

Leeds Site Allocations Plan Issues and Options

Initial Report of Consultation

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1.0 INTRODUCTION

1.1 The introductory information in this report forms the basis for the draft Report of Consultation and includes the following:

- Background to the consultation
- Consultation principles
- Consultation material
- Marketing and promotion
- Consultation programme
- Evaluation
- Next steps

2.0 BACKGROUND TO THE CONSULTATION

2.1 Leeds has an ambition to be the 'best city in the UK' and critical to achieving this will be working with local communities to find the best sustainable solutions for the homes, jobs and other development that the district needs whilst protecting the environment and local distinctiveness.

2.2 The Council has already agreed the overall scale and distribution of growth and this has provided the context for the Site Allocations 'Issues & Options' consultation, setting the scene to identify locations for development consistent with the overall strategy.

2.3 The consultation was focussed on the following:

- 1) Locations for a range of **Housing** sites to meet the needs of the local current and future population;
- 2) Locations for a range of **Employment** sites;
- 3) Locations for **Retail** development (town centre boundaries and shopping centre frontages);
- 4) **Greenspace** (review of existing allocations and potential new sites and proposed amendments arising from the open space needs assessment)

2.4 The consultation also sought views on phasing (short, medium and long term) for housing sites and sites for gypsy and travellers and for older persons accommodation.

3.0 METHODS OF CONSULTATION

Consultation principles

3.1 The following principles were used to guide the consultation:

- Empower local people to participate in the Site Allocations Plan;
- Recognise the diversity of Leeds and make sure everyone who may be affected is encouraged to have their say, this includes reaching out to people we may not have heard from in the past and holding events at accessible times and locations;
- Make sure the consultation promotes good community relations and positive feelings about the future of Leeds and the planning process;
- Clear and communications that will keep people informed at all stages of the process, making information easy to access and understand;
- Make use of existing planned events, meetings and other opportunities to communicate;
- Consultation material will be relevant and interesting to those who will be affected by the Site Allocations Plan;
- Exceed the minimum legal requirements for involving people and making sure we follow the Councils Statement of Community Involvement.

3.2 These principles follow the Council's adopted Statement of Community Involvement and consultation good practice.

Consultation Material

3.3 To help empower local residents to get involved, the consultation material was designed to be informative, easy and welcoming. It focussed on the issues and site allocation 'choices' for housing, employment, retail and greenspace. Consultees were guided through the issues, from context to topics, to local areas and then to the next steps.

3.4 The consultation material was made up of the following displays.

1. Overall Context
2. Housing Context
3. Employment Context
4. Retail Context
5. Greenspace Context
6. Area 1: Aireborough
7. Area 2: City Centre
8. Area 3: East Leeds
9. Area 4: Inner Area
10. Area 5: North Leeds
11. Area 6: Outer North East
12. Area 7: Outer North West
13. Area 8: Outer South
14. Area 9: Outer South East
15. Area 10: Outer South West
16. Area 11: Outer West
17. 1x Site Allocations Plan in Numbers ('pull-up' board)
18. 1x Consultation and contact details('pull up' board)

3.5 The 'pull-up' boards were placed in:

- Development Enquiry Centre, City Development, Rossington Street
- Headingley Library
- Crossgates Shopping Centre

These were also supplied to all group offices for use at meetings (Conservative Group Office, Labour Group Office, Liberal Democrat Group Office, The Green Party Group Office, and the Morley Borough Independents).

In addition to the displays there were paper copies available for the topic areas. All of these were available at the Civic Hall drop-ins but at the local events only copies of the adjoining areas were available.

- OA paper plans
 - Employment (1 for each HMCA)
 - Retail (1 for each HMCA)
 - Greenspace (1 for each HMCA)
 - Housing (1 for each HMCA)

Other material available at the drop-in events to support the consultation

General

At the Civic Hall and local drop-in events the attendance was noted, although not all of those attending signed this. Paper and pens were provided for note-taking and lap tops were provided for those wishing to view all of the consultation material or to make comments. Paper copy response forms were also provided.

Reference documents

At all of the events the following reference documents were available:

- Volume 1 and all Area Chapters (Volume 2)
- Sustainability Assessment and non technical summary
- Greenspace Background Papers
- Core Strategy

Material to take away

Many of the participants were keen to take away information to consider the issues further or to circulate within the community. The following were available to take away:

- Site Allocations Factsheet
- Volume 1 Plan Overview
- Relevant Volume 2 Area Chapter

Marketing and communications

A marketing and communications plan was prepared to promote the consultation by a wide variety of ways and in a clear, simple and welcoming way. A wide variety of methods were used, including the following:

Newspaper advertising

The consultation was covered in the Yorkshire Evening Post and Yorkshire Post on Thursday 30th May

Local promotions

Many local Members, parish councils, neighbourhood planning groups and others advertised the consultation using newsletters, websites, social media, posters and flyers.

Letters/or emails

Sent to everyone on the Council's Local Development Framework database – this includes all local residents who have written in previously/anyone we have had previous contact with.

Information pack

The equalities Team used an information pack to inform 'hard to reach' groups and organisations on the equality database.

Libraries and one stop centres

Libraries and one stop centre's across Leeds displayed posters and flyers and were a source of documents to view or take away.

Bus adverts

13 adverts were placed on the side of buses and 100 adverts inside buses for 4 weeks (from Saturday 8th June). The buses went across the-city and were not route specific – they were assigned to different routes each day – but crossed the city centre on average 20 times per day and either covered East to West or North to South. Half were booked out of the Bramley depot and half out of Hunslet to ensure maximum reach for the campaign.

Posters and flyers

Posters and flyers were sent to various organisations for advertising locally, including schools (primary and secondary), care homes, leisure centres, Golden Acre Park, housing offices and neighbourhood networks, children's centres, adult day centres, museums and art galleries.

Factsheet

A factsheet outlined the aims and objectives of the consultation and provided details of the events and how comments could be made.

Radio advertising

On Radio Aire and Magic 808. (A 20 sec advert running for 4 weeks reaching more on the alternate stations from Friday 7th June – Thursday 28th June).

Web site

The information was available on the web at www.leeds.gov.uk/siteallocations and there was a promotion on the homepage of leeds.gov which was rotated regularly to give it priority for the duration of the consultation.

'Talking point'

This is the Council's consultation webpage and the site allocations consultation was included on this.

Public meetings

A number of ward councillors held their own public meetings or consultation events in addition to the drop-in events run by officers.

Distribution of marketing and consultation material

Channel	Comments
18x Leisure centres	Each Leisure Centre received covering letter and 1 poster
26x Housing offices	Each housing office received 1 letter, 1 poster and 30 flyers.

Channel	Comments
28x Neighbourhood networks	Each neighbourhood network received 1 letter, 1 poster and 30 flyers.
62x children centres	Each Childrens centre received 1 letter and 1 poster.
150x GP surgeries	Each GP Surgery received 1 letter and 1 poster
14x Childrens services area offices	Each Childrens area office received 1 letter,1 poster and 10 flyers.
9x Adult social care area offices	Each Adult social care area office received 1 letter, 1 poster and 10 flyers.
11x Citizens Advice Bureaux	Each CAB received 1 letter, 1 poster and 20 flyers each.
38x Adult Day Centres	Each Adult Day centre received 1 letter, 1 poster and 20 flyers each.
24x Homes for Older People	Each HOP received 1 letter and 1 poster each.
44x Libraries	Each library received 1, letter, 1 poster and either 10 or 20 flyers and 10 or 20 questionnaires and a set of all documents.
17x One stop centres	Each OSC received 1, letter, 2 posters,100 flyers. The city centre OSC received 250 flyers and 50 questionnaires.

Consultation Programme

- 3.1.1 The consultation took place online and at a series of drop-in sessions throughout the district, attendance at meetings and community events and a series of targeted events.
- 3.1.2 The consultation programme provided a range of opportunities for individuals, community groups and others to make their views known. These include 'drop in' events for community groups (including Parish and Town Councils and Neighbourhood Forums), business and statutory bodies.

'Drop-in' Events					
	Lead	Event	Date & Time	Attendance *	
1	LCC	Leeds Civic Hall – Banqueting Suite Targeted at community groups/Town & Parish Councils	Friday 7 th June (3.30 - 8.30pm)	46	
2	LCC	Wetherby Town Hall	Saturday 8 th June (10am-3pm)	197	
3	LCC	Leeds Civic Hall – Banqueting Suite Targeted at businesses/developers/agents	Monday 10 th June (2pm-7pm)	25	
4	LCC	Cross Gates Library	Tuesday 11 th June (3-6.30pm)	13	

	Lead	Event	Date & Time	Attendance *	
5	LCC	Trinity Leeds Shopping Centre, outside the customer service lounge	Wednesday 12 th June (12-7pm)	127	
6	LCC	Dewsbury Road One Stop Centre, Beeston	Thursday 13 th June (3-6.30pm)	10	
7	LCC	Morley Town Hall	Saturday 15 th June (10am-3pm)	35	
8	LCC	Armley One Stop Centre	Monday 17 th June (3-6.30pm)	32	
9	LCC	Windmill Community centre, Rothwell	Tuesday 18 th June (3-8pm)	57	
10	LCC	Otley Resource Centre	Thursday 20 th June (3-8pm)	60	
11	LCC	Horsforth high School	Saturday 22 nd June (10am-3pm)	110	
12	LCC	Pudsey Civic Centre	Tuesday 25 th June (3-8pm)	200	

	Lead	Event	Date & Time	Attendance *	
15	LCC	Miners Memorial hall, Garforth	Saturday 29 th June	100	
16	LCC	Leeds Civic Hall – Banqueting Suite	Tuesday 16th	20	
Total attendance (approximate)				927	

* Not all who attended completed the attendance form so the figures are approximate

Other Meetings/Forums/Events/workshops					
These include meetings/events organised by Members, neighbourhood planning groups and parish councils.					
	Lead	Event	Date & Time	Attendance *	
1	Interim Aireborough Neighbourhood Forum	Aireborough Neighbourhood Forum Site Allocations meeting	1st July	40-50	
2	LCC	Older Peoples Forum, Leeds Civic Hall	Thursday 4 th July	50-60	
3	LCC	Youth Council, Leeds Museum	Saturday 6 th July (2-3pm)	30 (12 and 19 years old)	
4	East Ardsley &	East Ardsley Church Hall	Tuesday 9 th	60-70	

Other Meetings/Forums/Events/workshops					
These include meetings/events organised by Members, neighbourhood planning groups and parish councils.					
	Robin Hood Ward Cllrs		July (4-8pm)		
5	Boston Spa Neighbourhood Planning group	Boston Spa village Hall	Friday and Saturday 12 th and 13 th July	150-200 over 2 days	
6	Barwick in Elmet with Scholes Parish Council	3 events during the consultation period	June/July	200+ (to be confirmed)	
7	Collingham Neighbourhood Planning Steering Group	Collingham Memorial Hall	Sunday 30 th June	100+	
8	Kippax Parish Council	Kippax Co-op	Friday and Saturday 19 th & 20 th July (9am-1pm both days)	190 Fri 180 Sat	

*A full list of other events will be provided in the draft Report of Consultation

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7. EVALUATION

7.;1 It is too early to assess the consultation fully but the events were generally well received, with many positive comments made on the consultation material and an appreciation of the opportunity for one-to-one discussions with officers. The availability of material to take away was also appreciated by many, especially by those who wanted more time to consider the issues.

7.2 There were two main criticisms made of the consultation – that not enough was done to publicise the consultation and to make comments online was confusing and too time consuming. The Report of Consultation will have a more comprehensive account of all of these issues and will include lessons for the future also.

8 NEXT STEPS

The immediate next steps will be for officers to read and input all of the comments into the consultation database for inclusion in the draft Report of Consultation. Further reports to Development Plan Panel will be prepared to consider responses to the issues raised, with a view to preparing a publication as quickly as practicable. A programme timetable will be developed more fully within the context of the analysis of the consultation responses.. It should be emphasised also that the overall timetable will be subject to the progress of the Core Strategy through Examination. It is anticipated at this stage that the Publication Draft will be subject to consultation 2014 with a view to adoption in 2015.

Appendix 1

Statutory Consultees

Harrogate Borough Council
Yorkshire Forward
Ramblers' Association
Ramblers' Association
Environment Agency
Natural England Consultation Service
Highways Agency
Mobile Operators Association
Fields in Trust
English Heritage
Bradford Metropolitan District Council
Kirklees Metropolitan Council
Selby District Council
Wakefield Metropolitan District Council
City of York Council
NHS Yorkshire and the Humber
British Telecom Repayment Projects
Lattice Property (British Gas)
British Geological Survey
Church Commissioners
Equality and Human Rights Commission
Crown Estate Office

Department for Education and Skills
Government Office for Yorkshire & the Humber
Department of Health
Disability Rights Commission
Fair Play Yorkshire & the Humber Region
Freight Transport Association
Health & Safety Executive
Tenant Services Authority (TSA)
Skills Funding Agency
Railfreight
Royal Mail Property Holdings
The Gypsy Council
West Yorkshire Fire and Rescue Service
Yorkshire Ambulance Service NHS Trust
West Yorkshire Police Authority
Greater Yorkshire Forestry Authority
Calderdale Metropolitan Borough Council
CPRE, Yorkshire
Department of Health
Civil Aviation Authority
Gypsy Roma Traveller
West Yorkshire Fire & Rescue Service
Northern Powergrid
Canal & River Trust
West Yorkshire Police

Local Government Yorkshire and Humber
Yorkshire Water Services
Network Rail
RSPB
Leeds, York and North York Chamber of Commerce
British Chemical Distributors and Traders Asso
Centre for Ecology and Hydrology
IoD Yorkshire
The Coal Authority
Age UK
Rail Freight Group
Road Haulage Association - Northern Region
Womens National Commission
Metro
Sport England
The Theatres Trust
Airport Operators Association
Yorkshire Wildlife Trust
O2 Limited
Kingston Communications (HULL) Plc
Talk Mobile
Virgin Media
Orange
T-Mobile (UK) Ltd
Hutchison 3G UK Ltd

Toucan Telecom
Design Council
North Yorkshire County Council
Planning Inspectorate (PINS)
Council for British Archaeology
The Garden History Society
The Georgian Group
NOMS - HM Prison Service
Leeds Teaching Hospitals NHS Trust
AMEC
Traveller Law Reform Project
Institute of Directors, Yorkshire
united utilities (Transco)
Centrica Plc
North Yorkshire Police Authority
NHS Leeds
British Toilet Association
North Yorks Moors Forest District
Yorkshire Local Councils Associations
Homes and Communities Agency
National Federation of Gypsy Liaison Groups
National Landlords Association
Bradford Council - Highways
North Yorkshire County Council
Office of Rail Regulation

Appendix 2

Non-Statutory Consultees

The None Statutory Consultees include local MPs, Parish Councils, Councillors and Consultants as well as members of the public who are on the LDF database and requested that they would like to be kept informed of the process.

Appendix 3 Statutory Notice

LOCAL DEVELOPMENT FRAMEWORK
(Planning and Compulsory Purchase Act 2004)

LEEDS SITE ALLOCATIONS PLAN CONSULTATION ON ISSUES AND OPTIONS

Leeds City Council is proposing to produce the Site Allocations Plan which will provide site allocations and details that will help to deliver the Core Strategy policies and targets ensuring that sufficient land is available in appropriate locations for housing, employment, retail and greenspace. It is a key document in the Local Development Framework or Local Plan for Leeds in identifying specific allocations for development to 2028. It will cover the whole of Leeds district except for the area within the Aire Valley Area Action Plan which is a separate plan.

The Issues and Options for the Site Allocations Plan sets out initial ideas for site allocations for housing, employment, retail and greenspace. It asks questions to seek the public's views on the approach taken in the document including the site suggestions, or whether other sites and proposals should be considered. This is the first consultation stage in the preparation of the Site Allocations Plan. The Plan has to go through various stages of preparation and will be subject to examination in public by an independent Inspector before it can be adopted by the Council.

The Council's proposals for the Plan and supporting documents including the Sustainability Appraisal are available for inspection at the Development Enquiry Centre, Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD (Monday – Friday 8:30am – 5pm, Wednesday 10am – 5pm) and at libraries and one-stop centres within Leeds District.

The documents are also published on the Council's website. To view/ download the proposals go to www.leeds.gov.uk/siteallocations. You can also telephone Leeds 0113 247 8092 or e-mail ldf@leeds.gov.uk for further information.

There will also be drop-in consultation events during this period where you can view the proposals. Details available at the contacts above.

Comments should preferably be submitted on-line (but can be made in writing or email) during the consultation period. **The period during which representations can be made is between Monday 3rd June 2013 and 5pm Monday 29th July 2013.**

Unless you specify otherwise, if you make a representation, we will notify you of future stages (including further public consultation).

Let us know if you have special needs and we will make arrangements to make sure your views are registered.

Appendix 4

Statement of Representation Procedure (Reg 17 of Appendix 5 - The Town and Country Planning (Local Planning) (England) Regulations 2012)

STATEMENT OF REPRESENTATIONS PROCEDURE (Regulation 17 of The Town and Country Planning (Local Planning) (England) Regulations 2012)

SITE ALLOCATIONS PLAN

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Appendix 5
Photographs from the consultation drop-in events



