

## DEVELOPMENT PLAN PANEL

17<sup>TH</sup> FEBRUARY 2006

**PRESENT** Councillor A Carter in the Chair  
Councillors D Blackburn, Blake, Cleasby  
Harker, Leadley, J Procter and Taggart

### 69 Exclusion of the Public

**RESOLVED** – That the public be excluded from the meeting during consideration of legal advice relating to (minute 74) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information or confidential information, defined in Access to Information Procedure Rule 10.4(12)

### 70 Late item

The Chair admitted one late item to the agenda, (minute 73 refers) The item was not available when the agenda was despatched and required urgent consideration to enable the approved minutes to be included in the Council Proceedings Book. The minutes were tabled for Members' approval

### 71 Apologies

Apologies for absence were received from Councillor Congreve

### 72 Declarations of Interest

There were no declarations of interest

### 73 Minutes

**RESOLVED** – That the minutes of the Development Plan Panel meeting held on 7<sup>th</sup> February 2006 be agreed as a correct record

### 74 Leeds UDP Review – Response to the Inspector's report on Chapter 15 (East Leeds)

Further to minute 65 of the meeting held on 7<sup>th</sup> February, Members received a report advising that Counsel's advice had been sought on the Inspector's recommendations in respect of the East Leeds Extension (ELE) Appended to the report was a copy of the report considered by the Panel on 7<sup>th</sup> February. A copy of a letter from Walker Morris, objecting to returning much of the ELE to PAS was tabled at the meeting for Members' information

The Panel considered the information provided by the Panel's legal adviser in private session

**RESOLVED** - To agree the recommendations contained in the report

considered by the Panel on 7<sup>th</sup> February 2006 regarding the East Leeds Extension as the City Council's response to the Inspector's recommendations and to recommend its approval to the Executive Board in due course



**REPORT OF THE DIRECTOR OF DEVELOPMENT**

**MEETING: DEVELOPMENT PLAN PANEL**

**DATE: 7 March 2006**

**SUBJECT: Local Development Framework – Statement of Community Involvement (SCI) - submission to secretary of state for independent examination (Regulation 28)**

Electoral Wards Affected:	Specific Implications For:
All	Ethnic Minorities                      X
	1. Women                                      X
	Disabled People                              X

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

- 1.1 Members will recall that at the Development Plan Panel on 4th October 2005, they considered consultation undertaken on the early draft Statement of Community Involvement and recommended approval of the publication of the revised draft for formal consultation (7th November-16th December 2005), which was subsequently endorsed by Executive Board in October.
- 1.2 The revised draft SCI has been further improved as a result of 100 representations received during the formal consultation period and Development Plan Panel members are asked to consider these comments. These are included as Appendix 1: 'Statement of Consultation' and the revised SCI as Appendix 2.
- 1.3 This report proposes that the Development Plan Panel recommends to the Executive Board that it recommends to Council that it approves the revised SCI for submission to the Secretary of State for the next formal, six week submission stage (Regulation 28, Local Development Regulations, 2004). It is anticipated that this will commence April 2006.

**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 Early consultation, as identified by Regulation 25 of the Planning and Compulsory Purchase Act 2004 took place during June/July 2005 and formal consultation, as

identified by Regulation 26 has been undertaken Nov/Dec 2005. Detail on who we consulted is included within Appendix 1.

## **FORMAL PRE-SUBMISSION CONSULTATION (7 November-16 December 2005)**

3.1 Formal consultation on the SCI included the following activity:

- The revised SCI consultation material and posters were sent to all the libraries in Leeds district.
- 18 exhibitions took place throughout Leeds from 7 November 2005 to 16 December 2005. These exhibitions were held in libraries, One Stop Centres, the West Yorkshire Playhouse, community centres and some supermarkets.
- Details of the 18 exhibitions and availability of the document were notified on the statutory notice advertised in the Yorkshire Evening Post and in other local newspapers (Leeds Weekly News, Morley Observer and Advertiser, Wetherby News, the Wharfedale newspapers and the Yorkshire Post.
- The exhibitions were attended by a variety of community groups and stakeholders, including officers from other city council departments as well as Councillors. There was also an opportunity for round table discussions at the exhibitions and to participate using interactive material on consultation processes.
- Presentations were also made to those organisations who made a request, including Little Woodhouse Community Association and Leeds Civic Trust.
- A draft summary leaflet was produced which 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.
- Consultation has continued widely within the City Council to increase the level of awareness of the SCI and the LDF.

3.2 The exhibitions were held in a wide variety of venues in an inner and outer area of each wedge of the city. This resulted in a good geographical spread. They were held during the first half of the six week consultation period to allow people to take the consultation material away and have sufficient time to respond. Most exhibitions took place over lunchtime or early evening and, wherever possible, also involved the targeting of specific groups - for example, the exhibitions at the West Yorkshire Playhouse coincided with events which were of particular interest to over 55's, young people and the African and Caribbean community.

3.3 The comments received by means of written representations and at the exhibitions/presentations, reflect a wide range of views regarding the SCI process and content. The following summarises the comments received as part of the formal 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. However, a number of representors felt the SCI was unclear and confusing (*The revised SCI makes better*

*use of plain English and incorporates greater use of graphics to make the document more attractive/accessible),*

- Many positive and constructive suggestions were received from a wide variety of people on how the document could be improved (*Many of these suggestions have been adopted – see ‘Statement of Consultation’ Appendix B,*)
- Many positive and constructive suggestions were received from a wide variety of people on how consultations on planning applications could be more effective (*Many of these suggestions have been adopted – see ‘Statement of Consultation’ Appendix B,*)
- A great deal of interest in how the SCI will affect planning applications in the future, especially at the various ‘events’ held around the district – community groups want greater consultation in general and developers often want less or to make it less complicated (*a number of suggestions adopted and to be considered within the context of service development -‘Statement of Consultation’ Appendix B ),*
- Numerous objections were made by developers to the reference in the draft SCI that community consultation must be undertaken otherwise an application may be deferred or refused (*The SCI has been revised to take account of developers concerns as the Council cannot refuse a planning application if consultation has not been undertaken by developers),*
- Considerable concern expressed on 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”*),
- Concerns were still raised about the length of the consultation process and its perceived complexity (*The SCI is bound by the statutory process outlined in the Local Development Regulations, 2004*),
- The SCI needs photographs and better formatting (*The revised SCI makes better use of plain English and incorporates graphic*),
- 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 SCI summary leaflet was popular.

#### **4. Next Steps**

- 4.1 Following the above formal pre-submission consultation stage and consideration of comments received the revised SCI will be placed on deposit with the Secretary of State for 6 weeks. This is the formal submission stage as identified under regulation 28 of the Planning and Compulsory Purchase Act, 2004.
- 4.2 The regulation 28 submission stage lasts for six weeks, starting April 2006, subject to Members consideration of this report.
- 4.3 Dependant on comments received during the 6 week submission stage, there will be a formal Examination in Public to consider representations (anticipated July/August 2006) and adoption, monitoring and review (anticipated November/December 2006).

#### **5. Formal Submission Stage**

- 5.1 This is the six week formal submission stage. This will be the first Local Development Document that the Council will formally engage and consult on as part of the new Local Development Framework.
- 5.2 The Formal Submission stage involves placing a copy of the revised SCI and ‘Statement of Consultation with the Secretary of State. In addition the Council will:

- i Send copies of the revised SCI and 'Statement of Consultation' to statutory consultees including the Yorkshire and Humber Assembly, adjacent planning authorities and the Highways Agency,
- ii Publicise the revised SCI on the Council's website,
- iii Ensure copies of the revised SCI and 'Statement of Consultation' are available for inspection at all local libraries, one stop centres and the Development Enquiry Centre,
- iv) Send copies of the SCI to the appropriate bodies listed in the document and notify previous respondents of the revised SCI and its availability.

## **6. CONCLUSIONS**

- 6.1 This report has provided an overview of the preparation of the SCI and invites members of Development Plan Panel to recommend to the Executive Board that it recommends to Council that it approves the revised 'Statement of Community Involvement' for submission to the Secretary of State April 2006.

## **7. RECOMMENDATIONS**

- 7.1 The Development Plan Panel is recommended to:
  - i) note the outcome of the formal consultation already undertaken
  - ii) recommend to the Executive Board that it makes a recommendation to Council to approve the draft 'Statement of Community Involvement' for submission to the Secretary of State for independent examination pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004.



## **LOCAL DEVELOPMENT FRAMEWORK**

### **STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

#### **PRE-SUBMISSION CONSULTATION STATEMENT (REGULATION 28)**

**MARCH 2006**

## **Introduction**

This statement sets out details of the consultation process undertaken by Leeds City Council in preparing the Statement of Community Involvement (SCI) in accordance with Regulation 25 and 26 of the Town & Country Planning (Local Development)(England) Regulations 2004. It outlines who was consulted, how they were consulted and the Council's response to consultations.

### **Consultation under Regulation 25 – Early Draft SCI**

Consistent with the Regulations for the informal consultation stage, statutory bodies were consulted. The consultation process was widened to include additional consultation bodies/groups who were considered to have a particular interest in the SCI. Leeds City Council's Heads of Service, Councillors and the five Area Committees were also consulted. The consultation period was held during June and July 2005.

The consultation process included the following activity:-

- The draft SCI, comments form and posters were sent to all libraries in the Leeds district
- The draft SCI was available on the City Council's website and the comments form could be filled in online
- Two SCI 'events' were held at Leeds Town Hall on 7<sup>th</sup> and 21<sup>st</sup> July. These were informal events 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 leaflet simplified what the SCI was about and advertised the consultation period

25 consultees commented on the draft SCI via letter/email and a total of 55 participants attended the two Town Hall events. The SCI was generally well received and the spirit of consultation and engagement put forward by the document was applauded by many, although some respondents were sceptical as to how this would work in practice. The summary leaflet was popular and it was suggested that more copies should be made available at the formal consultation stage. Many of the comments related to how planning applications were consulted and how the community could be involved in the consideration of applications.

The revised version of the SCI published for public consultation under Regulation 26 included a number of the changes suggested at the Regulation 25 stage. For example, more information was provided as to consultation methods used for different types of planning documents and the level of resources required.

### **Consultation under Regulation 26 – Formal Draft SCI**

The revised draft SCI was published for a formal 6 week consultation period from 7<sup>th</sup> November to 16<sup>th</sup> December 2005.

- The SCI, summary leaflet and comments form were available at the Development Enquiry Centre (2 Rossington Street) and libraries across the Leeds district
- The SCI, summary leaflet and comments form were available on the Leeds City Council website, with a statement explaining where and when paper copies of the document were available for inspection
- An advertisement was placed in the Morley Observer & Advertiser (2<sup>nd</sup> November), Wharfedale Newspapers (3<sup>rd</sup> November), Leeds Weekly News (3<sup>rd</sup> November), Wetherby News (4<sup>th</sup> November), Yorkshire Post (4<sup>th</sup> November) and Yorkshire Evening Post (7<sup>th</sup> November). A copy of the advertisement is provided at Appendix A



- Copies of the SCI, comments form and summary leaflet were sent to the statutory bodies listed in Appendix B. An example letter to the statutory bodies is provided at Appendix B1
- A letter was sent to the individuals, organisations and groups listed in Appendix C notifying them of the consultation, how to obtain copies of the SCI and how to make comments. An example letter is provided at Appendix C1
- 18 exhibitions were held at different times (morning, afternoon and evening to engage with different audiences) throughout the Leeds district between 7<sup>th</sup> November and 16<sup>th</sup> December 2005. These exhibitions were held in libraries, one stop centres, the West Yorkshire Playhouse, community centres and some supermarkets. The exhibitions were advertised on the City Council's website and posters placed in local libraries. Appendix D provides details of the consultation exhibitions, where they were held, the level of attendance and officer comments on the success of the events
- Presentations were also made to those organisations who made a specific request, for example Leeds Civic Trust and the Little Woodhouse Community Association

Approximately 70 written representations were made to the SCI. Appendix E provides a schedule of the comments made by both the written representations and at the 18 exhibitions. The schedule sets out the Council's response and proposed changes to the SCI (where appropriate) in response to the comments.

## APPENDIX A: PUBLIC NOTICE



**Leeds**  
CITY COUNCIL

### LEEDS CITY COUNCIL LEEDS LOCAL DEVELOPMENT FRAMEWORK

Planning and Compulsory Purchase Act 2004

Town and Country Planning (Local Development) (England) Regulations 2004

Key changes proposed by the Government's Planning and Compulsory Purchase Act, 2004, introduced a new planning system, replacing development plans with Regional Spatial Strategies (RSS) and Local Development Frameworks (LDF). The Leeds LDF will replace the current Leeds Unitary Development Plan (UDP).

### STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

(Regulation 26 Pre-Submission)

The Statement of Community Involvement is available at the Civic Hall Information Centre during normal office hours, the Development Enquiry Centre, Development Department, Leonardo Building, 2 Rossington Street, Leeds LS2 8HD (Monday – Friday 8.30 – 5 pm) (Wednesday 9.30 – 5 pm) and at all Leeds City Council libraries and One Stop Centres.

The document is also published on the Council's website. To download the Draft SCI go to [www.leeds.gov.uk/ldf](http://www.leeds.gov.uk/ldf)

You can also telephone Leeds 247 8000 to obtain a copy of the document or Email [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk)

A number of exhibitions will also be held at the following venues across Leeds District:

Date	Venue/ Location	Time
Mon 7 Nov	Wetherby - Library, 17 Westgate	1 - 4 pm.
Tues 8 Nov	Leeds (Beeston) Dewsbury Road One Stop Centre, 190 Dewsbury Road	12 - 3 pm.
Wed 9 Nov	Leeds (City Centre) West Yorkshire Playhouse, Playhouse Square, Quarry Hill	12 - 3 pm.
Fri 11 Nov	Otley – Otley Courthouse (foyer), Courthouse Street	12:30 - 3:30 pm.
Sat 12 Nov	Leeds (City Centre) West Yorkshire Playhouse, Playhouse Square, Quarry Hill	5 - 8 pm.
Mon 14 Nov	Leeds (Adel) Asda Supermarket, Holt Park	1 - 4pm.
Tues 15 Nov	Garforth - Miners Welfare Hall, 56 Main Street	2 - 5 pm.
Weds 16 Nov	Rothwell - Rothwell One Stop Centre, Marsh Street	10 - 1 pm.
Thurs 17 Nov	Leeds (City Centre) West Yorkshire Playhouse, Playhouse Square, Quarry Hill	1 - 4 pm.
Fri 18 Nov	Leeds (City Centre) The Merriam Centre	10 - 4 pm.
Mon 21 Nov	Leeds (Seacroft) Seacroft Library, Seacroft Crescent	11 - 2 pm.
Tues 22 Nov	Leeds (Armley) One Stop Centre & Library, 25 Yocks Hill	11 - 3 pm.
Weds 23 Nov	Morley - Morley Leisure Centre, Queensway	1 - 4 pm.
Fri 25 Nov	Leeds (Chapelton) Chapelton Library, Reginald Terrace	1:30 - 4:30 pm.
Mon 28 Nov	Leeds (Headingley) Headingley Library, North Lane	3 - 7 pm.
Tues 29 Nov	Pudsey - Pudsey One Stop Centre, Manor House Street	11 - 3 pm.
Weds 30 Nov	Leeds (Woodhouse) Swarthmore Education Centre, 2-7 Woodhouse Square	4 - 7 pm.
Fri 2 Dec	Leeds (Chapel Allerton) Chapel Allerton Library, 106 Harrogate Road	10 - 1 pm.

A form for your comments is provided with the SCI. The period during which comments can be made is between 8.30 on Monday, 7 November 2005 and 5 pm on Friday 16 December 2005.

Comments should be sent in writing to the Head of Planning and Economic Policy, Development Department, Leonardo Building, 2 Rossington Street, Leeds LS2 8HD, before 16<sup>th</sup> December 2005. Or faxed to 0113 247 6484 or you can Email [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk). Let us know if you have special needs and we will make arrangements to make sure your views are registered.

A 'Statement of Consultation' will be prepared which will outline all comments received and any changes made as a result, and this together with supporting documentation will then be sent to the Secretary of State for examination by an independent planning inspector. Leeds City Council will publish notice at this stage and again invite representations for a 6 week period.

After examination the Council will adopt the document, including changes recommended by the inspector.

## **APPENDIX B: STATUTORY BODIES CONSULTED UNDER REGULATION 25 AND 26 (SPECIFIC CONSULTATION BODIES)**

Countryside Agency  
English Heritage  
English Nature  
Environment Agency  
Government Office for Yorkshire and the Humber  
Highways Agency  
Lattice Property (Secondsite Property)  
NHS Trust  
Network Rail  
Transco  
Yorkshire and Humber Assembly  
Yorkshire Forward  
Yorkshire Water Services Limited

### **ADJOINING LOCAL PLANNING AUTHORITIES**

Bradford Metropolitan District Council  
Harrogate Borough Council  
Kirklees Metropolitan Council  
North Yorkshire County Council  
Selby District Council  
Wakefield Metropolitan Council

### **PARISH & TOWN COUNCILS WITHIN THE LEEDS BOUNDARY**

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**

Bilton-In-Ainsty with Bickerton Parish Council  
Fairburn Parish 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

## **APPENDIX C: CONSULTEES NOTIFIED UNDER REGULATION 26**

At the Regulation 26 stage, all of the organisations listed at Appendix B and C were consulted. This includes organisations and individuals who made written representations at the Regulation 25 stage.

### **LOCAL MEMBERS OF PARLIAMENT**

Mr J Battle MP  
Hilary Benn MP  
Colin Burgon MP  
Colin Challen MP  
Fabian Hamilton MP  
George Mudie MP  
Greg Mulholland MP  
Paul Truswell MP

### **ALL LEEDS COUNCILLORS**

### **ALL LEEDS CITY COUNCIL HEADS OF SERVICE**

### **PLANNING INSPECTORATE**

### **GOVERNMENT & NATIONAL BODIES**

Commission for Racial Equality  
Defence Estates  
Department for Education & Skills  
Department of Health  
Department of Transport  
English Partnerships  
Health & Safety Executive  
HM Prison Service  
Learning & Skills Council  
National Playing Fields Association  
Sport England

### **REGIONAL BODIES**

Fair Play Yorkshire & Humber (Equal Opportunities Commission)  
METRO  
West Yorkshire Passenger Transport Executive

### **COMMUNITY, CONSERVATION, AMENITY AND OTHER INTEREST GROUPS/ORGANISATIONS**

Age Concern  
Aireborough Civic Society  
Allerton Bywater Community Partnership  
Armley Forum  
Armley Initiative  
Beeston & Holbeck Neighbourhood Renewal Board  
Boston Spa Village Society  
British Geological Survey Council  
British Trust for Conservation Volunteers, NE Region  
British Wind Energy Association  
Chapel Allerton Residents' Association  
Children's Rights Service  
Church of England Diocese of Ripon & Leeds  
Community Work Training Company

CPRE  
Dialogue  
East Leeds PCT  
Far Headingley Village Society  
Friends of the Earth  
Garforth Community Association  
General Aviation Awareness Council  
Gipton Neighbourhood Renewal Board  
Greater Yorkshire Forestry Authority  
Groundwork Leeds  
Gypsy Council  
Harehills Neighbourhood Renewal Board  
HMO Lobby  
Horsforth Civic Society  
Horsforth Village Museum  
IDOX Information Service  
Kippax Community Association  
Leeds Access Advisory Group  
Leeds Church Institute  
Leeds Civic Trust  
Leeds Community Foundation  
Leeds Community Safety Partnership  
Leeds Cycling Lobby  
Leeds Independent Living Team  
Leeds Initiative  
Leeds Involvement Project  
Leeds Local Access Forum  
Leeds Metropolitan University  
Leeds Older People's Community Care Forum  
Leeds Race Equality Advisory Group  
Leeds Sports Forum  
Leeds Voice  
Leeds Voluntary Sector Learning Disability Forum  
Leeds Youth Council  
Little Woodhouse Community Centre  
Morley Civic Society  
Morley Town Centre Partnership  
National Federation of the Blind  
Newall Conservation Society  
North West PCT Leeds  
Otley in Bloom  
Otley Town Centre Partnership  
Oulton Civic Society  
Oxfam, Yorkshire & North East  
People & Communities Group  
Planning Aid  
Pudsey Conservative Association  
Pudsey Town Centre Partnership  
Race Equality Advisory Forum  
re'new  
Rothwell Town Partnership  
State of the River Meeting (SORM)  
Sustrans  
The Laurels Action Group  
The Ridings Housing Association  
Transport 2000

## VOICE

Volition

West Riding Ramblers Association

West Yorkshire Fire & Rescue Service

West Yorkshire Group of Victorian Society

West Yorkshire Metropolitan Ambulance Society

West Yorkshire Police

Wetherby Civic Society

Wetherby Historical Trust

Wetherby Town Centre Forum

Women Speak Out

Woodland Trust

Yorkshire Planning Aid

Yorkshire Wildlife Trust

## **BUSINESSES/AGENTS AND BUSINESS ORGANISATIONS**

Acorus

Aggregate Industries UK Ltd

Arriva (Yorkshire)

Barton Willmore Partnership

Bovis Homes Ltd

British Telecom

Church Commissioners

Countryside Properties (Northern) Ltd

Crossgates Traders Association

Development Planning Partnership

Devplan UK

DIAL

First Bus

For Plot of Gold Ltd

Freight Transport Authority

George Wimpey Strategic Land

GVA Grimley

Hallam Land Management

Hartwell plc

Home Builders Federation

Housing Corporation

Instant Access Properties

JVH Town Planning Consultants

Lambert Smith Hampton

Landmark Environmental Consultants

Leeds Bradford International Airport Ltd

Leeds Chamber of Commerce & Industry

Leeds Co-operative Society Ltd

Leeds Property Forum

Lefarge Aggregates Ltd

Littman & Robeson

Malcolm Judd & Partners

Morley Chamber of Trade

Morley Town Council

North Country Homes Ltd

Paul & Company

Peacock & Smith

Peter Pendleton & Associates

Pudsey Chamber of Trade

Richard Raper Planning Ltd

Royal Mail Property Holdings  
Sanderson Weatherall  
Spawforth Associates  
Terence O'Rourke  
The Planning Bureau Ltd  
Turley Associates  
Walton & Co  
Wm Morrison Supermarkets Ltd  
Yorkshire Electricity

**INDIVIDUALS**

Mr D Brown  
Ms J Brown  
Mr N Chambers  
Mr G E Hall  
Mr P Hirschmann  
Mr B Hopson  
Ms F Jones  
Mr G McGowan  
Mr C Pryor  
Dr R Sutherland  
Mr B Unsworth  
Mr E Walker  
Mr A Watson





**Local Development Framework**

**STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

**(Regulation 26 – Pre-submission Consultation)**

**Summary of SCI Public Consultation Exhibitions  
November/December 2005**

## 1.0 Introduction

- 1.1 This report sets out a summary of the 18 exhibitions held by Leeds City Council during the statutory 6 weeks public consultation period on the draft Statement of Community Involvement (SCI), in accordance with Regulation 26 of the Town and Country Planning (Local Development) (England) Regulations, 2004.
- 1.2 This report sets out where the exhibitions were held, the level of attendance and officers comments on the venues and their successfulness. The aim is to use this report as a learning exercise to improve upon future public consultation exercises.
- 1.3 The comments raised by attendees at the various exhibitions are reported in a separate document – “Statement of Consultation (Reg 26)”.

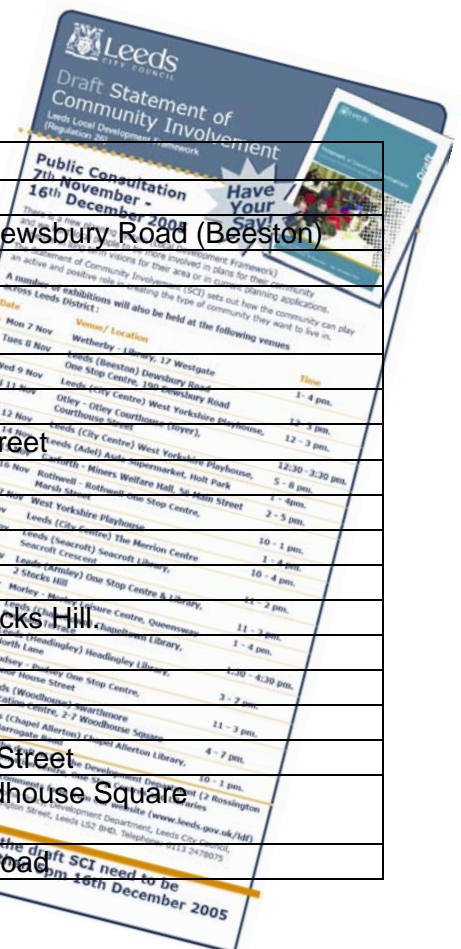
## 2.0 Consultation Exhibitions on the Draft SCI

2.1 In accordance with Regulation 26, the statutory six week public consultation period commenced on Monday 7<sup>th</sup> November 2005 and ended at 5pm on Friday 16<sup>th</sup> December 2005. Copies of the Draft SCI were sent to the consultees (identified in Appendix 3 of the SCI). Copies were also made available at the main council office (2 Rossington Street), libraries, one-stop centres and on the Leeds City Council Website. In addition, officers held a number of exhibitions at various venues across Leeds. The statutory notice (advertised in the Yorkshire Evening Press and other local papers – copies can be seen as an appendix to the “Statement of Consultation (Reg. 26)” document), along with A3 posters, distributed to libraries, one-stops and other suitable locations in the local vicinity of the venues, provided details of the 18 exhibitions. The dates and venues of the 18 exhibitions are replicated below:

**Table 1: Dates and locations of Draft SCI exhibition venues:**

Date and Time	Venue
7 <sup>th</sup> November (1-4pm)	Wetherby Library, 17 Westgate
8 <sup>th</sup> November (12-3pm)	Dewsbury Road One Stop Centre, 190 Dewsbury Road (Beeston)
9 <sup>th</sup> November (12-3pm)	West Yorkshire Playhouse (City Centre)
11 <sup>th</sup> November (12.30 - 3.30pm)	Otley Courthouse, Courthouse Street
12 <sup>th</sup> November (5-8pm)	West Yorkshire Playhouse (City Centre)
14 <sup>th</sup> November (1-4pm)	Asda Supermarket, Holt Park (Adel)
15 <sup>th</sup> November (2-5pm)	Garforth Miners Welfare Hall, 56 Main Street
16 <sup>th</sup> November (10am-1pm)	Rothwell One Stop Centre, Marsh Street
17 <sup>th</sup> November (1-4pm)	West Yorkshire Playhouse (City Centre)
18 <sup>th</sup> November (10am-4pm)	The Merrion Centre (City Centre)
21 <sup>st</sup> November (11am-2pm)	Seacroft Library, Seacroft Crescent
22 <sup>nd</sup> November (11am-3pm)	Armley One Stop Centre & Library, 2 Stocks Hill
23 <sup>rd</sup> November (1-4pm)	Morley Leisure Centre, Queensway
25 <sup>th</sup> November (1.30-4.30pm)	Chapelton Library, Reginald Terrace
28 <sup>th</sup> November (3-7pm)	Headingley Library, North Lane
29 <sup>th</sup> November (11am-3pm)	Pudsey One Stop Centre, Manor House Street
30 <sup>th</sup> November (4-7pm)	Swarthmore Education Centre, 2-7 Woodhouse Square (Woodhouse)
2 <sup>nd</sup> December (10am-1pm)	Chapel Allerton Library, 106 Harrogate Road

2.3 The public consultation period, in accordance with Regulation 26, was a statutory six week period. The exhibitions were held during the first half of the consultation period to allow people to take the consultation material away, to read at their leisure and have



sufficient time to provide any representations by the 5pm deadline on the 16<sup>th</sup> December 2005.

- 2.4 It is appreciated that concern has been voiced by some Ward Members seeking that an exhibition should have been held in every Ward/Parish in the City. Whilst officers would have liked to have expanded the exhibitions across the whole of the city, the practicalities, timescales and resources did not allow officers to be present in every Parish/Ward. The geographical spread of venues was chosen on the basis that there should be at least one venue within the five “inner” and “outer” Area Management wedges of Leeds. Diagram 1 (Annex 1) illustrates the five Area Management wedges, along with the locations of the eighteen exhibitions.
- 2.4 A mixture of times were used for the exhibitions, but predominantly focus was placed on periods stretching over lunchtime or early evening to allow a broad spread of people to attend during the working day. Wherever possible, the timings were also selected to tie in with other events. For example, the three city centre exhibitions held at the West Yorkshire Playhouse coincided with events already programmed:
- Wednesday 9<sup>th</sup> November 12-3pm – piggy-backed onto a “Heydays” session - a weekly event for the over 55’s which attracts 200+ people.
  - Saturday 12<sup>th</sup> November 5-8pm – piggy-backed onto a performance by the Grand Union Orchestra – joined by over 150 young musicians. There were other stalls, bands etc in the foyer which lead to a high footfall of people.
  - Friday 17<sup>th</sup> November 1-4pm – piggy-backed onto two matinee performances as part of the West Yorkshire Playhouses’ “Positive” week - an annual season event joining the roots of South Asia, Africa and the Caribbean together in Leeds.
- 2.5 The aim of the exhibitions was to raise awareness of the SCI (and Local Development Framework) and provide the opportunity for as many people as possible to comment on how community engagement on planning issues can be improved.



- 2.6 At each exhibition, depending on the size of the venue, the LDF exhibition boards (as shown above) or a selection were put up. These helped to explain the background to the Local Development Framework and acted as background to the exhibition. The aerial photograph was particularly useful for attracting passers-by.
- 2.7 The following documents were presented on a table or stand at the front of the exhibition.
- The draft SCI consultation material
  - A copy of the poster
  - The summary leaflet

- A contact list – with space to indicate any areas of particular interest that members of the public would like to be consulted on in the future (This was filled in on a voluntary basis)
- Consultation methods sticker chart – an interactive chart asking people to indicate the three most effective methods of consultation. The results of the sticker chart are provided as a table at Annex 2

2.8 The majority of the exhibitions were informal, allowing the public to have a chat/ask questions with officers. Members of the public were encouraged to take away copies of the SCI document or the summary leaflet and all participants were invited to fill in the comments form. At some of the exhibitions, where they "piggy-backed" onto other meetings more 'formal' presentations on the SCI were provided.

### 3.0 Attendance at the Exhibitions

3.1 The following table illustrates the total attendance at the exhibitions. This includes all those that participated either directly or by taking away information:

**Table 2: Attendance at the Draft SCI exhibitions:**

Venue	Number of Attendees
Wetherby Library	7
Dewsbury Road One Stop Centre	13
West Yorkshire Playhouse	35
Otley Courthouse	10
West Yorkshire Playhouse	70
Asda Supermarket, Holt Park	40
Garforth Miners Welfare Hall	16
Rothwell One Stop Centre	8
West Yorkshire Playhouse	16
The Merrion Centre	59
Seacroft Library	11
Armley One Stop Centre & Library	3
Morley Leisure Centre	9
Chapelton Library	5
Headingley Library	10
Pudsey One Stop Centre	2
Swarthmore Education Centre	10
Chapel Allerton Library	6
<b>Total</b>	<b>330</b>

3.2 It is obvious, from the table above, that some exhibitions were more successful than others. Table 4, below, sets out officers comments on why some of the venues worked better than others. It is note-worthy that the most popular events were those that "piggy-backed" on to other events and/or had a high footfall and mix of people.

3.3 Some of the venues did not work well because there was limited numbers of people, the timing of the event limited attendance, or the weather on the day may have put people off. It must be remembered however, that the subject matter on which the public were being consulted was a relatively "dry" subject to consult on, which, whilst of city wide importance, has little grab on peoples local interests.

3.4 The following table (Table 3) provides officers comments on each exhibition venue, providing commentary on the location of the venue, the space and location within the venues for the exhibition and general comments on the staff and other facilities that may be of note for future exhibitions/public meetings etc.

**Table 3: Officer comments on SCI Exhibitions venues**

Venue	Location of Venue	Space and location within the venue	Availability of notice boards etc	Other comments
Wetherby Library	A central location, but on the edge of the main centre activities. Not many passers by other than those using the library.	Not much space but adequate for a small, (i.e. no more than 5) informal event or an un-manned stand.	No notice board – though posters can be placed on the glass doors of the library. Several leaflets racks are available.	Staff are very friendly and helpful. Tables and chairs available (but not many)
Dewsbury One-stop	A well visited centre but limited to those who are purposefully going there.	Not much space - but adequate for a small, informal event. The exhibition was in the far corner away from the door.	Plenty of notice boards and tables to display leaflets/posters/ documents.	Staff very friendly and helpful. Wednesdays would be better in the future as this is the day housing offices release the list of housing availability. Tables and chairs can be available.
West Yorkshire Playhouse (comments made in light of all three events)	A central location in easy access of the bus station. Well visited – especially when events are on.	Lots of space and light in an obvious position at the top of the stairs opposite the entrance.  Space at the bottom of the stairs also opposite the entrance but not as noticeable as most people go upstairs to the café/bar area.	No notice boards but posters can be placed on the glass entrance doors and there are lots of places for leaflets.  The internet café has a large wall mounted monitor which can be used as an “advertising screen”.	Staff very helpful and friendly. Café/bar and internet café available, providing lots of table space for discussions.  Separate rooms can be booked for more formal presentations.
Otley Courthouse	A modern, well used venue, though not in a central location and does not attract passers by.	Adequate space for a small informal event. Space provided adjacent to the entrance and café and visible from the street.	A good sized notice board and plenty of leaflet racks.	Helpful and friendly staff. Café. Limited selection of tables and chairs.
ASDA Holt Park	Public arcade outside ASDA supermarket. Plenty of footfall to school, library, leisure centre and supermarket.	Plenty of space but exposed to the elements.	All exhibition materials need to be brought to the venue.	
Garforth Miners Welfare Centre	A central location in Garforth but does not attract many passers by	Exhibition located in the front room - relatively small but adequate for small informal displays and one-to -ones	A notice board is available in the hallway.	Staff very friendly and helpful
Rothwell One stop Centre	Operates in the Town Hall. Not many passers by.	Poor layout and limited space. The exhibition material was in a side room away from the reception which failed to draw attention		Staff helpful and accommodating
Merrion Centre	A reasonably good location but not very central.	Plenty of space to exhibit display panels – however on the exhibition day the panels		Due to Health and Safety – display boards can only be erected/ dismantled at







		faced Superdrug and therefore excluded half the passers by!		certain times.
Seacroft Library	Situated to the rear of Tescos, therefore limited passers by – only attracted people purposefully going to the library.	Good space within the foyer by the reception desk - very visible.	No notice board but posters can be placed on the entrance doors and leaflets racks are placed around the library.	Staff very helpful and friendly.  An exhibition in the foyer of Tescos would have been better.
Armley One Stop Centre and Library	Located on Town Street in a good central location, however footfall can be limited.	Venue was upstairs on the first floor adjacent to the reception and library desks. Adequate space for a small display and informal one-to-one discussion	Notice board provided and small tables for leaflets.	Lift available.  Staff in Library and One stop friendly and helpful.
Morley Leisure Centre	Reasonably near the centre of Morley.	Space in the foyer is limited but clearly visible.	No notice board but posters can be placed on the entrance doors and there are leaflet racks available.	Staff were helpful.
Chapeltown Library	In a relatively good location in Chapeltown near bus stops.	Space is limited, but adequate for informal sessions.	General notice board available at entrance along with leaflet racks.	Hours of opening restrict use of the building. Limited availability of table/chairs
Headingley Library	Central location in Headingley with bus stops on the door.	Space is limited though sufficient for a small informal exhibitions. Position of the exhibition was highly visible at the entrance of the library.	Two notice boards and plenty of leaflet racks available.	Staff friendly and helpful. Library is used by NW Area Cttee for a planning drop-in session. Limited provision of tables and chairs.
Pudsey One Stop Centre	Central location, but hidden away and only used by visitors to the one stop.	Adequate space for a small informal display.	None.	
Swarthmore Centre (Woodhouse)	A good venue near to Park Lane College and in reasonably easy walking distance from the city centre, but only attracts people attending classes.	Adequate space for a small informal event – but located in the café so seating is variable and location can be noisy.	A good sized notice board and places to leave leaflets in the foyer and café.	Parking is an issue. Café available. Café location can be noisy. Staff friendly and helpful.
Chapel Allerton Library	A good location in the centre of Town Street which is relatively well used	Space is limited and located away from the entrance – though there is space in the foyer for a display panel.	A notice board is provided.	Staff very friendly and helpful.








*Note: Where reference is made to a “small informal event” this means that realistically no more than 5-10 people can be accommodated at any one time and that there is limited space for a full sized exhibition.*

3.5 Table 4, below, provides a summary of officers comments on how successful they felt the exhibitions had been. This is based on attendance levels, peoples interest in the consultation material and the accessibility/size of the venue. The comments are officers comments only, to be used as guidance for future events and should not be interpreted




as comments from the public. These are reported separately in the “Statement of Consultation (Reg 26)” document.

**Table 4: Success of the venues**

Venue	Successful	Reason	Comments for Future Events
Wetherby Library	YES 	Although, not many attended, this was the first event and the advertising had only been out the previous week. However, the material was well received, the participants were grateful for the opportunity to come in and discussion was friendly, informative and constructive. The venue worked as an informal session.	Better advertising outside of the building required – banner or sandwich board to draw people in.  Not a large venue – but adequate for small informal sessions.
Dewsbury Rd One-stop (Beeston)	NO 	Badly attended. No through-flow of people and limited space. Material not well received by attendees.	A location in Mannoniat’s car park or in the Library may be better attended.
West Yorkshire Playhouse (comments made in light of all three events)	YES 	Good location and through-flow of people if other events are being held.  Plenty of space for full exhibition (manned or unmanned), opportunities for small break out discussion groups in the café area.  Other rooms available for more formal presentations.  The material was well received.	Need to ensure “events” are piggy-backed onto other programmes to ensure high through-flow of people. Otherwise can be quite quiet.  Banner/ sandwich board or other advertising outside of the venue would be useful.  Internet café provides good opportunity for advertising consultation.
Otley Courthouse	NO 	Poorly attended - However the material was well received by those who did attend.  Cancellation of other events that afternoon meant limited through-flow of people.  Bad weather and ‘localised’ flooding outside the building may also have put people off.	Small venue suitable for small informal manned exhibitions – or space for an unmanned exhibition.  Banner/sandwich board or other advertising outside of the building required to draw people in.  Better ,alternative locations could include - the Farmers Market, the Library or Waitrose supermarket.
ASDA Holt Park	YES 	A well attended event with a good through flow and mix of people (takes advantage of the various destinations – supermarket, leisure centre, school and library). Plenty of space.	Although a covered venue it is ‘open’ to the cold/wind.  Exhibitions need to be manned and the necessary ‘furniture’ taken – i.e. tables , boards etc.
Garforth Miners Welfare	YES 	A well attended event - though many people attending expected a formal presentation.	Small venue – though potential larger room available.

Centre		Material well received.	Banner/sandwich board or other advertising needed to attract passers by.
Rothwell One stop Centre	NO 	Poorly attended event. Poor location within the building and very limited space for a display.	
Merrion Centre	NO 	A reasonably good location but not very central to the City Centre and therefore not as wide a cross-section of people. Plenty of space for display boards but the exhibition space was badly set out on the day – restricting visibility and therefore not achieving the maximum “advertisement”.	Exhibitions need to be manned and the necessary ‘furniture’ taken – i.e. tables, boards etc.  For future displays, panels should be positioned in a central location to face down the arcade to maximise visibility.  An alternative location such as the railway station of Briggate may be better attended in the future
Seacroft Library	NO 	Location within the library was highly visible but the venue mainly only attracted those going to the library.  The material was well received by those that did attend.	A reasonable venue in itself if well advertised – but it’s location to the rear of Tesco’s limits passers by. A location nearer to the foyer of Tesco’s would achieve a greater cross section of the population.
Armley One Stop Centre and Library	NO 	Very poorly attended. Attraction of venue is limited to those visiting for a specific purpose and therefore not achieving the best cross section of people.	A reasonable venue for small informal events but better, more visible locations should be considered in the future.
Morley Leisure Centre	NO 	Poor attendance and not much interest in those walking by.  Limited space for exhibition material.	The foyer space is highly visible and the leisure centre is reasonably near the centre of Morley making it accessible. However better use of advertising needs to be made.  Alternative locations could include Morrison’s super market or the Library.
Chapelton Library	NO 	Very poorly attended. Use of venue limited to those going to the Library, therefore not achieving a good cross section of the population. Space is limited and hours of opening is limited. The afternoon timing of the exhibition and the very cold weather may have put people off.	Banner/sandwich board/ other advertising is needed to attract passers by.
Headingley Library	YES 	The exhibition was not well attended, which was disappointing given the time that officers were in attendance – but the exhibition did attract people from further a field than Headingley – so can be seen	A good venue, easily accessible and used by the NW Area Cttee for planning “drop-in” sessions.  Banner/sandwich board/ other advertising is needed to attract



		as a success.	passers by.  An alternative location could include Summerfield supermarket.
Pudsey One Stop Centre	NO 	Very poorly attended. The building only attracts a limited number visiting the One Stop Centre and therefore is not achieving the best cross section of people. The venue itself is hidden away. Space is limited for displaying exhibition panels, and where placed was not visible from the entrance.	The hidden location of the venue does not make this a good location for exhibitions. A more visible location may be Pudsey Leisure Centre, next to the bus station or a stall within the market or ASDA/M&S at Owlcottes.
Swarthmore Centre (Woodhouse)	YES 	A well attended exhibition and the location within the café meant a high through flow of people.  There is a good cross section of the population who attend this venue for various classes. The Little Woodhouse Community Forum AGM following on from the exhibition provided the opportunity for a formal presentation which was well received.	Variety of rooms available, though the café is probably the best place to attract a high through flow of people.  Space in the café is somewhat limited and any manned exhibition needs to be aware of the noise that can be generated by general background conversations.  Banner/sandwich board/ other advertising is needed to attract passers by.
Chapel Allerton Library	NO 	A good location in the centre of Chapel Allerton, but poorly attended.	Adequate for small exhibitions/informal discussions.  Banner/sandwich board/ other advertising is needed to attract passers by.  Roundhay may offer better venues and may be better attended.

3.6 It is clear that the events that were most successful were those that attracted a greater through-flow and cross section of people. In some instances, the events (or rather the venues) themselves were in good locations, but the advertising outside of the building failed to pull people in. This is an issue that needs further investigation for future consultation events – particularly the cost implications of producing additional advertising material.

3.7 Another point to highlight is that the LDF aerial plan of Leeds (the large exhibition panel, which was used at some of the exhibitions), was extremely useful as an attraction and focal point for leading discussions from. It was unfortunate that the majority of the venues

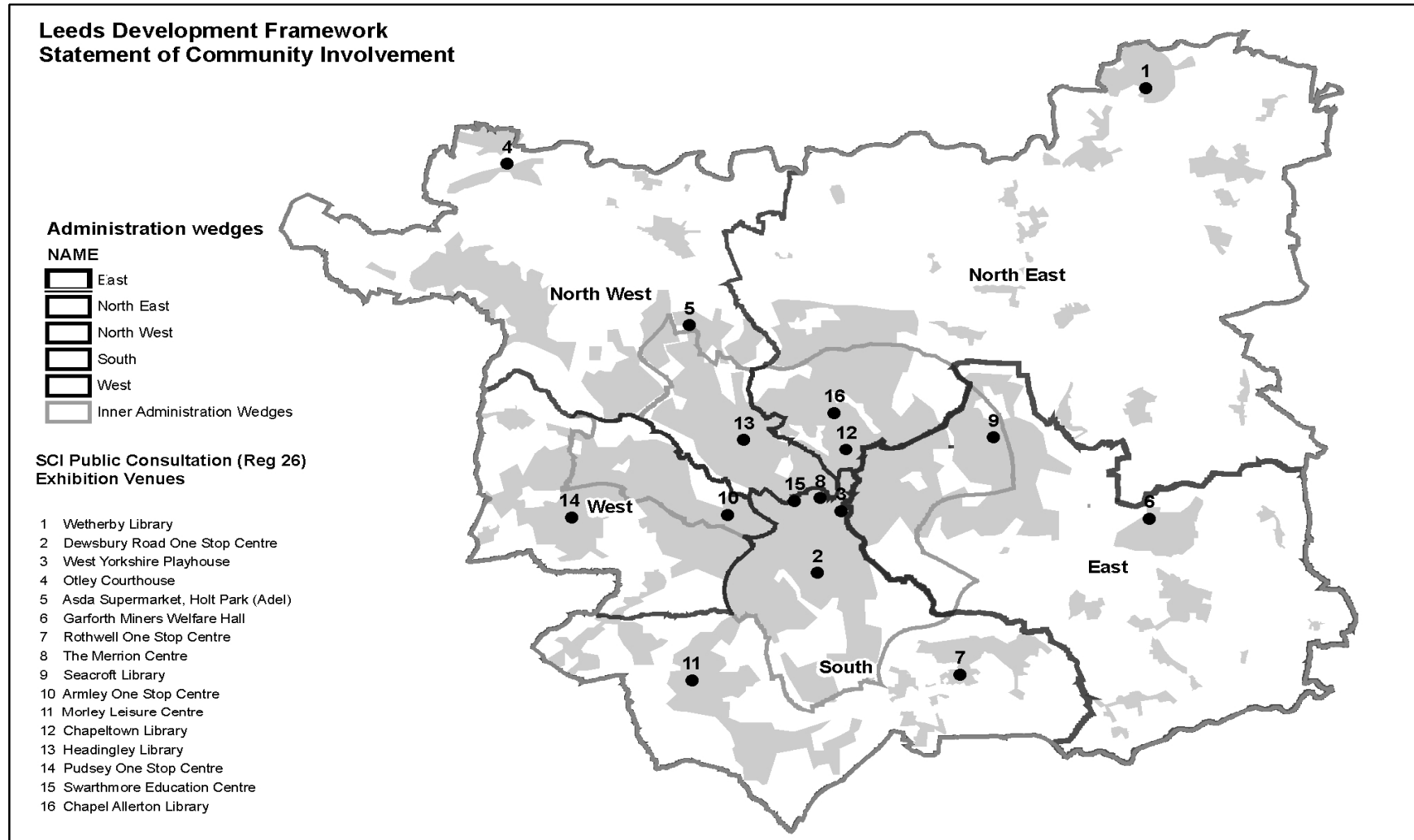
were too small to house this aerial panel and therefore missed the “advertising” advantage that this panel offered.

## **4.0 Conclusions**

4.1 The main lessons that can be learnt from the exhibitions held as part of the Public Consultation on the draft SCI are:

- Exhibitions need to be well advertised.
- Successful exhibitions are in locations that attract a good cross-section of the population.
- Successful exhibitions are in locations with a high footfall of people.
- Attendance is increased where exhibitions “piggy-back” onto other events.

# ANNEX 1 - Map showing Area Management wedges and Locations of SCI Public Consultation (Reg. 26) Exhibition Venues





**APPENDIX E: WRITTEN REPRESENTATIONS**

**Community Involvement (SCI) Representations made  
under Regulation 26 Consultation  
7<sup>th</sup> November – 16<sup>th</sup> December 2005**

The following table sets out the written representations made during the consultation period (Reg 26) 17<sup>th</sup> Nov – 16<sup>th</sup> Dec 2005.

Representations received are listed under the relevant question headings.

For clarity, the questions asked (that appear in the table as headings) were:

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?
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 or 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?

In addition, the consultation response form asked people which other plans or interest areas they wanted to be consulted on or involved in. As these questions (Questions 9, 10 and 11) are not directly relevant to the SCI document itself, they are not included in this table.

Any comments made in addition to the eight questions, listed above, are included under the heading “Other Comments” in the table.

Comments received at the public exhibitions are detailed under the heading “Exhibition Comments”.

‘Not duly’ made representations are those representations which were received after the consultation deadline, 17.00 hrs on 16<sup>th</sup> December 2005. These are listed separately under the relevant question headings at the end.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0012	Horsforth Civic Society	It is clear to us	Comment Noted.	No change to SCI document requested.
0013	Unity Housing Association	Document is fine.	Comment Noted.	No change to SCI document requested.
0014	Ms Garance Rawinsky	Provide an abridged version no more than six pages long. People may then have the time/inclination to read it, then go on to access the more in-depth document if necessary. The A4 folded flyer is sufficient to spread the word.	LCC agree that an abridged version will assist in making the SCI more user friendly.	No change to SCI document requested. A summary document/leaflet of the SCI will be produced.
0015	The Laurels Action Group	Yes. The presentation of the document needs examining to make it more user friendly.	The SCI will be formatted to make it more user friendly. The summary leaflet will also assist in making it more accessible.	Formatting and addition of illustrations required. A summary document/leaflet of the SCI will be produced.
0016	Mr Ian Ferguson	No. Possibly use a representative person	It is not clear what the representor is suggesting.	No change to SCI document requested.
0020	Mr George Hall	The draft strategy is welcomed and most certainly progressive relative to the current system. It omits PPG's and PPS importance which may lead to aspirations unachievable.	The SCI is about how consultation will be undertaken on the Leeds Local Development Framework (LDF) (Development Plan Documents etc) and planning applications.  PPG's and PPS's are prepared by Central Government and are subject to their own consultation guidance.  LCC agree that the context of PPG's and PPS's are important to the planning process in setting the strategic context.	No change to SCI document requested.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0021	Yorkshire Forward	Could enhance section 'What Development Plans are Being Produced' by providing giving key dates for expected consultations on the principal LDF documents. This would make it easier for people to understand which documents they can currently consider and contribute to.	The SCI is about the process and mechanisms of consultation and not the programme of documents. Information on key dates on the principal Local Development Frameworks (LDF's) is contained within the Local Development Scheme, which is annually updated and monitored.	No change proposed.
0022	Dr Derek Piper	No suggestions.	Noted	No change to SCI document requested.
0024	Leeds South East Homes	There are too many style formats which makes the statement harder to read.	Formatting and inclusion of paragraph numbers and illustrations will be added to make the SCI more user friendly.	Formatting changes and addition of illustrations to be incorporated into revised version.
0025	Kippax Parish Council	Reduce the number of abbreviations	Formatting of the document is needed to make the document more user friendly and LCC recognises that the use of abbreviations can be reduced and this will be done when the SCI is revised.	Use of abbreviations to be reduced where possible. If abbreviations are used they will be explained in the text.
0028	Newlay Conservation Society	No. It's already well set out and explains itself well.	Comment noted.	No change to SCI document requested.
0029	Wetherby Civic Society	No suggestions	Comment noted.	No change to SCI document requested.
0032	Harehills & Burmantofts Residents Network	Use more diagrams and maps - especially for the coverage of area plans.	Formatting and the inclusion of illustrations will be included into the final document to make the SCI more user friendly.	Formatting changes and addition of illustrations to be incorporated into revised version.



Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0033	Miss Pauline Johnson	It is rather long and intimidating	The SCI is a statutory document for use by both members of the public, developers and LPA officers and follows Government Guidance on what should be included in the contents. It is agreed that the format of the document can be improved to make it more user friendly. The summary leaflet assists in making the SCI more accessible	Formatting and addition of illustrations required. A summary document/leaflet will be produced post adoption of the SCI.
0035	Far Headingley Village Society	<p>P16 - Does 'currently being produced' mean 'currently in preparation' or does it include 'currently available'? Please clarify.</p> <p>P16: Any further Neighbourhood Design Statements being prepared should appear in this list of SPDs (or perhaps a generic NDS for an increasing number of areas).</p>	<p>Page 17 of the SCI clarifies that the list of DPD's and SPD's is a current work programme and that progress of these documents can be viewed on the LCC web site or by ringing the Development Department.</p> <p>The Local Development Scheme (a three year rolling work programme identifying plans that LCC will produce as part of the LDF) will be annually monitored and reviewed and will identify new plans as and when additional plans are proposed and included into the work programme.</p>	Add text in Section 4 explaining the status of Village and Neighbourhood Design Statements.
0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	It is very long and wordy! Possibly make it shorter with more pictures/graphics to break up the text?	Formatting and the addition of illustrations/pictures is required to the final document to make it more user friendly. The summary version will also help to the make the document more accessible.	Formatting and addition of illustrations required. A summary document/leaflet of the SCI will be produced.
0037	Ms Karen Chiverall	Make it widely available: libraries, one stop centres, community centres, health centres, quick site on the internet.	The draft SCI has been freely available at the locations suggested, with the exception of health centres and this will be done as far as practicable in the future.	No change to SCI document requested.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0039	Mr David Speight	In the area I live most developments are small and the house prices are far too much for first time buyers. The term affordable housing is a joke, as most young people starting out cannot afford the so-called affordable home.	This comment does not relate to the SCI	No change proposed as not directly relevant to SCI.
0041	George Wimpey Strategic Land	No	Comment noted	No change to SCI requested.
0044	Morley Civic Society	On page 10 it is stated "we will set out all documents clearly and write them using straight forward language without jargon or abbreviations." A check through, with a fresh eye approach, will show that this objective is not always achieved.  There are inconsistencies between references and cross references; e.g. Leeds/Leeds Area/Leeds District/Leeds Metropolitan District/City/City Council and so on.	The SCI aims to set out documents clearly only using abbreviations where necessary, and if used, giving an explanation in the text	The SCI will be re-checked to ensure consistencies of wording. Provide greater clarity in text and glossary where possible. Abbreviations to be used only where necessary, and where used, an explanation given in the text.
0045	Taylor Woodrow Developments Ltd	The draft SCI is lengthy and too detailed in its approach to consultation. By setting out a rigid process, the Council could potentially establish unrealistic expectations from stakeholders regarding their involvement. It is noted that page 10 of the Draft SCI refers to the Council publishing a 'summary' of all longer documents. We have not found the 'summary' that relates to this Draft SCI.	The SCI has been prepared in conjunction with government guidance (PPS12) and accompanying documents. The processes identified for the preparation of DPD and SPDs and the guidance for consultation on planning applications is consistent with the national guidance. The Council provided a summary leaflet which was circulated as part of the consultation of the SCI and a summary leaflet will be produced post adoption of the SCI.	No change to SCI document proposed, but a summary leaflet of the SCI will be produced.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0055	Ms Deborah McLean	The statement is fairly easy to understand. The communication to a wider audience perhaps could have been improved. I only learnt about the statement after reading an article in the Yorkshire Evening Post on 14th December 05.	<p>The SCI was widely advertised in a variety of newspapers, including the official notice in the Yorkshire Evening Post at the beginning of the 6 week consultation and LCC newspaper (free delivery to all Leeds homes). The article in YEP did appear late in the consultation process but, the timing of this article was outside the control of LCC.</p> <p>It was also advertised on the LCC website and on posters in local libraries. Continual improvement is something the Council strives for and the promotion and advertising of LDF documents will be closely monitored.</p>	No change to SCI document requested.
0057	Westbury Homes (Holdings) Ltd	Use more colour and visual material to make content more interesting. This is more likely to engage and to generate interest in the scope for community involvement than text alone. The information in Appendix 4 and 5 in particular, could be presented in a simpler and more user friendly manner that is easier to understand.	<p>Graphics will be added to the current SCI text for submission to the Secretary of State.</p> <p>It is appreciated that Appendix 4 and 5 appear complicated, however these are provided as technical guidance. Flow diagrams are the most easily understood whilst using the planning terminology.</p>	<p>Review the layout and use of graphic material within the SCI.</p> <p>Not considered necessary to alter Appendix 4 and 5.</p>
0059	Mr Evan Jones	Write for defined target audiences at their level. Write for their ears not their eyes.Keep it simple (KISS principle) short and snappy and visually attractive. The comments form takes too much trouble/effort/thought to answer - I almost think you don't want involvement.	The SCI has been written to be read by all groups and individuals with an interest in planning. The majority of readers have found the SCI to be understandable. A summary leaflet was circulated during the consultation process and will be available when the SCI is adopted. The SCI has to provide sufficient detail and guidance for it to be a useable document	Formatting and addition of illustrations required. A summary leaflet will be produced post adoption of the SCI.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0060	Highways Agency	<p>Make use of the ODPM graph showing how the various documents link into the LDF.</p> <p>A clearer table is needed showing the consultation process of which documents will be reviewed and when (start and finish dates), how and by whom.</p>	The ODPM diagram is helpful and will be (or similar one) used to explain the process.	Include ODPM diagram, or similar, in Section 4.
0062	Leeds Civic Trust	A full check of English, grammar and punctuation needs to be carried out! Some inconsistencies of terminology e.g. Core Policies. Are they the same as Core Strategies? The definition in the appendix does not add much to understanding!	Comments noted.	The SCI will be checked for all errors and inconsistencies and the Glossary reviewed
0087	The Emerson Group	<p>Section 1-4 of Draft are acceptable interpretations of National Guidance PPS12.</p> <p>Reference is made to key stakeholders - there is no definition provided.</p>	Comments noted.	Amend Glossary to include a definition of "key stakeholders".
0092	Home Builders Federation	Section 6 - given the amount of applications LCC receive annually there would be considerable staff resource implications, especially if officers from Planning Services (pg 20) are to attend public consultation events. There is a concern that implications on staff resources have not been fully considered. Would welcome further reassurance that expectation can be realised. Pg 19-definition of community significance too subjective.	LCC is aware of the resource implications of the new planning system, including the consultation on planning applications. Not all planning applications will be subject to these requirements. The definition is provided in Section 5. It is important that developers and LCC work together to agree the most effective consultation methods, both in terms of time and application. Disagree that the description of community significance is subjective. The SCI states which applications are considered to have community significance.	Revise Section 5 to provide greater clarity on which applications will be subject to the requirements of the SCI and the process for community involvement. No change proposed in relation to applications of community significance.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0093	Mr & Mrs J Shoota	The yellow laminated signs used for intended planning applications are problematic. These signs are discarded of by the local youths and often go unnoticed due to the location of them. Some other method needs to be found to notify residents e.g. posting letters.	It is a statutory requirement that site notices are provided for planning applications. However it is acknowledged that the notices can be lost or stolen. Planning Services is currently reviewing the procedures for advertising planning applications, which includes site notices and neighbour notification letters	No specific change proposed. However Section 5 will be redrafted to provide greater clarity in the consultation process for planning applications.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 2: Is the structure easy to understand?</b>				
0012	Horsforth Civic Society	Yes	Comment Noted.	No change to SCI document requested.
0013	Unity Housing Association	Structure is easy to understand	Comment noted	No change to SCI requested.
0014	Ms Garance Rawinsky	Yes, if one commits to wading through it.	The SCI is a statutory document that has to be used by LCC officers, developers and the general public. The content of the SCI is guided by the Town & Country Planning (Local Development) (England) Regulations 2004 and there is a certain amount of detail required to be included. However LCC recognises that the document needs to be improved in terms of formatting and layout to make the document more user friendly. The summary leaflet will also help to make the document more accessible.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0015	The Laurels Action Group	Yes - Mostly	Comment noted	No change to SCI document requested.
0016	Mr Ian Ferguson	Don't Know	Comment Noted	No change to SCI document requested.
0019	Mr M Grayson	Yes. The structure is easy to understand	Comment noted	No change to SCI document requested.
0020	Mr George Hall	Yes. Structure easy to understand.	Comment noted.	No change to SCI document requested.
0022	Dr Derek Piper	Yes. Structure is easy to understand.	Comment noted.	No change to SCI document requested.
0023	Otley Conservation Task Force	Yes.	Comment noted.	No change to SCI document requested.
0024	Leeds South East Homes	No. Not easy to understand.	Formatting and inclusion of paragraph numbers and illustrations will be added to make the SCI more user friendly.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0025	Kippax Parish Council	Yes. The structure is easy to understand	Comment noted	No change to SCI document requested.
0026	Leeds HMO Lobby	Yes	Comment noted.	No change to SCI document requested.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 2: Is the structure easy to understand?</b>				
0027	Clifford Parish Council	Yes. The document is easy to understand.	Comment noted.	No change to SCI document requested.
0028	Newlay Conservation Society	Yes. The structure is easy to understand.	Comment noted.	No change requested
0029	Wetherby Civic Society	Yes.	Comment noted.	No change to SCI requested.
0030	Tesco Stores Limited	Yes.	Comment noted.	No change to SCI requested.
0031	Mr Geoff Yapp	Yes	Comment noted	No change to SCI requested.
0032	Harehills & Burmantofts Residents Network	Yes.	Comments noted	No change to SCI requested.
0033	Miss Pauline Johnson	Yes	Comment noted	No change to SCI requested.
0034	Ms Sharon Howe	Yes	Comment noted.	No change to SCI requested.
0035	Far Headingley Village Society	Yes	Comment noted.	No change to SCI requested.
0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	Yes, but too long.	Formatting and the addition of illustrations/pictures is required to the final document to make it more user friendly. The summary version will also help to the make the document more accessible.	Formatting and the addition of illustrations required. A summary leaflet of the SCI will be produced.
0037	Ms Karen Chiverall	No	Comment noted. Formatting and illustrations should help to make the structure easier to understand.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0039	Mr David Speight	Yes	Comment noted.	No change to SCI requested.
0040	Mone Bros. Limited	Yes	Comment noted.	No change to SCI document requested.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 2: Is the structure easy to understand?</b>				
0041	George Wimpey Strategic Land	Yes	Comment noted.	No change to SCI document requested.
0044	Morley Civic Society	Yes. After a second reading, in order to answer this question and leaving aside the detail.	Comment noted.	No change requested
0045	Taylor Woodrow Developments Ltd	No. Refer to answer for question 03.	It is accepted that not everyone wants or needs all the detail in the SCI but the document must appeal to a broad range of people and interests. It is considered that formatting and the addition of graphics will make the structure flow better.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0054	Royal Mail Property Holdings	Yes	Comment noted	No change to SCI requested
0055	Ms Deborah McLean	Yes.	Comment noted.	No change to SCI document requested.
0059	Mr Evan Jones	Yes the Draft is easy to read if you are an academic. No if you are otherwise.	The use of plain English has been the main aim of the SCI, although it is inevitably necessary to provide sufficient detail to avoid ambiguities. Formatting and illustrations will help to make the structure easier to follow. A summary leaflet has been provided during the consultation process and will be made available with the adopted version. The SCI will be looked at more closely to improve the plain English.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0062	Leeds Civic Trust	Yes.	Comment noted	No change to SCI document requested.



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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0012	Horsforth Civic Society	Civic Societies are not referred to in the statement.	All community groups that the Council is aware of are included in the database of consultees and this is regularly updated. It is recognised, however, that the SCI does not refer to Civic Societies.	Amend Appendix 3 to more closely reflect Annex E of PPS12, which lists Civic Societies under Local Agenda 21.
0014	Ms Garance Rawinsky	It is so complex that I don't believe it is possible to do all it says it will and allow anything to be built within five years of receipt of application.	A lot of what is set out in the SCI is already undertaken, however the emphasis of the new planning system is to make the planning process much more transparent and easier for the public to get involved. The onus is not only on the local authority but developers to engage the local community as early as possible in the planning application process, and whilst it is agreed that there are challenges ahead, the amount of consultation, especially if undertaken effectively, should not affect build rates. Officers will still be required to determine planning applications within 8 weeks (13 for "major" applications).	No change to SCI proposed.
0015	The Laurels Action Group	Presentation of the document	The SCI needs formatting to make it more user friendly. The summary leaflet will also assist in making it more accessible.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0016	Mr Ian Ferguson	No	Comment noted	No change to SCI requested.
0019	Mr M Grayson	Appendix 6: Much of the detailed information e.g. Leeds Initiative, Local Development Scheme available on websites but, will copies be available in print, large print or for people who do not have access via computers.	Comments noted and agreed. Paper copies of documents can be made on request. Wherever possible this will be done free of charge, as stated in the SCI.	To add clarity to the SCI, amend Appendix 6 so that where reference is made to other documents and a web link is provided add the following text: "paper copies are available on request".

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0020	Mr George Hall	Participations in DPD's and SPD's, requires some knowledge of national planning policy and Regional Spatial Strategy. I would think this necessary to save on resource implications.	<p>In preparing Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's) it will be expected that the necessary Planning context (National Planning Guidance) will be included in the document and that LCC officers can offer advice and assistance.</p> <p>The services of Planning Aid, a free, independent and professional body can also be called upon for community groups and individuals who can not afford to pay a planning consultant.</p>	No change proposed
0021	Yorkshire Forward	Provide key dates for expected consultations on the principal LDF documents.	The SCI is about the process and mechanisms of consultation and not the programme of documents. Information on key dates on the principal Local Development Frameworks (LDF's) is contained within the Local Development Scheme, which is annually updated and monitored.	No change to SCI proposed.
0022	Dr Derek Piper	Lengthy documents are off-putting. The executive summary (once finalised) should be widely circulated with reference to full report and how to get hold of it.	<p>The SCI is a statutory document that has to be used by LPA officers, developers and the general public. The content of the SCI is guided by the Town &amp; Country Planning (Local Development) (England) Regulations 2004 and there is a certain amount of detail required to be included.</p> <p>However LCC recognises that the document needs to be improved in terms of formatting and layout to make the document more user friendly. The summary leaflet will also help to make the document more accessible.</p>	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0025	Kippax Parish Council	No suggestions	Comment noted.	No change to SCI requested.
0028	Newlay Conservation Society	No suggestions.	Comment noted	No change to SCI requested.
0029	Wetherby Civic Society	No suggestions	Comment noted	no change requested.
0030	Tesco Stores Limited	No	Comment noted.	No change to SCI requested.
0033	Miss Pauline Johnson	It is very long. Would it be possible to shorten it but, still retain all the important information.	The SCI is a statutory document for use by both members of the public, developers and LPA officers and follows Government Guidance on what should be included in the contents. It is agreed that the format of the document can be improved to make it more user friendly. The summary leaflet will also assist in making the SCI more accessible, and this is considerably shorter.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0035	Far Headingley Village Society	Running page heading to show the section title (e.g. The Local Development Framework for pg 15-18) would make it easier to navigate.	Comment noted and agreed. Final formatting of the SCI is needed to make the document more user friendly.	Formatting and addition of illustrations required
0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	See answer to question 2	Formatting and the addition of illustrations/pictures is required to the final document to make it more user friendly. The summary version will also help to the make the document more accessible.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0037	Ms Karen Chiverall	Plain English, shorter and more visual.	Formatting and the addition of illustrations is needed to make the SCI more user friendly. The summary leaflet will also help in making the SCI more accessible.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0039	Mr David Speight	I would like to see developers made to build one bedroom flats, kitchen and lounge. These when built, would be controlled with a ceiling price raise so that first time owners can move up the property ladder but, keeping the price still in reach of new first time buyers.	Not relevant to SCI.	No change proposed as not directly relevant to SCI document.
0044	Morley Civic Society	Following on from question one, the better example of a current document seems to be "Statement of licensing policy 2005-2008." It is felt that the SCI should not be cast in a form using e.g. we/you/our/us, or if so, these require inclusion in the glossary for a definition. The glossary should include "stakeholder".	One of the purposes of preparing the SCI was to relate it to local people rather than being a conventional Council document. Therefore the reference to "you", "we" etc has been used. Stakeholder reference agreed	A definition of stakeholders will be provided in the glossary
0045	Taylor Woodrow Developments Ltd	The Draft is very lengthy, detailed and rigidly sets out the Council's process. There is a large amount of irrelevant information. The document could be better structured, divided into two parts. Part a) would set out how the Council will consult on the LDF process. Part b) would identify consultation in relation to planning applications. This would help reduce the amount of unnecessary information. The document should focus on planning matters. Chapter 2 appears to be slightly irrelevant. We recommend that it be deleted in order to provide more focus on the purpose of the SCI. The last section of Chapter 2 could be incorporated into the introduction. The appendices are very technical and complicated. We suggest that a named Officer is included as the relevant contact rather than DEC.	It is accepted that not everyone wants or needs all the detail in the SCI but, the document must appeal to a broad range of people and interests. It is considered that formatting and the addition of graphics will make the structure flow better.  It is accepted that a named officer is preferable to reference to DEC.	Formatting and addition of illustrations required.  A summary leaflet of the SCI will be produced.  Contact details to be amended to refer to Ian Mackay.

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<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0048	Victorian Society	Meeting with Victorian Society. Agreement to add a note explaining the status of CA appraisals and VDS/NDSs in the new scheme.	Existing Supplementary Planning Guidance which includes certain Village/Neighbourhood Design Statements and Conservation Area Appraisals are saved for 3 years until September 2007. After this date, they will need to be in the Local Development Scheme programme to become Supplementary Planning Documents. New documents will be considered through the LDS. Documents that are not Supplementary Planning Documents will be a material consideration in determining planning applications.	Add text in Section 4 explaining the status of Conservation Area appraisals and Village/Neighbourhood Design Statements.
0055	Ms Deborah McLean	It's obvious that a lot of thought and preparation has gone into the document. I have no suggestions on how it may be improved.	Comment noted.	No change to SCI requested.
0057	Westbury Homes (Holdings) Ltd	The relationship between the text in the main part of the document and appendices could be clearer. E.g. the table and text on pages 10 and 11 make reference to Appendix 3, where it should make reference to Appendix 2 and 3 due to the generic definitions.	Pages 10 and 11 could make reference to both Appendix 2 and 3, however Appendix 3 is more important in terms of the consultation on DPDs and SPDs (definition of stakeholders page 10).  No change to page 10 (definition of stakeholders - Appendix 3). Refer to Appendix 2 and 3.	Add reference to Appendix 2 in Section 3

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0059	Mr Evan Jones	Draft document is not interesting; is too long and defers interest; there are too many abbreviations; it is too repetitive; there is too little of what counts; do not include so much information within the footers (the text in the footers is too small anyway); some of the detail is not required; poor presentation; include more bullet points; greying out of boxes makes reading difficult; check format and alignment before finalising/printing the document; visually boring; overall score of 3/10. 'Contact us' page should grab attention; contents page appears too academic, suggests ease but is not easy to follow; Leeds District information is unnecessary; glossary is inconsistent e.g. 'Planning for Real' and 'Scoping Report' is not included. Suggestions: Advertise on buses, trains, taxis and request responses by text, advertise on TV, offer giveaways, try cartoon strips to portray process of how community can get involved, include maps to pinpoint areas highlighted; give your data to professional communicators - then to creative designers. Questions: how will you reach 'hard to reach' groups?; what level of response have you had to this exercise?; how many comments forms have been returned?; how many forms were sent out? The 'Have your say' pictures are good.	The presentation and layout of the SCI is being revisited including greater use of colour and pictures. Planning for Real is defined in Appendix 1 (consultation and participation methods). A definition of scoping report will be added to the glossary. The suggestions for advertising are useful and welcome. 'Measures the Council will take to involve people who are often excluded from the planning process' are outlined under this title in Section 3 of the SCI. 100 representations were received during the formal consultation period (7th Nov - 16th Dec 2005). The 'Statement of Consultation' outlines the consultation undertaken in more detail.	Provide a definition of scoping report in the glossary in Appendix 6.

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<b>Question 3: Suggestions for how the structure (or any other aspect) of the document may be improved.</b>				
0060	Highways Agency	<p>Make use of the OPDM graph showing how the various documents link into the LDF.</p> <p>A clearer table is needed showing the consultation process of which documents will be reviewed and when (start and finish dates), how and by whom.</p>	The ODPM diagram is helpful and will be used (or similar) to explain the process.	Include ODPM diagram, or similar in Section 4.
0062	Leeds Civic Trust	All subsections and paragraphs should be numbered so that specific sections can be referred to in correspondence or conversations.	Comment agreed.	Add paragraph numbers
0087	The Emerson Group	It is important to involve local people and stakeholders in decision making on planning matters. The SCI should relate to the practical application of this once the SCI is adopted.	The SCI sets out how we will consult with local people and stakeholders, the likely resource issues and that consultation will be regularly monitored.	No change proposed.
Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0013	Unity Housing Association	Could write to schools and governing bodies	Schools are an important opportunity for reaching young people and parents and we identify the broad group of young people in the list of community and stakeholder groups in Appendix 3 (page 35).	No change to SCI requested.
0014	Ms Garance Rawinsky	The main problem is to encourage an interest from the community.	The key to good public engagement is effective advertising.	No change to SCI requested.
0015	The Laurels Action Group	An excellent idea but, the publicity has to be First Rate.	Comment noted and agreed - through the SCI Leeds City Council will promote and review publicity issues.	No change to SCI document requested.
0016	Mr Ian Ferguson	Yes. You could relate them to my enclosed property project and involve it with myself	The details of the Property Project is specific to Mr Ferguson and not relevant to the contents of the SCI.	No change to SCI proposed.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0019	Mr M Grayson	Report in local press. I only knew about the changes replacing UDP by reading Autumn 2005 edition of 'About Leeds' newspaper.	Advertising/publicity is key to effective consultation. This is embodied within the SCI and the Council will continuously strive to improve this.	No change to SCI requested.
0020	Mr George Hall	As stated above - the proposals are most welcome particularly 'individual' participation.	Comment noted.	No change to SCI requested.
0021	Yorkshire Forward	It would be useful to provide details on how members of the public can make representations on particular planning applications and opportunities to appear at planning committee meetings.  Provide key dates for consultations.	Agreed.	Revise Section 5 and include Appendix 7 - consultation methods for publicising different types of planning applications.
0022	Dr Derek Piper	Any proposal has got to be an improvement on the current system. More mail drops using addressed letters would be useful (though expensive).	Comments noted.	No change to SCI requested.
0025	Kippax Parish Council	Could Plans Panel meetings be de-centralised i.e. East Leeds meeting be held in East Leeds?	It may not be practicable to de-centralise Panel meetings. There would be resource implications and difficulties in finding suitable accommodation. Scope to explore in future - as appropriate.	No change proposed.



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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0026	Leeds HMO Lobby	HMO Lobby recommends that Local Community Associations should feature prominently in any list of candidates for community involvement. (Paying particular reference to Appendix 3 of the document).	All community groups that the Council is aware of are included in the database of consultees and this is regularly updated.	Page 34 "other groups" add:  "Community Associations and other geographically based groups".
0028	Newlay Conservation Society	Problem with diminishing returns. Involving more people in consultation gets harder as the people get more diverse. Surely the people who want to be involved will ensure they come to you? However, informing more people is 'right', provided resources for returning are not used up excessively for marginal return.	The importance of good advertising/publicity is recognised for achieving effective consultation and it is agreed that LCC can not force people to get involved. The SCI identifies in Section 6 that the level of consultation will need to be at a level appropriate to the document being consulted on and the resources available.	No change to SCI requested.
0029	Wetherby Civic Society	I think this is a good idea	Comment noted	No change to SCI requested.
0030	Tesco Stores Limited	No	Comment noted	No change to SCI requested.
0031	Mr Geoff Yapp	No. The more people involved the better.	Comment noted.	No change to SCI requested.
0032	Harehills & Burmantofts Residents Network	There is no statement of how you would acknowledge the results of community engagement already carried out by the existing structures listed on page 31-32.	The sections "what will the Council do with comments received" and "How will the Council evaluate the success of consultation" (pages 12 and 13) sets out how the Council will acknowledge and publish the results of consultation. The key consultation structures and organisations identified in Appendix 2 (page 31 and 32) are existing groups which we look to "piggy-back" onto. LCC does not presume to publish the results of separate consultations undertaken by them.	No change to SCI proposed

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0033	Miss Pauline Johnson	I am pleased that you are endeavouring to involve as many people as possible, though you may encounter some apathy and problems due to illiteracy, I am pleased that there will also be written information as some older people have problems accessing the new technology. Not everybody likes computers.	LCC agree that the availability of different materials used in consultation is important for reaching as many people as possible.	No change to SCI proposed.
0034	Ms Sharon Howe	More public meetings. Encourage resident committee's in all areas for local councils to notify of planning developments, especially when this involves demolition of buildings. LCC should advertise and hold meetings to give communities a chance to have their say and involvement.	Parish and Town Council meetings and Area Forum meetings do, to the most degree, already do this. Emphasis in the SCI is now on developers, as well as the LPA, to have early meetings with the community. LCC agree that good advertisement and publicity is key to effective consultation.	No change to SCI document proposed.
0035	Far Headingley Village Society	P20: We stress the importance of site notices to alert those who use an area but, who may not 'live nearby' or regularly read the local paper, to the existence of planning proposals. To increase the impact of site notices, we encourage the systematic removal of out-of-date notices, and increased clarity of content and layout of the notices.	The City Council asks applicants to remove site notices once the application has been determined.	No change proposed
0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	Specific methods that are targeted at young people and groups and those with learning difficulties.	The Council offers the facility of providing material in different formats e.g. larger text, Braille, tape, different languages, paper copies and information on LCC's website.	No change to SCI proposed.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0037	Ms Karen Chiverall	Consult via tenant and residents groups, leave in community centres, supermarkets, foyers etc. Provide freepost address for responses.	The provision of a free post address is a resource issue that will need to be assessed on a case by case basis and can not be guaranteed.	No change to SCI document proposed.
0039	Mr David Speight	I feel local people who are not connected to a political party need to be involved.	The object of the SCI is to ensure that all stakeholders in the planning process, particularly local people, are given the opportunity to be involved and actively participate in the determination of plan making and planning applications. This is irrespective of political allegiances.	No change requested.
0040	Mone Bros. Limited	There are too many people involved already. The local planners should be adequate and the Chief planner having the last say.	The statutory planning process requires the involvement of stakeholders in the consideration of plans and planning applications. The SCI is the Council's guarantee to consult and engage with the community in the planning process.	No change to SCI requested.
0041	George Wimpey Strategic Land	No	Noted	No change to SCI requested.
0044	Morley Civic Society	There are worries about the system becoming even more complex and costly, and demoralising (for some people). Whilst the intentions are good, the problem will be to achieve them in practice.	It is acknowledged that the new planning system is complex however it does provide an important opportunity for the local community to have greater involvement in the planning process. The City Council must ensure that the process is made as accessible and understandable to local people as possible, which is the main objective of the SCI.	No change to SCI requested.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0045	Taylor Woodrow Developments Ltd	<p>The Council may wish to consider producing a leaflet type format for the SCI that could be available in libraries, colleges and Council offices.</p> <p>A balance needs to be struck between obtaining useful contributions from genuinely interested stakeholders and unnecessary consultation that might result in burdening an Officer's ability to process and application speedily.</p>	<p>A leaflet has been made available as part of the consultation documents at Regulation 25 and 26 stage. It is a helpful suggestion to provide a summary leaflet for libraries etc when the SCI is adopted, however it is not accepted that there could be unnecessary consultation.</p>	<p>No change to SCI document proposed, but a summary leaflet of the SCI will be produced.</p>
0053	Stapleton Ltd	<p>Given that for major applications the SCI indicates that the consultation process will be handed over to the developer, what monitoring process will the Council undertake to ensure that the developer is achieving proper and effective consultation prior to an application? This is especially important when, for e.g. the Council has entered into pre-application agreements promising the use of compulsory purchase powers years in advance of an application. What sanctions and accountability will be put on the developers should they fail in this manner?</p>	<p>The Government's Guidance (PPS12) states the requirements for community involvement. Whilst an application cannot be registered when community involvement is not undertaken prior to application submission (major applications and applications of community significance), the implications of this may be that there are unnecessary objections to the application and the determination process is protracted. It is to developer's benefit if pre-application consultation is undertaken.</p>	<p>No specific change in response to comment, however Section 5 will be redrafted to reflect the PPS12 Companion Guide in terms of failure to undertake community involvement.</p>
0055	Ms Deborah McLean	<p>I believe that this is a good decision. It gives the community an opportunity to voice their concerns and communicate their thoughts. I honestly think that people value their community and that they value the city that they live in. It allows us to be pro-active and helps us to feel that we are making a valuable contribution to an aspect of development that some of us feel slightly alienated from.</p>	<p>Comment noted.</p>	<p>No change to SCI requested.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0059	Mr Evan Jones	Yes. Involve more people but, you have to find the HOW first together with the WHO and WHERE...then the WHAT and WHY.	The SCI endeavours to promote an inclusive process.	No change to SCI proposed.
0061	Jones Homes (Northern) Ltd	The document tends to become too prescriptive and through its concentration on reaching minority groups may run the risk of subordinating the general public interest to those of minority groups. An appropriate balance needs to be struck.	It is not the aim of the SCI to concentrate on minority groups. The key objective is to ensure that all groups and individuals within the community together with business, landowners etc have equal opportunity to be involved in the planning process. Certain parts of the community have not been involved in many planning matters in the past, due to limited access, language etc.	No change to SCI proposed.
0062	Leeds Civic Trust	The LCT supports any process which will see additional community engagement but, this will require significant commitment by LCC and developers if people are to feel truly involved - more than token 'information' through a move to 'real influence' with an explanation of why not if comments are not taken on board.	The new planning system requires commitment from both the public and private sector in the consultation process.	The procedure for consultation on planning applications will be made clearer in Section 5.
0087	The Emerson Group	Section 3 of Draft - A lengthy set of principles are indicated which are supported - provided adequate resources are made to the Council.	Section 6 in the SCI highlights that consultation will be at a level appropriate to the document being consulted upon and resources available within the timescales set for public participation.	No change proposed.
0091	National Playing Fields Association	The NPFA is not a Grant Funded body but, a charity with limited resources. Realistically NPFA cannot respond to every draft development document.	It is appreciated that resources will be a limiting factor for some local community groups and organisations to participate in all consultations.	No change to SCI proposed.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0012	Horsforth Civic Society	Civic Societies are not referred to in the statement.	All community groups that the Council is aware of are included in the database of consultees and this is regularly updated. It is recognised, however, that the SCI does not refer to Civic Societies.	Amend Appendix 3 to better reflect Annex E, PPS12, to include Civic Societies under Local Agenda 21.
0013	Unity Housing Association	Could put details in council newsletter. Promote local plans through community organisations	Agree that newsletters are a useful method of consultation and that opportunities exist to tap into/ "piggy-back" onto newsletters produced by community organisations.  Newsletters are identified in Appendix 1 as a method of consultation.	No change to SCI requested.
0014	Ms Garance Rawinsky	Advertise your accessibility and let the populous ask the questions, rather than trying to be all things to often, uninterested parties.	The key to good public engagement is effective advertisement and availability of information - people's involvement cannot be forced.	No change to SCI requested.
0015	The Laurels Action Group	No. I think you are doing very well.	Comment noted.	No change to SCI requested.
0016	Mr Ian Ferguson	No	Comment noted.	No change to SCI requested.
0019	Mr M Grayson	People do not always belong to community groups. Individuals see information in press and site notices about planning applications. Appendix 1.	The definition of "community" is provided in the glossary (Appendix 6) and states that individuals are part of a community - you do not have to be part of a group to get involved in community consultation.	No change to SCI proposed.
0020	Mr George Hall	More publicity in the media. My main concern is the perception that planning is reserved for architects and members of NTIP. Stakeholders' are seen to be wholly representative. Clearly they are not.	Community groups and stakeholders are starting points for reaching the general populous. LCC recognises that effective advertisement/publicity is necessary to get individuals involved.	No change to SCI requested.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0022	Dr Derek Piper	Planning Hearings during the day are difficult to attend without taking time off work. How about evening or Saturday meetings? Local Councillors must be involved.	The SCI identifies that timings of meetings is an important consideration.	No change to SCI requested.
0024	Leeds South East Homes	Look at DTI consultation papers which are now produced in two formats - one traditional and the other using 'easy read' making it user friendly.	The summary leaflet will help in making the document more accessible. The SCI will be formatted to include paragraph numbers and illustrations to make it more user friendly.	Formatting and addition of illustrations required. A summary leaflet of the SCI will be produced.
0025	Kippax Parish Council	No suggestions	Comment noted.	No change to SCI requested.
0026	Leeds HMO Lobby	<p>Leeds HMO recommends that procedures for community involvement take account of the resource implications for the community.</p> <p>Leeds HMO Lobby recommends that community involvement should be facilitated by support from expert advocates (like Community Planning Officers).</p> <p>Leeds HMO Lobby recommends that the Statement of Community Involvement draw attention more prominently to the possibility of community involvement in the very initiation of planning documents.</p>	<p>LCC agrees that community involvement needs to be facilitated with expert support. Planning Aid offers free, independent advice and assistance to community groups and individuals if they can not afford to pay for planning consultants. The SCI provides contact details.</p> <p>LCC agrees that clarity can be made in the SCI that community groups can initiate planning documents.</p>	Amend Section 4 to expand text on the opportunities for community groups to initiate DPD's/SPD's.
0028	Newlay Conservation Society	When you have contacted people/groups ask them to reply concerning what you have sent i.e. look for positive response, rather than accepting that what has been sent out has actually been received, which is a more passive response.	Comment noted	No change to SCI requested.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0029	Wetherby Civic Society	No.	Comment noted.	No change to SCI requested.
0030	Tesco Stores Limited	No	Comment noted.	No change to SCI requested.
0032	Harehills & Burmantofts Residents Network	You could consult representatives of the community about the accessibility of materials to be used in consultations, and about methods to be used for target groups, before it happens.	As consultation experience increases, our knowledge of what materials and methods of consultation work best for individuals and groups will continue to improve. The SCI will be monitored to ensure regular improvement.	No change requested
0033	Miss Pauline Johnson	Notify Beeston Forum Secretary, Mr Robert Winfield. Fax 0113 2264510 Email rjww@supanet.com	Details added to database and interest noted	No change requested
0035	Far Headingley Village Society	P34 & 38: Where an SPD relates to a local area, use local notices or posters (e.g. in libraries, post offices, community centres) to encourage involvement of individuals who are not represented by any 'consultation body.'	Good advertisement and publicity is key to effective consultation.	No change proposed
0037	Ms Karen Chiverall	See answer to question 04	The provision of a free post address is a resource issue that will need to be assessed on a case by case basis but cannot be guaranteed.	No change to SCI requested.
0039	Mr David Speight	Start 'Friends Groups' of local people who are concerned about their area and the city. Again without political influences.	'Friends Groups' should be set up by the local community to reflect their own interests.	No change to SCI requested.
0041	George Wimpey Strategic Land	Simply consult as widely as possible. For example George Wimpey would request notification of publication of all SPDs relevant to our interests.	Comments noted.	No change proposed to SCI  Put George Wimpey on the database of consultees



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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0044	Morley Civic Society	As for question 04. With these complexities it will be more difficult to engage more people in the planning process.	The purpose of the SCI is to set out clear guidelines as to how the community should be engaged in the planning process.	No change to SCI proposed.
0045	Taylor Woodrow Developments Ltd	It would be useful for the Council to contact developers and landowners known to be active in the area to seek out any potential site opportunities at the outset, as part of the evidence gathering process.	This is a positive suggestion and will be considered as appropriate in the future.	No change requested
0049	Leeds City Council - Cllr Brian Cleasby	<p>As a member of the Development Panel and a resident of Rawdon for many years, ten of those years representing most of Rawdon, I made the Panel Members and officers aware of my concerns at the last meeting. Because the 3 villages do not have Parish Council's they will miss out on a layer of consultation. It was discussed and noted. I asked that officers ensure that all parts of our City be equally consulted.</p> <p>It is the strength and quality of the consultation that will give all the documents their eventual credibility.</p>	The objective of the new planning system is to ensure a consistent level of consultation. The SCI sets out the Council's commitment that all members of the community are provided with the opportunity to be involved in the planning process, both geographically as well as the range of issues.	The proposed changes to the SCI are intended to set out consultation arrangements and the City Council's commitment more clearly.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0050	Leeds City Council - Cllr Valerie Kendall	There is no point in attending any of these (7 Nov - 16 Nov) consultation exercises, as there are unlikely to be any of our Ward residents there. Having two consultation sites in Chapel Allerton Ward (Chapeltown and Chapel Allerton Libraries) and none in Roundhay (or Moortown for that matter) is out of scale. If the SCI exercise is to have any real practical meaning, there should not be this gap. Consultation exercises should be widely publicised across the City in order to mitigate such an imbalance.	Given the geographical size of the Leeds district it was felt that holding a consultation exhibition in the inner and outer area of each wedge together with exhibitions in the City Centre would provide a reasonable level of coverage given the time and resources available. A total of 18 events were held during the statutory 6 week period. As part of the LDF process, where appropriate, there may be future opportunities to hold exhibitions in Chapeltown (inner area) and Roundhay (outer area). This has been noted in the report of consultation. The SCI consultation and exhibitions was widely publicised in the Evening Post and local newspapers, LCC website and posters in local libraries. Ward Members were also made aware of the consultation process.	No change requested.
0051	Leeds City Council - Cllr Ronald Feldman	Moor Allerton Library was not on the SCI exhibition venue list. Ensure that all areas are covered in future.	Given the geographical size of the Leeds district, it was felt that holding a consultation exhibition in each inner and outer area of each wedge, together with exhibitions in the City Centre provided sufficient coverage. This resulted in a good geographical spread, within available resources. A total of 18 events were held during the statutory 6 week period. It is not always possible to organise events in every library particularly for citywide documents, but for events which are of specific interest to a community then libraries are invaluable.	No change requested.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0053	Stapleton Ltd	In situations, as above, where the consultation process has been handed over to the developer, the Council should not include consultation statements and statements of historical events in government documents concerning consultation undertaken, when this consultation was not undertaken by the Council and bears no responsibility or accountability for it. Can the Council verify the accuracy of such statements in a government document?	It is not clear what this comment relates to. The SCI does not state that the consultation process is "handed over to the developer". However both government guidance and the SCI states that developers are encouraged to involve the community before the application submission (major applications and applications of community significance). The City Council still has a statutory duty to publicise applications during the application process and take on board comments received during the consultation process, this includes comments from other stakeholders (including community groups). Section 5 will be revised to explain in more detail the developers responsibilities to consult on planning applications.	No specific change in relation to comment, however amend Section 5 to provide more guidance to developers for community involvement at the pre-application stage.
0054	Royal Mail Property Holdings	Post Office Property Holdings are contained within PPS12 as additional bodies that may be consulted upon during the LDF preparation. We would be grateful if you could refer future consultations to Royal Mail Property Holdings via this address. In addition we would like to confirm that Royal Mail Property Holdings are consulted on all documents throughout the LDF preparation.	Post Office Property Holdings (c/o Sanderson Weatherall) will be added to the database to be advised of future DPDs as indicated in the SCI comments form and for SPDs where relevant.	Appendix 3 amended to include 'other consultees' as per Annex E3 of PPS12.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0055	Ms Deborah McLean	The publicity of the documents perhaps could be improved. I'm sure that the local news would be interested in this information, and this would give you an opportunity to communicate to a wider audience.	The SCI was subject to a city-wide consultation process including an article in the LCC newspaper, LCC website and notice in the Yorkshire Evening Post. 'Piggy backing' of existing meetings and groups was also used to enable wider publicity, however lessons have been learnt from the consultation process	No change requested
0058	Countryside Agency	Parish Plans, Village and Town Design Statements and Market Town Action Plans are key ways of involving and consulting with communities and should be tools used by the Council to reflect community's needs and aspirations. A number of these documents already exist in the Leeds City area and should be included in the SCI document.	Existing Village Design Statements etc are being carried forward and will remain in place for the next 3 years, for example the Far Headingley Village Design Statement. However they are not referred to specifically by the SCI as they are not SPD. Nevertheless, the SCI could recognise the role of such documents in terms of key community tools.	Amend the SCI (Section 4 and Glossary) to include explanatory text on VDS's and text on how communities can initiate SPD's.
0059	Mr Evan Jones	Go where people go, target your audiences, KISS them quick, use the media fully, design your questionnaire to enable easy response/answers and encourage/reward for feedback.	Comment noted.	No change requested.
0060	Highways Agency	There should be suitable forums for the series of on-going liaison meetings between Council and the Agency.	Regular meetings take place between LCC officers and the Highways Agency, together with other meetings as appropriate.	No change to SCI proposed.

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<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's</b>				
0061	Jones Homes (Northern) Ltd	<p>The responsibilities of the Council seem to be delegated to potential developers. This is not acceptable. The Council has responsibilities imposed by legislation and if they wish to extend these then appropriate resources must be allocated for them. Introducing additional consultation responsibilities in this document, without an appropriate allocation of resources is not a business like approach to the problem. The Council must consider again how it should carry out the responsibilities that it wishes to take on within its own resources. The extent of consultation should be considered having regard to scale of development and whether or not the development is in line with the current development plan. If the development is in line with existing policies, which have been the subject of community involvement and comment previously, why should the whole process be repeated? The document appears to be too prescriptive and needs to be amended</p>	<p>The SCI is not overly prescriptive. It reflects national planning guidance. The allocation of resources is a key challenge of the new planning system, hence the use of existing network, meetings etc. Developers will have a greater role to play in consultation on Major Planning Applications in the future. However, the Council will do all the consultation activity it currently undertakes and more as part of SCI requirements.</p>	No change to SCI proposed.
0062	Leeds Civic Trust	<p>If the processes set out in the SCI are all implemented, the City will be moving a long way towards best practice - however, there is a 'tradition' of secrecy within the authority and there will need a root and branch change in attitudes if the process is to succeed. There is a specific issue with Village Design Statements in that a lot of groups have put a lot of time into their preparation and they should not be ditched just because they have not ticked the boxes in the SCI - as there has often been very extensive consultation, a paragraph should be added to explain their role in the LDF.</p>	<p>The Local Development Scheme (a three year rolling work programme identifying plans that LCC will produce as part of the LDF) will be annually monitored and reviewed and will identify new plans as and when additional plans are proposed and included into the work programme.</p>	Add text in Section 4 explaining the status of Village Design Statements.

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0086	F Vickers	Re: section 4 "what will we involve you in?" Among SPD's listed is a new 'Householder Design Guide'. Does this replace RDA6 and Neighbourhoods for Living?	RDA6 is no longer in use and 'Neighbourhoods for Living' is a separate document.	No change proposed.
0087	The Emerson Group	1) Section 4 (DPDs and SPD's) - The 2nd bullet point should include stakeholders (or others) who have an interest in the future of Leeds.2) The SPD's and DPD's listed. There is concern that they have started prior to SCI. Are they under the same degree of scrutiny as those that may follow the adoption of the SCI?3) Appendix 4 - does not include at which stage representations might be made for inclusion of sites and projects within DPD's. This should be inserted in appropriate location.	1) It is not clear to which bullet point this is in reference to, however, it is agreed that section 4 should be amended to include text on the opportunities for local community groups and stakeholders to initiate DPD's/SPD's.2) The DPD's and SPD's that are currently being prepared in parallel to the production of the SCI, are being prepared in accordance with the Town and Country Planning (Local Development Framework) (England) Regulations, 2004. The Regulations set out the statutory, legislative framework for producing new plans under the Local Development Framework.3) Appendix 4 - representations can be made on the inclusion of sites and projects within DPD's during the pre-production and production stages. It is not therefore necessary to amend the table.	1) Amend Section 4 to expand text on the opportunities for local community groups and stakeholders to initiate DPD's/SPD's.2) No change requested3) No change proposed
0090	National Grid	National Grid believes as an important stakeholder that they should be involved in the preparation, alteration and review of relevant DPD's.  National Grid would much prefer to be involved at the offset of establishing planning policy.	National Grid are identified in Appendix E, PPS12 under 'Other Consultees' and should be consulted where appropriate.	Amend Appendix 3 to relate more closely to the list of consultees listed in PPS12.

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<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
0013	Unity Housing Association	Print document in other languages. School visits to engage parents. Visit centres that cater for those groups.	LCC agree that it is important to produce documents in different languages and larger font, and can offer this facility for 100+ languages, and the use of interpreters, free of charge when requested. This is reflected in the SCI.  Schools are recognised as an important opportunity in involve both young people and their parents.	No change to SCI requested.
0014	Ms Garance Rawinsky	Knock on doors adjacent to proposed developments but, don't expect to be welcomed with open arms.	Comment noted.	No change requested
0015	The Laurels Action Group	Publicity through schools and colleges perhaps? Notices in clubs and pubs?	Good publicity/ advertising and availability of documents is essential for effective consultation.	No change to SCI requested.
0016	Mr Ian Ferguson	No	Comment noted	No change to SCI requested.
0019	Mr M Grayson	Appendix 1 Consultation methods: Local meetings re: individual applications can be set up by neighbours who are aware of situation, and any objections can be reported to the Planning Department. Explanations given clearly with full details are required for Planning Department staff to enable group explanations to be given.	Comments noted.	No change to SCI requested.
0020	Mr George Hall	More emphasis on "their opinions are important." " Local" inquiries should be held "locally" where possible - not centrally for example as RUDP.	LCC agree that everybody's opinions are important.  LCC will consider the appropriate location for inquiry venues.	Page 11: "What measures will we take to involve people who are often excluded from the planning process?"  Add the following text:  "It is important for every one to have their say and everybody's opinions are important. We will work..."

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0021	Yorkshire Forward	It would be useful to provide details on how members of the public can make representations on particular planning applications and opportunities to appear at planning committee meetings.	Agreed.	Revise Section 5 and include Appendix 7 - consultation methods for publicising different types of planning applications.
0022	Dr Derek Piper	I would say that it is about 95% of the population who feel it doesn't make any difference so why bother?	LCC recognises that good advertising/publicity is necessary for effective consultation and to get individuals involved.	No change to SCI requested.
0025	Kippax Parish Council	More effective use of Parish Councils and publishing a list prior to meetings - to be posted on Parish Council notice boards.	The Parish Councils receive planning applications relevant to their geographical area. Currently LCC do not have any mechanisms in place to control how individual Parish Councils advertise their meetings or agendas.	No change proposed
0028	Newlay Conservation Society	No one should be 'excluded' and I am sure they are not. But often people exclude themselves i.e. they are just not interested. Again, it is a question of resources and the return on their use. Do you have any cost per response analysis figures? For example, previously if your cost per response was £1,000 then you could monitor it in future. If it rises then your additional resource use may need to be adjusted.	The SCI identifies (see page 23) that the Councils resources and priorities will be annually monitored and reviewed.	No change proposed
0029	Wetherby Civic Society	When details of planning applications are placed on lamp-posts etc, it would be an idea to state where these plans can be seen i.e. public library etc, as the majority of people do not realise where they are and that they can go and look at them.	Site notices already state where the plans can be inspected and identifies the local library	No change proposed
0030	Tesco Stores Limited	No	Comment noted.	No change to SCI requested.



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<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
0031	Mr Geoff Yapp	Planners work closely with developers in formatting proposals which they consider acceptable but, in my view they should give equal opportunity for discussion to local community representations so that their views are considered before plans are put forward.	The emphasis in the SCI is on community consultation at the early stages and through-out the preparation of plans and planning applications.	No change requested
0032	Harehills & Burmantofts Residents Network	You could provide funding so that groups and tenants can meet in community buildings, so that they can take more ownership of the process. Give them resources so that they can target the people they know who will be interested. Use 'Planning for Real.'	Agree that community ownership is key, but resourcing all groups and tenants associations is too expensive. The SCI sets out in Section 6: Resources, that consultation will be undertaken at an appropriate level dependant on the document or application being consulted on. The allocation of resources will reflect the need to achieve value for money and will focus on ensuring that costs represent efficient and effective use of funds. Planning for real exercises and other meetings, will be located within community buildings for ease of access.	No change requested
0033	Miss Pauline Johnson	Planning notices should be placed where people walk and where they cannot be missed.	Site notices must be placed in at least one place on or near the land to which the application relates	No proposed change
0034	Ms Sharon Howe	Communicate via a residents group who can speak for local people.	Appendix 2 sets out key consultation structures and organisations that exist in Leeds which we will aim to "piggy-back" on to for consulting local communities.	No change requested.
0035	Far Headingley Village Society	See question 05.	Good advertisement and publicity is key to effective consultation.	No change requested.

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0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	Pay local community groups to consult/facilitate meetings on your behalf. Give them plenty of notice and don't leave until the last minute.	It is not feasible or appropriate to pay local community groups to organise consultation events, although they have an important role in representing views of local people. The City Council and developers should work together with the local community when organising events etc	No change requested.
0037	Ms Karen Chiverall	Translation - community languages. See also answer to question 04.	The LPA offers a free service, on request, to translate material and offer the use of interpreters for 100+ languages, as explained on p.3 of the SCI.  The provision of a free post address is a resource issue that will need to be assessed on a case by case basis and can not be guaranteed.	No change to the SCI proposed.
0039	Mr David Speight	Advertisements in local media such as the Morley Observer, emails, websites, schools, all civic buildings and supermarkets.	The SCI recommends the use of a variety of methods to consult with local people. This is particularly important for people who are often excluded from the planning process. The SCI was advertised in the local press and future DPD's/SPD's will be advertised as appropriate.	No change to the SCI requested.
0040	Mone Bros. Limited	There are too many people involved already. The local planners should be adequate and the Chief planner having the last say.	The statutory planning process requires the involvement of stakeholders in the consideration of plans and planning applications. The SCI is the Council's guarantee to consult and engage with the community in the planning process.	No change proposed
0041	George Wimpey Strategic Land	No	Noted	No change to SCI requested.

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<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
0044	Morley Civic Society	As for question 04 and 05.  Page 7 refers to relatively low uptake of online services due to low incomes. This is not the only reason.	It is acknowledged that low incomes is not the only reason for relatively low uptake of online services. It can also be attributed to skills and education and the provision of access to information.	Amend page 7 acknowledging that the low uptake of online services can also be attributed to skills and education and the provision of access to information/services
0045	Taylor Woodrow Developments Ltd	The Council may wish to consider producing a leaflet type format for the SCI that could be available in libraries, colleges and Council offices.  A balance needs to be struck between obtaining useful contributions from genuinely interested stakeholders and unnecessary consultation that might result in burdening an Officer's ability to process and application speedily.	A leaflet has been made available as part of the consultation documents at Regulation 25 and 26 stage. It is a helpful suggestion to provide a summary leaflet for libraries etc.  It is not accepted that there could be unnecessary consultation.	No change to SCI requested. A summary leaflet of the SCI will be produced.
0053	Stapleton Ltd	Efforts should be made to contact all landowners, onsite residents and businesses effected by Development plans, especially when this involves the CPO and demolition of property.	All stakeholders should be consulted as highlighted in the SCI, which includes any parties directly affected by emerging plans.	No change requested.
0055	Ms Deborah McLean	There are various meeting places throughout Leeds in the various communities. I'm sure that local people would be interested in the development of their local area (as long as they were aware of these meetings). Perhaps a poster campaign?	'Piggy backing' has and will be used to publicise emerging plans. Posters are one of the methods which can be used.	No change requested.

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0059	Mr Evan Jones	The Times format for them that can; The Sun format for them that can almost; The Beano Format for them that can't read with understanding but, can follow a storyboard format (perhaps this is everyone as we are all busy. If we want more info we can find it).	The key aim is shaping the consultation method to the target audience. There is a menu of methods which can be used.	No change to SCI proposed.
<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
0062	Leeds Civic Trust	There are specialists who have a track record in such work and these should be employed to carry out such consultation directly and/or train LCC staff in such techniques. As elsewhere, professional facilitators with no 'axe to grind' should be employed at public meetings or workshops (this was not the case at a recent Eastgate Quarter meeting). It will then be possible to obtain a true view from the consultees, not just the answer that one 'side' or the other is looking for.	It would not be feasible to employ specialist consultants to manage the consultation of all DPDs and SPDs, although it is acknowledged that there is merit in certain cases, for example with the Beeston and Holbeck framework (2004). Training of members of LCC staff is currently being considered and will be employed where relevant. The SCI emphasises that officers should agree the form of consultation before applicants/developers commence the pre-application consultation.	No change requested.
0087	The Emerson Group	Provided adequate publicity is given, the choice exists for all of these groups to engage or not in the process. Careful that disproportionate use of resources is not wasted in pursuing these groups - not everyone wishes to be involved.	The availability and wide publicity of consultation material is key to effective consultation. It is agreed that people's involvement can not be forced.	No change requested.
0095	Government Office for Yorkshire and the Humber	We recommend that organisations such as the Gypsy Council are mentioned in the 'Other Groups' section. The Council should consider including all specific and general consultation bodies for Regs 25 & 26 (The Town and Country Planning (Local Development) Regulations 2004) - see also Annex E of PPS12	The SCI is to be amended to better reflect the list of consultees identified in Annex E of PPS12, including the Gypsy Council.	Amend Appendix 3 of the SCI to better reflect the list of consultees in Annex E of PPS12.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0014	Ms Garance Rawinsky	I worry about the time factor, cost and reality of it all.	The time, cost and resource factors have been considered carefully in drawing up the SCI to be satisfied that it is deliverable	No change requested.
0015	The Laurels Action Group	Excellent but, you must make sure that developers applying for planning permission for major developments understand and adhere to advice and consultation.	The SCI, once adopted, will be a statutory document and both developers and the LPA need to comply with the SCI.  Developers will need to submit details of relevant consultation along with planning applications for major applications and demonstrate where they have followed comments as a result of the consultation.	Revise Section 5 to provide stronger wording for developers to ensure that consultation is consistent with government guidance (paragraph 7.7.2 "Managing Community Involvement")
0018	Harrogate Borough Council	"It is recommended that section 5 of the SCI should make clear that where it is considered that a proposed 'major' development may have cross-boundary implications, Leeds City Council will consult with all appropriate adjoining authorities."	Agreed.	Amend Section 5 to include the recommended text on cross-boundary implications of some major applications and the need to consult with adjoining authorities.
0019	Mr M Grayson	Branch libraries are not always accessible points to view plans. Central Library-central planning department may be more accessible for people using public transport.	The main Council office (Development Enquiry Centre) and central library hold copies of planning applications. Branch libraries are used as they offer a more local venue - although it is recognised that the opening hours of some libraries restricts access and accessibility to others is an issue for those reliant on public transport. The Council is always looking for new ways to make the Planning Service accessible and this will be kept under constant review. Access to planning applications on the LCC website is being developed to provide greater accessibility of plans.	No change to SCI proposed.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0020	Mr George Hall	The proposals are, in my view, the best thing which has happened in years. 'Congratulations' - meetings purely with officers and developers behind closed doors is not good policy in my eyes.	Wherever possible the City Council will ensure that minutes of meetings with developers are made publicly available if appropriate to do so.	No change to SCI requested.
0021	Yorkshire Forward	It would be useful to provide details on how members of the public can make representations on particular planning applications and opportunities to appear at planning committee meetings.	This point is agreed and needs to be clarified in the revised SCI.	Revise Section 5 to include details of how members of the public can make presentations to Plans Panel. Also, Appendix 8 'Protocol for Public Speaking at Panels' to be included.
0022	Dr Derek Piper	Consult more wider please.	Agreed.	No change requested.
0025	Kippax Parish Council	The opinion of local councils should be taken on board. All applications must be sent to Parish Councils. Consultations with the public either via public meetings involving Parish Councils should be encouraged throughout the development.	This point is agreed and needs to be clarified in the revised SCI. The weekly list of planning applications is sent to Town and Parish Councils	Revise the wording in Section 5 to confirm that the views of the community will be considered in the determination of planning applications.
0027	Clifford Parish Council	The Council welcomes the opportunity to engage in the pre-application consultations. However, it considers that the present procedure of referring all applications to the Parish Council must be considered.	LCC recognises that the number of applications referred to Parish Councils can sometimes be extensive, however, it is important to ensure that Parish Councils receive the weekly list of planning applications and are given the opportunity to comment on applications	No change proposed
0028	Newlay Conservation Society	No. Looks good to me.	Comment noted	No change to SCI required.
0029	Wetherby Civic Society	No	Comment noted.	No change to SCI requested.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0030	Tesco Stores Limited	Yes. The SCI document addresses the requirements for developers in terms of submitting planning applications, to submit a statement of how the community has been involved and that failure to do so could mean that the application would not be accepted. The ODPM's document 'Creating Local Development Frameworks - A Companion guide to PPS12' offers a contradiction in terms. It states that "Authorities cannot refuse to accept valid applications because they disagree with the way in which an applicant has consulted the community. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application."	It is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period.	Revise Section 5 to provide a subsection on failure to undertake community involvement and revise the wording to be consistent with PPS12 Companion Guide
0031	Mr Geoff Yapp	No. Except they say that some of these proposals are supposed to be in force already but, are totally ignored. For example, see news release by LCC dated 6/6/2003 which is just not happening.	Procedures for community involvement will become more formalised as the SCI progresses towards adoption. The reference to the news release is unclear.	Revise Section 5 by giving clearer guidance on consultation methods and procedures for planning applications
0032	Harehills & Burmantofts Residents Network	The community would be able to engage more effectively if they were given a plan of how the consultation would take place in their area, including which methods to be used, numbers involved, resource allocation, target groups etc.	Agreed.	Revise Section 5 to set out the consultation methods for planning applications
0033	Miss Pauline Johnson	Planning details should be placed in the nearest local library. Ours is Beeston Library, St. Anthony's Drive, Leeds 11.	It is not always possible to provide paper copies of planning applications in libraries nearest to a development site. However as part of the review of Planning Services, planning application details will be available on the computers in each local library using the LCC website.	No change proposed

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0034	Ms Sharon Howe	Take each one individually after a basic black and white guideline is followed. Treat rural areas sympathetically otherwise they will disappear.	The Council's policies already support the protection of the countryside. Each planning application is decided individually on its individual merits.	No change requested
0035	Far Headingley Village Society	P19-20: Developers should be expected to demonstrate that they are aware of, and their plans comply with, any supplementary planning documents such as Neighbourhood Design Statements, where these exist in the area.	It is acknowledged that applicants should have due regard to planning policies and guidance notes, which may be relevant to the site.	Insert text in Section 5 referring to the need for developers to have due regard to planning policies and guidance notes relevant to the application site.
0036	Beeston Hill & Holbeck Neighbourhood Renewal Team	Pay local community groups to consult/facilitate meetings on your behalf. Give them plenty of notice and don't leave until the last minute.	It is unlikely to be feasible to pay local community groups to organise consultation events. However, it is a positive suggestion and may be undertaken if funding is available. The City Council and developers should work together with the local community when organising events etc	No change proposed
0037	Ms Karen Chiverall	It's a fair start.	Comment noted.	No change to SCI requested.
0039	Mr David Speight	Forms should be basic and factual. On one development in our area the term proposed was included. This lead to change later by the developers.	Planning application forms have to provide sufficient information for the City Council to enable an application to be registered. The ODPM will be releasing new standard application forms in 2006 which will be adaptable for electronic use. LCC will review the current forms when the ODPM forms are made available.	No change to SCI proposed.



Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0040	Mone Bros. Limited	There are too many people involved already. The local planners should be adequate and the Chief planner having the last say.	The statutory planning process requires the involvement of stakeholders (including local people) in the consideration of plans and planning applications. The SCI is the Council's guarantee to consult and engage with the community in the planning process. However it is acknowledged that the consultation process must be well managed/	Amend Section 5 to confirm that there is a statutory process for consulting on planning applications.
0041	George Wimpey Strategic Land	<p>It is right and proper that developers should be encouraged to engage with the community. Such consultation should, where possible, be undertaken through a partnership approach between the LPA, applicant and interested groups.</p> <p>However, it is not acceptable for the SCI to state applications may not be accepted or that permission would be refused if the applicant has not submitted a statement of community involvement or have failed to respond sufficiently to objections raised by the community, as the ODPM publication on Community Involvement in Planning states otherwise.</p>	<p>It is acknowledged that there should be a partnership approach with LCC helping to facilitate the consultation process.</p> <p>It is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period.</p>	Revise Section 5 to provide a subsection on failure to undertake community involvement and revise wording to be consistent with PPS12 Companion Guide

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0044	Morley Civic Society	It is noted that it is intended to make documents available in local libraries. For those who were interested, a previous system worked well (at least in Morley); then 'delegation of decisions' came along and circulation of papers to libraries (including the central library) was stopped. This was a negative move consultation-wise.	Not accepted. Planning applications are distributed to local libraries.	No change proposed
0045	Taylor Woodrow Developments Ltd	The requirements of developers set out in chapter 5 are too 'onerous'. Consultation must be targeted depending on the scale of developments/projects. We recommend that a 'service agreement' approach be adopted by LCC to undertake pre-application discussions for all 'major developments' schemes, where consultation requirements can be agreed up front. The reference to not registering or refusing permission on applications which 'do not respond sufficiently to concerns raised by the community' should be deleted. It is not a practical suggestion and could potentially leave the Council open to challenge in the Courts. The suggested requirement to use a combination of some, or all of the methods outlined on page 20 is unrealistic.	LCC will consider the possibility of introducing planning delivery agreements for major applications. It is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period. The SCI should state which methods are appropriate for different types of application.	Revise Section 5 to provide a subsection on failure to undertake community involvement and revise wording to be consistent with the PPS12 Companion Guide. Revise 5 to identify appropriate consultation methods for different types of application and provide details of the reporting of consultation
0053	Stapleton Ltd	The SCI should indicate specifically how results of consultation will be reported and inform/impact the decisions on a planning application. This information is absent in the current Draft.	Agreed	Section 5 will be revised to give clearer guidance on the consultation of planning application

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0054	Royal Mail Property Holdings	The SCI states that people who live by major developments will be contacted with information. Royal Mail have a number of property holdings and operational sites within the area. We would like to take this opportunity to request that we are consulted on all major applications. Any major development application, including infrastructure projects, may have impact on Royal Mail's operation and efficiency and we welcome the opportunity to comment.	Local business as well as local residents will be consulted on applications affecting their area. Royal Mail will be consulted where relevant.	No change proposed
0057	Westbury Homes (Holdings) Ltd	The expectation that developers planning 'major developments' should engage, as a matter of course, in a combination of the consultation activities listed on page 20 is over zealous and places an onus upon the developer that may be unreasonable. Level of consultation should reflect nature and scale of development & commensurate with the potential impact. A hierarchy of consultation considering the scale of development is more realistic. Consequences of not adhering to this are totally unreasonable. I suggest that failure to submit a statement outlining details of the community involvement in relation to major developments or to respond sufficiently to concerns raised could mean that applications would either not be formally accepted or refused. The Draft should be clear in outlining the timescales within which a respondent can comment on a planning application during its determination. This should also include particular reference to timescales for Statutory Consultees to respond to consultation requests at both pre-application stage and during the planning application process.	It is accepted that the SCI should state the statutory time periods for consultation and determining of planning applications. It is also accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period.	Revise Section 5 to set out the statutory periods for consulting and determining planning applications

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0059	Mr Evan Jones	Your proposals leave out more detail than is required but, I like your 'groups not reached' category. Now that is a challenge.	Comment noted.	No change requested.
0061	Jones Homes (Northern) Ltd	The document contains considerable opportunity for extensive delay in dealing with Local Development documents and planning applications. This is contrary to the requirements to speed up the planning system in the interests of stimulating the economy and providing adequate housing for the population.	The process for consultation and timescales needs to be well managed. Pre-application consultation and discussion can assist in reducing delays.	Revise Section 5 to identify consultation timescales.
0062	Leeds Civic Trust	We feel that this part is extremely light, particularly as much of the work will need to be carried out by potentially reluctant applicants. There needs to be a much expanded section with examples of good practice, links to places to find out more information, a specific explanation of the level of consultation required and how this will be judged by LCC - this will need appropriate funding and access to trained staff. The planning shop needs to be moved to a prime shopping street and applicants be required to produce plans which can be mounted out in e.g. Briggate where people can not miss them - lots of people stopped to look at the boards explaining the pedestrianisation works. A City model could be located in such a centre. More comments are included within our more detailed response.	Agreed that Section 5 needs to be expanded to reflect the appropriate levels of consultation and how this will be assessed. It is not agreed that the planning reception (Development Enquiry Centre) should be relocated. This would require a wholesale move of the planning service which is not feasible	Revise Section 5 to provide details of the level of consultation for planning applications and how this will be assessed.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0063	David Wilson Homes Northern	Generally, your proposal is at variance with Government policy as expressed in PPS1 and the advice provided in "Statement of Community Involvement and Planning Applications" (December 2004). You should make substantial amendments to this draft. There is a lack of clarity about the post-application measures. The reference to post-application involvement should be deleted. The Council cannot require the submission of a statement nor can it refuse to validate an application. This section of the document should be re-written to conform to PPS1. Above all, this draft document presents a set of requirements upon developers, which are excessive and contrary to Government policy and advice. If un-amended this company would intend to object to a final version of the SCI and seek for those objections to be heard before an Inspector.	It is not agreed that the reference to post application involvement should be deleted. It is important that developers continue to keep the local community informed of the progress of a development, where relevant. It is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period. Discussion (or mediation) between developers, the community and the City Council already takes place in certain instances. There is no change to the present situation.	Revise Section 5 to provide a subsection on failure to undertake community involvement and revise the wording to be consistent with PPS12 Companion Guide.
0064	Community Building Services	We would like you to get in touch with the group in order that a meeting can be arranged to discuss with the communities of the inner city how they need to be involved in the boom of Leeds and for the future before passing any major development plans for the City.	Meeting to be arranged with Community Building Services.	No change to SCI requested.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0085	CAMRA	Would be interested in being informed/consulted if individual planning applications effect public houses.	LCC is not able to inform interest groups on specific applications across the whole city However, there will be local consultation as set out in SCI and interest groups will also be able to search on the LCC website for planning applications. The Council recognises that CAMRA has an important role to play in developments which affect Leeds' historic public houses in particular and will add CAMRA to the consultation database.	No change proposed
0086	F Vickers	Re: section 5 "how will the Council change current methods of consultation on applications?" Major developments (as defined) are to be subject to a more comprehensive planning process with greater community involvement. Where do infill developments fall? This needs to be strengthened. People affected by infill development (i.e. people who care about the immediate neighbourhood and wider local area-next door, across the street, in the next street etc, do not form a group! Whilst planning application processes allow for individuals comments there is no recognition of "common themes."	It is not clear what is meant by infill developments in this particular reference. The definition of Major developments is already identified in the SCI in terms of size of site or scale of development.	Revise Section 5 to give greater clarity to how local communities can be involved in planning applications.

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<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0087	The Emerson Group	<p>Section 5-It appears the Council are cancelling their responsibilities and placing them largely upon developers.The definition of Major Development complies with the Town &amp; Country Planning Order 1995 BUT, fails to recognise there are many applications that do not require significant pre or post application involvement to the extent set out in the SCI. The definition of "Major" needs to be closely interpreted. We suggest O.S.H or 15 days; 1,000,m2 or 1Ha commercial.Definition of community significance needs closer consideration. The companion guide to PPS12 indicates that SCI's should not be specific in terms of the community involvement required for each application.Authorities cannot refuse to accept valid applications because they disagree with the way in which an applicant has consulted. This sentence must be deleted.Section 5 - Recommendation to Developers. Should be prefaced by reference to the scale of development.Section 6 - "Consultation will be at a level appropriate to the document being consulted upon." This is acceptable at face value but, should be applied to Planning Applications! Need to make clear that government targets for achieving decisions on major planning applications is 60% within 13 weeks.Costs of pre-application consultation (to be made by the developer) fall within the "High-Cost" resource implication!</p>	<p>The SCI needs to be clearer about the appropriate level and form of consultation for different types of application. The consultation process should be well managed both in terms of time and resources (LLC and developers). It should also be recognised that the methods used to consult should be tailored to the individual application and agreed with the planning officer as part of the pre-application discussions. The amount of consultation will in part, reflect the community significance of the application. It is acknowledged that the consultation process should be realistic and work within the government's targets for determining applications.Is is not accepted that community significance needs closer consideration. The SCI states which types of applications are considered to have community significancelt is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period.</p>	<p>Revise Section 5 to reflect the need for an appropriate level of consultation based upon the type of application and to set out the consultation methods to be undertaken for different types of application.Revise Section 5 to provide a subsection on failure to undertake community involvement and revise the wording to be consistent with PPS12 Companion Guide</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0090	National Grid	National Grid to be consulted on significant Planning Applications which may affect their assets.	It is not possible to guarantee that specific organisations will be notified about every application, however planning applications will be publicised as set out in the SCI and details will be available on the LCC website	No change proposed
0091	National Playing Fields Association	The NPFA has no desire in the foreseeable future to be consulted on Planning Applications.	Noted. However, LCC may consider it necessary to consult on particular applications where relevant.	No change to SCI proposed.
0092	Home Builders Federation	<p>Definition of community significance is too subjective.</p> <p>Section 5-concerned with the onerous nature of the list of requirements and approach a developer is expected to follow (consultation).</p> <p>Pg 20-object strongly to LCC refusing to accept an application or refuse it based on the failure to submit a statement revealing that consultation has taken place. This sentence must be deleted. Quotes section 7.7.2 (pg 79) Companion Guide to PPS12. The SCI could include reference relating to pre-applications discussions. Agreement will be reached as to what category it falls into and agree appropriate level if consultation in order for applicant to consider most appropriate method. Appreciate the onus of community involvement at pre-application BUT, community views are not necessarily substantive or material. Each individual application should be dealt with on its own merits - sheer volume of objections does not warrant withdrawal/refusal.</p>	<p>It is not accepted that the definition of community significance is too subjective. Section 5 lists the types of applications which are considered to be of community significance.</p> <p>It is acknowledged that the SCI should give greater clarity in setting out the appropriate level of consultation for different types of applications which should be agreed at the pre-application stage. It is accepted that Planning decisions can only be taken in light of the material planning consideration</p>	Revise Section 5 to confirm that the level of consultation should be appropriate to the type of application, which should be agreed with the LCC. Provide a new appendix setting out the consultation methods used for different types of application



Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0093	Mr & Mrs J Shoota	The objection period to an application should be extended from 3 weeks. The objection process often takes longer than three weeks for those who wish to object. We recommend a period of 5-6 weeks.	21 days is the statutory timescale for consultation and should be met if possible. However in practice, the City Council will accept "late" objections.	Within Section 5 reflect that the statutory consultation period is 21 days, however, LCC specifies 28 days and will accept late representations if received in time before the decision is made.
0095	Government Office for Yorkshire and the Humber	It would be helpful to have more information about the processes used by the Council to consult on various types of applications. It would be useful to include a statement about where statutory, i.e. minimum consultation requirements are set out, not only for planning applications but, also applications in respect of listed buildings/conservation areas. See "Creating Local Development Frameworks" para 7.7, p77 and accompanying footnote.	Agreed	Revise Section 5 setting out the appropriate consultation methods for different types of application and identify the minimum consultation requirements
0096	British Wind Energy Association	Identify in the SCI the level of community involvement for 'significant' planning applications, including renewable energy generating schemes.	Agreed.	Revise Section 5 to reflect "appropriate" level of consultation for different types of application depending on scale, significance and likely impact of development
Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0012	Horsforth Civic Society	Civic Societies are not referred to in the statement.  Wish to be included in the list of consultees.	All community groups that the Council is aware of are included in the database of consultees and this is regularly updated. It is recognised, however, that the SCI does not refer to Civic Societies. LCC does not agree that this group should warrant individual mention as there are other groups with "civic" interests.	Delete reference to "Other Groups" and people often excluded from the planning system (Page 34 and 35) and replace with list of "Other Consultees" as shown in Annex E3 in PPS12.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0013	Unity Housing Association	Add governing bodies	The broad group of young people is identified in the list of community and stakeholder groups in Appendix 3. It is considered unnecessary to include governing bodies in the list.	No change to SCI proposed.
0014	Ms Garance Rawinsky	Feed relevant local planning requests within Little Woodhouse, through the community association LWCA.	The Little Woodhouse Community Associated (LWCA) has been added to the consultee database.	No change to SCI document requested.
0015	The Laurels Action Group	The list is commendable.	Comment noted.	No change to SCI requested.
0016	Mr Ian Ferguson	No	Comment noted.	No change to SCI requested.
0019	Mr M Grayson	Householders, people in the community do not always belong to community groups, therefore it is difficult to convey information to all members of the community. Press information may alert people to methods of gaining access to consultation systems. Radio Leeds could be means of communication also.	The definition of "community" is provided in the glossary (Appendix 6) and states that individuals (which would include householders) are part of a community - you do not have to be part of a group to get involved in community consultation. LCC agrees that good publicity/advertisement is key to effective consultation.	No change to SCI proposed.
0020	Mr George Hall	I refer to my answer to question 5. Locally our Parish Council are not proactive in RSS and UDP development. Local planning issues sometimes may not reflect local feeling.	Community groups and stakeholders are starting points for reaching the general populous. LCC recognises that effective advertisement/publicity is necessary to get individuals involved.	No change to SCI proposed.
0022	Dr Derek Piper	No	Comment noted	No change to SCI requested.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0024	Leeds South East Homes	Halton Moor: Lakeland Court Tenants Association. Osmondthorpe: Osmondthorpe Tenants and Residents Association. Richmond Hill: East Park Community Association; Saxton Gardens TA; Victoria's Residents Association. Garforth: Belle Vue Tenants Association; Micklefield T & R Association; Swillington T & R Residents Association; East Garforth Tenants & Residents Association. Kippax: Allerton Bywater T & R Association; Glencoe - Community Voice; Kippax Common RA; St. Aidans - Community Voice. Swarcliffe: Swarcliffe & Stanks T & R Association; Dennil T & R Association; White Laithes Community Association; Whinmoor B Residents Association.	The list of groups has been added to the consultee database.	No change to SCI document requested.
0025	Kippax Parish Council	The list seems very comprehensive	Comment noted	No change to SCI requested.
0026	Leeds HMO Lobby	HMO Lobby recommends that Local Community Associations should feature prominently in any list of candidates for community involvement. (Paying particular reference to Appendix 3 of the document).	All community groups that the Council is aware of are included in the database of consultees and this is regularly updated.	Amend Appendix 3 to better reflect guidance in PPS12, Annex E, to include community groups under Local Agenda 21.
0028	Newlay Conservation Society	No comments	Comment noted.	No change to SCI requested.
0029	Wetherby Civic Society	No	Comment noted.	No change to SCI requested.
0030	Tesco Stores Limited	No	Comment noted	No change to SCI requested.

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0031	Mr Geoff Yapp	The local council member's (Parish or Town Council) views should be given more weight as they represent the local community and are much closer to local situations - where necessary the Development Department should discuss any divergence of views with them before decisions are reached.	Parish and Town Councils are identified in the Specific Consultation Bodies list (Appendix 3) and must be consulted if the Local Planning Authority considers that body will be effected by proposals. LCC provides copies of planning applications to Town and Parish Councils, which is beyond the minimum requirements.	Section 5 redrafted to provide clearer guidance.
0032	Harehills & Burmantofts Residents Network	I have requested this, although the man who answered the phone said he'd have to pass it onto a colleague because he wasn't familiar with it. Therefore, the full list was not available on request.	The consultee database is currently being pulled together and is currently not in an easy format for downloading. This matter will be resolved.	No change to SCI document proposed.
0033	Miss Pauline Johnson	Please contact Beeston Forum Secretary, Robert Winfield 7 Allenby Gardens Leeds LS11 5RW	Added to database	No change requested.
0035	Far Headingley Village Society	P33-34: Neither the Universities (major employers) nor students (large, if transient group of local residents) appear to be included in community or stakeholder groups. We suggest they should be included.	Comment noted and agreed. Universities (as employers) are covered by the general consultation groups identified on page 34 - "Groups which represent the interests of persons carrying out business in the Leeds District".	Add "and students" after "young people" in the list of other groups in Appendix 3.
0037	Ms Karen Chiverall	N/A - Need to see the list first.	Comment noted	No change to SCI proposed.
0038	Ramblers' Association, Leeds Group	The draft SCI makes no reference to how local development documents, once adopted, will be made available. The Ramblers' Association (RA) would wish to see paper copies made widely available in libraries and similar places where there is contact with the public. In addition, the RA requests that paper copies are made available to the public at the cost of printing.	This will be taken into account in the SCI.	Insert into Section 3 that once adopted, documents will be available at the Development Enquiry Centre and other places (including local libraries) within the Leeds district as the Council considers appropriate. The documents will also be available on the LCC website.

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0039	Mr David Speight	I feel all such groups need to work on halting building on common land, Leeds City Council are selling off far too much of what is rightfully the peoples land.	Not relevant to the SCI.	No change proposed as not directly relevant to SCI document.
0040	Mone Bros. Limited	There are too many people involved already. The local planners should be adequate and the Chief planner having the last say.	The statutory planning process requires the involvement of stakeholders in the consideration of plans and planning applications. The SCI is the Council's guarantee to consult and engage with the community in the planning process.	No change proposed
0041	George Wimpey Strategic Land	No	Noted	No change to SCI requested
0044	Morley Civic Society	Following on from question 03, a definition of 'stakeholder' is required (it is not included in the glossary). It would seem that the term could apply to any person (or group of persons) with an interest or concern.	Comment noted.	A definition of 'stakeholder' will be provided in the glossary
0045	Taylor Woodrow Developments Ltd	Appendices 2 and 3 set out the Community and Stakeholder Groups in Leeds but, there are no specific developers or landowners identified as formally established consultation networks or bodies. We recommend that the Council seek to further improve engagement with the private sector.	Where requested, the contact details of developers or landowners have been added to the database. The City Council does seek to work with the private sector, where relevant	No change to SCI proposed.
0046	Environment Agency	We were pleased to see that we were included as a Specific Consultation Body and we look forward to being involved in future consultation.	EA is a statutory consultee for local development plans	No change proposed
0047	Leeds City Council - Cllr Graham Latty	As Guiseley and Rawdon (Aireborough) has suffered more than most areas at the hands of development, I think the residents of Rawdon, Yeadon & Guiseley would appreciate and benefit from consultation.	Comment noted.	No change proposed

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0048	Victorian Society	I am writing to confirm that you have agreed to add a section in Appendix 3 clarifying the status of the seven national amenity societies as statutory consultees.	Comment agreed.	Appendix 3 to be revised to clarify status of the seven national amenity groups in relation to consultation on planning applications.
0052	English Nature	English Nature has no comments to make about the document other than to re-iterate our support for the engagement and consultation with groups which represent the environmental lobby and ramblers, walkers and cyclists.	Comments noted	No change to SCI required.
0057	Westbury Homes (Holdings) Ltd	Involving the 'community' on issues that may affect them is crucial in taking forward an integrated approach to the challenges and opportunities that lie ahead for the City. Appendix 2 appears not to include any specific network or body that specifically represents business interests. We also note that groups representing business interests are listed under 'General Consultation Bodies' and that groups representing developers and house builders are shown under 'Other Groups.' We consider that the text should make clear that the Council will consult with a wide range of groups AND individuals/single organisations by mailing those who are already included on the existing database and those who wish to be added.	All groups and individuals on the database will be notified of emerging plans for an area (DPDs and SPDs). Appendix to be amended.	Amend Appendix 2 to refer to the wide range of organisations within the local strategic partnership of 'Leeds Initiative'. Amend Appendix 3 to better reflect guidance in PPS12, Annex E.
0058	Countryside Agency	We are supportive of the approach taken in the document to consult communities in the LDF and Planning applications. Some hard to reach groups are missing from Appendix 3 re: Gipsies and travelling community. We would like to see the Local Access Forums included in the list of consultation groups in Appendix 2.	Gipsies and the Travelling Community will be referred to in the revised SCI.  The Leeds Access Advisory Group is included in Appendix 2.	Replace list of "Other groups..." and people excluded from planning process with new list "other consultees" consistent with PPS12, including gypsies.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0059	Mr Evan Jones	This list is fine. It is your action plan that is important. How are you going to reach people on your list?	As with Q7, the selection of consultation method should be shaped to the target audience.	No change to SCI proposed
0061	Jones Homes (Northern) Ltd	The document tends to become too prescriptive and through its concentration on reaching minority groups may run the risk of subordinating the general public interest to those of minority groups. An appropriate balance needs to be struck.	It is not the aim of the SCI to concentrate on minority groups. The key objective is to ensure that all groups and individuals within the community together with business, landowners etc have equal opportunity to be involved in the planning process. However, it is acknowledged that certain parts of the community have not been involved in previous emerging plans due to limited access, language etc.	No change to SCI proposed.
0062	Leeds Civic Trust	The list is, we assume, only a starter? It needs to be fully developed into a database allowing consultees to register interest by subject, location, etc-it needs to be grouped into types of organisations. We are glad to see some of our affiliated societies included but why not others? Leeds Voice; Universities, colleges and key schools; cultural organisations; key developers; hospital trusts; ALMOs and tenant groups; other community associations? Why so few key local companies-is Yorkshire Chemicals included as it has a lot of land spare? Organisations should be contacted at least once to ask if they want to be involved.	The database is currently being formulated and it will be possible to search for subjects, location, types of organisations etc. The precise format and layout has yet to be finalised	No change to SCI requested.
0064	Community Building Services	The communities within the inner city are concerned that they appear to be left out/behind when it comes to voicing any development concerns.	One of the key aims of the SCI is to ensure that all communities across Leeds are given the opportunity to be involved in the planning process.  Greater efforts may need to be taken to engage with existing community networks to disseminate information.	No change to SCI proposed.

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<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0085	CAMRA	Request inclusion of Leeds branch of CAMRA on list of interested parties for LDF. Hope that the LDF will include policies which support the retention of community assets like pubs!	Interest noted and details added to database	No change to SCI proposed
0087	The Emerson Group	Appendix 2 - Needs to include Business Based Groups.  Appendix 3 - The list of specific and general consultation bodies should be circulated for a response as to the type of discussion they may wish to be involved with - reduce wasted resources!	Appendix 2 identifies existing consultation and involvement structures in Leeds, some of which will cover business based groups.  As consultation experience increases, our knowledge of what materials and methods of consultation work best for individuals and groups will continue to improve. The SCI will be monitored to ensure regular improvement.	No change to SCI proposed.
0090	National Grid	Supports inclusion of National Grid as a statutory consultee (in accordance with Annex E, E3 of PPS12).	National Grid are identified in Appendix E, PPS12 under 'Other Consultees' and should be consulted where appropriate.	Amend Appendix 3 to relate more closely to the list of consultees listed in PPS12.
0092	Home Builders Federation	Pg 34-"other groups". Groups which represent developers and house builders should be extended to include landowners and agents.	It is acknowledged that landowners and agents should fall within the same category as developers and house builders, however following further consideration of Appendix 3 of the SCI, the "Other Groups" section is being replaced by "Other Consultees" as per Appendix E3 of PPS12.	Appendix 3 is being revised to replace "Other Groups" with a new section "Other Consultees" as per Appendix E3 of PPS12
0095	Government Office for Yorkshire and the Humber	Appendix 3 does not include reference to the appropriate Gov Office for the region and other Government Departments or Agencies in 'Specific Consultation Bodies'.	Comment noted.	Amend Appendix 3 to include reference to Government Office and other Government Departments.



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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>CO1: Other Comments</b>				
0088	Yorkshire Wildlife Trust	Not directly related to the SCI. Comments made on Environment, Biodiversity, climate change. Passed on to SA team.	Comments made are not specific to the SCI.	No change requested.
0095	Government Office for Yorkshire and the Humber	<p>1) Links with other Community Involvement Initiatives: Does Appendix 2 represent an agreed compact between the local planning authority and the voluntary/community sector to which PPS12, p19 refers? If not, there should be an indication in the text that the Council intend to work closely with a compact if there is one. Compacts provide a framework for the relationship between the voluntary/community sector and the local planning authority and will set out, for e.g, the period that should be allowed for the VCS to consult thoroughly on Council proposals.2)There does not appear to be a specific reference to the 'Community Strategy.' There should be a specific reference to this and that regard has been paid to it in drafting the SCI. 3) Resources: Although the resource implications for different methods of consultation are indicated in Appendix 1 (table) there is no mention in Section 6 p22qnd 23 of what those specific resources are or their adequacy.4) Results of Community Involvement and Preparation of DPD's and SPDs: It is suggested that the 2nd paragraph in the Introduction (p5) should explicitly state that the Council will comply with the SCI when adopted.5) Mechanisms for reviewing the SCI: Paragraphs which discuss evaluation and review might also include a reference to the possibility of including new consultation techniques and improved procedures as a result of</p>	<p>1) Leeds Initiative have an approved Compact for the City of Leeds (published in March 2002). It is agreed that reference needs to be made to the Compact in Appendix 2.2)Section 2 (page 6) opens with reference to the "Vision for Leeds" - the City's community strategy. It is agreed that additional text is needed to make clear what the relationship is between the "Vision" and the SCI3) Appendix 1 (table) identifies consultation methods that can be used and gives a broad indication of the likely resource implications. Section 6 Resources can not specify costs. It does however state that the Councils resources and priorities will be annually reviewed and monitored.4) Agree that the SCI can be improved by making it clear that the Council will comply with the SCI when adopted.5)agree that the SCI can be improved by making clear that annual monitoring and review of consultation could lead to the possibility of including new consultation techniques.6) Although the SA is no longer a requirement at this stage it is still a useful tool for assessing options. The SA is required at Preferred options stage.</p>	<p>1) Amend the SCI to include reference to the Compact for Leeds - making an agreement between the voluntary and community sector and your local authority, and add to glossary.2) Amend Section 2, page 6 by adding additional text to refer to the City's Community Strategy "Vision for Leeds".3) Amend Section 6 and Appendix 1 to provide additional text to explain the broad resource implications of "low, medium and High" as identified against the methods in the table in Appendix 1.4) Amend para 2, Pg 5 in the introduction to provide explicit statement that the Council will comply with the SCI when adopted.5) Amend SCI - where paragraphs refer to evaluation and review, include text on "the possibility of including new consultation techniques and improved procedures as a result of experience and monitoring".6) Amend Appendix 4. Delete reference to "initial SA report" from Box 4 and Box 5 on page 36 in recognition that an initial SA is no longer required at this stage.</p>

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
0095 cont	Government Office for Yorkshire and the Humber cont.	experience and monitoring of the success those in the SCI as adopted.6) Additional Point: Appendix 4-Process, Box 5, p36 - there is no requirement for an initial SA report (SA of RSS and LDFs-Interim Advice on FAQs, ODPM, April 2005).		
<b>CO1: Other Comments</b>				
0096	British Wind Energy Association	Highlights that the SCI should follow the guidance of PPS1 (Creating Sustainable Communities), PPS12 (LDFs) and PPS22 (Renewable Energy).With regard to wind energy development, BWEA recommends that local planning authorities may wish to inform local communities about renewable energy, its potential benefits and any potential effects of development before any schemes are submitted for planning permission. Summarises awareness, global and local impact and link between regional policy and local delivery.	The SCI follows the guidance set out in PPS1 and PPS12. PPS22 is not specific to the SCI.	Amend Appendix 6: Glossary to refer to PPS12 in the definition of Local Development Framework (LDF) and in the definition of PPS refer to where these can be viewed on the ODPM's website.
0098	Leeds Metropolitan University	A presentation was made to Town & Country Planning students on 14 December 10:30-12:30 on the LDF/SCI, Leeds Metropolitan University, where the broad approach was supported.	Comment noted	No change to SCI requested.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0065	Wetherby Library	<p>1. Where does the document come from, why has it been produced, what is driving it?2. What will the SCI consult people on?3. Does the SCI refer to all planning applications?4. People are not aware that planning applications are available to view in local libraries.5. Information sharing needs to be improved-for e.g. the Wetherby News is a good source for local information rather than the YEP.6. The Leeds logo is a good way of attracting attention to matters relating to issues on the Leeds District.7. Planning application site notices need to be clearer and put in more obvious places.8. The letters that people receive on planning applications need to refer people to where they can view the plans. Needs to make sure the plans are accessible locally, not just centrally.9. The Librarian commented that a note should be added to the bottom of letter referring to planning applications to say that the letter should be brought along to the Library-this will help the librarians quickly identify which plans the public want to view.10. The e.g. of Harrogate site notices was raised as these seem to stand out more-seem to be more florescent!11. Is planning permission required for telecommunication masts?</p>	<p>1. Page 5, Introduction explains that the SCI has to be produced as part of the LDF.2. Page 5 Introduction explains that the SCI sets out how people will be involved in planning applications and the preparation of planning policies - it is about how to consult/involve people, not consulting people on a specific topic or document.3. The SCI refers to all planning applications4. The site notices advertising planning applications provide details of the library where the application details can be inspected. The council is investigating better ways of advertising.5. This is a positive suggestion and efforts will be made to improve information in local newspapers.6.Comment noted.7. A review is currently underway in how planning applications are advertised, including site notices.8. This is already the case. The letters state which library plans can be inspected.9. This is a helpful suggestion and this matter will be looked into.10. A review is currently underway in how planning applications are advertised, including site notices.11. Planning permission is required for masts over 15 metres. Below 15 metres "prior notification" is required.</p>	<p>1. No change proposed. 2. No change proposed. 3. No change proposed.4. No change proposed.5. No change requested.6. No change requested.7-11. Section 5 relating to planning applications has been revised and expanded and an imminent planning services review will consider the other matters raised.</p>

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<b>E01: Exhibition Comments</b>				
0066	Dewsbury One Stop Centre	<p>1.What is being done about languages?2.The document needs to be much simpler-the message of "how do I get involved in planning applications in my area" needs to be the starting point.3.Two local residents read the advert in the paper but, felt misinformed because they thought the event was in relation to Compulsory Purchase Powers.4.Housing offices release a list of houses available on Wednesdays and therefore this is a much more popular day and a better day for targeting more people. (This comment was made with reference to Dewsbury OSC).</p>	<p>1. The second page of the SCI refers to other languages &amp; how we can put you in touch with an interpreter or provide the document in audio or braille on request.2. Section 5 of the SCI is being revised to give clearer advice for the community to be involved in planning applications3. The information provided to newspapers clearly stated this was about the SCI, as part of the LDF. Individual newspapers may have misinterpreted information supplied.4. Point noted for future consultation events.</p>	<p>1. No change to SCI proposed2. Section 5 will be revised to provide clearer guidance on how the community can be involved in planning applications3. No change to SCI proposed as not directly relevant to SCI document.4. No change to SCI proposed as not directly relevant to SCI document.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0067	West Yorkshire Playhouse	<p>1. When do we comment?2. For consultation to be really effective you need to see them face-to-face rather than have pages and pages of text which is difficult to understand.3. Why are you consulting at the Playhouse on a day where there are mature, middle class white people in attendance-when you should be out in other parts of the district?4. What are the added cost of consultation, who pays for it all, does it come back on the tax payer?5. Planning is an insidious process-people are not aware of the bigger picture and the impression is that it all happens behind closed doors. People don't trust the planning system. The public are demoralised by the planning process. Make the system &amp; process more understandable &amp; easy to access. 6. Lack of public ownership.7. Planning involves lengthy timescales.8. "Yellow notices" are not readable- are these the first things used to notify the public-if so, they are not effective enough and too full of jargon.9. Developments change (subtly) after PP is granted-how do the public comment of these changes?10. There are so many on-going issues after PP is granted-i.e. issues involving contractors, noise, mess etc-how do the public get involved with this?11. Ensure planning applications are advertised clearly in the local press-can a dedicated space be provided?12. Developers often leave land derelict after getting planning permission - 5 years is too long for application to be valid.13. Development is driven by costs and lacks common</p>	<p>1. The SCI states the consultation period from 7th Nov - 16th Dec 05 on the front cover.2. Agree, this is why we held various exhibitions and have gone out to groups on request. Future consultation will take this into consideration. Appendix 1 lists various consultation methods.3. Exhibitions were held at various locations across Leeds. The SCI is about consulting all sectors of the community - page 11 refers to how we will involve those often excluded from the planning process.4. Early consultation is aimed at reducing complaints/comments later in the process, so there may be no added costs overall.5. Clearer consultation and more involvement is aimed at making the planning system more accessible. However, much of the process/system is effectively set by national policy.6. Again, more consultation and involvement should mean more public ownership.7. Most of the timescales are statutory - set by government.8. This will be considered as part of the review of consultation on planning applications being undertaken by Planning Services.9. It is not clear what application/s this comment is referring to. Development should be implemented in line with the approved plans. Any significant/material changes should require submission of a new planning application.10. Not clear what this is referring to.11. LCC has a statutory duty to consult on planning applications, including in the local press for major applications. Due to resource constraints it is not possible to have a</p>	<p>1. No change to SCI document proposed 2. No change to SCI document proposed. 3. No change to SCI document proposed. 4. No change to the SCI document proposed. 5. No change to SCI document proposed. 6. No change to SCI document proposed. 7. No change to SCI document proposed. 8. No change proposed 9. No change proposed 10. No change proposed 11. No change proposed 12. No change proposed. 13. No change proposed as not directly relevant to SCI document. 14. No change proposed as not directly relevant to SCI document. 15. No change proposed as not directly relevant to SCI document. 16. No change proposed as not directly relevant to SCI document. 17. No change proposed as not directly relevant to SCI document. 18. No change proposed as not directly relevant to SCI document. 19. No change proposed as not directly relevant to SCI document.</p>

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Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
		<p>sense.14. Where can I make comments about the CCAAP?15. Issues about Green Belt?16. Concern at over-development in main urban areas.17. There is a need for good public transport infrastructure18. Should have more park &amp; ride schemes like other cities.19. Not from Leeds, but use facilities</p>	<p>regular space in the local papers.12. The duration of a planning consent has been reduced from 5 to 3 years. In exceptional circumstances the City Council can intervene when a site is left derelict13.No comment.14. Put on database as to be informed of CCAAP15. Put on database to be informed of LDF, especially Green Belt issues.16. Comment noted.17. Comment noted.18. Comment noted.19. No comment.</p>	

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0068	Otley Exhibition	<p>1. Consultation in Leeds is difficult-general lack of information.2. When does the consultation period start-does it relate to the 8/13 weeks of planning applications?3. What constitutes controversial-surely all applications are controversial to somebody!4. What do you mean by community-how do you positively engage communities where there is no community?5. Local newspapers are a good source of information sharing.6. Meetings need to be at accessible locations at accessible times.7. There is a lot of scepticism about the current planning process and general mistrust from the public.8. Need to be careful with the term consultation-it doesn't mean just being talked to!9. Site notices need to be improved-location, simple language etc.10. Issues regarding timescales of the UDP and LDF - what happens to sites allocated in the UDP?</p>	<p>1. The SCI is about how we can consult better and make information more widely available.2. The SCI states the consultation period from 7th Nov - 16th Dec '05 on the front cover. It does not relate to 8/13 weeks for planning applications, but the statutory requirement for 6 weeks consultation on LDF documents.3. The SCI defines the applications of community significance, however there may be other situations where due to a high level of public interest it will be necessary to have pre-application community involvement.4. The SCI is about consulting all sectors of the community - p.11 refers to how we will involve those often excluded from the planning process.5. Point noted.6. Point noted. We do try to do exhibitions at a range of times and locations, and respond to requests. (See p.11 of SCI).7. Clearer consultation and more involvement is aimed at making the planning system more accessible. However, much of the process/system is effectively set by national policy.8. Point noted. Appendix 1 sets out different methods of consultation. The statement of consultation details how we are responding to all comments made.9. Comment noted. The current review of consultation on applications being undertaken by Planning Services includes site notices.10. Timescales for each LDF document are set out in the Local Development Scheme.</p>	<p>1. No change to SCI document proposed                  .2. No change to SCI document proposed.                  3.No change proposed                  4. No change to SCI document proposed                  .5. No change to SCI document proposed.                  6. No change to SCI document proposed.                  7. No change to SCI document proposed                  .8. No change to SCI document proposed.                  9. No change proposed                  10. No change to SCI document proposed.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0069	West Yorkshire Playhouse	<p>1. Consultation/information should be sent out with the council tax, to every household.2. Consultation via the free paper 'About Leeds' is a good method of communication.3. Door to door surveys are the best.most effective method of consultation.4. Several people said the exhibition was interesting and informative but, wouldn't comment further as they lived outside the Leeds area.5. Initially, the 'methods of consultation sticker chart' was criticised for being confusing, as we had asked people to put 3 red dots on their first 3 preferred methods of consultation, then an additional 3 blue dots on 3 methods they would suggest the Council spends money on (if we had £1000 for each method). We agreed this was confusing so we altered the chart to request only 3 preferences to be identified (red dots).6. Several people commented that the sticker chart was a good idea and a good way to get people thinking about different methods of consultation.7. Concern expressed by several people over loss of supertram and the need for an adequate alternative transport strategy8. Leeds needs a concert hall and/or arena to enhance the city centre.9. Concern expressed over amount of student housing in Headingley.</p>	<p>1. Point noted. We will actively consider the best ways of distributing information. (See p. 24 of SCI)2. Point noted, and agree - the SCI was publicised via this source. We will actively consider the best ways of distributing information. (See p. 24 of SCI).3. Point noted. This is listed as one method of consultation at Appendix 1 of the SCI.4. Comment noted.5. Chart was amended at the exhibition as detailed6. Point noted.7. Point noted.8. The Council are currently investigating possibilities for a concert hall/arena.9. Comment acknowledged. Policies do encourage dispersal of student housing in other locations around the city.</p>	<p>1. No change to SCI document proposed.2. No change to SCI document proposed.3. No change to SCI document proposed.4. No change proposed as not directly relevant to SCI document.5. No change proposed to SCI document.6. No change to SCI document proposed.7. No change proposed as not directly relevant to SCI document.8. No change proposed as not directly relevant to SCI document.9. No change proposed as not directly relevant to SCI document.</p>



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<b>E01: Exhibition Comments</b>				
0070	Asda Holt Park	1. Limited specific comments on the SCI but, thought the SCI was a good idea in general. 2. Provision for the elderly needs to be given more attention. 3. Holt Park new district centre - what about a community hall/centre? Will the coffee shop be accommodated? 4. The Leisure Centre Manager wanted to be involved in plans for Holt Park. 5. General comments made on transport issues.	1. Point noted. 2. Point noted. 3. Points noted. 4. Noted. On database to be informed? 5. Noted.	1. No change to SCI proposed. 2. No change proposed as not directly relevant to SCI document. 3. No change proposed as not directly relevant to SCI document. 4. No change proposed as not directly relevant to SCI document. 5. No change proposed as not directly relevant to SCI document.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0071	Garforth Miners Welfare Centre	<p>1. There was a concern that people are not consulted over the revised plans on planning applications, even when they have initially objected. Revised plans should at least be sent to residents associations.2. There should be more advertising e.g. on lampposts of planning applications.3. 3 weeks to object to a planning application is not long enough (especially in holiday times).4. Concern was expressed that there is no third party rights of appeal.5. Appeals into non-determination of planning applications wouldn't happen if staff turnover wasn't so high/if we weren't so short staffed.6. Developers should undertake public consultation as a statutory requirement before submitting an application (we shouldn't just request that they do).7. Developers should fund resident's consultation.8. The time applications are valid (from the granting of permission) should be reduced, to stop sites being left vacant/empty for so long.9. Jargon used in planning documents and applications is not user friendly for the general public-difficult terminology.10. There should be a meeting in Allerton Bywater.11. A one off meeting is not enough, and it is not a suitable time for those at work etc.12. Councillors should be at all such events.13. Planning applications are not always advertised in the correct area, e.g. plans in Micklefield advertised as Garforth.14. Adverts put too high up on lampposts.15. Not adequately informed on planning applications, especially if amended plans are submitted and one did not</p>	<p>1. LCC does not routinely carry out re-consultation of revised applications. This is at the discretion of the planning officer. The LCC website is being developed to enable revised plans to be displayed.2. All applications are advertised on site or on the nearest lamppost. The posting of site notices is currently being reviewed. 3. This is the statutory period for consulting on applications, however late objections can usually be considered4. There is no statutory provision for third party rights of appeal5. Comment noted. It is accepted that due to changes of staff instances may occur where applications are not determined in the statutory time period.6. PPS12 does not made pre-application consultation a statutory requirement. However, the consequences of not consulting before submission can lead to unnecessary objections and delays in the application process.7. Developers are encouraged to undertake consultation at the pre-application stage (over and above the Council's statutory responsibilities)8. The time period for full applications has been reduced from 5 to 3 years under recent legislation9. The SCI states that all documents will be set out clearly using straight forward Plain English language without jargon. There are statutory requirements for information to be provided as part of planning applications. 10. It is impossible to hold exhibitions in every settlement. All wedges have been covered, with exhibitions being held in each inner and outer wedge area, to give a</p>	<p>1. Insert reference to consultation on revised applications to Section 52. No change proposed3. No change proposed4. No change proposed5. No change proposed6. Insert subsection in Section 5 relating to failure to undertake pre-application consultation7. No change proposed8. No change proposed9. No change to SCI document proposed. 10. No change to SCI document proposed.11. No change to SCI document proposed.12. No change to SCI document proposed.13. No change to SCI document proposed.14. No change proposed15. No change proposed16 No change proposed17. No change proposed as not specific to SCI document.18. No change proposed as not specific to SCI document.19. No change proposed as not specific to SCI document.20. No change proposed as not specific to SCI document.21. No change proposed as not specific to SCI document.22. No change proposed as not specific to SCI document.23. No change proposed as not specific to SCI document.24. No change proposed as not specific to SCI document.25. No change proposed as not specific to SCI document.26. No change proposed as not specific to SCI document.27. No change proposed as not specific to SCI document.28. No change proposed as not specific to SCI document.29. No change proposed as not specific to SCI document.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
		<p>originally object.16. The planning application form asks the developer if they have informed neighbours and, if the applicant hasn't the planning officer informs. The problem with this is the developer may lie, and then people wouldn't get to find out.17. There is too much building of 2 bedroomed flats, not family houses for local people.18. Any development with a density above the government guide of 30-50 per ha should be refused outright.19. Concern that too many people are demolishing 1 property to put up many flats - redevelopment of 1 house should not be classed as brownfield development.20. Environmental concerns over re-use of materials from demolishing properties - window frames etc could be re-cycled.21. Concern about disposal of materials such as asbestos.22. Car parking standards in rural areas should be higher than urban areas.23. Need more park and ride schemes. Public transport is inadequate.24. Should not have to pay to park a car to use public transport.25. Generally the panel that deal with planning applications for the Barwick area have been quite good in listening to residents concerns.26. Concern at one application in particular (33/476/05/FU 18 2 bed flats, Glebelands and Parklands, Leeds Road, Barwick - re. inadequate car parking, no pavement, density too high and concern that residents wont be consulted over any amended plans.27. Flooding is an issue affecting Garforth residents.28. A school in Garforth has closed - concern as to what this will now be developed for.29. Concern that the closing of Tesco has had a detrimental effect on the main street in Garforth.</p>	<p>spread across Leeds. Officers have responded to specific requests for further information/meetings.11. Exhibitions have been held at different times to cover people's differing needs, including evenings for those at work.12. Councillors were informed of the exhibition dates.13. Designated libraries receive copies of planning applications. It is not always possible to provide for applications in the library located closest to the application site. Garforth library receives plans for parts of the Kippax &amp; Methley (inc Micklefield) ward as well as Harewood and Garforth &amp; Swillington14. LCC will endeavour to ensure this does not happen again.15. The LCC website is being developed to make plans available for inspection on-line so that the public has better access to this information to enable comments to be made16. LCC has a statutory duty to notify neighbours even if the applicant has failed to notify neighbours17. Comment noted.18. Comment noted. Each application is judged on its merits, taking into account density factors and amenity considerations.19. The definition of brownfield is set in government guidance. Each application is judged on its merits taking into account density and amenity considerations.20. recycling policy?????21. The Council's environmental services deal with such issues/cases.22. The UDP outlines car parking standards in line with government guidance.23. Comment noted.24. Comment noted.25. Comment noted.26. Planning Services officer informed.27. The council is investigating carrying out a strategic flood risk</p>	

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
			assessment.28. Former Barley Hill Infant & Nursery School. Development Brief prepared. Current bids in from Housing developers to redevelop the site.29. Comment noted.	
0072	Rothwell One Stop Centre	1.Limited specific comments on the SCI itself.2. Lack of housing for rent in Rothwell is a problem.3. Physical and environmental improvements to rundown council estates will not solve underlying social problems.4. Lack of sustained investment in Rothwell town centre and ongoing Morrison's regeneration proposals has led to its decline.5. New Morrison's idea mooted over 10 years ago, but nothing happening on the ground.6. Questions on the transition process from UDP Review to LDF, programme of the LDS, anticipated date of the Inspector's Report UDP Review and what the outcome might be for PAS sites affecting Rothwell ward.	1. No comment.2. Comment noted.3. Comment noted.4. Comment noted.5. Comment noted.6. Comments noted and questions answered.	1. No change to SCI proposed.2. No change proposed as not directly relevant to SCI document.3. No change proposed as not directly relevant to SCI document.4. No change proposed as not directly relevant to SCI document.5. No change proposed as not directly relevant to SCI document.6. No change proposed as not directly relevant to SCI document.
0073	West Yorkshire Playhouse	1. The SCI document is too long/big.2. Language used in all documents needs to be in plain English, including advertising of planning applications on lamp posts. Cllr Brett also referred to the need for less jargon.3. There is not enough publicity-it is difficult finding out about what is happening in and around Leeds.4. The increase in council tax should be spent on area improvements (Roundhay).5. Cllr Brett referred to regeneration around Saxton Gardens and the need for a waterfront strategy and greenspace in the city centre - Leeds needs a city centre park instead of all the tall buildings.6. Several people made the point that it is difficult to comment on because it is not specific (i.e. about a specific area or proposal).	1.It is a large document but there us a great deal of information that the Council is required to include. A summary version is available.2. We will attempt to use plain English in the document.3. The SCI events were publicised in the local press and on the council's web site and posters advertising the events were sent out to all libraries. Appendix 1 lists various ways of involving people in consultation.4.Not an SCI matter.5. Informed officers working on the City Centre Area Action Plan.6. Comment noted.	1. No change proposed.2. Plain English review will be undertaken of the SCI.3. No change to SCI proposed.4. No change proposed as not directly relevant to SCI document.5. No change proposed as not directly relevant to SCI document.6. No change proposed to SCI document.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0074	Merrion Centre	<p>1. Two groups requested to be put on the database. (Beeston Forum and St Vincent de Paul Society).2. Need to get young people involved.3. Public meetings do not work well.4. It is very difficult to get people involved, including older people.5. Use television and the Leeds Guide for publicity.6. More greenspace, trees and sports facilities needed in city centre.7. There are too many shops in the city centre - more facilities are needed which benefit the local community, such as sports facilities.8. There is too much focus on money and short term plans in the city centre.9. There should be an arena at Clarence Dock.10. There are too many flats in the city centre.</p>	<p>1. Details on database.2. Young people are particularly important to engage with and the SCI will improve both the process and the effort made. The SCI aims to involve all sectors of the community in the planning process - see page 11 'Measures to involve people who are often excluded from the planning process'.3. Public meetings are one of many consultation and participation methods - see Appendix 1.4.The SCI aims to involve all sectors of the community in the planning process - see page 11 'Measures to involve people who are often excluded from the planning process'.5. Each document involving consultation will consider most appropriate methods of publicity. (See Appendix 1 'Consultation and Participation Methods').6. Informed officers involved in City Centre Area Action Plan.7. Informed officers involved in City Centre Area Action Plan.8. No comment.9. Informed officers involved in City Centre Area Action Plan.10. This is a subjective matter and not relevant to the SCI.</p>	<p>1. No change proposed as not directly relevant to SCI document.2. No change to SCI proposed.3. No change to SCI proposed.4. No change to SCI proposed.5. No change to SCI proposed.6. No change proposed as not directly relevant to SCI document.7. No change proposed as not directly relevant to SCI document.8. No change proposed as not directly relevant to SCI document.9. No change proposed as not directly relevant to SCI document.10. No change proposed as not directly relevant to SCI document.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0075	Seacroft Library	<p>1. All planning documents should use less abbreviations.2. Plans panels meetings should be de-centralised.3. Parish Councils should be used more effectively (want list of applications for parish notice boards). Request that a planning officer attend parish meetings and advise on what may be a reasonable objection. (Kippax Parish Council).3. Are area committee reports available on the web site?4. Public meetings in conjunction with parish council meetings area good idea.5. Developers should have meetings with the local community throughout the process (ie. Before submission of a planning application and during)6. Specific plans (area action plans) should be developed for Kippax and Garforth to focus on regeneration,design and greenspace issues. Kippax should remain a village.7. One person had written objecting to highway alterations (to Highways) and not received any communication back.8. The term EASEL (east and south east Leeds is misleading - EASEL area is east Leeds only, not south Leeds.9. The SCI is not a specific thing to comment on.10. People don't go out to get information - need it through the door, but has to be interesting to be looked at.11. Door to door surveys are most effective.12. Newsletters to tell people where to go to get/see information, tied in to particular focus groups are a good idea.</p>	<p>1. Page 10 of the SCI states that we will set out all documents clearly and write them using straight forward language, without jargon or abbreviations.2. It is not practical to decentralise the Panel meetings at the present time.3. Planning application lists are available on the website. Occasional visits by a Planning Officer to the parish council meetings can be arranged4. Plans Panel reports on planning applications are available on the website5. 'Piggy backing' other events ie. doing consultation at same time as other meetings etc. is listed as one of the methods of consultation in Appendix 1.6. The SCI seeks to achieve better communication between developers and the local community, in particular more pre-application consultation7. Comment noted.8. Comment noted.9. Comment passed to officers involved in the EASEL Area Action Plan.10. Comment noted.11. Various methods of consultation are listed in Appendix 1.12. Various methods of consultation are listed in Appendix 1.13. Various methods of consultation are listed in Appendix 1.</p>	<p>1. No change proposed2. No change proposed3. No change proposed4. No change proposed5. No change proposed6. No change proposed7. No change proposed8. No change proposed9. No change proposed10. No change proposed11. No change proposed12. No change proposed13. No change proposed</p>

COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0076	Armley One Stop Centre	No comments made on SCI itself. Comments were made and answered in relation to the West Leeds Gateway area and Armley Town Centre Strategy. (NB: do we need to expand as to what comments were made on West Leeds Gateway and Armley Town Centre Strategy?)	None in relation to SCI.	No change to SCI document proposed.
0077	Morley Leisure Centre	1. Early consultation pre-application by developers is needed.2. There are too many flats - more 2 bed bungalows/houses for the elderly are needed.3. Developers ignore TPO's and once felled a tree cannot be adequately replaced.4. The SCI does not have a clear front cover-there is no date on the front.5. The document refers to 'we' and 'us' (page 11)-who is this?6. 'Stakeholders' should be in the glossary.7. Abbreviations in the document are not consistent (e.g. page 14)8. The Vision for Leeds document is 'Vision for Leeds II'.9. Leeds is referred to in different ways throughout the document-not consistent-Leeds metropolitan district/Leeds City Area etc.10. Page 7-refers to commuters but, doesn't state if figure is per day11. Page 22-'piggy back' is in glossary but, could be explained in the text where it is mentioned as well.12. Page 32 lines at top, and heading is on previous page13. Page 33-should refer to Yorkshire and Humber Regional Assembly, not just Assembly.	1. Agreed. The SCI seeks to achieve this2. Comment noted.3. The comment is not specific to the SCI. The removal of a tree which is subject to a Tree Preservation is a prosecutable offence. However in rare instances where a tree are removed, the developer will be required to provide a replacement4. The date of public consultation 7th Nov - 16th December 2005 is on the front cover. We are considering how to make the front cover clearer whilst maintaining a 'LDF theme' ??5.The reference is used to make the document easier to read and inclusive.6. Agreed7. Agreed8. The SCI does explain this in a footnote on page 6.9. Different references are made to Leeds dependent on the context, however it is acknowledged that there should be greater consistency.10. Agreed11. Agreed12. Agreed13. The Regional Planning Body is 'Yorkshire and Humber Assembly', not Yorkshire and Humber Regional Assembly.	1. No change proposed2. No change proposed3. No change proposed4. The front cover has been redesigned to be more user-friendly.5. The SCI has been revised to make it clear what is meant by 'we' and 'us' (i.e. city council).6. 'Stakeholder' added to glossary.7. All abbreviations removed from SCI for clarity.8. No change proposed.9. SCI amended to refer to Leeds in consistent way 10. Text amended to read 'commuters per day'.11. Text amended to explain term 'piggy backing' where referred to in text.12. Lines removed and heading put with text on page 32.13. No change proposed.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0078	Chapeltown Library	<p>1. Need to involve the Area committees-key to getting messages across.2. Site notices need to be clearer.3. The languages used to consult with people obviously depends on the area-possible resource issue.4. Area committees are undertaking a lot of dissemination of information in the area. Some forums are more popular than others. This depends on location, advertisement, timing, venue and availability of refreshments.5. As well as site notices need to consult ward members and ask members to send out letters, if appropriate, to drum up interest.6. Are site notices in the right location? Need to ensure that they are visible.7. Sceptical of meetings-lack of feedback-don't always find out about subsequent meetings.8. Everyone has their own opinions and they need to be able to voice them-need to ensure that everyone is involved (including asian community).9. Documents should be made available in different languages (It was explained that this has been done).10. Some documents have too much jargon which must be simplified.11. It's a great idea to engage local people.12. Should advertise more widely, also in different languages.13. People prefer to speak to someone rather than send comments in.14. Need to be able to send comments in in different native languages.15. Need to provide permanent displays/exhibitions (and keep updated) of local area. Could be positioned outside (weatherproofed) to engage local people.16. Need to "sign-post" other community groups in the area explaining</p>	<p>1. Agreed. This is already done and will be expanded in the future.2. A review is currently underway on how planning applications are advertised, including site notices.3. Page 3 of the SCI details how an interpreter can be contacted, and page 11 that we will consider appropriate languages for publicity and information.4. There are various methods of undertaking public consultation, as detailed in Appendix 1. Area committees are referred to in Appendix 2.5. Ward members have access to weekly list of applications received and are able to notify members or the public where necessary.6.A review is currently underway of how planning applications are advertised, including site notices.7. 'Statements of consultation' should provide a source of feedback. All those on public database will be informed of future consultations as regards LDF documents. Planning Services?8. The SCI is about involving all sectors of the community and allowing everyone to have their say. Page 11 refers to how we will involve people often excluded from the planning process.9. Page 3 details this.10.The SCI states that we will set out documents clearly in straight forward language, without jargon (page 10)11. Comment noted.12.There are statutory requirements for advertising which we have to comply with. Various other methods of consultation are detailed in Appendix 1. We will consider appropriate languages for publicity and information (page 11).13. Comments made to officers</p>	<p>1. No change proposed2. Section 5 relating to planning applications has been revised and expanded and an imminent planning services review will consider the other matters raised.3. No change to SCI document proposed.4. No change to SCI document proposed. 5. No change proposed.6. Section 5 relating to planning applications has been revised and expanded and an imminent planning services review will consider the other matters raised.7. No change to SCI document proposed.8. No change to SCI document proposed.9. No change to SCI document proposed.10. No change to SCI document proposed.11. No change to SCI document proposed.12. No change to SCI document proposed.13. No change to SCI document proposed.14. No change to SCI document proposed.15. No change proposed as not specific to SCI document.16. No change proposed.17. No change proposed as not specific to SCI document.18. Section 5 has been revised to provide clearer guidance to developers on involving the community and responding to comments.</p>



COMMUNITY INVOLVEMENT (SCI) REPRESENTATIONS MADE UNDER REGULATION 26 CONSULTATION 7<sup>TH</sup> NOVEMBER – 16<sup>TH</sup> DECEMBER 2005.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
		<p>their role and remit.17. Information on local plans for Chapeltown asked about.18. Scepticism about how people's comments are fed into the system.</p>	<p>at meetings/ exhibitions are recorded.14. This is acceptable where unable to complete form in English.15. Comment noted.16. The SCI refers to the existing consultation structures in Leeds. It is not practical to refer to all community groups however, this information can be provided from the consultee database.17. An officer from Neighbourhoods and Housing gave an update on PFI schemes.18. All comments are recorded and a response to each given. All LDF documents will include a statement of consultation in their preparation. Comments on planning applications have to be recorded and for major applications of community significance, developers have to record and submit a statement of consultation with the application.</p>	

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0079	Headingley Library	<p>1. Community Groups need to be added to the SCI.2. Overload of information/consultation.3. Role of Andrew Crates-can this be rolled out over the other areas?4. Can the community initiate new LDF documents? This needs to be reflected in the document.5. General feeling of mistrust with the system.6. Yorkshire Post is good voice for Leeds residents.7. The government needs to listen to peoples comments.8. The public needs to see where the money is being spent.9. What is happening with the supertram money?10. Need a flagship building in Headingley for community use.11. Roads - in poor state - white lines need repainting. Safety issues.12. Leeds as a city needs to grow - need more relaxed approach to Green Belt.13. What is happening with east Leeds radial route?</p>	<p>1. Community and Stakeholder groups are listed at Appendix 3 - these include various community groups. An individual community group can request to be put on the public database for consultation.2. The new requirements for consultation are statutory - 'front loading' or early consultation is aimed at reducing objections at later stages.3. Andrew Crates' post is financed through the NW Area Management in response to community interest in the Headingley area. If other posts were created, this would be at the discretion of other Area Management teams.4. Suggestions for topic areas for Supplementary Planning Documents can be made by the community - page 17 of the SCI gives contact details to send suggestions to. LCC agrees that further clarity can be made in the SCI that community groups can initiate planning documents.5. The new planning system is aimed at being 'more transparent' so there is less mistrust in the system.6. Various methods of consultation and publicity are listed at Appendix 1.7. No comment.8. Comment noted.9. Comment noted and informed Highways.10. Comment noted.11. Comments noted and Highways informed.12. Comment noted.13. This comment relates to the East Leeds extension (EASEL), it does not relate to the SCI.</p>	<p>1. No change to SCI document proposed.2. No change to SCI document proposed.3. No change proposed as not specific to SCI document.4. Amend Section 4 to expand text on the opportunities for community groups to initiate DPD's/SPD's.5. No change to SCI document proposed.6. No change to SCI document proposed.7. No change to SCI document proposed.8. No change proposed as not specific to SCI document.9. No change proposed as not specific to SCI document.10. No change proposed as not specific to SCI document.11. No change proposed as not specific to SCI document.12. No change proposed as not specific to SCI document.13. No change proposed</p>
0080	Pudsey One Stop Centre	<p>No specific comments made relevant to the SCI. Only point made was about what was being done for Pudsey town centre.</p>	<p>No comment.</p>	<p>No change proposed.</p>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0081	Swarthmore Centre	<p>1. Notices/adverts for planning applications are not large enough and use too much jargon.2. The Council promote "pie in the sky aspirations" which don't happen. Public get frustrated.3. People are generally interested (especially in politics) but have no time to get involved fully in consultation. 4. Swarthmore was commented on by a couple of attendees as a good location for consultation, and it was stated that it represented a wide cross section of the population of Leeds. One local resident raised the issue that the café had too much background noise which was a problem for detailed one-to-one conversation. 5. Who follows up requests for information or plan preparation? 6. An alternative to supertram is needed - electric buses suggested.7. Pedestrianisation is not good for accessibility for disabled - nowhere for buses or taxis.8. There are too many shopping precincts - one big centre is better than many small ones.9. E.Leeds extension proposed in UDP would mean destruction of Leeds countryside and trees.</p>	<p>1. The legibility of site notices will be considered, however it is necessary to provide statutory information on the planning applications2. Involving the public at early stages of plan preparation may avoid some of the 'frustration' in the system.3. Point noted.4. Comments noted.5. As page 17 of the draft SCI states requests can be made in writing for future Supplementary Planning Documents. These will be considered when the Local Development Scheme is reviewed each year, through the formal process. LCC agrees that clarity can be made in the SCI that community groups can initiate planning documents.6. Comment noted.7. Informed officers involved in preparation of City Centre Area Action Plan.8. Informed officers involved in preparation of City Centre Area Action Plan.9. Inspector's Report has put this back to 'phase 3' for development, ie. it will not be developed within the next 5 years.</p>	<p>1. No change proposed2. No change proposed as not specific to SCI document.3. No change to SCI document proposed.4. No change to SCI document proposed.5. Amend Section 4 to expand text on the opportunities for community groups to initiate DPD's/SPD's.6. No change proposed as not specific to SCI document.7. No change proposed as not specific to SCI document.8. No change proposed as not specific to SCI document.9. No change proposed as not specific to SCI document.</p>
0082	Chapel Allerton Library	<p>1. There should be one point of contact for questions in each wedge area.2. Leeds Weekly news is a good source for publicity.3. Is there anything in the LDF as regards plans for Chapel Allerton and Chapeltown?4. Stop ribbon development and spread into the Green Belt when land is available in central Leeds.5. Better services and family housing are required in the city centre.6.The city centre is unattractive and anti-social.7. There is poor transport provision in Leeds.</p>	<p>1. There are Area Management Teams and Area Committees for each of the wedges (Not part of the Development Department).2. Appendix 1 lists various methods of consultation.3. Not in current Local Development Scheme.4. Our current policies in the UDP support this approach.5. Comment noted and informed officers involved in preparing the City Centre Area Action Plan.6. This is a subjective opinion and not relevant to the SCI...7. Comment noted.</p>	<p>1. No change proposed as not specific to SCI document.2. No change to SCI document proposed.3. No change proposed as not specific to SCI document.4. No change proposed as not specific to SCI document.5. No change proposed as not specific to SCI document.6. No change proposed as not specific to SCI document.7. No change proposed as not specific to SCI document.</p>

**Non Duly Made Representations - those received after Consultation deadline (17.00hrs, Friday 16th December 2005)**

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
0042	The Oulton Society	Looks and reads in plain English. Very good.	Comments noted.	No change to SCI document requested.
<b>Question 2: Is the structure easy to understand?</b>				
0 485	Scholes Community Forum	Yes, the document is easy to understand	Comment noted.	No change to SCI requested.
0042	The Oulton Society	Yes	Comment noted.	No change to SCI requested.
0043	Mr Alastair Watson	Yes	Comment noted.	No change to SCI requested.
<b>Question 3: Suggestions for how the structure (or any other aspects) of the document may be improved.</b>				
0 485	Scholes Community Forum	Initially appears to cover most options	Comment noted.	No change to SCI requested.
<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
0 485	Scholes Community Forum	A positive move. Developers will have to be considerate	Comment noted.	No change to SCI requested.
0042	The Oulton Society	Good idea but, will test the resources of LCC and local groups to respond in the timescale. Making the process known to all communities will not be easy. Groups should be encouraged to register their early interest in topics so that issue of information will be improved and positive.	The City Council has to operate within the broad framework indicated by National Guidance.	No change requested
0043	Mr Alastair Watson	Unclear how much is national policy but, the PC elements are disproportionate.	Unclear what is meant by "PC elements".  It is a statutory requirement to conduct public consultation for plans and planning applications.	No change requested

**Non Duly Made Representations - those received after Consultation deadline (17.00hrs, Friday 16th December 2005)**

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 5: Suggestions on improving consultation/engagement proposals for DPD's/SPD's.</b>				
0 485	Scholes Community Forum	Regular meetings. Area 'News' applicable to each area	Comment noted.	No change to SCI requested.
0042	The Oulton Society	Early consultation essential to ensure that the wider implications of the development of specific areas can be assessed to see if adjoining areas will be affected.	Comments noted.	No change proposed
0043	Mr Alastair Watson	The first sentence on page 23 is critical. What is the policy/strategy when activities are resource limited?	The SCI explains that measures should be taken to ensure effective consultation is carried out which makes best use of existing structures and networks. This is important both in terms of resources as well as tapping into established community circles through 'piggy backing' events.	No change proposed
<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
0 485	Scholes Community Forum	Let people know what is going on.	Good publicity/advertising and availability of documents is essential for effective consultation.	No change requested.
0042	The Oulton Society	By information in the local press and local community publications like our local Rothwell Record, published monthly.  Posters in libraries and One Stop Centres.	The SCI sets out the consultation methods to be used, which includes the local press and publicity in public places. The use of local community publications is a useful method for contacting people often excluded from the planning process.	No change requested.

**Non Duly Made Representations - those received after Consultation deadline (17.00hrs, Friday 16th December 2005)**

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
0094	Mr Edward Walker	Recommendations to Developers (Draft pg20) - developers should be required to demonstrate that they have specifically taken measures to overcome barriers to community involvement (pg7) and those often excluded from the planning process.	Developers will be required to agree the extent and form of community consultation on planning applications, which would include people often excluded from the planning process.	No change proposed
<b>Question 7: Comments on proposals for how to consult on planning applications.</b>				
0 485	Scholes Community Forum	A step in the right direction	Comment noted.	No change to SCI requested.
0042	The Oulton Society	<p>The list of 16 methods is admirable but, unless local groups are given very early information in the consultation process they will not have the full length of the timescale to respond.</p> <p>Posting of information to registered groups, as the present planning applications, is a very positive step, together with notices on lamp posts and letters to adjoining owners.</p>	Comments noted. A key objective of the SCI is that the local community is given sufficient time to respond to plans for their area.	Amend Section 5 acknowledging the importance of timescales for the community to respond

**Non Duly Made Representations - those received after Consultation deadline (17.00hrs, Friday 16th December 2005)**

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 7:Comments on proposals for how to consult on planning applications.</b>				
0084	Mobile Operators Association (MOA)	<p>In reference to community consultation for telecommunications development.Telecommunication Masts have been included within "other applications of community significance"- Object to this inclusion. Telecommunication developments are of limited scale and impact in relation to the other categories specified.-It is recognised that some general public view telecommunication development as controversial and have concerns regarding health implications. In accordance with PPG8, paragraph 30, the planning system is not the place for determining health safeguards.We recommend that "Telecommunications masts" be removed from the list of developments specified as having community significance.Mobile phone operators are already undertaking this level of consultation as part of their 10 commitments to Best Siting practice.- Indeed there is a prescribed process for undertaking community consultation-agreed between 5 mobile phone operators, the local government association and OPDM.Centred on a statutory basis-it would be unacceptable to invalidate a planning applications if supporting information indicating the level of community consultation has not been submitted.Additionally it would be difficult to defend an appeal and application refused purely on this basis.We recommend that you replace the last sentence in section 5 of the Draft with..."Failure to submit this</p>	<p>Telecommunication developments are often matters of public concern and the ODPM Good Practice Guide sets out that there should be a high level of public consultation. This is consistent with the SCI objectives. However it is accepted that the planning process is not the place for determining health safeguards.It is accepted that the current wording in the SCI does not fully reflect the ODPM Companion Guide, however failure to undertake community involvement before application submission for major applications or applications of community significance is inconsistent with the key objective of the new planning system. In cases where community involvement is not undertaken or is unacceptable to the City Council, the resultant outcome could be a protracted application process due to unnecessary objections which could have been dealt with before the application was submitted and subsequent revisions being made during the application period.</p>	<p>Revise Section 5 to provide a subsection on failure to undertake community involvement and revise wording to be consistent with PPS12 Companion Guide</p>

		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."Section 5-"Recommendation to Developers" only relates to 'Major Developments' as specified in footnote 9 and as such, does not relate to telecommunication development.It should be noted that mobile phone operators already undertake a combination of the many recommended methods of consultation, as it has been agreed by all relevant parties and as is enshrined in Best Practice there is no need to include it in the SCI.		
0094	Mr Edward Walker	Major Applications: Community Involvement Timetable Published - should include actions listed on pg20 of the Draft. Preferred flowchart form but, with added dates. Involvement should be monitored by an independent body reporting publicly on progress, quality standards, results, evaluation etc.Recommendations to Developers (Draft pg20) - developers should be required to demonstrate that they have specifically taken measures to overcome barriers to community involvement (pg7) and those often excluded from the planning process.	A timetable could be agreed with developers and the statement of community involvement submitted with the application would provide details of the process undertaken.	Revise Section 5 stating the City Council will encourage developers to discuss the timetabling of all stages of the planning process, including community involvement. Any timetable agreed will be on the public record. Developers will be expected to provide a statement setting out the details of the consultation and how they have taken community views into account.
<b>Question 8: Comments on the Community and Stakeholder groups consulted.</b>				
0042	The Oulton Society	The Oulton Society would like to be registered in the Stakeholder/Community group registered lists.	Comments noted	No change proposed to the SCI. Ensure the Oulton Society is added to the database of consultees.
0043	Mr Alastair Watson	Include SEORA (Otley)	Comment noted.	No change proposed to the SCI. Added SEORA to the database of consultees.



**Non Duly Made Representations - those received after Consultation deadline (17.00hrs, Friday 16th December 2005)**

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>C01: Other Comments</b>				
0 485	Scholes Community Forum	The forum has only just formed in January 2006, thus late response.	Comment noted.	No change to SCI requested.
0064	Community Building Services	Not directly related to the SCI. Representation passed onto CCAAP and EASEL teams.	Add to database.	No change proposed as not directly relevant to SCI document.
0089	Mr James Bovington	Referred to copy of previous consultation response in relation to 'Vision for Leeds' (October 2003). Comments related to Leeds as a European City, cleanliness, sports facilities, education and road and rail transport. No reference to consultation.	Comments not relevant to the SCI/consultation issues.	No change proposed as not directly relevant to SCI document.
0094	Mr Edward Walker	Consultation Database - people interested in planning consultations should be added to a specific database and contacted monthly. Other organisations do this. How will community involvement be allowed to change plans? - who will decide this? What amount of community opposition will lead to plans or applications being rejected? These decisions should be a published policy (The Planning Decision Making Policy) on the process, how the responses to involvement will be weighed up and how they will affect the final decision. Local community organisations own consultations results should carry added weight - providing that they meet certain quality standards. To be set out in the final SCI or in the Decision Making Policy. Open ended planning - more guidance and encouragement for involvement in future proposals of an area is required in the SCI. Late consultation responses should be included at the next available opportunity.	The database is regularly updated and consultees will be contacted at relevant stages of the consultation process for LDDs. It is not practical or good use of resources to provide monthly updates. The new planning system places greater emphasis on community involvement. The decision on plans and planning applications is based on consideration of the community's views together with planning policy or other material planning considerations. The SCI makes clear that the community can make suggestions for future plans which may be included within the Local Development Scheme, subject to resource implications	No change proposed

*Leeds City Council*  
*Local Development Framework*

**STATEMENT OF COMMUNITY INVOLVEMENT  
SUBMISSION DRAFT for CONSULTATION  
(MARCH – APRIL 2006)**

**“Involving local people and stakeholders in town  
planning matters and planning applications”**

### **Contact Details**

The Statement of Community Involvement is available on the City Council's website ([www.leeds.gov.uk](http://www.leeds.gov.uk). Go to the speed link for Local Development Framework)

Alternatively you can contact:-

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

Telephone: (0113) 247 8090

Email: [ldf@leeds.gov.uk](mailto: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](mailto:info@planningaid.rtpi.org.uk)  
Website: [www.rtpi.org.uk](http://www.rtpi.org.uk)

To contact the Yorkshire and Humber office:-

Case Worker :Alyson Linnegar (available Tuesday, Wednesday & Friday)

Telephone: 0870 850 9808

Email: [ykcw@planningaid.rtpi.org.uk](mailto: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 ইংরেজিতে 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 (انٹریپرٹر) سے رابطہ کریں گے۔

# Finding your way around the submission draft Statement of Community Involvement (SCI)

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# 1. Introduction

- 1.1 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 eventually replace the current Leeds Unitary Development Plan (UDP).
- 1.2 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 a statutory document and Leeds City Council will have to act in accordance with it. This document will be subject to scrutiny and tested for soundness by an independently appointed Planning Inspector.
- 1.3 A Local Development Framework (LDF) is similar to the Unitary Development Plan (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.
- 1.4 More details of the LDF process are provided in Section 4.
- 1.5 A glossary of terms used within this document and suggested further reading is provided in Appendix 9.

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

- 2.1 The “Vision for Leeds” is the City's Community Strategy, prepared by the Leeds Initiative. It will guide the development of Leeds over the next 15 years. It was produced after research and consultation with thousands of people from across the city and answers the questions:
- what sort of city should Leeds be in the future?
  - what are the main priorities for action?
  - how will communities, groups and agencies work together to deliver what is needed?
- 2.2 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.
- 2.3 Within this context, Leeds City Council is preparing its Local Development Framework (LDF). The engagement of communities and stakeholders is fundamental to achieving these three key aims. The Statement of Community Involvement (SCI) reflects the community involvement priorities identified in the “Vision for Leeds”. Effective community involvement is essential in improving the quality of life in Leeds. Structures, developed by Leeds Initiative over the last few years, such as strategic partnerships, community forums and projects have allowed more local people to get involved in the services that the Council delivers.
- 2.4 ‘A Leeds guide to involving the community in decision making’ published by the Leeds Initiative offers guidance for partners to help make the way we work more effective and consistent. The SCI builds on this by providing more specific guidance in relation to involving local people and stakeholders in town planning matters and planning applications.

## 2.5 What currently makes up the communities in Leeds ?

- 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 is 715,402 people (based on 2001 Census information). 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 Gipton & Harehills, Chapel Allerton and Hyde Park and Woodhouse 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 Leeds 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.
- 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 per day travel into Leeds.
- Unemployment is estimated to be around 17,000 (approximately 3% of the working age 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 Leeds 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



## **2.6 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. Contact details are provided on the inside of the front cover, if assistance is required on the translation of documents.
- **Relatively low uptake of online services** - access to the internet is not available to everyone. Low uptake of online services may be due to low incomes, skills, education and limited access to services and information. 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 young people have not always been adequately involved 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.

## **3. Statement of Community Involvement – Outline and Principles**

### **3.1 What is a Statement of Community Involvement?**

A Statement of Community Involvement shows how a local authority will involve local people and stakeholders in decision making on planning matters, plan

making and planning applications. It also outlines how consultation will take place with other stakeholders (any interested groups) and statutory consultees (groups the Council has to consult by law).

### **3.2 What does it include?**

This Statement of Community Involvement outlines the levels of involvement and methods Leeds City Council 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.

### **3.3 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 ‘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 Leeds City Council works with and listens to local communities if we are to be successful.

### **3.4 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:

<b>Principle</b>	<b>What this means for communities</b>
Early contact	<ul style="list-style-type: none"> <li>• In all cases Leeds City Council will involve stakeholders at the earliest practical possible point, this is sometimes known as ‘front loading’</li> </ul>
Access to information	<ul style="list-style-type: none"> <li>• All documents will be set out clearly and written using straight forward language without jargon or abbreviations.</li> </ul>

	<p>Where abbreviations have to be used, a full explanation will be provided</p> <ul style="list-style-type: none"> <li>• It will be made clear what you can comment on or change and when comments should be made</li> <li>• Information will be made available in a range of accessible formats</li> <li>• Summaries of all longer documents will be published (documents that are longer than 25 pages of A4)</li> <li>• Where possible all documents will be made available in electronic form</li> </ul>
Appropriate methods	<ul style="list-style-type: none"> <li>• Consultation and involvement activities will be planned in a consistent way to ensure that the processes used are the right ones to use in each case</li> </ul>
Reduce barriers	<ul style="list-style-type: none"> <li>• Leeds City Council will seek to carry out involvement activities that fit your time, knowledge and experience</li> <li>• Opportunities will be provided to consult those parts of the community which do not normally get involved in planning issues</li> <li>• Involvement processes will be at a suitable level in relation to the planning issue under consideration. Appendix 1 sets out the methods which can be used for engaging with people</li> <li>• As far as resources permit, documents will be made available for free</li> <li>• Documents will also be made available on the Leeds City Council web site and, where possible, in local community venues like libraries</li> <li>• We may actively seek out your involvement</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Leeds City Council will work with other Leeds' organisations and other parts of the City Council to ensure that duplication is avoided, and that best use of resources and consistent consultation is delivered.</li> </ul>
Feedback	<ul style="list-style-type: none"> <li>• Leeds City Council will make feedback available to you on comments received in a summary format and within a specified time period. We may choose to exclude some comments from feedback documents if they are deemed to be inappropriate, racist, sexist, homophobic, slanderous or in some other way inflammatory</li> </ul>
Learn and improve	<ul style="list-style-type: none"> <li>• Leeds City Council will continue to improve our involvement practice through evaluating what we do</li> </ul>

	<ul style="list-style-type: none"> <li>• We will seek out ways through which we can assess and improve our own involvement skills</li> <li>• We will invite community comment on our involvement activities to help us improve</li> </ul>
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### **3.5 Who will Leeds City Council involve?**

For a copy of the list of who Leeds City Council will involve, please contact (0113) 247 8075 or email [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk). The contact information for this list will be reviewed on a regular basis.

When we involve communities and other stakeholders (any interested groups) the existing community involvement strategies and structures within Leeds will be the starting point. These are outlined in Appendix 2. This will enable us to be more efficient, and to contact a wide range of local people and others.

Appendix 3 sets out the stakeholders, which includes local people, business and others, that Leeds City Council will consult.

### **3.6 What measures will Leeds City Council take to involve people who are often excluded from the planning process?**

It is important for everyone to have the opportunity to have their say and everybody's opinions are important. The Council 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, using established forums, and attending meetings held by and for members of the identified groups. We shall work with other experienced practitioners within Leeds, 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

### **3.7 What guarantee does Leeds City Council make on the amount of community involvement?**

For all documents the Council will engage with stakeholders (all interested groups) early in the process and establish what their key issues are. Summary documents for all planning documents that we produce (over 25 pages) will be provided. 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	At the Development Enquiry Centre (2 Rossington Street) and other places within the Leeds area as the Council considers appropriate. For the key Consultation Structures and Organisations in Leeds see Appendix 2
Leeds City Council (LCC) Website	Local and Mobile Libraries

Leeds City Council will also give notice of key details of each draft document at [www.leeds.gov.uk/ldf](http://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.

### **3.8 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 will be made available to participants as, requested, as well as through local libraries and the Development Enquiry Centre (2 Rossington Street). These summary reports will be provided as either electronic or paper formats. These reports will also be made available on the Leeds City Council web site. All summary reports will clearly show what has changed as a result of community involvement and how the involvement has influenced the preparation of documents.

### **3.9 How will adopted documents be made available?**

Documents will be available as paper copies for inspection and purchase at the Development Enquiry Centre and at local libraries for inspection, where relevant. They will also be included on Leeds City Council's website.

### **3.10 How will the Leeds City Council evaluate the success of consultation?**

Using ongoing monitoring we will evaluate our involvement activities annually. Leeds City Council 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?

As a basis for continued improvement, we will use a range of methods to evaluate our work, these may include:

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

The results of this evaluation will be published on the Leeds City Council web site and made available through local libraries and the Development Enquiry Centre (2 Rossington Street). The Annual Monitoring Report (an annual report required to assess the implementation of the Local Development Scheme), will also review the effectiveness of the policies set out in the Local Development Framework (LDF), including the Statement of Community Involvement (SCI).

If new consultation techniques are identified as a result of experience and monitoring, these will be included in a future review of the Statement of Community Involvement.

## 4. The Local Development Framework

### 4.1 *What is a Local Development Framework?*

The **Leeds Local Development Framework (LDF)** will eventually 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.

### 4.2 *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** prepared by Yorkshire and Humber Regional Assembly
- **LDFs** prepared by local authorities.

### 4.3 *What will Leeds City Council 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)**

#### **4.4 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:
  - Core Strategy
  - Site Specific allocations of land
  - Area Action Plans (where needed).

(See Glossary, Appendix 9 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 by an Inspector
- The consultation process for SPD's is a shorter one than that for DPD's (see Appendix 5).

Existing Supplementary Planning Guidance documents (SPG's), which includes some Village/Neighbourhood Design Statements (VDS/NDS) and Conservation Area Appraisals (CAA's) are to be saved for three years, until September 2007, as part the Local Development Scheme (LDS). After this date, as appropriate and subject to available resources, SPD's will need to be prepared to replace former SPGs. All new planning documents, to become an SPD, will need to be identified in the LDS programme. Where planning documents are published that are not identified in the LDS programme, and are not SPD's, Leeds City Council may use them in consideration of determining planning applications (where they are in accordance with adopted policies).



#### **4.5 How will Leeds City 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

For both DPD's and SPD's, the Council are required to produce a Sustainability Appraisal (SA). A Sustainability Appraisal is a formal requirement of the new planning system. The main purpose of a Sustainability Appraisal is to appraise the economic, social and environmental effects of plans, policies and strategies, from the outset of the preparation process, so that decisions can be made that accord with the objectives of sustainable development and comply with the Strategic Environmental Assessment Directive. As identified in Appendices 4 and 5, the Sustainability Appraisal accompanies draft DPD's and SPD's during the preferred options (Regulation 26) consultation period of six weeks. At this stage the SA becomes part of the DPD or SPD document for the purposes of consultation/ examination.

Appendix 3 sets out the statutory bodies which the Council has to consult on the Sustainability Appraisal.

#### **4.6 When will these documents be prepared?**

Local Development Documents will be 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 yearly review. To see the LDS, for key dates view: [www.leeds.gov.uk/ldf](http://www.leeds.gov.uk/ldf) or Alternatively, ring (0113) 247 8075 for a copy.

#### **4.7 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 Leeds, including site allocations
- Area Action Plan for East And South East Leeds (EASEL) including site allocations
- Area Action Plan for the West Leeds Gateway, including site allocations
- Waste

#### **4.8 What Supplementary Planning Documents are currently being produced?**

- Biodiversity and Waterfront Development - Guidance for the River Aire and the Leeds and Liverpool Canal
- City Centre Public Realm Contributions – for developers to improve the public realm
- 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 and Harewood Quarter– 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/ldf](http://www.leeds.gov.uk/ldf)

Alternatively, ring (0113) 247 8075 to request copies of documents.

Remember, the list above is the current work programme which will be subject to change. Other Development Plan Documents and Supplementary Planning Documents will be produced in future. (These will be listed in the Local Development Scheme as it is revised and updated).

#### **4.9 What steps will Leeds City 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.

The Local Development Scheme (work programme) provides the basis for the overall Local Development Framework. This will be reviewed on an annual basis as part of the Annual Monitoring Report (AMR) and formally updated and revised as appropriate. The community can make suggestions for the inclusion of new areas into the Local Development Scheme. These will be considered within the overall context of the current priorities and resources.

The Community can make suggestions in writing to:

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

Or e-mail us at [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk)

## **5. Community Involvement in Planning Applications**

The 2004 Planning & Compulsory Purchase Act places emphasis on the involvement of communities in the consideration of planning applications. This section of the SCI sets out the guidelines for community involvement in planning applications, in particular the role of the applicant in engaging with the wider community in major applications or applications of community significance and how communities can be involved in planning applications.

### **5.1 Leeds City Council Planning Application Service**

The City Council deal with a wide range of planning applications, making recommendations and decisions on all kinds of potential development in Leeds. 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. The service has recently introduced a new and vastly improved computer system which will have wide ranging possibilities for improvements to the quality of service and how we undertake community involvement. A review is currently underway which may result in future changes and improvements to the ways in which we consult. It is likely that future methods will include wider neighbour notification and the display of application plans on the Council's website.

### **5.2 How does Leeds City Council currently consult on planning applications?**

When planning permission is sought the Council uses a range of methods to inform and consult. Dependent on the scale and nature of the development some or all of these methods may be employed:-

- Site Notices
- Notices in the local press
- Weekly list of planning applications on the Council's website ([www.leeds.gov.uk/living/planning](http://www.leeds.gov.uk/living/planning))
- Planning applications available for inspection in the Development Enquiry Centre (2 Rossington St) and libraries. Appendix 6 provides a list of the libraries which receive copies of planning applications
- Notification of Parish and Town Councils
- Ward Member notification
- Neighbour notification

- Specific consultation with statutory and non-statutory consultees, including community organisations and other local organisations
- Public exhibitions, meetings, presentations

The minimum standards for publicising planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 (Article 8). For most planning applications the City Council is required to publicise either by the display of a site notice in at least one place on or near the site or by notification to any adjoining owner or occupier. There are additional requirements for site notices and/or press advertisements for major development proposals, proposals which depart from the Council's Unitary Development Plan (or Local Development Framework) policy, proposals which require an environmental statement and certain other types of applications. Similar requirements apply for publicising listed building applications and those involving development and/or demolition in a conservation area.

The Council publicises planning applications to standards beyond the legal minimum. Appendix 7 provides a table setting out in more detail the consultation methods we use for publicising different types of planning applications.

The process of consultation for each application should be related to its scale and potential significance. It is important that sufficient time is provided for community involvement in applications, however this needs to be balanced with the statutory time periods for determining applications – 13 weeks for major applications and 8 weeks for other applications.

### **5.3 The Role of the Applicant / Developer**

The Council will seek greater community involvement for major applications or applications of community significance:

By 'Major' as defined by the Town & Country Planning (General Development Procedure) Order 1995), we mean:-

- Residential developments (including houses and flats) of 10 units or more or on a site of 0.5 ha or more
- Any development (including change of use) with a gross floor area of 1,000sqm or more or a site area of 1 ha or more
- Minerals applications (winning or working of minerals or the use of land for mineral working deposits)
- Waste development (for the purposes of community involvement, only larger waste developments would fall into this category)

By 'Community Significance' we mean applications that may give rise to local controversy, such as:-

- Developments that require an environmental statement
- Developments that involve the closure or alteration of a 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

### **Before a Planning Application is submitted**

Subject to the nature of the application, we strongly encourage applicants to involve the community before submission of an application. This should be discussed with the planning officer from Planning Services as part of the pre-application talks, when the officer will be able to comment on whether the application falls within the definition of “major” or “community significance”. Where the application does fall into either of these categories as far as possible an agreement should be reached with regard to the form and extent of consultation to be undertaken by the applicant before the application is submitted. The onus of responsibility will be with the developer in ensuring that appropriate consultation at the pre-application stage is carried out. We strongly encourage applicants to use the best methods possible, as outlined below, 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.

A planned approach to community involvement for major or significant developments should include an appropriate combination of all or some of the following:-

- Advert in local paper giving people a contact to find out more
- Publicise on the Council’s web site
- Notify people who live near by (neighbours and others, who are located in close proximity of the proposed application and could therefore be directly affected by the proposal) and tell them where they can find out more information
- Hold at least one public event near to the development site (e.g. an open day, public meetings, road shows, focus and discussion groups and workshops). Events like these should describe the development and provide an opportunity for local people to say what they think and/or ask questions. Officers from Planning Services could 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
- Make a presentation to the relevant Plans Panel
- Take a record of all comments received. This should be retained and made available for inspection if requested.

For householder proposals, we encourage as a minimum, that applicants discuss the proposals with immediate neighbours.

### **Requirements for Planning Application Submission**

Guidance is provided on the Council's website on the information to be provided as part of planning application submission. Developers should have due regard to adopted planning policies and guidance notes which may be relevant to the application site.

As part of submitting a planning application, Leeds City Council strongly encourages the submission of a statement of community involvement. This should include:-

- Details of the consultation undertaken, including a list of residents, organisations/interest groups contacted and a commentary on the events held (format, location and duration)
- Summary of all comments made
- Confirmation of where the comments have resulted in revisions to the scheme and provide an explanation where comments have not been taken on board
- Highlight any criticism by groups or individuals about the consultation process

### **Failure to undertake community involvement**

The City Council cannot refuse to accept a valid application if the applicant has not consulted the community sufficiently (or not at all) before application submission. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application. The aim of community involvement before application submission, is to avoid unnecessary objections at a later stage which may cause delays in the processing of the application. The absence of, or insufficient community involvement by the applicant will be reported to the Plans Panel when determining the application.

## **5.4 Community Involvement in Planning Applications**

### **Pre-Application ( before an application is made)**

The community should be given an opportunity to be involved and shape the form of development proposed before an application is submitted. This is particularly important for major applications and those of community significance as outlined above. The City Council will encourage and provide advice to developers at the pre-application stage to identify the most effective methods for consulting the community and to ensure comments are noted and revisions made to a scheme, where appropriate.

### **Commenting on Applications (after an application is made)**

The statutory minimum period for commenting on planning applications is 21 days, however, we specify 28 days from the date of posting. It is desirable that comments are received within this time period. However, in practice, we are usually able to take late representations into account if they are received in good time before the decision is made (usually two days before the decision date). If you wish to comment on a planning application, you may submit your views to the City Council. All comments (including objections) received will be taken into account when considering the application.

You can comment on a planning application by writing to the Chief Planning and Development Services Officer (Development Department, The Leonardo Building, 2 Rossington Street, Leeds LS2 8HD), filling in a comments form or you can email your comments on our feedback form provided on the Council's website ([www.leeds.gov.uk/living/planning](http://www.leeds.gov.uk/living/planning)). Whichever method you use, please quote the application reference number and site address.

Your comment will be acknowledged within 10 working days of receipt. All comments made about an application are made public and the applicant has the right to see the comments if requested.

The Council can only take account of matters which are relevant to making a decision on the planning application. These material planning considerations vary from case to case, but could include:-

- Conservation of buildings and the natural environment
- Preservation of trees/impact of the loss of trees
- Design, appearance and layout
- Character of an area
- Visual impact
- Noise, disturbance and smells
- Highway safety and traffic
- Previous planning applications
- Compliance with planning policy (local and national)
- The effect of a proposal on sunlight and daylight
- The effect on the privacy of neighbours



- Whether the proposal will have an overbearing effect on neighbouring properties

There are other matters which may be of concern to objectors but are not material planning considerations:-

- Issues covered by other laws eg licensing, building control, health and safety regulations
- Private property rights eg boundary or access disputes
- The applicant's moral, motivation or activities
- Perceived impact on property values
- Competition between businesses

The planning officer dealing with the application will form a professional view on the acceptability or otherwise of the proposal. This will involve weighing up all the issues arising from the proposal before making a recommendation on it. An objection, even if made on good planning grounds, may not necessarily result in refusal of planning permission.

### **Consulting on Revised Applications**

Amendments may be made to a planning application during the course of Leeds City Council dealing with it. Most amendments and revisions are made to address representor's concerns and/or to achieve a better quality of development. As part of the review of our notification procedures, we are intending that (following its further development) amended plans and other information relevant to the progress of an application will be displayed on our web site. We do not routinely carry out re-notification and/or re-publicity. This is carried out at the discretion of the planning officer and is only likely to occur in cases where he/she considers further material planning matters could arise. In such cases the time period for response is usually reduced to 10 days.

### **Determination of Planning Applications**

Most decisions on planning applications are made by a Principal Planning Officer or Area Planning Manager. These are called delegated decisions. Larger, more complex or controversial applications may be decided by a panel of Councillors. There are three Plans Panels – covering the east side of the city, the west side of the city, and the City Centre. Each Panel meets every four weeks. Meetings are held in the Civic Hall and usually take place on a Thursday, commencing at 1.30 pm. Members of the Panel will receive a report which includes details of representations made and the issues raised, together with the Officer's recommendation. This report is available for public inspection five days before the meeting.

At the Panel, a presentation of the application will be made by an officer. The public may attend the meeting and a representative of any supporters or objectors may make a short address to the Panel to set out their views. There may also be an opportunity for the applicant (or agent) or someone else with a contrary view to address the Panel. If more than one person wishes to speak in support of or against an application, agreement will need to be made on who will do this. Appendix 8 provides the Council's protocol for public speaking in panels.

Once a decision has been made on the application, those people who have provided written comments will be notified in writing within 15 working days of the decision on the application.

Only applicants have the right of appeal against a decision. There is no third party right of appeal. The Officer's report and decision notice is available to view (from April 2006) on our website and at the Development Enquiry Centre (2 Rossington Street).

## **6. Resources**

### **6.1 How can Leeds City Council 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 structures in Leeds are identified in Appendix 2. Consultation on the documentation within the Local Development Framework (LDF) will seek to “piggy back” (i.e. feed into or attend) 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 1 to this report 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. The resource implications cannot be easily quantified as it refers to both actual cost and staff time, which will vary depending on the level of consultation appropriate to different documents/applications.

Approximately 8,000 planning applications are processed by the City Council every year. This involves hundreds of interactions with customers (including applicants, members of the public and interest groups). In order to reach a maximum number of people and provide the most efficient and effective planning service, the City Council is making substantial investment to the development of its website. This will provide access to information and enable involvement in the planning process 24 hours a day. Resources will continue to be provided for other methods of community involvement for customers not able to access the planning service electronically.

### **6.2 How can consultation material be accessed?**

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) and other planning applications (8 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](http://www.leeds.gov.uk) .

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

### **6.3 Will Leeds City Council 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 staff resources and
- the ability to “piggy-back” (i.e. link in) with other events in order to share costs

The Statement of Community Involvement (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. There may be some instances where applicants for smaller developments will be expected to undertake consultation, beyond that undertaken by the Council (See Appendix 7).

### **6.4 Can Leeds City Council 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, including:

- Stakeholder meetings
- Website
- Public exhibitions
- Local media
- Newsletters

**Engagement** – Providing opportunities for dialogue, including:

- 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, example 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.

### ***What do we mean by resource implications?***

In the consultation methods table that follows, reference is made to the likely level of resource implications. As highlighted in Section 6, these resource implications cannot easily be quantified as resources will vary depending on the level of consultation appropriate to different documents/applications. The “low”, “medium” and “high” resource implications in the table have been used to indicate the likely level of costs and staff resources needed for undertaking the consultation methods. For example, sending out letters would involve the writing, printing and postage costs. These resource implications are considered to be relatively low compared to the example of public meetings which will have a much higher implication on resources given the potential need to hire venues and the need to have potentially more than one officer present.

It should be noted however that costs can be significant even for “low” levels of engagement, where a series of Local Development Documents are being prepared at the same time. In these circumstances every effort will be made to use resources efficiently by combining consultation activity where this is possible and appropriate.

## 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 stage	Low
Website Website continued	Providing information and opportunities for people to feed in their comments via the internet.	1. Development Plan Documents	1. Issues & Alternative Options; Preferred Options; Submission; Examination;	Low

<b>Consultation Method</b>	<b>Benefits</b>	<b>Relevant Planning Documents</b>	<b>When this method will be used</b>	<b>Resource Implications</b>
	Documents can be downloaded and questionnaires completed on-line. Information can be updated on a regular basis. Faster and more cost effective than post.	2. SCI  3. Supplementary Planning Documents  4. All planning applications	Adoption  2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption  3. Draft SPD; Adoption of SPD  4. Weekly list of planning applications	
Newsletter / Leaflets	Provides regular information and opportunities for individuals to feed back comments	1. Development Plan Documents  2. SCI  3. Major planning applications	1. Issues & Alternative Options; Preferred Options  2. Formal Pre-Submission  3. Advertising consultation process/events	Medium
'About Leeds' Civic newspaper	Provides information and articles in free newspaper circulated to all Leeds households	1. Development Plan Documents  2. SCI  3. Supplementary Planning Documents	1. Issues & Alternative Options; Preferred Options  2. Formal Pre-submission  3. Draft SPD	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



<b>Consultation Method</b>	<b>Benefits</b>	<b>Relevant Planning Documents</b>	<b>When this method will be used</b>	<b>Resource Implications</b>
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 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. Registration; Revised plans; Appeal	Low
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	1. Issues & Alternative Options; Preferred Options 2. Draft SPD 3. Formal Pre-Submission	High

<b>Consultation Method</b>	<b>Benefits</b>	<b>Relevant Planning Documents</b>	<b>When this method will be used</b>	<b>Resource Implications</b>
		3. SCI 4. Major planning applications	4. Consultation	
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 generate ideas	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	High
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	1. Issues & Alternative Options; Preferred Options 2. Formal Pre-Submission  3. Early consultation; Draft SPD  4. Pre-application;	High

<b>Consultation Method</b>	<b>Benefits</b>	<b>Relevant Planning Documents</b>	<b>When this method will be used</b>	<b>Resource Implications</b>
		4. Planning applications	Consultation	
'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**

The following networks and organisations are listed as they are established routes of consultation and engagement within the Leeds area.

**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. It's members include a wide range of organisations such as Leeds City Council, West Yorkshire Police, the Health Service, Passenger Transport Executive, further education colleges, Leeds University and Leeds Metropolitan University, as well as Leeds Chamber of Commerce and Industry and private companies. Through its Community Network the Leeds Initiative has developed commitment, expertise and routes to community involvement.

The Leeds Initiative have published "Leeds Compact", 2003 (an agreement between Leeds Initiative partners, including the City Council, and the voluntary and community sector to improve working relationships for the benefit of all), and "Leeds Initiative, Community Involvement – A guide to involving the community in decision making", 2002.

**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.

**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** - 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

The following consultation bodies are specific to the legislation on Local Development Frameworks and are not statutory consultees for planning applications (however, some of these will be consulted upon, subject to the nature of specific planning applications). 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 Council and Calderdale Council may also be consulted, as appropriate, although they do not directly adjoin Leeds' boundary).
- The Highways Agency
- Town and Parish Councils (including adjoining Town and Parish Councils in the adjoining Local Planning Authorities listed above)
- The Environment Agency
- The Countryside Agency
- English Nature (to be renamed as 'Natural England' from January 2007)
- Historic Buildings and Monuments Commission for England (English Heritage)
- Strategic Rail Authority
- Relevant sewerage and water undertakers
- Strategic Health Authority

The 'Specific' bodies listed above 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).

In addition, Leeds City Council will consult with the Government Office for Yorkshire and the Humber (GOYH), who will be the first point of contact for consultation with other central government departments (as set out in Annex E of PPS12).

**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 will be consulted if the local planning authority considers it is likely that the organisation will be affected by 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, stakeholders or individuals who we think may be interested in a particular issue or if they have expressed a desire to be involved.

## **Other Consultees**

The City Council will also consider the need to consult, where appropriate the following agencies and organisations in the preparation of Development Planning Documents and Supplementary Planning Documents and, where applicable, to specific planning applications:-

- 20<sup>th</sup> Century Society
- Age Concern
- Airport Operators
- Ancient Monuments Society
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of the Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission for Racial Equality
- Council for British Archaeology
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- English Partnerships
- Environmental groups at national, regional and local level, including Council for the Protection of Rural England; Friends of the Earth; Royal Society for the Protection of Birds; and Wildlife Trusts

- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Garden History Society
- Georgian Group
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Historic Buildings and Monuments Commission for England
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 including Civic Societies; Community Groups; Local Transport Operators; and Local Race Equality Councils and other local equality groups
- National Playing Fields Association (NPFA)
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers
- Post Office Property Holdings
- Rail Companies and the Rail Freight Group
- Regional Development Agency
- Regional Housing Board
- Regional Sports Board
- Road Haulage Association
- Society for the Protection of Ancient Buildings
- Sport England
- The Home Builders Federation
- Traveller Law Reform Coalition
- Victorian Society
- Water companies
- Women's National Commission

**We will also consult and engage with people who are 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 and students
- 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

### **Consultation Bodies for Sustainability Appraisals (SA)**

As part of the consultation of DPDs and SPDs, the following organisations must be consulted in relation to the Sustainability Appraisal

#### **Statutory Consultees:**

- Environment Agency
- English Nature
- Countryside Agency
- English Heritage

In addition to the statutory consultees, the following organisations should be consulted:-

- Adjoining Local Planning Authorities (listed above) (including adjoining Town and Parish Councils)
- Yorkshire & Humber Assembly
- Yorkshire Forward
- Leeds Initiative

All of the above (whatever the grouping) form the **community and stakeholder groups in Leeds.**

**Our database of community and stakeholder groups is regularly updated.**

**To check that your community group/organisation is included telephone (0113) 247 8075.**

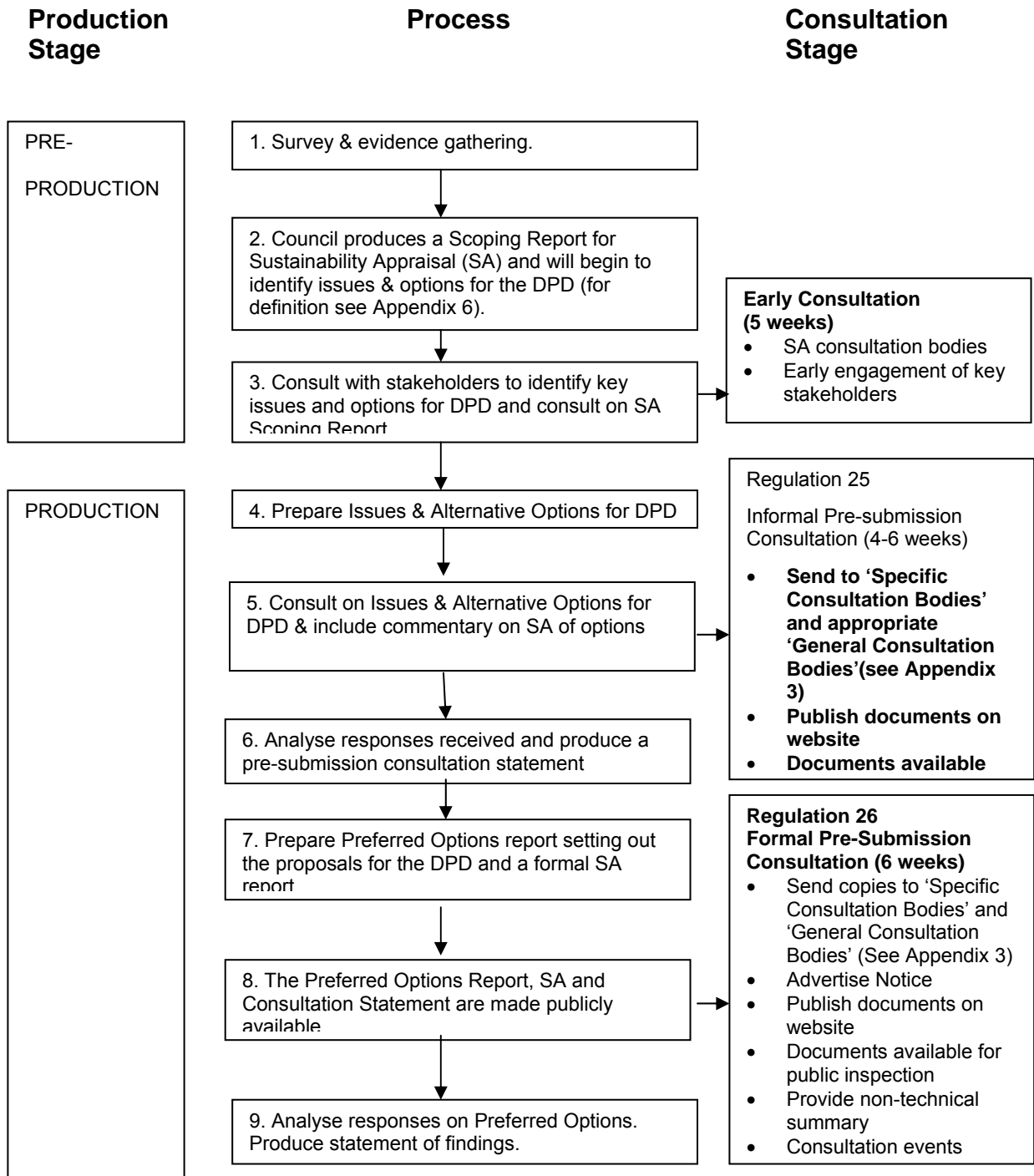
**Please let us know if you want your group/organisation to be added onto our database. We will provide the opportunity for you to agree to your information being available.**

**Subject to the Freedom of Information Act, 2000 and the Data Protection Act, 1998, the SCI database of consultees will be made available on request when the SCI is adopted.**

# 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.*



PRODUCTION  
(contd)

10. Prepare & publish the Submission Development Plan Document and SA (including where necessary, a sustainability appraisal of any significant changes)

11. Submit DPD, SA, Pre-Submission Consultation Statement, Statement of Findings and SCl to Secretary of State and Regional Planning Body and undertake further consultation

**Regulation 28 Submission Consultation (6 weeks)**

- Send copies to 'Specific Consultation Bodies' and 'General Consultation Bodies'
- Submit to SoS & RPB
- Advertise Notice of DPD
- Documents available for public inspection
- Publish documents on website

EXAMINATION

12. Analyse responses received

13. Publish any changes to DPD (exceptional step requiring further publicity) and advertise pre-examination meeting

**Regulation 31-33 Representations on Submitted DPD**

- Make copies of representations available for public inspection
- Publish on website
- Send to Secretary of State

**Site Allocation Representations Further Steps Include**

- Advertise Notice
- Send copies to 'Specific Consultation Bodies' and 'General Consultation Bodies'
- Provide 6 weeks for further representations

14. Public examination of DPD and SA by independent Inspector appointed by Secretary of State

15. Once Inspector's Report received, amend DPD to reflect Inspector's recommendations and adopt the DPD by resolution of the Council

ADOPTION

16. Publish adopted DPD, SA, Inspector's Report and Adoption Statement

**Regulation 35-36 Consultation**

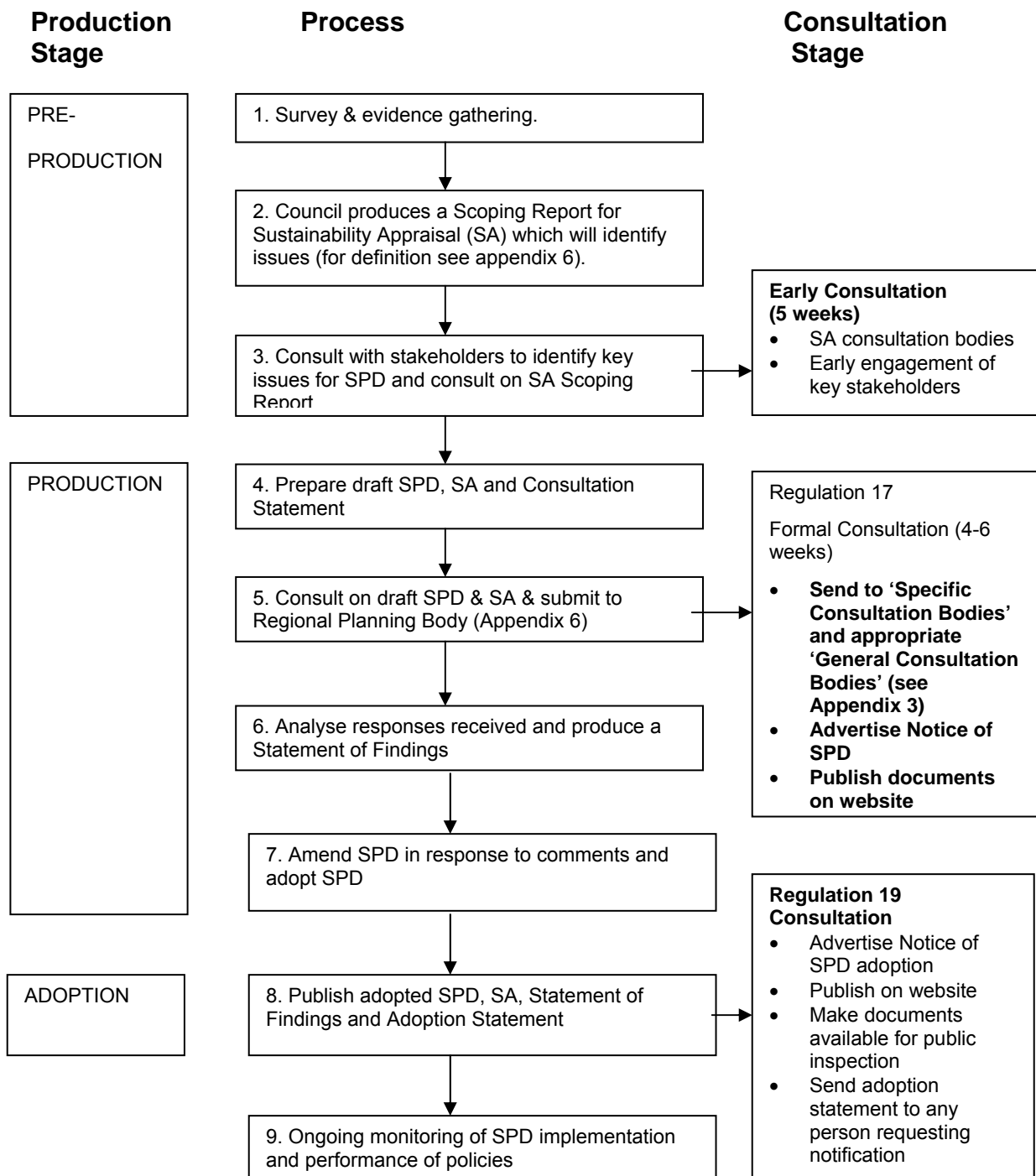
- Advertise Notice of DPD adoption
- Publish on website
- Make documents available for public inspection
- Send adoption statement to any person requesting notification

17. Ongoing monitoring of policies in DPD (recorded in Annual Monitoring Report)

# 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

### List of Leeds City Council Libraries Holding Planning Applications

There are 55 libraries in Leeds, of these, 24 libraries hold copies of current planning applications. The City Council goes beyond the minimum requirements for publicising applications by providing copies to libraries. It is not practical to distribute plans to all libraries as many of the smaller libraries have limited opening hours which restricts public access. Site notices and neighbour notification letters state which local library to go to in order to inspect planning applications.

The libraries that hold copies of planning applications are:-

<b>Library</b>	<b>Location</b>	<b>Telephone Number</b>
Armley	2 Stocks Hill	395 1010
Beeston	Hugh Gatskill School, St Anthony's Drive	214 1766
Belle Isle	Aberfield Gate, Belle Isle Road	214 1768
Chapel Allerton	106 Harrogate Road	214 5812
Crossgates	Farm Road	224 3328
Dewsbury Road	190 Dewsbury Road	395 1581
Garforth	Lidgett Lane	224 3291
Guiseley	Otley Road	(01943) 872 675
Halton	273 Selby Road	214 1320
Headingley	North Lane	214 4525
Holt Park	Ralph Thoresby High School, Village Square, Farrar Lane	214 1025
Horsforth	Town Street	214 4801
Kippax	Westfield Lane	214 6802
Middleton	St Georges Centre, St Georges Road	224 3119
Moor Allerton	Moor Allerton Centre	214 5624 / 214 5625 / 214 5626
Morley	Commercial Street	214 5418
Oakwood	1 Oakwood Lane	214 4192
Otley	Nelson Street	(01943) 466 572
Pudsey	Church Lane	214 6035
Richmond Hill	Pontefract Lane	214 3155
Rothwell	Marsh Lane	224 3288
Seacroft	Seacroft Crescent	214 4171
Wetherby	17 Westgate	(01937) 583 144
Yeadon	Town Hall Square	214 6501

For further details of opening times, the libraries may be contacted on the above telephone numbers or go to the Council's website [www.leeds.gov.uk/living/libraries](http://www.leeds.gov.uk/living/libraries)

## Appendix 7

### How the Council Publicises Planning Applications

Application Type	Weekly list of applications rec'd 1.	Written details on web site 2.	Site notice by City Council	Site notice by applicant	Press notice	Neighbour notification letter 3.	Parish/Town Council notification	View plans at DEC 4.	View plans at local library 5.	View plans on web site 6.	Days for written representations 7.	Opportunity to speak if a Plans Panel decision 8.	Neighbour notification letters on appeal 9.
Applications to display adverts	✓	✓	✓ <sup>10.</sup>					✓			21	✓	✓
Application for conservation area consent	✓	✓	✓		✓		✓	✓	✓		21	✓	✓
Application for certificate of existing lawful use	✓	✓						✓					
Application for certificate of proposed lawful use	✓	✓						✓					
Agricultural determination	✓	✓	✓	✓				✓			21		
Demolition notification	✓	✓		✓				✓			21		
Telecommunications notification	✓	✓	✓		✓ <sup>11.</sup>		✓	✓	✓		21	✓	✓
Full planning application (householder)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>	✓	✓	✓	✓		21	✓	✓
Full planning application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>	✓	✓	✓	✓		21	✓	✓
Full planning application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>		✓	✓	✓		21	✓	✓
Hazardous substances consent	✓	✓		✓	✓ <sup>12.</sup>		✓	✓			21		
Listed building application	✓	✓	✓		✓		✓	✓	✓		21	✓	✓
Outline planning application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>	✓	✓	✓	✓		21	✓	✓
Outline planning application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>		✓	✓	✓		21	✓	✓
Reserved matters application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>	✓	✓	✓	✓		21	✓	✓
Reserved matters application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>		✓	✓	✓		21	✓	✓

1. Available at the Development Enquiry Centre and can be viewed on our web site at

www.leeds.gov.uk.

2. Including officer's report and decision notice ( we are expecting to have an incremental programme for making this information available on the web site over the next year i.e. by April 2007).
3. By "neighbour" we mean those who occupy land and property immediately adjacent to or directly opposite the application site.
4. View at the Development Enquiry Centre (2 Rossington Street , Leeds) including amended plans.
5. See Appendix 6 for list of libraries holding planning applications. The site notice and/or neighbour notification letter will name the particular library where the application can be viewed.
6. Including amended plans (we are expecting to have an incremental programme for making plans available on the web site over the next year i.e. by April 2007).
7. These are prescribed timescales and should be adhered to wherever possible. In practice we will usually be able to accept "late" representations so long as we receive them in sufficient time before a decision is made (i.e. usually 2 days before decision).
8. See Public Speaking Protocol for full details of how public speaking arrangements are operated. If there is more than one objector or supporter, usually only one spokesperson from each is permitted to speak.
9. Notification letters are sent only to those parties who made representations at application stage.
10. Only for hoardings.
11. Only where required by Orders and Regulations, including the Town and Country Planning (General Development Procedure) Order 1995 and the Planning (Listed Building and Conservation Areas) Regulations 1990.
12. By applicant.

## **Appendix 8**

### **Protocol for public speaking at plans panels**

#### **1.0 INTRODUCTION**

- 1.1 At a joint meeting of the Development Control Panels on the 20<sup>th</sup> March 2003 it was resolved to allow public speaking at Panel meetings for a trial period of six months. A subsequent joint meeting of the Plans Panel decided to allow public speaking at Plans Panel for an indefinite period with some amendments to the original Protocol. This Protocol sets out the procedures to be adopted to give effect to that decision. It is not concerned with the wider issues of community participation and applies only to meetings where a decision on an application is due to be made.

#### **2.0 PROCEDURES**

- 2.1 Applicants or supporters and objectors to an application before the Panel for decision will normally be allowed to speak to the Panel on giving written notice of their wish to do so.
- 2.2 The Chief Planning and Development Services Officer shall on the receipt of such written notice use reasonable endeavours to notify the applicant/ objectors of the request and their right to respond where time permits.
- 2.3 The Chair, at his or her absolute discretion, may allow representations to be made to the Panel where no written notice has been given where the normal rules of natural justice would not be prejudiced.
- 2.4 Where more than one objector has given notice of a request to speak, the objectors will be required to nominate a spokesperson. In exceptional circumstances the Chair may allow more than one person to speak provided that the total presentation does not exceed the time limit set out in Paragraph 2.5.
- 2.5 The objectors to an application will be allowed to speak to the Panel for a maximum of three minutes. Members of the Panel may then ask questions and seek clarification of any point arising.
- 2.6 Subject to Paragraph 2.9 the Applicant or supporters will be allowed to speak to the Panel for a maximum of three minutes. Members of the Panel may then ask questions and seek clarification of any point arising.
- 2.7 In the event that an Applicant or supporter wishes more than one person to speak in support of the application the total presentation shall not exceed three minutes.
- 2.8 The Applicant or supporter and objectors shall take no further part in the Panel debate but may answer questions of fact put by the Chair to clarify matters arising during the debate.



2.9 If no objector wishes to speak to an application, the Applicant or supporter will not normally be invited to speak unless the officer recommendation is to refuse the application or, in the Chair's opinion, the Panel is likely to move refusal against the officer recommendation.

### **3.0 REVIEW**

3.1 This Protocol may be reviewed, revised or revoked by a joint meeting of the Plans Panel at any time.

#### **Note not forming part of the Protocol**

1. The Courts have made it clear that the requirements of the Human Rights Act are satisfied where written representations have been submitted and summarised in the officers report and there is no absolute requirement to allow oral representations. The principle of whether to allow public speaking is very much a matter for the local authority concerned but it is considered that where it is, clear protocols should be in place.
2. Representations should be limited to emphasising or expanding on the submitted application or objection and should not introduce new issues or non material considerations on which the officer is unable to comment. In those circumstances consideration should be given to deferring the matter if it is felt that the new issues need further exploration.
3. Equality of treatment is an important issue. The requirement as to notice should only be waived where the Chair is satisfied that there is no prejudice and advice should be taken as appropriate. If in doubt, a late application should be refused or the application deferred but members should consider the implications of any deferral.
4. Objectors need not appear in person but may be represented by a Councillor (but not a member of the relevant Development Control Panel), Town or Parish Councillor, member of the Area Committee, a professional advisor or other nominated person.
5. No Member of Leeds City Council, whether a member of the Plans Panel or not, may speak in a private capacity or as a Ward representative for or against an application in which they have, or may be perceived as having, a personal and prejudicial interest No Member, whether a member of the Plans Panel or not, should remain in the meeting room or area set aside for the public if he or she has such an interest.
6. An applicant may be represented by an agent or professional advisor.
7. Notwithstanding anything in the Protocol the normal Council Procedural Rules concerning disturbance by the public apply.

## APPENDIX 9

### Glossary

<b>Annual Monitoring Report (AMR)</b>	Local Planning Authorities are required to produce <b>AMR's</b> to assess the implementation of the Local Development Scheme ( <b>LDS</b> ) and the extent to which policies are being achieved.
<b>Area Action Plans (AAP)</b>	<b>AAPs</b> are intended to focus upon making things happen. They help to ensure development of an appropriate scale, mix and quality.
<b>Area Committee Meetings</b>	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
<b>Community</b>	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.
<b>Community Significance</b>	All developments/proposals will have a varying impact on the surrounding community. Community significance in relation to Planning Applications <b>Refers to applications that may give rise to local controversy (see section 5).</b>
<b>Community Strategy</b>	The "Vision for Leeds" is the Council's Community Strategy. The Vision for Leeds: 2004 to 2020 is a long-term plan for the ongoing economic, cultural and environmental development of the city. Copies can be obtained from Leeds Initiative online at <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.
<b>Compact for Leeds</b>	A compact sets out and clarifies the responsibilities and expectations of both the Local Authority and the voluntary sector in working together. It sets out best practice in the allocation and management of public resources. It promotes greater participation in the formulation and implementation of public money, enhancing and broadening the democratic process. It sets a structure for fair and effective co-operation in taking forward strategic programmes. In September 2003, a 'Compact for Leeds' was launched by the Leeds Initiative. It is an agreement between Leeds Initiative partners, including the City Council, and the voluntary and community sector to improve working relationships for the benefit of all. Copies can be obtained from Leeds Initiative at <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.
<b>Conservation Area Appraisal (CAA)</b>	The designation of Conservation Areas brings official recognition of the area's special character or appearance and brings certain developments, including most demolition, under planning control. There is also some protection given to most

	trees. To date there are 63 conservation areas in Leeds. There is now a need that the Council should review its conservation areas and bring forward proposals for their protection and enhancement through <b>CAA's</b>
<b>Core Strategy</b>	A Development Plan Document ( <b>DPD</b> ) setting out the key elements of the Local Development Framework ( <b>LDF</b> ) for Leeds – comprising a spatial vision and strategic objectives for the district.
<b>Database</b>	A list of contacts for local consultation groups and stakeholders.
<b>Data Protection Act 1998</b>	<p>The Data Protection Act, 1998 says that any personal data collected and held about people has to be;</p> <ul style="list-style-type: none"> <li>▪ processed fairly and lawfully.</li> <li>▪ used only for the purposes we tell you about when you give it to us.</li> <li>▪ Accurate, relevant and not excessive.</li> <li>▪ Kept secure and not kept any longer than necessary.</li> <li>▪ Not shared with anyone else unless you have given your consent, or we are required to do so by law.</li> </ul> <p>Guidance on Leeds City Councils data protection policy can be downloaded from the Leeds City Council website, or alternatively you can contact Jayne Conboy (Development Department) on (0113) 247 7897.</p>
<b>Development Enquiry Centre (DEC)</b>	<p>This is the reception for the Council's Development Department. It is located at:</p> <p>The Leonardo Building  2 Rossington Street Leeds LS2 8HD  Tel: (0113) 247 8000  Minicom (0113) 247 4305 Fax: (0113) 247 4117  Email: <a href="mailto:planning@leeds.gov.uk">planning@leeds.gov.uk</a>  Open: Monday to Friday 08:30 - 17:00, except Wednesdays 09:30 – 17:00.</p>
<b>Development Plan Document (DPD)</b>	<p>These are spatial planning documents (identified in the Local Development Scheme (<b>LDS</b>) and will be subject to rigorous procedures of community involvement, consultation and independent examination. The following are types of <b>DPD</b>:</p> <ul style="list-style-type: none"> <li>• Core strategy</li> <li>• Site specific allocations of land</li> <li>• Area Action Plans (where needed);</li> <li>• And Proposals Map (with inset maps, where necessary)</li> </ul>
<b>Freedom of Information Act 2000</b>	<p>The Freedom of Information Act gives people the right to request information from any public authority. It promotes openness and accountability among public sector organisations, so that everyone can understand how authorities make decisions, carry out their duties and spend public money. The Act gives you a general right of access to recorded</p>

	information held by Leeds City Council.
<b>Government Office for Yorkshire and the Humber (GOYH)</b>	The main role of <b>GOYH</b> is to advise and act for Government Ministers on important planning issues affecting the region. <b>GOYH</b> liaises between the <b>ODPM</b> , regional stakeholders and the public on planning issues.
<b>Leeds Community Involvement Guide</b>	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 <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.
<b>Leeds Initiative</b>	Leeds Initiative is the city's strategic partnership group. Founded in 1990, it brings together the public, private, community and voluntary sectors to work together to achieve success, encourage improvement, and tackle and overcome problems for the benefit of all citizens now and in the future. In 2004 it published the Community Strategy "Vision for Leeds"
<b>Local Development Document (LDD)</b>	<b>LDD</b> is the collective term given to <b>DPD's</b> and <b>SPD's</b> and related to these are the <b>SCI</b> , <b>SEA/SA</b> and <b>AMR</b>
<b>Local Development Framework (LDF)</b>	The LDF will contain a portfolio of LDD's, made up of <b>DPDs</b> and <b>SPDs</b> , 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 <b>LDF</b> will eventually replace the <b>UDP</b> .
<b>Local Development Scheme (LDS)</b>	The <b>LDS</b> sets out a 3-year programme for preparing the <b>LDF</b> . This will be reviewed every year. The LDS can be viewed online at <a href="http://www.leeds.gov.uk/ldf">www.leeds.gov.uk/ldf</a> or alternatively paper copies are available on request by phoning (0113) 247 8075
<b>Local Planning Authority (LPA)</b>	Leeds City Council (LCC)
<b>Major Development</b>	The Town & Country Planning (General Development Procedure) Order, 1995 defines 'major development' as: <ul style="list-style-type: none"> <li>• Residential developments (including houses and flats) of more than 10 units or more on a site of 0.5ha or more;</li> <li>• Any development (including change of use) with a gross floor area of 1,000sq.m or more or a site area of more than 1ha.</li> <li>• Mineral applications (winning or working of minerals or the use of land for mineral working deposits)</li> </ul>
<b>Natural England</b>	English Nature, together with the landscape, access and 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 formerly established by January 2007.
<b>Neighbourhood Design Statements (NDS)</b>	See Village Design Statements ( <b>VDS</b> )
<b>Office of the Deputy Prime Minister (ODPM)</b>	The Office of the Deputy Prime Minister aims to help create sustainable communities, working with other Government departments, local councils, businesses, the voluntary sector, and communities themselves. The <b>ODPM's</b> website provides access to planning guidance and policy documents, research and statistics and links to other related sites which further explain the planning system. ( <a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a> )
<b>Online</b>	Information available on the internet, including Leeds City Council's website: <a href="http://www.leeds.gov.uk">www.leeds.gov.uk</a>
<b>Parish Council</b>	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.
<b>'PIGGY BACKING'</b>	Linking into or attending existing meetings of groups and organisations.
<b>Planning</b>	Planning is about how we plan for, and make decisions about, the future of our cities, towns and countryside. Over the centuries, a formal way of making these decisions was set up. The local planning authority is responsible for deciding whether a development - anything from an extension on a house to a new shopping centre - should go ahead. The planning system is needed to control development in your area.
<b>Planning Aid</b>	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. <a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a> , or telephone (0121) 693 1201
<b>Planning and Compulsory Purchase Act, 2004</b>	The Act provides the legislative framework to Local Planning Authorities in producing the <b>LDF</b> . It came into force on the 31st October 2004.
<b>Planning Inspectorate</b>	The Planning Inspectorate processes planning and enforcement appeals and hold inquiries into <b>LDF's</b> . They also

	deal with a wide variety of other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications called in for decision by the <b>ODPM</b> . ( <a href="http://www.planning-inspectorate.gov.uk">www.planning-inspectorate.gov.uk</a> )
<b>Planning Policy Statement (PPS)</b>	Government statements of national planning policy. <b>PPS's</b> will replace Planning Policy Guidance notes (PPGs). PPS's can be obtained from the <b>ODPM</b> by contacting the ODPM Enquiry Helpdesk on, 020 7944 4400 or viewed on <a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a>
<b>Regional Planning Body</b>	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. The Yorkshire and Humber Regional Assembly are responsible for preparing the Regional Spatial Strategy ( <b>RSS</b> )
<b>Regional Spatial Strategy (RSS)</b>	The <b>RSS</b> , incorporating the regional transport strategy, provides a spatial framework to inform the preparation of local development documents ( <b>DPD's</b> ) in contributing to the achievement of Sustainable Development objectives
<b>Scoping Report</b>	The Scoping Report is the first stage of the Sustainability Appraisal ( <b>SA</b> ). It sets out how the sustainability appraisal will be undertaken. The scoping report is prepared during the pre-production stage of the plan, before work begins on production of the draft plan.
<b>Site Specific Allocations</b>	A Development Plan Document (DPD) identifying land which is allocated for a specific use (including mixed uses).
<b>Sound</b>	Considered in the context of LDF within its ordinary meaning of 'showing good judgement' and 'able to be trusted' and within the context of fulfilling the expectations of legislation.
<b>Stakeholders</b>	Public, private or community organisations or individuals with a stake, an interest, or an investment who can affect or is affected by the planning process. Key Stakeholders are those that are identified in Appendix 2 and 3.
<b>Statement of Community Involvement (SCI)</b>	Document outlining how and when stakeholders and the community will be involved in the preparation of the <b>LDF</b> and consideration of planning applications. The <b>SCI</b> is subject to independent examination.

<b>Statutory Instrument 2004 No. 2204 The Town &amp; Country Planning (Local Development) (England) Regulations 2004</b>	The statutory instrument sets out the legislative framework for producing the new planning system ( <b>LDF</b> ) and came into force on the 28 <sup>th</sup> September 2004.
<b>Strategic Environmental Assessment (SEA)</b>	A general term used to describe environmental assessments of policies, plans and initiatives.
<b>Summary Documents</b>	Summaries will be produced for documents over 25 pages of A4.
<b>Supplementary Planning Document (SPD)</b>	<b>SPDs</b> are intended to elaborate upon the policy and proposals in <b>DPDs</b> . They do not form part of the development plan and are not subject to independent examination.
<b>Sustainability Appraisal (SA)</b>	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 ( <b>DPD's</b> ) and Supplementary Planning Documents ( <b>SPD's</b> ).
<b>Sustainability</b>	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> .
<b>Town Council</b>	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).
<b>Unitary Development Plan (UDP)</b>	The Leeds <b>UDP</b> 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.
<b>Village Design Statement (VDS)</b>	Village design statements ( <b>VDS</b> ) are promoted by the Countryside Agency, produced by local communities and supported by Leeds City Council, as a means of fostering good design, appropriate to its local context. They may also be applied to parish plans and in neighbourhoods within the city's urban boundary.
<b>Vision for Leeds</b>	See ' <b>Community Strategy</b> '

## Relevant legislation, guidance and further reading

Please note that this list is not comprehensive - a number of other guidance documents have been published.

- Town and Country Planning (Local Development) (England) Regulations, 2004
- Planning and Compulsory Purchase Act, 2004
- Town and Country Planning (General Development Procedure) Order, 1995
- The Planning (Listed Building and Conservation Areas) Act, 1990
- The Race Relations (Amendment) Act, 2000
- Planning Policy Statement No.12 (PPS12): Local Development Frameworks, 2004 (ODPM)
- Creating Local Development Frameworks: A Companion Guide to PPS12, 2004 (ODPM)
- Community Involvement in Planning: The Governments Objectives, 2004 (ODPM)
- Statements of Community Involvement and Planning Applications, 2004 (ODPM)
- Development Plans Examination – A guide to the process of assessing the soundness of Development Plan Documents, 2005 (The Planning Inspectorate)
- Leeds Initiative, Community Involvement – A Leeds Guide to involving the community in decision making, 2002 ([www.leeds.initiative.org](http://www.leeds.initiative.org))
- Code of Practice on Consultation, 2005 ([www.cabinetoffice.gov.uk](http://www.cabinetoffice.gov.uk))
- Compact for Leeds – Making an agreement between the voluntary and community sector and your local authority, 2002 ([www.leeds.initiative.org](http://www.leeds.initiative.org))
- Compact Code of Good Practice, 1998 ([www.thecompact.org.uk](http://www.thecompact.org.uk))
- Listen Up! Effective Community Consultation, 1999 ([www.audit-commission.gov.uk](http://www.audit-commission.gov.uk))
- National Council for Voluntary Organisations, best value – a Guide for voluntary organisations, 2000 ([www.ncvo-vol.org](http://www.ncvo-vol.org))



**REPORT OF THE DIRECTOR OF DEVELOPMENT**

**MEETING: DEVELOPMENT PLAN PANEL**

**DATE : 7 March 2006**

**SUBJECT : Leeds Local Development Framework – Revised Local Development Scheme**

**Electoral Wards Affected :**  
ALL

**Specific Implications For :**

- Ethnic Minorities
- Women
- Disabled People

Executive Function

Eligible for Call In

Not eligible for Call In (details contained in the report)

**1. PURPOSE OF THIS REPORT**

- 1.1 The purpose of this report, is for the Development Plan Panel to considered proposed updates and revisions to the current Local Development Framework – Local Development Scheme, with a view to Development Plan Panel recommending approval of the Scheme to Executive Board on 22 March, for submission to the Secretary of State.

**2. BACKGROUND**

- 2.1 From earlier reports to the Development Plan Panel, members will recall that following reforms to the Development Planning system (introduced through the Planning & Compulsory Purchase Act 2004), local authorities are required to prepare a Local Development Scheme. The purpose of this is to set out a three year rolling project plan for how the Local Development Framework is to be prepared.
- 2.2 Members may recall that the City Council’s first Local Development Scheme following consideration by Panel, was presented to Executive Board in February 2005 and following minor changes requested by the Secretary of State was approved by Executive Board in April 2005 prior to resubmission to the Secretary of State (and was formally operational from 1 June 2005).

**3. LOCAL DEVELOPMENT SCHEME PROGRESS & UPDATES**

- 3.1 As members will recall also, the LDS sets out an ambitious work programme which directly reflects the objectives of the Vision for Leeds and Corporate Plan, together with associated Planning priorities. Specific areas of work therefore focus upon the preparation of a Statement of Community Involvement, Area Action Plans for the City Centre, Aire Valley Leeds, the West Leeds Gateway and East and South East Leeds (EASEL), together with a Core Strategy and Waste Development Plan Documents. The LDS also contains a wide ranging programme for the preparation of Supplementary

Planning Documents, which include various Design Guides. It should be emphasised also that the delivery of the LDS programme is processing in parallel with the Unitary Development Plan Review process.

3.2 The Local Development Framework Annual Monitoring Report (AMR) was considered by the Development Plan Panel and endorsed by Executive Board in December 2005. In addition to reporting on key indicators, the AMR also provided a commentary on progress against the Local Development Scheme milestones and targets. In taking the LDS programme forward, key stages of the programme have been delivered or are well underway. Progress on these can be summarised as follows:

- a draft Statement of Community Involvement has been prepared following early engagement work during summer 2005 and was subject to formal 6 week consultation (7 November – 16 December 2005). A further revised draft SCI for submission to the Secretary of State (end of March/early April) has been prepared and has been included on this agenda and programmed to be considered at Executive Board on 22 March, for members consideration,
- extensive pre-production work, early issue reports for consultation and engagement work undertaken for the City Centre, Aire Valley Leeds and EASEL Area Action Plans – work is currently underway to develop initial policy options and proposals for further consultation in April/July 2006,
- in the development of the evidence base for the LDF, a major technical study was commissioned and completed in February, to advise on Employment Land issues as a basis to inform future policy options,
- work has continued to influence the scope and content of the emerging Regional Spatial Strategy (RSS) as a basis to manage and anticipate the policy implications for Leeds. A report detailing the City Council's proposed response to the current period of formal consultation is also included on this Executive Board Agenda,
- the Eastgate and Harewood Quarter SPD has been completed and adopted by the City Council following approval by Executive Board in October 2005,
- the City Centre Public Realm and Biodiversity and Waterfront Development SPDs have been prepared and subject to public consultation (31 January – 13 March 2006),
- pre-production work is underway for a range of other SPDs identified in the Local Development Scheme including, Tall Buildings, Designing for Community Safety, Householder Design Guide and Advertising Design Guide,
- associated with the preparation of Local Development Documents also, has been the development of and application of a Sustainability Appraisal methodology required of the new system and consultation with stakeholders, to support the preparation of the various planning documents through the different production stages. Following the receipt of further Government Guidance on the preparation of Sustainability Appraisals work is currently underway also to review the methodology.

3.3 The AMR in turn reported that overall whilst the Local Development Scheme programme is moving forward positively, following further confirmation from the Government Office of Yorkshire and the Humber (GOYH), regarding consultation arrangements on issues and initial options (Regulation 25), it was necessary to adjust the production timetables for a number of the Local Development Documents. The purpose of this is to make their production more deliverable to reflect the need to complete further technical work and public consultation on initial Area Action Plan options, to more fully integrate work streams in relation to regeneration and the Local Development Framework (to comply with the LDF regulations) and to take in to account the slippage in the preparation of the Regional Spatial Strategy (and the subsequent implications for the LDF and the preparation of the Core Strategy in particular). The consequence of this, is that production work on the Area Action Plans has slipped (given the necessary additional

consultation required at this stage), together with the preparation of the Core Strategy. A series of revisions have therefore been made to the LDS to reflect this.

- 3.4 A key challenge of the changes to the new planning system, is the need to co-ordinate a wide range of work areas within a broader partnership context and to facilitate early consultation and engagement. Within this context also it is necessary, to combine processes for statutory spatial and land use planning with regeneration activity, in ensuring compliance with the LDF regulations and in 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. Consequently, whilst it has been possible to undertake early engagement activity as part of the LDF, the development of options and Preferred Options will need to be informed by further debate with stakeholders and the preferred partner (Bellway) as the working relationship becomes further established. With regard to the West Leeds Gateway AAP, programme slippage is a consequence of awaiting the satisfactory completion of work on the regeneration framework and the need to consult on this (consistent with LDF Regulation 25), prior to taking emerging issues and initial options forward to the Preferred Options stage.
- 3.5 As work on the agreed Local Development Scheme has progressed an number of additional pressures for programme injections have emerged. Such pressures need to be assessed both on their planning merits and resource capacity issues. Within this context, pressures have emerged for additional Area Action Plans (e.g. Inner North West Leeds), a potential Development Plan Document arising from the emerging Leeds Bradford International Airport Master Plan proposals and for a range of Supplementary Planning Documents. In addition following discussion with GOYH there are also pressures for the City Council to bring forward the production of the Waste Development Plan Document (as a basis to meet the requirements of Planning Policy Statement 10) and to prepare a Development Plan Document to make specific Plan allocations for gypsies and travellers (to meet new Circular advice).
- 3.6 With regard to the Waste DPD, the LDS currently makes provision for work to commence on this in September 2007, with final adoption scheduled for March 2010. Further advice has just been received from GOYH (included as Appendix 2), advising that unless local authorities are compliant with the requirements of the Waste Framework Directive by July 2010 penalties in the region of half a million pounds a day will be incurred. Given the implications of such penalties, it would be preferred if the preparation of the Waste DPD could be brought forward. Current LDS commitments and resourcing levels are such however, that unless additional resources are devoted to this, there is a serious prospect that the City Council will be subject to such penalties unless the work is completed by the specified time. It is therefore important for this matter to be considered fully by Executive Board and the December 2006 LDF Annual Monitoring Report will provide an opportunity for the City Council to comment further on LDS progress.
- 3.7 At the time of preparing this report a Ministerial Statement was awaited regarding Local Development Frameworks which may have implications for the LDS and the production process. It is understand that the purpose of this is to reflect on the overall national progress on LDFs and issues associated with the bedding in of the new system. In the meantime, the GOYH have emphasised the need for the preparation of LDF documents to be realistic in meeting the requirements of the new system and in order for the Planning Inspectorate to manage the formal public examination aspects of the process.
- 3.8 Whilst the new system does allow for flexibility in changing the composition of the LDS programme, initial priorities have been previously considered by Panel and agreed by Executive Board. As noted in para. 3.2 above, progress is being made across many areas in seeking to deliver these priorities. However, given the current and critical stages

of production and the current level of resources, it will be difficult to absorb major programme injections at this stage. New programme injections will result in the need to divert resources away from the preparation of current Local Development Documents into new areas. An outcome of this will be potentially 'wasted work' and challenges in managing community expectations, as the preparation of current documents are suspended. It should be emphasised also and as noted above, the preparation of the LDF is taking place in parallel to the advancement of the UDP Review process. The same core group of officers are responsible therefore for these major work streams and the current balance of work and level of resources available simply do not allow for additional LDS injections at this stage. The preparation of the December 2006 AMR does however provide an opportunity to consider the rate of progress against targets and milestones and to provide the basis for a further LDS review.

- 3.9 Attached to the report as Appendix 1, is an updated and revised draft of the LDS. The changes (from the version considered by Executive Board in February 2005) are indicated in italicised and underlined text. From this it can be noted that a series of changes have been made to Sections 1 and 2 of the Scheme to update the text and revisions made to Sections 3 – 6, to reflect adjustments to the production timetable for individual Local Development Documents. It should be noted also, that where specific pieces of work have been completed (for example the Eastgate and Harewood Quarter SPD), these are deleted from the main body of the Scheme and are enclosed in an additional Appendix (3) as "Adopted Local Development Documents. Following the receipt of the UDP Review Inspectors Report, which endorsed the City Council's policy approach to Sustainable Design and Construction issues, preparation of a related SPD has been confirmed. This work has also been supported and resourced with assistance from the Regeneration Partnership Initiative.
- 3.10 A consequence also of the adjustment to the production timetable is the need to amend the end dates for the schedule of saved UDP policies (LDS - Appendix 5). Members may recall from previous LDF reports to Executive Board that under the LDF transitional arrangements, following commencement of the Planning & Compulsory Purchase Act adopted policies are automatically saved for three years. However, given the production time necessary for the preparation of Development Documents (and until new LDF policies are introduced), it is necessary to save existing policies beyond the initial three year period (subject to agreement with GOYH). In taking this forward a major piece of work will need to be undertaken to review the suite of UDP policies and evaluate which policies to save or potential where they should 'fall', where they have been superseded by more recent Government Guidance or a no longer relevant.

#### **4. CONCLUSION**

- 4.1 This report has provided an overview of progress against the current Local Development Scheme and has identified a series of proposed updates and revisions. The detailed revisions are included in the LDS document attached as Appendix 1.

#### **5. RECOMMENDATIONS**

- 5.1 Members are asked to:
- i) Consider the updates and revisions to the Local Development Framework – Local Development Scheme, included as Appendix 1 to this covering report,
  - ii) Recommend that Executive Board approve the updates and revisions to the Local Development Scheme included as Appendix 1, for submission to the Secretary of State in due course.

## APPENDIX 1

### Leeds Local Development Framework – Updated & Revised Local Development Scheme

**LEEDS LOCAL DEVELOPMENT  
FRAMEWORK**

**LOCAL DEVELOPMENT SCHEME**

**UPDATE & RESUBMISSION - MARCH 2006**

# **LEEDS LOCAL DEVELOPMENT FRAMEWORK**

## **LOCAL DEVELOPMENT SCHEME**

### **CONTENTS**

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- Components of the new Local Development Framework
- Glossary of Terms
- Local Development Scheme – Scope and Purpose

#### **2. OVERVIEW AND SUPPORTING STATEMENT**

- The Leeds Context
- The Wider Region
- The Vision for Leeds (Community Strategy)
- Local Development Scheme Preparation
- Statement of Community Involvement
- Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)
- Core Strategy
- Area Action Plans
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- Monitoring
- Evidence Base
- Preparation Arrangements and Resources

#### **3. SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS**

#### **4. TRANSITIONAL ARRANGEMENTS**

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**APPENDIX 1. SCHEDULE OF 'SAVED POLICIES'**

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**APPENDIX 3      SCHEDULE OF ADOPTED LOCAL DEVELOPMENT DOCUMENTS**

# **LEEDS LOCAL DEVELOPMENT SCHEME**

## **1. INTRODUCTION**

- 1.1 The Planning & Compulsory Purchase Act, received Royal Assent on 13<sup>th</sup> May 2004. This sets the framework for the modernisation of planning in the UK, as part of a “Plan led” system. The Act and other supporting legislation, places expectations, on local authorities to plan for sustainable communities. As part of the new system, **Local Development Frameworks** (LDFs) 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 provides 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).
- 1.2 A *key element of the Local Development Framework*, is the preparation of a Local Development Scheme (LDS). This sets out a three-year programme with milestones for the preparation of Local Development Documents – documents which will comprise the Local Development Framework. The draft LDS has to be submitted to the Secretary of State through the Government Office for Yorkshire & the Humber (GOYH) for consideration, before the Council can bring it into effect. The Secretary of State may direct changes. The achievement of milestones will be monitored by the Secretary of State and will be an indicator of efficiency.
- 1.3 *Within the context of these requirements the City Council submitted it's first Local Development Scheme to the Secretary of State in February 2005 and following minor revisions, this was formally operational from 1 June 2005. In December 2005, the City Council submitted its first Annual Monitoring Report (AMR) as part of the new LDF system. This report set out progress against a series of indicators and provided an overall commentary on progress in the preparation of individual LDF documents. A copy of the LDF AMR can be obtained or viewed on line from [www.leeds.gov.uk/ldf](http://www.leeds.gov.uk/ldf).*
- 1.4 *Whilst overall the LDS programme is moving forward positively, consistent with the LDF Regulations, it has been necessary to update and roll forward the LDS for submission to the Secretary of State (by 31 March 2006). This is in order to adjust and roll forward the production timetables for a number of the Local Development Documents to make them more achievable - due to the need to complete further work and consultation on initial Area Action Plan options (following further Government clarification), to more fully integrate work streams in relation to regeneration and the LDF (to comply with the LDF regulations), the decision on the Leeds Supertram proposals, to reflect the conclusions of the Inspectors Report in response to the Unitary Development Plan Review (received in November 2005) and to take into account the implications of the Regional Spatial Strategy/the Yorkshire and Humber Plan (subject to formal consultation January – April 2006). Adjustments have also been made to the production timetable for Supplementary Planning Documents to address resourcing and capacity issues.*

## **Components of the new Local Development Framework**

- 1.5 The Local Development Framework is not a single ‘plan’ but the name given to a portfolio of **Local Development Documents**, local planning authorities need to produce under the new system (for ease of reference, a Glossary of Terms for the new documents required under the new system has been included as part of this Introduction. This approach is intended to allow greater flexibility for local authorities in responding to changing circumstances, strengthening community and stakeholder involvement in the planning process and the achievement of economic, environmental and social objectives – at the same time, through the use of **Sustainability Appraisals**.



- 1.6 The components of the Local Development Framework, Local Development Document portfolio can be summarised as follows:

Local Development Documents are generally of two types, **Development Plan Documents** (DPDs) – that will need to be subject to independent testing i.e. Examination in Public by an Inspector (and have the weight of Development Plan status defined by clause 38 of the Act) and **Supplementary Planning Documents** (SPDs), which are not subject to independent testing and do not have Development Plan status (they should however be subject to rigorous community involvement procedures).

**Development Plan Documents** include:

- i) **A Core Strategy (CS)**: to set out the vision, spatial strategy and core policies for the spatial development of the local planning authority area,
- ii) **Site Specific Allocations** of land,
- iii) **Area Action Plans (AAPs)**: where needed in key area of change, and,
- iv) **A Proposals Map**: with inset maps as necessary.

These Development Plan Documents form the statutory Development Plan, together with the **Regional Spatial Strategy (RSS)**.

- 1.7 In addition, other important documents to be included in the Local Development Framework portfolio include:

- A **Statement of Community Involvement (SCI)**, to be prepared specifying how a local authority intends to involve stakeholders and communities in the process of producing LDDs (the SCI will also be subject to independent testing),
- A **Local Development Scheme (LDS)**, setting out details of each of the LDDs to be produced, the timescale and arrangements for production.

- 1.8 Other important features of the new system include:

- New arrangements for the independent testing and examination of DPDs,
- All policies and Proposals in DPDs will be subject to **Sustainability Appraisal (SA)** and **Strategic Environmental Assessment (SEA)**, to ensure they reflect sustainable development principles and environmental legislation, and,
- Local authorities will also need to produce **Annual Monitoring Reports**, setting out progress in terms of producing LDDs and in implementing policies. Annual Monitoring Reports are due in December of each year and cover the reporting period between 1 April and 31 March.

## Local Development Framework - Glossary of Terms

<b>AAP Area Action Plan</b>	These plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.
<b>AMR Annual Monitoring Report</b>	Authorities are required to produce <b>AMRs</b> to assess the implementation of <b>LDS</b> and the extent to which policies in <b>LDDs</b> are being achieved.
<b>DPD Development Plan Document</b>	The Documents that a local planning authority must prepare, and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. Should include the following elements: <ul style="list-style-type: none"> <li>• Core strategy</li> <li>• Site specific allocations of land</li> <li>• Area Action Plans (where needed); and</li> <li>• Proposals Map (with inset maps, where necessary)</li> </ul>
<b>LDF Local Development Framework</b>	The LDF will contain a portfolio of <b>LDDs</b> , which will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.
<b>LDD Local Development Document</b>	<b>LDDs</b> will comprise of <b>DPDs</b> , <b>SPDs</b> and related to these are the <b>SCI</b> , <b>SEA/SA</b> and <b>AMR</b> .
<b>LDS Local Development Scheme</b>	The <b>LDS</b> sets out the programme for preparing the <b>LDDs</b> .
<b>PPS Planning Policy Statement</b>	Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs).
<b>RSS Regional Spatial Strategy</b>	The <b>RSS</b> , incorporating a regional transport strategy, provides a spatial framework to inform the preparation of local development documents, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.
<b>SA Sustainability Appraisal</b>	Appraisal of the environmental, economic and social aspects of Local Development Documents ( <b>LDDs</b> ) in contributing to the achievement of Sustainable Development objectives.
<b>SCI Statement of Community Involvement</b>	Document explaining to stakeholders and the community, how and when they will be involved in the preparation of <b>LDF</b> and where appropriate planning applications prior to their formal submission and the steps that will be taken to facilitate this involvement.
<b>SEA Strategic Environmental Assessment</b>	Assessment of the environmental impacts of policies and proposals contained within the <b>LDF</b> .
<b>SPD Supplementary Planning Document</b>	<b>SPDs</b> are intended to elaborate upon the policy and proposals in <b>DPDs</b> but do not have their status.

## **Local Development Scheme – Scope and Purpose**

- 1.9 The Local Development Scheme (LDS) sets out how Leeds City Council intends to produce its Local Development Framework (LDF). The Local Development Scheme serves two key roles:
- i) Under the new planning system, it provides a starting point for the local community to find out what Leeds City Council's planning policies are for the District, and sets out the current documents which form the Development Plan for Leeds Metropolitan District,
  - ii) It sets out a detailed programme for the preparation of Local Development Documents over a *rolling* three year period, including timetables, which will tell people when the various stages in the preparation of the Local Development Documents will be carried out.

1.10 The Local Development Scheme is set out as follows:

### **2. OVERVIEW & SUPPORTING STATEMENT**

- A brief statement setting out how the LDF will be structured, how the evidence base will be managed, how monitoring and review will be undertaken.

### **3. SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS**

- A table showing each Local Development Document to be produced, its role and position in the chain of conformity.

### **4. TRANSITIONAL ARRANGEMENTS**

- Details of policies carried forward under the Local Development Framework Transitional Arrangements.

### **5. OVERALL PROGRAMME**

- The overall programme for the preparation of Local Development Documents, in the form of a Gantt chart setting out timetables and key milestones for the production of each document.

### **6. PROFILES OF EACH LOCAL DEVELOPMENT DOCUMENT**

- A brief profile of each Local Development Document setting out its role, geographical coverage, status, timetables for production, broad indication of resource requirements and approach to involving stakeholders.

## **2. OVERVIEW AND SUPPORTING STATEMENT**

### **The Leeds Context**

- 2.0 Leeds is the regional capital of Yorkshire and Humberside. It is extremely diverse, consisting of a main urban area, surrounded by small towns, villages and countryside. It has a diverse population, with over 8% of the overall population from minority ethnic groups increasing to 40% in some communities.
- 2.1 Within the Yorkshire and Humber region as a whole, Leeds' economic performance stands out with high economic growth and low unemployment. Over the last twenty years, Leeds has created more jobs than any other major city outside London. A key to the success of Leeds has been the strength and diversity of the local economy. It is still a significant centre for manufacturing, print and publishing, although the vast majority of

people in Leeds work in the service sector, many in finance, legal services and the creative industries.

- 2.2 However, although unemployment overall is relatively low in Leeds, there are still pockets of high unemployment across the city. For example, the average ethnic minority unemployment rate is twice that of the rest of the population, while among the Bangladeshi community it is four times the overall rate. Unemployment in some inner city wards is seven times higher than in some outer wards, although this can mask pockets of high unemployment in some streets throughout the Leeds district. Through the City Council's Corporate Plan, the Community Strategy (Vision for Leeds) and a range of major regeneration and renaissance activities, the Council and its many partners, are committed to reducing the gap between the most disadvantaged people and communities and the rest of the city.
- 2.3 Between 1996 and 2002, over 51, 000 additional jobs were created in Leeds. This trend looks set to continue with independent projections estimating that nearly 28, 000 new jobs will be created in the city over the next decade, accounting for nearly half of the additional jobs in the region. However, most of these jobs are expected to be filled by people from outside Leeds district and in – commuting therefore is expected to increase from 80,000 to over 100,000 by 2014, placing an ever greater burden on the city's transport systems. Supporting the economic competitiveness of the city, and ensuring local people can access local employment opportunities are therefore key priorities for Leeds.
- 2.4 Nearly a third of the city's jobs are located in the city centre, which is a significant destination for employment, shopping, tourism and cultural activities. By 2008, it is also estimated that approximately 15,000 people will live in the city centre. It is considered however that the international profile of the city centre needs to be improved and more facilities of a regional and national significance need to be provided. Improvements are also needed to make the city centre safer and welcoming to people of all ages, social and ethnic groups. Also, it is felt that the physical links and 'connectivity' of the city centre to adjacent communities needs to be improved and that the economic wealth of the city centre is not spreading to neighbouring groups and communities quickly enough.
- 2.5 Leeds has a good range of educational establishments from its universities and colleges through to its schools and community and family learning centres. The University of Leeds is one of the country's top universities; standards in primary schools are amongst the highest in major cities; and the city's secondary schools are improving. However, nearly a third of the working population living in Leeds have no qualifications at all and not enough young people are reaching their educational potential. Addressing such issues is therefore essential in ensuring the longer terms development of the city and the establishment of sustainable communities.

### **The Wider Region**

- 2.6 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.
- 2.7 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, high 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 (Community Strategy)**

2.8 In providing a framework to address the above issues and opportunities, the Vision for Leeds (Community Strategy), 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, (prepared by the Leeds Initiative - the Local Strategic Partnership for Leeds) has been adopted. 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:

- 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.

### **Local Development Scheme Preparation**

2.9 Given the above pressures and opportunities in Leeds, the prospects for the wider city region and the specific aims of the Vision for Leeds, the preparation of the Local Development Framework, provides a major opportunity for the city. The above priorities not only reflect national priorities for sustainable and inclusive communities but also coincide with fundamental reforms to the Planning System. These reforms in turn allow for a flexible and positive response to meeting local needs and circumstances through a co-ordinated and integrated approach to spatial planning (including land use and transportation issues) and regeneration.

2.10 Consequently, the priorities for action within the Local Development Scheme, are intended to complement, support and to take forward, the city's identified strategic priorities. Integral to this approach also, is the desire to provide a continuity of planning policy, whilst developing new policy approaches to deal positively with the needs of both existing and future communities. Because of this, cross reference is made throughout the Local Development Scheme to the Adopted Unitary Development Plan (UDP) 'saved' policies and to the UDP Review, as well as identifying new Local Development Documents to tackle the priorities described above. In supporting, informing and directing the strategic planning priorities in Leeds and in anticipating the reforms to the planning system, the UDP Review provides a focus for regeneration and renaissance, as well as addressing a number of other key policy areas. As a result, key LDS priorities reflect the strategic direction and specific policies incorporated as part of the UDP Review, as a basis to achieve longer term objectives for regeneration and sustainable communities in the city. These objectives also reflect the Community Strategy, in providing expression to the spatial planning aspects of the Vision for Leeds.

2.11 The Local Development Documents incorporated as part of the Local Development Scheme, include a series of Development Plan and Supplementary Planning Documents, which are intended to take forward a number of spatial and thematic planning issues integral to the delivery of sustainable communities. Central to these are a number of Area Action Plans for the City Centre, the Aire Valley, East and South East Leeds (EASEL) and West Leeds. The spatial location and relationship of the proposed Area Action Plans is illustrated on Map 1. In achieving the longer terms aspirations for the City

Centre (at the hub of a competitive city region) the preparation of a City Centre AAP is considered essential and timely to tackle a series of development, regeneration and urban renaissance issues. Linked to these issues and in complementing the spatial priorities identified as part of the Vision for Leeds for urban regeneration, social inclusion and environmental improvement, Area Action Plans for the Aire Valley, East and South East Leeds and West Leeds are also identified. These areas in turn provide a number of challenges and opportunities. A longer term and strategic approach through the LDF is therefore considered to be both appropriate and necessary, in providing a co-ordinated and partnership approach to the regeneration and the development of vibrant and sustainable communities in these areas.

- 2.12 In providing a strategic approach to the Local Development Framework, the preparation of a Core Strategy is included as part of the LDS. The development of this document will be informed by the Adopted UDP, the UDP Review, the Vision for Leeds, the Regional Spatial Strategy and relevant national guidance. Associated with changes to national guidance and in response to regional and local circumstances, the preparation of a Waste DPD is also proposed. As a basis to implement strategic priorities and to amplify specific policies, a number of Supplementary Planning Documents are also included to address a series of area based and thematic issues. Overall, the Local Development Scheme, details an ambitious and demanding programme. This is necessary to take forward identified city wide priorities and opportunities, as part of an integrated and co-ordinated approach, in the longer term establishment of sustainable communities.
- 2.13 The Local Development Framework for Leeds, will comprise of the Local Development Documents identified in the schedule included in Section 3. of this Local Development Scheme and in the individual profiles of Local Development Documents included in Section 6. These documents will be prepared as part of a phased programme, which will be subject to regular monitoring and review, as well as a formal annual review as part of the Local Development Scheme. A key aspect of the new planning system is the need to be flexible and responsive to changing circumstances as well as being proactive as part of a plan – led system. As a consequence, it is possible that there may be injections and revisions to the schedule of Local Development Documents, before the AMR review of the LDS in December each year. For example, consistent with the Airport White Paper Leeds Bradford International Airport (LBIA) is currently progressing the preparation of an Airport Master Plan. The Development Plan implications of this document will therefore need to be fully considered and the implications for the LDF and the preparation of specific Local Development Documents addressed. In addition, the preparation of Village Design Statements and Town Centre Strategies is largely dependent upon the capacity of communities and partners (with the support of the City Council) to undertake such work. It is possible therefore that the need for Supplementary Planning Documents to cover such areas of work may therefore arise during the course of the year. Such changes will therefore need to be considered within the context of the overall LDF programme and in discussion with stakeholders.
- 2.14 In taking this work forward as part of the overall Development Plan for the District, it is recognised that there will be a need for a combination of ‘saved policies’ (for three years from commencement of the Act on 28 September 2004 – under the transitional arrangements), policies to be saved (subject to the Secretary of State’s agreement) for more than three years, where appropriate and the need to develop and implement ‘new’ planning policies, in response to emerging or possibly unforeseen planning issues.

### **Statement of Community Involvement**

- 2.15 In accordance with the LDS timetable, preparation of the Statement of Community Involvement (SCI) is well underway. Once adopted, the SCI will set out and identify the

processes by which the community will be engaged in consultation on each type of document and at every stage of its preparation. The SCI will also identify how the community will engage in the consideration of major development control decisions.

### **Strategic Environmental Assessment (SEA) & Sustainability Appraisal (SA)**

- 2.16 Local Development Documents (Development Plan and Supplementary Planning Documents) will be subject to a Strategic Environmental Assessment/Sustainability Appraisal, in accordance with the LDF regulations and the European Directive 2001/42/EC. These are tools to ensure that LDF strategies and policies take into account environmental, economic and social issues as part of an integrated approach. For greater efficiency and effectiveness, the City Council intends to combine assessment and appraisal as part of one approach.

### **Core Strategy**

- 2.17 The Core Strategy will be the principal document in the Local Development Framework and will contain the City Council's vision and spatial strategy for the District. The Core Strategy will be informed by a number of key documents and government guidance including: the Adopted UDP, UDP Review, the Vision for Leeds (Community Strategy) and the emerging Regional Spatial Strategy for Yorkshire and the Humber. The Core Strategy will need to identify the development needs for the District and their spatial distribution. In the preparation of the Core Strategy a "Key Diagram" will be used to illustrate the strategy.

### **Area Action Plans**

- 2.18 As emphasised above, a key priority for Leeds and an integral part of the Adopted UDP, UDP Review and Vision for Leeds, is the need to secure the continued renaissance and regeneration of the City and its communities. Consequently, a key priority of the Local Development Framework, are a series of Area Action Plans for specific geographical areas of Leeds. The focus of such Plans will be to promote the continued and sustainable renaissance and development of the City Centre, as the hub of the City region and the regeneration of major inner city and suburban areas of the City to promote the development of sustainable communities.

### **Supplementary Planning Documents**

- 2.19 The preparation of the Local Development Framework for Leeds includes a range of Supplementary Planning Documents, covering a range of interrelated areas, which are intended to amplify strategic, thematic, and area based planning objectives for the District. The range of issues to be covered by Supplementary Planning Documents, reflect the breadth of spatial planning issues and challenges evident in the City. These include: a number of Design Guides (Advertising, Householder Design Guide, Highways Design Guide and Residential Guide for Community Safety) to cover detailed development control issues. Whilst the LDS identifies a schedule of proposed SPDs, it is recognised that the preparation of SPDs is a dynamic process. For example, there are a number of Village Design Statements, (led by communities); together with a range of other planning documents anticipated e.g. detailed design guidance and 'Master Plans, which are at different stages of preparation. Depending on progress, resources, particular circumstances, and timescales, it is likely that these in turn, will need to be injected into the SPD/LDS programme as they are developed and the LDS updated accordingly.

## **Monitoring**

- 2.20 The preparation of Local Development Frameworks is a continuous process, with monitoring and review key and integral aspects. As part of this process an Annual Monitoring Report will inform the Local Development Scheme each year. As part of this, both existing and where appropriate new, monitoring systems will be developed to ensure that not only the delivery of the Local Development Framework is monitored but also to ensure that the evidence upon which the Local Development Framework is based is still relevant and up to date and prepared within the context of relevant indicators. Such evidence will need to include housing land and employment information.
- 2.21 An Annual Monitoring Report will be prepared each year, (to be submitted to the Government Office), covering the period 1 April – 31 March. The Annual Monitoring Report will report on the following areas:
- *Provide information on progress against a series of indicators, which aim to monitor the extent to which Development Plan policies are being achieved.*
  - *Provide a commentary and progress update on how the City Council is performing against timescales and milestones set out in the Local Development Scheme.*

## **Evidence Base**

- 2.22 Linked to monitoring and the preparation of Development Plan and Supplementary Planning Documents, an important aspect of the Local Development Framework is that individual policies and proposals are soundly based. As part of a wide range of projects, programmes and initiatives promoted by the City Council and its many partners a wide range of technical information is available concerning environmental, economic and social issues in Leeds. The preparation of the Local Development Framework will therefore draw upon this material where appropriate and supplement this with additional survey material and technical studies where necessary and where resources permit.
- 2.23 In the preparation of the Adopted UDP, UDP Review and related strategies, a number of surveys, technical studies and monitoring activities have been undertaken. These include regular housing and employment land monitoring, a comprehensive Urban Capacity Study (June 2003) and an annual City Centre audit. In the preparation of the Local Development Framework, this material will be used and reviewed as necessary and supplemented by further surveys and technical studies where required in support of the production of specific Development Plan Documents.
- 2.24 In anticipating the evidence base requirements of the Local Development Framework, a report identifying the spatial implications of the Community Strategy (Vision for Leeds) has been undertaken (July 2003), together with baseline information and indicators as part of the Strategic Environmental Assessment/Sustainability Appraisal methodology (February 2005). *During winter 2005 a major Employment Land Review was also commissioned for completion in 2006. These areas of work in turn, will be therefore used to inform the preparation of Local Development Documents.*

## **Preparation Arrangements and Resources**

- 2.25 In reflecting the objectives of the Community Strategy (Vision for Leeds) and City Council corporate priorities, resources will be drawn from across the City Council to prepare the Local Development Framework. Close working with a range of stakeholders and partners (including the Leeds Initiative) will also be an important feature of the preparation of the Local Development Framework. To facilitate this process, and as



appropriate, early consultation will be sought with stakeholders and the community. Subject to the availability of resources, the nature of technical work to be undertaken and the requirements of specific timetables, it is also likely that external consultancy support will be used to deliver key tasks and projects.

- 2.26 The preparation of the Local Development Framework will be led by the City Council's Development Department, primarily through the Planning and Economic Policy Service. Drawn from this service, four specific Teams (and comprising 25 officers ranging from the Head of Service, Team Leaders, Senior Planners, Planners and Administrative support staff) will have responsibilities for the LDF.
- 2.27 Given the scope and breadth of the LDF in Leeds (and in recognition of its corporate importance), the Planning and Economic Policy Service will be supported by resources from across the Development Department including the Strategy and Policy and Economic Services Divisions. In addition, on going and close working with a range of City Council Departments will be undertaken including Neighbourhoods and Housing, City Services and Learning and Leisure (and other Departments as necessary), to reflect the scope of the LDDs under production.
- 2.28 In providing technical support and a co-ordinating role within the City Council, an Officer Working Group has been established (reporting to the Economic Competitiveness and Transport Board) to oversee work in relation to the Local Development Framework. A key focus for the preparation of the Local Development Framework also, will be through a members "Development Plan Panel", with responsibilities for making recommendations to the City Council's Executive Board and Full Council (consistent with delegation arrangements and 'Executive' and 'Council' functions).

### **Risk Assessment**

- 2.29 The preparation of the Local Development Framework allows for a flexible approach to the preparation of a range of planning documents. The Schedule of Local Development Documents identified in Section 3 of this Local Development Scheme, covers a range of work, which in part reflects the complex spatial planning issues in Leeds. In managing this programme of work, an analysis of risks has been undertaken, together with the measures to managing them. This is set out in the following table:

<b>RISK</b>	<b>IMPACT</b>	<b>MITIGATING ACTION</b>
Secretary of State directs LDS amendments.	<ul style="list-style-type: none"> <li>Slippage to LDS</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison with Government Office on emerging LDS</li> </ul>
New national and Regional policies and guidance (Planning Policy Statements & Regional Spatial Strategy).	<ul style="list-style-type: none"> <li>Unforeseen additional work injections into LDS work programme causing slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of changes to national policy.</li> <li>Active participation in regional planning agenda to respond to changes early.</li> <li>Re-evaluate priorities.</li> </ul>
Implications of UDP Review Inspectors Report.	<ul style="list-style-type: none"> <li>Slippage to LDS programme due to unforeseen additional work.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of changes to national policy.</li> </ul>
Volume of work (managing potentially competing timescales and tasks, higher levels of representations than anticipated) – LDF programme too ambitious.	<ul style="list-style-type: none"> <li>Programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of progress against programme objectives and re-prioritise as necessary.</li> <li>Realistic &amp; flexible timetables.</li> <li>Use of additional resources through and corporate partnership working.</li> </ul>
Capacity of Stakeholders to respond as part of engagement/involvement activity.	<ul style="list-style-type: none"> <li>Potential programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Early consultation with stakeholders where appropriate.</li> </ul>
Inadequate financial resources to undertake specific areas of work.	<ul style="list-style-type: none"> <li>Unable to progress work.</li> <li>Potential impact on quality &amp; ‘soundness’ of planning documents.</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring of budgets and costings.</li> <li>Secure additional financial resources via Planning Delivery Grant.</li> </ul>
Lack of in house skills to undertake new areas of technical work.	<ul style="list-style-type: none"> <li>Programme slippage.</li> <li>Potential impact on quality &amp; ‘soundness’ of planning documents.</li> </ul>	<ul style="list-style-type: none"> <li>Develop skills and competencies through training initiatives.</li> <li>Close working with partners who have the necessary skills.</li> <li>Use of external consultants – subject to resources.</li> </ul>
Staff turnover	<ul style="list-style-type: none"> <li>Potential programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of progress against programme objectives and re-prioritise as necessary.</li> <li>Recruit to vacant posts.</li> </ul>
Planning Inspectorate unable to meet the timescale for examination and report.	<ul style="list-style-type: none"> <li>Delay to examination/reporting.</li> <li>Key programme milestones not met.</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison with Government Office &amp; Planning Inspectorate to highlight any early warning of potential issues/problems.</li> </ul>
Failure of planning documents to meet tests of soundness.	<ul style="list-style-type: none"> <li>Unable to adopt document.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure documents are sound and meet technical and consultation requirements</li> </ul>
Legal Challenge	<ul style="list-style-type: none"> <li>LDD quashed.</li> <li>Impact on work programme through additional work.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure LDF is compliant with Planning Act, Regulations and guidance.</li> </ul>

3.

## SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS

	Document	Status	Brief Description	Chain of Conformity	Stakeholder & Community Engagement (To be undertaken consistent with LDF Regulations, emerging SCI & SCI once adopted).	Preparation and Consultation on Issues & Options	Preparation and Consultation on Preferred Options & Proposals	Date for Submission to Secretary of State/Proposed SPD Adoption by LCC.
1.	<b>Core Strategy</b>	<b>Development Plan Document</b>	To set out vision, objectives and district spatial development strategy (and will incorporate a Key Diagram).	Adopted UDP saved policies, UDP Review & Regional Spatial Strategy.	See Project Proforma.	<ul style="list-style-type: none"> <li><u>June 2006 – March 2007.</u></li> </ul>	<ul style="list-style-type: none"> <li><u>December 2007 – January 2008.</u></li> </ul>	<ul style="list-style-type: none"> <li><u>January – February 2009.</u></li> </ul>
2.	<b>Area Action Plans</b> <b>1. City Centre</b> <b>2. Aire Valley Leeds</b> <b>3. EASEL</b> (East & South East Leeds Regeneration): - Harehills - Richmond Hill - Gipton - Osmondthorpe - Seacroft - Halton Moor.	<b>Development Plan Documents</b>	To address spatial planning and regeneration issues and opportunities in a co-ordinated way.	With emerging Core Strategy, Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma  See Project Proforma  See Project Proforma	<b><u>City Centre</u></b> <ul style="list-style-type: none"> <li><u>March 2005 – May 2006.</u></li> </ul> <b><u>Aire Valley</u></b> <ul style="list-style-type: none"> <li><u>August 2005 – July 2006.</u></li> </ul> <b><u>EASEL</u></b> <ul style="list-style-type: none"> <li><u>August 2005 – June 2006.</u></li> </ul>	<b><u>City Centre</u></b> <ul style="list-style-type: none"> <li><u>October – November 2006.</u></li> </ul> <b><u>Aire Valley</u></b> <ul style="list-style-type: none"> <li><u>January – February 2007.</u></li> </ul> <b><u>EASEL</u></b> <ul style="list-style-type: none"> <li><u>December 2006 – January 2007.</u></li> </ul>	<b><u>City Centre</u></b> <ul style="list-style-type: none"> <li><u>May 2007.</u></li> </ul> <b><u>Aire Valley</u></b> <ul style="list-style-type: none"> <li><u>October 2007.</u></li> </ul> <b><u>EASEL</u></b> <ul style="list-style-type: none"> <li><u>September 2007.</u></li> </ul>

	<b>4. West Leeds Gateway</b>				See Project Proforma	<b><u>West Leeds</u></b> <ul style="list-style-type: none"> <li>• <u>November 2004 – October 2006.</u></li> </ul>	<b><u>West Leeds</u></b> <ul style="list-style-type: none"> <li>• <u>June – July 2007.</u></li> </ul>	<b><u>West Leeds</u></b> <ul style="list-style-type: none"> <li>• <u>March – April 2008.</u></li> </ul>
3.	<b>Statement of Community Involvement</b>	<b>Non Development Plan Document</b>	Framework & Requirements for Community Engagement on Local Development Documents and major planning applications	With regulations	See Project Proforma	<ul style="list-style-type: none"> <li>• June - July 2005.</li> <li>• (Initial consultation with stakeholders)</li> </ul>	<ul style="list-style-type: none"> <li>• Nov. – Dec. 2005 (Formal consultation on draft SCI).</li> </ul>	<ul style="list-style-type: none"> <li>• March - <u>April 2006.</u></li> </ul>
4.	<b>Waste</b>	<b>Development Plan Documents</b>	To set out specific policies, with the context of national & regional guidance.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• Nov. 2007 – Feb 2008.</li> </ul>	<ul style="list-style-type: none"> <li>• March – April 2008.</li> </ul>	<ul style="list-style-type: none"> <li>• November 2008.</li> </ul>
5.	<b><i>Biodiversity &amp; Waterfront Development.</i></b>	<b>Supplementary Planning Document</b>	To provide specific guidance on biodiversity issues in relation to Waterfront areas.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• 2003.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>January – March 2006.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>June 2006.</u></li> </ul>
6.	<b>City Centre Public Realm Contributions</b>	<b>Supplementary Planning Document</b>	To provide specific guidance on public realm contributions arising from development proposals	Adopted UDP saved policies and UDP Review.	See Project Proforma	<ul style="list-style-type: none"> <li>• <u>May - June 2005.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>January – March 2006</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>June 2006.</u></li> </ul>
7.	<b>Sustainable Design &amp; Construction</b>	<b>Supplementary Planning Document.</b>	To provide specific guidance in relation to sustainable design and construction techniques and methods in relation	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <u>May – July 2006.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>September – October 2006.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>December 2006.</u></li> </ul>

			to development proposals.					
8.	<b>Public Transport Improvements – Developer Contributions</b>	<b>Supplementary Planning Document</b>	To provide guidance to developers on public transport contributions arising from development proposals.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <a href="#"><u>May – July 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>August – September 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>November 2006.</u></a></li> </ul>
9.	<b>Designing for Community Safety – A Residential Guide</b>	<b>Supplementary Planning Document</b>	To provide guidance to developers on the Community Safety requirements associated with development proposals.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <a href="#"><u>July 2005 – May 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>May – June 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>October 2006.</u></a></li> </ul>
10.	<b>Householder Design Guide</b>	<b>Supplementary Planning Document</b>	To provide guidance to householders and developers on the design requirements for domestic extensions.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <a href="#"><u>October 2005 – July 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>July – August 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>October 2006.</u></a></li> </ul>
11.	<b>Highways Design Guide</b>	<b>Supplementary Planning Document</b>	To provide guidance to developers on detailed aspects of highways design	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <a href="#"><u>September 2005 – June 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>June – July 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>December 2006.</u></a></li> </ul>
12.	<b>Tall Buildings Policy</b>	<b>Supplementary Planning Document</b>	To provide guidance to developers on the	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	<ul style="list-style-type: none"> <li>• <a href="#"><u>November 2004 – January 2005.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>April – May 2006.</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>September 2006.</u></a></li> </ul>

			design and integration of high buildings.					
13.	<b>Advertising Design Guide</b>	<b>Supplementary Planning Document</b>	To set out design requirements and standards for Advertising material on land and premises.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	• <u><a href="#">April – August 2005.</a></u>	• <u><a href="#">April – May 2006.</a></u>	• <u><a href="#">September 2006.</a></u>
14.	<b>Trees and development</b>	<b>Supplementary Planning Document</b>	To provide guidance to developers to encourage more appropriate tree planting across the district.	Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.	See Project Proforma	• <u><a href="#">September 2005 – April 2006.</a></u>	• <u><a href="#">April – May 2006.</a></u>	• <u><a href="#">August 2006.</a></u>
15.	<b>Proposals Map</b>	<b>Development Plan Document</b>	To illustrate geographically the application of DPD policies.	Adopted UDP saved policies, UDP Review, Regional Spatial Strategy and DPDs once adopted.	See para. 6.2	N/A	N/A	N/A

#### 4. TRANSITIONAL ARRANGEMENTS

- 4.1 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 (2001). In managing the period of transition between the 'old' planning system and the 'new', the City Council will look to the incorporation of 'saved policies for 3 years or more (policies that the Council are seeking to save for more than 3 years are included in Appendix 1), together with the development of new policies, as part of the Core Strategy and related Local Development Documents.
- 4.2 These LDDs are in the LDS Programme to replace UDP policy on the following timetable (subject to the receipt of the Inspectors Report and the final Adoption date of the Local Development Document):

1. <b>Statement of Community Involvement</b> – will replace section 4.8 of Chapter 4 of the UDP in <u>October 2006</u> .
2. <b>Core Strategy</b> – will replace Chapter 3 and relevant repeats of Strategic Aims, Strategic Goals & Strategic Policies in Chapters 5 – 13 of the UDP in <u>January 2010</u> .
3. <b>City Centre Area Action Plan</b> – will replace Chapter 13 of the UDP in <u>June 2008</u> .
4. <b>Aire Valley <u>Leeds</u> Area Action Plan</b> – will replace sections of Chapter 15 “East Leeds” of the UDP concerning Aire Valley.
5. <b>East &amp; South East Leeds (EASEL) Area Action Plan</b> – will replace sections of Chapter 15 “East Leeds” of the UDP concerning Gipton, Harehills and Seacroft renewal & regeneration and provide new guidance covering Osmondthorpe, Richmond Hill and Halton Moor.
6. <b>West Leeds Gateway Area Action Plan</b> – may replace elements (to be confirmed) of Ch 23 “West Leeds”.
7. <b>Proposals Map</b> to be updated to reflect the above changes, at the same time as each DPD is adopted so as to illustrate geographically the application of the DPD policies.

- 4.3 The City Council will request the Government Office to allow the parts of the Adopted UDP not replaced by LDDs by 29<sup>th</sup> September 2007 to be saved until they are replaced by further LDDs. A full listing of adopted UDP and proposed (Review) policies for “saving”, under the transitional arrangements is, set out in Appendix 1. Further work during the course of 2006/2007 will identify priorities for replacing the thematic chapters of the UDP having regard to policy drivers such as new Planning Policy Statements, the emerging Regional Spatial Strategy and local community strategy objectives. Within this context also, the City Council may wish also to delete specific policies, which is considered have been superseded by more recent planning guidance.

- 4.4 In order to maintain spatial planning and policy continuity and priorities identified via extensive community engagement activity, the City Council wishes to retain a series of Supplementary Guidance (until these are superseded by the Core Strategy and future Supplementary Planning Documents). The list of Supplementary Planning Guidance to be retained is included within Appendix 2 of the Local Development Scheme. In addition, the City Council has also produced a series of planning documents on a range of topics, which it is felt add value to customers and stakeholders in the City. Whilst it is recognised that these have no formal status under the Local Development Framework, these are listed for information and to indicate that this material is still available.

## 5. OVERALL PROGRAMME

- 5.1 The following Gantt chart *(to follow)* sets out *a three year rolling programme* for the preparation of the Local Development Framework, in providing a summary schedule of Local Development Documents. In recognising the transition between the UDP and the LDF, the Gantt chart also includes the Adopted UDP and UDP Review process and the timing of saved policies. For reference the Gantt chart also includes details of the preparation of the Regional Spatial Strategy. This work is being undertaken by the Yorkshire & Humber Assembly and does not formally form part of this Local Development Scheme. The preparation of the RSS of the will however have policy implications for the Leeds LDF, it is therefore useful to show the RSS timetable, as a basis to anticipate and seek to programme in any revisions to the LDS. *A schedule of completed Local Development Documents has also been included in Appendix 3. This will be updated as the LDS is subsequently rolled forward.*

## 6. PROFILES OF EACH LOCAL DEVELOPMENT DOCUMENT

- 6.1 The following series of profiles detail the overall content and scope of Development Plan Documents, the Statement of Community Involvement, Supplementary Planning Documents and the Annual Monitoring Report. It should be noted that within the profiles for Development Plan Documents and the Statement of Community Involvement, reference to initial informal consultation is to comply with Regulation 25 (of Town & Country Planning Local Development Regulations 2004 – SI 2004, No. 2204) and the first and second formal 6 weeks consultation relate to Regulations 26 and 28 respectively.
- 6.2 The Proposals Map is a Development Plan Document and will be reviewed and amended to reflect the content of other DPDs as part of their preparation process.
- 6.3 It should be noted that individual LDD profiles have aimed to take into account the timing of Leeds City Council approval processes, through Executive Board and Full Council as appropriate in accordance with the Local Government Act (2000).



1.	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b><u>Core Strategy</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and content:</b> Set out spatial vision and core principles for future development of Leeds; provide a key diagram depicting areas of change and constraints.</li> <li>• <b>Chain of conformity:</b> Relevant Adopted UDP saved policies, UDP Review, Regional Spatial Strategy and provide expression for the spatial planning aspects of Vision for Leeds (Community Strategy).</li> <li>• <b>Geographical coverage:</b> District wide - Leeds Metropolitan District (MD).</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <i><u>Initial data and evidence gathering: Nov 2005 – June 2006.</u></i></li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Preparation of Initial issues report and sustainability scoping report: March - June 2006.</u></i></li> <li>• <i><u>Consultation on sustainability appraisal scoping report</u></i></li> <li>• <i><u>Consultation with stakeholders to identify key issues and the development of alternative options: June 2006 – March 2007.</u></i></li> <li>• <i><u>Analyse responses and produce a pre-submission consultation statement: April-May 2007</u></i></li> <li>• <i><u>Prepare Preferred Options report and sustainability appraisal report: May – Nov 2007.</u></i></li> <li>• <i><u>Formal pre-submission consultation on Preferred Options report, sustainability appraisal and publication of Consultation Statement: Dec 2007 – Jan 2008.</u></i></li> <li>• <i><u>Analysis of responses on Preferred Options and publication of statement of findings: Feb-March 2008.</u></i></li> <li>• <i><u>Prepare and publish Core Strategy and sustainability appraisal: Jan 2009.</u></i></li> <li>• <i><u>Submit Core Strategy, Sustainability Appraisal, pre-submission consultation, statement of findings and Statement of Community Involvement to Secretary of State/Regional Planning Body and undertake further consultation: Jan - Feb 2009.</u></i></li> <li>• <b><u>Examination:</u></b></li> <li>• <i><u>Analyse responses received: March - May 2009.</u></i></li> <li>• <i><u>Publish any changes to Core Strategy and advertise pre-examination meeting.</u></i></li> <li>• <b><u>Pre-examination Meeting: May 2009.</u></b></li> <li>• <i><u>Public examination of Core Strategy and sustainability appraisal: July - Aug 2009.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Amend Core Strategy to reflect Inspector's recommendations and adopted Core Strategy by resolution of the Council: Jan 2010. Publish adopted Core Strategy, sustainability appraisal, Inspectors Report and Adoption Statement.</u></i></li> <li>• <i><u>On going monitoring of Core Strategy policies as part of the Annual Monitoring Report.</u></i></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b> Preparation: Planning Policy Team, Development Department, with input from wide variety of Council services.</li> <li>• <b>Resources:</b> Consultants to undertake Research, Staff time, Access Database, Meeting rooms/halls, presentation facilities, Website space, document printing, Advertising budget.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements - will include i) placing written material for comment ii) placing material on Website, iii) meetings with stakeholders, iv) conferences/events, v) use of newspapers <i><u>and the media</u></i></li> </ul>

2. (i).	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b>Area Action Plan – City Centre</b></p> <ul style="list-style-type: none"> <li>• <b>Role and content:</b> To provide the planning policy and spatial planning framework for the City Centre (and if appropriate the expansion of the City Centre), ensuring that the City Centre continues to deliver economic, environmental and social objectives at the heart of the City Region.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review, the emerging LDF Core Strategy and the Regional Spatial Strategy, and provide expression for the spatial planning aspects of the Vision for Leeds (Community Strategy).</li> <li>• <b>Geographical coverage:</b> City Centre.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <i><u>Initial data and evidence gathering: December 2004 – February 2005.</u></i></li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Initial issues report and sustainability scoping report: March 2005.</u></i></li> <li>• <i><u>Stakeholder consultation on issues and initial options: March – September 2005.</u></i></li> <li>• <i><u>Consideration of responses to initial issues.</u></i></li> <li>• <i><u>Prepare alternative options: September 2005 – January 2006.</u></i></li> <li>• <i><u>Consultation on alternative options: April - May 2006.</u></i></li> <li>• <i><u>Analyse responses and produce a pre-submission consultation statement: June 2006.</u></i></li> <li>• <i><u>Prepare Preferred Options report and sustainability appraisal report: June – October 2006.</u></i></li> <li>• <i><u>Formal pre-submission consultation on Preferred Options report, sustainability appraisal and publication of Consultation Statement: October - November 2006.</u></i></li> <li>• <i><u>Analysis of responses on Preferred Options and publication of statement of findings: November - December 2006.</u></i></li> <li>• <i><u>Prepare and publish Area Action Plan and sustainability appraisal: January - March 2007.</u></i></li> <li>• <i><u>Submit Area Action Plan, Sustainability Appraisal, pre-submission consultation, statement of findings and Statement of Community Involvement to Secretary of State/Regional Planning Body and undertake further consultation: May – June 2007.</u></i></li> <li>• <b><u>Examination:</u></b></li> <li>• <i><u>Analyse responses received: June - July 2007.</u></i></li> <li>• <i><u>Publish any changes to Area Action Plan and advertise pre-examination meeting.</u></i></li> <li>• <b><u>Pre-examination Meeting: September 2007.</u></b></li> <li>• <i><u>Public examination: November - December 2007.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Amend Area Action Plan to reflect Inspector's recommendations and adopt Area Action Plan by resolution of the Council: June 2008. Publish adopted Area Action Plan, sustainability appraisal, Inspector's Report and Adoption Statement.</u></i></li> <li>• <i><u>On going monitoring of Area Action Plan policies via the Annual Monitoring Report and related monitoring arrangements such as the City Centre Audit.</u></i></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• Preparation and production led by Policy Team, Development Department with involvement and input from across the Department and key City Council Departments.</li> <li>• <b>Resources:</b> staff time, access to and acquisition of data, development of Access databases and project management software to manage the process, advertising and communications and communications budget.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

2. (ii).	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b>Area Action Plan Aire Valley Leeds</b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To provide a co-ordinated approach to the sustainable regeneration of the Aire Valley Regeneration Area, including its spatial planning within the context of the city-region, compatible with the significance of the area in terms of its potential to contribute to the growth and success of the regional economy; to establish a framework for the implementation of the Strategic Vision; to ensure that the importance of the regeneration of the Aire Valley to the communities of East and South East Leeds is fully recognised in securing connectivity and linkages and to contribute to the regeneration/renaissance objectives of the City Council and the Local Strategic Partnership.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review, the Regional Spatial Strategy, the emerging LDF Core Strategy and provide expression for the spatial planning aspects of the Vision for Leeds (Community Strategy) and the Regional Economic Strategy.</li> <li>• <b>Geographic Coverage:</b> 1000 ha of land immediately SE of the City Centre, extending from the Royal Armouries and Clarence Dock eastwards towards the M1 (junctions 44 and 45), including the cross Green Industrial Estate, Hunslet and Stourton.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production milestones:</b></li> <li>• <b>Pre-production:</b></li> <li>• <u>Initial data and evidence gathering: September 2004 – May 2005.</u></li> <li>• <b>Production:</b></li> <li>• <u>Preparation of Initial issues report and sustainability scoping report: July 2005.</u></li> <li>• <u>Consultation with stakeholders to identify key issues and consultation on sustainability appraisal scoping report: August – October 2005.</u></li> <li>• <u>Consideration of responses to initial issues and prepare alternative options: November 2005 – May 2006.</u></li> <li>• <u>Consultation on alternative options: June - July 2006.</u></li> <li>• <u>Analyse responses and produce consultation statement: August 2006.</u></li> <li>• <u>Prepare Preferred Options report and sustainability appraisal report: September – December 2006.</u></li> <li>• <u>Formal pre-submission consultation on Preferred Options report, sustainability appraisal and publication of Consultation Statement: January – February 2007.</u></li> <li>• <u>Analysis of responses on Preferred Options and publication of statement of findings: March – April 2007.</u></li> <li>• <u>Prepare and publish Area Action Plan and sustainability appraisal: May - September 2007.</u></li> <li>• <u>Submit Area Action Plan, Sustainability Appraisal, pre-submission consultation, statement of findings and Statement of Community Involvement to Secretary of State/Regional Planning Body: October - November 2007.</u></li> <li>• <b>Examination:</b></li> <li>• <u>Analyse responses received: December 2007 – January 2008.</u></li> <li>• <u>Publish any changes to Area Action Plan and advertise pre-examination meeting.</u></li> <li>• <u>Pre examination meeting: February 2008.</u></li> <li>• <u>Public examination: May - August 2008.</u></li> <li>• <b>Adoption, Monitoring &amp; Review:</b></li> <li>• <u>Amend Area Action Plan to reflect Inspectors recommendations and adopt Area Action Plan by resolution of the Council: December 2008. Publish adopted Area Action Plan, sustainability appraisal, Inspector's Report and Adoption Statement.</u></li> <li>• <u>On going monitoring via Annual Monitoring Report.</u></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Preparation and Production:</b> Planning &amp; Economic Policy (Development Department), in conjunction with Department of Neighbourhoods and Housing.</li> <li>• <b>Resources:</b> staff time, access to and acquisition of data, development of Access databases and project management software, advertising, public consultation, advertising, communications and graphics production budget required.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

2. (iii).	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b><u>Area Action Plan – East and South East Leeds (EASEL)*</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To provide a co-ordinated approach to the spatial planning of neighbourhoods within East and South East Leeds Regeneration Area; to help provide a framework for the achievement of sustainable communities in this part of the city and to assist with the delivery of the regeneration/renaissance objectives of the City Council, the Local Strategic Partnership, Leeds East Homes and Leeds South East Homes.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, the UDP Review, the emerging LDF Core Strategy, the Regional Spatial Strategy and provide expression for the spatial planning aspects of the Vision for Leeds (Community Strategy).</li> <li>• <b>Geographic Coverage:</b> The neighbourhoods and communities of Harehills, Burmantofts, Gipton, Seacroft, Halton Moor, Osmondthorpe and Richmond Hill.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <i><u>Initial data and evidence gathering: September 2004 – May 2005.</u></i></li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Preparation of initial issues report and sustainability appraisal scoping report: July 2005.</u></i></li> <li>• <i><u>Consultation with stakeholders to identify key issues and consultation on sustainability appraisal scoping report: August – October 2005.</u></i></li> <li>• <i><u>Prepare alternative options for Area Action Plan: November 2005 – April 2006.</u></i></li> <li>• <i><u>Consult on alternative options: May – June 2006.</u></i></li> <li>• <i><u>Analyse responses and produce a pre-submission consultation statement: July 2006.</u></i></li> <li>• <i><u>Prepare Preferred Options report, sustainability appraisal report: August - November 2006.</u></i></li> <li>• <i><u>Formal pre-submission consultation on Preferred Options report, sustainability appraisal and publication of consultation statement: December 2006 – January 2007.</u></i></li> <li>• <i><u>Analysis of responses on Preferred Options and publication of statement of findings: February – March 2007.</u></i></li> <li>• <i><u>Prepare and publish submission Area Action Plan and sustainability appraisal: April – August 2007.</u></i></li> <li>• <i><u>Submit Area Action Plan, sustainability appraisal, pre-submission consultation, statement of findings and Statement of Community Involvement to Secretary of State/Regional Planning Body: September – October 2007.</u></i></li> <li>• <b><u>Examination:</u></b></li> <li>• <i><u>Analyse responses received: October – December 2007.</u></i></li> <li>• <i><u>Publish any changes to Area Action Plan and advertise pre-examination meeting.</u></i></li> <li>• <b><u>Pre-examination meeting: January 2008.</u></b></li> <li>• <i><u>Public examination: May – June 2008.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Amend Area Action Plan to reflect Inspector's recommendations and adopt Area Action Plan by resolution of the Council: October 2008. Publish adopted Area Action Plan, sustainability appraisal, Inspectors Report and Adoption Statement.</u></i></li> <li>• <i><u>On going monitoring of policies in Area Action Plan via Annual Monitoring Report.</u></i></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Preparation and production:</b> Planning &amp; Economic Policy (Development Department), in conjunction with Department of Neighbourhoods and Housing, other Council Departments, Leeds East Homes and Leeds South East Homes.</li> <li>• <b>Resources:</b> staff time, access to and acquisition of data, development of Access databases and project management software, advertising, public consultation, advertising, communications and graphics production budget required.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>
	<p><b><i>* This Local Development Document Proforma current sets out a single AAP for the EASEL area. The detailed scope and partnership arrangements of EASEL are still evolving and this Proforma may therefore be subject to change. A key aspect of this relates to the nature of the proposed AAP. Depending on project requirements, funding arrangements, resources and practicalities – this may result in a series of AAPs for EASEL rather than one.</i></b></p>

2. (iv).	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b>Area Action Plan – West Leeds Gateway</b></p> <p><b>Role and Content:</b> To provide a co-ordinated approach to the spatial planning of neighbourhoods within the West Leeds Gateway Regeneration Area. To provide a framework for sustainable communities in this part of the city and to assist with the delivery of the regeneration/renaissance objectives of the Council, and Leeds West Homes.</p> <p><b>Chain of conformity:</b> Adopted UDP saved policies, the UDP Review, the emerging LDF Core Strategy, the Regional Spatial Strategy and provide expression for the spatial planning aspects of the Vision for Leeds (Community Strategy).</p> <p><b>Geographical Coverage:</b> Covering the area bounded by the Armley Gyrotory &amp; the Clyde's Estate to the East, Heights Estate to the West, Tong Road/Wortley Moor Road to the South and Leeds/Liverpool Canal to the North. The area includes the communities of New Wortley, Upper Wortley, Lower Armley, Armley Town Street, the Aviaries and the adjacent commercial areas along Stanningley Road, Tong Road and Carr Crofts.</p>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <b><u>Initial data and evidence gathering: September 2004 – February 2006</u></b></li> <li>• <b><u>Production:</u></b></li> <li>• <b><u>Preparation of initial issues report and sustainability appraisal scoping report: July 2005.</u></b></li> <li>• <b><u>Consultation with stakeholders to identify key issues and consultation on sustainability appraisal scoping report: November 2004 – August 2005.</u></b></li> <li>• <b><u>Prepare alternative options for Area Action Plan: March - May 2006.</u></b></li> <li>• <b><u>Consult on alternative options: mid September – October 2006.</u></b></li> <li>• <b><u>Analyse responses and produce a pre-submission consultation statement November – December 2006.</u></b></li> <li>• <b><u>Prepare Preferred Options report and sustainability appraisal report: January - May 2007.</u></b></li> <li>• <b><u>Formal pre-submission consultation on Preferred Options report, sustainability appraisal and publication of consultation statement: June – mid July 2007.</u></b></li> <li>• <b><u>Analysis of responses on Preferred Options and publication of statement of findings.</u></b></li> <li>• <b><u>Prepare and publish submission Area Action Plan including sustainability appraisal and statement of consultation: August 2007 – February 2008.</u></b></li> <li>• <b><u>Submit Area Action Plan, sustainability appraisal, pre-submission consultation, and Statement of Community Involvement to Secretary of State/Regional Planning Body: March - April 2008.</u></b></li> <li>• <b><u>Examination:</u></b></li> <li>• <b><u>Analyse responses received: May – July 2008.</u></b></li> <li>• <b><u>Publish any changes to Area Action Plan and advertise pre-examination meeting.</u></b></li> <li>• <b><u>Pre-examination meeting: July 2008.</u></b></li> <li>• <b><u>Public examination: October – December 2008.</u></b></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <b><u>Amend Area Action Plan to reflect Inspector's recommendations and adopt Area Action Plan by resolution of the Council: April – June 2009. Publish adopted Area Action Plan, sustainability appraisal, Inspectors Report and Adoption Statement.</u></b></li> <li>• <b><u>On going monitoring of policies in Area Action Plan via Annual Monitoring Report</u></b></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Preparation and Production</b> led by the <b><u>Development Department and assisted by West Leeds Area Management (the Dept. of Neighbourhood and Housing)</u></b>, with input from other Council Departments, Leeds West Homes, and private sector partners.</li> <li>• <b>Resources :</b> Staff-time, access to and acquisition of data, and project management software, advertising and communications and graphics production budget required</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

3.	<b>STATEMENT OF COMMUNITY INVOLVEMENT</b>
<b>Document details</b>	<p><b><u>Statement of Community Involvement</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role &amp; Content</b> Set out standards for involving the community in the preparation, alteration &amp; review of all LDDs and planning applications;</li> <li>• <b>Chain of Conformity:</b> Goes beyond the minimum consultation requirements of the T&amp;CP (LD) (E) Regs 2004</li> <li>• <b>Geographical coverage:</b> District-wide – Leeds MD. It guides process and will need to inform consultation requirements in the preparation of different Local Development Documents.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Evidence gathering via Leeds Leadership Programme Project – Sept. – Dec. 2004.</li> <li>• Development of initial SCI methodology and report to Development Plan Panel March 2005. Appointment consultants to develop SCI Methodology Nov 2004 – Feb 2005.</li> <li>• <b><u>Production:</u></b></li> <li>• Finalising draft SCI April – May 2005 and informal consultation with stakeholders (June – July 2005).</li> <li>• Revisions to SCI following informal consultation and approval of SCI for formal consultation (August – October 2005).</li> <li>• Formal consultation on draft SCI November – December. (6 weeks commencing in November 2005).</li> <li>• Consideration of representations on draft SCI and preparation and submission of SCI.</li> <li>• Submission of SCI to SoS <i>April</i> 2006 and commencement of 6 week representation period).</li> <li>• <b><u>Examination:</u></b></li> <li>• Pre-examination consideration of representations April - May 2006.</li> <li>• <b>Pre-Examination Meeting</b> June 2006 (if required).</li> <li>• Examination period July 2006 (or August 2006 subject to need for Pre-examination Meeting and the nature of representations received).</li> <li>• Receipt of Inspector's binding report September 2006 (*or October 2006 subject to need for Pre-examination Meeting and timing of Examination, consistent with LDF Regulations).</li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Amend Statement of Community Involvement to reflect Inspector's recommendations and adopt by resolution of the Council: November 2006 (or December 2006 subject to * above). Publish adopted SCI, Inspectors Report and Adoption Statement.</u></i></li> <li>• Regular review in response to changing circumstances – i.e. new emerging stakeholder groups.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• Initial preparation &amp; devising of methodology by external consultant. Drafting of SCI &amp; supporting papers, management of consultation and defending at public examination by Planning Policy Team – Development Department.</li> <li>• <b>Resources:</b> Planning Delivery Grant for consultancy work, Staff time, Access Database, Meeting rooms/halls, presentation facilities, Website space, document printing, Advertising budget</li> <li>• Consultation will include i) placing written material for comment ii) placing material on website, iii) meetings with stakeholders, iv) conferences/events</li> </ul>

<b>4.</b>	<b>DEVELOPMENT PLAN DOCUMENT</b>
<b>Document details</b>	<p><b><u>'Thematic' Policies – Waste</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To provide thematic, spatial and site specific policies for Waste in the District.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review the LDF Core Strategy, and Regional Spatial Strategy.</li> <li>• <b>Geographic Coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Policy review, data and evidence collection September – October 2007.</li> <li>• <b><u>Production:</u></b></li> <li>• Preparation of issues and options in consultation November 2007 – February 2008.</li> <li>• Public participation on preferred options March – April 2008 (6 weeks commencing in March).</li> <li>• Consideration of representations and discussions with communities and stakeholders in the preparation of the submission DPD (May – October 2008).</li> <li>• Submission of DPD to SoS November 2008 (and commencement of 6 week representation period).</li> <li>• <b><u>Examination:</u></b></li> <li>• Pre-examination consideration of representations on submitted DPD (January – February 2009).</li> <li>• <b>Pre-examination Meeting:</b> March 2009.</li> <li>• Examination period and target date for examination June - July 2009.</li> <li>• Estimated receipt of Inspectors Report: November 2009.</li> <li>• <b>Adoption, Monitoring &amp; Review:</b></li> <li>• Adoption and publication of any necessary changes to the Proposals Map February 2010.</li> <li>• Appropriate mechanisms to be established to monitor on an annual basis. This will include the Annual Monitoring Report and related monitoring arrangements with Departments and stakeholders as appropriate.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• Preparation led by Sustainable Development Unit (Minerals Team) and Planning &amp; Economic Policy (Development Department), in conjunction with the Department of City Services and key stakeholders as appropriate.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

5.	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u><i>Biodiversity and Waterfront Development</i></u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To provide a framework to inform, guide and assess new development at waterfront locations to ensure that biodiversity issues are fully considered and addressed.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review and Regional Spatial Strategy.</li> <li>• <b>Geographical coverage:</b> City wide along river and canal corridors.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Partnership group comprising representatives from English Nature, Environment Agency, Yorkshire Wildlife Trust, British Waterways and LCC have been involved with development of the document. Habitat survey carried out along City Centre waterways in 2003.</li> <li>• <b><u>Production:</u></b></li> <li>• <u><i>Preparation of sustainability appraisal scoping report July 2005.</i></u></li> <li>• Draft document/sustainability appraisal issued for initial public consultation <u><i>January – March 2006 (6 weeks).</i></u></li> <li>• Consideration of consultation responses <u><i>March – April 2006.</i></u></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• Adoption and publication of SPD <u><i>June 2006.</i></u></li> <li>• Annual monitoring with 3 yearly review.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• <b>Resources:</b> Partnership group led by the City Council</li> <li>• Environment Agency has contributed £2,000 towards preparation and printing of draft and final documents. Any additional resources to be provided by Sustainable Development Unit – Development Department.</li> <li>• Consultation: to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>



6.	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>City Centre Public Realm Contributions</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role &amp; Content:</b> Approach methodology and rationale to securing Section 106 contributions to provide for City Centre Public Realm Improvements.</li> <li>• <b>Chain of Conformity:</b> Accords with Central Government Circular 1/97 and developing national legislation, good practice guidance, Adopted UDP saved policies, UDP Review, and emerging LDF Core Strategy.</li> <li>• <b>Geographic coverage:</b> Leeds City Centre (AUDP boundary) and any area, which may subsequently form part of the City Centre.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b> November 2004 - December 2004. Evidence gathering and research.</li> <li>• <b><u>Production:</u></b></li> <li>• Develop Options: January 2005 – February 2005. Assess scope to progress against evolving national legislation. Progress reliant on Planning Gain reform. Draft Circular issued November 2005.</li> <li>• <i><u>Preparation of sustainability appraisal scoping report May 2005.</u></i></li> <li>• Stakeholder and community consultation on <i><u>initial issues: May - June 2005.</u></i> Progress within context of progress on national legislation on Planning Gain.</li> <li>• Assess and evaluate consultation responses: <i><u>July – August 2005.</u></i></li> <li>• Prepare Draft SPD and carry out Sustainability Appraisal – produce report on consultation responses: <i><u>September - December 2005.</u></i></li> <li>• Draft SPD, Sustainability Appraisal Report &amp; Consultation Statement issued for Public Consultation: <i><u>January – March 2006 (6 weeks).</u></i></li> <li>• Consideration of consultation responses: <i><u>March – April 2006.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b> <i><u>June 2006.</u></i> Access database required for the recording and monitoring of Section 106 contributions. Financial controls need to be in place.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b> Policy Team - Development Department to lead on production with involvement from Central Area Team (Planning and Development Services), City Centre Management, Sustainable Development Unit, Civic Architect (Development Department), Legal Services and Finance Section.</li> <li>• <b>Resources:</b> Staff time research and production, use of database and project management software, technical expertise in undertaking Sustainability Appraisal.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements and stakeholders to be identified via City Centre Management &amp; Leeds Initiative. Clear accountable and audit system needs to be in place, consistent with policy and operational requirements.</li> </ul>

<b>7.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Sustainable Design &amp; Construction</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Role and Content:</u></b> <i>To replace existing Supplementary Planning Guidance (Sustainable Development Design Guide 1998) in providing guidance to developers to encourage more sustainable buildings</i></li> <li>• <b><u>Chain of Conformity:</u></b> <i>With Adopted UDP saved policies, UDP Review and emerging LDF Core Strategy.</i></li> <li>• <b><u>Geographical Coverage:</u></b> <i>District wide - Leeds MD.</i></li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b> <i>Consultants to be commissioned to prepare draft documents. Leeds City Council Development Department will form a steering group of relevant officers to oversee the consultant's work. This group will be in place by April 2006. Consultants to be appointed in April and final brief agreed.</i></li> <li>• <b><u>Production:</u></b> <i>Project commencement, research and drafting of guidance documents and sustainability scoping report, including regular updates from Steering Group and early stakeholder involvement May – July 2006.</i></li> <li>• <i>Completion of draft SPD for Sustainability Appraisal August 2006.</i></li> <li>• <i>Completion of Sustainability Appraisal September 2006.</i></li> <li>• <i>Draft SPD/sustainability appraisal for formal consultation (September - October 2006) (6 weeks).</i></li> <li>• <i>Consideration of Consultation Responses October – November 2006.</i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i>December 2006.</i></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b><u>Production process and management arrangements:</u></b></li> <li>• <i>Commissioning of consultants* to prepare draft document and establishment of officer steering group (drawn from across the Development Department).</i></li> <li>• <b><u>Resources:</u></b> <i>Appointment of consultants, project management arrangements and staff time.</i></li> <li>• <b><u>Consultation:</u></b> <i>to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</i></li> </ul>
	<b><u>*Timetable may need to be adjusted to reflect the appointment date of the consultants.</u></b>

8.	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Public Transport Improvements &amp; Developer Contributions</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role &amp; Content:</b> Provide guidance on how developer contributions will be required to ensure new development is adequately served and made accessible by public transport.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review, emerging LDF Core Strategy and Regional Spatial Strategy.</li> <li>• <b>Geographical coverage:</b> District wide - Leeds MD</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b>Pre-production:</b></li> <li>• <u>Initial preparatory work undertaken as part of update of Supplementary Planning Guidance SPG5A (issues June 2002).</u></li> <li>• <u>Assessment of consultation responses on SPG5A now completed (and being reviewed as part of preparatory work for new draft SPD).</u></li> <li>• <u>Further evidence gathering following new Government Circular (05/2005) and issuing of consultation document on Planning Gain Supplement.</u></li> <li>• <b>Production:</b></li> <li>• <u>Sustainability Appraisal Workshop – May 2006.</u></li> <li>• <u>Completion of Sustainability Appraisal Report and preparation of Consultation Statement – June 2006.</u></li> <li>• <u>Preparation of draft SPD – June/July 2006.</u></li> <li>• Draft SPD, Sustainability Appraisal Report &amp; Consultation Statement issued for Public Consultation: <u>August - September 2006 (6 weeks).</u></li> <li>• LPA consideration of consultation responses: <u>September/October 2006.</u></li> <li>• Finalise SPD: <u>November 2006</u></li> <li>• <b>Adoption, Monitoring &amp; Review:</b></li> <li>• Adoption and publication of SPD: November 2006.</li> <li>• Monitoring and review mechanisms: <ul style="list-style-type: none"> <li>- <u>no. of consultations;</u></li> <li>- <u>no. of applications approved where contributions required;</u></li> <li>- <u>total amount of contributions acquired (breakdown by Land Use);</u></li> <li>- <u>monitor and review in accordance to cost of transport schemes specified in SPD, LDF and in the Local Transport Plan and;</u></li> <li>- <u>quarterly reports (incorporated as part of Annual Monitoring Report).</u></li> </ul> </li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b> <u>Preparation lead by Transport Planning, Planning Policy Team and Development Services (Development Department) and Metro.</u></li> <li>• <b>Resources:</b> Staff time for production, MS Access database, meeting rooms/halls, presentation facilities, Website space, document printing and publicity.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement.</li> </ul>

<b>9.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Designing for Community Safety – A Residential guide</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To give guidance on how good design and physical security can compliment the environment and create safe, sustainable communities and to reinforce and expand upon community safety principles as set out in the Neighbourhoods for Living SPG.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP Saved policies, UDP Review and emerging LDF Core Strategy.</li> <li>• <b>Geographical coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Evidence gathering – Sept. 2004 – <u>July 2005.</u></li> <li>• <b><u>Production:</u></b></li> <li>• Start of period of preparation, community involvement and consultation – <u>July 2005.</u></li> <li>• <u>Prepare Draft SPD/sustainability appraisal scoping report appraisal September 2005.</u></li> <li>• <u>Draft SPD/sustainability appraisal for formal consultation (May – June 2006) (6 weeks).</u></li> <li>• <u>Consideration of consultation responses June - July 2006.</u></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <u>Adoption and publication of SPD – October 2006.</u></li> <li>• Customer and staff satisfaction with the document.</li> <li>• Robustness of document through appeal decisions.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b> – to be project managed within Planning and Development Services, Development Department.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> <li>• <b>Resources:</b> including specifying resources committed from external stakeholders – dedicated project manager, draft document already produced, graphics and publishing costs (to be delivered within existing budget)</li> <li>• Approach to involving stakeholders and the community – customer consultation and through customer focus group</li> </ul>

<b>10.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Householder Design Guide</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> To give guidance on the design of householder proposals</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review and emerging LDF Core Strategy.</li> <li>• <b>Geographical Coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b> <ul style="list-style-type: none"> <li>• <i><u>Evidence gathering, agree general scope and content of SPD and preparation of sustainability scoping report by September 2005.</u></i></li> <li>• <i><u>Consultation workshop with planning agents October 2005.</u></i></li> </ul> </li> <li>• <b><u>Production:</u></b> <ul style="list-style-type: none"> <li>• <i><u>Draft SPD/sustainability appraisal for formal consultation (July - August 2006) (6 weeks).</u></i></li> <li>• <i><u>Consideration of consultation responses (August - September 2006).</u></i></li> </ul> </li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b> <ul style="list-style-type: none"> <li>• Adoption and publication of SPD: <i><u>October 2006.</u></i></li> <li>• Customer and staff satisfaction with the document.</li> <li>• Robustness of document through appeal decisions.</li> </ul> </li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b>– to be project managed within Planning and Development Services, assisted by Sustainable Development Unit, Development Department.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> <li>• <b>Resources:</b> dedicated project manager, design advice, graphics and publishing costs.</li> <li>• Approach to involving stakeholders and the community – customer consultation and through customer focus group</li> </ul>

11.	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Highways Design Guide</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Content:</b> Set out standards for the provision of highways to serve both residential and industrial developments.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review and emerging LDF Core Strategy.</li> <li>• <b>Geographical Coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <i><u>Evidence gathering Sept. 2005 – April 2006.</u></i></li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Preparation of SPD sustainability appraisal scoping report.</u></i></li> <li>• <i><u>Draft SPD/sustainability appraisal issued for public consultation June – July 2006 (6 week consultation).</u></i></li> <li>• <i><u>Consideration of consultation responses – August - September 2006.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Adoption and Publication – December 2006.</u></i></li> <li>• Annual Review.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b> Production to be led by Highways Development Services</li> <li>• <b>Resources:</b> <i><u>Led by Planning &amp; Development Services, Development Department and external consultancy support.</u></i></li> <li>• Consultation: to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

<b>12.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Tall Buildings Policy</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and content:</b> To provide guidance for developers and designers regarding the design of tall buildings.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP, UDP Review and emerging LDF Core Strategy.</li> <li>• <b>Geographical Coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Evidence gathering and research (literature and Parliamentary reviews, and Leeds specific info including visual surveys), Sept. 2004 – April 2005.</li> <li>• <b><u>Production:</u></b></li> <li>• First written draft/guide for testing November 2004.</li> <li>• Initial review and <i>consultation (including Renaissance Leeds Partnership) November 2004.</i></li> <li>• External professional/ public structured workshop event January 2005.</li> <li>• <i>Preparation of sustainability appraisal scoping report December 2005.</i></li> <li>• Draft SPD/sustainability appraisal issued for public consultation <i>April – May 2006 (4 - 6 weeks tbc).</i></li> <li>• Complete and review consultation responses: <i>June - July 2006.</i></li> <li>• <b>Adoption, Monitoring &amp; Review:</b></li> <li>• Adoption and publication of SPD: <i>September 2006.</i></li> <li>• Annual monitoring and review every 3 years</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• <b>Resources:</b> Project led by Sustainable Development Unit, Development Department.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

<b>13.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Advertising Design Guide</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and content:</b> Guide type and quantity of advertising.</li> <li>• <b>Chain of Conformity:</b> Adopted UDP saved policies, UDP Review and emerging LDF Core Strategy.</li> <li>• <b>Geographic coverage:</b> District wide - Leeds MD.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Evidence gathering Sept. 2004 – April 2005.</li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Preparation of sustainability appraisal scoping report March 2005.</u></i></li> <li>• Draft SPD/sustainability appraisal, issued for public consultation <i><u>April - May 2006 4 - 6 weeks tbc.</u></i></li> <li>• Consideration of consultation responses: <i><u>May – June 2006.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• Adoption and publication of SPD, <i><u>September 2006.</u></i></li> <li>• Annual monitoring and review every 3 years.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• <b>Resources:</b> Project to be led by Sustainable Development Unit, Development Department.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>



<b>14.</b>	<b>SUPPLEMENTARY PLANNING DOCUMENT</b>
<b>Document details</b>	<p><b><u>Trees and development</u></b></p> <p><b>Role and content:</b> To provide guidance on tree retention, protection and new planting both in the city centre and across the district.</p> <p><b>Chain of Conformity:</b> Adopted UDP Policies saved policies, UDP Review and emerging LDF Core Strategy).</p> <p><b>Geographic coverage:</b> District wide - Leeds MD.</p>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b>Production Milestones:</b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• Initial preparatory work undertaken as part of City Centre Urban Design Strategy, Neighbourhoods for Living Supplementary Planning Guidance and City Centre Arboretum project.</li> <li>• <i><u>Further evidence gathering Sept. 2004 – September 2005.</u></i></li> <li>• <b><u>Production:</u></b></li> <li>• <i><u>Preparation of sustainability appraisal scoping report March 2005.</u></i></li> <li>• <i><u>Draft SPD/sustainability appraisal issued for formal public consultation April - May 2006 (4 – 6 week consultation tbc).</u></i></li> <li>• <i><u>Consideration of consultation responses May – June 2006.</u></i></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <i><u>Adoption and publication of SPD: August 2006.</u></i></li> <li>• Annual monitoring and review every 3 years.</li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production Process and management arrangements:</b></li> <li>• <b>Resources:</b> Project to be led by Sustainable Development Unit, Development Department.</li> <li>• <b>Consultation:</b> to be consistent with minimum consultation requirements (contained in the LDF regulations) and Statement of Community Involvement requirements.</li> </ul>

15.	<b>ANNUAL MONITORING REPORT</b>
<b>Document details</b>	<p><b><u>Annual Monitoring Report</u></b></p> <ul style="list-style-type: none"> <li>• <b>Role and Scope:</b> Annual Monitoring Report to report on performance 1 April – 31 March.</li> <li>• <b>Chain of Conformity:</b> Not applicable, statutory requirement of Planning &amp; Compulsory Purchase Act 2004.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• <b><u>Production Milestones:</u></b></li> <li>• <b><u>Pre-production:</u></b></li> <li>• <b><u>Evidence gathering, initial work undertaken to review and capture data sets, consistent with draft ODPM indicators and related guidance.</u></b></li> <li>• <b><u>Production:</u></b></li> <li>• <b><u>Review of data sets and gaps in context of Regional Spatial Strategy AMR and final AMR guidance/indicators.</u></b></li> <li>• <b><u>Involvement of key City Council stakeholders in development of indicators, consistent with Local Development Scheme targets and Policies.</u></b></li> <li>• <b><u>Preparation of AMR April – October.</u></b></li> <li>• <b><u>Report findings to Development Plan Panel and Executive Board as appropriate.</u></b></li> <li>• <b><u>Adoption, Monitoring &amp; Review:</u></b></li> <li>• <b><u>Submit AMR to Government Office Yorkshire &amp; the Humber December.</u></b></li> <li>• <b><u>Monitor and review suite of indicators in accordance with Regional Spatial Strategy and Local Development Scheme requirements.</u></b></li> </ul>
<b>Arrangements for Production</b>	<ul style="list-style-type: none"> <li>• <b>Production process and management arrangements:</b></li> <li>• <b>Resources:</b> AMR production to be led by Planning &amp; Economic Policy with support from across the Development Department and other Council services as appropriate.</li> </ul>

# APPENDIX 1

## SCHEDULE OF "SAVED" POLICIES

The entire UDP Adopted 2001 is saved from commencement of the Planning & Compulsory Purchase Act 28/09/04 and it is intended that the UDP Review Policies, following consideration of Modifications following receipt of the Inspector's Report, will be saved on Adoption. Over time, LDF documents will replace sections of the UDP. Where the preparation of replacement LDF documents has been agreed, these are listed with anticipated adoption/replacement dates. Those policy groupings in the table without replacement LDDs listed, will be saved beyond 3 years from Sept. 2004. A Programme for the replacement of these groupings will be prepared as the LDS is rolled forward.

**Key:** Ch = UDP Chapter. These are for Volume I of the UDP unless stated otherwise.  
 Policy grouping. These are thematic or spatial & reflect common sense divisions.  
 List of Policies & Paras. These are for Volume I of the UDP unless stated otherwise.  
 UDP Review Proposals. Identifies the policies/paras. subject to proposed changes.

Ch	Policy Grouping	List of Policies & Paras	UDP Review Proposals ( <i>to be revised as appropriate following receipt of Inspector's Report &amp; Modifications process</i> ).	LDF Replacement Documents	When
3	UDP Strategy	Strategic Goals SG1-4, Aims SA1-9 & Principles SP1-8		Core Strategy	<u>Jan. 2010.</u>
4	Allocations & Use	Pols GP1-3, paras. 4.1.1-4.3.4			
4	Development Considerations	Pol GP5, paras. 4.3.5-4.3.7			
4	Carry Forward LP Policies	Pol GP6, Sec 4.4			
4	S106 Benefits	Pol GP7, Sec 4.5			
4	Enforcement	Pol GP8, Sec 4.6			
4	Monitoring & Review	Sec 4.7			
4	Community Involvement	Pol R4, Sec 4.8	Alts to Pol R4 & Sec 4.8	Statement of Community Involvement	<u>Dec. 2006.</u>
4	Sustainable Development		Pols GP9 & GP10, Sec 4.9	<u>To be supplemented by Sustainable Design &amp; Construction SPD</u>	<u>Dec 2006.</u>
5	Environment Aims	Pol SA1, paras. 5.1.1-6		Core Strategy	<u>Jan. 2010</u>
5	Greenspace	Pols SP1, N1-N11, Section 5.2			
5 & A3	Design & Conservation	Vol I - Pols N12-N22 & N28, paras. 5.3.1-10 & 5.3.16; Vol II - Pols BD2-15, BC1-9, Paras A3-1.1 - A3-2.8			
5 & A3	Landscape Design	Vol I - Pols N23-27, paras. 5.3.11-15; Vol II - Pols LD1-LD2, Sec A3.3			
5 & A4	Archaeology	Vol I - Pol N29; Vol II - Pols ARC1-8, Secs A4.1-3			
5	Environment Improvement	Pols N30-31, paras. 5.3.18-38			
5 & A5	Green Belt	Pols N32-34 - Pols GB1 - 26, Sec A5	Delete Pol N34 & related paras.		
5	Countryside	Pols SP2, N35-N37A & N40-44, Paras 5.5.1 - 5.5.9 & 5.5.12-22			
5	Flood Risk	Pols N38 & N39, paras. 5.5.10-11	Pols N38A, N38B, N39A & N39B, paras. 5.5.10a-f & paras. 5.5.11a-e		

5 & A6	Minerals	Vol I - Pols N45-N46B, Paras 5.5.23 - 5.5.31; Vol II - Pols GM1-8 & EM1-9, Sec A6			
5 & A7	Waste Disposal	Vol I - Pols N47-N48B, paras. 5.5.32-35; Vol II - Pols RECYC1-11 & WD1 - 12, Sec A7	Pol N47 & paras. 5.5.32-34, Pols WM1-18, Sec A7		
5 & A8	Nature Conservation	Vol I - Pols N49-53, Sec 5.6: Vol II - Sec A8	Sec A8		
5	Renewable Energy	Pol 54 & Sec 5.7			
5	Air Quality		Sec 5.8		
6	Transport Strategy	SA2, SP4 & Policy T1	SA2, Policy T1	Core Strategy	
6	New Developments	Policy T2 & T3			
6	Encouraging Sustainable Travel Modes		Policy T2B, T2C & T2D		
6 & A9c	Non-vehicular users	Policy T4 - T8	Policy T7 -7B (Policy T4 - T8, A9C)		
6	Public Transport Proposals	Policy T9 - T17	Policy T9, 10A, 14 - 17 (Policy T9 - T17)		
6	Highway Proposals	Policy T18 - T23	Policy T18 - 21 (Policy T18 - T23)		
6 & A9a & b	Car Parking	Policy T24 - 28	Policy T24a, A9A (Policy T24 - 28, A9A & B)		
6	Coach & Lorry Parking	Policy T29 & 29A	Policy T29A		
6	Leeds Bradford Airport	Policy T30	Policy T30		
6	Rail & Canal Freight	Policy T31			
7	Housing Strategy	SA3, SP3, SP5, Paras 7.1.1-7 & 7.4.1-12	Policy SA3 paras. 7.1.1-2	Core Strategy	Jan. 2010.
7	Housing Land Requirement	Pols H1-H8, Sections 7.2, 7.3, 7.4.13-25 & 7.5	H1-H5, Sections 7.1 - 7.5		
7 & A5	Social Housing Needs	Vol I - Pols H9 - H14, Section 7.6; Vol II - Pol GB17, Paras A5.10.5-8	Alts to Paras 7.6.19-20		
7 & A10	Student Housing & HMOs	Vol I - Pols H15, H18 & H19, Sections 7.6.28-31 & 7.8.1-6; Vol II - HMO1, Paras A10.1-6	Pols H15, H15A & H18, Sections 7.6.28-31c & 7.8.1-6, Deletion of Pols H19 & HMO1		
7	Travellers & Show People	Pol H16			
7	Housing Renewal	Pol H17, paras. 7.7.1-5			
7 & A11	Residential Institutions	Vol I - Pols H20A & H20B, paras. 7.8.7-9; Vol II - Pols RI1-RI6, paras. A11.1.1-5.1			
7	Housing Development Standards	Pol H21, paras. 7.8.10-11			
8	Economic Strategy	Policy SA4, SP6, E1 & E2		Core Strategy	Jan. 2010.
8	Background (scale of employment change & emp. land to be provided)	Section 8.2 - 8.3			
8	Employment Allocation	Policy E3 & E4			
8	Windfall Sites	Policy E5			
8	Physical Constraints	Policy E6			
8	Non Employment uses on Employment sites	Policy E7	Policy E7		
8	Key Employment Sites	Policy E8			
8	Transport Related Development	Policy E10			
8	B1 Business Uses	Policy E12 - E19			

8	Science Park	E21			
8	Economic Priority Areas	Policy E22 - E22A			
8	Rural Economy	Para 8.8.1			
9	Town Centres Focus of Development	SA 5 and SP7		Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
9	City Centre regional centre	S1		Core Strategy	
9 & A12	Town Centres	Vol I - S2, S3, S3a and S4; Vol II - SF1A-SF10B and SF11-SF12 and SF13-15			
9	Out-of-centre controls	S5 and S9			
9	Food shopping need	S6			
9	Local Centres and neighbourhood shopping	S8 and S9			
10	Leisure Strategic Aim	SA6		Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
10	Leisure facilities	LT1 and LT2			
10	Tourism	LT3-LT5B			
10	Waterways	LT6-LT6B			
10 & A13	Hotels	Vol I - LT7; Vol II - HO1 - 9			
11	Urban Regeneration	Pols R1-R3, secs 11.2 & 11.3		Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
	Area Initiatives & Regeneration		Pols R1-R4, Ch11	Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
12	Access for All Aims	Pols SA8 & A1, Secs 12.1-3		Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
12	New Schools	Pol A2, sec 12.4			
12	Health Facilities	Sec 12.5			
12	Community Uses	Sec 12.6			
12	Safety & Security	Pol A4, sec 12.7			
13	City Centre Aims	Pol SA9, sec 13.1		Core Strategy	<a href="#"><u>Jan. 2010.</u></a>
13	City Centre	Pols SP8 & CC1-30, secs 13.2-7	Alts to various paras.	City Centre Area Action Plan	<a href="#"><u>June 2008.</u></a>
14	Aireborough, Horsforth & Bramhope	Site allocations & proposals	Various alterations		
15	East Leeds	Site allocations & proposals	Various alterations	Parts of Ch 15: EASEL Area Action Plan & Aire Valley Area Action Plan	<a href="#"><u>Oct. 2008.</u></a> <a href="#"><u>Dec. 2008.</u></a>
16	Garforth	Site allocations & proposals	Various alterations		
17	Morley	Site allocations & proposals	Various alterations		
18	North Leeds	Site allocations & proposals	Various alterations		
19	Otley & Mid Wharfedale	Site allocations & proposals	Various alterations		
20	Pudsey	Site allocations & proposals	Various alterations		
21	Rothwell	Site allocations & proposals	Various alterations		
22	South Leeds	Site allocations & proposals	Various alterations	Parts of Ch 22: Aire Valley Area Action Plan	<a href="#"><u>Dec. 2008.</u></a>
23	West Leeds	Site allocations & proposals	Various alterations	Parts of Ch 23: West Leeds Area Action Plan	<a href="#"><u>June 2009.</u></a>

## **APPENDIX 2**

### **SCHEDULE OF RETAINED SUPPLEMENTARY AND 'OTHER' GUIDANCE**

#### **Supplementary Planning Guidance**

1.	PPG6 – Town Centres & Retail Development (7 October 1996), <i>to be reviewed following adoption of Core Strategy.</i>
2.	Leisure Developments & Other Key Town Centre Uses (13 October 1997), <i>to be reviewed following adoption of Core Strategy.</i>
3.	Sustainable Development Design Guide (30 March 1998), <i>to be replaced by Sustainable Design and Construction Supplementary Planning Document once adopted.</i>
4.	Greenspace Relating to New Housing Development (6 July 1998).
5.	Guidelines for Assessing Developer Contributions to Leeds Supertram) (6 July 1998), <i>to be replaced by Public Transport – Improvements – Developer Contributions, Supplementary Planning Document once adopted.</i>
6.	Holbeck Urban Village Planning Framework (29 March 1999), <i>to be replaced by an updated following consultation.</i>
7.	Development of Self - Contained Flats (4 May 1999).
8.	Leeds City Centre Urban Design Strategy (18 September 2000).
9.	Section 106 Contributions for School Provision (1 February 2001).
10.	Bramhope Village Design Statement (12 October 2001).
11.	Telecommunication Equipment (2001).
12.	Leeds Supertram Design Standards Guide (March 2002).
13.	Bardsey Village Design Statement (28 May 2002).
14.	East Keswick Village Design Statement (June 2002).
15.	<i><u>Pool Village Design Statement/Conservation Area Appraisal (date tbc).</u></i>
16.	Thorp Arch Village Design Statement (February 2005).
17.	Leeds Waterfront Strategy 2002 (10 July 2002).
18.	Neighbourhoods for Living (December 2003).
19.	Revised Affordable Housing Policy Guidance (February 2003).
20.	Greening the Built Edge (Adopted UDP Policy N34) (2004).
21.	Sustainable Urban Drainage (June 2004).
22.	Otley Conservation Area Appraisal (June 2004).
23.	Chapelton Conservation Area Appraisal (2003).
24.	Roundhay Conservation Area Appraisal (September 2004).
25.	Beeston & Holbeck Planning Framework (January 2005)
26.	Far Headingley, Weetwood and West Park Neighbourhood Design Statement (February 2005)
27.	Hawksworth Village Design Statement (February 2005)
28.	Adel Village Design Statement ( <i>April 2006 tbc</i> ).
29.	<i><u>Kippax Village Design Guide (December 2005)</u></i>

#### **Other Guidance**

In addition to the above Supplementary Planning Guidance documents 'saved' under the transitional arrangements, the City Council also wish to retain a series of 'best practice' and guidance notes. Whilst it is recognised that such documents have no formal status as part of the Local Development Framework, the City Council considers that such documents provide a detail source of information on a range of planning matters for its many customers. The date in brackets indicated when the guidance was 'adopted' by the City Council.

	<b>Conservation Design Guides</b>
1.	Caring for Ancient Monuments.
2.	Caring for Conservation Areas.
3.	Ancient Monuments in Leeds (October 1995).
4.	Listed Buildings in Leeds (February 2003).
5.	Historic Buildings in Leeds – Understanding Listing.
6.	A guide to the Preparation and Usage of Stone (1977).
7.	Use of Magnesian Limestone as a Building Material (September 1978).
	<b>Design Guides</b>
8.	Farm Buildings (December 1992).
9.	Site Development Guide (March 1995).
10.	Design Aid – Shops & Shopfronts (December 1992).
11.	Design Aid – Shop Front Security (December 1992).
12.	Urban Design Content of Submissions for Planning Applications (September 2000).
	<b>Landscape Design Guides</b>
13.	Development Site Tree Surveys (September 2000).
14.	List of Landscape Consultants (December 1995)
15.	Nature Conservation (March 1999).
16.	Tree Protection on Development or Demolition Sites (September 2000).
17.	A Landscape Submission Checklist for Planning Applicants Application Forms (September 2000).
18.	Protected Trees and Buildings: Guidance on Subsidence Investigations.
19.	Woodland Management Plans Required by Planning Condition.
	<b>Minerals Design Guides</b>
20.	Access to Construction (June 1994).
21.	Aftercare Schemes (June 1994).
22.	Choosing the Right Trees (June 1994).
23.	All Muck and Bullets (September 1998).
24.	Development of Contaminated Sites (June 2000).
	<b>Town Centre Strategies</b>
25.	Towards a Plan of Action for Morley Town Centre (1997)
26.	Morley Town Centre Action Plan (September 1999).
27.	Towards a Plan of Action for Otley Town Centre (1997).
28.	Otley Town Centre Action Plan (2000).
29.	Towards a Strategy for Wetherby (November 2000).
30.	Wetherby Town Centre Action Plan (September 2001).
31.	Towards a Plan of Action for Armley Town Centre (October 1998).
32.	Armley Town Centre Action Plan (January 2004).
33.	Towards a Town Centre Strategy for Pudsey
34.	Pudsey Town Centre Action Plan (March 2004).

### **APPENDIX 3**

#### **SCHEDULE OF ADOPTED LOCAL DEVELOPMENT DOCUMENTS**

<b><u>Document</u></b>	<b><u>Date of Adoption</u></b>
<b><u>Eastgate and Harewood Quarter Supplementary Planning Document</u></b>	<b><u>October 2005</u></b>



## **APPENDIX 2**

### **WASTE FRAMEWORK DIRECTIVE – DEADLINE AND PENALTIES**

Under the Waste Framework Directive (Council Directives 75/442/EEC & 91/156/EEC) the UK is required to have in place a plan/plans which specify either through maps or sufficiently precise criteria (so as to avoid any doubt) the planned location for waste disposal facilities. In England we have transposed this requirement through the tiered system of waste planning in England which taken and applied as a whole, fulfils the relevant requirements of the WFD. This tiered system comprises the national documents PPS10 and Waste Strategy 2000, but also regional planning documents and local waste planning documents. Whether the system is compliant with the WFD, in relation to a particular area, will depend on whether the system as a whole provided either a geographical map specifying the location of waste disposal sites, or locational criteria compliant with the Directive (i.e. location criteria which are sufficiently precise to enable the competent authority responsible for permitting waste disposal facilities to determine whether the site or installation in question falls within the management framework provided by the plan.). The Commission expect this to be delivered by July 2010 and failure to do so will incur further infraction proceedings and fines in the region of half a million pounds a day.

GOYH/FEB 06