



Report of Director of Development

Report to Outer West Area Committee

Date: 11th September 2009

Subject: Outer West Conservation Area Reviews

Electoral Wards Affected:

Calverley & Farsley
Farnley & Wortley
Pudsey

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call in Details set out in the
report

Executive Summary

The report seeks to update members on the progress of the conservation area reviews undertaken on Pudsey and Calverley using funding gained via Area Committee well-being budget and establish where the reviews of Farsley and Woodhall Hills will fit within the conservation area review programme for 2009/10.

1.0 Purpose Of This Report

1.1 The report seeks to update the Outer West Area Committee on the current progress of the reviews of the Pudsey and Calverley conservation areas and establish where the reviews of Farsley and Woodhall Hills will fit within the conservation area review programme for 2009/10.

2.0 Background Information

2.1 A total budget of £16,000 was secured from the Outer West Area Committee to undertake the conservation area reviews of Pudsey and Calverley in the financial year commencing April 2008. During this period a total of 18 conservation areas were to be reviewed throughout the year. From the budget secured, three community conservation officers were employed. Of these Matthew Bentley is to review the Pudsey conservation area, with Naomi Archer reviewing the Calverley conservation area.

2.2 A total budget of £10,000 was secured from the Outer West Area Committee to undertake the conservation area reviews of Farsley and Woodhall Hills in the financial

year commencing April 2009. During this period a total of 16 conservation areas were to be reviewed or designated throughout the year.

3.0 Main Issues

- 3.1 Timetabling – As the conservation areas to be reviewed in both financial years are among a larger group getting reviewed, deciding where to fit them into the timetable was an important decision. The Pudsey and Calverley reviews were timetabled for late 2008/early 2009. Following consultation the appraisals and amended conservation area boundaries were approved under delegated decision with the documents being approved as a material consideration and had an activation date of 9th April 2009.
- 3.2 Consultation of local groups – getting in touch with local civic and community groups to discuss whether they would like an input into the documents. Pudsey Civic Society was contacted directly. Consultation for Calverley included;
- Leaflets were distributed to all properties affected by the proposed boundary alteration.
 - The leaflet gave a map of the conservation area, and directed residents to the display in the local library and the appraisal on-line.
 - Posters were put up in public locations in the village including the church, Mechanics Institute, Post Office, pub and fish and chip shop. The posters directed residents to the information on-line and the library display.
 - The draft conservation area appraisal was made available online from 8 December 2008.
 - The display in the local library was available from 12 December 2008 to 22 January 2009.
 - After formal consultation, a drop-in afternoon meeting took place on 17 March to publicise the revised final document. It was organised by the local area management team and advertised in two local newspapers and by means of posters and a banner close to the meeting venue.

Consultation in Pudsey included;

- A drop-in meeting was held in the Pudsey library from 10am until 2pm on Saturday 14th February. This included a display of the appraisal, draft appraisals for the attendees to look at and comment on and maps of the proposed conservation area extension for residents to draw on and make comments on. The meeting was attended by approximately 18 people. The overwhelming response to the appraisal was positive.
- All residents within the proposed conservation area extensions were mailed directly with an information leaflet. The leaflet directed the residents to the appraisal available on-line and to the information displayed in Pudsey Library. The leaflets were posted on the 2nd and 3rd February 2009.
- Commercial and industrial premises which were affected by the change of the conservation boundary were also mailed directly with an information leaflet. The leaflet directed these to the appraisal available on-line and to the information displayed in Pudsey Library. The leaflets were posted on the 2nd and 3rd February 2009.
- A display was placed in the entrance of Pudsey Library, Church Lane, Pudsey, from 2nd February to 13th March 2009.
- A press release was distributed and appeared in the Pudsey Times on 4th February and also on the newspapers website.

- The draft conservation area appraisal was made available online from 2nd February 2009. Posters were put up in the conservation area directing people to the website and the display and invited comments. These were in Sainsbury, Pudsey One-Stop Centre, the sports hall, and the town centre notice board.

4.0 Implications for Council Policy and Governance

4.1 Member Consultation

4.1.1 Summary of Calverley ward member consultations;

Local Ward Members – Calverley with Farsley Ward

Councillor Andrew Carter
Councillor Frank Robinson
Councillor Joseph Marjoram

- The ward councillors were first informed of the review process by email 14 October 2008.
- A draft map of the proposed boundary changes was e-mailed to the councillors on 23 October 2008.
- A meeting was held with Cllrs Carter and Marjoram on 5 November 2008
- The Councillors were then emailed a PDF of the appraisal and management plan on 5 December 2008. Paper copies were sent by internal mail on the same day.
- A further meeting was held with Cllr Carter on 13 January to discuss public consultation responses.

4.1.2 Summary of Pudsey ward member consultations;

Local Ward Members - Pudsey Ward

Councillor Coulson
Councillor Jarosz
Councillor Lewis

- The ward councillors were informed of the review process by email 22nd May 2008. Cllr Coulson requested that he would like to be involved in the process.
- A meeting with Cllr Coulson took place on 22nd October explaining the CA review process. The Cllr was in agreement with all of the initially proposed boundary changes.
- The ward Cllrs were sent a draft map highlighting the proposed extensions by email on 6th January 2009. Cllr Lewis responded that he was in support of these proposals.
- The ward Cllrs were sent a draft copy of the conservation area appraisal and management plan on 21st January 2009 by email.
- The ward Cllrs were made aware that the public consultation was commencing on 2nd February 2009 by email.
- A public forum meeting was attended on 17th February 2009 where both Cllr Lewis and Cllr Jarosz stated their support for both the conservation area extension and the appraisal document. The overall attendance of this meeting was approximately 20 people.

4.2 There has been no member consultation as of yet for the 2009/10 conservation reviews of Farsley and Woodhall Hills.

5.0 Legal and Resource Implications

- 5.1 The financial resource implications for the 2008/9 reviews were made from the budget which was previously agreed with the area committee (£8,000 each for the Pudsey and Calverley reviews).
- 5.2 The financial resource implications for the 2009/10 reviews were made from the budget which was previously agreed with the area committee (£10,000 combined total for the Farsley and Woodhall Hills reviews).

6.0 Conclusions

- 6.1 The conservation area review(s) have/will aim to:
- Promote the conservation areas within their localities
 - Engage local communities in establishing what they believe are the special characters of the areas.
 - Produce a tangible document that will be accepted by the full council and will help to inform future developments within the conservation area, resulting in developments that are sympathetic and in keeping with the special character of the area.
- 6.2 The conservation areas of Farsley and Woodhall Hills will be programmed to be undertaken in the 2009/10 financial year, with fieldwork likely to commence in November 2009, aiming for an approval of the documents in March 2010.

7.0 Recommendations

The area committee is asked to:

- Provide a route to Councillors for consultation when necessary.
- Note the project and its targets.
- To possibly assist in providing information on groups and meeting rooms of the area when they are required.