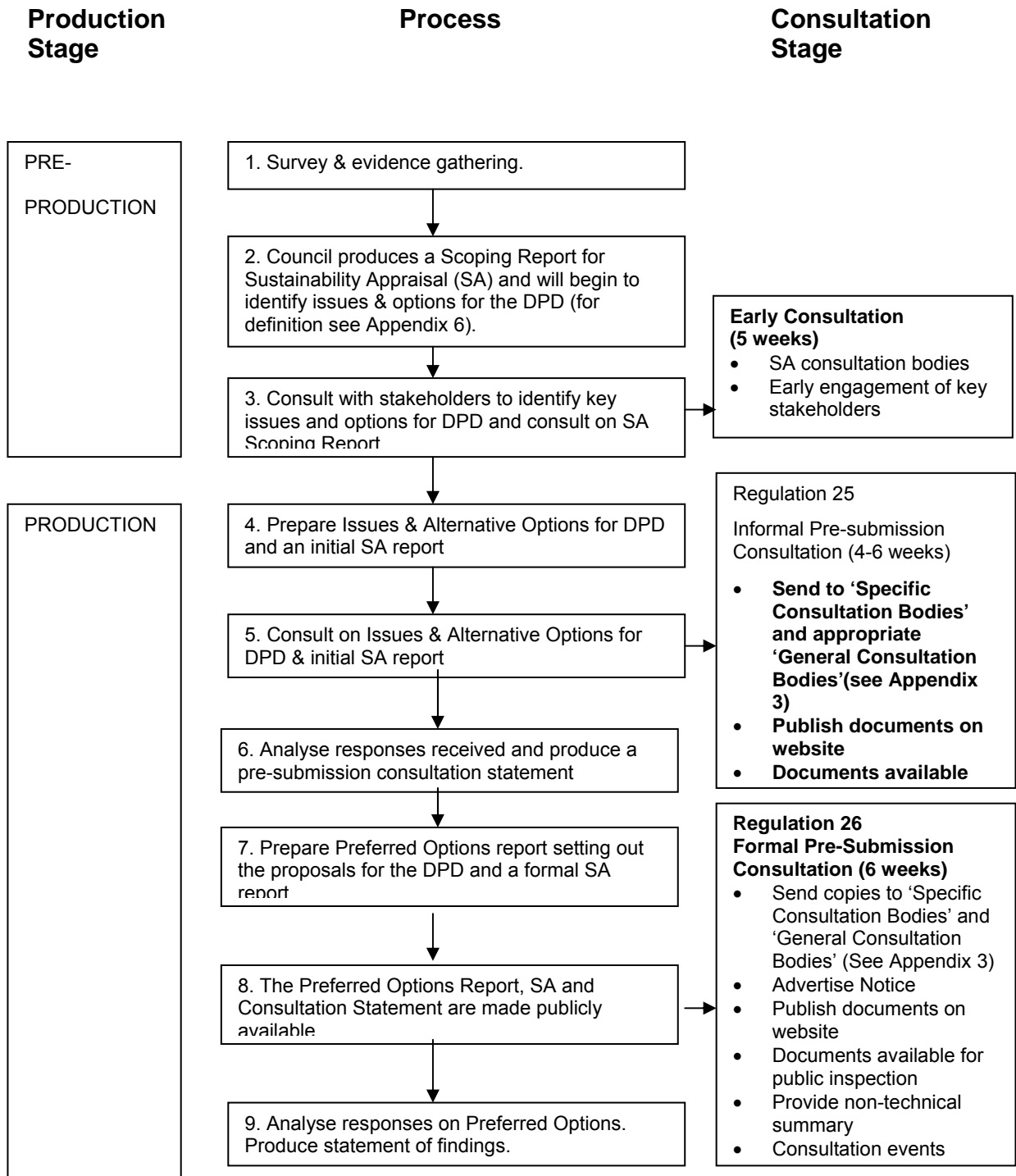
To see the full list or to check that your community groups/organisation is included telephone (0113) 247 8075.

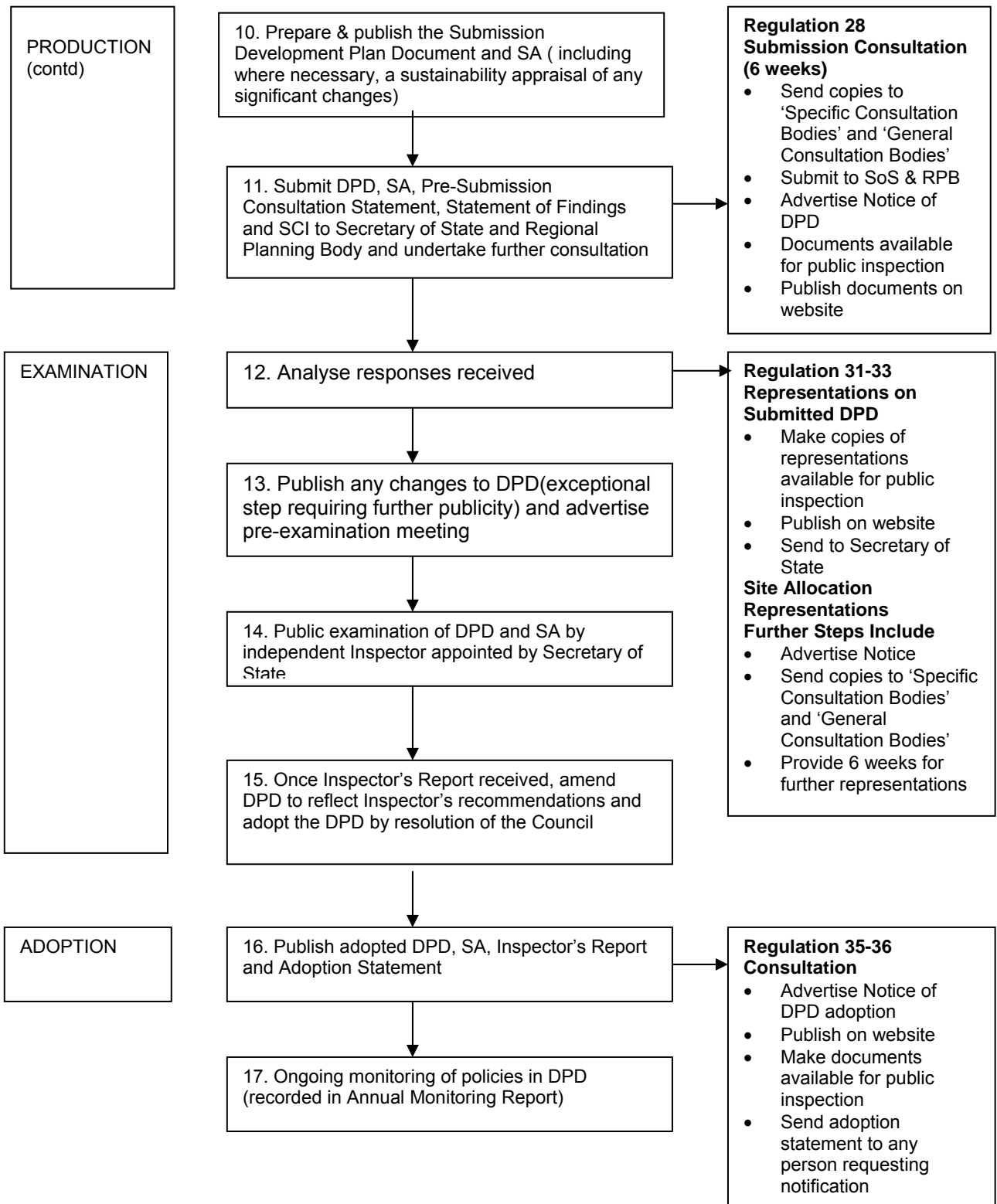
Please let us know if you want your group/organisation to be added onto our database.

APPENDIX 4

Engagement and Consultation for Development Plan Documents

This chart shows how we will prepare Development Plan Documents (DPD). This can be changed to suit the needs of individual DPD's.

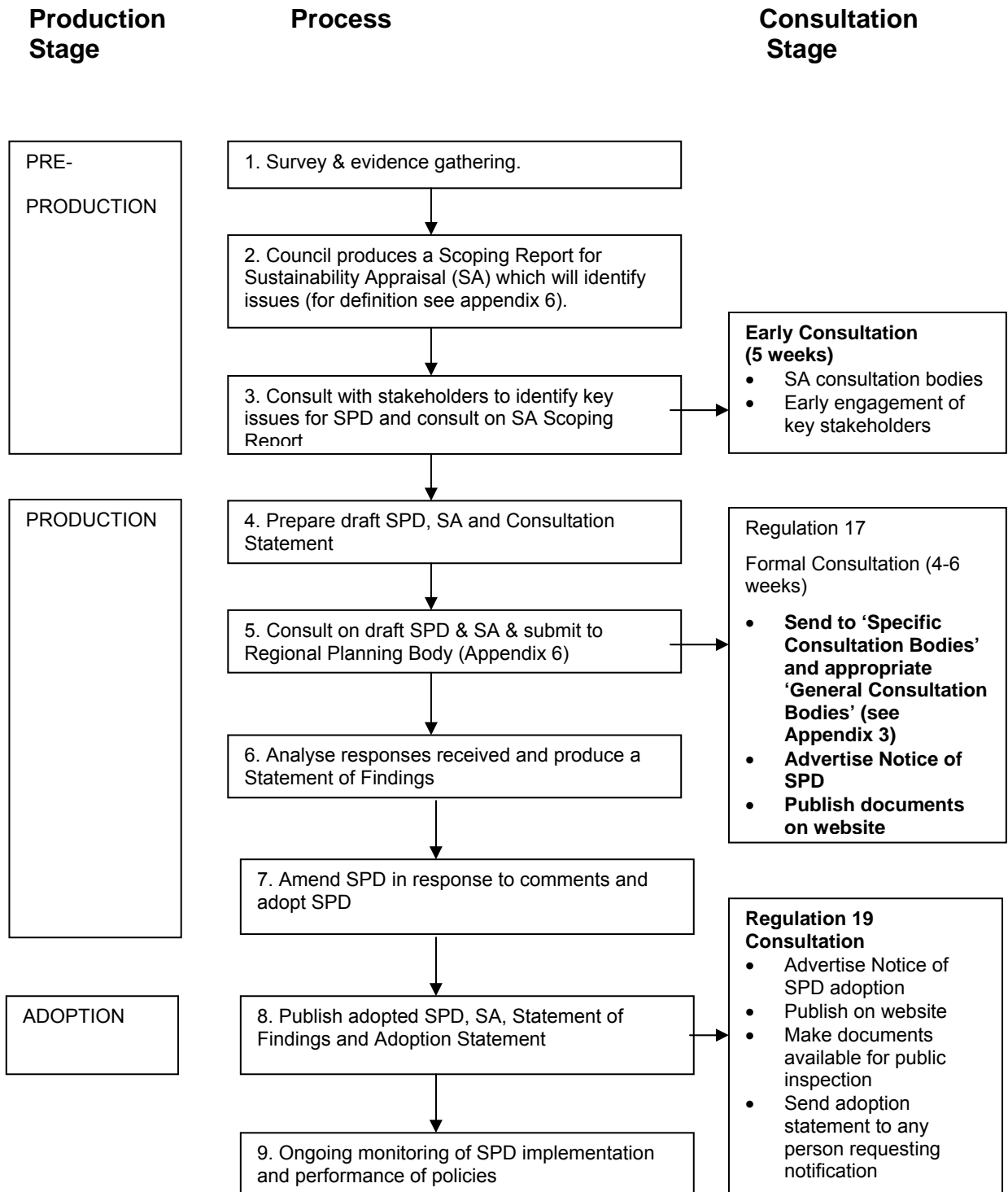




APPENDIX 5

Engagement and Consultation for Supplementary Planning Documents

This chart shows how we will prepare Supplementary Planning Documents (SPD). This will not be a prescriptive process but will be tailored to suit the individual SPD.



APPENDIX 6

Glossary

Annual Monitoring Report (AMR)	Local Planning Authorities are required to produce AMRs to assess the implementation of the Local Development Scheme (LDS) and the extent to which policies are being achieved.
Area Action Plans (AAP)	AAPs are intended to focus upon making things happen. They help to ensure development of an appropriate scale, mix and quality.
Area Committee Meetings	Leeds City Council has divided the city into 5 areas or "wedges". Each wedge has an "inner" and an "outer" Area Committee. For General Enquires contact Tel: (0113) 395 0647
Community	A 'Community' includes all individuals, groups and organisations that live, work and operate within specific geographic areas. This can apply to streets, neighbourhoods or the city of Leeds as a whole.
Community Significance	All developments/proposals will have a varying impact on the surrounding community. Community significance in relation to Planning Applications (see Section 5, footnote 10, page 19) refers to controversial applications.
Core Strategy	A Development Plan Document (DPD) setting out the key elements of the Local Development Framework (LDF) for Leeds – comprising a spatial vision and strategic objectives for the district.
Database	A list of contacts for local consultation groups and stakeholders.
Development Enquiry Centre (DEC)	This is the reception for the Council's Development Department. It is located at: The Leonardo Building 2 Rossington Street Leeds LS2 8HD Tel: (0113) 2478000 Minicom 0113 247 4305 Fax: 0113 247 4117 Email: planning@leeds.gov.uk Open: Monday to Friday 08:30 - 17:00, except Wednesdays 09:30 – 17:00.
Development Plan Document (DPD)	These are spatial planning documents (identified in the Local Development Scheme (LDS) and will be subject to rigorous procedures of community involvement, consultation and independent examination. The following are types of DPD:· <ul style="list-style-type: none"> • Core strategy • Site specific allocations of land • Area Action Plans (where needed); • And Proposals Map (with inset maps, where necessary)

Leeds Community Involvement Guide	The Local Strategic Partnership (the Leeds Initiative) has produced a Leeds guide to involving the community in decision making. A copy of the Leeds Community Guide can be downloaded from the Leeds website at www.leedsinitiative.org
Local Development Framework (LDF)	The LDF will contain a portfolio of DPDs and SPDs , which will provide the local planning authority's policies for meeting economic, environmental and social aims and objectives where this affects the development of land. The LDF will eventually replace the UDP .
Local Development Scheme (LDS)	The LDS sets out a 3-year programme for preparing the LDF . This will be reviewed every year. The LDS can be viewed online at www.leeds.gov.uk/ldf
Local Planning Authority (LPA)	Leeds City Council
Online	Information available on the internet, including Leeds City Council's website: www.leeds.gov.uk
Parish Council	There are 30 Parish/Town Councils within the Leeds Metropolitan District. By their very nature, parish and town councils should maintain a close relationship with the local community. They encourage the public to attend council meetings as observers and they are obliged to organise at least one town or parish meeting each year which all local electors may attend and may raise issues of local concern.
'Piggy backing'	Attending existing meetings of groups and organisations.
Planning	Planning aims to: <ul style="list-style-type: none"> • support sustainable communities that are economically prosperous • provide decent homes at affordable prices • safeguard the countryside • provide a well designed, accessible and pleasant living and working environment • assist effective and fair local government • enable a strong sense of community.
Planning Aid	Planning Aid is a voluntary service offering free, independent and professional advice and support on town planning matters to community groups and individuals who cannot afford to employ a planning consultant.
Planning and Compulsory Purchase Act, 2004	The Act provides the legislative framework to Local Planning Authorities in producing the LDF. It came into force on the 31st October 2004.

Planning Policy Statement (PPS)	Government statements of national planning policy. PPS's will replace Planning Policy Guidance notes (PPGs).
Regional Planning Body	Yorkshire and Humber Regional Assembly – Is the regional planning body, developing and maintaining “ <i>Advancing Together</i> ”, the region's strategic framework. There are 41 members, led by the region's 22 local authorities, along with a range of social, economic and environmental organisations across Yorkshire and Humber. The police have Associate membership of the Assembly, and there are a range of formal observers - Yorkshire Forward, Government Office, the Environment Agency, the Countryside Agency and the Highways Agency.
Regional Spatial Strategy (RSS)	The RSS, incorporating the regional transport strategy, provides a spatial framework to inform the preparation of local development documents (DPD's) in contributing to the achievement of Sustainable Development objectives
Site Specific Allocations	A Development Plan Document (DPD) identifying land which is allocated for a specific use (including mixed uses).
Statement of Community Involvement (SCI)	Document outlining how and when stakeholders and the community will be involved in the preparation of the LDF and planning applications.
Statutory Instrument 2004 No. 2204 The Town & Country Planning (Local Development) (England) Regulations 2004	The statutory instrument sets out the legislative framework for producing the new planning system (LDF) and came into force on the 28 th September 2005.
Strategic Environmental Assessment (SEA)	A general term used to describe environmental assessments of policies, plans and initiatives.
Supplementary Planning Document (SPD)	SPDs are intended to elaborate upon the policy and proposals in DPDs . They are not subject to independent examination.
Sustainability Appraisal (SA)	A method used to check that plans produced are sustainable and reflect sustainability objectives (social, environmental and economic factors). This is required for Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's).

Sustainability	The widely used definition was drawn up by the World Commission on Environment and Development in 1987: <i>“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs”</i> .
Town Council	The term "town council" is synonymous with "parish council" in that any parish council can style itself "town council" if it considers it appropriate so to do. There are four town councils in Leeds (Horsforth, Morley, Otley and Wetherby).
Unitary Development Plan (UDP)	The Leeds UDP is a single development plan in the form of a Written Statement and Proposals Map. It outlines planning policies and proposals and provides a framework for considering planning applications. It was adopted in August 2001.

HOW CAN YOU COMMENT ON THE STATEMENT OF COMMUNITY INVOLVEMENT?

The Statement of Community Involvement (SCI) is a **draft document**.

This is your opportunity to influence community participation in planning documents and planning applications. **We would like to hear from you.**

- You may download extra copies of this form or access the SCI document on line from our web site (www.leeds.gov.uk). Go to the Speed Link for Local Development Framework)
- You may also request copies of the form and SCI by:-
 - email (ldf@leeds.gov.uk),
 - telephone 0113 2478075, or
 - write to: Planning & Economic Policy
 Development Department
 Leeds City Council
 2 Rossington Street
 Leeds LS2 8HD

If you have difficulty filling in this form we can make special arrangements to suit your needs.

You do not need to complete every question! Just comment on the aspects that you are interested in.

**All comments should be made in writing no later than
16th December 2005**

STATEMENT OF COMMUNITY INVOLVEMENT (SCI) COMMENTS FORM

Before completing the comments form we would be grateful if you could tell us more about you:

Your name: _____

Group name:
(if applicable) _____

Your address: _____

Post code: _____

Mobile/Telephone: _____

Email: _____

(You do not have to complete the following information if you do not wish to)

Are You ? Male Female

How Old are you? Under 16 16-24 25-49 50+

1. Do you have any suggestions for how the Statement of Community Involvement may be improved to make it easier to understand?

2. Is the structure of the document easy to understand?

Yes

No

Don't know

3. Do you have any suggestions for how the structure (or any other aspect) of this document may be improved?

4. Do you have any comments on our proposals to involve more people in the planning process?

5. Do you have any suggestions on how we could improve our consultation and engagement proposals for Development Plan Documents or Supplementary Planning Documents?

6. Do you have any suggestions on how we can engage with those who are often excluded from the planning process?

7. Do you have any comments on our proposals for how we will consult on planning applications?

8. Do you have any comments on the Community and Stakeholder groups with whom we will consult (the full list is available on request)?

9. Do you or your organisation want to be contacted about the City Council's planning proposals? Please indicate areas of interest.

 Local Development Scheme

 Statement of Community Involvement

 Core Strategy

City Centre Area Action Plan

West Leeds Area Action Plan

EASEL Area Action Plan

Aire Valley Area Action Plan

10. Would you like to be involved in the preparation of other plans that we are to produce? (for a full list see pages 12 and 13).

11. Or, are there other areas which you would like to be involved in? For example they may relate to housing, employment, regeneration, urban design, greenspace, sport and recreation.

If you have answered YES to Questions 9, 10 or 11, please provide your contact details on this form.

When you have completed the form please return it to:

***SCI Consultation
Development Department
The Leonardo Building
2 Rossington Street
Leeds
LS2 8HD***

By 16th DECEMBER 2005