

Appendix 4
CCAAP Preferred Options Consultation Strategy

Formal Period: April-May 2007

Purpose

Principally to obtain a good quantity of comments on the Preferred Options from a wide range of people & organisations with an interest in the city centre
Secondly to obtain comments on the Sustainability Appraisal
Thirdly to raise awareness about the CCAAP

Methods

Publication of Documentation

The following documents will be desk top published with a colourful livery and photographs, illustrations and simple colourful maps to attract attention and interest:

- Preferred Options Main Document
- Preferred Options Summary

The following associated documents will be clearly and concisely presented:

- Sustainability Appraisal Report
- Interim Consultation Report
- Appraisal of Responses to Alternative Options Report

The following background research documents will be available for inspection and sent to the Government Office for Yorkshire & the Humber

- Leeds Housing Market Assessment
- Leeds Employment Land Assessment
- Leeds Strategic Flood Risk Assessment

All documents will be made available in hard copy and on the LCC website with details of how to obtain foreign language interpretation (see attached page). A full set of documentation will be available for reference at the Leonardo Building and Central Library. Copies will also be made available at the events and outreach sessions and will be posted to interested individuals/organisations on request.

Notification

The intention will be to inform people that the Preferred Options documentation is available & comments are being sought during the consultation period.

N1. Mail out using letter with colourful livery (997 individuals & organisations on the LCC LDF database)

N2. Formal Advertisement (Regulation 26d)

N3. To request display of posters at:

- St. George's Crypt
- Virgin Vie Gym

Leeds International Swimming Pool
Park Row Apartments
Leeds City Art Gallery
Blood Donor Centre
The Light
Connexions
West Yorkshire Playhouse
BBC Yorkshire
Leeds College of Music and Technology
Leeds City Bus Station
The Common Place
The Royal Armouries Museum

N4. Leaflets

N5. Websites – LCC, BBC

N6. Use of Screen Boards at Millenium Sq, Railway Stn and Lands Lane

N7. Press Release with Local radio announcements & Local newspaper news items and articles – the press office to arrange for interviews & briefings

N8. Notify all libraries and One-Stop-Shops with offer to supply documents if required

Events

E1. Drop-in-Sessions. These will provide opportunity for interested people (both invited and passing) to find out about the CCAAP proposals with interactive message boards, information & help from officers and preparation for impromptu workshop discussions. An underlying intention will be to get visitors to make written comments while they are present. Venues need to be centrally located and easily accessible. Hours of opening will need to cover lunchtime, afternoon and early evening periods.

In Dec 06 the City Centre Manager established that the Leeds Shopping Plaza and Corn Exchange shopping centres would be prepared to offer vacant shop units for the sessions, but Dec 06 is too early to make any commitments.

E2. Walkabouts. Short tours of city centre neighbourhoods to illustrate CCAAP issues. The tours will end at a Drop-in-session venue to give participants opportunity to make comments. General public invitations will be given with interested individuals asked to book in advance.

E3. Presentations. One or more afternoon and/or evening to address members and affiliates of the Area Committees and Leeds Initiative.

Outreach

- O1. Officers to give presentations & seek feedback at the following meetings:
- Resident & tenant forums of adjoining neighbourhoods: Jacqui Baines & Mike Dando of Planning Aid have agreed to facilitate sessions.

- Youth Council, Schools & Park Lane College: Jacqui Baines & Mike Dando of Planning Aid have agreed to facilitate sessions.
- The Older Peoples Reference Group – presentation at Friends Meeting Housing 16/4/07 11.30 arranged via Belinda Connolly.
- The Leeds Property Forum – Jean Dent emailed Ian Williams for a hearing at the Forum with agreement that a special meeting is needed between the Jan & Jun ones. (IanW@leedschamber.co.uk)
- City Centre Partnership Board is meeting on 19th April. Cath Follin needs papers 2 weeks before.
- The Race Equality Action Forum – item on meeting of 14/05/07 at 6pm Civic Hall arranged with Tajinder Virdee x 74728. Also, Khizar Hayat.
- The Access Advisory Group – Tajinder Virdee promised to pass on our request to Anisa Awan x 74435

Target Groups:

Groups	Method
Respondents to alternative options 2006	N1
CC Businesses – including shops, hotels, services etc	N1, N4, O1
CC Workers	N4, N6, N7, E1, E2
CC Residents	N1, N3, N7, E1, E2
CC Visitors	N3, N4, N5, N6, N7, E1, E2
Rarely heard groups – BME, Homeless, disabled, adjoining communities	N1, O1
Politicians, Area Committees and Leeds Initiative	E3
Non-users	N5, N7, O1

Comments

All representations must specify which Preferred Option or paragraph is being commented on. People will be urged to make comments on purpose designed forms. Forms will be made available in hard copy with the Preferred Options Report and Summary and with the Sustainability Appraisal Report. They will also be available to download and to send in directly (electronic forms) on the LCC website.

Feedback

On receipt of written comments, the City Council will send an acknowledgement either in writing or by email explaining how their comments will be considered. The City Council will summarise all comments received and publish the summaries on the website and make hard copy versions for those who are interested.

If you do not speak English and need help in understanding this document, please phone: 0113 247 8092 and state the name of your language. We will then put you on hold while we contact an interpreter. This is a free service and we can assist with 100+ languages. We can also provide this document in audio or Braille on request.

(Bengali):-

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

(Chinese):-

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

(Hindi):-

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

(Punjabi):-

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

(Urdu):-

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