

Report of the Director of City Development

Report to: Development Plan Panel

Date: 30th April 2013

Subject: Site Allocations DPD – Consultation Strategy

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| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Summary of main issues

1. This consultation is the first stage in the consultation on Leeds Site Allocations Plan 'Issues & Options'.
2. The consultation will cover 'Issues and Options' relating to retail, housing, employment and greenspace.
3. Members of the public, community groups, neighbourhood forums, Parish and Town Councils, the development industry, infrastructure providers, amenity groups, statutory consultees and others will be able to make representations during an 8 week period.
4. A number of consultation principles guide and provide focus to a consultation which is intended to be open, inclusive and responsive.
5. The consultation will be focussed on the issues and options in the 11 areas across the District (Housing Market Characteristic Areas - HMCAs).
6. Representations will be encouraged to be made online, as well as by post or at a series of District-wide or local events.
7. The consultation will be challenging for the Council (and for local communities) and will require flexibility, expertise and resources from across the Council and from Independent facilitators if appropriate.

Recommendations

- Development Plan Panel is requested to note and comment on the content of this report.

1.0 Purpose of this Report

- 1.1 To set out for Development Plan Panel the broad principles and key features that will form the basis for the consultation on Leeds Site Allocations Plan. Subject to Development Plan Panel's and Executive Board's consideration of the material, the consultation is planned to commence in early June, for an 8 week period.

2.0 Background Information

Scope and Purpose of the Consultation

- 2.1 The City Council has previously consulted on the LDF Core Strategy and 'Housing Growth Principles', providing the context for the Site Allocations – 'Issues & Options' consultation to take place. The Core Strategy sets out the overall scale and distribution of growth, with the role of the Site Allocations Plan, to identify locations for development consistent with this overall strategy. The Site Allocations consultation will therefore focus on the following:

- 1) Locations for a range of **Housing** development 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).

Consultation Principles

- 2.2 The consultation will reflect the adopted consultation principles of the Council's Statement of Community Involvement (SCI), with particular focus on the following:
- The consultation material will provide clarity on the aims and objectives of the consultation to ensure that all respondents understand what they can and cannot influence;
 - The provision of background material as appropriate. This includes supporting and technical information for the Core Strategy (which sets the strategic context for the preparation of the Site Allocations Plan), as well as appropriate background material for the Site Allocations document;
 - Through the use of online information and public events, steps will be taken to ensure that all communities have an opportunity to engage in the process and that this is easy and welcoming at the point of contact;
 - The delivery of a programme of events, providing information on consultation material, the overall timetable for the preparation of the plan and how the results of the consultation will be considered and decisions will be made.

3.0 Main Issues

Consultation Programme

- 3.1.1 The Consultation programme will comprise of a number of elements. These includes the provision of online information, the delivery of a series of events, the

provision of exhibition material and ongoing engagement with communities and groups.

- 3.1.2 A key focus of the consultation will be online mapping information relating to areas and sites, relating to the Issues and Options and consultation questions, relevant to each area. In addition it will be possible to access the individual site assessment proformas (for housing and employment), the representation form and useful links.
- 3.1.3 In raising awareness of the consultation issues and options, a series of events are also planned to provide a range of opportunities for individuals, community groups and others to engage. These include 'drop in' events for community groups (including Parish and Town Councils and Neighbourhood Forums), business and statutory bodies. There will be a 'drop in' event for each of the 11 HMCA areas across the District. It should be emphasised also, that the usual 6 week consultation period has been extended to 8 weeks, to allow for further opportunities to comment. In taking this timescale into account, it is proposed to 'run' the 'drop in' events for the community groups and business early in the consultation process, with a final 'drop in' event for all stakeholders and interested parties, towards the end of the 8 week period. This will provide an opportunity for individuals, groups or other interested parties, to engage in the process, where they have not been able to attend other events.
- 3.1.4 In raising awareness about the consultation, it is also proposed to prepare exhibition material, which will be circulated throughout the District, providing information about the Issues and Options and Programme of events.
- 3.1.5 A key feature of the consultation process also, will be the ongoing participation and engagement with communities as part of the Neighbourhood Planning and other engagement work across Leeds, through the 8 week consultation period. This will provide a further opportunity to raise awareness about the Site Allocations plan and to participate in other events as appropriate and subject to resources.

Consultation Material

- 3.2 The consultation material will be available online (O), at the city-wide drop-in events (D) and at the local events (L):
 - A **summary information and explanation** outlining the background to the consultation, the housing, employment, retail and greenspace issues and options and next steps (O,D,L);
 - A **simple explanation** of the issues and options in relation to each local Housing Market Characteristic Area (HMCA) issues and options (O,D,L);
 - **Plans** relating to Housing, Employment, Greenspace and Retail for each Housing Market Characteristic Area that sets out the issues and options (O,D,L);
 - An **aerial photograph** and site plan for each (housing and employment) site (O);

- **Technical site information (Site Proforma)** for each (Housing and Employment) site. This includes: site area; existing use; capacity, other possible uses, ward/HMCA, planning designations, planning check (O);
- **Sustainability Appraisal Information** (O);
- **Feedback/Representation Form** (O, D, L).

Communication

- 3.3 Within the context of the above, to assist communities, business and others to plan for and respond to the consultation a Programme of Events will be prepared and publicised in advance of the consultation. This will outline the date, time and location of events and how representations can be made. Following the close of the consultation a Report of Consultation will also be prepared.

Consultation events

- 3.4 Within the context of an overall consultation strategy and as outlined above 3.1.3, a series of consultation events are planned at a District-wide and local level, as well as ongoing engagement work (through supporting the preparation of Neighbourhood Plans and other locality work) which will be dependent on particular local circumstances and needs and the resources available. This will provide an important level of flexibility that will be important for local communities, in providing information and advice on the Site Allocations Plan and opportunities to comment. The emerging programme of events can be summarised as follows:

| District-wide | |
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| Event | Date and Venue |
| District-wide drop-in session for Community Groups (including Parish and Town Council, Neighbourhood Planning groups and forums) | Week 1 or 2 of the Consultation Period TBA Civic Hall, Banqueting Suite |
| District-wide drop-in session for the business community, developers, statutory bodies. | Week 2 or 3 of the Consultation Period TBA Civic Hall, Banqueting Suite |
| District-wide drop in session for interested parties / representors | Week 7 of the Consultation Period TBA Civic Hall, Banqueting Suite |

| Consultation within Local Areas (i.e. each of the 11 HMCAs) | |
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| Event | Date and Venue |
| 'Drop in' – sessions: Aireborough City Centre East Leeds Inner Area North Leeds Outer North East Outer North West Outer South Outer South East Outer South West Outer West | TBA |

Consultation Team

- 3.5 The consultation process will require significant ongoing support and resources from across the Council, including:
- City Development (Forward Planning & Implementation, Development Management, Highways Development Control),
 - Localities & Partnerships (Area Support Teams).
- 3.6 In addition to this, independent advice, support and facilitation will be used if appropriate.

4.0 Corporate Considerations

4.1 Local Development Framework (LDF)

- 4.1.1 The Site Allocations Plan forms part of the Local Development Framework ('Local Plan') for Leeds. The Site Allocations Plan will eventually identify allocations for development which are consistent with the overall policy approach of the Core Strategy, whilst responding to and balancing the needs and aspirations of local communities and business.
- 4.1.2 The Core Strategy was submitted for independent examination in April 2013.

4.2 Consultation and Engagement

- 4.2.1 As outlined in this report, the Site Allocations Issues and Options, will be subject to an 8 week period of consultation, longer than the usual statutory 6 week consultation period. This reflects the complexity of the task for not only the Council but to meet the needs of local communities and business.
- 4.2.2 The consultation strategy has been framed within the context of the City Council's adopted Statement of Community Involvement (SCI).

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.1 The Site Allocations Plan consultation, provides an opportunity for all communities and communities across Leeds to participate in the process. In terms of preparing the consultation material it should be noted that an Equality Impact Assessment Screening was undertaken on the Core Strategy Publication draft and pre-submission changes. This document sets the strategic context for the Site Allocations Plan. In addition, an EIA has also been completed in the preparation of the Site Allocations Issues & Options document.

4.4 Council Policies and City Priorities

- 4.4.1 The Core Strategy and Site Allocations Plan play a key strategic role in taking forward the spatial and land use elements of the Vision for Leeds and the aspiration to the 'the best city in the UK'. Related to this overarching approach and in meeting a host of social, environmental and economic objectives the Site Allocations Plan also seeks to support and advance the implementation of a range of other key City Council and wider partnership priorities. These include the Leeds Growth Strategy, the City Priority Plan, the Council Business Plan, the Leeds Health and Well Being Strategy and the desire to be a 'child friendly city'.

4.5 Resources and value for money

4.5.1 The plan is being prepared within the context of the LDF Regulations, statutory requirements and within existing resources.

4.6 Legal Implications, Access to Information and Call In

4.6.1 The plan is being prepared within the context of the LDF Regulations and statutory requirements. The plan is a Budgetary and Policy Framework document and as such will be considered by Scrutiny Board (Sustainable Economy and Culture) at the appropriate time.

4.7 Risk Management

4.7.1 The plan is being prepared within the context of the LDF Regulations and statutory requirements. The preparation of the plan within the context of ongoing national reform to the planning system and in responding to local issues and priorities, is a challenging process. Consequently, at the appropriate time advice is sought from a number of sources, including legal advice and advice from the Planning Advisory Service and the Planning Inspectorate, as a basis to help manage risk and to keep the process moving forward.

5. Conclusions

5.1 Leeds Site Allocations plan is at an early stage in it's production and the 'Issues & Options' is the first formal stage of consultation (Regulation 18). Through work on the Core Strategy and in advising communities in relation to Neighbourhood Plans, there is a high level of interest in the emerging document on site issues. The consultation strategy set out in this report will provide a range of opportunities for engagement in the process and will allow for open, transparent and meaningful consultation with the existing resources available. Given the scale and complexity of the issues in Leeds, this will be a challenging process for everyone involved but with provide opportunities for groups and individuals to help shape regeneration, growth and investment across the District.

6. Recommendations

6.1 Development Plan Panel is requested to note and comment on the content of this report.

7. Background documents¹

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.